



San Juan Unified School District
Regular Meeting of the Board of Education
3738 Walnut Avenue, Carmichael, CA 95608

Tanya Kravchuk, President
Manuel Perez, Vice President
Nick Bloise, Clerk
Zima Creason, Member
Abid Stanekzai, Member
Pam Costa, Member
Ben Avey, Member

Board of Education Agenda
August 11, 2026

PUBLIC PARTICIPATION GUIDELINES

Board of Education meetings are held in person in the board room located at 3738 Walnut Avenue, Carmichael, California. Alternatively, you can view the board meeting virtually via livestream from a computer, mobile device or tablet at <https://www.sanjuan.edu/boardmeeting>.

The full agenda packet is available on the district website at <https://www.sanjuan.edu/boardagendas>. The district has taken the following steps to assist the public in offering public comment:

1. In Person Public Comment. Public comment may be offered in person during the board meeting at the district office located at 3738 Walnut Avenue, Carmichael, California. Board Bylaw 9323 limits visitor comments to two (2) minutes per speaker, with no more than 30 minutes per single topic. Time will be extended for any speaker who uses an interpreter. Please be aware that public comments, including your name, become part of the public record.
2. Online Submission of Public Comment. Members of the public may submit written comments by using the comment form located on the district website at <https://www.sanjuan.edu/boardmeeting>. If you wish to submit a written comment on more than one agenda item, please submit a separate form for each item on which you are commenting. Written comments are limited to 1,500 characters. Comments will be provided to the members of the board.

A. OPEN SESSION / CALL TO ORDER / ANNOUNCEMENT OF CLOSED SESSION TOPICS - 5:30 p.m.

1. Visitor Comments (for closed session agenda items only)
Board Bylaw 9323 limits visitor comments to two (2) minutes per speaker, with no more than 30 minutes per single topic. Time will be extended for any speaker who uses an interpreter. Public comments, including your name, become part of the public record.

B. CLOSED SESSION - 5:30 p.m.

1. Collective bargaining matters – discussion with negotiator Daniel Thigpen, Executive Director, Labor and Government Relations, 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).

C. RECONVENE OPEN SESSION / PLEDGE OF ALLEGIANCE / LAND ACKNOWLEDGEMENT - 6:30 p.m.

D. APPROVAL OF MINUTES

1. Minutes - June 23, 2026, regular meeting

Action: The superintendent is recommending that the board approve the minutes for June 23, 2026, regular meeting, pages 2776-2780.

E. ORGANIZATIONS/ANNOUNCEMENTS - 6:35 p.m.

1. Staff Reports

2. Board-appointed/District Committees
3. Employee Organizations
4. Other District Organizations
5. Closed Session/Expulsion Actions (Government Code section 54957.1)

F. VISITOR COMMENTS - 6:40 p.m.

Board Bylaw 9323 limits visitor comments to two (2) minutes per speaker, with no more than 30 minutes per single topic. Time will be extended for any speaker who uses an interpreter. Public comments, including your name, become part of the public record.

G. CONSENT CALENDAR - 7:10 p.m.

Action: The administration recommends that the consent calendar, G-1 through G-13, regarding regular business items, be approved. Any item may be removed for further discussion and separate action following consideration of remaining agenda items.

1. Personnel Report

The superintendent is recommending that the board approve the personnel report and related items – appointments; leaves of absence; and separations.

2. Purchasing Report

The superintendent is recommending that the board approve the purchasing report which includes: purchase orders, service agreements and contracts; change orders/amendments; construction and public works bids and contracts; and zero dollar contracts.

3. Financial Report

The superintendent is recommending that the board approve the financial report which includes warrants and payroll.

4. Notices of Completion

The superintendent is recommending that the board approve the notices of completion.

5. Surplus Property

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

6. Gifts

The superintendent is recommending that the board accept the list of gifts.

7. Agricultural Career Technical Education Incentive Grant, 2026-2027

The superintendent is recommending that the board approve the implementation of the following grant: Agricultural Career Technical Education Incentive Grant, 2026-2027.

8. Visions In Education Material Revision to the Charter Petition

The superintendent is recommending that the board approve the material revision to the Visions In Education (VIE) job description in Element V.

9. Head Start/Early Head Start COLA Funding Allocation 2026/2027

The superintendent is recommending that the board approve the 2026-2027 Head Start and Early Head

Start 0.635% COLA (cost of living adjustment).

10. Settlement Agreement and Release Between San Juan Unified School District and Teamsters Local No. 150

The superintendent is recommending that the board adopt the settlement and release agreement between San Juan Unified School District and Teamsters Local No. 150.

11. Settlement Agreement and Release Between San Juan Unified School District and San Juan Professional Educators Coalition

The superintendent is recommending that the board adopt the settlement and release agreement between San Juan Unified School District and San Juan Professional Educators Coalition.

12. San Juan High School Science Modernization Project Lease Amendment No. 2

The superintendent is recommending that the board adopt Resolution No. 4269, approving the second amendment to the lease for the San Juan High School Science Modernization Project (the “Project”) between San Juan Unified School District and Core West, Inc.

13. Ratification of Committee Members

The superintendent is recommending that the board ratify the appointment and reappointment of committee members.

H. CONSENT CALENDAR (continued, if necessary)

Discussion and action on the items removed from the consent calendar.

I. BUSINESS ITEMS

1. **Student Discipline Report (Oaxaca) - 7:15 p.m.**

Report: The superintendent is recommending that the board hear a report on district work related to student discipline and schoolwide student behavior.

2. **Proposed Revisions to Board Policy 5144.1 Suspension and Expulsion/Due Process (Oaxaca) - 7:35 p.m.**

Discussion: The superintendent is recommending that the board discuss the proposed revisions to Board Policy 5144.1 Suspension and Expulsion/Due Process. Action anticipated: 08/25/2026.

3. **Public Hearing: New Pacific Charter Arden Arcade Material Revision to the Charter School Petition (Oaxaca) - 7:40 p.m.**

Public Hearing/Action: The superintendent is recommending that the board hold a public hearing and take action to approve the material revision to the New Pacific Charter Arden Arcade (NPCAA) educational program at NPCAA.

4. **Public Hearing: Conveyance of Easement at San Juan High School to the Sacramento Municipal Utility District (Camarda) - 7:50 p.m.**

Public Hearing/Action: The superintendent is recommending that the board call a public hearing to solicit public comment and adopt Resolution No. 4268, declaring the conveyance of an easement at San Juan High School to the Sacramento Municipal Utility District (SMUD).

5. **Declaration of Need for Fully Qualified Educators (Henry) - 7:55 p.m.**

Action: The superintendent is recommending that the board adopt the Declaration of Need for Fully Qualified Educators for the 2026-2027 school year.

6. Williams Complaint Report (Gaddis) - 8:00 p.m.

Report: The superintendent is recommending that the board receive an update on Williams-type complaints filed with the district during the time period from April 1, 2026, to June 30, 2026.

7. Skelly Hearing - Appeal for Dismissal (Gaddis) - 8:05 p.m.

Discussion/Action: In accordance with Public Employee Discipline/Dismissal/Release (Government Code section 54957), the superintendent is recommending that the board hear the appeal and determine whether sufficient cause exists to support the disciplinary action required by law and district policy. An open session hearing was requested by Employee pursuant to Government Code section 54957(b)(2).

J. BOARD REPORTS - 8:30 p.m.

K. FUTURE AGENDA - 8:40 p.m.

1. Tentative future agenda items

The board may wish to identify items to be discussed at future meetings and the reasons therefore.

L. CLOSED SESSION (continued, if necessary)

Announcement of topics/announcement of actions.

M. ADJOURNMENT - 8:45 p.m.

NOTE: The times indicated are approximate.

The Board of Education welcomes and encourages the public's participation at the board meetings and has devoted time throughout the meeting for that purpose. You may comment on items included on this agenda; however, we ask that you limit your comments to two (2) minutes, so that as many people as possible may be heard (Education Code section 35145.5, Government Code section 54954.3).

A person with a disability may contact the Board of Education office at (916) 971-7111, or email stephanie.cunningham@sanjuan.edu at least 48 hours before the scheduled board meeting to request receipt of an agenda and other distributed writings in an appropriate alternative format, or to request disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public board meeting.

Translation and interpretation services will be made available upon request with advance notice. If you wish to utilize these services, please notify the Board of Education office at (916) 971-7111, or email stephanie.cunningham@sanjuan.edu, at least 24 hours before the scheduled board meeting to allow for the scheduling of appropriate translation staff and other resources.

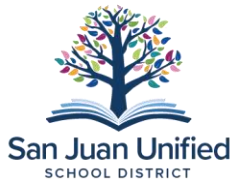
Mission Statement

We partner with our San Juan Unified community in setting high expectations for academic achievement rooted in equity and unity to create supportive learning experiences in which all students, families and staff can excel and thrive.

San Juan Unified Land Acknowledgement

The San Juan Unified School District acknowledges that our schools are located on the ancestral lands of the Nisenan and Miwok peoples, who continue to care for this land as they have since time immemorial. We deeply respect their ongoing connection to this land and recognize their resilience in preserving and revitalizing their cultures and traditions despite historical and ongoing challenges.

We recognize the profound injustices endured by their ancestors, including genocide, forced assimilation, and displacement, and we remain aware of the ongoing challenges and injustices they face today. As we advance in our commitment to equity and inclusion, we pledge to strengthen our connections by fostering a culture of understanding, respect, and active collaboration with their communities.



San Juan Unified School District

Board of Education

3738 Walnut Avenue, Carmichael, California 95608

**Board of Education Minutes
June 23, 2026**

Regular Meeting

Board of Education

6:00 p.m.

Open Session/Call to Order (A)

At 6:00 p.m., the June 23 regular meeting was called to order by the president, Tanya Kravchuk. The board meeting was held in person and was also livestreamed on the district website.

Roll Call

Present:

Tanya Kravchuk, president

Manuel Perez, vice president

Nick Bloise, clerk

Zima Creason, member

Abid Stanekzai, member

Pam Costa, member (*absent 6:30-6:34 p.m.*)

Ben Avey, member

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 discuss collective bargaining matters – discussion with negotiator Daniel Thigpen, Chief of Human Resources, 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); and to discuss one personnel matter (Government Code section 54957) – superintendent’s evaluation.

Reconvene Open Session/Pledge of Allegiance (C)

At 6:30 p.m., the June 23 regular meeting was called back to order by the president, Tanya Kravchuk, who led the group in the Pledge of Allegiance and then read the San Juan Unified land acknowledgement.

Minutes Approved (D-1/D-2)

It was moved by Mr. Stanekzai, seconded by Mr. Avey, that the minutes of the June 9 regular meeting be approved. MOTION CARRIED 6-0-1 [AYES: Kravchuk, Perez, Bloise, Creason, Stanekzai, Avey; NOES: None; ABSENT: Costa].

It was moved by Ms. Creason, seconded by Mr. Perez, that the minutes of the June 16 special meeting be approved. MOTION CARRIED 6-0-1 [AYES: Kravchuk, Perez, Bloise, Creason, Stanekzai, Avey; NOES: None; ABSENT: Costa].

Staff Reports (E-1)

Assistant Superintendent of Educational Services Harvey Oaxaca, Ed.D., provided a brief update on the progress of English language learners during the past school year, sharing preliminary data on the performance of multilingual learner (MLL) students and noting that the district’s focused efforts to support MLL students have yielded positive results.

Board-appointed/District Committees (E-2)

Frank Cockrell, chair of the Facilities Committee, provided an overview of the committee's work during the past school year.

Mariya Babiychuk, chair of the Curriculum, Standards, Instructional and Student Services Committee, provided an overview of the committee's work during the past school year.

Closed Session/Expulsion Actions (E-5)

There were no closed session actions to report.

Visitor Comments (F)

Betsy Weiland spoke about the American River Parkway, a STEAM program, and the stadium project at Rio Americano High School.

Barbara Dugal expressed support for a science building and STEAM education at Rio Americano High School, noting the school's proximity to the American River Parkway.

Elizabeth Hughes spoke about athletic events at Jesuit High School and expressed concerns regarding the stadium project at Rio Americano High School.

William Pevec expressed support for prioritizing STEAM educational opportunities for students at Rio Americano High School over construction of a stadium.

Anna Weihman expressed support for the comments made by previous speakers and emphasized the importance of protecting the American River Parkway.

Dale Vaira expressed concerns about the stadium project at Rio Americano High School, and he encouraged using bond funds to repair and improve existing school facilities.

Barbara Selewicz expressed concerns about the stadium project at Rio Americano High School, including the potential rental of the facility to outside organizations.

Ms. Gabele spoke about her work with interns at Rio Americano High School, discussed the American River Parkway's educational value and expressed concerns about the stadium project.

Mark Berry expressed concerns about the cost of the stadium project and its potential impact on funding for other unique educational opportunities provided by the school's location adjacent to the American River Parkway.

Consent Calendar Approved (G-1/G-16)

It was moved by Ms. Costa, seconded by Mr. Bloise, that the consent calendar items G-1 through G-16 be approved. MOTION CARRIED UNANIMOUSLY [Kravchuk, Perez, Bloise, Creason, Stanekzai, Costa, Avey].

Personnel Report (G-1)

Appointments, leaves of absence, separations; reassignments/change in work year; and job description/salary range change – approved as submitted.

Purchasing Report (G-2)

Purchase orders, service agreements and contracts; change orders/amendments; construction and public works bids; piggyback contracts; zero-dollar contracts; and bids/RFPs – approved as submitted.

Financial Report (G-3)

Warrants and payroll – approved as submitted.

Surplus Property Report (G-4)

Approval to dispose of surplus property pursuant to Board Policy 3270.

Gifts (G-5)

Acceptance of gift to Starr King K-8 School.

2026-2027 Adult Education Course Approval (G-6)

Approval of the Adult Education courses for 2026-2027.

School Plans for Student Achievement (G-7)

Approval of the School Plans for Student Achievement (SPSAs) and corresponding budgets.

2025-2026 Actuarial Report Other Post-Employment Benefits (OPEB) (G-8)

Approval of the other post-employment benefits (OPEB) liability reported in the district's financial statements for the fiscal year ending June 30, 2026, in the amount of \$113,330,325.

2024-2025 Audit Reports for Measures J, N and P (G-9)

Acceptance of the 2024-2025 audit reports for Measures J, N and P as prepared by Crowe LLP (the district's independent auditor for Measures J, N and P).

Aspire Alexander Twilight Secondary Academy and Aspire Alexander Twilight College Prep Academy 2024-2025 Annual Independent Financial Audit Report (G-10)

Acceptance of the 2024-2025 Consolidated Audit Report for Aspire Alexander Twilight Secondary Academy and Aspire Alexander Twilight College Prep Academy.

California Montessori Project 2024-2025 Annual Independent Financial Audit Report (G-11)

Acceptance of the 2024-2025 Annual Independent Financial Audit Report for California Montessori Project.

Gateway International School 2024-2025 Annual Independent Financial Audit Report (G-12)

Acceptance of the 2024-2025 Annual Independent Financial Audit Report for Gateway International School.

Golden Valley Orchard Charter and Golden Valley River Charter 2024-2025 Annual Independent Financial Audit Report (G-13)

Acceptance of the 2024-2025 Audit Report for Golden Valley Orchard Charter and Golden Valley River Charter.

Options For Youth - San Juan Charter School 2024-2025 Annual Independent Financial Audit Report (G-14)

Acceptance of the 2024-2025 Annual Independent Financial Audit Report for Options For Youth - San Juan Charter School.

Visions In Education Charter School 2024-2025 Annual Independent Financial Audit Report (G-15)

Acceptance of the 2024-2025 Annual Independent Financial Audit Report for Visions In Education Charter School.

Resolution No. 4267: Encina High School Full Site Renovation Lease/Leaseback Amendment No. 7 (G-16)

Adoption of Resolution No. 4267, approving the seventh amendment to the lease for the Encina High School Full Site Renovation Project between San Juan Unified School District and Core West, Inc. dba Core Construction.

California School Dashboard: Local Indicators (I-1)

Assistant Superintendent of Educational Services Harvey Oaxaca, Ed.D., introduced Director of Student Learning Assistance and LCAP Gwen Dellinger who gave a presentation on the district's measurement of progress for State Priority Local Indicators 1, 2, 3, 6 and 7 related to the state accountability dashboard. Ms. Dellinger explained that the district has met all the requirements for the presented indicators. Mr. Avey spoke about indicator number six, commenting on the importance of intentional programs that connect students to schools.

Local Control and Accountability Plan (LCAP) (I-2)

Dr. Oaxaca presented the item for approval, noting the participation rate of students with disabilities. Ms. Kravchuk inquired about a revision to action 3.44, which staff addressed. It was moved by Mr. Bloise, seconded by Ms. Costa, to approve the district's 2026-2027 Local Control and Accountability Plan (LCAP). MOTION CARRIED UNANIMOUSLY [Kravchuk, Perez, Bloise, Creason, Stanekzai, Costa, Avey].

San Juan Choices Charter School California School Dashboard Local Indicators (I-3)

Dr. Oaxaca introduced Director of Choices Charter School Brent Givens who gave a presentation on Choices Charter School's measurement of progress for State Priority Local Indicators 1, 2, 3, 6 and 7 related to the state accountability dashboard. Ms. Kravchuk inquired about the survey response rate, which Mr. Givens addressed.

San Juan Choices Charter School Local Control and Accountability Plan (LCAP) (I-4)

It was moved by Ms. Costa, seconded by Mr. Perez, to approve the Choices Charter School Local Control and Accountability Plan (LCAP). MOTION CARRIED UNANIMOUSLY [Kravchuk, Perez, Bloise, Creason, Stanekzai, Costa, Avey].

Adoption of 2026-2027 Budget (I-5)

Chief Financial Officer Joel Ryan presented the item for approval.

Visitor Comments:

Barbara Dugal expressed support for constructing a science building instead of a stadium at Rio Americano High School.

Ms. Gabele suggested redirecting funding from the Rio Americano High School stadium project to construction of a STEAM building.

It was moved by Mr. Perez, seconded by Ms. Costa, to adopt the San Juan Unified School District 2026-2027 budget, including the approval of the Education Protection Account spending plans for the district and Choices Charter School; the excess reserves in the ending fund balance; the district staffing standards; and approve the revisions to the 2025-2026 budget. MOTION CARRIED UNANIMOUSLY [Kravchuk, Perez, Bloise, Creason, Stanekzai, Costa, Avey].

Comprehensive Sexual Health Curriculum Revisions (I-6)

It was moved by Ms. Creason, seconded by Mr. Stanekzai, to approve the revisions to the comprehensive sexual health curriculum. MOTION CARRIED UNANIMOUSLY [Kravchuk, Perez, Bloise, Creason, Stanekzai, Costa, Avey].

E-Transportation Devices and Student Safety / Revisions to Board Policy 5142 Safety (I-7)

Chief of Staff Trent Allen presented a proposed update to Board Policy 5142 Safety regarding the use of e-transportation devices on district campuses, noting the board's previous interest in the topic. Mr. Allen reviewed the current safety outreach efforts and outlined three policy options, reiterating that the scope of authority includes only on-campus restrictions. Mr. Allen shared feedback from a community survey that was conducted in the spring, which highlighted themes including safety concerns, legal and policy considerations, transportation needs, and parent/guardian responsibility. Mr. Allen explained that based on the feedback, the district is recommending option 2 which would restrict class 3 e-transportation devices on elementary, middle and K-8 campuses, while allowing their use at high schools only for students who meet applicable licensing requirements. Mr. Allen also explained that the recommendation aligns with state law, with implementation beginning with training over the summer and the policy taking effect on October 1, 2026. Board members made comments. Ms. Creason emphasized the importance of an educational campaign and partnerships to promote safe transportation alternatives without creating barriers for students. Ms. Costa acknowledged the safety of students while raising questions about liability and staff supervision. Mr. Avey supported the recommendation, noting the practical challenges of identifying modified devices and stating that staff should intervene when students are clearly violating the rules. Ms. Kravchuk thanked staff for their work in developing the recommendation.

It was moved by Mr. Avey, seconded by Mr. Stanekzai, to approve the revisions to Board Policy 5142 Safety. MOTION CARRIED UNANIMOUSLY [Kravchuk, Perez, Bloise, Creason, Stanekzai, Costa, Avey].

Resolution No. 4266: Intent to Convey Easement at San Juan High School to Sacramento Municipal Utility District (I-8)

Chief Operations Officer Frank Camarda presented the item. It was moved by Mr. Perez, seconded by Ms. Creason, to adopt Resolution No. 4266, declaring the intent to convey a permanent easement at San Juan High School to the Sacramento Municipal Utility District (SMUD), and to call a public hearing to be held on August 11, 2026. MOTION CARRIED UNANIMOUSLY [Kravchuk, Perez, Bloise, Creason, Stanekzai, Costa, Avey].

Cabinet Contract (I-9)

It was moved by Mr. Bloise, seconded by Mr. Perez, to approve the employment contract and related waiver for the Executive Director of Labor and Government Relations, Daniel Thigpen, covering the 2026-2027 school year, effective July 1, 2026, through June 30, 2027. MOTION CARRIED UNANIMOUSLY [Kravchuk, Perez, Bloise, Creason, Stanekzai, Costa, Avey].

Cabinet Contract (I-10)

It was moved by Ms. Costa, seconded by Mr. Stanekzai, to approve the employment contract and related waiver for the Interim Chief of Human Resources, Cloris Henry, Ed.D., covering the 2026-2027 school year, effective July 1, 2026,

through June 30, 2027. MOTION CARRIED UNANIMOUSLY [Kravchuk, Perez, Bloise, Creason, Stanekzai, Costa, Avey].

Cabinet Salary Schedule (I-11)

It was moved by Ms. Costa, seconded by Mr. Avey, to approve a revision to the cabinet salary schedule. MOTION CARRIED UNANIMOUSLY [Kravchuk, Perez, Bloise, Creason, Stanekzai, Costa, Avey].

Board Bylaw Review Subcommittee Formation (I-12)

General Counsel Fhanysha Gaddis presented the item, noting the board's previously expressed interest in conducting a comprehensive review of board bylaws and governance documents related to board member authority, governance responsibilities, attendance, public communications, conflicts of interest, committee participation, board leadership roles, board self-evaluation and board member compensation. Ms. Gaddis explained that the review would also include an examination of governance practices utilized by comparable California school districts and consideration of whether revisions or clarifications are warranted to strengthen governance expectations, accountability measures, governance protocols, training opportunities, attendance practices and board leadership structures. Ms. Gaddis shared that, pursuant to Government Code section 54952(b), the board president may establish an ad hoc advisory committee composed of fewer than a quorum of the board for a limited purpose and duration. Board members expressed interest in serving on the ad hoc subcommittee. As president, Ms. Kravchuk selected the three board members who will serve on the committee.

It was moved by Mr. Perez, seconded by Ms. Creason, to authorize the formation of an ad hoc subcommittee consisting of Ms. Kravchuk, Mr. Avey and Mr. Bloise to evaluate potential updates to board bylaws and provide recommendations for board consideration. MOTION CARRIED UNANIMOUSLY [Kravchuk, Perez, Bloise, Creason, Stanekzai, Costa, Avey].

Board Reports (J)

There were no board reports.

Future Agenda (K)

There were no items added to the future agenda.

Adjournment (M)

At 8:06 p.m., there being no further business, the regular meeting was adjourned.

Tanya Kravchuk, Board President

Melissa Bassanelli, Secretary

Approved: _____

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

AGENDA ITEM: G.1

MEETING DATE: 08/11/2026

SUBJECT: Personnel Report

DEPARTMENT: Human Resources

ACTION REQUESTED:

The superintendent is recommending that the board approve the personnel report and related items – appointments; leaves of absence; and separations.

RATIONALE/BACKGROUND:

The personnel report provides an accounting of recent appointments, leaves of absence, separations, reassignments or changes in work calendar, errata, job description changes, salary range changes, employment contracts and extensions, recommendations on credential and charter school personnel actions.

ATTACHMENT(S):

1. [Personnel Report](#)

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 08/03/2026

FISCAL IMPACT:

N/A

PREPARED BY: Megan Itza-Smith, Analyst, Human Resources

APPROVED BY: Cloris M. Henry, Ed.D., Interim Chief of Human Resources
Melissa Bassanelli, Superintendent of Schools

1. APPOINTMENTS**MANAGEMENT**

<u>Type</u>	<u>Name</u>	<u>Status</u>	<u>Assignment</u>	<u>Location</u>	<u>Effective Date (s)</u>
New Hire	Randall, Nathan	Prob	Board Cert Behavior Analyst	Special Education - Kenneth	07/31/26

CERTIFICATED SUPERVISORY

<u>Type</u>	<u>Name</u>	<u>Status</u>	<u>Assignment</u>	<u>Location</u>	<u>Effective Date (s)</u>
New Hire	Casparis, Bryan	Prob	Elem Sch Admin Specialist	Greer	07/23/26
New Hire	Pearson, Bethany	Prob	Principal, Elementary	Del Paso Manor	07/23/26

CERTIFICATED

<u>Type</u>	<u>Name</u>	<u>Status</u>	<u>Assignment</u>	<u>Location</u>	<u>Effective Date (s)</u>
New Hire	Bill, Elyse	Prob	Teacher Grade 3	Cambridge Heights	08/11/26
New Hire	Contreras, Priscilla	Prob	TCH-CDPT	Mariemont ECE	07/01/26
New Hire	Edwards, Kiara	Prob	Teacher Grade 5	Del Paso Manor	08/12/26
New Hire	Gentry, Chelsea	Prob	Teacher Grade 3	Pasadena	08/11/26
New Hire	Kelly, Lorrie	Prob	Tch-Mild/Moderate K/12	Arcade	08/11/26
New Hire	Leong, Christina	Prob	Teacher Grade 5	Mission Avenue	08/11/26
New Hire	McCabe, Angela	Prob	Tch-Grad 7/8	Arden	08/11/26
New Hire	Mead, Scott	Prob	Tch-Elem Specialist- Theater	Cowan	08/11/26
New Hire	Miles, Heather	Prob	TCH-PRE-S	Early Childhood Education	08/17/26
New Hire	Murti, Umesh	Prob	Teacher Grade 6	Woodside	08/11/26
New Hire	Pierce, Casey	Prob	Tch-Grad 7/8	Katherine Johnson	08/12/26
New Hire	Pieri, Avery	Prob	Teacher Grade 5	Schweitzer	08/12/26
New Hire	Saelee, Kyle	Prob	Tch- Elem Specialist - Music	Mission Avenue	08/11/26
New Hire	Smith, Stacey	Prob	Tch- Mild/Moderate K/12	Earl Legette	08/11/26
New Hire	Tanikawa, Ronald	Prob	Tch- Resource Spec K/12	Cambridge Heights	08/11/26
New Hire	Wilson, Hayley	Prob	Teacher Grade 3	Schweitzer	08/12/26

Rehire	Atsye, Sienna	Prob	Tch-Elem Specialist-Art	Teaching and Learning	08/11/26
Rehire	Benson, Madeline	Prob	Tch-TransitionalKindergrtn	Whitney Avenue	08/11/26
Rehire	Carlton, Jillian	Prob	Teacher Grade 4	Greer	08/11/26
Rehire	Cochran, Christine	Prob	Tch-Mod/Severe K/12	Carnegie	08/11/26
Rehire	Cremins, Kristina	Prob	Teacher Graade 5	Whitney Avenue	08/11/26
Rehire	Davis, Kathleen	Prob	TCH-CDPT	Pershing ECE	07/01/26
Rehire	Elliott, Elianna	Prob	Tch-Mild/Moderate K/12	Carnegie	08/11/26
Rehire	Franklin, Anastacia	Prob	Tch-Montessori 4-5 Combo	Cottage	08/11/26
Rehire	Heise, Amanda	Prob	Tch-TransitionalKindergrtn	Ottomon	08/11/26
Rehire	Leyba, Laticia	Prob	Teacher Grade 4	Thomas Kelly	08/11/26
Rehire	Markiel, Kristyn	Prob	Teacher Grade 2	Pasadena	08/11/26
Rehire	Mc Crite, Chloe	Prob	Tch-TransitionalKindergrtn	Cambridge Heights	07/01/26
Rehire	Mitchell, Skylar	Prob	Tch-Kindergarten	Ottomon	08/11/26
Rehire	Nazari, Mohammad	Prob	Tch-Mild/Moderate K/12	Dyer-Kelly	08/11/26
Rehire	Rambob, Rajeev	Prob	Teacher Grade 6	Kingswood	08/11/26
Rehire	Romero, Natalie	Prob	Tch-Grad 9/12	Mira Loma	08/11/26
Rehire	Rusch, Cheri	Prob	Tch-Resource Spec K/12	Mission Avenue	08/11/26
Rehire	Sandoval, Ashley	Prob	Counselor-9/12	Rio Americano	07/29/26
Rehire	Satchwell, Mathew	Prob	Counselor-9/12	Casa Roble	07/29/26
Rehire	Schley, Andrew	Prob	Tch-Grad 9/12	Bella Vista	08/11/26
Rehire	Talavera, Hannah	Prob	Tch-Grad 9/12	Del Campo	08/11/26
Rehire	Watson-Ewell, Janay	Prob	Tch-Grad 7/8	Sylvan	08/11/26

CLASSIFIED

<u>Type</u>	<u>Name</u>	<u>Status</u>	<u>Assignment</u>	<u>Location</u>	<u>Effective Date (s)</u>
New Hire	Bacud, Richard	Prob	Health Assistant	Health Services	08/12/26
New Hire	Cedeno Figueroa, Yomara	Prob	Child Dev Assist-ITPre	Sunrise ECE	08/18/26
New Hire	Chouat, Rahil	Prob	Fiscal Technician I	White House Counseling	07/23/26
New Hire	Cullifer, Blake	Prob	Groundskeeper/Gardener	M&O - Building Maintenance	06/29/26
New Hire	Macey, Marleen	Prob	Middle School Secretary	Arden	07/22/26
New Hire	Pina, Nigel	Prob	Instructional Assistant III	La Vista	08/12/26
New Hire	Ramirez, Jorge	Prob	Instructional Assistant II	Thomas Edison	08/11/26
New Hire	Rimes, Linda	Prob	Bus Attendant 1	Transportation	08/10/26
New Hire	Rogers, Hunter	Prob	Bus Attendant 1	Transportation	06/22/26
New Hire	Vaivai, Nyla	Prob	Expand Learn Prog Asst	Pupil Personnel Services	08/10/26
New Hire	Vargas, Isabel	Prob	Personnel Technician	Human Resources	07/13/26

1. APPOINTMENTS (Continued)**CLASSIFIED**

<u>Type</u>	<u>Name</u>	<u>Status</u>	<u>Assignment</u>	<u>Location</u>	<u>Effective Date (s)</u>
New Hire	Waters, Shatara	Prob	Instructional Assistant III	Sierra Oaks	08/12/26
New Hire	Yebra, Amie	Prob	Expand Learn Prog Spec	Pupil Personnel Services	07/13/26
Rehire	Croff, LeAnthony	Prob	Custodian	Arden	07/23/26
Rehire	Davis, Taiyion	Prob	Child Dev Assist-School Age	Del Dayo ECE	07/01/26
Rehire	Gaela, Alex	Prob	Intermed Clerk Typist	Fiscal Services	07/09/26
Rehire	Gregory, Madyson	Perm	Clerk	Whitney Avenue	06/15/26
Rehire	Linderer, Angela	Prob	Instructional Assistant II	Mesa Verde	08/12/26
Rehire	Metzler, Taylor	Prob	Elementary Paraeducator	Del Dayo	08/12/26
Rehire	Pedroza, Jasmine	Prob	Procurement Analyst	Business Support Services	07/27/26
Rehire	Salesky, Nichole	Perm	Mental Health Worker	White House Counseling	06/22/26
Rehire	Stevens, Caitlynn	Prob	Nutrition Services Worker I	Littlejohn	08/12/26
Rehire	Taylor, Joshua	Prob	Bus Driver	Transportation	06/09/26
Rehire	Virtue, Tyler	Prob	Elementary Paraeducator	Ottomon	08/12/26
Rehire	Ward, Lanea	Prob	Expand Learn Prog Assist	Pupil Personnel Services	08/10/26
Rehire	Zacharias, Ruby	Prob	Instructional Assistant II	Earl Legette	08/12/26

2. LEAVES OF ABSENCE**MANAGEMENT**

<u>Type</u>	<u>Name</u>	<u>Status</u>	<u>Assignment</u>	<u>Location</u>	<u>Effective Date (s)</u>
Paid	Vaananen, Liliana	Perm	Coord Data and Assessment	Accountability & Org Evaluatn	07/01/26 07/31/26
Paid	Valencia, Nicole Ciara	Perm	Board Cert Behavior Analyst	Student Support Services	07/01/26 01/15/27

CERTIFICATED SUPERVISORY

<u>Type</u>	<u>Name</u>	<u>Status</u>	<u>Assignment</u>	<u>Location</u>	<u>Effective Date (s)</u>
Paid	Kerr, Robert	Perm	Vice Principal, High School	El Camino	07/01/26 09/10/26
Unpaid	Mc Daniel, Julia	Perm	Psychologist	Psych Services - Kenneth	07/01/26 07/31/26

SUPERVISORY

<u>Type</u>	<u>Name</u>	<u>Status</u>	<u>Assignment</u>	<u>Location</u>	<u>Effective Date (s)</u>
Paid	Asimi, Saed	Perm	Supv-Interv/Prev Prg	Central Enroll/family Svcs	07/01/26 08/04/26

CERTIFICATED

<u>Type</u>	<u>Name</u>	<u>Status</u>	<u>Assignment</u>	<u>Location</u>	<u>Effective Date (s)</u>
Paid	Gunby, Kelsey	Perm	Language/Speech/Hrg Spec	Special Ed - Kenneth	07/01/26 11/03/26
Paid	Hall, Jessica	Perm	Teacher Grade 3	Arlington Heights	07/01/26 10/23/26
Paid	Holmgren, Holly	Perm	Teacher Grade 4	Harry Dewey	07/01/26 11/04/26
Paid	Kelley, Lauren	Prob	Tch-Grad 7/8	Arcade	07/01/26 01/27/27
Paid	Landa, Amber	Perm	Tch-Grad 7/8	Katherine Johnson	07/01/26 01/29/27
Paid	Lorta, Kimberley	Perm	Licensed Vocational Nurse	Health Services	07/01/26 08/31/26
Paid	McAllister, Morgan	Perm	Teacher Kindergarten	Mission Avenue	07/01/26 06/30/27
Paid	Schreiber, Robert	Perm	Tch-Grad 7/8	Pasteur	07/01/26 08/31/26
Unpaid	Barone, Kevin	Perm	Tch-Grad 7/8	Barrett	07/01/26 06/30/27
Unpaid	Espejo, Bethany	Perm	Teacher Grade 1	Grand Oaks	07/01/26 06/30/27
Unpaid	Jack, Jeri	Perm	TCH-PRE-S	Early Childhood Education	07/01/26 07/31/26
Unpaid	Knight, Erik	Perm	Tch-Grad 7/8	Carnegie	07/01/26 06/30/27
Unpaid	Putarek, Maria K	Perm	Tch-English Language Dev	Cottage	07/01/26 06/30/27
Unpaid	Reardon Hackman, Mary	Perm	Tch-English Language Dev	Encina	07/01/26 06/30/27
Unpaid	Schroeder, Zoe	Perm	District Res Tch	Student Learning Assistance	07/01/26 06/30/27

CLASSIFIED

<u>Type</u>	<u>Name</u>	<u>Status</u>	<u>Assignment</u>	<u>Location</u>	<u>Effective Date (s)</u>
Paid	Alturkmani, Najmeh	Perm	Child Dev Assist-School Age	Mission ECE	07/01/26 08/09/26
Paid	Amen, Awatif	Perm	Child Dev Assist-School Age	Gold River ECE	07/01/26 08/24/26
Paid	Ayoubi, Hassina	Perm	Non-Instr Supp Aide	Ralph Richardson ECE	07/01/26 09/04/26
Paid	Clawson, Renee	Perm	Instructional Assistant II	Carnegie	07/01/26 08/03/26
Paid	Gee, Donna	Perm	School Playground Rec Aide	Kingswood	07/01/26 07/31/26
Paid	Hostek, Colter	Prob	Low Voltage Technician	M&O - Electronics - Hemlock	07/01/26 07/31/26

2. LEAVES OF ABSENCE (Continued)**CLASSIFIED**

<u>Type</u>	<u>Name</u>	<u>Status</u>	<u>Assignment</u>	<u>Location</u>	<u>Effective Date (s)</u>	
Paid	Kim, Young	Prob	Bus Attendant 1	Transportation	07/01/26	08/04/26
Paid	Medina, Ruth	Perm	Nutrition Services Worker II	Coleman	07/01/26	10/31/26
Paid	Mirzad, Marwa	Perm	Instructional Assistant II	Katherine Johnson	07/01/26	11/30/26
Paid	Portillo, Rhonda	Perm	Adm & Fam Services Tech	Early Childhood Education	07/01/26	11/01/26
Paid	Rivas, Tina R	Prob	Instructional Assistant III	Skycrest	07/01/26	09/30/26
Paid	Rogers, Lisa	Perm	Bus Attendant 1	Transportation	07/01/26	08/01/26
Paid	Rosales, Christina	Perm	Nutrition Services Worker I	Encina	07/01/26	08/31/26
Paid	Roughton, Marlene	Perm	Nutrition Services Worker I	Arcade	07/01/26	08/31/26
Paid	Snider, Stephanie	Perm	Nutrition Services Worker II	Cottage	07/01/26	08/21/26
Paid	Swarat, Zachariah	Prob	Custodian	Katherine Johnson	07/01/26	12/08/26
Paid	Tadeo, Daisy	Perm	Mental Health Worker	White House Counseling	07/01/26	11/18/26
Paid	Tavares, Joseph	Perm	Custodian	Rio Americano	07/01/26	10/14/26
Paid	Tran, Hung	Perm	Nutrition Services Worker II	Arcade	07/01/26	09/24/26
Paid	Venegas, Veronica	Perm	Health Assistant	Early Childhood Education	07/01/26	08/12/26
Unpaid	Bigzad, Abdul Wares	Perm	Inst Asst/Bil-Farsi	Marvin Marshall ECE	07/01/26	04/30/27
Unpaid	Melnichuk, Aleksandr	Perm	Elementary Head Custodian	Cowan	07/01/26	06/30/27
Unpaid	Prieto, Stephanie	Perm	Instructional Assistant I	Whitney Avenue	07/01/26	09/30/26
Unpaid	Randolph, Alyssa	Perm	Personnel Technician	Human Resources	07/01/26	10/31/26
Unpaid	Trujillo, Tatiana	Perm	Payroll Technician I	Payroll	07/01/26	01/18/27

3. SEPARATIONS**CERTIFICATED**

<u>Type</u>	<u>Name</u>	<u>Status</u>	<u>Assignment</u>	<u>Location</u>	<u>Effective Date (s)</u>	
Retirement	Anderson, Robert	Perm	Teacher Kindergarten	Deterding	06/09/26	
Retirement	Byrne, Mary	Perm	Tch-Grad 9/12	Mesa Verde	06/30/26	
Retirement	Davidson, Lara	Perm	Tch-Mod/Severe K/12	Mira Loma	06/13/26	
Retirement	Drotts, Lorrie	Perm	Teacher	Choices Charter	06/15/26	
Retirement	Ezekiel, Lisa	Perm	Tch-Grad 7/8	Arden	06/10/26	
Retirement	Hann, Anthony	Perm	Teacher Grade 4	Harry Dewey	06/10/26	
Retirement	Javanifard, Gayle	Perm	Teacher	Choices Charter	06/15/26	
Retirement	Manning, Leigh	Perm	A/E ESL	Sunrise Tech Center	06/11/26	
Retirement	Meyer, Joyce	Perm	Teacher Grade 2	Pasadena	06/10/26	
Retirement	Moore, Kori	Perm	Teacher	Choices Charter	06/15/26	
Retirement	Munsee, Ann	Perm	Teacher Grade 3	Del Paso Manor	06/10/26	
Retirement	Slayton, Susanne	Perm	Teacher Grade 6	Woodside	06/10/26	
Retirement	Summers, Raeanna	Perm	Teacher Grade 1	Carriage Drive	06/30/26	
Retirement	Unterholzner, David	Perm	Tch-Grad 9/12	Bella Vista	06/10/26	

CLASSIFIED

<u>Type</u>	<u>Name</u>	<u>Status</u>	<u>Assignment</u>	<u>Location</u>	<u>Effective Date (s)</u>	
Retirement	Baker, Lynn	Perm	Intermed Clerk Typist	Cambridge Heights	06/17/26	
Retirement	Banks, Darryl	Prob	Campus Safety Monitor	El Camino	06/09/26	
Retirement	Burr, Katrina	Perm	Bus Driver	Transportation	06/19/26	
Retirement	Gee, Christina	Prob	Instructional Assistant III	Skycrest	06/09/26	
Retirement	Golden, Michael	Perm	Instructional Assistant I	Green Oaks	06/30/26	
Retirement	Hernandez, Daniel	Perm	Mental Health Worker	White House Counseling	06/09/26	
Retirement	Hofstetter, Teri	Perm	Admin Assistant	Nutrition Services	07/10/26	
Retirement	Jones, Virginia	Perm	Secretary	Teaching And Learning	06/30/26	
Retirement	Lasko, Laura	Perm	Instructional Assistant I	Northridge	06/09/26	
Retirement	Linzey, Anthony	Perm	Bus Driver	Transportation	06/22/26	
Retirement	Mikles, Mary	Perm	Instructional Assistant II	Will Rogers	06/09/26	
Retirement	Miller, Laurie	Perm	Clerk	Cambridge Heights	06/17/26	
Retirement	Morgan, Michael	Perm	Custodian	Churchill	06/09/26	
Retirement	Phung, Maria Lina	Perm	Child Dev Assist-ITPre	Kingswood ECE	06/10/26	
Retirement	Schmidt, Terri	Perm	Intermed Clerk Typist	Will Rogers	06/17/26	
Retirement	Seruset, Michelle	Perm	Sr Records & Report Clerk	Mesa Verde	06/30/26	
Retirement	Silcock, Nancy	Perm	Instructional Assistant II	Ottomon	06/10/26	
Retirement	Taylor, Robert	Perm	Data Networking Spec	Technology Services	06/30/26	
Retirement	Usrey, Jane	Prob	Nutrition Services Supv I	El Camino	06/12/26	
Retirement	Van Allen, Mark	Perm	Lead Environm Safety Tech	M&O - Building Maintenance	07/02/26	

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

AGENDA ITEM: G.2

MEETING DATE: 08/11/2026

SUBJECT: Purchasing Report

DEPARTMENT: Fiscal Services

ACTION REQUESTED:

The superintendent is recommending that the board approve the purchasing report which includes: purchase orders, service agreements and contracts; change orders/amendments; construction and public works bids and contracts; and zero dollar contracts.

RATIONALE/BACKGROUND:

The attached purchasing report lists purchase orders, service agreements, contracts, change orders and amendments to existing agreements as required by board policy and state law for approval.

ATTACHMENT(S):

1. [Purchasing Report](#)

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 08/03/2026

FISCAL IMPACT:

N/A

PREPARED BY:

Laura Fry, Manager, Business Support Services
Mallory Arevalos, Interim Coordinator, Facilities Business & Compliance
Nicholas Arps, Director, Facilities, Construction & Modernization
Joel Ryan, Chief Financial Officer

APPROVED BY:

Melissa Bassanelli, Superintendent of Schools

Purchasing Contracts Board Report

Purchase Orders, Service Agreements, and Contracts

Attachment 1

June 11, 2026 - July 28, 2026

PO#	Date	Vendor Name	Description	Amount \$	Site/ Department
VR27-00814	6/17/2026	CDW Government LLC	26/27 CRP Devices - CalSave MCOE 538902	\$ 286,826.25	0423 - Technology Services
VR27-01282	6/29/2026	Cintas Corporation	AED Machines - Omnia Contract 001299 Workplace Solutions	\$ 163,848.96	0440 - Risk Management
VR27-01287	6/29/2026	Schools Insurance Authority	Liability Deductibles	\$ 120,000.00	0440 - Risk Management
VR27-01288	6/29/2026	Schools Insurance Authority	Workers' Compensation Insurance	\$ 7,625,000.00	0440 - Risk Management
VR27-01290	6/29/2026	Schools Insurance Authority	Cyber Liability Insurance	\$ 177,507.00	0440 - Risk Management
VR27-01291	6/29/2026	Schools Insurance Authority	Property Insurance	\$ 1,491,637.00	0440 - Risk Management
VR27-01356	7/2/2026	CDW Government LLC	ServiceNow Software - CalSave MCOE 538902	\$ 160,640.00	0423 - Technology Services
VR27-01461	7/9/2026	Lindamod-Bell	Individual Student Instruction Services	\$ 9,000.00	316-SPED
VR27-01359	7/9/2026	Access Language	ASL Interpreting Services - RFP 25-100	\$ 2,000,000.00	316-SPED
VR27-01635	7/9/2026	Heritage RTC	Residential Treatment Center	\$ 235,152.00	316-SPED
VR27-01636	7/9/2026	Aldar Academy	Special Education Instruction Services	\$ 675,493.90	316-SPED
VR27-01767	7/15/2026	Wellness Together	Consultation and Advisory Services	\$ 57,165.00	321-OSLA
VR27-01857	7/20/2026	Jabbergym	Physical Therapy Services	\$ 200,000.00	316 - SPED
VR27-01634	7/21/2026	CDW Government LLC	Commvault Cloud Software - CalSave MCOE 538902	\$ 145,917.00	0423 - Technology Services
VR27-01889	7/21/2026	Amergis	Instructional Aide Services for ESY 26-27 S.Y.	\$ 96,000.00	316-SPED
VR27-01715	7/21/2026	Studies Weekly	Social Studies TK-5 Curriculum - Board Adopted	\$ 114,834.56	0402 - PLI
VR27-01631	7/21/2026	Softchoice Corp	Softchoice Software Renewal - CAMSA	\$ 483,178.85	0423 - Technology Services
VR27-01537	7/23/2026	Ro Health	LVN Nursing Services	\$ 1,339,272.00	304 - Health Services
VR27-01571	7/24/2026	Edmentum Inc	APEX Subscription - Various Sites	\$ 265,958.42	0325 - Vocational Education/ROP
VR27-01777	7/24/2026	Frontline Technologies	Frontline ERP Vendor Hosting	\$ 880,942.80	0423 - Technology Services
VR27-02109	7/27/2026	Ro Health	Medical Staffing Services	\$ 127,000.00	304 - Health Services
VR27-02113	7/27/2026	Care Solace	Mental Health Navigation System	\$ 107,330.00	317 - Student Support Services
VR27-02222	7/27/2026	Navigate360, LLC	Compass Software/Curriculum	\$ 156,776.00	0317 - Student Support Services
VR27-00912	6/30/2026	Fulcrum Management	Subscription Services	\$ 59,000.00	Superintendents Office
VR27-01859	7/28/2026	Zen Educate	Instructional Aide Services for ESY 26-27 S.Y.	\$ 90,000.00	316 - SPED
VR27-01668	7/28/2026	Amergis	Nursing Support Services	\$ 1,050,000.00	304 - Health Services
VR27-02182	7/28/2026	Always Home Nursing	Nursing Support Services	\$ 230,000.00	304 - Health Services
VR27-02228	7/28/2026	Paradigm Healthcare Services	Medi-Cal Billing Program	\$ 260,000.00	317- Student Support Services
VR27-02251	7/28/2026	Inspira	Cobra Administrative Services - 5 yr Contract	\$ 70,000.00	415 - Employee Benefits
VR27-02267	7/28/2026	Excel Interpreting	Interpreting Services - RFP 25-100	\$ 140,000.00	321 - OSLA

Purchasing Contracts Board Report Change Orders/Amendments

Attachment 1

June 11, 2026 - July 28, 2026

Purchase Order Amendments

PO#	Date	Vendor Name	Description	Original PO Amount \$	Previous Approved C/O Totals \$	Current C/O for Approval Amount \$	New Contract Amount \$	Responsibility
PO26-09184	6/17/2026	Avanti Restaurant Solutions	Additional Delivery Services - Bella Vista HS - RFP #26-113	\$335,402.64	\$0.00	\$3,770.00	\$339,172.64	0804- Nutrition
PO26-09185	6/17/2026	Avanti Restaurant Solutions	Additional Delivery Services - Mira Loma HS - RFP #26-113	\$326,802.03	\$0.00	\$3,770.00	\$330,572.03	0804- Nutrition

Service Agreement Amendments

PO#	Date	Vendor Name	Description	Original PO Amount \$	Previous Approved C/O Totals \$	Current C/O for Approval Amount \$	New Contract Amount \$	Responsibility
VR26-08419	7/28/2026	Jordan Knightton Architects, Inc. dba JKAE	Reimbursable for Seismic Mitigation Fee's	\$172,500.00	\$1,896,648.00	\$2,000.00	\$2,071,148.00	216-FAC
VR24-10694	7/28/2026	Innovative Construction Services Inc.	Additional PM-CM Services for completion of punch list and misc. warranty work on the Winterstein Portables Project #153-9568-24CIP	\$10,000.00	\$221,400.00	\$50,000.00	\$281,400.00	216-FAC
VR26-09365	7/28/2026	Capital Program Management Inc	Provide PM-CM Services for project completion for the Ralph Richardson Full Site Renovation Project #148-9332-CIP-26	\$28,860.00	\$0.00	\$1,606,140.00	\$1,635,000.00	216-FAC
VR26-11825	7/28/2026	19-SIX Architects	Provide architectural services from SD to project completion for the Ralph Richardson Full Site Renovation Project #148-9332-CIP-26	\$118,750.00	\$0.00	\$2,101,500.00	\$2,220,250.00	216-FAC
VR26-12663	7/28/2026	Studio W Architects	Lettering/Logo design for Large Gym at San Juan HS Science & Mod Project #204-9495-P1	\$208,125.00	\$1,249,365.00	\$24,110.00	\$1,481,600.00	216-FAC

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
							\$0.00	
							\$0.00	

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
							\$0.00	
							\$0.00	

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
							\$0.00	
							\$0.00	

**Purchasing Contracts Board Report
Construction and Public Works Bids and Contracts**

Upon evaluation of the bids/contracts staff has awarded the following in accordance with all legal guidelines.

June 11, 2026 - July 28, 2026

General Contract

Fund	Date	PO#	Bid #	Vendor Name	Description	Amount \$	Responsibility
21	7/28/2026	TBD	25-200	Innovative Construction Services Inc.	Provide PM-CM Services for the Orange Grove Interim Housing Project #138-9568-CIP-26	\$ 324,750.00	216-FAC

Other Contracts

Fund	Date	PO#	Bid #	Vendor Name	Description	Amount \$	Responsibility

New Addendum to Master Agreements

Fund	Date	PO#	Bid #	Vendor Name	Description	Amount \$	Responsibility

**Purchasing Contracts Board Report
Board Pre-Approval
Zero Dollar**

June 11,2026 - July 28,2026

Date	Site/ Department	Vendor Name	Description
6/15/2026	San Juan Adult Education	Elica Health Center	Medical Assisting Externship Program
6/12/2026	San Juan Adult Education	MD Urgent Care	Medical Assisting Externship Program
6/12/2026	San Juan Adult Education	Camelia Women's Health	Medical Assisting Externship Program

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

AGENDA ITEM: G.3

MEETING DATE: 08/11/2026

SUBJECT: Financial Report

DEPARTMENT: Fiscal Services

ACTION REQUESTED:

The superintendent is recommending that the board approve the financial report which includes warrants and payroll.

RATIONALE/BACKGROUND:

In accordance with Board Policy 3314, Fiscal Services will report the warrants and payroll expenditures for the prior month.

ATTACHMENT(S):

1. [Financial Report](#)

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 08/03/2026

FISCAL IMPACT:

N/A

PREPARED BY:

Laura Lilley, Director, Fiscal Services
Joel Ryan, Chief Financial Officer

APPROVED BY:

Melissa Bassanelli, Superintendent of Schools

SAN JUAN UNIFIED SCHOOL DISTRICT
Accounting Services

WARRANTS & PAYROLL

VENDOR AND CONTRACT WARRANTS			
Fund			June 2026
01	General Fund		\$ 38,151,445.58
09	Charter Schools		\$ 14,004.62
10	Special Ed Pass-Thru		\$ -
11	Adult Education		\$ 14,215.93
12	Child Development		\$ 85,455.64
13	Food Service/Cafeteria		\$ 650,882.87
14	Deferred Maintenance		\$ 5,730.74
21	Building Fund		\$ 1,259,348.90
22	Measure S Building Fund		\$ -
23	Measure J Building Fund		\$ -
24	Measure N Building Fund		\$ -
25	Capital Facilities		\$ 4,282.26
26	Measure P Building Fund		\$ 3,145,795.05
35	State Schools Facilities Fund		\$ -
40	Sp Res FD -- Capital Outlay Proj		\$ -
67	Self Insurance		\$ 1,245,736.60
95	Student Body Fund		\$ -
TOTAL		TOTAL	\$ 44,576,898.19

PAYROLL AND BENEFITS			
All Funds			June 2026
Certificated Payroll			\$ 30,076,602.93
Classified Payroll			4,962,696.88
Benefits			15,546,747.06
TOTAL		TOTALS	\$ 50,586,046.87

GRAND TOTAL \$ 95,162,945.06

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

AGENDA ITEM: G.4

MEETING DATE: 08/11/2026

SUBJECT: Notices of Completion

DEPARTMENT: Operations

ACTION REQUESTED:

The superintendent is recommending that the board approve the notices of completion.

