

Regular Governing Board Meeting Agenda
Thursday, November 16, 2023 – 4:00 PM

Renee Cavanaugh, Dr. Scot Youngblood, Alexia Palacios-Peters, Whitney Antrim, Malachy Sandie

Student Board Representative: Wyatt Riebe

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>

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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

- 1.1 Call to Order

2. OPEN SESSION (5 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. 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.

- 3.1 [Approve the Board Meeting Minutes of October 19 and 31, 2023](#)
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)
- 3.2 [Annual Organizational Meeting Date Set for December 14, 2023 at 4:00 PM.](#)
California Education Code Section 35143 sets forth the requirement of each school district, community college district, and county office of education to hold an annual organizational meeting. Section 35143 also sets forth a list of specific actions required of local boards of trustees at the annual organizational meeting.

3.3 [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.

3.4 [Approve New Job Description for Teacher on Special Assignment \(ToSA\).](#)

3.5 [Approve/Ratify Out of State Conference](#)

Board Policy 3350 requires that out-of-state travel be approved. Board Policy further establishes that the Governing Board shall authorize payment for actual and necessary expenses, incurred by any employee performing authorized services for the district.

3.6 [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.

3.7 [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.

3.8 [Authorize Disposal of Surplus Property & Equipment](#)

The disposal and surplus of property and equipment is governed by California Education Code, Board Policies and Administrative regulations. The timely surplus of outdated and unusable property and equipment is integral to ensuring safe and conducive teaching and learning environments.

3.9 [Adopt Resolution 23-11-01 to Accept Continued Funding for the California State Preschool Programs at Silver Strand and Village Elementary Schools](#)

4. ACTION ITEMS (10 min.)

4.1 [Adopt Revisions to Board Policies, Board Bylaws, Administrative Regulations, and/or Exhibits](#)

4.2 [Approval of Retirement Notice Stipend](#)

5. REPORTS (50 min.)

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

5.2 Student Board Member Report: Wyatt Riebe (5 min.)

5.3 [Coronado High School Annual Report: Principal, Karin Mellina \(15 min. + Board Discussion\)](#)

- 5.4 [Department of Defense Education Activity \(DoDEA\) Grant Annual Update \(10 min. + Board Discussion\)](#)
- 5.5 [Learning Department Report: Senior Director of Learning, Dr. Megan Battle \(5 min. + Board Discussion\)](#)
 - CUSD Data and Assessment Ecosystem
- 5.6 [Deputy Superintendent Updates \(5 min. + Board Discussion\)](#)

Department Reports:

 - Business Services
 - Attendance Dashboard Month Two August 21 - October 13, 2023
- 5.7 [Superintendent Updates \(5 min. + Board Discussion\)](#)
 - Long Range Plan
 - School Safety

6. FIRST READING

- 6.1 [Revisions to Board Policies, Board Bylaws, Administrative Regulations, and/or Exhibits](#)

7. ITEMS PULLED CONSOLIDATED MOTION FOR CONSENT CALENDAR

8. COMMENTS (20 min.)

- 8.1 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.

- 8.2 Board Member Comments

- 8.3 Superintendent's Comments

9. ORGANIZATIONAL BUSINESS (5 min.)

- 9.1 [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.

9.2 Upcoming Meetings

- Regular/Organizational Board Meeting: December 14, 2023 at 4pm

10. CLOSED SESSION

- 10.1 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.

11. RECONVENE TO OPEN SESSION

- 11.1 Reconvene to Open Session and report out Action taken in Closed Session

12. 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 - November 16, 2023

CONSOLIDATED MOTION FOR CONSENT CALENDAR (5 min.)

3.1 Approve the Board Meeting Minutes of October 19 and 31, 2023

Department/Category: DISTRICT ORGANIZATION AND BOARD OPERATION

Background Information:

Presented for Board Approval:

- October 19, 2023, Regular Meeting Minutes
- October 31, 2023, 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_____

[Oct 19 2023 RBM - DRAFT.pdf](#)

[Oct 31 2023 SBM - DRAFT.pdf](#)

Regular Governing Board Meeting MINUTES
October 19, 2023, 4:00 PM

Renee Cavanaugh ♦ Dr. Scot Youngblood ♦ Alexia Palacios-Peters ♦ Whitney Antrim
♦ Malachy Sandie
Student Board Representative: Luke Johnson
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

1) CALL TO ORDER

1.1 Call to Order

Roll Call

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

2) OPEN SESSION (15 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: Whitney Antrim Second: Alexia Palacios-Peters Vote: 5 - 0

2.3 Spotlight Presentation: CAPT McKissick, Commanding Officer Naval Base Coronado at US Navy

2.4 Spotlight Presentation: Little Women (the fall musical of CoSA MTD)

3) PUBLIC COMMENT ON AGENDIZED ITEMS (20 min.)

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

4.1 Accept Donations to the Coronado Unified School District

4.2 Approve the Board Meeting Minutes of September 6 and 14, 2023

4.3 Approve the Personnel Register

4.4 Approve/Ratify Purchase Orders and Warrants

- 4.5 Approve/Ratify Contracts for Services
- 4.6 Authorize Disposal of Surplus Property & Equipment
- 4.7 Accept Uniform Complaint Quarterly Report
- 4.8 Approve/Ratify Out of State Conference

Motion: Whitney Antrim

Second: Alexia Palacios-Peters

Vote: 5 - 0

5) REPORTS (50 min.)

- 5.1 ACT Report: President Jennifer Landry (5 min.)
- 5.2 Student Board Member Report: Wyatt Riebe (5 min.)
- 5.3 Coronado Middle School Annual Report: Principal, Brooke Falar (15 min. + Board Discussion)
- 5.4 Student Services Update: Director Niamh Foley (5 min. + Board Discussion)
- 5.5 Learning Department Report: Senior Director Dr. Megan Battle (10 min. + Board Discussion)
- 5.6 Deputy Superintendent Updates (5 min. + Board Discussion)
- 5.7 Superintendent Updates (5 min. + Board Discussion)

[Click here to view public comments on Item 5.7](#) (2:40 min. mark)

6) FIRST READING

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

7) ITEMS PULLED CONSOLIDATED MOTION FOR CONSENT CALENDAR

No items were pulled.

8) COMMENTS (20 min.)

- 8.1 Public Comments on Non-Agendized Items

[Click here to view public comments.](#)

- 8.2 Board Member Comments

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

- 8.3 Superintendent's Comments

Superintendent Mueller gave an update on his and district events.

9) ORGANIZATIONAL BUSINESS (5 min.)

9.1 Proposed List of Agenda Items for Future Board Meetings

9.2 Upcoming Meetings

10) CLOSED SESSION

10.1 Conference with Legal Counsel-Existing Litigation, Government Code Section 54956.9(d)(1); Jane Doe v. Coronado USD, S.D. Superior case # 37-2021-00006011-CU-PO-CTL

10.2 Conference with Legal Counsel - Existing/Pending Litigation, Government Code Section 54956.9 Juul Labs, Inc./Altria Group Inc. Marketing, Sales Practices, and Products Liability Litigation, Federal District Court for the Northern District of CA, Case No: 3:19-md-02913-WHO

11) RECONVENE TO OPEN SESSION

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

The Board reconvened at 7:10 PM and reported the following action:

On Item 10.2 motion was made by Antrim and seconded by Youngblood to approve with a vote of 5-0. No other action was taken in closed session.

12) ADJOURN

The meeting adjourned at 7:10 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.

Karl Mueller, Superintendent



Special Governing Board Meeting MINUTES
October 31, 2023, 3:00 PM

Whitney Antrim ♦ Renee Cavanaugh ♦ Alexia Palacios-Peters ♦ Malachy Sandie ♦ Dr. Scot Youngblood

Student Board Representative: Luke Johnson

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

1) CALL TO ORDER

1.1 Call to Order

The meeting was called to order at 3:01 PM.

Roll Call The Following Board members were present: Renee Cavanaugh, Alexia Palacios-Peters, Whitney Antrim, Malachy Sandie. Also present was Karl Mueller.

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: Antrim Second: Palacios-Peters Vote 4-0 (Youngblood Absent)

3) COMMENTS FROM THE AUDIENCE (20 min.)

No public comments received.

4) CONVENE TO CLOSED SESSION

4.1 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.

5) RECONVENE TO OPEN SESSION

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

The meeting reconvened at 4:36 PM and President Cavanaugh stated that no action was taken in Closed Session.

6) ADJOURN

The meeting adjourned at 4:36 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.

Karl Mueller, Superintendent

AGENDA - November 16, 2023

CONSOLIDATED MOTION FOR CONSENT CALENDAR (5 min.)

3.2 Annual Organizational Meeting Date Set for December 14, 2023 at 4:00 PM.

Department/Category: DISTRICT ORGANIZATION AND BOARD OPERATION

Background Information:

Education Code Section 35143 sets forth the requirement of each school district, community college district, and county office of education to hold an annual organizational meeting. Section 35143 also sets forth a list of specific actions required of local boards of trustees at the annual organizational meeting.

The purpose of the annual organizational meeting is to elect a presidents, vice president and a clerk from its members, appoint a secretary to the Board, seat new officers of the Board, authorize signatures, approve the Board meeting schedule, and appoint Board representatives/alternates to various organizations and standing committees.

In order to comply with Board Policy 9100, Education Code section 35143, and 72000(c)(2) provide that the annual organizational meeting for 2023 shall be held between December 1 and December 20 inclusive, and the day and time for the annual organizational meeting shall be selected by the board at its regular meeting held immediately before the organizational meeting.

Financial Impact:

No cost to the district.

Superintendent's Recommendation:

Adopt the Annual Organizational meeting date of December 14, 2023, as presented.

LCAP Goals:

Moved_____. Seconded_____

Ayes_____ Noes_____ Absent_____ Abstain_____ Student_____

AGENDA - November 16, 2023

CONSOLIDATED MOTION FOR CONSENT CALENDAR (5 min.)

3.3 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 _____

[November 2023 Personnel Register.pdf](#)

CERTIFICATED PERSONNEL REGISTER

APPROVE RESIGNATION

Name	Position	Reason	Effective Date
Alyssa Wall	Teacher- Math 7 – CMS - 1.0 FTE	Resignation	11/27/2023
Cory Pickett	Ed. Specialist – CHS – 1.0 FTE	Resignation	11/30/2023

CLASSIFIED PERSONNEL REGISTER

APPROVE EMPLOYMENT

Name	Position	Salary	Effective Date
Jesse Smith	Girls and Boys Varsity Waterpolo Coach – CHS	4 Extended Day Units	7/1/2023
Miguel Gutierrez	Girls Varsity Soccer Coach – CHS	4 Extended Day Units	10/30/2023
Christian Velasquez	Boys JV Soccer Coach – CHS	3.5 Extended Day Units	10/26/2023
Gerardo Delgado- Hernandez	Girls JV Soccer Coach – CHS	3.5 Extended Day Units	10/26/2023
Heidi Gahn	RBT – District - .75 FTE	\$33,472	10/23/2023
Aimee Canedo	Campus Assistant – Village - .3125 FTE	\$11,049	10/23/2023
Steven Sutherland	Campus Assistant – CMS - .25 FTE	\$8,829	10/23/2023
Robert Bosworth	Lifeguard	Hourly	10/26/2023
Julie Ortiz	Campus Assistant – Village .3125 FTE	\$11,431	11/01/2023
Devin Timmons	Grounds Maintenance Worker – District – 1.0 FTE	\$57,394	11/6/2023
Adriana Alcaraz	PS Teacher Assistant – SSES - .8125 FTE	\$40,822	11/7/2023
Ashleigh Ferland	Instructional Assistant – SSES - .75 FTE	\$29,726	11/13/2023
Natalie Jackson	Senior Lifeguard – BBMAC – 1.0 FTE	\$62,167	11/13/2023

APPROVE CHANGE IN EMPLOYMENT

Name	Position	Salary	Effective Date
Claudia Navarette	Instructional Assistant - SSES to IABHC- SSES - .75 FTE	\$36,258	10/23/2023

Susan Pilgrim	RBT to Instructional Assistant – CHS - .8125 FTE	\$36,082	10/10/2023
Gloria Sanchez	AM Custodian – CMS – 1.0 FTE to Instructional Assistant – CMS - .75 FTE	\$36,314	11/13/2023

APPROVE RESIGNATION

Name	Position	Reason	Effective Date
Sophia Iaccarino	Registered Behavior Technician - .75 FTE	Probationary Release	10/11/2023
Gilberto Gutierrez	Registered Behavior Technician - .75 FTE	Probationary Release	10/12/2023
Regan Tullis	Registered Behavior Technician - .75 FTE	Resignation	11/15/2023
Natalie Thomas	Registered Behavior Technician - .75 FTE	Resignation	11/30/2023
Susan Pilgrim	Instructional Assistant – CHS - .8125 FTE	Resignation	11/29/2023

AGENDA - November 16, 2023

CONSOLIDATED MOTION FOR CONSENT CALENDAR (5 min.)

3.4 Approve New Job Description for Teacher on Special Assignment (ToSA).

Department/Category: PERSONNEL

Background Information:

Teacher on Special Assignment requires substantial background in California State Frameworks and Standards; professional development; data analysis; and applicable knowledge of past grant efforts. Exemplary organizational, communication, leadership, and people skills are required. The willingness and ability to accommodate the needs of teachers, classroom staff, students, school sites, and administrators and fulfill the goals of this position and, if applicable, the grant's focus and goals are required.

Reports:

District staff defined the job tasks and responsibilities for this position(s).

The attached job description is presented for approval.

Financial Impact:

For this current grant, Elementary and Secondary STEM ToSA's will be fully funded by the Department of Defense Education Activity (DoDEA) Grant Project Sail. Candidates will be placed on the Certificated Salary Schedule.

Superintendent's Recommendation:

That the Board approve new job description for Teacher on Special Assignment (ToSA).

LCAP Goals:

Moved _____ . Seconded _____

Ayes _____ Noes _____ Absent _____ Abstain _____ Student _____

[Teacher on Special Assignment Job Description.pdf](#)



CLASS TITLE: TEACHER ON SPECIAL ASSIGNMENT CERTIFICATED

BASIC FUNCTION:

Under the direction of the Senior Director of Learning, provide district leadership and coordination of facets of an identified program or grant. The Teacher on Special Assignment (TOSA) will work with the Associate Superintendent, Senior Director of Human Resources, Technology Department, site principals and assistant principals, elementary teachers and secondary teachers.

DISTINGUISHING CHARACTERISTICS:

This position requires substantial background in California State Frameworks and Standards; professional development; data analysis; and applicable knowledge of past grant efforts. Exemplary organizational, communication, leadership, and people skills are required. The willingness and ability to accommodate the needs of teachers, classroom staff, students, school sites, and administrators and fulfill the goals of this position and, if applicable, the grant's focus and goals are required.

REPRESENTATIVE DUTIES:

Job Responsibilities are not limited to the following examples of duties and functions.

ESSENTIAL DUTIES:

Leads the design, implementation, and evaluation of educational programs that promote and support the goals of the identified program or grant;

Demonstrates, models, and coordinates the development of effective instructional practices related to identified core subject curricula;

Collects, analyzes, and summarizes district data on student performance;

Visits classrooms; consults with teachers to provide support in lesson design, new curriculum programs, and innovative instructional practices;

Provides timely feedback regarding programs and instruction to site/district administration, teachers and other stakeholders;

Coaches and consults with teachers to improve and reflect on instructional practices; models best instructional practice to promote high student achievement and focus on meeting individual needs;

Works with district's and related committees on identified areas of focus and need;

Informs members of the district staff of major trends and developments in the identified content areas;

If applicable, orients new teachers in grant focus areas, goals, and systematized procedures.



**CLASS TITLE: TEACHER ON SPECIAL ASSIGNMENT
CERTIFICATED**

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Challenges faced by military dependent students
Effective problem-solving skills
Professional development and effective teaching strategies
Exemplary organizational, communication, and people skills
DoDEA grants preferred (if applicable)

ABILITY TO:

Establish positive relationships among staff members at all levels
Work effectively and collaboratively with all stakeholders and outside agencies
Coach peers using a collaborative approach;
Work effectively and flexibly in a variety of environments;
Manage budgets, assist with hiring of personnel, and assist with evaluation reporting;

EDUCATION AND EXPERIENCE:

Credential Requirements

Appropriate California teaching credential (CA Multiple Subjects and/or Single Subject Credential);
CLAD or EL Authorization;
Administrative Credential preferred.

Experience

Minimum of five (5) years of teaching experience, at elementary, middle or high school level;
Providing professional development in STEAM and/or ELA;
Leading and organizing a project, staff, or committee;
Using data to inform instruction and create plans;
Collaborating and communicating with a committee, leadership team, or subject/grade level community;
Site administrative leadership is preferred;
Working with DoDEA grants is preferred (if applicable).

LICENSES AND OTHER REQUIREMENTS:

Must possess a valid California Driver's License and be able to provide proof of insurance



**CLASS TITLE: TEACHER ON SPECIAL ASSIGNMENT
CERTIFICATED**

WORKING CONDITIONS:

ENVIRONMENT:

The job is performed under minimal temperature variations with frequent interruptions and a general hazard free environment, including classroom environment, office environment, outside and community locations.

PHYSICAL DEMANDS:

Reading a variety of materials

Ability to exchange information and make presentations

Sitting or standing for extended periods of time

Assisting students and/or staff and preparing materials

Traveling to multiple school sites and locations within the District's boundaries

Using a computer and other technology-based equipment

Variable hours

Physical agility and stamina

Lifting light objects weighing up to 15 pounds

Board Approved: Pending Approval at the November 15, 2023 Board Meeting
Salary Range: Certificated

AGENDA - November 16, 2023

CONSOLIDATED MOTION FOR CONSENT CALENDAR (5 min.)

3.5 Approve/Ratify Out of State Conference

Department/Category: BUSINESS & FISCAL MANAGEMENT

Background Information:

Board Policy 3350 requires that out-of-state travel be approved. Board Policy further establishes that the Governing Board shall authorize payment for actual and necessary expenses, incurred by any employee performing authorized services for the district.

In addition, the Board of Trustees has authority, under Education Code Sections 350444, 35172, and 44032, to reimburse employees for necessary travel expenses.

Reports:

The following employees will be attending an out of state conference:

1. Anne Burney and Toni Trinidad will be attending Sparking Curiosity: A Project Lead the Way (PLTW) Launch Conference in St. Louis, MO January 29-31, 2024.
2. Whitney Antrim and Alexia Palacios-Peters will be attending the Coast2Coast Federal Advocacy event in Washington D.C. April 8-11, 2024.

Financial Impact:

1. The cost of this conference is approximately \$6,800 and is supported by Title II Funding.
2. The cost of this conference is approximately \$6,200 and is supported by the General Fund.

Superintendent's Recommendation:

That the Board approve out-of-state conference fees for the staff listed above.

LCAP Goals:

Moved_____. Seconded_____

Ayes_____ Noes_____ Absent_____ Abstain_____ Student_____

AGENDA - November 16, 2023

CONSOLIDATED MOTION FOR CONSENT CALENDAR (5 min.)

3.6 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 November 2023.pdf](#)

The following contracts require approval/ratification from the Board of Trustees at the November 16, 2023 Board Meeting

Name	Description	Start Date	End Date	Amount	Source of Funds
Advanced Pools & Spas Inc.	Install Chemical Tank & Pumps	11/16/2023	6/30/2024	NTE \$11,068	Special Fund for Capital Outlay Fund 49
California Association of Federally Impacted Schools	Membership	7/1/2023	6/30/2024	NTE \$400	General Fund 01
Canam Ergonomics Inc.	VES - Teacher Desks	10/17/2023	12/31/2023	NTE \$3,484	Special Fund for Capital Outlay Fund 49
Catalina Products International	VES - Flooring	11/17/2023	6/30/2024	NTE \$28,931	Special Fund for Capital Outlay Fund 49
Cisco Capital	Cisco SMARTnet Renewal	11/22/2023 11/22/2024 11/22/2025	11/21/2024 11/21/2025 11/21/2026	NTE \$31,983 NTE \$31,983 NTE \$31,983	General Fund 01
City of Coronado	Special Event Permit for Every 15 Minutes	11/30/2023	11/30/2023	N/A	N/A
Coastal Speech Therapy	IC 23-11-01	7/1/2023	6/30/2024	NTE \$1,295	Special Education Fund 01
Countywide Mechanical	SSES - Library AC WO 64653	9/26/2023	9/28/2023	NTE \$629	Special Fund for Capital Outlay Fund 49
Countywide Mechanical	SSES AC WO65110	10/18/2023	10/20/2023	NTE \$495	Special Fund for Capital Outlay Fund 49
Countywide Mechanical	CHS - AC WO65112	10/18/2023	10/19/2023	NTE \$836	Special Fund for Capital Outlay Fund 49
Countywide Mechanical	VES - HHW WO62061	7/10/2023	10/4/2023	NTE \$2,919	Special Fund for Capital Outlay Fund 49
Edupoint	Synergy Additional Environment	10/21/2023	10/20/2024	NTE \$7,673	General Fund 01
Free Form Clay and Supply	CHS - Electric Kiln Repairs	11/7/2023	6/30/2024	NTE \$1,817	General Fund 01
H2I Group	Gym Equipment Inspection	11/17/2023	12/31/2023	NTE \$7,636	Special Fund for Capital Outlay Fund 49
Inland Empire Fire & Safety	CHS - Fire Inspection Repairs	7/1/2023	7/19/2023	NTE \$3,675	Special Fund for Capital Outlay Fund 49
Inland Empire Fire & Safety	SSES - Fire Bell Replacement	7/1/2023	7/12/2023	NTE \$255	Special Fund for Capital Outlay Fund 49
Ireland Sound Systems	CMS - Repair Speakers	10/1/2023	12/30/2023	NTE \$8,399	General Fund 01
Leonida Builders Inc	Replace Door & Jam	10/1/2023	10/18/2023	NTE \$7,800	Special Fund for Capital Outlay Fund 49
Maxim Healthcare Staffing	Staffing	10/16/2023	6/30/2024	Per Fee Schedule	General Fund 01
Military Impacted Schools Association	Membership	9/1/2023	8/31/2024	NTE \$6,000	General Fund 01

National Conflict Resolution Center	Professional Development	11/16/2023	6/30/2024	NTE \$31,500	LREBG
Operation Socrates	HR - Candidate Resources for Military & Veterans to Become K-12 Teachers	11/17/2023	11/15/2028	N/A	N/A
Pure Financial Advisors, LLC	Adult Ed Retirement Planning Classes	7/1/2023	6/30/2024	NTE \$840	Adult Ed Fund 11
Ross, Kimberly	CoSA Instructor Additional Hours	10/17/2023	6/16/2024	NTE \$1,000	General Fund 01
SysCloud	Backup - Google Workspace	12/4/2023	12/3/2023	NTE \$8,154	General Fund 01
Tci	Elementary (K-5) Social Studies Teacher License (5Yrs)	11/16/2023	11/15/2028	NTE \$1,300	General Fund 01
The Foundation for California Community Colleges	Data Sharing and Services	11/16/2023	11/15/2028	N/A	N/A
Tri-Co Floors	VES - Install Flooring	11/17/2023	6/30/2024	NTE \$29,758	Special Fund for Capital Outlay Fund 49
YMCA of San Diego County	Facility Use for ASB Every 15 Minutes	11/30/2023	12/1/2023	NTE \$1,000	ASB

REVENUE CONTRACTS

Name	Description	Start Date	End Date	Amount	Source of Funds
San Diego County Superintendent of Schools	SDQPI Amendment 23240556	7/1/2023	6/30/2024	\$22,000	Child Development Fund 12
San Diego County Superintendent of Schools	District Level TUPE Project Coordinator	7/1/2023	6/30/2024	\$29,204	General Fund 01

COOPERATIVE CONTRACTS

Staff have determined it to be in the best interest of the District to make purchases using the cooperative contracts awarded by the Agencies below and recommend the Board of Trustees approve their use.				
Name	Description	Bid Number	Start Date	End Date
Apple Direct Customer Agreement	Purchase Apple Projects	N/A	11/16/2023	11/15/2028

AGENDA - November 16, 2023

CONSOLIDATED MOTION FOR CONSENT CALENDAR (5 min.)

3.7 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 October 1, 2023 through October 31, 2023 \$ 983,721

Commercial Warrants October 1, 2023 through October 31, 2023 \$ 1,359,607

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 October 2023.pdf](#)

[Warrants October 2023.pdf](#)

PO No.	PO Date	Supplier	PO Ref	Fund	Total by Account	Item Description
0000017842	10/2/2023	SAN DIEGO RESTAURANT SUPPLY	CNS-CONVENTIONL OVEN	0100	\$ 4,697.90	CONVECTION OVEN BLO-ZEPH-100-G ZEPHAIRE CONVENTION OVEN, GAS, DOUBLE-DECK, STANDARD DEPTH, CAPACITY (5) 18" x 26" PANS PER COMPARTMENT SERIAL # 061423CET-00000000000000000002 SERIAL # 061423CET-00000000000000000003 TAX AND SHIPPING INCLUDED
0000017842	10/2/2023	SAN DIEGO RESTAURANT SUPPLY	CNS-CONVENTIONL OVEN	1300	\$ 19,600.00	CONVECTION OVEN BLO-ZEPH-100-G ZEPHAIRE CONVENTION OVEN, GAS, DOUBLE-DECK, STANDARD DEPTH, CAPACITY (5) 18" x 26" PANS PER COMPARTMENT SERIAL # 061423CET-00000000000000000002 SERIAL # 061423CET-00000000000000000003 TAX AND SHIPPING INCLUDED
0000017843	10/2/2023	CORNER TO CORNER CARPET CARE	M&O-DIST WIDE FLOOR CLEANING	0100	\$ 28,939.50	INVOICE # 64 DISTRICT WIDE CARPET CLEANING THIS INVOICE INCLUDES THE FOLLOWING CORONADO SCHOOL LOCATIONS CORONADO HIGH SCHOOL CORONADO MIDDLE SCHOOL VILLAGE ELEMENTARY SILVER STRAND ELEMENTARY PALM ACADEMY DISTRICT OFFICE FACILITIES, MAINTENANCE

PO No.	PO Date	Supplier	PO Ref	Fund	Total by Account	Item Description
0000017843	10/2/2023	CORNER TO CORNER CARPET CARE	M&O-DIST WIDE FLOOR CLEANING	0100	\$ 5,014.00	INVOICE #62 ADDITIONAL WORK REQUESTED: ALL FLOORS CLEANING AND SEAL GROUT AND TILE VILLAGE ELEMENTARY- KITCHEN MIDDLE SCHOOL-KITCHEN CORONADO HIGH- KITCHEN CORONADO HIGH SCHOOL- LUNCH KITCHEN ROOM CORONADO HIGH SCHOOL - HOME SNACK ROOM
0000017843	10/2/2023	CORNER TO CORNER CARPET CARE	M&O-DIST WIDE FLOOR CLEANING	0100	\$ 12,616.75	INVOICE# 61. DISTRICT- WIDE RESTROOM DEEP CLEANING FLOORS THIS INVOICE TO INCLUDE THE FOLLOWING CORONADO SCHOOL LOCATIONS: CORONADO HIGH SCHOOL CORONADO MIDDLE SCHOOL VILLAGE ELEMENTARY PALM ACADEMY SILVER STRAND ELEMENTARY DISTRICT OFFICE
0000017844	10/2/2023	COUNTYWIDE MECHANICAL	M&O-CHS CONDENSER REPAIRS	4900	\$ 3,937.00	LOCATION: CORONADO HIGH SCHOOL WORK ORDER 62437 REPAIR CONDENSER COIL & CHARGE UNIT TO FACTORY LEVELS HIGH SCHOOL, BLACK BOX THEATER AC- REPAIR CONDENSER COIL & CHARGE UNIT TO FACTORY LEVELS

PO No.	PO Date	Supplier	PO Ref	Fund	Total by Account	Item Description
0000017845	10/2/2023	ESIGN SERVICES INC	M&O-CHS SCOREBOARD	4900	\$ 16,828.50	CORONADO HIGH SCHOOL FOOTBALL SCOREBOARD MISSING LED SERVICE SEGMENTS CAUSING ISSUES ON NEVCO FOOTBALL AND FOUND HEAVILY OXIDIZED LEDS ON EACH DIGIT. UNREPAIRABLE.
0000017846	10/2/2023	LEONIDA BUILDERS, INC	M&O-DIST OFF. IT ROOM	4900	\$ 5,500.00	DISTRICT OFFICE - IT ROOM DEMO EXISTING CARPET GRIND AND SEAL CONCRETE INSTALL 6INCH BASE BLACK IN COLOR
0000017847	10/2/2023	LEONIDA BUILDERS, INC	M&O-ALL SITES DRYWALL REPAIRS	4900	\$ 19,000.00	DISTRICT WIDE DRYWALL AND REPLACEMENT REPAIR AND REPLACE DRYWALL AS NEEDED AT VARIOUS LOCATIONS DRYWALL LATHER AND DRYWALL FINISH TO MATCH EXISTING TEXTURE RO MARCH EXISTING PREP PRIME AND PAINT COMPLETE
0000017848	10/2/2023	ARTIANO SHINOFF	B.S-ATTORNETY FEES JULY 23	0100	\$ 2,542.50	ATTORNEY FEES FOR JULY 2023
0000017849	10/2/2023	TRI-CO FLOORS	M&O-BID FLOOR INSTALLATION	4900	\$ 156,309.00	FLOORING INSTALLATION - BID # CUSD-2023-06-01 BOARD APPROVED 06/22/23
0000017850	10/2/2023	THOMPSON PLUMBING SUPPLY INC,	M&O-M&O OFFICE SINK	4900	\$ 2,021.62	CHICAGO W8W-LES369AB 8" W/M FAUCET BODY ONLY CHICAGO GN2AE35JKABCP GOOSENECK SPOUT W/AERATOR 36" W/M SS SERVICE SINK SIDHER SUPPLY ELBOW
0000017851	10/2/2023	COUNTYWIDE MECHANICAL	M&O-VES HHW P1 REPAIRS	4900	\$ 5,197.00	VILLAGE ELEMENTARY WORK ORDER 62063 HHW P1 REPAIRS INSTALLING PUMP, RUNNING HHW P-1 FOR AIR COULD START BEING BLED. INSTALLED P-2 INTO VOLUTE.

PO No.	PO Date	Supplier	PO Ref	Fund	Total by Account	Item Description
0000017852	10/2/2023	COUNTYWIDE MECHANICAL	M&O-CHS 400 BLDG IT DUCTWORK	4900	\$ 2,689.00	CORONADO HIGH SCHOOL WORK ORDER 62436 400 BUILDING IT DUCTWORK MODIFICATION FOR IAQ
0000017854	10/2/2023	INLAND EMPIRE FIRE & SAFETY ENTERPRISES,	M&O-DO BACKFLOW TEST	0100	\$ 2,635.00	CONDUCT (37) BACKFLOW TEST FOR THE FOLLOWING FIRE, IRRIGATION, AND DOMESTIC WATER SERVICE LOCATED THROUGHOUT CORONADO UNIFIED SCHOOL DISTRICT. \$65 PER DEVICE TOTAL \$2405.00 SUBMIT ALL TEST REPORTS TO LOCAL WATER AUTHORITY AND CORONADO USD.
0000017855	10/2/2023	INLAND EMPIRE FIRE & SAFETY ENTERPRISES,	M&O-ALL SITES BACKFLOW TESTING	4900	\$ 5,895.00	ANNUAL BACKFLOW REPAIRS
0000017856	10/2/2023	LEONIDA BUILDERS, INC	M&O-SSES GUTTER CLEANING	0100	\$ 6,000.00	SILVER STRAND ELEMENTARY 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
0000017857	10/2/2023	LEONIDA BUILDERS, INC	M&O-VES RAIN GUTTERS	0100	\$ 7,000.00	VILLAGE ELEMENTARY -CLEANING RAIN GUTTERS AND SPOUTS CLEAN, SERVICE, AND FLUSH ALL RAIN GUTTERS AND SPOUTS WIDE LIFT REQUIRED TO SAFELY SERVICE SECOND STORY RAIN GUTTERS AND SPOUTS
0000017858	10/2/2023	LEONIDA BUILDERS, INC	M&O-CMS GUTTERS CLEANING	0100	\$ 4,200.00	CORONADO MIDDLE SCHOOL - CLEANING RAIN GUTTERS AND SPOUTS CLEAN, SERVICE, AND FLUSH ALL RAIN GUTTERS AND SPOUTS WIDE LIFT REQUIRED TO SAFELY SERVICE SECOND STORY RAIN GUTTERS AND SPOUTS

PO No.	PO Date	Supplier	PO Ref	Fund	Total by Account	Item Description
0000017859	10/2/2023	LEONIDA BUILDERS, INC	M&O-CHS RAIN GUTTER CLEANING	0100	\$ 6,500.00	CORONADO HIGH SCHOOL -CLEANING RAIN GUTTERS AND SPOUTS CLEAN, SERVICE, AND FLUSH ALL RAIN GUTTERS AND SPOUTS WIDE LIFT REQUIRED TO SAFELY SERVICE SECOND STORY RAIN GUTTERS AND SPOUTS
0000017860	10/2/2023	AMAZON CAPITAL SERVICES, INC.	COSA-PRINTER	0100	\$ 978.37	HP COLOR LASER JET PRO 4201DN PRINTER 210A TONER CARTRIDGE 4 PK
0000017861	10/2/2023	SAN DIEGO RESTAURANT SUPPLY	CNS-REACH-IN FREEZER	0100	\$ 7,519.03	REACH-IN FREEZER AT SSE
0000017862	10/2/2023	SAN DIEGO RESTAURANT SUPPLY	CNS-SERVING COUNTER	0100	\$ 6,686.78	SERVING COUNTER, COLD FOOD, CAMBRO MODEL NO. VBRL6110, tax included.
0000017863	10/2/2023	ZINGY LEARNING	SSES-ZINGY LEARNING	0100	\$ 300.00	60 5TH GRADE ZINGY LEARNING ACCOUNTS
0000017864	10/2/2023	KAMI MCELLIGOTT	SUPER-REIMBURSEMENT KAMI	0100	\$ 63.47	REIMBURSEMENT OF EXPENSES FOR KAMI MCELLIGOTT
0000017865	10/2/2023	THE GLASS COMPANY INC DBA	M&O-GLASS REPLACEMENT	4900	\$ 2,155.00	OPEN PO FOR GLASS REPLACEMENT AND REPAIRS FOR 2023/2024 SY
0000017866	10/2/2023	WAXIE	M&O-CORDLESS CLEANMAX	4900	\$ 1,484.82	CORDLESS CLEANMAX ZM-800 VACUUM CLEANER
0000017867	10/2/2023	INLAND EMPIRE FIRE & SAFETY ENTERPRISES,	M&O-ANNUAL BACKFLOW REPAIRS	4900	\$ 5,440.00	ANNUAL BACKFLOW REPAIRS CORONADO HIGH SCHOOL ECDC CROWN VILLAGE ELEMENTARY PALM ACADEMY SILVER STRAND
0000017868	10/2/2023	INLAND EMPIRE FIRE & SAFETY ENTERPRISES,	M&O-ANNUAL BACKFLOW REPAIRS	4900	\$ 2,925.00	ANNUAL BACKFLOW REPAIRS VILLAGE ELEMENTARY: REPLACE (1)2" FEBCO 825Y RP SERIAL# AB5486 BACKFLOW ASSEMBLY DUE TO AGE AND CONDITION OF THE ASSEMBLY. THE DEVICE HAS WORN OUT INTERNAL CHECK SEAT THAT WILL NOT HOLD. THE FIRS ATTEMPT TO REBUILD DEVICES

PO No.	PO Date	Supplier	PO Ref	Fund	Total by Account	Item Description
0000017869	10/2/2023	ROBINSON CO CONTRACTORS INC	M&O-ECDC POWER RELOCATE	4900	\$ 830.63	REQUESTING POWER RELOCATION FOR HOT WATER. REMOVED DEVICE AND PLACED EXTENSION BOX, MOUNTED BOX ON WALL AND RAN EMT FROM EXTENSION BOS TO JUNCTION BOX, PULLED WIRES THROUGH AND INSTALLED GFCI- ENERGIZED 120V
0000017870	10/2/2023	COUNTYWIDE MECHANICAL	M&O-ECDC CROWN REPAIRS	4900	\$ 2,038.31	ECDC CROWN WORK ORDER# 62751 3 SPLIT SYSTEMS REPAIRS MAINTENANCE LABOR-LABOR STANDARD TRUCK/FUEL SURCHARGE TSTAT, CONDENSATE PUMP, FILTERS, MISC. MATERIALS.
0000017871	10/2/2023	COUNTYWIDE MECHANICAL	M&O-CMS ROOM 222,223 AC REPAIR	4900	\$ 919.48	CORONADO MIDDLE SCHOOL WORK ORDER# 63466 ROOMS 222, 223 NO AC LABOR-LABOR SURCHARGE TRUCK/FUEL SURCHARGE MISC. MATERIALS
0000017872	10/2/2023	COUNTYWIDE MECHANICAL	M&O-SSES LIBRARY REPAIRS	4900	\$ 1,341.00	SILVER STRAND ELEMENTARY SCHOOL LIBRARY, LENNOX M#G24M4-75S-12, S#6301C-04072 REMOVE AND PROPERLY DISPOSE OF THE FAILED BLOWER, ONE OEL BLOWER WHEEL, ONCE OEM RUN CAPACITOR. PLACE UNIT IN SERVICE AND CHECK FOR PROPER OPERATIONS.

PO No.	PO Date	Supplier	PO Ref	Fund	Total by Account	Item Description
0000017873	10/3/2023	SCYLLA PLUMBING & DRAINS	M&O-ECDC CROWN WATER HEATER	4900	\$ 2,125.00	INSTALLED CUSTOMER PROVIDED WATER HEATER. INSTALLED NEW INLET AND OUTLET WATER LINES TO WATER HEATER. CONNECT BOTH HOT AND COLD TO NEW FAUCET. INSTALLED CUSTOMER PROVIDED THREE COMPARTMENT SINK AND NEW DRAINING FOR ALL THREE.
0000017874	10/3/2023	THOMPSON PLUMBING SUPPLY INC,	M&O-PLUMBING SUPPLIES 23/24 SY	0100	\$ 15,000.00	OPEN PO FOR plumbing SUPPLIES AND PARTS FOR 2023 / 2024 SY
0000017875	10/3/2023	SAN MARCOS UNIFIED SCHOOL	CMS-6TH GRADE CAMP TRANSPORT.	0100	\$ 5,200.00	BUSES FOR 6TH GRADE CAMP. DEPART CMS TO CAMP CUYAMACA ON 11/13/23 DEPART CAMP CUYAMACA TO CMS ON 11/17/23; 4 BUSES. SEE CONFIRMATION #530 ATTACHED.
0000017876	10/3/2023	SCYLLA PLUMBING & DRAINS	M&O-ECDC CRWON PLUMBING	4900	\$ 1,950.00	ECDC CROWN REPLACED APPROX 40 FT OF 2IN FAILED PIPE WITH NEW ABS PIPE AND FITTINGS WITH PROPER SLOPE. TIED INTO EXISTING MAIN LINE. REPLACED APPROX 80 FT OF 1/2IN PEX PIPE FROM EXISTING WATER LINE TO LAVATORY SINK LOCATION.
0000017877	10/3/2023	TRI-CO FLOORS	M&O-ECDC RUBBER BASE	4900	\$ 986.00	ECDC BUILDING PRESCHOOL ROOM- FURNISH AND INSTALL BURKE 6" RUBBER COVE BASE COLOR 701 BLACK
0000017878	10/3/2023	ROBERTA LENERT	CMS-REIMBURSEMENT ROBERTA	0100	\$ 28.82	REIMBURSE FOR ROBOTICS SUPPLIES
0000017879	10/4/2023	TRI-CO FLOORS	M&O-ECDC BUILDING	4900	\$ 779.00	ECDC BUILDING SHEET VINYL- FURNISH & INSTALL TRI-CO STOCK LINOLEUM FLAT LAID TO REPAIR 3 AREAS
0000017880	10/4/2023	TRI-CO FLOORS	M&O-CHS ROOM 411 RUBBER BASE	4900	\$ 759.00	CORONADO HIGH SCHOOL ROOM 411 RUBBER BASE: FURNISH & INSTALL BURKE 4" RUBBER COVE BASE COLOR 701 BLACK

PO No.	PO Date	Supplier	PO Ref	Fund	Total by Account	Item Description
0000017881	10/4/2023	TRI-CO FLOORS	M&O-CMS STORAGE RM	4900	\$ 910.00	INSTALL OWNER SUPPLIED VCT AS THE LAST ROW OF TILE IN THE ENTIRE ROOM FURNISH AND INSTALL BURKE 4" RUBBER COVE BASE COLOR 701 BLACK
0000017882	10/4/2023	DB SERVICES	M&O-CHS/CMS/VES BLINDS	4900	\$ 3,810.00	CMS-OFFICE MINI BLINDS VES-HEALTH OFFICE MINI BLACKOUT VINYL SHADES W/FACIA CHS- 400 BUILDING FRONT OFFICE MINI BLINDS
0000017883	10/4/2023	LEVI KAPLAN	COSA-REIMBURSEMENT LEVI	0100	\$ 88.00	REIMBURSEMENT FOR LEVI KAPLAN FOR STAPLES - CLASSROOM SUPPLIES
0000017884	10/4/2023	COUNTYWIDE MECHANICAL	M&O-VES LEAKING UNION	4900	\$ 1,066.65	VILLAGE ELEMENTARY WORK ORDER # 63188- LEAKING UNION LABOR-LABOR CHARGE TRUCK/FUEL SURCHARGE UNION, BUSHING, MISC. MATERIALS
0000017885	10/4/2023	HOIST SALES & SERVICE, INC	COSA-MAINT. VORTEX HOIST	4900	\$ 11,200.00	MAINTENANCE FOR VORTEK HOISTING EQUIPMENT IN BLACK BOX AND MAIN THEATER
0000017886	10/4/2023	SUPERINTENDENT OF SCHOOLS SDCOE	B.S-IMPACT AID CARD PRINTING	0100	\$ 3,000.00	PRINTING OF 2023-24 IMPACT AID CARDS & DOCUMENTATION
0000017887	10/4/2023	FIRST INSPIRES	CHS-ROBOTICS REGISTRATION	0100	\$ 6,000.00	FIRST ROBOTICS COMPETITION REGISTRATION
0000017888	10/4/2023	WYLAND FOUNDATION	B.S-LEARNING CENTER	0100	\$ 6,000.00	CONTRACT FOR THE USE OF THE WYLAND CLEAN WATER MOBILE LEARNING CENTER, A 83 FOOT TRACTOR-TRAILER CLEAN WATER MOBILE CENTER ON OCT 23-24,2023. IT WILL BE PLACED AT THE VILLAGE ELEMENTARY

PO No.	PO Date	Supplier	PO Ref	Fund	Total by Account	Item Description
0000017889	10/4/2023	J.J. PEREZ LANDSCAPE INC.	M&O-CHS IRRIGATION DAMAGE	0100	\$ 1,460.00	CORONADO HIGH SCHOOL IRRIGATION DAMAGE IN FOOD SERVICE AREA DIG AREA WITH DAMAGE REMOVE 2 BROKEN VALVES AND PARTS RECONNECT TO MAIN EATER LINE INSTALLED NEW ISOLATION VALVES INSTALLED 2 VALVES SET 2 NEW VALUE BOXES WITH GRAVEL BASE
0000017890	10/4/2023	BONNIE S KERR	HR-REIMBURSEMENT BONNIE	0100	\$ 500.00	BONNIE KERR, ANNUAL \$500.00 MEDICARE REIMBURSEMENT PER CSEA CONTRACT
0000017891	10/4/2023	AMAZON CAPITAL SERVICES, INC.	HR-SUPPLIES & MATERIALS 23/24	0100	\$ 1,000.00	HR DEPARTMENT - AMAZON
0000017892	10/4/2023	NEWMARK LEARNING LLC	C&L-Dragons Hometown Paperback	0100	\$ 106.35	Dragon's Hometown Trade Book (Paperback)
0000017893	10/4/2023	ATKINSON, ANDELSON, LOYA,	B.S-ATTORNEY FEES AUGUST	0100	\$ 787.50	ATTORNEY FEES FOR AUGUST 2023
0000017894	10/4/2023	SAN MARCOS UNIFIED SCHOOL	C&L-CHICANO FIELD TRIP TRANSP.	0100	\$ 500.00	ROUND TRIP BUS TRANSPORTATION SERVICES ON 10/10/23 FROM CORONADO HIGH SCHOOL TO CHICANO PARK PER ATTACHED CONFIRMATINO #0000583.
0000017895	10/4/2023	OFFICE DEPOT	ECDC-SUPPLIES & MATERIALS23/24	6300	\$ 350.00	OPEN PO FOR OFFICE DEPOT
0000017896	10/4/2023	ROBERTA LENERT	CMS-REIMBURSEMENT ROBERTA	0100	\$ 300.00	REIMBURSE ROBOTICS REGISTRATION FEES INSPIRING, SOUTHER CALIFORNIA
0000017897	10/4/2023	KEVIN PAIZ RAMIREZ	CMS-REIMBURSEMENT KEVIN	0100	\$ 108.53	REIMBURSE RAMIREZ SCIENCE LAB SUPPLIES
0000017898	10/4/2023	MEGAN BATTLE	C&L-REIMBURSEMENT MEGAN	0100	\$ 142.97	REIMBURSEMENT FOR SUPPLIES PURCHASED FOR THE PORTRAIT OF A GRADUATE STUDENT SUMMIT
0000017899	10/4/2023	SUPERINTENDENT OF SCHOOLS SDCOE	C&L-PROFESSIONAL DEVELOPMENT	0100	\$ 6,914.92	SDCOE TO PROVIDE MTSS (ACEDemics) RELATED PROFESSIONAL DEVELOPMENT TO CUSD MTSS TEAM (JULY 2023-JUNE 2024)
0000017900	10/4/2023	SABRA BERKLEY CHIDESTER	COSA-SABR CHIDESTER 23/24	0100	\$ 3,500.00	AGREEMENT FOR SABRA BERKLEY FOR 2023-2024 SCHOOL YEAR BOARD APPROVED 9/14/23
0000017901	10/4/2023	TAM HOANG	CHS-REIMBURSEMENT TAM	0100	\$ 109.50	REIMBURSEMENT DUE TAM HOANG FOR MATERIAL AND SUPPLIES
0000017902	10/4/2023	SEAN HICKE	COSA-SEAN HICKE	0100	\$ 4,140.00	AGREEMENT FOR SEAN HICKE FOR THE 2023-2024 SCHOOL YEAR
0000017903	10/4/2023	CDW GOVERNMENT INC	ECDC-PRINTER	1200	\$ 169.80	DESK TOP PRINTER CDW-G

PO No.	PO Date	Supplier	PO Ref	Fund	Total by Account	Item Description
0000017904	10/4/2023	GALA SYSTEMS INC.	M&O-CHS THEATER REPAIRS	4900	\$ 6,588.37	ITEM# INS-G-2 ANNUAL INSPECTION VISIT. INCLUDES: 1 TECH, 2 DAYS ON SITE, 8 HOURS/DAY
0000017904	10/4/2023	GALA SYSTEMS INC.	M&O-CHS THEATER REPAIRS	4900	\$ 522.05	ITEM# S02-222-C HEAD CAP HD9 / ND90672-DG1032008 2X FOR H BAND
0000017904	10/4/2023	GALA SYSTEMS INC.	M&O-CHS THEATER REPAIRS	4900	\$ 1,886.57	ITEM# S09-007-021-07.00 VERTICAL BAND 9" / 5S09-04-01 OR 45-01
0000017904	10/4/2023	GALA SYSTEMS INC.	M&O-CHS THEATER REPAIRS	4900	\$ 1,284.21	ITEM# S09-007-007-07.00 HORIZONTAL BAND 69" / KS09-38-01
0000017905	10/4/2023	SUPERINTENDENT OF SCHOOLS SDCOE	C&L-REGISTRATION FEE	0100	\$ 1,089.00	REG. FEE FOR THE ARTS EMPOWER SD MEGA CONF ON 10/10/23. ATTENDING: HEIDI FRAMPTON, CYNTHIA FUHRMANN, GINA GROSSINI-CONCHA, MATT HEINECKE, KARRIE JACKSON, LINDA KULLMANN, DAVID MCBEAN, SHANE SCHMEICHEL, KIM STRASSBURGER, KELLY TELEBRICO, BARBARA WOLF
0000017906	10/5/2023	JOHNSTONE SUPPLY	M&O-SUPPLIES & MATERIALS 23/24	0100	\$ 1,500.00	OPEN PO FOR Air Conditioning SUPPLIES AND MATERIALS 23/24
0000017907	10/5/2023	SCHOOL SERVICES OF CALIFORNIA	B.S-WORKSHOP[REGISTRATIOON	0100	\$ 1,300.00	CONFIRMED ATTENDEES - GOVERNOR'S BUDGET WORKSHOP JENNIFER LANDRY / ANAHEIM HILTON ANGELICA PAREDES / ANAHEIM HILTON DONNIE SALAMANCA / ANAHEIM HILTON DONNA TRIPI / ANAHEIM HILTON
0000017908	10/5/2023	WAXIE	M&O-CLEANMAX ZM-800	4900	\$ 1,540.24	ITEM-577517 CLEANMAX ZM-800 CORDLESS 13IN VACUUM CLEANER
0000017909	10/5/2023	TRANE U.S. INC.	M&O-SUPPLIES & MATERIALS 23/24	0100	\$ 10,000.00	OPEN PO FOR REFRIGERATION SUPPLIES AND MATERIALS 2023/2024 SY

PO No.	PO Date	Supplier	PO Ref	Fund	Total by Account	Item Description
0000017910	10/5/2023	HUNTINGTON HARDWARE CO INC	M&O-LEVER LOCK	4900	\$ 1,321.03	DOOR LEVER LOCK BES 45H7-CHB-14H-626 LES CORE
0000017911	10/5/2023	BENCHMARK LANDSCAPE SERVICES, INC	M&O-LANDSCAPE WIRE IRRIGATION	4900	\$ 1,500.00	CROWN SCHOOL ELEMENTARY 2-WIRE IRRIGATION INSPECTION AND ESTIMATION: REPAIR 2-WIRE IRRIGATION
0000017912	10/5/2023	REFRIGERATION SUPPLIES DISTRIBUTOR	M&O-SUPPLIES	0100	\$ 1,579.62	REF R422D 25# REFRIGERANT HFC R-422D 25LB CYLINDER M029
0000017913	10/5/2023	GRAINGER	M&O-PIPE THREADER	4900	\$ 964.18	ITEM # 4A508 MANUAL RATCHET PIPE THREADER 1/2" TO 2" MANUFACTURER #12-R
0000017914	10/5/2023	TRI-CO FLOORS	M&O-ECDC BUUILDING RUBBER BASE	4900	\$ 986.00	CROWN ECDC FURNISH AND INSTALL BURKE 6" RUBBER COVERS BASE COLOR 701 BLACK
0000017915	10/5/2023	VILLAGE PIZZERIA	CHS-VILLAGE PIZZA OPEN 23/24	0100	\$ 300.00	OPEN PO FOR PIZZA ORDERS FOR IAT MEETINGS
0000017916	10/5/2023	TRI-CO FLOORS	M&O-CHS 400 BLD CARPET INSTALL	4900	\$ 5,225.00	INSTALL OWNER-SUPPLIED WALK OFF CARPET FURNISH AND INSTALL BURKE 4" RUBBER COVE BASE COLOR 701 BLACK
0000017917	10/5/2023	AMAZON CAPITAL SERVICES, INC.	CHS-LIBRARY ORDER	0100	\$ 10.56	6.6FT - 4/5 INCH WHITE CABLE SLEEVE, CABLE ORGANIZER FOR DESK PC TV COMPUTER, WIRE PROTECTOR CABLE WRAP COVER, CORD MANAGEMENT FOR HOME OFFICE
0000017917	10/5/2023	AMAZON CAPITAL SERVICES, INC.	CHS-LIBRARY ORDER	0100	\$ 10.43	AMAZON BASICS WIRELESS COMPUTER MOUSE WITH USB NANO RECEIVER - BLACK
0000017917	10/5/2023	AMAZON CAPITAL SERVICES, INC.	CHS-LIBRARY ORDER	0100	\$ 47.45	CABLE MANAGEMENT BOX, 2 PACK CABLE ORGANIZER BOX, LARGE AND MEDIUM SIZE CORD BOX, CORD HIDER BOX TO HIDE SURGE PROTECTOR COVER ON DESK OR FLOOR - WHITE
0000017917	10/5/2023	AMAZON CAPITAL SERVICES, INC.	CHS-LIBRARY ORDER	0100	\$ 34.37	EXTRAMARK RETURN ADDRESS STAMP - 3 LINES PERSONALIZED STAMP - CUSTOMIZABLE TEXT STAMP – SELF INKING DESIGN - EXCLUSIVE FEATURES - MULTIPLE INK COLOR OPTIONS AND FONTS

PO No.	PO Date	Supplier	PO Ref	Fund	Total by Account	Item Description
0000017917	10/5/2023	AMAZON CAPITAL SERVICES, INC.	CHS-LIBRARY ORDER	0100	\$ 51.61	EXTRAMARK S-1025 PROFESSIONAL SELF INKING OFFICE DATE STAMP WITH DUE BY: PHRASE – STYLE O - BLUE & RED COLOR INK
0000017917	10/5/2023	AMAZON CAPITAL SERVICES, INC.	CHS-LIBRARY ORDER	0100	\$ 62.47	LOGITECH MK295 WIRELESS MOUSE & KEYBOARD COMBO WITH SILENTTOUCH TECHNOLOGY, FULL NUMPAD, ADVANCED OPTICAL TRACKING, LAG-FREE WIRELESS, 90% LESS NOISE - GRAPHITE
0000017917	10/5/2023	AMAZON CAPITAL SERVICES, INC.	CHS-LIBRARY ORDER	0100	\$ 50.41	TEAMIX 6.7 INCH HEIGHT MONITOR STAND RISER, WOOD MONITOR RISER WITH STORAGE FOR DESK SMALL MONITOR STAND TV/SCREEN/PC/LAPTOP RISER COMPUTER STAND DESKTOP SHELF (WHITE-HIGHER)
0000017918	10/5/2023	TRI-CO FLOORS	M&O-CROWN KITCHEN	4900	\$ 953.00	INSTALL OWNER SUPPLIED SHEET VINYL FLAT LAID IN A 4' X 4' AREA FURNISH AND INSTALL BURKE 6" RUBBER COVE BASE COLOR 701 BLACK
0000017919	10/5/2023	TRI-CO FLOORS	M&O-CHS JROTC STORAGE RM	4900	\$ 1,951.00	PREP FLOOR AS NEEDED INSTALL OWNER SUPPLIED WALK OFF CARPET FURNISH AND BURKE 4" RUBBER COVE BASE COLOR 701 BLACK
0000017920	10/5/2023	THE STOPPER GROUP	M&O-CHS STADIUM SOUND SYSTEM	0100	\$ 1,170.00	PROPOSAL#41293A CORONADO HIGH SCHOOL STADIUM TEMPORARY SOUND SYSTEM 9/22/23 STADIUM SITE SET UP A LOANER SOUND SYSTEM. WE ARE SETTING LENDING THE SYSTEM FREE OF CHARGE FOR A PERIOD OF 120 DAYS.
0000017921	10/5/2023	RED DOOR AND HARDWARE LLC	M&O-CHS THEATER DOORS	4900	\$ 5,615.00	CORONADO HIGH SCHOOL THEATER DOORS, FRAME, AND HARDWARE REMOVE OVERHEAD CONCEALED CLOSERS FROM 3 PAIRS OF DOORS (6 EA) BLOCK OUT CLOSER VOIDS WITH 2X4 SECTIONS

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0000017922	10/5/2023	RED DOOR AND HARDWARE LLC	M&O-CHS SERVICE REPAIRS	4900	\$ 1,440.00	CORONADO HIGH SCHOOL SERVICE REPAIRS REMOVE DOORS FROM OPENING AND REMOVE HINGES WITH BAD HINGE POCKETS REWELS/REPLACE HINGE TAP PLATES GRIND AND SAND SMOOTH REINSTALL DOOR ON NEW HINGES CHECK FOR PROPER OPERATION AND LOCKING
0000017923	10/5/2023	ZASUETA CONTRACTING, INC.	M&O-VES PLAY EQUIPMENT	4900	\$ 5,701.00	PROVIDE AND INSTALL 2 LILY PODS COMPLETE W/HARDWARE
0000017924	10/5/2023	APPLE COMPUTER INC	S.S-IPAD	0100	\$ 1,437.64	PNXP3LL/A PERSONALIZED 12.9 INCH IPAD PRO WIFI 128GB SPACE GRAY ENGRAVING RECYCLE FEE 4-YEAR APPLECARE+ FOR SCHOOLS-IPAD PRO APPLE PENCIL (2ND GENERATION)
0000017925	10/5/2023	COUNTYWIDE MECHANICAL	M&O-CHS 600 BLD EF2	4900	\$ 1,297.00	CORONADO HIGH SCHOOL 600 BUILDING EF2 ONE 1 MOTOR ONE 1 DRIVE PULLEY ONE 1 DRIVEN PULLEY ONE 1 BELT REMOVE AND PROPERLY DISPOSE OF FAILED MOTO OFF SITE. PROVIDE AND INSTALL ONE 1 MOTOR DRIVE PULLEY AND ONE 1 DRIVEN PULLEY AND ONE 1 BELT
0000017926	10/5/2023	WAXIE	M&O-CLEANMAX VACUUM	4900	\$ 742.41	ITEM # 577517- CLEANMAX ZM-800 CORDLESS 13IN VACUUM

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0000017927	10/5/2023	COUNTYWIDE MECHANICAL	M&O-SSES LIBRARY LENNOX	4900	\$ 927.00	SILVER STRAND ELEMENTARY LIBRARY, LENNOX M#G24M4-75S-12, S#6301C-04072 THREE BLOWER MOUNTED SAFETY SWITCHES
0000017928	10/5/2023	DOCUMENT TRACKING SERVICES LLC	C&L-TRACK/TRANSLATE DOCUMENT	0100	\$ 1,250.00	DOCUMENT TRACKING SERVICES (11/15/23-11/15/24) 4- SCHOOLS & DISTRICT OFFICE PERSONNEL = 5 SITE LICENSE AGREEMENT (INCLUDES UP TO 5 DOCUMENTS)
0000017928	10/5/2023	DOCUMENT TRACKING SERVICES LLC	C&L-TRACK/TRANSLATE DOCUMENT	0100	\$ 400.00	TRANSLATION SERVICES 2023 SPANISH SCHOOL ACCOUNTABILITY REPORT CARD (SARC) 4-SPANISH SARCS
0000017929	10/5/2023	MONARCH SCHOOL PROJECT	C&L-GROUP PARKING 9/29 EVENT	0100	\$ 150.00	GROUP PARKING FOR PROFESSIONAL DEVELOPMENT ON 09/29/23
0000017930	10/5/2023	MICHAEL CONNOR	S.S-REIMBURSEMENT MICHAEL	0100	\$ 170.80	REIMBURSEMENT FOR ESY CLASSROOM MATERIALS MCONNOR - GAMES AND ACTIVITIES
0000017930	10/5/2023	MICHAEL CONNOR	S.S-REIMBURSEMENT MICHAEL	0100	\$ 33.88	REIMBURSEMENT FOR ESY CLASSROOM MATERIALS MCONNOR - MATERIALS FOR CLASSROOM SNACK ACTIVITY
0000017931	10/5/2023	MICHAEL CONNOR	S.S-REIMBURSEMENT MICHAEL23/24	0100	\$ 300.00	OPEN PO MCONNOR FOR CLASSROOM FOOD PREPARATION LESSONS
0000017932	10/5/2023	ASI COBRA, LLC	B.S-ASI COBRA 23/24	0100	\$ 1,000.00	OPEN PO FOR COBRA APRIL 1, 2023- JUNE 30, 2023 THIS IS YEAR ONE OF A FIVE YEAR CONTRACT, APRIL 1, 2023- MARCH 31, 2028
0000017933	10/11/2023	AMAZON CAPITAL SERVICES, INC.	B.S-DIST. OFFICE ICE MACHINE	4900	\$ 1,879.14	ICE MACHINE- COTLIN COMMERCIAL ICE MAKER MACHINE 400 LBS/24H WITH 350 LBS LARGE STORAGE BIN, 22" AIR COOLED INDUSTRIAL MODULE
0000017934	10/12/2023	JAMF SOFTWARE, LLC	B.S-JAMF LICENSES	0100	\$ 175.00	9901050099 JAMF SCHOOL LIFETIME LICENSE

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0000017935	10/12/2023	APPLE COMPUTER INC	B.S-iPAD	0100	\$ 6,184.31	PPQ03LL/A iPAD PERSONALIZED 10.9-INCH iPAD WIFI 64 GB SILVER 4-YEAR APPLECARE FOR SCHOOLS- STM DUX PLUS FOR iPAD 10TH GEN 10 PACK BUNDLE- BLACK RECYCLE FEE
0000017936	10/12/2023	MISSION FEDERAL CREDIT UNION	C&L-JULY 2023 P-CARD MEGAN	0100	\$ 72.00	CURRICULUM CREDIT CARD PURCHASES - JULY 2023
0000017937	10/12/2023	AMAZON CAPITAL SERVICES, INC.	SSES-3RD GRD SCIENCE SUPPLIES	0100	\$ 5.70	365 BY WHOLE FOODS MARKET, PAPER TOWELS 135 SHEET JUMBO ROLLS 3 COUNT, 135 COUNT
0000017937	10/12/2023	AMAZON CAPITAL SERVICES, INC.	SSES-3RD GRD SCIENCE SUPPLIES	0100	\$ 10.76	ALSISK TRANSPARENT TAPE WITH DISPENSER AND REFILLS,USE FOR GIFT WRAPPING,HOME,SCHOOL AND OFFICE SUPPLIES,0.7X1000 INCH, 8 PACK
0000017937	10/12/2023	AMAZON CAPITAL SERVICES, INC.	SSES-3RD GRD SCIENCE SUPPLIES	0100	\$ 9.09	AMAZON BASICS COTTON BALLS, 200 COUNT (PREVIOUSLY SOLIMO)
0000017937	10/12/2023	AMAZON CAPITAL SERVICES, INC.	SSES-3RD GRD SCIENCE SUPPLIES	0100	\$ 1.89	AMAZON FOOD COLORING
0000017937	10/12/2023	AMAZON CAPITAL SERVICES, INC.	SSES-3RD GRD SCIENCE SUPPLIES	0100	\$ 13.86	COMFY PACKAGE [300 COUNT] 3 OZ. WHITE PAPER CUPS, SMALL DISPOSABLE BATHROOM, ESPRESSO, MOUTHWASH CUPS
0000017937	10/12/2023	AMAZON CAPITAL SERVICES, INC.	SSES-3RD GRD SCIENCE SUPPLIES	0100	\$ 2.91	KITCHEN SELECTION CLEAR CLASSIC DINNERWARE PLASTIC TEASPOONS - HEAVY WEIGHT PACK OF 50
0000017937	10/12/2023	AMAZON CAPITAL SERVICES, INC.	SSES-3RD GRD SCIENCE SUPPLIES	0100	\$ 5.38	MONTOPACK BAMBOO WOODEN TOOTHPICKS 1000-PIECE LARGE WOOD ROUND TOOTHPICKS IN CLEAR PLASTIC STORAGE BOX STURDY SAFE DOUBLE SIDED PARTY, APPETIZER, OLIVE, BARBECUE, FRUIT, TEETH CLEANING TOOTHPICKS.
0000017938	10/12/2023	BRIGHT WHITE PAPER COMPANY	VES-THERMAL PAPER	0100	\$ 522.81	23 WHITE - 23' STANDARD THERMAL POSTER PRINTER PAPER.

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0000017939	10/12/2023	AMAZON CAPITAL SERVICES, INC.	SSS-BUTCHER PAPER	0100	\$ 40.89	IDL PACKAGING 36" X 180 FEET (2160 INCHES) BROWN KRAFT PAPER ROLL, 30 LBS (PACK OF 1) - QUALITY PAPER FOR PACKING, MOVING, SHIPPING, CRAFTS - 100% RECYCLABLE NATURAL KRAFT WRAPPING PAPER
0000017939	10/12/2023	AMAZON CAPITAL SERVICES, INC.	SSS-BUTCHER PAPER	0100	\$ 122.39	PACON ARTKRAFT DUO-FINISH PAPER ROLL, 36" X 1,000' (SKY BLUE, 1 ROLL)
0000017939	10/12/2023	AMAZON CAPITAL SERVICES, INC.	SSS-BUTCHER PAPER	0100	\$ 83.02	PACON ARTKRAFT DUO-FINISH PAPER ROLL, 36" X 1,000' (WHITE, 1 ROLL)
0000017940	10/12/2023	AMAZON CAPITAL SERVICES, INC.	SSS-SPED FOLDERS & ENVELOPES	0100	\$ 11.84	AMAZON BASICS TWO POCKET PLASTIC DIVIDERS, 8 TAB SET, 24 COUNT (PACK OF 3), LETTER SIZE, ASSORTED COLOR
0000017940	10/12/2023	AMAZON CAPITAL SERVICES, INC.	SSS-SPED FOLDERS & ENVELOPES	0100	\$ 17.23	QUALITY PARK 6 X 9 CLASP ENVELOPES, CLASP AND GUMMED CLOSURES FOR STORING OR MAILING, 28 LB KRAFT PAPER, 100 PER BOX (QUA37855)
0000017941	10/12/2023	LD PRODUCTS INC.	SSS-TONER	0100	\$ 231.23	006R04367OEM \$214.60 \$214.60 OEM XEROX C310 HY YELLOW TONER
0000017942	10/12/2023	ROBERTA LENERT	B.S-ROBERTA LENERT	0100	\$ 50,000.00	PROFESSIONAL SERVICE- PER CONTRACT DATE: 05/1/2023-6/30/24
0000017942	10/12/2023	ROBERTA LENERT	B.S-ROBERTA LENERT	0100	\$ 20,000.00	PROFESSIONAL SERVICE- PER CONTRACT DATE: 05/1/2023-6/30/24
0000017942	10/12/2023	ROBERTA LENERT	B.S-ROBERTA LENERT	0100	\$ 28,000.00	PROFESSIONAL SERVICE- PER CONTRACT DATE: 05/1/2023-6/30/24
0000017943	10/13/2023	CHS NJROTC ANCHOR CLUB	B.S-CHS ANCHOR CLUB	0100	\$ 3,494.37	REIMB FOR NJROTC FOR CONFERENCE IN AUGUST 2, 2023
0000017944	10/13/2023	4IMPRINT INC	IT-4IMPRINT	0100	\$ 354.23	OVAl 2-1/2 " X 4" STICKER FOR CHROMEBOOKS WITH LETTERING. TAX AND SHIPPING INCLUDED.
0000017945	10/13/2023	BENCHMARK EDUCATION COMPANY	C&L-GRD 3-3 STUDENT PACKAGE	0100	\$ 323.81	XY7830D - HELLO! GR. 3-5 STUDENT PACKAGE PRINT AND DIGITAL 1-YEAR
0000017946	10/13/2023	PINERY CHRISTMAS TREES INC	VES-BONITA FARMS ADMISIONS	0100	\$ 1,350.00	KINDER FIELD TRIP BONITA FARM
0000017947	10/13/2023	OFFICE DEPOT	VES-5TH GRD TONER	0100	\$ 452.53	OFFICE DEPOT - 5TH GRADE PRINTER INK - XEROX HIGH YIELD TONER #4696422

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0000017948	10/13/2023	SAN MARCOS UNIFIED SCHOOL	VES-FIELD TRIP TRANSPORT 10/17	0100	\$ 1,140.00	FIELD TRIP TRANSPOTATION TO BONITA FARM - KINDER 5354 SWEETWATER RD BONITA CA 91902 2 BUSES = \$1140 FOR 115 PASSENGERS DEPARTURE 9:45 AM FROM VES DEPARTURE FROM BONITA FARM 1:00 PM
0000017949	10/13/2023	VECTOR RESOURCES INC	IT-FINAL PAYMENT	4900	\$ 5,317.50	FINAL PAYMENT FOR VECTOR CALL MANAGER PROJECT OFF CMAS 3-20-70-0876AV FROM 21-22 FISCAL YEAR.
0000017950	10/13/2023	LEARNING WITHOUT TEARS INC	VES-HNDWRT WITHOUT TEARS	0100	\$ 410.45	HAND WRITING WITHOUT TEARS - KICK START KINDERGARTEN STUDENT ED. KSKD - 22 ISBN 9781954728714
0000017951	10/13/2023	GRANICUS, LLC	IT-STREAMING APPLIANCE	4900	\$ 7,770.00	EASE H STREAMING APPLIANCE FOR CMS KCMS STUDIO. TAX SHIPPING AND SETUP INCLUDED. BOARD APPROVED 09/17/2023.
0000017952	10/13/2023	LEVI KAPLAN	COSA-REIMBURSEMENT LEVI	0100	\$ 226.00	REIMBURSEMENT FOR LEVI KAPLAN FOR MATERIALS AND SUPPLIES FROM ONLINE FABRIC STORE FOR THEATER
0000017953	10/13/2023	RENAISSANCE LEARNING	C&L-FAST BRIDGE SUBSCRIPTION	0100	\$ 624.00	FASTBRIDGE SUBSCRIPTION
0000017953	10/13/2023	RENAISSANCE LEARNING	C&L-FAST BRIDGE SUBSCRIPTION	0100	\$ -	RENAISSANCE SMART START PRODUCT TRAINING (INCLUDED WITH PURCHASE)
0000017953	10/13/2023	RENAISSANCE LEARNING	C&L-FAST BRIDGE SUBSCRIPTION	0100	\$ 1,500.00	VIRTUAL TRAINING, FASTBRIDGE
0000017954	10/13/2023	ANDREA LOPEZ	C&L-MILEAGE REIMBURSE 23/24	0100	\$ 600.00	OPEN PO FOR MILEAGE FOR 2023-24 SCHOOL YEAR - TRANSPORTATION BETWEEN CMS & STRAND DURING WORKDAY
0000017955	10/13/2023	ALTA LANGUAGE SERVICES, INC	C&L-ONLINE WRITING TEST	0100	\$ 66.00	ONLINE WRITING TEST
0000017956	10/13/2023	NEW MANAGEMENT, INC.	M&O-LOCK BLOKS	4900	\$ 1,456.78	LOCK BLOCKS

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0000017957	10/13/2023	FIELDTURF USA INC	M&O-CMS FIELD SCRAPE	4900	\$ 3,500.00	CORONADO MIDDLE SCHOOL PERFORM A FIELD SCRAPE PROCEDURE SCOPE OF WORK: LABOR AND MOBILIZATION REMOVE LATER OF INFILL BY HAND WITH POWER BROOMS, SHOVEL OF WORK LISTED BELOW FOR THE LUMP SUM AMOUNT OF \$3,500.00
0000017958	10/13/2023	TRI-CO FLOORS	M&O-DO BACK OFFICE	4900	\$ 689.00	CORONADO DISTRICT OFFICE FURNISH AND INSTALL BURKE 6" RUBBER BASE COLOR 701 BLACK
0000017959	10/13/2023	RED DOOR AND HARDWARE LLC	M&O-CHS 600 BLD	4900	\$ 2,460.00	CORONADO HIGH SCHOOL DOORS, FRAMES AND HARDWARE TO INCREASE FRESH AIR FLOW INTO BUILDING 600 REMOVE 4 DOORS FROM OPENING AND BRING TO A SECURE ARE FOR WORK CUT OUT 24" X 12" HOLES FOR LOUVERS 12" ABOVE TO THE BOTTOM OF DOOR FURNISH AND INSTALL:
0000017960	10/13/2023	COUNTYWIDE MECHANICAL	M&O-CMS RM 202 AC REPAIRS	4900	\$ 1,315.00	CORONADO MIDDLE SCHOOL WORK ORDER # 63764 ROOM # 202 NO AC- REPLACE CONDENSATE PUMP
0000017961	10/13/2023	THE GLASS COMPANY INC DBA	M&O-VES HINGES WINDOWS	4900	\$ 1,435.00	VILLAGE ELEMENTARY MOBILE FURNISH AND INSTALL 3 PAIRS OF NEW HINGES FOR CASEMENT WINDOWS 2 PAIRS OF 4 BAR SECURE STYLE CASEMENT WINDOW HINGES 10' OPERATOR 1 PAIR OF 4 VAR SECURE STYLE CASEMENT WINDOW HINGES 12" OPERATOR C&C GLASS WILL NOT BE HELD
0000017962	10/13/2023	HUNTINGTON HARDWARE CO INC	M&O-LEVER LOCK	4900	\$ 2,628.35	DOOR LEVER LOCK BES 45H7-CHB-14H-626 LES CORE
0000017963	10/13/2023	HUNTINGTON HARDWARE CO INC	M&O-LEVER LOCK	4900	\$ 5,269.93	DOOR LEVER LOCK BES 45H7-CHB-14H-626 LES CORE

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0000017964	10/13/2023	WAXIE	M&O-CLEANMAX ZM	4900	\$ 1,484.82	ITEM # 577517 CLEANMAX ZM-800 CORDLESS 13 IN VACUUM
0000017965	10/13/2023	BEN'S ASPHALT, INC.	M&O-VES ASPHALT	4900	\$ 1,500.00	VILLAGE ELEMENTARY STRIPE 20 ROLL CALL LINES WITH 3 DIGIT #
0000017966	10/13/2023	COUNTYWIDE MECHANICAL	M&O- SSES LIBRARY AC UNIT	4900	\$ 4,367.00	SILVER STRAND ELEMENTARY LIBRARY AC UNIT 300 AMP 250V 1PH OUTDOOR PULL DOWN ELECTRICAL DISCONNECT. DUAL RUN CAPACITOR COMPRESSOR CONTRACTOR
0000017967	10/13/2023	BEN'S ASPHALT, INC.	M&O-M&OCHS ASPHALT	4900	\$ 4,500.00	M&O PARKING LOT / CORONADO HS CRACK SEAL: CLEAN CRACKS LOOSE DEBRIS: APPLY HOT RUBBERIZED CRACK SEAL MATERIAL TO EXPANSION CRACK APPROX. 1/4 AND LARGE. NOTE: CRACK SEAL MATERIAL WILL SETTLE IN LARGE CRACKS.
0000017968	10/13/2023	MISSION FEDERAL CREDIT UNION	S.S-JULY 2023 P-CARD NIAMH	0100	\$ 2,510.12	JULY 2023 STATEMENT STUDENT SERVICES
0000017969	10/13/2023	REVOLVING CASH FUND	B.S-REVOLVING ACCOUNT JUNE	0100	\$ 14.10	REIMBURSEMENT REVOLVING ACCOUNT FOR JUNE- SEPT BANK FEES
0000017970	10/13/2023	LEONIDA BUILDERS, INC	M&O-VES 700 QUAD JOINT SEAL	4900	\$ 7,700.00	VILLAGE ELEMENTARY SCHOOL REMOVE APPROX. 350 FEET OF FAILED JOINT SEAL AGAINST BUILDING. INSTALL NEW BACKER ROD AND JOINT SEAL TO PREVENT WATER AND MOISTURE FROM ENTERING THE BUILDING WALLS

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0000017971	10/13/2023	COUNTYWIDE MECHANICAL	M&O-CHS RM 310,512 AC REPAIRS	4900	\$ 3,850.11	CORONADO HIGH SCHOOL WORK ORDER # 63465 ROOM 310, 512- NO AC LABOR STANDARD TRUCK/FUEL SURCHARGE MISC MATERIALS R-438A T2900
0000017972	10/13/2023	COUNTYWIDE MECHANICAL	M&O-CHS DUCTLESS SPLIT	4900	\$ 495.00	CORONADO HIGH SCHOOL WORK ORDER# 63924 DUCTLESS SPLIT NO COOLING ROOM 413 LABOR STANDARD- TRUCK/FUEL CHARGE
0000017973	10/13/2023	COUNTYWIDE MECHANICAL	M&O-CHS INSTALL BIRD BE GONE	4900	\$ 643.74	CORONADO HIGH SCHOOL WORK ORDER # 63935- INSTALL BIRD BE GONE SPIDER FOR PAINT BOOTH EXHAUST VENT LABOR STANDARD TRUCK/FUEL SURCHARGE BIRD BE GONE SPIDER
0000017974	10/13/2023	CITY OF CORONADO	C&L- AV EQUIP FEE	0100	\$ 300.00	AV EQUIPMENT FEE FOR EVENTS ON 10/20-21/23, 12/15- 16/23 & 03/01-02/23.
0000017975	10/13/2023	CORNER TO CORNER CARPET CARE	M&O-CHS CARPET CLEANING	4900	\$ 2,500.00	CORONADO HIGH SCHOOL STEAM CLEAN AND SANITIZED BOYS BATHROOMS MAIN OFFICE CARPER CLEANING ONE ROOM 4 LARGE BATHROOMS AT BUILDING 300/700/600 VILLAGE ELEMENTARY SCHOOL AT 600 6TH ST 5 SMALL BATHROOMS 2 LARGE BATHROOMS 1 LARGE CARPET
0000017976	10/13/2023	SCYLLA PLUMBING & DRAINS	M&O-PLUMBING SERVICES 23/24	4900	\$ 50,000.00	OPEN PO FOR PLUMBING SERVICES FOR 2023/2023SY

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0000017977	10/13/2023	ASHLEY THORNTON	VES-REIMBURSEMENT ASHLEY	0100	\$ 902.19	REIMBURSEMENT - MATERIALS AND SUPPLIES ASHLEY THORNTON - GRADE 1
0000017978	10/13/2023	PROJECT LEAD THE WAY INC	COSA-DESIGN AND DEVELOPMENT	0100	\$ 2,400.00	ENGINEERING DESIGN AND DEVELOPMENT TRAINING
0000017979	10/13/2023	B&H PHOTO-VIDEO	COSA-SUPPLIES AND MATERIALS	0100	\$ 40.84	DURACELL MN 1500 COPPERTOP 1.5V AA BATTERIES
0000017979	10/13/2023	B&H PHOTO-VIDEO	COSA-SUPPLIES AND MATERIALS	0100	\$ 643.27	GLIDE GEAR I PAD/SMARTPHONE TELEPROMPTER
0000017980	10/13/2023	ISLAND THREADS EMBROIDERY	SUPER-STAFF POLO	0100	\$ 156.24	ISLAND THREADS INVOICE 100223 BOARD MEMBER SHIRTS
0000017981	10/17/2023	ROBERTA LENERT	CMS ROBOTICS	0100	\$ 5,000.00	OPEN PO FOR CHS ROBOTICS SUPPLIES
0000017982	10/17/2023	ROBERTA LENERT	CMS ROBOTICS	0100	\$ 7,000.00	OPEN PO FOR ROBOTICS SUPPLIES AT CMS
0000017983	10/17/2023	SETTLEMENT	SETTLEMENT	0100	\$ 19,000.00	PER SETTLEMENT AGREEMENT, PARAGRAPH 2.A.
0000017984	10/17/2023	SETTLEMENT	SETTLEMENT	0100	\$ 4,800.00	SETTLEMENT AGREEMENT PARAGRAPH 2.B.
0000017985	10/18/2023	VETPOWERED, LLC	CHS WOODSHOP	0100	\$ 20,408.07	ANNUAL PREVENTIVE MAINTENANCE CHS WOODSHOP
0000017986	10/24/2023	CDW GOVERNMENT INC	C&L-HP CHROMEBOOK	0100	\$ -	GOOGLE CHROME EDUCATION
0000017986	10/24/2023	CDW GOVERNMENT INC	C&L-HP CHROMEBOOK	0100	\$ 33,069.97	HP CHROMEBOOK 14 G7 - 14" CELERON N4500 - 8 GB RAM - 32 GB EMMC - US - #3V262UT#ABA INSTALL - NEW SITE - #INSTALL REQUESTED GOOGLE CHROME EDUCATION UPGRADE - #CROS-SW-DIS-EDU-NEW
0000017986	10/24/2023	CDW GOVERNMENT INC	C&L-HP CHROMEBOOK	0100	\$ -	INSTALL
0000017988	10/24/2023	THE HOME DEPOT PRO	S.S-WASHER AND DRYER	0100	\$ 964.53	DRYER ELECTRIC
0000017988	10/24/2023	THE HOME DEPOT PRO	S.S-WASHER AND DRYER	0100	\$ 965.87	WASHER
0000017989	10/24/2023	JUNIOR LIBRARY GUILD	CHS-LIBRARY BOOK ORDER	0100	\$ 325.84	BIOGRAPHY HIGH PLUS (9-AND UP)
0000017989	10/24/2023	JUNIOR LIBRARY GUILD	CHS-LIBRARY BOOK ORDER	0100	\$ 325.84	CURRENT TRENDS HIGH PLUS (9-AND UP)
0000017989	10/24/2023	JUNIOR LIBRARY GUILD	CHS-LIBRARY BOOK ORDER	0100	\$ 325.84	FANTASY/SCIENCE FICTION HIGH PLUS (9-AND UP)
0000017989	10/24/2023	JUNIOR LIBRARY GUILD	CHS-LIBRARY BOOK ORDER	0100	\$ 325.84	GRAPHIC NOVELS HIGH PLUS (9-AND UP)
0000017989	10/24/2023	JUNIOR LIBRARY GUILD	CHS-LIBRARY BOOK ORDER	0100	\$ 188.65	HI-LO MATURE (9-12)
0000017989	10/24/2023	JUNIOR LIBRARY GUILD	CHS-LIBRARY BOOK ORDER	0100	\$ 307.58	HIGH-INTEREST HIGH PLUS (10-AND UP)
0000017989	10/24/2023	JUNIOR LIBRARY GUILD	CHS-LIBRARY BOOK ORDER	0100	\$ 325.84	MYSTERY HIGH PLUS (9-AND UP)
0000017989	10/24/2023	JUNIOR LIBRARY GUILD	CHS-LIBRARY BOOK ORDER	0100	\$ 279.29	SPORTS HIGH (9-AND UP)

