

**San Juan Unified School District**

Board of Education

3738 Walnut Avenue, Carmichael, California 95608

**Board of Education Minutes  
February 13, 2024**

**Regular Meeting**

Board of Education

5:45 p.m.

**Open Session/Call to Order/Announcement of Closed Session Topics (A)**

The February 13 regular meeting was called to order by the president, Pam Costa. The board meeting was held in person and was also livestreamed on the district website.

**Roll Call**

Present:

Pam Costa, president

Ben Avey, clerk (*via teleconference*)

Paula Villescaz, member

Tanya Kravchuk, member

Manuel Perez, member

Zima Creason, member

Absent:

Saul Hernandez, vice president

**Announcement of Closed Session Topics/Closed Session Visitor Comments (A-1)**

There were no closed session visitor comments.

**Closed Session (B)**

The meeting was then recessed with the board convening in closed session to consider a student enrollment in one case and a student expulsion in one case (Education Code section 48918[f]); and to discuss with negotiator Daniel Thigpen, Executive Director, Labor Relations and Government Affairs, regarding CSEA Chapter 127 General/Operations support, Chauffeurs/Teamsters Local No. 150 Transportation, Supervisors, Teachers and Certificated Supervisory units, and regarding non-represented groups: management and confidential units (Government Code section 54957.6).

**Reconvene Open Session/Pledge of Allegiance (C)**

At 6:30 p.m., the meeting was called back to order by the president, Pam Costa. Four members of the Del Campo High School Air Force Jr. ROTC led the group in the Pledge of Allegiance.

**Minutes Approved (D-1, D-2)**

It was moved by Ms. Kravchuk, seconded by Ms. Villescaz, that the minutes of the January 20 special meeting be approved. MOTION CARRIED 6-0 [AYES: Costa, Avey, Villescaz, Kravchuk, Perez, Creason; NOES: None; ABSENT: Hernandez].

It was moved by Ms. Creason, seconded by Mr. Perez, that the minutes of the January 23 regular meeting be approved. MOTION CARRIED 6-0 [AYES: Costa, Avey, Villescaz, Kravchuk, Perez, Creason; NOES: None; ABSENT: Hernandez].

**High School Student Council Reports (E-1)**

High School Student Council representatives Zubin Tagore and Danica Piper from San Juan High School and AJ Rodriguez and Jason Perry from Encina Preparatory High School updated the board on the goals, activities and achievements at their respective schools.

**Staff Reports (E-2)**

Superintendent Bassanelli introduced and welcomed new Chief Financial Officer Joel Ryan.

**Board-appointed/District Committees (E-3)**

Melinda Avey, chair of the Facilities Committee, and Lupita Alcala, assistant chair of the Facilities Committee, provided an update on the committee's work regarding the non-permitted community use of high school track and fields, which included a recommendation. Board members made comments, posed questions and thanked Ms. Avey and Ms. Alcala for their year-long efforts on this topic.

**Closed Session/Expulsion Actions (E-6)**

Mr. Avey reported that the board voted unanimously to accept a hearing panel's recommendation of one denied enrollment in case number OS-21 and to accept as written one stipulated suspended expulsion in case number M-17.

**Visitor Comments (F)**

Marsha Hesch expressed concerns about systemic and illegal issues in the district that deny special education students their civil rights.

Benjamin Hesch continued the previous speaker's comments about special education.

Ashley Freer expressed opposition to opening the high school track and fields to the community.

Cerissa Brown spoke about her daughter's experiences in fourth grade.

Ken Press expressed support for opening high school track and fields to the community.

**Consent Calendar Approved (G-1/G-10)**

Ms. Costa pulled items G-11 through G-21. It was moved by Ms. Creason, seconded by Ms. Kravchuk, that the consent calendar items G-1 through G-10 be approved. MOTION CARRIED 6-0 [AYES: Costa, Avey, Villescaz, Kravchuk, Perez, Creason; NOES: None; ABSENT: Hernandez].

**Personnel (G-1)** - Appointments, leaves of absence, separations and job descriptions/salary range change – approved as submitted.

**Purchasing Report (G-2)**

Purchase orders and service agreements, change orders, construction and public works bids and zero dollar contract – approved as submitted.

**Business/Financial Report (G-3)**

Notices of completion – approved as submitted.

**Gifts (G-4)**

Acceptance of gifts to Mesa Verde High School, Starr King K-8 School, Visual and Performing Arts and White House Counseling Center.

**Surplus Property Report (G-5)**

Approval to dispose of surplus property pursuant to Board Policy 3270 and Education Code sections 17545 and 17546.

**Proposed Name Change to Arcade Fundamental Middle School (G-6)**

Approval to change the name of Arcade Fundamental Middle School to Arcade Middle School. (Discussed: 01/23/2024).

**Resolution No. 4114: Emergency Contracting (G-7)**

Adoption of Resolution No. 4114 authorizing emergency contracting.

**Resolution No. 4115: Power to Contract (G-8)**

Adoption of Resolution No. 4115 authorizing power to contract on behalf of San Juan Unified School District.

**2023-2024 Retiree Salary Schedule (G-9)**

Approval of the Retiree Salary Schedule for the 2023-2024 school year.

**Curriculum, Standards, Instructional and Student Services Committee Membership (G-10)**

Ratification of Kelsey Nelson as a committee member to the Curriculum, Standards, Instructional and Student Services (C&S) Committee.

**Consent Calendar Continued (H) (G-11 through G-21)****CEQA Notice of Exemption Arlington Heights Elementary School (G-11)**

Approval of the California Environmental Quality Act (CEQA) Notice of Exemption for the Arlington Heights Elementary School site security project.

**CEQA Notice of Exemption Del Campo High School (G-12)**

Approval of the California Environmental Quality Act (CEQA) Notice of Exemption for the Del Campo High School site security project.

**CEQA Notice of Exemption Howe Avenue Elementary School (G-13)**

Approval of the California Environmental Quality Act (CEQA) Notice of Exemption for the Howe Avenue Elementary School site security project.

**CEQA Notice of Exemption Kingswood K-8 School (G-14)**

Approval of the California Environmental Quality Act (CEQA) Notice of Exemption for the Kingswood K-8 School site security project.

**CEQA Notice of Exemption Lichen K-8 School (G-15)**

Approval of the California Environmental Quality Act (CEQA) Notice of Exemption for the Lichen K-8 School site security project.

**CEQA Notice of Exemption Mesa Verde High School (G-16)**

Approval of the California Environmental Quality Act (CEQA) Notice of Exemption for the Mesa Verde High School site security project.

**CEQA Notice of Exemption Orangevale Open K-8 School (G-17)**

Approval of the California Environmental Quality Act (CEQA) Notice of Exemption for the Orangevale Open K-8 School site security project.

**CEQA Notice of Exemption Schweitzer Elementary School (G-18)**

Approval of the California Environmental Quality Act (CEQA) Notice of Exemption for the Schweitzer Elementary School site security project.

**CEQA Notice of Exemption Sierra Oaks K-8 School (G-19)**

Approval of the California Environmental Quality Act (CEQA) Notice of Exemption for the Sierra Oaks K-8 School site security project.

**CEQA Notice of Exemption Will Rogers Middle School (G-20)**

Approval of the California Environmental Quality Act (CEQA) Notice of Exemption for the Will Rogers Middle School site security project.

**CEQA Notice of Exemption Winston Churchill Middle School (G-21)**

Approval of the California Environmental Quality Act (CEQA) Notice of Exemption for the Winston Churchill Middle School site security project.

Ms. Costa commended Chief Operations Officer Frank Camarda and the facilities team for their efforts in bringing the school site security projects to fruition. It was moved by Ms. Villescaz, seconded by Ms. Kravchuk, that the consent calendar

items G-11 through G-21 be approved. MOTION CARRIED 6-0 [AYES: Costa, Avey, Villescaz, Kravchuk, Perez, Creason; NOES: None; ABSENT: Hernandez].

### **Strategic Planning Update (I-1)**

Chief of Staff Trent Allen introduced the topic and Director of Family Engagement and Partnership Development Amy Rovai Gregory and Center for Effective School Operations (CESO) Senior Communications Strategist Susan Brott who gave a presentation on the development of the district's new strategic plan, which will serve as a roadmap to prioritize efforts, align resources and guide the work of the district for the next five years. Ms. Brott provided background information, explaining that the strategic plan development process began last fall and has included a wide-range of voice collection across the district with a variety of students, families, staff and community. Ms. Rovai Gregory shared information about the community engagement process, activities and participants, which included community workshops, virtual and in-person focus groups, student feedback forums, lunchtime popups at schools, surveys, and individual interviews to hear responses to the engagement focus question. Ms. Brott discussed the key themes and findings from the community engagement process. Ms. Brott and Ms. Rovai Gregory then spoke about the work of the Strategic Core Planning team and the Strategic Design team, which included reviewing the feedback that was collected through the community engagement process and begin drafting the strategic roadmap. Ms. Brott discussed next steps, which includes additional community engagement, plan refinement and plan adoption. Board members made comments and posed questions, which Ms. Brott and Ms. Rovai Gregory addressed. Ms. Creason spoke about prioritizing the district's efforts and engaging with a diverse array of stakeholders, and she inquired about the four priority actions. Ms. Villescaz made comments about safety, which was a common word in the ThoughtExchange. Ms. Kravchuk suggested gathering input from district committee members, which Ms. Rovai Gregory said was scheduled for March. Ms. Costa encouraged more input from young learners such as preschoolers and transitional kindergarten students, as well as traditional K-5 elementary students and traditional 6-8 middle school students.

### **Local Control and Accountability Plan (LCAP) Mid-Year Update (I-2)**

Interim Deputy Superintendent of Schools and Student Support Amy Slavensky, Ph.D. introduced the topic and Director of Continuous Improvement and LCAP Gianfranco Tornatore, Ed.D. who provided a mid-year update on the LCAP, which included an overview of the LCAP, community engagement, metrics and data, and budget. Dr. Tornatore began by providing background information about the development of the 2021-2024 LCAP, which is currently in year three of the three-year cycle, including details about the Local Control Funding Formula (LCFF), the eight state priority areas, LCAP goals and continuous improvement. Dr. Tornatore also spoke about the educational partnership engagement strategy that took place with the community to help inform the LCAP, noting the increase in the number of groups and participants this year. Dr. Tornatore then discussed LCAP actions, expenditures, metrics, and data, which included information about types of data and the California School Dashboard, noting that the district did not qualify for differentiated assistance for 2023 due to improved student outcomes. Dr. Tornatore concluded by discussing areas to celebrate and areas for growth, providing a budget overview and outlining next steps. Board members made comments and posed questions, which Dr. Tornatore addressed. Ms. Villescaz inquired about underspending and redirecting budget allocations, which Dr. Tornatore explained that many actions are encumbered but not spent, some actions will be expended later in the school year and staffing shortages still remain an issue. Ms. Kravchuk made comments regarding differentiated assistance and the Dashboard results, and she inquired about test scores for the Asian student group. Ms. Costa commented on the increase in the number of partnerships, acknowledging that there is still work to do but noting that the district has come a long way with engagement. Superintendent Bassanelli thanked the Teaching and Learning team for their efforts.

### **Choices Charter School Local Control and Accountability Plan (LCAP) Mid-Year Update (I-3)**

Director of Admissions and Family Services Brian Ginter introduced Choices Charter School Director Brent Givens who gave a mid-year update on the Choices Charter School LCAP, which included an overview of the LCAP, 2023-2024 mid-year data and a budget overview of funding sources. Mr. Givens also highlighted areas of success and growth for Choices Charter School. Ms. Kravchuk asked a clarifying question about the data, which Mr. Givens addressed. Ms. Costa acknowledged the positive outcomes related to safety and anxiety.

### **Proposed Revisions to Board Policy 0410 Nondiscrimination in District Programs and Activities (I-4)**

General Counsel Fhanysha Gaddis presented the proposed revisions to Board Policy 0410 Nondiscrimination in District Programs and Activities and the new accompanying exhibit. Action was scheduled for February 27.



**Proposed Revisions to Board Policy 1312.2 Complaints Concerning Instructional Materials (I-5)**

Ms. Gaddis presented the proposed revisions to Board Policy 1312.2 Complaints Concerning Instructional Materials and the new accompanying exhibit. Action was scheduled for February 27

**Recommendation for Reduction in Particular Kinds of Services (TK-12 Certificated) (I-6)**

Assistant Superintendent of Human Resources Rebecca Toto, Ed.D., explained a resolution is required by the California Education Code to provide advanced notice to TK-12 certificated employees by March 15 for reducing or discontinuing particular kinds of services (PKS). Dr. Toto further explained that an additional resolution establishes criteria to apply to break a tie seniority for certificated staff affected by program reductions and who have the same date of hire. Board members made comments and posed questions, which Dr. Toto addressed. Action was scheduled for February 27.

**Recommendation for Reduction in Particular Kinds of Services (Early Childhood Education) (I-7)**

Dr. Toto explained a resolution is required by the California Education Code to provide advanced notice to early childhood education certificated employees by March 15 for reducing or discontinuing particular kinds of services (PKS). Dr. Toto further explained that an additional resolution establishes criteria to apply to break a tie seniority for certificated staff affected by program reductions and who have the same date of hire. Action was scheduled for February 27.

**Recommendation for Reduction in Particular Kinds of Services (Adult Education) (I-8)**

Dr. Toto explained a resolution is required by the California Education Code to provide advanced notice to adult education certificated employees by March 15 for reducing or discontinuing particular kinds of services (PKS). Dr. Toto further explained that an additional resolution establishes criteria to apply to break a tie seniority for certificated staff affected by program reductions and who have the same date of hire. Action was scheduled for February 27.

**Notice of Intent to Reduce or Discontinue Certain Classified Positions (I-9)**

Dr. Toto explained that a resolution is necessary to address the statutory process for reducing or discontinuing certain classified positions, effective June 30, 2024, due to lack of work and/or lack of funds. Board members made comments and posed questions, which Dr. Toro and Superintendent Bassanelli addressed. Action was scheduled for February 27.

**Board Reports (J)**

Mr. Avey reported that he attended the winter equity summit, expressing his appreciation to staff for their efforts and for the smaller group setting.

Ms. Creason spoke about a recent site visit where she took part in an impactful hands-on disability awareness programs for students, expressing kudos to staff for their hard work in promoting the inclusion of special needs students.

Ms. Costa shared information about last month's meeting of the San Juan Education Foundation (SJEF), the district's equity summit and the Sacramento School Boards Association (SCSBA) dinner meeting featuring a speaker who talked about Artificial Intelligence (AI). Ms. Costa also thanked Ms. Kravchuk for attending the recent Curriculum, Standards, Instructional and Student Services (C&S) committee meeting as the alternate.

**Future Agenda (K)**

Mr. Avey requested that an item regarding non-permitted use of facilities be added to the future agenda, which received support from a majority of the board.

**Adjournment (L)**

At 9:07 p.m., there being no further business, the regular meeting was adjourned.

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Pam Costa, Board President

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Melissa Bassanelli, Secretary

Approved: \_\_\_\_\_

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**SAN JUAN UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**AGENDA ITEM:** E-1(a)

**MEETING DATE:** 02/27/2024

**SUBJECT:** Arts Education Month

**CHECK ONE:**

For Discussion: ☐

For Action: ☐

Report: ☐

Workshop: ☐

Recognition: ☒

Emergency Action: ☐

**DEPARTMENT:** Division of Teaching and Learning

**ACTION REQUESTED:**

The superintendent is recommending that the board adopt Resolution No. A-434, recognizing the month of March as Arts Education Month.

**RATIONALE/BACKGROUND:**

The resolution recognizes the month of March as Arts Education Month and acknowledges continued district support for arts programs and our arts staff. San Juan Unified School District believes strongly that a well-rounded education, including the arts, helps to fully prepare our students for college and career.

**ATTACHMENT(S):**

A: Resolution

**BOARD COMMITTEE ACTION/COMMENT:**

N/A

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet: 02/12/2024

**FISCAL IMPACT:**

Current Budget: N/A

Additional Budget: N/A

Funding Source: N/A

(unrestricted base, supplemental, other restricted, etc.)