RATIONALE/BACKGROUND:

The attached report lists notices of completion for public works, facilities and other projects for approval as required by board policy and state law.

ATTACHMENT(S):

1. [Notices of Completion](#)

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 08/03/2026

FISCAL IMPACT:

N/A

PREPARED BY:

Nicholas Arps, Director, Facilities, Construction and Modernization

APPROVED BY:

Frank Camarda, Chief Operations Officer
Melissa Bassanelli, Superintendent of Schools

Notices of Completion - Board of Education

Attachment 1

CONTRACTOR	PROJECT	DATE OF ACCEPTANCE	DATE RECORDED
Robert A. Bothman, Inc.	VR25-10885 - Provide all labor, materials, equipment, tools, transportation, and incidentals for site demolition, clear and grub of existing natural grass field, followed by construction of a synthetic turf soccer/football field with goal posts and all-weather track surfacing for 400 meter, 6 lane running track. New NFHS field events to be constructed including new discus cage, shot put, long jump, triple jump, and pole vault. Construction also includes new restroom / concession building and new ticket booth. Installation of associated hardscape, new scoreboard, fencing, landscape, drinking fountains, site utilities, electrical infrastructure for scoreboard, pathway lighting and path of travel with accessible parking improvements for accessibility requirements. Loose site furnishings are to be provided, including but not limited to, hurdles, pads, soccer goals, soccer corner flags, high jump and pole vault standards and landing pads, & track crossing mats. Installation of 42" tall chain link fence and foul poles for softball, at San Juan High School, 7551 Greenback Lane, Citrus Heights, CA 95610, located in the San Juan Unified School District. Vendor: Robert A. Bothman, Inc.	6/25/2026	7/6/2026

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

AGENDA ITEM: G.5

MEETING DATE: 08/11/2026

SUBJECT: Surplus Property

DEPARTMENT: Fiscal Services

ACTION REQUESTED:

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

RATIONALE/BACKGROUND:

Board policy requires the superintendent or designee to identify to the board all items not needed by the district, their estimated value and recommended method of disposition. The attached report lists items currently identified as surplus property.

ATTACHMENT(S):

1. [Surplus Report](#)

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 08/03/2026

FISCAL IMPACT:

N/A

PREPARED BY:

Laura Fry, Manager, Business Support Services
Joel Ryan, Chief Financial Officer

APPROVED BY:

Melissa Bassanelli, Superintendent of Schools

Board of Education Agenda Item
Surplus Property

8/11/2026

Attachment 1

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
Carnegie	Misc		Box of obsolete cameras	N/A	eWaste
Carnegie			Multiple obsolete computers, and box TVs	N/A	eWaste
Carnegie			Multiple obsolete VCRs and players	N/A	eWaste
Carnegie			Multiple projectors, and monitors	N/A	eWaste
Carnegie			Stacks of laptops	N/A	eWaste
Carnegie			Projector	Asset: 20182787	eWaste
Carnegie			Projector	Asset: 20181566	eWaste
Carnegie	Misc		4 Keyboards	N/A	eWaste
Carnegie			Chromebook laptop	Asset: 10014716	eWaste
Carnegie			Chromebook laptop	Asset: 20171327	eWaste
Carnegie			Chromebook laptop	S/N: 1100015121	eWaste
Carnegie			TV	Asset: 20182084	eWaste
Carnegie	Apple		Mac laptop	Asset: 10012352	eWaste
Carnegie	Apple		Mac laptop	Asset: 100012356	eWaste
Carnegie	Apple		Mac laptop	Asset: 10001772	eWaste
Carnegie	Apple		Mac laptop	Asset: 20181597	eWaste
Carnegie			DVD player	S/N: 00002461-3	eWaste
Carnegie			Speaker	N/A	eWaste
Carnegie			Printer	N/A	eWaste
Carriage			Multiple boxes containing instructional material		Recycled
Carriage	HP	OfficeJet 3830, Black	Printer	S/N: CN94J7Q71M	eWaste
Carriage	LocknCharge	iQ10	White charge station w/ out of date iPad	S/N: 5306441500181	eWaste
Carriage	Aver	AverVision F50HD M-P0G7	Document camera	S/N: 5306441500181	eWaste
Churchill	Apple		iPad/ tablet	N/A	eWaste
Churchill	Misc		Misc. keyboards, cords, remotes, and chargers	N/A	eWaste
Cottage	Rizo	EZ 220U	Copy machine	N/A	eWaste
Cottage	Rizo	EZ 221U	Copy machine	N/A	eWaste
Del Campo	Acer		LCD monitor	Asset #: 10023572	eWaste
Del Campo	Promethean		Promethean board	Asset: 20177687	eWaste
Del Campo			Whirlpool washer	N/A	Disposed
Del Campo			Holiday freezer	N/A	Disposed
Del Campo			Multiple TV's left by vandals	N/A	Disposed
Facilities/ Hemlock	Kinoca Minolta	Bizhubc454e	Copier/Printer	S/N: A5C0011018030	eWaste
Green Oaks			Broken refrigerator	N/A	Disposed
Hemlock	Misc		3 portable stage pieces	N/A	Disposed
Hemlock	Misc		3 rolling table carts	N/A	Disposed
Hemlock	Misc		Electric keyboard, several drum pieces	N/A	Disposed
Lichen			Computer monitor	N/A	eWaste
Lichen		R22CWF3	Commercial refrigerator	S/N: WA78901268	Disposed
Mira Loma			Box of obsolete world history/ US history text books		Recycled
Mira Loma			Box of TE history text books		Recycled
Mira Loma			One box of language live		Recycled
Mira Loma			Two boxes of misc middle school books		Recycled
Mira Loma			BenQ projector	N/A	eWaste
Mira Loma			BenQ projector	N/A	eWaste
Mira Loma	HP		Printer	N/A	eWaste
Mira Loma			Computer screen	N/A	eWaste
Ottomon	Elmo		Projector	S/N: 453096	eWaste
Ottomon	Elmo		Projector	S/N: 563324	eWaste
Ottomon	Aver		Camera	S/N: 40100424330485	eWaste
Ottomon			Library scanner with stand	S/N 994405it3800	eWaste
Ottomon	NEC	MP310	Projector	S/N : 0800072FF	eWaste
Ottomon	Misc		2 Walkie talkies	N/A	eWaste
Pupil Services	HP	Laser Color Jet M553	Printer	S/N: JPBCL15153	eWaste
Pupil Services	HP	Laser Color Jet M554	Printer	S/N: JPCCL2G1M7	eWaste
Pupil Services	HP	Laser Color Jet M555	Printer	S/N: JPCCL2T159	eWaste
Sierra Oaks	HP	M454dn	Color printer laser jet pro	S/N: VNB3C05608	eWaste
West Wing - DO	Unicom	Personal PA FM	Transmitter Kit #1	N/A	eWaste
West Wing - DO	Unicom	Personal PA FM	Transmitter Kit #2	N/A	eWaste

Board of Education Agenda Item
Surplus Property

8/11/2026

Attachment 1

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
West Wing - DO	Unicom	Personal PA FM	Transmitter Kit #3	N/A	eWaste
West Wing - DO	Unicom	Personal PA FM	Transmitter Kit #4	N/A	eWaste
West Wing - DO	Unicom	Personal PA FM	Transmitter Kit #5	N/A	eWaste
West Wing - DO	Unicom	Personal PA FM	Transmitter Kit #6	N/A	eWaste
West Wing - DO	Unicom	Personal PA FM	Transmitter Kit #7	N/A	eWaste
West Wing - DO	Unicom		4 Transmitter cases empty or w/ old headphones	N/A	eWaste
West Wing - DO			2 Keyboards	N/A	eWaste
West Wing - DO	HP	ProBook 640 GS	Laptop	S/N: 5CG038 7BOD	eWaste
West Wing - DO	HP	ProDesk 600 G4 SFF	Desktop	S/N: 2UA8331QXG	eWaste
Whitney	Dell		Chromebook Laptop	Asset: 20231239	eWaste
Whitney	Hp		Printer	Asset: 20174099	eWaste
Whitney	Kyocera	TASKalfa 550ci	Printer	Asset: 20174145	eWaste
Whitney	Copystar	CS 4501i	Copier	Asset: 20174146	eWaste
Whitney	Copystar	CS 4053ci	Copier	N/A	eWaste
Woodside	HP		Monitor	S/N: CM7021201	eWaste
Woodside			DVD and CD player	S/N: HR-XVC11Bj	eWaste

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

AGENDA ITEM: G.6

MEETING DATE: 08/11/2026

SUBJECT: Gifts

DEPARTMENT: Administration

ACTION REQUESTED:

The superintendent is recommending that the board accept the list of gifts.

RATIONALE/BACKGROUND:

Acceptance of the following gifts:

Encina High School: from Tamra Erwin - for 11 bags of clothing: \$500.

Laurel Ruff Transitional School: from Frank Nigro Columbian Foundation Supporting People with Intellectual Disabilities Inc.: \$2,755.14.

ATTACHMENT(S):

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 08/03/2026

FISCAL IMPACT:

N/A

PREPARED BY: Stephanie Cunningham, Administrative Assistant, Board of Education

APPROVED BY: Melissa Bassanelli, Superintendent of Schools

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

AGENDA ITEM: G.7

MEETING DATE: 08/11/2026

SUBJECT: Agricultural Career Technical Education Incentive Grant, 2026-2027

DEPARTMENT: Community Relations

ACTION REQUESTED:

The superintendent is recommending that the board approve the implementation of the following grant: Agricultural Career Technical Education Incentive Grant, 2026-2027.

RATIONALE/BACKGROUND:

The Agricultural Career Technical Education Incentive Grant will provide funds to Casa Roble Fundamental High School to improve quality and implementation of its agricultural vocation education program. The goal of the program is to maintain a high quality, comprehensive agricultural vocation program and ensure a constant source of employable, trained and skilled individuals.

ATTACHMENT(S):

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 08/03/2026

FISCAL IMPACT:

Funding Source: California Department of Education Grant Amount: \$12,159

PREPARED BY: Robyn Caruso, MSW, Program Specialist, Grants

APPROVED BY: Trent Allen, APR, Chief of Staff
Melissa Bassanelli, Superintendent of Schools

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

AGENDA ITEM: G.8

MEETING DATE: 08/11/2026

SUBJECT: Visions In Education Material Revision to the Charter Petition

DEPARTMENT: Teaching and Learning

ACTION REQUESTED:

The superintendent is recommending that the board approve the material revision to the Visions In Education (VIE) job description in Element V.

RATIONALE/BACKGROUND:

Visions In Education (VIE) is proposing the following adjustments to its Employee Qualifications in Element V - Employee Qualifications. This revision would require, rather than prefer, that the Chief Academic Officer possess a standard administrative services credential or an equivalent credential issued by the California Commission on Teacher Credentialing. This proposed revision is due to an update in Education Code section 47604.

ATTACHMENT(S):

1. [Visions In Education Charter Revision](#)

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 08/03/2026

FISCAL IMPACT:

N/A

PREPARED BY: Brian T. Ginter, Director, Admissions and Family Services

APPROVED BY: F.J. "Harvey" Oaxaca, Ed.D., Assistant Superintendent, Educational Services
Timothy C. Dale, Ed.D., Deputy Superintendent, Schools and Student Support
Melissa Bassanelli, Superintendent of Schools

Chief Academic Officer

Qualifications for the position of Chief Academic Officer shall include, but not be limited to:

Credential

Possession of a standard administrative services credential or a credential of equivalent authorization issued by the California Commission on Teacher Credentialing ~~is preferred.~~

Education

A bachelor's degree from an approved institution is required. Master's Degree in education related field required, Doctorate preferred.

Experience: Proven experience in top-level school management required, a minimum of three years of certificated experience in public or private schools is preferred, and preference will be given for other administrative or supervisory experience within an independent study program.

Teacher Qualifications

Pursuant to Education Code Sections 47605(l) 47605.4(a), and other applicable law, teachers in the Charter School will be required to hold the Commission on Teacher Credentialing certificate, permit, or other document required for the teacher's certificated assignment. These documents shall be maintained on file by Visions and are subject to periodic inspection by the District. The Board may use local assignment options (Education Code 44865) authorized in statute and regulations for the purpose of legally assigning certificated teachers, in accordance with all of the requirements of the applicable statutes or regulations in the same manner as a governing board of a school district. The Charter School shall have authority to request an emergency permit or a waiver from the Commission on Teacher Credentialing for individuals in the same manner as a school district.

A Teacher Must Have:

- Bachelor's degree
- TB clearance
- Demonstrated expertise
- Background Clearance from FBI/DOJ
- Demonstrated classroom and subject matter competence
- CTC certificate, permit, or other document required for the teacher's certificated assignment
- Any other qualifications as required by applicable law

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

AGENDA ITEM: G.9

MEETING DATE: 08/11/2026

SUBJECT: Head Start/Early Head Start COLA Funding Allocation 2026/2027

DEPARTMENT: Teaching and Learning

ACTION REQUESTED:

The superintendent is recommending that the board approve the 2026-2027 Head Start and Early Head Start 0.635% COLA (cost of living adjustment).

RATIONALE/BACKGROUND:

The Head Start/Early Head Start 0.635% COLA funding budget will be used to fund salaries and fringe benefits. The attached documents reflect the increase in budgets as a result of the 0.635% COLA.

ATTACHMENT(S):

1. [SJUSD 2026-27 Early Head Start COLA Budget Narrative](#)
2. [SJUSD 2026-27 Head Start COLA Budget Narrative](#)
3. [2026-27 COLA Approval Form](#)

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet 08/03/2026

FISCAL IMPACT:

Current Budget	
Head Start	\$7,690,319
Early Head Start	\$2,937,877
Total Current Budget	\$10,628,196
Head Start 0.635% Total COLA	\$48,621
Early Head Start 0.635% Total COLA	\$18,459
Total Budget with COLA	\$10,695,276

PREPARED BY: Becky Marsolais, Ed.D., Director II, Early Education and Expanded Learning

APPROVED BY: Amberlee Townsend-Snider, Asst. Superintendent, Elementary Education & Programs
Timothy C. Dale, Ed.D., Deputy Superintendent, Schools and Student Support
Melissa Bassanelli, Superintendent of Schools

SAN JUAN UNIFIED SCHOOL DISTRICT
Budget Narrative – Early Head Start
Cost of Living Adjustment (COLA) – 09CH012795
Fiscal Year 2026-2027

<u>Grant</u>	<u>Funding Allocation</u>	<u>Non-Federal Share (In-Kind)</u>	<u>Total</u>
Early Head Start COLA	\$18,459	\$4,615	\$23,074

The San Juan Unified Early Head Start Cost-of-Living-Adjustment will be used as follows:

Personnel: \$10,468

The 0.635% Cost of Living Adjustment (COLA) funds will be used to offset continued union negotiated salary increases of Early Head Start program employees within the Early Childhood Education department. The increase will be applied to the hourly and salaried rate of pay and associated pay scale for each applicable employee, subject to provisions of Section 653 and 640(j) of the Head Start Act.

Fringe Benefits: \$2,460

All staff contracted to work for San Juan are subject to Fringe Benefits. Benefits that will be paid with the awarded funding include Social Security, Medicare, Worker's Compensation Insurance, State Unemployment Insurance, and Long-Term Sick Leave. Payroll costs of 24.99% will be applied to all Certificated employees and 40.84% will be applied to all Classified staff to help cover these benefits

Other: \$4,473

Substitutes for Certificated and/or Classified Employees (including payroll related costs): Substitute staffing is needed to replace personnel when absent to ensure that the program maintains the required adult to student ratios and that mandatory daily tasks are completed. All substitutes are on an on-call basis and do not receive fringe benefits such as Health & Welfare and Life Insurance.

Indirect Charges: \$1,058

Indirect charges on all expenses except capitalized and non-capitalized assets will be charged at a rate of 6.08%, which is calculated by the California Standardized Account Code System. The approved Indirect Cost Rate Agreement is established between the State of California Department of Education (CDE), and San Juan Unified. An annual wage compensation report is prepared, and the district allowed indirect charge rate is adjusted by CDE accordingly.

Non-Federal Share (In-Kind): \$4,615

The required 25% of non-federal matching funds of \$4,615 is reflected in the current COLA budget for Early Head Start. The non-federal match will be covered by the following:

1.)	Personnel	\$ 2,617
2.)	Benefits	\$ 615
3.)	Supplies	<u>\$ 1,383</u>
	Total In-Kind:	<u>\$ 4,615</u>

SAN JUAN UNIFIED SCHOOL DISTRICT
Budget Narrative – Head Start
 Cost of Living Adjustment (COLA) – 09CH012795
 Fiscal Year 2026-2027

<u>Grant</u>	<u>Funding Allocation</u>	<u>Non-Federal Share (In-Kind)</u>	<u>Total</u>
Head Start COLA	\$48,621	\$12,156	\$60,777

The San Juan Unified Head Start Cost-of-Living-Adjustment will be used as follows:

Personnel: \$25,720

The 0.635% Cost of Living Adjustment (COLA) funds will be used to offset continued union negotiated salary increases of Head Start program employees within the Early Childhood Education department. The increase will be applied to the hourly and salaried rate of pay and associated pay scale for each applicable employee, subject to provisions of Section 653 and 640(j) of the Head Start Act.

Fringe Benefits: \$8,083

All staff contracted to work for San Juan are subject to Fringe Benefits. Benefits that will be paid with the awarded funding include Social Security, Medicare, Worker's Compensation Insurance, State Unemployment Insurance, and Long-Term Sick Leave. Payroll costs of 24.99% will be applied to all Certificated employees and 40.84% will be applied to all Classified staff to help cover these benefits

Other: \$12,031

Substitutes for Certificated and/or Classified Employees (including payroll related costs): Substitute staffing is needed to replace personnel when absent to ensure that the program maintains the required adult to student ratios and that mandatory daily tasks are completed. All substitutes are on an on-call basis and do not receive fringe benefits such as Health & Welfare and Life Insurance.

Indirect Charges: \$2,787

Indirect charges on all expenses except capitalized and non-capitalized assets will be charged at a rate of 6.08%, which is calculated by the California Standardized Account Code System. The approved Indirect Cost Rate Agreement is established between the State of California Department of Education (CDE), and San Juan Unified. An annual wage compensation report is prepared, and the district allowed indirect charge rate is adjusted by CDE accordingly.

Non-Federal Share (In-Kind): \$12,156

The required 25% of non-federal matching funds of \$12,156 is reflected in the current COLA budget for Early Head Start. The non-federal match will be covered by the following:

1.)	Personnel	\$ 6,430
2.)	Benefits	\$ 2,021
3.)	Supplies	\$ 3,705
	Total In-Kind:	<u>\$ 12,156</u>

**HEAD START/EARLY HEAD START GRANT APPLICATION
GOVERNING BOARD APPROVAL**

On behalf of the San Juan Unified School District Governing Board I, Tanya Kravchuk, Board President, certify the Governing Board has approved the San Juan Unified School District Head Start/Early Head Start **COLA Grant Application** for Fiscal Year 2026-2027 (August 1, 2026 – July 31, 2027) at its meeting on August 11, 2026. Attached is the sign-in sheet of attendees; minutes of the meeting are forthcoming.

Name

Signature

Date

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

AGENDA ITEM: G.10

MEETING DATE: 08/11/2026

SUBJECT: Settlement Agreement and Release Between San Juan Unified School District and Teamsters Local No. 150

DEPARTMENT: Administration

ACTION REQUESTED:

The superintendent is recommending that the board adopt the settlement and release agreement between San Juan Unified School District and Teamsters Local No. 150.

RATIONALE/BACKGROUND:

This agreement is a settlement between the San Juan Unified School District and Teamsters Local No. 150 that resolves all disputes over Juneteenth holiday pay and benefits for 2021 and 2022. Eligible current employees may choose either a one-time cash payment or restoration of leave used on the affected Juneteenth holidays.

ATTACHMENT(S):

1. [Settlement Agreement and Release Between San Juan Unified School District and Teamsters Local No. 150](#)

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 08/03/2026

FISCAL IMPACT:

\$33,000

PREPARED BY: Daniel Thigpen, Executive Director, Labor and Government Relations

APPROVED BY: Melissa Bassanelli, Superintendent of Schools

SETTLEMENT AGREEMENT AND RELEASE

Between San Juan Unified School District and Teamsters Local 150

This Settlement Agreement and Release (“Agreement”) is entered into by and between the San Juan Unified School District (“District”) and Teamsters Local 150 (“Union”), collectively referred to as the “Parties,” for the purpose of fully and finally resolving all disputes and potential claims concerning Juneteenth holiday recognition, compensation, and related matters for calendar years 2021 and 2022 involving employees represented by Teamsters Local 150.

1. DEFINITIONS

For purposes of this Agreement, “District” means the San Juan Unified School District, including its Governing Board, officers, employees, agents, representatives, insurers, attorneys, successors, and assigns. “Union” means Teamsters Local 150, including its officers, representatives, successors, assigns, and members acting in a representative capacity. “Bargaining Unit Members” means all employees represented by the Union during the relevant period. “Eligible Employee” means a bargaining unit member who worked, was in paid status, or used accrued leave on the Juneteenth observance dates in 2021 and/or 2022. “Eligible Retired Employee” means an otherwise classified employee who is an eligible bargaining unit member who has since retired or separated from employment, who worked the Juneteenth holiday and were in paid status the workday before or after in 2021 and 2022, and who continue to be members of Teamsters as of the date of this agreement. “Claims” means any and all known or unknown claims, grievances, demands, liabilities, complaints, actions, causes of action, attorneys’ fees, costs, or remedies arising from or related to Juneteenth in 2021 and 2022.

2. PURPOSE OF AGREEMENT

The purpose of this Agreement is to compromise disputed claims without litigation. The District denies liability, wrongdoing, or violation of law. The Union disputes the District’s legal position. The Parties nevertheless desire to avoid expense, uncertainty, disruption, and diversion of resources and therefore voluntarily resolve all matters covered herein.

3. RECOGNITION OF JUNETEENTH AS A PAID HOLIDAY

The District agrees to recognize Juneteenth as a paid holiday for employees represented by the Union going forward in accordance with applicable law and the collective bargaining agreement, unless modified by mutual written agreement of the Parties or by change in controlling law. Nothing in this section constitutes an admission concerning prior years.

4. COVERED EMPLOYEES

This Agreement applies to Eligible Employees and Eligible Retired Employees. The District may rely upon payroll records, leave records, attendance records, personnel files, and other reasonably reliable business records in determining eligibility and calculations.

5. SETTLEMENT CONSIDERATION

Terms, eligibility (including for retirees), and the process for receiving payment or benefits under this Agreement shall mirror, where practicable, the terms of the District's Juneteenth settlement agreement with CSEA, as adapted to this bargaining unit.

Each Eligible Employee may elect one remedy for each qualifying Juneteenth year in 2021 and/or 2022. Remedies may include restoration of sick leave, vacation leave, or other qualifying accrued leave used on either or both Juneteenth dates in lieu of payment, or a one-time cash payment at the employee's regular daily rate or prorated hourly equivalent, less all lawful deductions and withholdings. No duplicate recovery shall be permitted.

Eligible Retired Employees may elect cash payment only. Leave restoration benefits are not available after separation from employment.

6. CLAIMS PROCESS

Within thirty (30) calendar days following execution of this Agreement and Governing Board approval, the District shall provide notice and claim forms. Employees shall have sixty (60) calendar days from issuance of notice to submit claims and elections. Untimely claims are waived absent District-approved good cause.

7. DISPUTE RESOLUTION

Disputes concerning eligibility, calculation, or implementation shall first proceed through informal meet-and-confer between the Union and the District. If unresolved, the matter shall proceed to non-binding mediation before a mutually agreed neutral party. This process shall be the exclusive pre-litigation remedy for disputes arising under this Agreement.

8. RELEASE OF CLAIMS

In consideration of this Agreement, the Union, on behalf of itself and to the fullest extent permitted by law on behalf of participating bargaining unit members, releases and forever discharges the District from any and all Claims arising out of or related to Juneteenth in 2021 and 2022. Participating employees shall execute an individual release as a condition of receiving benefits.

9. WAIVER OF CALIFORNIA CIVIL CODE SECTION 1542

The Parties expressly waive Civil Code section 1542 and all similar protections relating to unknown claims. The Parties understand that this release extends to claims presently unknown or unsuspected arising from the matters released herein.

10. WAIVER OF RIGHT TO JURY TRIAL

To the fullest extent permitted by law, the Parties knowingly and voluntarily waive any right to jury trial in any action to interpret, challenge, rescind, or enforce this Agreement.

11. COVENANT NOT TO SUE

Except for proceedings to enforce the terms of this Agreement, the Parties agree not to commence, prosecute, encourage, or assist in any action or proceeding based upon Claims released herein. This Agreement may be pled as a complete defense to any such action.

12. NO PRECEDENT / NO ADMISSION

This Agreement is nonprecedential and shall not establish precedent for any future dispute, bargaining position, holiday issue, compensation claim, or contract interpretation beyond its express terms. It is not an admission of liability by any Party.

13. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of California.

14. WAIVER OF BREACHES

The waiver by any Party of any breach of any provision of this Agreement shall not be deemed a waiver of any subsequent breach of the same or any other provision.

15. AGREEMENT NOT TO BE CONSTRUED AGAINST DRAFTER

This Agreement is the product of arm's-length negotiations between sophisticated Parties and shall not be construed against any Party as drafter.

16. HEADINGS

The headings used in this Agreement are for convenience only and shall not be used to interpret, limit, or expand the meaning of any provision.

17. EMPLOYERS' POSITION REGARDING BINDING NATURE OF AGREEMENT

It is the District's position that the Union, as the exclusive representative of the bargaining unit, possesses authority to resolve disputes within the scope of representation and that this Agreement shall be binding to the fullest extent permitted by law upon the Union and bargaining unit members as to claims released herein. Nothing in this Agreement shall waive any defense the District may assert regarding representative standing, waiver, exhaustion, preclusion, or related doctrines.

18. ATTORNEYS' FEES AND COSTS

Each Party shall bear its own attorneys' fees, costs, and expenses incurred in connection with the matters resolved herein. No Party shall be deemed the prevailing party.

19. TAX MATTERS

The District makes no representation concerning tax consequences. Each recipient is solely responsible for personal tax obligations arising from any payment or benefit.

20. BOARD APPROVAL

This Agreement is contingent upon approval by the Governing Board of the San Juan Unified School District in open session. If approval is not obtained, this Agreement shall be null and void.

21. SEVERABILITY

If any provision of this Agreement is determined unenforceable, the remaining provisions shall remain in full force and effect.

22. ENTIRE AGREEMENT / MODIFICATION

This Agreement contains the entire understanding of the Parties regarding the matters addressed herein and supersedes all prior oral or written communications. Any modification must be in a written instrument signed by authorized representatives of both Parties.

23. EXECUTION OF AGREEMENT

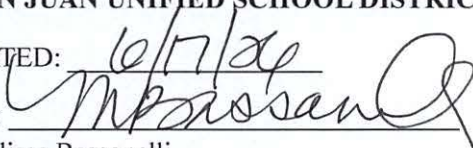
This Agreement may be executed in counterparts, each of which shall be deemed an original, and all counterparts together shall constitute one instrument. Electronic and scanned signatures shall be treated as originals.

24. COOPERATION BY THE PARTIES

The Parties agree to execute such additional documents and take such further actions as may be reasonably necessary to carry out the intent and terms of this Agreement.

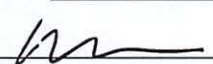
SIGNATURES

SAN JUAN UNIFIED SCHOOL DISTRICT

DATED: 6/17/26
By: 
Melissa Bassanelli
Superintendent

DATED: Jun 16, 2026
By: 
Daniel Thigpen
Chief of Human Resources

Teamsters Local 150

DATED: June 10, 2026
By: 
Name: Rocio Richards
Title: Labor Representative

APPROVED AS TO FORM

DATED: Jun 11, 2026
By: 
Fhanysha Clark Gaddis
General Counsel
San Juan Unified School District

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

AGENDA ITEM: G.11

MEETING DATE: 08/11/2026

SUBJECT: Settlement Agreement and Release Between San Juan Unified School District and San Juan Professional Educators Coalition

DEPARTMENT: Administration

ACTION REQUESTED:

The superintendent is recommending that the board adopt the settlement and release agreement between San Juan Unified School District and San Juan Professional Educators Coalition.

RATIONALE/BACKGROUND:

This agreement is a settlement between the San Juan Unified School District and the San Juan Professional Educators Coalition that resolves all disputes over Juneteenth holiday pay and benefits for 2021 and 2022. Eligible current employees may choose either a one-time cash payment or restoration of leave used on the affected Juneteenth holidays.

ATTACHMENT(S):

1. [Settlement Agreement and Release Between San Juan Unified School District and San Juan Professional Educators Coalition](#)

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 08/03/2026

FISCAL IMPACT:

\$43,000

PREPARED BY: Daniel Thigpen, Executive Director, Labor and Government Relations

APPROVED BY: Melissa Bassanelli, Superintendent of Schools

SETTLEMENT AGREEMENT AND RELEASE

Between San Juan Unified School District and San Juan Professional Educators Coalition

This Settlement Agreement and Release (“Agreement”) is entered into by and between the San Juan Unified School District (“District”) and the San Juan Professional Educators Coalition (“SJPEC”), collectively referred to as the “Parties,” for the purpose of fully and finally resolving all disputes and potential claims concerning Juneteenth holiday recognition, compensation, and related matters for calendar years 2021 and 2022 involving employees represented by SJPEC.

1. DEFINITIONS

For purposes of this Agreement, “District” means the San Juan Unified School District, including its Governing Board, officers, employees, agents, representatives, insurers, attorneys, successors, and assigns. “SJPEC” means the San Juan Professional Educators Coalition, including its officers, representatives, successors, assigns, and members acting in a representative capacity. “Bargaining Unit Members” means all employees represented by SJPEC during the relevant period. “Eligible Employee” means a bargaining unit member who worked, was in paid status, or used accrued leave on the Juneteenth observance dates in 2021 and/or 2022. “Eligible Retired Employee” means an otherwise eligible bargaining unit member who has since retired or separated from employment, who was in paid status the workday before or after in 2021 and/or 2022, and who continues to be members of SJPEC as of the date of this agreement. “Plus 4 Days” means the additional leave benefit reflected in Section 9.5 of the applicable collective bargaining agreement. “Claims” means any and all known or unknown claims, grievances, demands, liabilities, complaints, actions, causes of action, attorneys’ fees, costs, or remedies arising from or related to Juneteenth in 2021 and 2022.

2. PURPOSE OF AGREEMENT

The purpose of this Agreement is to compromise disputed claims without litigation. The District denies liability, wrongdoing, or violation of law. SJPEC disputes the District’s legal position. The Parties nevertheless desire to avoid expense, uncertainty, disruption, and diversion of resources and therefore voluntarily resolve all matters covered herein.

3. RECOGNITION OF JUNETEENTH AS A PAID HOLIDAY

The District agrees to recognize Juneteenth as a paid holiday for SJPEC-represented employees going forward, in accordance with applicable law and the collective bargaining agreement, unless modified by mutual written agreement of the Parties or by change in controlling law. Nothing in this section constitutes an admission concerning prior years.

4. COVERED EMPLOYEES

This Agreement applies to Eligible Employees and Eligible Retired Employees. The District may rely upon payroll records, leave records, attendance records, personnel files, and other reasonably reliable business records in determining eligibility and calculations.

5. SETTLEMENT CONSIDERATION

Each Eligible Employee may elect one remedy for each qualifying Juneteenth year in 2021 and/or 2022. Remedies may include up to two (2) total Plus 4 Days consistent with Section 9.5 of the collective bargaining agreement, restoration of qualifying leave used on Juneteenth, or a one-time cash payment at the employee's regular daily rate or prorated hourly equivalent, less all lawful deductions and withholdings. No duplicate recovery shall be permitted.

Eligible Retired Employees may elect cash payment only. Leave restoration and Plus 4 Day benefits are not available after separation from employment.

6. CLAIMS PROCESS

Within thirty (30) calendar days following execution of this Agreement and Governing Board approval, the District shall provide notice and claim forms. Employees shall have sixty (60) calendar days from issuance of notice to submit claims and elections. Untimely claims are waived absent District-approved good cause.

7. DISPUTE RESOLUTION

Disputes concerning eligibility, calculation, or implementation shall first proceed through informal meet-and-confer between SJPEC and the District. If unresolved, the matter shall proceed to non-binding mediation before a mutually agreed neutral party. This process shall be the exclusive pre-litigation remedy for disputes arising under this Agreement.

8. RELEASE OF CLAIMS

In consideration of this Agreement, SJPEC, on behalf of itself and to the fullest extent permitted by law on behalf of participating bargaining unit members, releases and forever discharges the District from any and all Claims arising out of or related to Juneteenth in 2021 and 2022. Participating employees shall execute an individual release as a condition of receiving benefits.

9. WAIVER OF CALIFORNIA CIVIL CODE SECTION 1542

The Parties expressly waive Civil Code section 1542 and all similar protections relating to unknown claims. The Parties understand that this release extends to claims presently unknown or unsuspected arising from the matters released herein.

10. WAIVER OF RIGHT TO JURY TRIAL

To the fullest extent permitted by law, the Parties knowingly and voluntarily waive any right to jury trial in any action to interpret, challenge, rescind, or enforce this Agreement.

11. COVENANT NOT TO SUE

Except for proceedings to enforce the terms of this Agreement, the Parties agree not to commence, prosecute, encourage, or assist in any action or proceeding based upon Claims released herein. This Agreement may be pled as a complete defense to any such action.

12. NO PRECEDENT / NO ADMISSION

This Agreement is nonprecedential and shall not establish precedent for any future dispute, bargaining position, holiday issue, compensation claim, or contract interpretation beyond its express terms. It is not an admission of liability by any Party.

13. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of California.

14. WAIVER OF BREACHES

The waiver by any Party of any breach of any provision of this Agreement shall not be deemed a waiver of any subsequent breach of the same or any other provision.

15. AGREEMENT NOT TO BE CONSTRUED AGAINST DRAFTER

This Agreement is the product of arm's-length negotiations between sophisticated Parties and shall not be construed against any Party as drafter.

16. HEADINGS

The headings used in this Agreement are for convenience only and shall not be used to interpret, limit, or expand the meaning of any provision.

17. EMPLOYERS' POSITION REGARDING BINDING NATURE OF AGREEMENT

It is the District's position that SJPEC, as the exclusive representative of the bargaining unit, possesses authority to resolve disputes within the scope of representation and that this Agreement shall be binding to the fullest extent permitted by law upon SJPEC and bargaining unit members as to claims released herein. Nothing in this Agreement shall waive any defense the District may assert regarding representative standing, waiver, exhaustion, preclusion, or related doctrines.

18. ATTORNEYS' FEES AND COSTS

Each Party shall bear its own attorneys' fees, costs, and expenses incurred in connection with the matters resolved herein. No Party shall be deemed the prevailing party.

19. TAX MATTERS

The District makes no representation concerning tax consequences. Each recipient is solely responsible for personal tax obligations arising from any payment or benefit.

20. BOARD APPROVAL

This Agreement is contingent upon approval by the Governing Board of the San Juan Unified School District in open session. If approval is not obtained, this Agreement shall be null and void.

21. SEVERABILITY

If any provision of this Agreement is determined unenforceable, the remaining provisions shall remain in full force and effect.

22. ENTIRE AGREEMENT / MODIFICATION

This Agreement contains the entire understanding of the Parties regarding the matters addressed herein and supersedes all prior oral or written communications. Any modification must be in a written instrument signed by authorized representatives of both Parties.

23. EXECUTION OF AGREEMENT

This Agreement may be executed in counterparts, each of which shall be deemed an original, and all counterparts together shall constitute one instrument. Electronic and scanned signatures shall be treated as originals.

24. COOPERATION BY THE PARTIES

The Parties agree to execute such additional documents and take such further actions as may be reasonably necessary to carry out the intent and terms of this Agreement.

SIGNATURES

SAN JUAN UNIFIED SCHOOL DISTRICT

DATED: Jul 20, 2026

By: Melissa Bassanelli
Melissa Bassanelli (Jul 20, 2026 10:20:29 PDT)
Melissa Bassanelli
Superintendent

DATED: Jul 19, 2026

By: Daniel Thigpen
Daniel Thigpen
Chief of Human Resources

SAN JUAN PROFESSIONAL EDUCATORS COALITION

DATED: 6/19/26

By: Melanie Allen
Name: Melanie Allen
Title: President

APPROVED AS TO FORM

DATED: Jul 17, 2026

By: Fhanysha Gaddis
Fhanysha Gaddis (Jul 17, 2026 15:49:41 PDT)
Fhanysha Clark Gaddis
General Counsel
San Juan Unified School District

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

AGENDA ITEM: G.12

MEETING DATE: 08/11/2026

SUBJECT: San Juan High School Science Modernization Project Lease Amendment No. 2

DEPARTMENT: Operations

ACTION REQUESTED:

The superintendent is recommending that the board adopt Resolution No. 4269, approving the second amendment to the lease for the San Juan High School Science Modernization Project (the “Project”) between San Juan Unified School District and Core West, Inc.

RATIONALE/BACKGROUND:

The board approves the revised total base rent in the amount of \$22,375,361.00 for Phase #2 – Science Modernization, and authorizes the issuance of lease amendment No. 2 to the facilities lease and authorizes district staff to issue a notice to proceed with construction.

ATTACHMENT(S):

1. [Resolution No. 4269](#)
2. [Lease Amendment No. 2](#)

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 08/03/2026

FISCAL IMPACT:

N/A

PREPARED BY: Nicholas Arps, Director, Facilities, Construction & Modernization

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

**RESOLUTION BEFORE THE SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION APPROVING LEASE AMENDMENT #2 FOR THE
SAN JUAN HIGH SCHOOL SCIENCE MODERNIZATION PROJECT #204-9495-P1**

RESOLUTION NO. 4269

WHEREAS, sections 17406 of the Education Code authorize school districts, including the San Juan Unified School District (“District”), to use the lease-leaseback procurement process; and

WHEREAS, the District Board of Education (“Board”) previously approved the award of the Site Lease and Facilities Lease to Core West, Inc. for this Project, including preconstruction services in the amount of \$95,000.00; and

WHEREAS, the approval of the Facilities Lease authorized only preconstruction services to be performed; no construction services were approved to commence for Phase #2 – Science Modernization; and no construction services have commenced for Phase #2 – Science Modernization; and

WHEREAS, Core Construction has completed the preconstruction services for Phase #2 – Science Modernization of the Project, including development of the Total Base Rent for this Phase, and has provided the District with objectively verifiable information and a written rationale for this Total Base Rent, together with supporting documents;

WHEREAS, the District has carefully considered the information supporting the Total Base Rent for Phase #2 of the Project; and

WHEREAS, the Division of the State Architect (“DSA”) approval has been received for work associated with Phase #2 of the Project.

NOW, THEREFORE, the San Juan Unified School District Board of Education does hereby resolve as follows:

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

Section 2. The Board approves the Total Base Rent in the amount of \$22,375,361.00 for Phase 2, authorizes the issuance of Lease Amendment #2 to the Facilities Lease, and authorizes District staff to issue a notice to proceed with construction of Phase #2.

Original Facilities Lease Amount– Preconstruction Services	\$95,000.00
Net Change by Amendment #1	\$6,205,751.00
Net Change by Amendment #2	\$16,169,610.00
<u>Revised Total Base Rent</u>	\$22,375,361.00
<u>Revised Facilities Lease Amount</u>	\$22,470,361.00

Attachment 1

The foregoing findings and decision to award were made by the San Juan Unified School District Board of Education at a meeting of the Board on August 11th, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

**Tanya Kravchuk, President,
San Juan Unified School District
Board of Education**

Attest:

**Nick Bloise, Clerk
San Juan Unified School District
Board of Education**



San Juan Unified School District

Facilities Business Department

5320 Hemlock Street, Sacramento, California 95841

Telephone 916- 971-7283

Internet Web Site: www.sanjuan.edu

Melissa Bassanelli, Superintendent of Schools
Frank Camarda, Chief Operations Officer

Lease Amendment #02
San Juan HS MOD (Science)
DSA App. # 02 - 123993 /Facilities Lease Agreement# VR26-05806
SJUSD Project # 204-9495-P1

Effective **August 11, 2026**, the Facilities Lease Agreement dated **October 14, 2025**, between the San Juan Unified School District and **CORE West, Inc** for the **San Juan High School MOD (Science)** is amended as follows:

A. Section 1.1.13, Plans and Specifications, is amended as follows: *“means the construction plans and specifications prepared for the Project by Studio W Architects as approved by the DSA, Application No. 02-123993.....”*

B. Section 3.2.3, Time of Completion, is amended as follows: *“Included in this time to complete is an allowance of Zero (0) weather days of excusable weather delays.”*

C. Section 4.4.2, Total Base Rent, is amended as follows: *“The TBR for the lease of the Project is ~~(\$6,205,751.00)~~ Twenty-Two Million, Three Hundred Seventy-Five Thousand, Three Hundred Sixty-One Dollars and no cents **(\$22,375,361.00)** subject to the provisions of any Contingency Funds set forth in this Article 4.”*

D. Section 4.4.2.4.1 is amended as follows: *“Construction Contingency Fund in the amount of ~~(\$131,777.00)~~ Five Hundred Fifteen Thousand, Four Hundred Seventy-Seven Dollars and no cents **(\$515,477.00)**, which, except as set forth herein, shall cover additional or extra costs of the work set forth in the contract documents as a result of all conditions and events that do not entitle Entity to a change order in accordance with Exhibit D, Article 15.01 of the Facilities Lease.”*

E. Section 4.4.2.4.3 is amended as follows: *“District Contingency in the amount of ~~(\$1,198,434.00)~~ Two Million, Eight Hundred Thirty-Seven Thousand, Seven Hundred Thirty-Four Dollars and no cents **(\$2,837,734.00)** which shall cover additional or extra costs to the project that entitle Entity to a change order in accordance with Exhibit D, Article 15.01 of the Facilities Lease.”*

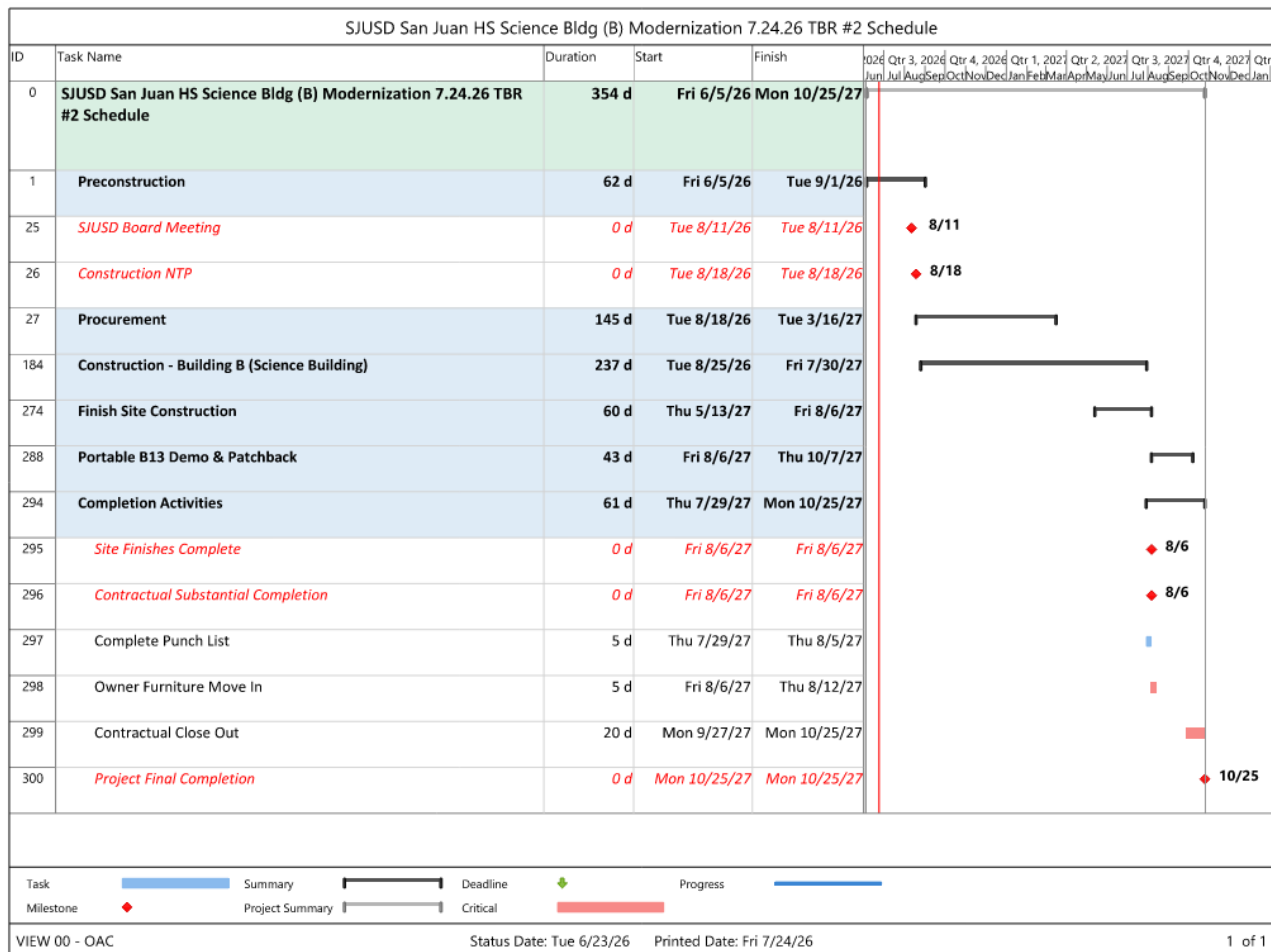
F. Exhibit C Lease Payment Schedule / CSI Breakdown (TBR Calculator), Qualifications & Assumptions, Exclusions and Work not Included, List of Plans, Specifications and Other Documents is replaced in its entirety with the following:

San Juan High School Amendment #2 - TBR #2		
EXHIBIT C		
LEASE PAYMENT SCHEDULE		
A	B	C
Item No	Month	Lease Payment
	Preconstruction	
	Preconstruction Services	\$ 95,000
	Phase #1 Light Modernization	
1	May 2026 Lease Payment (TBR #1)	\$ 627,268
2	June 2026 Lease Payment (TBR #1)	\$ 627,268
3	July 2026 Lease Payment (TBR #1)	\$ 627,268
4	August 2026 Lease Payment (TBR #1)	\$ 627,268
5	September 2026 Lease Payment (TBR #2)	\$ 920,154
6	October 2026 Lease Payment (TBR #2)	\$ 920,154
7	November 2026 Lease Payment (TBR #2)	\$ 920,154
8	December 2026 Lease Payment (TBR #2)	\$ 920,154
9	January 2027 Lease Payment (TBR #2)	\$ 920,154
10	February 2027 Lease Payment (TBR #2)	\$ 920,154
11	March 2027 Lease Payment (TBR #2)	\$ 920,154
12	April 2027 Lease Payment (TBR #2)	\$ 920,154
13	May 2027 Lease Payment (TBR #2)	\$ 920,154
14	June 2027 Lease Payment (TBR #1 & TBR #2)	\$ 1,547,422
15	July 2027 Lease Payment (TBR #1 & TBR #2)	\$ 1,547,422
16	August 2027 Lease Payment (TBR #1 & TBR #2)	\$ 1,547,422
17	September 2027 Payment (TBR #2)	\$ 920,154
18	October 2027 Lease Payment (TBR #2)	\$ 920,154
19	November 2027 Post Construction Payment (TBR #1 & TBR #2)	\$ 109,128
20	December 2027 Post Construction Payment (TBR #1 & TBR #2)	\$ 109,128
21	January 2028 Post Construction Payment (TBR #1 & TBR #2)	\$ 109,128
22	February 2028 Post Construction Payment (TBR #1 & TBR #2)	\$ 109,128
23	March 2028 Post Construction Payment (TBR #1 & TBR #2)	\$ 109,128
24	April 2028 Post Construction Payment (TBR #1 & TBR #2)	\$ 109,128
25	May 2028 Post Construction Payment (TBR #1 & TBR #2)	\$ 109,128
26	June 2028 Post Construction Payment (TBR #1 & TBR #2)	\$ 109,128
27	July 2028 Post Construction Payment (TBR #1 & TBR #2)	\$ 109,128
28	August 2028 Post Construction Payment (TBR #1 & TBR #2)	\$ 109,128
29	September 2028 Post Construction Payment (TBR #1 & TBR #2)	\$ 109,128
30	October 2028 Post Construction Payment (TBR #1 & TBR #2)	\$ 109,137
	Total Lease Payments	\$ 18,582,577

Bonds & Insurance		
Bonds & Insurance (TBR #1 & TBR #2)	\$	439,573
Contingencies:		
Contractor Contingency 3% (TBR #1)	\$	131,777
Contractor Contingency 3% (TBR #2)	\$	383,700
Total Construction Contingency	\$	515,477
Owner Contingency (TBR #1)	\$	1,198,434
Owner Contingency (TBR #2)	\$	1,639,300
Owner Total Contingency	\$	2,837,734
Total Contingencies	\$	3,353,211
Amendment 1 - Phase 1 Light Mod and DSA Demo TBR	\$	6,205,751
Amendment 2 - Science Wing TBR	\$	16,169,610
Total Value of Services (Excludes Pre-Construction Services)	\$	22,375,361

G. Exhibit G Construction Schedule is added in its entirety with the following:

H.



In all other respects, the terms and conditions of said Facilities Lease, including the exhibits thereto, remain in full force and effect.

San Juan Unified School District,

A school district organized and existing under the laws of the State of California

CORE West, Inc

A California Corporation

By: _____
Nicholas Arps
Title: Director of Facilities, Construction & Modernization

By: _____
Seth Maurer
Title: President

By: _____
Frank Camarda
Title: Chief Operations Officer

Federal Tax Identification Number :
88-0214666

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

AGENDA ITEM: G.13

MEETING DATE: 08/11/2026

SUBJECT: Ratification of Committee Members

DEPARTMENT: Administration

ACTION REQUESTED:

The superintendent is recommending that the board ratify the appointment and reappointment of committee members.

RATIONALE/BACKGROUND:

Per the committee bylaws, each individual board member shall appoint and reappoint committee members subject to ratification by a majority vote of the board.

New Appointments:

- Special Education Community Advisory Committee
 - Allyson Grimm (Kravchuk)
 - Marsha Hesch (Kravchuk)

Reappointments:

- Curriculum, Standards, Instructional and Student Services Committee
 - Taylor Brown (Bloise)
 - Kathleen Gately (Perez)
 - Patsy McGavock (Kravchuk)
 - Catrayel Wood (Avey)
 - Susan Zimmer (Creason)
- Facilities Committee
 - Melinda Avey (Costa)
 - Frank Cockrell (Creason)
 - Zachary Morton (Avey)
 - Paul Roy (Kravchuk)
 - Steve Ward (Bloise)
- Special Education Community Advisory Committee
 - Emily Getz (Avey)
 - Lacey Martinez (Costa)
 - James Moraga (Creason)
 - Sean Owens (Bassanelli)
 - Kimber Rice (Perez)
 - Lisa Sotelo (Stanekzai)
 - Luc Taylor (Bassanelli)

ATTACHMENT(S):

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 08/03/2026

FISCAL IMPACT:

N/A

PREPARED BY: Stephanie Cunningham, Administrative Assistant, Board of Education

APPROVED BY: Melissa Bassanelli, Superintendent of Schools

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

AGENDA ITEM: I.1

MEETING DATE: 08/11/2026

SUBJECT: Student Discipline Report (Oaxaca) - 7:15 p.m.

DEPARTMENT: Teaching and Learning

ACTION REQUESTED:

Report: The superintendent is recommending that the board hear a report on district work related to student discipline and schoolwide student behavior.

RATIONALE/BACKGROUND:

The purpose of this report is to update the board on districtwide efforts regarding student discipline and schoolwide student behavior. The report will apprise the board on work completed during the 2025-2026 school year, including goals, data trends related to student suspensions and expulsions, and districtwide professional development in aligning efforts related to improving student behavior, including social-emotional learning, bullying prevention and restorative practices.

ATTACHMENT(S):

1. [Presentation](#)

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 08/03/2026

FISCAL IMPACT:

N/A

PREPARED BY:

Dominic Covello, Director, Student Support Services
Christine Moran, Director, Multi-Tiered System of Supports (MTSS)

APPROVED BY:

F.J. "Harvey" Oaxaca, Ed.D., Assistant Superintendent, Educational Services
Timothy C. Dale, Ed.D., Deputy Superintendent, Schools and Student Support
Melissa Bassanelli, Superintendent of Schools



San Juan Unified
SCHOOL DISTRICT

Supporting Student Behavior & Schoolwide Discipline

Board of Education Update

August 11, 2026

F.J. "Harvey" Oaxaca, Ed.D., Assistant Superintendent, Educational Services

Dominic Covello, Director, Student Support Services

Christine Moran, Director, Multi-Tiered System of Supports

1

1

Purpose & Scope



OUR PURPOSE

A comprehensive annual review of the 2025–26 school year, including goals, professional development, discipline and expulsion outcomes, and the systems of support that promote positive, equitable student behavior, with a look ahead to 2026–27.

1

Review
2025–26 district goals and progress.

2

Examine
Discipline and expulsion trends, including summaries by student group and ethnicity.

3

Update
Our behavior and discipline framework and tiered supports.

4

Look ahead
Priorities and next steps for the 2026–27 school year.