PO No.	PO Date	Supplier	PO Ref	Fund	Total by Account	Item Description
0000017990	10/24/2023	SUPERINTENDENT OF SCHOOLS SDCOE	CHS-BUSINESS CARDS	0100	\$ 42.99	BOX OF BUSINESS CARDS RIKKI BETANCOURT ASSISTANT PRINCIPAL CORONADO HIGH SCHOOL 650 D AVENUE CORONADO, CA 92118 619 522 8907 EXT 2095 619 434 0236 FACSIMILE RIKKI.BETANCOURT@CORONADOUSD.NET
0000017991	10/24/2023	APPERSON	CHS-FORMS	0100	\$ 985.91	FORM 25090 - 50/50 QUESTIONS ON BOTH SIDES
0000017991	10/24/2023	APPERSON	CHS-FORMS	0100	\$ 953.59	FORM 25420 - 100 QUESTIONS
0000017992	10/24/2023	KARIN MELLINA	CHS-REIMBURSEMENT KARIN	0100	\$ 144.80	REIMBURSEMENT DUE KARIN MELLINA
0000017993	10/24/2023	THOMPSON PLUMBING SUPPLY INC,	M&O-HYDRATION FILTERS	0100	\$ 1,649.65	ELKAY REPLACEMENT FILTER FOR EZH20
0000017994	10/24/2023	FOLLETT SCHOOL SOLUTIONS INC	CHS-LIBRARY BOOK ORDER	0100	\$ 24.67	1919 THE YEAR THAT CHANGED AMERICA #1208MS3
0000017994	10/24/2023	FOLLETT SCHOOL SOLUTIONS INC	CHS-LIBRARY BOOK ORDER	0100	\$ 22.78	83 DAYS IN MARIUPOL: A WAR DIARY #2348TB5
0000017994	10/24/2023	FOLLETT SCHOOL SOLUTIONS INC	CHS-LIBRARY BOOK ORDER	0100	\$ 19.93	A GUIDE TO THE DARK #2113VC0
0000017994	10/24/2023	FOLLETT SCHOOL SOLUTIONS INC	CHS-LIBRARY BOOK ORDER	0100	\$ 20.88	ACCOUNTABLE; THE TRUE STORY OF A RACIST SOCIAL MEDIA ACCOUNT AND THE TEENAGERS WHOSE LIVES IT CHANGED #2112ZC3
0000017994	10/24/2023	FOLLETT SCHOOL SOLUTIONS INC	CHS-LIBRARY BOOK ORDER	0100	\$ 19.93	ALL THE FIGHTING PARTS #2193BC9
0000017994	10/24/2023	FOLLETT SCHOOL SOLUTIONS INC	CHS-LIBRARY BOOK ORDER	0100	\$ 26.11	FEVER PITCH #0055SL5
0000017994	10/24/2023	FOLLETT SCHOOL SOLUTIONS INC	CHS-LIBRARY BOOK ORDER	0100	\$ 19.90	FIFTY SHIPS THAT CHANGED THE COURSE OF HISTORY A NAUTICAL HISTORY OF THE WORLD #1919AZ7
0000017994	10/24/2023	FOLLETT SCHOOL SOLUTIONS INC	CHS-LIBRARY BOOK ORDER	0100	\$ 18.04	FLAMER #1834GA0
0000017994	10/24/2023	FOLLETT SCHOOL SOLUTIONS INC	CHS-LIBRARY BOOK ORDER	0100	\$ 18.04	GATHER #2869GB0
0000017994	10/24/2023	FOLLETT SCHOOL SOLUTIONS INC	CHS-LIBRARY BOOK ORDER	0100	\$ 26.63	HIDDEN SYSTEMS; WATER, ELECTRICITY, THE INTERNET, AND THE SECRETS BEHIND SYSTEM WE USE EVERY DAY #2515RA6
0000017994	10/24/2023	FOLLETT SCHOOL SOLUTIONS INC	CHS-LIBRARY BOOK ORDER	0100	\$ 25.24	HOW COVID-19 CHANGED THE WORLD #1714EY7
0000017994	10/24/2023	FOLLETT SCHOOL SOLUTIONS INC	CHS-LIBRARY BOOK ORDER	0100	\$ 17.09	HUDA F CARES #2555NC5

PO No.	PO Date	Supplier	PO Ref	Fund	Total by Account	Item Description
0000017994	10/24/2023	FOLLETT SCHOOL SOLUTIONS INC	CHS-LIBRARY BOOK ORDER	0100	\$ 13.30	INSOMNIACS AFTER SCHOOL 1 #2687PA7
0000017994	10/24/2023	FOLLETT SCHOOL SOLUTIONS INC	CHS-LIBRARY BOOK ORDER	0100	\$ 13.30	INSOMNIACS AFTER SCHOOL 2 #2647YB9
0000017994	10/24/2023	FOLLETT SCHOOL SOLUTIONS INC	CHS-LIBRARY BOOK ORDER	0100	\$ 13.30	INSOMNIACS AFTER SCHOOL 3 #2989SB3
0000017994	10/24/2023	FOLLETT SCHOOL SOLUTIONS INC	CHS-LIBRARY BOOK ORDER	0100	\$ 13.30	INSOMNIACS AFTER SCHOOL 4 #2989TB0
0000017994	10/24/2023	FOLLETT SCHOOL SOLUTIONS INC	CHS-LIBRARY BOOK ORDER	0100	\$ 14.24	JANE AGAINST THE WORLD; ROE V WADE AND THE FIGHT FOR REPRODUCTIVE RIGHTS #1898HT1
0000017994	10/24/2023	FOLLETT SCHOOL SOLUTIONS INC	CHS-LIBRARY BOOK ORDER	0100	\$ 27.52	MINI SWEETS TO SAVOR AND SHARE #2725MA4
0000017994	10/24/2023	FOLLETT SCHOOL SOLUTIONS INC	CHS-LIBRARY BOOK ORDER	0100	\$ 16.14	MONEY OUT LOUD; ALL THE FINANCIAL STUFF NO ONE TAUGHT US #2344JB7
0000017994	10/24/2023	FOLLETT SCHOOL SOLUTIONS INC	CHS-LIBRARY BOOK ORDER	0100	\$ 21.83	MORE THAN A DREAM; THE RADICAL MARCH ON WASHINGTON FOR JOBS AND FREEDOM #2703NC4
0000017994	10/24/2023	FOLLETT SCHOOL SOLUTIONS INC	CHS-LIBRARY BOOK ORDER	0100	\$ 15.19	PAPER PLANES #2645CB6
0000017994	10/24/2023	FOLLETT SCHOOL SOLUTIONS INC	CHS-LIBRARY BOOK ORDER	0100	\$ 19.93	PIXAR CHARACTER ENCYCLOPEDIA #1675HY3
0000017994	10/24/2023	FOLLETT SCHOOL SOLUTIONS INC	CHS-LIBRARY BOOK ORDER	0100	\$ 10.45	SHOW-HA SHOTEN 1 #2687FA4
0000017994	10/24/2023	FOLLETT SCHOOL SOLUTIONS INC	CHS-LIBRARY BOOK ORDER	0100	\$ 10.45	SHOW-HA SHOTEN 2 #2647RB8
0000017994	10/24/2023	FOLLETT SCHOOL SOLUTIONS INC	CHS-LIBRARY BOOK ORDER	0100	\$ 10.45	SHOW-HA SHOTEN 3
0000017994	10/24/2023	FOLLETT SCHOOL SOLUTIONS INC	CHS-LIBRARY BOOK ORDER	0100	\$ 19.93	SOLITAIRE #2013KB8
0000017994	10/24/2023	FOLLETT SCHOOL SOLUTIONS INC	CHS-LIBRARY BOOK ORDER	0100	\$ 16.15	STUCK WITH YOU #2135PC0
0000017994	10/24/2023	FOLLETT SCHOOL SOLUTIONS INC	CHS-LIBRARY BOOK ORDER	0100	\$ 19.93	THE COLLECTORS; STORIES #2553UC3
0000017994	10/24/2023	FOLLETT SCHOOL SOLUTIONS INC	CHS-LIBRARY BOOK ORDER	0100	\$ 17.09	THE GIRL THAT CAN'T GET A GIRLFRIEND #2810HB3
0000017994	10/24/2023	FOLLETT SCHOOL SOLUTIONS INC	CHS-LIBRARY BOOK ORDER	0100	\$ 18.99	THE ILLUSTRATED EDGAR ALLAN POE; 25 ESSENTIAL POEMS #2285RB9
0000017994	10/24/2023	FOLLETT SCHOOL SOLUTIONS INC	CHS-LIBRARY BOOK ORDER	0100	\$ 18.99	THE LAST CUENTISTA #1939ER1
0000017994	10/24/2023	FOLLETT SCHOOL SOLUTIONS INC	CHS-LIBRARY BOOK ORDER	0100	\$ 18.04	THE LOST YEAR #2103YB9
0000017994	10/24/2023	FOLLETT SCHOOL SOLUTIONS INC	CHS-LIBRARY BOOK ORDER	0100	\$ 25.24	THE SCIENCE OF SPORTS #1714DYX
0000017994	10/24/2023	FOLLETT SCHOOL SOLUTIONS INC	CHS-LIBRARY BOOK ORDER	0100	\$ 19.93	THOSE PINK MOUNTAIN LIGHTS #2485NC7
0000017994	10/24/2023	FOLLETT SCHOOL SOLUTIONS INC	CHS-LIBRARY BOOK ORDER	0100	\$ 10.76	TRANSPORTATION A LOOK AT THEN AND NOW #2140RC9
0000017994	10/24/2023	FOLLETT SCHOOL SOLUTIONS INC	CHS-LIBRARY BOOK ORDER	0100	\$ 13.30	TRUCKS, TRAINS, AND BIG MACHINES #1734MT5
0000017994	10/24/2023	FOLLETT SCHOOL SOLUTIONS INC	CHS-LIBRARY BOOK ORDER	0100	\$ 22.62	WHITE BIRD; A NOVEL #1620CXX
0000017995	10/24/2023	CRISIS PREVENTION INSTITUTE	S.S-TRAINING FOR AKEEHAN	0100	\$ 5,649.00	CPI TRAINING FOR AKEEHAN
0000017996	10/24/2023	BENCHMARK EDUCATION COMPANY	C&L-ALL GRDS STUDENT PACKAGE	0100	\$ 553.43	XY10257 - EXPRESS! ASSET-BASED ACCESS TO ENGLISH(CALIFORNIA EDITION) GR. K TEACHER PACKAGEPRINT AND DIGITAL 1-YEAR

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0000017996	10/24/2023	BENCHMARK EDUCATION COMPANY	C&L-ALL GRDS STUDENT PACKAGE	0100	\$ 553.43	XY10265 - EXPRESS! ASSET-BASED ACCESS TO ENGLISH(CALIFORNIA EDITION) GR. 1 TEACHER PACKAGEPRINT AND DIGITAL 1-YEAR
0000017996	10/24/2023	BENCHMARK EDUCATION COMPANY	C&L-ALL GRDS STUDENT PACKAGE	0100	\$ 553.43	XY10273 - EXPRESS! ASSET-BASED ACCESS TO ENGLISH(CALIFORNIA EDITION) GR. 2 TEACHER PACKAGEPRINT AND DIGITAL 1-YEAR
0000017996	10/24/2023	BENCHMARK EDUCATION COMPANY	C&L-ALL GRDS STUDENT PACKAGE	0100	\$ 553.43	XY10281 - EXPRESS! ASSET-BASED ACCESS TO ENGLISH(CALIFORNIA EDITION) GR. 3 TEACHER PACKAGEPRINT AND DIGITAL 1-YEAR
0000017996	10/24/2023	BENCHMARK EDUCATION COMPANY	C&L-ALL GRDS STUDENT PACKAGE	0100	\$ 553.43	XY10289 - EXPRESS! ASSET-BASED ACCESS TO ENGLISH(CALIFORNIA EDITION) GR. 4 TEACHER PACKAGEPRINT AND DIGITAL 1-YEAR
0000017996	10/24/2023	BENCHMARK EDUCATION COMPANY	C&L-ALL GRDS STUDENT PACKAGE	0100	\$ 553.43	XY10297 - EXPRESS! ASSET-BASED ACCESS TO ENGLISH(CALIFORNIA EDITION) GR. 5 TEACHER PACKAGEPRINT AND DIGITAL 1-YEAR
0000017996	10/24/2023	BENCHMARK EDUCATION COMPANY	C&L-ALL GRDS STUDENT PACKAGE	0100	\$ 353.25	XY10313 - EXPRESS! ASSET-BASED ACCESS TO ENGLISH(CALIFORNIA EDITION) GR. K STUDENT PACKAGEPRINT AND DIGITAL 1-YEAR
0000017996	10/24/2023	BENCHMARK EDUCATION COMPANY	C&L-ALL GRDS STUDENT PACKAGE	0100	\$ 353.25	XY10314 - EXPRESS! ASSET-BASED ACCESS TO ENGLISH(CALIFORNIA EDITION) GR. 1 STUDENT PACKAGEPRINT AND DIGITAL 1-YEAR
0000017996	10/24/2023	BENCHMARK EDUCATION COMPANY	C&L-ALL GRDS STUDENT PACKAGE	0100	\$ 353.25	XY10315 - EXPRESS! ASSET-BASED ACCESS TO ENGLISH(CALIFORNIA EDITION) GR. 2 STUDENT PACKAGEPRINT AND DIGITAL 1-YEAR
0000017996	10/24/2023	BENCHMARK EDUCATION COMPANY	C&L-ALL GRDS STUDENT PACKAGE	0100	\$ 353.25	XY10316 - EXPRESS! ASSET-BASED ACCESS TO ENGLISH(CALIFORNIA EDITION) GR. 3 STUDENT PACKAGEPRINT AND DIGITAL 1-YEAR
0000017996	10/24/2023	BENCHMARK EDUCATION COMPANY	C&L-ALL GRDS STUDENT PACKAGE	0100	\$ 353.25	XY10317 - EXPRESS! ASSET-BASED ACCESS TO ENGLISH(CALIFORNIA EDITION) GR. 4 STUDENT PACKAGEPRINT AND DIGITAL 1-YEAR
0000017996	10/24/2023	BENCHMARK EDUCATION COMPANY	C&L-ALL GRDS STUDENT PACKAGE	0100	\$ 353.22	XY10318 - EXPRESS! ASSET-BASED ACCESS TO ENGLISH(CALIFORNIA EDITION) GR. 5 STUDENT PACKAGEPRINT AND DIGITAL 1-YEAR

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0000017997	10/24/2023	KATHLEEN SPANE	VES-REIMBURSEMENT KATHLEEN	0100	\$ 273.37	REIMBURSEMENT - MATERIALS AND SUPPLIES / 4TH GRADE KATHLEEN SPANE
0000017998	10/24/2023	KERRI RAMIREZ	VES-REIMBURSEMENT KERRI	0100	\$ 193.23	REIMBURSEMENT - MATERIALS AND SUPPLIES/ 5TH GRADE KERRI RAMIREZ
0000017999	10/24/2023	MONIQUE GARCIA	VES-REIMBURSEMENT MONIQUE	0100	\$ 59.94	REIMBUSERMENT - MATERIALS AND SUPPLIES - MONIQUE GARICA
0000018001	10/24/2023	ALEXIS WRIGHT	VES-REIMBURSEMENT ALEXIS	0100	\$ 116.20	REIMBURSEMENT - MATERIALS AND SUPPLIES. 3RD GRADE / ALEXIS WRIGHT
0000018002	10/24/2023	WILSON LANGUAGE TRAINING CORPORATION	S.S-STUDENT WORKBOOK	0100	\$ 688.72	JUST WORDS TEACHERS KIT
0000018002	10/24/2023	WILSON LANGUAGE TRAINING CORPORATION	S.S-STUDENT WORKBOOK	0100	\$ 281.27	WILSON STUDENT NOTEBOOK PACK
0000018002	10/24/2023	WILSON LANGUAGE TRAINING CORPORATION	S.S-STUDENT WORKBOOK	0100	\$ 810.26	WRS INTRODUCTORY SET
0000018003	10/24/2023	KEVIN PAIZ RAMIREZ	CMS-REIMBURSEMENT KEVIN	0100	\$ 58.34	REIMBURSE FOR SUPPLIES COOKIE LAB, FOR 6TH GRADE SCIENCE
0000018004	10/24/2023	ASB CLASSROOM LLC	C&L-ANNUAL SUBSCRIPTION	0100	\$ 199.00	ASB CLASSROOM ANNUAL SUBSCRIPTION
0000018005	10/24/2023	AMAZON CAPITAL SERVICES, INC.	VES-MATERIALS & SUPPLIES 23/24	0100	\$ 4,200.00	AMAZON OPEN PO FOR MATERIALS AND SUPPLIES - VAPA/ CYNTHIA FUHRMANN
0000018006	10/24/2023	WARD'S SCIENCE	CHS-BIO KIT	0100	\$ 53.23	EDMENTUM BIOLOGY KIT REFILL #470229780
0000018006	10/24/2023	WARD'S SCIENCE	CHS-BIO KIT	0100	\$ 485.31	EDMENTUM BIOLOGY KIT W/ MICROSCOPE #470324120
0000018008	10/24/2023	CHRIS TEACHOUT	C&L-REIMBURSEMENT CHRIS	0100	\$ 1,504.59	REIMBURSEMENT FOR EXPENSES WHILE ATTENDING THE BRIDGES SUMMER LEARNING INSTITUTE ON 07/23/23-07/24/24 IN BLOOMINGTON, MN.
0000018009	10/24/2023	JULIA BRAGA	C&L-REIMBURSEMENT JULIA	0100	\$ 880.40	REIMBURSEMENT FOR FLIGHT EXPENSE FOR THE 2023 DODEA GRANT PROGRAM PROFESSIONAL LEARNING MEETING ON 12/12/23-12/14/23 IN SAVANNAH, GA.
0000018010	10/24/2023	SAFAL PARTNERS LLC	C&L-REGISTRATION FEE	0100	\$ 250.00	PRESENTER RATE - REGISTRATION FEE FOR THE 2023 DODEA GRANT PROGRAM PROFESSIONAL LEARNING MTG. ON 12/12/23-12/14/23 IN SAVANNAH, GA. PRESENTER/ATTENDEE: SHANE SCHMEICHEL

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0000018010	10/24/2023	SAFAL PARTNERS LLC	C&L-REGISTRATION FEE	0100	\$ 1,500.00	REGISTRATION FEE FOR THE 2023 DODEA GRANT PROGRAM PROFESSIONAL LEARNING MTG. ON 12/12/23-12/14/23 IN SAVANNAH, GA. ATTENDING: JULIA BRAGA, STACY MORRISSEY & SHANNON COULTER
0000018011	10/24/2023	AMAZON CAPITAL SERVICES, INC.	COSA-EQUIPMENT ORDER	0100	\$ 165.86	128 GB EXT. PRO SDXC UHS-1 MEMORY CARD
0000018011	10/24/2023	AMAZON CAPITAL SERVICES, INC.	COSA-EQUIPMENT ORDER	0100	\$ 37.72	5 PACK SAN DISK ULTRA 16 GB SD CARDS
0000018011	10/24/2023	AMAZON CAPITAL SERVICES, INC.	COSA-EQUIPMENT ORDER	0100	\$ 412.68	EARTEC UL25 ULTRA LITE FULL DUPLEX HEADSET
0000018011	10/24/2023	AMAZON CAPITAL SERVICES, INC.	COSA-EQUIPMENT ORDER	0100	\$ 165.94	MAGNUS VT-400 TRIPOD SYSTEM
0000018011	10/24/2023	AMAZON CAPITAL SERVICES, INC.	COSA-EQUIPMENT ORDER	0100	\$ 75.37	MONO LV8-C BROADCAST QUALITY XLR
0000018011	10/24/2023	AMAZON CAPITAL SERVICES, INC.	COSA-EQUIPMENT ORDER	0100	\$ 9.69	SD CARD HOLDER PK OF 20
0000018012	10/24/2023	ELISE AGRELLA O'ROURKE	CMS-REIMBURSEMENT ELISE	0100	\$ 163.58	REIMBURSE ELISE FOR CHESS CLUB SUPPLIES
0000018013	10/24/2023	TEACHER'S DISCOVERY	C&L-SPANISH LEVEL 1-2 READER	0100	\$ 730.36	1B7285 KOBÉ: EL NACIMIENTO DE UNA LEYENDA (EN TIEMPO PRESENTE) SPANISH LEVEL 1–2 READER
0000018014	10/24/2023	AMAZON CAPITAL SERVICES, INC.	C&L-SPANISH BOOK ORDER	0100	\$ 915.88	EL ESCAPE CUBANO (SPANISH EDITION) PAPERBACK – NOVEMBER 16, 2016 SPANISH EDITION
0000018015	10/24/2023	CATAPULTK12	S.S-WETIP POSTERS	0100	\$ 325.00	WETIP POSTERS
0000018016	10/24/2023	SAN MARCOS UNIFIED SCHOOL	CHS-NJROTC BUS TRANSP 11/18	0100	\$ 610.00	BUS TRANSPORTATION ON NOV 18, 2023 TO PATRICK HENRY HS
0000018017	10/24/2023	AMAZON CAPITAL SERVICES, INC.	SSES-MATERIALS & SUPPLIES23/24	0100	\$ 5,250.00	OPEN PO FOR TEACHERS' ORDERS IN THE SPRING 2024
0000018018	10/24/2023	SUN DIEGO CHARTER	CMS-MEDIEVAL TIMES TRANSP 2/29	0100	\$ 11,875.00	BUSES TO MEDIEVAL TIMES FOR 7TH GRADE FIELD TRIP ON 2/29/24
0000018019	10/24/2023	NATIONAL CITY TROPHY	SUPER-NAMEBADGE	0100	\$ 15.36	MAGNETIC NAME BADGE REPLACEMENT
0000018020	10/25/2023	AMAZON CAPITAL SERVICES, INC.	CHS-LIBRARY ORDER	0100	\$ 7.42	1" X 2-5/8" ADDRESS LABELS 900 LABELS STICKER PAPER FOR LASER/INK JET PRINTER MAILING LABELS 8.5"×11" WHITE 30 PER SHEET
0000018020	10/25/2023	AMAZON CAPITAL SERVICES, INC.	CHS-LIBRARY ORDER	0100	\$ 10.56	6.6FT - 4/5 INCH WHITE CABLE SLEEVE, CABLE ORGANIZER FOR DESK PC TV COMPUTER, WIRE PROTECTOR CABLE WRAP COVER, CORD MANAGEMENT FOR HOME OFFICE

PO No.	PO Date	Supplier	PO Ref	Fund	Total by Account	Item Description
0000018020	10/25/2023	AMAZON CAPITAL SERVICES, INC.	CHS-LIBRARY ORDER	0100	\$ 9.30	AMAZON BASICS TAPE MEASURE - 16 FEET, TURQUOISE
0000018020	10/25/2023	AMAZON CAPITAL SERVICES, INC.	CHS-LIBRARY ORDER	0100	\$ 12.42	GREAT PERFORMANCES: MACBETH
0000018020	10/25/2023	AMAZON CAPITAL SERVICES, INC.	CHS-LIBRARY ORDER	0100	\$ 12.70	LADY BIRD
0000018020	10/25/2023	AMAZON CAPITAL SERVICES, INC.	CHS-LIBRARY ORDER	0100	\$ 17.77	POST-IT DISPENSER POP-UP NOTES, 3X3 IN, 18 PADS, ASSORTED COLORS, CLEAN REMOVAL, RECYCLABLE
0000018020	10/25/2023	AMAZON CAPITAL SERVICES, INC.	CHS-LIBRARY ORDER	0100	\$ 29.83	SWIFFER DUSTER REFILL + 1 HANDLE (28 CT.) GREAT
0000018020	10/25/2023	AMAZON CAPITAL SERVICES, INC.	CHS-LIBRARY ORDER	0100	\$ 25.20	TEAMIX 6.7 INCH HEIGHT MONITOR STAND RISER, WOOD MONITOR RISER WITH STORAGE FOR DESK SMALL MONITOR STAND TV/SCREEN/PC/LAPTOP RISER COMPUTER STAND DESKTOP SHELF (WHITE-HIGHER)
0000018020	10/25/2023	AMAZON CAPITAL SERVICES, INC.	CHS-LIBRARY ORDER	0100	\$ 24.76	THRONE OF BLOOD
0000018021	10/25/2023	AMAZON CAPITAL SERVICES, INC.	SSES-OFFICE SUPPLIES	0100	\$ 21.19	AMAZON BASICS CLEAR THERMAL LAMINATING PLASTIC PAPER LAMINATOR SHEETS - 9 X 11.5
0000018021	10/25/2023	AMAZON CAPITAL SERVICES, INC.	SSES-OFFICE SUPPLIES	0100	\$ 10.76	BO YING WIRELESS DOORBELL, BO YING WATERPROOF DOOR BELL WITH 38 MELODIES
0000018021	10/25/2023	AMAZON CAPITAL SERVICES, INC.	SSES-OFFICE SUPPLIES	0100	\$ 16.11	DESKTOP FILE ORGANIZER, MAIL ORGANIZER, 7 COMPARTMENTS OFFICE FILE SORTER
0000018021	10/25/2023	AMAZON CAPITAL SERVICES, INC.	SSES-OFFICE SUPPLIES	0100	\$ 92.65	SOCTONE 4 STEP LADDER, FOLDING STEP STOOL WITH TOOL PLATFORM
0000018022	10/25/2023	AMAZON CAPITAL SERVICES, INC.	SSES-SPED LAMINATION VELCRO	0100	\$ 86.11	APACHE LAMINATING POUCHES 5 MIL, FOR 8.5 X 11 INCH LETTER SIZE PAPER 9 X 11.5 INCH SHEETS, 300 PACK
0000018022	10/25/2023	AMAZON CAPITAL SERVICES, INC.	SSES-SPED LAMINATION VELCRO	0100	\$ 15.71	SELF ADHESIVE DOTS,350PCS(175 PAIRS) 0.59 INCH DIAMETER STRONG STICKY BACK HOOK NYLON COINS, 15MM LOOP STRIPS WITH WATERPROOF GLUE TAPES, PERFECT FOR SCHOOL CLASSROOM,OFFICE, HOME(WHITE)

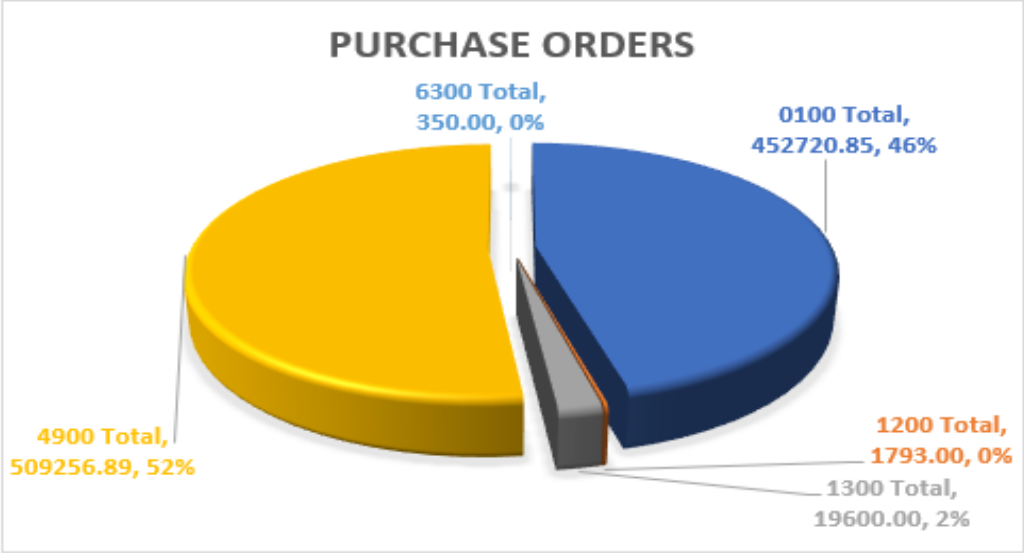
PO No.	PO Date	Supplier	PO Ref	Fund	Total by Account	Item Description
0000018023	10/25/2023	LEARNING WITHOUT TEARS INC	ECDC-FIRST SCHOOL BOOK ORDER	1200	\$ 1,623.20	PRODUCT CODE: MFSB-20 ISBN: 9781950578108 MY FIRST SCHOOL BOOK, 2020 STUDENT EDITION LEARNING WITHOUT TEARS BOOKS
0000018024	10/25/2023	JULIE SALVATIERRA	C&L-REIMBURSEMENT JULIE	0100	\$ 23.04	REIMBURSEMENT FOR SUPPLIES PURCHASED FOR PORTRAIT OF A GRADUATE
0000018025	10/25/2023	VETPOWERED, LLC	B.S-WOODSHOP EQUIP REP 23/24	4900	\$ 15,000.00	OPEN PO FOR WOODSHOP MACHINERY REPAIRS
0000018026	10/25/2023	BRIAN SCHUMEYER	CMS-REIMBURSEMENT BRIAN	0100	\$ 580.50	REIMBURSE FOR PE LAPTRACKER
0000018027	10/25/2023	JAMF SOFTWARE, LLC	C&L-EDU LICENSE	0100	\$ 12.94	2001020100 - EDU-NC JAMF PRO MACOS - 100-9999
0000018027	10/25/2023	JAMF SOFTWARE, LLC	C&L-EDU LICENSE	0100	\$ 3.59	J-CONN-EDU-T1-C - JAMF CONNECT EDU 1-9999 (CLOUD)
0000018028	10/25/2023	JOANNA SIEMION	C&L-REIMBURSEMENT JOANNA	0100	\$ 575.00	REIMBURSEMENT FOR REGISTRATION FEE PAID TO ATTEND THE 2024 CPM TEACHER CONFERENCE ON 02/23/24- 02/25/24, IN LOS ANGELES, CA.
0000018029	10/25/2023	LD PRODUCTS INC.	SSES-TONERS	0100	\$ 204.71	OEM XEROX C310/C315 HY BLACK TONER 006R04364
0000018029	10/25/2023	LD PRODUCTS INC.	SSES-TONERS	0100	\$ 231.23	OEM XEROX C310/C315 HY CYAN TONER 006R04365
0000018029	10/25/2023	LD PRODUCTS INC.	SSES-TONERS	0100	\$ 231.23	OEM XEROX C310/C315 HY MAGENTA TONER 006R04366
0000018030	10/25/2023	STATE OF CALIFORNIA- DEPARTMENT OF PARKS	SSES-FIELD TRIP PAYMENT	0100	\$ 274.00	DEPOSIT FOR FIELD TRIP ON FEBRUARY 20, 2024 FOR 4TH GRADE TO OLD TOWN SAN DIEGO STATE HISTORIC PARK
0000018031	10/25/2023	KONG CHHO	COSA-REIMBURSEMENT KONG	0100	\$ 162.00	REIMBURSEMENT FOR KONG CHHO CONFERENCE - HOTEL EXPENSE - PARKING
0000018031	10/25/2023	KONG CHHO	COSA-REIMBURSEMENT KONG	0100	\$ 190.00	REIMBURSEMENT FOR KONG CHHO FOR CONFERENCE- MEALS
0000018031	10/25/2023	KONG CHHO	COSA-REIMBURSEMENT KONG	0100	\$ 160.00	REIMBURSMENT FOR KONG CHHO CONFERENCE - MILAGE
0000018032	10/25/2023	ATKINSON, ANDELSON, LOYA,	SUPER-ATTORNEY FEES	0100	\$ 467.50	AALRR INVOICE 693187 STUDENT SERVICES

PO No.	PO Date	Supplier	PO Ref	Fund	Total by Account	Item Description
0000018033	10/25/2023	STACY MORRISSEY	C&L-REIMBURSEMENT STACY	0100	\$ 931.40	REIMBURSEMENT FOR FLIGHT EXPENSE FOR THE 2023 DODEA GRANT PROGRAM PROFESSIONAL DEVELOPMENT MTG ON 12/12/23-12/14/23 IN SAVANNAH, GA.
0000018034	10/25/2023	JULIA BRAGA	C&L-MILEAGE REIMBURSEMENT23/24	0100	\$ 250.00	OPEN MILEAGE REIMBURSEMENT PO FOR 2023-24 SCHOOL YEAR
0000018035	10/25/2023	VECTOR RESOURCES INC	IT-VECTOR IP PHONE LICENSE	4900	\$ 45,761.00	CISCO SYSTEMSENTW ON FLEX 2 YEAR LICENSING FOR CISCO IP PHONES THROUGHTOUT CUSD. VALID FROM 10/21/2023-10/20/2025. BOARD APPROVED 10/19/2023.
0000018036	10/25/2023	AMAZON CAPITAL SERVICES, INC.	COSA-CTE SUPPLIES 23/24	0100	\$ 5,000.00	OPEN PO FOR CTE AMAZON MATERIALS AND SUPPLIES
0000018037	10/25/2023	MEGAN BATTLE	C&L-REIMBURSEMENT MEGAN	0100	\$ 114.58	REIMBURSEMENT FOR SUPPLIES PURCHASED FOR PORTRAIT OF A GRADUATE EVENT ON 10/20-21/2023.
0000018038	10/25/2023	MEDINA PEST CONTROL INC.	M&O-MEDINA PEST CONTROL	4900	\$ 28,500.00	WOOD DESTROYING PESTS AND ORGANISMS INSPECTION REPORT
0000018039	10/25/2023	LIBRARY JOURNALS, LLC	C&L-MULTI SITE - SLI PRINTS	0100	\$ 502.40	SLI PRINT/DIGITAL MULTI-SITE SUBSCRIPTION (INCLUDES MULTI-USER DISCOUNT OF \$125.60)
0000018040	10/25/2023	SCHOOL SERVICES OF CALIFORNIA	B.S-FISCAL & MANAGE SERVICES	0100	\$ 4,500.00	SERVICES PROVIDED OCTOBER, 2023 THROUGH SEPTEMBER 30, 2024
0000018041	10/25/2023	COUNTYWIDE MECHANICAL	M&O-CMS ROOM 220 AC REPAIRS	4900	\$ 1,301.94	CORONADO MIDDLE SCHOOL WORK ORDER # : 64092- ROOM 220 NOT COOLING LABOR STANDARD TRUCK /FUEL SURCHARGE FUSE, MISC. MATERIALS
0000018042	10/25/2023	COUNTYWIDE MECHANICAL	M&O-CMS RM 205 COND PUMP	4900	\$ 1,035.80	CORONADO MIDDLE SCHOOL WORK ORDER # 64225 ROOM 205 CONDENSATE PUMP LABOR STANDARD TRUCK/FUEL SURCHARGE CONDENSATE PUMP

PO No.	PO Date	Supplier	PO Ref	Fund	Total by Account	Item Description
0000018043	10/25/2023	COUNTYWIDE MECHANICAL	M&O-CMS ROOM 205 AC REPAIRS	4900	\$ 495.00	CORONADO MIDDLE SCHOOL WORK ORDER # 64669 ROOM 205 NO AC LABOR STANDARD TRUCK/FUEL SURCHARGE
0000018044	10/25/2023	COUNTYWIDE MECHANICAL	M&O-CHS RM 305 LOW ON R-410A	4900	\$ 914.39	CORONADO HIGH SCHOOL WORK ORDER # 64372- # 305- LOW ON R410A- TOP OFF LABOR STANDARD TRUCK/FUEL SURCHARGE R-410A
0000018045	10/25/2023	COUNTYWIDE MECHANICAL	M&O-CHS RM 602 EXHAUST REPAIRS	4900	\$ 495.00	CORONADO HIGH SCHOOL WORK ORDER # 64263 ROOM 602 TROUBLESHOOT 2 EXHAUST FANS LABOR STANDARD TRUCK/FUEL SURCHARGE
0000018046	10/25/2023	COUNTYWIDE MECHANICAL	M&O-CHS RM 310,311 & 312 AC	4900	\$ 1,275.00	CORONADO HIGH SCHOOL WORK ORDER # 64063 RM 310, 311 & 312 COOLING ISSUES LABOR STANDARD TRUCK/FUEL SURCHARGE
0000018047	10/25/2023	COUNTYWIDE MECHANICAL	M&O-CHS LIBRARY LAB AC REPAIRS	4900	\$ 3,808.78	CORONADO HIGH SCHOOL WORK ORDER # 63997 LIBRARY LAB NO AC LABOR STANDARD TRUCK/FUEL SURCHARGE MOTOR/ CONTACTOR 3-15AX600V FUSES
0000018048	10/25/2023	LINDSEY CUMMINS	VES-REIMBURSEMENT LINDSAY	0100	\$ 293.61	REIMBURSEMENT - MATERIALS AND SUPPLIES - 2ND GRADE/ LINDSEY CUMMINS

PO No.	PO Date	Supplier	PO Ref	Fund	Total by Account	Item Description
0000018049	10/26/2023	BASE10ASSETS, LLC	CMS-CHASSIS KIT	0100	\$ 608.98	STRAFER™ CHASSIS KIT (140MM MECANUM WHEELS) SKU: 3209-0012-0001
0000018050	10/27/2023	OFFICE SOLUTIONS	CMS-FURNITURE	4900	\$ 475.17	HON105532NN 10500 SERIES LAMINATE BOOKCASE, TWO -SHELF, 36WX13.13DX29.63H, MAHOGANY
0000018050	10/27/2023	OFFICE SOLUTIONS	CMS-FURNITURE	4900	\$ 892.37	HON10584LNN 10500 SERIES "L" WORKSTATION LEFT PEDESTAL DESK, 66"X30"X29.5", MAHOGANY
Total					<u>\$ 983,720.74</u>	

- 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
015665	SAN DIEGO COUNTY SCHOOL/VEBA	10/16/2023	OPEN PO FOR RETIREE PREMIUM PA	0100	\$ 26,087.00
14068087	MARK MARGOLIES	10/2/2023	AGREEMENT FOR MARK MARGOLIES F	0100	\$ 180.00
14068088	CALIFORNIANS TOGETHER	10/2/2023	SEAL OF BILITERACY MEDALLIONS	0100	\$ 679.50
14068089	GALASSO'S BAKERY	10/2/2023	OPEN PO FOR FRESH BREAD FOR SY	1300	\$ 817.12
14068090	ESIGN SERVICES INC	10/2/2023	SILVER STRAND ELEMENTARY MARQU	4900	\$ 1,492.19
14068091	LD PRODUCTS INC.	10/2/2023	OPEN PO FOR TONER ORDERS	0100	\$ 199.66
14068092	ISLAND THREADS EMBROIDERY	10/2/2023	LADIES COTTON HEATHER GRAY LON	0100	\$ 210.11
14068092	ISLAND THREADS EMBROIDERY	10/2/2023	MENS COTTON HEATHER GRAY LONG	0100	\$ 111.52
14068092	ISLAND THREADS EMBROIDERY	10/2/2023	MENS COTTON HEATHER GRAY SHORT	0100	\$ 105.06
14068092	ISLAND THREADS EMBROIDERY	10/2/2023	SILK SCREEN CUSD WITH MOT	0100	\$ 31.79
14068093	ROBERTA LENERT	10/2/2023	REIMBURSE ROBERTA LENERT FOR F	0100	\$ 1,045.66
14068093	ROBERTA LENERT	10/2/2023	REIMBURSE ROBERTA LENERT FOR R	0100	\$ 97.21
14068094	AMAZON CAPITAL SERVICES, INC.	10/2/2023	AMAZON OPEN PO FOR 2023-24 SCH	0100	\$ 55.74
14068094	AMAZON CAPITAL SERVICES, INC.	10/2/2023	AMAZON OPEN PO FOR PROFESSIONA	0100	\$ 1,129.80
14068094	AMAZON CAPITAL SERVICES, INC.	10/2/2023	HP 414A BLACK TONER CARTRIDGE	0100	\$ 100.09
14068094	AMAZON CAPITAL SERVICES, INC.	10/2/2023	REUSABLE FASTENING CABLE STRAP	0100	\$ 14.00
14068094	AMAZON CAPITAL SERVICES, INC.	10/2/2023	SCOTCH THERMAL LAMINATING POU	0100	\$ 48.81
14068094	AMAZON CAPITAL SERVICES, INC.	10/2/2023	UNICLIFE 2 INCH TOUGH PLASTIC	0100	\$ 12.91
14068095	THOMPSON PLUMBING SUPPLY INC,	10/2/2023	26 SIDE OUTLET SMITTY PAN	4900	\$ 34.66
14068095	THOMPSON PLUMBING SUPPLY INC,	10/2/2023	AO SMITH ENJ-30 ELECTRIC LOW B	4900	\$ 910.49
14068095	THOMPSON PLUMBING SUPPLY INC,	10/2/2023	CHRONOMITE INSTANTANEOUS WATER	4900	\$ 509.33
14068095	THOMPSON PLUMBING SUPPLY INC,	10/2/2023	CHRONOMITE SR-20L 208V S	4900	\$ 524.96
14068096	VIVIANA ALCAZAR-HAYNES	10/2/2023	PROFESSIONAL SERVICES FOR VIVI	0100	\$ 550.00
14068097	JAMF SOFTWARE, LLC	10/2/2023	JAMF ENHANCE SUPPORT	0100	\$ 35.00
14068097	JAMF SOFTWARE, LLC	10/2/2023	JAMF LICENSE	0100	\$ 21.00
14068097	JAMF SOFTWARE, LLC	10/2/2023	JAMF LIFETIME LICENSE	0100	\$ 175.00
14068098	MEDINA PEST CONTROL INC.	10/2/2023	CORONADO HIGH SCHOOL TERMITE W	4900	\$ 3,300.00
14068099	ARTS SCHOOL NETWORK	10/2/2023	ARTS SCHOOLS NETWORK MEMBERSHI	0100	\$ 420.00
14068100	SOUTH COAST PLUMBING	10/2/2023	KITCHEN APPLIANCE GAS HOOK UP	0100	\$ 620.00
14068101	GIGAKOM	10/2/2023	MERAKI MS355 SWITCH W/10YR LIC	4900	\$ 53,571.92
14068102	IRELAND SOUND SYSTEMS INC	10/2/2023	SOUND SYSTEM UPGRADE - BID# CU	4900	\$ 94,112.80
14068103	LAUREN ELIZABETH PYM	10/2/2023	PROFESSIONAL SERVICES FOR LAUR	0100	\$ 385.00
14068104	LILIANA RODRIGUEZ	10/2/2023	PROFESSIONAL SERVICES FOR LILI	0100	\$ 300.00

Warrant ID	Vendor Name	Payment Date	Invoice Item Description	Fund	Amount
14068105	EMILY ROSE BERMAN MILLER	10/2/2023	PROFESSIONAL SERVICES FOR EMIL	0100	\$ 440.00
14068106	FRANKLIN COVEY CLIENT SALES, INC.	10/2/2023	7 HABITS SIGNATURE 4.0 PARTICI	0100	\$ 968.18
14068106	FRANKLIN COVEY CLIENT SALES, INC.	10/2/2023	ANNUAL MEMBERSHIP (08/21/23-08	0100	\$ 8,799.00
14068106	FRANKLIN COVEY CLIENT SALES, INC.	10/2/2023	CORE 1 PARTICIPANT GUIDES	0100	\$ 553.22
14068106	FRANKLIN COVEY CLIENT SALES, INC.	10/2/2023	LIGHTHOUSE TEAM RESOURCE GUIDE	0100	\$ 276.61
14068106	FRANKLIN COVEY CLIENT SALES, INC.	10/2/2023	MY SMILE IS MY SUPERPOWER BOOK	0100	\$ 17.27
14068106	FRANKLIN COVEY CLIENT SALES, INC.	10/2/2023	THE 7 HABITS OF HAPPY KIDS BOO	0100	\$ 357.29
14068106	FRANKLIN COVEY CLIENT SALES, INC.	10/2/2023	THE 7 HABITS OF HAPPY KIDS POS	0100	\$ 414.91
14068106	FRANKLIN COVEY CLIENT SALES, INC.	10/2/2023	THE 7 HABITS OF HAPPY KIDS PUP	0100	\$ 230.52
14068106	FRANKLIN COVEY CLIENT SALES, INC.	10/2/2023	THE 7 HABITS OF HAPPY KIDS TRE	0100	\$ 159.05
14068106	FRANKLIN COVEY CLIENT SALES, INC.	10/2/2023	THE LEADER IN ME BOOK (2ND EDI	0100	\$ 366.22
14068107	CALIFORNIA SCHOOL UNEMPLOYMENT INSURANCE	10/2/2023	REGISTRATION FEE FOR CONFERENC	0100	\$ 100.00
14068108	KAMILA NUNEZ	10/2/2023	COMMERCIAL WARRANT - KAMILA NU	0100	\$ 405.00
14068109	ADAM SAYRE	10/2/2023	MILEAGE ASAYRE	0100	\$ 47.16
14068110	AT&T	10/2/2023	OPEN PO FOR 2023/24 SCHOOL YEA	0100	\$ 52.66
14068111	CORONADO HARDWARE	10/2/2023	OPEN PO FOR HARDWARE SUPPLIES	0100	\$ 639.59
14068112	COUNTYWIDE MECHANICAL	10/2/2023	CORONADO MIDDLE SCHOOL WORK OR	4900	\$ 1,547.00
14068112	COUNTYWIDE MECHANICAL	10/2/2023	LOCATION CORONADO HIGH SCHOOL	4900	\$ 1,759.00
14068112	COUNTYWIDE MECHANICAL	10/2/2023	LOCATION: CORONADO HIGH SCHOOL	4900	\$ 1,589.50
14068112	COUNTYWIDE MECHANICAL	10/2/2023	VILLAGE ELEMENTARY SCHOOL WOR	4900	\$ 1,476.43
14068113	DEPARTMENT OF SOCIAL SERVICES	10/2/2023	LICENSING FEE FOR VILLAGE	1200	\$ 1,512.50
14068114	EDCO DISPOSAL CORP	10/2/2023	OPEN PO FOR 2023/24 FOR WASTE	0100	\$ 5,606.69
14068115	OFFICE DEPOT	10/2/2023	OPEN PO FOR OFFICE USE 2023/20	0100	\$ 9.96
14068116	HARRIS SCHOOL SOLUTIONS	10/2/2023	EZSCHOOL PAY.COM TRASNACTION F	1300	\$ 33.75
14068117	SAN DIEGO GAS & ELECTRIC	10/2/2023	OPEN PO FOR 2023/24 SCHOOL YEA	0100	\$ 7,977.39
14068118	VORTEX INDUSTRIES INC	10/2/2023	REPAIR OF KITCHEN ROLLING DOOR	1300	\$ 795.12
14069295	SUPERINTENDENT OF SCHOOLS SDCOE	10/5/2023	REGISTRATION FEE TO ATTEND THE	0100	\$ 1,100.00
14069296	GOPHER	10/5/2023	ITEM# 20-602 RAINBOW AIR COMMA	0100	\$ 108.43
14069296	GOPHER	10/5/2023	ITEM# 63-119 MAGNEPRO FLAG BEL	0100	\$ 228.09
14069296	GOPHER	10/5/2023	ITEM# 71-720 RAINBOW CLASSICCO	0100	\$ 217.10
14069297	SITEONE LANDSCAPE SUPPLY	10/5/2023	OPEN PO FOR LANDSCAPE SUPPLI	0100	\$ 251.07
14069298	KAMI MCELLIGOTT	10/5/2023	REIMBURSEMENT OF EXPENSES FOR	0100	\$ 63.47
14069299	WEX BANK	10/5/2023	OPEN PO FOR FUEL FOR DISTRICT	0100	\$ 1,518.27

Warrant ID	Vendor Name	Payment Date	Invoice Item Description	Fund	Amount
14069299	WEX BANK	10/5/2023	OPEN PO FOR FUEL FOR SY 23-24	1300	\$ 114.14
14069300	DONNIE SALAMANCA	10/5/2023	SUPPLIES REIMBURSEMENT	0100	\$ 16.13
14069301	MEGAN BATTLE	10/5/2023	REIMBURSEMENT FOR SUPPLIES PUR	0100	\$ 142.97
14069302	ESIGN SERVICES INC	10/5/2023	CORONADO HIGH SCHOOL FOOTBALL	4900	\$ 16,828.50
14069303	LD PRODUCTS INC.	10/5/2023	OPEN PO FOR TONER ORDERS	0100	\$ 124.24
14069304	ROBERTA LENERT	10/5/2023	REIMBURSE ROBOTICS REGISTRATIO	0100	\$ 300.00
14069305	AMAZON CAPITAL SERVICES, INC.	10/5/2023	AMAZON OPEN PO FOR 2023-24 SCH	0100	\$ 109.12
14069305	AMAZON CAPITAL SERVICES, INC.	10/5/2023	ANNUAL MEMBERSHIP FOR PRIME SE	0100	\$ 3,770.17
14069305	AMAZON CAPITAL SERVICES, INC.	10/5/2023	BLUE SUMMIT SUPPLIES 50 TWO PO	0100	\$ 249.59
14069305	AMAZON CAPITAL SERVICES, INC.	10/5/2023	FEZIBO HEIGHT ADJUSTABLE ELECT	0100	\$ 140.06
14069305	AMAZON CAPITAL SERVICES, INC.	10/5/2023	HBTOWER 3 STEP LADDER, FOLDING	0100	\$ 61.75
14069305	AMAZON CAPITAL SERVICES, INC.	10/5/2023	OPEN PO FOR DISTRICT OFFICE SU	0100	\$ 351.81
14069305	AMAZON CAPITAL SERVICES, INC.	10/5/2023	OPEN PO FOR HEALTH AMAZON	0100	\$ 2,942.98
14069305	AMAZON CAPITAL SERVICES, INC.	10/5/2023	OPEN PO FOR SPED AMAZON	0100	\$ 198.44
14069305	AMAZON CAPITAL SERVICES, INC.	10/5/2023	YAHEETECH OFFICE CHAIR ERGONOM	0100	\$ 155.49
14069306	THOMPSON PLUMBING SUPPLY INC,	10/5/2023	CHICAGO W8W-LES369AB 8" W/MF	4900	\$ 2,021.62
14069306	THOMPSON PLUMBING SUPPLY INC,	10/5/2023	OPEN PO FOR plumbing SUPPLIES	0100	\$ 1,649.65
14069307	CORNER TO CORNER CARPET CARE	10/5/2023	INVOICE # 64 DISTRICT WIDE CA	0100	\$ 28,939.50
14069307	CORNER TO CORNER CARPET CARE	10/5/2023	INVOICE #62 ADDITIONAL WORK R	0100	\$ 5,014.00
14069307	CORNER TO CORNER CARPET CARE	10/5/2023	INVOICE# 61. DISTRICT- WIDE R	0100	\$ 12,616.75
14069308	J.J. PEREZ LANDSCAPE INC.	10/5/2023	CORONADO HIGH SCHOOL IRRIGATIO	0100	\$ 1,460.00
14069309	LEONIDA BUILDERS, INC	10/5/2023	DISTRICT OFFICE - IT ROOM DEMO	4900	\$ 5,500.00
14069309	LEONIDA BUILDERS, INC	10/5/2023	DISTRICT WIDE DRYWALL AND REPL	4900	\$ 19,000.00
14069310	TOLEDO PHYSICAL EDUCATION SUPPLY, INC.	10/5/2023	ITEM # 18508 SOFT DOME CONES	0100	\$ 55.04
14069310	TOLEDO PHYSICAL EDUCATION SUPPLY, INC.	10/5/2023	ITEM # OS-FPW12 SEYMOUR BRAND	0100	\$ 93.58
14069310	TOLEDO PHYSICAL EDUCATION SUPPLY, INC.	10/5/2023	ITEM #11254 SOFT CANVAS BEAN B	0100	\$ 47.34
14069310	TOLEDO PHYSICAL EDUCATION SUPPLY, INC.	10/5/2023	ITEM #4141 SUPER-DUTY PARACHUT	0100	\$ 242.24
14069310	TOLEDO PHYSICAL EDUCATION SUPPLY, INC.	10/5/2023	ITEM #66CS 6" TRAFFICE CONES	0100	\$ 99.06
14069310	TOLEDO PHYSICAL EDUCATION SUPPLY, INC.	10/5/2023	ITEM #BB16 12" INFLATED BEACH	0100	\$ 23.12
14069310	TOLEDO PHYSICAL EDUCATION SUPPLY, INC.	10/5/2023	ITEM #T06306 RUBBER THROW DONE	0100	\$ 34.13
14069310	TOLEDO PHYSICAL EDUCATION SUPPLY, INC.	10/5/2023	ITEM 317624 DOZEN 6-COLOR FLUF	0100	\$ 41.29
14069311	TRI-CO FLOORS	10/5/2023	CORONADO HIGH SCHOOL ROOM 411	4900	\$ 759.00
14069311	TRI-CO FLOORS	10/5/2023	ECDC BUILDING PRESCHOOL ROOM-	4900	\$ 986.00

Warrant ID	Vendor Name	Payment Date	Invoice Item Description	Fund	Amount
14069311	TRI-CO FLOORS	10/5/2023	ECDC BUILDING SHEET VINYL-FU	4900	\$ 779.00
14069311	TRI-CO FLOORS	10/5/2023	FLOORING INSTALLATION - BID #	4900	\$ 133,329.00
14069311	TRI-CO FLOORS	10/5/2023	INSTALL OWNER SUPPLIED VCT AS	4900	\$ 910.00
14069312	INLAND EMPIRE FIRE & SAFETY ENTERPRISES,	10/5/2023	ANNUAL BACKFLOW REPAIRS CORONA	4900	\$ 5,440.00
14069313	GOTUWIRED, INC.	10/5/2023	TROUBLESHOOT THE AIPHONE AND A	0100	\$ 625.00
14069314	COAST TROPICAL AND/OR OLYMPIC FRUIT AND	10/5/2023	OPEN PO FOR FRESH PRODUCE FOR	1300	\$ 9,889.10
14069315	SOUTHLAND TECHNOLOGY INC.	10/5/2023	1 GANG LOW VOLTAGE MUD RING #	0100	\$ 2.16
14069315	SOUTHLAND TECHNOLOGY INC.	10/5/2023	A/V SUPPLIES	0100	\$ 53.88
14069315	SOUTHLAND TECHNOLOGY INC.	10/5/2023	AV INSTALLATION	0100	\$ 1,000.00
14069315	SOUTHLAND TECHNOLOGY INC.	10/5/2023	OPEN PO FOR ONSITE SUPPORT & M	0100	\$ 834.05
14069315	SOUTHLAND TECHNOLOGY INC.	10/5/2023	PLEASE SEE SALES QUOTE-137475	0100	\$ 508.03
14069315	SOUTHLAND TECHNOLOGY INC.	10/5/2023	SPKR YOKE MNT KIT SM26 BLK PR	0100	\$ 58.24
14069315	SOUTHLAND TECHNOLOGY INC.	10/5/2023	WPD 102 XLRM-WHT	0100	\$ 134.69
14069316	CINTAS CORPORATION NO 2	10/5/2023	OPEN PO FOR SUPPLIES 23/24 SY	0100	\$ 119.32
14069317	SCYLLA PLUMBING & DRAINS	10/5/2023	ECDC CROWN REPLACED APPROX 40	4900	\$ 1,950.00
14069317	SCYLLA PLUMBING & DRAINS	10/5/2023	INSTALLED CUSTOMER PROVIDED WA	4900	\$ 2,125.00
14069318	WILSON LANGUAGE TRAINING CORPORATION	10/5/2023	WILSON READING MATERIALS JOVE	0100	\$ 163.23
14069319	ALLISON WHITNEY EDWARDS	10/5/2023	PROFESSIONAL SERVICES FOR WHIT	0100	\$ 270.00
14069320	LEVI KAPLAN	10/5/2023	REIMBURSEMENT FOR LEVI KAPLAN	0100	\$ 83.00
14069321	KIMBERLY ROSS	10/5/2023	AGREEMENT FOR KIMBERLY ROSS FO	0100	\$ 1,140.00
14069322	LEANNE ANDERSON	10/5/2023	OPEN PO LANDERSON	0100	\$ 21.13
14069323	WYLAND FOUNDATION	10/5/2023	CONTRACT FOR THE USE OF THE WY	0100	\$ 3,000.00
14069324	ATKINSON, ANDELSON, LOYA,	10/5/2023	ATTORNEY FEES FOR AUGUST 2023	0100	\$ 787.50
14069325	BONNIE S KERR	10/5/2023	BONNIE KERR, ANNUAL \$500.00 ME	0100	\$ 500.00
14069326	CALIFORNIA-AMERICAN WATER CO	10/5/2023	OPEN PO FOR 2023/24 WATER USAG	0100	\$ 9,363.24
14069327	THE GLASS COMPANY INC DBA	10/5/2023	OPEN PO FOR GLASS REPLACEMENT	4900	\$ 275.00
14069328	COUNTYWIDE MECHANICAL	10/5/2023	CORONADO HIGH SCHOOL WORK ORDE	4900	\$ 2,689.00
14069328	COUNTYWIDE MECHANICAL	10/5/2023	CORONADO MIDDLE SCHOOL WORK OR	4900	\$ 919.48
14069328	COUNTYWIDE MECHANICAL	10/5/2023	ECDC CROWN WORK ORDER# 62751	4900	\$ 2,038.31
14069328	COUNTYWIDE MECHANICAL	10/5/2023	LOCATION: CORONADO HIGH SCHOOL	4900	\$ 3,937.00
14069328	COUNTYWIDE MECHANICAL	10/5/2023	VILLAGE ELEMENTARY WORK ORDER	4900	\$ 6,263.65
14069329	EDCO DISPOSAL CORP	10/5/2023	OPEN PO FOR 2023/24 FOR WASTE	0100	\$ 1,088.91
14069330	OFFICE DEPOT	10/5/2023	OPEN PO FOR OFFICE SUPPLIES FO	1300	\$ 57.19

Warrant ID	Vendor Name	Payment Date	Invoice Item Description	Fund	Amount
14069331	NCS PEARSON INC	10/5/2023	OPEN PO PEARSON QINTERACTIVE D	0100	\$ 63.00
14069332	NIAMH FOLEY	10/5/2023	OPEN PO NFOLEY	0100	\$ 69.41
14069333	ROBINSON CO CONTRACTORS INC	10/5/2023	REQUESTING POWER RELOCATION FO	4900	\$ 830.63
14069334	SAN DIEGO GAS & ELECTRIC	10/5/2023	OPEN PO FRO 2023/24 SCHOOL YEA	0100	\$ 10.00
14069335	SAN DIEGO RESTAURANT SUPPLY	10/5/2023	CONVECTION OVEN BLO-ZEPH-100-	0100	\$ 4,697.90
14069335	SAN DIEGO RESTAURANT SUPPLY	10/5/2023	CONVECTION OVEN BLO-ZEPH-100-	1300	\$ 19,600.00
14069335	SAN DIEGO RESTAURANT SUPPLY	10/5/2023	REACH-IN FREEZER AT SSE	0100	\$ 7,519.03
14069335	SAN DIEGO RESTAURANT SUPPLY	10/5/2023	SERVING COUNTER, COLD FOOD, CA	0100	\$ 6,686.78
14069336	SOUTHWEST SCHOOL & OFFICE	10/5/2023	OPEN PO FOR MONTHLY PAPER DELI	0100	\$ 1,053.26
14069337	TAM HOANG	10/5/2023	REIMBURSEMENT DUE TAM HOANG FO	0100	\$ 109.50
14069338	WAXIE	10/5/2023	CORDLESS CLEANMAX ZM-800 VACU	4900	\$ 1,484.82
14070787	SUPERINTENDENT OF SCHOOLS SDCOE	10/9/2023	REG. FEE FOR THE ARTS EMPOWER	0100	\$ 1,089.00
14070788	TIME & ALARM SYSTEMS	10/9/2023	OPEN PO FOR SERVICES FOR CABLI	0100	\$ 751.00
14070789	INTRADATA	10/9/2023	BASE PRICE	0100	\$ 323.03
14070789	INTRADATA	10/9/2023	READNQUIZ YEARLY SUBSCRIPTION	0100	\$ 168.47
14070790	GALASSO'S BAKERY	10/9/2023	OPEN PO FOR FRESH BREAD FOR SY	1300	\$ 1,262.57
14070791	DOCUMENT TRACKING SERVICES LLC	10/9/2023	DOCUMENT TRACKING SERVICES (11	0100	\$ 1,250.00
14070791	DOCUMENT TRACKING SERVICES LLC	10/9/2023	TRANSLATION SERVICES 2023 SPAN	0100	\$ 400.00
14070792	TRANE U.S. INC.	10/9/2023	OPEN PO FOR REFRIGERATION SUPP	0100	\$ 272.13
14070793	LEONIDA BUILDERS, INC	10/9/2023	CORONADO MIDDLE SCHOOL - CLEAN	0100	\$ 4,200.00
14070794	USS MIDWAY MUSEUM	10/9/2023	OVERNIGHT ADVENTURE YOUTH GROU	0100	\$ 1,950.00
14070795	TRI-CO FLOORS	10/9/2023	CROWN ECDC FURNISH AND INSTALL	4900	\$ 986.00
14070795	TRI-CO FLOORS	10/9/2023	INSTALL OWNER SUPPLIED SHEET V	4900	\$ 953.00
14070795	TRI-CO FLOORS	10/9/2023	INSTALL OWNER-SUPPLIED WALK OF	4900	\$ 5,225.00
14070795	TRI-CO FLOORS	10/9/2023	PREP FLOOR AS NEEDED INSTALL	4900	\$ 1,951.00
14070796	PODS ENTERPRISES, LLC	10/9/2023	OPEN PO FOR POD CONTAINERS 202	4900	\$ 582.88
14070797	REFRIGERATION SUPPLIES DISTRIBUTOR	10/9/2023	REF R422D 25# REFRIGERANT HFC	0100	\$ 1,579.62
14070798	WILSON LANGUAGE TRAINING CORPORATION	10/9/2023	F2DSTW1 - FOUNDATIONS STUDENT W	0100	\$ 468.79
14070798	WILSON LANGUAGE TRAINING CORPORATION	10/9/2023	F2DSTW2 - FOUNDATIONS STUDENT W	0100	\$ 468.79
14070799	INDIVIDUAL FOOD SERVICE	10/9/2023	OPEN PO FOR PAPER SUPPLIES FOR	1300	\$ 3,985.65
14070800	FULL CAPACITY MARKETING, INC	10/9/2023	ADULT ED MAKETING COMPANY FOR:	1100	\$ 8,750.00
14070801	SYSCO SAN DIEGO INC	10/9/2023	OPEN PO FOR GROCERIES (DRY, RE	1300	\$ 4,363.50
14070802	RED DOOR AND HARDWARE LLC	10/9/2023	CORONADO HIGH SCHOOL SERVICE R	4900	\$ 1,440.00

Warrant ID	Vendor Name	Payment Date	Invoice Item Description	Fund	Amount
14070803	EVERDRIVEN TECHNOLOGIES, LLC	10/9/2023	OPEN PO FOR 2023/24 FOR SPECIA	0100	\$ 25,758.68
14070804	BENCHMARK LANDSCAPE SERVICES, INC	10/9/2023	CROWN SCHOOL ELEMENTARY 2-WIRE	4900	\$ 1,500.00
14070806	MONARCH SCHOOL PROJECT	10/9/2023	GROUP PARKING FOR PROFESSIONAL	0100	\$ 150.00
14070807	MICHAEL CONNOR	10/9/2023	REIMBURSEMENT FOR ESY CLASSROO	0100	\$ 204.68
14070808	ASI COBRA, LLC	10/9/2023	OPEN PO FOR COBRA APRIL 1, 202	0100	\$ 50.00
14070809	CALIFORNIA-AMERICAN WATER CO	10/9/2023	OPEN PO FOR 2023/24 WATER USAG	0100	\$ 1,955.56
14070810	CORONADO LOCK AND KEY	10/9/2023	OPEN PO FOR LOCK REPLACEMENT 2	0100	\$ 242.44
14070811	GOLD STAR FOODS INC	10/9/2023	OPEN PO FOR GROCERIES FOR (DRY	1300	\$ 27,931.56
14070812	GRAINGER	10/9/2023	ITEM #4A508 MANUAL RATCHET P	4900	\$ 964.18
14070813	HOLLANDIA DAIRY	10/9/2023	OPEN PO FOR DAIRY/JUICE PRODUC	1300	\$ 9,485.10
14070814	HUNTINGTON HARDWARE CO INC	10/9/2023	DOOR LEVER LOCKBES 45H7-CHB-1	4900	\$ 1,321.03
14070814	HUNTINGTON HARDWARE CO INC	10/9/2023	OPEN PO FOR HARDWARE SUPPLIES	0100	\$ 5,588.98
14070815	UNITED RENTALS	10/9/2023	OPEN PO FOR EQUIPMENT RENTAL 2	0100	\$ 2,564.53
14070816	WAXIE	10/9/2023	ITEM # 577517- CLEANMAX ZM-800	4900	\$ 742.41
14070816	WAXIE	10/9/2023	ITEM-577517 CLEANMAX ZM-800 C	4900	\$ 1,540.24
14070816	WAXIE	10/9/2023	OPEN PO FOR CUSTODIAL SUPPLIES	0100	\$ 6,555.14
14072129	SUPERINTENDENT OF SCHOOLS SDCOE	10/12/2023	EXTERNAL EVALUATOR FOR THE PRO	0100	\$ 18,000.00
14072129	SUPERINTENDENT OF SCHOOLS SDCOE	10/12/2023	EXTERNAL EVALUATOR FOR THE WOR	0100	\$ 18,000.00
14072130	SITEONE LANDSCAPE SUPPLY	10/12/2023	OPEN PO FOR LANDSCAPE SUPPLI	0100	\$ 1,127.51
14072131	ROBERTA LENERT	10/12/2023	REIMBURSE FOR ROBOTICS SUPPLIE	0100	\$ 28.82
14072132	AMAZON CAPITAL SERVICES, INC.	10/12/2023	AMAZON OPEN PO FOR ONLINE MAT	0100	\$ 192.25
14072132	AMAZON CAPITAL SERVICES, INC.	10/12/2023	AMAZON OPEN PO FOR 2023-24 SCH	0100	\$ 258.34
14072132	AMAZON CAPITAL SERVICES, INC.	10/12/2023	OPEN PO FOR ADMIN ON-LINE ORDE	0100	\$ 1,018.27
14072132	AMAZON CAPITAL SERVICES, INC.	10/12/2023	OPEN PO FOR ADMIN SUPPLIES	0100	\$ 172.84
14072132	AMAZON CAPITAL SERVICES, INC.	10/12/2023	OPEN PO FOR AMAZON FOR KRISTE	0100	\$ 804.88
14072132	AMAZON CAPITAL SERVICES, INC.	10/12/2023	OPEN PO FOR AMAZON 2023-2024	1200	\$ 164.26
14072132	AMAZON CAPITAL SERVICES, INC.	10/12/2023	OPEN PO FOR AMAZON FOR COSA OF	0100	\$ 402.61
14072132	AMAZON CAPITAL SERVICES, INC.	10/12/2023	OPEN PO FOR AMAZON SUPPLIES 20	0100	\$ 429.13
14072132	AMAZON CAPITAL SERVICES, INC.	10/12/2023	OPEN PO FOR DISTRICT OFFICE SU	0100	\$ 14.76
14072132	AMAZON CAPITAL SERVICES, INC.	10/12/2023	OPEN PO FOR HEALTH AMAZON	0100	\$ 335.76

Warrant ID	Vendor Name	Payment Date	Invoice Item Description	Fund	Amount
14072132	AMAZON CAPITAL SERVICES, INC.	10/12/2023	OPEN PO FOR MATERIALS AND SUPP	0100	\$ 159.49
14072132	AMAZON CAPITAL SERVICES, INC.	10/12/2023	OPEN PO FOR MATERIALS AND SUPP	1300	\$ 354.41
14072132	AMAZON CAPITAL SERVICES, INC.	10/12/2023	OPEN PO FOR ON-LINE ORDERS	0100	\$ 279.29
14072132	AMAZON CAPITAL SERVICES, INC.	10/12/2023	OPEN PO FOR ONLINE MATERIAL AN	0100	\$ 186.61
14072132	AMAZON CAPITAL SERVICES, INC.	10/12/2023	OPEN PO FOR ONLINE MATERIALS A	0100	\$ 14.80
14072132	AMAZON CAPITAL SERVICES, INC.	10/12/2023	OPEN PO FOR SPED AMAZON	0100	\$ 466.28
14072132	AMAZON CAPITAL SERVICES, INC.	10/12/2023	OPEN PO FOR SUPPLIES - FY 23/2	1900	\$ 253.69
14072132	AMAZON CAPITAL SERVICES, INC.	10/12/2023	OPEN PO FOR TEACHER SUPPLIES	0100	\$ 1,188.36
14072132	AMAZON CAPITAL SERVICES, INC.	10/12/2023	SUPPLIES FOR IT OPEN PO	0100	\$ 1,602.80
14072134	INTEGRATED PEST CONTROL MANAGEMENT, INC.	10/12/2023	OPEN PO FOR MONTHLY PEST CONTR	0100	\$ 1,660.00
14072135	CORODATA	10/12/2023	OPEN PO FOR 2023/24 RECORD DES	0100	\$ 97.82
14072136	PJ BROADWAY INC	10/12/2023	OPEN PO FOR FRESH PIZZA PRODUC	1300	\$ 12,057.79
14072137	ADVANCE POOLS AND SPAS, INC	10/12/2023	OPEN PO FOR ADDITIONAL REPAIRS	1900	\$ 1,654.00
14072137	ADVANCE POOLS AND SPAS, INC	10/12/2023	OPEN PO FOR MONTHLY POOL SERVI	1900	\$ 2,000.00
14072138	EVERDRIVEN TECHNOLOGIES, LLC	10/12/2023	OPEN PO FOR 2023/24 FOR SPECIA	0100	\$ 627.05
14072139	QUILL LLC	10/12/2023	QUILL OPEN PO - PAPER PURCHASI	0100	\$ 861.78
14072140	GC FENCE CORP	10/12/2023	REMOVE AND HAUKE AWAY EXISTING	4900	\$ 20,500.00
14072141	EMILY N STEWART CONSULTING	10/12/2023	PROFESSIONAL GROTH SESSIONS -	0100	\$ 2,250.00
14072142	AT&T	10/12/2023	OPEN PO FOR 2023/24 SCHOOL YEA	0100	\$ 133.88
14072143	CALIFORNIA-AMERICAN WATER CO	10/12/2023	OPEN PO FOR WATER FY 23/24	1900	\$ 7,367.24
14072144	EDCO DISPOSAL CORP	10/12/2023	OPEN PO FOR TRASH - FY 23/24	1900	\$ 102.99
14072145	KEVIN PAIZ RAMIREZ	10/12/2023	REIMBURSE RAMIREZ SCIENCE LAB	0100	\$ 108.53
14072146	KNORR SYSTEMS INC	10/12/2023	OPEN PO FOR CHLORINE - FY 23/2	1900	\$ 4,137.60
14072147	TOSHIBA BUSINESS SOLUTIONS	10/12/2023	OPEN PO FOR 2023/24 MAINTENAN	0100	\$ 2,358.63
14072147	TOSHIBA BUSINESS SOLUTIONS	10/12/2023	OPEN PO TO PAY COPIER SERVICE	0100	\$ 347.88
14072147	TOSHIBA BUSINESS SOLUTIONS	10/12/2023	TOSHIBA OPEN PO FOR REPAIRS AN	0100	\$ 285.13
14072148	UNITED RENTALS	10/12/2023	OPEN PO FOR EQUIPMENT RENTAL 2	0100	\$ 145.83
14072149	WAXIE	10/12/2023	OPEN PO FOR CUSTODIAL SUPPLIES	0100	\$ 1,731.80
14072149	WAXIE	10/12/2023	OPEN PO FOR JANITORIAL SUPPLIE	1900	\$ 711.11
14072150	WESTAIR GASES AND EQUIPMENT	10/12/2023	OPEN PO FOR CO2 TANK RENTAL -	1900	\$ 256.54
14073458	THE MUSIC THERAPY CENTER	10/16/2023	APPROVED: MUSIC THERAPY AND IE	0100	\$ 2,400.00
14073458	THE MUSIC THERAPY CENTER	10/16/2023	PO 16941	0100	\$ 640.00

Warrant ID	Vendor Name	Payment Date	Invoice Item Description	Fund	Amount
14073459	ROBERTA LENERT	10/16/2023	PROFESSIONAL SERVICE- PER CONT	0100	\$ 27,648.00
14073460	AMAZON CAPITAL SERVICES, INC.	10/16/2023	6.6FT - 4/5 INCH WHITE CABLE S	0100	\$ 10.56
14073460	AMAZON CAPITAL SERVICES, INC.	10/16/2023	AMAZON BASICS WIRELESS COMPUTE	0100	\$ 10.43
14073460	AMAZON CAPITAL SERVICES, INC.	10/16/2023	AMAZON OPEN PO FOR ONLINE MAT	0100	\$ 8.50
14073460	AMAZON CAPITAL SERVICES, INC.	10/16/2023	AMAZON OPEN PO FOR 2023-24 SCH	0100	\$ 24.56
14073460	AMAZON CAPITAL SERVICES, INC.	10/16/2023	ASPECTS OF THE NOVEL PAPERBACK	0100	\$ 80.16
14073460	AMAZON CAPITAL SERVICES, INC.	10/16/2023	CABLE MANAGEMENT BOX, 2 PACK C	0100	\$ 48.25
14073460	AMAZON CAPITAL SERVICES, INC.	10/16/2023	EXTRAMARK RETURN ADDRESS STAMP	0100	\$ 34.26
14073460	AMAZON CAPITAL SERVICES, INC.	10/16/2023	EXTRAMARK S-1025 PROFESSIONAL	0100	\$ 21.51
14073460	AMAZON CAPITAL SERVICES, INC.	10/16/2023	HP COLOR LASER JET PRO 4201DN	0100	\$ 817.81
14073460	AMAZON CAPITAL SERVICES, INC.	10/16/2023	LOGITECH MK295 WIRELESS MOUSE	0100	\$ 62.47
14073460	AMAZON CAPITAL SERVICES, INC.	10/16/2023	NEENAH INDEX	0100	\$ 15.24
14073460	AMAZON CAPITAL SERVICES, INC.	10/16/2023	OPEN PO FOR ADMIN SUPPLIES	0100	\$ 96.39
14073460	AMAZON CAPITAL SERVICES, INC.	10/16/2023	OPEN PO FOR AMAZON FOR KRISTE	0100	\$ 57.05
14073460	AMAZON CAPITAL SERVICES, INC.	10/16/2023	OPEN PO FOR AMAZON 2023-2024	1200	\$ 428.97
14073460	AMAZON CAPITAL SERVICES, INC.	10/16/2023	OPEN PO FOR AMAZON FOR COSA OF	0100	\$ 17.21
14073460	AMAZON CAPITAL SERVICES, INC.	10/16/2023	OPEN PO FOR AMAZON SUPPLIES 20	0100	\$ 107.72
14073460	AMAZON CAPITAL SERVICES, INC.	10/16/2023	OPEN PO FOR DISTRICT OFFICE SU	0100	\$ 26.91
14073460	AMAZON CAPITAL SERVICES, INC.	10/16/2023	OPEN PO FOR ONLINE MATERIALS A	0100	\$ 53.31
14073460	AMAZON CAPITAL SERVICES, INC.	10/16/2023	OPEN PO FOR TEACHER SUPPLIES	0100	\$ 333.10
14073460	AMAZON CAPITAL SERVICES, INC.	10/16/2023	PACON TRU-RAY HEAVYWEIGHT CONS	0100	\$ 29.51
14073460	AMAZON CAPITAL SERVICES, INC.	10/16/2023	PACON: TAGBOARD SENTENCE STRIP	0100	\$ 17.18
14073460	AMAZON CAPITAL SERVICES, INC.	10/16/2023	READING LIKE A WRITER: A GUIDE	0100	\$ 151.24
14073460	AMAZON CAPITAL SERVICES, INC.	10/16/2023	SUPERJARE L SHAPED DESK WITH P	4900	\$ 107.74
14073460	AMAZON CAPITAL SERVICES, INC.	10/16/2023	TEAMIX 6.7 INCH HEIGHT MONITOR	0100	\$ 49.89
14073460	AMAZON CAPITAL SERVICES, INC.	10/16/2023	TRU-RAY CONSTRUCTION PAPER, 50	0100	\$ 42.97
14073460	AMAZON CAPITAL SERVICES, INC.	10/16/2023	TRU-RAY HEAVYWEIGHT CONSTRUCTI	0100	\$ 16.13
14073462	LEONIDA BUILDERS, INC	10/16/2023	CORONADO HIGH SCHOOL -CLEANING	0100	\$ 6,500.00
14073462	LEONIDA BUILDERS, INC	10/16/2023	SILVER STRAND ELEMENTARY SCHOO	0100	\$ 6,000.00
14073462	LEONIDA BUILDERS, INC	10/16/2023	VILLAGE ELEMENTARY -CLEANING R	0100	\$ 7,000.00
14073463	BAYES ACHIEVEMENT CENTER, INC.	10/16/2023	APPROVED: TUITION AND SERVICES	0100	\$ 24,174.90
14073464	RED DOOR AND HARDWARE LLC	10/16/2023	PO 17182	0100	\$ 4,400.00

Warrant ID	Vendor Name	Payment Date	Invoice Item Description	Fund	Amount
14073465	AGPARTS WORLDWIDE, INC	10/16/2023	OPEN PO FOR PARTS REQUIRED TO	4900	\$ 1,608.44
14073466	SAN DIEGO APPLIED BEHAVIOR ANALYSIS, LLC	10/16/2023	APPROVED: BEHAVIOR INTERVENTIO	0100	\$ 8,910.00
14073467	DASSI FAMILY FARM	10/16/2023	OPEN PO FOR FARM TO SCHOOL PRO	1300	\$ 862.98
14073468	SAILEARNING, LLC	10/16/2023	APPROVED: EVALUATION FOR STUDE	0100	\$ 8,850.00
14073469	AT&T	10/16/2023	OPEN PO FOR 2023/24 SCHOOL YEA	0100	\$ 22,216.27
14073470	CALIFORNIA-AMERICAN WATER CO	10/16/2023	OPEN PO FOR 2023/24 WATER USAG	0100	\$ 15,633.26
14073471	COUNTYWIDE MECHANICAL	10/16/2023	OPEN PO FOR SERVICE/REPAIRS FO	1300	\$ 2,505.00
14073472	JULIE SALVATIERRA	10/16/2023	OPEN MILEAGE REIMBURSEMENT PO	0100	\$ 72.05
14073473	MISSION FEDERAL CREDIT UNION	10/16/2023	CURRICULUM CREDIT CARD PURCHAS	0100	\$ 72.00
14073473	MISSION FEDERAL CREDIT UNION	10/16/2023	PO CL2003035	0100	\$ 375.70
14073473	MISSION FEDERAL CREDIT UNION	10/16/2023	PO CL2003035	1300	\$ 481.55
14073474	NATIONAL BUSINESS FURNITURE	10/16/2023	HEXAGON PICNIC TABLE	4900	\$ 5,281.72
14073475	SAN DIEGO CENTER FOR VISION	10/16/2023	VISION THERAPY, IEP MEETING, A	0100	\$ 380.00
14073476	SAN DIEGO RESTAURANT SUPPLY	10/16/2023	OPEN PO FOR FOOD SERVICE EQUIP	1300	\$ 2,647.35
14073477	SAN MARCOS UNIFIED SCHOOL	10/16/2023	ATHLETICS BUS USAGE SEE ATTACH	0100	\$ 1,370.00
14073477	SAN MARCOS UNIFIED SCHOOL	10/16/2023	ROUND TRIP BUS TRANSPORTATION	0100	\$ 500.00
14073478	THE STOPPER GROUP	10/16/2023	PO 16911	0100	\$ 3,460.00
14073478	THE STOPPER GROUP	10/16/2023	PROPOSAL#41293A CORONADO HIGH	0100	\$ 1,144.50
14073479	TOSHIBA BUSINESS SOLUTIONS	10/16/2023	OPEN PO FOR CMS TOSHIBA COPIER	0100	\$ 463.15
14073479	TOSHIBA BUSINESS SOLUTIONS	10/16/2023	OPEN PO FOR COPIER MAINTENANCE	0100	\$ 337.30
14073479	TOSHIBA BUSINESS SOLUTIONS	10/16/2023	OPEN PO TO PAY COPIER SERVICE	0100	\$ 726.09
14073479	TOSHIBA BUSINESS SOLUTIONS	10/16/2023	TOSHIBA OPEN PO FOR REPAIRS AN	0100	\$ 245.71
14074845	24 HOUR ELEVATOR INC	10/19/2023	OPEN PO FOR ELEVATOR AND LIFT	0100	\$ 1,462.12
14074846	CESAR M VILLELA	10/19/2023	PROFESSIONAL SERVICES FOR MIKE	0100	\$ 330.00
14074847	LD PRODUCTS INC.	10/19/2023	OPEN PO FOR TONER ORDERS	0100	\$ 34.14
14074848	ROBERTA LENERT	10/19/2023	OPEN PO FOR CHS ROBOTICS SUPPL	0100	\$ 4,368.51
14074848	ROBERTA LENERT	10/19/2023	OPEN PO FOR ROBOTICS SUPPLIES	0100	\$ 585.37
14074849	AMAZON CAPITAL SERVICES, INC.	10/19/2023	AMAZON OPEN PO FOR 2023-24 SCH	0100	\$ 40.92
14074849	AMAZON CAPITAL SERVICES, INC.	10/19/2023	OPEN PO FOR ADMIN ON-LINE ORDE	0100	\$ 40.08
14074849	AMAZON CAPITAL SERVICES, INC.	10/19/2023	OPEN PO FOR DISTRICT OFFICE SU	0100	\$ 26.70

Warrant ID	Vendor Name	Payment Date	Invoice Item Description	Fund	Amount
14074849	AMAZON CAPITAL SERVICES, INC.	10/19/2023	OPEN PO FOR ON-LINE ORDERS FOR	0100	\$ 234.33
14074849	AMAZON CAPITAL SERVICES, INC.	10/19/2023	OPEN PO FOR ONLINE MATERIAL AN	0100	\$ 81.37
14074849	AMAZON CAPITAL SERVICES, INC.	10/19/2023	OPEN PO FOR ONLINE MATERIALS A	0100	\$ 79.68
14074849	AMAZON CAPITAL SERVICES, INC.	10/19/2023	OPEN PO FOR SPED AMAZON	0100	\$ 22.45
14074849	AMAZON CAPITAL SERVICES, INC.	10/19/2023	OPEN PO FOR TEACHER SUPPLIES	0100	\$ 34.46
14074849	AMAZON CAPITAL SERVICES, INC.	10/19/2023	SUPPLIES FOR IT OPEN PO	0100	\$ 839.15
14074850	CORNER TO CORNER CARPET CARE	10/19/2023	CORONADO HIGH SCHOOL STEAM CLE	4900	\$ 2,500.00
14074851	JAMF SOFTWARE, LLC	10/19/2023	9901050099 JAMF SCHOOL LIFETIM	0100	\$ 175.00
14074851	JAMF SOFTWARE, LLC	10/19/2023	SCHOOL ENHANCED SUPPORT AND LI	0100	\$ 21.00
14074852	TRI-CO FLOORS	10/19/2023	CORONADO DISTRICT OFFICE FURNI	4900	\$ 689.00
14074853	GOTUWIRED, INC.	10/19/2023	OPEN PURCHASE ORDER FOR ONSITE	4900	\$ 1,529.09
14074854	SCYLLA PLUMBING & DRAINS	10/19/2023	OPEN PO FOR PLUMBING SERVICES	4900	\$ 4,645.00
14074855	TEACHLOGIC LLC	10/19/2023	SPEAKER SET FOR SEMA, MICROPHO	0100	\$ 1,218.50
14074856	CENTRALREACH, LLC	10/19/2023	CR ELEMENTS: LEVEL 1 + SAFETAY	0100	\$ 396.00
14074856	CENTRALREACH, LLC	10/19/2023	THREAD CLINICAL DATA COLLECTIO	0100	\$ 535.00
14074857	SETTLEMENT	10/19/2023	PER SETTLEMENT AGREEMENT, PARA	0100	\$ 19,000.00
14074858	LEVI KAPLAN	10/19/2023	REIMBURSEMENT FOR LEVI KAPLAN	0100	\$ 226.00
14074859	SYSCO SAN DIEGO INC	10/19/2023	OPEN PO FOR GROCERIES (DRY, RE	1300	\$ 1,816.66
14074860	RED DOOR AND HARDWARE LLC	10/19/2023	CORONADO HIGH SCHOOL DOORS, FR	4900	\$ 2,460.00
14074861	CITY OF CORONADO	10/19/2023	AV EQUIPMENT FEE FOR EVENTS ON	0100	\$ 300.00
14074862	ASHLEY THORNTON	10/19/2023	REIMBURSEMENT - MATERIALS AND	0100	\$ 902.19
14074863	IMPERIAL DADE	10/19/2023	OPEN PO FOR PAPER SUPPLIES FOR	1300	\$ 935.83
14074864	NORTH STAR SPEECH AND LANGUAGE PATHOLOGY	10/19/2023	APPROVED: INDEPENDENT EDUCATIO	0100	\$ 2,850.00
14074865	TOUCHMATH	10/19/2023	PK COUNTING QUANTITY POSTERS	0100	\$ 54.31
14074865	TOUCHMATH	10/19/2023	TOUCH NUMERALS COMPUTATION SET	0100	\$ 68.79
14074865	TOUCHMATH	10/19/2023	TOUCH POINTS WITH PICTURES	0100	\$ 247.40
14074865	TOUCHMATH	10/19/2023	TOUCH SHAPES MANIPULATIVE CLAS	0100	\$ 199.12
14074866	WYLAND FOUNDATION	10/19/2023	CONTRACT FOR THE USE OF THE WY	0100	\$ 3,000.00