Current Year Only ☐ Ongoing ☐

**LCAP/STRATEGIC PLAN:**

Goal: 2 Focus: 1

Action: 10

Strategic Plan: Strategy 2

**PREPARED BY:**

Michael Dittmer, Program Specialist, Visual and Performing Arts

Nicole Kukral, Director, Professional Learning and Curriculum Innovation

**APPROVED BY:**

Amy Slavensky, Ph.D., Interim Deputy Superintendent, Schools and Student Support *AS*

Melissa Bassanelli, Superintendent of Schools *MB*



**SAN JUAN UNIFIED SCHOOL DISTRICT**  
**Resolution No. A-434**  
**Arts Education Month**  
**March 2024**

**WHEREAS**, we strongly believe that visual and performing arts are an essential part of a well-rounded education from preschool through grade 12; and

**WHEREAS**, through a well-balanced arts education, students develop skills in critical thinking, problem solving, communication, collaboration, self-expression, reflection, cultural appreciation and responsiveness; and

**WHEREAS**, the Every Student Succeeds Act (ESSA) fully supports a “well-rounded education” with the goal of fully preparing all students for success in college and careers; and

**WHEREAS**, research from the California Alliance for Arts Education has demonstrated that arts education contributes to higher test scores and reduces truancy and dropout rates; and

**WHEREAS**, thousands of students in the San Juan Unified School District participate and benefit from a quality arts education in the classroom and art, music, theater, dance and media experiences on a daily basis on campus and in the community.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education proposes continued support of the arts. This resolution gives recognition to students in our district by talented and dedicated professionals and volunteers.

**BE IT FURTHER RESOLVED** that the Board of Education applauds the demonstrated enthusiasm and talent of the many San Juan Unified students participating in musical performances, dance and theatrical presentations and art exhibits in school, our district, and community.

Attested to this 27<sup>th</sup> day of February 2024

\_\_\_\_\_  
Pam Costa, President

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Melissa Bassanelli, Superintendent of Schools

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Saul Hernandez, Vice President

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Ben Avey, Clerk

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Paula Villescaz, Member

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Tanya Kravchuk, Member

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Manuel Perez, Member

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Zima Creason, Member

Board of Education  
San Juan Unified School District  
Sacramento County, California

**SAN JUAN UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**AGENDA ITEM:** E-1(b)

**MEETING DATE:** 02/27/2024

**SUBJECT:** National School Social Work Week

**DEPARTMENT:** Division of Teaching and Learning

**CHECK ONE:**

For Discussion: ☐

For Action: ☐

Report: ☐

Workshop: ☐

Recognition: ☒

Emergency Action: ☐

**ACTION REQUESTED:**

The superintendent is recommending that the board adopt Resolution No. A-435, proclaiming the week of March 3-9, as National School Social Work Week.

**RATIONALE/BACKGROUND:**

The School Social Work Association of America (SSWAA) proclaimed the week of March 3-9, 2024, as National School Social Work Week. As practitioners, school social workers are trained to help students address personal and systemic barriers to learning. National School Social Work Week affords the district the opportunity to recognize the unique contributions school social workers make in support of students' social-emotional, academic, personal and interpersonal growth.

**ATTACHMENT(S):**

A: Resolution No. A-435

**BOARD COMMITTEE ACTION/COMMENT:**

N/A

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet: 02/12/2024

**FISCAL IMPACT:**

Current Budget: N/A

Additional Budget: N/A

Funding Source: N/A

**LCAP/STRATEGIC PLAN:**

Goal: 1 Focus: 4, 5, 6, 7

Goal: 2 Focus: 1-5

Action: N/A Strategic Plan: 1, 2, 4

**PREPARED BY:**

Sandra Butorac, Interim Director, Student Support Services  
Christine Moran, Director, Multi-Tiered System of Supports

**APPROVED BY:**

Debra Calvin, Ed.D., Associate Superintendent, Educational Services *DC*  
Melissa Bassanelli, Superintendent of Schools *MB*



## SAN JUAN UNIFIED SCHOOL DISTRICT

### Resolution No. A-435

#### National School Social Work Week March 3-9, 2024

**WHEREAS**, National School Social Work Week is March 3-9, 2024; and

**WHEREAS**, school social workers serve as vital members of a school's education team, playing a central role in creating partnerships between the home, school, and community to ensure student academic success and further the goals of the San Juan Unified School District Local Control and Accountability Plan (LCAP) and Strategic Plan; and

**WHEREAS**, school social workers are especially skilled in providing services to students who face serious challenges to school success, including disability, poverty, chronic illnesses, abuse, neglect, mental health disorders, homelessness, bullying, familial stressors and other barriers to learning; and

**WHEREAS**, school social workers are more necessary now than any time in recent memory, as more students are struggling with mental and behavioral health disorders; and

**WHEREAS**, school social workers, because of their specialized training, are adept to address the social and psychological issues that can block academic progress through student screening, individual and group counseling, crisis intervention and prevention programs; and

**WHEREAS**, school social workers help students overcome the difficulties in their lives and as a result, give them a better chance to reach their full academic and personal potential;

**THEREFORE, BE IT RESOLVED** that the board joins the superintendent and staff in honoring school social workers during National School Social Work Week and throughout the year.

Attested to this 27th day of February, 2024

\_\_\_\_\_  
Melissa Bassanelli, Superintendent of Schools

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Pam Costa, President

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Saul Hernandez, Vice President

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Ben Avey, Clerk

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Paula Villescaz, Member

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Tanya Kravchuk, Member

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Manuel Perez, Member

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Zima Creason, Member

Board of Education  
San Juan Unified School District  
Sacramento County, California

APPROVED:  

## HUMAN RESOURCES

The following reports are submitted for board approval

<b>Personnel Pages</b>	<b>Page #</b>
<b>Appointments</b>	
Management	
Certificated	
Classified	1
<b>Leaves of Absence</b>	
Management	
Certificated	1
Classified	1
<b>Separations</b>	
Management	
Certificated	1
Classified	1-2
<b>Pre-Retirement Reduced Workload</b>	
<b>Reassignments/Change in Work Year</b>	
<b>Errata</b>	
<b>Job Description/Salary Range Change</b>	
Management	
Certificated	
Classified	
Unrepresented	
<b>Cabinet Contracts/Extension of Contract</b>	
<b>Recommendation to Extend A District Intern Credential</b>	
Certificated	
<b>Credential Approval Recommendations</b>	
Certificated	
<b>Charter School Personnel Actions</b>	
Choices	

## Agenda for the February 27, 2024 Board Meeting

### 1. APPOINTMENTS

#### CLASSIFIED

<u>Type</u>	<u>Name</u>	<u>Status</u>	<u>Assignment</u>	<u>Location</u>	<u>Effective Date (s)</u>
New Hire	Cockrell, Wendy	Prob	Instructional Assistant I	Del Dayo	02/05/24
New Hire	Hall, Caitlin	Prob	Secretary	Marvin Marshall	02/07/24
New Hire	Hashemi, Sayed	Prob	Bilingual Translator, Farsi	English Lang Learning - DO	02/02/24
New Hire	Lanum, Natalie	Prob	Elem School Secretary	Whitney Avenue	02/05/24
New Hire	Ledezma, Luis	Prob	Campus Monitor	El Camino	01/31/24
New Hire	Mohammadi, Homa	Prob	Inst Asst/Bil-Farsi	Howe Avenue	02/05/24
Rehire	Lloyd, Crystal	Prob	School Playground Rec Aide	Howe Avenue School	2/5/2024

### 2. LEAVES OF ABSENCE

#### SUPERVISORY

<u>Type</u>	<u>Name</u>	<u>Status</u>	<u>Assignment</u>	<u>Location</u>	<u>Effective Date (s)</u>
Paid	Sullens, Michael	Perm	High Sch Custodial Supv	San Juan	01/16/24 02/16/24

#### CERTIFICATED

<u>Type</u>	<u>Name</u>	<u>Status</u>	<u>Assignment</u>	<u>Location</u>	<u>Effective Date (s)</u>
Paid	Andino, Kabryna	Perm	Teacher Grade 2	Woodside	01/22/24 03/17/24
Paid	Brooks, Jean	Perm	Teacher Grade 3	Oakview	01/23/24 03/05/24
Paid	Ferguson, Sqy	Prob	Counselor-9/12	San Juan	01/29/24 04/30/24
Paid	Hinzman, Laura	Perm	Tch-Grad 9/12	Del Campo	01/08/24 06/30/24
Paid	Hustead, Jennifer	Perm	Tch-Elem Specialist-PE	Teaching And Learning	01/20/24 02/16/24
Paid	More, Jason	Perm	Tch-Grad 9/12	Rio Americano	01/18/24 04/19/24
Paid	Morrison, Erin	Perm	Tch-Grad 7/8	Carnegie	01/22/24 06/30/24
Paid	Nelson, Jessica	Prob	Tch-Grad 7/8	Sylvan	01/16/24 04/01/24
Paid	Ures, Kathleen	Prob	Teacher Grade 1	Charles Peck	12/08/23 02/27/24

#### CLASSIFIED

<u>Type</u>	<u>Name</u>	<u>Status</u>	<u>Assignment</u>	<u>Location</u>	<u>Effective Date (s)</u>
Unpaid	Nixon, Jeffery	Perm	Custodian	Lichen	01/11/24 06/30/24
Unpaid	Provost, Roneca	Perm	Child Dev Assist-ITPre	Lichen ECE	01/20/24 06/30/24
Unpaid	Reed, Araceli	Perm	Expd Learning Site Fac	Pupil Personnel Services	01/11/24 06/30/24

### 3. SEPARATIONS

#### CERTIFICATED

<u>Type</u>	<u>Name</u>	<u>Status</u>	<u>Assignment</u>	<u>Location</u>	<u>Effective Date (s)</u>
Resignation	Appleby, Sierra	Prob	Tch-Grade 7/8	Starr King	06/05/24
Resignation	Ax, Tanya	Prob	Tch-Mod/Severe K/12	Mariemont	06/05/24
Resignation	Chen, Chi-Hsun	Prob	Tch-Pre-K	Early Childhood Education	06/05/24
Resignation	East, Ryan	Prob	Tch-Grade 9/12	Mira Loma	06/05/24
Resignation	Fleeman, Ruth	Prob	Tch-Grade 7/8	Starr King	06/05/24
Resignation	Gardiner, Patricia	Prob	Tch-Grade 9/12	Casa Roble	06/05/24
Resignation	Gebhart, Garye	Prob	Tch-Site Resource-Elem	Thomas Edison	06/05/24
Resignation	Gibbons, Anton	Prob	Teacher Grade 5	Pasadena Avenue	06/05/24
Resignation	Gleason, Rickey	Prob	Tch-Mod/Severe K/12	Bella Vista	03/02/24
Resignation	Gutierrez, Christine	Prob	Tch-Grade 7/8	Katherine Johnson	06/05/24
Resignation	Hopgood, Tiffany	Prob	Counselor K/6	Thomas Edison	06/05/24
Resignation	Ip, April	Prob	Counselor 9/12	Encina	06/04/24
Resignation	Jackson, Camille	Prob	Tch-Grade 9/12	El Camino	06/05/24
Resignation	Kabirizinatbakhsh, Zohren	Prob	Tch-Grade 9/12	San Juan	06/05/24
Resignation	Luebke, Christopher	Prob	Tch-Mild/Moderate K/12	Special Education-Kenneth	06/05/24
Resignation	Morash, Katherine	Prob	Tch-Mod/Severe K/12	Arcade	06/05/24
Resignation	Nelson, Jessica	Prob	Tch-Grade 7/8	Sylvan	06/05/24
Resignation	Raman, Tiffany	Prob	School Nurse	Health Services	06/05/24
Resignation	Torres, Daniel	Prob	Tch-Grade 9/12	Mesa Verde	06/05/24
Resignation	Wells, Michael	Prob	Tch-Grade 7/8	Orangevale	06/05/24

#### CLASSIFIED

<u>Type</u>	<u>Name</u>	<u>Status</u>	<u>Assignment</u>	<u>Location</u>	<u>Effective Date (s)</u>
Resignation	Mustafa, Sajeda	Prob	Nutrition Services Worker I	Grand Oaks	01/31/24
Resignation	Sanders, Reid	Perm	Campus Monitor	Rio Americano	02/16/24



Agenda for the February 27, 2024 Board Meeting

**3. SEPARATIONS (Continued)**

**CLASSIFIED**

<b><u>Type</u></b>	<b><u>Name</u></b>	<b><u>Status</u></b>	<b><u>Assignment</u></b>	<b><u>Location</u></b>	<b><u>Effective Date (s)</u></b>
Resignation	Senthilkumar, Pooranidevi	Perm	Instructional Assistant II	El Camino	01/31/24
Retirement	Florence, Terri	Perm	Secretary	Central Enroll/family Svcs	01/31/24
Retirement	Witherell, Betty	Perm	Custodian	San Juan	01/31/24
Dismissal	CL-588	Prob	Nutrition Services Worker I	Nutrition Services	01/29/24



APPROVED:    
Joel Ryan CFO

## Purchasing Contracts Report

The following reports are submitted for board approval/ratification:

	Inc	Page #
Purchase Orders & Service Agreements	NA	
Change Orders	✓	1
Construction & Public Works Bids	NA	
Piggyback Contracts	NA	
Zero Dollar Contract	✓	2
Bids/RFPs	NA	
Other	NA	
ERRATA	NA	

**Purchasing Contracts Board Report  
Change Orders/Amendments**

January 31, 2024 - February 6, 2024

**Change Orders**

PO#	Date	Vendor Name	Description	Original PO Amount \$	Previous Approved C/O Totals \$	Current C/O for Approval Amount \$	New Contract Amount \$	Responsibility

**Service Agreement Change Orders**

PO#	Date	Vendor Name	Description	Original PO Amount \$	Previous Approved C/O Totals \$	Current C/O for Approval Amount \$	New Contract Amount \$	Responsibility
PO24-00797	2/9/2024	RO Health	IA and LVN contractors	\$ 552,000.00	0	\$ 2,090,000.00	\$ 2,642,000.00	101-Special Education

**Other Contract Change Orders**

PO#	Date	Vendor Name	Description	Original PO Amount \$	Previous Approved C/O Totals \$	Current C/O for Approval Amount \$	New Contract Amount \$	Responsibility
306298 VR24-01947	2/3/2024	State of California Dept. of Toxic Substance Control	School cleanup for K. Johnson New Construction project 055-9512-P1	\$ 19,000.00		\$ 205,141.00	\$ 224,141.00	216 - Facilities

**Lease Amendments/Change Orders**

PO#	Date	Vendor Name	Description	Original PO Amount \$	Previous Approved C/O Totals \$	Current C/O for Approval Amount \$	New Contract Amount \$	Responsibility
							\$ -	

**General Contract Change Orders**

PO#	Date	Vendor Name	Description	Original PO Amount \$	Previous Approved C/O Totals \$	Current C/O for Approval Amount \$	New Contract Amount \$	Responsibility

Purchasing Contracts Board Report  
Board Pre-Approval  
Zero Dollar

January 31, 2024 - February 6, 2024

Fund	Date	Site/ Department	Vendor Name	Description
01	2/6/2024	Trajan	Rock Steady Juggling	Water Science Assembly

**SAN JUAN UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**AGENDA ITEM: G-4**

**MEETING DATE: 02/27/2024**

**SUBJECT:** Surplus Property

**DEPARTMENT:** Business Support Services

**CHECK ONE:**

For Discussion: ☐  
For Action: ☒  
Report: ☐  
Workshop: ☐  
Recognition: ☐  
Emergency Action: ☐

**ACTION REQUESTED:**

The superintendent is recommending that the board approve the disposal of surplus property pursuant to Board Policy 3270.

**RATIONALE/BACKGROUND:**

The Governing Board recognizes that the district may own personal property which is unusable, obsolete, or no longer needed by the district. The superintendent or designee shall arrange for the sale or disposal of district personal property in accordance with board policy and the requirements or state law.

The superintendent or designee shall identify to the board all items not needed by the district together with their estimated value and a recommended disposition.

**ATTACHMENT(S):**

A: List of Surplus Property

**BOARD COMMITTEE ACTION/COMMENT:**

N/A

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet: 02/12/2024

**FISCAL IMPACT:**

Current Budget: \$ N/A  
Additional Budget: \$ N/A  
Funding Source: N/A  
(unrestricted base, supplemental, other restricted, etc.)  
Current Year Only ☐ Ongoing ☐

**LCAP/STRATEGIC PLAN:**

Goal: N/A Focus: N/A  
Action: N/A

Strategic Plan: N/A

**PREPARED BY:** Joel Ryan, Chief Financial Officer



**APPROVED BY:** Melissa Bassanelli, Superintendent of Schools



The following District property is unusable, obsolete, or no longer needed. The items are to be disposed of by sale, recycled, donated, or discarded as required by Board Policy 3270 Education Code 17545 and 17546.