2

2

Review of 2025–26 School Year Goals



Goal 4-1: Reducing exclusionary discipline: reduce the percentage of incidents resulting in suspension by 2% by May 2026

Status: Each objective advanced during 2025–26; the percentage of incidents resulting in suspension declined by 3.4%

1

OBJECTIVE

Calibrated professional development for all site administrators in student discipline practices.

2

OBJECTIVE

Increased alternatives to suspension and restorative opportunities following a behavior incident.

3

OBJECTIVE

Increased consistency in the student expulsion process and due process.

3

3

Review of 2025–26 School Year Goals



Goal 4-2: K–2 Student Behavior & Classroom Disruptions: strengthen proactive, tiered supports and establish baseline behavior metrics by May 2026

1

STAFF TRAINING

Trained certificated and classified staff across sites in emotional regulation and the neuroscience of behavior.

2

SITE SYSTEMS & DATA

Built Tier 1 behavior systems, universal SAEBS / mySAEBRS screening, and monthly discipline-data review in Unified Insights.

3

EARLY INTERVENTION

Strengthened counselor and social-worker capacity for preventative supports and advanced the Crisis Response Protocol.

Status: Established baseline K–2 behavior metrics and expanded proactive, tiered supports and early-intervention training districtwide. Baseline data: 62 students referred to behaviorist team.

4

4

2025–26 Summary of Professional Development



Calibrated tiered training across Goals 4-1 and 4-2

AUDIENCE

Site administrators, certificated and classified staff, paraeducators, counselors, and social workers.

TOPICS

Discipline practices and due process (4-1); emotional regulation and the neuroscience of behavior (4-2); alternatives to suspension and restorative practices.

FORMATS

Site administrator calibration trainings, vice-principal alternatives to suspension training, site cohorts, book studies, and Kaiser-grant Communities of Practice .

During the 2025-26 school year, all site administrators attended professional development to calibrate district student discipline practices with a focus on alternatives to suspension and restorative practices. In addition, 421 practitioners engaged in professional learning around neuroscience and emotional regulation.

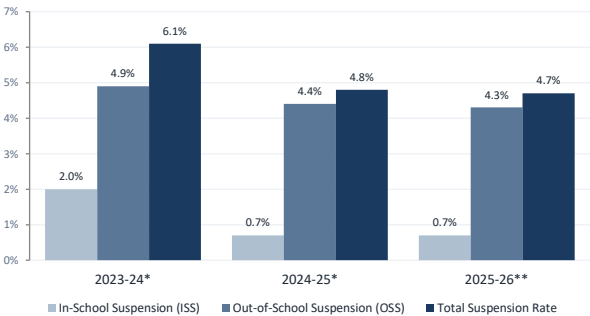
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2025-26 Discipline Trends



Suspension rates by type (3-year comparison)



4.7%

2025-26 total suspension rate

↓ from 6.1% in 2023-24

HOME (OUT-OF-SCHOOL)

4.9% → 4.3%

of enrollment since 2023-24

IN-SCHOOL SUSPENSION

2.0% → 0.7%

of enrollment since 2023-24

*2023-24 & 2024-25: verified data from CDE DataQuest

**2025-26: unofficial data from district's Unified Insights; verified data expected in October, 2026

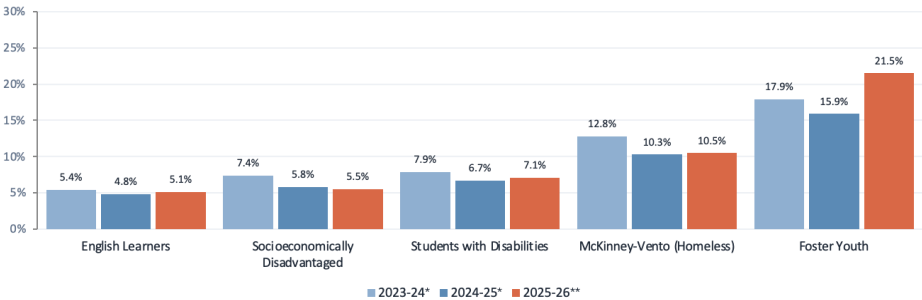
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2025–26 Discipline Trends



Combined suspension rate by student group (3-year comparison)



*2023-24 & 2024-25: verified data from CDE DataQuest
**2025-26: unofficial data from district's Unified Insights; verified data expected in October, 2026

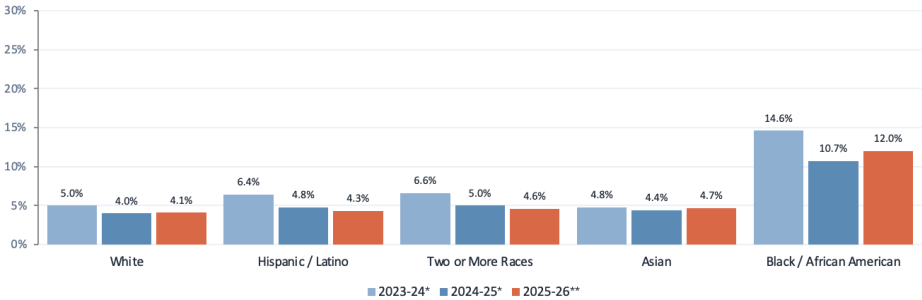
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7

2025–26 Discipline Trends



Combined suspension rate by ethnicity (3-year comparison)



*2023-24 & 2024-25: verified data from CDE DataQuest
**2025-26: unofficial data from district's Unified Insights; verified data expected in October, 2026

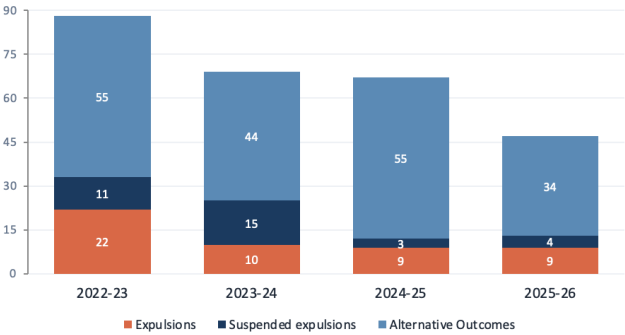
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2025–26 District Expulsion Trends



Number of expulsion recommendations and their outcomes (multi-year comparison)



47
Number of expulsion recommendations in 2025-26
↓ 47% from 88 in 2022-23

OF ACTUAL EXPULSIONS
22 → 9
since 2022-23; most cases resolved through alternatives

Source: SIUSD Student Review Multi-Year Comparison Data, 2025–26.

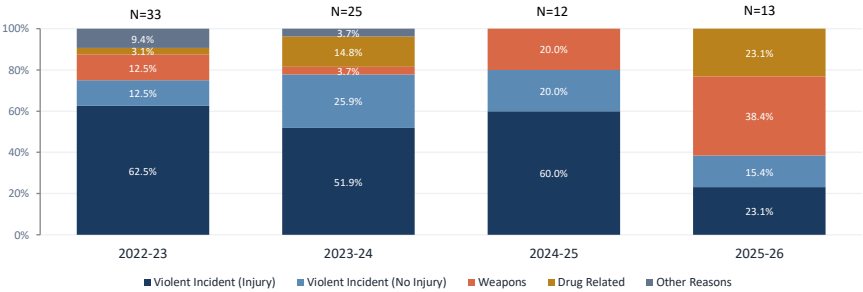
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9

Reasons for Student Expulsion



Share of combined expulsions by reason (% of each year's expulsions)



Violent incidents with injury fell from 63% of expulsions (2022-23) to 23% (2025-26), while weapons rose to the leading reason at 38%.

Source: SIUSD expulsion data; California Department of Education

10

10

2026-2027 Goals



Aligning Supports

Aligning the systems of support that promote positive, equitable student behavior, with a look ahead to 2026–27.

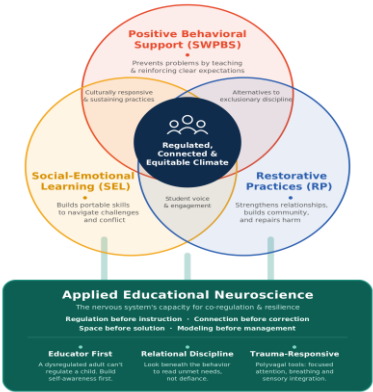
1 TK-2 Student Behavior & Classroom Disruption

By May, we will reduce repeat referrals of TK-2 students receiving Tier 3 supports by strengthening schools' capacity to provide proactive, tiered and early interventions.

2 Reducing Chronic Absenteeism

By May, decrease the chronic absenteeism rate by 1.5%

2026-27 Work and Goals: Integration – Improving Equitable Outcomes for Student Behavior



Applied Educational Neuroscience



When educators feel supported and regulated, students do too.

- This work gives teachers and staff the neuroscience behind stress and connection, and the co-regulation tools to model calm for the students who need it most.
- 433 practitioners trained through the Kaiser Permanente Thriving Schools Grant

THE FRAMEWORK: APPLIED EDUCATIONAL NEUROSCIENCE

Developed by Dr. Lori Desautels, it bridges traditional discipline and brain science through the nervous system's capacity for co-regulation and resilience.

Educator First — a dysregulated adult cannot regulate a dysregulated child, so teachers build awareness of their own stress before intervening.

Relational Discipline — moves away from punitive compliance toward looking beneath the behavior to understand what the brain is communicating.

Trauma-Responsive Practice — applies polyvagal theory — focused attention, sensory integration, and breathing — to calm stress responses and support learning.

Regulation **before** instruction

Connection **before** correction

Space **before** solution

Modeling **before** management

RESOURCES *The Regulated Classroom*, Emily Daniels · *Flooded*, Allison Edwards · *Regulation and Co-Regulation*, Ginger Healy · *Behavior Interventions*, Amie Dean

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Schoolwide Positive Behavioral Supports



A multi-tiered system supporting every student

TIER 1: UNIVERSAL

All students

Positive behavioral expectations, social-emotional learning, and a strong sense of belonging schoolwide.

TIER 2: TARGETED

Some students

Small-group supports, check-in/check-out, Navigate360 lessons, Multi-tiered Systems of Support (MTSS), and Coordination of Services Teams (COST).

TIER 3: INTENSIVE

Few students

Individualized plans, intervention teams, and referrals for assessment and wraparound services.

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Supporting Students at Grades TK–2



Developmentally appropriate, instructional responses to behavior

- Emphasize teaching and modeling expected behaviors rather than exclusionary discipline for our youngest learners.
- Strengthen Tier 1 routines, social-emotional skill-building, and classroom-based supports in early grades.
- Provide coaching and consultation for teachers and connect families as partners in supporting behavior.
- Use early-intervention teams and multi-tiered systems of supports (MTSS) to address needs before challenges escalate.
- Enhance Tier 2 and Tier 3 behavior supports and referral processes, including the Crisis Response Protocol.

New grant partnership with San Juan Education Foundation that allows participants to access funds to build wellness spaces in their classrooms.

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Social-Emotional Learning (SEL)



Building the skills students need to navigate challenges and relationships

WHAT IS SEL?

The process through which students develop the self-awareness, self-management, and interpersonal skills essential for school, work, and life.

Aligned to the CASEL framework of five core competencies.

1

Self-Awareness: Recognizing one's emotions, strengths, and values.

2

Self-Management: Regulating emotions, managing stress, and setting goals.

3

Social Awareness: Empathy and respect for diverse perspectives.

4

Relationship Skills: Communicating, collaborating, and resolving conflict.

5

Responsible Decision-Making: Making caring, constructive choices.

Source: Collaborative for Academic, Social, and Emotional Learning (CASEL)

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Restorative Practices



Positively impacting student behavior and school climate

- Create a sense of belonging and community within every classroom and campus.
- Minimize harm and keep students connected to learning following an incident.
- Build students' capacity to manage conflict and take responsibility for their actions.
- Uncover the root causes of conflict and facilitate conversations that repair relationships.

The RP Continuum

Informal

1 Affective statements

2 Affective questions

3 Impromptu conferences

4 Circles

5 Formal conferences

Formal

The Restorative Questions

asked to repair harm and make things right

- What happened?
- What were you thinking at the time?
- What have you thought about since?
- Who has been affected, and how?
- What's needed to make things right?

Time to think → accountability + repaired relationships

Source: International Institute for Restorative Practices (IIRP)

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2026–27 Restorative Practices Plan



JUNE 2026

8 district staff completed a 4-day intensive training to build district capacity as lead trainers.

2026–27 School Year

Cohort 1: 4 schools (Will Rogers, Sylvan, Kingswood, Del Dayo) full staff to be trained by district team;
Cohorts 2/3: 2 additional district training cohorts are planned for individual site staff/teams

BUILD CAPACITY

Train & Coach

Foundational trainings over three days throughout year; monthly coaching visits, and whole-staff touchpoints.

SYSTEMIC PLANNING

Leadership & Alignment

A cross-departmental advisory team will help guide the work, aligned to the Strategic Plan and SEL competencies.

MEASURE IMPACT

Track progress

Baselines for suspension rates (disaggregated), office referrals, climate surveys, and chronic absenteeism; fidelity tracked monthly.

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Next Steps



Priorities for the 2026–27 school year

- 1 Update district policies and regulations for student discipline to align with current state regulations and district practice.
- 2 Continue partnering with sites to monitor disproportionate discipline data and internal systems for defiance / disruption.
- 3 Expand professional development on schoolwide positive behavioral supports, alternatives to suspension, restorative practices, and Multi-Tiered Systems of Support (MTSS) specific to TK-2 Behavior.
- 4 Continue providing professional learning on Applied Educational Neuroscience and Co-Regulation for all practitioners with an emphasis on TK-2.

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Questions/Comments

Supporting Student Behavior & Schoolwide Discipline

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

AGENDA ITEM: I.2

MEETING DATE: 08/11/2026

SUBJECT: Proposed Revisions to Board Policy 5144.1 Suspension and Expulsion/Due Process (Oaxaca) - 7:35 p.m.

DEPARTMENT: Teaching and Learning

ACTION REQUESTED:

Discussion: The superintendent is recommending that the board discuss the proposed revisions to Board Policy 5144.1 Suspension and Expulsion/Due Process. Action anticipated: 08/25/2026.

RATIONALE/BACKGROUND:

The district is committed to providing a safe, supportive, and positive school environment that is conducive to student learning and achievement. The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law, reflected in the revisions to this policy, and in the accompanying administrative regulation. The proposed revisions reflect updates to Education Code and current practices in San Juan Unified to ensure alignment on discipline matters and due process for suspensions and expulsions.

ATTACHMENT(S):

1. [Board Policy 5144.1 Suspension and Expulsion/Due Process](#)

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 08/03/2026

FISCAL IMPACT:

N/A

PREPARED BY: Dominic Covello, Director, Student Support Services

APPROVED BY: F.J. "Harvey" Oaxaca, Ed.D., Assistant Superintendent, Educational Services
Timothy C. Dale, Ed.D., Deputy Superintendent, Schools and Student Support
Melissa Bassanelli, Superintendent of Schools

Policy 5144.1: Suspension And Expulsion/Due Process

Status:
ADOPTED

Original Adopted Date: 06/02/1992 | Last Revised Date: 09/09/2025 | Last Reviewed Date: 09/09/2025

The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law, in this policy, and in the accompanying administrative regulation.

Except when otherwise permitted by law, a student may be suspended or expelled only when the behavior is related to a school activity or school attendance occurring within any district school or another school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus
4. During, going to, or coming from a school-sponsored activity

Off campus behavior may result in discipline when it disrupts district programs and activities or as otherwise prohibited by law, Board policy, or administrative regulation.

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.

Except when a student's act violates Education Code 48900(a)-(e), as listed in Items #1-5 under "Grounds for Suspension and Expulsion: Grades K-12" of the accompanying administrative regulation, or when the student's presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5, 48900.6)

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.

No student may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

Students shall not be suspended or expelled based solely on a student's truancy, tardiness, or absenteeism from assigned school activities. (Education Code 48900)

On-Campus Suspension

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent or designee shall establish a supervised suspension classroom program which meets the requirements of law.

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

Authority to Expel

A student may be expelled only by the Board. (Education Code 48918(j))

As required by law, the Superintendent or principal shall recommend expulsion and the Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school

or at a school activity off school grounds: (Education Code 48915)

1. Possessing a firearm which is not an imitation firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence
2. Selling or otherwise furnishing a firearm
3. Brandishing a knife at another person
4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
5. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 287, 288, or 289, or former 288a, or committing a sexual battery as defined in Penal Code 243.4
6. Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation, the Superintendent or principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it makes a finding of either or both of the following: (Education Code 48915(b) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

A vote to expel a student shall be taken in an open session of a Board meeting. (Education Code 48918(j))

The Board may vote to suspend the enforcement of the expulsion order pursuant to the requirements of law and the accompanying administrative regulation. (Education Code 48917)

No student shall be expelled for disruption or willful defiance. (Education Code 48900)

No child enrolled in a preschool program shall be expelled or unenrolled except under limited circumstances in accordance with Education Code 8489.1 and as specified in Administrative Regulation 5148.3 - Preschool/Early Childhood Education.

Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices and appeals as specified in administrative regulation and/or law. (Education Codes 48911, 48915, and 48915.5)

Plan for Rehabilitation

At the time of the expulsion order, the Board shall recommend a plan for the student's rehabilitation, in accordance with the accompanying administrative regulation.

Maintenance and Monitoring of Outcome Data

The Superintendent or designee shall maintain outcome data related to student suspensions and expulsions in accordance with Education Code 48900.8 and 48916.1, including, but not limited

to, the number of students recommended for expulsion, the grounds for each recommended expulsion, the actions taken by the Board *(including whether the student was subsequently expelled and whether the expulsion order was suspended)*, the types of referral made after each expulsion, ~~and~~ the disposition of the students after the end of the expulsion period, *and the average length of expulsion terms, including any extensions*. For any expulsion that involves the possession of a firearm, such data shall include the name of the school and the type of firearm involved, as required pursuant to 20 USC 7961. Suspension and expulsion data shall be reported to the Board annually and to the California Department of Education when so required.

In presenting the report to the Board, the Superintendent or designee shall disaggregate data on suspensions and expulsions by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, long-term English learners, students with disabilities, foster youth, and homeless students. Based on the data, the Board shall address any identified disparities in the imposition of student discipline and shall determine whether and how the district is meeting its goals for improving school climate as specified in its local control and accountability plan.

SUBJECT: Public Hearing: New Pacific Charter Arden Arcade Material Revision to the Charter School Petition (Oaxaca) - 7:40 p.m.

DEPARTMENT: Teaching and Learning

ACTION REQUESTED:

Public Hearing/Action: The superintendent is recommending that the board hold a public hearing and take action to approve the material revision to the New Pacific Charter Arden Arcade (NPCAA) educational program at NPCAA.

RATIONALE/BACKGROUND:

New Pacific Charter Arden Arcade (NPCAA) is proposing to change its educational program. The material revision will affect the following elements:

- Element 1: Educational Program
- Element 2: Measurable Pupil Outcomes
- Element 4: Governance Structure
- Element 5: Employee Qualifications
- Element 8: Admission Policies and Procedures
- Element 11: Employee Retirement Systems

This document was reviewed by a subcommittee of the charter review team and fiscal services. With a primary focus on Element 1, the updates reflect all substantive changes required to implement the dual instructional model, including program structure, instructional delivery, staffing, assessment practices, and compliance with Independent Study requirements. The document shows all additions, deletions, and reorganized sections to ensure transparency for both staff and authorizer review.

ATTACHMENT(S):

1. [NPCAA Material Revision Cover Letter](#)
2. [NPCAA Board Approval](#)
3. [NPCAA Material Revision Link](#)
4. [202627 NPCAA Budget Estimate Material Revision](#)
5. [Petitioner Certificate](#)
6. [Material Revision Recommendation](#)

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 08/03/2026

FISCAL IMPACT:

N/A

PREPARED BY: Brian T. Ginter, Director, Admissions and Family Services

APPROVED BY: F.J. "Harvey" Oaxaca, Ed.D., Assistant Superintendent, Educational Services
Timothy C. Dale, Ed.D., Deputy Superintendent, Schools and Student Support
Melissa Bassanelli, Superintendent of Schools



June 10, 2026

Via E-mail

San Juan Unified School District Board of Education
3738 Walnut Avenue,
Carmichael, California
95608

Re: Material Revision to New Pacific Charter – Arden Arcade Petition Pursuant to Education Code Section 47605

To the San Juan Unified School District Board of Education:

On behalf of the Pacific Charter Institute (“PCI”), please consider this Charter School Material Revision Package.

This revision is submitted in accordance with the requirements associated with changes in the Educational Program to add an Independent Study pathway to the existing Classroom-Based pathway. The revisions made were in accordance to guidance provided by the SJUSD staff and includes, but is not limited to:

- Element 1: Educational Program
- Element 2: Measurable Pupil Outcomes
- Element 4: Governance Structure
- Element 5: Employee Qualifications
- Element 8: Admission Policies and Procedures
- Element 11: Employee Retirement Systems

I am providing a summary outlining the rationale and key clarifications related to the redline materials.

Why the Dual Education Model

The proposed dual instructional model (site-based + independent study) is designed to directly address NPCAA’s ongoing enrollment challenges and strengthen long-term program viability. Over the past year, enrollment has remained significantly below projections, limiting fiscal stability and constraining program growth. Families in the region consistently express a need for flexible learning options that accommodate work schedules, medical needs, transportation barriers, and individualized pacing.

In addition to meeting demonstrated community need, the dual model allows NPCAA to expand student access to Pacific Charter Institute’s broader network of successful non-classroom-based (NCB) schools. PCI operates multiple NCB programs that have demonstrated strong academic outcomes, operational stability, and consistent enrollment demand. Notably, two PCI NCB schools—Valley View Charter Prep and Sutter Peak Charter Academy—recently received 7-year renewals, the maximum term permitted under California law. Both schools were renewed on high track and Valley View Charter Prep being the first independent study charter school (Non-classroom based) ever to earn the ‘Schools to Watch’ recognition by CDE and the U.S. Department of Education.

- **Valley View Charter Prep – 7-Year Renewal Notice** <https://contracostaherald.com/valley-view-charter-prep-granted-seven-year-renewal/>

<https://resources.finalseite.net/images/v1736283011/njesdnet/t0o0p5oqsqvtptrylbikz/boardminutesNovember122024.pdf>

- **Sutter Peak Charter Academy – 7-Year Renewal Notice**
<https://www.gridleyherald.com/2025/01/02/518577/sutter-peak-charter-academy-granted-seven-year-renewal>
<https://d16k74nrx9emoe.cloudfront.net/cee77193-3f27-4053-af7e-74cc5fc1e022.pdf>

These 7-year renewals serve as clear evidence that PCI's NCB instructional model is effective, compliant, and delivering sustained results for students. The strength of these programs provides a proven foundation for NPCAA's proposed dual-model expansion.

By integrating a high-quality independent study option alongside the existing site-based program, NPCAA can:

- Broaden enrollment access by appealing to a wider range of students and families.
- Retain students who might otherwise disenroll due to life circumstances or learning needs.
- Increase ADA stability by providing continuity of instruction across models.
- Leverage PCI's proven NCB framework, validated through multiple long-term renewals.
- Strengthen long-term viability by aligning with instructional models that have demonstrated resilience and strong student outcomes.

This dual instructional model is both a response to community demand and a strategic solution to stabilize and grow enrollment while maintaining high program quality.

Redlined Proposal Included

A full redline of the proposed revisions is included, with a primary focus on Element 1. The redline reflects all substantive changes required to implement the dual instructional model, including program structure, instructional delivery, staffing, assessment practices, and compliance with Independent Study requirements. The document shows all additions, deletions, and reorganized sections to ensure transparency for both staff and authorizer review.

Given that the Board's action will directly affect the continuation of the existing program for the upcoming school year, timely agenda placement is critical. Accordingly, we respectfully request that the public hearing for this material revision be agendaized for the SJUSD Board meeting on June 23.

Sincerely,



Paul Keefer, MBA, Ed. D
Lead Petitioner and Executive Director
Pacific Charter Institute

Attachments:
Signed Petitioner Certification
Revised Charter Petition
Budget Estimate

**RESOLUTION OF
PACIFIC CHARTER INSTITUTE
BOARD OF DIRECTORS
(A California Non-Profit Public Benefit Corporation)**

Resolution # __-2025-2026

Approval of Material Revision to the Charter of New Pacific Charter – Arden Arcade

WHEREAS, Pacific Charter Institute is a California nonprofit public benefit corporation; and

WHEREAS, Pacific Charter Institute has been in operation since 2005 and currently operates multiple charter schools throughout California; and

WHEREAS, the San Juan Unified School District approved the charter petition for New Pacific Charter – Arden Arcade to operate within its boundaries; and

WHEREAS, Pacific Charter Institute operates charter schools pursuant to California Education Code §§47600–47663.

WHEREAS, Pacific Charter Institute has identified necessary changes to the educational program of New Pacific Charter – Arden Arcade that constitute a Material Revision under EC §47607(a)(3).

WHEREAS, A Material Revision requires formal approval by the school’s authorizer, San Juan Unified School District.

WHEREAS, Pacific Charter Institute staff have prepared the proposed Material Revision and supporting documentation for submission.

NOW, THEREFORE, BE IT RESOLVED that the Pacific Charter Institute Board of Directors hereby approves the Material Revision to the charter of New Pacific Charter – Arden Arcade.

BE IT FURTHER RESOLVED that the Board of Directors authorizes the Executive Director or designee to submit the Material Revision to SJUSD, respond to district requests, participate in hearings, and complete all required documentation.

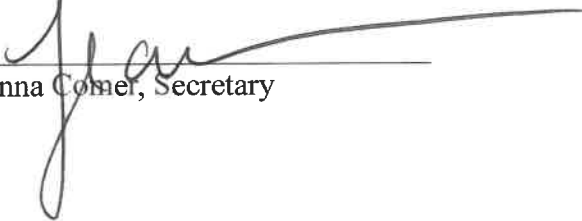
BE IT FURTHER RESOLVED that the Board of Directors directs staff to prepare all fiscal, operational, and implementation materials necessary to support the revision.

BE IT FURTHER RESOLVED that the Board of Directors delegates to the Executive Director or designee the authority to execute documents, communicate with the authorizer, and take all actions necessary to implement this Resolution.

ADOPTED by the Board of Directors at a meeting of the Pacific Charter Institute Board of Directors on June 26, 2026, by the following vote:

AYES: 6 NOES: 0
ABSENT: 1 ABSTENTIONS: 0

I certify that I am the duly elected Secretary of Pacific Charter Institute, a California nonprofit public benefit corporation; that the foregoing is a true copy of a resolution duly and legally adopted by the Board of Directors on June 26, 2026; and that this resolution has not been revoked.



Leanna Comer, Secretary

NPCAA Material Revision Link

 NPC Arden Arden Petition Material Revision v260610.pdf

PACIFIC CHARTER INSTITUTE

New Pacific Charter - Arden Arcade

Budget Estimate

2026-27 through 2028-29

2241 Harvard Street, Suite 310

Sacramento, CA 95815

866-992-9033

**New Pacific Charter – Arden Arcade
Budget Assumptions
2026-27 through 2028-29**

Revenues:

- LCFF revenues have been based on the FCMAT LCFF calculator v. 27.1b which assumes a COLA of 4.31%.
- Lottery revenue is budgeted at \$272 per ADA.
- Special Education revenue is budgeted \$145 per ADA for Federal and \$999 per ADA for Local.
- Mandate Block Grant revenue is budgeted at \$21.31 per prior year ADA.
- State Mental Health revenue is budgeted at \$83.13 per ADA.
- Arts and Music in Schools revenue is budgeted at \$126.15 per ADA for 70% of apportionment representing the Share of Statewide Enrollment and \$85.41 per ADA for 30% of apportionment representing Share of Statewide Enrollment of FRPM Eligible Pupils.

Enrollment Projections:

	<u>2026-27</u>	<u>2027-28</u>	<u>2028-29</u>
Site Based Independent Study	40	60	80
NCB Independent Study	120	136	228
Total Students TK - 12	160	224	308
Total ADA	155.20	217.28	298.76

ADA (Average Daily Attendance) is estimated at 97% based on ADA rates of established Non-Classroom Based schools within Pacific Charter Institute.

Staffing Projections:

	<u>2026-27</u>	<u>2027-28</u>	<u>2028-29</u>
Director	1 FTE	1 FTE	1 FTE
Teacher	7 FTE	9 FTE	11 FTE
School Operations Manager	1 FTE	1 FTE	1 FTE
Instructional Aide	1 FTE	1 FTE	1 FTE
Before/After Care Aide	1 FTE	1 FTE	1 FTE
Food Services Aide	0.5 FTE	0.5 FTE	0.5 FTE
Custodian	0.5 FTE	0.5 FTE	0.5 FTE

Expenditures:

- Step increases are reflected in the budget.
- Instructional supplies & services are budgeted at \$3,000 per NCB independent study student and \$500 per site based independent study student.

- District Oversight Fee – 1 percent of LCFF Funding.
- Debt Service and Debt Principal relate to the repayment of the Intraorganizational Loan with Rio Valley Charter School
- PCI administrative costs have been allocated to the school based on projected ADA.
- Certain instructional and special education costs incurred by Heritage Peak have been allocated to the school. Instructional costs have been allocated based on ADA. Special education costs have been allocated based on student count.

Fund Balance:

Ending Fund Balance for the next two years are projected to remain positive while being able to meet at least 5% of Reserve for Economic Uncertainty despite being deficit years. By 2028-2029, the school is no longer projecting to be in a deficit year with positive excess. Although the next two years project deficit years, the deficit assumes that all student budgets in our Non-Classroom Based model is fully spent by its students which historically has not been the case with Pacific Charter Institute's established Non-Classroom based schools. The school may very project positive excess in 2027-2028 based on actual expenditures and efforts to minimize expenditures centered on the essentials for cleanliness, instruction and safety.

New Pacific Charter - Arden Arcade
Statement of Revenues, Expenditures and Changes in Fund Balance
Adopted Budget
2026-27

	2025-26 Adopted Budget	2025-26 First Interim Budget	2025-26 Second Interim Budget	2025-26 Estimated Actuals Budget	2026-27 Adopted Budget
<u>Revenues:</u>					
LCFF Sources	\$1,320,938	\$247,281	\$307,356	\$325,960	\$2,021,065
Federal	8,642	1,493	0	0	22,504
State	28,983	5,006	7,029	7,638	46,924
Local	77,500	30,625	36,234	33,834	155,045
Other Financing Sources	2,500,000	2,500,000	2,500,000	2,500,000	0
	<u>3,936,063</u>	<u>2,784,405</u>	<u>2,850,619</u>	<u>2,867,432</u>	<u>2,245,538</u>
<u>Expenditures:</u>					
Certificated Salaries	585,588	241,281	248,139	243,349	732,243
Classified Salaries	226,218	127,035	144,789	128,260	198,695
Employee Benefits	324,649	112,631	116,692	116,743	356,365
Books & Supplies	204,193	115,571	119,698	117,000	274,439
Services	472,750	518,975	498,850	455,650	774,918
Capital Outlay	500,000	500,000	500,000	393,797	0
Other Outgo	13,209	2,473	3,074	3,260	20,211
Debt Service - Principal	250,000	250,000	250,000	250,000	250,000
Debt Service - Interest	250	250	250	250	200
PCI Cost Allocation:					
Administrative	47,798	8,562	10,556	11,198	139,160
Instructional	7,110	1,329	1,535	1,718	69,146
Special Education	66,303	16,585	15,366	13,726	122,399
	<u>2,698,069</u>	<u>1,894,693</u>	<u>1,908,948</u>	<u>1,734,950</u>	<u>2,937,777</u>
Excess	1,237,994	889,712	941,671	1,132,482	(692,239)
Fund Balance, Beginning	0	0	0	0	1,132,482
Fund Balance, Ending	<u>\$1,237,994</u>	<u>\$889,712</u>	<u>\$941,671</u>	<u>\$1,132,482</u>	<u>\$440,243</u>
<u>Components of Ending Fund Balance:</u>					
Designated Amounts:					
Reserve for Economic Uncertainty (5%)	\$134,903	\$94,735	\$95,447	\$86,748	\$146,889
Restricted	0	0	0	1,640	1,640
Unappropriated	1,103,091	1,044,978	846,223	1,044,094	291,714
	<u>\$1,237,994</u>	<u>\$889,712</u>	<u>\$941,671</u>	<u>\$1,132,482</u>	<u>\$440,243</u>

New Pacific Charter - Arden Arcade
Revenue Detail
Estimated Actuals
2025-26

	<u>Object</u>	<u>Resource</u>	
<u>LCFF Sources:</u>			
LCFF	8011	0000	\$262,007
EPA	8012	1400	4,282
In-Lieu Property Taxes	8096	0000	59,671
Total Revenue Limit			<u>325,960</u>
<u>Federal:</u>			
Special Education	8181	3310	0
Total Federal Revenue			<u>0</u>
<u>State:</u>			
Child Nutrition	8520	5310	0
Mandate Block Grant	8550	0000	0
Lottery	8560	1100	5,824
Expanded Learning Opportunity	8590	2600	0
SB740	8590	6030	0
Special Education Mental Health	8590	6546	1,814
Arts & Music in Schools	8590	6770	0
Total State Revenue			<u>7,638</u>
<u>Local:</u>			
Before/After Care	8699	0000	16,800
Special Education	8792	6500	17,034
Total Local Revenue			<u>33,834</u>
<u>Other Financing Sources:</u>			
Intraorganizational Loan	8979	0000	2,500,000
			<u>2,500,000</u>
			<u>\$2,867,432</u>

**New Pacific Charter - Arden Arcade
Revenue Detail
Adopted Budget
2026-27**

	<u>Object</u>	<u>Resource</u>	
<u>LCFF Sources:</u>			
LCFF	8011	0000	\$1,557,473
EPA	8012	1400	31,040
In-Lieu Property Taxes	8096	0000	432,552
Total Revenue Limit			<u>2,021,065</u>
<u>Federal:</u>			
Special Education	8181	3310	22,504
Total Federal Revenue			<u>22,504</u>
<u>State:</u>			
Mandate Block Grant	8550	0000	456
Lottery	8560	1100	42,214
Special Education Mental Health	8590	6546	1,814
Arts & Music in Schools	8590	6770	2,439
Total State Revenue			<u>46,924</u>
<u>Local:</u>			
Special Education	8792	6500	155,045
Total Local Revenue			<u>155,045</u>
			<u><u>\$2,245,538</u></u>

**New Pacific Charter - Arden Arcade
Revenue Detail
Adopted Budget
2027-28**

	<u>Object</u>	<u>Resource</u>	
<u>LCFF Sources:</u>			
LCFF	8011	0000	\$2,275,051
EPA	8012	1400	43,456
In-Lieu Property Taxes	8096	0000	605,573
Total Revenue Limit			<u>2,924,080</u>
<u>Federal:</u>			
Special Education	8181	3310	31,506
			<u>31,506</u>
<u>State:</u>			
Mandate Block Grant	8550	0000	3,307
Lottery	8560	1100	59,100
Special Education Mental Health	8590	6546	13,153
Arts & Music In Schools	8590	6770	17,682
Total State Revenue			<u>93,242</u>
<u>Local:</u>			
Special Education	8792	6500	217,063
Total Local Revenue			<u>217,063</u>
			<u><u>\$3,265,891</u></u>

**New Pacific Charter - Arden Arcade
Revenue Detail
Adopted Budget
2028-29**

	<u>Object</u>	<u>Resource</u>	
<u>LCFF Sources:</u>			
LCFF	8011	0000	\$3,253,092
EPA	8012	1400	59,752
In-Lieu Property Taxes	8096	0000	832,663
Total Revenue Limit			<u>4,145,507</u>
<u>Federal:</u>			
Special Education	8181	3310	43,320
			<u>43,320</u>
<u>State:</u>			
Mandate Block Grant	8550	0000	4,630
Lottery	8560	1100	81,263
Special Education Mental Health	8590	6546	18,414
Arts & Music In Schools	8590	6770	24,754
Total State Revenue			<u>129,062</u>
<u>Local:</u>			
Special Education	8792	6500	298,461
Total Local Revenue			<u>298,461</u>
			<u><u>\$4,616,350</u></u>

**New Pacific Charter - Arden Arcade
Multi-Year Projection
Adopted Budget
2026-27**

	<u>2026-2027</u>	<u>2027-2028</u>	<u>2028-2029</u>
<u>Revenues:</u>			
LCFF Sources	\$2,021,065	\$2,924,080	\$4,145,507
Federal	22,504	31,506	43,320
State	46,924	93,242	129,062
Local	155,045	217,063	298,461
Other Financing Sources	0	0	0
	<u>2,245,538</u>	<u>3,265,891</u>	<u>4,616,350</u>
<u>Expenditures:</u>			
Certificated Salaries	732,243	904,932	1,091,765
Classified Salaries	198,695	223,394	234,564
Employee Benefits	356,365	445,602	530,280
Books & Supplies	274,439	382,182	491,754
Services	774,918	956,192	1,092,044
Capital Outlay	0	0	0
Other Outgo	20,211	29,241	41,455
Debt Service - Principal	250,000	250,000	250,000
Debt Service - Interest	200	175	150
PCI Cost Allocation:			
Administrative	139,160	187,952	247,959
Instructional	69,146	43,641	57,149
Special Education	122,399	96,595	99,493
	<u>2,937,777</u>	<u>3,519,906</u>	<u>4,136,613</u>
Excess	(692,239)	(254,016)	479,737
Fund Balance, Beginning	1,132,482	440,243	186,227
Fund Balance, Ending	<u>\$440,243</u>	<u>\$186,227</u>	<u>\$665,964</u>
<u>Components of Ending Fund Balance:</u>			
Designated Amounts:			
Reserve for Economic Uncertainty	\$146,889	\$175,995	\$206,831
Restricted	1,640	0	0
Unappropriated	291,714	10,232	459,133
	<u>\$440,243</u>	<u>\$186,227</u>	<u>\$665,964</u>

Pacific Charter Institute
Statement of Revenues, Expenditures and Changes in Fund Balance
Estimated Actuals
2025-26

	Heritage Peak School			Rio Valley	Valley View	Sutter Peak	New Pacific Charter Roseville	New Pacific Charter Rancho Cordova	New Pacific Charter Arden Arcade	Eliminations	Combined
	Admin.	Operations	Combined								
Revenues:											
LCFF Sources		\$ 16,355,392	\$ 16,355,392	\$ 11,768,231	\$ 8,707,462	\$ 10,168,929	\$ 2,484,674	\$ 2,464,383	\$ 325,960	\$ 0	\$ 52,275,031
Federal		327,567	327,567	257,408	105,449	114,947	136,739	99,268	0	0	1,041,378
State		1,156,486	1,156,486	720,427	589,917	670,649	580,003	415,098	7,638	0	4,140,218
Local	3,800	890,289	894,089	585,101	620,566	703,142	229,560	235,683	33,834	(556)	3,301,419
Other Financing Sources	3,187,875	0	3,187,875	(2,250,000)	0	(3,037,875)	0	0	2,500,000	(400,000)	0
	<u>3,191,675</u>	<u>18,729,734</u>	<u>21,921,409</u>	<u>11,081,167</u>	<u>10,023,394</u>	<u>8,619,792</u>	<u>3,430,977</u>	<u>3,214,432</u>	<u>2,867,432</u>	<u>(400,556)</u>	<u>60,758,046</u>
Expenditures:											
Certificated Salaries	\$ 471,020	\$ 9,617,180	\$ 10,088,200	\$ 3,695,614	\$ 2,791,365	\$ 3,131,033	\$ 922,320	\$ 793,340	\$ 243,349	\$ 0	\$ 21,665,222
Classified Salaries	2,340,543	915,601	3,256,144	474,290	309,579	192,580	489,389	382,372	128,260	0	5,232,614
Employee Benefits	1,466,712	4,326,140	5,792,852	1,544,265	1,247,110	1,208,937	488,551	435,842	116,743	0	10,834,300
Books & Supplies	157,000	1,702,215	1,859,215	943,770	714,931	754,274	326,966	341,262	117,000	0	5,057,418
Services	3,502,353	2,831,398	6,333,752	2,537,402	2,239,514	2,046,940	713,989	803,655	455,650	0	15,130,902
Capital Outlay	238,580	2,261	240,841	0	0	0	54,884	556,997	393,797	0	1,246,519
Other Outgo	0	490,662	490,662	117,682	143,519	305,068	24,847	24,644	3,260	0	1,109,681
Debt Service - Principal	17,475	0	17,475	0	0	0	25,000	125,000	250,000	(400,000)	17,475
Debt Service - Interest	29,502	0	29,502	0	0	0	220	86	250	(556)	29,502
PCI Cost Allocation:											
Administrative	(8,223,186)	2,691,817	(5,531,369)	1,867,270	1,621,279	1,830,888	101,217	99,517	11,198	0	0
Instructional	0	(1,218,322)	(1,218,322)	459,093	332,974	393,748	15,525	15,264	1,718	0	0
Special Education	0	(2,755,066)	(2,755,066)	1,088,163	664,624	719,527	197,652	71,374	13,726	0	0
	<u>0</u>	<u>18,603,887</u>	<u>18,603,887</u>	<u>12,727,550</u>	<u>10,064,895</u>	<u>10,582,996</u>	<u>3,360,559</u>	<u>3,649,353</u>	<u>1,734,950</u>	<u>(400,556)</u>	<u>60,323,633</u>
Excess	3,191,675	125,847	3,317,522	(1,646,383)	(41,501)	(1,963,204)	70,419	(434,920)	1,132,482	0	434,413
Fund Balance, Beginning	(3,191,675)	10,617,764	7,426,089	6,484,336	3,284,374	6,021,587	\$ 21,623	474,675	0	0	23,712,685
Fund Balance, Ending	<u>\$ -</u>	<u>\$ 10,743,611</u>	<u>\$ 10,743,611</u>	<u>\$ 4,837,953</u>	<u>\$ 3,242,873</u>	<u>\$ 4,058,383</u>	<u>\$ 92,041</u>	<u>\$ 39,755</u>	<u>\$ 1,132,482</u>	<u>\$ 0</u>	<u>\$ 24,147,098</u>
Components of Ending Fund Balance:											
Designated Amounts:											
Reserve for Economic Uncertainty		\$ 930,194	\$ 930,194	\$ 636,377	\$ 503,245	\$ 529,150	\$ 168,028	\$ 182,468	\$ 86,748	\$ 0	3,036,209
Restricted		825,004	825,004	625,480	357,743	425,263	34,023	0	1,640	0	2,269,152
Unappropriated	\$ -	8,988,413	8,988,413	3,576,096	2,381,884	3,103,970	(110,009)	(142,713)	1,044,094	0	18,841,736
	<u>\$ -</u>	<u>\$ 10,743,611</u>	<u>\$ 10,743,611</u>	<u>\$ 4,837,953</u>	<u>\$ 3,242,873</u>	<u>\$ 4,058,383</u>	<u>\$ 92,041</u>	<u>\$ 39,755</u>	<u>\$ 1,132,482</u>	<u>\$ 0</u>	<u>\$ 24,147,098</u>

**Pacific Charter Institute
Cashflow Worksheet
Actuals Through April 30, 2026
2025-26**

												Days Cash on Hand [Current]:		115
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Accruals	Total
Beginning Cash	\$20,046,231	\$19,315,255	\$20,655,901	\$18,898,686	\$19,306,653	\$19,134,311	\$17,645,460	\$18,596,603	\$18,201,593	\$18,989,292	\$22,047,608	\$23,717,469		
<u>Receipts:</u>														
LCFF Sources:														
LCFF	45,083	1,623,892	1,650,857	2,938,594	2,938,594	2,947,694	2,938,593	2,954,719	3,604,846	3,604,846	6,361,207	0	6,361,207	37,970,131
EPA	0	0	9,101	1,376,661	0	0	1,376,661	0	11,848	1,975,330	0	11,848	1,464,701	6,226,150
In-Lieu Property Taxes	136,468	85,370	679,288	1,014,066	337,231	646,297	496,229	496,967	969,356	1,698,898	759,291	759,291	0	8,078,750
Federal	0	0	0	2,894	4,849	233,204	108,581	17,188	9,120	350,888	0	0	314,653	1,041,378
State	7,773	46,801	53,020	131,475	1,002,808	267,988	494,033	390,755	324,366	427,532	427,532	427,532	138,602	4,140,218
Local	34,915	124,982	130,854	211,622	203,343	196,318	205,973	200,044	181,748	204,752	263,992	263,992	1,078,884	3,301,419
Other Financing Sources	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	224,239	1,881,045	2,523,120	5,675,312	4,486,825	4,291,501	5,620,069	4,059,673	5,101,284	8,262,246	7,812,021	1,462,663	9,358,047	60,758,046
<u>Disbursements:</u>														
Certificated Salaries	1,723,022	1,787,877	1,812,442	1,793,508	1,804,396	1,843,734	1,804,029	1,809,332	1,800,383	1,820,514	1,832,993	1,832,993	0	21,665,222
Classified Salaries	378,987	385,474	405,658	422,549	446,894	440,964	420,608	443,508	440,228	454,250	496,747	496,747	0	5,232,614
Employee Benefits	817,442	904,942	870,700	842,892	859,166	890,444	939,432	890,743	881,675	883,766	1,026,549	1,026,549	0	10,834,300
Books, Supplies & Services	1,647,318	933,760	1,374,274	1,653,087	1,422,527	2,188,273	1,223,318	1,255,133	1,139,973	1,956,572	2,697,043	2,697,043	0	20,188,320
Capital Outlay	216,881	183,928	(1,449)	606,621	50,200	496	188,580	0	0	0	0	1,261	0	1,246,519
Other Outgo	0	40,225	40,225	110,317	40,225	197,468	92,959	46,572	41,931	79,434	79,434	79,434	261,458	1,109,681
Debt Service - Principal	0	0	0	0	0	0	0	3,495	3,495	3,495	3,495	3,495	0	17,475
Debt Service - Interest	0	0	0	0	0	0	0	5,900	5,900	5,900	5,900	5,900	0	29,502
	4,783,651	4,236,205	4,501,850	5,428,974	4,623,408	5,561,379	4,668,927	4,454,684	4,313,585	5,203,929	6,142,161	6,143,422	261,458	60,323,633
<u>Prior-Year Transactions:</u>														
Accounts Receivable	3,187,136	3,401,484	960	160,180	37,392	0	0	0	0	0	0	563,611	0	7,350,764
Accounts Payable	(641,300)	(294,321)	(220,555)	(1,449)	73,151	218,973	0	0	0	0	0	980,198	3,569,613	3,684,311
	3,828,436	3,695,805	221,515	161,629	(35,759)	(218,973)	0	0	0	0	0	(416,587)	(3,569,613)	3,666,453
Net Increase (Decrease)	(730,976)	1,340,646	(1,757,215)	407,967	(172,341)	(1,488,851)	951,143	(395,010)	787,699	3,058,317	1,669,860	(5,097,347)	5,526,976	
Ending Cash	\$19,315,255	\$20,655,901	\$18,898,686	\$19,306,653	\$19,134,311	\$17,645,460	\$18,596,603	\$18,201,593	\$18,989,292	\$22,047,608	\$23,717,469	\$18,620,122		
Ending Cash plus Accruals														\$24,147,098

Pacific Charter Institute
Statement of Revenues, Expenditures and Changes in Fund Balance
Adopted Budget
2026-27

	Heritage Peak			Rio	Valley	Sutter	New Pacific	New Pacific	New Pacific	Granite		Combined
	Admin.	School	Combined	Valley	View	Peak	Charter	Charter	Charter	Peak	Eliminations	
Revenues:												
LCFF Sources		\$ 17,084,053	\$ 17,084,053	\$ 12,199,938	\$ 10,618,283	\$ 11,231,445	\$ 2,967,255	\$ 3,221,963	\$ 2,021,065	\$ 2,294,036	\$ 0	\$ 61,638,038
Federal		327,744	327,744	265,555	119,364	123,343	160,959	111,375	22,504	0	0	1,130,844
State		602,713	602,713	403,683	380,323	408,277	467,013	354,700	46,924	46,648	0	2,710,280
Local		891,029	891,029	581,368	822,377	850,081	268,027	278,212	155,045	171,329	(491)	4,016,974
Other Financing Sources		0	0	250,000	0	342,525	0	0	0	0	(592,525)	0
	<u>0</u>	<u>18,905,538</u>	<u>18,905,538</u>	<u>13,700,544</u>	<u>11,940,347</u>	<u>12,955,670</u>	<u>3,863,253</u>	<u>3,966,250</u>	<u>2,245,538</u>	<u>2,512,013</u>	<u>(593,016)</u>	<u>69,496,136</u>
Expenditures:												
Certificated Salaries	\$ 302,410	\$ 10,440,374	\$ 10,742,784	\$ 3,938,020	\$ 3,264,028	\$ 3,384,593	\$ 950,995	\$ 801,366	\$ 732,243	\$ 587,513	\$ 0	\$ 24,401,541
Classified Salaries	2,537,209	996,211	3,533,420	417,877	324,868	239,925	498,274	563,337	198,695	100,737	0	5,877,133
Employee Benefits	1,528,297	4,598,167	6,126,464	1,612,324	1,359,075	1,282,237	478,714	423,312	356,365	247,467	0	11,885,957
Books & Supplies	150,000	1,738,898	1,888,898	1,182,771	907,344	724,251	283,353	412,604	274,439	496,050	0	6,169,710
Services	3,475,500	2,911,946	6,387,446	2,415,616	2,312,745	2,196,710	783,575	913,594	774,918	320,192	0	16,104,796
Capital Outlay	0	0	0	0	0	0	0	0	0	0	0	0
Other Outgo	0	512,522	512,522	121,999	162,627	336,943	29,673	32,220	20,211	68,821	0	1,285,015
Debt Service - Principal	37,430	0	37,430	0	0	0	217,525	125,000	250,000	0	(592,525)	37,430
Debt Service - Interest	75,316	0	75,316	0	0	0	218	74	200	0	(491)	75,316
PCI Cost Allocation:												
Administrative	(8,106,162)	2,442,849	(5,663,313)	1,704,726	1,704,726	1,753,934	100,089	106,903	139,160	153,776	0	0
Instructional	0	(1,371,150)	(1,371,150)	448,606	377,331	395,187	30,723	17,214	69,146	32,941	0	0
Special Education	0	(3,266,513)	(3,266,513)	1,180,637	772,641	813,441	152,998	61,199	122,399	163,198	0	0
	<u>0</u>	<u>19,003,304</u>	<u>19,003,304</u>	<u>13,022,575</u>	<u>11,185,384</u>	<u>11,127,221</u>	<u>3,526,135</u>	<u>3,456,825</u>	<u>2,937,777</u>	<u>2,170,695</u>	<u>(593,016)</u>	<u>65,836,899</u>
Excess	0	(97,766)	(97,766)	677,969	754,962	1,828,450	337,118	509,425	(692,239)	341,318	0	3,659,237
Fund Balance, Beginning	0	10,743,611	10,743,611	4,837,953	3,242,873	4,058,383	\$92,041	39,755	1,132,482	0	0	24,147,098
Fund Balance, Ending	<u>\$ -</u>	<u>\$ 10,645,846</u>	<u>\$ 10,645,846</u>	<u>\$ 5,515,922</u>	<u>\$ 3,997,835</u>	<u>\$ 5,886,832</u>	<u>\$ 429,160</u>	<u>\$ 549,180</u>	<u>\$ 440,243</u>	<u>\$ 341,318</u>	<u>\$ 0</u>	<u>\$ 27,806,335</u>
Components of Ending Fund Balance:												
Designated Amounts:												
Reserve for Economic Uncertainty		\$ 950,165	\$ 950,165	\$ 651,129	\$ 559,269	\$ 556,361	\$ 176,307	\$ 172,841	\$ 146,889	\$ 108,535	\$ 0	3,321,496
Restricted		825,004	825,004	625,480	357,743	246,611	34,023	0	1,640	0	0	2,090,501
Unappropriated	\$ -	8,870,677	8,870,677	4,239,314	3,080,822	5,083,860	218,831	376,338	291,714	232,783	0	22,394,338
	<u>\$ -</u>	<u>\$ 10,645,846</u>	<u>\$ 10,645,846</u>	<u>\$ 5,515,922</u>	<u>\$ 3,997,835</u>	<u>\$ 5,886,832</u>	<u>\$ 429,160</u>	<u>\$ 549,180</u>	<u>\$ 440,243</u>	<u>\$ 341,318</u>	<u>\$ 0</u>	<u>\$ 27,806,335</u>