Warrant ID	Vendor Name	Payment Date	Invoice Item Description	Fund	Amount
14074867	ALTA LANGUAGE SERVICES, INC	10/19/2023	ONLINE WRITING TEST	0100	\$ 66.00
14074868	ANDREA LOPEZ	10/19/2023	OPEN PO FOR MILEAGE FOR 2023-2	0100	\$ 58.96
14074869	VetPowered, LLC	10/19/2023	ANNUAL PREVENTIVE MAINTENANCE	0100	\$ 20,408.07
14074870	SETTLEMENT	10/19/2023	SETTLEMENT AGREEMENT PARAGRAPH	0100	\$ 4,800.00
14074871	APPLE COMPUTER INC	10/19/2023	10.9 INCH IPAD WITH ENGRAVING	0100	\$ 614.46
14074871	APPLE COMPUTER INC	10/19/2023	PNXP3LL/A PERSONALIZED 12.9 IN	0100	\$ 1,437.64
14074871	APPLE COMPUTER INC	10/19/2023	REPLACEMENT IPAD UNDER WARRANT	0100	\$ 49.00
14074871	APPLE COMPUTER INC	10/19/2023	Z15S - 13-INCH MACBOOK AIR: AP	0100	\$ 2,146.94
14074872	BANK OF AMERICA	10/19/2023	SCHOOL YEAR 2023/24 OPEN PO FO	0100	\$ 1,103.36
14074873	THE GLASS COMPANY INC DBA	10/19/2023	VILLAGE ELEMENTARY MOBILE FUR	4900	\$ 1,435.00
14074874	CDW GOVERNMENT INC	10/19/2023	APC SMART UPS 1500 SMTL1500RM3	4900	\$ 6,255.40
14074874	CDW GOVERNMENT INC	10/19/2023	APC SMART UPS SRTL5KRM2UT, APC	4900	\$ 15,693.58
14074874	CDW GOVERNMENT INC	10/19/2023	AVER VISION F50 + 13 MP 4K ULT	0100	\$ 683.49
14074874	CDW GOVERNMENT INC	10/19/2023	HP CHROMEBOOK 14 G7 WITH WHITE	4900	\$ 43,027.50
14074875	COUNTYWIDE MECHANICAL	10/19/2023	CORONADO HIGH SCHOOL WORK ORDE	4900	\$ 4,988.85
14074875	COUNTYWIDE MECHANICAL	10/19/2023	CORONADO MIDDLE SCHOOL WORK OR	4900	\$ 1,315.00
14074876	FOLLETT SCHOOL SOLUTIONS INC	10/19/2023	THE CRUCIBLE	0100	\$ 799.12
14074876	FOLLETT SCHOOL SOLUTIONS INC	10/19/2023	THE GREAT GATSBY	0100	\$ 1,832.40
14074877	REVOLVING CASH FUND	10/19/2023	REIMBURSEMENT REVOLVING ACCOUN	0100	\$ 14.10
14074878	HUNTINGTON HARDWARE CO INC	10/19/2023	DOOR LEVER LOCK BES 45H7-CHB-1	4900	\$ 7,898.28
14074879	JUNIOR LIBRARY GUILD	10/19/2023	JUNIOR LIBRARY GUILD - SUBSCRI	0100	\$ 3,143.00
14074880	MATHBITS.COM	10/19/2023	ALGEBRA 1 FOR WERTZ	0100	\$ 39.95
14074880	MATHBITS.COM	10/19/2023	GEOMETRY FOR WERTZ	0100	\$ 39.95
14074880	MATHBITS.COM	10/19/2023	JUNIOR MATH FOR CMS TEACHERS:	0100	\$ 179.70
14074881	MISSION FEDERAL CREDIT UNION	10/19/2023	JULY 2023 STATEMENT STUDENT SE	0100	\$ 2,510.12
14074882	SAN DIEGO GAS & ELECTRIC	10/19/2023	OPEN PO FOR 2023/24 SCHOOL YE	0100	\$ 613.84
14074883	TOSHIBA BUSINESS SOLUTIONS	10/19/2023	TOSHIBA OPEN PO FOR REPAIRS AN	0100	\$ 21.78
14074884	VECTOR RESOURCES INC	10/19/2023	FINAL PAYMENT FOR VECTOR CALL	4900	\$ 5,317.50

Warrant ID	Vendor Name	Payment Date	Invoice Item Description	Fund	Amount
14074885	WAXIE	10/19/2023	ITEM # 577517 CLEANMAX ZM-800	4900	\$ 1,484.82
14076272	TIME & ALARM SYSTEMS	10/23/2023	OPEN PO FOR TIME AND ALARM SYS	4900	\$ 334.76
14076273	TRANE U.S. INC.	10/23/2023	OPEN PO FOR REFRIGERATION SUPP	0100	\$ 891.82
14076274	LD PRODUCTS INC.	10/23/2023	OPEN PO FOR TONER ORDERS	0100	\$ 107.47
14076275	AMAZON CAPITAL SERVICES, INC.	10/23/2023	OPEN PO FOR AMAZON SUPPLIES 20	0100	\$ 10.59
14076275	AMAZON CAPITAL SERVICES, INC.	10/23/2023	OPEN PO FOR HEALTH AMAZON	0100	\$ 180.33
14076275	AMAZON CAPITAL SERVICES, INC.	10/23/2023	OPEN PO FOR ON-LINE ORDERS FOR	0100	\$ 171.17
14076276	THOMPSON PLUMBING SUPPLY INC,	10/23/2023	OPEN PO FOR plumbing SUPPLIES	0100	\$ 111.66
14076277	PODS ENTERPRISES, LLC	10/23/2023	OPEN PO FOR POD CONTAINERS 202	4900	\$ 213.65
14076278	REFRIGERATION SUPPLIES DISTRIBUTOR	10/23/2023	OPEN PO FOR SUPPLIES FOR 2023/	0100	\$ 293.79
14076279	SCYLLA PLUMBING & DRAINS	10/23/2023	OPEN PO FOR PLUMBING SERVICES	1300	\$ 1,875.00
14076279	SCYLLA PLUMBING & DRAINS	10/23/2023	OPEN PO FOR PLUMBING SERVICES	4900	\$ 270.50
14076280	RED DOOR AND HARDWARE LLC	10/23/2023	CORONADO HIGH SCHOOL THEATER	4900	\$ 5,615.00
14076281	DB SERVICES	10/23/2023	CMS-OFFICE MINI BLINDS VES-H	4900	\$ 3,810.00
14076282	QUILL LLC	10/23/2023	OPEN PO FOR QUILL/PAPER ORDERS	0100	\$ 861.78
14076283	POURAWAY	10/23/2023	OPEN PO FOR MILK WASTE CONTAIN	4900	\$ 1,195.64
14076284	COUNTYWIDE MECHANICAL	10/23/2023	CORONADO HIGH SCHOOL 600 BUILD	4900	\$ 1,297.00
14076284	COUNTYWIDE MECHANICAL	10/23/2023	SILVER STRAND ELEMENTARY LIBR	4900	\$ 927.00
14076284	COUNTYWIDE MECHANICAL	10/23/2023	SILVER STRAND ELEMENTARY SCHOO	4900	\$ 1,341.00
14076284	COUNTYWIDE MECHANICAL	10/23/2023	VILLAGE ELEMENTARY SCHOOL HEAT	4900	\$ 2,919.00
14076285	FREEFORM CLAY & SUPPLY	10/23/2023	OPEN PO FOR MATERIAL AND SUPPL	0100	\$ 1,185.96
14076286	PINERY CHRISTMAS TREES INC	10/23/2023	KINDER FIELD TRIP BONITA FARM	0100	\$ 1,320.00
14076287	WAXIE	10/23/2023	OPEN PO FOR CUSTODIAL SUPPLIES	0100	\$ 5,335.06
14077627	NORTH CO ED PURCHASING CONSORTIUM	10/26/2023	OPEN PO FOR 2023/24 CONSORTIUM	0100	\$ 400.00
14077628	ELISE AGRELLA O'ROURKE	10/26/2023	REIMBURSE ELISE FOR CHESS CLUB	0100	\$ 163.58
14077629	STACY MORRISSEY	10/26/2023	REIMBURSEMENT FOR FLIGHT EXPEN	0100	\$ 931.40

Warrant ID	Vendor Name	Payment Date	Invoice Item Description	Fund	Amount
14077630	JEREMY HANDYSIDES	10/26/2023	OPEN PO JEREMY HANDYSIDES COOK	0100	\$ 49.32
14077631	LINDSEY CUMMINS	10/26/2023	REIMBURSEMENT - MATERIALS AND	0100	\$ 293.61
14077632	REALITYWORKS, INC.	10/26/2023	MEDICAL TERMINOLOGY KIT	0100	\$ 2,153.92
14077633	JULIA BRAGA	10/26/2023	OPEN MILEAGE REIMBURSEMENT PO	0100	\$ 40.61
14077633	JULIA BRAGA	10/26/2023	REIMBURSEMENT FOR FLIGHT EXPEN	0100	\$ 880.40
14077634	NOESIS GROUP INC.	10/26/2023	OPEN PO FOR TECHNICAL SUPPORT	4900	\$ 2,218.75
14077635	MEGAN BATTLE	10/26/2023	REIMBURSEMENT FOR SUPPLIES PUR	0100	\$ 114.58
14077636	ARTIANO SHINOFF	10/26/2023	ATTORNEY FEES FOR JULY 2023	0100	\$ 2,542.50
14077637	LD PRODUCTS INC.	10/26/2023	006R04367OEM \$214.60 \$214.60 O	0100	\$ 231.23
14077637	LD PRODUCTS INC.	10/26/2023	OEM XEROX B305/B310/B315 BLACK	0100	\$ 565.63
14077638	ISLAND THREADS EMBROIDERY	10/26/2023	ISLAND THREADS INVOICE 100223	0100	\$ 156.24
14077639	ROBERTA LENERT	10/26/2023	OPEN PO FOR CHS ROBOTICS SUPPL	0100	\$ 87.86
14077640	KERRI RAMIREZ	10/26/2023	REIMBURSEMENT - MATERIALS AND	0100	\$ 193.23
14077641	GALA SYSTEMS INC.	10/26/2023	ITEM# INS-G-2 ANNUAL INSPECTIO	4900	\$ 6,588.37
14077641	GALA SYSTEMS INC.	10/26/2023	ITEM# S02-222-C HEAD CAP HD9 /	4900	\$ 522.05
14077641	GALA SYSTEMS INC.	10/26/2023	ITEM# S09-007-021-07.00 VERTIC	4900	\$ 1,886.57
14077641	GALA SYSTEMS INC.	10/26/2023	ITEM# S09-007-007-07.00 HORIZ	4900	\$ 1,284.21
14077642	MICHELLE GREGOIRE	10/26/2023	PROFESSIONAL SERVICES MICHELLE	0100	\$ 822.00
14077643	AMAZON CAPITAL SERVICES, INC.	10/26/2023	365 BY WHOLE FOODS MARKET, PAP	0100	\$ 5.70
14077643	AMAZON CAPITAL SERVICES, INC.	10/26/2023	ALSISK TRANSPARENT TAPE WITH D	0100	\$ 10.76
14077643	AMAZON CAPITAL SERVICES, INC.	10/26/2023	AMAZON BASICS COTTON BALLS, 20	0100	\$ 9.09
14077643	AMAZON CAPITAL SERVICES, INC.	10/26/2023	AMAZON OPEN PO FOR 2023-24 SCH	0100	\$ 142.17
14077643	AMAZON CAPITAL SERVICES, INC.	10/26/2023	COMFY PACKAGE [300 COUNT] 3 OZ	0100	\$ 13.86

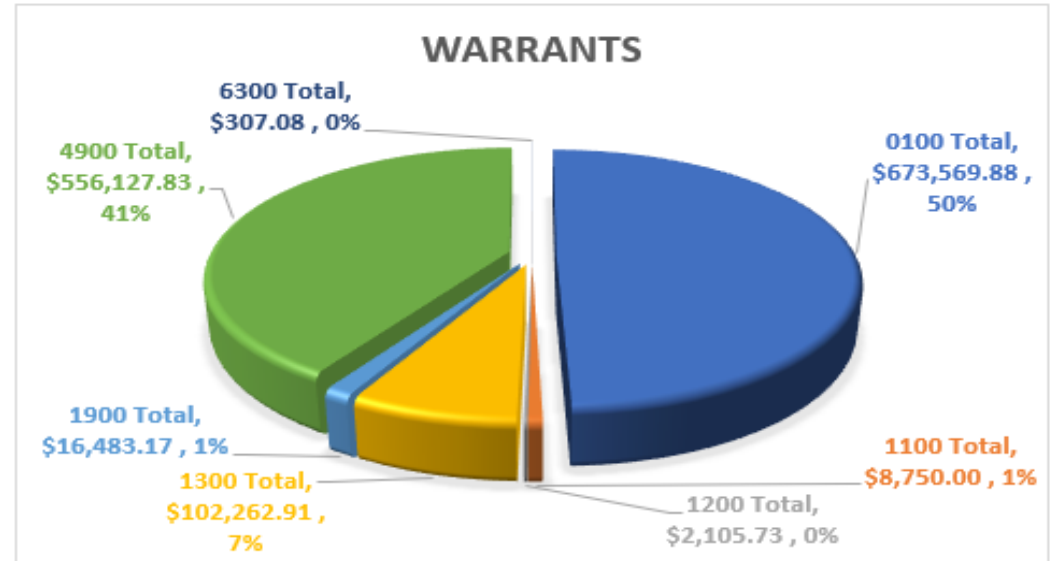
Warrant ID	Vendor Name	Payment Date	Invoice Item Description	Fund	Amount
14077643	AMAZON CAPITAL SERVICES, INC.	10/26/2023	ICE MACHINE- COTLIN COMMERCIAL	4900	\$ 1,879.14
14077643	AMAZON CAPITAL SERVICES, INC.	10/26/2023	IDL PACKAGING 36" X 180 FEET (	0100	\$ 40.89
14077643	AMAZON CAPITAL SERVICES, INC.	10/26/2023	ION PATHFINDER 280 ALL-WEATHER	0100	\$ 158.38
14077643	AMAZON CAPITAL SERVICES, INC.	10/26/2023	KITCHEN SELECTION CLEAR CLASSI	0100	\$ 2.91
14077643	AMAZON CAPITAL SERVICES, INC.	10/26/2023	MONTOPACK BAMBOO WOODEN TOOTHP	0100	\$ 5.38
14077643	AMAZON CAPITAL SERVICES, INC.	10/26/2023	PACON ARTKRAFT DUO-FINISH PAPE	0100	\$ 205.41
14077643	AMAZON CAPITAL SERVICES, INC.	10/26/2023	SUPPLIES FOR IT OPEN PO	0100	\$ 1,450.72
14077644	PODS ENTERPRISES, LLC	10/26/2023	OPEN PO FOR POD CONTAINERS 202	4900	\$ 182.39
14077645	REFRIGERATION SUPPLIES DISTRIBUTOR	10/26/2023	OPEN PO FOR SUPPLIES FOR 2023/	0100	\$ 88.22
14077646	BRIAN SCHUMEYER	10/26/2023	REIMBURSE FOR PE LAPTRACKER	0100	\$ 580.50
14077647	SCYLLA PLUMBING & DRAINS	10/26/2023	OPEN PO FOR PLUMBING SERVICES	1300	\$ 250.00
14077648	PATRIOT PORTABLE RESTROOMS, INC.	10/26/2023	OPEN PO FOR PORTABLE BATHROOMS	0100	\$ 677.39
14077649	CATAPULTK12	10/26/2023	WETIP POSTERS	0100	\$ 325.00
14077650	ALLISON WHITNEY EDWARDS	10/26/2023	PROFESSIONAL SERVICES FOR WHIT	0100	\$ 475.00
14077651	KATHLEEN SPANE	10/26/2023	REIMBURSEMENT - MATERIALS AND	0100	\$ 270.80
14077652	KONG CHHO	10/26/2023	REIMBURSEMENT FOR KONG CHHO CO	0100	\$ 162.00
14077652	KONG CHHO	10/26/2023	REIMBURSEMENT FOR KONG CHHO FO	0100	\$ 190.00
14077652	KONG CHHO	10/26/2023	REIMBURSEMENT FOR KONG CHHO CON	0100	\$ 160.00
14077653	GARY HALL	10/26/2023	OPEN PO FOR REIMBURSEMENT PROF	0100	\$ 65.62
14077654	ALEXIS WRIGHT	10/26/2023	REIMBURSEMENT - MATERIALS AND	0100	\$ 116.20
14077655	JOANNA SIEMION	10/26/2023	REIMBURSEMENT FOR REGISTRATION	0100	\$ 575.00
14077656	QUILL LLC	10/26/2023	OPEN PO FOR COPY PAPER FOR THE	0100	\$ 482.05
14077656	QUILL LLC	10/26/2023	OPEN PO FOR QUILL/PAPER ORDERS	0100	\$ 430.89
14077657	KENNETH BROWN	10/26/2023	AGREEMENT FOR KENNETH BROWN FO	0100	\$ 1,505.00
14077658	NEWMARK LEARNING LLC	10/26/2023	DRAGON'S HOMETOWN TRADE BOOK (	0100	\$ 106.35
14077659	MONIQUE GARCIA	10/26/2023	REIMBURSEMENT - MATERIALS AND	0100	\$ 59.94
14077660	ASB CLASSROOM LLC	10/26/2023	ASB CLASSROOM ANNUAL SUBSCRIPT	0100	\$ 199.00
14077661	STATE OF CALIFORNIA- DEPARTMENT OF PARKS	10/26/2023	DEPOSIT FOR FIELD TRIP ON FEBR	0100	\$ 274.00
14077662	ATKINSON, ANDELSON, LOYA,	10/26/2023	AALRR INVOICE 693187 STUDENT S	0100	\$ 467.50
14077663	BIO CORPORATION	10/26/2023	BEEF EYES B005P	0100	\$ 335.44
14077663	BIO CORPORATION	10/26/2023	FROGS LF0354P	0100	\$ 558.75

Warrant ID	Vendor Name	Payment Date	Invoice Item Description	Fund	Amount
14077663	BIO CORPORATION	10/26/2023	SHEEP HEART - UNCUT S040P	0100	\$ 427.68
14077664	COUNTYWIDE MECHANICAL	10/26/2023	CORONADO HIGH SCHOOL WORK ORDE	4900	\$ 6,493.17
14077664	COUNTYWIDE MECHANICAL	10/26/2023	CORONADO MIDDLE SCHOOL WORK OR	4900	\$ 2,832.74
14077665	CHRIS TEACHOUT	10/26/2023	REIMBURSEMENT FOR EXPENSES WHI	0100	\$ 1,504.59
14077666	HUNTINGTON HARDWARE CO INC	10/26/2023	OPEN PO FOR HARDWARE SUPPLIES	0100	\$ 4,358.09
14077667	JULIE SALVATIERRA	10/26/2023	REIMBURSEMENT FOR SUPPLIES PUR	0100	\$ 23.04
14077668	KARIN MELLINA	10/26/2023	REIMBURSEMENT DUE KARIN MELLIN	0100	\$ 144.80
14077669	KEVIN PAIZ RAMIREZ	10/26/2023	REIMBURSE FOR SUPPLIES COOKIE	0100	\$ 58.34
14077670	NATIONAL CITY TROPHY	10/26/2023	MAGNETIC NAME BADGE REPLACEMEN	0100	\$ 15.36
14077671	RENAISSANCE LEARNING	10/26/2023	FASTBRIDGE SUBSCRIPTION	0100	\$ 624.00
14077671	RENAISSANCE LEARNING	10/26/2023	RENAISSANCE SMART START PRODUC	0100	\$ -
14077671	RENAISSANCE LEARNING	10/26/2023	VIRTUAL TRAINING, FASTBRIDGE	0100	\$ 1,500.00
14077672	SAN DIEGO GAS & ELECTRIC	10/26/2023	OPEN PO FOR 2023/24 SCHOOL YE	0100	\$ 66,450.62
14077672	SAN DIEGO GAS & ELECTRIC	10/26/2023	OPEN PO FOR 2023/24 SCHOOL YEA	0100	\$ 20,915.10
14077672	SAN DIEGO GAS & ELECTRIC	10/26/2023	OPEN PO FRO 2023/24 SCHOOL YEA	0100	\$ 3,527.21
14077673	TOSHIBA BUSINESS SOLUTIONS	10/26/2023	OPEN PO TO PAY COPIER SERVICE	0100	\$ 389.29
14077674	WAXIE	10/26/2023	OPEN PO FOR CUSTODIAL SUPPLIES	0100	\$ 4,215.93
14079010	CITY OF CORONADO	10/30/2023	OPEN PO FOR 2023/24 SEWER	0100	\$ 12,731.90
14079011	CPM EDUCATIONAL PROGRAM	10/30/2023	9781603288361 - IC3 CLASSROOM	0100	\$ 1,177.50
14079012	AMAZON CAPITAL SERVICES, INC.	10/30/2023	AMAZON OPEN PO FOR ONLINE MAT	0100	\$ 19.99
14079012	AMAZON CAPITAL SERVICES, INC.	10/30/2023	AMAZON OPEN PO FOR 2023-24 SCH	0100	\$ 852.64
14079012	AMAZON CAPITAL SERVICES, INC.	10/30/2023	OPEN PO FOR ADMIN ON-LINE ORDE	0100	\$ 579.20
14079012	AMAZON CAPITAL SERVICES, INC.	10/30/2023	OPEN PO FOR ADMIN SUPPLIES	0100	\$ 214.40
14079012	AMAZON CAPITAL SERVICES, INC.	10/30/2023	OPEN PO FOR AMAZON FOR COSA OF	0100	\$ 103.20
14079012	AMAZON CAPITAL SERVICES, INC.	10/30/2023	OPEN PO FOR AMAZON SUPPLIES 20	0100	\$ 482.26
14079012	AMAZON CAPITAL SERVICES, INC.	10/30/2023	OPEN PO FOR MATERIALS AND SUPP	1300	\$ 141.54
14079012	AMAZON CAPITAL SERVICES, INC.	10/30/2023	OPEN PO FOR OFFICE USE 2023/20	0100	\$ 20.26
14079012	AMAZON CAPITAL SERVICES, INC.	10/30/2023	OPEN PO FOR ON-LINE ORDERS	0100	\$ 24.76
14079012	AMAZON CAPITAL SERVICES, INC.	10/30/2023	OPEN PO FOR ONLINE MATERIALS A	0100	\$ 281.45
14079012	AMAZON CAPITAL SERVICES, INC.	10/30/2023	OPEN PO FOR SPED AMAZON	0100	\$ 142.07
14079012	AMAZON CAPITAL SERVICES, INC.	10/30/2023	OPEN PO FOR TEACHER SUPPLIES	0100	\$ 137.34

Warrant ID	Vendor Name	Payment Date	Invoice Item Description	Fund	Amount
14079012	AMAZON CAPITAL SERVICES, INC.	10/30/2023	SUPPLIES FOR IT OPEN PO	0100	\$ 406.59
14079014	T-MOBILE	10/30/2023	CELLULAR SERVICE FOR CUSD FOR	0100	\$ 287.00
14079015	SAVVAS LEARNING COMPANY LLC	10/30/2023	ADDITIONAL SCIENCE PROFESSIONA	0100	\$ 3,500.00
14079015	SAVVAS LEARNING COMPANY LLC	10/30/2023	ELEVATE SCIENCE MIDDLE GRADES	0100	\$ 650.00
14079015	SAVVAS LEARNING COMPANY LLC	10/30/2023	MILLER & LEVINE BIOLOGY PROFES	0100	\$ 650.00
14079016	REFRIGERATION SUPPLIES DISTRIBUTOR	10/30/2023	OPEN PO FOR SUPPLIES FOR 2023/	0100	\$ 444.09
14079017	SOUTHLAND TECHNOLOGY INC.	10/30/2023	INSTALL FRONT OF THE ROM SPEAK	0100	\$ 1,723.82
14079017	SOUTHLAND TECHNOLOGY INC.	10/30/2023	INSTALL NEW SPEAKERS AND CABLI	0100	\$ 1,732.44
14079018	POURAWAY	10/30/2023	OPEN PO FOR MILK WASTE CONTAIN	4900	\$ 1,203.00
14079019	SMORE	10/30/2023	SMORE TEAM ACCOUNT 2023-34 SCH	0100	\$ 2,620.00
14079020	KENNETH BROWN	10/30/2023	AGREEMENT FOR KENNETH BROWN FO	0100	\$ 1,382.65
14079021	AT&T	10/30/2023	OPEN PO FOR 2023/24 SCHOOL YEA	0100	\$ 55.52
14079022	CALIFORNIA-AMERICAN WATER CO	10/30/2023	OPEN PO FOR 2023/24 WATER USAG	0100	\$ 4,028.10
14079023	OFFICE DEPOT	10/30/2023	OPEN PO FOR OFFICE DEPOT	6300	\$ 307.08
14079024	FREEFORM CLAY & SUPPLY	10/30/2023	OPEN PO FOR KILN & WHEEL EQUIP	4900	\$ 276.94
14079025	SAN DIEGO GAS & ELECTRIC	10/30/2023	OPEN PO FOR 2023/24 SCHOOL YEA	0100	\$ 6,978.23
14079026	VERIZON WIRELESS	10/30/2023	CELLULAR SERVICE FOR CUSD FOR	0100	\$ 715.31
				Total	\$ 1,359,606.60

Warrant ID	Vendor Name	Payment Date	Invoice Item Description	Fund	Amount
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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 - November 16, 2023

CONSOLIDATED MOTION FOR CONSENT CALENDAR (5 min.)

3.8 Authorize Disposal of Surplus Property & Equipment

Department/Category: BUSINESS & FISCAL MANAGEMENT

Background Information:

According to Board Policy 3270, the Board must take action to declare materials and equipment obsolete so that the District may dispose of those materials. The District has identified the attached items that have reached the end of their useful life for the District and need to be disposed.

Reports:

A list of surplus items is attached.

Financial Impact:

Any funds recovered from disposal of these items will be returned to the Fund which made the original purchase.

Superintendent's Recommendation:

Staff recommend that the Board declare the attached listed materials as obsolete and that the District be authorized to dispose of them in accordance with District policies and Education Code requirements.

LCAP Goals:

1. Safe and Clean Facilities for Students and Staff

Moved_____. Seconded_____

Ayes_____ Noes_____ Absent_____ Abstain_____ Student_____

[Surplus_November_2023.pdf](#)



201 Sixth Street, Coronado, CA 92118
619.522.8900 www.coronadousd.net

Surplus Disposal Request Form

Transaction #: _____ - _____

INSTRUCTIONS:

- 1) Use this form for requesting surplus and disposal of all items.
- 2) List each item individually and evaluate the condition of each item.
- 3) Fill in CUSD Fixed Asset ID number, complete description (make, model, etc) and indicate if the item stillworks.
- 4) Form must be signed by Department / Site Administrator.
- 5) Forward the completed form to Purchasing.
- 6) Purchasing will forward to the Board for approval.
- 7) Purchasing will contact you with disposal details.

School Site / Location:	District Office - SpEd	
Contact Name:	Leanne Anderson	Phone: 619-522-8900

DESCRIPTION - the following items are excess to the Site / Department needs:

SURPLUS ITEM DETAIL				Purchasing Use Only	
ITEM	CUSD Asset #	Description (include manufacturer, model, serial number, etc.)	Works? Y / N	Est Value	Recovered Amount
1	14568	iPad 6th Generation - DMPX7KG4JF8T	N	\$	\$
2	8565	iPad - DMPP71M0FK10	Y	\$	\$
3				\$	\$
4				\$	\$

Reason above item(s) are Surplus:

broken and/or outdated

Comments on condition or repairs needed:

Current location of Items:

district office

Special instructions:

APPROVALS

Board Approval Date:	Site/Department Admin X	Date:
X	X <i>[Signature]</i>	10/13/23
Donnie Salamanca	Deputy Superintendent	Purchasing (Received in with all approvals) Date:

DISPOSITION

Disposition Comments (Purchasing Use Only)	



201 Sixth Street, Coronado, CA 92118
619.522.8900 www.coronadousd.net

Surplus Disposal Request Form

Transaction #: _____ - _____

INSTRUCTIONS:

- 1) Use this form for requesting surplus and disposal of all items.
- 2) List each item individually and evaluate the condition of each item.
- 3) Fill in CUSD Fixed Asset ID number, complete description (make, model, etc) and indicate if the item still works.
- 4) Form must be signed by Department / Site Administrator.
- 5) Forward the completed form to Purchasing.
- 6) Purchasing will forward to the Board for approval.
- 7) Purchasing will contact you with disposal details.

School Site / Location:	Coronado Middle School	
Contact Name:	Megan Pettit	Phone: 619.522.8921 x3088

DESCRIPTION - the following items are excess to the Site / Department needs:

SURPLUS ITEM DETAIL				Purchasing Use Only	
ITEM	CUSD Asset #	Description (include manufacturer, model, serial number, etc.)	Works? Y / N	Est Value	Recovered Amount
1		Please see attached		\$	\$
2				\$	\$
3				\$	\$
4				\$	\$

Reason above item(s) are Surplus:

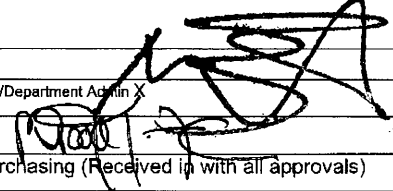
Damaged, low circulation, too many copies, make room for new books, outdated information

Comments on condition or repairs needed:

Current location of Items:

Special instructions:

APPROVALS

Board Approval Date:	Site/Department Admin X	Date:
X	X 	11.6.23
Donnie Salamanca	Deputy Superintendent	Purchasing (Received in with all approvals) Date:

DISPOSITION

Disposition Comments (Purchasing Use Only)	

to Be Considered for Discard, 2023-2024

ISBN/LCCN	Call #	Title	Publication Year	Reason for discard
0439577748	T 48231	Chicken Soup for the Teenage Soul on love and Frien	2001	no checkouts in five years, damaged
0671708635	T 45627	The 7 Habbits of Highly Effective People	1989	no checkouts in five years,multiple copies keeping 1
156510062x	T 0031909	Biomedical Ethics: Opposing Viewpoints	1994	no checkouts in five years, Outdated info
1561456276	T 54337	We've Got A Job	2012	No checkouts in five years, multiple copies keeping 1
0753450585	T 50561	Goddesses, Heroes, and Shamans: The Young People	1994	No Checkouts in 5 years, Multiple copies keeping 1
0670011894	T 57483	Marching for Freedom:walk together,children, and d	2009	No Checkouts in 5 years, Multiple copies keeping 1
0329165011	T 40777	Weird Creatures Encyclopedia	1999	No checkouts in 5 years, water damage
0781183795	T 56373	Fright-Lopedia	2016	No Checkouts in 5 years, Multiple copies keeping 1
0201710382	T 42748	The Non-Designers Web book (second edition)	2000	No Checkouts in 5 years, Outdated info
0756545102	T 54490	Breaker Boys	2012	No Checkouts in 5 years, Multiple copies keeping 1
816735026	T 0036534	The National Civil Rights Museum Celebrates Everydi	1995	No Checkouts in 5 years, Outdated info
1561454907	T 54473	14 Cows for America	No info	No Checkouts in 5 years, Multiple copies keeping 1
No ISBN	T 51103	Booktalk 3	1988	No Checkouts in 5 years, Outdated info
No ISBN	T 51105	Your Reading	1991	No checkouts in 5 years, Multiple copies keeping 1
0329295136	T 48638	Vision of Beauty	2000	No Checkouts in 5 years, Low intrest, outdated
1410910717	T 49734	Globalization	2005	No Checkouts in 5 years, Low intrest, outdated
0778719804	T 82026	Energy From Living Things	2016	No Checkouts in 5 years, Low intrest, outdated
0688077099	T 21993	Living Treasure	1991	No Checkouts in 5 years, Low intrest, outdated
0147509947	T 55083	Gabe and Izzy: standing up for America's Bullied	2014	No Checkouts in 5 years, Multiple copies keeping 1
0545729459	T 55296	Weapons of War	2009	No Checkouts in 5 Years, Multiple copies keeping 1, Low intrest
0737711248	T 47182	Genetic Engineering	2002	No Checkouts in 5 years, Outdated info
590484109	T 51173	The woman's factory strike of 1909	1996	No Checkouts in 5 Years, Multiple Copies Kept 1
0394571029	T 0030869	All I really need to know I learned in Kindergarten	1986	No checkouts in 5 years, Damaged
038573252X	T 50602	Inside Delta Force	2006	No checkouts in 5 years, Damaged
1404209425	T 50361	U.s. Air Marshalls	2007	No checkouts in 5 years, outdated, low circulation, bad condition
679761314	T 15234	Princeton Review writing smart junior	1995	No checkouts in 5 years, outdated, low circulation, bad condition
no isbn	T 0030994	The Accorn People	1976	No checkouts in 5 years, bad condition, low interest
1404209603	T 50351	Refugee Workers	2007	No checkouts in 5 years, bad condition, low interest
1404209441	T 50368	First Responders	2007	No checkouts in 5 years, bad condition, low interest
140420945X	T 50355	Homeland Security Officers	2007	No checkouts in 5 years, bad condition, low interest
140420959X	T 50356	Working in a war zone	2007	No checkouts in 5 years, bad condition, low interest
1404209493	T 50362	Disaster Relief Workers	2007	No checkouts in 5 years, bad condition, low interest
1553379675	T 50035	Ryan and Jimmy	2006	No checkouts in 5 years, low interest
0803733925	T 51699	Three cups of tea	2009	No checkouts in 5 years, multiple copies, keeping one
0803733925	T 51192	Three cups of tea	2009	No checkouts in 5 years, multiple copies, keeping one
0737711013	T 47262	The Death Penalty	1993	No checkouts in 5 years, bad condition, low interest
0746016697	T 0036363	Tales of Real Escape	1987	No checkouts in 5 years, bad condition, low interest
0961875208	T 0030874	Eyewitness un Alcatraz	1988	No checkouts in 5 years, water damage, torn pages
1609804163	T 54290	a different mirror for young people	2012	NO Checkouts in 5 Years, Multiple Copies kept 1
0899500921	T 51100	Back to books	1983	No checkouts in 5 years, water damaged, ruined pages
0147512166	T 56308	turning 15 on the road to freedom	2015	No checkouts in 5 years, multiple copies, kept 1
0385740956	T 55329	Growing Up Muslim	2012	NO Checkouts in 5 Years, Multiple Copies kept 1
1560653027	T 40351	Spy Planes	1996	NO Checkouts in 5 Years, Outdated Info
1560653035	T 40267	Bomber Planes	1996	NO Checkouts in 5 Years, Outdated Info
0399144463	T 48962	Who moved my cheese	1998	NO Checkouts in 5 Years, Outdated Info
1590788954	T 55238	Anbius Speaks	2013	NO Checkouts in 5 Years, Multiple Copies kept 1
0865961441	T 38991	When Reaserch Is Evil	1998	No Checkouts in 5 years, Outdated info
No isbn	T 51095	Booktalk 21	1985	No Checkouts in 5 years, Outdated info
0329638513	T 51999	The lost boy	1997	No checkouts in 5 years, multiple copies kept 1
0545908213	T 55640	Lincoln's spymaster	2015	No checkouts in 5 years, multiple copies keeping 1
1560061685	T 0035939	Mental illness	1996	No Checkouts in five years,Low circulation,outdated information
1599535920	T 56411	Lethal Weapons	2014	No checkouts in 5 years, bad condition, low interest
1565101359	T 0031885	Health care in america	1994	No Checkouts in five years,Low circulation,outdated information
1250016436	T 54062	I am a seal team six leader	2012	No checkouts in 5 years, multiple copies kept 1
0545908027	T 55641	I survived; Nature attacks	2015	No checkouts in 5 years, multiple copies kept 1
0329575465	T 51963	A child called it	1995	No checkouts in 5 years, multile copies Keeping few
1338216082	T 56941	Ugly	2015	No checkouts in 5 years, multiple copies kept 1, low circ
0531282090	T 54721	The hunt for Bin Laden	2014	No checkouts in 5 years, outdated, bad condition
078949079X	T 45637	Rescue	2001	No checkouts in 5 years, bad condition, low interest
0756542472	T 57262	Alternative Energy	2010	No checkouts in 5 years, multiple copies, keeping one
0756542480	T 52264	Protecting the Planet	2010	No checkouts in 5 yers, multiple copies, keeping one
0778702219	T 0060080	Resources and Conservation	2001	No Checkouts in 5 years, outdated information

Follow-Up

Book 7C
11.6.23



201 Sixth Street, Coronado, CA 92118
619.522.8900 www.coronadousd.net

Surplus Disposal Request Form

Transaction #: _____ - _____

INSTRUCTIONS:

- 1) Use this form for requesting surplus and disposal of all items.
- 2) List each item individually and evaluate the condition of each item.
- 3) Fill in CUSD Fixed Asset ID number, complete description (make, model, etc) and indicate if the item still works.
- 4) Form must be signed by Department / Site Administrator.
- 5) Forward the completed form to Purchasing.
- 6) Purchasing will forward to the Board for approval.
- 7) Purchasing will contact you with disposal details.

School Site / Location:	CoSA / CHS	
Contact Name:	Levi Kaplan	Phone: X 2105

DESCRIPTION - the following items are excess to the Site / Department needs:

SURPLUS ITEM DETAIL				Purchasing Use Only	
ITEM	CUSD Asset #	Description (include manufacturer, model, serial number, etc.)	Works? Y / N	Est Value	Recovered Amount
1		SOUND BOARD (Sound Craft ACN: 001-187)	Y	\$	\$
2		SOUND EQUIPMENT ORGANIZER ROLLER 837	Y	\$	\$
3		CORDS (BLACK) - 60 TO OLD mics	Y	\$	\$
4				\$	\$

Reason above item(s) are Surplus:

PURCHASED NEW EQUIPMENT (Replacement w/new technology)

Comments on condition or repairs needed: ALL OLD - WORKS

Current location of Items:

LOCATED IN STORAGE AREA BETWEEN GYM & POOL (NEAR ROTC area) CHS.

Special Instructions:

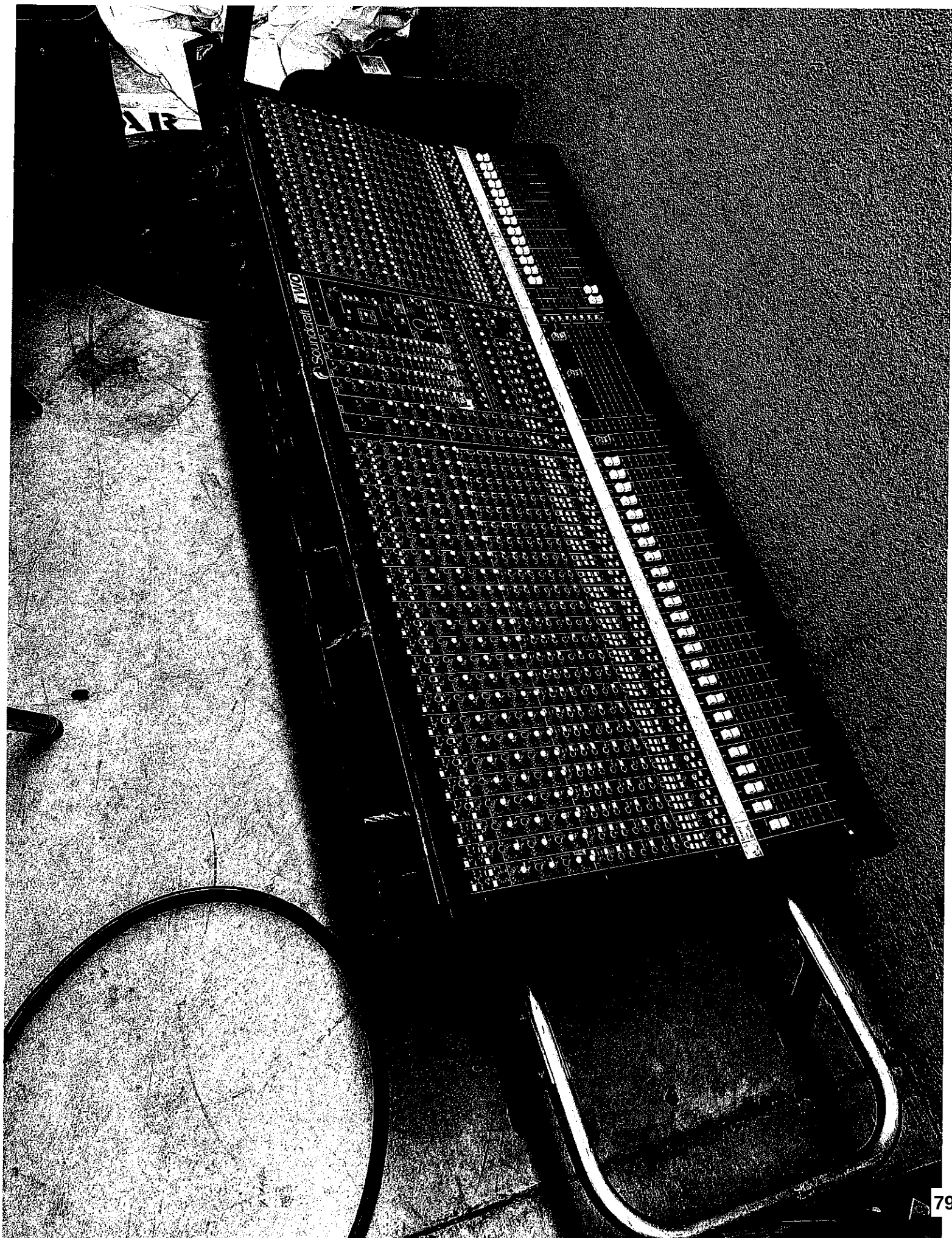
APPROVALS

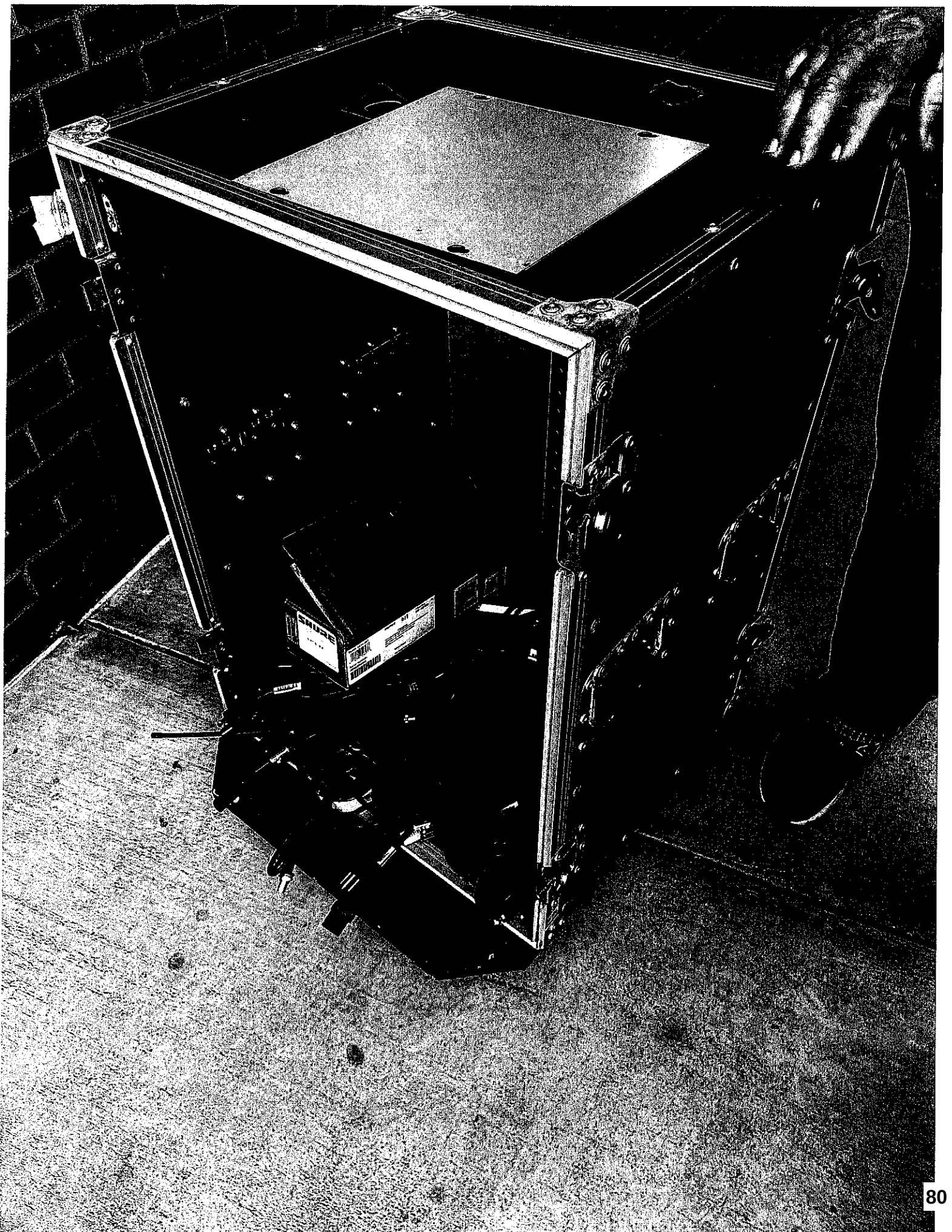
Board Approval Date:	Site/Department Admin X	Date:
X	X Steve Sauer	10/30/23
Donnie Salamanca	Deputy Superintendent	Purchasing (Received in with all approvals) Date:

DISPOSITION

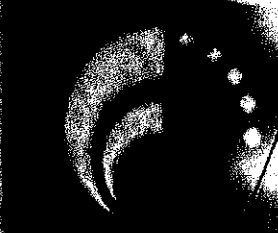
Disposition Comments (Purchasing Use Only)	



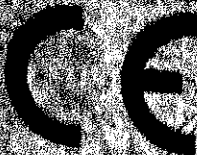




031A054330004



Soundcraft



031 107 837

RW5596 003384

Harman International Industries Limited, Cranborne House,
Cranborne Road, Potters Bar, Hertfordshire, EN6 3JN, UK
Tel: +44 (0) 1707 665000



AGENDA - November 16, 2023

CONSOLIDATED MOTION FOR CONSENT CALENDAR (5 min.)

3.9 Adopt Resolution 23-11-01 to Accept Continued Funding for the California State Preschool Programs at Silver Strand and Village Elementary Schools

Department/Category: BUSINESS & FISCAL MANAGEMENT

Background Information:

The California Department of Education offers funds for school districts who operate preschool programs for children aged three and four. Families who participate in this State subsidized program must meet eligibility requirements which includes family income and other factors.

Reports:

This resolution is adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for Fiscal Year 2024-2025, the Continuing Funding Application, and all related documents.

Financial Impact:

The District anticipates revenues upwards of \$400,000 to support its preschool operations.

Superintendent's Recommendation:

Staff recommend approval of Resolution 23-11-01.

LCAP Goals:

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

Moved _____ . Seconded _____

Ayes _____ Noes _____ Absent _____ Abstain _____ Student _____

[Resolution 23-11-01.pdf](#)

[CDE CSPP 2024-25.pdf](#)

RESOLUTION AUTHORIZING CONTINUED FUNDING APPLICATION

This resolution is adopted to certify approval of the Governing Board to submit the Continued Funding Application (CFA) to the California Department of Education (CDE). If the CFA is approved by the CDE, the agency's current California State Preschool Program contract and Prekindergarten and Family Literacy Support contract, if applicable, will be automatically renewed for fiscal year (FY) 2024–2025. This resolution further authorizes the designated representative(s) below to sign the CFA and all related FY 2024–2025 contract documents.

RESOLUTION

BE IT RESOLVED that the Governing Board of
Coronado Unified School District

authorizes that the person/s listed below, is/are authorized to sign the FY 2024–2025 CFA and all related contract documents for the Governing Board.

NAME/S OF AUTHORIZED REPRESENTATIVE/S	TITLE/S
Karl Mueller	Superintendent
Donnie Salamanca	Deputy Superintendent

PASSED AND ADOPTED THIS 16 day of November (month year), by the
Governing Board of Coronado Unified School District
of San Diego County, in the State of California.

I, Alexia Palacios-Peters, Clerk of the Governing Board of
Coronado Unified School District, of San Diego County, in the
State of California, certify that the foregoing is a full, true and correct copy of a resolution
adopted by the said Board at a meeting thereof held at a regular public place of meeting
and the resolution is on file in the office of said Board.

(Clerk's Signature)

11/16/23

(Date)

FEDERAL CERTIFICATIONS

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 45 CFR Part 93, "New restrictions on Lobbying," and 45 CFR Part 76, "Government-wide Debarment and Suspension (Non procurement) and Government-wide requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 45 CFR Part 93, for persons entering into a grant or cooperative agreement over \$100,000 as defined at 45 CFR Part 93, Sections 93.105 and 93.110, the applicant certifies that:

(a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement:

(b) If any funds other than federal appropriated funds have been or will be paid to any person for influencing or attempting to influence an employee of Congress, or any employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," in accordance with this instruction;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by executive Order 12549, Debarment and Suspension, and other responsibilities implemented at 45 CFR Part 76, for prospective participants in primary or a lower tier covered transactions, as defined at 45 CFR Part 76, Sections 76.105 and 76.110.

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency:

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) Have not within a three-year period proceeding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 45 CFR Part 76, Subpart F, for grantees, as defined at 45 CFR Part 76, Sections 76.605 and 76.610-

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

(b) Establishing an on-going drug-free awareness program to inform employees about-

(1) The danger of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title,

to: Director, Grants, and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W., (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571.

Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency:

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee shall insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

600 Sixth St
Coronado, San Diego, CA 92118

and

1350 Leyte Rd.
Coronado, San Diego, CA 92118

☐ Check if there are workplaces on file that are not identified here.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 45 CFR Part 76, Subpart F, for grantees, as defined at 45 CFR Part 76, Sections 76.605 and 76.610-

- a. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant, and
- b. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants and contracts Service, U.S. department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office Building No. 3) Washington, DC 20202-4571. Notice shall include the identification numbers(s) of each affected grant.

ENVIRONMENTAL TOBACCO SMOKE ACT

As required by the Pro-Children Act of 1994, (also known as Environmental Tobacco Smoke), and implemented at Public Law 103-277, Part C requires that:

The applicant certifies that smoking is not permitted in any portion of any indoor facility owned or leased or contracted and used routinely or regularly for the provision of health care services, day care, and education to children under the age of 18. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1,000 per day. (The law does not apply to children's services provided in private residence, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for in-patient drug and alcohol treatment.)

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

FISCAL YEAR 2024-25

CONTRACTOR NAME

Coronado Unified School District

VENDOR ID NUMBER

6803

PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Donnie Salamanca

SIGNATURE

DATE

11/16/20

Contractor Certification Clauses

CCC 04/2017

CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

Contractor/Bidder Firm Name (Printed)	Federal ID Number
Coronado Unified School District	95-6000915

By (Authorized Signature)

Printed Name and Title of Person Signing

Donnie Salamanca

Date Executed	Executed in the County of
11/16/2023	San Diego

CONTRACTOR CERTIFICATION CLAUSES

1. STATEMENT OF COMPLIANCE: Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 11102) (Not applicable to public entities.)

2. DRUG-FREE WORKPLACE REQUIREMENTS: Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

b. Establish a Drug-Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug-free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed Agreement will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,

2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that Contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lessor of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably

required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.

8. GENDER IDENTITY: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.35.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and

Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.

CALIFORNIA CIVIL RIGHTS LAWS CERTIFICATION

Pursuant to Public Contract Code section 2010, if a bidder or proposer executes or renews a contract in the amount of \$100,000 or more on or after January 1, 2017, the bidder or proposer hereby certifies compliance with the following:

1. CALIFORNIA CIVIL RIGHTS LAWS: For contracts \$100,000 or more, executed or renewed after January 1, 2017, the contractor certifies compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code); and
2. EMPLOYER DISCRIMINATORY POLICIES: For contracts \$100,000 or more, executed or renewed after January 1, 2017, if a Contractor has an internal policy against a sovereign nation or peoples recognized by the United States government, the Contractor certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).

CERTIFICATION

I, the official named below, certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

1. Proposer/Bidder Firm Name (Printed):

Coronado Unified School District

2. Federal ID Number:

95-6000915

3. By (Authorized Signature):

4. Printed Name and Title of Person Signing:

Donnie Salamanca

5. Date Executed:

11/16/2023

6. Executed in the County and State of:

San Diego, California

California State Preschool Program Fiscal Year 2024–25 Program Calendar

Contractor Name: Coronado Unified School District

County: San Diego

Vendor Number: 6803

Contract Type: CSPP

Program Type: Part-Day

Instructions: Check the box on each date your program will operate. Total days of operation will automatically calculate.

July 2024 Days of Operation 0

SUN	MON	TUE	WED	THU	FRI	SAT
N/A	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐	6 ☐
7 ☐	8 ☐	9 ☐	10 ☐	11 ☐	12 ☐	13 ☐
14 ☐	15 ☐	16 ☐	17 ☐	18 ☐	19 ☐	20 ☐
21 ☐	22 ☐	23 ☐	24 ☐	25 ☐	26 ☐	27 ☐
28 ☐	29 ☐	30 ☐	31 ☐	N/A	N/A	N/A

August 2024 Days of Operation 7

SUN	MON	TUE	WED	THU	FRI	SAT
N/A	N/A	N/A	N/A	1 ☐	2 ☐	3 ☐
4 ☐	5 ☐	6 ☐	7 ☐	8 ☐	9 ☐	10 ☐
11 ☐	12 ☐	13 ☐	14 ☐	15 ☐	16 ☐	17 ☐
18 ☐	19 ☐	20 ☐	21 ☐	22 ☐	23 ☐	24 ☐
25 ☐	26 ☐	27 ☐	28 ☐	29 ☐	30 ☐	31 ☐

September 2024 Days of Operation 19

SUN	MON	TUE	WED	THU	FRI	SAT
1 ☐	2 ☐	3 ☐	4 ☐	5 ☐	6 ☐	7 ☐
8 ☐	9 ☐	10 ☐	11 ☐	12 ☐	13 ☐	14 ☐
15 ☐	16 ☐	17 ☐	18 ☐	19 ☐	20 ☐	21 ☐
22 ☐	23 ☐	24 ☐	25 ☐	26 ☐	27 ☐	28 ☐
29 ☐	30 ☐	N/A	N/A	N/A	N/A	N/A

October 2024 Days of Operation 22

SUN	MON	TUE	WED	THU	FRI	SAT
N/A	N/A	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
6 ☐	7 ☐	8 ☐	9 ☐	10 ☐	11 ☐	12 ☐
13 ☐	14 ☐	15 ☐	16 ☐	17 ☐	18 ☐	19 ☐
20 ☐	21 ☐	22 ☐	23 ☐	24 ☐	25 ☐	26 ☐
27 ☐	28 ☐	29 ☐	30 ☐	31 ☐	N/A	N/A

November 2024 Days of Operation 15

SUN	MON	TUE	WED	THU	FRI	SAT
N/A	N/A	N/A	N/A	N/A	1 ☐	2 ☐
3 ☐	4 ☐	5 ☐	6 ☐	7 ☐	8 ☐	9 ☐
10 ☐	11 ☐	12 ☐	13 ☐	14 ☐	15 ☐	16 ☐
17 ☐	18 ☐	19 ☐	20 ☐	21 ☐	22 ☐	23 ☐
24 ☐	25 ☐	26 ☐	27 ☐	28 ☐	29 ☐	30 ☐

December 2024 Days of Operation 15

SUN	MON	TUE	WED	THU	FRI	SAT
1 ☐	2 ☐	3 ☐	4 ☐	5 ☐	6 ☐	7 ☐
8 ☐	9 ☐	10 ☐	11 ☐	12 ☐	13 ☐	14 ☐
15 ☐	16 ☐	17 ☐	18 ☐	19 ☐	20 ☐	21 ☐
22 ☐	23 ☐	24 ☐	25 ☐	26 ☐	27 ☐	28 ☐
29 ☐	30 ☐	31 ☐	N/A	N/A	N/A	N/A

January 2025 Days of Operation 17

SUN	MON	TUE	WED	THU	FRI	SAT
N/A	N/A	N/A	1 ☐	2 ☐	3 ☐	4 ☐
5 ☐	6 ☐	7 ☐	8 ☐	9 ☐	10 ☐	11 ☐
12 ☐	13 ☐	14 ☐	15 ☐	16 ☐	17 ☐	18 ☐
19 ☐	20 ☐	21 ☐	22 ☐	23 ☐	24 ☐	25 ☐
26 ☐	27 ☐	28 ☐	29 ☐	30 ☐	31 ☐	N/A

February 2025 Days of Operation 18

SUN	MON	TUE	WED	THU	FRI	SAT
N/A	N/A	N/A	N/A	N/A	N/A	1 ☐
2 ☐	3 ☐	4 ☐	5 ☐	6 ☐	7 ☐	8 ☐
9 ☐	10 ☐	11 ☐	12 ☐	13 ☐	14 ☐	15 ☐
16 ☐	17 ☐	18 ☐	19 ☐	20 ☐	21 ☐	22 ☐
23 ☐	24 ☐	25 ☐	26 ☐	27 ☐	28 ☐	N/A

March 2025 Days of Operation 19

SUN	MON	TUE	WED	THU	FRI	SAT
N/A	N/A	N/A	N/A	N/A	N/A	1 ☐
2 ☐	3 ☐	4 ☐	5 ☐	6 ☐	7 ☐	8 ☐
9 ☐	10 ☐	11 ☐	12 ☐	13 ☐	14 ☐	15 ☐
16 ☐	17 ☐	18 ☐	19 ☐	20 ☐	21 ☐	22 ☐
23 ☐	24 ☐	25 ☐	26 ☐	27 ☐	28 ☐	29 ☐
30 ☐	31 ☐	N/A	N/A	N/A	N/A	N/A

April 2025 Days of Operation 18

SUN	MON	TUE	WED	THU	FRI	SAT
N/A	N/A	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
6 ☐	7 ☐	8 ☐	9 ☐	10 ☐	11 ☐	12 ☐
13 ☐	14 ☐	15 ☐	16 ☐	17 ☐	18 ☐	19 ☐
20 ☐	21 ☐	22 ☐	23 ☐	24 ☐	25 ☐	26 ☐
27 ☐	28 ☐	29 ☐	30 ☐	N/A	N/A	N/A

May 2025 Days of Operation 21

SUN	MON	TUE	WED	THU	FRI	SAT
N/A	N/A	N/A	N/A	1 ☐	2 ☐	3 ☐
4 ☐	5 ☐	6 ☐	7 ☐	8 ☐	9 ☐	10 ☐
11 ☐	12 ☐	13 ☐	14 ☐	15 ☐	16 ☐	17 ☐
18 ☐	19 ☐	20 ☐	21 ☐	22 ☐	23 ☐	24 ☐
25 ☐	26 ☐	27 ☐	28 ☐	29 ☐	30 ☐	31 ☐

June 2025 Days of Operation 9

SUN	MON	TUE	WED	THU	FRI	SAT
1 ☐	2 ☐	3 ☐	4 ☐	5 ☐	6 ☐	7 ☐
8 ☐	9 ☐	10 ☐	11 ☐	12 ☐	13 ☐	14 ☐
15 ☐	16 ☐	17 ☐	18 ☐	19 ☐	20 ☐	21 ☐
22 ☐	23 ☐	24 ☐	25 ☐	26 ☐	27 ☐	28 ☐
29 ☐	30 ☐	N/A	N/A	N/A	N/A	N/A

Total Days of Operation: 180

EED Consultant Initials (For EED Use Only)
Date Approved by EED (For EED Use Only)

AGENDA - November 16, 2023

ACTION ITEMS (10 min.)

4.1 Adopt 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:

That the Board Adopt Revisions to Board Policies, Board Bylaws, Administrative Regulations, and/or Exhibits.

LCAP Goals:

Moved_____. Seconded_____

Ayes_____ Noes_____ Absent_____ Abstain_____ Student_____

[Board Policy Updates Oct 2023 for Approval.pdf](#)

CSBA POLICY GUIDE SHEET
September 2023

Board Policy 1160 – Political Processes

Policy updated to reflect **NEW LAW (AB 1416, 2022)** which requires the ballot label or similar description of a school district (or other local government) 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 Governing Board members, who have signed the ballot argument or are listed in the text of the argument in support or opposition of the measure unless the county board of supervisors elects not to list such supporters and opponents.

- Impact on existing practices in CUSD: There is minimal impact to existing practices in CUSD.
- Cost to CUSD: There is no cost to CUSD.
- Staff Recommendation: Staff recommend adopting the policy as written.

Board Policy 1330 – Use of School Facilities

Policy updated to caution districts when charging religious groups direct costs for use of district facilities when those costs are not charged to other groups due to the potential conflict between a U.S. Supreme Court decision and state law. Policy also updated to add that the Governing Board may authorize the use of a school building as a vote center on election day and/or during the 10 days preceding election day, as well as during key dates necessary for drop-off, set-up, and pickup of election materials, as determined by the election official.

- Impact on existing practices in CUSD: There is minimal impact to existing practices in CUSD.
- Cost to CUSD: There is a marginal increase in related staffing costs should CUSD serve as a voting site.
- Staff Recommendation: Staff recommend adopting the policy with minor language revisions.

Administrative Regulation 1330 – Use of School Facilities

Regulation updated to encourage districts to create a facilities use application and agreement for the use of school facilities and grounds by any entity other than the district, add that anyone applying to use school facilities do so as specified in district procedures and in accordance with law, and reflect **NEW LAW (AB 2028, 2022)** which authorizes the Governing Board to allow district facilities to be used by local law enforcement, public agencies, nonprofit associations, or organizations for bicycle, scooter, electric bicycle, motorized bicycle, or motorized scooter safety instruction for district students.

- Impact on existing practices in CUSD: There is minimal impact to existing practices in CUSD.
- Cost to CUSD: There is no cost to CUSD.
- Staff Recommendation: Staff recommend adopting the policy as written.

Delete - Exhibit(1) 1330 – Use of School Facilities

Exhibit deleted as unnecessary with relevant material included in administrative regulation 1330 – Use of School Facilities.

- Impact on existing practices in CUSD: There is minimal impact to existing practices in CUSD.
- Cost to CUSD: There is no cost to CUSD.
- Staff Recommendation: Staff concur with the recommendation to eliminate the exhibit.

Administrative Regulation 3311 - Bids

Regulation updated to reference the bid limit for 2023, add that for lease-leaseback, design-build, and alternative design-build projects the notice which solicits the call for bids is required to specify that the project is subject to skilled and trained workforce requirements, and reflect **NEW LAW (AB 185, 2022)** which adds, until January 1, 2029, the alternative design-build construction delivery method for projects in excess of \$5,000,000. Regulation also updated to reflect the State Allocation Board's (SAB) notification to districts which provides that modular school facilities must be competitively bid and that districts that use piggyback contracts for modular facilities are ineligible for state funding from SAC administered programs.

- **Impact on existing practices in CUSD: There is minimal impact to existing practices in CUSD.**
- **Cost to CUSD: There is no cost to CUSD.**
- **Staff Recommendation: Staff recommend adopting the policy as written.**

Administrative Regulation 3311.3 – Design-Build Contracts

Regulation updated to add that, until January 1, 2025, design-build contracts may be entered into and approved by the Governing Board. Regulation also updated to reflect **NEW LAW (AB 185, 2022)** which (1) adds, until January 1, 2029, the alternative design-build construction delivery method for projects in excess of \$5,000,000, (2) specifies that alternative design-build contracts may be awarded to the low bid or the best value, taking into consideration, at a minimum, design cost, general conditions, overhead, and profit as a component of the project price, technical design and construction expertise, and life-cycle costs, (3) provides that the district's determination of price shall be based on the open book evaluation of construction subcontracts, (4) includes that the contract may be subject to further negotiations or amendment and may be terminated by the district if the district and the design-build entity are unable to reach an agreement, and (5) requires an alternative design-build proposal for an alternative design-build project to include (a) design cost,

general conditions, overhead, and profit as a component of the project price, unless a stipulated sum for the project is specified, (b) technical design and construction expertise, and (c) life-cycle costs over 15 or more years.

- **Impact on existing practices in CUSD: There is minimal impact to existing practices in CUSD.**
- **Cost to CUSD: There is no cost to CUSD.**
- **Staff Recommendation: Staff recommend adopting the policy as written.**

Board Policy 3312 - Contracts

Policy updated to reflect **NEW LAW (SB 1439, 2022)** related to conflict of interest from campaign contributions and **NEW LAW (SB 34, 2022)** related to bribery of a public official, and include a general statement requiring Governing Board members and district employees who are involved in the making of contracts on behalf of the district to comply with the district's conflict of interest policy.

- **Impact on existing practices in CUSD: There is minimal impact to existing practices in CUSD.**
- **Cost to CUSD: There is no cost to CUSD.**
- **Staff Recommendation: Staff recommend adopting the policy as written.**

Board Policy 3460 – Financial Reports and Accountability

Policy updated to add material related to districts facing insolvency who are considering applying for an emergency apportionment, including that the Governing Board is required to discuss the need for an emergency apportionment at a regular or special meeting at which

parents/guardians, the exclusive representatives of employees of the district, and other members of the community have the opportunity to provide testimony.

- Impact on existing practices in CUSD: There is minimal impact to existing practices in CUSD.
- Cost to CUSD: There is no cost to CUSD.
- Staff Recommendation: Staff recommend adopting the policy as written.

Board Policy 3551 – Food Service Operations/Cafeteria Fund

Policy updated to reflect **NEW LAW (SB 490, 2022)** which requires districts participating in the National School Lunch and/or Breakfast Program, with annual reimbursement of \$1,000,000 or more, to (1) specify in the solicitation for bids and contracts for an agricultural food product that only the purchase of agricultural food products grown, packed, or processed domestically is authorized, unless a specific exception applies, including if the quality of the domestic product is inferior to the quality of the nondomestic product or if the bid or price of the nondomestic product is more than 25 percent lower than the bid or price of the domestic product, and (2) retain documentation justifying the use of the exception for three years from the date of purchase. Policy also updated to reflect **NEW LAW (AB 778, 2022)** which requires a district to accept a bid or price for an agricultural food product grown in California before accepting a bid or price for a domestic agricultural food product that is grown outside the state, when certain conditions are met.

- Impact on existing practices in CUSD: There is minimal impact to existing practices in CUSD.
- Cost to CUSD: There is no cost to CUSD.
- Staff Recommendation: Staff recommend adopting the policy as written.

Administrative Regulation 3551 – Food Service Operations/Cafeteria Fund

Regulation updated to include the requirement for a district with an on-site food facility to arrange to recover the maximum amount of edible food that would otherwise be disposed of and donate it to a local food recovery organization, and maintain records related to edible food recovery including a list of each food recovery service or organization that collects or receives the district's edible food, contact information for the service or organization, the types of food, frequency, and quantity that will be collected or hauled by the district, and a copy of contracts or written agreements between the district and food recovery services or organizations. Regulation also updated to reflect California Department of Education Nutrition Services Division Management Bulletin SNP-04-2022 which raises the excess net cash resources limitation to six months' average expenditures.

- Impact on existing practices in CUSD: There is minimal impact to existing practices in CUSD.
- Cost to CUSD: There is no cost to CUSD.
- Staff Recommendation: Staff recommend adopting the policy as written.

Board Policy 4151/4251/4351 – Employee Compensation

Policy updated to add that for districts participating in the Classified School Employee Summer Assistance Program, eligible classified employees may elect to have up to 10 percent of the employee's monthly salary withheld and paid out during the summer recess in either one or two payments, and reflect **NEW LAW (AB185, 2022)** which adds specific repayment procedures when a district has made a wage overpayment to a district employee.

- Impact on existing practices in CUSD: The District already participates in the Classified School Employee Summer Assistance Program. The policy memorializes this program. The District will need to engage in a more formal process for collecting overpayments.
- Cost to CUSD: There are no additional costs to the district as a result of these policy

- changes.
- **Staff Recommendation:** Staff recommend adopting the policy as written.

Administrative Regulation 4217.3 – Layoff/Rehire

Regulation updated to reflect **NEW LAW (SB 913, 2022)** which provides that for districts with an average daily attendance of less than 250,000, the definition of “length of service” for the purpose of the order of layoff and determination of seniority is the employees’ hours in paid status. Regulation also updated to reflect **NEW LAW (AB 185, 2022)** which authorizes a classified employee to be represented by an attorney or nonattorney representative of the exclusive representative of the district’s classified employees at a hearing requested by an employee as part of layoff proceedings.

- **Impact on existing practices in CUSD:** The language proposed will have minimal impact on the district.
- **Cost to CUSD:** There will be no additional costs to the district as a result of these policy changes.
- **Staff Recommendation:** Staff recommend adopting the policy as written, Option 2.

Board Policy 5131.9 – Graduation Ceremonies And Activities

Policy updated to specify a 12th grade student.

- **Impact on existing practices in CUSD:** The language proposed will have minimal impact on the district.
- **Cost to CUSD:** There will be no additional costs to the district as a result of these policy changes.
- **Staff Recommendation:** Staff recommend adopting the policy as written.

Board Policy 5131.9 – Academic Honesty

Policy updated to address prohibited and permitted student use of technology, including artificial intelligence, as it relates to academic honesty. Policy also updated to include that a student with a disability be permitted to use technology for any purpose for which technology is identified in the student’s individualized education program, that a student be given the opportunity to demonstrate that the use of technology was in accordance with policy when suspected by an employee that such use was in violation of academic honesty, and that any information acquired from an employee’s use of technology in determining whether a student has committed an act of academic dishonesty be shared with the student and the student’s parent/guardian, as appropriate. Additionally, policy updated to authorize the provision of staff training regarding the use of technology to improve education, including the detection of plagiarism and sensitivity to potential discrimination from algorithmic bias.

- **Impact on existing practices in CUSD:** The language proposed will have minimal impact on the district and provides updates language regarding student accountability with the dishonest use of artificial intelligence.
- **Cost to CUSD:** There will be no additional costs to the district as a result of these policy changes.
- **Staff Recommendation:** Staff recommend adopting the policy as written.

Board Policy 6154 – Homework/Makeup Work

Policy updated to add that meaningful homework can provide enrichment, address student use of technology, including artificial intelligence, as it relates to homework and makeup work, provide

that teacher training may include designing homework assignments that inspire students' interests, include that students may work with other students and use approved outside resources as directed by the teacher, and move material related to notifying the student's parents/guardians when a student repeatedly fails to complete homework so that it follows chronologically.

- **Impact on existing practices in CUSD:** The language proposed will have minimal impact on the district.
- **Cost to CUSD:** There will be no additional costs to the district as a result of these policy changes.
- **Staff Recommendation:** Staff recommend adopting the policy as written.

Board Policy 6162.5 – Student Assessment

Policy updated to reflect that prohibited and permitted student use of technology, including artificial intelligence, in relation to assessment, be as specified in Board Policy 5131.9 – Academic Honesty and Board Policy 6163.4 – Student Use of Technology, reference **NEW LAW (AB 114, 2023)** which includes long term English learners as a numerically significant student subgroup for purposes of demonstrating comparable improvement in academic achievement by all numerically significant subgroups, include that state interim and formative assessments may be used to communicate with students' parents/guardians and for use in identifying professional development, and that results of an individual student on the California Assessment of Student Performance and Progress may be released to a postsecondary educational institution for the purpose of credit, placement, or admission.

- **Impact on existing practices in CUSD:** The language proposed will have minimal impact on the district.
- **Cost to CUSD:** There will be no additional costs to the district as a result of these policy changes.
- **Staff Recommendation:** Staff recommend adopting the policy as written.

Administrative Regulation 7140 – Architectural and Engineering Services

Regulation updated to more closely align with law and to reflect **NEW LAW (AB 185, 2022)** which enables a district to enter into an alternative design-build contract with a single entity for both design and construction of any school facility if the contract is in excess of \$5,000,000.

- **Impact on existing practices in CUSD:** There is minimal impact to existing practices in CUSD.
- **Cost to CUSD:** There is no cost to CUSD.
- **Staff Recommendation:** Staff recommend adopting the policy as written.

Board Bylaw 9124 – Attorney

Bylaw updated to revise the first philosophical paragraph to recognize the need to provide legal representation to the district and the importance of cost-effective legal advice and services, clarify that the Governing Board may appoint and fix and order paid legal counsel's compensation, expand the types of entities that the Board may contract with to serve as legal counsel, and reflect that the Board supports pursuing collaborative legal efforts with other districts as well as other government agencies as appropriate. Bylaw also updated to clarify that districts may, but are not required, to initiate a Request for Proposals to advertise and solicit proposals for legal services, and that districts may consider the attorney's, firm's, and/or entity's relevant legal reputation when evaluating such attorneys, firms, and/or entities. Additionally, bylaw updated to reflect that any attorney representing the district is required to be admitted to practice law in California.

- **Impact on existing practices in CUSD:** There is minimal impact to existing practices in CUSD.

- Cost to CUSD: There is no cost to CUSD.
- Staff Recommendation: Staff recommend adopting the policy as written.

Policy 1160: Political Processes

Status: DRAFT

Original Adopted Date: 08/19/2010

The Governing Board has a responsibility to actively advocate fiscal and public policy that supports the district's schools and the children in the community. The Board shall be proactive in defining the district's advocacy agenda based on the district's vision and goals and the needs of the district and community. The Board's advocacy efforts shall be conducted in accordance with legal requirements.

Ballot Measures/Candidates

No district funds, services, supplies, or equipment shall be used to urge the support or defeat of any ballot measure or candidate, including any candidate for election to the Board. (Education Code 7054)

The Board may discuss and study the potential effect of proposed or qualified ballot measures on the district's schools at an open and agendaized Board meeting. The Board's discussion of the effect of such measures shall include an opportunity for staff and members of the public to speak on all sides of the issue. At that meeting, the Board may adopt a position or resolution in support of or in opposition to a ballot measure. The language in any resolution adopted by the Board shall not urge the public to take any action regarding the measure.

The Board's position on a ballot measure, including any resolution, shall be publicized only through normal district procedures and consistent with regular district practice for reporting Board actions. Such publicity shall be for informational purposes and shall not attempt to influence voters.

Individual School Board members may include their name in support of or opposition to a county, city, district, or school measure on a county ballot in accordance with Elections Code 9170.

The Superintendent or designee may use district resources to provide students, parents/guardians, and community members with fair and impartial information related to ballot measures, including information about the impact of ballot measures on the district. (Education Code 7054)

In preparing or distributing such informational material, the Superintendent or designee shall analyze the material to help ensure that it is an appropriate informational activity, provides a fair analysis of the issues, and does not advocate passage or defeat of a measure or candidate.

District resources, including email or computer systems, shall not be used to disseminate campaign literature. In addition, district resources shall not be used to purchase advertisements, bumper stickers, posters, or similar promotional items that advocate an election result or urge voters to take any action in support of or in opposition to a measure.

Political activity related to district bond measures shall, in addition to the above, be subject to the following conditions:

1. The Superintendent or designee may research, draft, and prepare a district bond measure or other initiative for the ballot, but shall not use district resources to influence voters or otherwise campaign for the measure.
2. Upon request, Board members and district administrators may appear at any time before a citizens' group to explain why the Board called for an election on a bond measure and to answer questions. (Education Code 7054.1)

If the presentation occurs during working hours, the employee representing the district shall not urge a citizens' group to vote for or against the bond measure.

3. The Board or any individual Board member may file a written argument for the ballot that is either for or against any school measure. (Elections Code 9501)

Legislation

The Board's responsibility as an advocate for the district may include lobbying and outreach at the state, national, and local levels. The Board and Superintendent or designee shall work to establish and maintain ongoing relationships with elected officials, community leaders, and the media in order to communicate district positions and concerns.

The Board and Superintendent shall develop an advocacy action plan to define expectations and responsibilities. This plan may include, but is not limited to, legislative priorities, strategies for outreach to the media and community, development of key messages and talking points, and adoption of positions on specific legislation, regulations, or budget proposals.

In order to strengthen legislative advocacy efforts, the district may work with organizations and coalitions and may join associations whose representatives lobby on behalf of their members in accordance with Government Code 53060.5.

The district may provide fair and impartial information about legislative issues affecting schools and children and shall inform the community about its advocacy activities. However, informational materials about legislation shall not urge the public to lobby the legislature, Governor, or state agencies on behalf of the district.

As necessary, the Board may direct the Superintendent or designee to draft legislative or regulatory proposals which serve the district's interests.

Legal Advocacy

The Board recognizes that some issues are more appropriately addressed judicially rather than legislatively. When a legal issue is likely to set a state or national precedent, the district may join with other districts or parties in order to resolve the issue through litigation or other appropriate means.

Political Forums

Forums on political issues may be held in district facilities as long as the forum is made available to all sides of the issue on an equitable basis. (Education Code 7058)

Policy 1330: Use Of School Facilities

Status: DRAFT

Original Adopted Date: 12/11/2014

The Governing Board believes that school facilities and grounds are a vital community resource which should be used to foster community involvement and development. Therefore, the Board authorizes the use of school facilities by district residents and community groups for purposes specified in the Civic Center Act, to the extent that such use does not interfere with school activities or other school-related uses.

The Superintendent or designee shall give priority to school-related activities in the use of school facilities and grounds. Other uses authorized under the Civic Center Act shall be on a first-come, first-served basis.

For the effective management and control of school facilities and grounds, the Superintendent or designee shall maintain procedures and regulations that: (Education Code 38133)

1. Aid, encourage, and assist groups desiring to use school facilities for approved activities
2. Preserve order in school facilities and on school grounds and protect school facilities, including the designation of a person to supervise this task, if necessary
3. Ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of schoolwork

Subject to prior approval by the Board, the Superintendent or designee may grant the use of school facilities or grounds on those days on which district schools are closed. (Education Code 37220)

There shall be no advertising on school facilities and grounds except as specified in Board Policy 1325 - Advertising and Promotion.

As necessary to ensure efficient use of school facilities, the Superintendent or designee may, with the Board's approval, enter into an agreement for the joint use of any school facilities or grounds. The Board shall approve any such agreement only if it determines that it is in the best interest of the district and the community.

Fees

The Board shall adopt a comprehensive schedule of fees to be charged for community use of school facilities and grounds, including, but not limited to, the multipurpose room(s), playing or athletic field(s), track and field venue(s), tennis court(s), and outdoor basketball court(s). The schedule of fees shall be prepared in accordance with 5 CCR 14037-14041. (5 CCR 14041)

The Board authorizes the use of school facilities or grounds, without charge, by nonprofit organizations and by clubs or associations organized to promote youth and school activities, including, but not limited to, Girl Scouts, Boy Scouts, Camp Fire USA, YMCA, parent-teacher associations, school-community advisory councils. Other groups that request the use of school facilities under the Civic Center Act shall be charged an amount not to exceed direct costs determined in accordance with 5 CCR 14037-14041. (Education Code 38134)

Additionally, when any use of school facilities or grounds is for religious services, the district shall charge an amount at least equal to the district's direct costs. (Education Code 38134)

Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the district's students. (Education Code 38134)

Calculating Direct Costs

Direct costs to be charged for community use of each, or each type of, school facility or grounds shall be calculated

in accordance with 5 CCR 14038 and may reflect the community's proportionate share of the following costs: (Education Code 38134; 5 CCR 14038-14041)

1. Capital direct costs calculated in accordance with 5 CCR 14039, including the estimated costs of maintenance, repair, restoration, and refurbishment of non-classroom space school facilities or grounds
2. Operational direct costs calculated in accordance with 5 CCR 14040, including estimated costs of supplies, utilities, janitorial services, other services performed by district employees and/or contracted workers, and salaries and benefits paid to district employees directly associated with the administration of the Civic Center Act to operate and maintain school facilities and grounds

Direct cost fees shall not be discounted to any group or organization except when the discount is specifically authorized in the adopted fee schedule. (5 CCR 14041)

Expending Funds Collected as Capital Direct Costs

Any funds collected as capital direct costs shall be deposited into a special fund to be used only for capital maintenance, repair, restoration, and refurbishment of school facilities and grounds. (5 CCR 14042)

Use of School Facility as Polling Place

The Board may authorize the use of school buildings as polling places, or vote centers for election day. The Board may also authorize the use of school buildings, without cost, for the storage of voting machines and other vote-tabulating devices. However, if a city or county elections official specifically requests the use of a school building as a polling place, or vote center on election day and/or during the 10 days preceding election day, as well as during key dates necessary for drop-off, set-up, and pick-up of election materials, as determined by the elections official, the Board shall allow its use for such purpose. If school will be in session, the Superintendent or designee shall identify to elections officials the specific areas of the school buildings not occupied by school activities that will be allowed for use as a polling place or vote center. (Elections Code 12283)

When a school is used as a polling place or vote center, the Superintendent or designee shall provide the elections official a site with an adequate amount of space that will allow the precinct board to perform its duties in a manner that will not impede, interfere, or interrupt the normal process of voting and shall make a telephone line for Internet access available for use by local elections officials if so requested. The Superintendent or designee shall make a reasonable effort to ensure that the site is accessible to persons with disabilities. (Elections Code 12283)

The Superintendent or designee shall establish procedures to ensure student safety and minimize disruptions whenever school is in session while the facilities are being used as a polling place or vote center.

Regulation 1330: Use Of School Facilities

Status: DRAFT

Original Adopted Date: 06/18/2015

Application for Use of Facilities

Any person applying for the use of any school facilities or grounds on behalf of any society, group, or organization shall present written authorization from the group or organization to make the application.

Anyone applying to use school facilities shall do so as specified in district procedures and in accordance with law.