Location/Site	Make	Model	Description	Fixed Asset / Serial #	Disposition
Carriage Drive	HP	M553	Printer	20172766 / JPBC2W1TM	eWaste
Howe Ave	Kyocera	CopyStar	Copier	20190671 / N4P1Y00782	eWaste
Mariposa	HP		Printer	20179756 / CNBC7580Q6	eWaste
Mira Loma	HP	LaserJet P3015	Printer	20186611	eWaste
Whitney	JVC		CD/VHS Player		Recycled
Whitney	HP	Compaq	Monitor	CO2H58PDJHF	eWaste
Whitney	HP	LaserJet 4515n	Printer	CNDY192958	eWaste
Whitney	HP	Compaq	Computer	MXL83715L5	eWaste
Whitney	HP	Compaq	Computer	MXL72205ND	eWaste
Whitney	HP	Compaq 1720	Monitor	CN2510J635	eWaste
Whitney	HP	Compaq 1721	Monitor	CN1234567	eWaste
Whitney	HP	OfficeJet	Printer	TH81C1P1GG	eWaste
Whitney	Sharp		TV	809854432	eWaste
Whitney			Karaoke Machine	A52008003326	Recycled

**SAN JUAN UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**AGENDA ITEM:** G-5

**MEETING DATE:** 02/27/2024

**SUBJECT:** Certification of Absence: Saul Hernandez

**DEPARTMENT:** Administration

**CHECK ONE:**

For Discussion: ☐  
For Action: ☒  
Report: ☐  
Workshop: ☐  
Recognition: ☐  
Emergency Action: ☐

**ACTION REQUESTED:**

The board is asked to certify that the February 13, 2024, absence of Board Member Saul Hernandez occurred due to a hardship (family matter).

**RATIONALE/BACKGROUND:**

Per Education Code Section 35120(c) and Board Bylaw 9250, a board member may be compensated for a missed meeting due to illness, jury duty, performing services outside the meeting for the school district or a hardship deemed acceptable by the board.

**ATTACHMENT(S):**

N/A

**BOARD COMMITTEE ACTION/COMMENT:**

N/A

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet: 02/12/2024

**FISCAL IMPACT:**

Current Budget: \$ N/A

Additional Budget: \$ N/A

Funding Source: N/A

(Unrestricted Base, Supplemental, other restricted, etc.)

Current Year Only: ☐ On-going: ☐


**LCAP/STRATEGIC PLAN:**

Goal: N/A

Focus: N/A

Action: N/A

Strategic Plan: N/A

**APPROVED BY:** Melissa Bassanelli, Superintendent of Schools 

:sc

**SAN JUAN UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**AGENDA ITEM:** I-1

**MEETING DATE:** 02/27/2024

**SUBJECT:** Arts Education and Proposition 28 Update

**DEPARTMENT:** Division of Teaching and Learning

**CHECK ONE:**

For Discussion: ☐

For Action: ☐

Report: ☒

Workshop: ☐

Recognition: ☐

Emergency Action: ☐

**ACTION REQUESTED:**

The superintendent is recommending that the board hear an update on arts education programs and related implementation of Proposition 28 funding.

**RATIONALE/BACKGROUND:**

Arts education has been a core component of San Juan Unified's educational experience for all students. The continued support of the arts has allowed programs to thrive. With the new Proposition 28 funding, approved by California voters, the district has more resources to create rich learning experiences for students in the arts. This presentation will provide an update on both current programs and also new opportunities made possible by additional arts funding.

**ATTACHMENT(S):**

A: Presentation

**BOARD COMMITTEE ACTION/COMMENT:**

N/A

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet: 02/12/2024

**FISCAL IMPACT:**

Current Budget: N/A

Additional Budget: N/A

Funding Source: Prop 28 and LCFF

(unrestricted base, supplemental, other restricted, etc.)

Current Year Only ☐ Ongoing ☐

**LCAP/STRATEGIC PLAN:**

Goal: 2 Focus: 1

Action: 10

Strategic Plan: Strategy 2

**PREPARED BY:**

Michael Dittmer, Program Specialist, Visual and Performing Arts

Nicole Kukral, Director, Professional Learning and Curriculum Innovation

**APPROVED BY:**

Amy Slavensky, Ph.D., Interim Deputy Superintendent, Schools and Student Support *AS*

Melissa Bassanelli, Superintendent of Schools *MB*

# San Juan Unified School District

Celebrating Arts Education Month: March 2024

Prop 28 Update: Arts & Music in Schools Funding



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## The Importance of Arts Education

- Increases student engagement
- Enriches learning, promotes leadership
- Teaches positive habits, behaviors and attitudes
- Enhances creativity and intellectual skills
- Supports literacy and numeracy
- A vehicle to support district initiatives:
  - Social emotional and trauma-based teaching and learning
  - Social justice and educational equity
  - Enduring and creative problem solving skills



Rio Americano Jazz Festival 2024



Mira Loma High School Wind Ensemble



San Juan Sings 2023

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## Arts Education Programs: *Opportunities Aplenty*



### Elementary and K-8 Programs

- Classroom Specialists
- Before/After School Programs
- Artful Learning
- Arts Integration
- Any Given Child

### Middle and High School Programs

- Instrumental/Vocal Music
- 2D/3D/ Visual Arts
- Drama/Theater
- Media/Television/Radio
- Dance



Barrett Middle School:  
Cinderella

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## The Arts in 2023-2024

### Student Participants:

- 40% of students in middle and high schools are in an arts-based course or club.
- 90% of students in elementary and K-8 schools have weekly arts-based experiences provided by an arts specialist.

Arts Educators: 140

## Prop 28 projected growth 2024-25:

### Student Participants:

- 60% of students in middle and high school are projected to be in an arts-based course or club. Highest growth is projected to be in grades 6-8.
- 100% of students in elementary and K-8 schools are projected to have weekly arts-based experiences provided by an arts specialist or community partner.

Arts Educators: 160



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## Continuing Traditions and Realizing New Possibilities & Partnerships:



FRIENDS of **arts**  
SACRAMENTO



Ensuring the Arts for  
**ANY GIVEN CHILD**  
Sacramento



AAC Education Program



Kiwanis Club of Carmichael  
&  
San Juan Unified School District  
Presents:

**The 40th Annual**  
*Wayne Reimers*  
**Jazz Festival**

January 25th, 2024

5:00-8:30 PM

Rio Americano High School  
4540 American River Drive



Celebrating Four Decades of:

- Music
- Educational Leadership
- Community Service

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## Participating Schools

- Cambridge Heights
- Carriage
- Del Dayo
- Dewey
- Grand Oaks
- Green Oaks
- LeGette
- Mariemont
- Mariposa
- Mission Avenue Open
- Orangevale Open
- Sierra Oaks K-8
- Woodside K-8



**ART**  
**DOCENT**  
**PROGRAM™**

Learning about art. Making art.

**Parent Volunteer Art Program (PVAP)**

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## Arts Every Day For Every Child In Every School



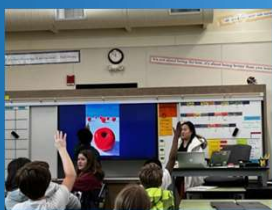
Gold River Discovery  
Center Music



Rio Americano High School



Art Specialist Workshop



Mariemont Art



Music Specialists



Winter Art Show



Mira Loma High School

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## Prop 28 Update: Elementary/TK-8

- ❖ Fall 2023: Site Leadership Team planning and shared decision-making
- ❖ Winter 2023-24: Prototype planning for expanded access to arts education
- ❖ Spring 2024: Prototype implementation
  - Phase 1: Howe, Edison, Grand Oaks, Pasadena, Cottage, Peck
  - Phase 2: Dyer-Kelly, Greer, Kingswood, Orangevale Open, Pershing, Sierra Oaks, Thomas Kelly
  - Specialist positions posted include art, music, theater and dance
- ❖ Winter/Spring 2024: Increased access to arts education provided through acquisition of arts related materials, equipment, before/after-school programs, special assemblies, etc. at some sites (via SLT decisions)
- ❖ Spring/Summer 2024: Learning from the prototypes and 2024-25 planning

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## Prop 28 Update: Secondary

- ❖ Semester 1: Site Leadership Team (SLT) planning and shared decision-making
- ❖ Semester 2: Increased access to arts education provided through added class periods on the master schedule at some sites (via SLT decisions)
  - Carnegie, Churchill, and Rogers Middle Schools
  - Bella Vista, Casa Roble, Encina, Mira Loma, Rio Americano, and San Juan High Schools
- ❖ Semester 2: Increased access to arts education provided through acquisition of arts related materials, equipment, before/after-school programs, special assemblies, etc. at some sites (via SLT decisions)
- ❖ Spring/Summer 2024: 2024-25 planning

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## Looking Forward: 2023-24 School Year & Beyond



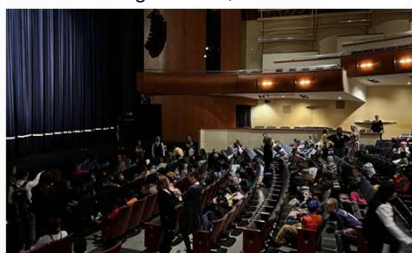
San Juan Sings, March 12 & 19, 2024



Asian Cultural Festival, Mira Loma High School, 2024



Arden Middle School Honor Band



445 third graders at Harris Center for Beauty and the Beast, 2024



Kids Art, April 20, 2024

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**SAN JUAN UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**AGENDA ITEM:** I-2

**MEETING DATE:** 02/27/2024

**SUBJECT:** Nutrition Services Update

**DEPARTMENT:** Nutrition Services

**CHECK ONE:**

For Discussion: ☐

For Action: ☐

Report: ☒

Workshop: ☐

Recognition: ☐

Emergency Action: ☐

**ACTION REQUESTED:**

The superintendent is recommending that the board hear a presentation from Nutrition Services exhibiting the department's most recent and notable updates.

**RATIONALE/BACKGROUND:**

The National School Lunch Program (NSLP) is a federally funded meal program that provides nutritionally balanced, low-cost, or no-cost lunches to children each school day. The program was established under the Richard B. Russell National School Lunch Act, signed into law by President Harry Truman in 1946. In addition to financial assistance, the program provides donated commodity foods to help reduce lunch program costs. The United States Department of Agriculture (USDA) is responsible for overseeing the program nationally. In California, the program is administered by the California Department of Education (CDE), Nutrition Services Division. Meals served must meet the Federal Meal Pattern Requirements and records kept. Some of the records that must be kept are:

- Meal production records and inventory records that document the amounts and types of food used.
- The number of meals served each day, by site and by category where applicable (free, reduced price, and full price).
- If applicable, applications submitted by families for free and reduced-price meals, by site for a non- CEP site, and a description of the follow-up actions taken to verify eligibility.
- Records of income, expenditures, and contributions received.

On July 9, 2021, Assembly Bill (AB) 130, Chapter 44, Statutes of 2021, Education finance: education omnibus budget trailer bill was signed into law by Governor Newsom. Beginning in SY 2022–23, AB 130 establishes a California Universal Meals Program with changes to the state meal mandate.

The presentation from Nutrition Services will go over the department's most recent updates on funding, program requirements, meal counts, the Universal Meals Program, etc.

**ATTACHMENT(S):**

A: Presentation

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet: 02/12/2024

**FISCAL IMPACT:**

Current Budget: \$ N/A

Additional Budget: \$ N/A

Funding Source: N/A

(Unrestricted Base, Supplemental, other restricted, etc.)

Current Year Only ☐ On-going ☐

**LCAP/STRATEGIC PLAN:**

Goal: N/A Focus: N/A

Action: N/A

Strategic Plan: N/A

**PREPARED BY:** Sneh Nair, Director, Nutrition Services *SN*

**APPROVED BY:** Frank Camarda, Chief Operations Officer *FC*  
Melissa Bassanelli, Superintendent of Schools *MB*

# Nutrition Services Update 2023-2024



## Nutrition Services

- ▶ Administer the USDA's National School Lunch Program and School Breakfast Program at all schools
- ▶ Meals offered must follow meal patterns established by USDA and meet weekly dietary specifications for calories (minimum levels), whole grains, milk, saturated fats, sodium, and contain zero grams of trans fats per serving.



## Assembly Bill (AB) 130 - CA Universal Meals

- ▶ California's State Meals Mandate (EC 49501.5) was expanded to provide two meals free of charge (breakfast and lunch) during each school day to students requesting a meal, regardless of their free or reduced-price meal eligibility
- ▶ High poverty schools are required to participate in a federal provision (EC 49564.3) such as the Community Eligibility Provision (CEP) or Provision No. 2. In 2022-23, there were 46 schools combined into one CEP group to receive 51.02% Federal Meal Reimbursement monies
- ▶ The State of California provides additional state meal reimbursement monies to cover the cost of the Universal Meals Program



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## Total Meal Counts (includes charter schools meals provided)

Meal Counts	2018-19	2021-22	2022-23
Breakfast	1,119,037	1,151,775	1,418,618
Lunch	2,929,050	3,215,453	3,403,905
Vended Meals	545,467	479,727	496,091
Total Meals	4,593,554	4,846,955	5,318,614
Average Daily Meals Served	24,177	25,510	27,993

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## Nutrition Services Revenues and Expenses

	2018-19	2021-22	2022-23*
<b>Program Revenue</b>			
Federal Meal Reimbursements	\$10,392,472	\$17,219,434.45	\$13,952,257.89
Federal Grants (SCA, ECR)		\$972,788.09	\$951,202.82
USDA Commodity	\$987,477	\$1,058,928.89	\$1,035,332.65
State Meal Reimbursements	\$792,756	\$1,086,005	\$9,329,822.24
State Grants (KIT Funds)		\$101,252	
Non-Program Local Revenue	\$4,341,239	\$1,302,952	\$1,975,746.00
General Fund, COVID, ESSER	\$163,772	\$359,701.55	\$505,164.31
<b>Total Revenues</b>	<b>\$16,677,715</b>	<b>\$22,101,062</b>	<b>\$27,749,525.91</b>
Revenue % Change Over Prior Year		<b>33%</b>	<b>26%</b>
<b>Total Expenses</b>	<b>\$15,158,364</b>	<b>\$16,729,514</b>	<b>\$21,441,028</b>
Expense % Change Over Prior Year		<b>10%</b>	<b>28%</b>

State and Federal Revenues include: ECR, SCA, KIT

\*KIT 2022 received \$3,499,071; will be used in the 2023-2025 school years

## Nutrition Services Food and Labor Costs

	2018-19	2019-20 *	2020-21**	2021-22	2022-23
<b>Total Food and Supplies</b>	\$5,555,223	\$4,837,452	\$2,178,830	\$7,179,912	\$10,332,638
<b>Change From Prior Year</b>				<b>29%</b>	<b>44%</b>
<b>Total Labor and Benefits Cost</b>	\$8,007,856.20	\$8,312,350.73	\$7,366,387.38	\$8,092,014.95	\$9,015,069.91
<b>District Supported (ESSER Funds)</b>			\$50,964.23	\$359,701.51	\$500,730.81
<b>Total Labor</b>	\$8,007,856.20	\$8,312,350.73	\$7,417,351.61	\$8,451,716.46	\$9,515,800.72
<b>Change From Prior Year</b>				<b>6%</b>	<b>13%</b>
<b>Total Food and Labor</b>	\$ 13,563,079	\$ 13,149,803	\$ 9,596,182	\$ 15,631,629	\$ 19,848,439
<b>Change From Prior Year</b>				<b>15%</b>	<b>27%</b>

Note: 2021-22 change over from prior year compared with 2018-19



## Nutrition Services Other Funding 2021-22



### **Federal Emergency Operational Cost Reimbursement Due to COVID-19**

- \$966,974 used for kitchen equipment, nutrition service warehouse



### **Supply Chain Assistance Fund – August 2022**

- \$951,201 used to purchase produce



### **KIT Funds – February 2022**

- Current balance: \$101,252 and will be used by June 30, 2024

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## Nutrition Services Other Funding Received 2023-24