**Pacific Charter Institute
Cashflow Worksheet**

2026-2027

	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Accruals</u>	<u>Total</u>
Beginning Cash	\$18,626,809	\$22,710,441	\$20,931,015	\$22,100,395	\$20,929,153	\$19,757,910	\$20,465,538	\$19,294,296	\$20,401,023	\$24,588,012	\$26,455,784	\$28,001,224		
<u>Receipts:</u>														
LCFF Sources:														
LCFF	1,898,507	1,898,507	3,417,312	3,417,312	3,417,312	3,417,312	3,417,312	5,695,281	5,695,281	5,695,281	5,695,281	0	5,695,281	49,359,978
EPA	0	0	1,556,538	0	0	1,556,538	0	0	1,556,538	0	0	1,556,538	784,813	7,010,963
In-Lieu Property Taxes	0	484,725	969,450	646,300	646,300	646,300	646,300	646,300	2,170,025	1,085,013	1,085,013	1,085,013	1,085,013	11,195,750
Federal	0	0	0	0	0	0	0	0	0	0	0	0	1,130,844	1,130,844
State	0	0	322,333			322,333				322,333	0	0	1,743,282	2,710,280
Local	0	225,532	225,532	225,532	225,532	225,532	225,532	225,532	225,532	225,532	225,532	225,532	1,536,120	4,016,974
Other Financing Sources	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<u>1,898,507</u>	<u>2,608,764</u>	<u>6,491,164</u>	<u>4,289,144</u>	<u>4,289,144</u>	<u>6,168,014</u>	<u>4,289,144</u>	<u>6,567,113</u>	<u>9,647,376</u>	<u>7,328,159</u>	<u>7,005,826</u>	<u>2,867,082</u>	<u>11,975,352</u>	<u>75,424,789</u>
<u>Disbursements:</u>														
Certificated Salaries	2,033,462	2,033,462	2,033,462	2,033,462	2,033,462	2,033,462	2,033,462	2,033,462	2,033,462	2,033,462	2,033,462	2,033,462	0	24,401,541
Classified Salaries	489,761	489,761	489,761	489,761	489,761	489,761	489,761	489,761	489,761	489,761	489,761	489,761	0	5,877,133
Employee Benefits	990,496	990,496	990,496	990,496	990,496	990,496	990,496	990,496	990,496	990,496	990,496	990,496	0	11,885,957
Books, Supplies & Services	1,856,209	1,856,209	1,856,209	1,856,209	1,856,209	1,856,209	1,856,209	1,856,209	1,856,209	1,856,209	1,856,209	1,856,209	0	22,274,507
Capital Outlay	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Outgo	0	81,063	81,063	81,063	81,063	81,063	81,063	81,063	81,063	81,063	81,063	81,063	393,325	1,285,015
Debt Service - Principal	3,119	3,119	3,119	3,119	3,119	3,119	3,119	3,119	3,119	3,119	3,119	3,119	0	37,430
Debt Service - Interest	6,276	6,276	6,276	6,276	6,276	6,276	6,276	6,276	6,276	6,276	6,276	6,276	0	75,316
	<u>5,379,324</u>	<u>5,460,386</u>	<u>5,460,386</u>	<u>5,460,386</u>	<u>5,460,386</u>	<u>5,460,386</u>	<u>5,460,386</u>	<u>5,460,386</u>	<u>5,460,386</u>	<u>5,460,386</u>	<u>5,460,386</u>	<u>5,460,386</u>	<u>393,325</u>	<u>65,836,899</u>
<u>Prior-Year Transactions:</u>														
Accounts Receivable	7,825,908	1,072,197	138,602	0	0	0	0	0	0	0	0	314,653	0	9,351,360
Accounts Payable	261,458	0	0	0	0	0	0	0	0	0	0	5,928,653	3,569,613	9,759,724
	<u>7,564,449</u>	<u>1,072,197</u>	<u>138,602</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(5,614,000)</u>	<u>(3,569,613)</u>	<u>(408,364)</u>
Net Increase (Decrease)	4,083,632	(1,779,426)	1,169,380	(1,171,242)	(1,171,242)	707,628	(1,171,242)	1,106,727	4,186,989	1,867,772	1,545,439	(8,207,304)	<u>8,012,415</u>	
Ending Cash	<u>\$22,710,441</u>	<u>\$20,931,015</u>	<u>\$22,100,395</u>	<u>\$20,929,153</u>	<u>\$19,757,910</u>	<u>\$20,465,538</u>	<u>\$19,294,296</u>	<u>\$20,401,023</u>	<u>\$24,588,012</u>	<u>\$26,455,784</u>	<u>\$28,001,224</u>	<u>\$19,793,920</u>		
Ending Cash plus Accruals														<u>\$27,806,335</u>

Pacific Charter Institute
Statement of Revenues, Expenditures and Changes in Fund Balance
Adopted Budget
2027-28

	Heritage Peak			Rio Valley	Valley View	Sutter Peak	New Pacific School Roseville	New Pacific School Rancho Cordova	New Pacific School Arden Arcade	Granite Peak	Eliminations	Combined
	Admin.	School Operations	Combined									
Revenues:												
LCFF Sources		\$ 18,090,910	\$ 18,090,910	\$ 13,056,041	\$ 11,730,793	\$ 11,985,249	\$ 3,336,657	\$ 3,406,615	\$ 2,924,080	\$ 3,036,346	\$ 0	\$ 67,566,691
Federal		327,744	327,744	265,555	127,322	127,322	169,833	110,412	31,506	31,828	0	1,191,520
State		615,555	615,555	413,053	421,101	426,553	500,067	387,896	93,242	97,432	0	2,954,900
Local		935,580	935,580	600,715	877,202	877,459	287,008	286,753	217,063	219,281	(432)	4,300,628
Other Financing Sources		0	0	250,000	0	342,525	0	0	0	0	(592,525)	0
	<u>0</u>	<u>19,969,789</u>	<u>19,969,789</u>	<u>14,585,364</u>	<u>13,156,418</u>	<u>13,759,108</u>	<u>4,293,565</u>	<u>4,191,676</u>	<u>3,265,891</u>	<u>3,384,886</u>	<u>(592,957)</u>	<u>76,013,740</u>
Expenditures:												
Certificated Salaries	\$ 311,482	\$ 10,843,585	\$ 11,155,067	\$ 4,146,161	\$ 3,811,949	\$ 3,756,130	\$ 972,966	\$ 898,397	\$ 904,932	\$ 870,946	\$ 0	\$ 26,516,549
Classified Salaries	2,613,325	1,072,097	3,685,423	476,413	380,614	293,123	513,222	546,621	223,394	127,855	0	6,246,665
Employee Benefits	1,632,642	5,029,105	6,661,747	1,803,485	1,671,528	1,513,480	526,104	497,646	445,602	378,246	0	13,497,837
Books & Supplies	150,000	1,833,065	1,983,065	1,260,254	1,144,564	871,979	356,080	355,100	382,182	435,619	0	6,788,843
Services	3,475,500	2,441,305	5,916,805	2,030,084	2,592,127	2,388,611	793,543	1,048,792	956,192	460,169	0	16,186,323
Capital Outlay	0	0	0	0	0	0	0	0	0	0	0	0
Other Outgo	0	542,727	542,727	130,560	117,308	359,557	33,367	34,066	29,241	91,090	0	1,337,917
Debt Service - Principal	30,208	0	30,208	0	0	0	217,525	125,000	250,000	0	(592,525)	30,208
Debt Service - Interest	82,536	0	82,536	0	0	0	196	61	175	0	(432)	82,536
PCI Cost Allocation:												
Administrative	(8,295,694)	2,436,895	(5,858,799)	1,724,808	1,772,280	1,772,280	104,776	106,830	187,952	189,873	0	0
Instructional	0	(1,419,140)	(1,419,140)	420,078	431,101	431,101	24,328	24,805	43,641	44,087	0	0
Special Education	0	(3,380,841)	(3,380,841)	1,217,505	815,024	855,272	150,930	60,372	96,595	185,141	0	0
	<u>0</u>	<u>19,398,799</u>	<u>19,398,799</u>	<u>13,209,348</u>	<u>12,736,495</u>	<u>12,241,533</u>	<u>3,693,036</u>	<u>3,697,692</u>	<u>3,519,906</u>	<u>2,783,026</u>	<u>(592,957)</u>	<u>70,686,878</u>
Excess	0	570,991	570,991	1,376,016	419,923	1,517,574	600,529	493,984	(254,016)	601,860	0	5,326,861
Fund Balance, Beginning	0	10,645,846	10,645,846	5,515,922	3,997,835	5,886,832	429,160	549,180	440,243	341,318	0	27,806,335
Fund Balance, Ending	<u>\$ -</u>	<u>\$ 11,216,836</u>	<u>\$ 11,216,836</u>	<u>\$ 6,891,938</u>	<u>\$ 4,417,758</u>	<u>\$ 7,404,407</u>	<u>\$ 1,029,689</u>	<u>\$ 1,043,164</u>	<u>\$ 186,227</u>	<u>\$ 943,177</u>	<u>\$ 0</u>	<u>\$ 33,133,196</u>
Components of Ending Fund Balance:												
Designated Amounts:												
Reserve for Economic Uncertainty		\$ 969,940	\$ 969,940	\$ 660,467	\$ 636,825	\$ 612,077	\$ 184,652	\$ 184,885	\$ 175,995	\$ 139,151	\$ 0	\$ 3,563,992
Restricted		825,004	825,004	625,480	357,743	246,611	34,023	0	1,640	0	0	2,090,501
Unappropriated	\$ -	9,421,893	9,421,893	5,605,991	3,423,190	6,545,719	811,015	858,279	8,592	804,026	0	27,478,704
	<u>\$ -</u>	<u>\$ 11,216,836</u>	<u>\$ 11,216,836</u>	<u>\$ 6,891,938</u>	<u>\$ 4,417,758</u>	<u>\$ 7,404,407</u>	<u>\$ 1,029,689</u>	<u>\$ 1,043,164</u>	<u>\$ 186,227</u>	<u>\$ 943,177</u>	<u>\$ -</u>	<u>\$ 33,133,196</u>

**Pacific Charter Institute
Cashflow Worksheet**

2027-28

	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Accruals</u>	<u>Total</u>
Beginning Cash	\$19,793,920	\$23,085,129	\$21,264,511	\$23,539,326	\$21,949,608	\$20,439,264	\$20,713,112	\$19,117,745	\$19,794,418	\$23,533,058	\$24,975,485	\$26,158,161		
<u>Receipts:</u>														
LCFF Sources:														
LCFF	1,898,507	1,898,507	3,417,312	3,417,312	3,417,312	3,417,312	3,417,312	5,695,281	5,695,281	5,695,281	5,695,281	0	5,695,281	49,359,978
EPA	0	0	1,556,538	0	0	1,556,538	0	0	1,556,538	0	0	1,556,538	784,813	7,010,963
In-Lieu Property Taxes	0	484,725	969,450	646,300	646,300	646,300	646,300	646,300	2,170,025	1,085,013	1,085,013	1,085,013	1,085,013	11,195,750
Federal	0	0	0	0	0	0	0	0	0	0	0	0	0	1,191,520
State	0	0	322,333	0	87,653	322,333	0	0	0	322,333	0	0	0	1,900,248
Local	0	124,982	130,854	211,622	203,343	196,318	205,973	200,044	181,748	204,752	267,335	267,335	2,106,320	4,300,628
Other Financing Sources	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<u>1,898,507</u>	<u>2,508,214</u>	<u>6,396,486</u>	<u>4,275,234</u>	<u>4,354,608</u>	<u>6,138,800</u>	<u>4,269,585</u>	<u>6,541,626</u>	<u>9,603,592</u>	<u>7,307,379</u>	<u>7,047,629</u>	<u>2,908,885</u>	<u>12,763,196</u>	<u>76,013,740</u>
<u>Disbursements:</u>														
Certificated Salaries	2,209,712	2,209,712	2,209,712	2,209,712	2,209,712	2,209,712	2,209,712	2,209,712	2,209,712	2,209,712	2,209,712	2,209,712	0	26,516,549
Classified Salaries	520,555	520,555	520,555	520,555	520,555	520,555	520,555	520,555	520,555	520,555	520,555	520,555	0	6,246,665
Employee Benefits	1,124,820	1,124,820	1,124,820	1,124,820	1,124,820	1,124,820	1,124,820	1,124,820	1,124,820	1,124,820	1,124,820	1,124,820	0	13,497,837
Books, Supplies & Services	1,914,597	1,914,597	1,914,597	1,914,597	1,914,597	1,914,597	1,914,597	1,914,597	1,914,597	1,914,597	1,914,597	1,914,597	0	22,975,166
Capital Outlay	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Outgo	0	85,872	85,872	85,872	85,872	85,872	85,872	85,872	85,872	85,872	85,872	85,872	393,325	1,337,917
Debt Service - Principal	2,517	2,517	2,517	2,517	2,517	2,517	2,517	2,517	2,517	2,517	2,517	2,517	0	30,208
Debt Service - Interest	6,878	6,878	6,878	6,878	6,878	6,878	6,878	6,878	6,878	6,878	6,878	6,878	0	82,536
	<u>5,779,080</u>	<u>5,864,952</u>	<u>5,864,952</u>	<u>5,864,952</u>	<u>5,864,952</u>	<u>5,864,952</u>	<u>5,864,952</u>	<u>5,864,952</u>	<u>5,864,952</u>	<u>5,864,952</u>	<u>5,864,952</u>	<u>5,864,952</u>	<u>393,325</u>	<u>70,686,878</u>
<u>Prior-Year Transactions:</u>														
Accounts Receivable	7,565,107	1,536,120	1,743,282	0	0	0	0	0	0	0	0	1,130,844	0	11,975,352
Accounts Payable	393,325	0	0	0	0	0	0	0	0	0	0	0	3,569,613	3,962,937
	<u>7,171,782</u>	<u>1,536,120</u>	<u>1,743,282</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,130,844</u>	<u>(3,569,613)</u>	<u>8,012,415</u>
Net Increase (Decrease)	3,291,209	(1,820,618)	2,274,816	(1,589,718)	(1,510,344)	273,848	(1,595,367)	676,673	3,738,640	1,442,427	1,182,677	(1,825,223)	<u>8,800,258</u>	
Ending Cash	<u>\$23,085,129</u>	<u>\$21,264,511</u>	<u>\$23,539,326</u>	<u>\$21,949,608</u>	<u>\$20,439,264</u>	<u>\$20,713,112</u>	<u>\$19,117,745</u>	<u>\$19,794,418</u>	<u>\$23,533,058</u>	<u>\$24,975,485</u>	<u>\$26,158,161</u>	<u>\$24,332,938</u>		
Ending Cash plus Accruals														<u>\$33,133,196</u>

Pacific Charter Institute
Statement of Revenues, Expenditures and Changes in Fund Balance
Adopted Budget
2028-29

	Heritage Peak			Rio Valley	Valley View	Sutter Peak	New Pacific School Roseville	New Pacific School Rancho Cordova	New Pacific School Arden Arcade	Granite Peak	Eliminations	Combined
	Admin.	School Operations	Combined									
Revenues:												
LCFF Sources		\$ 19,114,252	\$ 19,114,252	\$ 13,917,637	\$ 12,786,716	\$ 12,738,613	\$ 3,624,325	\$ 3,432,984	\$ 4,145,507	\$ 4,326,517	\$ 0	\$ 74,086,551
Federal		327,744	327,744	265,555	135,279	131,300	171,899	110,412	43,320	43,776	0	1,229,286
State		629,055	629,055	426,553	448,102	440,053	529,327	396,446	129,062	130,404	0	3,129,002
Local		982,359	982,359	620,062	932,027	904,837	301,244	286,753	298,461	301,598	(373)	4,626,969
Other Financing Sources		0	0	250,000	0	342,525	0	0	0	0	(592,525)	0
	<u>0</u>	<u>21,053,410</u>	<u>21,053,410</u>	<u>15,479,808</u>	<u>14,302,124</u>	<u>14,557,329</u>	<u>4,626,795</u>	<u>4,226,595</u>	<u>4,616,350</u>	<u>4,802,295</u>	<u>(592,898)</u>	<u>83,071,808</u>
Expenditures:												
Certificated Salaries	\$ 327,056	\$ 11,258,893	\$ 11,585,949	\$ 4,360,545	\$ 4,106,308	\$ 4,048,814	\$ 1,073,249	\$ 925,349	\$ 1,091,765	\$ 1,162,784	\$ 0	\$ 28,354,764
Classified Salaries	2,717,858	1,150,260	3,868,119	536,705	438,032	347,916	528,619	564,528	234,564	156,510	0	6,674,993
Employee Benefits	1,699,686	5,485,561	7,185,248	2,008,595	1,902,664	1,731,290	583,954	511,232	530,280	525,346	0	14,978,608
Books & Supplies	150,000	1,930,057	2,080,057	1,340,062	1,262,901	982,138	368,312	354,074	491,754	614,234	0	7,493,532
Services	3,475,500	2,556,544	6,032,044	2,132,987	2,753,891	2,544,269	795,543	1,187,957	1,092,044	622,641	0	17,161,375
Capital Outlay	0	0	0	0	0	0	0	0	0	0	0	0
Other Outgo	0	573,428	573,428	139,176	127,867	382,158	36,243	34,330	41,455	129,796	0	1,464,453
Debt Service - Principal	31,912	0	31,912	0	0	0	217,525	125,000	250,000	0	(592,525)	31,912
Debt Service - Interest	80,834	0	80,834	0	0	0	174	49	150	0	(373)	80,834
PCI Cost Allocation:												
Administrative	(8,482,848)	2,422,101	(6,060,746)	1,738,879	1,829,975	1,784,427	106,442	102,500	247,959	250,565	0	0
Instructional		(1,461,714)	(1,461,714)	422,388	443,384	432,886	24,533	23,624	57,149	57,750	0	0
Special Education		(3,482,267)	(3,482,267)	1,254,031	839,475	880,931	155,458	62,183	99,493	190,696	0	0
	<u>0</u>	<u>20,432,863</u>	<u>20,432,863</u>	<u>13,933,368</u>	<u>13,704,497</u>	<u>13,134,830</u>	<u>3,890,052</u>	<u>3,890,827</u>	<u>4,136,613</u>	<u>3,710,320</u>	<u>(592,898)</u>	<u>76,240,473</u>
Excess	0	620,547	620,547	1,546,440	597,627	1,422,498	736,743	335,768	479,737	1,091,975	0	6,831,335
Fund Balance, Beginning	0	11,216,836	11,216,836	6,891,938	4,417,758	7,404,407	1,029,689	1,043,164	186,227	943,177	0	33,133,196
Fund Balance, Ending	<u>\$0</u>	<u>\$ 11,837,383</u>	<u>\$ 11,837,383</u>	<u>\$ 8,438,378</u>	<u>\$ 5,015,385</u>	<u>\$ 8,826,905</u>	<u>\$ 1,766,432</u>	<u>\$ 1,378,932</u>	<u>\$ 665,964</u>	<u>\$ 2,035,152</u>	<u>\$ 0</u>	<u>\$ 39,964,531</u>
Components of Ending Fund Balance:												
Designated Amounts:												
Reserve for Economic Uncertainty		\$ 1,021,643	\$ 1,021,643	\$ 696,668	\$ 685,225	\$ 656,742	\$ 194,503	\$ 194,541	\$ 206,831	\$ 185,516	\$ 0	\$ 3,841,669
Restricted		825,004	825,004	625,480	357,743	246,611	34,023	0	1,640	0	0	2,090,501
Unappropriated	\$ -	9,990,736	9,990,736	7,116,230	3,972,417	7,923,552	1,537,907	1,184,391	457,493	1,849,636	0	34,032,362
	<u>\$ -</u>	<u>\$ 11,837,383</u>	<u>\$ 11,837,383</u>	<u>\$ 8,438,378</u>	<u>\$ 5,015,385</u>	<u>\$ 8,826,905</u>	<u>\$ 1,766,432</u>	<u>\$ 1,378,932</u>	<u>\$ 665,964</u>	<u>\$ 2,035,152</u>	<u>\$ -</u>	<u>\$ 39,964,531</u>

**Pacific Charter Institute
Multi-Year Projection
Adopted Budget
2026-27**

	<u>2026-27</u>	<u>2027-28</u>	<u>2028-29</u>
<u>Revenues:</u>			
LCFF Sources	\$61,638,038	\$67,566,691	\$74,086,551
Federal	1,130,844	1,191,520	1,229,286
State	2,710,280	2,954,900	3,129,002
Local	4,016,974	4,300,628	4,626,969
Other Financing Sources	0	0	0
	<u>69,496,136</u>	<u>76,013,740</u>	<u>83,071,808</u>
<u>Expenditures:</u>			
Certificated Salaries	24,401,541	26,516,549	28,354,764
Classified Salaries	5,877,133	6,246,665	6,674,993
Employee Benefits	11,885,957	13,497,837	14,978,608
Books & Supplies	6,169,710	6,788,843	7,493,532
Services	16,104,796	16,186,323	17,161,375
Capital Outlay	0	0	0
Other Outgo	1,285,015	1,337,917	1,464,453
Debt Service - Principal	37,430	30,208	31,912
Debt Service - Interest	75,316	82,536	80,834
	<u>65,836,899</u>	<u>70,686,878</u>	<u>76,240,473</u>
Excess	3,659,237	5,326,861	6,831,335
Fund Balance, Beginning	24,147,098	27,806,335	33,133,196
Fund Balance, Ending	<u><u>\$27,806,335</u></u>	<u><u>\$33,133,196</u></u>	<u><u>\$39,964,531</u></u>
<u>Components of Ending Fund Balance:</u>			
Designated Amounts:			
Reserve for Economic Uncertainty	\$3,321,496	\$3,563,992	\$3,841,669
Restricted	2,090,501	2,090,501	2,090,501
Unappropriated	22,736,863	27,478,704	34,032,362
	<u><u>\$27,806,335</u></u>	<u><u>\$33,133,196</u></u>	<u><u>\$39,964,531</u></u>

**New Pacific Charter - Arden Arcade
Salaries and Benefits**

2026-27	Salary	STRS	PERS	FICA	Medicare	SUI	Health	401k	Total
Certificated									
Director	145,552	27,800	0	0	2,111	294	12,000	0	187,757
Teacher 1	TK 83,813	16,008	0	0	1,215	294	13,200	0	114,531
Teacher 2	K-4 83,813	16,008	0	0	1,215	294	12,000	0	113,331
Teacher 3	IS 83,813	16,008	0	0	1,215	294	12,000	0	113,331
Teacher 4	IS 83,813	16,008	0	0	1,215	294	12,000	0	113,331
Teacher 5	IS 83,813	16,008	0	0	1,215	294	13,200	0	114,531
Teacher 6	IS 83,813	16,008	0	0	1,215	294	12,000	0	113,331
Teacher 7	IS 83,813	16,008	0	0	1,215	294	12,000	0	113,331
	<u>732,243</u>	<u>139,858</u>	<u>0</u>	<u>0</u>	<u>10,618</u>	<u>2,352</u>	<u>98,400</u>	<u>0</u>	<u>983,471</u>
Classified - Admin									
School Operations Manager	79,523	0	0	4,930	1,153	294	11,660	23,300	120,861
	<u>79,523</u>	<u>0</u>	<u>0</u>	<u>4,930</u>	<u>1,153</u>	<u>294</u>	<u>11,660</u>	<u>23,300</u>	<u>120,861</u>
Classified Support									
BASC Aide	TK 17,366	0	0	1,077	252	294	0	5,088	24,077
Instructional Aide	TK 38,642	0	0	2,396	560	294	7,040	11,322	60,254
BASC Aide	16,539	0	0	1,025	240	294	0	4,846	22,945
	<u>72,548</u>	<u>0</u>	<u>0</u>	<u>4,498</u>	<u>1,052</u>	<u>882</u>	<u>7,040</u>	<u>21,256</u>	<u>107,276</u>
Classified - Lunch									
Lunch Supervisor	15,542	0	0	964	225	0	0	4,103	20,833
	<u>15,542</u>	<u>0</u>	<u>0</u>	<u>964</u>	<u>225</u>	<u>0</u>	<u>0</u>	<u>4,103</u>	<u>20,833</u>
Classified - Custodial									
Custodian	31,083	0	0	1,927	451	294	12,000	9,107	54,862
	<u>31,083</u>	<u>0</u>	<u>0</u>	<u>1,927</u>	<u>451</u>	<u>294</u>	<u>12,000</u>	<u>9,107</u>	<u>54,862</u>
2027-28									
Certificated									
Director	151,374	31,940	0	0	2,195	294	13,200	0	199,003
Teacher 1	TK 87,166	18,392	0	0	1,264	294	14,520	0	121,635
Teacher 2	K-5 87,166	18,392	0	0	1,264	294	13,200	0	120,315
Teacher 3	IS 87,166	18,392	0	0	1,264	294	13,200	0	120,315
Teacher 4	IS 87,166	18,392	0	0	1,264	294	13,200	0	120,315
Teacher 5	IS 87,166	18,392	0	0	1,264	294	14,520	0	121,635
Teacher 6	IS 76,855	16,216	0	0	1,114	294	13,200	0	107,680
Teacher 7	IS 87,166	18,392	0	0	1,264	294	13,200	0	120,315
Teacher 8	IS 76,855	16,216	0	0	1,114	294	12,000	0	106,480
Teacher 9	IS 76,855	16,216	0	0	1,114	294	12,000	0	106,480
	<u>904,932</u>	<u>190,941</u>	<u>0</u>	<u>0</u>	<u>13,122</u>	<u>2,940</u>	<u>132,240</u>	<u>0</u>	<u>1,244,174</u>
Classified - Admin									
School Operations Manager	83,499	0	0	5,177	1,211	294	12,826	24,799	127,806
	<u>83,499</u>	<u>0</u>	<u>0</u>	<u>5,177</u>	<u>1,211</u>	<u>588</u>	<u>12,826</u>	<u>24,799</u>	<u>128,100</u>
Classified Support									
BASC Aide	TK 18,235	0	0	1,131	264	294	0	5,416	25,339
Instructional Aide	TK 40,574	0	0	2,516	588	294	7,744	12,051	63,767
BASC Aide	17,366	0	0	1,077	252	294	0	5,158	24,147
	<u>76,175</u>	<u>0</u>	<u>0</u>	<u>4,723</u>	<u>1,105</u>	<u>1,176</u>	<u>7,744</u>	<u>22,624</u>	<u>113,546</u>
Classified - Lunch									
Lunch Supervisor	31,083	0	0	1,927	451	294	0	9,232	42,987
	<u>31,083</u>	<u>0</u>	<u>0</u>	<u>1,927</u>	<u>451</u>	<u>294</u>	<u>0</u>	<u>9,232</u>	<u>42,987</u>
Classified - Custodial									
Custodian	32,637	0	0	2,024	473	294	0	9,693	45,121
	<u>32,637</u>	<u>0</u>	<u>0</u>	<u>2,024</u>	<u>473</u>	<u>294</u>	<u>0</u>	<u>9,693</u>	<u>45,121</u>
2028-29									
Certificated									
Director	157,429	33,218	0	0	2,283	294	14,520	0	207,743
Teacher 1	TK 90,652	19,128	0	0	1,314	294	15,972	0	127,360
Teacher 2	K-5 90,652	19,128	0	0	1,314	294	14,520	0	125,908
Teacher 3	IS 90,652	19,128	0	0	1,314	294	14,520	0	125,908
Teacher 4	IS 90,652	19,128	0	0	1,314	294	14,520	0	125,908
Teacher 5	IS 90,652	19,128	0	0	1,314	294	15,972	0	127,360
Teacher 6	IS 79,929	16,865	0	0	1,159	294	14,520	0	112,767
Teacher 7	IS 90,652	19,128	0	0	1,314	294	14,520	0	125,908
Teacher 8	IS 79,929	16,865	0	0	1,159	294	13,200	0	111,447
Teacher 9	IS 76,855	16,216	0	0	1,114	294	12,000	0	106,480
Teacher 10	IS 76,855	16,216	0	0	1,114	294	12,000	0	106,480
Teacher 11	IS 76,855	16,216	0	0	1,114	294	12,000	0	106,480
	<u>1,091,765</u>	<u>230,382</u>	<u>0</u>	<u>0</u>	<u>15,831</u>	<u>3,528</u>	<u>168,264</u>	<u>0</u>	<u>1,509,750</u>
Classified - Admin									
School Operations Manager	87,674	0	0	5,436	1,271	294	14,109	26,039	134,823
	<u>87,674</u>	<u>0</u>	<u>0</u>	<u>5,436</u>	<u>1,271</u>	<u>294</u>	<u>14,109</u>	<u>26,039</u>	<u>134,823</u>
Classified Support									
BASC Aide	TK 19,146	0	0	1,187	278	294	0	5,686	26,591
Instructional Aide	TK 42,603	0	0	2,641	618	294	8,518	12,653	67,328
BASC Aide	18,235	0	0	1,131	264	294	0	5,416	25,339
	<u>79,984</u>	<u>0</u>	<u>0</u>	<u>4,959</u>	<u>1,160</u>	<u>1,176</u>	<u>8,518</u>	<u>23,755</u>	<u>119,552</u>
Classified - Lunch									
Lunch Supervisor	32,637	0	0	2,024	473	294	0	9,693	45,121
	<u>32,637</u>	<u>0</u>	<u>0</u>	<u>2,024</u>	<u>473</u>	<u>294</u>	<u>0</u>	<u>9,693</u>	<u>45,121</u>
Classified - Custodial									
Custodian	34,269	0	0	2,125	497	294	0	10,178	47,362
	<u>34,269</u>	<u>0</u>	<u>0</u>	<u>2,125</u>	<u>497</u>	<u>294</u>	<u>0</u>	<u>10,178</u>	<u>47,362</u>

**New Pacific Charter - Arden Arcade
Books & Supplies**

	<u>2026-27</u>	<u>2027-28</u>	<u>2028-29</u>
Supplies - Administrative	30,000	30,000	30,000
Supplies - Food	25,000	27,500	30,000
Supplies - Maintenance	5,000	5,000	5,000
Supplies - Instructional	210,000	298,000	396,000
Supplies - SPED	2,000	4,000	6,000
Supplies - Prop 28	2,439	17,682	24,754
	<u>274,439</u>	<u>382,182</u>	<u>491,754</u>

**New Pacific Charter - Arden Arcade
Services**

	<u>2026-27</u>	<u>2027-28</u>	<u>2028-29</u>
Travel and Conference	15,000	15,000	15,000
Dues and Subscriptions	1,000	1,000	1,000
Maintenance Services	35,000	35,000	40,000
Marketing	10,000	10,000	10,000
Copy Machine Rental	6,000	6,000	6,000
Facility Lease	216,300	222,789	229,473
Administrative Services	89,610	92,298	95,067
Other Maintenance Services	75,190	77,446	79,769
Instructional Services	230,000	352,000	416,500
Special Education Services	72,500	100,000	137,500
	<u><u>750,600</u></u>	<u><u>911,533</u></u>	<u><u>1,030,309</u></u>

Account Number	Description	2025-26		2026-27		2027-28		2028-29	
21 E 0000 1100 021 1110 1000 000 0	Unrestricted,Cert Salary,(Default)	239,067	239,067	701,203	701,203	861,476	861,476	1,032,013	1,032,013
21 E 0000 2100 021 1110 1000 000 0	Unrestricted,Class Support,(Default)	59,553		72,548		76,175		79,984	
21 E 0000 2200 021 0000 3700 000 0	Unrestricted,Class Support,(Default)	0		15,542		31,083		32,637	
21 E 0000 2200 021 0000 8100 000 0	Unrestricted,Class Support,(Default)	18,847		31,083		32,637		34,269	
21 E 0000 2400 021 0000 2700 000 0	Unrestricted,Clerical Office,(Default)	49,861	128,260	79,523	198,695	83,499	223,394	87,674	234,564
21 E 0000 3101 021 1110 1000 000 0	Unrestricted,STRS Certificat,(Default)	46,480		139,858		190,941		230,362	
21 E 0000 3202 021 0000 2700 000 0	Unrestricted,PERS - Classifi,(Default)	0		0		0		0	
21 E 0000 3202 021 0000 3700 000 0	Unrestricted,PERS - Classifi,(Default)	0		0		0		0	
21 E 0000 3202 021 0000 8100 000 0	Unrestricted,PERS - Classifi,(Default)	0		0		0		0	
21 E 0000 3202 021 1110 1000 000 0	Unrestricted,PERS - Classifi,(Default)	0		0		0		0	
21 E 0000 3302 021 0000 2700 000 0	Unrestricted,OASDI - Classif,(Default)	3,091		4,930		5,177		5,436	
21 E 0000 3302 021 0000 3700 000 0	Unrestricted,OASDI - Classif,(Default)	0		964		1,927		2,024	
21 E 0000 3302 021 0000 8100 000 0	Unrestricted,OASDI - Classif,(Default)	1,169		1,927		2,024		2,125	
21 E 0000 3302 021 1110 1000 000 0	Unrestricted,OASDI - Classif,(Default)	3,692		4,498		4,723		4,959	
21 E 0000 3331 021 1110 1000 000 0	Unrestricted,Medicare - Cert,(Default)	3,529		10,618		13,122		15,831	
21 E 0000 3332 021 0000 2700 000 0	Unrestricted,Medicare - Clas,(Default)	723		1,153		1,211		1,271	
21 E 0000 3332 021 0000 3700 000 0	Unrestricted,Medicare - Clas,(Default)	0		225		451		473	
21 E 0000 3332 021 0000 8100 000 0	Unrestricted,Medicare - Clas,(Default)	273		451		473		497	
21 E 0000 3332 021 1110 1000 000 0	Unrestricted,Medicare - Clas,(Default)	864		1,052		1,105		1,160	
21 E 0000 3401 021 1110 1000 000 0	Unrestricted,H & W - Certifi,(Default)	24,000		98,400		132,240		168,264	
21 E 0000 3402 021 0000 3700 000 0	Unrestricted,H & W - Classif,(Default)	0		0		0		0	
21 E 0000 3402 021 0000 2700 000 0	Unrestricted,H & W - Classif,(Default)	10,600		11,660		12,826		14,109	
21 E 0000 3402 021 0000 8100 000 0	Unrestricted,H & W - Classif,(Default)	0		12,000		0		0	
21 E 0000 3402 021 1110 1000 000 0	Unrestricted,H & W - Classif,(Default)	6,400		7,040		7,744		8,518	
21 E 0000 3501 021 1110 1000 000 0	Unrestricted,SUI - Certifica,(Default)	1,176		2,352		2,940		3,528	
21 E 0000 3502 021 0000 2700 000 0	Unrestricted,SUI - Classifie,(Default)	294		294		588		294	
21 E 0000 3502 021 0000 3700 000 0	Unrestricted,SUI - Classifie,(Default)	0		0		294		294	
21 E 0000 3502 021 0000 8100 000 0	Unrestricted,SUI - Classifie,(Default)	294		294		294		294	
21 E 0000 3502 021 1110 1000 000 0	Unrestricted,SUI - Classifie,(Default)	1,470		882		1,176		1,176	
21 E 0000 3901 021 1110 1000 000 0	Unrestricted,Other Benefits,(Default)	234		0		0		0	
21 E 0000 3902 021 0000 2700 000 0	Unrestricted,Other Benefits,(Default)	12,400		23,300		24,799		26,039	
21 E 0000 3902 021 0000 3700 000 0	Unrestricted,Other Benefits,(Default)	0		4,103		9,232		9,693	
21 E 0000 3902 021 1110 1000 000 0	Unrestricted,Other Benefits,(Default)	55		21,256		22,624		23,755	
21 E 0000 3902 021 0000 8100 000 0	Unrestricted,Other Benefits,(Default)	0	116,743	9,107	356,365	9,693	445,602	10,178	530,280
21 E 0000 4300 021 0000 2700 000 0	Unrestricted,Supplies,(Default)	30,000		30,000		30,000		30,000	
21 E 0000 4300 021 0000 3700 000 0	Unrestricted,Supplies,(Default)	20,000		0		0		0	
21 E 0000 4300 021 0000 8100 000 0	Unrestricted,Supplies,(Default)	5,000		5,000		5,000		5,000	
21 E 0000 4300 021 1110 1000 000 0	Unrestricted,Supplies,(Default)	56,176	111,176	167,786	202,786	238,900	273,900	314,737	349,737
21 E 0000 5210 021 1110 1000 000 0	Unrestricted,Conference,(Default)	23,400		15,000		15,000		15,000	
21 E 0000 5300 021 0000 2700 000 0	Unrestricted,Dues & Membersh,(Default)	200		1,000		1,000		1,000	
21 E 0000 5500 021 0000 8100 000 0	Unrestricted,Oper. and House,(Default)	35,000		35,000		35,000		40,000	
21 E 0000 5600 021 0000 2700 000 0	Unrestricted,Rentals, Leases,(Default)	3,800		6,000		6,000		6,000	
21 E 0000 5600 021 0000 8700 000 0	Unrestricted,Rentals, Leases,(Default)	210,000		216,300		222,789		229,473	
21 E 0000 5800 021 0000 2700 000 0	Unrestricted,Professional Se,(Default)	87,000		89,610		92,298		95,067	
21 E 0000 5800 021 0000 8100 000 0	Other Maintenance Services	73,000		75,190		77,446		79,769	
21 E 0000 5800 021 1110 1000 000 0	Unrestricted,Professional Se,(Default)	1,000		230,000		352,000		416,500	
21 E 0000 5801 021 0000 2700 000 0	Marketing	12,000	445,650	10,000	678,100	10,000	811,533	10,000	892,809
21 E 0000 5920 021 0000 2700 0000	Postage	250		0		0		0	
21 E 0000 6200 021 0000 8100 000 0	Tenant Improvements	393,797	393,797	0	0	0	0	0	0
21 E 0000 7141 021 0000 9200 000 0	Unrestricted,OtherTuitionToS,(Default)	3,260	3,260	20,211	20,211	29,241	29,241	41,455	41,455
21 E 0000 7141 021 0000 9200 400 0	Unrestricted,OtherTuitionToS,District Oversi	11,198	11,198	139,160	139,160	187,952	187,952	247,959	247,959
21 E 0000 7141 021 0000 9200 500 0	Unrestricted,OtherTuitionToS,District Oversi	1,718	1,718	69,146	69,146	43,641	43,641	57,149	57,149
21 E 0000 7439 021 0000 9100 000 0	Debt Principal	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000
21 E 0000 7438 021 0000 9100 000 0	Debt Interest	250	250	200	200	175	175	150	150
21 E 0000 8015 021 0000 0000 000 0	Unrestricted,Charter Schools,(Default)	(262,007)	(262,007)	(1,557,473)	(1,557,473)	(2,275,051)	(2,275,051)	(3,253,092)	(3,253,092)
21 E 0000 8096 021 0000 0000 000 0	Unrestricted,Funding In Lieu,(Default)	(59,671)	(59,671)	(432,552)	(432,552)	(605,573)	(605,573)	(832,663)	(832,663)
21 E 0000 8550 021 0000 0000 000 0	Unrestricted,Mandated Costs,(Default)	0	0	(456)	(456)	(3,307)	(3,307)	(4,630)	(4,630)
21 E 0000 8699 021 0000 0000 000 0	Before/After Care	(16,800)	(16,800)	0	0	0	0	0	0
21 E 0000 8979 021 0000 0000 000 0	NPS Advance	(2,500,000)	(2,500,000)	0	0	0	0	0	0
21 E 0000 8980 021 0000 0000 000 0	Unrestricted,ContriFrmUnrest,(Default)	4,877		41,854		(16,467)		(55,468)	
21 E 1100 4300 021 1110 1000 000 0	State Lottery,Supplies,(Default)	5,824	5,824	42,214	42,214	59,100	59,100	81,263	81,263
21 E 1100 8560 021 0000 0000 000 0	State Lottery,State Lottery,(Default)	(5,824)	(5,824)	(42,214)	(42,214)	(59,100)	(59,100)	(81,263)	(81,263)
21 E 1400 1100 021 1110 1000 000 0	EPA,Cert Salary,(Default)	4,282	4,282	31,040	31,040	43,456	43,456	59,752	59,752
21 E 1400 8012 021 0000 0000 000 0	EPA,EPA,(Default)	(4,282)	(4,282)	(31,040)	(31,040)	(43,456)	(43,456)	(59,752)	(59,752)
21 E 3310 5800 021 5760 1190 000 0	Special Educati,Professional Se,(Default)	0	0	22,504	22,504	31,506	31,506	43,320	43,320
21 E 3310 8181 021 5001 0000 000 0	Special Educati,Sp Ed PI94-142,(Default)	0	0	(22,504)	(22,504)	(31,506)	(31,506)	(43,320)	(43,320)
21 E 5310 4300 021 0000 3700 000 0	Supplies - Food	0	0	25,000	25,000	27,500	27,500	30,000	30,000
21 E 6500 4300 021 5760 1190 000 0	Special Educati,Supplies,(Default)	0	0	2,000	2,000	4,000	4,000	6,000	6,000
21 E 6500 5800 021 5760 1190 000 0	Special Educati,Professional Se,(Default)	8,186	8,186	72,500	72,500	100,000	100,000	137,500	137,500
21 E 6500 7141 021 5001 9200 000 0	Unrestricted,OtherTuitionToS,District Oversi	13,726	13,726	122,399	122,399	96,595	96,595	99,493	99,493
21 E 6500 8792 021 5001 0000 000 0	Special Educati,TrfApportFrCoun,(Default)	(17,034)	(17,034)	(155,045)	(155,045)	(217,063)	(217,063)	(298,461)	(298,461)
21 E 6500 8980 021 5001 0000 000 0	Special Educati,ContriFrmUnrest,(Default)	(4,877)		(41,854)		16,467		55,468	
21 E 6546 8590 021 0000 0000 000 0	SPED Mental Health	(1,814)	(1,814)	(1,814)	(1,814)	(13,153)	(13,153)	(18,414)	(18,414)
21 E 6546 5800 021 5760 1190 000 0	SPED Mental Health, Services	1,814	1,814	1,814	1,814	13,153	13,153	18,414	18,414
21 E 6770 8590 021 0000 0000 000 0	Prop 28			(2,439)	(2,439)	(17,682)	(17,682)	(24,754)	(24,754)
21 E 6770 4300 021 1110 1000 000 0	Prop 28 Supplies			2,439	2,439	17,682	17,682	24,754	24,754

CERTIFICATION OF COMPLETE CHARTER PETITION

Education Code Section 47605(b)

A charter petition is deemed received by the governing board of the school district on the day the petitioner submits a petition to the district office, along with a signed certification that the petitioner deems the petition to be complete. The following certification is submitted in compliance with Education Code Section 47605(b).

- o Date of submission: June 10, 2026
- o By signing below, I certify as follows:
 1. That I am the authorized representative of New Pacific Charter - Arden Arcade, and that I am competent and qualified to certify to the facts herein;
 2. That, as authorized representative, I have personal knowledge of the facts forming the basis of this certification; and
 3. That I deem the charter petition to be complete.

Name: Paul Keefer, MBA, Ed.D., Lead Petitioner

Signature:

A handwritten signature in black ink, appearing to read "Paul Keefer", with a long horizontal flourish extending to the right.

Date: June 10, 2026

School Name: New Pacific Charter - Arden Arcade

**MATERIAL REVISION
FOR
NEW PACIFIC CHARTER - ARDEN ARCADE**

August 11, 2026

INTRODUCTION

On June 10, 2026, New Pacific Charter - Arden Arcade ("NPCAA") submitted a material revision request to the San Juan Unified School District ("District"). This material revision was submitted for consideration for the 2026-2027 school year.

A subcommittee of the District's charter review team and fiscal services has thoroughly studied the material revision and has evaluated the school's compliance with Education Code section 47607(b), charter renewals.

APPLICABLE LAW

Education Code section 47607(b) states: Renewals and material revisions of charters are governed by the standards and criteria described in Education Code Section 47605, and shall include, but not be limited to, a reasonably comprehensive description of any new requirement of charter schools enacted into law after the charter was originally granted or last renewed. The governing board of the school district shall not deny a material revision unless one or more of the following are found:

- (1) The charter school presents an unsound educational program for the pupils to be enrolled in the charter school. (Education Code section 47605(c)(1).)
- (2) The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition. (Education Code section 47605(c)(2).)
- (3) The petition does not contain the number of signatures required by subdivision (a). (Education Code section 47605(c)(3).)
- (4) The petition does not contain the necessary affirmations of each of the conditions described in subdivision (e). (Education Code section 47605(c)(4).)
- (5) The petition does not contain reasonably comprehensive descriptions of the 15 required elements set forth in the Charter Schools Act. (Education Code section 47605(c)(5).)
- (6) The petition does not contain a declaration of whether or not the charter school shall be deemed the exclusive public employer of the employees of the charter school. (Education Code section 47605(c)(6).)

**MATERIAL REVISION
FOR
NEW PACIFIC CHARTER - ARDEN ARCADE**

- (7) The charter school is demonstrably unlikely to serve the interests of the entire community in which the school is proposing to locate. (Education Code section 47605(c)(7).)
- (8) The school district is not positioned to absorb the fiscal impact of the proposed charter school. (Education Code section 47605(c)(8).)

The steps taken for this material revision:

Pre-Submission Consultation: The charter school's administration must consult with the authorizer (e.g., local school district or county office of education) to confirm that the proposed changes legally require a material revision. (Completed)

Governing Board Approval: The charter school's own board must vote to approve the proposed changes before submitting the revision request to the authorizer. (Completed)

Formal Submission: The school submits a complete material revision application packet. This is governed by the same standards and criteria as a new charter petition under [California Education Code Section 47605](#). (Completed)

Public Hearing: The chartering authority must hold an open, public hearing to consider the community interest and fiscal impact of the revision. Petitioners are typically given time to present their proposed changes. (Scheduled August 11, 2026)

SUMMARY OF MATERIAL REVISION SUBMITTED

The material revision submitted will be evaluated in three areas: Educational Program, Operational and Fiscal Impact, and Community and Legal Compliance.

- **Educational Program:** The educational program submitted by NPCAA is considered a sound educational plan and thus meets the requirements of Education Code section 47607(b) and subsequently Education Code section 47605.
- **Operational and Fiscal Impact:** With the fiscal information and enrollment projections provided, NPCAA is demonstrably positioned to successfully implement the changes without financial or structural failure and thus meets the requirements of Education Code section 47607(b) and subsequently Education Code section 47605. However, there is a concern that the school will not be able to meet the enrollment projections provided, and thus may have financial or structural failure should this be the case.
- **Community and Legal Compliance:** NPCAA has demonstrated in the revisions to the petition that it will serve the interests of the community and complies with general charter laws, thus meeting the requirements of Education Code section 47607(b) and subsequently Education Code section 47605.

**MATERIAL REVISION
FOR
NEW PACIFIC CHARTER - ARDEN ARCADE**

RECOMMENDATION

The subcommittee of the Charter Petition Review Committee recommends approval of the New Pacific Charter School - Arden Arcade material revision in accordance with Education Code section 47607(b) and section 47605, noting that enrollment projections will need to be met to ensure fiscal health of the charter.

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

AGENDA ITEM: I.4

MEETING DATE: 08/11/2026

SUBJECT: Public Hearing: Conveyance of Easement at San Juan High School to the Sacramento Municipal Utility District (Camarda) - 7:50 p.m.

DEPARTMENT: Operations

ACTION REQUESTED:

Public Hearing/Action: The superintendent is recommending that the board call a public hearing to solicit public comment and adopt Resolution No. 4268, declaring the conveyance of an easement at San Juan High School to the Sacramento Municipal Utility District (SMUD).

RATIONALE/BACKGROUND:

The Sacramento Municipal Utility District (SMUD) is requesting the granting of a permanent utility easement at San Juan High School, on a portion of APN 243-0170-006-0000, for the purposes of construction, placement, inspection, removal, replacement, maintenance and use of electrical and communication facilities consisting of underground conduits, wires and cables, with associated above ground or below ground transformers, transformer pads, pedestals, service, terminal, splicing, switching and pull boxes, switch and fuse cubicles, cubicle pads, riser poles, and all necessary fixtures and appurtenances.

ATTACHMENT(S):

1. [Resolution No. 4268](#)
2. [Easement Exhibit](#)
3. [Easement Description and Documentation](#)

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 08/03/2026

FISCAL IMPACT:

N/A

PREPARED BY: Nicholas Arps, Director, Facilities, Construction and Modernization

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

**RESOLUTION BY THE SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
RESOLUTION CONVEYING EASEMENT AT SAN JUAN HIGH SCHOOL
TO THE SACRAMENTO MUNICIPAL UTILITY DISTRICT**

RESOLUTION NO. 4268

WHEREAS, San Juan Unified School District (“District”) owns real property located at 7551 Greenback Ln, Citrus Heights, California, in the County of Sacramento, State of California, bearing Assessor’s Parcel Number 243-0170-006-0000 and commonly known as San Juan High School; and

WHEREAS, the Sacramento Metropolitan Utility District (“Licensee”) has requested that the District convey to Licensee an easement (“Easement”) for public utility purposes over an area of real property on APN 243-0170-006-0000, as generally described and depicted in Exhibit A (“Easement Area”) and

WHEREAS, the purpose of the Easement is for SMUD to perform municipal utility work, and

WHEREAS, the Easement is not now and will not at the time of delivery of possession to Licensee be needed exclusively for classroom or other purposes by the District;

WHEREAS, it is in the best interest of the District to transfer the Easement to Licensee in that Licensee will maintain the public utility improvements;

WHEREAS, pursuant to Education Code section 17557, et seq., the District adopted a Resolution of Intention to Convey Easement at its meeting of June 23, 2026, published and posted such Resolution as prescribed, and thereafter held a public hearing on such conveyance on August 11, 2026; and

WHEREAS, no written protests were filed in connection with the proposed conveyance of said Easement.

NOW, THEREFORE, the San Juan Unified School District Board of Education does hereby resolve as follows:

Section 1 Recitals. The foregoing recitals are hereby adopted as true and correct.

Section 2 Conveyance of Easement. Pursuant to Education Code sections 17556, et seq., the District hereby conveys to Licensee the above-described Easement for so long as such Easement is used for the aforesaid purposes. Whenever the Easement is no longer used for said purpose, the interest hereby conveyed shall automatically revert to the District or its successors.

Section 3 Execution of Easement Deed. The Secretary of Board of Education of the District is hereby authorized to execute an easement deed or deeds for the conveyance of the Easement to Licensee on behalf of the District, subject to such changes to the terms of the easement deed or

Attachment 1

deeds as may be necessary or appropriate to carry out the provisions of this authorizing Resolution.

The foregoing Resolution was adopted by the San Juan Unified School District Board of Education at a meeting of the Board on August 11, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

SAN JUAN UNIFIED SCHOOL DISTRICT

By: _____

Tanya Kravchuk, President
San Juan Unified School District
Board of Education

ATTESTED TO:

By: _____

Nick Bloise, Clerk
San Juan Unified School District
Board of Education



B.M. = BOOK OF MAPS
R.S. = RECORD OF SURVEY
o = DIMENSION POINT, UNLESS OTHERWISE NOTED

DATE	6/4/26	TITLE EXHIBIT B AERIAL	SO	30132790
SCALE	1"=50'			
DR.	SMA			
SHEET 1 OF 1		DWG. NO. R/W UO-2026/051	REV.	

SMUD0068

No fee for recordation

Govt. Code Sec 6103 & 27383

RECORD AT REQUEST OF AND RETURN TO:

Sacramento Municipal Utility District

Attention: Real Estate Services – B 209

P. O. Box 15830

Sacramento, CA 95852-1830

NO COUNTY TRANSFER TAX DUE

PER R & T CODE 11922

SMUD BY:  JNY

SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

A.P.N. 243-0170-006-0000

R/W: UO-2026/051

SO: 30132790

GRANT OF EASEMENT

San Juan Unified School District, a political subdivision of the State of California, Grantor, hereby grant to SACRAMENTO MUNICIPAL UTILITY DISTRICT, a municipal utility district, Grantee, its successors and assigns, the right from time to time to construct, place, inspect, remove, replace, maintain and use electrical and communication facilities consisting of:

underground conduits, wires and cables, with associated aboveground or belowground transformers, transformer pads, pedestals, service, terminal, splicing, switching and pull boxes, switch and fuse cubicles, cubicle pads, riser poles, and all necessary fixtures and appurtenances, within the following described route(s).

AND

aerial wires and cables, with associated poles, crossarms, braces, transformers, capacitors, switches, anchors, guy wires, guy stubs, and all necessary fixtures and appurtenances, within the following described route(s).

The easement being granted herein is contained and located on that certain real property situate in the County of Sacramento, State of California, described as:

Lot 6 as shown on that certain Subdivision Map entitled "Plat of Citrus Heights Addition No. 3" recorded in the office of Recorder of Sacramento County on February 9, 1911 in Book 12 of Maps, at Page 2.

Said right includes the trimming and removal by Grantee of any trees or foliage along said easement whenever considered necessary for the complete enjoyment thereof and the right of ingress to and egress from said easement for the purpose of exercising and performing all rights and privileges granted herein. EXCEPTING, however, the right of reentry for the purpose of repair, maintenance, or replacement of underground facilities located beneath any buildings within said right of way.

The route(s) of said easement is (are) described in EXHIBIT A and depicted in EXHIBIT B, attached hereto and made a part hereof.

<<<<<<Signature on following page>>>>>>

<<<<<<Remainder of page intentionally left blank>>>>>>

Dated _____

Grantor: **San Juan Unified School District, a political
subdivision of the State of California**

Signed: _____

Print Name: _____

Title: _____

**LEGAL DESCRIPTION
EXHIBIT A**

All that real property situated in the City of Citrus Heights, County of Sacramento, State of California, being a portion of Lot 6 as shown on that certain *Plat of Citrus Heights Addition No. 3* filed for record on February 9, 1911 in Book 12 of Maps, at Page 2, Sacramento County Records, and more particularly described as follows:

Within a strip of land 10 feet in width, the northerly sideline of which is described as follows: **Commencing** at the intersection of the south line of Parcel 1 with the westerly road right-of-way line of Mariposa Avenue as shown on that certain *Parcel Map* filed for record on December 31, 1987 in Book 103 of Parcel Maps, at Page 24, Sacramento County Records; thence, along the south line of said Parcel 1, North 89°18'47" East a distance of 10.00 feet to a point the westerly road right-of-way line of Mariposa Avenue as shown on that certain *Record of Survey* filed for record on September 4, 1958 in Book 13 of Surveys, at Page 40, Sacramento County Records; thence, along said road right-of-way line, South 00°48'31" East a distance of 452.32 feet to a point in the north line of said Lot 6; said point being the **Point of Beginning**;

Thence along said north line of Lot 6, South 88°57'29" West a distance of 269.00 feet.