Civic Center Use

Subject to district policies and regulations, school facilities and grounds shall be available to citizens and community groups as a civic center for the following purposes: (Education Code 32282, 38131, 51860)

1. Public, literary, scientific, recreational, educational, or public agency meetings
2. The discussion of matters of general or public interest
3. The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization
4. Child care programs to provide supervision and activities for children of preschool and elementary school age
5. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies
6. Supervised recreational activities, including, but not limited to, sports league activities for youth that are arranged for and supervised by entities, including religious organizations or churches, and in which youth may participate regardless of religious belief or denomination
7. A community youth center
8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare
9. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization

A veterans' organization means the American Legion, Veterans of Foreign Wars, Disabled American Veterans, United Spanish War Veterans, Grand Army of the Republic, or other duly recognized organization of honorably discharged soldiers, sailors, or marines of the United States, or any of their territories. (Military and Veterans Code 1800)

10. Bicycle, scooter, electric bicycle, motorized bicycle, or motorized scooter safety instruction for district students by local law enforcement, public agencies, nonprofit associations, or organizations specified in Education Code 38134
11. Other purposes deemed appropriate by the Governing Board

Restrictions

School facilities or grounds shall not be used for any of the following activities:

1. Any use by an individual or group for the commission of any crime or any act prohibited by law
2. Any use which is inconsistent with the use of school facilities for school purposes or which interferes with the regular conduct of school or school work

3. Any use which involves the possession, consumption, or sale of drugs or any restricted substances, including tobacco
4. Any use which involves the possession, consumption, or sale of alcoholic beverages, except for special events approved by the Superintendent or designee pursuant to Business and Professions Code 25608 which are covered by a special events permit pursuant to Division 9 of the Business and Professions Code and which will occur at a time when students are not on the grounds. Any such use of school facilities shall be subject to any limitations that may be necessary to reduce risks to the district and ensure the safety of participants, as determined by the Superintendent or designee. Applicable limitations shall be clearly stated in the facility use agreement to be signed by the user's representative.

The district may exclude certain school facilities from nonschool use for safety or security reasons.

Damage and Liability

Groups, organizations, or persons using school facilities or grounds shall be liable for any property damage caused by the activity. The district may charge the amount necessary to repair the damages and may deny the group further use of school facilities or grounds. (Education Code 38134)

Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its negligence during the use of district facilities or grounds. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. (Education Code 38134)

Groups or organizations shall provide the district with evidence of insurance against claims arising out of the group's own negligence when using school facilities. (Education Code 38134)

When permitted by law, the Superintendent or designee shall require a hold harmless agreement and indemnification when warranted by the type of activity or the specific facilities being used.

Regulation 3311: Bids

Status: DRAFT

Original Adopted Date: 03/02/2017 | **Last Revised Date:** 02/08/2018

Advertised/Competitive Bids

The district shall advertise for any of the following: (Public Contract Code 20111)

1. A public project contract that involves an expenditure of \$15,000 or more, including a contract for construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition, or repair work involving a district owned, leased, or operated facility
2. A contract that exceeds the amount specified in law, as annually adjusted by the Superintendent of Public Instruction, for any of the following:
 - a. The purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district
 - b. Services, not including construction services or special services and advice in accounting, financial, legal, or administrative matters
 - c. Repairs that are not a public project, including maintenance

Maintenance means routine, recurring, and usual work for preserving, protecting, and keeping a district facility operating in a safe, efficient, and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered, or repaired. Maintenance includes, but is not limited to, carpentry, electrical, plumbing, glazing, and other craft work designed to preserve the facility, as well as repairs, cleaning, and other operations on machinery and other permanently attached equipment. Maintenance does not include painting, repainting, or decorating other than touchup, or among other types of work, janitorial or custodial services and protection provided by security forces. (Public Contract Code 20115)

Instructions and Procedures for Advertised Bids

The Superintendent or designee shall call for bids by placing a notice at least once a week for two weeks in a local newspaper of general circulation published in the district, or if no such newspaper exists, then in some newspaper of general circulation that is circulated in the county. The Superintendent or designee also may post the notice on the district's website or through an electronic portal. The notice shall state the work to be done or materials or supplies to be furnished and the time and place and website where bids will be opened. (Public Contract Code 20112)

The notice shall contain the time, date, and location of any mandatory prebid conference, site visit, or meeting and details regarding when and where project documents, including the final plan and specifications, are available. Any such mandatory visit or meeting shall occur not less than five calendar days after the publication of the initial notice. For lease-leaseback, design-build, and alternative design-build projects, the notice shall specify that the project is subject to skilled and trained workforce requirements. (Education Code 17250.25, 17250.62, 17407.5; Public Contract Code 2600, 6610)

Bid instructions and specifications shall include the following requirements and information:

1. All bidders shall certify in writing the minimum, if not exact, percentage of post-consumer materials in products, materials, goods, or supplies offered or sold. (Public Contract Code 22152)
2. All bids for construction work shall be presented under sealed cover. The district may accept a bid that has been submitted electronically or on paper. (Public Contract Code 20111, 20112)

The bid shall be accompanied by a form of bidder's security, including either cash, a cashier's check payable to the district, a certified check made payable to the district, or a bidder's bond executed by an admitted surety insurer and made payable to the district. The security of unsuccessful bidders shall be returned in a reasonable period of time, but in no event later than 60 days after the bid is awarded. (Public Contract Code 20111, 20112)

3. When a standardized proposal form is provided by the district, bids not presented on the standard form shall

be disregarded. (Public Contract Code 20111.5)

4. Bids shall not be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time. (Public Contract Code 20112)
5. When two or more identical lowest or highest bids are received, the Governing Board may determine by lot which bid shall be accepted. (Public Contract Code 20117)
6. If the district requires that the bid include prices for items that may be added to or deducted from the scope of work in the contract, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid. In the absence of such a specification, only the method provided in Item #6a below shall be used. (Public Contract Code 20103.8)
 - a. The lowest bid shall be the lowest total of the bid prices on the base contract without consideration of the prices on the additive or deductive items.
 - b. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that were specifically identified in the bid solicitation as being used for the purpose of determining the lowest bid price.
 - c. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that, when taken in order from a specifically identified list of those items in the solicitation, and added to or subtracted from the base contract, are less than or equal to a funding amount publicly disclosed by the district before the first bid is opened.

The lowest bid shall be determined in a manner that prevents any information that would identify any of the bidders or proposed subcontractors or suppliers from being revealed to the district before the ranking of all bidders from lowest to highest has been determined. (Public Contract Code 20103.8)

7. In determining the lowest bid, the district shall consider only responsive bids that conform to bid specifications and are submitted by responsible bidders who have demonstrated trustworthiness, quality, fitness, capacity, and experience to satisfactorily perform the public works contract.
 - a. When a bid is determined to be nonresponsive, the Superintendent or designee shall notify the bidder and give the bidder an opportunity to respond to the determination.
 - b. When the lowest bidder is determined to be nonresponsive, the Superintendent or designee shall notify the bidder of the right to present evidence of the bidder's responsibility at a hearing before the Board.
8. After being opened, all submitted bids become public records pursuant to Government Code 7920.530 and shall be made available for public review pursuant to law, Board policy, and administrative regulation.

Prequalification Procedure

When required by law or the Board, the Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. For this purpose, the Superintendent or designee shall furnish prospective bidders a standardized prequalification questionnaire and financial record which, when completed, shall indicate a bidder's statement of financial ability and experience in performing public works. The bidder's information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection. (Code of Civil Procedure 446; Public Contract Code 20111.5, 20111.6)

When any public project involves an expenditure of \$1,000,000 or more and is funded or reimbursed wholly or partly by the School Facilities Program funds or other future state school bond, the district shall prequalify prospective bidders either quarterly or annually. The prequalification shall be valid for one year and the following requirements shall apply: (Public Contract Code 20111.6)

1. Prospective bidders, including, but not limited to, prime, general engineering, and general building contractors and electrical, mechanical, and plumbing subcontractors, as defined in Public Contract Code 4113 or Business and Professions Code 7056 or 7057, as applicable, shall submit a standardized questionnaire and financial

statement 10 or more business days, as determined by the district, before the date fixed for the public opening of sealed bids.

2. Prospective bidders shall be prequalified by the district five or more business days, as determined by the district, before the date fixed for the public opening of sealed bids.

If the project includes electrical, mechanical, or plumbing components that will be performed by electrical, mechanical, or plumbing contractors, the Superintendent or designee shall make available to all bidders a list of prequalified general contractors and electrical, mechanical, and plumbing subcontractors five or more business days, as determined by the district, before the date fixed for the public opening of sealed bids. (Public Contract Code 20111.6)

For all other contracts requiring competitive bidding, the district may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification. Prospective bidders for such contracts shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids and shall be prequalified by the district at least one day before the fixed bid-opening date. (Public Contract Code 20111.5)

Award of Contract

The district shall award each contract to the lowest responsible bidder, except in the following circumstances:

1. When the contract is for the procurement and/or maintenance of electronic data processing systems and supporting software, in which case the Board may contract with any one of the three lowest responsible bidders (Public Contract Code 20118.1)
2. When the contract is for any transportation service which involves an expenditure of more than \$10,000 and which will be made with any person or corporation other than a common carrier, municipally owned transit system, or a parent/guardian of a student who is to be transported, in which case the Board may contract with other than the lowest bidder (Education Code 39802)
3. When the contract is one for which the Board has established goals and requirements relating to participation of disabled veteran or small business enterprises in accordance with Public Contract Code 2000-2002, in which case the Board may contract with the lowest responsible bidder who submits a responsive bid and complies or makes a good faith effort to comply with the goals and requirements (Public Contract Code 2000-2002)
4. When procuring a lease-leaseback contract, in which case the Board shall award the contract based on objective criteria for determining the best combination of price and qualifications in accordance with Education Code 17400 and 17406
5. When procuring a design-build contract for a public works project in excess of \$1,000,000 in accordance with Education Code 17250.20, in which case the Board may award the contract to either the low bid or the best value to the district, taking into consideration, at a minimum, price, technical design and construction expertise, and life-cycle costs (Education Code 17250.20, 17250.25)
6. When procuring an alternative design-build contract for a public works project in excess of \$5,000,000 in accordance with Education Code 17250.62, in which case the Board may award the contract to either the low bid or the best value, taking into consideration, at a minimum design cost, general conditions, overhead, and profit as a component of the project price; technical design and construction expertise; and life-cycle costs (Education Code 17250.61, 17250.62)

Protests by Bidders

If the bidder believes that the award is not in compliance with law, Board policy, or the bid specification, the bidder may protest the award. A protest must be filed in writing with the Superintendent or designee within five working days after receipt of notification of the contract award and shall include all documents supporting or justifying the protest. A bidder's failure to file the protested documents in a timely manner shall constitute a waiver of the right to protest the award of the contract.

The Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision

in writing within 30 working days. The Superintendent or designee may also convene a meeting with the bidder in order to attempt to resolve the problem.

The bidder may appeal the Superintendent or designee's decision to the Board. The Superintendent or designee shall provide notice to the bidder of the date and time for Board consideration of the protest at least three business days before the Board meeting. The Board's decision shall be final.

Limitation on Use of Sole Sourcing

In any contract for the construction, alteration, or repair of school facilities, the Superintendent or designee shall ensure that the bid specification: (Public Contract Code 3002, 3400)

1. Does not directly or indirectly limit bidding to any one specific concern
2. Does not call for a designated material, product, thing, or service by a specific brand or trade name, unless the specification is followed by the words "or equal," so that bidders may furnish any equal material, product, thing, or service

In any such case, the bid specification shall provide a time period, before and/or after the award of the contract, for the contractor to submit data substantiating the request for substituting the designated material, product, thing, or service. If no such time period is specified, the contractor may submit the data within 35 days after the award of the contract.

When the bid is for a roof project, a material, product, thing, or service is considered "equal" to that designated if it is equal in quality, durability, design, and appearance; will perform the intended function equally well; and conforms substantially to the detailed requirements in the bid specification. (Public Contract Code 3002)

However, the Superintendent or designee may designate a specific material, product, thing, or service by brand or trade name, also known as sole sourcing, if the Board has made a finding, described in the invitation for bids or request for proposals (RFP), that a particular material, product, thing, or service is designated for any of the following purposes: (Public Contract Code 3400)

1. To conduct a field test or experiment to determine its suitability for future use
2. To match others in use on a particular public improvement that has been completed or is in the course of completion
3. To obtain a necessary item that is only available from one source
4. To respond to the Board's declaration of an emergency, as long as the declaration has been approved by four-fifths of the Board when issuing the invitation for bid or RFP

Bids Not Required

Without advertising for bids and upon a determination that it is in the best interest of the district, the Board may "piggyback" by authorizing another public corporation or agency, by contract, lease, requisition, or purchase order, to lease data-processing equipment or to purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner that the other public corporation or agency is authorized to make the leases or purchases from a vendor. Alternatively, if the public corporation or agency has an existing contract with a vendor for the lease or purchase of personal property, the district may authorize the lease or purchase of personal property directly from the vendor and make payments under the same terms that are available to the public corporation or agency under the contract. (Public Contract Code 20118)

Without advertising for bids, the Board may enter into an energy service contract and any related facility ground lease, when it determines that the terms of the contract and lease are in the best interest of the district and meet the cost effectiveness requirements specified in Government Code 4217.12. The Board's determination shall be made at a regularly scheduled public hearing of which notice is given to the public at least two weeks in advance and shall be

based on a cost and saving comparison finding specified in Government Code 4217.12. (Government Code 4217.12)

Supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals may be purchased in any amount without taking estimates or advertising for bids. (Public Contract Code 20118.3)

Perishable foodstuffs and seasonal commodities needed in the operations of cafeterias may be purchased through bid or on the open market. (Education Code 38083)

Bids shall not be required for day labor under circumstances specified in Public Contract Code 20114. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis. (Public Contract Code 20114)

In an emergency when any repairs, alterations, work, or improvement to any school facility is necessary to permit the continuance of existing school classes or to avoid danger to life or property, the Board may, by unanimous vote and with the approval of the County Superintendent of Schools, contract for labor and materials or supplies without advertising for or inviting bids or may authorize the use of day labor or force account for the emergency purpose. (Public Contract Code 1102, 20113)

The district may purchase any surplus property from the federal government or any of its agencies in any quantity needed for the operation of its schools without taking estimates or advertising for bids. (Education Code 17602)

Regulation 3311.3: Design-Build Contracts

Status: DRAFT

Original Adopted Date: 03/02/2017 | **Last Revised Date:** 05/20/2021

Until January 1, 2025, the Governing Board may approve a design-build contract with a single entity for both design and construction of any school facility in excess of \$1,000,000, awarding the contract to either the low bid or the best value as determined by evaluation of objective criteria. (Education Code 17250.20)

Additionally, until January 1, 2029, the Board may approve an alternative design-build contract with a single entity for both design and construction of any school facility in excess of \$5,000,000. Such contracts may be awarded to the low bid or the best value, taking into consideration, at a minimum, design cost, general conditions, overhead, and profit as a component of the project price, technical design and construction expertise, and life-cycle costs. The district's determination of price shall be based on the open book evaluation of construction subcontracts. The contract may be subject to further negotiations or amendment and may be terminated by the district if the district and the design-build entity are unable to reach an agreement. (Education Code 17250.61, 17250.62, 17250.65)

Design-build documents shall not include provisions for long-term project operations, but may include operations during a training or transition period. (Education Code 17250.25, 17250.62)

Procedures for Awarding the Contract

The procurement process for design-build and alternative design-build projects shall be as follows: (Education Code 17250.25, 17250.35, 17250.62, 17250.65; Public Contract Code 2600)

1. Performance Specifications: The district shall prepare a set of documents setting forth the scope and estimated price of the project. The documents may include, but are not limited to:
 - a. The size, type, and desired design character of the project
 - b. Performance specifications that cover the quality of materials, equipment, and workmanship
 - c. Preliminary plans or building layouts
 - d. Any other information deemed necessary to describe adequately the district's needs

The performance specifications and any plans shall be prepared by a design professional who is duly licensed and registered in California.

2. Prequalification: The district shall prepare and issue a request for qualifications in order to prequalify, or develop a short list of, the design-build entities whose proposals shall be evaluated for final selection. The request for qualifications shall include, but is not limited to, all of the following elements:
 - a. Identification of the basic scope and needs of the project or contract, the expected cost range, the methodology that will be used by the district to evaluate proposals, the procedure for final selection of the design-build entity, and any other information deemed necessary by the district to inform interested parties of the contracting opportunity
 - b. Significant factors that the district reasonably expects to consider in evaluating qualifications, including technical design and construction expertise, acceptable safety record, and all other non-price-related factors
 - c. A standard template request for statements of qualifications prepared by the district, which shall contain all of the information required pursuant to Education Code 17250.25 or 17250.62
 - d. A notice that the project is subject to the skilled and trained workforce requirements specified in Public Contract Code 2600-2603

The district also may identify specific types of subcontractors that must be included in the statement of qualifications and proposal.

3. Request for Proposals: The district shall prepare a request for proposals (RFP) that invites prequalified or short-listed entities to submit competitive sealed proposals in a manner prescribed by the district. The RFP shall include the information identified in Items #2a, 2b, and 2d above and the relative importance or weight assigned to each of the factors. If the district uses a best value selection method for a project, the district may reserve the right to request proposal revisions and hold discussions and negotiations with responsive proposers, in which case the district shall so specify in the request for proposals and shall publish separately or incorporate into the request for proposals applicable procedures to be observed by the district to ensure that any discussions or negotiations are conducted in good faith.
4. Selection Based on Low Bid: For those projects utilizing low bid as the final selection method, the bidding process shall result in lump-sum bids by the prequalified or short-listed design-build entities, and the contract shall be awarded to the lowest responsible bidder
5. Selection Based on Best Value: For those projects utilizing best value as a selection method, the following procedures shall be used:
 - a. Competitive proposals shall be evaluated using only the criteria and selection procedures specifically identified in the request for proposals. Criteria shall be weighted as deemed appropriate by the district. The proposal for a design-build project, as specified in 17250.25, shall, at a minimum, include price, unless a stipulated sum is specified; technical design and construction experience; and life-cycle costs over 15 or more years. The proposal for an alternative design-build project, as specified in 17250.62, shall, at a minimum, include design cost, general conditions, overhead, and profit as a component of the project price, unless a stipulated sum for the project is specified; technical design and construction expertise; and life-cycle costs over 15 or more years.
 - b. Following any discussions or negotiations with responsive proposers and completion of the evaluation process, the responsive proposers shall be ranked on a determination of value provided, provided that no more than three proposers are required to be ranked
 - c. The contract shall be awarded to the responsible entity whose proposal is determined by the district to have offered the best value to the public
 - d. The district shall publicly announce the contract award, identifying the entity to which the award is made and the basis of the award. This statement and the contract file shall provide sufficient information to satisfy an external audit.

Skilled and Trained Workforce

A design-build entity shall not be prequalified or short-listed unless the entity provides an enforceable commitment to the district that the entity and its subcontractors at every tier will use a skilled and trained workforce to perform all work on the project or contract that falls within an apprenticeable occupation in the building and construction trades. The entity may demonstrate such commitment through a project labor agreement, by becoming a party to the district's project labor agreement, or through an agreement with the district to provide evidence of compliance on a monthly basis during the performance of the project or contract. (Education Code 17250.25, 17250.62; Public Contract Code 2602)

Skilled and trained workforce means that all the workers performing the work are either skilled journeypersons or apprentices registered in a state-approved apprenticeship program. At least 60 percent of the skilled journeypersons employed to perform the work shall be graduates of an apprenticeship program for the applicable occupation or at least 60 percent of the hours worked by skilled journeypersons shall be performed by graduates of an apprenticeship program, with the exception of certain occupations specified in Public Contract Code 2601 which are subject to a 30 percent threshold. (Public Contract Code 2601)

If the contractor fails to provide the monthly report demonstrating compliance with the skilled and trained workforce requirements or provides an incomplete report, the district shall withhold further payments until a complete report is provided. If a report does not demonstrate compliance with the skilled and trained workforce requirements, the district shall withhold further payments until the contractor provides a sufficient plan to achieve substantial compliance with respect to the relevant apprenticeable occupation, prior to completion of the contract or project. In addition, the district shall forward to the Labor Commissioner a copy of the monthly report, any plan to achieve compliance, and the district's response to that plan. (Public Contract Code 2602)

Policy 3312: Contracts

Status: DRAFT

Original Adopted Date: 06/18/2015

The Governing Board recognizes its responsibility to enter into contracts on behalf of the district for the acquisition of equipment, supplies, services, and other resources necessary for the achievement of district goals. In exercising this authority to enter into a contract, the Board shall ensure that the district's interest is protected, that the terms of the contract conform to applicable legal standards, including the bidding requirements in Public Contract Code 20111.

In addition, Board members and district employees involved in the making of contracts on behalf of the district shall comply with the district's conflict of interest policy as specified in Board Bylaw 9270 - Conflict of Interest.

The Board may, by a majority vote, delegate to the Superintendent or designee the authority to enter into contracts on behalf of the district. To be valid or to constitute an enforceable obligation against the district, all such contracts must be approved and/or ratified by the Board.

Every contract entered into on behalf of the district shall be made available for public inspection, except when the law prohibits disclosure. No contract shall prohibit a district employee from disparaging the goods or services of any contracting party.

Contracts for Non-nutritious Foods or Beverages

The district shall not enter into or renew a contract for the sale of foods or beverages that do not meet applicable nutritional standards specified in Education Code 49431-49431.7, 5 CCR 15500-15501 or 15575-15578, or 7 CFR 210.11 or 220.12, unless the contract specifies that such sale will occur off campus or outside the time restriction specified in the applicable law.

Before the district enters into or renews a contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, or non-nutritious foods as defined in law, the Board shall ensure that the district has sufficient internal controls in place to protect the integrity of public funds and to ensure that funds raised as a result of the contract benefit public education. (Education Code 35182.5)

The Superintendent or designee shall develop the district's internal control procedures to protect the integrity of public funds. Such internal controls may include, but not be limited to, the following:

1. Procedures that produce accurate and reliable financial statements and, at the same time, safeguard the assets, financial resources, and integrity of every employee responsible for handling money or property. Control systems shall be systematically evaluated and revised to keep pace with the changing responsibilities of management.
2. Procedures to ensure that district personnel do not handle cash or product at the school site. The contract shall specify that the vendor stock the machines and shall provide cash accounting, along with a check, for district proceeds directly to the control office.

Any contract for the sale or advertisement of non-nutritious foods or carbonated or non-nutritious beverages shall be entered into on a competitive bid basis pursuant to Public Contract Code 20111 or through the issuance of a Request for Proposal. (Education Code 35182.5)

The Board shall not enter into or renew any contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, or non-nutritious foods until parents/guardians, students, and members of the public have had an opportunity to comment on the contract at a public hearing held during a regularly scheduled Board meeting. The Board shall clearly, and in a manner recognizable to the general public,

identify in the agenda the contract to be discussed at the meeting. (Education Code 35182.5)

The public hearing shall include, but not be limited to, a discussion of the nutritional value of foods and beverages sold within the district; the availability of fresh fruit, vegetables, and grains in school meals and snacks, including locally grown and organic produce; the amount of fat, sugar, and additives in the foods and beverages discussed; and barriers to student participation in school breakfast and lunch programs. (Education Code 35182.5)

The contract shall be accessible to the public and may not include a confidentiality clause that would prevent the district or a district school from making any part of the contract public. (Education Code 35182.5)

Contracts for Electronic Products or Services

The Board shall not enter into a contract for electronic products or services that requires the dissemination of advertising to students, unless the Board: (Education Code 35182.5)

1. Enters into the contract at a noticed, public hearing of the Board.
2. Makes a finding that the electronic product or service is or would be an integral component of the education of students.
3. Makes a finding that the district cannot afford to provide the electronic product or service unless it contracts to permit dissemination of advertising to students.
4. As part of the district's normal, ongoing communication to parents/guardians, provides written notice that the advertising will be used in the classroom or other learning center.
5. Offers parents/guardians the opportunity to request in writing that their child not be exposed to the program that contains the advertising. A request shall be honored for the school year in which it is submitted, or longer if specified, but may be withdrawn by the parents/guardians at any time.

Contracts for Digital Storage and Maintenance of Student Records

The district may enter into or renew a contract with a third party for the purpose of providing services, including cloud-based services, for the digital storage, management, and retrieval of student records and/or to provide digital educational software that authorizes a third-party provider of digital educational software to access, store, and use student records. For these purposes, student records include any information maintained by the district that is directly related to a student and any information acquired directly from the student through the use of instructional software or applications assigned to the student by a teacher or other district employee, and do not include de-identified information. (Education Code 49073.1)

Any such contract shall contain all of the following: (Education Code 49073.1)

1. A statement that student records continue to be the property of and under the control of the district
2. If applicable, a description of the means by which students may retain possession and control of their own student-generated content, as defined in Education Code 49073.1, including options by which a student may transfer student-generated content to a personal account
3. A prohibition against the third party using any information in the student record for any purpose other than those required or specifically permitted by the contract
4. A description of the procedures by which a parent/guardian or a student age 18 years or older may review personally identifiable information in the student's records and correct erroneous information
5. A description of the actions the third party will take, including the designation and training of responsible individuals, to ensure the security and confidentiality of student records
6. A description of the procedures for notifying the affected parent/guardian, or the affected student if age 18 years or older, in the event of an unauthorized disclosure of the student's records

7. A certification that a student's records shall not be retained or available to the third party upon completion of the terms of the contract and a description of how that certification will be enforced, except that these requirements shall not apply to student-generated content if the student chooses to establish or maintain an account with the third party for the purpose of storing that content
8. A description of how the district and the third party will jointly ensure compliance with the federal Family Educational Rights and Privacy Act, 20 USC 1232g
9. A prohibition against the third party using personally identifiable information in student records to engage in targeted advertising

Contracts for Personal Services

In order to achieve cost savings, the district may enter into or renew a contract for any personal service that is currently or customarily performed by classified employees, if the contract does not displace school district employees and meets other conditions specified in Education Code 45103.1. To enter into or renew such a contract, the Board shall ensure that the district meets the numerous conditions specified in Education Code 45103.1.

In addition, the district may enter into or renew any contract for personal service without meeting the conditions described above, if any of the following conditions exists: (Education Code 45103.1)

1. The contract is for new district functions and the Legislature has specifically mandated or authorized the performance of the work by independent contractors
 2. The services contracted are not available within the district, cannot be performed satisfactorily by district employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the district
 3. The services are incidental to a contract for the purchase or lease of real or personal property, including, but not be limited to, agreements to service or maintain office equipment or computers that are leased or rented
 4. The district's policy, administrative, or legal goals and purposes cannot be accomplished through the utilization of persons selected pursuant to the regular or ordinary district hiring process
 5. The nature of the work is such that the criteria for emergency appointments, as defined in Education Code 45103.1, apply
 6. The contractor will provide equipment, materials, facilities, or support services that could not feasibly be provided by the district in the location where the services are to be performed
 7. The services are of such an urgent, temporary, or occasional nature that the delay that would result from using the district's regular or ordinary hiring process would frustrate their very purpose
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Policy 3460: Financial Reports And Accountability

Status: DRAFT

Original Adopted Date: 06/20/2013 | **Last Revised Date:** 03/09/2023

The Governing Board is committed to ensuring public accountability and the fiscal health of the district. The Board shall adopt sound fiscal management policies and practices, oversee the district's financial condition, and continually evaluate whether the district's budget and financial operations support the district's goals for student achievement.

The Superintendent or designee shall ensure that district financial reports are prepared in accordance with law and in conformity with generally accepted accounting principles and financial reporting standards stipulated by the Governmental Accounting Standards Board and the California Department of Education (CDE). The Superintendent or designee shall establish a system of ongoing internal controls to ensure the reliability of financial reporting.

When required by law or as directed by the Board, the Superintendent or designee shall submit to the Board reports of the district's financial status, including, but not limited to, any report specified in this Board policy or accompanying administrative regulation. When submission of any such report to a local, state, and/or federal agency requires prior Board approval, the Superintendent or designee shall provide the report to the Board in sufficient time to enable the Board to carefully review the report without breaking any applicable submission deadline.

The Board shall regularly assess the district's financial position and communicate the results to the public, and shall use financial reports to determine the actions and budget amendments, if any, that are needed to ensure the district's financial stability. If district conditions predict fiscal distress or indicate that the district might not be able to meet its fiscal obligations, the Board and Superintendent or designee shall take action to resolve these conditions without delay. The Board shall work cooperatively with the County Superintendent of Schools to improve the district's fiscal health and may contract with an external individual or organization to provide the district with needed advice or fiscal management or training.

If the district is facing fiscal insolvency, the Board may consider applying to the state for an emergency apportionment that exceeds 200 percent of the district's recommended reserve. Before applying for such emergency apportionment, the Board shall discuss, at a regular or special meeting, the need for an emergency apportionment and receive testimony regarding the apportionment from parents/guardians, the exclusive representatives of employees of the district, and other members of the community. (Education Code 41326)

Unaudited Actual Receipts and Expenditures

On or before September 15, the Board shall approve and file with the County Superintendent a statement of the district's unaudited actual receipts and expenditures for the preceding fiscal year. The Superintendent or designee shall prepare this statement using the state's standardized account code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI). (Education Code 42100)

Gann Appropriations Limit Resolution

On or before September 15, the Board shall, at a regular or special meeting, adopt a resolution identifying, pursuant to Government Code 7900-7914, the district's estimated appropriations limit for the current fiscal year and the actual appropriations limit for the preceding fiscal year. Documentation used to identify these limits shall be made available to the public on the day of the Board meeting. (Education Code 42132; Government Code 7910)

Interim Reports/Certification of Ability to Meet Fiscal Obligations

Each fiscal year, the Superintendent or designee shall submit two interim reports to the Board. The first report shall cover the district's financial and budgetary status for the period ending October 31 and the second report shall cover the period ending January 31. These reports and supporting data shall be made available by the district for public review. (Education Code 42130)

Within 45 days after the close of the period reported, the Board shall approve the interim report and, on the basis of the interim report and any additional financial information known by the Board, shall certify in writing whether the

district will be able to meet its fiscal obligations for the remainder of the fiscal year and, based on current forecasts, for the two subsequent fiscal years. The certification shall be classified as one of the following: (Education Code 42130, 42131)

1. "Positive certification" indicating that the district will meet its financial obligations for the current fiscal year and two subsequent fiscal years
2. "Qualified certification" indicating that the district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years
3. "Negative certification" indicating that the district will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year

The Superintendent or designee shall submit a copy of each interim report and certification to the County Superintendent using the state's SACS software, as prescribed by the SPI. (Education Code 42130, 42131)

If the district's certification is subsequently changed by the County Superintendent from a positive to a qualified or negative certification, or from a qualified to a negative certification, the Board may appeal the decision to the SPI within five days of receiving the notice of change. (Education Code 42131)

Whenever the district receives a qualified or negative certification from the Board or the County Superintendent, the Superintendent or designee shall cooperate in the implementation of any remedial actions taken or prescribed by the County Superintendent. (Education Code 42131)

If the second interim report is accompanied by a qualified or negative certification, the Board shall, no later than June 1, provide to the County Superintendent, the State Controller, and the SPI a financial statement as of April 30 ("third interim report") that projects the district's fund and cash balances through June 30. (Education Code 42131)

If at any time during the fiscal year, the County Superintendent concludes that the district's budget does not comply with the standards and criteria for financial stability and conducts a comprehensive review of the district's financial and budgetary conditions, the Board shall review any report of the County Superintendent's findings and recommendations at a public Board meeting. Within 15 days of receiving the report, the district shall notify the County Superintendent and the SPI of the Board's proposed actions on the recommendation. (Education Code 42637)

Audit Report

By April 1 of each year, the Board shall provide for an annual audit of the district's books and accounts. (Education Code 41020)

To conduct the audit, the Board shall select a certified public accountant or public accountant licensed by the State Board of Accountancy from among those deemed qualified by the State Controller. (Education Code 41020, 41020.5)

Except when, as determined by the Education Audits Appeal Panel, no otherwise eligible auditor is available, a public accounting firm whose lead or coordinating audit partner having primary responsibility for the audit or whose audit partner responsible for reviewing the audit has performed audit services for the district in each of the six previous fiscal years shall not be selected to perform a district audit. (Education Code 41020)

No later than December 15, the report of the audit for the preceding fiscal year shall be filed with the County Superintendent, CDE, and the State Controller. (Education Code 41020)

Prior to December 15 whenever possible, but in no case later than January 31, the Board shall review, at an open

meeting, the annual district audit for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of correction or plans to correct any exceptions or any issue raised in a management letter. (Education Code 41020.3)

The Board shall have an opportunity at the meeting to ask questions of the auditor and request further information about the audit findings.

Regulation 3551: Food Service Operations/Cafeteria Fund

Status: DRAFT

Original Adopted Date: 06/21/2018 | **Last Revised Date:** 09/15/2022

Payments for Meals

The Superintendent or designee shall maintain a system for accurately recording payments received and tracking meals provided to each student.

At the beginning of the school year, the Superintendent or designee shall communicate the district's meal payment policies through multiple methods, including, but not limited to:

1. Explaining the meal charge policy within registration materials provided to parents/guardians at the start of the school year
2. Including the policy in print versions of student handbooks, if provided to parents/guardians annually
3. Providing the policy whenever parents/guardians are notified regarding the application process for free and reduced-price meals, such as in the distribution of eligibility forms at the start of the school year
4. Posting the policy on the district's website

Reimbursement Claims

The Superintendent or designee shall maintain records of the number of meals served each day by school site and by category of free and reduced-price meals. The Superintendent or designee shall submit reimbursement claims for school meals to the California Department of Education (CDE) using the online Child Nutrition Information and Payment System.

Donation of Leftover Food

The District shall take steps to minimize food waste and reduce food insecurity in district schools. (Health and Safety Code 114079)

The Superintendent or designee shall arrange to recover the maximum amount of edible food that would otherwise be disposed for donation to a local food recovery organization. (14 CCR 18991.3)

The district may also provide sharing tables where students and staff may return appropriate unused cafeteria food items to be made available to students during the course of a regular school meal time. If food on the sharing tables is not taken by a student, the school cafeteria may donate the food to a food bank or any other nonprofit charitable organization. (Health and Safety Code 114079)

Food that may be donated includes prepackaged, nonpotentially hazardous food with the packaging still intact and in good condition, whole uncut produce that complies with Health and Safety Code 113992, unopened bags of sliced fruit, unopened containers of milk that are immediately stored in a cooling bin maintained at 41 degrees Fahrenheit or below, and perishable prepackaged food if it is placed in a proper temperature-controlled environment. The preparation, safety, and donation of food shall be consistent with Health and Safety Code 113980. (Health and Safety Code 114079)

The Superintendent or designee shall maintain records related to edible food recovery including a list of each food recovery service or organization that collects or receives the district's edible food, contact information for the service or organization, the types of food, frequency, and quantity that will be collected or hauled by the district, and a copy of contracts or written agreements between the district and food recovery services or organizations. (14 CCR 18991.4)

Cafeteria Fund and Account

All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. (Education Code 38090, 38093)

The cafeteria fund shall be used only for those expenditures authorized by the Governing Board as necessary for the operation of school cafeterias in accordance with Education Code 38100-38103, 2 CFR Part 200 Appendix VII, and the California School Accounting Manual.

The district may use cafeteria funds to supplement the provision of a nutritionally adequate breakfast and/or lunch to district students when permitted by law.

Any charges to, or transfers from, a food service program shall be dated and accompanied by a written explanation of the purpose of and basis for the expenditure. (Education Code 38101)

Indirect costs charged to the food service program shall be based on either the district's prior year indirect cost rate as approved by CDE or the statewide average approved indirect cost rate for the second prior fiscal year, whichever is less. (Education Code 38101)

Net cash resources in the nonprofit school food service shall not exceed six months' average expenditures. (7 CFR 210.14, 220.7)

U.S. Department of Agriculture Foods

The district shall provide facilities for the storage and control of foods received through the U.S. Department of Agriculture (USDA) that protect against theft, spoilage, damage, or other loss. Such storage facilities shall maintain donated foods in sanitary conditions, at the proper temperature and humidity, and with adequate air circulation. The district shall comply with all federal, state, or local requirements related to food safety and health and procedures for responding to a food recall, as applicable, and shall obtain all required health inspections. (7 CFR 250.14)

The Superintendent or designee shall maintain inventories of USDA foods in accordance with 7 CFR 250.59 and CDE procedures, and shall ensure that foods are used before their expiration dates.

USDA donated foods shall be used in school lunches as far as practicable. USDA foods also may be used in other nonprofit food service activities, including, but not limited to, school breakfasts or other meals, a la carte foods sold to students, meals served to adults directly involved in the operation and administration of the food service and to other school staff, and training in nutrition, health, food service, or general home economics instruction for students, provided that any revenues from such activities accrue to the district's nonprofit food service account. (7 CFR 250.59)

Contracts with Outside Services

The term of any contract for food service management or consulting services shall not exceed one year. Any renewal of the contract or further requests for proposals to provide such services shall be considered on a year-to-year basis. (Education Code 45103.5; 7 CFR 210.16)

Any contract for management of the food service operation shall be approved by CDE and comply with the conditions in Education Code 49554 and 7 CFR 210.16 as applicable. The district shall retain control of the quality, extent, and general nature of its food services. (Education Code 49554; 42 USC 1758; 7 CFR 210.16)

Any contract for consulting services shall not result in the supervision of food service classified staff by the management consultant, nor shall it result in the elimination of any food service classified staff or position or have any adverse effect on the wages, benefits, or other terms and conditions of employment of classified food service staff or positions. All persons providing consulting services shall be subject to applicable employment conditions related to health and safety as listed in Education Code 45103.5. (Education Code 45103.5)

Policy 3551: Food Service Operations/Cafeteria Fund

Status: DRAFT

Original Adopted Date: 06/21/2018 | **Last Revised Date:** 09/15/2022

The Governing Board intends that school food services shall be a self-supporting, nonprofit program. To ensure program quality and cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of foods and supplies, the planning of menus, and the auditing of all food service accounts for the district.

The Superintendent or designee shall ensure that food service director(s) possess the qualifications required by 7 CFR 210.30 and California Department of Education (CDE) standards.

At least once each year, food service administrators, other appropriate personnel who conduct or oversee administrative procedures, and other food service personnel shall receive training provided by CDE. (42 USC 1776)

Meal Sales

Any student who requests a meal shall be served a nutritionally adequate breakfast and lunch free of charge, each school day. (Education Code 49501.5)

As permitted by law, additional or second meals, adult meals, and other nonprogram foods, such as smart snack compliant food and beverages sold in vending machines, may be sold to students. (Education Code 38082, 49501.5)

Meals may be sold to district employees, Board members, and employees or members of the fund or association maintaining the cafeteria. (Education Code 38082)

In addition, meals may be sold to nonstudents, including parents/guardians, volunteers, students' siblings, or other individuals, who are authorized by the Superintendent or designee to be on campus. Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture (USDA) foods.

Meal prices, as recommended by the Superintendent or designee and approved by the Board, shall be based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760.

The Superintendent or designee shall establish strategies and procedures for the collection of meal payments. Such procedures shall conform with 2 CFR 200.426 and any applicable CDE guidance. The Superintendent or designee shall clearly communicate these procedures to students and parents/guardians, and shall make this policy and the accompanying administrative regulation available to the public pursuant to Education Code 49557.5.

Cafeteria Fund and Account

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of food services and for reasonable and necessary indirect program costs as allowed by law.

The wages, salaries, and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)

Contracts with Outside Services

With Board approval, the district may enter into a contract for food service consulting services or management services in one or more district schools. (Education Code 45103.5; 42 USC 1758; 7 CFR 210.16)

Procurement of Foods, Equipment and Supplies

To the maximum extent practicable, foods purchased for use in school meals by the district or by any entity purchasing food on its behalf shall be domestic commodities or products. Domestic commodity or product means an agricultural commodity that is produced in the United States and a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States. (42 USC 1760; 7 CFR

210.21)

When soliciting for bids and contracts for the purchase of an agricultural food product, the district shall specify in the solicitation that only the purchase of agricultural food products grown, packed, or processed domestically is authorized, unless a specific exception applies. A nondomestic food product may be purchased for use in the district's food service program only as a last resort when the product is not produced or manufactured in the United States in sufficient and reasonably available quantities of a satisfactory quality, the quality of the domestic product is inferior to the quality of the nondomestic product, or the bid or price of the nondomestic product is more than 25 percent lower than the bid or price of the domestic product. In such cases, the Superintendent or designee shall retain documentation justifying the use of the exception for three years from the date of purchase. (Food and Agriculture Code 58596.3)

Furthermore, the district shall accept a bid or price for an agricultural food product grown in California before accepting a bid or price for a domestic agricultural food product that is grown outside the state, if the quality of the California-grown product is comparable and the bid or price does not exceed the lowest bid or price for domestic product produced outside the state. (Food and Agriculture Code 58595)

Bid solicitations and awards for purchases of equipment, materials, or supplies in support of the district's child nutrition program, or for contracts awarded pursuant to Public Contract Code 2000, shall be consistent with the federal procurement standards in 2 CFR 200.318-200.326. Awards shall be let to the most responsive and responsible party. Price shall be the primary consideration, but not the only determining factor, in making such an award. (Public Contract Code 20111)

Program Monitoring and Evaluation

The Superintendent or designee shall present to the Board, at least annually, financial reports regarding revenues and expenditures related to the food service program.

The Superintendent or designee shall provide all necessary documentation required for the Administrative Review conducted by CDE to ensure compliance of the district's food service program with federal requirements.

Policy 4151: Employee Compensation

Status: DRAFT

Original Adopted Date: 12/15/2016 | **Last Revised Date:** 09/10/2020

In order to recruit and retain employees committed to the district's goals for student learning, the Governing Board recognizes the importance of offering a competitive compensation package which includes salaries and health and welfare benefits.

The Board shall adopt separate salary schedules for certificated, classified, and supervisory and administrative personnel. These schedules shall comply with law and collective bargaining agreements and shall be printed and made available for review at the district office. (Education Code 45022, 45023, 45160, 45162, 45268)

Each certificated employee, except an employee in an administrative or supervisory position, shall be classified on the salary schedule on the basis of uniform allowance for education level and years of experience, unless the Board and employee organization negotiate and mutually agree to a salary schedule based on different criteria. Certificated employees shall not be placed in different classifications on the schedule, nor paid different salaries, solely on the basis of the grade levels at which they teach. (Education Code 45028)

Salary schedules for staff who are not a part of a bargaining unit shall be determined by the Board at the recommendation of the Superintendent or designee.

The Board shall determine the frequency and schedule of salary payments, including whether payments for employees who work less than 12 months per year will be made over the course of the school year or in equal installments over the calendar year. However, if the district participates in the Classified School Employee Summer Assistance Program, eligible classified employees may elect to have up to 10 percent of the employee's monthly salary withheld and paid out during the summer recess in either one or two payments. (Education Code 45038, 45039, 45048, 45165, 45500)

In extraordinary circumstances or emergency situations, the Board may determine to continue to compensate employees during periods of extended closure or disruption of normal district operations when permitted by law and consistent with collective bargaining agreements and memoranda of understanding.

The Superintendent or designee shall post a notice explaining the Fair Labor Standards Act's wage and hour provisions in a conspicuous place at each work site. (29 CFR 516.4)

Overtime Compensation

District employees shall be paid an overtime rate of not less than one and one-half times their regular rate of pay for any hours worked in excess of eight hours in one day and/or 40 hours in one work week, or twice their regular rate of pay for any hours worked in excess of 12 hours in one day or eight hours on the seventh consecutive day of work. However, teachers, school administrators, and other employees in positions established by the Board as executive, administrative, or professional shall be exempt from overtime rules. (Education Code 45128, 45130; 29 USC 213; 29 CFR 541.0-541.710, 553.27, 553.32)

When authorized in a collective bargaining agreement or other agreement between the district and employees, an employee may take compensatory time off in lieu of overtime compensation, provided the employee has not accrued compensatory time in excess of the limits specified in 29 USC 207. An employee who has requested the use of compensatory time shall be allowed to use such time within 12 calendar months after making the request if the use of the compensatory time does not unduly disrupt district operations. (Education Code 45129; 29 USC 207; 29 CFR 553.20-553.25)

For each nonexempt employee, the Superintendent or designee shall maintain records on the employee's wages, hours, and other information specified in 29 CFR 516.5-516.6.

Wage Overpayment

If the district determines an employee has been overpaid, the district shall notify the employee in writing of the overpayment, afford the employee an opportunity to respond before commencing any recoupment actions, and inform the employee of the employee's rights to dispute the existence or amount of the claimed overpayment. If the employee agrees there was an overpayment in the claimed amount, reimbursement shall be made to the district through one of the methods described in Education Code 44042.5 as mutually agreed upon by the employee and the district. (Education Code 44042.5)

If a mutual agreement on a method of reimbursement is not reached, within 30 days of the employee verifying the overpayment amount, the district shall recoup the overpayment through payroll deductions in accordance with Education Code 44042.5.

If the employee does not respond or disputes the existence or amount of the district's claimed overpayment, the district shall, with board approval, initiate a legal action to recover the overpayment. (Education Code 44042.5)

If the employee separates from the district before the overpayment is fully repaid, the district shall withhold the remaining balance due from any money owed to the employee upon separation, provided that the state minimum wage is still paid to the employee as required by Education Code 44042.5. The Superintendent or designee may consult with legal counsel to calculate the amount to withhold.

If an outstanding overpayment balance still remains, the district shall, with Board approval, exercise any legal means to recover the remaining amount owed by the employee. (Education Code 44042.5)

Legal action to recover any overpayment under this policy shall be initiated within three years from the date of the overpayment, which for leave credits is the date that the employee receives compensation in exchange for leave erroneously credited to the employee. (Education Code 44042.5)

Regulation 4217.3: Layoff/Rehire

Status: DRAFT

Original Adopted Date: 02/21/2013 | **Last Revised Date:** 06/23/2022

Classified employees shall be subject to layoff for lack of work or lack of funds. (Education Code 45114, 45308)

A classified employee shall not be laid off if a short-term employee is retained to render a service that the classified employee is qualified to render. (Education Code 45117)

Order of Layoff Within a Classification/Determination of Seniority

Within each class, the order of layoff shall be determined by length of service. (Education Code 45114, 45308)

Length of service shall be determined by the date of hire. The employee who has been employed the shortest time in the class, plus higher classes, by the district shall be laid off first. (Education Code 45308)

For an employee in a "restricted position" under Education Code 45105 or 45259, the original date of employment in the restricted position shall be used to determine the length of service, provided the employee has completed six months of satisfactory service and has successfully passed the qualifying examination required for service in the class. (Education Code 45105)

Notice of Layoff and Hearing Rights

Whenever a permanent classified employee is to be laid off for lack of work or lack of funds, the Superintendent or designee shall, no later than March 15 and before the employee is given formal notice by the Governing Board, give to the employee written notice of the recommendation, the reasons that the employee's services will not be required for the ensuing year, any displacement rights, reemployment rights, and the employee's right to a hearing. The district shall adhere to the notice, hearing, and layoff procedures in Education Code 45117, Government Code 11503 and 11505, and other applicable provisions of law. (Education Code 45117)

An employee who is so notified may request a hearing to determine if there is cause for not reemploying the employee for the ensuing year. The request shall be in writing and shall be delivered to the person who sent notice to the employee, on or before March 15 but not less than seven days after the date the notice is served on the employee. Failure of an employee to request a hearing on or before the date specified shall constitute a waiver of the employee's right to a hearing. (Education Code 45117)

The Superintendent or designee shall serve an employee who timely requests a hearing with District Statement of Reduction in Force documents. The employee has five calendar days from service of the documents to timely file a notice of participation with the district. The parties are entitled to discovery, if requested within 15 days of service. (Education Code 45117)

If a hearing is requested by a permanent classified employee, the proceeding shall be conducted and a decision made by an administrative law judge in accordance with Government Code 11500-11529. At the hearing, the employee may be represented by an attorney or by a nonattorney representative of the employee organization designated as the exclusive representative for classified employees. The Board shall make a final decision regarding the sufficiency of the cause and disposition of the layoff upon receipt of the administrative law judge's proposed decision. None of the findings, recommendations, or determinations in the proposed decision prepared by the administrative law judge shall be binding on the Board. (Education Code 45117)

Following the Board's decision, the Superintendent or designee shall give final notice of termination to the affected employee(s) before May 15 unless a continuance was granted after a request for hearing was made, in which case such date may be extended by the number of days of the continuance. (Education Code 45117)

If 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, 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, and that it is therefore necessary to decrease the number of classified employees due to lack of work or lack of funds, the Board may issue a District

Statement of Reduction in Force to those employees in accordance with a schedule of notice and hearing adopted by the Board, and layoff proceedings shall be carried out as required by law. (Education Code 45117)

When classified positions are eliminated as a result of the expiration of a specifically funded program, the district shall give written notice to the affected employee(s) not less than 60 days prior to the effective date of the layoff informing the employee(s) of the layoff date, any displacement rights, and employment rights. (Education Code 45117)

The district is not required to provide a layoff notice to any person hired as a short-term employee for a period not exceeding 60 days whose service may not be extended or renewed. (Education Code 45117)

Additionally, the district may release probationary classified employees without notice or hearing for reasons other than lack of work or lack of funds. (Education Code 45117)

Reemployment

Classified employees laid off because of lack of work or lack of funds shall be eligible for reemployment for a period of 39 months and shall be reemployed in preference to new applicants. Reemployment shall be in order of seniority. Persons so laid off also have the right to apply and establish their qualification for vacant promotional positions within the district during the 39-month period. (Education Code 45114, 45298, 45308)

When a vacancy occurs, the district shall give the employee with the most seniority an opportunity to accept or reject the position, by first calling the employee at the employee's last known telephone number to notify the employee of the vacancy and then sending written notice by certified and standard mail to the employee's last known address. The employee shall advise the district of the decision by any means no later than 10 calendar days from the date the notice was sent. If the employee accepts, the employee shall report to work no later than two calendar weeks from the vacancy notification date or on a later date specified by the district.

In order to be reemployed, the employee must be capable of performing the essential duties of the job with or without reasonable accommodations. When an otherwise eligible employee is unable to perform the essential duties of the job, the employee shall be kept on the reemployment list until another opportunity becomes available or the period of reemployment eligibility expires, whichever occurs first.

Upon rejecting two offers of reemployment, the employee's name shall be removed from the reemployment list and the employee will forfeit all reemployment rights to which the employee would otherwise be entitled.

When an employee is notified of a vacancy and fails to respond or report to work within time limits specified by district procedures, the employee's name shall be removed from the reemployment list and all reemployment rights to which the employee would otherwise be entitled shall be forfeited.

If an employee is reemployed in a new position and fails to complete the probationary period in the new position, the employee shall be returned to the reemployment list for the remainder of the 39-month period. The remaining time period shall be calculated as the time remaining in the 39-month period as of the date of reemployment. (Education Code 45114, 45298)

Reinstatement of Benefits

When a laid-off employee is reemployed, all accumulated sick leave credit shall be restored.

A laid-off permanent employee shall be reemployed with all rights and benefits accorded at the time of layoff.

A laid-off probationary employee shall be reemployed as a probationary employee, and the previous time served toward the completion of the required probationary period shall be counted. The employee shall also be reemployed with all rights and benefits accorded to a probationary employee at the time of layoff.

A laid-off employee, when reemployed, shall be placed on the salary step held at the time of layoff. An employee who was bumped into a lower class shall, when reinstated to the previous class, be placed on the salary step to

which the employee would have progressed had the employee remained there. An adjusted anniversary date shall be established for step increment purposes so as to reflect the actual amount of time served in the district.

Voluntary Demotion or Reduction of Hours

Classified employees who take voluntary demotion or voluntary reduction in assigned time in lieu of layoff, or in order to remain in their present position rather than be reclassified or reassigned, shall be granted the same rights as employees who are laid off. In addition, such employees shall retain eligibility to be considered for reemployment in their previously held class or position with increased assigned time, for an additional period of time up to 24 months as determined by the Board on a class-by-class basis, provided that the same test of fitness under which they qualified for appointment to that class shall still apply. (Education Code 45114, 45298)

Employees who take voluntary demotion or voluntary reduction in assigned time in lieu of layoff shall have the option of returning to a position in their former class or to positions with increased assigned time as vacancies become available and without limitation of time. If there is a valid reemployment list, they shall be ranked on that list in accordance with their proper seniority. (Education Code 45114, 45298)

Policy 4251: Employee Compensation

Status: DRAFT

Original Adopted Date: 12/15/2016 | **Last Revised Date:** 09/10/2020

In order to recruit and retain employees committed to the district's goals for student learning, the Governing Board recognizes the importance of offering a competitive compensation package which includes salaries and health and welfare benefits.

The Board shall adopt separate salary schedules for certificated, classified, and supervisory and administrative personnel. These schedules shall comply with law and collective bargaining agreements and shall be printed and made available for review at the district office. (Education Code 45022, 45023, 45160, 45162, 45268)

Each certificated employee, except an employee in an administrative or supervisory position, shall be classified on the salary schedule on the basis of uniform allowance for education level and years of experience, unless the Board and employee organization negotiate and mutually agree to a salary schedule based on different criteria. Certificated employees shall not be placed in different classifications on the schedule, nor paid different salaries, solely on the basis of the grade levels at which they teach. (Education Code 45028)

Salary schedules for staff who are not a part of a bargaining unit shall be determined by the Board at the recommendation of the Superintendent or designee.

The Board shall determine the frequency and schedule of salary payments, including whether payments for employees who work less than 12 months per year will be made over the course of the school year or in equal installments over the calendar year. However, if the district participates in the Classified School Employee Summer Assistance Program, eligible classified employees may elect to have up to 10 percent of the employee's monthly salary withheld and paid out during the summer recess in either one or two payments. (Education Code 45038, 45039, 45048, 45165, 45500)

In extraordinary circumstances or emergency situations, the Board may determine to continue to compensate employees during periods of extended closure or disruption of normal district operations when permitted by law and consistent with collective bargaining agreements and memoranda of understanding.

The Superintendent or designee shall post a notice explaining the Fair Labor Standards Act's wage and hour provisions in a conspicuous place at each work site. (29 CFR 516.4)

Overtime Compensation

District employees shall be paid an overtime rate of not less than one and one-half times their regular rate of pay for any hours worked in excess of eight hours in one day and/or 40 hours in one work week, or twice their regular rate of pay for any hours worked in excess of 12 hours in one day or eight hours on the seventh consecutive day of work. However, teachers, school administrators, and other employees in positions established by the Board as executive, administrative, or professional shall be exempt from overtime rules. (Education Code 45128, 45130; 29 USC 213; 29 CFR 541.0-541.710, 553.27, 553.32)

When authorized in a collective bargaining agreement or other agreement between the district and employees, an employee may take compensatory time off in lieu of overtime compensation, provided the employee has not accrued compensatory time in excess of the limits specified in 29 USC 207. An employee who has requested the use of compensatory time shall be allowed to use such time within 12 calendar months after making the request if the use of the compensatory time does not unduly disrupt district operations. (Education Code 45129; 29 USC 207; 29 CFR 553.20-553.25)

For each nonexempt employee, the Superintendent or designee shall maintain records on the employee's wages, hours, and other information specified in 29 CFR 516.5-516.6.

Wage Overpayment

If the district determines an employee has been overpaid, the district shall notify the employee in writing of the overpayment, afford the employee an opportunity to respond before commencing any recoupment actions, and inform the employee of the employee's rights to dispute the existence or amount of the claimed overpayment. If the employee agrees there was an overpayment in the claimed amount, reimbursement shall be made to the district through one of the methods described in Education Code 44042.5 as mutually agreed upon by the employee and the district. (Education Code 44042.5)

If a mutual agreement on a method of reimbursement is not reached, within 30 days of the employee verifying the overpayment amount, the district shall recoup the overpayment through payroll deductions in accordance with Education Code 44042.5.

If the employee does not respond or disputes the existence or amount of the district's claimed overpayment, the district shall, with board approval, initiate a legal action to recover the overpayment. (Education Code 44042.5)

If the employee separates from the district before the overpayment is fully repaid, the district shall withhold the remaining balance due from any money owed to the employee upon separation, provided that the state minimum wage is still paid to the employee as required by Education Code 44042.5. The Superintendent or designee may consult with legal counsel to calculate the amount to withhold.

If an outstanding overpayment balance still remains, the district shall, with Board approval, exercise any legal means to recover the remaining amount owed by the employee. (Education Code 44042.5)

Legal action to recover any overpayment under this policy shall be initiated within three years from the date of the overpayment, which for leave credits is the date that the employee receives compensation in exchange for leave erroneously credited to the employee. (Education Code 44042.5)

Policy 4351: Employee Compensation

Status: DRAFT

Original Adopted Date: 12/15/2016 | **Last Revised Date:** 09/10/2020

In order to recruit and retain employees committed to the district's goals for student learning, the Governing Board recognizes the importance of offering a competitive compensation package which includes salaries and health and welfare benefits.

The Board shall adopt separate salary schedules for certificated, classified, and supervisory and administrative personnel. These schedules shall comply with law and collective bargaining agreements and shall be printed and made available for review at the district office. (Education Code 45022, 45023, 45160, 45162, 45268)

Each certificated employee, except an employee in an administrative or supervisory position, shall be classified on the salary schedule on the basis of uniform allowance for education level and years of experience, unless the Board and employee organization negotiate and mutually agree to a salary schedule based on different criteria. Certificated employees shall not be placed in different classifications on the schedule, nor paid different salaries, solely on the basis of the grade levels at which they teach. (Education Code 45028)

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The Superintendent or designee shall post a notice explaining the Fair Labor Standards Act's wage and hour provisions in a conspicuous place at each work site. (29 CFR 516.4)

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District employees shall be paid an overtime rate of not less than one and one-half times their regular rate of pay for any hours worked in excess of eight hours in one day and/or 40 hours in one work week, or twice their regular rate of pay for any hours worked in excess of 12 hours in one day or eight hours on the seventh consecutive day of work. However, teachers, school administrators, and other employees in positions established by the Board as executive, administrative, or professional shall be exempt from overtime rules. (Education Code 45128, 45130; 29 USC 213; 29 CFR 541.0-541.710, 553.27, 553.32)

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Legal action to recover any overpayment under this policy shall be initiated within three years from the date of the overpayment, which for leave credits is the date that the employee receives compensation in exchange for leave erroneously credited to the employee. (Education Code 44042.5)

Policy 5127: Graduation Ceremonies And Activities

Status: DRAFT

Original Adopted Date: 06/16/2011 | **Last Reviewed Date:** 06/16/2011

High school graduation ceremonies shall be held to recognize those students who have earned a diploma by successfully completing the required course of study, satisfying district standards, and passing any required assessments. The Governing Board believes that these students deserve the privilege of a public celebration that recognizes the significance of their achievement and encourages them to continue the pursuit of learning throughout their lives.

At the discretion of the Superintendent or designee, a 12th grade student who will complete graduation requirements during the summer may participate in graduation exercises without receiving his/her diploma. When the requirements have been satisfied, a diploma shall be sent to the student.

High school students who have passed the California High School Proficiency Examination or the General Educational Development Test must also meet district graduation requirements in order to participate in graduation ceremonies.

The school or district shall not direct invocations, prayers, or benedictions at graduation ceremonies.

Honors and Awards

To honor superior academic achievement, graduation ceremonies shall include recognition of valedictorian(s) and salutatorian(s). Valedictorian(s) and salutatorian(s) shall be selected based on established criteria and procedures that use multiple measures of academic performance.

The Superintendent or designee shall identify other school-sponsored awards which may be given during graduation exercises. A separate awards program may be held to recognize graduating students receiving other school and nonschool awards.

Conduct at Graduation Ceremonies

Any student participating in a graduation ceremony shall comply with district policies and regulations pertaining to student conduct.

The Superintendent or designee may require graduating students to wear ceremonial attire, such as cap and gown, at the ceremony.

However, any graduating student who has completed basic training and is an active member of any branch of the United States Armed Forces may, at his/her option, wear his/her military dress uniform at the ceremony. (Education Code 35183.3)

Disciplinary Considerations

In order to encourage high standards of student conduct and behavior, the principal may deny a student the privilege of participating in graduation ceremonies and/or activities in accordance with school rules. Prior to denial of the privilege, the student, and where practicable his/her parent/guardian, shall be made aware of the grounds for such denial and shall be given an opportunity to respond. If a privilege is to be denied, the student and parent/guardian shall receive written notice of the denied privilege and the means whereby he/she may appeal the decision.

Policy 5131.9: Academic Honesty

Status: DRAFT

Original Adopted Date: 08/19/2010

The Governing Board believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not cheat, lie, plagiarize, or commit other acts of academic dishonesty.

Students, parents/guardians, staff, and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty. Students found to have committed an act of academic dishonesty shall be subject to district and school-site discipline rules.

The Superintendent or designee may establish a committee comprised of students, parents/guardians, staff, administrators, and members of the public to develop standards of academic honesty, measures of preventing dishonesty, and specific consequences for acts of dishonesty. Any recommendations for discipline shall be incorporated into the school's site level discipline rules.

Prohibited and Permitted Technology Use

As the district's standards for academic achievement are designed to challenge all students to reach their full potential in acquiring the knowledge and skills needed for success in postsecondary education, employment, and responsible citizenship, any use of technology that prevents or inhibits a student from achieving these standards is prohibited. Prohibited uses include, but are not limited to, using technology primarily or solely for the completion of coursework as a student's original work and generating answers to mathematical, scientific, or analytical problems.

Permitted uses of technology include, but are not limited to, conducting research, correcting grammar and spelling, and learning from educational applications such as tutoring systems and language learning applications.

Additionally, consistent with the limitations expressed in this policy and with teacher consent, students may also use technology to assist with assessments, homework, and/or makeup work or other uses approved by the teacher.

However, a student with a disability shall be permitted to use technology for any purpose identified in the student's individualized education program as a tool to support the student's learning.

If an employee suspects that a student has used technology in violation of this policy, the student shall be given the opportunity to demonstrate that the use of technology was in accordance with this policy.

Any information acquired from an employee's use of technology in determining whether a student has committed an act of academic dishonesty shall be shared with the student, and the student's parent/guardian as appropriate.

The Superintendent or designee may provide training to staff regarding the use of technology to improve education, including the detection of plagiarism and sensitivity to potential discrimination from algorithmic bias.

Policy 6154: Homework/Makeup Work

Status: DRAFT

Original Adopted Date: 03/02/2017 | **Last Revised Date:** 02/13/2020

The Governing Board recognizes that meaningful homework assignments can be a valuable extension of student learning time, provide enrichment, and assist students in developing good study habits. Homework and/or makeup work shall be assigned when necessary to support classroom lessons, enable students to complete unfinished assignments, or review and apply academic content for better understanding.

Students may use technology to assist with homework and/or makeup work in conducting research, correcting grammar and spelling, and learning from educational applications such as tutoring systems and language learning applications, as specified in Board Policy 5131.9 - Academic Honesty and Board Policy 6163.4 - Student Use of Technology.

The Superintendent or designee shall collaborate with school administrators and teachers to develop and regularly review guidelines for the assignment of homework and the related responsibilities of students, staff, and parents/guardians.

Homework assignments shall be reasonable in length and appropriate to the grade level and course. The Board expects that the number, frequency, and degree of difficulty of homework assignments will increase with the grade level and the maturity of students. Teachers shall assign homework only as necessary to fulfill academic goals and reinforce current instruction.

As needed, teachers may receive training in designing relevant homework assignments that reinforce classroom learning objectives and inspire students' interests.

Although on-time completion of homework is important to maintain academic progress, the Board recognizes that students learn at different rates. Students shall receive credit for work that is completed late in order to encourage their continued learning.

Age-appropriate instruction may be given to help students allocate their time wisely, meet their deadlines, learn to work independently, and develop good personal study habits.

At the beginning of the school year, teachers shall communicate homework expectations to students and their parents/guardians. Homework guidelines shall also be included in student and/or parent/guardian handbooks. These communications shall include the manner in which homework relates to achievement of academic standards and course content, the impact of homework assignments on students' grades, any school resources and programs that are available to provide homework support, and ways in which parents/guardians may appropriately assist their children.

Although it is the student's responsibility to undertake assignments independently, parents/guardians may serve as a resource and are encouraged to ensure that their child's homework assignments are completed. Students may also work with other students and use approved outside resources as directed by the teacher.

To further support students' homework efforts, the Superintendent or designee may establish and maintain electronic forums, provide access to school library media centers and technological resources, and/or provide before-school and after-school programs where students can receive homework assistance from teachers, volunteers, and/or student tutors. The Board encourages the Superintendent or designee to design class and transportation schedules that will enable students to make use of homework support services.

Teachers shall review all completed homework to assess the student's understanding of academic content and shall provide timely feedback to the student.

If a student repeatedly fails to complete homework, the teacher shall notify the student's parents/guardians as soon as possible so that corrective action can be taken prior to the release of any final grades or report cards.

Makeup Work

Students who are absent from school shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time.

The Superintendent or designee shall notify parents/guardians that no student may have a grade reduced or lose academic credit for any excused absence when missed assignments and tests are satisfactorily completed within a reasonable period of time. Such notification shall include the full text of Education Code 48205. (Education Code 48980)

Suspended Students

When a parent/guardian of a student who has been suspended for two or more school days requests homework that the student would otherwise have been assigned, the student's teacher shall provide such homework. If a homework assignment is requested and is turned in to the teacher by the student either upon the student's return from suspension or within the timeframe originally prescribed by the teacher, whichever is later, and is not graded before the end of the academic term, the homework assignment shall not be included in the calculation of the student's overall grade in the class. (Education Code 48913.5)

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the suspension. (Education Code 48913)

Policy 6162.5: Student Assessment

Status: DRAFT

Original Adopted Date: 09/13/2018

The Governing Board recognizes that student assessments are an important instructional and accountability tool. To obtain the most accurate evaluation of student performance, the district shall use a variety of measures, including district, state, and/or national assessments.

Any student use of technology to complete assessments shall be as specified in Board Policy 5131.9 - Academic Honesty and Board Policy 6163.4 - Student Use of Technology.

Assessment data shall be used to help determine individual students' progress, mastery of academic standards, appropriate placement in district programs, and/or eligibility for graduation. In addition, summary data on student assessment results shall be used by the district to identify and review student achievement goals in the district's local control and accountability plan, evaluate district educational programs in order to identify needed improvements, and, as appropriate, evaluate staff performance.

In selecting or developing any district assessment, the Superintendent or designee shall examine evidence of its reliability, its validity for the intended purpose and for various student populations, and the extent to which it aligns with the material that is being taught.

The Superintendent or designee shall ensure that assessments are administered in accordance with law and test publisher's directions, and that test administration procedures are fair and equitable for all students.

As appropriate, assessment results shall be disaggregated by student subgroup, classroom, grade level, and/or school site to allow for critical analysis of student needs.

The Superintendent or designee shall provide professional development as needed to assist administrators and teachers in interpreting and using assessment data to improve student performance and the instructional program.

When districtwide and school-level results of student assessments are published by the state, the Superintendent or designee may provide supplementary information to assist parents/guardians and the community in understanding test results.

Interim and Formative Assessments

State interim and formative assessments may be used in combination with other sources of information to gain timely feedback about student progress in an effort to continually adjust instruction to improve learning, and for communicating with students' parents/guardians and identifying professional development goals. Results from interim and formative assessments shall not be used for any high-stakes purpose, including, but not limited to, teacher or other school staff evaluation, accountability, student grade promotion or retention, graduation, course or class placement, identification for gifted or talented education, reclassification of English learners, or identification as an individual with exceptional needs. (Education Code 60642.6, 60642.7)

The Superintendent or designee shall ensure that teachers who administer interim and formative assessments have access to all functions and information designed for teacher use related to such assessments and student performance on the assessments. (Education Code 60642.6)

Individual Record of Accomplishment

The Superintendent or designee shall ensure that each student, by the end of grade 12, has an individual record of accomplishment that includes the following: (Education Code 60607)

1. The results of the state achievement tests required and administered as part of the California Assessment of Student Performance and Progress, or any predecessor assessments, pursuant to Education Code 60640-

60649

2. The results of any end-of-course examinations taken
3. The results of any vocational education certification examinations taken

No individual record of accomplishment shall be released to any person, other than the student's parent/guardian or a teacher, counselor, or administrator directly involved with the student, without the written consent of the student's parent/guardian, or the student if the student is an adult or emancipated minor. The student or the student's parent/guardian may authorize the release of the record of accomplishment to a postsecondary educational institution for the purposes of credit, placement, or admission. Furthermore, the results of an individual student on the CAASPP may be released to a postsecondary educational institution for the purpose of credit, placement, or admission. (Education Code 60607)

Regulation 7140: Architectural And Engineering Services

Status: DRAFT

Original Adopted Date: 08/19/2010 | **Last Revised Date:** 12/12/2019

Contractors for any private architectural, landscape architectural, engineering, environmental, land surveying or construction project management services shall be selected, at fair and reasonable prices, on the basis of demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required. (Government Code 4526)

The Superintendent or designee shall ensure that the selection process for projects receiving state funding: (Government Code 4526)

1. Assures maximum participation by small business firms as defined pursuant to Government Code 14837
2. Prohibits practices which might result in unlawful activity such as rebates, kickbacks, or other unlawful consideration
3. Prohibits district employees from participating in the selection process when they have a relationship with a person or business entity seeking a contract which would subject the employee to the prohibition of Government Code 87100

The selection process may also include: (Government Code 4527)

1. Evaluation of current statements of qualifications and performance data on file with the district and evaluation of statements that may be submitted by other firms regarding the proposed project
2. Discussion with at least three firms regarding anticipated concepts and the relative utility of alternative approaches for furnishing the required services
3. Selection, in order of preference, of at least three firms deemed to be the most highly qualified to provide the required services in accordance with established district criteria

The district shall negotiate a contract with the best qualified firm at compensation determined by the district to be fair and reasonable. If the district is unable to negotiate a contract with the most qualified firm, the district shall negotiate a contract with the second most qualified firm and, if unsuccessful, with the third most qualified firm. If the district is unable to negotiate a satisfactory contract with any of the selected firms, the district shall select additional firms in order of their competence and qualification and continue negotiations until an agreement is reached. (Government Code 4528)

The above procedures shall not apply if the Superintendent or designee determines that the services needed are more of a technical nature and involve little professional judgment and that requiring bids would be in the public interest. (Government Code 4529)

Contracts shall specify that all plans, including, but not limited to, record drawings, specifications, and estimates prepared by the architect or structural engineer shall become the property of the district for the purpose of repair, maintenance, renovation, modernization, or other purposes, but only as they relate to the project for which the architect or structural engineer was retained. The contract shall also specify terms and conditions for reuse within the district of any plans prepared by the architect or structural engineer. (Education Code 17316)

A design-build contract may be awarded to a single entity for both design and construction of any school facility if the contract is in excess of \$1,000,000, or an alternative design-build contract may be awarded if the contract is in excess of \$5,000,000, as specified in Administrative Regulation 3311.3 - Design-Build Contracts. (Education Code 17250.20, 17250.62)

Bylaw 9124: Attorney

Status: DRAFT

Original Adopted Date: 08/19/2010

The Governing Board recognizes the complex legal environment in which districts operate, the need to provide legal representation for the district, and the importance of reliable, cost-effective, high-quality legal advice and services.

In order to meet the district's legal needs, the Board may appoint legal counsel and fix and order paid legal counsel's compensation as an employee or as an independent contractor. (Education Code 35041.5)

The Board may enter into independent contractor services agreements with county counsel, law firms, attorneys in private practice, and other public or private legal services entities. (Education Code 35204, 35205; Government Code 26520, 26529)

The Board also supports pursuing collaborative legal efforts with other districts as well as other government agencies as appropriate.

Duties of Legal Counsel

The district's legal counsel may: (Education Code 35041.5)

1. Render legal advice to the Board and the Superintendent or designee
2. Serve the Board and the Superintendent or designee in the preparation and conduct of district litigation and administrative proceedings
3. Render advice on school bond and tax increase measures and prepare the necessary forms for the voting of these measures
4. Perform other administrative duties as assigned by the Board and Superintendent or designee

Retaining Legal Counsel

When the district is seeking legal advice or representation, the Superintendent or designee shall identify prospective attorney(s), firm(s), and/or legal services entity(ies).

The district may, but is not required to, initiate a Request for Proposals to advertise and solicit proposals for legal services. In evaluating the prospective attorney(s), firm(s), and/or entity(ies), the Board and Superintendent may consider the attorney's, firm's, and/or entity's background, experience, and relevant legal reputation; experience advising and representing school districts in California; fees; and experience of attorneys at the firm who will provide legal services.

Any attorney representing the district shall be admitted to practice law in California. (Education Code 35041.5)

The Board and Superintendent shall periodically evaluate the performance of the firm(s) and/or attorney(s); the efficiency and adequacy of advice; the results obtained for the district; the reasonableness of fees; and the responsiveness to and interactions with the Board, administration, and community.

The Board may use such evaluation(s) to determine whether to renew any current agreement(s) for legal services.

The Board may also contract for specialized legal services, as appropriate, when a majority of the Board determines that the unique demands of a particular issue or emergency situation require such representation.

Contacting Legal Counsel

The Board president, or Superintendent or designee, may, at their discretion, confer with district legal counsel subject to any limits or parameters established by the Board. In addition, the Board president, or Superintendent or designee, may contact district legal counsel to provide the Board with legal information or advice when so directed

by a majority of the Board.

Individual Board members other than the Board president may not seek advice from district legal counsel on matters of district business unless so authorized by the Superintendent, the Board president, or a majority of the Board.

AGENDA - November 16, 2023

ACTION ITEMS (10 min.)

4.2 Approval of Retirement Notice Stipend

Department/Category: PERSONNEL

Background Information:

Reports:

See attached.

Financial Impact:

Unknown at this time.

Superintendent's Recommendation:

It is recommended that the Board approve the limited, one-time stipend to employees who provide early notice of their intent to retire with an effective date no later than June 30, 2024, and subject to the guidelines described in the Executive Summary.

LCAP Goals:

Moved _____ . Seconded _____

Ayes _____ Noes _____ Absent _____ Abstain _____ Student _____

[Retirement Early Notification Stipend 2023-2024.pdf](#)

Stipend for Early Notification of Retirement

CUSD is pleased to offer a one-time stipend to all employees who are employed as of November 17, 2023, and who provide notice of intent to retire with an effective date no later than June 30, 2024. The following guidelines apply:

1. Notice Period

- a. Employees giving notice of intent to retire to Human Resources **between November 17, 2023, and February 2, 2024**, will receive **\$2,000**.
- b. Notices of retirement received after February 2, 2024, shall not be eligible for this stipend.

2. Eligibility

- a. No stipends will be paid for involuntary separation.
- b. Employees must meet eligibility requirements for retirement in CalSTRS or CalPERS and may not return to district employment subject to the rules governing the respective retirement systems.

3. Official Action

- a. Employees who submit their early notice of intent to retire by February 2, 2024, shall have their names submitted to the Board of Trustees at the regular meeting on February 15, 2024 (tentative date), for acceptance.
- b. Employees may rescind their notice to retire up until the time the Board of Trustees takes action to accept the retirement notice.
- c. Stipends will be paid no later than the month following official and final separation from the District. For example, if an employee's final day of work is June 14th, the stipend would be paid not later than July.

Any employee wishing to provide their notice of intent to retire should complete the Early Notification of Retirement form on the following page. Copies are also available at all school offices, as well as at the District Office.

EARLY NOTIFICATION RETIREMENT FORM

Name: _____

Social Security No (last 4): _____

Position: _____

Site/Department: _____

Effective Date of Retirement (last working day): _____
No later than June 30, 2024

Forwarding Address: _____

Comments:

Signature

Date

*Please note that once the Early Notification of Retirement has been officially accepted by the Board of Trustees at a Board Meeting, it is irrevocable without further board action.

AGENDA - November 16, 2023

REPORTS (50 min.)

5.3 Coronado High School Annual Report: Principal, Karin Mellina (15 min. + Board Discussion)

Department/Category: INSTRUCTIONAL PROGRAMS & STUDENT ACTIVITIES

Background Information:

Each school site principal in Coronado Unified School District reports annually to the Governing Board with updated information site initiatives and other components for the instructional program. Silver Strand Elementary is scheduled for December 14, 2023 and Village Elementary is scheduled for January, 2024 Board Meeting.

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 _____

[CHS Board Report Nov. 2023.pdf](#)

Coronado High School 2023-2024

Enrollment 2023-2024

Subgroup Demographic Information

Identifier	Number of Students/Percent		Identifier	Number of Students/Percent
Total Students	2023-2024: 998 2022-2023: 1041 2021-2022: 1053		Ethnicity/White	547 /55%
9th Grade	235 /24%		Ethnicity/Hispanic	275 /28%
10th Grade	256 /26%		Ethnicity/Black	11 /1%
11th Grade	256 /26%		Ethnicity/Filipino	10 /1%
12th Grade	251 /25%		Ethnicity/Asian-Chinese	8 /.8%
New Students	115 /12%		Ethnicity/AmericanIndian or Alaskan Native	4/ .4%
Military Dependent	243 /24%		Ethnicity/TwoOrMore Identifiers	71 /7%
CoSA Students	169 /17%		Ethnicity/ Decline	59 /6%
Inter-district Transfers	189 /19%		English Learners	8 /.8%
CoSA/Inter-district Transfers	72 /7%		Reclassified English Proficient	84/ 6%
Receiving Services through Special Education	109 /11%		Initial Fluent English Proficient	74 / 7%
NJROTC	100 /10%			

CHS Focus: To prepare our graduates to be critical thinkers, problem solvers, civic minded, 21st century contributors who are ready for 13th grade. Through a variety of programs and opportunities available to our Islanders, our mission is to ensure college, career, and adulthood readiness beyond the walls of Coronado High School.

★ College and Career Readiness Measures:

- ★ Career Technical Education Pathway Completion
- ★ Grade 11 Smarter Balanced Assessments in ELA and Mathematics
- ★ Advanced Placement Exams
- ★ International baccalaureate Exams
- ★ College Credit Courses (Dual Enrollment)
- ★ A-G Completion
- ★ State Seal of Biliteracy
- ★ Military Science/ Leadership
- ★ *Transition Classroom and Work-Based Learning Experiences (career readiness for students with IEP earning certificate of completion)

ASSESSMENT DATA - as noted in Dr Battle's October report

★ AP(Advanced Placement) Assessment DATA

	19-20	20-21	21-22	22-23
Tests Given	942	802	603	641
# of Students	413	388	285	316
Participation Rate	49%	65%	57%	57%
Score =3,4,or 5	87%	62%	80%	80%
Score =5	21%	12%	20%	22%

SAT DATA

	19-20	20-21	21-22	22-23
# of students	217	52	82	107 graduates
ERW avg.	594	633	613	608
MATH avg.	610	649	628	607
Overall	1204	1282	1241	1214

83% of CHS students met Both Benchmarks

Benchmark: Math 480 ERW 530

95% met ERW Benchmark

85% met Math Benchmark

**ERW = Evidence Based Reading and Writing*

PSAT DATA

	2019	2020	2021	2022
# of students	814	Not given	676	704
ERW avg.	509		500	482
MATH avg.	506		488	483
Overall avg.	1015		989	965

9th, 10th, 11th gr. Participation

★ 2023 CAASPP DATA

Grade	# Tested							ENGLISH LANGUAGE ARTS							
	15/16	16/17	17/18	18/19	20/21	21/22	22/23	14/15 Baseline	15/16 Year 1	16/17 Year 2	17/18 Year 3	18/19 Year 4	20/21 Year 6	21/22 Year 7	22/23 Year 8
11	288	300	271	274	186	234	238	83%	71%	77%	66%	83%	88%	83%	86.3%

Grade	# Tested							MATHEMATICS							
	15/16	16/17	17/18	18/19	20/21	21/22	22/23	14/15 Baseline	15/16 Year 1	16/17 Year 2	17/18 Year 3	18/19 Year 4	20/21 Year 6	21/22 Year 7	22/23 Year 8
11	286	301	264	270	184	231	230	50	55%	60%	56%	61%	66%	55.4%	52.2%

Grade	# Tested				SCIENCE (CAST)			
	2018/19	2020/21	2021/22	2022/23	2018/19 Baseline	2020/21 Year 1	2021/22 Year 2	22/23 Year 3
11/12	278	172	288	237	64%	54%	50%	59.09%

- Science CAST
 - Statewide gr. 11/12= 30.09% met or exceeded in 22/23

Local Assessments

Mathematics: MDTP - Tracking readiness data since year 1 of CPM curriculum adoption

	CPM Year 1 Spring 2016-17		CPM Year 2 Spring 2017-18		CPM Year 3 Spring 2018-19		CPM Year 4 And Year 5 Not tested due to Covid	CPM Year 6 Spring 2021-22		CPM Year 7 Spring 2022-23	
	# of students	Avg. Percent- age	# of students	Avg. Percent- age	# of students	Avg. Percent- age		# of students	Avg. Percent- age	# of students	Avg. Percent- age
Foundations IM1								54	53%		
IM 1	287	59%	207	65%	247	66%		205	52%	217	52%
IM 2	254	42%	266	57%	257	59		267	53%	287	57%
IM 3	196	53%	223	48%	230	53		260	52%	260	51%
Pre Calc	---	---	---	47	50%			164	60%	160	55%

CommonLit Literacy Assessment Universal Screener: Assessing Grade Level Standards and Readiness - Reading Standards 1-6 (informational & literary text)

CommonLit Growth Summary (ELA Data) 2022-23

2022-2023	PRE-ASSESSMENT			POST-ASSESSMENT			GROWTH	
Class	# of Students tested	Scaled Score	Average	# of Students tested	Scaled Score	Average	Scaled Score Growth	% Average Growth
Grade 12 National	23163	196	55.9%	13732	196	53.8%	0	-2.1%
Grade 12 CHS	237	204	67.1%	204	199	59.7%	-5	-7.4%
Grade 11 National	36636	200	58.0%	23422	204	65.5%	4	7.5%
Grade 11 CHS	231	209	70.5%	205	208	70.8%	-1	0.3%
Grade 10 National	46004	203	66.6%	29853	206	70.0%	3	3.4%
Grade 10 CHS	236	209	73.8%	206	209	73.2%	0	-0.6%
Grade 9 National	50711	202	62.1%	34687	206	68.5%	4	6.4%
Grade 9 CHS	258	210	73.6%	228	209	72.4%	-1	-1.2%

CommonLit Cohort Data

Class	2021-22 Scaled Score	2021-22 Average	2022-23 Scaled Score	2022-23 Average
2022	209	76%		
2023	213	68%	199	60%
2024	214	71%	208	71%
2025	208	54%	209	73%
2026			209	72%

Common Lit Summary Data Pre-Assessment for 2023

Class	# of Students tested	Scaled Score	Average
Grade 12 National	20970	190	49.5%
Grade 12 CHS	234	196	58.1%
Grade 11 National	33817	196	60.6%
Grade 11 CHS	232	202	69.2%
Grade 10 National	46980	196	58.8%
Grade 10 CHS	229	201	67.3%
Grade 9 National	47885	201	66.0%
Grade 9 CHS	220	211	76.7%

Common Lit Summary Data Pre-Assessment for 2022-23

Class	# of Students tested	Scaled Score
Grade 12 National	23163	196
Grade 12 CHS	237	204
Grade 11 National	36636	200
Grade 11 CHS	231	209
Grade 10 National	46004	203
Grade 10 CHS	236	209
Grade 9 National	50711	202
Grade 9 CHS	258	210

4x4 Schedule Data:

Number of students taking sequenced courses in one school year:

Grade	Mathematics			World Language			Science		
Year	21-22	22-23	23-24	21-22	22-23	23-24	21-22	22-23	23-24
9th Gr	154	162	173	41	68	71	22	11	14
10th Gr	81	134	101	8	19	25	37	26	24
11th Gr	83	87	73	10	5	12	81	53	69
12th Gr	44	56	47	2	0	4	24	19	33

*AP Computer Science Principles counts as a science

*AP Java counts as a math

Note: that the 23-24 data was gathered Oct. 2023, therefore, numbers may change prior to Feb. 2024 which is the start of Term 2.