### **Local Foods for Schools (“LFS”) – August 2023**

- \$242,435 used to purchase local fruits and vegetables



### **KIT Funds – June 2023**

- \$3,499,071 will be used in the 2023-24/2024-25 school years



### **Supply Chain Assistance Funds – July 2023**

- \$1,243,046 used to purchase dairy



### **School Food Best Practice – November 2023**

- \$759,827 to be used towards purchase of local foods

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# Nutrition Services

## Moving Forward: 2023-24

### Successes:

- CA Universal Meals – District wide CEP
- Continued nutrition education through “Harvest of the Month” program at elementary schools, reaching around 1,600 students. Using produce from International Rescue Committee Farm “New Roots”
- Continue focusing on reduction of food waste (SB 1383)
- Implementing 40% freshly prepared meals

### Challenges:

- Continued labor shortage – difficulty to hire and retain
- Supply chain – continued unavailability/reduced availability of food and supplies
- Food and supplies cost continue to rise



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# Nutrition Services

## Community Eligibility Provision (CEP)

-  Maximizes federal meal reimbursement dollars (51.02%) which supports California Universal Meals Program
-  Eliminates administrative burden of collecting Federal Meal Applications annually
-  Meal lines move quickly - does not categorize the meals as free, reduced-price, or paid
-  Can help establish LCFF base year for district

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# Nutrition Services

## 40% Weekly Freshly Prepared Meals on Site



Goal is to move away from processed foods, heat and serve, pre-made entrees, and fillers in foods



Use exclusively whole ingredients in their most basic, minimally processed form. For example: whole, sliced, diced, fresh, or frozen



Cooking or preparing with both fresh, raw, whole ingredients in combination with ready-made products in minimum creditable amount. For example: broccoli beef with rice, fresh fruit, and milk

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# Nutrition Services

## 40% Weekly Freshly Prepared Meals on Site

### Advantages:

- Students offered more prepared fresh, on-site meals
- Additional funding received from the state
- Expanded meal offerings
- Support local farm to school

### Challenges:

- Food supply chain and product availability
- Storage and cooking facilities
- Staffing
- Holding time, food safety and quality

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**Thank you!**  
**Questions?**



**San Juan Unified**  
SCHOOL DISTRICT

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Nutrition Services

**SAN JUAN UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**AGENDA ITEM:** I-3

**MEETING DATE:** 02/27/2024

**SUBJECT:** Board Policy 0410 Revisions

**DEPARTMENT:** Legal Services

**CHECK ONE:**

For Discussion:

☐

For Action:

☒

Report:

☐

Workshop:

☐

Recognition:

☐

Emergency Action:

☐

**ACTION REQUESTED:**

The superintendent is recommending that the board approve the proposed revisions to Board Policy 0410 Nondiscrimination in District Programs and Activities and the new accompanying exhibit.

**RATIONALE/BACKGROUND:**

Based on the feedback received from the board at the January 9, 2024, meeting, the proposed revisions include revisions from the board, required changes to reflect existing law, and logistic recommendations recommended by California School Boards Association ("CSBA"). The board discussed revisions again at the February 13, 2024. Meeting.

**ATTACHMENT(S):**

A: Proposed revisions to Board Policy 0410 Nondiscrimination in District Programs and Activities

B: Exhibit

**BOARD COMMITTEE ACTION/COMMENT:**

N/A

**PREVIOUS STAFF/BOARD ACTION:**

Board of Education: 01/09/2024, 02/13/2024

Superintendent's Cabinet: 12/18/2023, 02/05/2024, 02/12/2024

**PREPARED BY:** Fhanysha C. Gaddis, General Counsel, J.D., MPP *FCG*

**APPROVED BY:** Melissa Bassanelli, Superintendent of Schools *MB*

**Board Policy Manual**  
**San Juan Unified School District**

Printed: 11/13/2023 12:59 PM

**Policy 0410: Nondiscrimination In District Programs And Activities**

**Status:**  
ADOPTED

**Original Adopted Date:** 06/09/1992 | **Last Revised Date:** 04/25/2023 | **Last Reviewed Date:** 04/25/2023

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 governing 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 decision-making, physical or mental disability, medical condition, sex (including sexual harassment), sexual orientation, gender, gender identity, gender expression, veteran or military status, genetic information, or affiliation with the Boys Scouts of America; a perception of one or more such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. ~~The board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.~~

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

District programs and activities shall be free of any 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)

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

Physical education classes shall be conducted in the coeducational, inclusive manner prescribed by law. The district shall provide instruction in physical education that provides equal access and equal opportunities for participation for all students in grades 1-12 regardless of gender, gender expression, sexual orientation, and mental or physical disability. (Education Code sections 220, 221.5, 33352; 5 CCR 4900, 4930, 4931, 4940, 4960; 34 CFR 106.33, 106.34, 300.108)

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, ~~including the use of facilities~~. ~~The~~ superintendent or designee shall take prompt,

reasonable actions to remove any identified barrier. The superintendent or designee shall report their findings and recommendations to the board after each review.

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

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

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

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

#### Access for Individuals with Disabilities

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities

Act ("ADA") and any implementing standards and/or regulations. When structural changes to existing district facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.

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

Individuals with disabilities shall notify the superintendent, ~~or~~ designee, ~~or principal~~ if they have a disability that requires special assistance or services. Reasonable notification should be given prior to the school-sponsored function, program, or meeting.

The below ~~individual position~~ is hereby designated as the district's ADA/Title II coordinator. The coordinator shall receive and address requests for accommodation submitted by individuals with ~~disabilities, and~~ disabilities and shall investigate and resolve complaints regarding their access to district programs, services, activities, or facilities.

Manager, Risk Management  
San Juan Unified School District

3738 Walnut Avenue  
Carmichael, CA 95608  
(916) 971-7036

The below position is designated as the district's Equity Compliance Officer and is responsible for coordinating the district's responses to complaints and for complying with state and federal civil rights laws.

General Counsel, Legal Services  
San Juan Unified School District  
3738 Walnut Avenue  
Carmichael, CA 95608  
(916) 971-7110  
LegalServices@sanjuan.edu

The below position is designated as the district's Title IX Coordinator and is responsible for coordinating the district's responses to Title IX complaints and for complying with federal Title IX regulations.

Legal Analyst/Title IX Coordinator, Legal Services  
San Juan Unified School District  
3738 Walnut Avenue  
Carmichael, CA 95608  
(916) 971-7110  
TitleIX@sanjuan.edu

The below position is designated as the district's Section 504 and is responsible for coordinating the district's responses to Section 504 complaints and for complying with federal Section 504 regulations.

Director, Student Support Services  
San Juan Unified School District  
3738 Walnut Avenue  
Carmichael, CA 95608  
(916) 971-7110

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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 4600-4670](#)

[5 CCR 4900-4965](#)

[Ed. Code 200-262.4](#)

[Ed. Code 48980](#)

[Ed. Code 48985](#)

[Ed. Code 51007](#)

[Ed. Code 51204.5](#)

**Description**

[Uniform complaint procedures](#)

[Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance](#)

[Prohibition of discrimination](#)

[Parent/Guardian notifications](#)

[Notices to parents in language other than English](#)

[Legislative intent: state policy](#)

[Social sciences instruction; contributions of specified groups](#)



<a href="#">Ed. Code 51501</a>	<a href="#">Nondiscriminatory subject matter</a>
<a href="#">Ed. Code 60010</a>	<a href="#">Instructional materials; definition</a>
<a href="#">Ed. Code 60040-60052</a>	<a href="#">Requirements for instructional materials</a>
<a href="#">Gov. Code 11000</a>	<a href="#">Definitions</a>
<a href="#">Gov. Code 11135</a>	<a href="#">Prohibition of discrimination</a>
<a href="#">Gov. Code 12900-12996</a>	<a href="#">Fair Employment and Housing Act</a>
<a href="#">Gov. Code 54953</a>	<a href="#">Meetings; Americans with Disabilities Act accessibility</a>
<a href="#">Gov. Code 54953.2</a>	<a href="#">Brown Act compliance with Americans with Disabilities Act</a>
<a href="#">Gov. Code 8310.3</a>	<a href="#">California Religious Freedom Act</a>
<a href="#">Pen. Code 422.55</a>	<a href="#">Definition of hate crime</a>
<a href="#">Pen. Code 422.6</a>	<a href="#">Crimes; harassment</a>
<b><a href="#">Federal</a></b>	<b><a href="#">Description</a></b>
<a href="#">20 USC 1400-1482</a>	<a href="#">Individuals with Disabilities Education Act</a>
<a href="#">20 USC 1681-1688</a>	<a href="#">Title IX of the Education Amendments of 1972; discrimination based on sex</a>
<a href="#">20 USC 2301-2414</a>	<a href="#">Strengthening Career and Technical Education for the 21st Century Act</a>
<a href="#">20 USC 6311</a>	<a href="#">State plan</a>
<a href="#">20 USC 6312</a>	<a href="#">Local educational agency plan</a>
<a href="#">28 CFR 35.101-35.190</a>	<a href="#">Americans with Disabilities Act</a>
<a href="#">28 CFR 36.303</a>	<a href="#">Nondiscrimination on the basis of disability, public accommodations, auxiliary aids, and services</a>
<a href="#">29 USC 794</a>	<a href="#">Rehabilitation Act of 1973; Section 504</a>
<a href="#">34 CFR 100.1-100.13</a>	<a href="#">Nondiscrimination in federal programs; effectuating Title VI</a>
<a href="#">34 CFR 104.1-104.39</a>	<a href="#">Section 504 of the Rehabilitation Act of 1973</a>
<a href="#">34 CFR 106.1-106.82</a>	<a href="#">Discrimination on the basis of sex; effectuating Title IX</a>
<a href="#">42 USC 12101-12213</a>	<a href="#">Americans with Disabilities Act</a>
<a href="#">42 USC 2000d-2000d-7</a>	<a href="#">Title VI, Civil Rights Act of 1964</a>
<a href="#">42 USC 2000e-2000e-17</a>	<a href="#">Title VII, Civil Rights Act of 1964, as amended</a>
<b><a href="#">Management Resources</a></b>	<b><a href="#">Description</a></b>
<a href="#">CA Civil Rights Department Publication</a>	<a href="#">California Law Prohibits Workplace Discrimination and Harassment</a>
<a href="#">CA Department of Health Care Services Publication</a>	<a href="#">Policy and Procedures Letter No. 21-017R, December 2021</a>
<a href="#">CA Department of Health Care Services Publication</a>	<a href="#">Policy and Procedures Letter No. 23-004, February 2023</a>

[CA Office of the Attorney General  
Publication](#)

[CSBA Publication](#)

[CSBA Publication](#)

[U.S. DOE & U.S. DOJ Civil Rights  
Divisions Pub](#)

[U.S. DOE, Office for Civil Rights  
Publication](#)

[U.S. DOE, Office for Civil Rights  
Publication](#)

[U.S. DOE, Office for Civil Rights  
Publication](#)

[U.S. DOE, Office for Civil Rights  
Publication](#)

[U.S. DOE, Office for Civil Rights  
Publication](#)

[U.S. DOE, Office for Civil Rights  
Publication](#)

[U.S. DOJ, Civil Rights Division  
Publication](#)

[U.S. DOJ, Civil Rights Division  
Publication](#)

[U.S. DOJ, Civil Rights Division  
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Website](#)

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[Promoting a Safe and Secure Learning Environment for All:  
Guidance and Model Policies to Assist California's K-12  
Schools in Responding to Immigration Issues, April 2018](#)

[Parental and Student Rights in Relation to Transgender and  
Gender Nonconforming Students, Recently Asked Questions,  
August 2023](#)

[Legal Guidance on Rights of Transgender and Gender  
Nonconforming Students in Schools, October 2022](#)

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

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

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

[Nondiscrimination in Employment Practices in Education,  
August 1991](#)

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

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

[Dear Colleague Letter: Harassment and Bullying, October  
2010](#)

[Guidance on Web Accessibility and the ADA, March 2022](#)

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

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

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

[California Office of the Attorney General](#)

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

[Pacific ADA Center](#)

[U.S. Department of Justice, Civil Rights Division, Disability  
Rights Section](#)

[California Safe Schools Coalition](#)

[CSBA](#)

[California Department of Education](#)

[California Civil Rights Department](#)

[U.S. Equal Employment Opportunity Commission](#)

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

## **Cross References**

<b><u>Code</u></b>	<b><u>Description</u></b>
<a href="#">0100</a>	<a href="#">Philosophy</a>
<a href="#">0415</a>	<a href="#">Equity</a>
<a href="#">1100</a>	<a href="#">Communication With The Public</a>
<a href="#">1230</a>	<a href="#">School-Connected Organizations</a>
<a href="#">1240</a>	<a href="#">Volunteer Assistance</a>
<a href="#">1240</a>	<a href="#">Volunteer Assistance</a>
<a href="#">1312.2</a>	<a href="#">Complaints Concerning Instructional Materials</a>
<a href="#">1312.2</a>	<a href="#">Complaints Concerning Instructional Materials</a>
<a href="#">1312.2-E PDF(1)</a>	<a href="#">Complaints Concerning Instructional Materials</a>
<a href="#">1312.3</a>	<a href="#">Uniform Complaint Procedures</a>
<a href="#">1312.3</a>	<a href="#">Uniform Complaint Procedures</a>
<a href="#">1312.4</a>	<a href="#">Williams Uniform Complaint Procedures</a>
<a href="#">1325</a>	<a href="#">Advertising And Promotion</a>
<a href="#">1325</a>	<a href="#">Advertising And Promotion</a>
<a href="#">1330</a>	<a href="#">Use Of School Facilities</a>
<a href="#">1330</a>	<a href="#">Use Of School Facilities</a>
<a href="#">3260</a>	<a href="#">Fees And Charges</a>
<a href="#">3260</a>	<a href="#">Fees And Charges</a>
<a href="#">3270</a>	<a href="#">Sale And Disposal Of Books, Equipment And Supplies</a>
<a href="#">3311</a>	<a href="#">Bids</a>
<a href="#">3311</a>	<a href="#">Bids</a>
<a href="#">3530</a>	<a href="#">Risk Management/Insurance</a>
<a href="#">3540</a>	<a href="#">Transportation</a>
<a href="#">3541.2</a>	<a href="#">Transportation For Students With Disabilities</a>
<a href="#">3551</a>	<a href="#">Food Service Operations/Cafeteria Fund</a>
<a href="#">3553</a>	<a href="#">Free And Reduced Price Meals</a>
<a href="#">4030</a>	<a href="#">Nondiscrimination In Employment</a>
<a href="#">4030</a>	<a href="#">Nondiscrimination In Employment</a>
<a href="#">4033</a>	<a href="#">Lactation Accommodation</a>

<a href="#"><u>4040</u></a>	<a href="#"><u>Employee Use Of Technology</u></a>
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<a href="#"><u>4111</u></a>	<a href="#"><u>Recruitment And Selection</u></a>
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<a href="#"><u>4144</u></a>	<a href="#"><u>Complaints</u></a>
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<a href="#"><u>4311</u></a>	<a href="#"><u>Recruitment And Selection</u></a>
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<a href="#"><u>4311.2</u></a>	<a href="#"><u>Legal Status Requirement</u></a>
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[Title IX Sexual Harassment Complaint Procedures](#)

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[Child Care And Development](#)

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[Parent Involvement](#)

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[Curriculum Development And Evaluation](#)

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[International Baccalaureate Program](#)

<a href="#"><u>6142.1</u></a>	<a href="#"><u>Sexual Health And HIV/AIDS Prevention Instruction</u></a>
<a href="#"><u>6142.1</u></a>	<a href="#"><u>Sexual Health And HIV/AIDS Prevention Instruction</u></a>
<a href="#"><u>6142.5</u></a>	<a href="#"><u>Environmental Education</u></a>
<a href="#"><u>6142.5</u></a>	<a href="#"><u>Environmental Education</u></a>
<a href="#"><u>6142.7</u></a>	<a href="#"><u>Physical Education And Activity</u></a>
<a href="#"><u>6142.7</u></a>	<a href="#"><u>Physical Education And Activity</u></a>
<a href="#"><u>6143</u></a>	<a href="#"><u>Courses Of Study</u></a>
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<a href="#"><u>6144</u></a>	<a href="#"><u>Controversial Issues</u></a>
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<a href="#"><u>6145</u></a>	<a href="#"><u>Extracurricular And Cocurricular Activities</u></a>
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<a href="#"><u>6161.1</u></a>	<a href="#"><u>Selection And Evaluation Of Instructional Materials</u></a>
<a href="#"><u>6162.5</u></a>	<a href="#"><u>Student Assessment</u></a>
<a href="#"><u>6163.1</u></a>	<a href="#"><u>Library Media Centers</u></a>
<a href="#"><u>6163.1</u></a>	<a href="#"><u>Library Media Centers</u></a>
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<a href="#"><u>6164.6</u></a>	<a href="#"><u>Identification And Education Under Section 504</u></a>
<a href="#"><u>6172</u></a>	<a href="#"><u>Gifted And Talented Student Program</u></a>
<a href="#"><u>6172</u></a>	<a href="#"><u>Gifted And Talented Student Program</u></a>
<a href="#"><u>6173</u></a>	<a href="#"><u>Education For Homeless Children</u></a>
<a href="#"><u>6173</u></a>	<a href="#"><u>Education For Homeless Children</u></a>
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<a href="#"><u>7310</u></a>	<a href="#"><u>Naming Of Facility</u></a>
<a href="#"><u>9220</u></a>	<a href="#"><u>Governing Board Elections</u></a>
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<a href="#"><u>9322</u></a>	<a href="#"><u>Agenda/Meeting Materials</u></a>
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**Board Policy Manual  
San Juan Unified School District**

Printed: 11/13/2023 04:05 PM

**Exhibit 0410-E: Nondiscrimination in District Programs and Activities****Status:****Original Adopted Date: | Last Revised Date: | Last Reviewed Date:**

To submit a concern, any individual may access San Juan Unified's "Get Help" website at [www.sanjuan.edu/needhelp](http://www.sanjuan.edu/needhelp).