The southerly sideline of said strip shall be lengthened or shorted to terminate in the westerly right-of-way line of said Mariposa Avenue.

All bearing shown hereon are grid, California State Plane Coordinate System, Zone 2, North American Datum of 1983

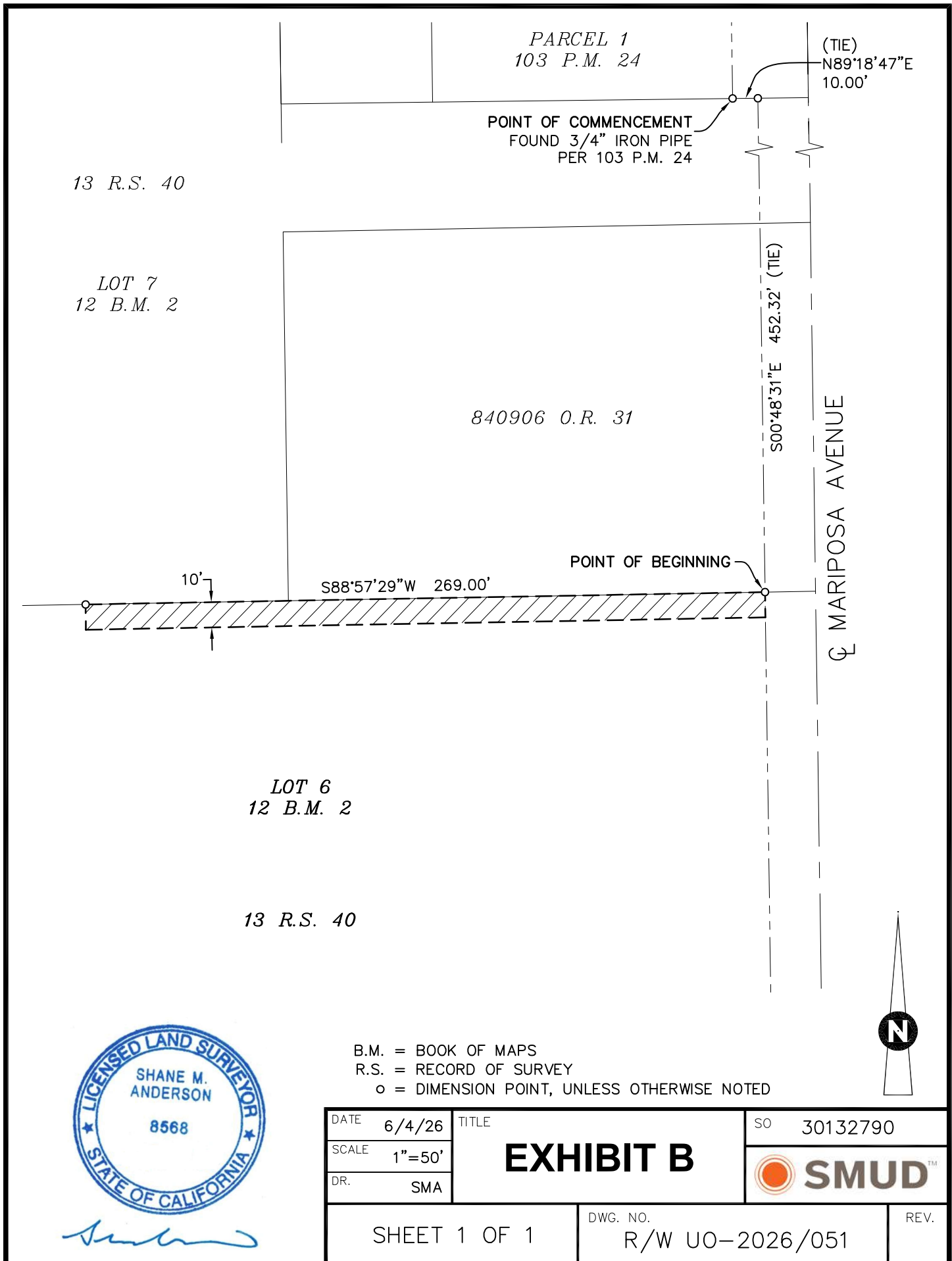
A plat entitled "Exhibit B" is attached hereto and by this document made a part hereof.



A handwritten signature in blue ink, appearing to read "Shane Anderson", written over a horizontal line.

Shane Anderson, LS 8568

Date: June 4, 2026



CALIFORNIA ALL-PURPOSE CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA }

COUNTY OF }

On _____ before me, _____, Notary Public
Date (here insert name and title of the officer)

personally appeared _____,

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Notary Public

This is to certify that SACRAMENTO MUNICIPAL UTILITY DISTRICT, a municipal utility district, hereby accepts for public purposes the interest in real property conveyed by the foregoing deed or grant and consents to the recordation thereof. The undersigned officer is authorized to execute this acceptance and consent pursuant to authority conferred by Resolution No. 89-6-11, adopted by said District's Board of Directors on June 20, 1989.

Rachel V. Del Rio Supervisor
Real Estate Services

Date

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

AGENDA ITEM: I.5

MEETING DATE: 08/11/2026

SUBJECT: Declaration of Need for Fully Qualified Educators (Henry) - 7:55 p.m.

DEPARTMENT: Human Resources

ACTION REQUESTED:

Action: The superintendent is recommending that the board adopt the Declaration of Need for Fully Qualified Educators for the 2026-2027 school year.

RATIONALE/BACKGROUND:

Human Resources staff has followed the policies and procedures for hiring fully-credentialed teachers to staff schools for the 2026-2027 school year. While a due and diligent search has been conducted for fully-credentialed teachers, in order to staff all classrooms, Human Resources still anticipates a need to assign certain teachers on the basis of an emergency authorization (Internship, English Learner Authorization, Limited Assignment Permit, Short-Term Staff Permit, Provisional Internship Permit, etc.). Before this can occur, this Declaration of Need must be adopted by the Board of Education and filed with the California Commission on Teacher Credentialing.

In addition, the California Department of Education in collaboration with the Commission on Teacher Credentialing will audit the entire district for credential mis-assignments. Although every effort is made to properly staff our schools, occasionally mis-assignments are identified, and it becomes necessary to request a limited assignment permit to correct mis-assignments.

ATTACHMENT(S):

1. [Declaration of Need](#)

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 08/03/2026

FISCAL IMPACT:

N/A

PREPARED BY: Lisa Ellington, Analyst, Human Resources

APPROVED BY: Cloris M. Henry, Ed.D., Interim Chief of Human Resources
Melissa Bassanelli, Superintendent of Schools



State of California
Commission on Teacher Credentialing
Certification Division
651 Bannon Street, Suite 601
Sacramento, CA 95811

Email: DON@ctc.ca.gov
Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2026 27

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT OR DISTRICT/COUNTY AUTHORIZED CHARTER SCHOOL

Name of District or Charter: San Juan Unified School District District CDS Code: 67447

Name of County: Sacramento County CDS Code: 34

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on 8/11/2026 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► Enclose a copy of the board agenda item

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2027.

Submitted by (Superintendent, Board Secretary, or Designee):

Cloris M. Henry, Ed.D

Chief of Human Resources

Name

Signature

Title

916 971 7669

916 971 7171

Fax Number

Telephone Number

Date

3738 Walnut Avenue, Carmichael, CA 95608

Mailing Address

cloris.henry@sanjuan.edu

Email Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____/____/____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**
Submitted by Superintendent, Director, or Designee:

_____	_____	_____
Name	Signature	Title
_____	_____	_____
Fax Number	Telephone Number	Date

Mailing Address		

E-Mail Address		

► *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
CLAD/English Learner Authorization (applicant already holds teaching credential)	30
Bilingual Authorization (applicant already holds teaching credential)	5
List target language(s) for bilingual authorization: Spanish	
Resource Specialist	20
Teacher Librarian Services	
Emergency Transitional Kindergarten (ETK)	5

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas. Additionally, for the Single Subject Limited Assignment Permits estimated, please include the authorization(s) which will be requested:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	10
Single Subject	75
Special Education	30
TOTAL	115

Authorizations for Single Subject Limited Assignment Permits

SUBJECT	ESTIMATED NUMBER NEEDED	SUBJECT	ESTIMATED NUMBER NEEDED
Agriculture		Mathematics	7
Art	7	Music	7
Business		Physical Education	4
Dance	7	Science: Biological Sciences	3
English	5	Science: Chemistry	3
Foundational-Level Math	4	Science: Geoscience	
Foundational-Level Science	4	Science: Physics	3
Health	2	Social Science	
Home Economics		Theater	7
Industrial & Technology Education	2	World Languages (specify)	ELD 5; Spanish 5

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program?

☐ Yes ☒ No

If no, explain. _____

Does your agency participate in a Commission-approved college or university internship program?

☒ Yes ☐ No

If yes, how many interns do you expect to have this year? 45

If yes, list each college or university with which you participate in an internship program.

Alliant Univ., CalState TEACH Fresno, CSU East Bay, Fortune, Point Loma
Univ., Los Angeles Pacific Univ., National Univ., Sacramento State, US Univ.
SCOE, UMass Global, Univ of the Pacific, San Diego Christian College

If no, explain why you do not participate in an internship program.

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

AGENDA ITEM: I.6

MEETING DATE: 08/11/2026

SUBJECT: Williams Complaint Report (Gaddis) - 8:00 p.m.

DEPARTMENT: Legal Services

ACTION REQUESTED:

Report: The superintendent is recommending that the board receive an update on Williams-type complaints filed with the district during the time period from April 1, 2026, to June 30, 2026.

RATIONALE/BACKGROUND:

The Williams legislation embodied in Education Code section 35186(d) requires each school district to publicly report, on a quarterly basis, summarized data on the nature and resolution of all Williams-type complaints filed with the district.

No complaints were filed or pending during this reporting period.

ATTACHMENT(S):

1. [Williams UCP 4th Quarter Report](#)

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 08/03/2026

FISCAL IMPACT:

N/A

PREPARED BY: Fhanysha Clark Gaddis, J.D., MPP, General Counsel

APPROVED BY: Melissa Bassanelli, Superintendent of Schools

WILLIAMS UNIFORM COMPLAINT PROCESS (UCP)

Quarterly Report



Legal Services

Melissa Bassanelli
Superintendent of Schools

Fhanysha Clark Gaddis,
J.D., MPP
General Counsel

Year covered by this report: 2026

Quarter covered by this report: Quarter 4 (April - June)

Sufficiency of textbooks

Number of complaints:	0
Number resolved:	n/a
Number unresolved:	n/a

School facilities issues

Number of complaints:	0
Number resolved:	n/a
Number unresolved:	n/a

Vacancy or misassignment of teachers

Number of complaints:	0
Number resolved:	n/a
Number unresolved:	n/a

Respectfully submitted: Fhanysha C. Gaddis, J.D., MPP
General Counsel

ADDRESS

3738 Walnut Avenue
Carmichael, CA 95608

PHONE

(916) 971-7110

WEBSITE

www.sanjuan.edu

SUBJECT: Skelly Hearing - Appeal for Dismissal (Gaddis) - 8:05 p.m.

DEPARTMENT: Legal Services

ACTION REQUESTED:

Discussion/Action: In accordance with Public Employee Discipline/Dismissal/Release (Government Code section 54957), the superintendent is recommending that the board hear the appeal and determine whether sufficient cause exists to support the disciplinary action required by law and district policy. An open session hearing was requested by Employee pursuant to Government Code section 54957(b)(2).

RATIONALE/BACKGROUND:

Jeffrey Remington was employed by the San Juan Unified School District as an Instructional Assistant III assigned to Del Campo High School. In addition to his classified position, Mr. Remington also served as a football coach and regularly interacted with, supervised, and mentored student athletes.

During the 2025-26 school year, the district received complaints alleging misconduct involving student-athletes participating in the Del Campo High School football program. The allegations were investigated through the Uniform Complaint Procedures process. Following completion of that investigation, multiple allegations were sustained, including findings relating to medical negligence, racial slurs, inappropriate immigration-related comments, verbal abuse, inadequate hydration practices, intimidation and harassment, and retaliation.

Following review of the investigative findings and supporting evidence, the Human Resources Department initiated disciplinary proceedings pursuant to Education Code sections 45113 and 45116 and Board Policy 4218.

On November 7, 2025, the District issued a Preliminary Notice of Recommendation of Dismissal and Statement of Charges identifying the causes for dismissal and the factual allegations supporting the proposed disciplinary action.

Mr. Remington was provided notice of the charges, supporting documentation, and an opportunity to respond through the Skelly process.

A Skelly meeting was conducted on February 23, 2026. Following review of the materials submitted and information presented, Skelly Officer Dominic Covello issued a written recommendation dated February 26, 2026, concluding that the recommendation for dismissal was reasonable and should be upheld.

On or about March 17, 2026, Mr. Remington submitted a Notice of Appeal challenging the dismissal.

The appeal primarily alleges that:

- He was not provided a meaningful opportunity to defend himself because witnesses were not permitted to testify during the Skelly process;
- The investigation was conducted in a one-sided manner;
- He was denied due process; and
- He received disparate treatment when compared to another employee, Matt Costa.

The matter is now before the Governing Board for final administrative review.

Mr. Remington requested that the appeal be held during open session.

ATTACHMENT(S):

1. [Skelly Appeal Presentation](#)
2. [Skelly Packet](#)
3. [Skelly Decision](#)

4. Preliminary Notice of Recommendation of Dismissal
5. Skelly Appeal Request
6. Notice of Board Hearing and Right to Open Session Letter

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Skelly Meeting: 02/23/2026

Superintendent's Cabinet: 08/03/2026

FISCAL IMPACT:

N/A

PREPARED BY:

Fhanysha Clark Gaddis, J.D., MPP, General Counsel

APPROVED BY:

Melissa Bassanelli, Superintendent of Schools



Aug. 11, 2026

Skelly Appeal Hearing

Board of Education

1

1



What is a Skelly appeal?

This hearing is a due process right for permanent classified employees, allowing them to respond to proposed major discipline, e.g. termination, suspension, or demotion.

Classified discipline in San Juan Unified is governed by *Board Policy 4218*.

2

2

The Board may:

- Adopt the proposed decision in its entirety
- Reduce the personnel action set forth therein and adopt the balance of the proposed decision
- Reject a proposed reduction in personnel action, approve the personnel action sought by the complainant or any lesser penalty, and adopt the balance of the proposed decision
- Reject the proposed decision in its entirety

Board Policy 4218 Section 7 (Hearing Procedures)

3

3

Procedural History:

01

July 30, 2025

Legal Services receives Uniform Complaint alleging misconduct by Del Campo HS staff coaching football.

02

Sept. 23, 2025

Legal Services concludes investigation, sustaining multiple allegations, and forwards report to Human Resources.

03

Sept. 24, 2025

Mr. Remington placed on paid administrative leave to ensure due process while Human Resources review's report's findings and determines appropriate disciplinary action.

04

Oct. 30, 2025

Human Resources interviews J Remington regarding Legal Services' report findings.

05

Nov. 7, 2025

District issues preliminary notice of recommendation of dismissal and right to a Skelly meeting; Mr. Remington requests Skelly

06

Feb. 26, 2026

Skelly officer upholds district's recommended discipline.

4

4

Causes for Dismissal:

- Neglect of duty (BP 4218 - 1(d))
- Immoral conduct (BP 4218 - 1(k))
- Violation of district, board or departmental rule, policy, or procedure (BP 4218 - 1(p))
- Any other failure of good behavior either during or outside of duty hours which is of such nature that it causes discredit to the district or his/her employment (BPO 4218 - 1(v))

5

5

Evidence Supporting Dismissal:

The district's investigation found evidence to sustain the following allegations:

- Medical Negligence
- Racial Slurs
- Inappropriate Immigration Comments
- Verbal Abuse toward a Staff Member
- Inadequate Hydration
- Intimidation and Harassment
- Retaliation

The district's investigation found the employee subjected a student to repeated bullying and intimidation, and his conduct contributed to physical and emotional harm among students.

6

6

Due Process Opportunities:

- Employee offered opportunity to respond to evidence and allegations during UCP investigation
- Employee offered opportunity to respond to report findings in interview with Human Resources
- Skelly hearing conducted by impartial third party with no involvement in investigation or initial disciplinary recommendation
- Employee provided opportunity in open session to contest the findings and disciplinary recommendation

7

7

The district's recommendation:

Uphold recommendation of dismissal in its entirety.

8

8

SENT VIA CERTIFIED MAIL and EMAIL jeffry.remington@sanjuan.edu



November 7, 2025

Jeffry Remington
[REDACTED]
[REDACTED]

Melissa Bassanelli
Superintendent of Schools

Daniel Thigpen
Chief of Human Resources

Cloris M. Henry, Ed.D.
Senior Director

Lindsey McManigal
Director

May Cha
Director

Re: Preliminary Notice of Recommendation of Dismissal and Right to a Skelly meeting

Dear Mr. Remington:

As the authorized representative of the San Juan Unified School District ("District"), I hereby provide this Preliminary Notice of Recommendation of Dismissal and Statement of Charges. This preliminary recommendation is made pursuant to California Education Code sections 45113 and 45116 and District Board Policy ("BP") 4218.

(Attached hereto as Exhibit A are true and correct copies of Education Code sections 45113 and 45116 and BP 4218.)

You are hereby directed to immediately contact my office to make arrangements to turn in your keys, and any other District property and to collect any personal belongings remaining on District property.

Causes for Dismissal

My recommendation for dismissal is based on the following causes set forth in BP 4218, as grounds for disciplinary action against a permanent classified employee:

- Neglect of duty (BP 4218 - 1(d))
- Immoral conduct (BP 4218 - 1(k))
- Violation of district, board or departmental rule, policy or procedure (BP 4218 - 1(p))
- Any other failure of good behavior either during or outside of duty hours which is of such nature that it causes discredit to the district or his/her employment (BP 4218 - 1(v))

Statement of Charges in Support of Causes for Dismissal

1. You are a classified employee of the District serving in the position of Instructional Assistant III at Del Campo High School. As an Instructional Assistant III, you are responsible to provide "instruction to small groups of students in a variety of subject areas such as math, reading, spelling, language arts, social studies, physical education or art ..." as well as monitor the "needs and behaviors of emotionally disturbed (ED), autistic or suspended/expelled/court-placed students and provide appropriate one-on-one and group interventions to respond to inappropriate behaviors; assess crisis situations, intervene and defuse as appropriate" and "if other means of redirection are not successful, restrain any student who becomes combative and/or physically abusive to self and others."

ADDRESS
3738 Walnut Avenue
Carmichael, CA 95608

PHONE
(916) 971-7700

WEBSITE
www.sanjuan.edu

(Attached hereto as Exhibit B is a true and correct copy of the Instructional Assistant III job description.)

2. You are also employed as a football coach at Del Campo High School, a role in which you regularly interact with, support and supervise students.

3. On September 23, 2025, the District's Legal Compliance Coordinator issued an official Response to Uniform Complaint Procedure ("UCP") Complaint that alleged you subjected students to verbal and physical abuse. The UCP findings contained several sustained allegations, including:

- a. Medical Negligence
- b. Racial Slurs
- c. Inappropriate Immigration Comments
- d. Verbal Abuse toward a Staff Member
- e. Inadequate Hydration
- f. Intimidation and Harassment
- g. Retaliation

The UCP complaint response found that you subjected a student to repeated bullying and intimidation, and the investigation identified systemic concerns that the student athletic program, under your supervision, was operating in a manner inconsistent with District expectations and in violation of several local and state policies regarding student safety, professional conduct, and equitable treatment. The UCP response found that your conduct contributed to physical and emotional harm among students.

(Attached hereto as Exhibit C is a true and correct copy of the original Response to Uniform Complaint Procedure Complaint dated September 23, 2025.)

4. Upon receipt of the UCP investigation findings, I directed you to report to Human Resources on September 24, 2025. During this meeting, I placed you on paid administrative leave pending the District's review of findings from the concluded UCP complaint investigation.

(Attached hereto as Exhibit D is a true and correct copy of the notice of Administrative Leave issued to you on September 24, 2025.)

5. I met with you on October 30, 2025, to discuss the UCP investigation findings. During the meeting, you questioned the fairness of the investigation, which you called "a witch hunt," and questioned the process of selecting and interviewing witnesses. You stated that many of the allegations were misconstrued or inaccurate. You also questioned the credibility of witnesses, who you described as a disgruntled student, their best friend, and a terminated former coach.

6. Your conduct described herein violated BP 4219.21, Professional Standards, which states in pertinent part: "The Board of Education expects district employees to maintain the highest ethical standards, exhibit professional behavior, follow district policies and regulations, abide by state and federal laws, and exercise good judgement when interacting with students, staff, and other members of the school community."

(Attached hereto as Exhibit E is a true and correct copy of BP 4219.21.)

Jeffrey Remington
November 5, 2025

7. Your conduct described herein also violates the District's Code of Ethics for Classified Employees provided in Board Exhibit 4219.21, which states in pertinent part: "School employees who are in daily contact with many phases of educational work should be persons whose conduct is beyond reproach," as well as "As a School Employee, I Will: 1. Be proud of my vocation in order that I may use my best endeavors to elevate the standards of my position so that I may merit a reputation for high quality of service - to the end that others may emulate my example."

(Attached hereto as Exhibit F is a true and correct copy of E 4219.21.)

8. Your conduct described herein also violates the District's expectation of Teacher Aides/Paraprofessionals as outlined in BP 4222, which states in pertinent part: "It is expected that instructional assistants and aides will be members of a professional team dedicated to working for the best interests of students. All members of the team are expected to be loyal, courteous, cooperative, industrious, and dependable. They must accept responsibility to act with the highest ethical standards as they work with students."

(Attached hereto as Exhibit G is a true and correct copy of BP 4222.)

9. Your conduct described above also violated BP 4000, Concepts and Roles, which states in part: "The Governing Board wishes to establish, through personnel policies and regulations of the district, conditions that will attract and hold the best qualified personnel for all positions, who will devote themselves to the education and welfare of the students of the district."

(Attached hereto as Exhibit H is a true and correct copy of BP 4000.)

Pursuant to your right to due process, you have the right to a Skelly meeting prior to implementation of your termination from the District. Attached you will find the "Request for Skelly Meeting" form. If you wish to request the Skelly meeting, the form must be returned to Human Resources by 5:00 p.m. Wednesday, November 18, 2025. During the Skelly meeting, you will have the opportunity to explain why you should not be terminated.

If you have any questions in connection with these materials, please contact me.

Sincerely,

Daniel Thigpen
Chef of Human Resources
San Juan Unified School District

CC: Kristan Schnepf, Assistant Superintendent, Secondary Education and Programs
Darrin Kitchen, Director, Secondary Education
Michael Magliola, Principal, Del Campo High School
Phanysha Clark Gaddis, J.D., MPP, General Counsel
Sterling Williams, Legal Compliance Coordinator
Adara Clark-Gunn, President, CSEA
Kurt Benfield, Labor Relations Representative, CSEA

Jeffry Remington
November 5, 2025

Attachments: **Exhibit A - Education Codes 45113, 45116 & BP 4218**
 Exhibit B - Instructional Assistant III Job Description
 Exhibit C - Response to Uniform Complaint Procedure Complaint (Sept. 23, 2025)
 Exhibit D - Notice of Paid Administrative Leave (Sept. 24, 2025)
 Exhibit E - BP 4219.21, Professional Standards
 Exhibit F - E 4219.21, Code of Ethics for Classified Employees
 Exhibit G - BP 4222 Teacher Aides/Paraprofessionals as outlined
 Exhibit H - BP 4000 Concepts and Roles

EXHIBIT “A”

EDUCATION CODE

Section 45113

45113. (a) The governing board of a school district shall prescribe written rules and regulations governing the personnel management of the classified service. These written rules and regulations shall be printed and made available to employees in the classified service, the public, and those concerned with the administration of this section, whereby these employees are designated as permanent employees of the school district after serving a prescribed period of probation that shall not exceed six months or 130 days of paid service, whichever is longer. However, a full-time peace officer or public safety dispatcher employed by a school district operating a dispatch center certified by the Commission on Peace Officer Standards and Training, to be designated as a permanent employee of the school district, shall serve a probationary period of not less than one year of paid service from their date of appointment to that full-time position. A permanent employee who accepts a promotion and fails to complete the probationary period for that promotional position, shall be employed in the classification from which the employee was promoted.

(b) An employee designated as a permanent employee shall be subject to disciplinary action only for cause as prescribed by rule or regulation of the governing board of the school district, but the governing board's determination of the sufficiency of the cause for disciplinary action shall be conclusive.

(c) The governing board of a school district shall adopt rules of procedure for disciplinary proceedings that shall contain a provision for informing the employee by written notice of the specific charges against the employee, a statement of the employee's right to a hearing on those charges, and the time within which the hearing may be requested that shall be not less than five days after service of the notice to the employee, and a card or paper, the signing and filing of which shall constitute a demand for hearing, and a denial of all charges. The burden of proof shall remain with the governing board of the school district, and any rule or regulation to the contrary is void.

(d) Disciplinary action shall not be taken for any cause that arose before the employee's becoming permanent, nor for any cause that arose more than two years preceding the date of the filing of the notice of cause unless the cause was concealed or not disclosed by the employee when it could be reasonably assumed that the employee should have disclosed the facts to the employing school district.

(e) This section shall not be construed to prohibit the governing board of a school district, pursuant to the terms of an agreement with an employee organization under Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code, from delegating its authority to determine whether sufficient cause

exists for disciplinary action against classified employees, excluding peace officers as defined in Section 830.32 of the Penal Code, to an impartial third-party hearing officer. However, the governing board of the school district shall retain authority to review the determination under the standards set forth in Section 1286.2 of the Code of Civil Procedure.

(f) (1) Except as specified in paragraph (2), a permanent employee who timely requests a hearing on charges against the employee shall not be suspended without pay, suspended with a reduction in pay, demoted with a reduction in pay, or dismissed before a decision is rendered after the hearing, unless the governing board, or an impartial third-party hearing officer provided pursuant to the terms of an agreement with an employee organization under Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code, finds that at the time discipline was imposed at the conclusion of the review process specified in *Skelly v. State Personnel Bd.* (1975) 15 Cal.3d 194, the employer demonstrated by a preponderance of the evidence that the employee engaged in criminal misconduct, misconduct that presents a risk of harm to pupils, staff, or property, or committed habitual violations of the district's policies or regulations.

(2) If a hearing on the charges will be conducted by an impartial third-party hearing officer or the governing board pursuant to subdivision (e), the school district may stop paying a permanent employee before a decision is rendered after 30 calendar days from the date the hearing is requested.

(3) To the extent that this subdivision conflicts with a provision of a collective bargaining agreement entered into by a public school employer and an exclusive bargaining representative before January 1, 2023, pursuant to Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code, this subdivision shall not apply to the school district until the expiration or renewal of that collective bargaining agreement.

(g) (1) A governing board of a school district shall delegate its authority to a judge, as defined in Section 44990, to determine whether sufficient cause exists for disciplinary action against a classified employee involving allegations of egregious misconduct, as defined in Section 44932, and involving a minor, as defined in Section 44990. The judge's ruling shall be binding upon all parties.

(2) A judge authorized under this subdivision to conduct a hearing involving allegations as described in Section 44010 or 44011, or as described in Sections 11165.2 to 11165.6, inclusive, of the Penal Code, shall conduct that hearing in accordance with Article 3.3 (commencing with Section 44990) of Chapter 4 and Section 49077.

(3) The term "representative of the respondent," within the meaning of Article 3.3 (commencing with Section 44990) of Chapter 4, shall include, but not necessarily be limited to, an exclusive labor representative.

(h) This section applies only to school districts not incorporating the merit system as outlined in Article 6 (commencing with Section 45240).

(i) To the extent that this section, as amended by Chapter 542 of the Statutes of 2019, conflicts with a provision of a collective bargaining agreement entered into by a public school employer and an exclusive bargaining representative before January

1, 2020, pursuant to Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code, the changes made to this section by Chapter 542 of the Statutes of 2019 shall not apply to the school district until expiration or renewal of that collective bargaining agreement.

(Amended by Stats. 2022, Ch. 913, Sec. 1. (AB 2413) Effective January 1, 2023.)

State of California

EDUCATION CODE

Section 45116

45116. A notice of disciplinary action shall contain a statement in ordinary and concise language of the specific acts and omissions upon which the disciplinary action is based, a statement of the cause for the action taken and, if it is claimed that an employee has violated a rule or regulation of the public school employer, such rule or regulation shall be set forth in said notice.

A notice of disciplinary action stating one or more causes or grounds for disciplinary action established by any rule, regulation, or statute in the language of the rule, regulation, or statute, is insufficient for any purpose.

A proceeding may be brought by, or on behalf of, the employee to restrain any further proceedings under any notice of disciplinary action violative of this provision.

This section shall apply to proceedings conducted under the provisions of Article 6 (commencing with Section 45240) of this chapter.

(Enacted by Stats. 1976, Ch. 1010.)

Policy 4218: Dismissal/Suspension/Disciplinary Action

Status: ADOPTED

Original Adopted Date: 09/28/1993 | Last Reviewed Date: 09/28/1993

Termination of Probationary Employment

At any time prior to the expiration of the probationary period, the Governing Board may, at its discretion, dismiss a probationary classified employee from district employment. A probationary employee shall not be entitled to a hearing.

Involuntary Suspension Without Pay, Demotion, Reduction of Pay Step in Class, or Dismissal of Permanent Classified Employees

Permanent classified employees shall be subject to personnel action (suspension without pay, demotion, reduction of pay step in class, dismissal) only for cause. The Board's determination of the sufficiency of the cause for disciplinary action shall be conclusive.

1, Causes

In addition to any disqualifying or actionable causes otherwise provided for by statute or by policy or regulation of this district, each of the following constitutes cause for personnel action against a permanent classified employee:

- a. Falsifying any information supplied to the school district, including, but not limited to, information supplied on application forms, employment records, or any other school district records.
- b. Incompetency.
- c. Inefficiency.
- d. Neglect of duty.
- e. Insubordination.
- f. Dishonesty.
- g. Drinking alcoholic beverages while on duty or in such close time proximity thereto as to cause any detrimental effect upon the employee or upon employees associated with him/her.
- h. Addiction to the use of controlled substances.
- i. Conviction of a felony, conviction of any sex offense made relevant by provisions of law, or conviction of a misdemeanor which is of such a nature as to adversely affect the employee's ability to perform the duties and responsibilities of his/her position. A plea or verdict of guilty, or a conviction following a plea of nolo contendere is deemed to be a conviction within the meaning of this section.
- j. Absence without leave.

If a regular employee is absent from work for a period of three days or more without notifying his/her supervisor, the district may declare his/her job "abandoned", and the employee shall be suspended subject to dismissal. In this event, the employee will have the same right of appeal as provided in other cases of dismissal, suspension, and demotion.
- k. Immoral conduct.
 - l. Discourteous treatment of the public, students, or other employees.
- m. Improper political activity.
- n. Willful disobedience.
- o. Misuse of district property.

- p. Violation of district, Board or departmental rule, policy, or procedure.
- q. Failure to possess or keep in effect any license, certificate, or other similar requirement specified in the employee's class specification or otherwise necessary for the employee to perform the duties of the position.
- r. Refusal to take and subscribe any oath or affirmation which is required by law in connection with his/her employment.
- s. Physical or mental disability, which disability precludes the employee from the proper performance of his/her duties and responsibilities as determined by competent medical authority, except as otherwise provided by a contract or by law regulating retirement of employees.
- t. Unlawful discrimination, including harassment, on the basis of race, religious creed, color, national origin, ancestry, physical handicap, marital status, sex, or age against the public or other employees while acting in the capacity of a district employee.
- u. Unlawful retaliation against any other district officer or employee or member of the public who, in good faith, reports, discloses, divulges, or otherwise brings to the attention of any appropriate authority any information relative to actual or suspected violation of any law of this State or the United States occurring on the job or directly related thereto.
- v. Any other failure of good behavior either during or outside of duty hours which is of such nature that it causes discredit to the district or his/her employment.

Except as defined in #s above, no personnel action shall be taken for any cause which arose prior to the employee's becoming permanent, nor for any cause which arose more than two years preceding the date of the filing of the notice of cause unless such cause was concealed or not disclosed by such employee when it could be reasonably assumed that the employee would have disclosed the facts to the district.

2. Initiation and Notification of Charges

The district Superintendent or designee may initiate a personnel action as defined herein against a permanent classified employee.

In all cases involving a personnel action, the person initiating said action shall file a written recommendation of personnel action with the Board. A copy of the recommendation shall be served upon the employee either personally or by registered or certified mail, return receipt requested, at the employee's last known address. The recommendation shall include:

- a. A statement of the nature of the personnel action (suspension without pay, demotion, reduction of pay step in class, or dismissal).
- b. A statement of the cause or causes therefor as set forth above.
- c. A statement of the specific acts or omissions upon which the causes are based. If violation of rule, policy, or regulation of the district is alleged, the rule, policy, or regulation violated shall be set forth in the recommendation.
- d. A statement of the employee's right to appeal the recommendation and the manner and time within which his/her appeal must be filed.
- e. A card or paper, the signing and filing of which shall constitute a demand for hearing and a denial of all charges.

3. Employment Status Pending Appeal or Waiver

Except as provided herein, any employee against whom a recommendation of personnel action has been issued shall remain on active duty status and responsible for fulfilling the duties of the position pending his/her appeal or waiver thereof.

In cases where the Superintendent or designee has determined that a permanent classified employee should be dismissed and that continuation of the employee in active duty status after a written recommendation of such personnel action has been issued would result in an unreasonable risk of harm to students, staff, or property during the time the proceedings are pending, the Superintendent or designee may order the employee immediately suspended from his/her duties without pay in conjunction with the recommendation of personnel action. Such suspension order shall be in writing and shall include a statement setting forth the reasons why such suspension is deemed necessary. Any such suspension order shall be served upon the employee either personally or by registered mail or certified mail, return receipt requested, immediately after issuance. Except in cases of emergency where the employee must be removed from the premises immediately, at least five calendar days prior to the effective date of any order of suspension without pay issued in conjunction with any recommendation of personnel action involving dismissal, the Superintendent or designee shall give the employee written notice of the proposed recommendation of personnel action of dismissal including notice that immediate suspension without pay is being considered, the reasons for the proposed dismissal action and for the proposed immediate suspension without pay, materials upon which the proposed action is based, and the right to respond either orally or in writing to the Superintendent or designee prior to the issuance of the final recommendation and order.

4. Time Limit of Suspension

Any suspensions (except a suspension imposed under #3 above) invoked under these rules against any one person in the classified service for one or more periods shall not aggregate more than 90 calendar days in any 12-month period; provided, however, this time limitation is inapplicable to cases in which personnel action of dismissal is modified by the Board to a suspension.

5. Right to Appeal

The employee may, within five calendar days after receiving the recommendation of personnel action described above, appeal by signing and filing the card or paper included with the recommendation. Any other written document signed and appropriately filed within the specified time limit by the employee shall constitute a sufficient notice of appeal. A notice of appeal is filed only by delivering the notice of appeal to the office of the district Superintendent or designee during normal work hours of that office. A notice of appeal may be mailed to the office of the Superintendent or designee but must be received or postmarked no later than the time limit stated herein. In cases where an order of suspension without pay has been issued in conjunction with a recommendation of personnel action involving dismissal, any appeal from the recommendation shall also constitute an appeal from the order, and the necessity of the order shall be an issue in the appeal hearing.

If the employee against whom a recommendation of personnel action has been filed fails to file a notice of appeal within the time specified in these rules, the employee shall be deemed to have waived his/her right to appeal, and the Board may order the recommended personnel action into effect immediately.

6. Amended/Supplemental Charges

At any time before an employee's appeal is finally submitted to the Board or to a hearing officer for decision, the complainant may, with the consent of the Board or hearing officer, serve on the employee and file with the Board an amended or supplemental recommendation of personnel action.

If the amended or supplemental recommendation presents new causes or allegations, the employee shall be afforded a reasonable opportunity to prepare his/her defense thereto. Any new causes or allegations shall be deemed controverted and any objections to the amended or supplemental causes or allegation may be made orally at the hearing and shall be noted on the record.

7. Hearing Procedures

- a. The hearing shall be held at the earliest convenient date, taking into consideration the established schedule of the Board or hearing officer and the availability of counsel and witnesses. The parties shall be notified of the time and place of the hearing. The employee shall be entitled to appear personally, produce evidence, and have counsel and, if demand is made therefor when the Board is hearing the appeal, a public hearing. The complainant may also be represented by counsel. The procedure entitled "Administrative Adjudication" commencing at Section 11500 of the Government Code shall not be

applicable to any such hearing before the Board or a hearing officer. Neither the Board nor a hearing officer shall be bound by rules or evidence used in California courts. Informality in any such hearing shall not invalidate any order or decision made or approved by the hearing officer or the Board.

- b. All hearings shall be heard by a hearing officer (who shall be an attorney licensed in the State of California) except in those cases where the Board determines to hear the appeal themselves or, for general unit employees with proposed suspensions of three days or less, the Superintendent or designee shall serve as the hearing officer. The district's hearing officer shall not be the person initiating the proposed disciplinary action. In any case in which the Board hears the appeal, the Board may utilize the services of its counsel or a hearing officer in ruling upon procedural questions, objections to evidence, and issues of law. If the appeal is heard by the Board, it shall affirm, modify or revoke the recommended personnel action.
- c. If the appeal is heard by a hearing officer, he/she shall prepare a proposed decision in such form that it may be adopted by the Board as the decision in the case. A copy of the proposed decision shall be received and filed by the Board and furnished to each party within ten days after the proposed decision is filed by the Board. The Board may:
 - i. Adopt the proposed decision in its entirety.
 - ii. Reduce the personnel action set forth therein and adopt the balance of the proposed decision.
 - iii. Reject a proposed reduction in personnel action, approve the personnel action sought by the complainant or any lesser penalty, and adopt the balance of the proposed decision.
 - iv. Reject the proposed decision in its entirety.
- d. If the Board rejects the proposed decision in its entirety, each party shall be notified of such action and the Board may decide the case upon the record including the transcript, with or without the taking of additional evidence, or refer the case to the same or another hearing officer to take additional evidence. If the case is so assigned to a hearing officer, he/she shall prepare a proposed decision as provided in #c above, upon the additional evidence and the transcript and other papers which are part of the record of the prior hearing. A copy of such proposed decision shall be furnished to each party within ten days after the proposed decision is filed by the Board.
- e. In arriving at a decision or a proposed decision on the propriety of the proposed personnel action, the Board or the hearing officer may consider the records of any prior personnel action proceedings against the employee in which a personnel action was ultimately sustained and any records contained in the employee's personnel files if such records were introduced into evidence at the hearing.
- f. The decision of the Board shall be in writing and shall contain findings of fact and the personnel action approved, if any. The findings may be stated in the language of the pleadings or reference thereto.

8. Hearing Decision

The decision of the Board shall be certified to the complainant from whose recommendation the appeal is taken and shall be enforced and followed by him/her. A copy of the decision shall be delivered to the appellant or his/her designated representative personally or by registered mail. The decision of the Board shall be final.

9. Compulsory Dismissal

The district shall not employ or retain in employment any person who has been convicted of any sex offense as defined in Education Code 44010 or any controlled substance offense as defined in Education Code 44011. If, however, any such conviction is reversed and the person acquitted or charges dismissed, except as otherwise provided below, the employee may be reemployed by the district, although reemployment is not a guarantee. (Education Code 45123)

The district reserves the right to dismiss an employee for any acts upon which the original criminal charges were based, despite the disposition by the courts. If dismissal is recommended by the Board and upheld, an employee will not be reemployed nor compensated for the time he/she was suspended unless otherwise required by law.

An employee shall be given notice of the possibility of not being reimbursed during mandatory suspension if he/she is ultimately dismissed for the acts upon which the original charges were based.

10. Extension of Compulsory Leave

The Board may extend an employee's compulsory leave of absence by giving him/her notice, within ten days after the entry of judgment in the proceedings, that he/she will be dismissed in 30 days unless he/she demands a hearing. Employee compensation during the period of compulsory leave shall be made in accordance with law. (Education Code 44940.5)

EXHIBIT “B”



Job Description

POSITION CODE: 919
Classified Group: CSEA
Salary Range: 17
Work Days: 206
Page 1 of 3

POSITION TITLE: Instructional Assistant III

DEFINITION: Under general supervision, assigned to an education program where there is a group of students designated as an emotionally disturbed (ED) class or an autism class, or assigned to a Behaviorist to assist individual students. Individuals in this classification spend a substantial portion of their time providing intervention to students who exhibit disruptive, aggressive and/or self-injurious behaviors associated with the ED or autism designation.

DIRECTLY RESPONSIBLE TO: Site Administrator or Designee

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Provides instruction to individuals or small groups of students in a variety of academic subject areas.
2. Monitors needs and behaviors of emotionally disturbed (ED) and/or autistic students and provides appropriate one-on-one and group interventions to respond to inappropriate behaviors.
3. Maintains alertness to changing environments (both group and individual) that could lead to disruptive, aggressive, and/or self-injurious behavior and intervenes and/or defuses as appropriate.
4. Restrains students who become combative and/or physically abusive to self or others in accordance with district trainings and applicable state laws, codes, regulations, etc. if other means of redirection are not successful.
5. May provide instruction in language development, visual perception, number concepts, or more basic skills.
6. Assists individual students with daily assignments, remedial, or make up work; may use flash cards, games, work sheets, drills, and a variety of study aids and techniques to reinforce skills/teaming or present new academic concepts.
7. Under supervision, monitors or administers a variety of tests and quizzes.
8. Corrects tests, work sheets, and homework or daily assignments.
9. Posts grades, behavior, citizenship, test scores or student progress to record books, charts, or student folders.
10. Designs and prepares bulletin boards, displays of student work, charts, forms, games, flash cards or other teaching aids.
11. Operates office equipment (e.g. copier, scanner, etc.) to reproduce tests, study aids, worksheets, and instructional materials.
12. Utilizes behavior intervention techniques to assist the assigned teacher(s) with maintaining classroom discipline.
13. Consults with assigned teacher(s) regarding individual student goals lesson plans, work schedules, and evaluation of student progress.
14. Makes copies of meeting notices, correspondence, bulletins, and a variety of instructional materials.
15. May assist teacher with filing classroom materials and place information in student folders such as grades, test scores and a variety of reports.
16. Organizes work areas and assembles learning materials, study aids, art supplies, or assignment folders.
17. May assist teacher with daily student attendance or lunch count.
18. May order supplies, forms, instructional and audio-visual materials.

19. May participate in field trips.
20. Assists in keeping study areas attractive and orderly.
21. Distributes already prepared snacks and assists students with packaging and/or containers.
22. May supervise students in cafeteria and on playground or bus loading.
23. Assists students in integrated classrooms as needed.
24. Maintains classroom routine for short periods of time when teacher is not present.
25. Assists students with clothing, possessions or personal care (i.e. feeding, washing and toileting, etc.).
26. Inventories classroom supplies, books, or equipment.
27. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Minimum of a high school diploma or equivalent; previous experience working with groups of children; higher education desirable including courses in child development, child psychology, or behavior modification.

Licenses and Certificates:

- Valid Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

Knowledge, Skills, and Abilities:

- Competency in basic academic skills such as math, spelling, grammar
- Ability to communicate effectively both verbally and in writing with administrators, staff, students, and parents
- Ability to understand and follow verbal and written instructions
- Ability to read and understand test instruction, teacher manuals, and guide
- Ability to work effectively with all levels of district staff, students, and parents
- Ability to effectively supervise students
- Ability to work independently, with minimum directions, and make decisions within the framework of established guidelines
- Ability to adapt to individual needs of students and teachers, and work with interruptions
- Ability to understand and relate to individual needs of exceptional children
- Ability to maintain records and maintain a confidentiality of privileged information obtained in the course of work
- Ability to tolerate and manage frequent and extreme verbal outbursts, physically threatening behaviors, and being in confrontative situations
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS:

Work Environment:

- Indoor classroom and outdoor environment
- Moderate noise
- Drive a vehicle to conduct work

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Move about schools and facilities to conduct work including kneeling, crouching, reaching with arms and hands for long periods of time
- Inspect documents and other written materials with fine print

Instructional Assistant III

Page 3 of 3

- Communicate to exchange information in person, with small groups, and/or on the telephone
- Operate office equipment requiring repetitive hand movement and fine coordination
- Sufficient physical ability to restrain students of varying weights
- Lift and/or move non-ambulatory students with assistance

Hazards:

- Exposure to and contact with blood and other bodily fluids
- Exposure to students who could possibly exhibit aggressive behaviors

Other Characteristics

- Ability to maintain certification in designed skills/areas, such as Therapeutic Crisis Intervention Training or other trainings designed by the district

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved:	10/24/2017
Adopted:	9/23/1980
Revised:	10/31/1995 (Chapter I Educational Requirements)
Revised:	9/14/1999 (Added Instructional Assistant III)
Revised:	10/12/1999 (Added autistic language to Inst Asst III)
Revised:	8/8/2000 (Added Community Day School language to Inst Asst III)
Revised:	10/4/2017

EXHIBIT “C”

RESPONSE TO UNIFORM COMPLAINT PROCEDURE COMPLAINT

Complainant Darrin Cochran, on behalf of his son Riley Cochran

1. Nature of Complaint

Darrin Cochran (hereinafter referred to as "Complainant") filed a complaint alleging that his son, Riley Cochran, hereinafter referred to as ("Student"), was a victim and witness to verbal and physical abuse, and inappropriate staff/student conduct, on the part of two football coaches at Del Campo High School ("Del Campo"). The two coaches are Jeffery Remington ("Coach 1") and Matt Costa ("Coach 2").

2. Specific Allegation(s)

Attached as Exhibit "1," is a copy of the complaint filed by Complainant and received by San Juan Unified School District ("District") on July 31, 2025.

3. Remedy Requested

Complainant's requested remedies include a formal investigation of the conduct in question, the removal of the named football coaches within this complaint, and the implementation of systems that would prevent similar behavior from happening in the future.

4. Investigation

As part of this investigation, the investigator interviewed Complainant, Student, Coach 1, Coach 2, Connor Mawhinney ("Coach 3"), former coach Keith Rosenberg ("Coach 4"), Wes Baggs ("Coach 5"), Jeff Lockwood ("Coach 6"), Player 1, Player 2, Player 3, Player 4, Dariann Baeder ("Teacher"), Michael Magliola ("Principal"), Monica Shields ("Booster"), and reviewed all relevant documents.¹

It should be noted that other coaches, along with players, did not respond to requests for an interview or declined to participate.

██████████'s father, ██████████, shared on ██████████'s behalf that he was not the victim of any inappropriate physical contact.

5. Findings of Fact

The following is organized to reflect the filed complaint.

Coach 1

Medical Negligence

California Education Code section(s): 49400-49414.5; 49422 and District Administrative Regulation 5141.3: Health Examinations (4) requires that any athletic injury incurred during practice or competition be carefully reviewed by the coach and referred for medical evaluation when necessary.

In this matter, Student alleges that on October 15, 2024, they provided Coach 1 with a physician's note documenting a quadricep injury sustained during practice and requesting rest. According to Student, Coach 1 dismissed the note because it was not completed by a "sports doctor." Student stated that Coach

¹ For the safety of not violating FERPA, student names and identifiers are intentionally left out of this report.

RESPONSE TO UNIFORM COMPLAINT PROCEDURE COMPLAINT

Complainant Darrin Cochran, on behalf of his son Riley Cochran

I did not take the injury seriously, mocked Student at the end of practice in front of teammates, and pressured Student to continue practicing despite the medical recommendation to rest. Coach 3 and Coach 6 claimed that they were present when Coach 1 disregarded the note, and Coach 4 reported observing Coach 1 belittle the injury. Player 3 recalled Student being frustrated, because Coach 1 minimized the injury. Student stated they felt pressured to continue practicing until they submitted an MRI on May 23, 2025, which confirmed a quadricep tear.

Coach 1 denies dismissing the doctor's note and asserts that they immediately placed Student on a modified practice plan. Coach 2 corroborated this account, stating that Student frequently disregarded coaching staff directives and continued to overexert themselves, despite being advised against it.

In evaluating these conflicting accounts, the statements of Student, Coach 3, Coach 4, Coach 6, and Player 3 are consistent, mutually reinforcing, and more credible. The weight of the evidence suggests that Coach 1 did, in fact, dismiss the doctor's note, failed to make a timely referral for medical evaluation, and trivialized the injury in the presence of others. Moreover, there is nothing in writing from Coach 1 or Coach 2 regarding Student's injury, modifications to practice, or referrals for further evaluation.

Based on the preponderance of the evidence, it is more likely than not that Student was pressured to continue practicing despite a documented injury and without appropriate referral for further evaluation. Accordingly, this allegation is sustained.

Racial Slurs

Board Policy 4119.21 (Professional Standards) prohibits employees from engaging in harassing or discriminatory behavior toward students, parents/guardians, staff, or community members. It further prohibits employees from failing or refusing to intervene when discrimination, harassment, intimidation, or bullying is observed. The use of racial epithets, including the N-word, constitutes discriminatory and harassing conduct under both District policy and state/federal nondiscrimination laws.

Student reported that Coach 1 used the N-word on multiple occasions during practice. Student specified that Coach 1 used the word with the "-er" ending, which Student perceived as particularly offensive and harmful.

Coach 1 denied ever using the N-word in any form. However, Coach 1 referenced a team culture requiring players who used the N-word to perform 20 push-ups. Coach 2 corroborated the existence of this culture, adding that his spouse is Black and he would not tolerate such language in practice.

Despite these denials, multiple witnesses corroborated Student's allegation. Player 3 and Player 4 confirmed that Coach 1 used the N-word, reportedly in the context of telling others not to use it. Student, Player 3, and Player 4 each expressed that the repetition of the word itself was unnecessary and harmful. Player 3, who identifies as Black, further indicated that he believed Coach 1's conduct was disrespectful and racially insensitive, and speculated that it would not have occurred had his father, who is also Black, been present.

Additionally, Coach 3 and Coach 4 independently confirmed Coach 1's use of the N-word, stating that it was not accidental but intentional.

While Coach 1 and Coach 2 denied the allegation, the consistent and mutually reinforcing statements of Student, Player 3, Player 4, Coach 3, and Coach 4 outweigh the denials. The corroboration across

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multiple individuals, both students and staff, adds credibility to the allegation. Moreover, there is no evidence to suggest a motive for fabrication by the corroborating witnesses.

Based on the preponderance of the evidence, it is more likely than not that Coach 1 used the N-word in the presence of students during practice. Such conduct constitutes discriminatory and harassing behavior in violation of Board Policy 4119.21 and District professional standards.

Accordingly, this allegation is sustained.

Inappropriate Immigration Comment

Board Policy 4119.21 (Professional Standards) prohibits employees from engaging in harassing or discriminatory behavior toward students, parents/guardians, staff, or community members. This includes verbal conduct that demeans, ridicules, or singles out individuals based on actual or perceived protected characteristics, including national origin, ancestry, or immigration status. Both state and federal civil rights laws similarly prohibit school employees from engaging in discriminatory or harassing behavior based on protected classifications.

Student reported that Coach 1 made a discriminatory remark during practice, suggesting that players could report classmates to U.S. Immigration and Customs Enforcement ("ICE") and receive \$1,500 in return if those classmates were undocumented.

Coach 1 admitted to making the comment but claimed it was not directed at any one individual. Coach 1 explained that the statement was made in response to several Afghan students who were mocking them during practice and was intended as a general remark rather than a targeted threat.

Although Coach 1 contends the remark was not directed towards any specific student, the content of the statement is discriminatory on its face, as it explicitly invokes students' actual or perceived immigration status. Regardless of intent, such a statement creates a hostile environment for students, particularly for those of Afghan or immigrant backgrounds, and undermines the District's obligation to provide an educational environment free from discrimination and harassment. The fact that Coach 1 admitted to making the statement further substantiates the allegation.

By a preponderance of the evidence, it is more likely than not that Coach 1 engaged in discriminatory conduct in violation of Board Policy 4119.21 and applicable nondiscrimination laws. The admission alone establishes sufficient grounds to sustain the allegation.

Accordingly, this allegation is sustained.

Physical Assault

California Education Code section 49001 defines corporal punishment as "the willful infliction of, or willfully causing the infliction of, physical pain on a pupil." The statute provides exceptions where the use of reasonable and necessary physical force is permitted, including (1) when required to protect the safety of pupils, staff, or others, and (2) when physical contact occurs in the course of voluntary physical activity, such as athletic training or competition.

Student reported that Coach 1 grabbed Player 2 by the neck and pushed them during football practice due to frustration.

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Player 2 acknowledged that Coach 1 made physical contact with them but clarified that Coach 1 grabbed them by the shirt and only did so to reposition them on the field. Player 2 stated they did not perceive the action as violent or punitive.

Coach 1 corroborated Player 2's account, explaining that the contact was instructional, not disciplinary, and intended to demonstrate proper field positioning. Coach 1 further noted that Player 2 appeared distracted during practice. After follow-up conversations with Player 2 and their family, Coach 1 advised that he learned that unrelated personal issues were affecting Player 2's focus.

Player 2's account is consistent with Coach 1's version of events, and both deny that the contact was intended or perceived as an act of violence, discipline, or punishment. The context of voluntary participation in a contact sport, coupled with the instructional nature of the interaction, places the incident within the statutory exception for voluntary physical activity under Education Code section 49001.

Based on the evidence and the statutory framework, it is more likely than not that Coach 1's conduct did not constitute corporal punishment under Education Code section 49001. The physical contact was incidental to voluntary athletic participation, instructional in nature, and not perceived by the student as punitive or violent.