Note: Mathematics: students are completing course catalog offerings

2023-24 Number of Off Roll=no class that period:

Enrollment: 1001

Term 1: Off Roll Requests: 370 (50 per 1 / 320 per 4)

- 36% Off Roll rate Term 1
- 2% decrease from 22-23

Term 2: Off Roll Requests: 375 (40 per 1 / 335 per 4)

- 37% Off Roll rate Term 2
- 6% decrease from 22-23

Number of students taking Off Roll Both Terms:

Grade	21-22	22-23	23-24
9	54	33	14
10	43	30	21
11	88	74	64
12	148	148	120

D/F List Data:

Terms are 18 weeks

2018-19 Semesters were 18 weeks

Grade Level	18-19 Sem 1	21-22 Term 1	22-23 Term 1	18-19 Sem 1	21-22 Term 1	22-23 Term 1	18-19 Sem 2	21-22 Term 2	22-23 Term 2	18-19 Sem 2	21-22 Term 2	22-23 Term 2
	# of Students with 1 or more D's	# of Students with 1 or more D's	# of Student with 1 or more D's	# of Student with 1 or more F's	# of Student with 1 or more F's	# of Student with 1 or more F's	# of Students with 1 or more D's	# of Students with 1 or more D's	# of Students with 1 or more D's	# of Students with 1 or more F's	# of Students with 1 or more F's	# of Students with 1 or more F's
9th	60	29	25	27	20	20	63	21	19	36	20	13
10th	48	29	40	23	29	13	64	23	35	25	16	19
11th	52	34	19	16	14	12	51	26	18	21	22	6
12th	39	29	17	17	7	10	46	26	17	18	18	4
Total # Students	199	121	101	83	59	55	224	96	90	100	76	42

Graduation Rate:

2021: 97.2%

2022: 97.5%

2023: 98.6%

★ **Percentage of students meeting A-G Requirements**

2016: 80%

2017: 76%

2018: 73%

2019: 57%

2020: 64%

2021: 65%

2022: 71%

2023: 71.6%

★ Seal of Biliteracy Awards

2019-2020: 36 graduates awarded
 2020-2021: 49 graduates awarded
 2021-2022: 47 graduates awarded
 2022-2023: 52 graduates awarded

Seal of Civic Engagement Awards

2022-2023: 7 Seniors and 8 Juniors, 1 sophomore (completed projects)
 2023-2024: 13 students currently in progress, with more to be identified

★ Career Technical Education (CTE) Pathways

CTE Pathway Completers 22-23 = 156 students, 21-22 = 135, 20-21 = 67 students
 14 Pathway Opportunities: Performing Arts (9 pathways), Health Sciences and Biomedical Science (2), Computer Science (1), Building and Construction (1) and Engineering Technology (1).

★ Dual Enrollment opportunities grades 10-12: [Dual Enrollment at CHS](#). Earn both college and high school credit for college courses taught on campus

- **Courses offered 2023-2024:** Intro to Business, American Sign Language 1 (2 sections), American Sign Language 2 (145 students)
- **Courses offered 2022-2023:** Intro to Business, Medical Terminology, American Sign Language (2 sections), Chicana(o) Studies (135 students)
- **Courses offered 2021-2022:** Intro to Administration of Justice, Medical Terminology, Intro to Business, Cybersecurity (84 students)

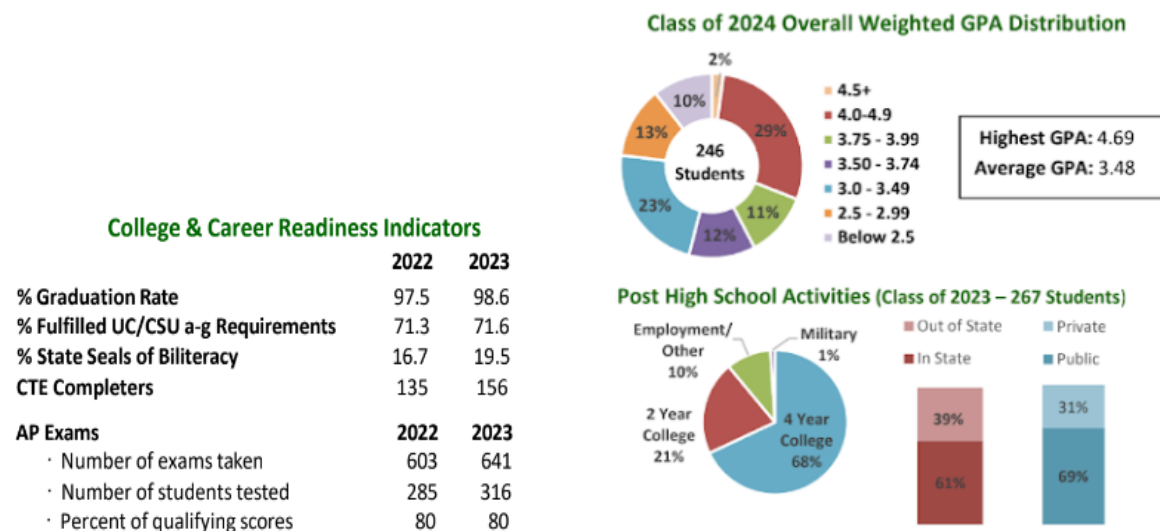
★ Concurrent Enrollment: Students taking a course at local community college and CHS

- 2023-2024: 32 students
- 2022-2023: 15 students

Internships/Work Experience: Students earn graduation credits for internship and work experience hours completed. Coronado Historical Association, Coronado Eagle Newspaper, Emerald Keepers, P.A.W.S., SAFE Harbor, IQ Podcasts, Coronado Beach Company and Surf's Up Studios, CMS Robotics, and other outside businesses/organizations (2023-2024: 58 students, 2022-2023: 47 students).

➔ Thank you to our community partners for providing these rich opportunities for our students.

Additional Data [\(I added college and career chart\)](#)



Site changes/updates:

- New courses
 - Math IM2 Advanced and IM3 Advanced, Engineering Pathway capstone course Engineering Design & Development, American Sign Language 2
 - Foundations of IM 1 coupled with Integrated Math 1
 - Individual student progress monitoring with Fastbridge - aligned with CMS
- 17 additional courses submitted and approved for A-G through University of California Office of the President
- New Program Specialist
- All staff accessing common assessment data for professional learning through Renaissance/Illuminate
- PLC Reflection work on instructional practices, assessments, scope and sequence
- Bilingual aide to support ELD students
- Equity Leadership Team (ELT) work on grading practices

Celebrations:

All CHS work is directly aligned with CUSD Long Range Plan (LRP)

- CAASPP Data:
 - Increase in ELA and Science
 - Science Statewide gr. 11/12= 30.09% met or exceeded
 - CHS increased by 9% - 59% met or exceeded in 22/23
- Steady increase in AP tests administered
- Increased number of students:
 - Accessing dual enrollment courses
 - Accessing 4 classes per term
 - Accessing on campus remediation opportunities
 - Increased number of students taking sequenced courses
 - Earning State Seal of Biliteracy
 - Earning State Seal of Civic Engagement
- Increased graduation rate
- Comprehensive School Profile:
 - [2023-2024 CHS School Profile](#)
- Consistent and steady growth toward WASC action items and goals as well as CHS SPSA goals [CHS Student Learner Outcome](#)
 - Continued decrease in number of students on D/F list
 - Student remediation to meet A-G requirements
 - Continued increased in College and Career Readiness – steady increase in number of students completing a CTE Pathway and accessing dual enrollment opportunities
 - Increased number of students accessing internship/work experience opportunities
 - Increased number of internship partnerships
 - Continued and increased access to variety course offerings
 - Common local assessment data for school focus and professional development
 - MTSS work (academic, student expectations and school wide norms)
- Academics:
 - Collaboration, common assessments and vertical alignment in all departments
 - Mathematics Intervention courses
 - Dual enrollment courses and opportunities for students to earn early college credit through concurrent enrollment and articulation
 - 14 CHS CTE courses articulated with Southwestern College courses where students can earn early college credit
- WorkAbility Program - currently have 18 students with disabilities working in the community and have served over 50 students by preparing them for jobs, postsecondary opportunities, and career exploration.
- PLC focus on year three of 4x4 implementation

- Reflection areas and best practices
- Student activities and Islander traditions - Tiki Fest, Homecoming, athletics, clubs, Student2Student, pep rallies, NJROTC activities, CoSA performances, art installations
 - Future Islander Night
 - Increased College and career family events
 - Student clubs and increased student spirit
- Grant funding - World Language DoDEA Grant, K-12 Strong Workforce Program Grant
- Islander Principal Advisory Committee - student surveys and outreach activities with CMS and CHS
- AP Review test sessions for Term 1 classes
- MTSS tiered frameworks for meeting student's needs in the areas of academics, behavior, and school culture
 - Islander PRIDE- continued MTSS work on school wide norms, ethos, and student expectations
- Homeroom announcements/broadcast information/homeroom activities
- Purple Star School
- Weekly counseling/administration articulation meetings
- Community partnerships

WASC- Areas of Focus:

- Reduce the total number of students receiving D/F grades by 5% each year and reduce the total number of D/F grades by 5% each year from 2021-2024.
- Implement and monitor a standardized system of support for students (MTSS) in order to support all students academically and further define and implement MTSS structures, protocols and data analysis.
- Formalize the schoolwide use of data to analyze and evaluate efficacy of instructional programs, academic interventions and supports, and student growth and performance toward mastery of standards.
- Deepen the schoolwide implementation and use of common assessments and data analysis to ensure students are meeting expectations and achieving at high levels.
- Increase the percentage of students who are college and career ready by 5% each year from 2021-2024, as measured by the California Dashboard Data.
- Create a plan for staff professional development with time built in for collaboration, including department specific areas of focus for improving student outcomes.

Next Steps and Areas of Attention and Focus:

College and Career Readiness (CCR):

- WASC Year 3 Mid Review - 2024-2025
- Continue to increase college and career readiness by 5% annually
 - California Dashboard and College and Career Indicators released in December
 - Align career pathways from CMS to CHS in the arts and STEM
 - Enhance STEM pathway courses
 - Project SAIL grant to help support this
- Continued increase dual enrollment courses and opportunities for students to earn early college credit through concurrent enrollment and articulation
 - 14 CHS CTE courses articulated with Southwestern College courses where students can earn early college credit
 - Increase College and Career Readiness for Hispanic students and students with disabilities by focusing on CTE courses and dual enrollment courses
 - Continue to increase CTE course enrollment and capstone completion
- Continued education on State Seals of Biliteracy and Civic Engagement
- Increase opportunities for students and families to learn about college and career readiness, state measures/indicators, and high school requirements
 - Offer CCR experiences ex. College and Career Day, counseling assemblies, college visits, weekly college application workings, etc.
- Implementing new College and Career Readiness platform Xello for all grade levels
 - A-G tracking for students

- Platform for strengths and learning assessments, career exploration and matches, college research, college and career lessons
 - Implement scope and sequence for all grade levels in xello
 - Students to build 4 year plans
 - Course planning and selection instead of using Synergy
 - Parent portal and component
 - College applications (beginning in fall 2024)
- Offer CCR experiences:
 - Fall counseling assemblies for all grade levels to discuss options after high school, Xello roll-out, college application process
 - Fall weekly college workshops from September to December that feature the following topics: Common Application, UC Application, CSU application, community college, scholarships, financial aid, military options, NCAA, and drop-in workshops
 - Fall daily college visits from colleges all over the US - over 100 colleges and universities visit
 - Fall College Night in September for students and parents featuring admissions representatives from UCSD, SDSU, USD and PLNU
 - Funding College Night in January
 - College and Career Day in January featuring over 75 colleges and careers, counseling assemblies and a career guest speaker
 - Spring Junior College Parent Night in February - college presentation by CHS counselors and break-out sessions for UC colleges, Cal State colleges, community colleges, highly selective colleges, financial aid, PSAT scores
 - Spring career guest speakers weekly in the College and Career Center
 - Community college tours in the spring
- Continue to reduce the total number of students receiving D/F by 5% annually and increase A-G percentage.
- Course accessibility
 - Exploring and collaborating with surrounding high schools on A/B schedules
- Increase mathematics pathways
- Implement ethnic studies course - graduation requirement for class of 2030
- PLC focus: reflective practices on instructional strategies, assessment, scope and sequence
- Continue collaboration with CMS 8th grade re importance of 4 year planning and high school readiness
- Create a Senior playbook for Juniors regarding college/career readiness
- Review and strengthen school safety protocols
- Refine MTSS tiered framework for meeting student academic needs and student access to interventions
 - Continue to assess data, including sub groups, and identify at risk students
 - Continue attendance communications and interventions and reduce tardies
 - Student supports and continued wellness activities
- Teacher and staff support and wellness
- Increase parent use of Canvas and Synergy as well as information readership

AGENDA - November 16, 2023

REPORTS (50 min.)

5.4 Department of Defense Education Activity (DoDEA) Grant Annual Update (10 min. + Board Discussion)

Department/Category: INSTRUCTIONAL PROGRAMS & STUDENT ACTIVITIES

Background Information:

Reports:

Attached.

Financial Impact:

None for this report.

Superintendent's Recommendation:

No Action required for this report.

LCAP Goals:

3. Multi-Tiered System of Supports

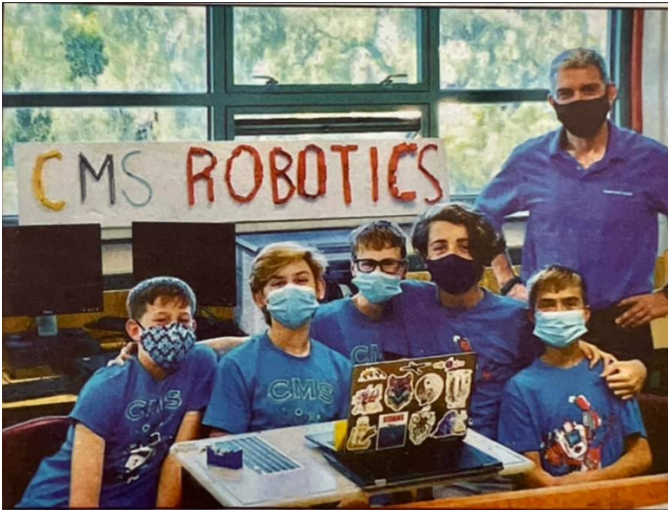
Moved _____ . Seconded _____

Ayes _____ Noes _____ Absent _____ Abstain _____ Student _____

[DoDEA STEM READi Closeout Report.pdf](#)

[DoDEA Project E3 Annual Report PL Year.pdf](#)

[DoDEA Project World Language Plus Annual Report Yr 2.pdf](#)



Closeout Report

Project STEM READ-I

[September 2023]

This publication was produced at the request of the Coronado Unified School District. It was prepared independently by Shannon Coulter. For more information contact scoulter@sdcoe.net.

PROJECT STEM READ-I

INCREASING STEM OPPORTUNITIES FOR MILITARY CONNECTED STUDENTS, GRADES 6-8,
AND IMPROVING READING ACHIEVEMENT OF MILITARY CONNECT STUDENTS, GRADES 3-5
IN THE CORONADO UNIFIED SCHOOL DISTRICT.

Federal Grant ID Number: HE1254-18-1-0022

Closeout Report of Activities

Program years: 2018-2019 – 2022-2023

Dates of activities: 8/1/2018-6/30/2023

September 01, 2023

DISCLAIMER

The author's views expressed in this publication do not necessarily reflect the views of the San Diego County Office of Education or the State of California.

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ACRONYMS

ASE	Academic Support and Enrichment [teachers]
CAASPP	California Assessment of Student Performance and Progress
CAST	California Science Test
CCSS	Common Core State Standards
CMS	Coronado Middle School
CORE	Consortium on Reading Excellence, Inc.
CUSD	Coronado Unified School District
DIBELS	Dynamic Indicators of Basic Early Literacy Skills
DoDEA	Department of Defense Education Activity
ELA	English Language Arts
FTE	Full-time Equivalent
MCASP	Military-Connected Academic and Support Program
MTSS	Multi-Tiered System of Support
NGSS	Next Generation Science Standards
PEP	Personalized Educational Plan
PLC	Professional Learning Center
SBAC	Smarter Balanced Assessment
STEAM	Science, Technology, Engineering, Arts, and Mathematics
STEM	Science, Technology, Engineering and Mathematics
SDCOE	San Diego County Office of Education
TOSA	Teacher on Special Assignment

EXECUTIVE SUMMARY

Transitioning from one school to another introduces many stressors into a child's life, and military connected children are no strangers to these stressors. From how courses transfer from one school system to another to the social and emotional impact of school transitions, military students' experiences of moving frequently from one place to another is an enormous challenge for any school district including Coronado Unified School District (CUSD). These issues are often compounded in Coronado, where the high expectations for school success may be inconsistent with a student's prior learning experiences. Without effective systems in place that support student needs and motivational opportunities, these high expectations coupled with the stress of school transitions may further perpetuate gaps in student achievement and students' sense of disengagement from their own learning.

In response to these challenges, CUSD created PROJECT STEM READ-I. The first goal of Project STEM READ-I is to increase STEM opportunities for military connected students in grades 6-8 by providing new courses and curricula, a Makerspace iLab, and a robotics extracurricular class. Recognizing that reading is a critical skill in preparing a foundation for college and STEM career readiness, our second goal is to improve reading achievement of military-connected students in grades 3-5 through personalized instruction, curriculum, and research-based resources. Teachers' capacities increase with focused professional learning and opportunities to conference with students regularly and consistently. Primary strategies in each area and related goals include in-class curriculum and instruction support, in-class technology support and extracurricular activities to provide ongoing, meaningful direct services to students.

EVALUATION METHODS AND EVALUATION QUESTIONS

Project STEM READ-I is in a mature stage of development. The project's first goal is to increase STEM opportunities for military-connected students in grades 6-8. Recognizing that college and STEM career readiness is largely dependent on reading achievement in earlier grades, the project's second goal is to improve achievement in reading for students grades 3-5. The primary purpose of this evaluation is to determine whether the program has led to positive changes for program beneficiaries, in this case military-connected students in grades 3 through 8. The project supports a case study approach whereby evidence from both qualitative

and quantitative sources is collected and reviewed to determine the impact and effectiveness of the grant-funded activities on this group of students.

Evaluation Questions

1. To what extent have the program activities been delivered to participants with quality?
2. To what extent have the program outcomes been accomplished?

PROJECT BACKGROUND

Coronado Unified School District (CUSD) is a preschool through grade 12 district. Of its 2821 students, 39% of them are military-connected. Through no fault of their own, many military-connected students arrive at CUSD with gaps in skills and academic achievement due to the transiency inherent in that unique population. These students often have significant credit deficiencies, low grades and test scores, social and emotional challenges, socio-economic disparity, and disengaged ownership of their own learning and future goals, especially with an eye to college and career readiness. For many, the incongruity of the rigorous Common Core State Standards (CCSS) in California versus content standards in their previous states of residence presents additional difficulties and pressure. Lower scores on pre- and post- mastery assessments, as well as on formative benchmark assessments, are not uncommon for these students. Efforts to differentiate curriculum delivery to meet students where they are can lead to lower self-esteem for the non-proficient students and frustration with the slower pace for advanced students. Stressors unique to military life and frequent relocations often diminish or challenge intrinsic motivation.

The first focus of the STEM READ-I project is to increase integrated STEM opportunities for military-connected students at the middle school level by providing pathways for students to pursue their interests and passions, especially those that are STEM-STEAM related. New courses and curricula, a Makerspace and robotics create opportunities for middle school students to acquire the skills and interest necessary to pursue existing STEM pathways at the high school level and to open the door to possible STEM careers in the future.

Under the STEM READ-I project, CUSD implemented four programs to address this first focus. First, a new coding course became part of the sixth-grade elective “wheel”. The value of learning coding during middle school has been found to have a positive effect on problem-solving and reasoning skills development while preparing students for real-life, work-place situations. Secondly, curricula and additional

materials, supplies, and resources enrich, expand and support 7th and 8th grade STEM elective courses. The third program, a collaborative workspace known as a Makerspace, offers the opportunity to create, learn, explore, share, and inspire through hands-on learning. Through integrated and project-based learning, it addresses critical thinking, collaboration, communication, and creativity. The final program to extend STEM opportunities is the availability of robotics as an extracurricular activity for all middle school grades. Students develop valuable life skills and discover exciting STEM career possibilities while learning in a collaborative way that they can make positive contributions to society.

The intent of Project STEM READ-I's second focus is to provide incoming middle school students with the comprehension skills (particularly with non-fiction texts) needed to be successful in STEM courses and pursuits by improving reading achievement for students in grades 3-5. Reading forms the foundation for success in all subjects and at all grade levels and, as such, it is recognized as being essential in preparing students for college and careers, particularly those in STEM fields. To achieve this focus, five activities were implemented under the STEM READ-I project. The first strategy was to plan for and implement focused, guided reading instruction. Secondly, part-time Academic Support and Enrichment (ASE) teachers were funded to provide small groups, instructional level-specific guided reading, and other related instructional supports. These first two activities were reinforced by professional learning for teachers in content knowledge of Common Core State Standards (CCSS) for English Language Arts, integrated STEM, formative assessment practices and resources, and data analysis. In addition, online and web-based comprehensive leveled reading resources were evaluated and purchased to provide additional engaging, individualized learning opportunities for students. Finally, the project supported the development of processes for monitoring, collecting, and recording student reading progress frequently, consistently, and systematically while also promoting student ownership of their own learning.

METHODOLOGY AND EVALUATION QUESTIONS

Traditional program evaluation efforts focus on the processes and outcomes of a program in order to determine whether the program has led to positive change for program beneficiaries. These types of evaluations are appropriate for programs in mature stages of development, where goals, activities, outputs, and outcomes have been established and agreed upon by stakeholders.

The STEM READ-I evaluation was designed to ensure that: a) implementation will be monitored systematically and on an on-going basis; b) specific progress measures were used to assess the quality and completeness of project activities; and c) specific progress measures were aligned with the goals, targets and expected outcomes so that progress towards achieving these outcomes could be accurately assessed.

The evaluator designed the evaluation to provide both summative and formative activities including monitoring, fidelity checks, development of summative evaluation reports, status updates, and development of progress reports. Each quarter the evaluator and project director met to review status and make formative recommendations to project stakeholders including teachers, school principals, and district administrators on any modifications that were necessary.

The evaluation included formative (process) and summative (impact) performance measures. The evaluator supported the project partners to collect the required data regarding program measures. Formative evaluation methods considered the effectiveness of the project's procedures, practices, and activities in implementing the project and in meeting project milestones based on proposed timelines. A key purpose of the formative evaluation process was to collect, analyze, and disseminate data over the course of the project to help the project partners and staff to stay "on track" in implementing project activities and to promote ongoing project improvement. Summative evaluation activities examined the impact of the project on academic achievement, in addition to an analysis of participation factors that indicated motivation and engagement.

This Closeout Report focuses on the two major evaluation questions and the evidence gathered to answer these questions.

EVALUATION QUESTIONS

For the first question, "To what extent have the program activities been delivered to participants with quality?" we considered a number of milestone accomplishments including: 1) student participation rates in and expansion of STEM-related elective classes (coding, Makerspace) and extra-curricular robotics activity; 2) staff response to availability of and collaboration with Makerspace course; 3) design, support and implementation of small group guided reading strategies during the instructional day; 4) implementation of web-based tutorial reading programs; and 5) evolution of a process for individualized educational monitoring of student progress.

In response to the second question “To what extent have the program outcomes been accomplished?” we collected and analyzed data from multiple assessment sources. We reviewed data from the 8th grade administration of the California Science Test (CAST), the online test of California’s Next Generation Science Standards (NGSS) that is administered annually to 5th grade, 8th grade, and high school students. To measure student progress for goal two (improving reading achievement for students in grades 3 through 5), we reviewed Reading Claim data from the annual administration of the Smarter Balanced English Language Arts Assessment (SBAC ELA). To supplement state testing data, we also analyzed reading and writing assessment data from administration of interim assessments within CUSD’s adopted ELA curriculum. Each year we disaggregated the data for both military and non-military students and gauged the progress of military-connected to the expectations established in the grant application.

These evaluation questions serve to provide formative feedback for program developers so they could improve, amend, and adjust the program throughout the district as well as to provide summative reports to key stakeholders around longer-term outcomes.

OUTPUTS, OUTCOMES, AND RESULTS

The closeout report findings cover the 2018–2019 through 2022–2023 school years. Outputs, outcomes, impacts, and transformative results are presented within the context of the two evaluation questions

To what extent have the program activities been delivered to participants with quality?

With regard to Goal 1 of the project – improving the participation rate of military-connected 6th through 8th grade students in STEM related opportunities and activities, we report on four major activities.

- Design and implementation of a 6th grade coding elective:
A coding curriculum was added to the middle school wheel rotation for 6th grade students. There has been a gradual increase in the number of students enrolling in the grade 6 coding wheel over the life of the grant (see APPENDIX I, Table 2).
- Expansion of 7th and 8th grade STEM electives offered:

In the third year of the grant, Coronado Middle School added a STEM Innovations class and art and digital media courses to its initial elective course offerings of engineering and coding. The introduction of these new classes resulted in a noteworthy increase in the number of 7th and 8th grade military-connected and non-military-connected students participating in the STEAM program (APPENDIX I, Table 2). The following year, a more diverse wheel options unrelated to STEM subjects (i.e., Spanish, ASB, Chorus, band, yearbook, performing arts) were introduced to the elective menu which had an impact on the percentage of students enrolled in STEAM subjects.

- Designing and equipping a Makerspace lab:

During the first year of the grant, preparations were put into motion to select, equip, and staff a space, known as the iLab, to provide a hands-on extension of learning that aligned with classroom curriculum and encouraged student cooperation and student ownership of the learning process. The iLab has generated so much interest and excitement in students and staff that the calendar of participating classes fills very quickly. Over the course of the grant term, iLab has expanded its profile; teachers from additional subject areas are now seeking to align their content with iLab availability and activities. History, math, language arts, science, and visual art teachers coordinate schedules to take advantage of the creative enrichment opportunities that make the content of their subject matter come alive through iLab activities – other academic subjects have been transformed by the intersection of technology, hands-on learning, and collaborative projects.

- Providing curriculum and supplies for grade 6-8 robotics extracurricular opportunity:

Building on the momentum of an increasingly popular robotics program over the years of the grant, STEAM days were planned and conducted to introduce incoming 6th graders to engineering fundamentals, coding, the Core Value creed of the robotics program, and the teamwork skills that are encompassed by the program. Curriculum was fine-tuned to include, reinforce, and strengthen students' ability to:

- Identify real-world problems and create solutions
- Design, build, and program robots to compete for points
- Develop critical-thinking and team-building skills, basic STEM applications and presentation skills
- Practice and model the program's Core Values of innovation inclusion, impact, fun, discovery, good sportsmanship, and teamwork

Notably, multiple teams from the Robotics program have received awards over the years in the FIRST (For Inspiration and Recognition of Science and Engineering/Technology) Lego League Challenge Competition with multiple teams participating in regional competitions, including the Southern California Championship Competition.

- ⇒ An additional positive impact of the CUSD's focus on STEM innovation has been growing interest and support of STEM activities within parent and community groups. Marketing efforts that included the design and distribution of informative brochures and the development of informational webpages coupled with publicity coverage of STEM activities and events generated stakeholder interest in the accomplishments and opportunities at the middle school (see APPENDIX II).

With regard to Goal 2 of the project – improving reading achievement of military-connected grade 3 through 5 students – we report on the outcomes, positive impacts, and transformative results of five major activities.

- Implementation of guided reading instruction through small group instruction: Preliminary activities were undertaken in the first years of the grant to lay the foundation for this activity:
 - Locations were selected and organized as Bookrooms to house reading materials
 - Existing grade level libraries were organized and inventoried
 - Outdated, unnecessary materials were purged
 - Inventory systems were put into place to catalog and track materials
 - A reliable, efficient check-in, check-out system was designed

As more teachers accessed the existing inventory of reading materials, CUSD purchased literature sets, grammar support resources, independent practice tools, and additional leveled readers with relevant content of high interest to support the guided reading instruction. During the grant period, CUSD also adopted and purchased Benchmark Advance, a standards-aligned, targeted, and prescriptive ELA curriculum that places an increased focus on non-fiction reading. Teachers capitalized on the availability of high quality and high interest ancillary and supplemental materials within the curriculum to increase content access for students and provide instruction for diverse students at their points-of-need (Zone of Proximal Development) that allows for meaningful, motivating, and engaging learning experiences. Bookroom inventory and tracking sheets are evidence that materials are being accessed

regularly and frequently.

A lasting impact of this particular activity includes the allocation of dedicated small group reading into instructional planning with structured reading group times actually built into the master schedule for the elementary schools. This increased emphasis during instructional planning represents a transformative mindset shift that recognizes the learning potential of the small group model with more teachers now considering how small groups can be incorporated into instruction in other content areas. Small group instruction is changing the landscape of students' educational experience.

Once in-person classes resumed (after the lifting of COVID restrictions), multiple classroom observations were conducted using a guided reading observation tool that was designed for this activity (APPENDIX IV). Over the grant years, these observations provided evidence of the introduction and evolution of efficient and effective instructional strategies that support meaningful student engagement during small reading group instruction. Observers noted the presence and refinement of classroom management tools and procedures that facilitate smooth transitions to focused learning-centered activities (including intervention support) while the classroom teacher is engaged in small group instruction. An additional positive impact of this development is that teachers were observed to model practices that encouraged increased student engagement and ownership of the learning process in the small group setting.

- ASE teachers to provide small group, instructional level-specific guided reading, and other related instructional supports:

The addition of 1.5 FTE (fulltime equivalent) ASE teacher at one elementary school and 1.8 FTE ASE teacher at the second elementary school offers schedule flexibility that complements the guided reading process. These teachers make consistent use of Tier 3 materials, online curriculum, supplemental materials from the adopted ELA curriculum, leveled readers, and technology resources to support targeted students throughout the school year. Recognizing the contribution these ASE teachers made in promoting academic growth in reading while also building student confidence, one of the elementary schools has added a 0.5 FTE ASE teacher to focus specifically on K-2 reading skills. Teachers on Special Assignment (TOSA) and Reading Specialists have been added to the staff to provide support during the instructional day.

- Professional learning and development opportunities for teachers:
To prepare for implementation of small group guided reading instruction, the first year of implementation saw multi-day professional development that addressed fundamental aspects of small group guided reading instruction, including the intent and structure of guided reading, standards alignment, classroom management, and logistic and rotational organization strategies. Once the new ELA curriculum, Benchmark Advance, was adopted, teachers received orientation training specific to the curriculum. Given the management challenges inherent in small group instruction, teachers also received initial professional development in classroom management tools, practices, and strategies that cultivate a safe, effective, and productive learning environment.

As teachers gained more experience with the small group reading model, more advanced pedagogical and assessment analysis training was offered. Through a collaborative partnership with CORE (Consortium on Reading Excellence, Inc.- professional learning programs that focus on building instructional competence and confidence), teachers received support in utilizing effective, evidence-based English language arts curricular materials to ensure that multi-tiered systems of support (MTSS) were put in place to personalize instruction and interventions to each student's needs. Teachers received professional development in MTSS Assessment Driven Instruction and utilizing a Literacy framework for assessment and instruction. Professional development in the use of DIBELS (Dynamic Indicators of Basic Early Literacy Skills - a diagnostic and progress monitoring tool for assessing the acquisition of literacy skills) equipped teachers with an additional tool for identifying and meeting students' needs. A second level of professional development in Benchmark Advance was offered: it included emphases on student discourse, advanced differentiated instructional strategies, and how to effectively use the practice of "Gradual Release of Responsibility" approach in small reading groups.

- Purchase of online and web-based comprehensive leveled reading resources:
The use of virtual and digital resources became particularly critical as the COVID-19 pandemic forced school closures. During the early months of the pandemic, previously introduced digital learning platforms and programs were widely accessed as instructional and student engagement tools - Epic, ReadWorks.org, Newsela, and Raz-Kids. Even as restrictions were lifted and students returned to in-person instruction, technology and online, web-based

learning platforms continued to make valuable contributions to CUSD's efforts to provide a comprehensive and cohesive reading program: CUSD purchased the IXL Learning Program (which offered additional data for identifying student challenges and strengths) as well as remote access capabilities and support for Raz- Kids. Teachers aligned Raz-Kids titles with the Benchmark Advance curriculum while Benchmark Universe, the online tool for the ELA curriculum, was utilized to provide asynchronous learning. The guided reading experience was enhanced with the assignment of E-books on the Benchmarks Advance app. Finally, Amplify Reading, a digital, adaptive, supplemental reading program, has been purchased to engage students in independent, personalized reading instruction and practice.

- ⇒ These four activities in particular represent a significant sea change in what one sees and what students experience in the grade 3–5 classroom at CUSD. Efficient, effective classroom management and clear student expectations during small group instruction have resulted in a rich educational environment: while the teacher is working with a small group other students are actively engaged in organized, productive, meaningful independent learning activities that reinforce academic skills and build self-confidence.
- Development of processes for monitoring, collecting, and recording student reading progress:

One of the original activities outlined in the grant application was to standardize and expand CUSD's existing tool that collects data, monitors student growth, and sets academic goals – the Personalized Education Plan (PEP). The intent was to redesign the tool to include reading groups support and guidelines. However, during the 2020–2021 school year this formalized, uniform, template-style K–5 document was found to be an inadequate and cumbersome tool for measuring student growth and providing for student reflection. Instead, teachers leaned away from being product-driven (completion of the PEP) to utilizing process- and practice-driven methods of personalizing students' educational programs:

- Teachers engaged in ongoing professional development to fully utilize features of existing curriculum and instructional resources to assist with identifying students' point of need while offering immediate feedback
- Teachers encouraged students to reflect on their own individual growth as readers and writers
- Teachers regularly set goals in collaboration with students, requesting

their input on establishing personalized academic goals CUSD continues to explore and experiment with different platforms to provide meaningful, authentic, timely and relevant personalized education plans for students. Experience has shown that adhering to a purely procedural schedule or template-style document does not meet that criterion. Individualized and scaffolded support and plans evolve organically through one-on-one conferences or observations.

Initially, the expectation was that the PowerSchool learning management system piloted at the middle school would be expanded to the elementary schools. This plan was diverted, however, as a result of COVID-19. To meet the demand of virtual instruction tools triggered by the epidemic, teachers began to utilize Google classroom as their instructional and student engagement tool. After the return to in-class instruction, teachers and students easily and smoothly transitioned to using Google Classroom as their Learning Management System. Although CUSD has migrated to using CANVAS as its Learning Management System in this last year of the grant, teachers continue to use Google applications to support student learning.

To what extent have the program outcomes been accomplished?

During the planning year of the grant, Project STEM READ-I established the following goals:

Goal 1 Summative Outcome:

- By June 2023, 75% of military-connected students in grade 8 will score above standards on the California Science Test (CAST)

The Goal 1 outcome data for each grant year is arrayed in Table 1 in APPENDIX I. Impacts from the loss of in-person instruction and interruption in state testing are evident. Furthermore, the year state testing was reintroduced (Spring 2021), there was no mandated participation rate, so performance data reflects an unreliable measure of student achievement with the parents of many students opting out of testing. However, despite loss of momentum and some flattening of scores due to COVID-19 restrictions, the percentage of military-connected students achieving at or above standard on the CAST did increase by 7 percentage points from year 1 to year 5 of the grant with a final outcome of 64% of military-connected 8th graders exceeding or meeting standard.

Another measurement of the successful implementation of activities to support Goal 1, the percentage of students participating in STEM related opportunities, demonstrates a slow but steady positive trend in the number of students enrolling in STEAM electives. Although Table 2 in APPENDIX I reflects a slight decrease in students enrolling in grades 7 and 8 STEAM electives, CUSD has identified two factors contributing to this: 1) more diverse wheel options in grades 7 and 8 that are unrelated to STEM subjects offer increased student choice (for example Spanish, ASB, chorus, band, yearbook, performing arts); and 2) in grades 7 and 8, students are enrolled in one elective for the entire school year.

Goal 2 Summative Outcome:

- By June 2023, 55% of military-connected students in grades 3–5 will score above standards on the Smarter Balanced Assessment Reading claim in English/Language Arts.

The Goal 2 outcome data for each grant year is arrayed in Table 3 in the APPENDIX I. Impacts from the loss of in-person instruction and interruption in state testing are evident. Furthermore, the year state testing was reintroduced (Spring 2021), there were significant modifications made to the test: 1) The Smarter Balanced Assessment in ELA was significantly shortened; 2) Reading Claim data was not available on an individual student basis, making it impossible to do a comparative analysis by cohort to determine the level of growth for individual students; and 3) there was no mandated participation rate, so performance data reflects an unreliable measure of student achievement with the parents of many students opting out of testing. However, considering the profound impact COVID 19 had on the continuity of students' educational experience, the consistency of the percentages on overall ELA performance over the grant years are an indication that strategies and practices developed and implemented during the grant period are having a positive effect on student learning and academic growth. While the reading claim scores were not reported in 2022, the overall percentage of military-connected students meeting and/or exceeding standard in English Language Arts increased by 6% over the life of the grant.

In addition, in their efforts to adapt to the changing educational landscape brought on by the pandemic, teachers recognized that their previous data source for monitoring student growth, MAP testing, did not provide the information they needed. Also, Reading Claim data from state testing was not available every year, further emphasizing the need to collect and analyze interim assessment data. Resources and assessment tools within the newly adopted ELA curriculum,

Benchmark Advance, better identified student needs and supported meaningful tracking of student progress and growth. Teachers used the bands, as defined by the publisher, to determine growth. Outcome data from this Interim Assessment indicate reasonable growth in student achievement over the course of the three years that the assessment was administered. See APPENDIX I, Table 4

CHALLENGES

Areas of challenge include the following:

- Interrupted schooling, due to the COVID-19 pandemic, increases the burden on this project by creating additional issues related to learning loss, social-emotional learning, economic inequities, and others. Naturally, the loss of in-person learning impacted participation rates. COVID-19 also paused California's statewide testing and accountability system and hindered the STEM READ-I program evaluation of determining the extent to which the project reached its summative outcome targets.
- Locating a qualified STEM instruction teacher with a mindset, intellectual creativity, and enthusiasm to inspire and motivate students.
- Establishing collaborative relationship between the iLab teacher and other content area teachers. Science teachers were initially more receptive to coordinating with the iLab.
- Middle school master schedule currently offers different elective wheel schedules. In 6th grade, electives are selected quarterly so students are able to take multiple electives during the school year. In 7th and 8th grade, electives are year-long courses and students can enroll in one elective only, limiting access to the diverse offerings in the elective wheel.
- Building consensus around considering and recognizing the definition and value of small group instruction. Teachers' understanding of reading groups as an instructional delivery model varied: there were differing opinions about what "guided reading groups" looked like and how to implement them. For many it pushed them beyond their pedagogical comfort level as they contemplated what their role would be in this setting and how they would manage and monitor the other students while engaged with a small group.
- Empowering students to take risks in sharing thoughts, offering predictions, asking questions, and respectfully challenging other students' thinking. As reading groups began to materialize and student dialogue was encouraged, teachers found that many students' academic communication skills were

weak and undeveloped.

- Promoting student ownership of the small group interaction. The small group setting exposed the tendency of many students to passively participate in their own education.
- Maintaining the rigor of the academic experience while introducing new activities and skills.

LESSONS LEARNED

The following lessons learned reflect program successes. Project Stem Read-I has generated the following strengths:

- CUSD has learned the importance of relationship building. The collaboration between the iLab teacher and other teachers provided a robust learning experience for students and teachers.
- Tools and programs initially introduced to support remote learning have now been integrated into educational programs for the benefit of students
- Virtual communication tools offered robotics' students the opportunity to learn from a NASA Engineer and MARS specialist, the mayor of Coronado, Coronado City Council and multiple Core Values, Project, Coding and Engineering coaches.
- The need for timely, relevant individual student data led to the incorporation of additional assessment measures into the district's assessment portfolio.
- Intentional, synergetic, and collaborative relationship between the iLab teacher and teachers of other content areas is instrumental in providing rich learning experiences for students.
- Consistent positive and enthusiastic responses from middle school students and teachers have led to recognizing that the iLab experience should be extended to elementary students.
- The previous PLC (Professional Learning Community) structure was not consistently followed or structured to provide true, meaningful collaboration. CUSD has reframed the organizational structure and expectations of PLCs to reinforce consistent collaboration and substantive professional dialogue. Elementary PLC's have been re-launched with a focus on reading data to target specific reading needs (i.e. phonics, fluency) (APPENDIX V – PLC Team Collaboration Template).

- CUSD recognizes that using a purely procedural schedule and template-style PEP document does not lead to meaningful, authentic, timely or relevant personalized education plans for students. Instead, teachers regularly set goals in collaboration with students, incorporate checklists to chart growth, and encourage students to reflect on their own individual growth as readers and writers. Individualized and scaffolded support and plans evolve organically through one-on-one conferences or observations.
- Project observers recognize the need to revise the reading group observation tool to better align with expected outcome and anticipated student growth (APPENDIX IV – Guided Reading Observation Sheet).

SUSTAINABILITY

The lessons learned and successes experienced during Project Stem Read-I will be sustained through the continued use of educational practices, tools and strategies that were developed, implemented and refined during the project years. Those resources will be sustained by on-going DoDEA grants (i.e., DoDEA Project Sail) and other funding sources. The ongoing effort will include:

- Intentional and consistent inclusion of targeted reading instructional strategy in the elementary classroom (via small group)
- An improved, uniform PLC structure with specific protocols to guide work and collaboration during PLC's
- Regular schedule of classroom observations to:
 - Collect data that can be consistently and frequently reviewed and analyzed to guide instructional planning for both school staff and district personnel
 - Design relevant professional development opportunities
- Ongoing, intentional focus on pedagogical and assessment features within technology tools introduced during the Project Years (i.e., Benchmark Advance ELA curriculum, RAZ Kids, IXL, DIBELS, CANVAS) to sustain effective, targeted instruction and collection of meaningful, relevant assessment data
- Professional development that focuses on:
 - strategies to increase student to student interaction during small groups
 - activating student to student engagement across other subject areas
 - practices to promote increased productive student discourse

- Continued funding and promotion of STEM innovation class & robotics (equipment, competitions)
- Commitment to continue to provide for a diversity of additional electives at the Middle School
- Consideration and design of flexible schedule options to allow middle school students to take multiple electives concurrently

RECOMMENDATIONS

The following recommendations are for DoDEA personnel and future grantees.

- Since schools and districts that have a military-connected population will continually need to support students transitioning from various states and academic standards, grantees must be intentional in their investment of time and energy into instruction and instructional support.
- Grant directors must have an active role in the project, communicating and coordinating professional development, data collection and management, and supporting teachers, administrators, and students. Furthermore, grant directors must have the autonomy to make decisions that are in the best interest of the program so that it continues to grow and mature and reap long term benefits for students.
- When designing a STEM (or STEAM) pathway K-12, consider it from an integrated standpoint where all stakeholders can visualize the pathway as a coordinated effort that begins in the primary grades and spans all grade levels.
- Selection of personnel to support and promote STEM activities is critical: they must not only be forward thinking and have the appropriate skills and experience to teach the subject matter, but they should also recognize the importance of collegiality and coordinated instructional planning between the iLab instructor, fellow staff, and campus activities.
- Careful and thoughtful deliberation should be given to scheduling STEM opportunities. There should be an effort to build consensus among staff and parent communities if changes to the instructional calendar/schedule are required to offer increased STEM activities or offerings.
- Project directors and district staff must give advance consideration of the pre-planning necessary prior to implementation of small group instruction:
 - Develop consensus around what is meant by small group reading instruction – what it looks like, and sounds like in the classroom – and reinforce that interpretation with all elementary teachers
 - Strategies for monitoring and supporting other students during small group instruction
 - In addition to selecting materials, identify resources, tools, and protocols for supporting small group instruction
 - Design and deliver professional development that offers methods and strategies for intentionally encouraging student-to-student dialogue
 - Use classroom observations and teacher input to provide professional

development that addresses staff-identified challenges with small group instruction

APPENDICES

Appendix I: Tables

Table 1: Percentage of 8th grade military-connected students meeting or exceeding standard on California Science Test (CAST)

	Spring 2019	Spring 2020	Spring 2021	Spring 2022	Spring 2023
Exceeding standard	25%	No Test administered	29%	35%	30%
Meeting standard	32%		29%	42%	34%
% Total meeting or exceeding standard	57%		58%	77%	64%

Table 2: Percentage of participating students

	2019–2020 School Year		2020–2021 School Year		2021–2022 School Year		2022–2023 School Year	
	Military connected Students*	Total Students**	Military connected Students*	Total Students**	Military connected Students**	Total Students**	Military connected Students*	Total Students**
Grade 6 Coding Wheel	32%	51%	50%	47%	54%	63%	45%	51%
Grades 7/8 STEAM Electives (Coding & Engineering)	13%	12%	8%	6%	5%	6%	7%	7%

	2019-2020 School Year		2020-2021 School Year		2021-2022 School Year		2022-2023 School Year	
	Military connected Students*	Total Students**	Military connected Students*	Total Students**	Military connected Students**	Total Students**	Military connected Students*	Total Students**
Grades 7/8 STEAM Electives (Includes Coding, Engineering, Art & Digital Media Courses)	Art and Digital Media Courses were not offered		23%	22%	18%	21%	27%	30%

* Figure represents the percentage of military-connected students enrolled in the subject class(es) out of the total number of military-connected students for the grade level(s).

** Figure represents the percentage of students (both military- and non-military connected) enrolled in the subject class(es) out of the total student population for the grade level(s)

Table 3: Percentage of 3rd, 4th, 5th grade military-connected students meeting or exceeding standard on Reading Claim and Overall ELA CAASPP

	Spring 2019	Spring 2020	Spring 2021	Spring 2022	Spring 2023
Above standard on Reading Claim	53.09%	No test administered	Not reported at individual student level*		Not reported**
Exceeding standard on overall ELA	48%		46%	51%	56%

Meeting standard on overall ELA	30%		32%	26%	28%
% Total meeting or exceeding standard on overall ELA	78%		78%	77%	84%

* In Spring 2021 and Spring 2022, The Smarter Balanced Assessment in ELA was significantly shortened, and Reading Claim data was not available on an individual student basis, making it impossible to do a comparative analysis by cohort to determine the level of growth for individual students.

** Spring 2023 claim scores will only be reported on the CDE public reporting site in October for groups of 30 or more students. Claim scores are not available for individual students so they are not available in the student data file downloaded from TOMS or in CERS.

Table 4: Percentage of 3rd, 4th, 5th grade military-connected students developing or meeting standard on Interim Assessment I (Post-test)

	Spring 2021	Spring 2022	Spring 2023
Meeting state standards	62.56%	65.1%	65%
Developing competency in meeting state standards	25.57%	21.9%	31%

Appendix II: Publicity regarding Middle School STEM Opportunities

A flyer for CMS Robotics STEAM Day. The top half features a teal circular graphic with the text 'CMS Robotics' in a white script font and 'STEAM Day' in a bold white sans-serif font. Below this, the date 'SATURDAY, 15 APRIL' and time '10-12 AM' are listed. The bottom half of the flyer is white with teal text. It includes a paragraph about the event, a note about limited spots and RSVP information, and a section about a parent conference during the event. The email address 'CMSrobotics@hotmail.com' is provided at the bottom.

CMS Robotics

STEAM Day

SATURDAY, 15 APRIL
10-12 AM

Are you interested in robotics, coding or teamwork? Then come join us for STEAM Day!

You will get a chance to see our robots in action, learn about motors, design and build a vehicle, compete in races, test your engineering abilities, discover core values and accomplish great things!

Spots are limited; RSVP with participants' name, grade and contact information at:

CMSrobotics@hotmail.com

During this event, there will be a parent conference where parents can learn about our robotics teams. We will also be giving out early application forms for the 2023-24 Robotics Season. This event is only for grades 5-8. Note: space is limited. You will receive a follow up e-mail.

http://www.coronadonewsca.com/news/coronado_city_news/cms-robotics-deliver-spotlight-presentation-at-january-19-school-board-meeting/article_bbd8d3ba-9daf-11ed-ba87-9331ba6fb6c8.html

CMS Robotics Deliver Spotlight Presentation At January 19 School Board Meeting

by Lauren Curtis
Jan 26, 2023



Members of the CMS Robotics program, along with Head Coach Roberta Lenert, delivered a spotlight presentation to the school board during the January 19 CUSD board meeting.

On January 19, CUSD held its first Regular School Board Meeting of the year. This was the second regular meeting since the swearing-in of four new board members. The meeting started off with approval of the agenda, which was approved with two

http://www.coronadonewsca.com/news/coronado_island_news/cms-robotics-team-explores-beyond-the-classroom-in-off-season/article_85b87530-af0f-11ed-afcc-3fde9f759c5b.html

CMS Robotics Team Explores Beyond The Classroom In Off Season

by Brooke Clifford

Feb 17, 2023



1 of 2

Coach and marine biology teacher, Roberta Lenert, leads the CMS Robotics team in a snorkeling excursion.
Photo provided by Roberta Lenert

At Coronado Middle School (CMS), the robotics team looks at all areas of STEAM education (science, technology, engineering, arts and math) for inspiration, both inside and outside of the classroom. Recently head coach and marine biology teacher, Roberta Lenert, led the team on an underwater excursion to explore the unseen plants and creatures that share our waters and broaden the student's horizons. I had a chance to talk to Lenert and some of the CMS Robotics team members as they reflected on the experience.

Appendix III: Rubric for iLab Projects

Team Names:

Category	Exceeding Expectations	Meeting Expectations	Approaching Expectations	Does Not Meet Expectations
Tracking Sheet (up to 5 points)	All stamps received on time per schedule.	Missing an on time per schedule stamp.	Missing 2 on time per schedule stamps.	No stamps present.
Model (up to 10 points)	An accurate model of assigned topic is present. -and- The model is constructed in such a way to make it easier for someone else to understand the topic. -and- Model is able to move in order to showcase topic explanation.	A model of assigned topic is present but may be difficult to interpret or understand the topic based on it. -or- Model is able to move in order to showcase topic explanation.	A model of assigned topic is present but may be difficult to interpret or understand the topic based on it. -and- Model moves but does not showcase the topic in the movement.	Model does not move or have moving parts. -or- There is no model or it is not completed.
Information (up to 15 points)	Topic question answer is present, accurate, and clearly explained for anyone to understand. -and- Key steps and/or details are present relating to the model so one can correlate between the two. -and- There is an accurate works cited MLA bibliography section present.	Topic question answer is present and explained for anyone to understand. -or- Key steps and/or details are present. -or- There is an accurate works cited MLA bibliography section present.	Topic question answer is present but may be difficult to understand. -and- Steps and/or details are present but may be lacking. -and- There is a work cited MLA bibliography section present but there are inaccuracies. -or- One of the above is missing entirely.	Topic question answer is present and explained for anyone to understand. -and/or- Steps and/or details are present but may be lacking. -and/or- A works cited bibliography section is present but not complete or in MLA format. -or- Two or more of the above are missing entirely.
Video (up to 5 points)	Video contains all information and thorough explanation of the model. -and- Video is 2 minutes or less and was submitted ON TIME. -and- Students are professional throughout video.	Video contains information and showcases the model. -and/or- Video is slightly over 2 minutes. -and/or- Students are mostly professional throughout video. -and/or- Video is late but submitted via Dropbox by Tuesday at the end of class.	Video contains some information and explanation of the model but there may be some inaccuracies. -or- Students are somewhat professional throughout video. -or- Video is over 3 minutes. -or- Video is late but submitted via Dropbox by Tuesday at the end of class.	Video does not contain information or explanation of the model. -and/or- Students are not professional throughout video. -and/or- Video is over 5 minutes.
Overall Aesthetic Model (up to 5 points)	Model is neat, creative, and moves or has moving parts. It is interesting and eye-catching for someone walking by.	Model is neat, creative, or moves and/or has moving parts. It is somewhat interesting and eye-catching.	Model is present but is not very neat, creative, or interesting. -or- It has no movement to it.	Model is present but is not very neat, creative, or interesting. -and- It has no movement to it.
Overall Aesthetic Presentation (up to 5 points)	Presentation of information is neat, easy to understand, creative, and eye-catching.	Presentation of information is mostly neat, easy to understand, creative, and eye-catching.	Presentation of information is somewhat neat, easy to understand, creative, and eye-catching.	Presentation of information is not neat, easy to understand, creative, and eye-catching.
Overall Work and Effort (up to 10 points) PER TEACHER OBSERVATION	Student is an active participant in the group with contributions, focus on the task, and is consistently prepared for the day's work. -and- Students work is of the highest quality. -and- Student works well with the other members of the group.	Student participates in the group but has more than one day of subpar contributions, focus on the task, and preparations for the day's work. -or- The quality of work on a daily basis is less than acceptable. -or- Student causes waves with group members.	Student participates in the group but has more than one day of subpar contributions, focus on the task, and preparations for the day's work. -and/or- The quality of work on a daily basis is less than acceptable. -and/or- Student causes waves with group members.	Student participates in the group but has more than one day of subpar contributions, focus on the task, and preparations for the day's work. -and- The quality of work on a daily basis is less than acceptable. -and- Student causes waves with group members.

Appendix IV: Guided Reading Observation Tool

Guiding Reading/Small Group Look Fors

	Teacher acts as facilitator Provides support as needed	Students do the reading, thinking, and discussion work	Notes
	<i>Possible Teacher Moves</i>	<i>Possible Student Moves</i>	
Introduction	- Establishes a talk/collaboration goal with the group - Book walk or partial book walk - Uses vocabulary or language from the text to support learners	- Listens and responds to teacher directions - Engages in goal setting verbally or non-verbally - Holds book, flips and looks at pages	
Reading & Discussing	- Indicates portion of the book to read - Takes a running record - Launches and facilitates the discussion - Identifies reading strategies that were observed in the group – builds upon observed strengths - Asks questions to probe and deepen student understanding or uncover misconceptions. - Assists in clarifying and assessing their thinking with one another	- Reads the text to him/herself - Shares thinking about the portion read - Listens to others - Asks one another to probe for deeper thinking - References text - Flips to specific sections	
Closure	- Prompts students to connect to independent reading - Prompts students to reflect on collaboration goal	- Makes connections to independent reading - Student reflects on talk/collaboration goal	

Appendix V: PLC Meeting Protocol



Professional Learning Community Meeting Protocol



Site:		Grade Level/Department:		Meeting Date:	Time:
Group Norms:  Start & End On Time!  Support One Another!  Stay Focused! No Sidebars.  Be Respectful! Assume Positive Intentions.  Stick to Protocol & Ground Statements in Evidence.  Hear All Voices!					
PLC Team Roles	Facilitator(s): - Develop the agenda and distribute it to all team members - Facilitate the meeting - Keep team focused on the defined outcome - Make sure all voices are heard	Recorder(s): - Record Minutes - Post minutes in PLC Shared Folder - Maintain PLC Shared Data Folder that contains team information and resources	Timekeeper: - Monitor agenda times and topics - Keep the group focused and moving - Monitor start and end times - Call for tabling the subject or making a decision based on PLC consensus	Facilitator(s): - Review norms at the start of the meeting - Assess the team's use of norms at the end of the meeting - Review minutes from previous meeting - Act as a liaison to school personnel outside of the team	
Data Analysis Protocol					
Meeting Goal(s) / Outcome(s): Identify data trends across the grade level and in individual classrooms. ➢ Areas of Strength ➢ Areas of Need ➢ Other Observations Assessment Data: - DIBELS (Beginning of Year) - Benchmark Advance Interim 1 (baseline) - Number Corner Baseline					
Assessment: DIBELS - Beginning of Year					
Areas of Strength Areas of strength identified: Trends and patterns observed in classes and across grade level:					
Areas of Need Areas of need identified: Trends and patterns observed in classes and across grade level:					

Coronado Unified School District with support from the San Diego County Office of Education

Project E³ Supplemental Narrative

Grant Accomplishments

Communication

After receiving Project E³, CUSD implemented the effective communication strategies that had proven successful in managing the previous six DoDEA grants they had been awarded. They promptly initiated the promotion of Project E3 through a press release distributed to various stakeholders within the Coronado community. This included local media, the leadership at Naval Base Coronado, the CUSD Governing Board, district staff, and parents.

To further disseminate information about the project, the project director and the Learning Department worked together to update content on the district's websites and other marketing channels. Additionally, they established a schedule of quarterly meetings between the project director and the CUSD finance team to ensure ongoing coordination and financial oversight.

Implementation

Regular meetings involving the project director and district/site administration serve as a platform for data analysis and the revision of mathematics professional learning plans. These updates encompass significant milestones and benchmarks associated with staff readiness for the implementation phase. The meetings also involve the identification and assessment of critical elements necessary to facilitate the advancement of technology-based classrooms.

Goals

CUSD undertook several initiatives to enhance its educational offerings:

1. **Enhanced Formative Assessment System:** CUSD has upgraded its formative assessment system, Illuminate, to better support student learning and progress tracking.

2. **Expanded Academic Support:** To bolster Bridges Math lessons and materials preparation, CUSD hired a full-time Academic Support teacher (1.0 FTE) and a part-time instructional aide (0.25 FTE).

3. **Curriculum Enrichment:** CUSD invested in improving curriculum quality by purchasing Bridges student workbooks and Concept Quests enrichment curriculum for all elementary teachers.

4. **Technology Integration:** The district equipped classrooms with View Sonic smart boards and provided or procured PLTW materials and supplies. Additionally, a district-wide license for IXL Learning was obtained.

5. **Professional Development:** Elementary teachers received professional training on effectively utilizing View Sonic smart boards in their teaching methods.

6. **Student Support Practices:** CUSD developed and implemented new practices and documentation for Elementary Professional Learning Communities (PLCs) to identify students in need of intervention groups, ensuring a more targeted approach to student support.

Goals and Strategies: Year 1 Planning, 2022-2023

Goal 1: Improve academic achievement of military-connected elementary level students in grades K-5 in mathematical literacy, foundations of mathematical practices, and STEM literacy as evidenced by quantitative and/or qualitative measures by the end of this grant cycle.

CAASPP Data Summary

Percentage of grade 3-5 military-connected students meeting or exceeding standard on Concepts and Procedures:

Grade	Spring 2023 (Baseline)	Spring 2024	Spring 2025	Spring 2026	Spring 2027
3	38%				
4	49%				
5	39%				

Percentage of grade 3-5 military-connected students meeting or exceeding standard on Problem Solving and Modeling & Data Analysis:

Grade	Spring 2023 (Baseline)	Spring 2024	Spring 2025	Spring 2026	Spring 2027
3	49%				
4	40%				
5	43%				

Mathematics scores are categorized into four achievement levels, indicating whether students have exceeded, met, nearly met, or did not meet the standards, for grades 3–8 and grade 11.

Goal 1, Strategy 1 In-Class Curriculum and Support

Provide Academic Support Teachers to lead double-dose, small group instruction for identified military-connected students who are performing below standards in mathematics. Academic Support Teachers will work collaboratively and frequently with classroom teachers to review student data and plan instruction.

Provide instructional materials, resources, and professional learning needed to build capacity and support teaching the eight Standards for Mathematical Practice, strategic questioning strategies, and computational learning.

Goal 1, Strategy 2 In-Class Technology

Update formative assessment system by providing Illuminate, a comprehensive assessment and data analytics software.

Integrate technology by providing Promethean Boards, educational software, and project-based learning curricula for technology embedded instruction and increased digitally produced student work.

Goal 2: Secondary teachers that focus on math will increase their professional learning to benefit math and STEM instruction for students in grades 6–12 as evidenced by quantitative and/or qualitative measures by the end of this grant cycle.

STEM Capacity Data Summary

Percentage of teachers improving their mathematics content knowledge and pedagogical content knowledge in STEM fields.

	Spring 2023	Spring 2024	Spring 2025	Spring 2026	Spring 2027
--	-------------	-------------	-------------	-------------	-------------

	(Baseline)				
Teachers	TBD	%	%	%	%

Percentage of teachers implementing STEM pedagogical practices.

	Spring 2023 (Baseline)	Spring 2024	Spring 2025	Spring 2026	Spring 2027
Teachers	TBD	%	%	%	%

Goal 2, Strategy 1 Organizational Capacity Building

Provide professional learning needed to build capacity, develop strong vertical alignment related to elementary and secondary mathematics, and support teaching the eight Standards for Mathematical Practice, strategic questioning strategies, and computational learning K-12.

Project WL+ Supplemental Narrative

Summary of Progress

Goal 1: Establish, expand, and improve world language study for military-connected grade TK-12 students in world language skills and cultural knowledge capability and capacity as evidenced by quantitative and/or qualitative measures.

CUSD established a FLEX Spanish program in both elementary schools, serving a total of 1193 students who had previously not had access to an elementary world language pathway. Of those 1193 elementary students, 654 are military-connected. Two Bilingual Cross-cultural Language and Academic Development (BCLAD) certificated teachers were hired to teach at both elementary schools and began implementing FLEX Spanish instruction in the fall of 2022. Both teachers participated in bi-weekly curriculum planning meetings with the Teacher On Special Assignment (TOSA) leading the design and implementation of the FLEX instruction.

CUSD World Language teachers participated in a robust professional learning series designed by the project's TOSA focused on improving instruction to align with the California World Language Standards and Framework to expand access to high-quality world language opportunities. 100% of CUSD World Language teachers participated in 6 World Language Department Professional Learning sessions.

Additionally, the STAMP assessment was universally implemented in 2022 as an assessment student to track student progress toward proficiency at all levels and as a placement tool in summer 2023. World Language teachers developed procedures to norm their language placement processes using STAMP. One additional BCLAD teacher was hired to teach FLEX Spanish instruction in the middle school, an expansion of the middle school World Language pathway.

The World Language Advisory, which focused particularly on amplifying the voices of military-connected families, met 4 times throughout the year to provide feedback to the Project Director on specific program initiatives, to generate new ideas for the program, and to monitor program progress. The World Language Advisory consisted of parents, teachers, community members, and students. Multiple events engaged families and the community in celebrating World Language learning and biliteracy. The World Languages Awards celebrated students gaining the California State Seal of Biliteracy. 117 families attended this event.

Lessons Learned

As CUSD Superintendent Karl Mueller recently said, families in Coronado are eager for the opportunities that Project WL+ is providing to children in the district. New programs, such as the FLEX Spanish program in both elementary schools, are radical deviations from prior instruction. Elementary students now have access to World Language learning within CUSD classrooms, which had not been the case a year prior. Importantly, half of all CUSD elementary students identify as military-connected. As a result, the FLEX Spanish program has led to a dramatic increase in military-connected students who have access to and are engaging with CUSD World Language pathways. These changes require careful planning, thoughtful hiring, and monitored implementing. Once a new program begins, though, the change is made. Establishing a new

program and expanding World Language access as part of Goal 1 has required the most initial investment of resources but the change it resulted in came without significant resistance during implementation. Within Goal 1 of Project WL+, *improving* current World Language instruction at the secondary level has remained the most difficult objective to meet. This, we have learned, is a result of multiple factors that support the continuous functioning of CUSD but do not necessarily create conditions for risk-taking, change, and learning.

CUSD World Language teachers participated in 6 professional learning events that provided opportunities for teachers to consider the California World Language Standards and Framework, particularly the Communication strand, and to collaboratively design instruction that aligns to the Standards and Framework. Additionally, the Teacher On Special Assignment (TOSA) leading the professional learning implemented the STAMP assessment across the World Language department and supported secondary teachers to norm their placement practices. This professional learning was evaluated positively by participating teachers, but classroom instruction largely remained the same. Teachers who regularly demonstrated the High-Leverage Teaching Practices from the World Language Standards and Framework continued to do so. Those whose practices did not consistently reflect the High-Leverage Teaching Practices did not radically change their practice as a result of the professional learning. Those classes were and continue to be characterized by high levels of teacher talk, grammar instruction disconnected from context, and error correction.

Without collaborative planning time, or significantly more time allocated to departmental professional learning, which would support the immediate implementation of new practices with feedback and support, we have learned that the desired changes to teacher practice to improve current instruction are unlikely to take place. We are hopeful, though, that as the student population enrolled in secondary World Language classes changes, with the influx of FLEX-educated students, instruction will change to respond to their needs. Most importantly, they will place into higher levels of Spanish with, ideally, a developed interest in both the culture and language and an increased global competence. This group of students, accustomed to interpersonal communication and risk-taking in their language learning through FLEX, will likely ask new things of their secondary teachers.

Sustainability

The most effective strategy currently in place has been the implementation of the FLEX Spanish program in both elementary schools. This program is now fully integrated into the structures and routines of CUSD elementary school instruction. With the FLEX scope and sequence fully built out, and significant instructional planning and collaboration time allocated for both FLEX teachers, the CUSD FLEX Spanish program will likely continue to function without significant barriers. If anything, the FLEX Spanish program has the community and student support needed to increase the investment of time in Spanish instruction. What was clear from the elementary student attitudinal survey was that students were overwhelmingly enjoying their FLEX Spanish experiences and desired *more* time for Spanish and more focus on language acquisition.

Professional learning to support the improvement of World Language instruction will require consistent messaging from leadership and continued investment of time. The work that the CUSD World Language teachers have engaged in this year, and any learning that might be developing as a result, will need more time to manifest as change to instructional practice. Currently, the desired instructional changes are not taking place within classrooms, but this should not result in a diminished focus on the goal of instructional improvement. CUSD World Language teachers are taking part in a years-long learning experience focused on the California World Language Standards and Framework. To initiate and sustain these changes to instruction, Project WL+ must continue to devote time to this professional learning.

The family and community engagement efforts of Project WL+ will support the sustainability of this project's goal. What is clear from both the family and community survey results and the incredible attendance at the World Languages Awards is that CUSD families are aware of the K-12 World Language pathway available to their children and desirous of World Language learning for their children. For families who speak a home language other than English, the World Language Awards celebrating students receiving the California State Seal of Biliteracy was a profound moment of recognition by CUSD. As one family member said of the World Languages Awards: "Thank you so much for putting this Award Ceremony for bilingual children and their family. It means a lot to us. This showed us we're in the right direction when raising our children bilingual and we're very proud of them for their dedication and for being consistent on learning our home language even though they had faced challenges."

Student Attitudinal Survey 7th-12th Grade

Rate your interest in continuing to learn a world language next year:

High - I am definitely going to continue learning a world language

Medium High - I am interested in continuing to learn a world language

Average - I might continue to learn a world language

Low – I probably will not continue to learn a world language

I have already taken all available world language classes in my world language and I'm not interested in learning a new one.

Are you aware that in California you can graduate from high school with a Seal of Biliteracy recognition on your diploma?

Yes

No

Not sure

Are you interested in earning the Seal of Biliteracy?

Yes

No

Not sure

What, if any, are advantages to learning a new language? (Check all that apply)

Academic Benefits

Brain health (ie: prevent Alzheimer's and dementia)

Career Opportunities

Communicate with more people

Cultural Awareness

Financial Benefits

Global Perspective

Travel

What, if any, are some challenges you face when learning a new language (Check all that apply)

Can't understand what I hear

Lack of access to people to practice with

Languages taught in school are not useful in real life

Learning grammar is difficult

Learning vocabulary is difficult

Not academically rigorous

Pronunciation is too difficult

I face no challenges

No response/opinion

Other (type response)

Rate your ability to learn a new language?

High - I believe I can become fluent

Medium High - I believe I can communicate effectively

Average - I believe I can understand basic phrases

Low - I will have difficulty understanding another language

Not sure

Elementary Parent Survey

Are you aware that beginning this school year, all CUSD K-5 students will have instruction in Spanish once a week through the FLEX program?

Yes

No

Not sure

How beneficial do you think the FLEX program will be for your child?

Not beneficial at all

Not beneficial

Neutral

Very beneficial

Extremely beneficial

Are you aware of the CUSD 5th grade Pathway to Biliteracy Awards?

Yes

No

Not sure

Are you aware that students in California can graduate from high school with a Seal of Biliteracy recognition on their diploma?

Yes

No

Not sure

Are you interested in your child earning the Seal of Biliteracy?

Yes

No

Not sure

How important is it to you that your child graduates from high school with the ability to speak multiple languages?

Not at all important

Not important

Neutral

Very important

Extremely important

What, if any, are the benefits of your child being bilingual? (Check all that apply)

Academic Benefits

Brain health (ie: prevent Alzheimer's and dementia)

Career Opportunities

Communicate with more people

Cultural Awareness

Financial Benefits

Global Perspective

Travel

What, if anything, would prevent your child from taking multiple years of a World Language in middle school and high school? (Check all that apply)

It is not important

No space in their schedule

It's too difficult for them

They do not feel motivated to pursue languages

The languages they want are not being offered

Nothing would prevent them

Other:

Elementary Student Attitudinal Survey

How true are these statements?

	Not at all true	A little bit true	Somewhat true	Fairly true	Totally true
I work as hard as I can in Spanish class.	☐	☐	☐	☐	☐
Spanish class is interesting.	☐	☐	☐	☐	☐
I don't try very hard in Spanish class.	☐	☐	☐	☐	☐
Spanish class is fun.	☐	☐	☐	☐	☐
When we work on Spanish class, I feel bored.	☐	☐	☐	☐	☐
I know a lot of Spanish.	☐	☐	☐	☐	☐
I am pretty good at Spanish.	☐	☐	☐	☐	☐
Learning Spanish is good for students like me.	☐	☐	☐	☐	☐
I am proud of speaking Spanish.	☐	☐	☐	☐	☐
I don't care if I miss Spanish class.	☐	☐	☐	☐	☐
I am not very good at Spanish.	☐	☐	☐	☐	☐
I try hard to do well in Spanish class.	☐	☐	☐	☐	☐
I don't have what it takes to learn Spanish.	☐	☐	☐	☐	☐

How excited are you to learn Spanish next year?

Very excited

Excited

A little excited

Not excited at all

The following questions ask you to write about what you liked and learned in Spanish class this year.

What are a few things you learned in Spanish class this year?



What did you like best about Spanish class this year?



How might we make the Spanish class better for you?



AGENDA - November 16, 2023

REPORTS (50 min.)

5.5 Learning Department Report: Senior Director of Learning, Dr. Megan Battle (5 min. + Board Discussion)

Department/Category: INSTRUCTIONAL PROGRAMS & STUDENT ACTIVITIES

Background Information:

Reports:

See attached.

Financial Impact:

None for this report.

Superintendent's Recommendation:

No Action required for this report.

LCAP Goals:

3. Multi-Tiered System of Supports

Moved_____. Seconded_____

Ayes_____ Noes_____ Absent_____ Abstain_____ Student_____

[Learning Department Board Report - 11-16-23.pdf](#)

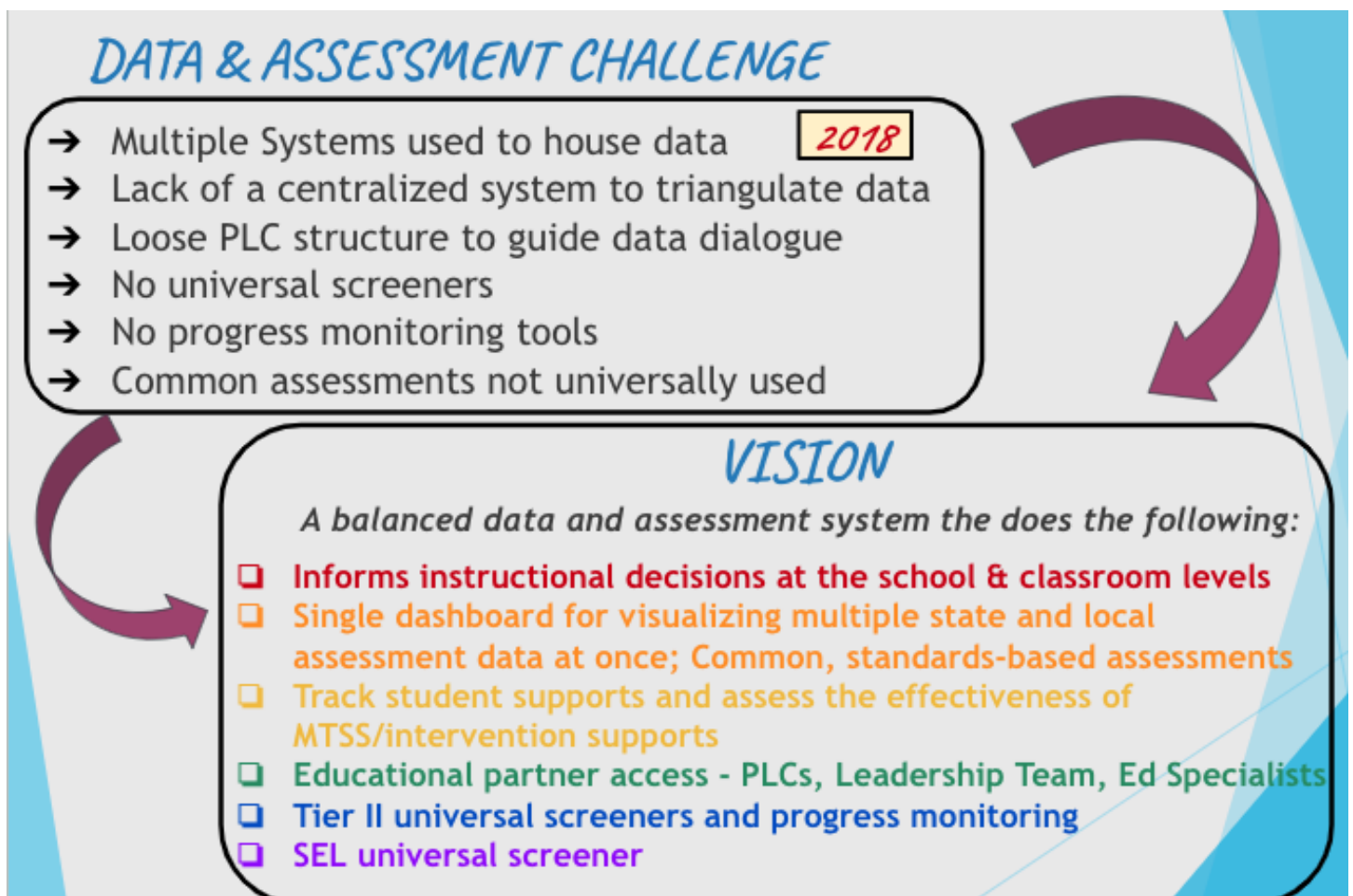
Board Meeting: November 16, 2023

Learning Department Report: CUSD Data and Assessment Ecosystem

During the October 19, 2023 Governing Board meeting, the Learning Department provided an overview of current CUSD state and local assessment data, including a brief summary of how CUSD educators use assessment results to improve learning outcomes for all students. This report outlines another critical component in creating a balanced data and assessment ecosystem that gives educators and administrators a clear view of their students every step of the way. The developing data and assessment ecosystem in CUSD is dependent upon a symbiotic relationship between the following:

- State assessment results (October report)
- Local assessment results (October report)
- Accurate (reliable and valid), balanced, local assessment cycles: universal screeners, diagnostics, progress monitoring, interim, benchmark and summative assessments
- Data analysis in professional learning communities = data-based decision making
- Engaging instruction and differentiation

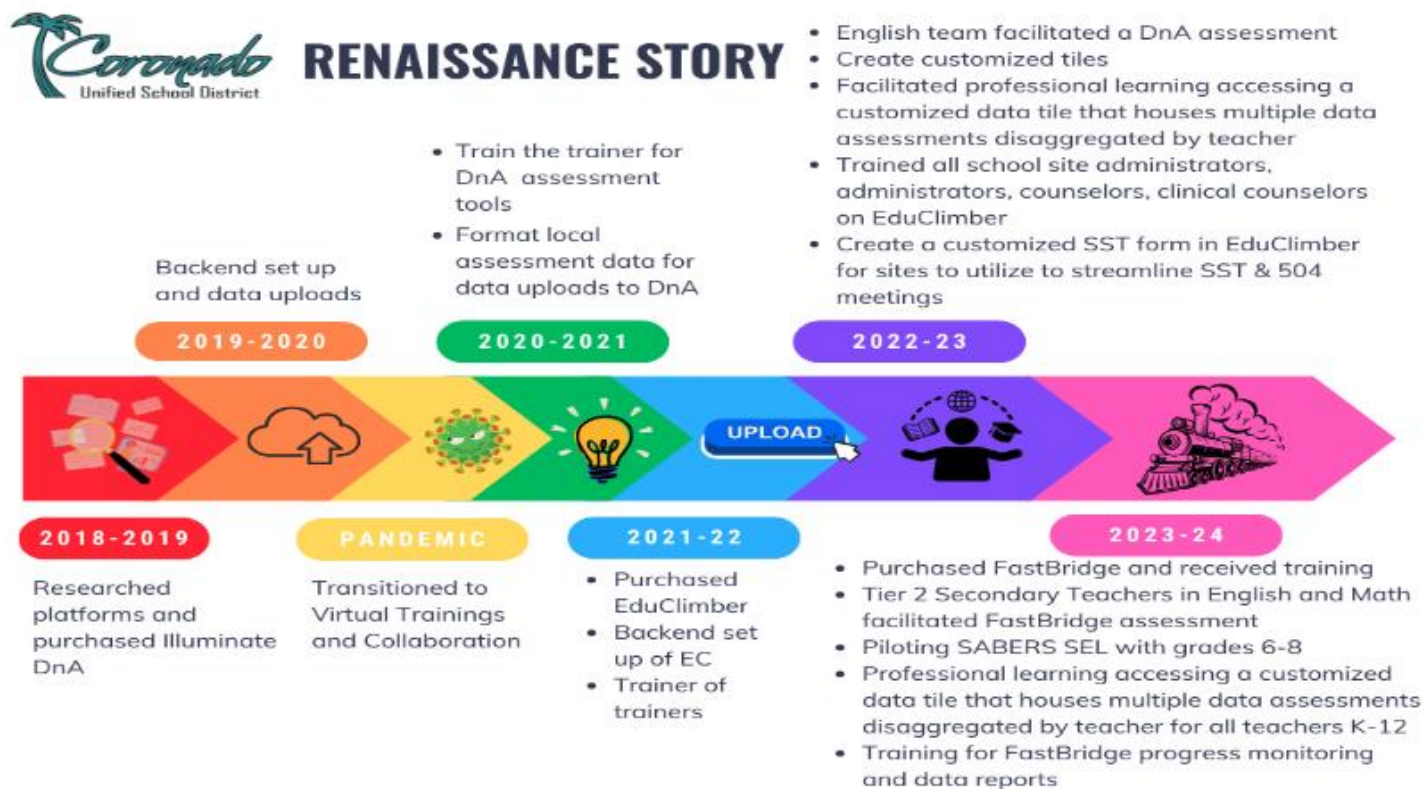
In order to build and thrive in this ecosystem, CUSD began a learning journey in 2018 that started with developing a vision for the ideal data and assessment ecosystem we wanted to create and conducting an inventory of where we were – which highlighted the gaps, challenges and areas for growth within our current data and assessment system. Below is a graphic that displays the challenges and the type of system we want to develop.



CUSD began researching and meeting with numerous data dashboard companies and ultimately decided to partner with *Illuminate Education*. This company was recently purchased and is now called *Renaissance*. Below are the components within the Renaissance system that CUSD is currently using.

- **Data and Assessment (DnA):** This platform provides a single platform to visualize state and local assessment data for all students from a district level, school level, grade level, classroom teacher level and individual student level. DnA can aggregate and disaggregate data to inform instruction, curriculum and resource decisions, and drive conversations about effectiveness throughout the school year. It includes standards-based assessments to instantly gather formative feedback to check for understanding, inform how to pace and plan the next lesson, and guide differentiated and personalized learning.
- **eduClimber (eC):** This platform is an interactive system that integrates whole child data into a single platform with built-in tools for intervention tracking, collaborative workflows, and effectiveness reporting. The eC system brings together academic, social-emotional, behavior, intervention, and attendance data all in one place.
- **FastBridge:** This platform provides valid and reliable assessments to help educators identify students' academic and social-emotional behavior (SEB) needs faster, align the right interventions at the right time, and measure whether interventions are helping students catch up – all in one platform. CUSD is currently piloting the FastBridge ELA and Math assessments in the math and ELA support classes at CMS and the math support classes at CHS. CMS is also piloting the SEB tool with a small number of advisory periods.

Below is another graphic that displays a timeline related to onboarding the Renaissance platforms, professional learning activities that we have engaged in and other actions that we are taking in order to attain our vision for an effective data and assessment ecosystem.



This school year our focus continues to be on professional learning for teachers within the various platforms that pertain to their educator roles, in addition to monitoring the FastBridge pilots, learning the technical side of Renaissance to support ease of data imports and SIS integration, and developing eC systems for site routines and procedures for the SST process at each school site.

AGENDA - November 16, 2023

REPORTS (50 min.)

5.6 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:

Department Reports for November 2023 can be found [here](#)

- Business Services
 - Attendance Dashboard Month Two August 21 - October 13, 2023

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_____

[2023-24 Month 2 Attendance \(1\).pdf](#)

Attention to Attendance

Month 1 & 2
School Year 2023-24
Attendance Dashboard

Improving Attendance is a Local Control Accountability Plan Goal

The Local Control and Accountability Plan (LCAP) Goal #3 Action #5 is to improve CUSD attendance and chronic absenteeism rates for all students. Consistent with this goal, we will be providing monthly reports to the Board regarding the efforts of district and site personnel toward implementation of the Goal's five key actions:

- A. Ensure all site attendance is accurately reported daily into Synergy.
- B. Ensure all site attendance clerks and identified site administrators notify parents on a weekly basis of absences, including providing official CUSD absence threshold letters to parents on a timely basis.
- C. Ensure all sites promote and/or incentivize positive attendance.
- D. Ensure all sites hold appropriate School Attendance Review Team and School Attendance Review Board meetings for students whose attendance reaches appropriate thresholds.
- E. Provide reports to the Governing Board on district attendance and enrollment monthly.

School Attendance Makes a Difference

- Multiple absences cause students to fall behind in reading, writing, and math.
- Attendance is a life skill that will help students in middle school, high school, and beyond.
- By 6th grade, absenteeism is a leading sign that a student may drop out of high school.
- Missing 10 percent, or about 18 days, of the school year can dramatically impact a child's success.
- Excessive absences can be a sign that a student is not feeling connected to school, struggling with learning, or facing challenges.
- Daily and on-time attendance helps support a student's connection to school.