In addition, students, parents and/or guardians, employees and other community members can find a link to the "Submit a Concern" form at the bottom of every webpage on the San Juan Unified website. The link leads directly to the page referenced above.

Any person may submit a concern with mental health, school safety, or any additional concern. These concerns are forwarded to the appropriate department/designee based on the type of concern. The Family and Community Engagement department receives all reports from the Submit a Concern page and is responsible for ensuring all concerns are addressed in a timely manner.



**SAN JUAN UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**AGENDA ITEM:** I-4

**MEETING DATE:** 02/27/2024

**SUBJECT:** Board Policy 1312.2 Revisions

**DEPARTMENT:** Legal Services

**CHECK ONE:**

For Discussion: ☐

For Action: ☒

Report: ☐

Workshop: ☐

Recognition: ☐

Emergency Action: ☐

**ACTION REQUESTED:**

The superintendent is recommending that the board approve the proposed revisions to Board Policy 1312.2 Complaints Concerning Instructional Materials and the new accompanying exhibit.

**RATIONALE/BACKGROUND:**

Based on the feedback received from the board at the January 9, 2024, meeting, the proposed revisions include revisions from the board, required changes to reflect existing law, and logistic recommendations recommended by California School Boards Association ("CSBA"). The board discussed the revisions again at the February 13, 2024, meeting.

**ATTACHMENT(S):**

A: Proposed revisions to Board Policy 1312.2 Complaints Concerning Instructional Materials

B: Exhibit

**BOARD COMMITTEE ACTION/COMMENT:**

N/A

**PREVIOUS STAFF/BOARD ACTION:**

Board of Education: 01/09/2024, 02/13/2024

Superintendent's Cabinet: 12/18/2023, 02/05/2024, 02/12/2024

**PREPARED BY:** Fhanysha C. Gaddis, General Counsel, J.D., MPP *FCG*

**APPROVED BY:** Melissa Bassanelli, Superintendent of Schools *MB*

**Board Policy Manual**  
**San Juan Unified School District**

Printed: 11/13/2023 01:06 PM

**Policy 1312.2: Complaints Concerning Instructional Materials**

**Status: ADOPTED**

**Original Adopted Date:** 06/09/1992

~~The Governing Board takes great care in the adoption of instructional materials and is aware that all adopted materials may not be acceptable to all students, their parents/guardians, or other district residents.~~

~~The Superintendent or designee is directed to implement procedures which will permit proper consideration of any complaints against the use of any instructional materials or library/media materials, including textbooks, supplementary textbooks, library books, and other instructional materials and equipment.~~

~~The Board believes the Superintendent or designee is well qualified to consider complaints concerning instructional materials. Complainants are advised to consider and accept the Superintendent or designee's decision as final. However, if the complainant finds the decision of the Superintendent or designee unsatisfactory, he/she may appeal the decision within 30 days of request.~~

~~The Board will not allow political party affiliation, racial prejudice, a desire to suppress ideas, or an intent to deny students access to ideas with which the Board disagrees, to influence its decision in any such case.~~

~~(cf. 1312.4 – Complaints Concerning Categorical Aid Programs)~~

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 section 35160)

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 section 243 shall be filed, investigated, and resolved in accordance with Board Policy 1312.3 - Uniform Complaint Procedures.

When deliberating upon challenged materials, the superintendent, or the 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.

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 section 243.

If the complainant finds the superintendent's or review committee's decision unsatisfactory, the complainant may appeal the decision to the board.

Any challenged instructional material that is reviewed by the district shall not be subject to further reconsideration for 12 months, unless required by law.

Complaints related to the sufficiency of textbooks or instructional materials shall be resolved as specified in Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures.

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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.

<b><u>State</u></b>	<b><u>Description</u></b>
<a href="#"><u>5 CCR 4600-4670</u></a>	<a href="#"><u>Uniform complaint procedures</u></a>
<a href="#"><u>Ed. Code 1240</u></a>	<a href="#"><u>County superintendent of schools; duties</u></a>
<a href="#"><u>Ed. Code 18111</u></a>	<a href="#"><u>Exclusion of books by Governing board that are sectarian, partisan, or denominational character</u></a>
<a href="#"><u>Ed. Code 220</u></a>	<a href="#"><u>Prohibition of discrimination</u></a>
<a href="#"><u>Ed. Code 242</u></a>	<a href="#"><u>Access to information about educational laws and policies regarding right to accurate and inclusive curriculum</u></a>
<a href="#"><u>Ed. Code 243</u></a>	<a href="#"><u>Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials</u></a>
<a href="#"><u>Ed. Code 35010</u></a>	<a href="#"><u>Control of district; prescription and enforcement of rules</u></a>
<a href="#"><u>Ed. Code 35160</u></a>	<a href="#"><u>Powers and duties of school boards</u></a>
<a href="#"><u>Ed. Code 35186</u></a>	<a href="#"><u>Williams uniform complaint procedures</u></a>
<a href="#"><u>Ed. Code 44805</u></a>	<a href="#"><u>Teacher enforcement of course of studies; use of textbooks, rules and regulations</u></a>

<a href="#">Ed. Code 48907</a>	<a href="#">Exercise of free expression; time, place and manner rules and regulations</a>
<a href="#">Ed. Code 48950</a>	<a href="#">Speech and other communication</a>
<a href="#">Ed. Code 51204.5</a>	<a href="#">Social sciences instruction; contributions of specified groups</a>
<a href="#">Ed. Code 51501</a>	<a href="#">Nondiscriminatory subject matter</a>
<a href="#">Ed. Code 51511</a>	<a href="#">Religious matters properly included in courses of study</a>
<a href="#">Ed. Code 51933</a>	<a href="#">Sexual health education and HIV prevention materials</a>
<a href="#">Ed. Code 60000-60005</a>	<a href="#">Instructional materials; legislative intent</a>
<a href="#">Ed. Code 60040-60052</a>	<a href="#">Requirements for instructional materials</a>
<a href="#">Ed. Code 60119</a>	<a href="#">Public hearing on sufficiency of textbooks and instructional materials</a>
<a href="#">Ed. Code 60200-60213</a>	<a href="#">Elementary school materials</a>
<a href="#">Ed. Code 60226</a>	<a href="#">Requirements for publishers and manufacturers</a>
<a href="#">Ed. Code 60400-60411</a>	<a href="#">High school textbooks and instructional materials</a>
<a href="#">Ed. Code 60510-60511</a>	<a href="#">Donation or sale of obsolete instructional materials</a>
<b><a href="#">Management Resources</a></b>	<b><a href="#">Description</a></b>
<a href="#">California Department of Education Publication</a>	<a href="#">Instructional Materials, FAQ</a>
<a href="#">California Department of Education Publication</a>	<a href="#">Standards for Evaluating Instructional Materials for Social Content, 2013</a>
<a href="#">Website</a>	<a href="#">CSBA District and County Office of Education Legal Services</a>
<a href="#">Website</a>	<a href="#">Department of Justice</a>
<a href="#">Website</a>	<a href="#">California Department of Education, Curriculum and Instruction Resources</a>
<a href="#">Website</a>	<a href="#">CSBA</a>
<a href="#">Website</a>	<a href="#">U.S. Department of Education, Office for Civil Rights</a>

#### **[Cross References](#)**

<b><a href="#">Code</a></b>	<b><a href="#">Description</a></b>
<a href="#">0410</a>	<a href="#">Nondiscrimination In District Programs And Activities</a>
<a href="#">1100</a>	<a href="#">Communication With The Public</a>
<a href="#">1250</a>	<a href="#">Visitors/Outsiders</a>
<a href="#">1250</a>	<a href="#">Visitors/Outsiders</a>
<a href="#">1312.1</a>	<a href="#">Complaints Concerning District Employees</a>
<a href="#">1312.1</a>	<a href="#">Complaints Concerning District Employees</a>

<a href="#"><u>1312.3</u></a>	<a href="#"><u>Uniform Complaint Procedures</u></a>
<a href="#"><u>1312.3</u></a>	<a href="#"><u>Uniform Complaint Procedures</u></a>
<a href="#"><u>1312.4</u></a>	<a href="#"><u>Williams Uniform Complaint Procedures</u></a>
<a href="#"><u>5145.3</u></a>	<a href="#"><u>Nondiscrimination/Harassment</u></a>
<a href="#"><u>5145.3</u></a>	<a href="#"><u>Nondiscrimination/Harassment</u></a>
<a href="#"><u>5145.3-E PDF(1)</u></a>	<a href="#"><u>Nondiscrimination/Harassment</u></a>
<a href="#"><u>6000</u></a>	<a href="#"><u>Concepts And Roles</u></a>
<a href="#"><u>6141</u></a>	<a href="#"><u>Curriculum Development And Evaluation</u></a>
<a href="#"><u>6143</u></a>	<a href="#"><u>Courses Of Study</u></a>
<a href="#"><u>6144</u></a>	<a href="#"><u>Controversial Issues</u></a>
<a href="#"><u>6144</u></a>	<a href="#"><u>Controversial Issues</u></a>
<a href="#"><u>6161.1</u></a>	<a href="#"><u>Selection And Evaluation Of Instructional Materials</u></a>
<a href="#"><u>6161.1</u></a>	<a href="#"><u>Selection And Evaluation Of Instructional Materials</u></a>
<a href="#"><u>6161.2</u></a>	<a href="#"><u>Damaged Or Lost Instructional Materials</u></a>
<a href="#"><u>6161.2</u></a>	<a href="#"><u>Damaged Or Lost Instructional Materials</u></a>
<a href="#"><u>6163.1</u></a>	<a href="#"><u>Library Media Centers</u></a>
<a href="#"><u>6163.1</u></a>	<a href="#"><u>Library Media Centers</u></a>
<a href="#"><u>9000</u></a>	<a href="#"><u>Role Of The Board</u></a>
<a href="#"><u>9005</u></a>	<a href="#"><u>Governance Standards</u></a>
<a href="#"><u>9012</u></a>	<a href="#"><u>Board Member Electronic Communications</u></a>
<a href="#"><u>9200</u></a>	<a href="#"><u>Limits Of Board Member Authority</u></a>
<a href="#"><u>9322</u></a>	<a href="#"><u>Agenda/Meeting Materials</u></a>
<a href="#"><u>9322</u></a>	<a href="#"><u>Agenda/Meeting Materials</u></a>

**Board Policy Manual  
San Juan Unified School District**

Printed: 11/13/2023 04:05 PM

**Exhibit 1312.2-E: Complaints Concerning Instructional Material****Status:**  
ADOPTED

Original Adopted Date: | Last Revised Date: | Last Reviewed Date:

To submit a concern, any individual may access San Juan Unified's "Get Help" website at [www.sanjuan.edu/needhelp](http://www.sanjuan.edu/needhelp).

In addition, students, parents and/or guardians, employees and other community members can find a link to the "Submit a Concern" form at the bottom of every webpage on the San Juan Unified website. The link leads directly to the page referenced above.

Any person may submit a concern with mental health, school safety, or any additional concern. These concerns are forwarded to the appropriate department/designee based on the type of concern. The Family and Community Engagement department receives all reports from the Submit a Concern page and is responsible for ensuring all concerns are addressed in a timely manner.

**SAN JUAN UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**AGENDA ITEM:** I-5

**MEETING DATE:** 02/27/2024

**SUBJECT:** Resolution Reducing or Discontinuing Particular  
Kinds of Services—TK-12 Certificated

**DEPARTMENT:** Human Resources

**CHECK ONE:**

For Discussion:

For Action:

Report:

Workshop:

Recognition:

Emergency Action:

<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

**ACTION REQUESTED:**

The superintendent is recommending that the board adopt:

1. Resolution No. 4116, reducing or discontinuing particular kinds of services, and the corresponding amount of certificated staffing that will be reduced as a result (attachment 1).
2. Resolution No. 4117, establishing criteria to apply to break a tie in seniority for certificated staff affected by program reductions and who have the same date of hire (attachment 2).

**RATIONALE/BACKGROUND:**

Each year through a comprehensive student needs assessment, all school sites participate in a process to align student needs to site allocations. As the needs and resources (and often enrollment) change, staffing also changes. At the local level, each school site engages staff, students, parents, and educational partners in various ways to determine the most beneficial actions. Through the needs assessment process, the site determines what positions need to be eliminated, retained, or shifted. The elimination of (or planned elimination of) particular kinds of service (PKS) determines the PKS list.

The district is committed to building a sustainable budget that aligns resources with the Strategic Plan and Local Control and Accountability Plan (LCAP). This is addressed through the collective work of our entire community and the district is fortunate to have families, local leaders and employees who recognize and value the importance of public education. Instructional leaders are continually evaluating allocation of resources and program delivery models. To best meet the needs of San Juan Unified School District students, changes to the delivery model for certain services have been recommended for the 2024-25 school year.

As a result of the need to make changes, certain kinds of services rendered by certificated employees have been identified to be eliminated or reduced. In order to meet statutory notice requirements for potential reassignments or layoffs, the board needs to adopt the two resolutions specified above.

**ATTACHMENT(S):**

- 1: Resolution No. 4116, reducing or discontinuing particular kinds of services.
- 2: Resolution No. 4117, establishing criteria to apply to break a tie in seniority for certificated staff affected by program reductions and who have the same date of hire.

**PREVIOUS STAFF/BOARD ACTION:**

Board of Education: 02/13/2024

Superintendent's Cabinet: 02/05/2024; 02/12/2024

**FISCAL IMPACT:**

Current Budget: \$ N/A

Additional Budget: \$ N/A

Funding Source: N/A

(unrestricted base, supplemental, other restricted, etc.)

Current Year Only ☐ Ongoing ☐

**LCAP/STRATEGIC PLAN:**

Goal: N/A Focus: N/A


Action: N/A

Strategic Plan: N/A

**PREPARED BY:**

Rebecca Toto, Ed.D., Assistant Superintendent, Human Resources 

**APPROVED BY:**

Melissa Bassanelli, Superintendent of Schools 



## **SAN JUAN UNIFIED SCHOOL DISTRICT**

### **RESOLUTION NO. 4116**

BEFORE THE GOVERNING BOARD OF THE SAN JUAN UNIFIED SCHOOL DISTRICT

(Resolution reducing or discontinuing particular kinds of services)

WHEREAS the Governing Board of the San Juan Unified School District has decided to reduce or discontinue certain services of the district beginning no later than the commencement of the 2024-2025 school year, and

WHEREAS, as a result of said reduction or discontinuation of services, it will be necessary to decrease the number of certificated employees in the district, and

WHEREAS, California Education Code section 44955 states in part, “the services of no permanent employee may be terminated under the provisions of this section while any probationary employee, or any other employee with less seniority, is retained to render a service which said permanent employee is certificated and competent to render.”