Accordingly, this allegation is not sustained.

Verbal Abuse towards a Staff Member

Board Policy 4119.21: Professional Standards prohibits employees from engaging in harassing, discriminatory, or disrespectful conduct toward students, parents/guardians, staff, or community members. It further requires employees to refrain from behavior that undermines the professional climate of the District.

Student reported that following a disagreement between Coach 1 and Teacher, Coach 1 made inappropriate remarks about Teacher, including the use of disparaging names, after Teacher had left the area.

Player 4 corroborated the Student's account, confirming that Coach 1 referred to Teacher using foul language once Teacher departed.

Teacher confirmed that a disagreement occurred and described Coach 1's demeanor as increasingly authoritarian. Teacher reported feeling "sidelined" and disrespected, attributing this in part to gender dynamics and noting that their decade of experience in the District was not acknowledged or valued by Coach 1. Teacher was not present for the alleged post-incident comments but stated that the interaction itself reflected a lack of professional respect.

While not present for the disagreement, Coach 3 recalled hearing players discussing the incident afterward and repeating claims consistent with those reported by Student and Player 4.

Coach 1 acknowledged the disagreement with Teacher but denied making any disparaging remarks after Teacher left.

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The accounts provided by Student and Player 4 are consistent with one another and supported indirectly by Coach 3's observations of player discussions following the incident. Teacher's perception of being disrespected, while distinct from the alleged name-calling, aligns with the broader concern of unprofessional conduct. Coach 1's denial is noted; however, when considered alongside prior corroborated instances of inappropriate language (including earlier admitted remarks about Afghan students), Coach 1's credibility is diminished.

Based on the preponderance of the evidence, it is more likely than not that Coach 1 engaged in unprofessional and inappropriate conduct by making disparaging comments about a colleague in front of students. Such conduct violates Board Policy 4119.21 by undermining professional respect and contributing to a hostile environment for both staff and students.

Accordingly, this allegation is sustained.

Coach 2

False Accusations

Student alleges that Coach 2 falsely accused them of creating an Instagram account that published disparaging comments about members of the Del Campo coaching staff.

As this allegation is not within the purview of the Uniform Complaint Procedure or related to the same, and in order to preserve the integrity and impartiality of the investigation, this matter was reassigned to District Director for review.

Complainant is advised to follow up with site leadership on the status of this secondary investigation.

Physical Assault

California Education Code section 49001 defines corporal punishment as "the willful infliction of, or willfully causing the infliction of, physical pain on a pupil." Exceptions include reasonable and necessary physical force used to maintain safety and physical contact occurring in the course of voluntary athletic activity, such as practice or competition.

Student alleges that during an altercation with Coach 2 about the Instagram account issue, Coach 2 pushed Student out of frustration. The alleged incident was said to have occurred on the football field during practice.

No other players or coaches reported observing Coach 2 push Student.

Coach 2 expressly denied pushing Student at any point.

Complainant shared that they filed a police report related to the alleged altercation.

The allegation rests solely on Student's account. The absence of corroborating witnesses, despite the allegation occurring in a public setting during football practice, weakens the claim. While the filing of a police report is noted, this does not confirm misconduct. Coach 2's denial, coupled with the lack of supporting testimony or documentation, creates insufficient basis to conclude by a preponderance of the evidence that the alleged conduct occurred.

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Therefore, it is not more likely than not that Coach 2 engaged in corporal punishment or inappropriate use of physical force as defined under Education Code section 49001.

Accordingly, this allegation is not sustained.

Inappropriate Sharing

Board Policy 4119.21: Professional Standards (4) prohibits employees from engaging in inappropriate socialization or fraternization with students, as well as from soliciting, encouraging, or maintaining inappropriate written, verbal, or physical relationships with students. Employees are expected to maintain appropriate professional boundaries at all times.

Student alleged that Coach 2 engaged in inappropriate socialization by disclosing to students that he had undergone a vasectomy and by making repeated comments about the associated pain during practice.

Coach 2 denied making any such disclosures. Coach 2 stated that they mentioned having undergone "a couple of medical procedures" but denied providing details about the nature of those procedures or making repeated comments.

No other students or staff corroborated the allegation, despite the alleged disclosures being described as occurring on multiple occasions during practice.

The allegation is based solely on Student's account, with no corroborating testimony from other individuals who were reportedly present. Coach 2's denial is consistent throughout, and the absence of supporting evidence undermines the reliability of the claim. Given the lack of corroboration and conflicting accounts, the evidence does not meet the preponderance of the evidence standard required to substantiate the allegation.

It is not more likely than not that Coach 2 engaged in inappropriate socialization or made inappropriate disclosures to students in violation of Board Policy 4119.21.

Accordingly, this allegation is not sustained.

Physical Punishment

California Education Code section 49001 defines corporal punishment as "the willful infliction of, or willfully causing the infliction of, physical pain on a pupil." The statute provides exceptions when the force used is reasonable and necessary to maintain safety or when the pain results from voluntary participation in athletic activity. However, activities that are unreasonable, excessive, or conducted under unsafe conditions may fall outside of these exceptions.

Student alleged that during football practice, Coach 2 directed the team to perform bear crawls in extreme heat, resulting in several players suffering dehydration, heat-related illness, and severe blistering on their hands.

Student submitted Exhibits "2" and "3", depicting Player 4's hands following the drill.

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Player 4 confirmed the photographs were of their own hands after participating in the drill. Player 4 further stated that Coach 2 was present and overseeing the activity at the time.

Coach 2 acknowledged that the bear crawl drill occurred but denied being present, stating that assistant coaches facilitated the drill without authorization. Coach 2 further indicated that the assistant coaches responsible were later terminated for their actions.

The photographs provide direct physical evidence of harm resulting from the drill. The corroborating statements of multiple players, including Player 4, consistently indicated Coach 2 as present during the activity. While Coach 2 denies being present, this denial is contradicted by multiple independent student accounts. The termination of assistant coaches does not absolve Coach 2 of responsibility, as supervisory staff maintain accountability for student safety during athletic practices.

Based on the preponderance of the evidence, including photographic documentation and consistent witness testimony, it is more likely than not that the bear crawl drill was conducted under extreme and unsafe conditions, resulting in physical harm to students. Coach 2's denial is not supported by the weight of the evidence. The conduct at issue constitutes unreasonable physical activity outside the statutory exception in Education Code section 49001.

Accordingly, this allegation is sustained.

Verbal Abuse

Administrative Regulation 5131.2 defines bullying as aggressive behavior that involves a real or perceived imbalance of power with the intent to cause emotional or physical harm. Bullying may be physical, verbal, or social/relational in nature and can consist of a single severe act or repeated conduct that is deliberate and harmful. District employees are required to model respectful conduct and refrain from engaging in bullying or harassing behaviors.

Student alleged that Coach 2 consistently used demeaning and profane language toward both players and staff, creating a hostile and fear-based environment.

Coach 3 reported that Coach 2 regularly uses profanity in practice, including yelling at him in front of the team to "run the f#cking play."

Coach 4 confirmed that profanity and berating language are a daily occurrence in practice.

Coach 5 supported the general characterization of Coach 2's conduct as demeaning toward players and staff.

Player 4 reported that Coach 2 often directed profanity directly at players. Player 4 added that most players are reluctant to respond or speak up due to fear of retaliation. Player 4 also observed that Coach 2 engaged in favoritism, giving preferential treatment to players with whom he had personal relationships with their families.

Coach 2 admits to using profanity from time to time, but notes that it has been infrequent, situational, and not directed towards anyone in particular.

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The accounts of multiple independent witnesses, Student, three staff members, and one player, are consistent and mutually reinforcing. Their testimony establishes a pattern of repeated use of profanity, public berating, and favoritism, which collectively demonstrates a power imbalance and a detrimental impact on the team environment. The consistency of reports from both staff and students strengthens the credibility of the allegations.

Based on the preponderance of the evidence, it is more likely than not that Coach 2 engaged in repeated demeaning and profane verbal conduct toward both players and staff. This behavior constitutes verbal bullying in accordance with Administrative Regulation 5131.2 and violates professional standards by fostering an environment of intimidation and fear.

Accordingly, this allegation is sustained.

Inappropriate Ritual

Administrative Regulation 5131.2 defines bullying as aggressive behavior that involves a real or perceived imbalance of power, with the intent to cause emotional or physical harm. Bullying may be physical, verbal, or social/relational and can involve a single severe act or repeated conduct that is deliberate and harmful. Employees are expected to refrain from engaging in or facilitating behavior that creates a hostile or intimidating environment for students.

Student reported that Coach 2 leads a team ritual in which players are instructed to lift their hands above their heads, after which Coach 2 asks, "What does it smell like?" Players are expected to respond with phrases such as "like sh#t" or "bullsh#t."

Player 1, Player 3, Coach 1, Coach 3, and Coach 4 confirmed that this ritual has occurred multiple times and described it as a recurring practice.

Coach 2 acknowledged leading the ritual, but only a couple times per season, and stated that the practice was something they learned from a former coach.

Player 2 denied any knowledge of the ritual, which raises some concerns regarding the credibility of their overall interview; however, the weight of multiple corroborating statements and Coach 2's own admission outweighs this denial.

Therefore, based on the preponderance of the evidence, it is more likely than not that Coach 2 led the described team ritual, which constitutes verbal and social/relational bullying under Administrative Regulation 5131.2. The conduct fosters an environment that is intimidating and demeaning for students.

Accordingly, this allegation is sustained.

Selective Hiring

Board Policy 4111 (Recruitment and Selection) states that the District, through its recruitment and selection processes, actively seeks to establish and maintain a diverse staff. This includes outreach to institutions and organizations that serve populations underrepresented among District employees and adherence to fair and nondiscriminatory hiring practices.

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Student alleged that when Player 3's father expressed interest in joining the football coaching staff, Coach 2 stated that the District had a policy prohibiting the hiring of coaches who had a child currently on the team. Student further noted that multiple other coaches with children on the team had previously been hired.

Player 3 confirmed the allegation during the interview. Player 3's father, who is Black, indicated that he had prior coaching experience with several Del Campo students and expressed that he was discouraged from joining the staff based on Coach 2's purported statement about District policy.

Coach 2 acknowledged that there have historically been and there currently are coaches with children on the team. When asked about potentially turning down a coach in the past for this reason, Coach 2 could not recall any specific scenario and emphasized that the program is always seeking qualified coaches.

While Coach 2 could not recall the specific incident in question, the consistent accounts provided by Student, Player 3, and Player 3's father are credible. The corroborated statements suggest that the decision not to hire Player 3's father was personal to Coach 2 and was not impacted by having a child participating on the team.

Based on the preponderance of the evidence, it is more likely than not that Coach 2 improperly communicated or acted in a manner inconsistent with fair and nondiscriminatory hiring practices, in potential violation of Board Policy 4111.

Accordingly, this allegation is sustained.

Coaches 1 and Coach 2

Inadequate Hydration

Administrative Regulation 5131.2 defines bullying as aggressive behavior that involves a real or perceived imbalance of power, with the intent to cause emotional or physical harm. Bullying may be physical, verbal, or social/relational, and can involve a single severe act or repeated conduct that is deliberate and harmful. Employees are expected to provide safe and supportive conditions for students and to avoid practices that create unnecessary physical or emotional stress.

Student alleged that Coach 1 and Coach 2 fostered a culture during football practices in which asking for water was discouraged and considered a sign of weakness.

Coach 3 reported that players were only allowed water breaks with position coaches, not with Coach 1 or Coach 2. Coach 3 further stated that prior to the investigation, players received 1–2 water breaks per practice, which increased to 5–6 breaks per practice once the football program became aware of the current investigation.

Player 4 confirmed the increase in water access following awareness of the investigation, corroborating Coach 3's account.

Coach 4 confirmed that students received approximately two water breaks per practice and described the coaching environment as outdated and overly strict. Coach 4 expressed concern that inadequate water, food, and shower time after long workouts negatively impacted student health, hygiene, and physical performance.

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The accounts of Coach 3, Coach 4, and Player 4 are consistent and mutually reinforcing. The documented shift in water access following awareness of the investigation supports the allegation that water breaks were previously restricted under Coach 1 and Coach 2's supervision. The corroborated reports indicate a pattern of behavior that created unnecessary physical stress and a climate inconsistent with safe and supportive coaching practices.

Based on the preponderance of the evidence, it is more likely than not that Coach 1 and Coach 2 limited water breaks and did not provide adequate care for student-athletes during football practices. This conduct constitutes bullying and a failure to provide safe and reasonable athletic conditions in violation of Administrative Regulation 5131.2.

Accordingly, this allegation is sustained.

Football Future

Administrative Regulation 5131.2 defines bullying as aggressive behavior that involves a real or perceived imbalance of power, with the intent to cause emotional or physical harm. Bullying may be physical, verbal, or social/relational and can involve a single severe act or repeated conduct that is deliberate and harmful. Employees are expected to act in the best interests of students, including supporting their academic and athletic opportunities without bias or retaliation.

Student alleged that Coach 1 and Coach 2 were intentionally attempting to undermine the collegiate opportunities of certain football players due to their personal friendship with Student.

Student asserted that Coaches 1 and 2 wanted to interfere with players' collegiate prospects but did not provide evidence or witnesses to support the claim.

Both coaches denied the allegation and stated that their actions and decisions are intended to support the athletic and academic success of all student-athletes.

The allegation is based solely on the Student's perspective without supporting evidence or corroboration. The statements of Coaches 1 and 2 are consistent and reflect standard coaching practices aimed at supporting students' collegiate aspirations. In the absence of independent evidence or testimony corroborating the claim, the investigation cannot reach a definitive conclusion.

Based on the information available, it is inconclusive whether Coach 1 and Coach 2 engaged in conduct intended to interfere with the collegiate opportunities of football players.

Accordingly, this allegation is inconclusive.

Intimidation and Harassment

Board Policy 4119.21 (Professional Standards) prohibits employees from engaging in harassing or discriminatory behavior toward students, parents/guardians, staff, or community members. It further requires employees to intervene or report observed acts of discrimination, harassment, intimidation, or bullying. Staff are expected to provide a supportive and equitable environment and to avoid conduct intended to target or intimidate individual students.

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Student alleged that Coach 1 and Coach 2 have harassed them over several months, specifically by attempting to create conditions to remove Student from the football program.

Both coaches denied the allegations and cited actions they took to support Student's growth and provide resources.

Coach 3 and Coach 4 corroborated Student's claims. They described staff meetings in which Coach 1 and Coach 2 allegedly discussed strategies to either pressure Student to quit the team or create a rationale for removing Student from the program. Coach 3 and Coach 4 reported advocating for Student's continued participation, believing the program's structure was beneficial for Student, but observed that Coach 1 and Coach 2 remained intent on removing Student.

The corroborating statements of Coach 3 and Coach 4, who had direct knowledge of the relevant staff meetings and discussions, support Student's allegation. The consistency of these independent accounts establishes a pattern of targeting behavior toward Student, despite denials from Coach 1 and Coach 2.

Based on the preponderance of the evidence, it is more likely than not that Coach 1 and Coach 2 engaged in conduct intended to target and pressure Student, in violation of Board Policy 4119.21.

Accordingly, this allegation is sustained.

Tahoe Trip

Administrative Regulation 5131.2 defines bullying as aggressive behavior that involves a real or perceived imbalance of power, with the intent to cause emotional or physical harm. Bullying may be physical, verbal, or social/relational and can involve a single severe act or repeated conduct that is deliberate and harmful. Employees are expected to exercise discretion and judgment in a manner that prioritizes student safety while also supporting inclusion and equitable participation in school-related activities.

Student alleged that Coach 1 and Coach 2 prevented them from attending the Lake Tahoe Football Camp with the team, despite Student's desire to travel with and support the team while not being medically cleared to participate in practices or games.

Student stated that very close to the scheduled departure, Coach 2 informed them that they would not be permitted to attend camp because they were not medically cleared. Student expressed a desire to attend the camp to build camaraderie and cheer for teammates.

Coach 1 claimed that allowing Student to participate would have been unsafe but indicated that the camp itself would have permitted Student to attend with the team.

Coach 2 initially communicated Coach 1's safety concerns and provided the camp waiver form (attached hereto as Exhibit "4"), which included a statement confirming the camper's health status. When questioned about why Student could not attend solely to support the team, Coach 2 cited multiple reasons: 1) the camp policy, 2) financial considerations, and 3) potential distraction caused by Student's non-participation. When it was clarified that camp policy would have allowed Student to attend without participating, Coach 2 admitted to making an executive decision to prohibit Student's attendance.

Coach 2's own admission that they made a discretionary decision to prevent Student from attending the camp provides direct evidence supporting the allegation. While safety concerns were cited by Coach 1, the

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camp's policy allowed for Student's attendance in a non-participatory capacity, undermining the necessity of exclusion based solely on safety.

Moreover, the following is taken from the Del Campo Football Team Handbook:

Team Building - Team building has many key elements; the most important elements are earning trust, communication, and teamwork. These elements can be built in many different ways. Through team camps, recreational events, community service, fundraising events and standard team preparation. Throughout the year (on and off-season), the team will participate in several team-building events. The team will attend at least one no contact football camp during the summer. All the team building events will be posted on the calendar of events and updated throughout the year. Team Building Events are Mandatory!

The team's handbook places significant emphasis on the importance of team building and its positive impact on morale. The program appears to prioritize this aspect strongly, even designating team-building events as mandatory and highlighting the requirement in bold for emphasis.

Therefore, based on the preponderance of the evidence, it is more likely than not that Coach 1 and Coach 2 intentionally restricted Student from attending the Lake Tahoe Football Camp, despite the availability of a safe, non-participatory option. This conduct constitutes a misuse of authority and falls within the scope of prohibited actions under Administrative Regulation 5131.2.

Accordingly, this allegation is sustained.

Retaliation

Policy 4119.21: Professional Standards – Reports of Misconduct provides that the District strictly prohibits retaliation against any individual who files a complaint, reports inappropriate conduct, or otherwise participates in the District's complaint process. Any employee found to have engaged in retaliatory conduct may be subject to disciplinary action.

In this matter, Student alleges that Coach 1 and Coach 2 reduced Student's participation time in scrimmages during practice and in official games, and Student was subsequently dismissed from the team for comments made after a team loss. Student reported that although they initially held a second-string position, less experienced third and fourth-string players were later given playing time over them. Student was later dismissed from the team because of violating the demeanor section of the Cut Policy within the Del Campo Handbook (attached hereto as Exhibit "5"). After losing a game by 28 points, Student admits to making a comment about the defensive strategy of the game and Coach 2 addressed player for their comment. Both Coach 1 and Coach 2 denied retaliating against Student, asserting that they value Student's contributions and enjoy having them on the team. Coach 2 ultimately decided to remove Student as a result of their comment. It was shared with Coach 2 that the District's goal is to make sure that Complainants involved in investigations feel supported and are protected from any form of retaliation. In response, Coach 2 advised that the District will be hearing from their counsel by the end of the week.

Therefore, considering the weight of other corroborated findings, specifically evidence indicating that Coach 1 and Coach 2 discussed strategies to remove Student from the team, the preponderance of the evidence supports that Student's reduced playing time and eventual removal from the team were retaliatory in nature.

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Accordingly, this allegation of retaliation is sustained.

6. The Conclusions of Law

Pursuant to Title 5, section 4630(b) of the California Code of Regulations ("CCR") and Board Policy/Administrative Regulation 1312.3 (attached hereto as Exhibit "6"), the District's Uniform Complaint Procedures ("UCP") shall be used to investigate and resolve the following complaints:

. . . Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any person in district programs and activities including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code sections 200 or 220, Government Code section 11135, or Penal Code section 422.55, or based on that person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610).

"Unlawful discrimination" relates to concerns that an individual was treated differently or denied an opportunity based on a protected classification, such as race, gender, age, or ethnicity. Board Policy 0410, "Nondiscrimination in District Programs and Activities," states in part:

The governing board is committed to 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, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; 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.

Board Policy 0201, "Human Dignity," provides in part:

Human dignity is characterized through respect, sensitivity and care exhibited in the interaction of staff, students, parents/guardians, and other persons. A major aim of education in the district is the development of a reasoned commitment to the core values of a democratic society.

In accordance with this aim, the school district will not tolerate behavior by students, employees, parents/guardians, or visitors which insults, degrades, or stereotypes any individual, race, gender, disability, physical characteristic, ethnic group, sexual preference, age, national origin, income level, or religion.

The District's stated mission proclaims to foster a safe, caring environment for student-focused instruction. The District's Code of Ethics recognizes the principles of due process and equal treatment, and its Strategic Plan requires modeling positive character traits and does not tolerate behavior or language that demeans the dignity or worth of any individual.

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Administrative Regulation 5131.2: Bullying

Examples of Prohibited Conduct

Bullying is an aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and may involve a single severe act or repetition or potential repetition of a deliberate act. Bullying includes, but is not limited to, any act described in Education Code section 48900(r).

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images. Cyberbullying also includes breaking into another person's electronic account or assuming that person's online identity in order to damage that person's reputation.

Examples of the types of conduct that may constitute bullying and are prohibited by the district include, but are not limited to:

- 1. Physical bullying: An act that inflicts harm upon a person's body or possessions, such as hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's possessions, or making cruel or rude hand gestures**
- 2. Verbal bullying: An act that includes saying or writing hurtful things, such as teasing, name-calling, inappropriate sexual comments, taunting, or threats to cause harm**
- 3. Social/relational bullying: An act that harms a person's reputation or relationships, such as influencing others not to be friends with someone, spreading rumors, or embarrassing someone in public**
- 4. Cyberbullying: An act such as sending demeaning or hateful text messages or emails, spreading rumors by email or by posting on social networking sites, or posting or sharing embarrassing photos, videos, web site, or fake profiles**

Administrative Regulation 5141.3

Health Examinations (4) says any athletic injury incurred during practice or contest is to be carefully reviewed by the coach and referred for medical evaluation when necessary.

Board Policy 4119.21

Professional Standards prohibit engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed.

California Education Code section 49001

(a) For the purposes of this section, "corporal punishment" means the willful infliction of, or willfully causing the infliction of, physical pain on a pupil. An amount of force that is reasonable and necessary for a person employed by or engaged in a public school to quell a disturbance threatening physical injury to

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persons or damage to property, for purposes of self-defense, or to obtain possession of weapons or other dangerous objects within the control of the pupil, is not and shall not be construed to be corporal punishment within the meaning and intent of this section. Physical pain or discomfort caused by athletic competition or other such recreational activity, voluntarily engaged in by the pupil, is not and shall not be construed to be corporal punishment within the meaning and intent of this section.

(b) No person employed by or engaged in a public school shall inflict, or cause to be inflicted corporal punishment upon a pupil. Every resolution, bylaw, rule, ordinance, or other act or authority permitting or authorizing the infliction of corporal punishment upon a pupil attending a public school is void and unenforceable.

Board Policy 4119.21

Professional Standards (4) prohibits engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student.

Policy 4111: Recruitment And Selection

Through the recruitment and selection processes and procedures, seek to establish and maintain a diverse staff, including the active recruitment from institutions and organizations that serve populations underrepresented among district employees.

Policy 4119.21: Professional Standards

Reports of Misconduct provides that the District strictly prohibits retaliation against any individual who files a complaint, reports inappropriate conduct, or otherwise participates in the District's complaint process. Any employee found to have engaged in retaliatory conduct may be subject to disciplinary action.

7. Disposition of the Complaint

Based on the above information received in this investigation, Complainant's allegations are substantiated in part.

8. Rationale for Such Disposition

Following a comprehensive review of the evidence, including interviews with the new school administrator, current and former coaches, current players, examination of relevant documentation, and evaluation of applicable District policies and state laws, the District has determined that the complaint filed by Complainant is substantiated in part. Several allegations regarding the conduct of Coach 1 and Coach 2 toward Student were corroborated through multiple sources.

The investigation revealed that Student was subjected to repeated bullying and intimidation by Coach 1 and Coach 2. Multiple witnesses, including coaches and players, confirmed that a culture of fear and a "code of silence" existed within the football program, which discouraged students and staff from speaking out against inappropriate behavior. This corroboration underscores that the conduct was not isolated but reflective of a broader issue within the football program.

RESPONSE TO UNIFORM COMPLAINT PROCEDURE COMPLAINT

Complainant Darrin Cochran, on behalf of his son Riley Cochran

Furthermore, the investigation identified systemic concerns indicating that the football program, under the supervision of Coach 1 and Coach 2, was operating in a manner inconsistent with District expectations and in violation of several local and state policies regarding student safety, professional conduct, and equitable treatment. The consistent accounts from stakeholders at multiple levels provided clear evidence that corrective action is necessary to address both individual and programmatic deficiencies.

9. Corrective Action(s)

The investigation revealed conduct that was inappropriate and contrary to District expectations. Student was subjected to repeated bullying by Coach 1 and Coach 2. Additionally, evidence indicates that the football program, under the leadership of these coaches, contributed to both physical and emotional harm among students.

Recommendations:

The preponderance of evidence demonstrates that Coach 1 and Coach 2's leadership of the Del Campo football program has been detrimental to student safety and well-being. Immediate action is necessary to mitigate ongoing harm, ensure compliance with District policies, and restore a safe and supportive environment for student-athletes.

The Human Resources Department should work with site leadership and follow the appropriate mechanisms for discipline in response to the sustained allegations.

This investigation focused solely on the Del Campo football program, and the Human Resources Department should evaluate whether Coach 2's instructional responsibilities require adjustment in light of the findings.

Allegations were made by Coach 1, Coach 2, and the Booster Club that Complainant engaged in disruptive behavior, including intoxication and verbal or physical altercations at football events. The Principal confirmed that no documentation exists for these incidents. Moving forward, Del Campo staff are encouraged to utilize the Clear Leadership in Managing Behavior (CLIMB) protocol to ensure that all parents and visitors are held to consistent behavioral standards.

10. Appeal Process

For complaints alleging unlawful discrimination based on state law, Complainant is being provided notice that:

- They may pursue available civil law remedies outside of the District's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE.
- The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law.
- Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

RESPONSE TO UNIFORM COMPLAINT PROCEDURE COMPLAINT

Complainant Darrin Cochran, on behalf of his son Riley Cochran

A. Appeal to the State Superintendent of Public Instruction, California Department of Education

Pursuant to the Uniform Complaint Procedure Board Policy/Administrative Regulation, if dissatisfied with the District's decision, Complainant has the right to appeal this decision to the State Superintendent of Public Instruction, California Department of Education. When appealing to the State Superintendent of Public Instruction, California Department of Education ("CDE"), Complainant must specify the reason(s) for appealing the District's decision and must include a copy of the original complaint and the District's decision.

An appeal to the CDE must be made within 30 days from receipt of this decision. For good cause, the CDE may grant an extension for filing appeals.

Complainant also has the right to seek civil law remedies if dissatisfied with the District's decision.

B. Appeal to the San Juan Unified School District's Board of Education

Rather than appealing directly to the California State Department of Education, Complainant may, if dissatisfied with the District's decision, first appeal in writing to the San Juan Unified School District Board of Education within five (5) business days of receiving this decision. When appealing to the San Juan Board of Education, Complainant must specify, in writing, the reason(s) for appealing the District's decision.

The Board of Education may, in closed session, provide an opportunity for Complainant and the District's representative(s) to discuss the complaint and the basis for Complainant's dissatisfaction with the District's decision. Within two (2) days of the closed session, the Board of Education will issue a written decision affirming, reversing, or modifying the District's decision.

The Board of Education's decision shall include a notice of Complainant's right to appeal, in writing, to the California Department of Education within 30 days of receiving the Board of Education's decision.

DATE: September 23, 2025

Sterling C. Williams

Sterling Williams
Legal Compliance Coordinator

RESPONSE TO UNIFORM COMPLAINT PROCEDURE COMPLAINT

Complainant Darrin Cochran, on behalf of his son Riley Cochran

EXHIBITS

1. Complainant's Uniform Complaint Procedure complaint
2. Image 1 of Player 4's hands
3. Image 2 of Player 4's hands
4. The Lake Tahoe Football Camp Waiver Form
5. Del Campo Football Handbook
6. Board Policy/Administrative Regulation 1312.3

20250923_v2_UCP Cochran_Revised

Final Audit Report

2025-09-24

Created:	2025-09-23
By:	Maija Young (maiya.young@sanjuan.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAoh5lup91YI93v8lnRMluZwFlf7JZovde

"20250923_v2_UCP Cochran_Revised" History

-  Document created by Maija Young (maiya.young@sanjuan.edu)
2025-09-23 - 11:50:15 PM GMT
-  Document emailed to Sterling Williams (sterling.williams@sanjuan.edu) for signature
2025-09-23 - 11:50:58 PM GMT
-  Email viewed by Sterling Williams (sterling.williams@sanjuan.edu)
2025-09-24 - 0:49:49 AM GMT
-  Document e-signed by Sterling Williams (sterling.williams@sanjuan.edu)
Signature Date: 2025-09-24 - 0:50:17 AM GMT - Time Source: server
-  Agreement completed.
2025-09-24 - 0:50:17 AM GMT

Exhibit "1"
UCP #25/26-002

Maija Young

From: Darrin Wood <dcwood1231@gmail.com>
Sent: Wednesday, July 30, 2025 7:20 PM
To: Melissa Bassanelli; LegalServices; Michael Magliola
Subject: [EXTERNAL] FORMAL COMPLAINT - Multiple Civil Rights Violations, Physical Assault of Students, and Safety

 Some people who received this message don't often get email from dcwood1231@gmail.com. [Learn why this is important](#)

Del Campo High School - Coaches Jeff Remington and Matt Costa

URGENT: Immediate Investigation and Remedial Action Required Under Federal and State Law

Dear Superintendent, Bassanelli:

This formal complaint is submitted pursuant to San Juan Unified School District Board Policy 1312.3 (Uniform Complaint Procedures), San Juan California Education Code Sections 200-234.5, and federal civil rights laws. ACLU of Southern California I request immediate investigation of serious violations involving repeated physical assault of minors, racist conduct creating a hostile educational environment, and multiple safety violations by Del Campo High School football coaches Jeff Remington and Matt Costa.

Despite detailed allegations submitted to Principal Mike on July 29, 2025, the response has been grossly inadequate, consisting merely of a meeting with the accused coaches rather than the thorough investigation required by law.

Background and Prior Inadequate Response:

On July 29, 2025, I submitted a comprehensive complaint to Del Campo High School Principal Mike documenting extensive misconduct by Coaches Remington and Costa. The Principal's response on July 30, 2025, was limited to stating he would "meet with the coaches to review the allegations." This response demonstrates deliberate indifference to serious safety concerns and federal civil rights violations, necessitating immediate district-level intervention.

Detailed Allegations Requiring Investigation:

INCIDENTS INVOLVING COACH JEFF REMINGTON:

- 1. Medical Negligence:** Disregarded my son's doctor's note for a muscle injury, stating that the family physician was not qualified to make such determinations. Coach Remington required my son to continue working out despite the medical restriction, which resulted in a major muscle tear.
- 2. Use of Racial Slurs:** Repeatedly used the N-word with the "-er" ending in front of students.
- 3. Inappropriate Immigration-Related Directive:** Instructed team members to report school peers to ICE (Immigration and Customs Enforcement) if they suspected them of being undocumented, claiming students could collect a \$1,500 bounty.

4. Physical Assault: Physically pushed student [REDACTED] and grabbed him by the neck collar. Witnessed and reported previously by another parent, just to be swept under the rug

5. Verbal Assault of Staff Member: Publicly berated Mrs. Baiter in front of the football team regarding her request to rest track athletes before a meet, calling her a foul names in front of students.

6. Intimidation Tactics: Used threats of being cut from the team to prevent players from reporting practice conditions to their parents.

INCIDENTS INVOLVING COACH MATT COSTA:

1. False Accusations and Physical Assault: Accused my son of misconduct he did not commit based on social media activity, then physically pushed him. This incident was witnessed by several coaches and players who reported it.

2. Inappropriate Sexual Discussion: Regularly discusses his genitalia with students, particularly following his vasectomy procedure.

3. Dangerous Physical Punishment: Required players to bear crawl on extremely hot artificial turf, resulting in second and third-degree burns on students' hands. Photographic evidence of these injuries exists.

4. Physical Assault: Violently pushed student [REDACTED] as reported by another parent after witnessing.

5. Hostile Environment Creation: Along with Coach Remington, created an atmosphere where students are afraid to speak up or advocate for themselves.

6. Verbal Abuse: Consistently used demeaning language toward both players and staff.

7. Intimidation Through Threats: Regularly threatened students with removal from the team to ensure compliance and silence.

8. Humiliating and Inappropriate Behavior: Forced students to pretend to pull their heads out of their ass and asked them to describe the smell.

9. Threats to Academic/Athletic Future: Threatened to provide negative character references to college coaches about a student athlete based on unsubstantiated suspicions about knowing of other players social media activity, despite the student having no involvement in such activities.

10. Inadequate Hydration Protocol: Failed to provide athletes with adequate water breaks during practices, leading to dehydration and creating serious safety concerns for student health.

Requested Immediate Actions:

Given the severity of these violations and the inadequate school-level response, I respectfully request that the district:

Immediately remove both coaches from student contact pending investigation to ensure student safety

Initiate comprehensive investigation within 5 business days by qualified investigators external to Del Campo High School

Report physical assault allegations to law enforcement as required by mandatory reporting laws

Interview all affected students and witnesses with appropriate trauma-informed protocols

Complete investigation within 60 days as required by California Code of Regulations Title 5, Section 4631

Implement systemic reforms to prevent future violations

Preservation of Rights and Next Steps

This administrative complaint is filed without waiving any legal rights or claims. If the district fails to take immediate action to protect students and investigate these serious allegations, I am prepared to file complaints with:

U.S. Department of Education

Office for Civil Rights U.S.

Department of Education

California Department of Education

U.S. Department of Justice Civil Rights Division

Local law enforcement for criminal violations

I expect written confirmation within 1 business days that the district has initiated a formal investigation and implemented interim safety measures. The complete investigation report should be provided within 60 days as required by law.

The physical assault of students, blatant racism, and systematic intimidation documented in this complaint represent fundamental violations of students' civil rights and safety. Multiple occasions of coaches physically assaulting minors under their supervision cannot be addressed through informal meetings. These are crimes that demand immediate investigation and accountability.

Our students deserve coaches who inspire and protect them, not those who assault, demean, and threaten them. I look forward to the district's immediate action to address these past wrongs and create a safer future for all Del Campo students.

**Sincerely, Darrin Cochran
916-589-7990**

Exhibit "2"
UCP #25/26-002



Exhibit "3"

UCP #25/26-002



Exhibit "4"
UCP #25/26-002

THE 12th ANNUAL LAKE TAHOE FOOTBALL CAMP

June 16-19, 2025

REGISTRATION / MEDICAL INSURANCE WAIVER FORM

THIS FORM MUST BE COMPLETED, SIGNED, AND BROUGHT TO THE 1ST DAY OF CAMP. CAMPERS WILL NOT BE ALLOWED TO PARTICIPATE IN CAMP WITHOUT THIS FORM.

CAMPER NAME: _____ DATE OF BIRTH: _____
SCHOOL: _____ COACH'S NAME: _____
TEAM: VARSITY / JV / FRESHMAN (CIRCLE ONE)
PARENT/GUARDIAN NAME: _____
HOME PHONE: _____ PARENT CELL PHONE: _____
EMERGENCY CONTACT: _____ RELATIONSHIP TO CAMPER: _____
EMERGENCY PHONE NUMBER: _____

Permission for Emergency Medical Treatment/Medical Insurance

I confirm that my camper is healthy enough to participate in Lake Tahoe Football Camp. I have medical insurance on my camper and will provide coverage while he is participating in the camp. In the event of a medical emergency, if I am not available, I authorize the camp director or his designee to seek medical attention for my camper, and to execute consent orders to authorize emergency medical treatment for any medical procedures that may be required.

Policy Holder's Name _____

Insurance Company _____

Policy # _____

(I do not have medical insurance and take the responsibility of medical expenses on my own _____ Initial)

Assumption of Risk, Waiver of Liability

I am aware of the dangers involved in participation in the physical activities of the Lake Tahoe Football Camp and all activities related to the camp; these activities include, without limitation, practices and events. I am aware that the Lake Tahoe Football Camp involves competition with and against other camp participants and that such participation may involve physical contact. With regard to such physical activity, I am aware that there is inherent danger and risk of injury. I also am aware that many of these injuries may be serious and may include, without limitation, damages to joints, ligaments, muscles, bones, neck, spine, and other parts of the body, including the risk of concussions. For more information about concussion risk, including, but not limited to information such as: prevention and preparedness to keep athletes safe; understanding concussions and potential consequences of the injury; recognizing concussion symptoms and how to respond; and learning about steps for returning to play after a suspected concussion, please visit: <https://www.cifstate.org/sports-medicine/concussions/index>.

Further, I am aware that activities related to the camp will involve the use of certain equipment. I am aware that such equipment in no way guarantees my safety from injury. Additionally, said equipment must be used in a proper manner; therefore, I will follow any and all instructions related to the use of equipment including those instructions provided by the manufacturer, equipment personnel, and coaches. My participation in the above events and in all activities related to the above events is a voluntary act with full and complete knowledge of the risks involved. I hereby voluntarily assume all such risks associated with my participation in the above events. Additionally, I agree to exonerate, save, indemnify, and hold harmless Lake Tahoe Football Camp, LLC, including its directors, independent contractors, coaches, volunteers, physicians and other practitioners of the healing arts; Lake Tahoe Community College; and anyone else associated with Lake Tahoe Football Camp, LLC, from any and all liability, claims, causes of action, or demands of any kind and nature whatsoever, including without limitation personal injury which may arise from or in connection with my participation in any activities related to the camp. The terms hereof shall serve as a release and assumption of risk for me, my parents or guardian, my heirs, estate, executor, administrator, assignees, and all members of my family. I have read and understand this acknowledgement and release and execute it as a free and voluntary act. Further, this acknowledgment and release is contractual and not a mere receipt.

Camper Signature _____

Parent/Guardian Signature _____

Date _____

Exhibit "5"
UCP #25/26-002

DCHS Football

Parent & Player Handbook



2025-2026

Football, Family & Community

"Football. Family. Community"

Program Philosophy

The Del Campo Football Program, its coaching staff, support personnel, school administration, players, and parents will be focused on the understanding that football is a vehicle to build better young people. We will be focused on teaching leadership, team work, and showing positive support, while working with our players through a designed leadership and team building program for off-field success. We will work to teach players the most up-to-date fundamentals, techniques, and schemes for the best on-field performance. Our goal is to build well rounded student athletes that are leaders in the Del Campo community.

Mission Statement: *To create a football community that is process focused, teaches Loyalty, Honesty, Integrity, and Accountability while giving Student-Athletes the tools to build honest relationships and be effective and empathetic leaders.*

It is our goal to provide the most positive experience for your student athlete. This program **MUST** be more than just about football. It **MUST** be about building positive relationships, teaching young boys that the **Four Virtues of Loyalty, Honesty, Accountability, and Integrity** are the most important facets to being a successful leader. Football is more than just a game; it's a vehicle to build young men into great people.

Cougar Core Values

- 1. R-Responsibility**
- 2. O-Others Before Self**
- 3. A-Accountability**
- 4. D-Discipline**
- 5. S-Sacrifice**

The Core Values of the program are the Four Virtues of the program in action. All decisions of the program are made with these in mind.

***We are more than just a Football Program, we are a
LEADERSHIP PROGRAM that plays football!***

The Classroom after Class

It is our goal to be more than just a football program. We want to be a program that works to build kids up through positive teaching, coaching, and experiences that student athletes will gain life lessons they can take into the rest of their lives. Along with that we also want to ensure that they are prepared for the rigors of athletic competition. Below are the components to our "Classroom after Class" philosophy:

- 1. Leadership, Culture and Mental Performance Program-** Provide weekly mental skills training to the Varsity Football team that will teach the athlete and team to implement a systematic approach when dealing with athletic mental performance challenges, enhancing a particular athletic mental performance strength, and/or dealing with life challenges. This program will enhance and develop life skills, mental awareness, mental toughness, motivation awareness, team cohesiveness, energy/stress

management, emotional control, mindfulness, visualization, leadership skills, communication skills, breathing skills, and focus/refocusing skills during the summer, regular season and postseason play. Lower level will participate in this program during the summer.

2. Team Building- Team building has many key elements; the most important elements are earning trust, communication, and teamwork. These elements can be built in many different ways. Through team camps, recreational events, community service, fundraising events and standard team preparation. Throughout the year (on and off-season), the team will participate in several team-building events. The team will attend at least one no contact football camp during the summer. All the team building events will be posted on the calendar of events and updated throughout the year. **Team Building Events are Mandatory!**

3. Leadership Council- A leadership council will be implemented. Much like its collegiate and professional counterparts, this council will help Del Campo's football program grow from within by putting the student athletes at the forefront of many team decisions. It gives the players a chance to lead by example and help shape the overall culture of the program. Their feedback is truly valued by the coaching staff. Students will be taught how to deal with issues concerning their fellow teammates while also developing a strong working relationship with their coaches. This dual investment, made by the coaches and the players, creates greater trust and accountability on both ends, and fosters a better working environment overall. Through the leadership council, the head coach will give the most committed players on the team, as selected by the coaching staff, the right to determine how issues pertaining to player interaction, from uniform selection to disciplinary procedures, are handled. The leadership council will consist of players from all grades regardless of position or location on the depth chart.

4. Strength and Conditioning Program- It is cliché, but championships are won during the off-season. Your football team is built December through July, not August through November. We will have off-season workouts during the school year after our regular season. They will include weight training, flexibility training and speed work. Participation is very strongly encouraged. Attendance will be taken for the team's records. Football is a contact sport and therefore it is very physical. Physical conditioning is very important to help prevent injuries. It also provides players the opportunity to develop and maintain friendships with their teammates and build team spirit and camaraderie.

5. Spring Practice- Attendance is mandatory (unless spring falls during a season of sports participation) and essential if you want to be an integral part of the team. The purpose of Spring Practice is for coaches to evaluate and condition players and introduce the upcoming season's offensive, defensive, and special team's philosophies and handout playbooks. All current DCHS students are required to workout during this time. Only students who are new to DCHS are exempt from spring workouts.

6. Summer Workouts- The summer is a time to get a jumpstart on our season. The amount of work you put in during the summer will largely determine the amount of success you have in the fall. **Summer workouts are mandatory;** they are a necessity for a successful season. 7-on-7s and summer conditioning sessions are put together in order to provide for a better season. **It is your goal to make 90% of summer workouts (equipment issue order will be determined first by summer workout attendance and 7-on-7 attendance).** Our objective this summer is to get better each day and enjoy ourselves. If you have to miss a summer workout, please email the varsity head coach or lower level coach 48-72 hours prior to absence in order for it to be excused.

8. Cougar Camp- Cougar Camp is a week-long camp that will include: equipment issue; one daily 2-½ hour practice; one chalk talk session; one film session; daily weight room session; one team competition session; and one leadership lesson. The week will conclude with a Friday night Team Building event that will have team challenges and team building as well as a leadership lesson. Our goal for this week is to develop a family feel program-wide amongst all the student athletes.

9. Traditions- Part of our focus this year will be on building traditions into the program. Those traditions will be rooted in our five core values of our program. These traditions will include Team Dinner, Cougar Camp, Team Building Events, Jersey Ceremony, etc. All parents are encouraged to participate in these events.

"Accept the things to which fate binds you, and love the people with whom fate brings you together, but do so with all your heart." Marcus Aurelius

Policy and Procedures

- 1. Academics-** You are expected to be a student first and an athlete second. Treat yourself with proper respect. To be a member of this team, you must attend class regularly, and achieve a minimum GPA of 2.0.
- 2. Attendance-** All players are expected to be present and on time to practice.
 1. Any player who is late to practice will be held after practice to make up for the time they missed – PR (Pride Reminders).
 2. Any player who misses practice without notifying the Level Head Coach in person or by email ahead of time will be dealt with accordingly.
 - a. 1st Unexcused absence = 1st half of a game
 - b. 2nd Unexcused absence = 1 game suspension
 - c. 3rd Unexcused absence = possible removal from team
 3. In the case of an unforeseen emergency, parents must contact Coach Costa.
 4. All illness and sickness absences need to have a doctor's excuse upon returning to practice to determine excused or unexcused. IF YOU ARE SICK STAY HOME.
 5. Any absence, regardless of excused or unexcused, will require conditioning to be made up upon returning to practice. (This does not include players injured, determined by the trainer or medical professional, but are in attendance for practice)
 6. The DCHS Athletic Dept. policy states that an athlete must be at school for the entirety of four class periods to be eligible for practice or games on that day.

During the summer we expect players to make 90% of the summer conditioning days. There is 18 total. That means they need to be at 16 practices unless attending a camp.

- 3. Equipment Care and Check Out-** All players must have regard for the equipment. Equipment care is very essential in maintaining good quality equipment for you and others to use while participating with the DCHS football team. The average cost of outfitting you with essential and proper fitting safety gear is around \$700.00 per student/athlete. The costs continue to rise each and every year, so it is necessary for you, as the borrower, to take full responsibility for your equipment care. We only require players to purchase their own cleats. Everything else will be loaned to the athletes so we need to follow some simple maintenance steps for your borrowed equipment throughout the year:
 - **Helmet:** Cost \$260.00 and up. This is not a device made to use as a weapon. Players should inspect their helmet weekly for any damage and should report such damage to the equipment manager immediately.

- **Shoulder Pads:** Cost \$200.00 and up. Shoulder pads should be inspected weekly
- **Pants, Girdle, Belt, & Practice Jersey** Wash them regularly to keep them from stinking, staining and housing bacteria.
- **Hip Pads, Thigh Pads, Knee Pads & Tail Pads.** Wipe these down with a damp cloth.
- **LOCKS on Locker.** All players are required to have a lock on their locker in the locker room in order to maintain the safety of their equipment. If a player loses any piece of equipment then they are responsible for the cost of replacing it new!! Players need to report any faulty equipment to the Equipment Manager.

- **Equipment Issue: All equipment will be issued based on attendance. Players with the best attendance accumulated from Spring Ball, Summer Football, and Dead Period Weights will get equipment first.**

4. **Inclement Weather-** When a practice is scheduled we will do something as a team regardless of the weather so practice will always be on. When a situation arises where we have inclement weather (i.e. lightning, extreme heat, etc.) we will do one of the following:
 1. Move practice to the gymnasium
 2. Watch film and wait out the weather for an opportunity to go back outside
 3. Go to weight room and wait out the weather
 4. Give additional water breaks and add frequent breaks.
 5. Provide shade where available
 6. Do walk throughs

Practice will end at the scheduled time unless otherwise stated.
5. **School Suspensions-** Suspension dictates that the student shall not be allowed to attend his/her regular classes or school sponsored activities for a prescribed number of days and shall be declared ineligible (practices or contests) for the period of the suspension (including weekends and holidays). Suspensions begin with the conclusion of school on the day of the suspension until the start of school the day the student returns from the suspension. A second suspension within a competitive season will result in ineligibility for the remainder of the season in the case of athletics.
Any player suspended from school will receive the following consequences.
 1. 1st Suspension = Coach's discretion based on the infraction (i.e. 1 game suspension)
 2. 2nd Suspension (different incidents of being suspended from school) = Removal from the team.
6. **Hazing-** No player will ever be ridiculed by another player either in the locker room, training rooms or on the field. The Frosh/Soph players will be respected by the Varsity team, and vice versa.
7. **Locker Room-** The locker room floor will be free of trash and equipment that does not belong there. The locker room will be cleaned every wednesday night. Players will be assigned to this duty.
8. **Drugs and Alcohol Use-** The use of drugs, alcohol, and tobacco will not be tolerated. The use of these products is damaging to your health and to the image of our football team. The possession or use of drugs or alcohol during school and/or football activities will result in dismissal from the team.
9. **Stealing-** Any player caught stealing will be dismissed from the team. There will be no room for players willing to steal from teammates. More importantly, it is against our 7 core values.
10. **Parents Attending Practice-** Due to recent security issues on school campuses across the country, we are closing practices to only adults who have been cleared by the school district, school administration, and school staff. We apologize for the inconvenience.
11. **Communication-** In our continuing effort to establish and maintain clear lines of communication between the coaching staff and parent/guardians of our student athletes, the coaching staff will establish a process for communication. Do not attempt to confront a coach before or after a contest or practice. Those can be emotional times for both the parent and the coach. Meetings of that nature, and

at those times, do not promote resolution. The following guidelines will help make the communication process a productive and positive experience:

- a. The coach will discuss what the student-athlete needs to work on in order to improve.
- b. Coaches will not answer questions about play calling.
- c. The coaching staff will only talk to a parent/guardian about their student-athlete.
- d. If the communication guidelines are not adhered to, the discussion will be terminated.

12. Cut Policy- This year we will be cutting at both the Varsity and the JV level. We will be using the following criteria in regards to cutting players.

- a. **Demeanor-** Do you talk back to coaches, make excuses, complain about your teammates etc. Anything that makes us question whether or not you will be a good teammate you WILL be cut this year. If you are a behavior issue on campus you WILL be cut.
- b. **Academics-** If you are not academically eligible as of July 25th you WILL be cut.
- c. **Unwilling to try another position-** If we think you would be a better fit somewhere else but are unwilling to try to help the team you WILL be cut.
- d. **Excessive absences during off-season or summer football-** If you have a history of unexcused absences you run the risk of being cut.
- e. **Poor Work Ethic-** If you don't work hard, run sprints hard, make excuses as to why you can't do a lift a certain way, you WILL be cut.
- f. **Can't protect yourself-** If you can't protect yourself on the football field you WILL be cut. If you run the risk of getting someone else hurt because you don't know your job, you WILL be cut.

13. Quit Policy- Any player who has decided to quit the program must have a meeting with the Head Football Coach, Position Coach, and Parent. The player must lead the meeting and discuss the reasons as to why he/she wished to quit. That meeting will be held after practice and will not happen on a Monday. Coaches will encourage the player to remain on the team through the end of the season as to insure to teach the concept of commitment.

14. Players speaking to fans in the stands- Players are not allowed to "visit" or speak to spectators prior to or during the game. I will be upholding this rule this year. If you are speaking to anyone in the stands, parent included, you will be cut immediately.

General Rules

1. All players must attend all practices and team events. If a player is going to miss a team event they must send an email via BAND to their Level Head Coach 48-72 hours prior to the absence. All other absences are unexcused. Please see the above section on attendance for more information.
2. All players must maintain a 2.0 GPA.
3. Players must be respectful on campus.
4. All players must be in the dress of the day every day.
5. Any incident involving the infraction of 1 or more of our 7 core values.

*Any violation of these general rules will result in punishment at the coaches discretion. Anything not listed will be dealt with on a case by case basis. See the Policy and Procedure section for a more detailed description of the above 5 rules.

Player Expectations

1. All players will be in Attendance at all team functions (practices, games, events, etc.).
2. All players are expected to maintain a 2.0 GPA..
3. All players must respect themselves and others as laid out in our core values.

4. All players must treat anything school related with the same respect they treat themselves and others as laid out in our core values.
5. All players are expected to attend 90% of all summer workouts unless attending another Football Camp.
6. All players will memorize our ROADS to Victory Core Values.
7. All players will participate in Cougar Camp.

Parent Expectations

1. **Be positive with your athlete.** Let them know you are proud they are part of the team. Focus on the benefits of teamwork and personal discipline.
2. **Encourage your athlete to follow all training rules.** Help the coaches build a commitment to the team.
3. **Allow your athlete to perform and progress at a level consistent with his ability.** Athletes mature at different ages; some are more gifted than others.
4. **Always support the coaching staff when controversial decisions are made.** The coaches need your backing to keep good morale on the team.
5. **Insist on positive behavior in school and a high level of performance in the classroom.** Numerous studies indicate extracurricular involvement helps enhance academic performance.
6. **Stay calm in injury situations.** Parents can help minimize the trauma by being in control and offering comfort. Allow the medical staff to perform their assessment of your son's injury. No parent is allowed on the field unless the training staff requests it.
7. **Cheer for our team and players.** Opponents and referees deserve respect. Realize that high school players will make mistakes. Your support is needed during tough times.
8. **Promote having fun and being a team player.** Very few high school athletes receive scholarships.
9. **Concentrate on what is best for the team.** Preoccupation with statistics can be very distracting.
10. **An athlete's self-confidence and self-image will be improved by support at home.** Comparison to others is discouraged. Encourage the athlete to do their best regardless of family or friends who may have been outstanding players.
11. **Winning is fun, but building positive team values is most important.** The concept of working together to perform a task will have lasting benefits. Winning takes place when all the little things are done correctly.
12. **Find the time to be an avid booster of school activities.** Help build a solid support system for coaches and athletes.
13. **Help students keep jobs and cars in proper perspective.** Materialistic values can detract from the commitment to the team. Teenagers should have the opportunity to take advantage of extracurricular activities.
14. **Athletes must attend all practices, games and team events.** Stress the necessity to make a commitment to the team.
15. **Emphasize the importance of well-balanced meals and regular sleep patterns.** An athlete functions best when care is taken to consume nutritious food and obtain sufficient rest.
16. **Persistence and being able to accept a role is extremely important for the team to be successful.** Not everyone will be a starter, but everyone is important to the team.
17. **Some players may not develop until their senior season.** Encourage them to be persistent.