Silver Strand Elementary School

Attendance Dashboard

CURRENT YEAR								
2023 - 2024	TK	K	1	2	3	4	5	Total
Enrollment	18	49	46	48	48	52	57	318
Attendance Rate	96.1%	96.0%	95.2%	97.2%	95.1%	97.2%	96.5%	96.2%
Number of Student Absences	24	65	77	45	80	50	68	409
Lost Instructional Time (HOURS)	72	358	424	248	440	275	374	2,190
Lost Revenue	\$ 1,440	\$ 3,900	\$ 4,620	\$ 2,700	\$ 4,800	\$ 3,000	\$ 4,080	\$ 24,540

HISTORICAL INFORMATION									
School Year	ENROLLMENT							# of Student Absences	Attendance Rate %
	TK-K	1	2	3	4	5	Total		
2022-2023	63	43	47	48	60	44	305	2,530	94.0%
2019-2020	71	57	60	52	48	63	351	1,750	96.0%
2018-2019	76	53	54	46	56	52	337	1,837	96.4%
2017-2018	57	37	38	45	39	56	272	1,225	96.8%
2016-2017	62	44	53	47	69	60	335	1,642	96.4%
2015-2016	55	49	48	54	59	55	320	1,487	96.7%
2014-2015	51	48	51	53	57	61	321	1,420	96.8%
2013-2014	47	47	45	50	60	60	309	1,247	97.2%

Village Elementary School

Attendance Dashboard

CURRENT YEAR								
2023-2024	TK	K	1	2	3	4	5	Total
Enrollment	45	92	110	124	127	126	151	775
Attendance Rate	94.5%	95.6%	95.7%	96.2%	96.2%	96.9%	96.1%	96.0%
Number of Student Absences	87	137	158	162	166	133	199	1,042
Lost Instructional Time (HOURS)	261	754	869	891	913	732	1,095	5,514
Lost Revenue	\$ 5,220	\$ 8,220	\$ 9,480	\$ 9,720	\$ 9,960	\$ 7,980	\$ 11,940	\$ 62,520

HISTORICAL INFORMATION									
School Year	ENROLLMENT							# of Student Absences	Attendance Rate %
	TK-K	1	2	3	4	5	Total		
2022-2023	130	124	126	125	156	119	780	5,746	94.5%
2019-2020	150	123	115	136	151	126	801	3,475	96.5%
2018-2019	152	118	130	144	116	170	830	4,437	96.6%
2017-2018	122	124	134	109	149	163	801	3,700	96.5%
2016-2017	132	135	113	138	147	138	803	4,031	96.4%
2015-2016	173	98	144	146	131	155	847	4,718	96.1%
2014-2015	119	144	134	134	147	163	841	4,372	96.2%
2013-2014	149	124	127	147	170	154	871	4,014	96.7%

Coronado Middle School

Attendance Dashboard

CURRENT YEAR				
2023-2024	6	7	8	Total
Enrollment	178	239	211	628
Attendance Rate	96.2%	97.1%	96.0%	96.5%
Number of Student Absences	232	239	283	754
Lost Instructional Time (HOURS)	1,392	1,434	1,698	4,524
Lost Revenue	\$ 13,456	\$ 13,862	\$ 16,414	\$ 43,732

HISTORICAL INFORMATION						
School Year	ENROLLMENT				# of Student Absences	Attendance Rate %
	6	7	8	Total		
2022-2023	233	205	204	642	3,885	95.5%
2019-2020	254	257	241	752	3,096	96.7%
2018-2019	242	242	246	730	3,744	96.7%
2017-2018	220	240	251	711	3,059	96.8%
2016-2017	227	246	236	709	2,917	97.0%
2015-2016	228	239	262	729	3,101	97.0%
2014-2015	232	259	259	750	3,306	96.8%
2013-2014	223	250	262	735	3,199	96.9%

Coronado High School

Attendance Dashboard

CURRENT YEAR					
2023-2024	9	10	11	12	Total
Enrollment	235	256	256	251	998
Attendance Rate	97.4%	96.4%	95.9%	95.3%	96.2%
Number of Student Absences	208	312	361	398	1,279
Lost Instructional Time (HOURS)	1,248	1,872	2,166	2,388	7,674
Lost Revenue	\$ 14,144	\$ 21,216	\$ 24,548	\$ 27,064	\$ 86,972

HISTORICAL INFORMATION							
School Year	ENROLLMENT					# of Student Absences	Attendance Rate %
	9	10	11	12	Total		
2022-2023	258	252	251	262	1,023	7,383	94.60%
2018-2019	290	273	281	280	1,124	7,681	95.70%
2017-2018	267	287	280	304	1,138	6,270	96.00%
2016-2017	292	313	317	289	1,211	7,124	95.7%
2015-2016	304	322	307	298	1,231	6,501	96.3%
2014-2015	315	291	285	302	1,193	5,300	96.7%
2013-2014	287	295	296	280	1,158	4,741	97.1%

Attendance Challenge

- One ADA (180 Days of attendance) ~\$9,000
- Attendance can be 'recovered' through Saturday school or attendance on any other non-school day
- Battle of the grade levels?
- Senior Challenge?

\$\$ Let's make a deal! \$\$ ²¹⁷

Together we can help students achieve!



THANK YOU!!!

**Ms. Doris Ricks @ Coronado High
Ms. Akisha Chaney @ Coronado Middle
Ms. Clay @ Village Elementary
Ms. Kimberley Junk @ Silver Strand**

All CUSD Students and Families

***Thank you for your continued support of our
school attendance personnel!!!***

AGENDA - November 16, 2023

REPORTS (50 min.)

5.7 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 11_16_23.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.

- Strengthen programs and expand resources that support the physical and emotional health of CUSD staff and students.

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 is to review existing emergency operation plans and conduct a comprehensive safety assessment across all sites within CUSD. The purpose of this project is to assess existing infrastructure security measures and to make recommendations to the Governing Board. Included in these assessments are 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 will be made as needed. This project is 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 . SSO started their comprehensive review process in February of 2023.

On Wednesday, August 16, 2023, Mr. Jeff Kaye, President of School Safety Operations, facilitated a training of critical findings to the CUSD Administrative Cabinet. On Monday, August 21, Mr. Kaye presented an overview of best practices to all CUSD staff. Mr. Kaye and his team will provide direct support to site administrators in the development of site safety plans and professional development to promote alignment and fidelity to the Emergency Operations Assessment. The abridged summary of findings and recommendations are available [here](#).

CUSD staff began compiling bids for individual school sites and districtwide recommendations outlined in the SSO report. The Governing Board will have opportunities to prioritize projects

and allocate/secure funding.

CUSD retained the services of School Safety Operations (SSO) to conduct a “Hazard and Vulnerability Assessment Report.” The report has been reviewed with the Board, staff and first responders. The 103 page detailed report is maintained in confidence to protect the safety of students and staff. Specific recommendations were made to address vulnerabilities. An overview of each recommendation and related costs and information are outlined below.

https://docs.google.com/document/d/1EEszDYFxEHr8q-i07F_vMv-hvVzZEipzZqCooErG5I/edit

AGENDA - November 16, 2023

FIRST READING

6.1 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.

Copies of the policies have been available for the public for viewing at the District Office.

Financial Impact:

None

Superintendent's Recommendation:

First Read Only, No Action Required.

LCAP Goals:

Moved_____. Seconded_____

Ayes_____ Noes_____ Absent_____ Abstain_____ Student_____

[Board Policy Updates November - First Read.pdf](#)

CSBA POLICY GUIDE SHEET

Instructional Materials Special Packet October 2023

Board Policy 0410 - Nondiscrimination in District Programs and Activities

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

- **Impact on existing practices in CUSD: There is a minimal impact to current practices within CUSD.**
- **Cost to CUSD: No financial impact to CUSD.**
- **Staff Recommendation: Staff recommend adopting the policy as written to comply with new law AB 1078.**

Board Policy 1312.2 - Complaints Concerning Instructional Materials

Policy updated to reflect **NEW LAW (AB 1078, 2023)** which (1) requires the California Department of Education (CDE) to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum, (2) clarifies when it is unlawful discrimination for the Governing Board to refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library, (3) provides that complaints alleging discrimination related to the use or prohibited use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library may be brought under the district's uniform complaint procedures or may be directly filed with the Superintendent of Public Instruction, as specified, and (4) requires CDE to issue, by July 1, 2025, guidance regarding how to review instructional materials to ensure that they represent diverse perspectives and are culturally relevant. Policy also updated to expand and amend the list of criteria to be considered when instructional or library materials are being challenged; and, to provide that, unless required by law, any challenged material that is reviewed by the district will not be subject to further reconsideration for 12 months.

- **Impact on existing practices in CUSD: There is minimal impact on existing practices in CUSD.**
- **Cost to CUSD: There is no cost to CUSD.**
- **Staff Recommendation: Staff recommend adopting the policy as written.**

Regulation updated to provide that for an instructional materials complaint for a nonprinted material the location of the objection be given; include that acknowledgement of receipt of an instructional materials complaint and notification of a review committee's decision be in writing; and, add that staff, in addition to the Superintendent or designee and teacher(s), be notified by the Principal as appropriate when an instructional materials complaint is received. Regulation also updated to delete material in the section "Formal Complaint" related to a request by a parent/guardian who has filed a complaint for the student to be excused from using the challenged material while the complaint is pending; and, move the section "Review Committee" to come before the section "Superintendent Determination" so that it follows chronologically. Additionally, regulation updated to amend the section "Review Committee" to provide that (1) the Superintendent or designee may appoint parents/guardians and students, in addition to administrators and staff from relevant instructional and administrative areas, to serve on the committee, (2) include that the Superintendent or designee may provide training to the review committee to ensure the committee is informed regarding its responsibilities, applicable laws, and Board policies and administrative regulations when reviewing instructional materials, and (3) delete the list of criteria to be considered when instructional materials are being challenged, as this list is provided in the accompanying Board policy.

- **Impact on existing practices in CUSD: There is minimal impact on existing practices in CUSD.**
- **Cost to CUSD: There is no cost to CUSD.**
- **Staff Recommendation: Staff recommend adopting the policy as written.**

Exhibit(1) 1312.2 - Complaints Concerning Instructional Materials

Exhibit updated to specify that the "Request for Reconsideration of Existing Instructional Materials" form is for use when challenging the content of any existing textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library. Exhibit also updated to accommodate for digital instructional materials; merge together portions of the form that are content related; and, change from a checklist to an open ended response the portion regarding the complainant's preference for what should be done about a challenged instructional material.

- **Impact on existing practices in CUSD: There is minimal impact on existing practices in CUSD.**
- **Cost to CUSD: There is no cost to CUSD.**
- **Staff Recommendation: Staff recommend adopting the policy as written.**

Board Policy 1312.3 - Uniform Complaint Procedures

Policy updated to ensure compliance with the California Department of Education's (CDE) 2023-24 federal program monitoring instrument, and reflect **NEW LAW (AB 1078, 2023)** which (1) clarifies when it is unlawful discrimination for the Governing Board to refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library, (2) provides that complaints alleging discrimination related to the use or prohibited use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library may be brought under the district's uniform complaint procedures or may be directly filed with the Superintendent of Public Instruction, as specified, and (3) requires CDE to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum. Policy also updated to reflect that the California Department of Fair Employment and Housing is now called the California Civil Rights Department.

- **Impact on existing practices in CUSD: There is minimal impact on current practices in CUSD.**
- **Cost to CUSD: No financial impact to CUSD.**
- **Staff Recommendation: Staff recommend adopting the policy as written.**

Administrative Regulation 1312.3 - Uniform Complaint Procedures

Regulation updated to reference **NEW LAW (AB 1078, 2023)** which (1) clarifies when it is unlawful discrimination for the Governing Board to refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or

any book or resource in a school library, (2) provides that complaints alleging discrimination related to the use or prohibited use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library may be brought under the district's uniform complaint procedures or may be directly filed with the Superintendent of Public Instruction, as specified, and (3) requires the California Department of Education (CDE) to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum. Regulation also updated to ensure compliance with CDE's 2023-24 federal program monitoring instrument

- **Impact on existing practices in CUSD:** There is minimal impact on current practices in CUSD.
- **Cost to CUSD:** No financial impact to CUSD.
- **Staff Recommendation:** Staff recommend adopting the policy as written.

Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures

Regulation updated to reflect **NEW LAW (AB 1078, 2023)** which (1) requires the California Department of Education (CDE) to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum, (2) provides that complaints related to instructional materials alleging that more than one student does not have sufficient textbooks or instructional materials as the result of an act by the Governing Board, or the Board's failure to remedy the deficiency, may be filed with the Superintendent of Public Instruction (SPI) directly, and the SPI may directly intervene without waiting for an investigation, and, (3) requires CDE, upon a finding that a district has not provided sufficient textbooks or instructional materials, to take all remedial actions required by law, including purchasing textbooks and instructional materials and assessing a financial penalty against the district's local control funding formula. Regulation also updated to reflect **NEW LAW (SB 114, 2023)** which requires that the Williams uniform complaint procedure be used to address a complaint related to teacher misassignment that claims that a teacher who lacks credentials or training to teach English learners is assigned to teach a class with one or more English learners in the class, (formerly with more than 20 percent English learners in the class), and **NEW LAW (SB 760, 2023)** which authorizes districts to temporarily close a restroom for a documented student safety concern, an immediate threat to student safety, or to repair the facility.

- **Impact on existing practices in CUSD:** There is minimal impact on existing practices in CUSD.
- **Cost to CUSD:** There is no cost to CUSD.
- **Staff Recommendation:** Staff recommend adopting the policy as written.

Exhibit(1) 1312.4 - Williams Uniform Complaint Procedures

Exhibit updated to reference **NEW LAW (SB 760, 2023)** which authorizes districts to temporarily close a restroom for a documented student safety concern, an immediate threat to student safety, or to repair the facility, and **NEW LAW (SB 114, 2023)** which requires that the Williams uniform complaint procedure be used to address a complaint related to teacher misassignment that claims that a teacher who lacks credentials or training to teach English learners is assigned to teach a class with one or more English learners in the class, (formerly with more than 20 percent English learners in the class).

- **Impact on existing practices in CUSD:** There is minimal impact on existing practices in CUSD.
- **Cost to CUSD:** There is no cost to CUSD.
- **Staff Recommendation:** Staff recommend adopting the policy as written.

Exhibit(2) 1312.4 - Williams Uniform Complaint Procedures

Exhibit updated to reflect **NEW LAW (SB 114, 2023)** which requires that the Williams uniform complaint procedure be used to address a complaint related to teacher misassignment that claims that a teacher who lacks credentials or training to teach English learners is assigned to teach a class with one or more English learners in the class, (formerly with more than 20 percent English learners in the class), and **NEW LAW (SB 760, 2023)** which authorizes districts to temporarily close a restroom for a documented student safety concern, an immediate threat to student safety, or to repair the facility. Exhibit also updated to reflect **NEW LAW (AB 1078, 2023)** which provides that complaints related to instructional materials alleging that more

than one student does not have sufficient textbooks or instructional materials as the result of an act by the Governing Board, or the Board's failure to remedy the deficiency, may be filed with the Superintendent of Public Instruction directly.

- **Impact on existing practices in CUSD: There is minimal impact on existing practices in CUSD.**
- **Cost to CUSD: There is no cost to CUSD.**
- **Staff Recommendation: Staff recommend adopting the policy as written.**

Board Policy 5145.3 - Nondiscrimination/Harassment

Policy updated to reflect **NEW LAW (AB 1078, 2023)** which (1) requires that the district's policy prohibiting discrimination, harassment, intimidation, and bullying include a statement that the policy applies to all acts of the Governing Board and the Superintendent in enacting policies and procedures that govern the district, and (2) clarifies when it is unlawful discrimination for the Board to refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library. Policy also updated to provide that all allegations of unlawful discrimination in district programs and activities shall be brought, investigated, and resolved in accordance with the district's uniform complaint procedures. Additionally, policy updated to reflect **NEW U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS GUIDANCE** documents which (1) state that a district may not separate students based on race, but may include group discussions or activities that focus on race as part of the curriculum, courses, or programs so long as access or participation is not permitted or limited based on race, (2) provide that a school-sponsored program with emphasis on race, such as a student club, that is open to all students, typically would not violate Title VI solely because of its race-related theme, and (3) address discrimination in the use of discipline based on disability, race, and gender expression.

- **Impact on existing practices in CUSD: There is minimal impact on current practices in CUSD.**
- **Cost to CUSD: No financial impact.**
- **Staff Recommendation: Staff recommend adopting the policy as written.**

Board Policy 6143 - Courses of Study

Policy updated to expand the list of characteristics for which the district may not, on the basis of the student's actual or perceived characteristic, provide any course separately or require or refuse participation by any student, to more closely align with law.

- **Impact on existing practices in CUSD: There is minimal impact on existing practices in CUSD.**
- **Cost to CUSD: There is no cost to CUSD.**
- **Staff Recommendation: Staff recommend adopting the policy as written.**

Administrative Regulation 6143 - Courses of Study

Regulation updated to reflect **NEW LAW (AB 1078, 2023)** which (1) includes people of all genders (formerly "men and women"), Latino Americans (formerly "Mexican Americans"), LGBTQ+ Americans (formerly "lesbian, gay, bisexual, and transgender Americans"), and members of other ethnic, cultural, religious, and socioeconomic status groups (formerly "ethnic and cultural") to the groups for which instruction in social studies is required to include a study of the role and contributions of. Regulation also updated to reflect the requirement for districts that offer a health education course to middle or high school students to include in such course mental health instruction.

- **Impact on existing practices in CUSD: There is moderate impact on existing practices in CUSD relative to the inclusion on mental health instruction.**
- **Cost to CUSD: There is no cost to CUSD.**
- **Staff Recommendation: Staff recommend adopting the policy as written.**

Policy updated to reflect **NEW LAW (AB 1078, 2023)** which (1) requires the California Department of Education (CDE) to issue, by July 1, 2025, guidance regarding how to review instructional materials to ensure that they represent diverse perspectives and are culturally relevant, (2) requires CDE to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum, (3) requires the Governing Board to submit a copy of any resolution reflecting a finding of insufficient textbooks or other instructional materials to the County Superintendent of Schools no later than three business days after the hearing on such materials, (4) clarifies when it is unlawful discrimination for the Board to refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library, and (5) provides that complaints alleging discrimination related to the use or prohibited use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library may be brought under the district's uniform complaint procedures or may be directly filed with the Superintendent of Public Instruction, as specified. Policy also updated to expand the list in the first philosophical statement regarding the Governing Board's desires for the district's instructional materials; clarify that instructional materials for mathematics and English language arts that are aligned to common core academic content standards are deemed to be aligned to state academic content standards adopted by the State Board of Education, move up the statement regarding the inclusion of the degree to which every student has sufficient access to standards-aligned instructional materials into the district's local control and accountability plan, and provide that the district shall take any action to ensure that each student has sufficient materials within two months of the beginning of the school year if the County Superintendent makes the district aware of a school that does not have sufficient instructional materials.

- **Impact on existing practices in CUSD: There is minimal impact on existing practices in CUSD.**
- **Cost to CUSD: There is no cost to CUSD.**
- **Staff Recommendation: Staff recommend adopting the policy as written.**

Administrative Regulation 6161.1 - Selection and Evaluation of Instructional Materials

Regulation updated to add that instructional materials being piloted by the district assess the extent to which the materials accurately reflect and value society's diversity. Regulation also updated to reflect **NEW LAW (AB 1078, 2023)** which includes people of all genders (formerly "men and women"), Latino Americans (formerly "Mexican Americans"), LGBTQ+ Americans (formerly "lesbian, gay, bisexual, and transgender Americans"), and members of other ethnic, cultural, religious, and socioeconomic status groups (formerly "ethnic and cultural") to the groups for which instruction in social studies is required to include a study of the role and contributions of, and (2) requires the California Department of Education to issue, by July 1, 2025, guidance regarding how to review instructional materials to ensure that they represent diverse perspectives and are culturally relevant. Additionally, regulation updated to include, for instructional materials being recommended for adoption by the Governing Board, that they include specified subject content requirements, support the district's local control and accountability plan, stimulate exploration of ideas and intellectual exchanges, and include options for materials in digital format.

- **Impact on existing practices in CUSD: There is minimal impact on existing practices in CUSD.**
- **Cost to CUSD: There is no cost to CUSD.**
- **Staff Recommendation: Staff recommend adopting the policy as written.**

Exhibit(1) 6161.1 - Selection and Evaluation of Instructional Materials

Exhibit updated to clarify that districts who have determined that sufficient materials were not provided to students at a district school(s) in a certain subject(s), should complete the section "Finding of Insufficient Textbooks or Instructional Materials in One or More Subjects" in addition to the section "Finding of Sufficient Textbooks or Instructional Materials." Exhibit also updated to separate out section regarding "Finding of Available Science Laboratory Equipment for Grades 9-12," and to clarify the definition of "sufficient textbooks or instructional materials" in regard to materials in digital format. Additionally, Exhibit updated to reflect **NEW LAW (AB 1078, 2023)** which requires the Governing Board to submit a copy of any resolution reflecting a finding of insufficient textbooks or other instructional materials to the County Superintendent of Schools no later than three business days after the hearing on such materials.

- **Impact on existing practices in CUSD: There is minimal impact on existing practices in CUSD.**

- **Cost to CUSD:** There is no cost to CUSD.
- **Staff Recommendation:** Staff recommend adopting the policy as written.

Board Policy 6161.11 - Supplementary Instructional Materials

Policy updated to reflect **NEW LAW (AB 1078, 2023)** which clarifies when it is unlawful discrimination for the Governing Board to refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library, (2) requires the California Department of Education (CDE) to issue, by July 1, 2025, guidance regarding how to review instructional materials to ensure that they represent diverse perspectives and are culturally relevant, (3) requires CDE to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum, and (4) provides that complaints alleging discrimination related to the use or prohibited use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library may be brought under the district's uniform complaint procedures or may be directly filed with the Superintendent of Public Instruction, as specified. Policy also updated to delete the section "Supplementary Materials Aligned with Common Core Standards" as these interim materials are no longer necessary since the State Board of Education has adopted K-8 textbooks and instructional materials aligned to the Common Core Standards. Additionally, policy updated to include factual accuracy and whether the material contains pervasive vulgarity or profanity in the determination of compliance of supplemental materials with district criteria; and, add that the Superintendent or designee may provide training to administrators and teachers in the selection and evaluation of supplementary instructional materials, including the criteria to be utilized and applicable legal considerations.

- **Impact on existing practices in CUSD:** There is minimal impact on existing practices in CUSD.
- **Cost to CUSD:** There is no cost to CUSD.
- **Staff Recommendation:** Staff recommend adopting the policy as written.

Board Policy 6163.1 - Library Media Centers

Policy updated to expand the first philosophical paragraph regarding the Governing Board's recognition of how school libraries support the educational program and the Board's desire for books and other resources that are stocked in school libraries. Policy also updated to reflect **NEW LAW (AB 1078, 2023)** which clarifies when it is unlawful discrimination for the Board to refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library, (2) requires the California Department of Education (CDE) to issue, by July 1, 2025, guidance regarding how to review instructional materials to ensure that they represent diverse perspectives and are culturally relevant, (3) requires CDE to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum, and (4) provides that complaints alleging discrimination related to the use or prohibited use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library may be brought under the district's uniform complaint procedures or may be directly filed with the Superintendent of Public Instruction, as specified. Additionally, policy updated in regard to the criteria for evaluation of the condition and use of school libraries to add (1) that the quality of the collection at each library include types of materials (fiction, non-fiction, newspapers, magazines, encyclopedias, materials in other languages, and reference materials), alignment with curriculum, and provision of a broad spectrum of knowledge and viewpoints, and (2) that principals, teachers, and library personnel have knowledge of the process to follow when a library material(s) is challenged.

- **Impact on existing practices in CUSD:** There is minimal impact on existing practices in CUSD.
- **Cost to CUSD:** There is no cost to CUSD.
- **Staff Recommendation:** Staff recommend adopting the policy as written.

Policy 0410: Nondiscrimination In District Programs And Activities

Status: ADOPTED

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library shall not be rejected or prohibited by the Board or district on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. (Education Code 243)

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

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

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

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

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

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

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

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

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

CSBA NOTE: Many nondiscrimination laws and regulations contain a notification requirement. For example, pursuant to 34 CFR 104.8 and 106.9~~8~~, a district that receives federal aid is required to take "continuing steps" to notify students, parents/guardians, employees, employee organizations, and applicants for admission and employment that it does not discriminate on the basis of disability or sex in its educational programs or activities. In addition, Education Code 221.61 requires districts to post specified information relating to Title IX on their ~~web sites~~ websites. To ensure consistent implementation of the laws, the same notification requirement should be adopted for all the protected categories as provided in the following paragraph.

Pursuant to 34 CFR 104.8 and 34 CFR 106.9~~8~~, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in the annual parental notification distributed pursuant to Education Code 48980 and, as applicable, in announcements, bulletins, catalogs, handbooks, application forms, or other materials distributed by the district. The notification shall also be posted on the district's ~~web site~~ website and social media and in district schools and offices, including staff lounges, student government meeting rooms, and other prominent locations as appropriate.

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

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

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

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

Access for Individuals with Disabilities

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

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

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

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

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

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

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

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

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

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

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

(title or position)

(address)

(telephone number)

(email)

Policy Reference UPDATE Service

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Policy Reference Disclaimer:

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

State	Description
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
Ed. Code 200-262.4	Prohibition of discrimination
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 51007	Legislative intent; state policy

Ed. Code 51204.5	Social sciences instruction; contributions of specified groups
Ed. Code 51501	Nondiscriminatory subject matter
Ed. Code 60010	Instructional materials; definition
Ed. Code 60040-60052	Requirements for instructional materials
Gov. Code 11000	Definitions
Gov. Code 11135	Prohibition of discrimination
Gov. Code 12900-12996	Fair Employment and Housing Act
Gov. Code 54953	Meetings; Americans with Disabilities Act accessibility
Gov. Code 54953.2	Brown Act compliance with Americans with Disabilities Act
Gov. Code 8310.3	California Religious Freedom Act
Pen. Code 422.55	Definition of hate crime
Pen. Code 422.6	Crimes; harassment
Federal	Description
20 USC 1400-1482	Individuals with Disabilities Education Act
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
20 USC 2301-2414	Strengthening Career and Technical Education for the 21st Century Act
20 USC 6311	State plan
20 USC 6312	Local educational agency plan
28 CFR 35.101-35.190	Americans with Disabilities Act
28 CFR 36.303	Nondiscrimination on the basis of disability, public accommodations, auxiliary aids, and services
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 100.1-100.13	Nondiscrimination in federal programs; effectuating Title VI
34 CFR 104.1-104.39	Section 504 of the Rehabilitation Act of 1973
34 CFR 106.1-106.61 82	Discrimination on the basis of sex; effectuating Title IX
34 CFR 106.9	Severability
42 USC 12101-12213	Americans with Disabilities Act
42 USC 2000d-2000d-7	Title VI, Civil Rights Act of 1964
42 USC 2000e-2000e-17	Title VII, Civil Rights Act of 1964, as amended
Management Resources	Description
CA Civil Rights Department Publication	California Law Prohibits Workplace Discrimination and Harassment https://calcivilrights.ca.gov/wp-content/uploads/sites/32/2023/01/Workplace-Discrimination-Poster_ENG.pdf

<u>CA Department of Health Care Policy and Procedures Letter No. 23-004, February 2023</u> <u>Services Publication</u>	
<u>CA Department of Health Care Policy and Procedures Letter No. 21-017R, December 2021</u> <u>Services Publication</u>	
CA Office of the Attorney General Publication	Promoting a Safe and Secure Learning Environment for All: <u>Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018</u> (https://oag.ca.gov/sites/all/files/agweb/pdfs/bcj/school-guidance-model-k12.pdf)
CSBA Publication	Updated Legal Guidance: Protecting on Rights of Transgender and Gender Nonconforming Students Against Sex Discrimination, March 2017 <u>in Schools, October 2022</u> (https://www.csba.org/-/media/CSBA/Files/Advocacy/LegalAdvocacy/Legal-Guidance-Transgender-Legal-10-2022.ashx?la=en&rev=a3fb600ee6d640598c038dfceaef871c)
<u>CSBA Publication</u>	<u>Parental and Student Rights in Relation to Transgender and Gender Nonconforming Students, Recently Asked Questions, August 2023</u>
<u>U.S. Department of Justice Publication, Civil Rights Division Publication</u>	<u>Guidance on Web Accessibility and the ADA, March 2022</u>
U.S. Department of Justice, <u>Civil Rights Division</u> Publication	Accessibility of State and Local Government Websites to People with Disabilities, June 2003 <u>February 2020</u> (https://www.ada.gov/resources/accessibility-govt-websites/)
U.S. Department of Justice, <u>Civil Rights Division</u> Publication	2010 ADA Standards for Accessible Design, September 2010 (https://www.ada.gov/law-and-reg/design-standards/2010-stds/)
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter, May 26, 2011 : <u>Race and School Programming, August 2023</u> (https://www2.ed.gov/about/offices/list/ocr/letters/colleague-20230824.pdf)
U.S. DOE, Office for Civil Rights Publication	<u>Dear Colleague Letter: Frequently Asked Questions About the June 29, 2010, Dear Colleague Letter, May 26, 2011</u> (https://www2.ed.gov/about/offices/list/ocr/letters/colleague-201105-pse.pdf)
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: <u>Electronic Book Readers, June 29, 2010</u> (https://www2.ed.gov/about/offices/list/ocr/letters/colleague-20100629.pdf)
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: <u>Title IX Coordinators, April 2015</u> <u>Supporting Transgender Youth in School, June 2021</u> (https://www2.ed.gov/about/offices/list/ocr/docs/ed-factsheet-transgender-202106.pdf)
U.S. DOE, Office for Civil Rights <u>and U.S. DOJ, Civil Rights Division</u> Publication	<u>Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016</u> <u>Dear Colleague Letter: Resource on Confronting Racial Discrimination in Student Discipline, May 2023</u> (https://www2.ed.gov/about/offices/list/ocr/docs/tvi-student-discipline-resource-202305.pdf)
U.S. DOE, Office for Civil	Nondiscrimination in Employment Practices in Education, August 1991

Rights Publication	https://www2.ed.gov/about/offices/list/ocr/docs/hq53e8.html
U.S. DOE, Office for Civil Rights Publication	Notice of Non-Discrimination, Fact Sheet, August 2010
Website	CSBA District and County Office of Education Legal Services
Website	World Wide Web Consortium, Web Accessibility Initiative
Website	Pacific ADA Center
Website	U.S. Department of Justice, Civil Rights Division, Disability Rights Section
Website	California Office of the Attorney General
Website	California Safe Schools Coalition
Website	CSBA
Website	California Department of Education
Website	California Civil Rights Department
Website	California Department of Health Care Services (https://www.dhcs.ca.gov/)
Website	U.S. Equal Employment Opportunity Commission
Website	U.S. Department of Education, Office for Civil Rights
World Wide Web Consortium Publication	Web Content Accessibility Guidelines, December 2008

Cross References

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0450	Comprehensive Safety Plan
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6175	Migrant Education Program
6175	Migrant Education Program
6178	Career Technical Education
6178	Career Technical Education
6181	Alternative Schools/Programs Of Choice
6181	Alternative Schools/Programs Of Choice
6184	Continuation Education
6184	Continuation Education
6200	Adult Education
6200	Adult Education

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

Policy 1312.2: Complaints Concerning Instructional Materials

Status: ADOPTED

Original Adopted Date: 09/01/1988 | **Last Revised Date:** 03/10/01/2006/2023 | **Last Reviewed Date:** 03/10/01/2006/2023

CSBA NOTE: The following optional policy and the accompanying administrative regulation, and exhibit are for complaints concerning the content or use of any existing textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library, and should be revised to reflect district practice.

Pursuant to Education Code 242, as added by AB 1078 (Ch. 229, Statutes of 2023), the California Department of Education (CDE) is required to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum.

For complaints regarding the sufficiency of instructional materials or textbooks pursuant to Education Code 35186, see AR/E(1)/E(2) 1312.4 - Williams Uniform Complaint Procedures.

For more information regarding the selection, evaluation, and prohibited use of individual instructional materials, see BP/AR 6161.1 - Selection and Evaluation of Instructional Materials, BP 6161.11 - Supplementary Instructional Materials, and BP 6163.1 - Library Media Centers.

The Governing Board uses a comprehensive process to adopt district instructional materials that is based on selection criteria established by law and Board policy and includes opportunities for the involvement of district staff, parents/guardians, and community members: , and, as appropriate, students. Complaints concerning the content or use of instructional materials, including textbooks, supplementary instructional materials, library materials, or other instructional materials and equipment, shall be properly and fairly considered using established complaint procedures.

Parents/guardians are encouraged to discuss any concerns regarding instructional materials with their child's teacher and/or the school principal. If the situation remains unresolved, a complaint may be filed using the process specified in the accompanying administrative regulation: and exhibit.

The district shall accept complaints concerning instructional materials only from staff, district residents, or the parents/guardians of children enrolled in a district school. (Education Code 35160)

When deliberating upon challenged materials, the Superintendent and/or review committee shall consider the educational philosophy of the district, the professional opinions of teachers of the subject and of other competent authorities, reviews of the materials by reputable bodies, the teacher's stated objectives in using the materials, community standards, and the objections of the complainant.

Complainants are encouraged to accept the Superintendent's or review committee's decision. However, if the complainant finds that decision unsatisfactory, he/she may appeal the decision to the Board.

The district's decision shall be based on educational suitability of the materials and the criteria established in Board policy and administrative regulation.

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

Complaints alleging discrimination based on a violation of Education Code 243, as added by AB 1078, may be brought under the district's uniform complaint procedures or may be filed directly with the Superintendent of Public Instruction (SPI). Complaints that are filed directly with the SPI are required to identify the basis for doing so, and present evidence that supports the basis for the direct filing. In such cases, the SPI may directly intervene without waiting for an investigation by the district. See BP/AR 1312.3 – Uniform Complaint Procedures.

However, a complaint related to the use or prohibited use of any existing textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library that alleges unlawful discrimination based on a violation of Education Code 243 shall be filed, investigated, and resolved in accordance with Board Policy 1312.3 – Uniform Complaint Procedures.

CSBA NOTE: Pursuant to Education Code 60040.5, as added by AB 1078, CDE is required to issue, by July 1, 2025, guidance regarding how to review instructional materials to ensure that they represent diverse perspectives and are culturally relevant.

When deliberating upon challenged materials, the Superintendent, or any designee or committee established by the Superintendent to review the materials, shall consider the degree to which the materials aligned with the criteria for instructional materials as specified in law, Board policy, and administrative regulation. In addition, such deliberations may consider the educational philosophy and vision of the district; the educational suitability of the materials including the manner in which the materials support the curriculum and appropriateness for the student's age; the professional opinions of teachers of the subject and of other competent authorities and/or experts; reviews of the materials by reputable bodies; the stated objectives in using the materials; community standards; the allegations in the complaint, including the extent to which the objections are based on the dislike of ideas contained in the materials; and the impact that keeping or removing the materials would have on student well-being.

CSBA NOTE: Education Code 243, as added by AB 1078, clarifies that it is unlawful discrimination for the Board to prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library on the basis that it contains inclusive or diverse perspectives. While Education Code 243 is specifically applicable to boards, districts should assume that any similar decision by the Superintendent, designee, or any committee established by the Superintendent would likely constitute unlawful discrimination as well; see BP 6161.1 – Selection and Evaluation of Instructional Materials.

The Superintendent, or any designee or committee established by the Superintendent to review the materials, shall not prohibit the continued use of an appropriately adopted textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library on the basis that it contains inclusive and/or diverse perspectives, as specified in Education Code 243.

If the complainant finds the Superintendent's or review committee's decision unsatisfactory, the complainant may appeal the decision to the Board.

CSBA NOTE: The following optional paragraph limits reconsideration within a specified time period and should be modified to reflect district practice.

~~When any~~Any challenged instructional material that is reviewed by the district, it shall not be subject to further reconsideration for 12 months, unless ~~the Superintendent determines that reconsideration is warranted~~required by law.

CSBA NOTE: Education Code 35186 details a specific process that districts must use to resolve complaints regarding sufficiency/availability of instructional materials or textbooks. See AR/E(1)/E(2) 1312.4 - Williams Uniform Complaint Procedures.

Pursuant to Education Code 60119, boards are required to hold a public hearing annually regarding the sufficiency of instructional materials. If, at the public hearing, the Board makes a determination of "insufficient materials", Education Code 1240, as amended by AB 1078, requires the Board to take certain actions and specifies potential consequences for not remedying the deficiency as required by law; see BP 6161.1 – Selection and Evaluation of Instructional Materials.

Complaints related to the sufficiency of textbooks or instructional materials shall be resolved ~~pursuant to the district's~~as specified in Administrative Regulation 1312.4 – Williams uniform complaint procedure at AR 1312.4~~Uniform Complaint Procedures~~.

Policy Reference UPDATE Service

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Policy Reference Disclaimer:

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State

5 CCR 4600-4670

Ed. Code 18111

Ed. Code 220

Ed. Code 242

Ed. Code 243

Ed. Code 1240

Ed. Code 35010

Ed. Code 35160

Ed. Code 35186

Ed. Code 44805

Description

Uniform complaint procedures

Exclusion of books by Governing board that are sectarian, partisan, or denominational character

Prohibition of discrimination

Access to information about educational laws and policies regarding right to accurate and inclusive curriculum

Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials

County superintendent of schools; duties

Control of district; prescription and enforcement of rules

Powers and duties of school boards

Williams uniform complaint procedures

Teacher enforcement of course of studies; use of textbooks, rules and regulations

Ed. Code 44805	Enforcement of course of studies; use of textbooks, rules and regulations
<u>Ed. Code 48907</u>	<u>Exercise of free expression; time, place and manner rules and regulations</u>
<u>Ed. Code 48950</u>	<u>Speech and other communication</u>
<u>Ed. Code 51204.5</u>	<u>Social sciences instruction; contributions of specified groups</u>
Ed. Code 51501	Subject matter reflecting on race, color, etc. <u>Nondiscriminatory subject matter</u>
<u>Ed. Code 51511</u>	<u>Religious matters properly included in courses of study</u>
<u>Ed. Code 51933</u>	<u>Sexual health education and HIV prevention materials</u>
Ed. Code 60000-60005	Instructional materials; legislative intent
Ed. Code 60040- 60048 <u>60052</u>	Instructional requirements and materials <u>Requirements for instructional materials</u>
Ed. Code 60119	Public hearing on sufficiency of materials <u>Public hearing on sufficiency of textbooks and instructional materials</u>
Ed. Code 60200- 60206 <u>60213</u>	Elementary school materials
Ed. Code 60226	Requirements for publishers and manufacturers
Ed. Code 60400-60411	High school textbooks <u>and instructional materials</u>
Ed. Code 60510-60511	Donation or sale of obsolete instructional materials
Management Resources	Description
<u>California Department of Education Publication</u>	Selection of Instructional Materials; CIL: 90/91-02 <u>FAQ</u>
California Department of Education Publication	Standards for Evaluation of <u>Evaluating</u> Instructional Materials with Respect to <u>for</u> Social Content, 1986 <u>2013</u> edition; revised 2001
Website	CSBA District and County Office of Education Legal Services
Website	California Department of Education, Curriculum and Instruction <u>Resources</u>
Website	CSBA
<u>Website</u>	<u>Department of Justice (https://oag.ca.gov/)</u>
<u>Website</u>	<u>U.S. Department of Education, Office for Civil Rights (https://www2.ed.gov/about/offices/list/ocr/index.html)</u>

Cross References

Code	Description
0410	Nondiscrimination in District Programs and Activities
1100	Communication With The Public
1250	Visitors/Outsiders

1250	Visitors/Outsiders
1312.1	Complaints Concerning District Employees
1312.1	Complaints Concerning District Employees
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1312.4-E(1)	Williams Uniform Complaint Procedures
1312.4-E(2)	Williams Uniform Complaint Procedures
<u>5145.3</u>	<u>Nondiscrimination/Harassment</u>
6000	Concepts And Roles
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6142.6	Visual And Performing Arts Education
6142.92	Mathematics Instruction
6142.94	History-Social Science Instruction
<u>6143</u>	<u>Courses Of Study</u>
6144	Controversial Issues
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials
6161.11	Supplementary Instructional Materials
6161.2	Damaged Or Lost Instructional Materials
6163.1	Library Media Centers
9000	Role Of The Board
9005	Governance Standards
9012	Board Member Electronic Communications
9200	Limits Of Board Member Authority
9322	Agenda/Meeting Materials

Regulation 1312.2: Complaints Concerning Instructional Materials

Status: ADOPTED

Original Adopted Date: 12/01/1990 | **Last Revised Date:** 03/10/01/2006/2023 | **Last Reviewed Date:** 03/10/01/2006/2023

CSBA NOTE: The following optional regulation is for complaints concerning the content or use of any existing textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library, and should be modified to reflect district practice. Complaints alleging unlawful discrimination based on a violation of Education Code 243, as added by AB 1078 (Ch. 229, Statutes of 2023), related to the use or prohibited use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library are required to be investigated or resolved in accordance with the procedures specified in BP/AR 1312.3 – Uniform Complaint Procedures, or may be directly filed with the Superintendent of Public Instruction. For a specific process that districts must use to resolve complaints regarding the sufficiency of instructional materials or textbooks pursuant to Education Code 35186, see AR/E(1)/E(2) 1312.4 - Williams Uniform Complaint Procedures.

For more information regarding the selection, evaluation, and prohibited use of individual instructional materials, see BP/AR 6161.1 – Selection and Evaluation of Instructional Materials, BP 6161.11 – Supplementary Instructional Materials, and BP 6163.1 – Library Media Centers.

Step 1: Informal Complaint

If a staff member, district resident, or parent/guardian of a student enrolled in a district school has a complaint regarding the content or use of any specific instructional material, ~~he/she~~such individual shall informally discuss the material in question with the principal. (Education Code 35160)

Step 2: Formal Complaint

If the complainant is not satisfied with the principal's initial response, ~~he/she~~the complainant shall present a written complaint to the principal. Complaints regarding printed material shall name the author, title, and publisher and shall identify the objection by page and item numbers. In the case of nonprinted material, written information specifying the precise nature of the objection and location of such material shall be given. ~~Complainants~~In order for the district to reply appropriately, complainants shall sign all complaints and provide identifying information ~~so that the district is able to make a proper reply.~~ Anonymous complaints will not be accepted.

Upon receiving a complaint, the principal shall ~~acknowledge~~provide the complainant with a written acknowledgement of its receipt and ~~answer~~respond to any procedural questions regarding ~~procedure.~~ the complainant may have. The principal ~~then~~ shall then notify the Superintendent or designee ~~and, the teacher(s) involved of the complaint), and other staff as appropriate.~~

During the investigation of the complaint, the challenged material may remain in use until a final decision has been reached. ~~However, upon request of the parent/guardian who has filed the complaint, his/her child may be excused from using challenged materials until a resolution has been reached. The teacher shall assign the student an alternate material of equal merit.~~

Step 3: Superintendent Determination Review Committee

The Superintendent or designee shall determine whether to convene a review committee ~~should be convened~~ to review the complaint.

If the Superintendent or designee determines that a review committee is ~~not~~ necessary, ~~he/she shall issue a decision regarding the complaint.~~

Step 4: Review Committee

If the Superintendent or designee ~~determines that a review committee is necessary~~, he/she shall appoint a committee composed of administrators and staff members selected from relevant instructional and administrative areas. The Superintendent or designee may also appoint parents/guardians, students, and community members, as appropriate, to serve on the committee.

The Superintendent or designee may provide training to the review committee ~~shall~~ to ensure that the review committee is informed regarding its responsibilities, the criteria ~~specified in~~ to follow when reviewing instructional materials, and applicable laws, Board policy and shall determine the extent to which the challenged material supports the curriculum, the educational appropriateness of the material, and its suitability for the age level of the student. ~~(ies), and administrative regulation(s).~~

Within 30 days of being convened, the review committee shall summarize its findings in a written report. The Superintendent or designee shall notify the complainant in writing of the committee's decision within 15 days of receiving the committee's report.

Step 5: Appeal to the Governing Board

If the complainant remains unsatisfied, he/she may appeal the Superintendent's or the review committee's decision to the Board. ~~The Board's decision shall be final.~~

Step 4: Superintendent Determination

If the Superintendent or designee determines that a review committee is not necessary, the Superintendent or designee shall, in a timely manner, issue a decision regarding the complaint.

Step 5: Appeal to the Governing Board

If the complainant remains unsatisfied, the complainant may appeal the Superintendent's or review committee's decision to the Board. The Board's decision shall be final.

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State

5 CCR 4600-4670

Description

Uniform complaint procedures

Ed. Code 18111	Exclusion of books by Governing board <u>that are sectarian, partisan, or denominational character</u>
<u>Ed. Code 220</u>	<u>Prohibition of discrimination</u>
<u>Ed. Code 242</u>	<u>Access to information about educational laws and policies regarding right to accurate and inclusive curriculum</u>
<u>Ed. Code 243</u>	<u>Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials</u>
<u>Ed. Code 1240</u>	<u>County superintendent of schools; duties</u>
Ed. Code 35010	Control of district; prescription and enforcement of rules
<u>Ed. Code 35160</u>	<u>Powers and duties of school boards</u>
Ed. Code 35186	Williams uniform complaint procedures
<u>Ed. Code 44805</u>	<u>Teacher enforcement of course of studies; use of textbooks, rules and regulations</u>
Ed. Code 44805	Enforcement of course of studies; use of textbooks, rules and regulations
<u>Ed. Code 48907</u>	<u>Exercise of free expression; time, place and manner rules and regulations</u>
<u>Ed. Code 48950</u>	<u>Speech and other communication</u>
<u>Ed. Code 51204.5</u>	<u>Social sciences instruction; contributions of specified groups</u>
Ed. Code 51501	Subject matter reflecting on race, color, etc. <u>Nondiscriminatory subject matter</u>
<u>Ed. Code 51511</u>	<u>Religious matters properly included in courses of study</u>
<u>Ed. Code 51933</u>	<u>Sexual health education and HIV prevention materials</u>
Ed. Code 60000-60005	Instructional materials; legislative intent
Ed. Code 60040- 60048 <u>60052</u>	Instructional requirements and materials <u>Requirements for instructional materials</u>
Ed. Code 60119	Public hearing on sufficiency of materials <u>Public hearing on sufficiency of textbooks and instructional materials</u>
Ed. Code 60200- 60206 <u>60213</u>	Elementary school materials
Ed. Code 60226	Requirements for publishers and manufacturers
Ed. Code 60400-60411	High school textbooks <u>and instructional materials</u>
Ed. Code 60510-60511	Donation or sale of obsolete instructional materials
Management Resources	Description
<u>California Department of Education Publication</u>	Selection of Instructional Materials; CIL: 90/91-02 <u>FAQ</u>
California Department of Education Publication	Standards for Evaluation of <u>Evaluating</u> Instructional Materials with Respect to <u>for</u> Social Content, 1986 <u>2013</u> edition; revised 2001

Website	CSBA District and County Office of Education Legal Services
Website	California Department of Education, Curriculum and Instruction Resources
Website	CSBA
Website	Department of Justice (https://oag.ca.gov/)
Website	U.S. Department of Education, Office for Civil Rights (https://www2.ed.gov/about/offices/list/ocr/index.html)

Cross References

Code	Description
0410	Nondiscrimination in District Programs and Activities
1100	Communication With The Public
1250	Visitors/Outsiders
1250	Visitors/Outsiders
1312.1	Complaints Concerning District Employees
1312.1	Complaints Concerning District Employees
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1312.4-E(1)	Williams Uniform Complaint Procedures
1312.4-E(2)	Williams Uniform Complaint Procedures
5145.3	Nondiscrimination/Harassment
6000	Concepts And Roles
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6142.6	Visual And Performing Arts Education
6142.92	Mathematics Instruction
6142.94	History-Social Science Instruction
6143	Courses Of Study
6144	Controversial Issues
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials

6161.1-E(1)	Selection And Evaluation Of Instructional Materials
6161.11	Supplementary Instructional Materials
6161.2	Damaged Or Lost Instructional Materials
6163.1	Library Media Centers
9000	Role Of The Board
9005	Governance Standards
9012	Board Member Electronic Communications
9200	Limits Of Board Member Authority
9322	Agenda/Meeting Materials

Exhibit 1312.2-E(1): Complaints Concerning Instructional Materials

Status: ADOPTED

Original Adopted Date: 12/01/1990 | **Last Revised Date:** 03/10/01/2006/2023 | **Last Reviewed Date:** 03/10/01/2006/2023

**REQUEST FOR RECONSIDERATION OF EXISTING
INSTRUCTIONAL MATERIALS**

This form is only for use ~~only~~ by district employees, district residents, or parents/guardians of children enrolled in a district school to challenge the content or use of ~~an~~any existing textbook, instructional material. ~~For complaints regarding sufficiency of,~~ supplemental instructional materials, ~~please use the Williams Uniform Complaint Procedure complaint form~~material, or other curriculum for classroom instruction, or any book or other resource in a school library.

Date: _____

Name of person filing
complaint: _____

Anonymous complaints will not be accepted.

Group represented (if any): _____

Phone: _____

E-mail address, if any: _____

Address: _____

Instructional Material Being Challenged:

Title: _____

Author: _____

Publisher: _____

Date of Edition: _____

Name of school/classroom instructional material was
used: _____

1. 1. Please specifically state the nature of your concern or objection and identify your objection by page, ~~tape~~website, webpage and/or link, recording or digital sequence, video frame, or words, as appropriate. You may use additional pages if necessary.

Did you _____

2. 2. Was the instructional material of concern read/view~~heard~~/viewed in isolation or was the entire selection?
3. For read/heard/viewed? If the entire selection was not read/heard/viewed, what age group would you recommend this material?
4. If not, what ~~is~~ your estimate regarding the percentage did you ~~of the amount~~ read/view, or what parts?
heard/viewed?

5. 3. What do you feel might be the result ~~is~~ your concern regarding the consequence if a student reads/hears/views ~~this~~ the instructional material?
In your assessment, is the instructional material appropriate for the age of the students being taught?

6. 4. What would you like the school to do about ~~this~~ the instructional material?

- ☐ Do not assign it to my child
- ☐ Withdraw it from all students
- ☐ Reconsider it

Signature of complainant

For District Use:

Request received by: _____

Date: _____

Title: _____

Action taken: _____

Date: _____

Date: _____

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State

[5 CCR 4600-4670](#)

Ed. Code 18111

[Ed. Code 220](#)

[Ed. Code 242](#)

[Ed. Code 243](#)

[Ed. Code 1240](#)

Ed. Code 35010

[Ed. Code 35160](#)

Ed. Code 35186

[Ed. Code 44805](#)

Description

[Uniform complaint procedures](#)

Exclusion of books by Governing board [that are sectarian, partisan, or denominational character](#)

[Prohibition of discrimination](#)

[Access to information about educational laws and policies regarding right to accurate and inclusive curriculum](#)

[Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials](#)

[County superintendent of schools; duties](#)

Control of district; prescription and enforcement of rules

[Powers and duties of school boards](#)

Williams uniform complaint procedures

[Teacher enforcement of course of studies; use of textbooks, rules and regulations](#)

Ed. Code 44805	Enforcement of course of studies; use of textbooks, rules and regulations
<u>Ed. Code 48907</u>	<u>Exercise of free expression; time, place and manner rules and regulations</u>
<u>Ed. Code 48950</u>	<u>Speech and other communication</u>
<u>Ed. Code 51204.5</u>	<u>Social sciences instruction; contributions of specified groups</u>
Ed. Code 51501	Subject matter reflecting on race, color, etc. <u>Nondiscriminatory subject matter</u>
<u>Ed. Code 51511</u>	<u>Religious matters properly included in courses of study</u>
<u>Ed. Code 51933</u>	<u>Sexual health education and HIV prevention materials</u>
Ed. Code 60000-60005	Instructional materials; legislative intent
Ed. Code 60040- 60048 <u>60052</u>	Instructional requirements and materials <u>Requirements for instructional materials</u>
Ed. Code 60119	Public hearing on sufficiency of materials <u>Public hearing on sufficiency of textbooks and instructional materials</u>
Ed. Code 60200- 60206 <u>60213</u>	Elementary school materials
Ed. Code 60226	Requirements for publishers and manufacturers
Ed. Code 60400-60411	High school textbooks <u>and instructional materials</u>
Ed. Code 60510-60511	Donation or sale of obsolete instructional materials
Management Resources	Description
<u>California Department of Education Publication</u>	Selection of Instructional Materials; CIL: 90/91-02 <u>FAQ</u>
California Department of Education Publication	Standards for Evaluation of <u>Evaluating</u> Instructional Materials with Respect to <u>for</u> Social Content, 1986 <u>2013</u> edition; revised 2001
Website	CSBA District and County Office of Education Legal Services
Website	California Department of Education, Curriculum and Instruction <u>Resources</u>
Website	CSBA
<u>Website</u>	<u>Department of Justice (https://oag.ca.gov/)</u>
<u>Website</u>	<u>U.S. Department of Education, Office for Civil Rights (https://www2.ed.gov/about/offices/list/ocr/index.html)</u>

Cross References

Code	Description
0410	Nondiscrimination in District Programs and Activities
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1250	Visitors/Outsiders

1250	Visitors/Outsiders
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1312.4-E(1)	Williams Uniform Complaint Procedures
1312.4-E(2)	Williams Uniform Complaint Procedures
<u>5145.3</u>	<u>Nondiscrimination/Harassment</u>
6000	Concepts And Roles
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6141	Curriculum Development And Evaluation
6142.6	Visual And Performing Arts Education
6142.92	Mathematics Instruction
6142.94	History-Social Science Instruction
<u>6143</u>	<u>Courses Of Study</u>
6144	Controversial Issues
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials
6161.11	Supplementary Instructional Materials
6161.2	Damaged Or Lost Instructional Materials
6163.1	Library Media Centers
9000	Role Of The Board
9005	Governance Standards
9012	Board Member Electronic Communications
9200	Limits Of Board Member Authority
9322	Agenda/Meeting Materials

Policy 1312.3: Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 05/01/2017 | **Last Revised Date:** 12/10/01/2021/2023 | **Last Reviewed Date:** 12/10/01/2021/2023

CSBA NOTE: To address prohibited discrimination and violations of state and federal laws governing educational programs, 5 CCR 4621 **mandates** districts to adopt uniform complaint procedures (UCP) consistent with the state's complaint procedures specified in 5 CCR 4600-4670. Additionally, Education Code 52075 **mandates** districts to adopt policies and procedures implementing the use of UCP to investigate and resolve complaints alleging noncompliance with requirements related to the local control and accountability plan, and Education Code 8212, as ~~renumbered by AB 131 (Ch. 116, Statutes of 2021)~~ **mandates** districts to adopt policies and procedures for resolving complaints regarding specified health and safety issues in license-exempt California State Preschool Programs (CSPP). Furthermore, a number of federal civil rights statutes and their implementing regulations mandate districts to adopt policies and procedures for the prompt and equitable resolution of complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). For example, districts are **mandated** pursuant to 28 CFR 35.107 to adopt policy and procedures to address discrimination on the basis of disability, while districts that receive federal financial assistance are **mandated** pursuant to 34 CFR 106.8 and 34 CFR 110.25 to adopt policies and procedures to address discrimination on the basis of sex and age. The following policy contains a list of programs and activities subject to these procedures pursuant to state law; see the section "Complaints Subject to UCP", below.

The California Department of Education (CDE) monitors district programs and operations for compliance with these requirements through its Federal Program Monitoring (FPM) process. The FPM consists of a review of (1) written district policies and procedures for required statements, including prohibition of discrimination (such as discriminatory harassment, intimidation, and bullying) against students pursuant to Education Code 234.1; and (2) records of required activities, such as annual notification provided to students, parents/guardians, employees, and other school community members.

The U.S. Department of Education's Office for Civil Rights (OCR) enforces federal anti-discrimination laws, including Title II of the Americans with Disabilities Act (42 USC 12101-12213), Title VI of the Civil Rights Act of 1964 (42 USC 2000d-~~2000e-17~~2000d-7), Title IX of the Education Amendments Act of 1972 (20 USC 1681-1688), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), and the Age Discrimination Act of 1975 (42 USC 6101-6107). Whether a complaint of sexual harassment is addressed through the UCP or the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as ~~added by 85 Fed. Reg. 30026~~, is dependent on whether the alleged conduct meets the more stringent federal definition or the state definition of sexual harassment. See the section "Non-UCP Complaints" below, the accompanying administrative regulation, BP/AR 5145.7 - Sexual Harassment, and AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.

The following policy and accompanying administrative regulation reflect all components required by law, 5 CCR 4600-4670, as ~~amended by Register 2020, No. 21~~, and the ~~2021-22~~2023-24 FPM instrument. Additional details provided herein may help districts during a compliance check by CDE or in the event that a CDE or OCR investigation occurs.

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

Complaints Subject to UCP

CSBA NOTE: The FPM process includes a review of a district's policies and procedures to determine whether all district programs and activities that are subject to the UCP, as listed in the FPM instrument, are addressed. ~~Items #1-23~~ The 2023-24 FPM instrument does not include school safety plans, as was provided for in the 2022-23 instrument. Items #1-22 list all programs and activities identified in the FPM instrument. According to CDE, the district's policy must list all such programs and activities and, at the district's discretion, may add a paragraph below the list stating the UCP programs and activities that are implemented in the district.

For further information regarding requirements for the following programs and activities, see the law cited and/or related CSBA policy and/or administrative regulation.

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve complaints regarding the following programs and activities:

1. Accommodations for pregnant and parenting students (Education Code 46015)
2. Adult education programs (Education Code 8500-8538, 52334.7, 52500-52617)
3. After School Education and Safety programs (Education Code 8482-8484.65)
4. Agricultural career technical education (Education Code 52460-52462)
5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)
6. Child care and development programs (Education Code 8200-8488)
7. Compensatory education (Education Code 54400)
8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)
9. Course periods without educational content (Education Code 51228.1-51228.3)
10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group

identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

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

Complaints alleging discrimination based on a violation of Education Code 243, as added by AB 1078, may be brought under the district's UCP or may be filed directly with the Superintendent of Public Instruction (SPI). Complaints that are filed directly with the SPI are required to identify the basis for doing so, and present evidence that supports the basis for the direct filing. In such cases, the SPI may directly intervene without waiting for an investigation by the district. For more information regarding complaints concerning instructional materials, see BP/AR 1312.2 – Complaints Concerning Instructional Materials and AR 1312.4 – Williams Uniform Complaint Procedures.

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

Discrimination includes, but is not limited to, the Board's refusal to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library, on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. A complaint alleging such unlawful discrimination may, in addition to or in lieu of being filed with the district, be directly filed with the Superintendent of Public Instruction (SPI). (Education Code 243)

11. Educational and graduation requirements for students in foster care, ~~homeless~~ students experiencing homelessness, students from military families, ~~and~~ students formerly in a juvenile court school, students who are migratory, and students participating in a newcomer program (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)

12. Every Student Succeeds Act (Education Code 52059.5; 20 USC 6301 et seq.)

13. Local control and accountability plan (Education Code 52075)

14. Migrant education (Education Code 54440-54445)

15. Physical education instructional minutes (Education Code 51210, 51222, 51223)

16. Student fees (Education Code 49010-49013)

17. Reasonable accommodations to a lactating student (Education Code 222)

18. Regional occupational centers and programs (Education Code 52300-52334.7)

19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)

~~20. School safety plans (Education Code 32280-32289)~~

~~21.~~ 20. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)

~~22.~~ 21. State preschool programs (Education Code 8207-8225)

CSBA NOTE: Pursuant to Education Code 8212, as renumbered by AB 131, and CDE's ~~2021-22~~ 2023-24 FPM instrument, the district must use the UCP, with modifications as necessary, to resolve complaints alleging deficiencies related to health and safety issues in license-exempt CSPPs.

Pursuant to 5 CCR 4610, such complaints must be addressed through the procedures described in 5 CCR 4690-4694, as added by Register 2020, No. ~~21.~~ See the section "Health and Safety Complaints in License-Exempt Preschool Programs" in the accompanying administrative regulations.

~~23.~~ 22. State preschool health and safety issues in license-exempt programs (Education Code 8212)

CSBA NOTE: 5 CCR 4621 mandates that district policy ensure that complainants are protected from retaliation as specified in item #~~24~~ 23 below.

~~24.~~ 23. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

~~25.~~ 24. Any other state or federal educational program the Superintendent of Public Instruction SPI or designee deems appropriate

CSBA NOTE: 5 CCR 4631 authorizes the district to utilize alternative dispute resolution (ADR) methods, including mediation, to resolve complaints before initiating a formal investigation. However, the district should ensure that any ADR it uses, particularly "in-person ADR," is appropriate for the particular situation. For example, in some instances (e.g., sexual assault), face-to-face mediation should not be used, even if all parties voluntarily agree, given the risk that a student might feel pressured to "voluntarily" agree to it. Districts may not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student; see AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.

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

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process for resolving a complaint in a manner that is acceptable to all parties. An ADR process such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

CSBA NOTE: The following paragraph is mandated pursuant to 5 CCR 4621. Appropriate disclosure will vary in each case depending on the facts and circumstances.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and requirements related to UCP, including the steps and timelines specified in this policy and the accompanying administrative regulation.

CSBA NOTE: It is important to maintain records of all UCP complaints and the investigations of those complaints. If the district is investigated by OCR or CDE, these are important documents in demonstrating that the district has complied with federal law, state law, and its own policies and regulations.

The Superintendent or designee shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be investigated and resolved by the specified agency or through an alternative process:

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division or the appropriate law enforcement agency. (5

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services. (5 CCR 4611)
3. Any complaint alleging that a student, while in an education program or activity in which the district exercises substantial control over the context and respondent, was subjected to sexual harassment as defined in 34 CFR 106.30 shall be addressed through the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as specified in [ARAdministrative Regulation](#) 5145.71 - Title IX Sexual Harassment Complaint Procedures.

CSBA NOTE: Complaints of employment discrimination are not subject to the UCP. Instead, pursuant to 2 CCR 11023, the district must establish an impartial and prompt process for addressing such complaints. In addition, 5 CCR 4611 requires that employment discrimination complaints be referred to the [Civil Rights](#) Department of Fair Employment and Housing. See AR 4030 - Nondiscrimination in Employment for applicable complaint procedures.

4. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in [ARAdministrative Regulation](#) 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California [Civil Rights](#) Department of Fair Employment and Housing.

CSBA NOTE: 5 CCR 4610, as amended by Register 2020, No. 21, limits the applicability of the UCP for complaints regarding special education and child nutrition, as provided in Items #5-7 below.

5. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education (FAPE), failure or refusal to implement a due process hearing order to which the district is subject, or a physical safety concern that interferes with the district's provision of FAPE shall be submitted to the California Department of Education (CDE) in accordance with [ARAdministrative Regulation](#) 6159.1 - Procedural Safeguards and Complaints for Special Education. (5 CCR 3200-3205)
6. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with [BPBoard Policy](#) 3555 - Nutrition Program Compliance. (5 CCR 15580-15584)
7. Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with [BPBoard Policy](#) 3555 - Nutrition Program Compliance. (5 CCR 15582)

CSBA NOTE: Education Code 35186 requires the district to use UCP, with modifications, to investigate and resolve complaints related to the issues stated in the following paragraph (i.e., "Williams complaints"). Because Education Code 35186 sets forth different timelines for investigation and resolution of these kinds of complaints than the timelines specified in law for

other uniform complaints, CDE has created a separate uniform complaint process for the Williams complaints. See AR 1312.4 - Williams Uniform Complaint Procedures for the separate procedure.

8. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with [AR Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures](#). (Education Code 35186)

Policy Reference UPDATE Service

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Policy Reference Disclaimer:

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

State	Description
2 CCR 11023	Harassment and discrimination prevention and correction
5 CCR 15580-15584	Child nutrition programs complaint procedures
5 CCR 3200-3205	Special education compliance complaints
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4600-4687	Uniform complaint procedures and Williams complaints
5 CCR 4690-4694	Complaints regarding health and safety issues in license-exempt preschool programs
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
Ed. Code 18100-18203	School libraries
Ed. Code 200-262.4	Prohibition of discrimination
Ed. Code 32280-32289.5	School safety plans
Ed. Code 35186	Williams uniform complaint procedures
Ed. Code 46015	Parental leave for students
Ed. Code 48645.7	Juvenile court schools
Ed. Code 48853-48853.5	Foster youth
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 49010-49013	Student fees
Ed. Code 49060-49079	Student records
Ed. Code 49069.5	Records of foster youth
Ed. Code 49490-49590	Child nutrition programs

Ed. Code 49701	Provisions of the Interstate Compact on Educational Opportunities for Military Children
<u>Ed. Code 51204.5</u>	<u>Social sciences instruction; contributions of specified groups</u>
Ed. Code 51210	Course of study for grades 1-6
Ed. Code 51222	Physical education
Ed. Code 51223	Physical education; elementary schools
Ed. Code 51225.1-51225.2	Foster youth, homeless children, former juvenile court school students; course credits; graduation requirements
Ed. Code 51226-51226.1	Career technical education
Ed. Code 51228.1-51228.3	Course periods without educational content
<u>Ed. Code 51501</u>	<u>Nondiscriminatory subject matter</u>
Ed. Code 52059.5	Statewide system of support
Ed. Code 52060-52077	Local control and accountability plan
Ed. Code 52075	Complaint for lack of compliance with local control and accountability plan requirements
Ed. Code 52300-52462	Career technical education
Ed. Code 52500-52617	Adult schools
Ed. Code 54400-54425	Compensatory education programs
Ed. Code 54440-54445	Migrant education
Ed. Code 54460-54529	Compensatory education programs
Ed. Code 59000-59300	Special schools and centers
<u>Ed. Code 60010</u>	<u>Instructional materials; definition</u>
<u>Ed. Code 60040-60052</u>	<u>Requirements for instructional materials</u>
Ed. Code 64000-64001	Consolidated application process; school plan for student achievement
Ed. Code 65000-65001	School site councils
Ed. Code 8200-8488	Child care and development programs
Ed. Code 8500-8538	Adult basic education
Gov. Code 11135	Prohibition of discrimination
Gov. Code 12900-12996	Fair Employment and Housing Act
H&S Code 1596.792	California Child Day Care Act; general provisions and definitions
H&S Code 1596.7925	California Child Day Care Act; health and safety regulations
Pen. Code 422.55	Definition of hate crime
Pen. Code 422.6	Crimes; harassment

Federal	Description
20 USC 1221	Application of laws
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
20 USC 6301-6576	Title I Improving the Academic Achievement of the Disadvantaged
20 USC 6801-7014	Title III language instruction for limited English proficient and immigrant students
28 CFR 35.107	Nondiscrimination on basis of disability; complaints
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 100.3	Prohibition of discrimination on basis of race, color or national origin
34 CFR 104.7	Section 504; Designation of responsible employee and adoption of grievances procedures
34 CFR 106.1-106.82	Nondiscrimination on the basis of sex in education programs
34 CFR 106.30	Discrimination on the basis of sex in education programs and activities; definitions
34 CFR 106.44	Recipient's response to sexual harassment
34 CFR 106.45	Grievance process for formal complaints of sexual harassment
34 CFR 106.8	Designation of coordinator; dissemination of policy, and adoption of grievance procedures
34 CFR 110.25	Notification of nondiscrimination on the basis of age
34 CFR 99.1-99.67	Family Educational Rights and Privacy
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act
42 USC 12101-12213	Americans with Disabilities Act
42 USC 2000d-2000e-17 <u>2000d-7</u>	Title VI and Title VII Civil Rights Act of 1964, as amended
42 USC 2000h-2-2000h-6	Title IX of the Civil Rights Act of 1964
42 USC 6101-6107	Age Discrimination Act of 1975
Management Resources	Description
California Department of Education Publication	Uniform Complaint Procedure 2021-22 Program Instrument
California Department of Education Publication	Sample UCP Board Policies and Procedures
U.S. DOE, Office for Civil Rights Publication	Part 1: Questions and Answers Regarding the Department's Title IX Regulations, January 2021
U.S. DOE, Office for Civil Rights Publication	Questions and Answers on the Title IX Regulations on Sexual Harassment, July 2021

U.S. DOE, Office for Civil Rights
Publication

U.S. DOJ Publication

Website

Website

Website

Website

Website

Website

Website

Website

Website

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

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

CSBA District and County Office of Education Legal Services

Student Privacy Policy Office

U.S. Department of Agriculture

California Department of Social Services

U.S. Department of Justice

California Department of Education

CSBA

U.S. Department of Education, Office for Civil Rights

California Civil Rights Department

Cross References

Code

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School Plans/Site Councils

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Charter School Oversight

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Comprehensive Local Plan For Special Education

Comprehensive Safety Plan

Comprehensive Safety Plan

Local Control And Accountability Plan

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4119.23	Unauthorized Release Of Confidential/Privileged Information

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4212.9-E(1)	Employee Notifications
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4219.1	Civil And Legal Rights
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Regulation 1312.3: Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 05/01/2017 | Last Revised Date: 12/10/01/2021/2023 | Last Reviewed Date: 12/10/01/2021/2023

CSBA NOTE: 5 CCR 4621 **mandates** that the district's uniform complaint procedures (UCP) be consistent with the procedures of 5 CCR 4600-4670. Additionally, Education Code 52075 **mandates** districts to adopt policies and procedures implementing the use of UCP to investigate and resolve complaints alleging noncompliance with requirements related to the local control and accountability plan (LCAP), and Education Code 8212, as renumbered by AB 131 (Ch. 116, Statutes of 2021) **mandates** districts to adopt policies and procedures for resolving complaints regarding specified health and safety issues in license-exempt California State Preschool Programs (CSPP). Furthermore, a number of federal civil rights statutes and their implementing regulations **mandate** districts to adopt policies and procedures for the prompt and equitable resolution of complaints of unlawful discrimination, harassment, intimidation, or bullying. For example, all districts are **mandated** pursuant to 28 CFR 35.107 to adopt policy and procedures to address discrimination on the basis of disability, while districts that receive federal financial assistance are **mandated** pursuant to 34 CFR 106.8 and 34 CFR 110.25 to adopt policies and procedures to address discrimination on the basis of sex and age. Some of the factors considered by the U.S. Department of Education's Office for Civil Rights (OCR) when determining whether a district's procedures are "prompt and equitable" are addressed throughout the following administrative regulation.

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

Complaints alleging discrimination based on a violation of Education Code 243, as added by AB 1078, may be brought under the district's UCP or may be filed directly with the Superintendent of Public Instruction (SPI). Complaints that are filed directly with the SPI are required to identify the basis for doing so, and present evidence that supports the basis for the direct filing. In such cases, the SPI may directly intervene without waiting for an investigation by the district. For more information regarding complaints concerning instructional materials, see BP/AR 1312.2 – Complaints Concerning Instructional Materials and AR 1312.4 – Williams Uniform Complaint Procedures.

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

Apart from these mandates, state law authorizes the use of UCP to resolve complaints of noncompliance with laws related to the development of a school plan for student achievement and the establishment of school site councils; accommodations for pregnant and parenting students; prohibition against the charging of student fees; educational rights of foster youth, ~~homeless~~ students experiencing homelessness, former juvenile court school students, children of military families, ~~migrant~~ students who are migratory, and students participating in a newcomer program for newly arrived immigrants; assignment of students to courses without educational content; and physical education instructional minutes. See the section "Complaints Subject to UCP" in the accompanying Board policy.

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

Compliance Officers

CSBA NOTE: 5 CCR 4621 **mandates** the district to identify in its policies and procedures the person(s), position(s), or unit(s) responsible for ensuring compliance with applicable state and federal laws and regulations governing educational programs, including the receiving and investigating of complaints alleging unlawful discrimination, harassment, intimidation, or bullying and retaliation. During its Federal Program Monitoring (FPM) process, ~~California Department of Education (CDE)~~ CDE staff will check to ensure that the district's procedures list the specific title(s) of the employee(s) responsible for receiving and investigating complaints. Districts should identify the specific title(s) of the compliance officer(s) in the space provided below. If a district identifies multiple compliance officers, it is recommended that one be designated the lead compliance officer.

The following paragraph specifies that the compliance officer will be the same person designated to serve as the Title IX Coordinator for addressing complaints of sexual harassment pursuant to AR 5145.7 - Sexual Harassment and AR 5145.71 - Title IX Sexual Harassment Complaint Procedures. Districts may modify this regulation to designate different district employees to serve these functions.

The district designates the individual(s), position(s), or unit(s) identified below as responsible for receiving, coordinating, and investigating complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in AR Administrative Regulation 5145.3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination, harassment, intimidation, or bullying and in AR Administrative Regulation 5145.7 - Sexual Harassment for handling complaints regarding sexual harassment.

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

CSBA NOTE: The following paragraph is for use by districts that have designated more than one compliance officer.

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which the compliance officer has a bias or conflict of interest that would prohibit the fair investigation or resolution of the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

CSBA NOTE: 5 CCR 4621 **mandates** that the district's policy requires employees responsible for compliance and/or for investigating and resolving complaints to be knowledgeable about the laws and programs at issue in the complaints they are assigned. Compliance officers must also have training or experience in handling discrimination complaints, including appropriate investigative techniques and understanding of the applicable legal standards.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program; applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination, harassment, intimidation, or bullying; applicable standards for reaching decisions on complaints; and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

The compliance officer or, if necessary, an appropriate administrator shall determine whether interim measures are necessary during an investigation and while the result is pending. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

CSBA NOTE: During the FPM process, CDE staff will check to ensure that the district's policy contains a statement ensuring annual dissemination of notice of the district's UCP to the persons specified below.

In addition, the Superintendent or designee shall annually provide written notification of the district's UCP to students, employees, parents/guardians of district students, district advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

CSBA NOTE: 5 CCR 4622 requires the district to include specified information in its annual UCP notice to students, parents/guardians, employees, and others. The following list reflects those required components and additional content of the notice listed in CDE's FPM instrument.

A sample of the annual notice is available through CDE's ~~web site~~ [website](#). It is the district's responsibility to update the notice as necessary to reflect new law.

The notice shall include:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group, and a list of all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy
2. The title of the position responsible for processing complaints, the identity of the person(s) currently occupying that position if known, and a statement that such persons will be knowledgeable about the laws and programs that they are assigned to investigate
3. A statement that a UCP complaint, except a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, must be filed no later than one year from the date the alleged violation occurred
4. A statement that a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct
5. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities
6. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint
7. A statement that the district will post a standardized notice of the educational and graduation requirements of foster youth, ~~homeless~~ students [experiencing homelessness](#), children of military families, ~~and~~ former juvenile court school students now enrolled in the district, [students who are migratory, and students participating in a newcomer program](#) as specified in Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process
8. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant
9. A statement that, for programs within the scope of the UCP as specified in the accompanying Board policy, the complainant has a right to appeal the district's investigation report to the California Department of Education (CDE) by filing a written appeal, including a copy of the original complaint and the district's decision, within 30 calendar days of receiving the district's decision
10. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal laws prohibiting discrimination, harassment, intimidation, or bullying, if applicable
11. A statement that copies of the district's UCP are available free of charge

CSBA NOTE: The following paragraph may be modified to reflect district practice. Pursuant to Education Code 221.61, a district and district school are required to post information related to Title IX on their ~~web sites~~websites, including specified information about complaint procedures under Title IX. See AR 5145.3 - Nondiscrimination/Harassment. A school or district that does not maintain a ~~web site~~website may comply by posting the information on the ~~web site~~website of its district or county office of education (COE), however a school, district, or COE is not required to establish a ~~web site~~website if it does not maintain one. A comprehensive list of rights based on the provisions of the federal regulations implementing Title IX can be found in Education Code 221.8

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.6 shall be posted on the district and district school ~~web sites~~websites and may be provided through district-supported social media, if available.

CSBA NOTE: Both federal and state laws contain requirements for translation of certain information and documents. Title VI of the Civil Rights Act of 1964 requires districts to ensure meaningful access to their programs and activities by persons with limited English proficiency. OCR has interpreted this to require that, whenever information is provided to parents/guardians, districts must notify limited-English-proficient (LEP) parents/guardians in a language other than English in order to be adequate. OCR enforces this requirement consistent with the Department of Justice's "2007 Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons." Under the Guidance, a recipient of federal funds has an obligation to provide language assistance to LEP individuals based on the balancing of four factors: (1) the number or proportion of LEP individuals likely to encounter the program, (2) the frequency with which LEP individuals come in contact with the program, (3) the nature and importance of the services provided by the program, and (4) the resources available to the recipient. State law is more specific than federal law: Education Code 48985 requires translation of certain information and documents if 15 percent or more of students enrolled in the school speak a single primary language other than English.

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

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

Filing of Complaints

CSBA NOTE: Complaints filed under UCP may be filed directly with a compliance officer or with any site administrator not designated as a compliance officer. For example, acts of unlawful discrimination, harassment, intimidation, or bullying may initially be reported to a principal. See AR 5145.3 - Nondiscrimination/Harassment and AR 5145.7 - Sexual Harassment. If a site administrator not designated as a compliance officer receives a UCP complaint, the site administrator must notify a compliance officer. A district may also establish a site-level process for receiving informal reports about incidents for which a UCP complaint may be filed and notifying students and parents/guardians of their right to file a UCP complaint. Any site-level process established by a district should be in writing and distributed in the same manner as the grievance procedures listed herein with an explanation of how it interacts with the UCP complaint process.

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. If a site administrator not designated as a compliance officer receives a complaint, the site administrator shall notify the compliance officer.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist in the filing of the complaint. (5 CCR 4600)

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

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy may be filed by any individual, public agency, or organization. (5 CCR 4600)

CSBA NOTE: Education Code 49013 and 52075 **mandate** districts to adopt procedures that allow for anonymous complaints to be filed when a district allegedly violates the prohibition against the charging of student fees or violates any requirement related to the LCAP.

2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee.

CSBA NOTE: Pursuant to 5 CCR 4630, complaints related to the LCAP must be filed within a year of the date that the County Superintendent of Schools, the reviewing authority for districts, approves the district's LCAP.

3. A UCP complaint, except for a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying, shall be filed no later than one year from the date the alleged violation occurred. For complaints related to the LCAP, the date of the alleged violation is the date when the County Superintendent of Schools approves the LCAP that was adopted by the Governing Board. (5 CCR 4630)
4. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges having personally suffered unlawful discrimination, a person who believes that any specific class of individuals has been subjected to unlawful discrimination, or a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. (5 CCR 4630)
5. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
6. When a complaint alleging unlawful discrimination, harassment, intimidation, or bullying is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.

CSBA NOTE: Districts should consult [CSBA's District and County Office of Education Legal Services or district](#) legal counsel before honoring a confidentiality request to withhold the victim's name from the alleged perpetrator, especially in the case of alleged sexual assault, as this may affect the district's ability to conduct a thorough investigation or provide supportive measures to the victim. In OCR's ["Part 1: Questions and Answers Regarding the Department's Title IX Regulations,"](#) it is stated that, "Title IX regulations balance a complainant's desire for confidentiality (in terms of, for instance, the complainant's identity not being disclosed to the respondent) with a school's discretion to pursue an investigation where factual circumstances warrant an investigation even though the complainant does not desire to file a formal complaint or participate in a grievance process."

These guiding principles would also apply to harassment on the basis of race, gender, disability, or other protected characteristic.

7. When a complainant of unlawful discrimination, harassment, intimidation, or bullying or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation

CSBA NOTE: The following section should be used only by those districts that have decided to establish procedures for attempting to resolve complaints through alternative dispute resolution (ADR) procedures such as mediation; see the accompanying Board policy. The following section may be modified to specify the ADR method and timelines used within the district.

Districts may not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student; see AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.

Within three business days after receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation to resolve the complaint. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, the compliance officer shall ensure that all parties agree to permit the mediator access to all relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with an investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed upon through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

Investigation of Complaint

CSBA NOTE: 5 CCR 4631, which requires the district to provide the complainant with the opportunity to present relevant information, does not provide any timeline. Thus, the timeline specified below may be modified to reflect district practice.

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint within 10 business days of receiving the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or the complainant's representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

CSBA NOTE: During the investigation, the compliance officer should consider all relevant circumstances, such as how the alleged misconduct affected one or more students' education; the type, frequency, and duration of the misconduct; the identity, age, and sex of the individuals involved in and impacted by the conduct and the relationship between them; the number of persons engaged in the conduct and at whom the conduct was directed; the size of the school, location of the incidents, and context in which they occurred; and other incidents at the school involving different individuals.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. The compliance officer shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform the parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, the compliance officer shall interview the alleged victim(s), any alleged offender(s), and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

CSBA NOTE: 5 CCR 4631 allows the district to dismiss a complaint when the complainant refuses to provide the investigator with relevant documents or otherwise obstructs the investigation. 5 CCR 4631 also provides that, if the district refuses to provide the investigator with access to records or other documents, the investigator may issue a finding in favor of the complainant. During the FPM process, CDE staff will check to ensure that both of these statements regarding the provision of access to information are included in the district's policy or procedures, as specified below.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Refusal by the district to provide the investigator with access to records and/or information related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor

of the complainant. (5 CCR 4631)

Timeline for Investigation Report

CSBA NOTE: Pursuant to 5 CCR 4631, the district's investigation report must be sent to the complainant within 60 calendar days of receiving the complaint. Option 1 below is for districts that do not allow complainants to appeal the compliance officer's decision to the ~~Governing~~ Board. Option 2 is for districts that allow appeals to the Board, and it requires the compliance officer's decision within 30 calendar days so that the Board's decision can still be given within the 60-day time limit.

Pursuant to 5 CCR 4631, only a complainant has the right to receive the investigation report and to file a complaint with the Board if dissatisfied with the compliance officer's decision. However, under certain circumstances, some of the same rights should be extended to a respondent in order to make the process equitable. For example, since the respondent to a complaint alleging unlawful discrimination, harassment, intimidation, or bullying is usually an individual, the respondent should be notified when the complainant has agreed to an extension of timelines. Options 1 and 2 reflect these recommendations and may be modified to reflect district practice. When questions arise as to what rights to provide to a respondent, the district should consult [CSBA's District and County Office of Education Legal Services or district](#) legal counsel accordingly.

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

OPTION 1: (Districts that do not allow complainants to appeal to the Board)

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written investigation report, as described in the section "Investigation Report" below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

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

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

CSBA NOTE: The remainder of this section is for use by districts that select Option 2.

Unless extended by written agreement with the complainant, the investigation report shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint.

Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Investigation Report" below. If the complainant is dissatisfied with the compliance officer's decision, the complainant may, within five business days, file the complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. When required by law, the matter shall be considered in closed session. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the

complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

For any complaint alleging unlawful discrimination, harassment, intimidation, ~~and~~or bullying, the respondent shall be informed of any extension of the timeline agreed to by the complainant, and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

END OF OPTION 2

Investigation Report

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

For all complaints, the district's investigation report shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered
2. A conclusion providing a clear determination for each allegation as to whether the district is in compliance with the relevant law
3. Corrective action(s) whenever the district finds merit in the complaint, including, when required by law, a remedy to all affected students and parents/guardians and, for a student fees complaint, a remedy that complies with Education Code 49013 and 5 CCR 4600
4. Notice of the complainant's right to appeal the district's investigation report to CDE, except when the district has used the UCP to address a complaint not specified in 5 CCR 4610
5. Procedures to be followed for initiating an appeal to CDE

The investigation report may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

CSBA NOTE: The Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g; 34 CFR 99.1-99.67) protects student privacy, including student records containing details of the actions taken in response to a UCP complaint. However, pursuant to 20 USC 1221, FERPA may not "be construed to affect the applicability of Title VI of the Civil Rights Act of 1964, Title IX of Education Amendments of 1972, Title V of the Rehabilitation Act of 1973, the Age Discrimination Act, or other statutes prohibiting discrimination, to any applicable program." In February 2015, the Family Policy Compliance Office (FPCO), now the Student Privacy Policy Office, released a letter concluding that FERPA permits a district to disclose to a student who was subjected to unlawful discrimination certain information about the sanctions imposed upon the respondent when the sanctions directly relate to that student. Thus, if properly remedying the impact of discrimination would require disclosing to the alleged victim certain information on how the district disciplined the respondent (e.g., an order that the respondent stay away from the alleged victim), FPCO interprets FERPA as allowing the district to disclose that information.