NOW, THEREFORE, BE IT FOUND, ORDERED AND RESOLVED AS FOLLOWS:

1. That each of the foregoing recitals is true and correct.
2. The Superintendent is directed to take all appropriate action to implement this resolution. The Superintendent and his designees are directed and authorized to negotiate and sign layoff agreements with any employee in order to implement this resolution.
3. All services listed on Exhibit “A” which is attached and incorporated herein by reference, shall be reduced or discontinued not later than the beginning of the 2024-2025 school year in the amounts set forth in Exhibit “A”.
4. Teachers are deemed to be “certificated and competent” to teach any Regional Occupational Program (ROP)/Career Technical Education (CTE) class if the teacher meets BOTH criteria listed below.
  - a. Holds a valid credential issued by the State of California which is associated with the course(s) being taught, and
  - b. Has taught the course(s) for at least one semester in the current school year or any of the five preceding school years.
5. Teachers are deemed to be “certificated and competent” to teach any class that is not a Regional Occupational Program (ROP)/Career Technical Education (CTE) class if the teacher meets EITHER criteria listed below.
  - a. Holds a valid credential issued by the State of California which is associated with the course(s) being taught, or
  - b. If there is no credential issued by the State of California associated with the course(s) being taught, holds a valid multiple or single subject credential and

has taught the specific course(s) for at least one semester in the current school year or any of the five preceding school years.

6. Teachers will not be subject to layoff if they meet one or more of the following criteria.
  - a. Hold a valid credential authorizing special education service.
  - b. Hold a valid multiple subject credential AND a valid BCLAD (Bilingual Cross-cultural Language and Academic Development) in Spanish AND currently teach in a Dual-Immersion classroom;
  - c. Have experience teaching in a Montessori classroom for at least one semester in the current school year or any of the five preceding school years OR have Montessori training in the current school year or any of the five preceding school years. Such training must lead to certification by a program accredited by the Montessori Accreditation Council for Teacher Education (MACTE). On line Montessori training does not meet this criteria.
7. Certificated employees must have filed documents with Human Resources by January 28, 2024, evidencing credentials, certifications, authorizations, advanced degrees, or challenges to seniority in order for the information to be considered for these layoff proceedings.
8. The Assistant Superintendent of Human Resources or designee is directed to send notices to certificated employees that their services will not be required for the 2024-2025 school year and that said notices should be sent to the appropriate number of certificated employees in order to effectuate a reduction of the certificated staff in an amount equal to 37.72 full-time equivalent positions.

PASSED AND ADOPTED by the Governing Board of the San Juan Unified School District this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by the following votes:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Pam Costa, President, Governing Board of the San Juan Unified School District

### CLERK'S CERTIFICATE

I, Ben Avey, Clerk of the Governing Board of the San Juan Unified School District of Sacramento County, State of California, do hereby certify that the foregoing is a full, true, and correct copy of the resolution duly adopted at a regular meeting of the governing board of said school district on the \_\_\_\_ day of \_\_\_\_\_, 2024.

---

Ben Avey, Clerk, Governing Board of the San Juan Unified School District

EXHIBIT A - CERTIFICATED ELIMINATIONS AND REDUCTIONS					
EFFECTIVE JUNE 30, 2024 OR UPON BOARD ACTION					
REVISED*					
<b>Certificated Management</b>	<b>Current FTE</b>	<b>FTE Cut</b>	<b>New FTE</b>	<b>Total # of Positions</b>	<b># of Vacant Positions</b>
Vice Principal	2.5000	2.0000	0.5000	3	0
VP K-6	1.0000	1.0000	0.0000	1	0
<b>Subtotal</b>	<b>3.5000</b>	<b>3.0000</b>	<b>0.5000</b>	<b>4</b>	<b>0</b>
<b>Certificated Non-management</b>	<b>Current FTE</b>	<b>FTE Cut</b>	<b>New FTE</b>	<b>Total # of Positions</b>	<b># of Vacant Positions</b>
Counselor Special Program	1.0000	1.0000	0.0000	1	1
Math	0.8000	0.8000	0.0000	1	0
Physical Education	0.8000	0.6000	0.2000	1	0
Social Worker	4.0000	4.0000	0.0000	5	1
District Resource Teacher	0.2000	0.2000	0.0000	2	0
Tch - Elm Specialist - Music	1.0000	1.0000	0.0000	1	0
Teacher 9-12	6.1900	6.1900	0.0000	25	12
Tch Grade 7/8	1.4000	1.4000	0.0000	3	1
Tch- Site Resource Elem	2.2000	2.2000	0.0000	3	0
Tch- Site Resource Elem Intervention	9.4000	9.4000	0.0000	14	4
Teacher on Special Assignment	1.0000	1.0000	0.0000	1	0
Teacher - Independent Study	3.0000	3.0000	0.0000	5	0
Tch - Voc Edu/ROP	0.3300	0.3300	0.0000	1	0
Counselor 7/8	1.0000	1.0000	0.0000	1	1
Counselor 9-12	2.2000	2.2000	0.0000	3	1
Counselor K/6	0.4000	0.4000	0.0000	1	0
<b>Subtotal</b>	<b>34.9200</b>	<b>34.7200</b>	<b>0.2000</b>	<b>68</b>	<b>21</b>
<b>Total</b>	<b>38.4200</b>	<b>37.7200</b>	<b>0.7000</b>	<b>72</b>	<b>21</b>

# SAN JUAN UNIFIED SCHOOL DISTRICT

## RESOLUTION NO. 4117

### BEFORE THE GOVERNING BOARD OF THE SAN JUAN UNIFIED SCHOOL DISTRICT

(Resolution specifying criteria used in determining the order of termination of certificated employees who first rendered paid service as a probationary teacher on the same date)

WHEREAS, the board anticipates that it will be necessary to terminate the services of certificated employees effective at the close of this school year: and,

WHEREAS, this board has determined that as between certificated employees who first rendered paid service as a probationary teacher to the district on the same date, certain criteria should be used in determining the order of termination based upon the needs of the district and the students thereof.

NOW, THEREFORE, BE IT FOUND, ORDERED, AND RESOLVED AS FOLLOWS:

1. Each and all of the foregoing recitals are true and correct.
2. The criteria used to determine the order of termination of certificated employees who first rendered paid service as a probationary teacher to the district on the same date, and the weight to be given to such criteria, shall be the following:
  - a. Category I – Certifications and Experience

Need: To retain teachers with: greatest flexibility of assignment based on California credentials held; National Board Certification; and/or experience teaching at schools identified as District Designated Title I school.

Criteria	Points
Each full K-12 base credential (e.g., multiple subject, single subject, pupil personnel services, school nurse, librarian, school social worker)	4
Each foundational level base credential (If a full base credential is held, must be a different subject area)	3
Each active intern credential (If a base credential is held, must be a different subject area)	2
Each supplemental authorization	2
Other services credential (administration)	2
National Board Certification (active)	2
Taught at a District Designated Title 1 School during the 2023-24 school year	1
Each Board Resolution, GELAP, SELAP, PIP, STSP or Waiver	0

If there is still a tie after applying the above criteria, then Category II will be utilized.

b. Category II – District Teaching Experience

Need: To recognize certificated experience in the San Juan Unified School District under contract which is not reflected by the employee’s seniority date.

Experience	Value
Each year or portion of a year of in-district experience as a certificated employee under contract prior to the employee’s seniority date	Percentage of school year(s) served

If there is still a tie after applying Category II criteria, then Category III will be utilized.

c. Category III - Lottery

If any two or more certificated employees who first rendered paid service as a probationary employee on the same date still have the same number of points after application of points provided above, the ranking of such employees shall be determined by a lottery conducted by the Assistant Superintendent, Human Resources or designee.

3. The order of termination of certificated employees who first rendered paid service as a probationary teacher to the district on the same date as set forth above is based solely on the needs of this district and its students.
4. Notwithstanding any other provision of this resolution to the contrary, a certificated employee shall be retained to render any service for which there is no certificated employee retained in the district with a higher number of points, as determined by the procedure set forth above, or with more seniority, who is certificated and competent to render such service.
5. This resolution shall be for the purpose of determining the relative order of termination of certain certificated employees as part of a layoff of certificated employees effective at the end of the 2023-2024 school year. This resolution shall not be effective for any other purposes, including, but not limited to, order of reemployment offers or any subsequent layoffs of certificated employees.

PASSED AND ADOPTED by the Governing Board of the San Juan Unified School District this

\_\_\_\_\_ day of \_\_\_\_\_, 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Pam Costa, President, Governing Board of the San Juan Unified School District

### CLERK'S CERTIFICATE

I, Ben Avey, clerk of the Governing Board of the San Juan Unified School District of Sacramento County, State of California, do hereby certify that the foregoing is a full, true, and correct copy of the resolution duly adopted at a regular meeting of the governing board of said school district on the \_\_\_ day of \_\_\_\_\_, 2024.

---

Ben Avey, Clerk, Governing Board of the San Juan Unified School District

**SAN JUAN UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**AGENDA ITEM:**

**I-6**

**MEETING DATE:**

**02/27/2024**

**SUBJECT:** Resolution Reducing or Discontinuing Particular  
Kinds of Services—Early Childhood Education

**CHECK ONE:**

For Discussion:

For Action:

Report:

Workshop:

Recognition:

Emergency Action:

<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

**DEPARTMENT:** Human Resources

**ACTION REQUESTED:**

The superintendent is recommending that the board adopt:

1. Resolution No. 4118 reducing or discontinuing certain certificated positions in the Early Childhood Education program effective June 30, 2024, because of lack of work and/or lack of funds. (Attachment No. 1)
2. Resolution No. 4119 establishing criteria to apply to break a tie in seniority for certificated staff affected By program reductions and who have the same date of hire (attachment No. 2)

**RATIONALE/BACKGROUND:**

Early Childhood Education's (ECE) Head Start program is experiencing declining enrollment. As a result, certain kinds of services rendered by certificated employees in the Early Childhood Education program have been identified to discontinued or reduced.

The positions being reduced or discontinued by this Resolution are certificated positions. By Education Code section 8366, a district is able to layoff ECE employees at any time during the school year for lack of work or lack of funds. Notices will be sent to affected ECE teachers and layoffs will be effective on June 30, 2024.

**ATTACHMENT(S):**

1: Resolution No. 4118 reducing or discontinuing particular kinds of services

2: Resolution No. 4119 establishing criteria to apply to break a tie in seniority for certificated staff affected by program reductions and who have the same date of hire

**PREVIOUS STAFF/BOARD ACTION:**

Board of Education: 02/13/2024

Superintendent's Cabinet: 02/05/24; 02/12/2024

**FISCAL IMPACT:**

Current Budget: \$        N/A

Additional Budget: \$        N/A

Funding Source:        N/A

(Unrestricted Base, Supplemental, other restricted, etc.)

Current Year Only ☐ On-going ☐

**LCAP/STRATEGIC PLAN:**

Goal: N/A Focus: N/A

Action: N/A

Strategic Plan: N/A

**PREPARED BY:**

Rebecca Toto, Ed.D., Assistant Superintendent, Human Resources

**APPROVED BY:**

Melissa Bassanelli, Superintendent of Schools



**SAN JUAN UNIFIED SCHOOL DISTRICT**

**RESOLUTION NO. 4118**

**BEFORE THE GOVERNING BOARD OF THE SAN JUAN UNIFIED SCHOOL DISTRICT**

(Resolution regarding reducing or discontinuing certain  
certificated services in the Early Childhood Education program)

**WHEREAS** the Governing Board of the San Juan Unified School District has decided to reduce or eliminate certain certificated services in the Early Childhood Education Program of the District as of June 30, 2024, due to a lack of work or a lack of funds, and

**WHEREAS**, the California Education Code, section 8366 applies to positions “requiring a child development permit for the supervision and instruction of children ...”, and

**WHEREAS**, the California Education Code, section 8366 also states, “A district may lay off an employee required to have such a permit at any time during the school year for lack of work or lack of funds ...”, and

**WHEREAS**, as a result of said reduction or elimination of certificated services in the Early Childhood Education Program due to lack of work or lack of funds, it will be necessary to decrease the number of certificated employees in the District:

**NOW, THEREFORE, BE IT FOUND, ORDERED AND RESOLVED AS FOLLOWS:**

1. That each of the foregoing recitals is true and correct.
2. The Superintendent is directed to take all appropriate action to implement this resolution. The Superintendent and his designees are directed and authorized to negotiate and sign layoff agreements with any employees in order to implement this resolution.
3. All services listed on Exhibit “A” which is attached and incorporated herein by reference, shall be reduced or discontinued not later than June 30, 2024 in the amounts set forth in Exhibit “A”.
4. The Assistant Superintendent of Human Resources or designee is directed to send notices to affected certificated employees that due to lack of work or lack of funds certain services now being provided by the District be reduced or discontinued to the extent as set forth in #3 above.

PASSED AND ADOPTED by the Governing Board of the San Juan Unified School District this \_\_\_\_ day of \_\_\_\_\_, 2024, by the following votes:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Pam Costa, President, Governing Board of the San Juan Unified School District

CLERK'S CERTIFICATE

I, Ben Avey, Clerk of the Governing Board of the San Juan Unified School District of Sacramento County, State of California, do hereby certify that the foregoing is a full, true, and correct copy of the resolution duly adopted at a regular meeting of the governing board of said school district on the \_\_\_\_ day of \_\_\_\_\_, 2024.

---

Ben Avey, Clerk, Governing Board of the San Juan Unified School District

EXHIBIT A - CERTIFICATED ELIMINATIONS AND  
REDUCTIONS EFFECTIVE JUNE 30, 2024 OR UPON BOARD

<b>Certificated Non-management</b>	<b>Current FTE</b>	<b>ACTION FTE Cut</b>	<b>NewFTE</b>	<b>Total# of Positions</b>	<b># of Vacant Positions</b>
Tch-Pre-Sch (179 days)	2	1.5000	0.5000	4.0000	4

# SAN JUAN UNIFIED SCHOOL DISTRICT

## RESOLUTION NO. 4119

### BEFORE THE GOVERNING BOARD OF THE SAN JUAN UNIFIED SCHOOL DISTRICT

(Resolution specifying criteria used in determining the order of termination of certificated Early Childhood Education employees who first rendered paid service as a probationary teacher on the same date)

WHEREAS, the board anticipates that it will be necessary to terminate the services of certificated employees within the Early Childhood Education programs effective at the close of this school year: and

WHEREAS, this board has determined that as between such certificated employees who first rendered paid service as a probationary teacher to the district on the same date, certain criteria should be used in determining the order of termination based upon the needs of the district and the students thereof.

NOW, THEREFORE, BE IT FOUND, ORDERED, AND RESOLVED AS FOLLOWS:

1. Each and all of the foregoing recitals are true and correct.
2. The criteria used to determine the order of termination of such certificated employees who first rendered paid service as a probationary teacher to the district on the same date, and the weight to be given to such criteria, shall be the following:

- a. Category I – Certifications and College/University Units

Need: To retain teachers with: greatest flexibility of assignment based on California credentials/permits held; and/or college/university units in infant/toddler classes.

Criteria	Points
Bachelor's degree or higher with either a K-12 Multiple Subject Teaching Credential or Child Development Program Director Permit or Child Development Site Supervisor Permit	4
Three or more infant/toddler units	3
Child Development Teacher or Master Teacher Permit	2
Child Development Associate Teacher Permit	1

If there is still a tie after applying the above criteria, then Category II will be utilized.

- b. Category II – District Teaching Experience

Need: To recognize certificated experience in the San Juan Unified School District under contract which is not reflected by the employee's seniority date.

<b>Experience</b>	<b>Value</b>
Each year or portion of a year of in-district experience as a certificated employee in the Early Childhood Education programs under contract prior to the employee's seniority date	Percentage of School year(s) served

If there is still a tie after applying Category II criteria, then Category III will be utilized.

c. Category III – District Experience as a Classified Employee

Need: To recognize classified ECE experience in the San Juan Unified School District.

<b>Experience</b>	<b>Value</b>
Each year or portion of a year of in-district experience as a Child Development Assistant in the Early Childhood Education programs	Percentage of School year(s) served

If there is still a tie after applying Category III criteria, then Category IV will be utilized.

d. Category IV - Lottery

If any two or more certificated employees who first rendered paid service as a probationary employee on the same date still have the same number of points after application of points provided above, the ranking of such employees shall be determined by a lottery conducted by the Assistant Superintendent, Human Resources or designee.