Parent Code of Conduct

I will enjoy my child's opportunity to experience the benefits of playing high school football.
 I will trust in my child's ability to have fun and to perform and achieve excellence on his own.
 I will help my child learn the right lessons from winning, losing, individual achievement, and mistakes.
 I will respect my child's teammates as well as fellow parents and fans.
 I will give encouragement and applaud only positive accomplishments whether from my child or his teammates.
 I will support the efforts of the coaching staff.
 I will not instruct from the sidelines unless asked to by the coach.
 I will ensure that my child will attend all practices and games and will inform the coach in advance if unable to attend.
 I will respect all facilities made available to my child.
 I will respect the equipment and uniform loaned to my child for practice and play.
 I will respect the officials and their authority during games.
 I will never demonstrate threatening or abusive behavior.

Signature Page Players/Parents

Player/Parent Contract
 (Submission required for participation)

I, _____ (player), and _____ (parent/guardian), have read the Cougar Football Player & Parent Expectations Handbook. By signing below, we acknowledge that we understand its contents and agree to the terms of the handbook. We understand the guidelines for attendance, punctuality, playing time, etc. We will do our best to work together to provide a positive experience. We are aware of the commitment it takes to be a part of the DCHS Football Program and are aware that all decisions that are made are for the betterment of the TEAM. It is a privilege to play football at Del Campo High School, NOT a right!

Athlete	Date

Parent/Guardian	Date

Exhibit "6"
UCP #25/26-002

Policy 1312.3: Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 09/08/1992 | Last Revised Date: 01/23/2024 | Last Reviewed Date: 01/23/2024

The governing board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The board encourages the early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670, and the accompanying administrative regulation.

Complaints Subject to UCP

The district's uniform complaint procedures ("UCP") shall be used to investigate and resolve complaints regarding the following programs and activities:

1. Accommodations for pregnant and parenting students (Education Code 46015)
2. Adult education programs (Education Code 8500-8538, 52334.7, 52500-52617)
3. After School Education and Safety programs (Education Code 8482-8484.65)
4. Agricultural career technical education (Education Code 52460-52462)
5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)
6. Child care and development programs (Education Code 8200-8488)
7. Compensatory education (Education Code 54400)
8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)
9. Course periods without educational content (Education Code 51228.1-51228.3)
10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

Discrimination includes, but is not limited to, the board's refusal to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library, on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. A complaint alleging such unlawful

discrimination may, in addition to or in lieu of being filed with the district, be directly filed with the Superintendent of Public Instruction ("SPI"). (Education Code 243)

11. Educational and graduation requirements for students in foster care, students experiencing homelessness, students from military families, students formerly in a juvenile court school, students who are migratory, and students participating in a newcomer program (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)
12. Every Student Succeeds Act (Education Code 52059.5; 20 USC 6301 et seq.)
13. Local control and accountability plan (Education Code 52075)
14. Migrant education (Education Code 54440-54445)
15. Physical education instructional minutes (Education Code 51210, 51222, 51223)
16. Student fees (Education Code 49010-49013)
17. Reasonable accommodations to a lactating student (Education Code 222)
18. Regional occupational centers and programs (Education Code 52300-52334.7)
19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)
20. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)
21. State preschool programs (Education Code 8207-8225)
22. State preschool health and safety issues in license-exempt programs (Education Code 8212)
23. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
24. Any other state or federal educational program the SPI or designee deems appropriate

The board recognizes that alternative dispute resolution ("ADR") can, depending on the nature of the allegations, offer a process for resolving a complaint in a manner that is acceptable to all parties. A process ADR such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the superintendent or designee shall keep the identity of the complainant and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP process.

The superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and requirements related to UCP, including the steps and timelines specified in this policy and the accompanying administrative regulation.

The superintendent or designee shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

Non-UCP Complaints

1. The following complaints shall not be subject to the district's UCP but shall be investigated and resolved by the specified agency or through an alternative process: Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division or the appropriate law enforcement agency. (5 CCR 4611)
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services. (5 CCR 4611)
3. Any complaint alleging that a student, while in an education program or activity in which the district exercises substantial control over the context and respondent, was subjected to sexual harassment as defined in 34 CFR 106.30 shall be addressed through the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as specified in Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures.
4. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in Administrative Regulation 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Civil Rights Department.
5. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education (FAPE), failure or refusal to implement a due process hearing order to which the district is subject, or a physical safety concern that interferes with the district's provision of FAPE shall be submitted to the California Department of Education (CDE) in accordance with Administrative Regulation 6159.1 - Procedural Safeguards and Complaints for Special Education. (5 CCR 3200-3205)
6. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with Board Policy 3555 - Nutrition Program Compliance. (5 CCR 15580-15584)
7. Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with Board Policy 3555 - Nutrition Program Compliance. (5 CCR 15582)
8. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures. (Education Code section 35186)

Policy Reference Disclaimer:

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

State	Description
2 CCR 11023	<u>Harassment and discrimination prevention and correction</u>
5 CCR 15580-15584	Child nutrition programs complaint procedures
5 CCR 3200-3205	Special education compliance complaints
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4600-4687	Uniform complaint procedures and Williams complaints
5 CCR 4690-4694	Complaints regarding health and safety issues in license-exempt preschool programs
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
Ed. Code 18100-18203	<u>School libraries</u>
Ed. Code 200-262.4	<u>Prohibition of discrimination</u>
Ed. Code 32280-32289.5	<u>School safety plans</u>
Ed. Code 35186	<u>Williams uniform complaint procedures</u>
Ed. Code 46015	<u>Parental leave for students</u>
Ed. Code 48645.7	<u>Juvenile court schools</u>
Ed. Code 48853-48853.5	<u>Foster youth</u>
Ed. Code 48985	<u>Notices to parents in language other than English</u>
Ed. Code 49010-49013	<u>Student fees</u>
Ed. Code 49060-49079	<u>Student records</u>
Ed. Code 49069.5	<u>Records of foster youth</u>
Ed. Code 49490-49590	<u>Child nutrition programs</u>
Ed. Code 49701	<u>Provisions of the Interstate Compact on Educational Opportunities for Military Children</u>
Ed. Code 51204.5	<u>Social sciences instruction; contributions of specified groups</u>
Ed. Code 51210	<u>Course of study for grades 1-6</u>
Ed. Code 51222	<u>Physical education</u>

Ed. Code 51223	<u>Physical education; elementary schools</u>
Ed. Code 51225.1-51225.2	<u>Foster youth, homeless children, former juvenile court school students: course credits; graduation requirements</u>
Ed. Code 51226-51226.1	<u>Career technical education</u>
Ed. Code 51228.1-51228.3	<u>Course periods without educational content</u>
Ed. Code 51501	<u>Nondiscriminatory subject matter</u>
Ed. Code 52059.5	<u>Statewide system of support</u>
Ed. Code 52060-52077	<u>Local control and accountability plan</u>
Ed. Code 52075	<u>Complaint for lack of compliance with local control and accountability plan requirements</u>
Ed. Code 52300-52462	<u>Career technical education</u>
Ed. Code 52500-52617	<u>Adult schools</u>
Ed. Code 54400-54425	<u>Compensatory education programs</u>
Ed. Code 54440-54445	<u>Migrant education</u>
Ed. Code 54460-54529	<u>Compensatory education programs</u>
Ed. Code 59000-59300	<u>Special schools and centers</u>
Ed. Code 60010	<u>Instructional materials: definition</u>
Ed. Code 60040-60052	<u>Requirements for instructional materials</u>
Ed. Code 64000-64001	<u>Consolidated application process; school plan for student achievement</u>
Ed. Code 65000-65001	<u>School site councils</u>
Ed. Code 8200-8488	<u>Child care and development programs</u>
Ed. Code 8500-8538	<u>Adult basic education</u>
Gov. Code 11135	<u>Prohibition of discrimination</u>
Gov. Code 12900-12996	<u>Fair Employment and Housing Act</u>
H&S Code 1596.792	<u>California Child Day Care Act; general provisions and definitions</u>
H&S Code 1596.7925	<u>California Child Day Care Act; health and safety regulations</u>
Pen. Code 422.55	<u>Definition of hate crime</u>

Pen. Code 422.6	<u>Crimes; harassment</u>
Federal	Description
20 USC 1221	Application of laws
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
20 USC 6301-6576	Title I Improving the Academic Achievement of the Disadvantaged
20 USC 6801-7014	Title III language instruction for limited English proficient and immigrant students
28 CFR 35.107	Nondiscrimination on basis of disability; complaints
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 100.3	Prohibition of discrimination on basis of race, color or national origin
34 CFR 104.7	Section 504; Designation of responsible employee and adoption of grievances procedures
34 CFR 106.1-106.82	Nondiscrimination on the basis of sex in education programs
34 CFR 106.30	Discrimination on the basis of sex in education programs and activities; definitions
34 CFR 106.44	Recipient's response to sexual harassment
34 CFR 106.45	Grievance process for formal complaints of sexual harassment
34 CFR 106.8	Designation of coordinator; dissemination of policy, and adoption of grievance procedures
34 CFR 110.25	Notification of nondiscrimination on the basis of age
34 CFR 99.1-99.67	Family Educational Rights and Privacy
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act
42 USC 12101-12213	Americans with Disabilities Act
42 USC 2000d-2000d-7	Title VI, Civil Rights Act of 1964
42 USC 2000h-2-2000h-6	Title IX of the Civil Rights Act of 1964
42 USC 6101-6107	Age Discrimination Act of 1975

Management Resources	Description
California Department of Education Publication	Uniform Complaint Procedure 2021-22 Program Instrument
California Department of Education Publication	Sample UCP Board Policies and Procedures
U.S. DOE, Office for Civil Rights Publication	Part 1: Questions and Answers Regarding the Department's Title IX Regulations, January 2021
U.S. DOE, Office for Civil Rights Publication	Questions and Answers on the Title IX Regulations on Sexual Harassment, July 2021
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014
U.S. DOJ Publication	Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2007
Website	<u>CSBA District and County Office of Education Legal Services</u>
Website	<u>Student Privacy Policy Office</u>
Website	<u>U.S. Department of Agriculture</u>
Website	<u>California Department of Social Services</u>
Website	<u>U.S. Department of Justice</u>
Website	<u>California Department of Education</u>
Website	<u>CSBA</u>
Website	<u>U.S. Department of Education, Office for Civil Rights</u>
Website	<u>California Civil Rights Department</u>

Cross References

Code	Description
0410	<u>Nondiscrimination In District Programs And Activities</u>
0420	<u>School Plans/Site Councils</u>
0420	<u>School Plans/Site Councils</u>
0420.41	<u>Charter School Oversight</u>
0420.41-E PDF(1)	<u>Charter School Oversight</u>
0430	<u>Comprehensive Local Plan For Special Education</u>

0460	<u>Local Control And Accountability Plan</u>
1100	<u>Communication With The Public</u>
1220	<u>Citizen Advisory Committees</u>
1250	<u>Visitors/Outsiders</u>
1250	<u>Visitors/Outsiders</u>
1312.1	<u>Complaints Concerning District Employees</u>
1312.1	<u>Complaints Concerning District Employees</u>
1312.2	<u>Complaints Concerning Instructional Materials</u>
1312.2	<u>Complaints Concerning Instructional Materials</u>
1312.2-E PDF(1)	<u>Complaints Concerning Instructional Materials</u>
1312.4	<u>Williams Uniform Complaint Procedures</u>
1340	<u>Access To District Records</u>
1340	<u>Access To District Records</u>
3260	<u>Fees And Charges</u>
3260	<u>Fees And Charges</u>
3580	<u>District Records</u>
3580	<u>District Records</u>
4030	<u>Nondiscrimination In Employment</u>
4030	<u>Nondiscrimination In Employment</u>
4112.9	<u>Employee Notifications</u>
4118	<u>Dismissal/Suspension/Disciplinary Action</u>
4119.11	<u>Sexual Harassment</u>
4119.11	<u>Sexual Harassment</u>
4119.23	<u>Unauthorized Release Of Confidential/Privileged Information</u>
4131	<u>Staff Development</u>
4212.9	<u>Employee Notifications</u>
4218	<u>Dismissal/Suspension/Disciplinary Action</u>
4219.11	<u>Sexual Harassment</u>
4219.11	<u>Sexual Harassment</u>

4219.23	<u>Unauthorized Release Of Confidential/Privileged Information</u>
4231	<u>Staff Development</u>
4244	<u>Complaints</u>
4244	<u>Complaints</u>
4319.11	<u>Sexual Harassment</u>
4319.11	<u>Sexual Harassment</u>
4319.23	<u>Unauthorized Release Of Confidential/Privileged Information</u>
4344	<u>Complaints</u>
4344	<u>Complaints</u>
5116.1	<u>Intradistrict Open Enrollment</u>
5116.1	<u>Intradistrict Open Enrollment</u>
5117	<u>Interdistrict Attendance</u>
5117	<u>Interdistrict Attendance</u>
5125	<u>Student Records</u>
5125	<u>Student Records</u>
5131.62	<u>Tobacco</u>
5131.62	<u>Tobacco</u>
5141.22	<u>Infectious Diseases</u>
5141.22	<u>Infectious Diseases</u>
5141.22-E(1)	<u>Infectious Diseases</u>
5141.4	<u>Child Abuse Prevention And Reporting</u>
5141.4	<u>Child Abuse Prevention And Reporting</u>
5144	<u>Discipline</u>
5144	<u>Discipline</u>
5144.1	<u>Suspension And Expulsion/Due Process</u>
5144.1	<u>Suspension And Expulsion/Due Process</u>
5145.3	<u>Nondiscrimination/Harassment</u>
5145.3	<u>Nondiscrimination/Harassment</u>

5145.3-E PDF(1)	<u>Nondiscrimination/Harassment</u>
5145.6	<u>Parent/Guardian Notifications</u>
5145.6-E PDF(1)	<u>Parent/Guardian Notifications</u>
5145.7	<u>Sexual Harassment</u>
5145.7	<u>Sexual Harassment</u>
5145.71	<u>Title IX Sexual Harassment Complaint Procedures</u>
5145.9	<u>Hate-Motivated Behavior</u>
5146	<u>Married/Pregnant/Parenting Students</u>
5148	<u>Child Care And Development</u>
6142.1	<u>Sexual Health And HIV/AIDS Prevention Instruction</u>
6142.1	<u>Sexual Health And HIV/AIDS Prevention Instruction</u>
6142.7	<u>Physical Education And Activity</u>
6142.7	<u>Physical Education And Activity</u>
6145	<u>Extracurricular And Cocurricular Activities</u>
6145	<u>Extracurricular And Cocurricular Activities</u>
6146.1	<u>High School Graduation Requirements</u>
6146.1	<u>High School Graduation Requirements</u>
6146.1-E PDF(1)	<u>High School Graduation Requirements</u>
6159	<u>Individualized Education Program</u>
6161.1	<u>Selection And Evaluation Of Instructional Materials</u>
6161.1	<u>Selection And Evaluation Of Instructional Materials</u>
6163.1	<u>Library Media Centers</u>
6163.1	<u>Library Media Centers</u>
6164.2	<u>Guidance/Counseling Services</u>
6164.4	<u>Identification And Evaluation Of Individuals For Special Education</u>
6164.4	<u>Identification And Evaluation Of Individuals For Special Education</u>
6171	<u>Title I Programs</u>
6171	<u>Title I Programs</u>

6173	<u>Education For Homeless Children</u>
6173	<u>Education For Homeless Children</u>
6178	<u>Career Technical Education</u>
6200	<u>Adult Education</u>
6200	<u>Adult Education</u>
9000	<u>Role Of The Board</u>
9011	<u>Disclosure Of Confidential/Privileged Information</u>
9012	<u>Board Member Electronic Communications</u>
9124	<u>Attorney</u>
9200	<u>Limits Of Board Member Authority</u>
9321	<u>Closed Session</u>
9322	<u>Agenda/Meeting Materials</u>
9322	<u>Agenda/Meeting Materials</u>

Regulation 1312.3: Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 09/08/1992 | Last Revised Date: 01/08/2024 | Last Reviewed Date: 01/08/2024

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

Compliance Officers

The district designates the individual(s), position(s), or unit(s) identified below as responsible for receiving, coordinating, and investigating complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in Administrative Regulation 5145.3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination, harassment, intimidation, or bullying and in Administrative Regulation 5145.7 - Sexual Harassment for handling complaints regarding sexual harassment.

General Counsel - Legal Services Office
San Juan Unified School District
3738 Walnut Avenue
Carmichael, CA 95608
(916) 971-7110

LegalServices@sanjuan.edu(<https://simbli.eboardsolutions.com/SU/vpDMIZadCZGHG7qPxlkxeA==>)

Title IX Coordinator - Legal Services Office
San Juan Unified School District
3738 Walnut Avenue
Carmichael, CA 95608
(916) 971-7110

LegalServices@sanjuan.edu(<https://simbli.eboardsolutions.com/SU/vpDMIZadCZGHG7qPxlkxeA==>)

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which the compliance officer has a bias or conflict of interest that would prohibit the fair investigation or resolution of the complaint. Any complaint against the compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the superintendent or designee who shall determine how the complaint will be investigated.

The superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program; applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination, harassment, intimidation, or bullying; applicable standards for reaching decisions on complaints; and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the superintendent or designee.

The compliance officer or, if necessary, an appropriate administrator shall determine whether interim measures are necessary during an investigation and while the result is pending. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the superintendent, the superintendent's designee, or, if appropriate, the site principal to implement, if possible, one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code section 234.1)

In addition, the superintendent or designee shall annually provide written notification of the district's UCP policy to

students, employees, parents/guardians of district students, district advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

The notice shall include:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group, and a list of all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board Policy.
2. The title of the position responsible for processing complaints, the identity of the person(s) currently occupying that position if known, and a statement that such persons will be knowledgeable about the laws and programs that they are assigned to investigate.
3. A statement that a UCP complaint, except a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, must be filed no later than one year from the date the alleged violation occurred.
4. A statement that a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct.
5. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.
6. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.
7. A statement that the district will post a standardized notice of the educational and graduation requirements of foster youth, students experiencing homelessness, children of military families, former juvenile court school students now enrolled in the district, students who are migratory, and students participating in a newcomer program, as specified in Education Code sections 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process.
8. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant.
9. A statement that, for programs within the scope of the UCP as specified in the accompanying Board policy, the complainant has a right to appeal the district's investigation report to the California Department of Education ("CDE") by filing a written appeal, including a copy of the original complaint and the district's decision, within 30 calendar days of receiving the district's decision.
10. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal laws prohibiting discrimination, harassment, intimidation, or bullying, if applicable.
11. A statement that copies of the district's UCP are available free of charge.

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code section 221.61 shall be posted on the district website and school websites and may be provided through district-supported social media, if available.

The superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

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

Filing of Complaints

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. If a site administrator not designated as a compliance officer receives a complaint, the site administrator shall notify the compliance officer.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put their

complaint in writing due to conditions such as disability or illiteracy, district staff shall assist them in the filing of the complaint. (5 CCR 4600)

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

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board Policy may be filed by any individual, public agency, or organization. (5 CCR 4600)
2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the superintendent or designee.
3. A UCP complaint, except for a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying, shall be filed no later than one year from the date the alleged violation occurred. For complaints related to the LCAP, the date of the alleged violation is the date when the County Superintendent of Schools approves the LCAP that was adopted by the Governing Board. (5 CCR 4630)
4. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges having personally suffered unlawful discrimination, a person who believes that any specific class of individuals has been subjected to unlawful discrimination, or a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. (5 CCR 4630)
5. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
6. When a complaint alleging unlawful discrimination, harassment, intimidation, or bullying is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
7. When a complainant of unlawful discrimination, harassment, intimidation, or bullying or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation

Within three business days after receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation to resolve the complaint. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, the compliance officer shall ensure that all parties agree to permit the mediator access to all relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with an investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed upon through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

Investigation of Complaint

The compliance officer shall begin an investigation into the complaint within 10 business days of receiving the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or the complainant's representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. The compliance officer shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place.

At appropriate intervals, the compliance officer shall inform the parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, the compliance officer shall interview the alleged victim(s), any alleged offender(s), and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Refusal by the district to provide the investigator with access to records and/or information related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

Timeline for Investigation Report

Unless extended by written agreement with the complainant, the investigation report shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint.

Within 40 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Investigation Report" below. If the complainant is dissatisfied with the compliance officer's decision, the complainant may, within five (5) business days, file the complaint in writing with the board of education.

The board may consider the matter at its next regular board meeting or at a special board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. When required by law, the matter shall be considered in closed session. The board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

For any complaint alleging unlawful discrimination, harassment, intimidation, or bullying, the respondent shall be informed of any extension of the timeline agreed to by the complainant, and, in the same manner as the complainant, may file a complaint with the board if dissatisfied with the decision.

Final Written Decision

For all complaints, the district's investigation report shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered

2. The conclusion providing a clear determination for each allegation as to whether the district is in compliance with the relevant law.
3. Corrective action(s) whenever the district finds merit in the complaint, including, when required by law, a remedy to all affected students and parents/guardians and, for a student fees complaint, a remedy that complies with Education Code 49013 and 5 CCR 4600.
4. Notice of the complainant's right to appeal the district's decision to the CDE, except when the district has used the UCP to address a complaint not specified in 5 CRR 4610.
5. Procedures to be followed for initiating an appeal to CDE or the Board of Education.

The investigation report may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

In consultation with district legal counsel, information about the relevant part of an investigation report may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the investigation report or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful, harassment, intimidation, or bullying, notice of the investigative report to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient ("LEP") student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

For complaints alleging unlawful discrimination, harassment, intimidation, or bullying based on state law, the investigation report shall also include a notice to the complainant that:

1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including but not limited to injunctions, restraining orders or other remedies or orders, 60 calendar days after the filing of an appeal with CDE. (Education Code section 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code section 263)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

For complaints involving retaliation or unlawful discrimination, harassment, intimidation, or bullying, appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice

8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

For complaints involving retaliation or unlawful discrimination, harassment, intimidation, or bullying involving a student as the respondent, appropriate corrective actions that may be provided to the student include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

When an employee is found to have committed retaliation or unlawful discrimination, harassment, intimidation, or bullying, the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination, harassment, intimidation, or bullying, that the district does not tolerate it, and how to report and respond to it.

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

However, if a complaint alleging noncompliance with the law regarding student fees, deposits, and other charges, physical education instructional minutes, courses without educational content, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code sections 49013, 51222, 51223, 51228.3, 52075)

For complaints alleging noncompliance with the law regarding student fees, the district, by engaging in reasonable efforts, shall attempt in good faith to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code section 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's investigative report on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with the CDE within 30 calendar days of receiving the district's investigation report. (5 CCR 4632)

The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's investigation report for that complaint. The complainant shall specify and explain the basis for the appeal, including at least one of the following: (5 CCR 4632)

1. The district failed to follow its complaint procedures.
2. Relative to the allegations of the complaint, the district's investigation report lacks material findings of fact necessary to reach a conclusion of law.
3. The material findings of fact in the district's investigation report are not supported by substantial evidence.
4. The legal conclusion in the district's investigation report is inconsistent with the law.
5. In a case in which the district found noncompliance, the corrective actions fail to provide a proper remedy.

Upon notification by CDE that the district's investigation report has been appealed, the superintendent or designees shall forward the following documents to CDE within 10 days of the date of notification: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the district's investigation report
3. A copy of the investigation file, including but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
4. A report of any action taken to resolve the complaint
5. A copy of the district's uniform complaint procedures
6. Other relevant information requested by the CDE

If notified by CDE that the district's investigation report failed to address allegation(s) raised by the complaint, the district shall, within 20 days of the notification, provide CDE and the appellant with an amended investigation report that addresses the allegation(s) that were not addressed in the original investigation report. The amended report shall also inform the appellant of the right to separately appeal the amended report with respect to the allegation(s) that were not addressed in the original report. (5 CCR 4632)

Health and Safety Complaints in California State Preschool Program

Any complaint regarding health or safety issues in a license-exempt California State Preschool Program (CSPP) shall be addressed through the procedures described in 5 CCR 4690-4694.

In order to identify appropriate subjects of CSPP health and safety issues pursuant to Health and Safety Code 1596.7925, a notice shall be posted in each license-exempt CSPP classroom in the district notifying parents/guardians, students, and teachers of the health and safety requirements of Title 5 regulations that apply to CSPP programs pursuant to Health and Safety Code 1596.7925 and the location at which to obtain a form to file any complaint alleging noncompliance with those requirements. For this purpose, the Superintendent or designee may download and post a notice available from the CDE website. (Education Code 8212; 5 CCR 4691)

The district's annual UCP notification distributed pursuant to 5 CCR 4622 shall clearly indicate which of its CSPP programs are operating as exempt from licensing and which CSPP programs are operating pursuant to requirements under Title 22 of the Code of Regulations. (5 CCR 4691)

Any complaint regarding specified health or safety issues in a license-exempt CSPP program shall be filed with the preschool program administrator or designee, and may be filed anonymously. The complaint form shall specify the location for filing the complaint, contain a space to indicate whether the complainant desires a response to the complaint, and allow a complainant to add as much text as desired to explain the complaint. (Education Code section 8212; 5 CCR 4690)

If it is determined that the complaint is beyond the authority of the preschool program administrator, the matter shall be forwarded to the superintendent or designee in a timely manner, not to exceed 10 working days, for resolution. The preschool administrator or the Superintendent or designee shall make all reasonable efforts to investigate any complaint within their authority. (Education Code section 8212, 5 CCR 4692)

Investigation of a complaint regarding health or safety issues in a license-exempt CSPP program shall begin within 10 days of receipt of the complaint. (Education Code section 8212; 5 CCR 4690)

The preschool administrator or designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the preschool administrator or superintendent's designee shall, within 45 working days of the initial filing of the complaint, report the resolution to the complainant and CDE's assigned field consultant. If the preschool administrator makes this report, the information shall be reported at the same time to the superintendent or designee.

If a complaint regarding health or safety issues in a license-exempt CSPP program involves an LEP student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the board at a regularly scheduled meeting and, within 30 days of the date of the written report, may file a written appeal of the district's decision to the Superintendent of Public Instruction in accordance with 5 CCR

4632. (Education Code 8212; 5 CCR 4693, 4694)

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

On a quarterly basis, the superintendent or designee shall report summarized data on the nature and resolution of all CSPP health and safety complaints, including the number of complaints by general subject area with the number of resolved and unresolved complaints, to the board at a regularly scheduled board meeting and to the County Superintendent.

EXHIBIT “D”



September 24, 2025

Jeffry Remington
[REDACTED]

Re: Administrative Leave

Dear Mr. Remington,

The purpose of this letter is to notify you that we are placing you off work on administrative leave with pay effective today. This administrative leave will remain in effect pending the District's review of findings from a recently concluded Uniform Complaint Procedure (UCP) complaint investigation.

While you are on paid administrative leave, you are not to report to work at your current assignment (Instructional Assistant III at Del Campo High School) nor are you to report to any coaching assignments. You are to be available to the district by telephone during your regular work hours in the event it becomes necessary to contact you. You are also to be available to attend any meetings scheduled during your work hours. Failure to be available to the district during your working hours could affect your paid status and could result in disciplinary action.

To preserve the integrity of this process, and to protect you from allegations of retaliation, you are directed not to contact other district employees, students, or parents. This includes direct communication or any other means of communication, such as electronic. However, you may contact your bargaining unit representative.

You are directed not to return to your site, or any other San Juan Unified School District site, without authorization from me. If you need to be unavailable to the district while on administrative paid leave, please contact me 24 hours prior to your absence.

If you have any questions regarding this letter, please contact me at (916) 971-7193.

Sincerely,

Daniel Thigpen
Chief of Human Resources
San Juan Unified School District

Melissa Bassanelli
Superintendent of Schools

Daniel Thigpen
Chief of Human Resources

Cloris Henry, Ed.D.
*Senior Director,
Human Resources*

ADDRESS
3738 Walnut Avenue
Carmichael, CA 95608

PHONE
(916) 971-7700

WEBSITE
www.sanjuan.edu

EXHIBIT “E”

Policy 4219.21: Professional Standards

Status: ADOPTED

Original Adopted Date: 06/09/1992 | **Last Revised Date:** 10/25/2016 | **Last Reviewed Date:** 10/25/2016

The Governing Board expects district employees to maintain the highest ethical standards, exhibit professional behavior, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students, staff, and other members of the school community. Employee conduct should enhance the integrity of the district, advance the goals of the district's educational programs, and contribute to a positive school climate.

The board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of district students.

Inappropriate employee conduct includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon.
2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student or staff member is observed.
3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child.
4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student.
5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time.
6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members.
7. Willfully disrupting district or school operations by loud or unreasonable noise or other action.
8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace or at a school-sponsored activity.
9. Dishonesty with students, parents/guardians, staff, or members of the public, including, but not limited to, falsification of information in employment records or other school records.
10. Divulging confidential information about students, district employees, or district operations to persons not authorized to receive the information.
11. Using district equipment or other district resources for the employee's own commercial purposes or for political activities.
12. Using district equipment or communications devices for personal purposes while on duty, except in an emergency or during scheduled work breaks.

Employees shall be notified that computer files and all electronic communications, including, but not limited to, email and voice mail, are not private. To ensure proper use, the Superintendent or designee may monitor employee usage of district technological resources at any time without the employee's consent.

13. Causing damage to or engaging in theft of property belonging to students, staff, or the district.
14. Wearing inappropriate attire.

An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of or suspects child abuse or neglect shall file a report pursuant to the district's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.

Any reports of employee misconduct shall be promptly investigated. Any employee who is found to have engaged in inappropriate conduct in violation of law or Board policy shall be subject to disciplinary action and, in the case of a certificated employee, may be subject to a report to the Commission on Teacher Credentialing. The Superintendent or designee shall notify local law enforcement as appropriate.

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline.

The district prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the district's complaint process shall be subject to discipline.

EXHIBIT “F”

Exhibit 4219.21-E(1): Professional Standards

Status: ADOPTED

Original Adopted Date: 06/09/1992 | **Last Reviewed Date:** 06/09/1992

School employees who are in daily contact with many phases of educational work should be persons whose conduct is beyond reproach, and who sincerely believe in the advancement of education and the betterment of working conditions.

As A School Employee I Will:

1. Be proud of my vocation in order that I may use my best endeavors to elevate the standards of my position so that I may merit a reputation for high quality of service -- to the end that others may emulate my example.
 2. Be a person of integrity, clean speech, desirable personal habits, and physical fitness.
 3. Be just in my criticism and be generous in my praise; to improve and not destroy.
 4. At all times be courteous in my relations with students, parents/guardians, teachers and others.
 5. Be a resourceful person who readily adapts himself to different kinds of work and changed conditions and finds better ways to do things.
 6. Conduct myself in a spirit of friendly helpfulness to my fellow employees to the end that I will consider no personal success legitimate or ethical which is secured by taking unfair advantage of another.
 7. Associate myself with employees of other districts for the purpose of discussing school problems and cooperating in the improvement of public school conditions.
 8. Always uphold my obligations as a citizen to my nation, my state, my school district, and my community and give them unswerving loyalty.
 9. Always bear in mind that the purpose of CSEA is to promote the efficiency and raise the standards of all school employees and that I shall be equally obligated to assist all my fellow workers.
-

EXHIBIT “G”

Policy 4222: Teacher Aides/Paraprofessionals

Status: ADOPTED

Original Adopted Date: 06/09/1992 | Last Reviewed Date: 06/09/1992

The Governing Board approves the use of noncertificated people to work with certificated personnel to assist them in discharging their professional duties.

It is expected that instructional assistants and aides will be members of a professional team dedicated to working for the best interests of students. All members of the team are expected to be loyal, courteous, cooperative, industrious and dependable. They must accept responsibility to act with the highest ethical standards as they work with students.

No person shall be initially assigned as an instructional aide unless he/she has passed the basic reading, writing and mathematics skills proficiencies required for graduation from high school in the district. Exceptions shall be those permitted by state law.

EXHIBIT “H”

Policy 4000: Concepts And Roles

Status: ADOPTED

Original Adopted Date: 06/09/1992 | **Last Reviewed Date:** 06/09/1992

The Governing Board wishes to establish, through the personnel policies and regulations of the district, conditions that will attract and hold the best qualified personnel for all positions, who will devote themselves to the education and welfare of the students of the district. The Board desires that teachers pursue excellence within their profession.

The Board believes that its personnel policies must be developed through the cooperation and participation of the employee organizations, the administrative staff, and the Board in an atmosphere of mutual faith and good will.

The Board intends to have all personnel policies and regulations conform to the requirements of law.

The Board

1. Adopts wage and salary schedules.
2. Elects or rejects employees on the recommendation of the Superintendent or designee.
3. Determines principles of treatment for employees, such as those in connection with sick leave, leaves of absence, inservice training, retirement, etc., either through the policies and regulations of the district or through negotiations with exclusive representatives (employee organizations).
4. Serves as a court of appeals in cases referred by the Superintendent or designee or which may be appealed by employees directly from the Superintendent or designee's judgment, or as specified in adopted employee organization bargaining agreements.

The Superintendent or Designee

1. Nominates for employment all certificated and classified personnel.
2. Recommends disciplinary action, including suspension and dismissal, against employees whenever there is sufficient evidence warranting any such action according to Board policy and administrative regulations, and/or state or federal laws and regulations.
3. Assigns, directs and supervises the work of all employees with due regard for the individual rights involved, proposes salary schedules for staff members not covered by an employee organization agreement, and serves as consultant to the Board throughout negotiations with employee organizations on all matters under negotiations.

Working Relationships between Board and Superintendent or Designee

The Board desires to be guided principally by the advice of the Superintendent or designee in regard to its relations with certificated and classified personnel.

The Board does not desire to exercise its employment responsibilities contrary to the recommendation of the Superintendent or designee, and will not employ any person unless recommended by the Superintendent or designee. If a nomination by the Superintendent or designee is not acceptable to the Board the nomination shall be withdrawn. The Superintendent or designee shall then present other nominations to the Board for consideration.

The Board agrees that all approaches by employees to the Board or to the individual members of the Board shall be referred to the Superintendent or designee for consideration and judgment, and to act as a court of appeals only after referrals have been made to the Superintendent or designee.

The Board desires that the Superintendent or designee conduct the district's personnel relations with fair and sound practices approved by the Board.



To: Cloris Henry, Senior Director, Human Resources
May Cha, Classified Director, Human Resources
Lauren Huffman, Human Resources Analyst

From: Dominic Covello, Skelly Officer

Date: February 26, 2026

Re: Skelly Meeting Review

Name/Job Title: Jeffry Remington, Instructional Assistant III

Requested Discipline: Dismissal

Skelly Review Date: February 23, 2026

Following a Skelly meeting review, the above-requested discipline is recommended as follows:

- The recommendation for dismissal from Jeffry Remington's position as Instructional Assistant III, detailed in the November 7, 2025, "Preliminary Notice of Recommendation of Dismissal and Right to Skelly meeting," is **reasonable and upheld**.

Reason for Recommendation:

- The preponderance of evidence presented suggests that Mr. Remington's conduct violated district and board policies, as documented within the discipline notice and packet.
- Mr. Remington disagreed with the charges; however, sufficient evidence was not presented to the Skelly Officer to indicate that the charges were false.

Sincerely,

Dominic Covello

Dominic Covello, Skelly Officer

ADDRESS

3738 Walnut Avenue
Carmichael, CA 95608

PHONE

(916) 971-7700

WEBSITE

www.sanjuan.edu

SENT VIA CERTIFIED MAIL and EMAIL jeffry.remington@sanjuan.edu



Melissa Bassanelli
Superintendent of Schools

Daniel Thigpen
Chief of Human Resources

Cloris M. Henry, Ed.D.
Senior Director

Lindsey McManigal
Director

May Cha
Director

March 12, 2026

Jeffry Remington
[REDACTED]

Re: Preliminary Notice of Recommendation of Dismissal and Right to a Skelly meeting

Dear Mr. Remington:

As the authorized representative of the San Juan Unified School District ("District"), I hereby provide this Preliminary Notice of Recommendation of Dismissal and Statement of Charges. This preliminary recommendation is made pursuant to California Education Code sections 45113 and 45116 and District Board Policy ("BP") 4218.

(Attached hereto as Exhibit A are true and correct copies of Education Code sections 45113 and 45116 and BP 4218.)

You are hereby directed to immediately contact my office to make arrangements to turn in your keys, and any other District property and to collect any personal belongings remaining on District property.

Causes for Dismissal

My recommendation for dismissal is based on the following causes set forth in BP 4218, as grounds for disciplinary action against a permanent classified employee:

- Neglect of duty (BP 4218 - 1(d))
- Immoral conduct (BP 4218 - 1(k))
- Violation of district, board or departmental rule, policy or procedure (BP 4218 - 1(p))
- Any other failure of good behavior either during or outside of duty hours which is of such nature that it causes discredit to the district or his/her employment (BP 4218 - 1(v))

Statement of Charges in Support of Causes for Dismissal

1. You are a classified employee of the District serving in the position of Instructional Assistant III at Del Campo High School. As an Instructional Assistant III, you are responsible to provide "instruction to small groups of students in a variety of subject areas such as math, reading, spelling, language arts, social studies, physical education or art ..." as well as monitor the "needs and behaviors of emotionally disturbed (ED), autistic or suspended/expelled/court-placed students and provide appropriate one-on-one and group interventions to respond to inappropriate behaviors; assess crisis situations, intervene and defuse as appropriate" and "if other means of redirection are not successful, restrain any student who becomes combative and/or physically abusive to self and others."

(Attached hereto as Exhibit B is a true and correct copy of the Instructional Assistant III job description.)

ADDRESS
3738 Walnut Avenue
Carmichael, CA 95608

PHONE
(916) 971-7700

WEBSITE
www.sanjuan.edu

2. You are also employed as a football coach at Del Campo High School, a role in which you regularly interact with, support and supervise students.

3. On September 23, 2025, the District's Legal Compliance Coordinator issued an official Response to Uniform Complaint Procedure ("UCP") Complaint that alleged you subjected students to verbal and physical abuse. The UCP findings contained several sustained allegations, including:

- a. Medical Negligence
- b. Racial Slurs
- c. Inappropriate Immigration Comments
- d. Verbal Abuse toward a Staff Member
- e. Inadequate Hydration
- f. Intimidation and Harassment
- g. Retaliation

The UCP complaint response found that you subjected a student to repeated bullying and intimidation, and the investigation identified systemic concerns that the student athletic program, under your supervision, was operating in a manner inconsistent with District expectations and in violation of several local and state policies regarding student safety, professional conduct, and equitable treatment. The UCP response found that your conduct contributed to physical and emotional harm among students.

(Attached hereto as Exhibit C is a true and correct copy of the original Response to Uniform Complaint Procedure Complaint dated September 23, 2025.)

4. Upon receipt of the UCP investigation findings, I directed you to report to Human Resources on September 24, 2025. During this meeting, I placed you on paid administrative leave pending the District's review of findings from the concluded UCP complaint investigation.

(Attached hereto as Exhibit D is a true and correct copy of the notice of Administrative Leave issued to you on September 24, 2025.)

5. I met with you on October 30, 2025, to discuss the UCP investigation findings. During the meeting, you questioned the fairness of the investigation, which you called "a witch hunt," and questioned the process of selecting and interviewing witnesses. You stated that many of the allegations were misconstrued or inaccurate. You also questioned the credibility of witnesses, who you described as a disgruntled student, their best friend, and a terminated former coach.

6. Your conduct described herein violated BP 4219.21, Professional Standards, which states in pertinent part: "The Board of Education expects district employees to maintain the highest ethical standards, exhibit professional behavior, follow district policies and regulations, abide by state and federal laws, and exercise good judgement when interacting with students, staff, and other members of the school community."

(Attached hereto as Exhibit E is a true and correct copy of BP 4219.21.)

7. Your conduct described herein also violates the District's Code of Ethics for Classified Employees provided in Board Exhibit 4219.21, which states in pertinent part: "School employees who are in daily contact with many phases of educational work should be persons whose conduct is beyond reproach," as well as "As a School Employee, I Will: 1. Be proud of my vocation in order that I may use my best endeavors to elevate the standards

Jeffrey Remington
November 5, 2025

of my position so that I may merit a reputation for high quality of service - to the end that others may emulate my example."

(Attached hereto as Exhibit F is a true and correct copy of E 4219.21.)

8. Your conduct described herein also violates the District's expectation of Teacher Aides/Paraprofessionals as outlined in BP 4222, which states in pertinent part: "It is expected that instructional assistants and aides will be members of a professional team dedicated to working for the best interests of students. All members of the team are expected to be loyal, courteous, cooperative, industrious, and dependable. They must accept responsibility to act with the highest ethical standards as they work with students."

(Attached hereto as Exhibit G is a true and correct copy of BP 4222.)

9. Your conduct described above also violated BP 4000, Concepts and Roles, which states in part: "The Governing Board wishes to establish, through personnel policies and regulations of the district, conditions that will attract and hold the best qualified personnel for all positions, who will devote themselves to the education and welfare of the students of the district."

(Attached hereto as Exhibit H is a true and correct copy of BP 4000.)

Skelly Outcome

On February 23, 2026, a Skelly meeting was held to discuss the Intent to Recommend for a Dismissal. On February 26, 2026, the Skelly officer's, Dominic Covello, final decision was issued, and it has been determined that the District's recommendation for dismissal was deemed "reasonable and upheld". The recommendation for dismissal will be upheld as of March 13, 2026.

Right to Appeal

Pursuant to BP 4218, you have a right to file an appeal of this and the statement of charges, you may sign and file the enclosed Notice for Appeal form with the office of the Human Resources department, attention Cloris Henry, Senior Director of Human Resources, during normal work hours, within five (5) calendar days from when you are issued the recommendation for dismissal. Any other written document signed and appropriately filed within the specific time limit by you shall constitute sufficient notice of appeal. The appeal shall indicate whether you are represented by CSEA or another representative.

FAILURE TO TIMELY FILE A WRITTEN AND SIGNED NOTICE OF APPEAL BY THE ABOVE-SPECIFIED DEADLINE SHALL CONSTITUTE A WAIVER OF YOUR RIGHT TO APPEAL AND RECOMMENDED PERSONNEL ACTION WILL BE PUT INTO EFFECT IMMEDIATELY.

A copy of this recommendation for dismissal will be placed in your personnel file ten (10) days from the date of this letter. Within that period, you may submit a written response that will be attached to this letter and placed along with it in your personnel file.

If you have any questions in connection with these materials, please contact me.

Sincerely,



Jeffry Remington
November 5, 2025

May Cha
Classified Director - Human Resources
San Juan Unified School District

CC: Kristan Schnepf, Assistant Superintendent, Secondary Education and Programs
Darrin Kitchen, Director, Secondary Education
Michael Magliola, Principal, Del Campo High School
Phanysha Clark Gaddis, J.D., MPP, General Counsel
Sterling Williams, Legal Compliance Coordinator
Adara Clark-Gunn, President, CSEA
Kurt Benfield, Labor Relations Representative, CSEA

Jeffry Remington
November 5, 2025

Attachments: **Exhibit A - Education Codes 45113, 45116 & BP 4218**
 Exhibit B - Instructional Assistant III Job Description
 Exhibit C - Response to Uniform Complaint Procedure Complaint (Sept. 23, 2025)
 Exhibit D - Notice of Paid Administrative Leave (Sept 24, 2025)
 Exhibit E - BP 4219.21, Professional Standards
 Exhibit F - E 4219.21, Code of Ethics for Classified Employees
 Exhibit G - BP 4222 Teacher Aides/Paraprofessionals as outlined
 Exhibit H - BP 4000 Concepts and Roles



To: Cloris Henry, Senior Director, Human Resources
May Cha, Classified Director, Human Resources
Lauren Huffman, Human Resources Analyst

From: Dominic Covello, Skelly Officer

Date: February 26, 2026

Re: Skelly Meeting Review

Name/Job Title: Jeffry Remington, Instructional Assistant III

Requested Discipline: Dismissal

Skelly Review Date: February 23, 2026

Following a Skelly meeting review, the above-requested discipline is recommended as follows:

- The recommendation for dismissal from Jeffry Remington's position as Instructional Assistant III, detailed in the November 7, 2025, "Preliminary Notice of Recommendation of Dismissal and Right to Skelly meeting," is **reasonable and upheld**.

Reason for Recommendation:

- The preponderance of evidence presented suggests that Mr. Remington's conduct violated district and board policies, as documented within the discipline notice and packet.
- Mr. Remington disagreed with the charges; however, sufficient evidence was not presented to the Skelly Officer to indicate that the charges were false.

Sincerely,

Dominic Covello

Dominic Covello, Skelly Officer

ADDRESS
3738 Walnut Avenue
Carmichael, CA 95608

PHONE
(916) 971-7700

WEBSITE
www.sanjuan.edu

NOTICE FOR APPEAL

Reasons for appeal: _____

Signature

Date

OFFICE USE ONLY
Date Received

EXHIBIT "A"

EDUCATION CODE

Section 45113

45113. (a) The governing board of a school district shall prescribe written rules and regulations governing the personnel management of the classified service. These written rules and regulations shall be printed and made available to employees in the classified service, the public, and those concerned with the administration of this section, whereby these employees are designated as permanent employees of the school district after serving a prescribed period of probation that shall not exceed six months or 130 days of paid service, whichever is longer. However, a full-time peace officer or public safety dispatcher employed by a school district operating a dispatch center certified by the Commission on Peace Officer Standards and Training, to be designated as a permanent employee of the school district, shall serve a probationary period of not less than one year of paid service from their date of appointment to that full-time position. A permanent employee who accepts a promotion and fails to complete the probationary period for that promotional position, shall be employed in the classification from which the employee was promoted.

(b) An employee designated as a permanent employee shall be subject to disciplinary action only for cause as prescribed by rule or regulation of the governing board of the school district, but the governing board's determination of the sufficiency of the cause for disciplinary action shall be conclusive.

(c) The governing board of a school district shall adopt rules of procedure for disciplinary proceedings that shall contain a provision for informing the employee by written notice of the specific charges against the employee, a statement of the employee's right to a hearing on those charges, and the time within which the hearing may be requested that shall be not less than five days after service of the notice to the employee, and a card or paper, the signing and filing of which shall constitute a demand for hearing, and a denial of all charges. The burden of proof shall remain with the governing board of the school district, and any rule or regulation to the contrary is void.

(d) Disciplinary action shall not be taken for any cause that arose before the employee's becoming permanent, nor for any cause that arose more than two years preceding the date of the filing of the notice of cause unless the cause was concealed or not disclosed by the employee when it could be reasonably assumed that the employee should have disclosed the facts to the employing school district.

(e) This section shall not be construed to prohibit the governing board of a school district, pursuant to the terms of an agreement with an employee organization under Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code, from delegating its authority to determine whether sufficient cause

exists for disciplinary action against classified employees, excluding peace officers as defined in Section 830.32 of the Penal Code, to an impartial third-party hearing officer. However, the governing board of the school district shall retain authority to review the determination under the standards set forth in Section 1286.2 of the Code of Civil Procedure.

(f) (1) Except as specified in paragraph (2), a permanent employee who timely requests a hearing on charges against the employee shall not be suspended without pay, suspended with a reduction in pay, demoted with a reduction in pay, or dismissed before a decision is rendered after the hearing, unless the governing board, or an impartial third-party hearing officer provided pursuant to the terms of an agreement with an employee organization under Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code, finds that at the time discipline was imposed at the conclusion of the review process specified in *Skelly v. State Personnel Bd.* (1975) 15 Cal.3d 194, the employer demonstrated by a preponderance of the evidence that the employee engaged in criminal misconduct, misconduct that presents a risk of harm to pupils, staff, or property, or committed habitual violations of the district's policies or regulations.

(2) If a hearing on the charges will be conducted by an impartial third-party hearing officer or the governing board pursuant to subdivision (e), the school district may stop paying a permanent employee before a decision is rendered after 30 calendar days from the date the hearing is requested.

(3) To the extent that this subdivision conflicts with a provision of a collective bargaining agreement entered into by a public school employer and an exclusive bargaining representative before January 1, 2023, pursuant to Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code, this subdivision shall not apply to the school district until the expiration or renewal of that collective bargaining agreement.

(g) (1) A governing board of a school district shall delegate its authority to a judge, as defined in Section 44990, to determine whether sufficient cause exists for disciplinary action against a classified employee involving allegations of egregious misconduct, as defined in Section 44932, and involving a minor, as defined in Section 44990. The judge's ruling shall be binding upon all parties.

(2) A judge authorized under this subdivision to conduct a hearing involving allegations as described in Section 44010 or 44011, or as described in Sections 11165.2 to 11165.6, inclusive, of the Penal Code, shall conduct that hearing in accordance with Article 3.3 (commencing with Section 44990) of Chapter 4 and Section 49077.

(3) The term "representative of the respondent," within the meaning of Article 3.3 (commencing with Section 44990) of Chapter 4, shall include, but not necessarily be limited to, an exclusive labor representative.

(h) This section applies only to school districts not incorporating the merit system as outlined in Article 6 (commencing with Section 45240).

(i) To the extent that this section, as amended by Chapter 542 of the Statutes of 2019, conflicts with a provision of a collective bargaining agreement entered into by a public school employer and an exclusive bargaining representative before January

1. 2020, pursuant to Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code, the changes made to this section by Chapter 542 of the Statutes of 2019 shall not apply to the school district until expiration or renewal of that collective bargaining agreement.

(Amended by Stats. 2023, Ch. 913, Sec. 1. (AB 2413) Effective January 1, 2023.)

State of California

EDUCATION CODE

Section 45116

45116. A notice of disciplinary action shall contain a statement in ordinary and concise language of the specific acts and omissions upon which the disciplinary action is based, a statement of the cause for the action taken and, if it is claimed that an employee has violated a rule or regulation of the public school employer, such rule or regulation shall be set forth in said notice.

A notice of disciplinary action stating one or more causes or grounds for disciplinary action established by any rule, regulation, or statute in the language of the rule, regulation, or statute, is insufficient for any purpose.

A proceeding may be brought by, or on behalf of, the employee to restrain any further proceedings under any notice of disciplinary action violative of this provision.

This section shall apply to proceedings conducted under the provisions of Article 6 (commencing with Section 45240) of this chapter.

(Enacted by Stats. 1976, Ch. 1010.)

Policy 4218: Dismissal/Suspension/Disciplinary Action

Status: ADOPTED

Original Adopted Date: 09/28/1993 | Last Reviewed Date: 09/28/1993

Termination of Probationary Employment

At any time prior to the expiration of the probationary period, the Governing Board may, at its discretion, dismiss a probationary classified employee from district employment. A probationary employee shall not be entitled to a hearing.

Involuntary Suspension Without Pay, Demotion, Reduction of Pay Step in Class, or Dismissal of Permanent Classified Employees

Permanent classified employees shall be subject to personnel action (suspension without pay, demotion, reduction of pay step in class, dismissal) only for cause. The Board's determination of the sufficiency of the cause for disciplinary action shall be conclusive.

1. Causes

In addition to any disqualifying or actionable causes otherwise provided for by statute or by policy or regulation of this district, each of the following constitutes cause for personnel action against a permanent classified employee:

- a. Falsifying any information supplied to the school district, including, but not limited to, information supplied on application forms, employment records, or any other school district records.
- b. Incompetency.
- c. Inefficiency.
- d. Neglect of duty.
- e. Insubordination.
- f. Dishonesty.
- g. Drinking alcoholic beverages while on duty or in such close time proximity thereto as to cause any detrimental effect upon the employee or upon employees associated with him/her.
- h. Addiction to the use of controlled substances.
- i. Conviction of a felony, conviction of any sex offense made relevant by provisions of law, or conviction of a misdemeanor which is of such a nature as to adversely affect the employee's ability to perform the duties and responsibilities of his/her position. A plea or verdict of guilty, or a conviction following a plea of nolo contendere is deemed to be a conviction within the meaning of this section.
- j. Absence without leave.

If a regular employee is absent from work for a period of three days or more without notifying his/her supervisor, the district may declare his/her job "abandoned", and the employee shall be suspended subject to dismissal. In this event, the employee will have the same right of appeal as provided in other cases of dismissal, suspension, and demotion.
- k. Immoral conduct.
- l. Discourteous treatment of the public, students, or other employees.
- m. Improper political activity.
- n. Willful disobedience.
- o. Misuse of district property.

- p. Violation of district, Board or departmental rule, policy, or procedure.
- q. Failure to possess or keep in effect any license, certificate, or other similar requirement specified in the employee's class specification or otherwise necessary for the employee to perform the duties of the position.
- r. Refusal to take and subscribe any oath or affirmation which is required by law in connection with his/her employment.
- s. Physical or mental disability, which disability precludes the employee from the proper performance of his/her duties and responsibilities as determined by competent medical authority, except as otherwise provided by a contract or by law regulating retirement of employees.
- t. Unlawful discrimination, including harassment, on the basis of race, religious creed, color, national origin, ancestry, physical handicap, marital status, sex, or age against the public or other employees while acting in the capacity of a district employee.
- u. Unlawful retaliation against any other district officer or employee or member of the public who, in good faith, reports, discloses, divulges, or otherwise brings to the attention of any appropriate authority any information relative to actual or suspected violation of any law of this State or the United States occurring on the job or directly related thereto.
- v. Any other failure of good behavior either during or outside of duty hours which is of such nature that it causes discredit to the district or his/her employment.

Except as defined in #s above, no personnel action shall be taken for any cause which arose prior to the employee's becoming permanent, nor for any cause which arose more than two years preceding the date of the filing of the notice of cause unless such cause was concealed or not disclosed by such employee when it could be reasonably assumed that the employee would have disclosed the facts to the district.

2. Initiation and Notification of Charges

The district Superintendent or designee may initiate a personnel action as defined herein against a permanent classified employee.