Given the potential liability from improperly disclosing such information, districts are advised to consult with [CSBA's District and County Office of Education Legal Services or district](#) legal counsel when presented with a situation where a victim of unlawful discrimination requests information about sanctions imposed upon the respondent.

In consultation with district legal counsel, information about the relevant part of an investigation report may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the investigation report or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination, harassment, intimidation, ~~and~~or bullying, notice of the investigation report to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

CSBA NOTE: Education Code 48985 requires that reports sent to parents/guardians be written in their primary language when 15 percent or more of a school's enrolled students speak a single primary language other than English. During the FPM process, CDE staff will check to ensure that UCP complaint procedures pertaining to CSPP health and safety issues include a statement that the district response and the investigation report must, whenever Education Code 48985 is applicable, be written in English and the primary language in which the complaint was filed; see the section "Health and Safety Complaints in License-Exempt Preschool Programs" below. The following paragraph extends this provision to all types of complaints to ensure compliance with Education Code 48985. In addition, based on Title VI of the Civil Rights Act of 1964, OCR requires districts to ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

If the complaint involves a limited-English-proficient (LEP) student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

CSBA NOTE: During the FPM process, CDE staff will expect to see a statement detailing a complainant's right to pursue civil law remedies (i.e., action in a court of law) in addition to or in conjunction with the right to pursue administrative remedies from CDE.

For complaints alleging unlawful discrimination, harassment, intimidation, ~~and~~or bullying based on state law, the investigation report shall also include a notice to the complainant that:

1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including, but not limited to, injunctions, restraining orders or other remedies or orders, 60 calendar days after the filing of an appeal with CDE: (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law: (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination:

Corrective Actions

CSBA NOTE: The following section may be revised to reflect district practice.

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

For complaints involving retaliation or unlawful discrimination, harassment, intimidation, or bullying, appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

For complaints of retaliation or unlawful discrimination, harassment, intimidation, or bullying involving a student as the respondent, appropriate corrective actions that may be provided to the student include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

When an employee is found to have committed retaliation or unlawful discrimination, harassment, intimidation, or bullying, the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination, harassment, intimidation, or bullying, that the district does not tolerate it, and how to report and respond to it.

CSBA NOTE: Generally, when a complaint is found to have merit, an appropriate remedy is provided to the complainant or other affected person. However, in certain instances, the law may require a remedy to be provided to all affected persons, not just the complainant or subject of the complaint. For example, pursuant to Education Code 49013 and 5 CCR 4600, if the district, or CDE on appeal, finds merit in the complaint alleging noncompliance with the law regarding student fees and charges, the district is required to provide a remedy to all affected students and parents/guardians, as specified below. The same requirement applies to allegations of noncompliance with required instructional minutes for physical education pursuant to Education

Code 51222 and 51223, course periods without educational content pursuant to Education Code 51228.3, and the LCAP requirements pursuant to Education Code 52075. Districts that do not maintain elementary schools should delete the reference to physical education below.

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

However, if a complaint alleging noncompliance with the law regarding student fees, deposits, and other charges, physical education instructional minutes, courses without educational content, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51222, 51223, 51228.3, 52075)

For complaints alleging noncompliance with the law regarding student fees, the district, by engaging in reasonable efforts, shall attempt in good faith to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's investigation report on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with CDE within 30 calendar days of receiving the district's investigation report. (5 CCR 4632)

The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's investigation report for that complaint. The complainant shall specify and explain the basis for the appeal, including at least one of the following: (5 CCR 4632)

1. The district failed to follow its complaint procedures;
2. Relative to the allegations of the complaint, the district's investigation report lacks material findings of fact necessary to reach a conclusion of law;
3. The material findings of fact in the district's investigation report are not supported by substantial evidence;
4. The legal conclusion in the district's investigation report is inconsistent with the law;
5. In a case in which the district found noncompliance, the corrective actions fail to provide a proper remedy;

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

Upon notification by CDE that the district's investigation report has been appealed, the Superintendent or designee shall forward the following documents to CDE within 10 days of the date of notification: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the district's investigation report

3. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
4. A report of any action taken to resolve the complaint
5. A copy of the district's UCP
6. Other relevant information requested by CDE

If notified by CDE that the district's investigation report failed to address allegation(s) raised by the complaint, the district shall, within 20 days of the notification, provide CDE and the appellant with an amended investigation report that addresses the allegation(s) that were not addressed in the original investigation report. The amended report shall also inform the appellant of the right to separately appeal the amended report with respect to the allegation(s) that were not addressed in the original report. (5 CCR 4632)

CSBA NOTE: Pursuant to 5 CCR 4633, CDE is required to issue a written decision regarding the appeal within 60 days of CDE's receipt of the appeal, unless extended by written agreement with the appellant or documentation by CDE of exceptional circumstances. Pursuant to 5 CCR 4635, if CDE's decision was issued based on evidence in the investigation file CDE received from the district or evidence uncovered after further investigation of the allegations that were the basis of the appeal, either party may request reconsideration by the ~~Superintendent of Public Instruction~~ **SPI** or designee within 30 days of the appeal decision.

Pursuant to 5 CCR 4650, CDE may directly intervene in a complaint without waiting for action by the district when certain conditions exist, including the following: (1) the complaint alleges failure to comply with the UCP, including failure to follow the required timelines and failure to implement the final investigation report; (2) the complainant requests anonymity due to the possibility of retaliation and would suffer immediate and irreparable harm if a complaint was filed and the complainant was named; or (3) the complainant would suffer immediate and irreparable harm as a result of an application of a districtwide policy that is in conflict with state or federal law and that filing a complaint would be futile.

Health and Safety Complaints in License-Exempt Preschool Programs

CSBA NOTE: The following section is for use by districts that operate any license-exempt CSPP program. Education Code 8212, as renumbered by AB 131 (Ch. 116, Statutes of 2021), mandates districts to adopt policies and procedures for resolving complaints regarding specified health and safety issues in a license-exempt CSPP program. Pursuant to Education Code 8212, the district must use the UCP, with modifications as necessary, to resolve such complaints. Pursuant to 5 CCR 4610, such complaints must be addressed through the procedures described in 5 CCR 4690-4694.

See the accompanying exhibits for a sample classroom notice and complaint form.

Any complaint regarding health or safety issues in a license-exempt California State Preschool Program (CSPP) shall be addressed through the procedures described in 5 CCR 4690-4694.

In order to identify appropriate subjects of CSPP health and safety issues pursuant to Health and Safety Code 1596.7925, a notice shall be posted in each license-exempt CSPP classroom in the district notifying parents/guardians, students, and teachers of the health and safety requirements of Title 5 regulations that apply to CSPP programs pursuant to Health and Safety Code 1596.7925 and the location at which to obtain a form to file any complaint alleging noncompliance with those requirements. For this purpose, the Superintendent or designee may download and post a notice

available from the CDE ~~web site~~[website](#). (Education Code 8212; 5 CCR 4691)

The district's annual UCP notification distributed pursuant to 5 CCR 4622 shall clearly indicate which of its CSPP programs are operating as exempt from licensing and which CSPP programs are operating pursuant to requirements under Title 22 of the Code of Regulations. (5 CCR 4691)

Any complaint regarding specified health or safety issues in a license-exempt CSPP program shall be filed with the preschool program administrator or designee, and may be filed anonymously. The complaint form shall specify the location for filing the complaint, contain a space to indicate whether the complainant desires a response to the complaint, and allow a complainant to add as much text as desired to explain the complaint. (Education Code 8212; 5 CCR 4690)

If it is determined that the complaint is beyond the authority of the preschool program administrator, the matter shall be forwarded to the Superintendent or designee in a timely manner, not to exceed 10 working days, for resolution. The preschool administrator or the Superintendent or designee shall make all reasonable efforts to investigate any complaint within their authority. (Education Code 8212; 5 CCR 4692)

Investigation of a complaint regarding health or safety issues in a license-exempt CSPP program shall begin within 10 days of receipt of the complaint. (Education Code 8212; 5 CCR 4692)

The preschool administrator or designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the preschool administrator or Superintendent's designee shall, within 45 working days of the initial filing of the complaint, report the resolution of the complaint to the complainant and CDE's assigned field consultant. If the preschool administrator makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 8212; 5 CCR 4692)

CSBA NOTE: Education Code 48985 requires that reports sent to parents/guardians be written in their primary language when 15 percent or more of a school's enrolled students speak a single primary language other than English. During the FPM process, CDE staff will check to ensure compliance with this requirement. Based on Title VI of the Civil Rights Act of 1964, OCR requires districts to ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

If a complaint regarding health or safety issues in a license-exempt CSPP program involves an LEP student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Board at a regularly scheduled hearing and, within 30 days of the date of the written report, may file a written appeal of the district's decision to the Superintendent of Public Instruction in accordance with 5 CCR 4632. (Education Code 8212; 5 CCR 4693, 4694)

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

On a quarterly basis, the Superintendent or designee shall report summarized data on the nature and resolution of all CSPP health and safety complaints, including the number of complaints by general subject area with the number of resolved and unresolved complaints, to the Board at a regularly scheduled Board meeting and to the County Superintendent. (5 CCR 4693)

Policy Reference Disclaimer:

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

State	Description
2 CCR 11023	Harassment and discrimination prevention and correction
5 CCR 15580-15584	Child nutrition programs complaint procedures
5 CCR 3200-3205	Special education compliance complaints
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4600-4687	Uniform complaint procedures and Williams complaints
5 CCR 4690-4694	Complaints regarding health and safety issues in license-exempt preschool programs
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
Ed. Code 18100-18203	School libraries
Ed. Code 200-262.4	Prohibition of discrimination
Ed. Code 32280-32289.5	School safety plans
Ed. Code 35186	Williams uniform complaint procedures
Ed. Code 46015	Parental leave for students
Ed. Code 48645.7	Juvenile court schools
Ed. Code 48853-48853.5	Foster youth
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 49010-49013	Student fees
Ed. Code 49060-49079	Student records
Ed. Code 49069.5	Records of foster youth
Ed. Code 49490-49590	Child nutrition programs
Ed. Code 49701	Provisions of the Interstate Compact on Educational Opportunities for Military Children
<u>Ed. Code 51204.5</u>	<u>Social sciences instruction; contributions of specified groups</u>
Ed. Code 51210	Course of study for grades 1-6
Ed. Code 51222	Physical education
Ed. Code 51223	Physical education; elementary schools

Ed. Code 51225.1-51225.2	Foster youth, homeless children, former juvenile court school students; course credits; graduation requirements
Ed. Code 51226-51226.1	Career technical education
Ed. Code 51228.1-51228.3	Course periods without educational content
Ed. Code 51501	Nondiscriminatory subject matter
Ed. Code 52059.5	Statewide system of support
Ed. Code 52060-52077	Local control and accountability plan
Ed. Code 52075	Complaint for lack of compliance with local control and accountability plan requirements
Ed. Code 52300-52462	Career technical education
Ed. Code 52500-52617	Adult schools
Ed. Code 54400-54425	Compensatory education programs
Ed. Code 54440-54445	Migrant education
Ed. Code 54460-54529	Compensatory education programs
Ed. Code 59000-59300	Special schools and centers
Ed. Code 60010	Instructional materials; definition
Ed. Code 60040-60052	Requirements for instructional materials
Ed. Code 64000-64001	Consolidated application process; school plan for student achievement
Ed. Code 65000-65001	School site councils
Ed. Code 8200-8488	Child care and development programs
Ed. Code 8500-8538	Adult basic education
Gov. Code 11135	Prohibition of discrimination
Gov. Code 12900-12996	Fair Employment and Housing Act
H&S Code 1596.792	California Child Day Care Act; general provisions and definitions
H&S Code 1596.7925	California Child Day Care Act; health and safety regulations
Pen. Code 422.55	Definition of hate crime
Pen. Code 422.6	Crimes; harassment
Federal	Description
20 USC 1221	Application of laws
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex

20 USC 6301-6576	Title I Improving the Academic Achievement of the Disadvantaged
20 USC 6801-7014	Title III language instruction for limited English proficient and immigrant students
28 CFR 35.107	Nondiscrimination on basis of disability; complaints
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 100.3	Prohibition of discrimination on basis of race, color or national origin
34 CFR 104.7	Section 504; Designation of responsible employee and adoption of grievances procedures
34 CFR 106.1-106.82	Nondiscrimination on the basis of sex in education programs
34 CFR 106.30	Discrimination on the basis of sex in education programs and activities; definitions
34 CFR 106.44	Recipient's response to sexual harassment
34 CFR 106.45	Grievance process for formal complaints of sexual harassment
34 CFR 106.8	Designation of coordinator; dissemination of policy, and adoption of grievance procedures
34 CFR 110.25	Notification of nondiscrimination on the basis of age
34 CFR 99.1-99.67	Family Educational Rights and Privacy
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act
42 USC 12101-12213	Americans with Disabilities Act
42 USC 2000d-2000e-17 <u>2000d-7</u>	Title VI and Title VII Civil Rights Act of 1964, as amended
42 USC 2000h-2-2000h-6	Title IX of the Civil Rights Act of 1964
42 USC 6101-6107	Age Discrimination Act of 1975
Management Resources	Description
California Department of Education Publication	Uniform Complaint Procedure 2021-22 Program Instrument
California Department of Education Publication	Sample UCP Board Policies and Procedures
U.S. DOE, Office for Civil Rights Publication	Part 1: Questions and Answers Regarding the Department's Title IX Regulations, January 2021
U.S. DOE, Office for Civil Rights Publication	Questions and Answers on the Title IX Regulations on Sexual Harassment, July 2021
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014
U.S. DOJ Publication	Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2007

Website	CSBA District and County Office of Education Legal Services
Website	Student Privacy Policy Office
Website	U.S. Department of Agriculture
Website	California Department of Social Services
Website	U.S. Department of Justice
Website	California Department of Education
Website	CSBA
Website	U.S. Department of Education, Office for Civil Rights
Website	California Civil Rights Department

Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities
0420	School Plans/Site Councils
0420	School Plans/Site Councils
0420.41	Charter School Oversight
0420.41-E(1)	Charter School Oversight
0430	Comprehensive Local Plan For Special Education
0430	Comprehensive Local Plan For Special Education
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
0470	COVID-19 Mitigation Plan
1100	Communication With The Public
1113	District And School Websites
1113	District And School Websites
1113-E(1)	District And School Websites
1114	District-Sponsored Social Media
1114	District-Sponsored Social Media
1220	Citizen Advisory Committees
1220	Citizen Advisory Committees
1250	Visitors/Outsiders

1250	Visitors/Outsiders
1312.1	Complaints Concerning District Employees
1312.1	Complaints Concerning District Employees
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.2-E(1)	Complaints Concerning Instructional Materials
1312.4	Williams Uniform Complaint Procedures
1312.4-E(1)	Williams Uniform Complaint Procedures
1312.4-E(2)	Williams Uniform Complaint Procedures
1313	Civility
1340	Access To District Records
1340	Access To District Records
3260	Fees And Charges
3260	Fees And Charges
3555	Nutrition Program Compliance
3555-E(1)	Nutrition Program Compliance
3580	District Records
3580	District Records
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4112.23	Special Education Staff
4112.9	Employee Notifications
4112.9-E(1)	Employee Notifications
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4119.1	Civil And Legal Rights
4119.11	Sexual Harassment
4119.11	Sexual Harassment
4119.23	Unauthorized Release Of Confidential/Privileged Information
4131	Staff Development
4212.9	Employee Notifications
4212.9-E(1)	Employee Notifications
4218	Dismissal/Suspension/Disciplinary Action

4218	Dismissal/Suspension/Disciplinary Action
4219.1	Civil And Legal Rights
4219.11	Sexual Harassment
4219.11	Sexual Harassment
4219.23	Unauthorized Release Of Confidential/Privileged Information
4231	Staff Development
4244	Complaints
4244	Complaints
4312.9	Employee Notifications
4312.9-E(1)	Employee Notifications
4319.1	Civil And Legal Rights
4319.11	Sexual Harassment
4319.11	Sexual Harassment
4319.23	Unauthorized Release Of Confidential/Privileged Information
4331	Staff Development
4344	Complaints
4344	Complaints
5116.1	Intradistrict Open Enrollment
5116.1	Intradistrict Open Enrollment
5117	Interdistrict Attendance
5117	Interdistrict Attendance
5125	Student Records
5125	Student Records
5131.62	Tobacco
5131.62	Tobacco
5137	Positive School Climate
5141.22	Infectious Diseases
5141.22	Infectious Diseases
5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting
5144	Discipline
5144	Discipline
5144.1	Suspension And Expulsion/Due Process

5144.1	Suspension And Expulsion/Due Process
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications
5145.7	Sexual Harassment
5145.7	Sexual Harassment
5145.71	Title IX Sexual Harassment Complaint Procedures
5145.71-E(1)	Title IX Sexual Harassment Complaint Procedures
5145.9	Hate-Motivated Behavior
5146	Married/Pregnant/Parenting Students
5148	Child Care And Development
5148	Child Care And Development
5148.2	Before/After School Programs
5148.2	Before/After School Programs
5148.3	Preschool/Early Childhood Education
5148.3	Preschool/Early Childhood Education
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.7	Physical Education And Activity
6142.7	Physical Education And Activity
6145	Extracurricular And Cocurricular Activities
6145	Extracurricular And Cocurricular Activities
6145.2	Athletic Competition
6145.2	Athletic Competition
6146.1	High School Graduation Requirements
6152	Class Assignment
6159	Individualized Education Program
6159	Individualized Education Program
6159.1	Procedural Safeguards And Complaints For Special Education
6159.1	Procedural Safeguards And Complaints For Special Education
6159.2	Nonpublic, Nonsectarian School And Agency Services For Special Education

6159.2	Nonpublic, Nonsectarian School And Agency Services For Special Education
6159.3	Appointment Of Surrogate Parent For Special Education Students
6159.3	Appointment Of Surrogate Parent For Special Education Students
<u>6161.1</u>	<u>Selection and Evaluation of Instructional Materials</u>
6164.2	Guidance/Counseling Services
6164.4	Identification And Evaluation Of Individuals For Special Education
6164.4	Identification And Evaluation Of Individuals For Special Education
6164.5	Student Success Teams
6164.5	Student Success Teams
6171	Title I Programs
6171	Title I Programs
6173	Education For Homeless Children
6173	Education For Homeless Children
6173-E(1)	Education For Homeless Children
6173-E(2)	Education For Homeless Children
6173.1	Education For Foster Youth
6173.1	Education For Foster Youth
6173.2	Education Of Children Of Military Families
6173.2	Education Of Children Of Military Families
6173.3	Education For Juvenile Court School Students
6175	Migrant Education Program
6175	Migrant Education Program
6178	Career Technical Education
6178	Career Technical Education
6178.1	Work-Based Learning
6178.1	Work-Based Learning
6178.2	Regional Occupational Center/Program
6200	Adult Education
6200	Adult Education
9000	Role Of The Board

9011	Disclosure Of Confidential/Privileged Information
9012	Board Member Electronic Communications
9124	Attorney
9200	Limits Of Board Member Authority
9321	Closed Session
9321-E(1)	Closed Session
9321-E(2)	Closed Session
9322	Agenda/Meeting Materials

Regulation 1312.4: Williams Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 11/01/2010 | Last Revised Date: 06/10/01/20222023 | Last Reviewed Date: 06/10/01/20222023

CSBA NOTE: Education Code 35186 mandates that districts establish policies and procedures to address complaints regarding insufficiency of textbooks and instructional materials, teacher vacancy or misassignment, and emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff. When such a complaint is filed with the district, the district is required to investigate and resolve the complaint in accordance with the Williams uniform complaint procedures established pursuant to 5 CCR 4680-4687.

It is recommended that districts use these procedures only for complaints specified in law and this administrative regulation. See BP/AR 1312.3 - Uniform Complaint Procedures for a discussion of the types of complaints subject to the uniform complaint procedures established pursuant to 5 CCR 4600-4670, and for license-exempt preschool programs pursuant to 5 CCR 4690-4694. For procedures related to complaints about employees, see BP/AR 1312.1 - Complaints Concerning District Employees. For complaints concerning the district's adoption and selection of specific instructional materials, see BP/AR 1312.2 - Complaints Concerning Instructional Materials. For complaints regarding the district's nutrition program, see BP 3555 - Nutrition Program Compliance.

Types of Complaints

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

CSBA NOTE: Education Code 242, as added by AB 1078 (Ch. 229, Statutes of 2023), requires the California Department of Education (CDE) to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum.

Pursuant to Education Code 60119, boards are required to hold a public hearing annually regarding the sufficiency of instructional materials. If, at the public hearing, the Governing Board makes a determination of "insufficient materials", Education Code 1240, as amended by AB 1078, requires the Board to take certain actions and specifies potential consequences for not remedying the deficiency as required by law; see BP 6161.1 – Selection and Evaluation of Instructional Materials.

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

- a. a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate. (Education Code 17592.72)

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

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

CSBA NOTE: Pursuant to Education Code 35292.5, as amended by SB 760 (Ch. 227, Statutes of 2023), districts may temporarily close a restroom for (1) a documented student safety concern, (2) an immediate threat to student safety, or (3) to repair the facility.

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

CSBA NOTE: The following optional paragraph is for use by districts that maintain any of grades 6-12, and may be revised to reflect the grade levels served by the district.

Pursuant to Education Code 35292.6, as added by AB 367 (Ch. 664, Statutes of 2021), ~~before the start of the 2022-23 school year,~~ a school that serves any of grades 6-12 is required to stock the school's restrooms with menstrual products for use in connection with the menstrual cycle free of charge. See AR 3517 - Facilities Inspection.

Although Education Code 35292.6 does not require a complaint process, it is recommended that the Williams uniform complaint procedures be used to address any allegation of noncompliance with Education Code 35292.6 in order to ensure consistency in the procedures that districts use to address allegations of noncompliance with all restroom maintenance requirements. However, pursuant to 5 CCR 4610, any such district-permitted complaint may not be appealed to CDE.

In any school serving any of grades 6-12, a complaint may be filed alleging noncompliance with the requirement of Education Code 35292.6 to, at all times, stock and make available and accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom. (Education Code 35292.6)

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

CSBA NOTE: Education Code 35186 requires that the district's complaint form contain the elements stated in the following paragraph. In addition, Education Code 35186 requires that a notice be posted in each classroom in each school in the district, as specified below. See the accompanying exhibits for a sample form and classroom notice.

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

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

Filing of Complaint

CSBA NOTE: Education Code 35186 requires that complaints be investigated and resolved within the timelines specified below. During the Federal Program Monitoring (FPM) process, ~~the California Department of Education (CDE)~~ CDE staff will expect to see statements regarding the filing of the complaint, the investigation, timelines, and the complainant's right to appeal to the ~~Governing~~ Board and to appeal facilities complaints to CDE, as detailed in the following section and the section "Investigation and Response" below.

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

CSBA NOTE: Pursuant to Education Code 35186, as amended by AB 1078, complaints related to instructional materials alleging that more than one student does not have sufficient textbooks or instructional materials as the result of an act by the Board, or the Board's failure to remedy the deficiency, may be filed with the Superintendent of Public Instruction (SPI) directly in addition to or in lieu of being filed with the district, and the SPI may directly intervene without waiting for an investigation, as described in the section "Investigation and Response" below.

Pursuant to Education Code 60150, as added by AB 1078, if the SPI finds that a district has not provided sufficient textbooks or instructional materials as required, CDE is required to take all remedial actions as specified in Education Code 1240, including purchasing textbooks and instructional materials. Additionally, the SPI is required to assess a financial penalty against the district's local control funding formula allocation.

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

If the Superintendent or designee becomes aware that a complaint alleging insufficient textbooks or instructional materials that has been filed directly with the SPI but not with the district, the

Superintendent or designee may initiate an investigation in accordance with this administrative regulation, as described below, if there is sufficient evidence to do so.

Investigation and Response

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

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

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

CSBA NOTE: Education Code 48985 specifies that, when 15 percent or more of the students enrolled in a particular school speak a single primary language other than English, all notices, reports, statements, or records sent to the parents/guardians of such students be written in English and in the primary language. Education Code 35186 requires that, when Education Code 48985 is applicable, any response requested by the complainant must be written in English and in the primary language in which the complaint was filed.

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

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

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

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

Reports

CSBA NOTE: During the FPM process, CDE staff will expect to see the following statement.

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

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State

5 CCR 4600-4670

5 CCR 4600-4687

[5 CCR 4690-4694](#)

Ed. Code 1240

Ed. Code 17592.72

[Ed. Code 200-262.4](#)

Ed. Code 234.1

Ed. Code 33126

Ed. Code 35186

Ed. Code 35292.5-35292.6

[Ed. Code 48907](#)

[Ed. Code 48950](#)

Ed. Code 48985

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Ed. Code 60119

[Ed. Code 60150](#)

Federal

20 USC 6314

Management Resources

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Description

Uniform complaint procedures

Uniform complaint procedures and Williams complaints

[Health and safety complaints in license-exempt preschool programs](#)

County superintendent of schools; duties

Urgent or emergency repairs; School Facility Emergency Repair Account

[Prohibition of discrimination](#)

Student protections relating to discrimination, harassment, intimidation, and bullying

School accountability report card

Williams uniform complaint procedures

Restrooms; maintenance and cleanliness

[Exercise of free expression; time, place and manner rules and regulations](#)

[Speech and other communication](#)

Notices to parents in language other than English

[Nondiscriminatory subject matter](#)

[Instructional materials; definition](#)

[Requirements for instructional materials](#)

Hearing on sufficiency of instructional materials

[Penalty for insufficiency of textbooks and instructional materials](#)

Description

Title I schoolwide program

Description

CSBA District and County Office of Education Legal Services

State Allocation Board, Office of Public School Construction

[California Department of Education](#)
(<https://www.cde.ca.gov/>)

[California County Superintendents Educational Services Association](#) (<https://ccsesa.org/>)

Website	Department of Justice (https://oag.ca.gov/)
Website	U.S. Department of Education, Office for Civil Rights (https://www2.ed.gov/about/offices/list/ocr/index.html)
Website	California Department of Education, Williams Case
Website	California County Superintendents
Website	CSBA

Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
1100	Communication With The Public
1250	Visitors/Outsiders
1250	Visitors/Outsiders
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.2-E(1)	Complaints Concerning Instructional Materials
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1340	Access To District Records
1340	Access To District Records
3270	Sale And Disposal Of Books, Equipment And Supplies
3270	Sale And Disposal Of Books, Equipment And Supplies
3514	Environmental Safety
3514	Environmental Safety
3514.2	Integrated Pest Management
3517	Facilities Inspection
3517-E(1)	Facilities Inspection
3550	Food Service/Child Nutrition Program
3550	Food Service/Child Nutrition Program
4112.2	Certification

4112.2	Certification
4112.22	Staff Teaching English Learners
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<u>5145.3</u>	<u>Nondiscrimination/Harassment</u>
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6142.92	Mathematics Instruction
6161.1	Selection And Evaluation Of Instructional Materials
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6161.1-E(1)	Selection And Evaluation Of Instructional Materials
<u>6161.11</u>	<u>Supplementary Instructional Materials</u>
6161.2	Damaged Or Lost Instructional Materials
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9000	Role Of The Board
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Exhibit 1312.4-E(1): Williams Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 11/01/2007 | **Last Revised Date:** 03/10/01/2019/2023 | **Last Reviewed Date:** 03/10/01/2019/2023

CSBA NOTE: Education Code 35186 requires that the following notice be posted in each K-12 classroom in each school in the district. During the Federal Program Monitoring process, California Department of Education (CDE) staff will check to ensure that a notice is placed in each classroom in each school and that the notice contains all the information described below.

**NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS:
K-12 COMPLAINT RIGHTS**

Parents/Guardians, Students, and Teachers:

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

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

CSBA NOTE: Pursuant to Education Code 35292.5, as amended by SB 760 (Ch. 227, Statutes of 2023), districts may temporarily close a restroom for (1) a documented student safety concern, (2) an immediate threat to student safety, or (3) to repair the facility.

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

CSBA NOTE: Education Code 35186, as amended by SB 114 (Ch. 48, Statutes of 2023), requires that the Williams uniform complaint procedure be used to address a complaint related to teacher misassignment that claims that a teacher who lacks credentials or training to teach English learners is assigned to teach a class with one or more English learners in the class.

3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

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

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

CSBA NOTE: Education Code 35186 requires that the notice inform parents/guardians of the location to obtain a complaint form and provides that posting a notice downloadable from the CDE's ~~web site~~[website](#) will satisfy this requirement. The law does not require that complaint form be placed in any specific location. The following paragraph lists locations where complaint forms may be available and should be modified to reflect district practice, including adding the school and district ~~web site~~[website](#) addresses.

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's Williams uniform complaint procedures as required by law. A complaint form may be obtained at the school office or district office, or downloaded from the school or district ~~web site~~[website](#). You may also download a copy of the California Department of Education ([CDE](#)) complaint form from the following ~~web site~~: <http://www.cde.ca.gov/re/cp/uc>[CDE's, website when available](#). However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education [CDE](#).

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State	Description
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4600-4687	Uniform complaint procedures and Williams complaints
5 CCR 4690-4694	Health and safety complaints in license-exempt preschool programs
Ed. Code 1240	County superintendent of schools; duties
Ed. Code 17592.72	Urgent or emergency repairs; School Facility Emergency Repair Account
Ed. Code 200-262.4	Prohibition of discrimination
Ed. Code 234.1	Student protections relating to discrimination, harassment, intimidation, and bullying
Ed. Code 33126	School accountability report card
Ed. Code 35186	Williams uniform complaint procedures
Ed. Code 35292.5-35292.6	Restrooms; maintenance and cleanliness
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 51501	Nondiscriminatory subject matter

[Ed. Code 60010](#)

[Ed. Code 60040-60052](#)

Ed. Code 60119

[Ed. Code 60150](#)

Federal

20 USC 6314

Management Resources

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[Instructional materials; definition](#)

[Requirements for instructional materials](#)

Hearing on sufficiency of instructional materials

[Penalty for insufficiency of textbooks and instructional materials](#)

Description

Title I schoolwide program

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CSBA District and County Office of Education Legal Services

State Allocation Board, Office of Public School Construction

[California Department of Education](#)
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[California County Superintendents Educational Services Association](#) (<https://ccsesa.org/>)

[Department of Justice](#) (<https://oag.ca.gov/>)

[U.S. Department of Education, Office for Civil Rights](#)
(<https://www2.ed.gov/about/offices/list/ocr/index.html>)

[California Department of Education, Williams Case](#)

[California County Superintendents](#)

CSBA

Description

Nondiscrimination In District Programs And Activities

Local Control And Accountability Plan

Local Control And Accountability Plan

Communication With The Public

Visitors/Outsiders

Visitors/Outsiders

Complaints Concerning Instructional Materials

Complaints Concerning Instructional Materials

Complaints Concerning Instructional Materials

Uniform Complaint Procedures

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4112.2	Certification
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4344	Complaints
<u>5145.3</u>	<u>Nondiscrimination/Harassment</u>
<u>6143</u>	<u>Courses Of Study</u>
6142.92	Mathematics Instruction
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials
<u>6161.11</u>	<u>Supplementary Instructional Materials</u>
6161.2	Damaged Or Lost Instructional Materials
<u>6163.1</u>	<u>Library Media Centers</u>
9000	Role Of The Board
9012	Board Member Electronic Communications

9200

Limits Of Board Member Authority

9322

Agenda/Meeting Materials

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

Status: ADOPTED

Original Adopted Date: 11/01/2010 | **Last Revised Date:** 06/10/01/2022/2023 | **Last Reviewed Date:** 06/10/01/2022/2023

CSBA NOTE: Education Code 35186 creates the Williams uniform complaint procedures for the filing of complaints concerning deficiencies in textbooks or instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, or teacher vacancy or misassignment. The following form contains elements required by Education Code 35186 and 5 CCR 4681-4683. During the Federal Program Monitoring process, California Department of Education staff will check to ensure that the complaint form includes all of the elements specified below.

**K-12 COMPLAINT FORM:
WILLIAMS UNIFORM COMPLAINT PROCEDURES**

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

Response requested? ☐ Yes ☐ No

Contact information: (if response is requested)

Name:

Address:

Phone number: Day: Evening:

E-mail address, if any:

Date problem was observed:

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

School name/address:

Course title/grade level and teacher name:

Room number/name of room/location of facility:

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

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

1. Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)
 - A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required

instructional materials to use in class.

- A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
- Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

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

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

CSBA NOTE: Education Code 35186, as amended by SB 114 (Ch. 48, Statutes of 2023), requires that the Williams uniform complaint procedure be used to address a complaint related to teacher misassignment that claims that a teacher who lacks credentials or training to teach English learners is assigned to teach a class with one or more English learners in the class.

- A teacher who lacks credentials or training to teach English learners is assigned to teach a class with [one or](#) more ~~than 20 percent~~ English learners in the class.
- A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

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

- A condition exists that poses an emergency or urgent threat to the health or safety of students or staff including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; and any other condition deemed appropriate by the district.
- A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, ~~or~~[and](#) paper towels or functional hand dryers.

CSBA NOTE: The following optional item is for districts that choose to use the Williams uniform complaint procedures to address complaints alleging noncompliance with requirements to stock restrooms at certain schools with menstrual products pursuant to Education Code 35292.6; see the accompanying administrative regulation.

- For a school serving any of grades 6-12, the school has not, at all times, stocked and made available and accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom.

CSBA NOTE: Pursuant to Education Code 35292.5, as amended by SB 760 (Ch. 227, Statutes of 2023), districts may temporarily close a restroom for (1) a documented student safety concern, (2) an immediate threat to student safety, or (3) to repair the facility.

- The school has not kept all restrooms open during school hours when students are not in classes and has not kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when temporary closing of the restroom is necessary for a documented student safety concern, an immediate threat to student safety, or to ~~make repairs~~ repair the facility.

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

CSBA NOTE: Education Code 35186 requires that complaints be filed with the principal or designee and that the complaint form specify the location for filing the complaint. Districts should specify the name and/or location in the spaces below.

Please file this complaint at the following location:

(principal or designee)

(address)

CSBA NOTE: Pursuant to Education Code 35186, as amended by AB 1078 (Ch. 229, Statutes of 2023), complaints related to instructional materials alleging that more than one student does not have sufficient textbooks or instructional materials as the result of an act by the Governing Board, or the Board's failure to remedy the deficiency, may be filed with the Superintendent of Public Instruction (SPI) directly, and the SPI may directly intervene without waiting for an investigation by the district; see the accompanying administrative regulation for more information. The following paragraph may be used by districts to inform complainants about the option to file complaints directly with the SPI.

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

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

(Signature)

(Date)

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State

5 CCR 4600-4670

5 CCR 4600-4687

[5 CCR 4690-4694](#)

Ed. Code 1240

Ed. Code 17592.72

[Ed. Code 200-262.4](#)

Ed. Code 234.1

Ed. Code 33126

Ed. Code 35186

Ed. Code 35292.5-35292.6

[Ed. Code 48907](#)

[Ed. Code 48950](#)

Ed. Code 48985

[Ed. Code 51501](#)

[Ed. Code 60010](#)

[Ed. Code 60040-60052](#)

Ed. Code 60119

[Ed. Code 60150](#)

Description

Uniform complaint procedures

Uniform complaint procedures and Williams complaints

[Health and safety complaints in license-exempt preschool programs](#)

County superintendent of schools; duties

Urgent or emergency repairs; School Facility Emergency Repair Account

[Prohibition of discrimination](#)

Student protections relating to discrimination, harassment, intimidation, and bullying

School accountability report card

Williams uniform complaint procedures

Restrooms; maintenance and cleanliness

[Exercise of free expression; time, place and manner rules and regulations](#)

[Speech and other communication](#)

Notices to parents in language other than English

[Nondiscriminatory subject matter](#)

[Instructional materials; definition](#)

[Requirements for instructional materials](#)

Hearing on sufficiency of instructional materials

[Penalty for insufficiency of textbooks and instructional materials](#)

Federal	Description
20 USC 6314	Title I schoolwide program
Management Resources	Description
Website	CSBA District and County Office of Education Legal Services
Website	State Allocation Board, Office of Public School Construction
Website	California Department of Education (https://www.cde.ca.gov/)
Website	California County Superintendents Educational Services Association (https://ccsesa.org/)
Website	Department of Justice (https://oag.ca.gov/)
Website	U.S. Department of Education, Office for Civil Rights (https://www2.ed.gov/about/offices/list/ocr/index.html)
Website	California Department of Education, Williams Case
Website	California County Superintendents
Website	CSBA

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1312.2-E(1)	Complaints Concerning Instructional Materials
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1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
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1340	Access To District Records
1340	Access To District Records
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3270	Sale And Disposal Of Books, Equipment And Supplies

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3514	Environmental Safety
3514.2	Integrated Pest Management
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3517-E(1)	Facilities Inspection
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<u>5145.3</u>	<u>Nondiscrimination/Harassment</u>
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<u>6161.11</u>	<u>Supplementary Instructional Materials</u>
6161.2	Damaged Or Lost Instructional Materials
<u>6163.1</u>	<u>Library Media Centers</u>
9000	Role Of The Board
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Policy 5145.3: Nondiscrimination/Harassment

Status: ADOPTED

Original Adopted Date: 10/01/2014 | **Last Revised Date:** 05/10/01/2020/2023 | **Last Reviewed Date:** 05/10/01/2020/2023

CSBA NOTE: The following **mandated** policy reflects various provisions of state and federal law which prohibit discrimination against students in educational programs and activities based on certain actual or perceived characteristics of an individual; ~~including~~ Education Code 220, which prohibits discrimination based on disability, race, nationality, immigration status, ethnicity, gender, gender identity, gender expression, sexual orientation, religion, or any other characteristic contained in the definition of hate crimes in Penal Code 422.55; Government Code 11135, which prohibits discrimination based on ~~all~~ **most of** the foregoing characteristics and on sex, color, ancestry, age, medical condition, marital status, and an individual's genetic information; Title VI ~~of the Civil Rights Act of 1964~~ (42 USC 2000d-2000e-17), ~~which~~ **2000d-7** prohibits discrimination based on race, color, or national origin; Title IX (20 USC 1681-1688), which prohibits discrimination based on sex, gender, gender identity, pregnancy, and parental status; ~~the~~ **The** Age Discrimination Act of 1975 (42 USC 6101-6107), ~~which~~ prohibits discrimination based on age; ~~and Title II. The Americans with Disabilities Act (ADA)~~ (20 USC 12101-12213) and Section 504 (29 USC 794), ~~which~~ prohibit discrimination based on disability. Education Code 260 gives the Governing Board primary responsibility for ensuring that district programs and activities are free from discrimination based on age or any of the characteristics listed in Education Code 220. See also BP 0410 - Nondiscrimination in District Programs and Activities.

Moreover, this sample Board policy and the accompanying administrative regulation reflect the statutory right of a transgender student to participate in sex-segregated educational programs and use facilities consistent with one's gender identity as specified in Education Code 221.5, and best practices based on existing state and federal law. Districts with questions about the rights of transgender and gender-nonconforming students should consult [CSBA's District and County Office of Education Legal Services or district legal counsel](#) as appropriate. For more information on the rights of transgender students, see CSBA's ~~Updated~~ **Updated**, ["Legal Guidance: Protecting on Rights of Transgender and Gender Nonconforming Students Against Sex Discrimination in Schools."](#)

Education Code 234.1 **mandates** that districts adopt policy **as well as a process for** prohibiting discrimination which applies to all acts related to school activity or school attendance occurring within a school or under the authority of the district, including discriminatory harassment, intimidation, and bullying, based on the foregoing characteristics. The California Department of Education (CDE), through its Federal Program Monitoring process, reviews districts' uniform complaint procedures (UCP) and other anti-discrimination policies and ~~practices~~ **processes** to ensure compliance with these requirements. In addition, the U.S. Department of Education's Office for Civil Rights (OCR) is responsible for the administrative enforcement of federal laws and regulations prohibiting discrimination on the basis of race, color, national origin, sex, disability, and age in programs and activities that receive federal financial assistance from the department, and requires the adoption of nondiscrimination policies and complaint procedures.

[Education Code 234.1 requires that the district's nondiscrimination policy include a statement that the policy applies to all acts related to a school activity or school attendance and, as amended by AB 1078 \(Ch. 229, Statute of 2023\), all acts of the Board and the Superintendent in enacting policies and procedures that govern the district. Education Code 234.1, as amended by AB 1078,](#)

contains similar language regarding the County Board of Education and the County Superintendent of Schools.

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

OCR has clarified in several publications that conduct that occurs off campus may have an adverse effect on a student at school (i.e., create a "hostile environment" for the student). When that happens, the district has an obligation to investigate and to take steps to protect the student.

This policy shall apply to all acts constituting unlawful discrimination or harassment related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

The , and to all acts of the Governing Board and the Superintendent in enacting policies and procedures that govern the district.

The Board desires to provide a welcoming, safe, and supportive school environment that allows all students equal access to and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

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

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also occurs when prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

CSBA NOTE: In addition to the types of prohibited student conduct described above, unlawful discrimination includes different treatment of students with respect to the provision of

opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services. See BP 0410 - Nondiscrimination in District Programs and Activities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

CSBA NOTE: Unlawful discrimination may occur when disciplining students. OCR's guidance, "Supporting Students with Disabilities and Avoiding the Discriminatory Use of Student Discipline under Section 504 of the Rehabilitation Act of 1973," "Resource on Confronting Racial Discrimination in Student Discipline," and "Creating Inclusive and Nondiscriminatory School Environments for LGBTQI+ Students," address discrimination in the use of discipline based on disability, race, and gender expression. For more information regarding student discipline, see BP/AR 5144 – Discipline, BP/AR 5144.1 – Suspension and Expulsion/Due Process, and AR 5144.2 – Suspension and Expulsion/Due Process (Students With Disabilities).

Because unlawful discrimination may occur when disciplining students, including suspension and expulsion, the Superintendent or designee shall ensure that staff enforce discipline rules fairly, consistently and in a non-discriminatory manner, as specified in Board Policy and Administrative Regulation 5144 – Discipline, Board Policy and Administrative Regulation 5144.1 – Suspension and Expulsion/Due Process, and Administrative Regulation 5144.2 – Suspension and Expulsion/Due Process (Students With Disabilities).

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

CSBA NOTE: Pursuant to Education Code 234.1 and 34 CFR 106.98, a district is required to publicize its nondiscrimination policies to the school community. In addition, Education Code 234.6, as added by AB 34 (Ch. 282, Statutes of 2019), requires the district, starting in the 2020-21 school year, to make readily accessible on its web site website its nondiscrimination, sexual harassment, suicide prevention, and other specified policies and information related to specified state and federal laws and resources. For further information regarding specific posting requirements, see "Measures to Prevent Discrimination" in the accompanying administrative regulation.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. In addition, the Superintendent or designee shall post the district's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the district's web site website in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation. (Education Code 234.1, 234.6)

CSBA NOTE: In its October 2010 Dear Colleague Letter: Harassment and Bullying, OCR identifies training of the school community as one of the key measures for minimizing discriminatory and harassing behavior in school. See the accompanying administrative regulation for specific measures to prevent discrimination and facilitate students' access to the educational program. The following paragraph may be modified to reflect district practice.

The Superintendent or designee shall provide training and/or information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school

community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. The Superintendent or designee shall report the findings and recommendations to the Board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

CSBA NOTE: Policies related to discrimination must be consistent with the First Amendment right to free speech. Education Code 48950 prohibits a district from subjecting a high school student to disciplinary sanctions solely on the basis of speech or other communication that would be constitutionally protected if engaged in outside of campus. However, Education Code 48950 also specifies that the law does not prohibit discipline for harassment, threats, or intimidation unless constitutionally protected. Whether such speech might be entitled to constitutional protection would be determined on a case-by-case basis, with consideration for the specific words used and the circumstances involved. The district should consult [CSBA's District and County Office of Education Legal Services or district](#) legal counsel as necessary.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

CSBA NOTE: [Education Code 234.1 requires that districts adopt a process for receiving and investigating complaints of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying that is consistent with the district's UCP specified in 5 CCR 4600-4670.](#)

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

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

Policy Reference UPDATE Service

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Policy Reference Disclaimer:

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

State

Description

5 CCR 432	Student records
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
Civ. Code 1714.1	Liability of parent or guardian for act of willful misconduct by a minor
Ed. Code 200-262.4	Prohibition of discrimination
Ed. Code 48900.3	Suspension or expulsion for act of hate violence
Ed. Code 48900.4	Suspension or expulsion for harassment, threats, or intimidation
Ed. Code 48904	Liability of parent/guardian for willful student misconduct
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 49020-49023	Athletic programs
Ed. Code 49060-49079	Student records
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups
Ed. Code 51500	Prohibited instruction or activity
Ed. Code 51501	Prohibited means of instruction Nondiscriminatory subject matter
Ed. Code 60010	Instructional materials; definition
Ed. Code 60044 60040-60052	Prohibited Requirements for instructional materials
Gov. Code 11135	Prohibition of discrimination
Pen. Code 422.55	Definition of hate crime
Pen. Code 422.6	Crimes; harassment
Federal	Description
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
28 CFR 35.107	Nondiscrimination on basis of disability; complaints
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 100.3	Prohibition of discrimination on basis of race, color or national origin
34 CFR 104.7	Section 504; Designation of responsible employee and adoption of grievances procedures
34 CFR 104.8	Notice of Nondiscrimination on the Basis of Handicap

34 CFR 106.8	Designation of coordinator; dissemination of policy, and adoption of grievance procedures
<u>34 CFR 106.30</u>	<u>Discrimination on the basis of sex; definitions</u>
34 CFR 106.9 <u>44-106.45</u>	Severability <u>Grievance process for formal complaints of sexual harassment</u>
34 CFR 110.25	Prohibition of discrimination based on age
34 CFR 99.31	Disclosure of personally identifiable information
42 USC 12101-12213	Americans with Disabilities Act
42 USC 2000d-2000e-17	Title VI and Title VII Civil Rights Act of 1964, as amended
42 USC 2000h-2-2000h-6	Title IX of the Civil Rights Act of 1964
42 USC 6101-6107	Age Discrimination Act of 1975
Management Resources	Description
CA Office of the Attorney General Publication	Promoting <u>a</u> Safe & <u>and</u> Secure Learning Environment for All: Guidance & <u>and</u> Model Policies to Assist CA <u>California's</u> K-12 Schools in Responding to Immigration Issues, 4/ <u>April</u> 2018 (<u>https://oag.ca.gov/sites/all/files/agweb/pdfs/bcj/school-guidance-model-k12.pdf</u>)
Court Decision	Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567
Court Decision	Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130
CSBA Publication	Updated Legal Guidance: <u>Protecting on Rights of</u> Transgender and Gender Nonconforming Students Against Sex Discrimination, March 2017 <u>in School, October 2022</u> (<u>https://www.csba.org/-/media/CSBA/Files/Advocacy/LegalAdvocacy/Legal-Guidance-Transgender-Legal-10-2022.ashx?la=en&rev=a3fb600ee6d640598c038dfceaef871c</u>)
First Amendment Center Publication	Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006
<u>California Department of Education Publication</u>	<u>California Longitudinal Pupil Achievement Data System (CALPADS) Update FLASH #158: Guidance for Changing a Student's Gender in CALPADS, July 2019</u> (<u>https://www.cde.ca.gov/ds/sp/cl/calpadsupdf/flash158.asp</u>)
U.S Dept of Ed DOE , Office for Civil Rights Publication	Resolution Agreement Between the Arcadia USD, US Dept of Ed, OCR, & the US DOJ, CRD, (2013) OCR 09-12-1020, DOJ 169-12C-70 (<u>https://www.justice.gov/sites/default/files/crt/legacy/2013/07/26/arcadiaagree.pdf</u>)
U.S. Dept. of Health & Human Services Publication	Guidance to Fed Fin. Assist. <u>Federal Financial Assistance</u> Recipients Re: <u>Regarding</u> Title VI Prohibition Against

	Nat'l<u>National</u> Origin Discrimination Affecting Limited English Proficient Persons, Aug. 2013August 2003 (https://www.hhs.gov/civil-rights/for-individuals/special-topics/limited-english-proficiency/guidance-federal-financial-assistance-recipients-title-vi/index.html)
<u>U.S. DOE, Office for Civil Rights Publication</u>	<u>Questions and Answers on the Title IX Regulations on Sexual Harassment, June 2022</u> (https://www2.ed.gov/about/offices/list/ocr/docs/202107-ga-titleix.pdf)
<u>U.S. DOE, Office for Civil Rights Publication</u>	<u>U.S. Department of Education Toolkit: Creating Inclusive and Nondiscriminatory School Environments for LGBTQI+ Students, June 2023</u> (https://www2.ed.gov/about/offices/list/ocr/docs/lgbtqi-student-resources-toolkit-062023.pdf)
<u>U.S. DOE, Office for Civil Rights Publication</u>	<u>Supporting Students with Disabilities and Avoiding the Discriminatory Use of Student Discipline under Section 504 of the Rehabilitation Act of 1973, July 2022</u> (https://www2.ed.gov/about/offices/list/ocr/docs/504-discipline-guidance.pdf)
<u>U.S. DOE, Office for Civil Rights and U.S. DOJ, Civil Rights Division Publication</u>	<u>Dear Colleague Letter: Harassment and Bullying, October 2010Resource on Confronting Racial Discrimination in Student Discipline, May 2023</u> (https://www2.ed.gov/about/offices/list/ocr/docs/tvi-student-discipline-resource-202305.pdf)
<u>U.S. DOE Publication</u>	<u>Guidance on Constitutionally Protected Prayer and Religious Expression in Public Elementary and Secondary Schools, May 2023</u> (https://www2.ed.gov/policy/gen/guid/religionandschools/prayer_guidance.html)
<u>U.S. DOE, Office for Civil Rights Publication</u>	<u>Dear Colleague Letter: Title IX Coordinators, April 2015Addressing Discrimination Against Jewish Students, May 2023</u> (https://www2.ed.gov/about/offices/list/ocr/docs/antisemitism-dcl.pdf?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term=)
<u>U.S. DOE, Office for Civil Rights Publication</u>	<u>Enforcement of Title IX of the Education Amendments of 1972 With Respect to Discrimination Based on Sexual Orientation and Gender Identity in Light of Bostock v. Clayton County, June 2021</u> (https://www2.ed.gov/about/offices/list/ocr/docs/202106-titleix-noi.pdf?_cldee=YmxhaWZtYW5AY3NiYS5vcmc%3d&recipientid=contact-a1fe1b1b458fe61180ef005056b02a09-2649c94bee724cf58c51a008ab8c6b92&esid=a7f7c74b-7cd3-eb11-8145-005056b02a09)

[U.S. DOE, Office for Civil Rights Publication](#)

U.S. DOE, Office for Civil Rights Publication

U.S. DOE, Office for Civil Rights Publication

Website

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

<https://www2.ed.gov/about/offices/list/ocr/letters/colleague-20230824.pdf>

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

~~Notice of Non-Discrimination, Fact Sheet, August 2010~~

CSBA District and County Office of Education Legal Services

First Amendment Center

California Office of the Attorney General

California Safe Schools Coalition

CSBA

California Department of Education

U.S. Department of Education, Office for Civil Rights

Cross References

Code

0410

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0450

0450

0470

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1240

1240

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[1312.2](#)

1312.3

1312.3

1312.3-E(1)

1312.3-E(2)

[1312.4](#)

Description

Nondiscrimination In District Programs And Activities

Equity

Comprehensive Safety Plan

Comprehensive Safety Plan

COVID-19 Mitigation Plan

District-Sponsored Social Media

District-Sponsored Social Media

Volunteer Assistance

Volunteer Assistance

Complaints Concerning District Employees

Complaints Concerning District Employees

[Complaints Concerning Instructional Materials](#)

Uniform Complaint Procedures

Uniform Complaint Procedures

Uniform Complaint Procedures

Uniform Complaint Procedures

[Williams Uniform Complaint Procedures](#)

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1340	Access To District Records
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3515.4	Recovery For Property Loss Or Damage
3530	Risk Management/Insurance
3530	Risk Management/Insurance
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3553	Free And Reduced Price Meals
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3580	District Records
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4118	Dismissal/Suspension/Disciplinary Action
4119.21	Professional Standards
4119.21-E(1)	Professional Standards
4119.23	Unauthorized Release Of Confidential/Privileged Information
4131	Staff Development
4212.6	Personnel Files
4212.9	Employee Notifications
4212.9-E(1)	Employee Notifications
4218	Dismissal/Suspension/Disciplinary Action
4218	Dismissal/Suspension/Disciplinary Action
4219.21	Professional Standards
4219.21-E(1)	Professional Standards
4219.23	Unauthorized Release Of Confidential/Privileged Information
4231	Staff Development
4312.6	Personnel Files
4312.9	Employee Notifications
4312.9-E(1)	Employee Notifications
4319.21	Professional Standards

4319.21-E(1)	Professional Standards
4319.23	Unauthorized Release Of Confidential/Privileged Information
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5113.1	Chronic Absence And Truancy
5113.12	District School Attendance Review Board
5113.12	District School Attendance Review Board
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5125	Student Records
5125.1	Release Of Directory Information
5125.1	Release Of Directory Information
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5125.3	Challenging Student Records
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5131.2	Bullying
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5131.5	Vandalism And Graffiti
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5137	Positive School Climate
5138	Conflict Resolution/Peer Mediation
5141.22	Infectious Diseases
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5141.27	Food Allergies/Special Dietary Needs
5141.27	Food Allergies/Special Dietary Needs
5141.4	Child Abuse Prevention And Reporting
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5145.7	Sexual Harassment
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6142.1	Sexual Health And HIV/AIDS Prevention Instruction
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6143	Courses Of Study
6144	Controversial Issues
6145	Extracurricular And Cocurricular Activities
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6145.2	Athletic Competition
6145.2	Athletic Competition
6153	School-Sponsored Trips
6153	School-Sponsored Trips
6159.4	Behavioral Interventions For Special Education Students
6161.1	Selection And Evaluation Of Instructional Materials

6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials
<u>6161.11</u>	<u>Supplementary Instructional Materials</u>
<u>6163.1</u>	<u>Library Media Centers</u>
6163.4	Student Use Of Technology
6163.4-E(1)	Student Use Of Technology
6164.2	Guidance/Counseling Services
6173.1	Education For Foster Youth
6173.1	Education For Foster Youth
7110	Facilities Master Plan

Policy 6143: Courses Of Study

Status: ADOPTED

Original Adopted Date: 03/01/2003 | Last Revised Date: 12/10/01/2021/2023 | Last Reviewed Date: 12/10/01/2021/2023

The Governing Board recognizes that a well-aligned sequence of courses fosters academic growth and provides for the best possible use of instructional time. The district's course of study shall provide students with opportunities to attain the skills, knowledge, and abilities they need to be successful academically, professionally, and personally.

CSBA NOTE: The following optional paragraph should be revised to reflect the grade levels offered by the district. For example, unified school districts need to be concerned about articulation of courses within the district and with postsecondary institutions, whereas elementary districts and high school districts will need to address articulation with each other.

The Superintendent or designee shall establish processes for ensuring the articulation of courses across grade levels within the district. As necessary, the Superintendent or designee shall work with representatives of appropriate area districts and postsecondary institutions to ensure articulation of courses with other institutions to which district students may matriculate. The sequence of courses shall be designed to ensure that each course provides adequate preparation for the next course in the sequence, only utilizes prerequisites that are essential to success in a given program or course, avoids significant duplication of content, and allows for reinforcement and progression in the subject matter.

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

The district shall not provide any course separately or require or refuse participation by any student on the basis of the student's actual or perceived sex, sexual orientation, gender, gender expression, gender identity, ethnic group identification, immigration status, race, ancestry, national origin, religion, color, mental or physical disability, age, medical condition, genetic information, marital status, or any other characteristic listed in Education Code 200 and 220, Government Code 11135, or Penal Code 422.55, or the student's association with a person or group with one or more of such actual or perceived characteristics. (Education Code 200, 220; Government Code 11135; Penal Code 422.55; 5 CCR 4940)

Elementary Grades

CSBA NOTE: The following section is for use by districts offering elementary grades and may be revised to reflect district practice. Education Code 51225.4 mandates elementary school districts to certify to the Superintendent of Public Instruction that they have adopted a policy to implement a course of instruction that sufficiently prepares students for the secondary courses required for graduation pursuant to Education Code 51225.3.

The Board shall adopt a course of study for elementary grades that sufficiently prepares students for the secondary course of study.

Secondary Grades

CSBA NOTE: Education Code 51228 requires districts to offer students in grades 7-12 a course of study that fulfills the requirements and prerequisites for admission to California public colleges. Education Code 51228 also requires districts to offer such students the opportunity to attain entry-level employment skills. Pursuant to Education Code 51228, districts that adopt a course of study that meets or exceeds the state model curriculum standards in career technical education will be deemed to have satisfied the requirement.

Education Code 66204 prohibits a public school from establishing any policy or practice that directs any student away from choosing programs that prepare a student academically for college, especially for cultural or linguistic reasons.

The following paragraph is for use by districts maintaining any of grades 7-12 and should be revised to reflect the grade levels offered by the district.

The district shall offer all otherwise qualified students in grades 7-12 a course of study that prepares them, upon graduation from high school, to meet the requirements and prerequisites for admission to California public colleges and universities and to attain entry-level employment skills in business or industry. The district's course of study may provide for a rigorous academic curriculum that integrates academic and career skills, includes applied learning across all disciplines, and prepares all students for high school graduation and career entry. (Education Code 51228)

CSBA NOTE: The remainder of this policy is for use by districts maintaining any of grades 9-12.

In addition, the course of study for students in grades 9-12 shall include instruction in skills and knowledge for adult life, career technical training, and a timely opportunity for all otherwise qualified students to enroll, within four years, in each course necessary to fulfill the requirements and prerequisites for admission to California public colleges and universities prior to graduation. (Education Code 51224, 51228)

CSBA NOTE: Among the criteria for admission to the University of California (UC) or California State University system is a requirement that high school students satisfactorily complete 15 yearlong/30 semesters of specified courses ("~~a-g~~**A-G**" courses). These include a growing number of career technical education courses that connect knowledge of academic content with practical or work-related applications.

In order to qualify as an "~~a-g~~**A-G**" course, the course must first be submitted to and approved by UC. Education Code 51229 requires that districts annually provide the list of certified courses to the parents/guardians of students in grades 9-12 ~~and their parents/guardians~~; see the accompanying administrative regulation and E 5145.6 - Parental Notifications.

The Superintendent or designee shall develop a process by which courses that meet California college admission criteria (referred to as "~~a-g~~**A-G**" course requirements) are submitted to the University of California for review and certification. The Superintendent or designee shall maintain an accurate list of all current high school courses that have been so certified, shall ensure that the list is provided annually to all students in grades 9-12 and their parents/guardians, and shall make updated lists readily available. (Education Code 51229, 66204)

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State	Description
<u>5 CCR 10020</u>	<u>Automobile driver education</u>
5 CCR 10020 <u>10040</u> -10043	Automobile driver education and training
5 CCR 10060	Criteria for high school physical education programs
5 CCR 430-438	Individual student records
5 CCR 4940	Nondiscrimination; course access
Ed. Code 200	Equal rights and opportunities in state educational institutions
Ed. Code 220	Prohibition of discrimination
Ed. Code 234.1	Student protections relating to discrimination, harassment, intimidation, and bullying
<u>Ed. Code 234.7</u>	<u>Student protections relating to immigration and citizenship status</u>
Ed. Code <u>242</u>	<u>Access to information about educational laws and policies regarding right to accurate and inclusive curriculum</u>
Ed. Code 33319.3	Driver education; CDE materials on road rage
Ed. Code 33540	Standards for government and civics instruction
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 49060-49079	Student records
Ed. Code 51202	Instruction in personal and public health and safety
Ed. Code 51203	Instruction on alcohol, narcotics, and dangerous drugs
Ed. Code 51204	Course of study designed for student's needs
Ed. Code 51204.5	History of California; contributions of men, women, and ethnic groups <u>History of California; contributions of specified groups</u>
Ed. Code 51210	Course of study for grades 1-6
Ed. Code 51220	Course of study for grades 7-12
<u>Ed. Code 51225.3</u>	<u>High School Graduation Requirements</u>
<u>Ed. Code 51226.7</u>	<u>Model Curriculum in Ethnic Studies</u>
Ed. Code 51241	Temporary two-year or permanent exemption from physical education
<u>Ed. Code 51501</u>	<u>Nondiscriminatory subject matter</u>
Ed. Code 51911-51921	Comprehensive health education
<u>Ed. Code 51925-51929</u>	<u>Mandatory mental health education and in-service training</u>

Ed. Code 51930-51939	California Healthy Youth Act
Ed. Code 51940	Curriculum for brain and spinal cord injury prevention
Ed. Code 60040-60052	Requirements for instructional materials
Ed. Code 66204	Certification of high school courses as meeting university admission criteria
Gov. Code 11135	Prohibition of discrimination
Gov. Code 7282-7282.5	Standards for responding to U.S. Immigration and Customs enforcement holds
Gov. Code 7283-7283.2	Standards for participation in U.S. Immigration and Customs enforcement programs
Gov. Code 7284-7284.12	Cooperation with immigration authorities
H&S Code 11032	Definition of dangerous drugs
Pen. Code 422.55	Definition of hate crime
Federal	Description
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
34 CFR 99.1-99.67	Family Educational Rights and Privacy
Management Resources	Description
U.S. Department of Education, Office for Civil Rights Publication	Dear Colleague Letter: Race and School Programming, August 2023 (https://www2.ed.gov/about/offices/list/ocr/letters/colleague-20230824.pdf)
Website	CSBA District and County Office of Education Legal Services
Website	Federal Student Aid
Website	American Red Cross, Hands-Only CPR Training (https://www.redcross.org/take-a-class/cpr/performing-cpr/hands-only-cpr)
Website	American Heart Association
Website	California Student Aid Commission
Website	University of California, A-G Course Submissions
Website	University of California, List of Approved A-G Courses
Website	California Career Resource Network
Website	California State University, Admission Requirements
Website	California Colleges.edu
Website	California Department of Education
Website	CSBA
Website	Department of Justice (https://oag.ca.gov/)

Website

Instructional Quality Commission
(<https://www.cde.ca.gov/be/cc/cd/>)

Website

U.S. Department of Education

Cross References

Code

0410

0415

0460

0460

1312.2

1312.4

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Nondiscrimination in District Programs and Activities
Equity

Local Control And Accountability Plan

Local Control And Accountability Plan

Complaints Concerning Instructional Materials

Williams Uniform Complaint Procedures

Access To District Records

Access To District Records

Sale And Disposal Of Books, Equipment And Supplies

Sale And Disposal Of Books, Equipment And Supplies

Tobacco-Free Schools

Tobacco-Free Schools

Student And Family Privacy Rights

Student And Family Privacy Rights

Grades/Evaluation Of Student Achievement

Grades/Evaluation Of Student Achievement

Student Records

Student Records

Awards For Achievement

Awards For Achievement

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Alcohol And Other Drugs

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Child Abuse Prevention And Reporting

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Regulation 6143: Courses Of Study

Status: ADOPTED

Original Adopted Date: 11/01/2014 | Last Revised Date: 12/10/01/2021/2023 | Last Reviewed Date: 12/10/01/2021/2023

CSBA NOTE: Education Code requirements for courses of study are generally classified into requirements for grades 1-6 and 7-12. Therefore, K-8 districts and high school districts need to collaborate with appropriate area districts to ensure that all required courses are offered sometime during grades 7-12.

The district should select the sections below ("Grades 1-6" and/or "Grades 7-12") that correspond with the grade levels offered.

For more information regarding the selection, evaluation, and prohibited use of individual instructional materials, see BP/AR 6161.1 – Selection and Evaluation of Instructional Materials, BP 6161.11 – Supplementary Instructional Materials, and BP 6163.1 – Library Media Centers.

Grades 1-6

CSBA NOTE: Items #1-7 below are areas of study required by law for grades 1-6. The Governing Board may add other studies to this list.

Courses of study for grades 1-6 shall include the following:

1. English: knowledge and appreciation of language and literature, and the skills of speaking, reading, listening, spelling, handwriting, and composition (Education Code 51210)
2. Mathematics: concepts, operational skills, and problem solving (Education Code 51210)
3. Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, including instruction in:
 - a. The history, resources, development, and government of California and the United States

CSBA NOTE: Education Code 51204.5 requires instruction in social sciences to include a study of the role and contributions of specified groups of people to the economic, political, and social development of California and the United States of America, which, as amended by AB 1078 (Ch. 229, Statutes of 2023), includes people of all genders (formerly "men and women"), Latino Americans (formerly "Mexican Americans"), LGBTQ+ Americans (formerly "lesbian, gay, bisexual, and transgender Americans"), and members of other ethnic, cultural, religious, and socioeconomic status groups (formerly "ethnic and cultural"). The complete list required by Education Code 51204.5, as amended by AB 1078, is reflected below.

Additionally, Education Code 60040, which requires the Board to only adopt instructional materials that in its determination accurately portray the cultural and

racial diversity of our society, was amended by AB 1078 to mirror the changes made to Education Code 51204.5, explained above.

Instruction shall include the early history of California and a study of the role and contributions of ~~men and women~~ people of all genders, Native Americans, African Americans, ~~Mexican~~ Latino Americans, Asian Americans, Pacific Islanders, European Americans, ~~lesbian, gay, bisexual, and transgender~~ LGBTQ+ Americans, persons with disabilities, and members of other ethnic ~~and~~ cultural, religious, and socioeconomic status groups to the economic, political, and social development of California and the United States, with particular emphasis on portraying the role of these groups in contemporary society. (Education Code 51204.5, 60040)

- b. The development of the American economic system, including the role of the entrepreneur and labor
 - c. The relations of persons to their human and natural environments
 - d. Eastern and western cultures and civilizations
 - e. Contemporary issues
 - f. The wise use of natural resources
- 4. Science: biological and physical aspects, with emphasis on experimental inquiry and the place of humans in ecological systems (Education Code 51210)
 - 5. Visual and performing arts: instruction in dance, music, theatre, and visual arts aimed at developing aesthetic appreciation and creative expression (Education Code 51210)

CSBA NOTE: Education Code 51202 requires that certain health-related topics be addressed at "the appropriate elementary and secondary grade levels" during grades K-12. Districts may revise ITEM #6a-e below to indicate topics that will be addressed in grades K-6.

Education Code 51203 requires the Board to adopt regulations specifying the grade(s) and course(s) in which drug and alcohol education will be given. For language fulfilling this mandate, see AR 5131.6 - Alcohol and Other Drugs.

- 6. Health: principles and practices of individual, family, and community health, including instruction at the appropriate grade levels and subject areas in: (Education Code 51202, 51210)
 - a. Personal and public safety and accident prevention, including instruction in emergency first aid, hemorrhage control, treatment for poisoning, resuscitation techniques, and cardiopulmonary resuscitation (CPR) when appropriate equipment is available

- b. Fire prevention
- c. The protection and conservation of resources, including the necessity for the protection of the environment
- d. Venereal disease
- e. The effects of alcohol, narcotics, drugs, and tobacco upon the human body

CSBA NOTE: The following item is optional pursuant to Education Code 51202.

- f. Violence as a public health issue

CSBA NOTE: Education Code 51925 requires districts that offer a health education course to middle school students to include mental health instruction, as specified in Item #6g. Districts that offer a health education course to students in grade 6, and for which grade 6 is part of a middle school program, should include Item #6g. Districts that offer mental health instruction to any other elementary grade level(s) or for which grade 6 is not part of the middle school program, may delete or revise Item #6g, as appropriate.

Education Code 51929 requires the California Department of Education (CDE) to develop a plan to expand mental health instruction, and has created a webinar, "Student Mental Health Education Implementation: Why, What & How," available on its website.

- g. Mental Health, that provides for reasonably designed instruction on the overarching themes and core principles of mental health, which includes: (Education Code 51925)
 - i. Defining the signs and symptoms of common mental health challenges
 - ii. Explaining evidence-based services and supports that effectively help individuals manage mental health challenges
 - iii. Promoting mental health wellness and protective factors, including positive development, social and cultural connectedness and supportive relationships, resiliency, problem solving skills, coping skills, self-esteem, and a positive school and home environment in which students feel comfortable
 - iv. Identifying warning signs of common mental health problems in order to promote awareness and early intervention so that students know to take action before a situation turns into a crisis, including how to obtain assistance from the district or the community for themselves or others and evidence-based and culturally responsive practices that are proven to help overcome mental health challenges
 - v. Connecting the importance of mental health to overall health and academic success and to co-occurring conditions, such as chronic physical conditions, chemical dependence, and substance abuse

- vi. Conveying an awareness and appreciation about the prevalence of mental health challenges across all populations, races, ethnicities, and socioeconomic statuses, including the impact of race, ethnicity, and culture on the experience and treatment of mental health challenges
- vii. Understanding the stigma surrounding mental health challenges and what can be done to overcome stigma, increase awareness, and promote acceptance, including, to the extent possible, classroom presentations of narratives by trained peers and other individuals who have experienced mental health challenges and how they coped with their situations, including how they sought help and acceptance

Mental health instruction offered by the district shall: (Education Code 51926)

1. Be appropriate for use with students of all races, genders, sexual orientations, ethnic and cultural backgrounds, students with disabilities, and English learners
2. Be accessible to students with disabilities, including, but not limited to, providing a modified curriculum, materials, and instruction in alternative formats, and auxiliary aids
3. Not reflect or promote bias against any person on the basis of any category protected by Education Code 220
4. Be coordinated with any existing on-campus mental health providers including, but not limited to, providers with a pupil personnel services credential, who may be immediately called upon by students for assistance

Students receiving mental health instruction shall not be required to disclose their confidential health or mental health information at any time in the course of receiving the instruction. (Education Code 51927)

7. Physical education: with emphasis on physical activities conducive to health and vigor of body and mind (~~Education Code 51210~~)

CSBA NOTE: Item #8 below is optional. Education Code 51210.5 authorizes age-appropriate instruction on violence awareness and prevention within any area of study listed in items #1-7 above. Pursuant to Education Code 51210.5, such instruction may include personal testimony in the form of oral or video histories that illustrate the economic and cultural effects of violence within a city, the state, and the country. See BP 6142.94 - History-Social Science Instruction.

8. Violence awareness and prevention

CSBA NOTE: Optional item #9 below is not required by state law but is a highly recommended component of school-to-career instruction.

9. Career awareness exploration

CSBA NOTE: Items #1-11 below are areas of study required by law for grades 7-12. The Board may add other studies to this list.

Courses of study for grades 7-12 shall include the following:

1. English: knowledge and appreciation of literature, language, and composition, and the skills of reading, listening, and speaking (Education Code 51220)
2. Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, with instruction in:
 - a. The history, resources, development, and government of California and the United States, including instruction in:

CSBA NOTE: Education Code 51204.5 requires instruction in social sciences to include a study of the role and contributions of specified groups of people to the economic, political, and social development of California and the United States of America, which, as amended by AB 1078, includes people of all genders (formerly "men and women"), Latino Americans (formerly "Mexican Americans"), LGBTQ+ Americans (formerly "lesbian, gay, bisexual, and transgender Americans"), and members of other ethnic, religious, cultural, and socioeconomic status groups (formerly "ethnic and cultural"). The complete list required by Education Code 51204.5, as amended by AB 1078, is reflected below.

Additionally, Education Code 60040, which requires the Board to only adopt instructional materials that in its determination accurately portray the cultural and racial diversity of our society, was amended by AB 1078 to mirror the changes made to Education Code 51204.5, explained above.

- i. The early history of California and a study of the role and contributions of ~~both men and women~~ people of all genders, Native Americans, African Americans, ~~Mexican~~ Latino Americans, Asian Americans, Pacific Islanders, European Americans, ~~lesbian, gay, bisexual, and transgender~~ LGBTQ+ Americans, persons with disabilities, and members of other ethnic ~~and~~ cultural, religious, and socioeconomic status groups to the economic, political, and social development of California and the United States, with particular emphasis on portraying the role of these groups in contemporary society (Education Code 51204.5, 60040)

CSBA NOTE: Education Code 51221.3 and 51221.4 encourage, but do not require, instruction on the topics described in optional subitems #(2)-(4) below. These items may be modified or deleted to reflect district practice.

For districts that choose to offer such instruction, Education Code 51221.3 and 51221.4 encourage that a component be drawn from personal testimony, especially in the form of oral or video history. If oral histories are used, they must conform to the requirements of Education Code 51221.3 and 51221.4. See BP 6142.94 - History-Social Science Instruction.

- ii. World War II, including the role of Americans and Filipino Americans who served in the United States Army during that time

iii. The Vietnam War, including the "Secret War" in Laos and role of Southeast Asians in that war

iv. The Bracero program, in which there was a 1942 agreement between the United States and Mexico authorizing the temporary migration of laborers to the United States

b. The American legal system, the operation of the juvenile and adult criminal justice systems, and the rights and duties of citizens under the criminal and civil law and the state and federal constitutions

CSBA NOTE: The following optional paragraph is for use by districts that offer a teen court or peer court program.

This course may include participation in a teen court or peer court program. (Education Code 51220.2)

c. The development of the American economic system, including the role of the entrepreneur and labor

d. The relations of persons to their human and natural environments, including the wise use of natural resources (Education Code 51221)

e. Eastern and western cultures and civilizations

CSBA NOTE: Pursuant to Education Code 51220, instruction related to human rights issues, as provided in ~~item~~ **Item** #2f below, may include the study of the Armenian genocide. Education Code 51226.3 encourages the incorporation of oral testimony into instruction in human rights, the Holocaust, and genocide, including the Armenian, Cambodian, Darfur, and Rwandan genocides.

f. Human rights issues, with particular attention to the study of the inhumanity of genocide ¹, which may include, but is not limited to, the Armenian, Cambodian, Darfur, and Rwandan genocides², slavery, and the Holocaust

g. Contemporary issues

3. World language(s): understanding, speaking, reading, and writing, beginning not later than grade 7 (Education Code 51220)

4. Physical education: with emphasis on physical activities conducive to health and vigor of body and mind, as required by Education Code 51222 (Education Code 51220)

5. Science: physical and biological aspects; emphasis on basic concepts, theories, and processes of scientific investigation and on the place of humans in ecological systems;

appropriate applications of the interrelation and interdependence of the sciences (Education Code 51220)

6. Mathematics: mathematical understandings, operational skills, and problem-solving procedures; algebra (Education Code 51220, 51224.5)
7. Visual and performing arts: dance, music, theatre, and visual arts, with emphasis upon development of aesthetic appreciation and creative expression (Education Code 51220)
8. Applied arts: consumer education, family and consumer sciences education, industrial arts, general business education, or general agriculture (Education Code 51220)
9. Career technical/vocational-technical education: in the occupations and in the numbers appropriate to the personnel needs of the state and community served and relevant to the career desires and needs of students (Education Code 51220)

CSBA NOTE: Education Code 51934 requires that students be provided comprehensive sexual health and HIV prevention instruction at least once in middle school or junior high school and at least once in high school. See BP/AR 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction for required components of such instruction.

10. Comprehensive sexual health and HIV prevention (Education Code 51225.36, 51934)

CSBA NOTE: Education Code 51202 requires that certain health-related topics be addressed at "the appropriate elementary and secondary grade levels" during grades K-12. Districts may revise item #11 below to indicate topics that will be addressed in grades 7-12.

Education Code 51203 requires the Board to adopt regulations specifying the grade(s) and course(s) in which drug and alcohol education will be given. For language fulfilling this mandate, see AR 5131.6 - Alcohol and Other Drugs.

11. Personal and public safety, accident prevention and health, including instruction in: (Education Code 51202, 51203)

- a. Emergency first aid, hemorrhage control, treatment for poisoning, resuscitation techniques, and CPR when appropriate equipment is available

CSBA NOTE: The following paragraph is for use by districts that require a course in health education for high school graduation; see BP 6146.1 - High School Graduation Requirements. Pursuant to Education Code 51225.6, such districts are required to include instruction in performing compression-only cardiopulmonary resuscitation (CPR), as described below. Such instruction must be based on national evidence-based emergency cardiovascular care guidelines for the performance of compression-only CPR, such as those developed by the American Heart Association or the American Red Cross, and must include hands-on practice in compression-only CPR. ~~On its web site, the California Department of Education~~ On its website, CDE provides guidance on how to implement this requirement.

Education Code 51225.6 also encourages districts to provide students with general information on the use and importance of an automated external defibrillator.

Instruction shall be provided in compression-only CPR based on national guidelines and shall include hands-on practice. (Education Code 51225.6)

- b. Fire prevention
- c. The protection and conservation of resources, including the necessity for the protection of the environment
- d. Venereal disease
- e. The effects of alcohol, narcotics, drugs, and tobacco upon the human body

CSBA NOTE: The following two items are optional pursuant to Education Code 51202.

- f. Prenatal care for pregnant individuals
- g. Violence as a public health issue

CSBA NOTE: Education Code 51925 requires districts that offer a health education course to high school students to include mental health instruction, as specified in Item #11h. Districts that offer a health education course to high school students should include Item #11h, and may be deleted or revised by districts that do not offer such a course.

Education Code 51929 requires CDE to develop a plan to expand mental health instruction, and has created a webinar, "Student Mental Health Education Implementation: Why, What & How," available on its website.

- h. Mental Health, that provides for reasonably designed instruction on the overarching themes and core principles of mental health, which includes: (Education Code 51925)
 - i. Defining the signs and symptoms of common mental health challenges
 - ii. Explaining evidence-based services and supports that effectively help individuals manage mental health challenges
 - iii. Promoting mental health wellness and protective factors, including positive development, social and cultural connectedness and supportive relationships, resiliency, problem solving skills, coping skills, self-esteem, and a positive school and home environment in which students feel comfortable
 - iv. Identifying warning signs of common mental health problems in order to promote awareness and early intervention so that students know to take action before a situation turns into a crisis, including how to obtain assistance

from the district or the community for themselves or others and evidence-based and culturally responsive practices that are proven to help overcome mental health challenges

- v. Connecting the importance of mental health to overall health and academic success and to co-occurring conditions, such as chronic physical conditions, chemical dependence, and substance abuse
- vi. Conveying an awareness and appreciation about the prevalence of mental health challenges across all populations, races, ethnicities, and socioeconomic statuses, including the impact of race, ethnicity, and culture on the experience and treatment of mental health challenges
- vii. Understanding the stigma surrounding mental health challenges and what can be done to overcome stigma, increase awareness, and promote acceptance, including, to the extent possible, classroom presentations of narratives by trained peers and other individuals who have experienced mental health challenges and how they coped with their situations, including how they sought help and acceptance

Mental health instruction offered by the district shall: (Education Code 51926)

- 1. Be appropriate for use with students of all races, genders, sexual orientations, ethnic and cultural backgrounds, students with disabilities, and English learners
- 2. Be accessible to students with disabilities, including, but not limited to, providing a modified curriculum, materials, and instruction in alternative formats, and auxiliary aids
- 3. Not reflect or promote bias against any person on the basis of any category protected by Education Code 220
- 4. Be coordinated with any existing on-campus mental health providers including, but not limited to, providers with a pupil personnel services credential, who may be immediately called upon by students for assistance

Students receiving mental health instruction shall not be required to disclose their confidential health or mental health information at any time in the course of receiving the instruction. (Education Code 51927)

CSBA NOTE: Item #12 is optional. Education Code 51220.3 authorizes age-appropriate instruction on violence awareness and prevention within any area of study listed above for grades 7-12.

12. Violence awareness and prevention

CSBA NOTE: Pursuant to Education Code 51226.7, the State Board of Education (SBE) has adopted a model curriculum in ethnic studies upon which districts may offer an elective course in social sciences or English language arts in at least one year during grades 9-12.

Subject to funding in the annual Budget Act or other statute, Education Code 51225.3, as

amended by AB 101 (Ch. 661, Statutes of 2021), requires a one-semester course in ethnic studies for high school graduation beginning with students who graduate in the 2029-30 school year.

At its discretion, a district may require a full-year course. Districts that require a full-year course should revise Item #13 accordingly. A student who completes a course in ethnic studies will also accrue credit for coursework in the subject that the course is offered, including, if applicable, credit towards satisfying a course required for graduation.

Item #13 is currently optional, but, if funding is appropriated, districts will be required to offer a one-semester ethnic studies course, as specified, beginning in the 2025-26 school year.

13. Ethnic studies

Commencing in the 2025-26 school year, the district shall offer a one-semester course in ethnic studies as specified in Education Code 51225.3.

CSBA NOTE: Education Code 51220.5 requires the equivalent content of a one-semester course in parenting skills and education in grade 7 and/or 8, subject to funding which was not subsequently appropriated; thus the following paragraph is currently optional.

In addition, the course of study for grade 7 and/or 8 may include parenting skills and education, including, but not limited to, child growth and development, parental responsibilities, household budgeting, child abuse and neglect issues, personal hygiene, maintenance of healthy relationships, teen parenting issues, and self-esteem. (Education Code 51220.5)

CSBA NOTE: The following paragraph is for use by districts that maintain high schools.

High schools shall offer automobile driver education that includes instruction in: (Education Code 51220, 51220.1, 51220.4)

1. Vehicle Code provisions and other relevant state laws
2. Proper acceptance of personal responsibility in traffic
3. Appreciation of the causes, seriousness, and consequences of traffic accidents
4. Knowledge and attitudes necessary for the safe operation of motor vehicles
5. The safe operation of motorcycles
6. The dangers involved in consuming alcohol or drugs in connection with the operation of a motor vehicle
7. The rights and duties of a motorist as they pertain to pedestrians and the rights and duties of pedestrians as they pertain to traffic laws and traffic safety

CSBA NOTE: The following optional section is for use by districts that maintain grades 9-12 and may be revised to reflect district practice. Among the criteria for admission to the University of California (UC) or California State University (CSU) system is a requirement that students satisfactorily complete 15 yearlong/30 semesters of specified courses ("a-gA-G" courses). In order to qualify as an "a-gA-G" course, the course must first be submitted to and approved by UC. The district or school should develop course descriptions using the templates provided by UC and submit them through UC's online system.

Education Code 51225.37 encourages districts that offer world language courses specifically designed for native speakers to submit those courses to UC for certification and addition to the school's "a-gA-G" course list.

The following paragraph may be revised to reflect the position in the district or school(s) that is responsible for submitting and updating "a-gA-G" courses.