3. The order of termination of certificated employees who first rendered paid service as a probationary teacher to the district on the same date as set forth above is based solely on the needs of this district and its students.
4. This resolution shall be for the purpose of determining the relative order of termination of certain certificated employees within the Early Childhood Education programs as part of a layoff effective at the end of the 2024-2025 school year. This resolution shall not be effective for any other purposes.

PASSED AND ADOPTED by the Governing Board of the San Juan Unified School District this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Pam Costa, President, Governing Board of the San Juan Unified School District

CLERK'S CERTIFICATE

I, Ben Avey, clerk of the Governing Board of the San Juan Unified School District of Sacramento County, State of California, do hereby certify that the foregoing is a full, true, and correct copy of the resolution duly adopted at a regular meeting of the governing board of said school district on the \_\_\_\_day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Ben Avey, Clerk, Governing Board of the San Juan Unified School District

**SAN JUAN UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**AGENDA ITEM:** I-7

**MEETING DATE:** 02/27/2024

**SUBJECT:** Resolution Reducing or Discontinuing Particular  
Kinds of Services—Adult Education

**DEPARTMENT:** Human Resources

**CHECK ONE:**

For Discussion:

For Action:

Report:

Workshop:

Recognition:

Emergency Action:

<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

**ACTION REQUESTED:**

The superintendent is recommending that the board adopt:

1. Resolution No. 4120, reducing or discontinuing particular kinds of services, and the corresponding amount of certificated staffing that will be reduced as a result (attachment 1).
2. Resolution No. 4121, establishing criteria to apply to break a tie in seniority for adult education certificated staff affected by program reductions and who have the same date of hire (attachment 2).

**RATIONALE/BACKGROUND:**

The district is committed to building a sustainable budget that aligns resources with the Strategic Plan and Local Control and Accountability Plan (LCAP). This is addressed through the collective work of our entire community and the district is fortunate to have families, local leaders and employees who recognize and value the importance of public education. Instructional leaders are continually evaluating allocation of resources and program delivery models. To best meet the needs of San Juan Unified School District adult education students, changes to the delivery model for certain services have been recommended for the 2024-2025 school year.

As a result of the need to make changes, certain kinds of services rendered by certificated employees have been identified to be eliminated or reduced. In order to meet statutory notice requirements for potential reassignments or layoffs, the board needs to adopt the two resolutions specified above.

**ATTACHMENT(S):**

1: Resolution No. 4120, reducing or discontinuing particular kinds of services—adult education.

2: Resolution No. 4121, establishing criteria to apply to break a tie in seniority for adult education certificated staff affected by program reductions and who have the same date of hire

**PREVIOUS STAFF/BOARD ACTION:**

Board of Education: 02/13/2024

Superintendent's Cabinet: 02/05/2024; 02/12/2024

**FISCAL IMPACT:**

Current Budget: \$ N/A

Additional Budget: \$ N/A

Funding Source: N/A

(unrestricted base, supplemental, other restricted, etc.)

Current Year Only ☐ Ongoing ☐


**LCAP/STRATEGIC PLAN:**

Goal: N/A Focus: N/A

Action: N/A

Strategic Plan: N/A

**PREPARED BY:** Rebecca Toto, Ed.D., Assistant Superintendent, Human Resources 

**APPROVED BY:** Melissa Bassanelli, Superintendent of Schools 

**SAN JUAN UNIFIED SCHOOL DISTRICT**  
**RESOLUTION NO. 4120**

BEFORE THE GOVERNING BOARD OF THE SAN JUAN UNIFIED SCHOOL DISTRICT

(Resolution reducing or discontinuing particular kinds of services)

WHEREAS the Governing Board of the San Juan Unified School District has decided to reduce or discontinue certain services of the district beginning no later than the commencement of the 2024-2025 school year, and

WHEREAS, as a result of said reduction or discontinuation of services, it will be necessary to decrease the number of certificated employees in the district, and

WHEREAS, California Education Code section 44955 states in part, “the services of no permanent employee may be terminated under the provisions of this section while any probationary employee, or any other employee with less seniority, is retained to render a service which said permanent employee is certificated and competent to render”, and

WHEREAS, California Education Code section 44929.26 states in part, “service in the evening school shall not be included in computing the service required as a prerequisite to attainment of, or eligibility to, classification as a permanent employee in the day school...”

NOW, THEREFORE, BE IT FOUND, ORDERED AND RESOLVED AS FOLLOWS:

1. That each of the foregoing recitals is true and correct.
2. The Superintendent is directed to take all appropriate action to implement this resolution. The Superintendent and her designees are directed and authorized to negotiate and sign layoff agreements with any employees in order to implement this resolution.
3. All services listed on Exhibit “A” which is attached and incorporated herein by reference, shall be reduced or discontinued not later than the beginning of the 2024-2025 school year in the amounts set forth in Exhibit “A”.
4. Teachers are deemed to be “certificated and competent” to teach any class in the Adult Education program if the teacher meets EITHER criteria listed below.
  - a. Holds a valid credential issued by the State of California which is associated with the course(s) being taught or
  - b. If there is no credential issued by the State of California associated with the course(s) being taught, has taught the specific course(s) for at least one semester in the current school year or any of the five preceding school years.
5. Certificated employees must have filed documents with Human Resources by January 28, 2024, evidencing credentials, certifications, authorizations, advanced degrees, or challenges to seniority in order for the information to be considered for these layoff proceedings.



6. The Assistant Superintendent of Human Resources or designee is directed to send notices to certificated employees that their services will not be required for the 2024-2025 school year and that said notices should be sent to the appropriate number of certificated employees in order to effectuate a reduction of the certificated staff in an amount equal to 3.803 full-time equivalent positions.

PASSED AND ADOPTED by the Governing Board of the San Juan Unified School District this

\_\_\_\_\_ day of \_\_\_\_\_, 2024, by the following votes:

AYES:

NOES:

ABSENT:

---

Pam Costa, President, Governing Board of the San Juan Unified School District

CLERK'S CERTIFICATE

I, Ben Avey, Clerk of the Governing Board of the San Juan Unified School District of Sacramento County, State of California, do hereby certify that the foregoing is a full, true, and correct copy of the resolution duly adopted at a regular meeting of the governing board of said school district on the \_\_\_\_ day of \_\_\_\_\_, 2024.

---

Ben Avey, Clerk, Governing Board of the San Juan Unified School District

RESOLUTION REDUCING OR DISCONTINUING  
PARTICULAR KINDS OF SERVICES—ADULT EDUCATION  
EXHIBIT A

<b><u>Adult Education Certificated, Non-Administrative Positions</u></b>	<b><u>FTEs</u></b>
A/E Counselor	0.5
A/E Teacher	3.303
Subtotal	3.803
<b>Total</b>	<b>3.803</b>

## SAN JUAN UNIFIED SCHOOL DISTRICT

### RESOLUTION NO. 4121

#### BEFORE THE GOVERNING BOARD OF THE SAN JUAN UNIFIED SCHOOL DISTRICT

(Resolution specifying criteria used in determining the  
order of termination of adult education certificated employees who first  
rendered paid service as a probationary teacher on the same date)

WHEREAS, the board anticipates that it will be necessary to terminate the services of certificated employees effective at the close of this school year: and

WHEREAS, this board has determined that as between certificated employees who first rendered paid service as a probationary teacher to the district on the same date, certain criteria should be used in determining the order of termination based upon the needs of the district and the students thereof.

NOW, THEREFORE, BE IT FOUND, ORDERED, AND RESOLVED AS FOLLOWS:

1. Each and all of the foregoing recitals are true and correct.
2. The criteria used to determine the order of termination of certificated employees who first rendered paid service as a probationary teacher to the district on the same date, and the weight to be given to such criteria, shall be the following:

a. Category I – Certifications and Experience

Need: To retain teachers with: greatest flexibility of assignment based on California credentials held.

Criteria	Points
Each full base credential (e.g., designated subject, multiple subject, single subject, pupil personnel services)	4
Each supplemental authorization	2
Other services credential (administration)	2

If there is still a tie after applying the above criteria, then Category II will be utilized.

b. Category II – District Teaching Experience

Need: To recognize certificated experience in the San Juan Unified School District under contract which is not reflected by the employee's seniority date.

<b>Experience</b>	<b>Value</b>
Each year or portion of a year of in-district experience as a certificated employee under contract prior to the employee's seniority date.	Percentage of school year(s) served

If there is still a tie after applying Category II criteria, then Category III will be utilized.

c. Category III - Lottery

If any two or more certificated employees who first rendered paid service as a probationary employee on the same date still have the same number of points after application of points provided above, the ranking of such employees shall be determined by a lottery conducted by the Assistant Superintendent, Human Resources or designee.

3. The order of termination of certificated employees who first rendered paid service as a probationary teacher to the district on the same date as set forth above is based solely on the needs of this district and its students.
4. Notwithstanding any other provision of this resolution to the contrary, a certificated employee shall be retained to render any service for which there is no certificated employee retained in the district with a higher number of points, as determined by the procedure set forth above, or with more seniority, who is certificated and competent to render such service.
5. This resolution shall be for the purpose of determining the relative order of termination of certain certificated employees as part of a layoff of certificated employees effective at the end of the 2024-2025 school year. This resolution shall not be effective for any other purposes, including, but not limited to, any subsequent layoffs of certificated employees.

PASSED AND ADOPTED by the Governing Board of the San Juan Unified School District this

\_\_\_\_\_ day of \_\_\_\_\_, 2024, by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Pam Costa, President, Governing Board of the San Juan Unified School District

CLERK'S CERTIFICATE

I, Ben Avey, clerk of the Governing Board of the San Juan Unified School District of Sacramento County, State of California, do hereby certify that the foregoing is a full, true, and correct copy of the resolution duly adopted at a regular meeting of the governing board of said school district on the \_\_day of \_\_\_\_\_, 2024.

---

Ben Avey, Clerk, Governing Board of the San Juan Unified School District

**SAN JUAN UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**AGENDA ITEM:** I-8

**MEETING DATE:** 02/27/2024

**SUBJECT:** Resolution Reducing or Discontinuing  
Certain Classified Services

**DEPARTMENT:** Human Resources

**CHECK ONE:**

For Discussion: ☐

For Action: ☒

Report: ☐

Workshop: ☐

Recognition: ☐

Emergency Action: ☐

**ACTION REQUESTED:**

The superintendent is recommending that the board to adopt Resolution No. 4122, reducing or discontinuing certain classified positions effective June 30, 2024, because of lack of work and/or lack of funds.

**RATIONALE/BACKGROUND:**

As a result of the need to align district programs and services with available funding, certain kinds of services rendered by classified employees have been identified to be reduced or discontinued because of lack of work or lack of funds as identified in Exhibit "A" attached.

**ATTACHMENT(S):**

1: Resolution No. 4122

2: Exhibit A

**PREVIOUS STAFF/BOARD ACTION:**

Board of Education: 02/13/2024

Superintendent's Cabinet: 02/05/2024; 02/12/2024

**FISCAL IMPACT:**

Current Budget: \$ N/A

Additional Budget: \$ N/A

Funding Source: N/A

(unrestricted base, supplemental, other restricted, etc.)

Current Year Only ☐ Ongoing ☐

**LCAP/STRATEGIC PLAN:**

Goal: N/A Focus: N/A

Action: N/A

Strategic Plan: N/A

**PREPARED BY:** Rebecca Toto, Ed.D., Superintendent, Human Resources



**APPROVED BY:** Melissa Bassanelli, Superintendent of Schools



**SAN JUAN UNIFIED SCHOOL DISTRICT  
RESOLUTION NO. 4122**

**RESOLUTION REDUCING OR DISCONTINUING CERTAIN CLASSIFIED  
SERVICES BEFORE THE GOVERNING BOARD OF THE  
SAN JUAN UNIFIED SCHOOL DISTRICT**

WHEREAS the governing board of the San Juan Unified School District has decided to reduce or discontinue certain classified services of the district as of June 30, 2024, and

WHEREAS, as a result of said reduction or discontinuation of classified services, it will be necessary to decrease the number of classified employees in the district:

NOW, THEREFORE, BE IT FOUND, ORDERED AND RESOLVED AS FOLLOWS:

1. That each of the foregoing recitals is true and correct:
2. All of those positions listed in Exhibit "A" which is attached and incorporated herein by reference shall be reduced or discontinued effective June 30, 2024, in the amounts as set forth in Exhibit "A."
3. The assistant superintendent of human resources or designee is authorized to send notices to affected classified employees that due to lack of work or lack of funds, certain services now being provided by the district will be reduced or discontinued to the extent as set forth in Exhibit "A."

PASSED AND ADOPTED by the governing board of the San Juan Unified School District this \_\_\_\_day of \_\_\_\_\_, 2024, by the following votes:

AYES:

NAYS:

ABSTAIN:

ABSENT:

---

Pam Costa, President, Governing Board of the San Juan Unified School District



CLERK'S CERTIFICATE

I, Ben Avey, Clerk of the governing board of the San Juan Unified School District of Sacramento County, State of California, do hereby certify that the foregoing is a full, true and correct copy of the resolution duly adopted at a regular meeting of the governing board of said school district on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Ben Avey, Clerk, Governing Board of the San Juan Unified School District

**EXHIBIT A - CLASSIFIED ELIMINATIONS AND REDUCTIONS**  
**EFFECTIVE JUNE 30, 2024 OR UPON BOARD ACTION**  
**REVISED\***

<b>Classified Management</b>	<b>Current FTE</b>	<b>FTE Cut</b>	<b>New FTE</b>	<b>Total # of Positions</b>	<b># of Vacant Positions</b>
Coordinator - Trauma Informed School Practices	3.0000	3.0000	0.0000	3	1
<b>Subtotal</b>	<b>3.0000</b>	<b>3.0000</b>	<b>0.0000</b>	<b>3</b>	<b>1</b>
<b>Classified Non-management</b>	<b>Current FTE</b>	<b>FTE Cut</b>	<b>New FTE</b>	<b>Total # of Positions</b>	<b># of Vacant Positions</b>
Accountant	1.0000	1.0000	0.0000	1	0
Behavior Support Specialist	1.0000	1.0000	0.0000	1	0
Bilingual Instructional Assistant - Arabic	3.7500	3.7500	0.0000	5	0
Bilingual Instructional Assistant-Pashto	0.7500	0.7500	0.0000	1	1
Bilingual Instructional Assistant - Spanish	0.3750	0.3750	0.0000	1	1
Campus Monitor	4.0000	2.2500	1.7500	4	3
Campus Representative	1.8125	0.9375	0.8750	2	0
Child Development Assistant Infant/Toddler/Preschool	0.8750	0.8750	0.0000	1	1
Clerk	0.1250	0.1250	0.0000	1	0
College & Career Center Tech	2.0000	2.0000	0.0000	2	2
Communication Specialist	1.0000	1.0000	0.0000	1	0
Educationally Related Mental Health Therapist	2.0000	2.0000	0.0000	2	0
Elementary School Secretary	2.0000	2.0000	0.0000	2	2
Instructional Assistant I	7.8750	7.8750	0.0000	14	8
Instructional Assistant Health	18.0000	4.3750	13.6250	18	0
Intermediate Clerk Typist	1.1250	1.1250	0.0000	2	1
Mental Health Worker	4.0000	4.0000	0.0000	4	2
Middle School Secretary	1.0000	1.0000	0.0000	1	1
Neighborhood Parent Liaison	0.2500	0.2500	0.0000	1	1
Non-Instructional Support Aide	1.7500	1.7500	0.0000	4	4
Nutrition Services Worker I	3.0313	3.0313	0.0000	7	7
Operations Analyst Facilities/Maintenance/Transportation	1.0000	1.0000	0.0000	1	1
Safety Specialist	1.0000	1.0000	0.0000	1	0
School Community Intervention Assistant	8.1250	7.0000	1.1250	9	4
School Community Intervention Specialist I	1.8750	1.8750	0.0000	2	1
School Community Worker	2.5000	2.5000	0.0000	3	1
School Playground Recreation Aid	3.1563	2.6563	0.5000	8	6
Social Emotional Support Tech	5.6875	5.6875	0.0000	7	6
Supervisor-Comm Partnership & Volunteers	1.0000	1.0000	0.0000	1	0
Supervisor - Intervention/Prevention Programs (260 days)	1.0000	1.0000	0.0000	1	0
<b>Subtotal</b>	<b>83.0626</b>	<b>65.1876</b>	<b>17.8750</b>	<b>108</b>	<b>53</b>
<b>Total</b>	<b>86.0626</b>	<b>68.1876</b>	<b>17.8750</b>	<b>111</b>	<b>54</b>

**SAN JUAN UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**AGENDA ITEM: I-9**

**MEETING DATE: 02/27/2024**

**SUBJECT:** California School Boards Association  
(CSBA) Delegate Assembly Election

**DEPARTMENT:** Administration

**CHECK ONE:**

For Discussion: ☐  
For Action: ☒  
Report: ☐  
Workshop: ☐  
Recognition: ☐  
Emergency Action: ☐

**ACTION REQUESTED:**

The board may wish to vote for no more than two (2) candidates for subregion 6-B of the CSBA Delegate Assembly.

**RATIONALE/BACKGROUND:**

Every year the CSBA asks districts to elect representatives to the CSBA Delegate Assembly for their designated region. This year, subregion 6-B (Sacramento County) has two vacancies.

**ATTACHMENT(S):**

A: CSBA 2024 Delegate Assembly Ballot  
B: 2024 Delegate Assembly Candidate Biographical Sketch Forms

**BOARD COMMITTEE ACTION/COMMENT:**

N/A

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet: 02/12/2024

**FISCAL IMPACT:**

Current Budget: \$ N/A  
Additional Budget: \$ N/A  
Funding Source: N/A  
(unrestricted base, supplemental, other restricted, etc.)  
Current Year Only: ☐ Ongoing: ☐

**LCAP/STRATEGIC PLAN:**

Goal: N/A  
Focus: N/A  
Action: N/A  
Strategic Plan: N/A

**APPROVED BY:** Melissa Bassanelli, Superintendent of Schools *mb*

:SC



**REQUIRES BOARD ACTION**

January 31, 2024

**MEMORANDUM**

To: CSBA Member Boards and Even-numbered County Board Presidents and Superintendents  
 From: Albert Gonzalez, CSBA President  
 Re: 2024 Ballot for CSBA Delegate Assembly — **U.S. Postmark Deadline is Fri. March 15**

Enclosed is the ballot material for election to CSBA's Delegate Assembly from your region or subregion. It consists of: 1) the ballot (on red paper) listing the candidates, the reverse side of which contains the names of ALL current members of the Delegate Assembly from your region or subregion; and 2) the required candidate biographical sketch form and, if submitted, a resume. In addition, provided is a copy of the ballot on white paper to include with your board agenda. **Only the ballot on red paper is to be completed and returned to CSBA. It must be postmarked by the U.S. Post Office on or before Friday, March 15, 2024.**

Your Board may vote for up to the number of seats to be filled in the region or subregion as indicated on the ballot. For example, if there are three seats up for election, the Board may vote for up to three candidates. However, your Board may cast no more than one vote for any one candidate. The ballot also contains a provision for write-in candidates; their name and district or county office must be clearly printed in the space provided.

The ballot must be signed by the Board President, Board Clerk, or Superintendent as a designee of the board, and returned in the enclosed envelope; if the envelope is misplaced, you may use your district's or county office's stationery. Please write **DELEGATE ELECTION** prominently on the envelope along with the region or subregion number on the bottom left corner of the envelope (this number appears at the top of the ballot). If there is a tie vote, a run-off election will be held, and ballots will need to be postmarked on or before April 30. Results will be published by May 11, 2024.

**For County Boards of Education Only:**

Per Standing Rule 52, in regions with more than one county, each county board of education has one vote to elect the county board member who represents the county board(s) in the region in the Delegate Assembly. One-county regions will appoint the county Delegate. Your county board may vote for only one candidate to fill the Delegate position representing the county boards within your region. Enclosed is the ballot material for election to CSBA's Delegate Assembly of the county board representative from

your region. It consists of 1) the ballot (on GREEN paper) listing the candidates, the reverse side of which contains the name of the current member of the Delegate Assembly representing the county boards in your region; and 2) the required candidate biographical sketch form and, if submitted, a resume. In addition, also provided is a copy of the ballot on white paper to include with your board agenda. **Only the ballot on GREEN paper is to be completed and returned to CSBA. Like the ballot on red paper for the other Delegate seats in your region, it must be postmarked by the U.S. Post Office on or before Friday, March 15, 2024.**

The ballot on GREEN paper must be signed by the Board President, Board Clerk, or by the County Superintendent, as a designee of the board, and returned in the enclosed envelope. If the envelope is misplaced, you may use your county office's stationery. Please write **DELEGATE ELECTION** prominently on the envelope along with the region number on the bottom left corner of the envelope (this number appears at the top of the ballot). If there is a tie vote, a run-off election will be held, and ballots will need to be postmarked by May 1. The results for the county board seat in each region will also be published by May 11, 2024.

All re-elected and newly elected Delegates will serve two-year terms beginning April 1, 2024 – March 31, 2026. The next meeting of the Delegate Assembly takes place on Saturday, May 19 and Sunday, May 20, 2024. Please do not hesitate to contact the Executive Office at [nominations@csba.org](mailto:nominations@csba.org) should you have any questions.

Encs:     Ballot on red paper and watermarked "copy" of ballot on white paper  
             Ballot on green paper and watermarked "copy" of ballot on white paper  
             List of all current Delegates on reverse side of ballot  
             Candidate(s)' required Biographical Sketch Forms and optional resumes  
             CSBA-addressed envelope to send back ballots

**REQUIRES BOARD ACTION**

This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office no later than **FRIDAY, MARCH 15, 2024**. Only ONE Ballot per Board. Be sure to mark your vote "X" in the box. *A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.*

OFFICIAL 2024 DELEGATE ASSEMBLY BALLOT  
SUBREGION 6-B  
(Sacramento County)

Number of seats: 2 (Vote for no more than 2 candidates)

---

*Delegates will serve two-year terms beginning April 1, 2024 - March 31, 2026*

*\*denotes incumbent*

☐

Ken Barnes (Robla SD)

☐

Christine Jefferson (Twin Rivers USD)\*

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*Provision for Write-in Candidate Name*

---

*School District*

---

*Signature of Superintendent or Board Clerk*

---

*Title*

---

*School District Name*

---

*Date of Board Action*

*See reverse side for list of all current Delegates in your Region.*

## **REGION 6 – 18 Delegates (11 elected/7 appointed)◆**

**Director: Jackie Thu-Huong Wong (Washington USD)**

**Below is a list of all elected or appointed Delegates from this Region.**

### **Subregion 6-A (Yolo)**

Deborah Bautista-Zavala (Woodland Joint USD), term expires 2024

### **Subregion 6-B (Sacramento)**

Michael Baker (Twin Rivers USD)◆, appointed term expires 2025

Stacey Bastain (Twin Rivers USD), term expires 2025

Nancy Chaires Espinosa (Elk Grove USD) ◆, appointed term expires 2024

Pam Costa (San Juan USD), term expires 2025

Zima Creason (San Juan USD)◆, appointed term expires 2024

Craig DeLuz (Robla ESD), term expires 2025

Gina Jamerson (Elk Grove USD) ◆, appointed term expires 2025

Christine Jefferson (Twin Rivers USD), term expires 2024

Kara Lofthouse (Folsom-Cordova USD), term expires 2025

Noel Mara (Natomas USD), term expires 2025

Chinua Rhodes (Sacramento City USD)◆, appointed term expires 2025

Jamee Villa (Sacramento City USD)◆, appointed term expires 2024

Paula Villescaz (San Juan USD)◆, appointed term expires 2025

Vacant, term expires 2024

### **Subregion 6-C (Alpine, El Dorado, Mono)**

Misty diVittorio (Placerville Union ESD), term expires 2024

Jessicca Rodgers (El Dorado Union HSD), term expires 2025

### **County Delegate:**

Shelton Yip (Yolo COE), term expires 2024

## **Counties**

Yolo (Subregion A)

Sacramento (Subregion B)

Alpine, El Dorado, Mono (Subregion C)



## Delegate Assembly Biographical Sketch Form for 2024 Election

**Deadline: Sunday, January 7, 2024 | No late submissions accepted**

This form is required. An optional, one-page, single-sided, résumé may also be submitted. Do not state "see résumé." Do not re-type this form. Please submit completed form via e-mail to [nominations@csba.org](mailto:nominations@csba.org) by no later than 11:59 p.m. on January 7, 2024. Forms may also be submitted via mail, to CSBA's Executive Office, at 3251 Beacon Blvd., West Sacramento, CA 95691, with a postmark of no later than January 7, 2024. **It is the candidate's responsibility to confirm that CSBA has received nomination materials prior to the deadline.**

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Christine Jefferson CSBA Region & subregion #: 6B  
 District or COE: Twin Rivers USD Years on board: 3 Years  
 Profession: Retired Contact Number (☒ Cell ☐ Home ☐ Bus.): 916- [REDACTED]  
 Primary E-mail: Christine.Jefferson@twinriversusd.org  
 Are you an incumbent Delegate? ☒ Yes ☐ No If yes, year you became Delegate: \_\_\_\_\_

**Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.**

I believe that the Delegate Assembly brings a strong voice to public policy. As a grassroots community leader, it is important to have a balanced approach to ensuring that our policies are aligned with the needs of schools and also practical.

**Please describe your activities and involvement on your local board, community, and/or CSBA.**

I have spent many decades working and serving in the Del Paso Heights community. I have served as secretary on the Grant Little League. I have served two terms as a cheerleader coach to many students at Grant Union High School. I have served on the UCAN Board helping to promote students going to college. I have also volunteered for over 20 years at the TLC Soup Kitchen helping to feed the community. I have helped to form the Del Paso Heights Community Association. I have served along as a volunteer chaplain at Folsom State Prison for two years.

**What do you see as the biggest challenge facing governing boards and how can CSBA help address it?**

I believe the achievement gap is the biggest challenge facing governance boards and CSBA can address by providing and promoting learning opportunities on how boards can address this in a practical way.



## View results

Respondent

58

Anonymous

48:21

Time to complete

1. I have been... \*

☐ Appointed☒ Nominated

2. Your signature indicates your consent to be placed on the ballot and serve as a Delegate, if elected \*

Yes - consent granted

3. Full name \*

Kendrick LaKeith Barnes (known as "Ken Barnes")

## 4. Region/subregion \*

6B



## 5. Name of District or COE \*

Robla Elementary School District (ESD)

## 6. Years on board \*

11

## 7. Profession

Career Services Manager - University of California, Davis

## 8. Contact number \*

916 [REDACTED]

## 9. Primary email address \*

kbarnes@robla.k12.ca.us

## 10. Are you an incumbent Delegate? \*

☐ Yes☒ No

11. Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly. \*

I am in my 12th year as a member of the Robla ESD School Board, and have 25 years of experience in career services at the University of California, Davis. That means I have experience in preparing children for college, helping them successfully navigate a top-ranked university, and entering the next chapter of their lives as they graduate and join the workforce. That perspective, and the experience associated with it, should be represented in the Delegate Assembly.

The skills I bring are program analytics, detailed knowledge of the job market and what it takes for people to successfully enter it, program evaluation, and key involvement in DEI topics that enrich districts. I also bring an awareness and experience in how to achieve goals when facing challenges, whether they are financial, structural, or curricular. I have led programs from creation to fruition, and have the knowledge, skills, and abilities to be innovative, develop ideas, and see them through to completion and assessment.

12. Please describe your activities and involvement on your local board, community, and/or CSBA. \*

I have been an active member of my school board for 11 years, and have held the roles of President, Vice President (currently), and Clerk. I have also been active on other boards such as the Sacramento Area Bicycle Advocates (SABA). Before joining the Robla School Board I was an active member of Site Council, and actively participated in endorsing and supporting local political candidates.

I have also participated in numerous educational conferences that enhance my KSAs in serving my district's and state's diverse student population.

13. What do you see as the biggest challenge facing governing boards and how can CSBA help address it? \*

This is a tough question because there are several large challenges - including funding schools at necessary levels through the current state deficit, the politicalization of school boards, school safety, and the effects of COVID-19 on academic performance. I cannot pick one challenge because every corner of our state and many districts face severe and multiple challenges. If you want the single largest challenge, I would say it is providing the children of California with the resources they need to succeed in the face of budget deficits, a polarizing political environment, school safety, and the effects of COVID-19 - among other things.

**SAN JUAN UNIFIED SCHOOL DISTRICT  
TENTATIVE BOARD AGENDA ITEMS  
2023-2024**

**MARCH 19** (3rd Tuesday)

Recognition: Week of the Young Child (Apr. 6-12) – A	Townsend-Snider
Bond Opinion Research Results – R	Camarda
2023-2024 Second Interim Budget Report – R	Ryan
Universal Prekindergarten Planning and Implementation Update – R	Townsend-Snider
*Resolution: Election Order – A	Board
*2024-2025 Transportation Plan – A	Camarda
*Head Start and Early Head Start Grant Application 2022-2023 – A	Townsend-Snider
*Audit Report for Measures J, N, P and S – A	Ryan

**APRIL 9**

Recognition: School Bus Driver's Appreciation Day (Apr. 23) – A	Toto
Instructional Materials Adoptions – D	Slavensky
New High School Courses – D	Slavensky
Bond Program Update – R	Camarda
Non-Permitted Use of Facilities – D	Gaddis/Camarda
Williams Complaint Report – R	Gaddis
Proposed Board Meeting Dates for 2024-2025 – A	Board

**APRIL 23**

Recognition: California Day of the Teacher (May 8) – A	Toto
Recognition: National Nurses Week and National School Nurse Day (May 6-12 & May 8) – A	Calvin
Safety and Safe Schools Update – R	Allen
*Instructional Materials Adoptions – A [Discussed 04/09/24]	Slavensky
*New High School Courses – A [Discussed 04/09/24]	Slavensky

**MAY 14**

Recognition: National Speech Pathologist Day (May 18) – A	Calvin
Recognition: Classified School Employee Week (May 19-25) – A	Toto
Strategic Plan – D	Allen
Elevating Youth Voice – R	Calvin
English Learner Update – R	Calvin
Hearing Officer's Recommendation-2024 RIF (if applicable) – A	Gaddis
*Approval of CTE 2024 Advisory Committee Roster – A	Schnepp
*Head Start/Early Head Start COLA Funding Allocation 2024-2025 – A	Townsend-Snider
*Resolution: CSPP Continued Funding Application Designated Personnel 2024-2025 – A	Townsend-Snider

**MAY 28**

Recognition: National Science Bowl (if applicable) – A	Schnepp
Recognition: Science Olympiad (if applicable) – A	Schnepp
Recognition: Academic Decathlon (if applicable) – A	Schnepp
Alder Teacher Residency Update – R	Slavensky
Expanded Learning Opportunities Program (ELO-P) Update – R	Calvin
Middle School Boundary Adjustments – D	Camarda
Strategic Plan – A [Discussed 05/14/24]	Allen
*Head Start/Early Head Start Contract Resolution FY 2024-2025 – A	Townsend-Snider

**JUNE 11**

Public Hearing: LCAP – D	Slavensky
Public Hearing: LCAP Choices Charter School – D	Ginter
Public Hearing: Adoption of the 2024-2025 Budget – D	Ryan

Middle School Boundary Adjustments – A [Discussed 05/28/24]  
Temporary Interfund Borrowing of Cash – A  
Early Literacy Support Block Grant Annual Report – R  
\*CIF Superintendent Designation of Representatives 2024-2025 – A  
\*ECE Program Self-Evaluation for CDE – A

Camarda  
Ryan  
Townsend-Snider  
Schnepf  
Townsend-Snider

**JUNE 25**

California School Dashboard Local Indicators – R  
LCAP – A [Public Hearing 06/11/24]  
Choices Charter School California School Dashboard Local Indicators – R  
LCAP Choices Charter School – A [Public Hearing 06/11/24]  
Adoption of the 2024-2025 Budget – A [Public Hearing 06/11/24]  
\*2023-2024 Actuarial Report (OPEB) – A  
\*Charter School 2022-2023 Audit Reports (AAT, CMP, GIS, GV, OFY, VIE) – A  
\*2024-2025 School Plan for Student Achievement (SPSAs) – A

Slavensky  
Slavensky  
Ginter  
Ginter  
Ryan  
Ryan  
Ryan  
Calvin

D=discussion; A=action; \*=consent; R=report; PC=public comment