The Superintendent or designee shall identify district courses that may qualify for designation as "a-gA-G" college preparatory courses, including courses in history-social science, English, mathematics, laboratory science, languages other than English, visual and performing arts, career technical education, and college preparatory electives. The Superintendent or designee shall submit any necessary information regarding each identified course to the University of California (UC) for "a-gA-G" designation.

Notification and Information to Students in Grades 9-12

CSBA NOTE: The following section is for use by districts that maintain grades 9-12.

At the beginning of each school year, the Superintendent or designee shall provide written notice to parents/guardians of students in grades 9-12 that, to the extent possible, shall not exceed one page in length and that includes all of the following: (Education Code 51229)

1. A brief explanation of the course requirements for admission to UC and the California State University (CSU)

CSBA NOTE: The UC maintains a searchable web site [website](#) that lists certified "a-gA-G" courses for all regular California public high schools.

2. A list of the current UC and CSU web sites [websites](#) that help students and their families learn about college admission requirements and that list high school courses that have been certified by UC as satisfying the requirements for admission to UC and CSU
3. A brief description of what career technical education is, as defined by the California Department of Education (CDE)
4. The Internet address for the portion of the CDE web site [CDE's website](#) where students can learn more about career technical education
5. Information about how students may meet with school counselors to help them choose courses that will meet college admission requirements and/or enroll in career technical education courses

CSBA NOTE: Education Code 51225.8 requires districts to provide specified information on how to properly complete and submit the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application (CADAA), as appropriate, at least once before grade 12. At the district's discretion, the information provided may be disseminated through in-class instruction, an existing program, family information sessions, group or individual sessions with school counselors, or other appropriate means.

The Superintendent or designee shall provide information to students and parents/guardians regarding the completion and submission of the Free Application for Federal Student Aid (FAFSA) and/or the California Dream Act Application (CADAA) at least once before grade 12. (Education Code 51225.8)

Financial Aid Requirements for Students in Grade 12

CSBA NOTE: Pursuant to Education Code 51225.7, as added by AB 132 (Ch. 144, Statutes of 2021), starting in the 2022-23 school year, the district is required to confirm that each student in grade 12 completes and submits a FAFSA to the U.S. Department of Education and/or, if a student is exempt from paying nonresident tuition, a CADAA to the Student Aid Commission (CSAC), unless there is an exception as specified below.

To enable educators to ensure that each student has successfully completed and submitted a FAFSA or CADAA, Education Code 51225.7, as amended by SB 114 (Ch. 48, Statutes of 2023), requires CSAC to provide data to the California College Guidance Initiative to inform reports available through CaliforniaColleges.edu.

Pursuant to Education Code 51225.7, as added by AB 132, CSAC is required to, by July 1, 2022, adopt CSAC adopted regulations, available on its website, that include model opt-out forms and acceptable use policies for the purpose of providing guidance on the protection of student and parent/guardian data, which will be available on CSAC's web site.

Commencing in the 2022-23 school year, the The Superintendent or designee shall ensure that each student in grade 12 completes and submits a FAFSA to the U.S. Department of Education or, if a student is exempt from paying nonresident tuition, a CADAA to the Student Aid Commission (CSAC), unless either: (Education Code 51225.7)

1. The student's parent/guardian, emancipated minor, or student age 18 years or older submits an opt-out form to the district
2. If the district determines that a student is unable to complete a requirement of Education Code 51225.7, the district shall exempt the student or the student's parent/guardian from completing the FAFSA, CADAA, or opt-out form and shall complete and submit an opt-out form on the student's behalf

CSBA NOTE: Pursuant to Education Code 51225.7, as added by AB 132, the district shall ensure that each high school student in Grade 12, and if applicable, the student's parent/guardian, is directed to any support and assistance necessary to complete the FAFSA and/or CADAA, as described below.

The Superintendent or designee shall ensure that each high school student in grade 12, and if applicable, the student's parent/guardian, be directed to any support and assistance necessary to complete the FAFSA and/or CADAA that may be available through outreach programs, including, but not limited to, programs operated by CSAC, postsecondary immigration resource centers, college readiness organizations, community-based organizations, and/or legal resource organizations. (Education Code 51225.7)

Information shared by students and parents/guardians in completing and submitting the FAFSA and/or CADAA shall be handled in compliance with the federal Family Rights and Privacy Act and applicable state law, regardless of any person's immigration status or other personal information. (Education Code 51225.7)

Policy Reference UPDATE Service

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Policy Reference Disclaimer:

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

State	Description
5 CCR 10020	Automobile driver education
5 CCR 10020 10040 -10043	Automobile driver education and training
5 CCR 10060	Criteria for high school physical education programs
5 CCR 430-438	Individual student records
5 CCR 4940	Nondiscrimination; course access
Ed. Code 200	Equal rights and opportunities in state educational institutions
Ed. Code 220	Prohibition of discrimination
Ed. Code 234.1	Student protections relating to discrimination, harassment, intimidation, and bullying
Ed. Code 234.7	Student protections relating to immigration and citizenship status
Ed. Code 242	Access to information about educational laws and policies regarding right to accurate and inclusive curriculum
Ed. Code 33319.3	Driver education; CDE materials on road rage
Ed. Code 33540	Standards for government and civics instruction
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 49060-49079	Student records
Ed. Code 51202	Instruction in personal and public health and safety
Ed. Code 51203	Instruction on alcohol, narcotics, and dangerous drugs
Ed. Code 51204	Course of study designed for student's needs
Ed. Code 51204.5	History of California; contributions of men, women, and ethnic groups History of California; contributions of specified groups
Ed. Code 51210	Course of study for grades 1-6
Ed. Code 51220	Course of study for grades 7-12

[Ed. Code 51225.3](#)

[Ed. Code 51226.7](#)

Ed. Code 51241

[Ed. Code 51501](#)

Ed. Code 51911-51921

[Ed. Code 51925-51929](#)

Ed. Code 51930-51939

Ed. Code 51940

Ed. Code 60040-60052

Ed. Code 66204

Gov. Code 11135

Gov. Code 7282-7282.5

Gov. Code 7283-7283.2

Gov. Code 7284-7284.12

H&S Code 11032

Pen. Code 422.55

Federal

20 USC 1232g

34 CFR 99.1-99.67

Management Resources

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

Website

Website

Website

[Website](#)

Website

Website

Website

[High School Graduation Requirements](#)

[Model Curriculum in Ethnic Studies](#)

Temporary two-year or permanent exemption from physical education

[Nondiscriminatory subject matter](#)

Comprehensive health education

[Mandatory mental health education and in-service training](#)

California Healthy Youth Act

Curriculum for brain and spinal cord injury prevention

Requirements for instructional materials

Certification of high school courses as meeting university admission criteria

Prohibition of discrimination

Standards for responding to U.S. Immigration and Customs enforcement holds

Standards for participation in U.S. Immigration and Customs enforcement programs

Cooperation with immigration authorities

Definition of dangerous drugs

Definition of hate crime

Description

Family Educational Rights and Privacy Act (FERPA) of 1974

Family Educational Rights and Privacy

Description

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

[\(https://www2.ed.gov/about/offices/list/ocr/letters/colleague-20230824.pdf\)](https://www2.ed.gov/about/offices/list/ocr/letters/colleague-20230824.pdf)

CSBA District and County Office of Education Legal Services

Federal Student Aid

[American Red Cross, Hands-Only CPR Training](#)
[\(https://www.redcross.org/take-a-class/cpr/performing-cpr/hands-only-cpr\)](https://www.redcross.org/take-a-class/cpr/performing-cpr/hands-only-cpr)

[American Heart Association](#)

California Student Aid Commission

University of California, A-G Course Submissions

University of California, List of Approved A-G Courses

Website	California Career Resource Network
Website	California State University, Admission Requirements
Website	California Colleges.edu
Website	California Department of Education
Website	CSBA
Website	Department of Justice (https://oag.ca.gov/)
Website	Instructional Quality Commission (https://www.cde.ca.gov/be/cc/cd/)
Website	U.S. Department of Education

Cross References

Code	Description
0410	Nondiscrimination in District Programs and Activities
0415	Equity
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
1312.2	Complaints Concerning Instructional Materials
1312.4	Williams Uniform Complaint Procedures
1340	Access To District Records
1340	Access To District Records
3270	Sale And Disposal Of Books, Equipment And Supplies
3270	Sale And Disposal Of Books, Equipment And Supplies
3513.3	Tobacco-Free Schools
3513.3	Tobacco-Free Schools
5022	Student And Family Privacy Rights
5022	Student And Family Privacy Rights
5121	Grades/Evaluation Of Student Achievement
5121	Grades/Evaluation Of Student Achievement
5125	Student Records
5125	Student Records
5126	Awards For Achievement
5126	Awards For Achievement
5131.6	Alcohol And Other Drugs
5131.6	Alcohol And Other Drugs

5138	Conflict Resolution/Peer Mediation
5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting
5145.13	Response To Immigration Enforcement
5145.13	Response To Immigration Enforcement
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications
5146	Married/Pregnant/Parenting Students
6000	Concepts And Roles
6011	Academic Standards
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6141.2	Recognition Of Religious Beliefs And Customs
6141.2	Recognition Of Religious Beliefs And Customs
6141.4	International Baccalaureate Program
6141.5	Advanced Placement
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.2	World Language Instruction
6142.2	World Language Instruction
6142.3	Civic Education
6142.4	Service Learning/Community Service Classes
6142.5	Environmental Education
6142.6	Visual And Performing Arts Education
6142.7	Physical Education And Activity
6142.7	Physical Education And Activity
6142.8	Comprehensive Health Education
6142.8	Comprehensive Health Education
6142.91	Reading/Language Arts Instruction
6142.92	Mathematics Instruction
6142.93	Science Instruction

6142.94	History-Social Science Instruction
6144	Controversial Issues
6145	Extracurricular And Cocurricular Activities
6145	Extracurricular And Cocurricular Activities
6145.8	Assemblies And Special Events
6146.1	High School Graduation Requirements
6146.11	Alternative Credits Toward Graduation
6146.11	Alternative Credits Toward Graduation
6146.3	Reciprocity Of Academic Credit
6146.3	Reciprocity Of Academic Credit
6146.5	Elementary/Middle School Graduation Requirements
6151	Class Size
6152.1	Placement In Mathematics Courses
6152.1	Placement In Mathematics Courses
6153	School-Sponsored Trips
6153	School-Sponsored Trips
6155	Challenging Courses By Examination
6155	Challenging Courses By Examination
6158	Independent Study
6158	Independent Study
6159	Individualized Education Program
6159	Individualized Education Program
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials
<u>6161.11</u>	<u>Supplementary Instructional Materials</u>
<u>6163.1</u>	<u>Library Media Centers</u>
6164.2	Guidance/Counseling Services
6172.1	Concurrent Enrollment In College Classes
6172.1	Concurrent Enrollment In College Classes
6173	Education For Homeless Children
6173	Education For Homeless Children
6173-E(1)	Education For Homeless Children

6173-E(2)	Education For Homeless Children
6173.2	Education Of Children Of Military Families
6173.2	Education Of Children Of Military Families
6173.3	Education For Juvenile Court School Students
6177	Summer Learning Programs
6178	Career Technical Education
6178	Career Technical Education
6178.1	Work-Based Learning
6178.1	Work-Based Learning
6181	Alternative Schools/Programs Of Choice
6181	Alternative Schools/Programs Of Choice
6184	Continuation Education
6184	Continuation Education

Policy 6161.1: Selection And Evaluation Of Instructional Materials

Status: ADOPTED

Original Adopted Date: 11/01/2011 | **Last Revised Date:** 10/01/2020²⁰²³ | **Last Reviewed Date:** 10/01/2020²⁰²³

CSBA NOTE: Pursuant to Education Code 60200 and 60400, the Governing Board is responsible for the adoption of textbooks and other instructional materials, as defined in Education Code 60010, for use in district schools. See the accompanying administrative regulation for required and optional criteria for the selection of instructional materials. See BP 6161.11 - Supplementary Instructional Materials and BP 6163.1 - Library Media Centers for selection processes regarding supplementary [books and](#) materials.

[For more information, the California Department of Education's \(CDE\) website provides guidance on the removal of instruction or instructional materials. In addition, Education Code 60040.5, as added by AB 1078 \(Ch. 229, Statutes of 2023\), requires CDE to issue, by July 1, 2025, guidance regarding how to review instructional materials to ensure that they represent diverse perspectives and are culturally relevant. Additionally, Education Code 242, as added by AB 1078, requires CDE to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum.](#)

The Governing Board desires that district instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, [accurately](#) reflect and value society's diversity, [stimulate thought, the exploration of ideas and intellectual exchanges](#), and enhance instructors' ability to educate all students through the use of multiple teaching strategies and technologies. The Board shall adopt instructional materials based on a determination that such materials are an effective learning resource to help students achieve grade-level competency and that the materials meet criteria specified in law. Textbooks, technology-based materials, and other educational materials shall be aligned with academic content standards and the district's curriculum to ensure that they effectively support the district's adopted courses of study.

CSBA NOTE: The following paragraph is for use by districts that maintain any of grades K-8 and may be revised to reflect the grade levels offered by the district. Pursuant to Education Code 60200, the State Board of Education (SBE) is required to adopt basic instructional materials in specified subjects that districts may select for use in grades K-8. Education Code 60200 provides that ~~the~~ SBE may adopt materials in any of the specified subject areas at least once, but not more than twice, every eight years. Education Code 60210 authorizes the Board to select materials that have not been approved by SBE, provided they are aligned with state academic content standards or Common Core State Standards.

The Board shall select instructional materials for use in grades K-8 that have been approved by the State Board of Education (SBE) or that have, during the district's review process, been determined to be aligned with the state academic content standards adopted by SBE, [which includes instructional materials for mathematics and English language arts that are aligned to Common Core State Standards](#). (Education Code 60200, 60210)

CSBA NOTE: The following paragraph is for use by districts that maintain high schools.

The Board shall adopt instructional materials for grades 9-12 upon determining that the materials meet the criteria specified in law and the accompanying administrative regulation. (Education Code 60400)

In selecting or adopting instructional materials, the Board shall consider the recommendation of the Superintendent or designee and/or an advisory committee established to review the materials.

Public Hearing on Sufficiency of Instructional Materials

The degree to which every student has sufficient access to standards-aligned instructional materials shall be included in the district's local control and accountability plan. (Education Code 52060)

Sufficiency of Instructional Materials and Public Hearing

CSBA NOTE: As a condition of receiving funds for instructional materials from any state source, Education Code 60119 requires the Board to annually hold a public hearing to determine whether each student in the district has sufficient standards-aligned textbooks or instructional materials in English/language arts (including English language development), mathematics, science, and history-social science that are consistent with the content and cycles of the curriculum framework adopted by SBE. As clarified in the California Department of Education's (CDE) CDE's "Instructional Materials FAQ," state funding sources for instructional materials include local control funding formula funds and Proposition 20 (2000) lottery funds. Pursuant to Education Code 60119, the Board must also make a written determination during the hearing as to the sufficiency of textbooks or instructional materials in world language and health courses, as well as the availability of science laboratory equipment in science laboratory courses.

Pursuant to Education Code 60010, as amended by SB 820 (Ch. 110, Statutes of 2020), "technology-based materials" include the electronic equipment required to make use of those materials, including, but not limited to, laptop computers and devices that provide Internet access. Thus, when districts provide technology-based materials to students, such equipment is subject to the determination of sufficiency pursuant to Education Code 60119.

Education Code 1240 requires the County Superintendent of Schools to review the textbooks and instructional materials of underperforming schools and, if the County Superintendent determines that a school does not have sufficient materials, to prepare a report outlining the noncompliance and give the district a chance to remedy the deficiency. If the deficiency is not remedied by the second month of the school year, the County Superintendent may request that CDE purchase textbooks or materials for the district, and the cost must be repaid by the district. CDE will issue a public statement at an SBE meeting indicating the district's failure to provide instructional materials.

The Board shall annually conduct one or more public hearings on the sufficiency of the district's instructional materials, including textbooks, technology-based materials, other educational materials, and tests. Technology-based materials include, but are not limited to, software programs, video disks, compact disks, optical disks, video and audio tapes, lesson plans, databases, and the electronic equipment required to make use of those materials by students and teachers as a learning resource. (Education Code 60010, 60119)

CSBA NOTE: Education Code 60119 specifies that the hearing must be held within eight weeks of the beginning of the school year. Pursuant to Education Code 60119, for a district that operates schools on a multitrack, year-round calendar, the timeline begins with the first day students attend school in any track that begins in August or September.

The hearing shall be held on or before the end of the eighth week from the first day students attend school for that year. (Education Code 60119)

The Board encourages participation by parents/guardians, teachers, interested community members, and bargaining unit leaders at the hearing. Ten days prior to the hearing, the Superintendent or designee shall post a notice in three public places within the district containing the time, place, and purpose of the hearing. The hearing shall not take place during or immediately following school hours. (Education Code 60119)

CSBA NOTE: Education Code 60119 requires the Board to adopt a resolution indicating whether ~~or not~~ each student in each school has sufficient standards-aligned textbooks or instructional materials for the subjects specified in ~~items~~ Items #1-6 below. See the accompanying Exhibit for a sample resolution.

At the hearing(s), the Board shall determine, through a resolution, whether each student in each school, including each English learner, has sufficient textbooks and/or other instructional materials that are aligned to the content standards adopted by SBE and consistent with the content and cycles of the curriculum framework adopted by SBE in each of the following subjects: (Education Code 60119)

1. Mathematics
2. Science
3. History-social science
4. English language arts, including the English language development component of an adopted program
5. World language
6. Health

CSBA NOTE: The following paragraph is for use by districts that maintain any of grades 9-12.

The Board shall also determine the availability of science laboratory equipment, as applicable to science laboratory courses offered in grades 9-12. (Education Code 60119)

In making these determinations, the Board shall consider whether each student has sufficient textbooks or other instructional materials to use in class and to take home. This does not require that each student have two sets of materials. However, materials shall not be considered sufficient if they are photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage. (Education Code 60119)

If materials are in a digital format, they shall be considered sufficient as long as each student, at a minimum, has and can access the same materials in the class and to take home as all other students in the same class or course in the district, and has the ability to use and access them at home. (Education Code 60119)

CSBA NOTE: Pursuant to Education Code 60119, if the Board ~~makes a determination~~ determines, by resolution, that there are insufficient textbooks or other instructional materials, the Board must take action to ensure that the materials are provided within two months of the beginning of the school year. Education Code 60119, as amended by AB 1078, requires the Board to submit a copy of the resolution to the County Superintendent no later than three business days. CDE's, "Instructional Materials FAQ," states that, if a district has submitted purchase orders to the publisher to purchase materials to remedy the insufficiency, these materials should be received and made available to students by the end of the second month of the school year. Thus, districts

are strongly encouraged to hold the public hearing as early in the school year as possible in order to provide sufficient time to correct any deficiencies.

Pursuant to Education Code 1240, the County Superintendent conducts annual reviews of certain schools to determine, among other things, whether there are insufficient textbooks or instructional materials. Upon making such a determination, the County Superintendent is required to provide the district the opportunity to remedy the deficiency and ensure that the deficiency is remedied no later than the second month of the school term. If the deficiency is not remedied, Education Code 1240 requires the County Superintendent to request CDE to purchase the textbooks or instructional materials, the cost of which must be repaid by the district. CDE will issue a public statement at an SBE meeting indicating the Superintendent's and Board's failure to provide instructional materials. Additionally, Education Code 1240, as amended by AB 1078, requires the County Superintendent to take the actions specified above when the County Superintendent determines that there are insufficient textbooks or instructional materials based on (1) the Board's resolution, (2) the district's quarterly complaints report provided to the County Superintendent in accordance with Education Code 35186, or (3) an audit exception found in accordance with Education Code 41020.

Pursuant to Education Code 60150, as added by AB 1078, if the Superintendent of Public Instruction (SPI) finds that a district has not provided sufficient textbooks or instructional materials as required, CDE is required to take all remedial actions as specified in Education Code 1240, including purchasing textbooks and instructional materials. Additionally, the SPI will assess a financial penalty against the district's local control funding formula allocation.

If the Board determines that there are insufficient textbooks or other instructional materials, the ~~district~~**Board** shall, by resolution, provide information to classroom teachers and to the public setting forth, for each school in which an insufficiency exists, the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in each subject area and the reasons that each student does not have sufficient textbooks and/or instructional materials. The Board shall submit a copy of the resolution to the County Superintendent of Schools no later than three business days after the hearing. The Board shall take any action to ensure that each student has sufficient materials within two months of the beginning of the school year in which the determination is made. (~~Education Code 60119~~) (Education Code 60119)

~~The degree to which every student has sufficient access to standards-aligned instructional materials shall be included in the district's local control and accountability plan. (Education Code 52060)~~

Complaints

Complaints concerning instructional materials shall be handled in accordance with BP/AR 1312.2 - Complaints Concerning Instructional Materials or AR 1312.4 - Williams Uniform Complaint Procedures, as applicable

In addition, if the County Superintendent, in accordance with Education Code 1240, makes the district aware of a school that does not have sufficient textbooks or instructional materials, the district shall take any action to ensure that each student has sufficient materials within two months of the beginning of the school year.

Prohibition Against Refusal to Approve or Prohibit the Use of Specified Instructional Materials

CSBA NOTE: Education Code 243, as added by AB 1078, clarifies when it is unlawful discrimination for the Board to (1) refuse to approve the use of any textbook, instructional material, supplemental

instructional material, or other curriculum for classroom instruction, or any book or resource in a school library or (2) prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library. The Board may not refuse to approve such use on the basis that the material includes a study of the role and contributions of specified individuals or groups, unless the study of the role and contributions reflects adversely upon legally protected groups. Additionally, the Board may not prohibit such use on the basis that the study of the role and contributions contain inclusive or diverse perspectives.

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

The use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library shall not be rejected or prohibited by the Board or district on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. (Education Code 243)

Complaints

CSBA NOTE: Complaints alleging discrimination based on a violation of Education Code 243, as added by AB 1078, related to the use or prohibited use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library as described above, may be brought under the district's uniform complaint procedures or may be filed directly with the SPI. Complaints that are filed directly with the SPI are required to identify the basis for doing so, and present evidence that supports the basis for the direct filing. In such cases, the SPI may directly intervene without waiting for an investigation by the district. See BP/AR 1312.3 – Uniform Complaint Procedures.

Complaints concerning instructional materials shall be handled in accordance with Board Policy 1312.2 - Complaints Concerning Instructional Materials, Board Policy 1312.3 – Uniform Complaint Procedures, or Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures, as applicable.

Policy Reference UPDATE Service

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Policy Reference Disclaimer:

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

State

5 CCR 9505-9530

Ed. Code 1240

Ed. Code 18111

Description

Instructional materials

County superintendent of schools; duties

Exclusion of books by Governing Board that are sectarian, partisan, or denominational character

Ed. Code 220	Prohibition of discrimination
Ed. Code 242	Access to information about educational laws and policies regarding right to accurate and inclusive curriculum
Ed. Code 243	Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials
Ed. Code 33050-33053	General waiver authority
Ed. Code 33126	School accountability report card
Ed. Code 35272	Education and athletic materials
Ed. Code 44805	Enforcement Teacher enforcement of course of studies; use of textbooks, rules and regulations
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 49415	Maximum textbook weight standards
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups
Ed. Code 51501	Nondiscriminatory subject matter
Ed. Code 51511	Religious matters properly included in courses of study
Ed. Code 51933	Sexual health education and HIV prevention materials
Ed. Code 52060-52077	Local control and accountability plan
Ed. Code 60000-60005	Instructional materials; legislative intent
Ed. Code 60010	Instructional materials; definition
Ed. Code 60040-60052	Requirements for instructional materials
Ed. Code 60060-60063.5	Requirements for publishers and manufacturers
Ed. Code 60070-60076	Prohibited acts (re regarding instructional materials)
Ed. Code 60110-60115	Instructional materials on alcohol and drug education
Ed. Code 60119	Sufficiency of textbooks and instructional materials; hearing and resolution
Ed. Code 60150	Penalty for insufficiency of textbooks and instructional materials
Ed. Code 60200- 60210 60213	Elementary school materials
Ed. Code 60226	Requirements for publishers and manufacturers
Ed. Code 60350-60352	Core reading program instructional materials
Ed. Code 60400-60411	Instructional materials; high schools
Ed. Code 60510-60511	Donation for or sale of obsolete instructional materials

Ed. Code 60605	State-adopted content and performance standards in core curricular areas
Ed. Code 60605.8	Common Core standards
Ed. Code 60605.86-60605.88	Supplemental instructional materials aligned with Common Core State Standards
H&S Code 11032	<u>Narcotics, restricted dangerous drugs, and marijuana; definitions</u>
Management Resources	Description
California Department of Education Publication	Instructional Materials FAQ
California Department of Education Publication	01-05 Guidelines for Piloting Textbooks and Instructional Materials, <u>Policy # 01-05</u> , rev. January 2015
California Department of Education Publication	Standards for Evaluating Instructional Materials for Social Content, 2013
Website	CSBA District and County Office of Education Legal Services
Website	Association of American Publishers
Website	California Academic Content Standards Commission, Common Core State Standards
Website	California Department of Education
Website	CSBA
<u>Website</u>	<u>Department of Justice (https://oag.ca.gov/)</u>
<u>Website</u>	<u>U.S. Department of Education, Office for Civil Rights (https://www2.ed.gov/about/offices/list/ocr/index.html)</u>

Cross References

Code	Description
0400	Comprehensive Plans
0410	Nondiscrimination In District Programs And Activities
0415	Equity
0440	District Technology Plan
0440	District Technology Plan
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
1220	Citizen Advisory Committees
1220	Citizen Advisory Committees
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials

1312.2-E(1)	Complaints Concerning Instructional Materials
<u>1312.3</u>	<u>Uniform Complaint Procedures</u>
1312.4	Williams Uniform Complaint Procedures
1312.4-E(1)	Williams Uniform Complaint Procedures
1312.4-E(2)	Williams Uniform Complaint Procedures
1325	Advertising And Promotion
1340	Access To District Records
1340	Access To District Records
1700	Relations Between Private Industry And The Schools
3220.1	Lottery Funds
3270	Sale And Disposal Of Books, Equipment And Supplies
3270	Sale And Disposal Of Books, Equipment And Supplies
3290	Gifts, Grants And Bequests
3311	Bids
3311	Bids
4136	Nonschool Employment
4143	Negotiations/Consultation
4236	Nonschool Employment
4243	Negotiations/Consultation
4331	Staff Development
4336	Nonschool Employment
5020	Parent Rights And Responsibilities
5020	Parent Rights And Responsibilities
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
6000	Concepts And Roles
6011	Academic Standards
6020	Parent Involvement
6020	Parent Involvement
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6142.2	World Language Instruction
6142.2	World Language Instruction

6142.6	Visual And Performing Arts Education
6142.8	Comprehensive Health Education
6142.8	Comprehensive Health Education
6142.91	Reading/Language Arts Instruction
6142.92	Mathematics Instruction
6142.93	Science Instruction
6142.94	History-Social Science Instruction
6143	Courses Of Study
6143	Courses Of Study
6144	Controversial Issues
6146.1	High School Graduation Requirements
6161.11	Supplementary Instructional Materials
6161.2	Damaged Or Lost Instructional Materials
6162.5	Student Assessment
6162.6	Use Of Copyrighted Materials
6162.6	Use Of Copyrighted Materials
6163.1	Library Media Centers
6170.1	Transitional Kindergarten
6171	Title I Programs
6171	Title I Programs
6174	Education For English Learners
6174	Education For English Learners
6190	Evaluation Of The Instructional Program
9000	Role Of The Board
9270	Conflict Of Interest
9270-E(1)	Conflict Of Interest
9322	Agenda/Meeting Materials

Regulation 6161.1: Selection And Evaluation Of Instructional Materials

Status: ADOPTED

Original Adopted Date: 11/01/2010 | Last Revised Date: 10/01/2020~~2023~~ | Last Reviewed Date: 10/01/2020~~2023~~

Review Process

CSBA NOTE: The following section may be revised to reflect district practice. Pursuant to Education Code 60002, the district must provide for "substantial" teacher involvement in the selection of instructional materials and must promote the involvement of parents/guardians and other members of the community in the selection of instructional materials. The Education Code does not define "substantial."

The district's review process for evaluating instructional materials shall involve teachers in a substantial manner and shall encourage the participation of parents/guardians and community members in accordance with Education Code 60002. The review process may also involve administrators, other staff who have subject-matter expertise, and students as appropriate. The Superintendent or designee shall seek input from stakeholders with diverse backgrounds and perspectives.

CSBA NOTE: The following paragraph is for use by districts that maintain any of grades K-8.

If the district is considering the use of instructional materials for grades K-8 that have not been adopted by the State Board of Education (SBE), the Superintendent or designee shall ensure that a majority of the participants in the district's review process are classroom teachers who are assigned to the subject area or grade level of the materials. (Education Code 60210)

CSBA NOTE: The following paragraph is optional. The use of review committees is recommended as a best practice, but is not required by law.

The Superintendent or designee may establish an advisory committee to conduct the review of instructional materials.

The Superintendent or designee shall present to the Governing Board recommendations for instructional materials and documentation that supports the recommendations.

All recommended instructional materials shall be available for public inspection at the district office.

CSBA NOTE: ~~The State Board of Education~~Education's (SBE) policy on ~~"Guidelines for Piloting Textbooks and Instructional Materials,"~~ provides a sample process for piloting instructional materials that addresses the selection of materials to pilot, a chronology of the process, and additional considerations, such as conflict of interest, contacts with publishers, and consideration of standards maps.

When possible, the district may pilot instructional materials in a representative sample of classrooms for a specified period of time during a school year, in order to determine the extent to which the materials support the district's curricular goals and academic standards, and accurately reflect and value society's diversity. Feedback from teachers piloting the materials shall be made available to the Board before the materials are adopted.

Criteria for Selection and Adoption of Instructional Materials

In recommending instructional materials for adoption by the Board, the Superintendent or designee shall ensure that the materials:

CSBA NOTE: The California Department of Education (CDE) provides guidance, available on its website, for the selection of instructional materials that are not adopted by SBE, which includes that districts develop an evaluation instrument that reflects local and state criteria and concerns.

1. 1. Are aligned to the content standards adopted by SBE and consistent with the content and cycles of the curriculum framework adopted by SBE

CSBA NOTE: The following paragraph is for use by districts that offer any of grades K-8. Pursuant to Education Code 60200, SBE is responsible for adopting at least five basic instructional materials for grades K-8 in specified core subjects and any other subject for which SBE determines that the adoption of instructional materials is necessary or desirable.

Education Code 60210 authorizes the Governing Board to select instructional materials for grades K-8 that have not been approved by SBE, provided they are aligned with state academic content standards.

2. For grades K-8, only instructional materials on the list of materials adopted by SBE and/or other instructional materials that have not been adopted by SBE but are aligned with the state academic content standards or the Common Core State Standards may be recommended for selection. (Education Code 60200, 60210)

CSBA NOTE: The following optional paragraph is for use by districts offering any of grades 9-12 and may be revised to reflect district practice. The California Department of Education CDE provides standards map templates, available on its ~~web site~~ website, for reference in determining alignment of instructional materials for ~~grade~~ grades 9-12 core courses.

3. For grades 9-12, instructional materials in history-social science, mathematics, English/language arts, and science shall be reviewed using a standards map in order to determine the extent to which the materials are aligned to state academic content standards.
4. 2. Do not reflect adversely upon persons because of any characteristic specified in law and ~~BP~~ Board Policy 0410 - Nondiscrimination in District Programs and Activities, nor contain any sectarian or denominational doctrine or propaganda contrary to law (Education Code 51501, 60044)
5. 3. To the satisfaction of the Board, are accurate, objective, current, and suited to the differing needs and comprehension of district students at their respective grade levels (Education Code 60045)
6. 4. With the exception of literature and tradebooks, use proper grammar and spelling (Education Code 60045)

CSBA NOTE: Education Code 60048 and 60200 require that the Board not adopt basic instructional materials that provide unnecessary exposure to a commercial brand name, product, or corporate or company logo, unless it makes specific findings that the use has an educational purpose or is incidental to the general nature of an illustration, as provided in ~~item #6~~ Item #5

below. SBE's publication, "Standards for Evaluating Instructional Materials for Social Content," details standards for the use of brand names and corporate logos in instructional materials.

7. 5. Do not expose students to a commercial brand name, product, or corporate or company logo unless the Board makes a specific finding that the use is appropriate based on one of the following: (Education Code 60048, 60200)
- a. a. The commercial brand name, product, or corporate or company logo is used in text for an educational purpose as defined in guidelines or frameworks adopted by SBE.
 - b. b. The appearance of a commercial brand name, product, or corporate or company logo in an illustration is incidental to the general nature of the illustration.

CSBA NOTE: Education Code 60040-60043 require that ~~specific~~certain subject matter be included in the district's instructional materials: , as specified below. Education Code 60040 requires that instructional materials include accurate portrayals, as amended by AB 1078 (Ch. 229, Statutes of 2023), expands the accurate portrayal of society's cultural and racial diversity of ~~society~~ as specified. Education Code 60041 requires (1) accurate portrayal of humanity's place in ecological systems to include the contributions of all genders (formerly "men and the need to protect the environment women"), Latino Americans (formerly "Mexican Americans"), LGBTQ+ Americans (formerly "lesbian, gay, bisexual, and (2) the effects of tobacco, alcohol, transgender Americans"), and members of other drug use on the human system. Education Code 60042 requires the Board to adopt materials as it deems necessary to encourage thrift, fire prevention ethnic, cultural, religious, and the humane treatment of animals socioeconomic status groups (formerly "ethnic and people. Education Code 60043 requires that the Board, when appropriate to the comprehension of students, adopt textbooks for social science, history, or civics classes that contain the Declaration of Independence cultural"). The complete list required by Education Code 60040, as amended by AB 1078, is reflected below.

Additionally, pursuant to Education Code 60040.5, as added by AB 1078, CDE is required to issue, by July 1, 2025, guidance regarding how to review instructional materials to ensure that they represent diverse perspectives and the Constitution of the United States. If desired, the district may expand item #6 below to list these specific requirements: are culturally relevant.

8. 6. Meet the requirements of Education Code 60040-60043 for specific subject content, including, but not limited, accurately portraying society's cultural and racial diversity to:
- a. Accurately portraying society's cultural and racial diversity, including:
 - i. The contributions of all genders in all types of roles, including professional, vocational, and executive roles
 - ii. The role and contributions of Native Americans, African Americans, Latino Americans, Asian Americans, Pacific Islanders, European Americans, LGBTQ+ Americans, persons with disabilities, and members of other ethnic, cultural, religious, and socioeconomic groups to the total development of California and the United States

- iii. The role and contributions of the entrepreneur and labor in the total development of California and the United States
- b. Accurately portraying humanities place in ecological systems and the necessity for the protection of the environment
- c. Accurately portraying the effects on the human system of the use of tobacco, alcohol, and narcotics, and restricted dangerous drugs as defined in Health and Safety Code 11032, and other dangerous substances
- d. Encouraging thrift, fire prevention, and the humane treatment of animals and people
- e. Requiring, when appropriate to the comprehension of students, that textbooks for social science, history, or civics classes contain the Declaration of Independence and the United States Constitution

CSBA NOTE: Items #7-14 below are optional and may be revised to reflect district practice. The district may choose to develop subject-specific criteria as well as general criteria.

- 9. 7. Support the district's adopted courses of study and curricular goals, including the district's local control and accountability plan
- ~~10.~~ 8. Contribute to a comprehensive, balanced curriculum
- ~~11.~~ 9. Demonstrate reliable quality of scholarship as evidenced by:
 - a. a. Accurate, up-to-date, and well-documented information
 - b. b. Objective presentation of diverse viewpoints
 - c. c. Clear, concise writing and appropriate vocabulary
 - d. d. Thorough treatment of subject matter
- ~~12.~~ 10. Provide for a wide range of materials at all levels of difficulty, with appeal to students of varied interests, abilities, and developmental levels
- ~~13.~~ 11. Stimulate discussion of contemporary issues, exploration of ideas, and intellectual exchanges, and improve students' thinking and decision-making skills
- ~~14.~~ 12. As appropriate, have corresponding versions available in languages other than English
- ~~15.~~ 13. Include high-quality teacher's guides

CSBA NOTE: 5 CCR 9517.2 sets the following maximum weight standards for each student textbook: three pounds for grades K-4, four pounds for grades 5-8, and five pounds for grades 9-12. 5 CCR 9517.2 requires publishers submitting textbooks to SBE that exceed those weight standards to provide lighter weight alternatives, such as split volumes or electronic editions, soft cover editions, or other alternate physical formats. For materials for grades 9-12, publishers must disclose the availability of lighter weight alternatives. Item #14 below includes textbook weight as one of the criteria for Board consideration.

16. 14. When available, include options for lighter weight materials, including materials in digital format, in order to help minimize any injury to students by the combined weight of instructional materials

In addition to meeting the above criteria as applicable, technology-based materials shall:

1. 1. Be both available and comparable to other, equivalent instructional materials (Education Code 60052)
2. 2. Be accessible to all students, including economically disadvantaged students, students with disabilities, and English learners
3. 3. Protect the privacy of student data

Conflict of Interest

CSBA NOTE: The following optional section is for use by districts that choose to require individuals who will participate in the review process to first complete a disclosure statement which provides an opportunity to disclose any conflict of interest or appearance of conflict of interest.

To ensure integrity in the evaluation and selection of instructional materials, individuals who are participating in the evaluation of instructional materials and are not otherwise designated in the district's conflict of interest code shall sign a disclosure statement indicating that they:

CSBA NOTE: Education Code 60061 ~~requires~~ provides criteria and/or limitations for publishers to ~~provide~~ follow when establishing the cost of the materials being furnished; see CDE's website for a price list of adopted instructional materials free of charge within California to the same extent that they provide free materials to other states or school districts; see Price List of Adopted Instructional Materials on CDE's web site. However, Additionally, Education Code 60071 forbids publishers from offering "valuable thing(s)" to school officials for the purpose of influencing the purchase of instructional materials. CDE's Instructional Materials FAQ clarifies that, in accordance with the definition of "technology-based materials" in Education Code 60010, districts may accept electronic equipment necessary to make use of technology-based materials provided that such equipment is used by students and teachers as a learning resource, not to replace computers or related equipment in an existing computer lab or to establish a new computer lab.

1. Will not accept any emolument, money, or other valuable thing or inducement to directly or indirectly introduce, recommend, vote for, or otherwise influence the adoption or purchase of any instructional material (Education Code 60072)

Sample copies of instructional materials are excepted from this prohibition: (Education Code 60075)

CSBA NOTE: Items # 2-4 below are optional and should be modified to reflect district practice.

2. Are not employed by nor receive compensation from the publisher or supplier of the instructional materials or any person, firm, organization, subsidiary, or controlling entity representing it
3. Do not have an interest as a contributor, author, editor, or consultant in any textbook or other instructional material submitted to the district

Policy Reference UPDATE Service

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Policy Reference Disclaimer:

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

State	Description
5 CCR 9505-9530	Instructional materials
Ed. Code 1240	County superintendent of schools; duties
Ed. Code 18111	Exclusion of books by Governing Board that are sectarian, partisan, or denominational character
Ed. Code 220	Prohibition of discrimination
Ed. Code 242	Access to information about educational laws and policies regarding right to accurate and inclusive curriculum
Ed. Code 243	Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials
Ed. Code 33050-33053	General waiver authority
Ed. Code 33126	School accountability report card
Ed. Code 35272	Education and athletic materials
Ed. Code 44805	Enforcement Teacher enforcement of course of studies; use of textbooks, rules and regulations
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 49415	Maximum textbook weight standards
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups
Ed. Code 51501	Nondiscriminatory subject matter
Ed. Code 51511	Religious matters properly included in courses of study
Ed. Code 51933	Sexual health education and HIV prevention materials

Ed. Code 52060-52077	Local control and accountability plan
Ed. Code 60000-60005	Instructional materials; legislative intent
Ed. Code 60010	Instructional materials; definition
Ed. Code 60040-60052	Requirements for instructional materials
Ed. Code 60060-60063.5	Requirements for publishers and manufacturers
Ed. Code 60070-60076	Prohibited acts (re regarding instructional materials)
Ed. Code 60110-60115	Instructional materials on alcohol and drug education
Ed. Code 60119	Sufficiency of textbooks and instructional materials; hearing and resolution
Ed. Code 60150	Penalty for insufficiency of textbooks and instructional materials
Ed. Code 60200- 60210 60213	Elementary school materials
Ed. Code 60226	Requirements for publishers and manufacturers
Ed. Code 60350-60352	Core reading program instructional materials
Ed. Code 60400-60411	Instructional materials; high schools
Ed. Code 60510-60511	Donation for or sale of obsolete instructional materials
Ed. Code 60605	State-adopted content and performance standards in core curricular areas
Ed. Code 60605.8	Common Core standards
Ed. Code 60605.86-60605.88	Supplemental instructional materials aligned with Common Core State Standards
H&S Code 11032	Narcotics, restricted dangerous drugs, and marijuana: definitions
Management Resources	Description
California Department of Education Publication	Instructional Materials FAQ
California Department of Education Publication	01-05 Guidelines for Piloting Textbooks and Instructional Materials, Policy # 01-05 , rev. January 2015
California Department of Education Publication	Standards for Evaluating Instructional Materials for Social Content, 2013
Website	CSBA District and County Office of Education Legal Services
Website	Association of American Publishers
Website	California Academic Content Standards Commission, Common Core State Standards
Website	California Department of Education

Website

CSBA

[Website](#)

[Department of Justice \(https://oag.ca.gov/\)](https://oag.ca.gov/)

[Website](#)

[U.S. Department of Education, Office for Civil Rights \(https://www2.ed.gov/about/offices/list/ocr/index.html\)](https://www2.ed.gov/about/offices/list/ocr/index.html)

Cross References

Code	Description
0400	Comprehensive Plans
0410	Nondiscrimination In District Programs And Activities
0415	Equity
0440	District Technology Plan
0440	District Technology Plan
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
1220	Citizen Advisory Committees
1220	Citizen Advisory Committees
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.2-E(1)	Complaints Concerning Instructional Materials
1312.3	Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1312.4-E(1)	Williams Uniform Complaint Procedures
1312.4-E(2)	Williams Uniform Complaint Procedures
1325	Advertising And Promotion
1340	Access To District Records
1340	Access To District Records
1700	Relations Between Private Industry And The Schools
3220.1	Lottery Funds
3270	Sale And Disposal Of Books, Equipment And Supplies
3270	Sale And Disposal Of Books, Equipment And Supplies
3290	Gifts, Grants And Bequests
3311	Bids
3311	Bids
4136	Nonschool Employment

4143	Negotiations/Consultation
4236	Nonschool Employment
4243	Negotiations/Consultation
4331	Staff Development
4336	Nonschool Employment
5020	Parent Rights And Responsibilities
5020	Parent Rights And Responsibilities
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
6000	Concepts And Roles
6011	Academic Standards
6020	Parent Involvement
6020	Parent Involvement
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6142.2	World Language Instruction
6142.2	World Language Instruction
6142.6	Visual And Performing Arts Education
6142.8	Comprehensive Health Education
6142.8	Comprehensive Health Education
6142.91	Reading/Language Arts Instruction
6142.92	Mathematics Instruction
6142.93	Science Instruction
6142.94	History-Social Science Instruction
6143	Courses Of Study
6143	Courses Of Study
6144	Controversial Issues
6146.1	High School Graduation Requirements
6161.11	Supplementary Instructional Materials
6161.2	Damaged Or Lost Instructional Materials
6162.5	Student Assessment
6162.6	Use Of Copyrighted Materials
6162.6	Use Of Copyrighted Materials

6163.1	Library Media Centers
6170.1	Transitional Kindergarten
6171	Title I Programs
6171	Title I Programs
6174	Education For English Learners
6174	Education For English Learners
6190	Evaluation Of The Instructional Program
9000	Role Of The Board
9270	Conflict Of Interest
9270-E(1)	Conflict Of Interest
9322	Agenda/Meeting Materials

Exhibit 6161.1-E(1): Selection And Evaluation Of Instructional Materials

Status: ADOPTED

Original Adopted Date: 11/01/2012 | **Last Revised Date:** 10/01/2020~~2023~~ | **Last Reviewed Date:** 10/01/2020~~2023~~

RESOLUTION ON SUFFICIENCY OF INSTRUCTIONAL MATERIALS

CSBA NOTE: Education Code 60119 requires that the Governing Board hold an annual public hearing regarding the sufficiency of textbooks or other instructional materials and determine, through a resolution, whether each student has sufficient materials; see the accompanying Board policy. "Sufficient textbooks or instructional materials," as defined in Education Code 60119, means that each student in the district, including each English learner, has a standards-aligned textbook or instructional materials, which may include technology-based materials, to use in class and to take home.

The following sample resolution is based on the 2008 sample resolution developed by the California Department of Education (CDE) but has been updated to reflect current law. -This resolution may be used to certify compliance with Education Code 60119.

Whereas, the Governing Board of the (name of school district), in order to comply~~in order to comply~~ accordance with the requirements of Education Code 60119, held a public hearing on (date), at (time) o'clock, which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

Whereas, the Board provided at least 10 ~~days~~ days notice of the public hearing by posting it in at least three public places within the district stating the time, place, and purpose of the hearing, and;

Whereas, the Board encouraged participation by parents/guardians, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

Whereas, information provided at the public hearing detailed the extent to which sufficient textbooks or other instructional materials were provided to all students, including English learners, in the (name of school district), and;

Whereas, the definition of "sufficient textbooks or instructional materials" means that each student, including each English learner, has a standards-aligned ~~textbook~~ textbooks and/or instructional materials to use in class and to take home, which may include materials in a digital format as long as each student, at a minimum, has and can access the same materials in the class and at home as other students in the same class or course in the district, but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage, and;

Whereas, textbooks or instructional materials in core curriculum subjects should be aligned with state academic content standards and/or the Common Core State Standards adopted by the State Board of Education;

Finding of Sufficient Textbooks or Instructional Materials

CSBA NOTE: The following section ~~is~~ should be used to list the schools and subjects for use when the Board is making a finding that ~~which~~ the district has "provided "sufficient-" materials. According to CDE, Education Code 60119 requires documentation of sufficiency of textbooks or instructional materials to be presented at the public hearing. Survey forms are available on CDE's web site CDE's website which may be used as a self-study and county office validation tool for grades K-12.

Whereas, Therefore, be it resolved, for the (year) school year, the (name of school district), sufficient standards-aligned-textbooks-or other instructional materials that-are consistent with the cycles and content of the curriculum frameworks were provided to each student, including each English learner, at the following schools in the following subjects:

CSBA NOTE: To provide complete information about the basis for the ~~Board's~~ Board's determination of sufficiency, the district may wish to include the names of the textbooks or instructional materials provided to students, as well as the applicable state adoption cycle.

- Mathematics: -(List adopted textbooks or instructional materials for this subject for each ~~grade level~~ or school as well as applicable state adoption cycle.)

- Science: -(List adopted textbooks or instructional materials for this subject for each ~~grade level~~ or school as well as applicable state adoption cycle.)

- History-social science: -(List adopted textbooks or instructional materials for this subject for each ~~grade level~~ or school as well as applicable state adoption cycle.)

- English language arts, including the English language development component of an adopted program: -(List adopted textbooks or instructional materials for this subject for each ~~grade level~~ or school as well as applicable state adoption cycle.)

- World language: -(List adopted textbooks or instructional materials for this subject for each ~~grade level~~ or school as well as applicable state adoption cycle.)

- Health: -(List adopted textbooks or instructional materials for this subject for each ~~grade level~~ or school as well as applicable state adoption cycle.)

CSBA NOTE: The following paragraph is for use by districts that maintain grades 9-12. The Board may provide a list of the science laboratory classes offered in grades 9-12 and details on the science laboratory equipment available for these classes.

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

Therefore, it is resolved that for the (year) school year, the (name of school district) has provided each student with sufficient standards-aligned textbooks or other instructional materials that are consistent with the cycles and content of the curriculum frameworks.

Finding of Insufficient Textbooks or Instructional Materials in One or More Subjects

CSBA NOTE: The following section is for use when the Board is making a finding of "insufficient" materials. Education Code 60119 requires that the Board's resolution list, for each school for which an insufficiency exists, the percentage of students at each grade level who lack sufficient materials in each of the subject areas listed below.

CSBA NOTE: In addition to the section above, the following section should be used to list the schools and subjects for which the district has not provided "sufficient" materials, and should be deleted by districts when there is not a finding of insufficient materials in a particular year. Education Code 60119 requires that, for each school for which an insufficiency exists, the Board's resolution include the percentage of students at each grade level who lack sufficient materials in each of the subject areas listed below, and include the reason that each student does not have sufficient textbooks and/or instructional materials. For more information regarding the actions the Board is required to take upon a finding of "insufficient materials," and potential consequences for not remedying the deficiency as required by law, see the section "Sufficiency of Instructional Materials and Public Hearing" in the accompanying Board policy.

Whereas, information provided at the public hearing and to the Board at the public meeting detailed that insufficient standards-aligned textbooks or other instructional materials were provided to students in the following subjects and grade levels at district schools: *(For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in mathematics, science, history-social science, English language arts, world language, and health.)*

Whereas, sufficient textbooks or other instructional materials were not provided at each school listed above due to the following reasons: *(For each school at which there is an insufficiency, list the reasons that each student does not have sufficient instructional materials in each subject and grade level listed above.)*

Therefore, Be it is further resolved, that for the (year) school year, the (name of school district) has not provided each student with sufficient insufficient standards-aligned textbooks or other instructional materials that are consistent with were provided to students at the cycles and content of following schools in the curriculum framework, and; following subjects:

- Mathematics: (For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials and the reasons that each student does not have sufficient instructional materials.)

- Science: (For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials and the reasons that each student does not have sufficient instructional materials.)

- History-social science: (For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials and the reasons that each student does not have sufficient instructional materials.)

- English language arts, including the English language development component of an adopted program: (For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials and the reasons that each student does not have sufficient instructional materials.)

- World language: (For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials and the reasons that each student does not have sufficient instructional materials.)

- Health: (For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials and the reasons that each student does not have sufficient instructional materials.)

Be it further resolved, that the following actions will be taken to ensure that all students have sufficient standards-aligned textbooks or other instructional materials in all subjects that are consistent with the cycles and content of the curriculum frameworks within two months of the beginning of the school year in which this determination is made. (List -actions -to- be taken to resolve insufficiency.)

Finding of Available Science Laboratory Equipment for Grades 9-12

CSBA NOTE: The following optional section is for use by districts that maintain grades 9-12. It should be used to list the science laboratory courses offered in grades 9-12 and whether science laboratory equipment is available for these courses.

Be it further resolved, laboratory science equipment was available or was not available for science laboratory courses offered in grades 9-12, inclusive, as indicated below:

- Available: (List all science laboratory courses offered in grades 9-12 for which science laboratory equipment was available.)

- Not Available: (List all science laboratory courses offered in grades 9-12 for which science laboratory equipment was not available.)

CSBA NOTE: Education Code 60119, as amended by AB 1078 (Ch. 229, Statutes of 2023), requires the Board, upon a determination of insufficient textbooks or instructional materials, to submit a copy of the resolution making such a determination to the County Superintendent of Schools within three business days after the public hearing regarding the sufficiency of textbooks or other instructional materials. This section should be included in the resolution for every district.

Be it further resolved, that the Superintendent or designee, on behalf of the Board, shall submit a copy of this resolution to the County Superintendent of Schools within three business days of the hearing.

PASSED AND ADOPTED THIS _____ day of _____, _____ at a meeting, by the following vote:

AYES: _____ NOES: _____ ABSENT: _____

Attest:

_____, Secretary

_____, President

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State

5 CCR 9505-9530

Ed. Code 1240

[Ed. Code 18111](#)

Ed. Code 220

[Ed. Code 242](#)

Description

Instructional materials

County superintendent of schools; duties

[Exclusion of books by Governing Board that are sectarian, partisan, or denominational character](#)

Prohibition of discrimination

[Access to information about educational laws and policies regarding right to accurate and inclusive curriculum](#)

<u>Ed. Code 243</u>	<u>Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials</u>
Ed. Code 33050-33053	General waiver authority
Ed. Code 33126	School accountability report card
Ed. Code 35272	Education and athletic materials
Ed. Code 44805	Enforcement <u>Teacher enforcement</u> of course of studies; use of textbooks, rules and regulations
<u>Ed. Code 48907</u>	<u>Exercise of free expression; time, place and manner rules and regulations</u>
<u>Ed. Code 48950</u>	<u>Speech and other communication</u>
Ed. Code 49415	Maximum textbook weight <u>standards</u>
<u>Ed. Code 51204.5</u>	<u>Social sciences instruction; contributions of specified groups</u>
Ed. Code 51501	Nondiscriminatory subject matter
<u>Ed. Code 51511</u>	<u>Religious matters properly included in courses of study</u>
<u>Ed. Code 51933</u>	<u>Sexual health education and HIV prevention materials</u>
Ed. Code 52060-52077	Local control and accountability plan
Ed. Code 60000-60005	Instructional materials; legislative intent
Ed. Code 60010	Instructional materials; definition
Ed. Code 60040-60052	Requirements for instructional materials
Ed. Code 60060-60063.5	Requirements for publishers and manufacturers
Ed. Code 60070-60076	Prohibited acts (re <u>regarding</u> instructional materials)
Ed. Code 60110-60115	Instructional materials on alcohol and drug education
Ed. Code 60119	Sufficiency of textbooks and instructional materials; hearing and resolution
<u>Ed. Code 60150</u>	<u>Penalty for insufficiency of textbooks and instructional materials</u>
Ed. Code 60200- 60210 <u>60213</u>	Elementary school materials
Ed. Code 60226	Requirements for publishers and manufacturers
Ed. Code 60350-60352	Core reading program instructional materials
Ed. Code 60400-60411	Instructional materials; high schools
Ed. Code 60510-60511	Donation for <u>or</u> sale of obsolete instructional materials
Ed. Code 60605	State-adopted content and performance standards in core curricular areas
Ed. Code 60605.8	Common Core standards

Ed. Code ~~60605.86-60605.88~~

Supplemental instructional materials aligned with
Common Core State Standards

H&S Code 11032

Narcotics, restricted dangerous drugs, and marijuana;
definitions

Management Resources

California Department of Education
Publication

California Department of Education
Publication

California Department of Education
Publication

Website

Website

Website

Website

Website

Website

Website

Description

Instructional Materials FAQ

01-05 Guidelines for Piloting Textbooks and
Instructional Materials, Policy # 01-05, rev. January 2015

Standards for Evaluating Instructional Materials for Social
Content, 2013

CSBA District and County Office of Education Legal
Services

Association of American Publishers

California Academic Content Standards Commission,
Common Core State Standards

California Department of Education

CSBA

Department of Justice (<https://oag.ca.gov/>)

U.S. Department of Education, Office for Civil Rights
(<https://www2.ed.gov/about/offices/list/ocr/index.html>)

Cross References

Code

0400

0410

0415

0440

0440

0460

0460

1220

1220

1312.2

1312.2

1312.2-E(1)

1312.3

Description

Comprehensive Plans

Nondiscrimination In District Programs And Activities

Equity

District Technology Plan

District Technology Plan

Local Control And Accountability Plan

Local Control And Accountability Plan

Citizen Advisory Committees

Citizen Advisory Committees

Complaints Concerning Instructional Materials

Complaints Concerning Instructional Materials

Complaints Concerning Instructional Materials

Uniform Complaint Procedures

1312.4	Williams Uniform Complaint Procedures
1312.4-E(1)	Williams Uniform Complaint Procedures
1312.4-E(2)	Williams Uniform Complaint Procedures
1325	Advertising And Promotion
1340	Access To District Records
1340	Access To District Records
1700	Relations Between Private Industry And The Schools
3220.1	Lottery Funds
3270	Sale And Disposal Of Books, Equipment And Supplies
3270	Sale And Disposal Of Books, Equipment And Supplies
3290	Gifts, Grants And Bequests
3311	Bids
3311	Bids
4136	Nonschool Employment
4143	Negotiations/Consultation
4236	Nonschool Employment
4243	Negotiations/Consultation
4331	Staff Development
4336	Nonschool Employment
5020	Parent Rights And Responsibilities
5020	Parent Rights And Responsibilities
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
6000	Concepts And Roles
6011	Academic Standards
6020	Parent Involvement
6020	Parent Involvement
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6142.2	World Language Instruction
6142.2	World Language Instruction
6142.6	Visual And Performing Arts Education
6142.8	Comprehensive Health Education

6142.8	Comprehensive Health Education
6142.91	Reading/Language Arts Instruction
6142.92	Mathematics Instruction
6142.93	Science Instruction
6142.94	History-Social Science Instruction
6143	Courses Of Study
6143	Courses Of Study
6144	Controversial Issues
6146.1	High School Graduation Requirements
6161.11	Supplementary Instructional Materials
6161.2	Damaged Or Lost Instructional Materials
6162.5	Student Assessment
6162.6	Use Of Copyrighted Materials
6162.6	Use Of Copyrighted Materials
6163.1	Library Media Centers
6170.1	Transitional Kindergarten
6171	Title I Programs
6171	Title I Programs
6174	Education For English Learners
6174	Education For English Learners
6190	Evaluation Of The Instructional Program
9000	Role Of The Board
9270	Conflict Of Interest
9270-E(1)	Conflict Of Interest
9322	Agenda/Meeting Materials

Policy 6161.11: Supplementary Instructional Materials

Status: ADOPTED

Original Adopted Date: 12/01/1990 | **Last Revised Date:** 11/10/01/2012/2023 | **Last Reviewed Date:** 11/10/01/2012/2023

CSBA NOTE: The following optional policy addresses the selection of instructional materials that are used to supplement the basic textbooks and other instructional materials adopted by the Governing Board for use in grades K-8 pursuant to Education Code 60200 or for grades 9-12 pursuant to Education Code 60400. See BP/AR 6161.1 - Selection and Evaluation of Instructional Materials for requirements pertaining to the selection of those basic instructional materials.

The Governing Board encourages the use of supplementary instructional materials to enrich the curriculum and enhance student learning. Such materials shall be aligned with district goals, curriculum objectives, and academic standards and shall supplement and not supplant the use of Board-adopted basic instructional materials that serve as the primary learning resources.

Supplementary instructional materials include, but are not limited to, instructional materials that are designed to serve one or more of the following purposes: (Education Code 60010)

1. To provide more complete coverage of one or more subjects included in a given course
2. To meet the various learning ability levels of students in a given age group or grade level
3. To meet the diverse educational needs of students with a language disability in a given age group or grade level
4. To meet the diverse educational needs of students reflective of a condition of cultural pluralism
5. To use current, relevant technology that further engages interactive learning in the classroom and beyond

Supplementary instructional materials may be selected by the Superintendent or designee, school administrators, or teachers, as applicable, and obtained through donations to the district and/or available funding sources designated for these purposes.

CSBA NOTE: In *McCarthy v. Fletcher*, a California appellate court clarified that the Board may exclude materials from classroom teaching because they are educationally unsuitable and unrelated to the goals specified in Education Code 233.5, but not simply because the materials contain ideas to which Board or community members object.

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

For more information, the California Department of Education's (CDE) website provides guidance on the removal of instruction or instructional materials. In addition, Education Code 60040.5, as added by AB 1078, requires CDE to issue, no later than July 1, 2025, guidance regarding how to review instructional materials to ensure that they represent diverse perspectives and are culturally relevant. Additionally, Education Code 242, as added by AB 1078, requires CDE to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum.

The use of any supplemental instructional material shall not be rejected or prohibited by the Board or district on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. (Education Code 243)

As appropriate, supplementary instructional materials shall meet the criteria developed for the selection and evaluation of basic instructional materials as described in AR 6161.1 - Selection and Evaluation of Instructional Materials.

Supplementary instructional materials shall be directly related to the course of study in which they are being used and shall be appropriate for the age and maturity level of the students.

The use or reproduction of supplementary instructional materials shall be in accordance with federal copyright law.

Supplementary Materials Aligned with Common Core Standards

CSBA NOTE: The following optional section is for use by districts that maintain any of grades K-8. Pursuant to Education Code 60605.8, the State Board of Education (SBE) has adopted Common Core Standards in English language arts and mathematics; see BP 6011 - Academic Standards. In November 2012, the SBE adopted updated English language development standards for English learners which are aligned to the Common Core Standards. However, the SBE has not yet adopted K-8 textbooks and instructional materials aligned to the Common Core Standards because Education Code 60200.7 suspended state adoptions of instructional materials until the 2015-16 school year. To bridge the gap, Education Code 60605.86, as added by SB 140 (Ch. 623, Statutes of 2011), and Education Code 60605.87-60605.88, as added by AB 1719 (Ch. 636, Statutes of 2012), require the California Department of Education (CDE) to recommend and the SBE to approve lists of supplementary instructional materials aligned with the Common Core Standards in English language arts by September 30, 2012, mathematics by July 30, 2013, and English language development by June 30, 2014. These lists of supplementary materials will be available on the CDE's web site and are informational only; districts are not required to purchase any of the supplementary materials.

To prepare district students to achieve the Common Core Standards in English language arts and mathematics and the English language development standards, as applicable, the Board may select supplementary instructional materials from the lists of materials determined by the State Board of Education (SBE) to be aligned with those standards. (Education Code 60605.86-60605.88)

CSBA NOTE: Pursuant to Education Code 60605.86-60605.88, as added by SB 140 (Ch. 623, Statutes of 2011) and AB 1719 (Ch. 636, Statutes of 2012), the district may select supplementary materials that are not on the SBE-approved lists. Such materials must be reviewed and recommended by content review experts who are selected by the Board, meet specified qualifications, and serve without compensation. The Board must ensure that the selected materials comply with SBE-approved evaluation criteria, which are available on the CDE's web site, and

specified legal requirements for instructional materials, including social content review requirements.

The Board may approve supplementary instructional materials that are not on the lists approved by the SBE but which are aligned with the Common Core Standards provided that the materials comply with the evaluation criteria established by the SBE and Education Code 60050, 60060-60062, and 60226. The Board shall select content review experts who possess the qualifications specified in law to review and recommend such supplementary materials. The majority of the content review experts shall be teachers who are credentialed and/or authorized in the subject area they are reviewing and the remainder shall include appropriate persons from postsecondary educational institutions, school and district curriculum administrators, and other persons who are knowledgeable in the subject area. (Education Code 60605.86-60605.88)

Appropriateness of Materials

CSBA NOTE: The following optional section may be revised to reflect district practice, including any district criteria for the appropriateness of supplementary instructional materials and/or circumstances under which materials should be submitted to the principal or other designee for review prior to their use (e.g., when materials relate to controversial issues or are presented in a controversial manner or context, such as when materials contain nudity, sexual content, graphic violence, or extensive profanity). The district is encouraged to consult CSBA's District and County Office of Education Legal Services or district legal counsel prior to adopting such criteria or processes or when banning films, electronic resources, or other materials solely on the basis of industry ratings.

Whenever a district employee proposes to use a supplementary resource which is not included in the approved learning resources of the district, ~~he/she~~the employee shall preview the material to determine whether, in ~~his/her~~the employee's professional judgment, it is appropriate for the grade level taught and is consistent with district criteria for the selection of supplementary instructional materials.

The employee shall confer with the Superintendent or designee as necessary to determine the compliance of the material with district criteria. The primary considerations should be the educational value, factual accuracy, appropriateness, including whether the material contains pervasive vulgarity or profanity, and relevance of the materials, as well as the ages and maturity of the students.

The Superintendent or designee may provide training to administrators and teachers in the selection and evaluation of supplementary instructional materials, including the criteria to be utilized and applicable legal considerations.

Complaints

CSBA NOTE: Complaints alleging discrimination based on a violation of Education Code 243, as added by AB 1078, related to the use or prohibited use of any supplemental instructional material as described above, may be brought under the district's uniform complaint procedures or may be filed directly with the Superintendent of Public Instruction (SPI). Complaints that are filed directly with the SPI are required to identify the basis for doing so, and present evidence that supports the basis for the direct filing. In such cases, the SPI may directly intervene without waiting for an investigation by the district. See BP/AR 1312.3 – Uniform Complaint Procedures.

Complaints concerning supplemental instructional materials shall be handled in accordance with Board Policy 1312.2 – Complaints Concerning Instructional Materials and Board Policy 1312.3 – Uniform Complaint Procedures, as applicable.

Policy Reference Disclaimer:

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

State	Description
5 CCR 4600-4670 Ed. Code 18111	Uniform complaint procedures Exclusion of books by governing board that are sectarian, partisan, or denominational character
Ed. Code 220 Ed. Code 233.5	Prohibition of discrimination Teaching of principles
Ed. Code 242 Ed. Code 243	Access to information about educational laws and policies regarding right to accurate and inclusive curriculum Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups
Ed. Code 51501 Ed. Code 51510 Ed. Code 51511 Ed. Code 51933	Nondiscriminatory subject matter Prohibited study or supplemental materials Religious matters properly included in courses of study Sex education materials Sexual health education and HIV prevention materials
Ed. Code 60000-60005 Ed. Code 60010	Instructional materials; legislative intent Instructional materials; definition
Ed. Code 60050 60040-60052	Social content review of Requirements for instructional materials
Ed. Code 60060- 60062 60063.5	Requirements of publishers Requirements for publishers and manufacturers
Ed. Code 60200- 7- 60213	Suspension of state instructional Elementary school materials adoptions
Ed. Code 60226	Requirements for publishers and manufacturers
Ed. Code 60400- 60411	Adoption of high school instructional materials Instructional materials; high schools
Ed. Code 60605	State-adopted content and performance standards in core curricular areas

Ed. Code 60605.8	Common Core standards
Ed. Code 60605.86-60605.88	Supplemental instructional materials aligned with Common Core State Standards
Ed. Code 60811.3	English language development standards
Management Resources	Description
California Department of Education Publication	Standards for Evaluating Instructional Materials for Social Content, 2000 <u>2013</u>
Court Decision	Fowler v. Board of Education of Lincoln County, (1978) <u>(1987)</u> 819 F.2d 657
Court Decision	McCarthy v. Fletcher, (1989) 207 Cal. App. 3d 130
Website	CSBA District and County Office of Education Legal Services
Website	California Department of Education
Website	CSBA
<u>Website</u>	<u>Department of Justice (https://oag.ca.gov/)</u>
<u>Website</u>	<u>U.S. Department of Education, Office for Civil Rights (https://www2.ed.gov/about/offices/list/ocr/index.html)</u>

Cross References

Code	Description
0000	Vision
0200	Goals For The School District
<u>0410</u>	<u>Nondiscrimination in District Programs and Activities</u>
1260	Educational Foundation
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.2-E(1)	Complaints Concerning Instructional Materials
<u>1312.3</u>	<u>Uniform Complaint Procedures</u>
<u>1312.4</u>	<u>Williams Uniform Complaint Procedures</u>
1325	Advertising And Promotion
3270	Sale And Disposal Of Books, Equipment And Supplies
3270	Sale And Disposal Of Books, Equipment And Supplies
3290	Gifts, Grants And Bequests
3311	Bids
3311	Bids
4132	Publication Or Creation Of Materials

4232	Publication <u>Oror</u> Creation <u>Of</u> Materials
4332	Publication <u>Oror</u> Creation <u>Of</u> Materials
<u>5145.3</u>	<u>Nondiscrimination/Harassment</u>
6000	Concepts And Roles
6011	Academic Standards
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6141.2	Recognition Of Religious Beliefs And Customs
6141.2	Recognition Of Religious Beliefs And Customs
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.2	World Language Instruction
6142.2	World Language Instruction
6142.6	Visual And Performing Arts Education
6142.91	Reading/Language Arts Instruction
6142.92	Mathematics Instruction
6142.93	Science Instruction
6142.94	History-Social Science Instruction
<u>6143</u>	<u>Courses Of Study</u>
6144	Controversial Issues
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials
6162.6	Use Of Copyrighted Materials
6162.6	Use Of Copyrighted Materials
6163.1	Library Media Centers
6174	Education For English Learners
6174	Education For English Learners

Policy 6163.1: Library Media Centers

Status: ADOPTED

Original Adopted Date: 03/01/2011 | **Last Revised Date:** 04/10/01/20142023 | **Last Reviewed Date:** 04/10/01/20142023

CSBA NOTE: Education Code 18100 requires the Governing Board to provide library services for students and teachers by maintaining school libraries or contracting with another public agency. The following optional policy is intended for use by districts that maintain their own school libraries, but may be modified to meet the needs of districts that enter into an arrangement to receive services from either a county or city library pursuant to Education Code 18130 or 18134; also see BP 1330.1 - Joint Use Agreements.

The State Board of Education (SBE) has adopted model program standards for school libraries which describe ~~staffing, resources, and infrastructure~~ (1) school library standards for students that delineate what students should know and be able to do at each grade level (see section "Library Instruction," below), and (2) school library program standards that describe staffing, access, resources, and infrastructure, including technology, recommended for effective school library programs. The following policy may be modified to reflect state program standards that the district chooses to implement.

The Governing Board recognizes that school libraries support the educational program by providing access to a variety of informational and supplemental resources that can ~~help raise~~ inspire a love of reading, stimulate thought, the exploration of ideas and intellectual exchanges, and contribute to the academic achievement of all students. The Board desires that school libraries be stocked with up-to-date books, reference materials, and electronic resources that promote literacy, support academic standards, contain a broad spectrum of knowledge and viewpoints, accurately reflect and value society's diversity, and prepare students to become lifelong learners.

CSBA NOTE: The following optional paragraph may be revised to reflect district practice.

The Superintendent or designee may, in consultation with teacher librarians, classroom teachers, administrators, parents/guardians, and students as appropriate, develop and regularly update a plan for school libraries that describes the district's goals for school libraries and ~~how the~~ distribution of funds ~~will be distributed~~ to school sites to support libraries. As appropriate, the plan may also address staffing, facilities, selection and evaluation of materials, the development and maintenance of classroom libraries, prevention of loss or damage of library materials, prioritization of needs, and other related matters. The Superintendent or designee shall ensure that the library plan is aligned with the district's local control and accountability plan and other district and school plans.

Staffing

CSBA NOTE: The following optional section may be revised to reflect district practice. Pursuant to Education Code 18120, the Board may appoint one or more librarians to staff school libraries, provided they possess an appropriate credential issued by the Commission on Teacher Credentialing (CTC) as required by Education Code 44868 and 5 CCR 80053. This may include a teacher librarian services credential issued since January 1, 2008 or a library media teacher services credential issued prior to that date. In addition, 5 CCR 80024.6 establishes requirements for an emergency teacher librarian services permit that may be issued when there is an insufficient number of qualified certificated persons to fill available positions.

SBE model program standards recommend a ratio of one full-time teacher librarian per 785 students, plus assignment of a classified paraprofessional (e.g., library technician, library aide) at least 34 hours per week.

If the district does not employ any teacher librarians, it should modify this policy to reflect the position(s) that are assigned to fulfill the related duties.

To staff school libraries, the district may employ one or more teacher librarians who possess appropriate credentials issued by the Commission on Teacher Credentialing. (Education Code 18120, 44868; 5 CCR 80024.6, 80053)

CSBA NOTE: 5 CCR 80053 specifies the duties that any teacher librarian who possesses an appropriate credential or emergency permit from the CTC is authorized to perform. 5 CCR 80053.1 establishes a special class authorization which authorizes the holder to provide departmentalized instruction in information literacy, digital literacy, and digital citizenship. The district may revise ~~items~~ **Items** #1-8 below to reflect the duties of teacher librarians included in district job descriptions.

The Superintendent or designee may assign teacher librarians to perform the following duties in accordance with the authorizations of their credential: (5 CCR 80053, 80053.1)

1. Instruct students in accessing, evaluating, using, and integrating information and resources in the library program and/or provide departmentalized instruction in information literacy, digital literacy, and digital citizenship
2. Plan and coordinate school library programs with the district's instructional programs through collaboration with teachers
3. Select materials for school and district libraries
4. Develop and deliver staff development programs for school library services
5. Coordinate or supervise library programs at the school or district level
6. Plan and conduct a course of instruction for students who assist in the operation of school libraries
7. Supervise classified personnel assigned school library duties

8. Develop procedures for and management of the school and district libraries

CSBA NOTE: The following optional paragraph may be revised to reflect district practice. Pursuant to Education Code 35021, the district may not use volunteer aides in lieu of classified employees whose positions were abolished.

The Board also may appoint classified paraprofessionals to serve as library aides or library technicians. Volunteers may assist with school library services in accordance with law, Board policy, and administrative regulation.

Hours of Operation

School libraries shall be open for use by students and teachers during the school day. (Education Code 18103)

CSBA NOTE: The following paragraph is optional.

With the approval of the Board, a school library may be open at other hours outside the school day, including evenings and Saturdays. Any library open to serve students during evening and Saturday hours shall be under the supervision of a certificated employee who consents to the assignment. (Education Code 18103)

Selection and Evaluation of School Library Materials

CSBA NOTE: The following optional section may be revised to reflect district practice. At its discretion, the Board may establish selection criteria that exclude all materials of a sectarian, partisan, or denominational character as authorized by Education Code 18111.

Library materials shall include print and electronic resources that align with the curriculum and are accessible to students with varying cognitive and/or language needs.

Library materials shall be selected and evaluated ~~and selected~~ through a process that invites recommendations from administrators, teachers, other staff, parents/guardians, and students as appropriate.

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

For more information, the California Department of Education's (CDE) website provides guidance on the removal of instruction or instructional materials. In addition, Education Code 60040.5, as added by AB 1078 (2023), requires CDE to issue, no later than July 1, 2025, guidance regarding

how to review instructional materials to ensure that they represent diverse perspectives and are culturally relevant. Additionally, Education Code 242, as added by AB 1078, requires CDE to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum.

The use of any book or other resource in a school library shall not be rejected or prohibited by the Board or district on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. (Education Code 243)

Library materials shall be continually evaluated in relation to evolving curricula, new formats of materials, new instructional methods, and the needs of students and teachers. Materials that contain outdated subject matter or are no longer appropriate shall be removed.

All gifts and donations of school library materials shall be subject to the same criteria as materials selected for purchase by the district.

Complaints regarding the appropriateness of library materials shall be addressed using the district's procedures for complaints regarding instructional materials.

Fees

CSBA NOTE: Complaints alleging discrimination based on a violation of Education Code 243, as added by AB 1078, related to the use or prohibited use of any book or other resource in a school library as described above, may be brought under the district's uniform complaint procedures or may be filed directly with the Superintendent of Public Instruction (SPI). Complaints that are filed directly with the SPI are required to identify the basis for doing so, and present evidence that supports the basis for the direct filing. In such cases, the SPI may directly intervene without waiting for an investigation by the district. See BP/AR 1312.3 – Uniform Complaint Procedures.

Complaints regarding the appropriateness of library materials shall be addressed in accordance with Board Policy 1312.2 – Complaints Concerning Instructional Materials and Board Policy 1312.3 – Uniform Complaint Procedures, as applicable.

Fees

Students shall be encouraged to return library materials in a timely manner, but no charge shall be assessed for the late return of materials.

CSBA NOTE: Pursuant to 5 CCR 16042, the district shall not charge students for the late return of library materials unless authorized to do so by the Board. The district should select the option below that reflects district practice. Option 2 may be modified to include the amount that will be charged.

OPTION 1: (No late fees)

Students shall be encouraged to return library materials in a timely manner, but no charge shall be assessed for the late return of materials.

OPTION 1 ENDS HERE

OPTION 2: (Late fees charged)

To encourage students to return materials in a timely manner, a nominal fee shall be charged for the late return of materials.

OPTION 2 ENDS HERE

Library Instruction

CSBA NOTE: In September 2010, the SBE adopted model academic standards for library instruction which address what students should know and be able to do at each grade level or grade span in terms of information literacy skills. The introduction to the standards expresses the intent that the standards be taught collaboratively by the classroom teacher and the teacher librarian within the context of the curriculum. The following optional section reflects the four major categories addressed in the state standards and may be revised to reflect district practice.

The SBE has also developed a document identifying examples of where the library instruction standards are aligned with Common Core State Standards. ~~See the California Department of Education's (CDE) web site.~~ See CDE's website.

Teacher librarians and/or classroom teachers shall provide library instruction to ~~develop~~support ~~the development of~~ students' information literacy skills. Such instruction shall be aligned with the state academic standards for library instruction and shall prepare students to:

1. Access information by applying knowledge of the organization of libraries, print materials, digital media, and other sources
2. Evaluate and analyze information to determine appropriateness in addressing the scope of inquiry
3. Organize, synthesize, create, and communicate information
4. Integrate information literacy skills into all areas of learning and pursue information independently to become life-long learners

Teacher librarians also may provide support to teachers, administrators, and other staff by identifying instructional materials that will aid in the development of curriculum and instructional activities and by providing information about effective and ethical uses of school library services and equipment.

Program Evaluation

CSBA NOTE: The following optional section may be revised to reflect district practice. The district may use an assessment tool such as the CDE's [“Looking at the School Library: An Evaluation Tool”](#) or may develop its own program evaluation indicators or checklist.

The Superintendent or designee shall annually assess and report to the Board regarding the condition and use of school libraries. The assessment shall evaluate, at a minimum:

1. Access of students and staff to school libraries during school hours and, as appropriate, access outside the school day
2. The process and frequency by which students are allowed to check out library materials
3. Staffing levels, qualifications, and number of hours worked
4. The quality of the collection at each library, including, but not limited to, the total number of books in the collection, number of books per student, [types of materials \(fiction, non-fiction, newspapers, magazines, encyclopedias, materials in other languages, and reference materials\)](#), [alignment with curriculum, provision of a broad spectrum of knowledge and viewpoints](#), amount expended during the year for the purchase of new resources, and the number of resources discarded and added during the year
5. Any special programs offered at the school to encourage reading and/or library use
6. The adequacy of the facility space and equipment designated for the school library
7. The source(s) and adequacy of funding for school libraries
8. [Knowledge by principals, teachers, and library personnel of the process to follow when a library material\(s\) is challenged](#)

CSBA NOTE: Education Code 18122 requires districts to annually report to the CDE on the condition of their [district](#) school libraries. This survey is conducted online via the CDE's [web site](#).

The district shall, on or before August 31 each year, report to the [CDE California Department of Education](#) on the condition of its school libraries for the preceding year ending June 30. (Education Code 18122)

Policy Reference UPDATE Service

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Policy Reference Disclaimer:

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

State

5 CCR 16040-16043

Description

School libraries

5 CCR 80023-80023.2	Emergency permits; general requirements
5 CCR 80024.6	Emergency teacher librarian services permit
5 CCR 80026-80026.6	Emergency permits; Declaration of Need
5 CCR 80053-80053.1	Teacher librarian services credential
Ed. Code 1703	Coordination of district library services by county superintendent
Ed. Code 1770-1775	Provision of library services by county superintendent
Ed. Code 18100-18203	School libraries
Ed. Code 18300-18571	Union high school district/unified school district libraries
Ed. Code 19335-19336	Reading Initiative Program; recommended books
Ed. Code 220	Prohibition of discrimination
Ed. Code 242	Access to information about educational laws and policies regarding right to accurate and inclusive curriculum
Ed. Code 35021	Volunteer aides
Ed. Code 44868-44869	Qualifications and employment of library media teachers
Ed. Code 45340-45349	Instructional aides
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups
Ed. Code 51501	Nondiscriminatory subject matter
Ed. Code 60040 - 60052	Requirements for instructional materials
Management Resources	Description
California Department of Education Publication	Examples of Model School Library Standards for California Public Schools Supporting Common Core State Standards (CCSS), for English Language Arts & Literacy in History/Social Studies, Science, and Technical Subjects , rev. February 2012
California Department of Education Publication	Looking at the School Library: An Evaluation Tool, 2003
California Department of Education Publication	Model School Library Standards for California Public Schools: K - 12, 2010 (includes standards for student instruction as well as program standards)

California Department of Education Publication	Recommended Literature: Kindergarten Through Grade Twelve
California School Library Association Publication	Standards and Guidelines for Strong School Libraries, 2004
Website	CSBA District and County Office of Education Legal Services
Website	American Association of School Libraries
Website	California Department of Education, Curriculum and Instruction Resources (https://www.cde.ca.gov/ci/cr/)
Website	California Department of Education, School Libraries
Website	California School Library Association
Website	Department of Justice (https://oag.ca.gov/)
Website	U.S. Department of Education, Office for Civil Rights (https://www2.ed.gov/about/offices/list/ocr/index.html)

Cross References

Code	Description
0200	Goals For The School District
0400	Comprehensive Plans
0410	Nondiscrimination in District Programs and Activities
0420	School Plans/Site Councils
0420	School Plans/Site Councils
0440	District Technology Plan
0440	District Technology Plan
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
1240	Volunteer Assistance
1240	Volunteer Assistance
1260	Educational Foundation
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.2-E(1)	Complaints Concerning Instructional Materials
1312.3	Uniform Complaint Procedures

1312.4

1330.1

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4112.2

4112.2

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4113

4131

4132

4222

4222

4231

4232

4331

4332

5125.2

5145.3

6011

6141

6141

6142.2

Williams Uniform Complaint Procedures

Joint Use Agreements

Access To District Records

Access To District Records

Fees And Charges

Fees And Charges

Sale And Disposal Of Books, Equipment And Supplies

Sale And Disposal Of Books, Equipment And Supplies

Gifts, Grants And Bequests

Bids

Bids

Certification

Certification

Assignment

Assignment

Staff Development

Publication Or Creation Of Materials

Teacher Aides/Paraprofessionals

Teacher Aides/Paraprofessionals

Staff Development

Publication Or Creation Of Materials

Staff Development

Publication Or Creation Of Materials

Withholding Grades, Diploma Or Transcripts

Nondiscrimination/Harassment

Academic Standards

Curriculum Development And Evaluation

Curriculum Development And Evaluation

World Language Instruction

6142.2	World Language Instruction
6142.6	Visual And Performing Arts Education
6142.91	Reading/Language Arts Instruction
6142.92	Mathematics Instruction
6142.94	History-Social Science Instruction
<u>6143</u>	<u>Courses Of Study</u>
6144	Controversial Issues
6154	Homework/Makeup Work
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials
6161.11	Supplementary Instructional Materials
6161.2	Damaged Or Lost Instructional Materials
6162.6	Use Of Copyrighted Materials
6162.6	Use Of Copyrighted Materials
6163.4	Student Use Of Technology
6163.4-E(1)	Student Use Of Technology
7110	Facilities Master Plan

AGENDA - November 16, 2023

ORGANIZATIONAL BUSINESS (5 min.)

9.1 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.

December 14, 2023: Regular/Organizational Board Meeting

- Election of Officers
- 2024 Board Meeting Calendar
- Board Policy Updates - First Read
- Silver Strand Elementary Annual Report
- Deputy Superintendent Report
- Superintendent Report: LRP

January 2024: Regular Board Meeting

- Board Policy Updates - Approval
- Uniform Complaint Quarterly Report
- Village Elementary Annual Report
- Deputy Superintendent Report
- Superintendent Report: LRP

February 2024: Regular Board Meeting

- Board Policy Updates - First Read
- Nominate Delegate Assembly Representatives
- Deputy Superintendent Report
- Superintendent Report: LRP

March 2024: Regular Board Meeting

- Board Policy Updates - Approval

- Preliminary Elimination of Particular Kinds of Services
- 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 _____