In all cases involving a personnel action, the person initiating said action shall file a written recommendation of personnel action with the Board. A copy of the recommendation shall be served upon the employee either personally or by registered or certified mail, return receipt requested, at the employee's last known address. The recommendation shall include:

- a. A statement of the nature of the personnel action (suspension without pay, demotion, reduction of pay step in class, or dismissal).
- b. A statement of the cause or causes therefor as set forth above.
- c. A statement of the specific acts or omissions upon which the causes are based. If violation of rule, policy, or regulation of the district is alleged, the rule, policy, or regulation violated shall be set forth in the recommendation.
- d. A statement of the employee's right to appeal the recommendation and the manner and time within which his/her appeal must be filed.
- e. A card or paper, the signing and filing of which shall constitute a demand for hearing and a denial of all charges.

3. Employment Status Pending Appeal or Waiver

Except as provided herein, any employee against whom a recommendation of personnel action has been issued shall remain on active duty status and responsible for fulfilling the duties of the position pending his/her appeal or waiver thereof.

In cases where the Superintendent or designee has determined that a permanent classified employee should be dismissed and that continuation of the employee in active duty status after a written recommendation of such personnel action has been issued would result in an unreasonable risk of harm to students, staff, or property during the time the proceedings are pending, the Superintendent or designee may order the employee immediately suspended from his/her duties without pay in conjunction with the recommendation of personnel action. Such suspension order shall be in writing and shall include a statement setting forth the reasons why such suspension is deemed necessary. Any such suspension order shall be served upon the employee either personally or by registered mail or certified mail, return receipt requested, immediately after issuance. Except in cases of emergency where the employee must be removed from the premises immediately, at least five calendar days prior to the effective date of any order of suspension without pay issued in conjunction with any recommendation of personnel action involving dismissal, the Superintendent or designee shall give the employee written notice of the proposed recommendation of personnel action of dismissal including notice that immediate suspension without pay is being considered, the reasons for the proposed dismissal action and for the proposed immediate suspension without pay, materials upon which the proposed action is based, and the right to respond either orally or in writing to the Superintendent or designee prior to the issuance of the final recommendation and order.

4. Time Limit of Suspension

Any suspensions (except a suspension imposed under #3 above) invoked under these rules against any one person in the classified service for one or more periods shall not aggregate more than 90 calendar days in any 12-month period; provided, however, this time limitation is inapplicable to cases in which personnel action of dismissal is modified by the Board to a suspension.

5. Right to Appeal

The employee may, within five calendar days after receiving the recommendation of personnel action described above, appeal by signing and filing the card or paper included with the recommendation. Any other written document signed and appropriately filed within the specified time limit by the employee shall constitute a sufficient notice of appeal. A notice of appeal is filed only by delivering the notice of appeal to the office of the district Superintendent or designee during normal work hours of that office. A notice of appeal may be mailed to the office of the Superintendent or designee but must be received or postmarked no later than the time limit stated herein. In cases where an order of suspension without pay has been issued in conjunction with a recommendation of personnel action involving dismissal, any appeal from the recommendation shall also constitute an appeal from the order, and the necessity of the order shall be an issue in the appeal hearing.

If the employee against whom a recommendation of personnel action has been filed fails to file a notice of appeal within the time specified in these rules, the employee shall be deemed to have waived his/her right to appeal, and the Board may order the recommended personnel action into effect immediately.

6. Amended/Supplemental Charges

At any time before an employee's appeal is finally submitted to the Board or to a hearing officer for decision, the complainant may, with the consent of the Board or hearing officer, serve on the employee and file with the Board an amended or supplemental recommendation of personnel action.

If the amended or supplemental recommendation presents new causes or allegations, the employee shall be afforded a reasonable opportunity to prepare his/her defense thereto. Any new causes or allegations shall be deemed controverted and any objections to the amended or supplemental causes or allegation may be made orally at the hearing and shall be noted on the record.

7. Hearing Procedures

- a. The hearing shall be held at the earliest convenient date, taking into consideration the established schedule of the Board or hearing officer and the availability of counsel and witnesses. The parties shall be notified of the time and place of the hearing. The employee shall be entitled to appear personally, produce evidence, and have counsel and, if demand is made therefor when the Board is hearing the appeal, a public hearing. The complainant may also be represented by counsel. The procedure entitled "Administrative Adjudication" commencing at Section 11500 of the Government Code shall not be

applicable to any such hearing before the Board or a hearing officer. Neither the Board nor a hearing officer shall be bound by rules or evidence used in California courts. Informality in any such hearing shall not invalidate any order or decision made or approved by the hearing officer or the Board.

- b. All hearings shall be heard by a hearing officer (who shall be an attorney licensed in the State of California) except in those cases where the Board determines to hear the appeal themselves or, for general unit employees with proposed suspensions of three days or less, the Superintendent or designee shall serve as the hearing officer. The district's hearing officer shall not be the person initiating the proposed disciplinary action. In any case in which the Board hears the appeal, the Board may utilize the services of its counsel or a hearing officer in ruling upon procedural questions, objections to evidence, and issues of law. If the appeal is heard by the Board, it shall affirm, modify or revoke the recommended personnel action.
 - c. If the appeal is heard by a hearing officer, he/she shall prepare a proposed decision in such form that it may be adopted by the Board as the decision in the case. A copy of the proposed decision shall be received and filed by the Board and furnished to each party within ten days after the proposed decision is filed by the Board. The Board may:
 - i. Adopt the proposed decision in its entirety.
 - ii. Reduce the personnel action set forth therein and adopt the balance of the proposed decision.
 - iii. Reject a proposed reduction in personnel action, approve the personnel action sought by the complainant or any lesser penalty, and adopt the balance of the proposed decision.
 - iv. Reject the proposed decision in its entirety.
 - d. If the Board rejects the proposed decision in its entirety, each party shall be notified of such action and the Board may decide the case upon the record including the transcript, with or without the taking of additional evidence, or refer the case to the same or another hearing officer to take additional evidence. If the case is so assigned to a hearing officer, he/she shall prepare a proposed decision as provided in #c above, upon the additional evidence and the transcript and other papers which are part of the record of the prior hearing. A copy of such proposed decision shall be furnished to each party within ten days after the proposed decision is filed by the Board.
 - e. In arriving at a decision or a proposed decision on the propriety of the proposed personnel action, the Board or the hearing officer may consider the records of any prior personnel action proceedings against the employee in which a personnel action was ultimately sustained and any records contained in the employee's personnel files if such records were introduced into evidence at the hearing.
 - f. The decision of the Board shall be in writing and shall contain findings of fact and the personnel action approved, if any. The findings may be stated in the language of the pleadings or reference thereto.
8. Hearing Decision

The decision of the Board shall be certified to the complainant from whose recommendation the appeal is taken and shall be enforced and followed by him/her. A copy of the decision shall be delivered to the appellant or his/her designated representative personally or by registered mail. The decision of the Board shall be final.

9. Compulsory Dismissal

The district shall not employ or retain in employment any person who has been convicted of any sex offense as defined in Education Code 44010 or any controlled substance offense as defined in Education Code 44011. If, however, any such conviction is reversed and the person acquitted or charges dismissed, except as otherwise provided below, the employee may be reemployed by the district, although reemployment is not a guarantee. (Education Code 45123)

The district reserves the right to dismiss an employee for any acts upon which the original criminal charges were based, despite the disposition by the courts. If dismissal is recommended by the Board and upheld, an employee will not be reemployed nor compensated for the time he/she was suspended unless otherwise required by law.

An employee shall be given notice of the possibility of not being reimbursed during mandatory suspension if he/she is ultimately dismissed for the acts upon which the original charges were based.

10. Extension of Compulsory Leave

The Board may extend an employee's compulsory leave of absence by giving him/her notice, within ten days after the entry of judgment in the proceedings, that he/she will be dismissed in 30 days unless he/she demands a hearing. Employee compensation during the period of compulsory leave shall be made in accordance with law. (Education Code 44940.5)

EXHIBIT "B"



Job Description

POSITION CODE: 919
Classified Group: CSEA
Salary Range: 17
Work Days: 206
Page 1 of 3

POSITION TITLE: Instructional Assistant III

DEFINITION: Under general supervision, assigned to an education program where there is a group of students designated as an emotionally disturbed (ED) class or an autism class, or assigned to a Behaviorist to assist individual students. Individuals in this classification spend a substantial portion of their time providing intervention to students who exhibit disruptive, aggressive and/or self-injurious behaviors associated with the ED or autism designation.

DIRECTLY RESPONSIBLE TO: Site Administrator or Designee

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Provides instruction to individuals or small groups of students in a variety of academic subject areas.
2. Monitors needs and behaviors of emotionally disturbed (ED) and/or autistic students and provides appropriate one-on-one and group interventions to respond to inappropriate behaviors.
3. Maintains alertness to changing environments (both group and individual) that could lead to disruptive, aggressive, and/or self-injurious behavior and intervenes and/or defuses as appropriate.
4. Restrains students who become combative and/or physically abusive to self or others in accordance with district trainings and applicable state laws, codes, regulations, etc. if other means of redirection are not successful.
5. May provide instruction in language development, visual perception, number concepts, or more basic skills.
6. Assists individual students with daily assignments, remedial, or make up work; may use flash cards, games, work sheets, drills, and a variety of study aids and techniques to reinforce skills/teaming or present new academic concepts.
7. Under supervision, monitors or administers a variety of tests and quizzes.
8. Corrects tests, work sheets, and homework or daily assignments.
9. Posts grades, behavior, citizenship, test scores or student progress to record books, charts, or student folders.
10. Designs and prepares bulletin boards, displays of student work, charts, forms, games, flash cards or other teaching aids.
11. Operates office equipment (e.g. copier, scanner, etc.) to reproduce tests, study aids, worksheets, and instructional materials.
12. Utilizes behavior intervention techniques to assist the assigned teacher(s) with maintaining classroom discipline.
13. Consults with assigned teacher(s) regarding individual student goals lesson plans, work schedules, and evaluation of student progress.
14. Makes copies of meeting notices, correspondence, bulletins, and a variety of instructional materials.
15. May assist teacher with filing classroom materials and place information in student folders such as grades, test scores and a variety of reports.
16. Organizes work areas and assembles learning materials, study aids, art supplies, or assignment folders.
17. May assist teacher with daily student attendance or lunch count.
18. May order supplies, forms, instructional and audio-visual materials.

19. May participate in field trips.
20. Assists in keeping study areas attractive and orderly.
21. Distributes already prepared snacks and assists students with packaging and/or containers.
22. May supervise students in cafeteria and on playground or bus loading.
23. Assists students in integrated classrooms as needed.
24. Maintains classroom routine for short periods of time when teacher is not present.
25. Assists students with clothing, possessions or personal care (i.e. feeding, washing and toileting, etc.).
26. Inventories classroom supplies, books, or equipment.
27. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Minimum of a high school diploma or equivalent; previous experience working with groups of children; higher education desirable including courses in child development, child psychology, or behavior modification.

Licenses and Certificates:

- Valid Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

Knowledge, Skills, and Abilities:

- Competency in basic academic skills such as math, spelling, grammar
- Ability to communicate effectively both verbally and in writing with administrators, staff, students, and parents
- Ability to understand and follow verbal and written instructions
- Ability to read and understand test instruction, teacher manuals, and guide
- Ability to work effectively with all levels of district staff, students, and parents
- Ability to effectively supervise students
- Ability to work independently, with minimum directions, and make decisions within the framework of established guidelines
- Ability to adapt to individual needs of students and teachers, and work with interruptions
- Ability to understand and relate to individual needs of exceptional children
- Ability to maintain records and maintain a confidentiality of privileged information obtained in the course of work
- Ability to tolerate and manage frequent and extreme verbal outbursts, physically threatening behaviors, and being in confrontative situations
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS:

Work Environment:

- Indoor classroom and outdoor environment
- Moderate noise
- Drive a vehicle to conduct work

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Move about schools and facilities to conduct work including kneeling, crouching, reaching with arms and hands for long periods of time
- Inspect documents and other written materials with fine print

Instructional Assistant III

Page 3 of 3

- Communicate to exchange information in person, with small groups, and/or on the telephone
- Operate office equipment requiring repetitive hand movement and fine coordination
- Sufficient physical ability to restrain students of varying weights
- Lift and/or move non-ambulatory students with assistance

Hazards:

- Exposure to and contact with blood and other bodily fluids
- Exposure to students who could possibly exhibit aggressive behaviors

Other Characteristics

- Ability to maintain certification in designed skills/areas, such as Therapeutic Crisis Intervention Training or other trainings designed by the district

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved:	10/24/2017
Adopted:	9/23/1980
Revised:	10/31/1995 (Chapter I Educational Requirements)
Revised:	9/14/1999 (Added Instructional Assistant III)
Revised:	10/12/1999 (Added autistic language to Inst Asst III)
Revised:	8/8/2000 (Added Community Day School language to Inst Asst III)
Revised:	10/4/2017

EXHIBIT "C"

RESPONSE TO UNIFORM COMPLAINT PROCEDURE COMPLAINT

Complainant Darrin Cochran, on behalf of his son Riley Cochran

1. Nature of Complaint

Darrin Cochran (hereinafter referred to as "Complainant") filed a complaint alleging that his son, Riley Cochran, hereinafter referred to as ("Student"), was a victim and witness to verbal and physical abuse, and inappropriate staff/student conduct, on the part of two football coaches at Del Campo High School ("Del Campo"). The two coaches are Jeffery Remington ("Coach 1") and Matt Costa ("Coach 2").

2. Specific Allegation(s)

Attached as Exhibit "1," is a copy of the complaint filed by Complainant and received by San Juan Unified School District ("District") on July 31, 2025.

3. Remedy Requested

Complainant's requested remedies include a formal investigation of the conduct in question, the removal of the named football coaches within this complaint, and the implementation of systems that would prevent similar behavior from happening in the future.

4. Investigation

As part of this investigation, the investigator interviewed Complainant, Student, Coach 1, Coach 2, Connor Mawhinney ("Coach 3"), former coach Keith Rosenberg ("Coach 4"), Wes Baggs ("Coach 5"), Jeff Lockwood ("Coach 6"), Player 1, Player 2, Player 3, Player 4, Darriann Baeder ("Teacher"), Michael Magliola ("Principal"), Monica Shields ("Booster"), and reviewed all relevant documents.¹

It should be noted that other coaches, along with players, did not respond to requests for an interview or declined to participate.

██████████'s father, ██████████, shared on Logan's behalf that he was not the victim of any inappropriate physical contact.

5. Findings of Fact

The following is organized to reflect the filed complaint.

Coach 1

Medical Negligence

California Education Code section(s): 49400-49414.5; 49422 and District Administrative Regulation 5141.3: Health Examinations (4) requires that any athletic injury incurred during practice or competition be carefully reviewed by the coach and referred for medical evaluation when necessary.

In this matter, Student alleges that on October 15, 2024, they provided Coach 1 with a physician's note documenting a quadricep injury sustained during practice and requesting rest. According to Student, Coach 1 dismissed the note because it was not completed by a "sports doctor." Student stated that Coach

¹ For the safety of not violating FERPA, student names and identifiers are intentionally left out of this report.

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I did not take the injury seriously, mocked Student at the end of practice in front of teammates, and pressured Student to continue practicing despite the medical recommendation to rest. Coach 3 and Coach 6 claimed that they were present when Coach 1 disregarded the note, and Coach 4 reported observing Coach 1 belittle the injury. Player 3 recalled Student being frustrated, because Coach 1 minimized the injury. Student stated they felt pressured to continue practicing until they submitted an MRI on May 23, 2025, which confirmed a quadricep tear.

Coach 1 denies dismissing the doctor's note and asserts that they immediately placed Student on a modified practice plan. Coach 2 corroborated this account, stating that Student frequently disregarded coaching staff directives and continued to overexert themselves, despite being advised against it.

In evaluating these conflicting accounts, the statements of Student, Coach 3, Coach 4, Coach 6, and Player 3 are consistent, mutually reinforcing, and more credible. The weight of the evidence suggests that Coach 1 did, in fact, dismiss the doctor's note, failed to make a timely referral for medical evaluation, and trivialized the injury in the presence of others. Moreover, there is nothing in writing from Coach 1 or Coach 2 regarding Student's injury, modifications to practice, or referrals for further evaluation.

Based on the preponderance of the evidence, it is more likely than not that Student was pressured to continue practicing despite a documented injury and without appropriate referral for further evaluation. Accordingly, this allegation is sustained.

Racial Slurs

Board Policy 4119.21 (Professional Standards) prohibits employees from engaging in harassing or discriminatory behavior toward students, parents/guardians, staff, or community members. It further prohibits employees from failing or refusing to intervene when discrimination, harassment, intimidation, or bullying is observed. The use of racial epithets, including the N-word, constitutes discriminatory and harassing conduct under both District policy and state/federal nondiscrimination laws.

Student reported that Coach 1 used the N-word on multiple occasions during practice. Student specified that Coach 1 used the word with the "-er" ending, which Student perceived as particularly offensive and harmful.

Coach 1 denied ever using the N-word in any form. However, Coach 1 referenced a team culture requiring players who used the N-word to perform 20 push-ups. Coach 2 corroborated the existence of this culture, adding that his spouse is Black and he would not tolerate such language in practice.

Despite these denials, multiple witnesses corroborated Student's allegation. Player 3 and Player 4 confirmed that Coach 1 used the N-word, reportedly in the context of telling others not to use it. Student, Player 3, and Player 4 each expressed that the repetition of the word itself was unnecessary and harmful. Player 3, who identifies as Black, further indicated that he believed Coach 1's conduct was disrespectful and racially insensitive, and speculated that it would not have occurred had his father, who is also Black, been present.

Additionally, Coach 3 and Coach 4 independently confirmed Coach 1's use of the N-word, stating that it was not accidental but intentional.

While Coach 1 and Coach 2 denied the allegation, the consistent and mutually reinforcing statements of Student, Player 3, Player 4, Coach 3, and Coach 4 outweigh the denials. The corroboration across

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multiple individuals, both students and staff, adds credibility to the allegation. Moreover, there is no evidence to suggest a motive for fabrication by the corroborating witnesses.

Based on the preponderance of the evidence, it is more likely than not that Coach 1 used the N-word in the presence of students during practice. Such conduct constitutes discriminatory and harassing behavior in violation of Board Policy 4119.21 and District professional standards.

Accordingly, this allegation is sustained.

Inappropriate Immigration Comment

Board Policy 4119.21 (Professional Standards) prohibits employees from engaging in harassing or discriminatory behavior toward students, parents/guardians, staff, or community members. This includes verbal conduct that demeans, ridicules, or singles out individuals based on actual or perceived protected characteristics, including national origin, ancestry, or immigration status. Both state and federal civil rights laws similarly prohibit school employees from engaging in discriminatory or harassing behavior based on protected classifications.

Student reported that Coach 1 made a discriminatory remark during practice, suggesting that players could report classmates to U.S. Immigration and Customs Enforcement ("ICE") and receive \$1,500 in return if those classmates were undocumented.

Coach 1 admitted to making the comment but claimed it was not directed at any one individual. Coach 1 explained that the statement was made in response to several Afghan students who were mocking them during practice and was intended as a general remark rather than a targeted threat.

Although Coach 1 contends the remark was not directed towards any specific student, the content of the statement is discriminatory on its face, as it explicitly invokes students' actual or perceived immigration status. Regardless of intent, such a statement creates a hostile environment for students, particularly for those of Afghan or immigrant backgrounds, and undermines the District's obligation to provide an educational environment free from discrimination and harassment. The fact that Coach 1 admitted to making the statement further substantiates the allegation.

By a preponderance of the evidence, it is more likely than not that Coach 1 engaged in discriminatory conduct in violation of Board Policy 4119.21 and applicable nondiscrimination laws. The admission alone establishes sufficient grounds to sustain the allegation.

Accordingly, this allegation is sustained.

Physical Assault

California Education Code section 49001 defines corporal punishment as "the willful infliction of, or willfully causing the infliction of, physical pain on a pupil." The statute provides exceptions where the use of reasonable and necessary physical force is permitted, including (1) when required to protect the safety of pupils, staff, or others, and (2) when physical contact occurs in the course of voluntary physical activity, such as athletic training or competition.

Student reported that Coach 1 grabbed Player 2 by the neck and pushed them during football practice due to frustration.

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Player 2 acknowledged that Coach 1 made physical contact with them but clarified that Coach 1 grabbed them by the shirt and only did so to reposition them on the field. Player 2 stated they did not perceive the action as violent or punitive.

Coach 1 corroborated Player 2's account, explaining that the contact was instructional, not disciplinary, and intended to demonstrate proper field positioning. Coach 1 further noted that Player 2 appeared distracted during practice. After follow-up conversations with Player 2 and their family, Coach 1 advised that he learned that unrelated personal issues were affecting Player 2's focus.

Player 2's account is consistent with Coach 1's version of events, and both deny that the contact was intended or perceived as an act of violence, discipline, or punishment. The context of voluntary participation in a contact sport, coupled with the instructional nature of the interaction, places the incident within the statutory exception for voluntary physical activity under Education Code section 49001.

Based on the evidence and the statutory framework, it is more likely than not that Coach 1's conduct did not constitute corporal punishment under Education Code section 49001. The physical contact was incidental to voluntary athletic participation, instructional in nature, and not perceived by the student as punitive or violent.

Accordingly, this allegation is not sustained.

Verbal Abuse towards a Staff Member

Board Policy 4119.21: Professional Standards prohibits employees from engaging in harassing, discriminatory, or disrespectful conduct toward students, parents/guardians, staff, or community members. It further requires employees to refrain from behavior that undermines the professional climate of the District.

Student reported that following a disagreement between Coach 1 and Teacher, Coach 1 made inappropriate remarks about Teacher, including the use of disparaging names, after Teacher had left the area.

Player 4 corroborated the Student's account, confirming that Coach 1 referred to Teacher using foul language once Teacher departed.

Teacher confirmed that a disagreement occurred and described Coach 1's demeanor as increasingly authoritarian. Teacher reported feeling "sidelined" and disrespected, attributing this in part to gender dynamics and noting that their decade of experience in the District was not acknowledged or valued by Coach 1. Teacher was not present for the alleged post-incident comments but stated that the interaction itself reflected a lack of professional respect.

While not present for the disagreement, Coach 3 recalled hearing players discussing the incident afterward and repeating claims consistent with those reported by Student and Player 4.

Coach 1 acknowledged the disagreement with Teacher but denied making any disparaging remarks after Teacher left.

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The accounts provided by Student and Player 4 are consistent with one another and supported indirectly by Coach 3's observations of player discussions following the incident. Teacher's perception of being disrespected, while distinct from the alleged name-calling, aligns with the broader concern of unprofessional conduct. Coach 1's denial is noted; however, when considered alongside prior corroborated instances of inappropriate language (including earlier admitted remarks about Afghan students), Coach 1's credibility is diminished.

Based on the preponderance of the evidence, it is more likely than not that Coach 1 engaged in unprofessional and inappropriate conduct by making disparaging comments about a colleague in front of students. Such conduct violates Board Policy 4119.21 by undermining professional respect and contributing to a hostile environment for both staff and students.

Accordingly, this allegation is sustained.

Coach 2

False Accusations

Student alleges that Coach 2 falsely accused them of creating an Instagram account that published disparaging comments about members of the Del Campo coaching staff.

As this allegation is not within the purview of the Uniform Complaint Procedure or related to the same, and in order to preserve the integrity and impartiality of the investigation, this matter was reassigned to District Director for review.

Complainant is advised to follow up with site leadership on the status of this secondary investigation.

Physical Assault

California Education Code section 49001 defines corporal punishment as "the willful infliction of, or willfully causing the infliction of, physical pain on a pupil." Exceptions include reasonable and necessary physical force used to maintain safety and physical contact occurring in the course of voluntary athletic activity, such as practice or competition.

Student alleges that during an altercation with Coach 2 about the Instagram account issue, Coach 2 pushed Student out of frustration. The alleged incident was said to have occurred on the football field during practice.

No other players or coaches reported observing Coach 2 push Student.

Coach 2 expressly denied pushing Student at any point.

Complainant shared that they filed a police report related to the alleged altercation.

The allegation rests solely on Student's account. The absence of corroborating witnesses, despite the allegation occurring in a public setting during football practice, weakens the claim. While the filing of a police report is noted, this does not confirm misconduct. Coach 2's denial, coupled with the lack of supporting testimony or documentation, creates insufficient basis to conclude by a preponderance of the evidence that the alleged conduct occurred.

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Therefore, it is not more likely than not that Coach 2 engaged in corporal punishment or inappropriate use of physical force as defined under Education Code section 49001.

Accordingly, this allegation is not sustained.

Inappropriate Sharing

Board Policy 4119.21: Professional Standards (4) prohibits employees from engaging in inappropriate socialization or fraternization with students, as well as from soliciting, encouraging, or maintaining inappropriate written, verbal, or physical relationships with students. Employees are expected to maintain appropriate professional boundaries at all times.

Student alleged that Coach 2 engaged in inappropriate socialization by disclosing to students that he had undergone a vasectomy and by making repeated comments about the associated pain during practice.

Coach 2 denied making any such disclosures. Coach 2 stated that they mentioned having undergone "a couple of medical procedures" but denied providing details about the nature of those procedures or making repeated comments.

No other students or staff corroborated the allegation, despite the alleged disclosures being described as occurring on multiple occasions during practice.

The allegation is based solely on Student's account, with no corroborating testimony from other individuals who were reportedly present. Coach 2's denial is consistent throughout, and the absence of supporting evidence undermines the reliability of the claim. Given the lack of corroboration and conflicting accounts, the evidence does not meet the preponderance of the evidence standard required to substantiate the allegation.

It is not more likely than not that Coach 2 engaged in inappropriate socialization or made inappropriate disclosures to students in violation of Board Policy 4119.21.

Accordingly, this allegation is not sustained.

Physical Punishment

California Education Code section 49001 defines corporal punishment as "the willful infliction of, or willfully causing the infliction of, physical pain on a pupil." The statute provides exceptions when the force used is reasonable and necessary to maintain safety or when the pain results from voluntary participation in athletic activity. However, activities that are unreasonable, excessive, or conducted under unsafe conditions may fall outside of these exceptions.

Student alleged that during football practice, Coach 2 directed the team to perform bear crawls in extreme heat, resulting in several players suffering dehydration, heat-related illness, and severe blistering on their hands.

Student submitted Exhibits "2" and "3", depicting Player 4's hands following the drill.

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Player 4 confirmed the photographs were of their own hands after participating in the drill. Player 4 further stated that Coach 2 was present and overseeing the activity at the time.

Coach 2 acknowledged that the bear crawl drill occurred but denied being present, stating that assistant coaches facilitated the drill without authorization. Coach 2 further indicated that the assistant coaches responsible were later terminated for their actions.

The photographs provide direct physical evidence of harm resulting from the drill. The corroborating statements of multiple players, including Player 4, consistently indicated Coach 2 as present during the activity. While Coach 2 denies being present, this denial is contradicted by multiple independent student accounts. The termination of assistant coaches does not absolve Coach 2 of responsibility, as supervisory staff maintain accountability for student safety during athletic practices.

Based on the preponderance of the evidence, including photographic documentation and consistent witness testimony, it is more likely than not that the bear crawl drill was conducted under extreme and unsafe conditions, resulting in physical harm to students. Coach 2's denial is not supported by the weight of the evidence. The conduct at issue constitutes unreasonable physical activity outside the statutory exception in Education Code section 49001.

Accordingly, this allegation is sustained.

Verbal Abuse

Administrative Regulation 5131.2 defines bullying as aggressive behavior that involves a real or perceived imbalance of power with the intent to cause emotional or physical harm. Bullying may be physical, verbal, or social/relational in nature and can consist of a single severe act or repeated conduct that is deliberate and harmful. District employees are required to model respectful conduct and refrain from engaging in bullying or harassing behaviors.

Student alleged that Coach 2 consistently used demeaning and profane language toward both players and staff, creating a hostile and fear-based environment.

Coach 3 reported that Coach 2 regularly uses profanity in practice, including yelling at him in front of the team to "run the f#cking play."

Coach 4 confirmed that profanity and berating language are a daily occurrence in practice.

Coach 5 supported the general characterization of Coach 2's conduct as demeaning toward players and staff.

Player 4 reported that Coach 2 often directed profanity directly at players. Player 4 added that most players are reluctant to respond or speak up due to fear of retaliation. Player 4 also observed that Coach 2 engaged in favoritism, giving preferential treatment to players with whom he had personal relationships with their families.

Coach 2 admits to using profanity from time to time, but notes that it has been infrequent, situational, and not directed towards anyone in particular.

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The accounts of multiple independent witnesses, Student, three staff members, and one player, are consistent and mutually reinforcing. Their testimony establishes a pattern of repeated use of profanity, public berating, and favoritism, which collectively demonstrates a power imbalance and a detrimental impact on the team environment. The consistency of reports from both staff and students strengthens the credibility of the allegations.

Based on the preponderance of the evidence, it is more likely than not that Coach 2 engaged in repeated demeaning and profane verbal conduct toward both players and staff. This behavior constitutes verbal bullying in accordance with Administrative Regulation 5131.2 and violates professional standards by fostering an environment of intimidation and fear.

Accordingly, this allegation is sustained.

Inappropriate Ritual

Administrative Regulation 5131.2 defines bullying as aggressive behavior that involves a real or perceived imbalance of power, with the intent to cause emotional or physical harm. Bullying may be physical, verbal, or social/relational and can involve a single severe act or repeated conduct that is deliberate and harmful. Employees are expected to refrain from engaging in or facilitating behavior that creates a hostile or intimidating environment for students.

Student reported that Coach 2 leads a team ritual in which players are instructed to lift their hands above their heads, after which Coach 2 asks, "What does it smell like?" Players are expected to respond with phrases such as "like sh#t" or "bullsh#t."

Player 1, Player 3, Coach 1, Coach 3, and Coach 4 confirmed that this ritual has occurred multiple times and described it as a recurring practice.

Coach 2 acknowledged leading the ritual, but only a couple times per season, and stated that the practice was something they learned from a former coach.

Player 2 denied any knowledge of the ritual, which raises some concerns regarding the credibility of their overall interview; however, the weight of multiple corroborating statements and Coach 2's own admission outweighs this denial.

Therefore, based on the preponderance of the evidence, it is more likely than not that Coach 2 led the described team ritual, which constitutes verbal and social/relational bullying under Administrative Regulation 5131.2. The conduct fosters an environment that is intimidating and demeaning for students.

Accordingly, this allegation is sustained.

Selective Hiring

Board Policy 4111 (Recruitment and Selection) states that the District, through its recruitment and selection processes, actively seeks to establish and maintain a diverse staff. This includes outreach to institutions and organizations that serve populations underrepresented among District employees and adherence to fair and nondiscriminatory hiring practices.

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Student alleged that when Player 3's father expressed interest in joining the football coaching staff, Coach 2 stated that the District had a policy prohibiting the hiring of coaches who had a child currently on the team. Student further noted that multiple other coaches with children on the team had previously been hired.

Player 3 confirmed the allegation during the interview. Player 3's father, who is Black, indicated that he had prior coaching experience with several Del Campo students and expressed that he was discouraged from joining the staff based on Coach 2's purported statement about District policy.

Coach 2 acknowledged that there have historically been and there currently are coaches with children on the team. When asked about potentially turning down a coach in the past for this reason, Coach 2 could not recall any specific scenario and emphasized that the program is always seeking qualified coaches.

While Coach 2 could not recall the specific incident in question, the consistent accounts provided by Student, Player 3, and Player 3's father are credible. The corroborated statements suggest that the decision not to hire Player 3's father was personal to Coach 2 and was not impacted by having a child participating on the team.

Based on the preponderance of the evidence, it is more likely than not that Coach 2 improperly communicated or acted in a manner inconsistent with fair and nondiscriminatory hiring practices, in potential violation of Board Policy 4111.

Accordingly, this allegation is sustained.

Coaches 1 and Coach 2

Inadequate Hydration

Administrative Regulation 5131.2 defines bullying as aggressive behavior that involves a real or perceived imbalance of power, with the intent to cause emotional or physical harm. Bullying may be physical, verbal, or social/relational, and can involve a single severe act or repeated conduct that is deliberate and harmful. Employees are expected to provide safe and supportive conditions for students and to avoid practices that create unnecessary physical or emotional stress.

Student alleged that Coach 1 and Coach 2 fostered a culture during football practices in which asking for water was discouraged and considered a sign of weakness.

Coach 3 reported that players were only allowed water breaks with position coaches, not with Coach 1 or Coach 2. Coach 3 further stated that prior to the investigation, players received 1-2 water breaks per practice, which increased to 5-6 breaks per practice once the football program became aware of the current investigation.

Player 4 confirmed the increase in water access following awareness of the investigation, corroborating Coach 3's account.

Coach 4 confirmed that students received approximately two water breaks per practice and described the coaching environment as outdated and overly strict. Coach 4 expressed concern that inadequate water, food, and shower time after long workouts negatively impacted student health, hygiene, and physical performance.

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The accounts of Coach 3, Coach 4, and Player 4 are consistent and mutually reinforcing. The documented shift in water access following awareness of the investigation supports the allegation that water breaks were previously restricted under Coach 1 and Coach 2's supervision. The corroborated reports indicate a pattern of behavior that created unnecessary physical stress and a climate inconsistent with safe and supportive coaching practices.

Based on the preponderance of the evidence, it is more likely than not that Coach 1 and Coach 2 limited water breaks and did not provide adequate care for student-athletes during football practices. This conduct constitutes bullying and a failure to provide safe and reasonable athletic conditions in violation of Administrative Regulation 5131.2.

Accordingly, this allegation is sustained.

Football Future

Administrative Regulation 5131.2 defines bullying as aggressive behavior that involves a real or perceived imbalance of power, with the intent to cause emotional or physical harm. Bullying may be physical, verbal, or social/relational and can involve a single severe act or repeated conduct that is deliberate and harmful. Employees are expected to act in the best interests of students, including supporting their academic and athletic opportunities without bias or retaliation.

Student alleged that Coach 1 and Coach 2 were intentionally attempting to undermine the collegiate opportunities of certain football players due to their personal friendship with Student.

Student asserted that Coaches 1 and 2 wanted to interfere with players' collegiate prospects but did not provide evidence or witnesses to support the claim.

Both coaches denied the allegation and stated that their actions and decisions are intended to support the athletic and academic success of all student-athletes.

The allegation is based solely on the Student's perspective without supporting evidence or corroboration. The statements of Coaches 1 and 2 are consistent and reflect standard coaching practices aimed at supporting students' collegiate aspirations. In the absence of independent evidence or testimony corroborating the claim, the investigation cannot reach a definitive conclusion.

Based on the information available, it is inconclusive whether Coach 1 and Coach 2 engaged in conduct intended to interfere with the collegiate opportunities of football players.

Accordingly, this allegation is inconclusive.

Intimidation and Harassment

Board Policy 4119.21 (Professional Standards) prohibits employees from engaging in harassing or discriminatory behavior toward students, parents/guardians, staff, or community members. It further requires employees to intervene or report observed acts of discrimination, harassment, intimidation, or bullying. Staff are expected to provide a supportive and equitable environment and to avoid conduct intended to target or intimidate individual students.

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Student alleged that Coach 1 and Coach 2 have harassed them over several months, specifically by attempting to create conditions to remove Student from the football program.

Both coaches denied the allegations and cited actions they took to support Student's growth and provide resources.

Coach 3 and Coach 4 corroborated Student's claims. They described staff meetings in which Coach 1 and Coach 2 allegedly discussed strategies to either pressure Student to quit the team or create a rationale for removing Student from the program. Coach 3 and Coach 4 reported advocating for Student's continued participation, believing the program's structure was beneficial for Student, but observed that Coach 1 and Coach 2 remained intent on removing Student.

The corroborating statements of Coach 3 and Coach 4, who had direct knowledge of the relevant staff meetings and discussions, support Student's allegation. The consistency of these independent accounts establishes a pattern of targeting behavior toward Student, despite denials from Coach 1 and Coach 2.

Based on the preponderance of the evidence, it is more likely than not that Coach 1 and Coach 2 engaged in conduct intended to target and pressure Student, in violation of Board Policy 4119.21.

Accordingly, this allegation is sustained.

Tahoe Trip

Administrative Regulation 5131.2 defines bullying as aggressive behavior that involves a real or perceived imbalance of power, with the intent to cause emotional or physical harm. Bullying may be physical, verbal, or social/relational and can involve a single severe act or repeated conduct that is deliberate and harmful. Employees are expected to exercise discretion and judgment in a manner that prioritizes student safety while also supporting inclusion and equitable participation in school-related activities.

Student alleged that Coach 1 and Coach 2 prevented them from attending the Lake Tahoe Football Camp with the team, despite Student's desire to travel with and support the team while not being medically cleared to participate in practices or games.

Student stated that very close to the scheduled departure, Coach 2 informed them that they would not be permitted to attend camp because they were not medically cleared. Student expressed a desire to attend the camp to build camaraderie and cheer for teammates.

Coach 1 claimed that allowing Student to participate would have been unsafe but indicated that the camp itself would have permitted Student to attend with the team.

Coach 2 initially communicated Coach 1's safety concerns and provided the camp waiver form (attached hereto as Exhibit "4"), which included a statement confirming the camper's health status. When questioned about why Student could not attend solely to support the team, Coach 2 cited multiple reasons: 1) the camp policy, 2) financial considerations, and 3) potential distraction caused by Student's non-participation. When it was clarified that camp policy would have allowed Student to attend without participating, Coach 2 admitted to making an executive decision to prohibit Student's attendance.

Coach 2's own admission that they made a discretionary decision to prevent Student from attending the camp provides direct evidence supporting the allegation. While safety concerns were cited by Coach 1, the

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camp's policy allowed for Student's attendance in a non-participatory capacity, undermining the necessity of exclusion based solely on safety.

Moreover, the following is taken from the Del Campo Football Team Handbook:

Team Building - Team building has many key elements; the most important elements are earning trust, communication, and teamwork. These elements can be built in many different ways. Through team camps, recreational events, community service, fundraising events and standard team preparation. Throughout the year (on and off-season), the team will participate in several team-building events. The team will attend at least one no contact football camp during the summer. All the team building events will be posted on the calendar of events and updated throughout the year. **Team Building Events are Mandatory!**

The team's handbook places significant emphasis on the importance of team building and its positive impact on morale. The program appears to prioritize this aspect strongly, even designating team-building events as mandatory and highlighting the requirement in bold for emphasis.

Therefore, based on the preponderance of the evidence, it is more likely than not that Coach 1 and Coach 2 intentionally restricted Student from attending the Lake Tahoe Football Camp, despite the availability of a safe, non-participatory option. This conduct constitutes a misuse of authority and falls within the scope of prohibited actions under Administrative Regulation 5131.2.

Accordingly, this allegation is sustained.

Retaliation

Policy 4119.21: Professional Standards – Reports of Misconduct provides that the District strictly prohibits retaliation against any individual who files a complaint, reports inappropriate conduct, or otherwise participates in the District's complaint process. Any employee found to have engaged in retaliatory conduct may be subject to disciplinary action.

In this matter, Student alleges that Coach 1 and Coach 2 reduced Student's participation time in scrimmages during practice and in official games, and Student was subsequently dismissed from the team for comments made after a team loss. Student reported that although they initially held a second-string position, less experienced third and fourth-string players were later given playing time over them. Student was later dismissed from the team because of violating the demeanor section of the Cut Policy within the Del Campo Handbook (attached hereto as Exhibit "5"). After losing a game by 28 points, Student admits to making a comment about the defensive strategy of the game and Coach 2 addressed player for their comment. Both Coach 1 and Coach 2 denied retaliating against Student, asserting that they value Student's contributions and enjoy having them on the team. Coach 2 ultimately decided to remove Student as a result of their comment. It was shared with Coach 2 that the District's goal is to make sure that Complainants involved in investigations feel supported and are protected from any form of retaliation. In response, Coach 2 advised that the District will be hearing from their counsel by the end of the week.

Therefore, considering the weight of other corroborated findings, specifically evidence indicating that Coach 1 and Coach 2 discussed strategies to remove Student from the team, the preponderance of the evidence supports that Student's reduced playing time and eventual removal from the team were retaliatory in nature.

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Accordingly, this allegation of retaliation is sustained.

6. The Conclusions of Law

Pursuant to Title 5, section 4630(b) of the California Code of Regulations ("CCR") and Board Policy/Administrative Regulation 1312.3 (attached hereto as Exhibit "6"), the District's Uniform Complaint Procedures ("UCP") shall be used to investigate and resolve the following complaints:

. . . Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any person in district programs and activities including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code sections 200 or 220, Government Code section 11135, or Penal Code section 422.55, or based on that person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610).

"Unlawful discrimination" relates to concerns that an individual was treated differently or denied an opportunity based on a protected classification, such as race, gender, age, or ethnicity. Board Policy 0410, "Nondiscrimination in District Programs and Activities," states in part:

The governing board is committed to 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, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; 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.

Board Policy 0201, "Human Dignity," provides in part:

Human dignity is characterized through respect, sensitivity and care exhibited in the interaction of staff, students, parents/guardians, and other persons. A major aim of education in the district is the development of a reasoned commitment to the core values of a democratic society.

In accordance with this aim, the school district will not tolerate behavior by students, employees, parents/guardians, or visitors which insults, degrades, or stereotypes any individual, race, gender, disability, physical characteristic, ethnic group, sexual preference, age, national origin, income level, or religion.

The District's stated mission proclaims to foster a safe, caring environment for student-focused instruction. The District's Code of Ethics recognizes the principles of due process and equal treatment, and its Strategic Plan requires modeling positive character traits and does not tolerate behavior or language that demeans the dignity or worth of any individual.

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Administrative Regulation 5131.2: Bullying

Examples of Prohibited Conduct

Bullying is an aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and may involve a single severe act or repetition or potential repetition of a deliberate act. Bullying includes, but is not limited to, any act described in Education Code section 48900(r).

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images. Cyberbullying also includes breaking into another person's electronic account or assuming that person's online identity in order to damage that person's reputation.

Examples of the types of conduct that may constitute bullying and are prohibited by the district include, but are not limited to:

- 1. Physical bullying: An act that inflicts harm upon a person's body or possessions, such as hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's possessions, or making cruel or rude hand gestures**
- 2. Verbal bullying: An act that includes saying or writing hurtful things, such as teasing, name-calling, inappropriate sexual comments, taunting, or threats to cause harm**
- 3. Social/relational bullying: An act that harms a person's reputation or relationships, such as influencing others not to be friends with someone, spreading rumors, or embarrassing someone in public**
- 4. Cyberbullying: An act such as sending demeaning or hateful text messages or emails, spreading rumors by email or by posting on social networking sites, or posting or sharing embarrassing photos, videos, web site, or fake profiles**

Administrative Regulation 5141.3

Health Examinations (4) says any athletic injury incurred during practice or contest is to be carefully reviewed by the coach and referred for medical evaluation when necessary.

Board Policy 4119.21

Professional Standards prohibit engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed.

California Education Code section 49001

(a) For the purposes of this section, "corporal punishment" means the willful infliction of, or willfully causing the infliction of, physical pain on a pupil. An amount of force that is reasonable and necessary for a person employed by or engaged in a public school to quell a disturbance threatening physical injury to

RESPONSE TO UNIFORM COMPLAINT PROCEDURE COMPLAINT

Complainant Darrin Cochran, on behalf of his son Riley Cochran

persons or damage to property, for purposes of self-defense, or to obtain possession of weapons or other dangerous objects within the control of the pupil, is not and shall not be construed to be corporal punishment within the meaning and intent of this section. Physical pain or discomfort caused by athletic competition or other such recreational activity, voluntarily engaged in by the pupil, is not and shall not be construed to be corporal punishment within the meaning and intent of this section.

(b) No person employed by or engaged in a public school shall inflict, or cause to be inflicted corporal punishment upon a pupil. Every resolution, bylaw, rule, ordinance, or other act or authority permitting or authorizing the infliction of corporal punishment upon a pupil attending a public school is void and unenforceable.

Board Policy 4119.21

Professional Standards (4) prohibits engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student.

Policy 4111: Recruitment And Selection

Through the recruitment and selection processes and procedures, seek to establish and maintain a diverse staff, including the active recruitment from institutions and organizations that serve populations underrepresented among district employees.

Policy 4119.21: Professional Standards

Reports of Misconduct provides that the District strictly prohibits retaliation against any individual who files a complaint, reports inappropriate conduct, or otherwise participates in the District's complaint process. Any employee found to have engaged in retaliatory conduct may be subject to disciplinary action.

7. Disposition of the Complaint

Based on the above information received in this investigation, Complainant's allegations are substantiated in part.

8. Rationale for Such Disposition

Following a comprehensive review of the evidence, including interviews with the new school administrator, current and former coaches, current players, examination of relevant documentation, and evaluation of applicable District policies and state laws, the District has determined that the complaint filed by Complainant is substantiated in part. Several allegations regarding the conduct of Coach 1 and Coach 2 toward Student were corroborated through multiple sources.

The investigation revealed that Student was subjected to repeated bullying and intimidation by Coach 1 and Coach 2. Multiple witnesses, including coaches and players, confirmed that a culture of fear and a "code of silence" existed within the football program, which discouraged students and staff from speaking out against inappropriate behavior. This corroboration underscores that the conduct was not isolated but reflective of a broader issue within the football program.

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Furthermore, the investigation identified systemic concerns indicating that the football program, under the supervision of Coach 1 and Coach 2, was operating in a manner inconsistent with District expectations and in violation of several local and state policies regarding student safety, professional conduct, and equitable treatment. The consistent accounts from stakeholders at multiple levels provided clear evidence that corrective action is necessary to address both individual and programmatic deficiencies.

9. Corrective Action(s)

The investigation revealed conduct that was inappropriate and contrary to District expectations. Student was subjected to repeated bullying by Coach 1 and Coach 2. Additionally, evidence indicates that the football program, under the leadership of these coaches, contributed to both physical and emotional harm among students.

Recommendations:

The preponderance of evidence demonstrates that Coach 1 and Coach 2's leadership of the Del Campo football program has been detrimental to student safety and well-being. Immediate action is necessary to mitigate ongoing harm, ensure compliance with District policies, and restore a safe and supportive environment for student-athletes.

The Human Resources Department should work with site leadership and follow the appropriate mechanisms for discipline in response to the sustained allegations.

This investigation focused solely on the Del Campo football program, and the Human Resources Department should evaluate whether Coach 2's instructional responsibilities require adjustment in light of the findings.

Allegations were made by Coach 1, Coach 2, and the Booster Club that Complainant engaged in disruptive behavior, including intoxication and verbal or physical altercations at football events. The Principal confirmed that no documentation exists for these incidents. Moving forward, Del Campo staff are encouraged to utilize the Clear Leadership in Managing Behavior (CLIMB) protocol to ensure that all parents and visitors are held to consistent behavioral standards.

10. Appeal Process

For complaints alleging unlawful discrimination based on state law, Complainant is being provided notice that:

- They may pursue available civil law remedies outside of the District's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE.
- The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law.
- Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

RESPONSE TO UNIFORM COMPLAINT PROCEDURE COMPLAINT

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A. Appeal to the State Superintendent of Public Instruction, California Department of Education

Pursuant to the Uniform Complaint Procedure Board Policy/Administrative Regulation, if dissatisfied with the District's decision, Complainant has the right to appeal this decision to the State Superintendent of Public Instruction, California Department of Education. When appealing to the State Superintendent of Public Instruction, California Department of Education ("CDE"), Complainant must specify the reason(s) for appealing the District's decision and must include a copy of the original complaint and the District's decision.

An appeal to the CDE must be made within 30 days from receipt of this decision. For good cause, the CDE may grant an extension for filing appeals.

Complainant also has the right to seek civil law remedies if dissatisfied with the District's decision.

B. Appeal to the San Juan Unified School District's Board of Education

Rather than appealing directly to the California State Department of Education, Complainant may, if dissatisfied with the District's decision, first appeal in writing to the San Juan Unified School District Board of Education within five (5) business days of receiving this decision. When appealing to the San Juan Board of Education, Complainant must specify, in writing, the reason(s) for appealing the District's decision.

The Board of Education may, in closed session, provide an opportunity for Complainant and the District's representative(s) to discuss the complaint and the basis for Complainant's dissatisfaction with the District's decision. Within two (2) days of the closed session, the Board of Education will issue a written decision affirming, reversing, or modifying the District's decision.

The Board of Education's decision shall include a notice of Complainant's right to appeal, in writing, to the California Department of Education within 30 days of receiving the Board of Education's decision.

DATE: September 23, 2025

Sterling C. Williams

Sterling Williams

Legal Compliance Coordinator

Exhibit "4"

UCP #25/26-002

THE 12th ANNUAL LAKE TAHOE FOOTBALL CAMP

June 16-19, 2025

REGISTRATION/MEDICAL INSURANCE WAIVER FORM

THIS FORM MUST BE COMPLETED, SIGNED, AND BROUGHT TO THE 1ST DAY OF CAMP. CAMPERS WILL NOT BE ALLOWED TO PARTICIPATE IN CAMP WITHOUT THIS FORM.

CAMPER NAME: _____ DATE OF BIRTH: _____
SCHOOL: _____ COACH'S NAME: _____
TEAM: VARSITY / JV/ FRESHMAN (CIRCLE ONE)
PARENT/GUARDIAN NAME: _____
HOME PHONE: _____ PARENT CELL PHONE: _____
EMERGENCY CONTACT: _____ RELATIONSHIP TO CAMPER: _____
EMERGENCY PHONE NUMBER: _____

Permission for Emergency Medical Treatment/Medical Insurance

I confirm that my camper is healthy enough to participate in Lake Tahoe Football Camp. I have medical insurance on my camper and will provide coverage while he is participating in the camp. In the event of a medical emergency, if I am not available, I authorize the camp director or his designee to seek medical attention for my camper, and to execute consent orders to authorize emergency medical treatment for any medical procedures that may be required.

Policy Holder's Name _____

Insurance Company _____

Policy # _____

(I do not have medical insurance and take the responsibility of medical expenses on my own _____ Initial)

Assumption of Risk. Waiver of Liability

I am aware of the dangers involved in participation in the physical activities of the Lake Tahoe Football Camp and all activities related to the camp; these activities include, without limitation, practices and events. I am aware that the Lake Tahoe Football Camp involves competition with and against other camp participants and that such participation may involve physical contact. With regard to such physical activity, I am aware that there is inherent danger and risk of injury. I also am aware that many of these injuries may be serious and may include, without limitation, damages to joints, ligaments, muscles, bones, neck, spine, and other parts of the body, including the risk of concussions. For more information about concussion risk, including, but not limited to information such as: prevention and preparedness to keep athletes safe; understanding concussions and potential consequences of the injury; recognizing concussion symptoms and how to respond; and learning about steps for returning to play after a suspected concussion, please visit: <https://www.cifstate.org/sports-medicine/concussions/index>.

Further, I am aware that activities related to the camp will involve the use of certain equipment. I am aware that such equipment in no way guarantees my safety from injury. Additionally, said equipment must be used in a proper manner; therefore, I will follow any and all instructions related to the use of equipment including those instructions provided by the manufacturer, equipment personnel, and coaches. My participation in the above events and in all activities related to the above events is a voluntary act with full and complete knowledge of the risks involved. I hereby voluntarily assume all such risks associated with my participation in the above events. Additionally, I agree to exonerate, save, indemnify, and hold harmless Lake Tahoe Football Camp, LLC, including its directors, independent contractors, coaches, volunteers, physicians and other practitioners of the healing arts; Lake Tahoe Community College; and anyone else associated with Lake Tahoe Football Camp, LLC, from any and all liability, claims, causes of action, or demands of any kind and nature whatsoever, including without limitation personal injury which may arise from or in connection with my participation in any activities related to the camp. The terms hereof shall serve as a release and assumption of risk for me, my parents or guardian, my heirs, estate, executor, administrator, assignees, and all members of my family. I have read and understand this acknowledgement and release and execute it as a free and voluntary act. Further, this acknowledgement and release is contractual and not a mere receipt.

Camper Signature _____

Parent/Guardian Signature _____

Date _____

Exhibit "5"

UCP #25/26-002

DCHS Football

Parent & Player Handbook



2025-2026

Football, Family & Community

"Football. Family. Community"

Program Philosophy

The Del Campo Football Program, its coaching staff, support personnel, school administration, players, and parents will be focused on the understanding that football is a vehicle to build better young people. We will be focused on teaching leadership, team work, and showing positive support, while working with our players through a designed leadership and team building program for off-field success. We will work to teach players the most up-to-date fundamentals, techniques, and schemes for the best on-field performance. Our goal is to build well rounded student athletes that are leaders in the Del Campo community.

Mission Statement: *To create a football community that is process focused, teaches Loyalty, Honesty, Integrity, and Accountability while giving Student-Athletes the tools to build honest relationships and be effective and empathetic leaders.*

It is our goal to provide the most positive experience for your student athlete. This program **MUST** be more than just about football. It **MUST** be about building positive relationships, teaching young boys that the **Four Virtues of Loyalty, Honesty, Accountability, and Integrity** are the most important facets to being a successful leader. Football is more than just a game; it's a vehicle to build young men into great people.

Cougar Core Values

- 1. R-Responsibility**
- 2. O-Others Before Self**
- 3. A-Accountability**
- 4. D-Discipline**
- 5. S-Sacrifice**

The Core Values of the program are the Four Virtues of the program in action. All decisions of the program are made with these in mind.

***We are more than just a Football Program, we are a
LEADERSHIP PROGRAM that plays football!***

The Classroom after Class

It is our goal to be more than just a football program. We want to be a program that works to build kids up through positive teaching, coaching, and experiences that student athletes will gain life lessons they can take into the rest of their lives. Along with that we also want to ensure that they are prepared for the rigors of athletic competition. Below are the components to our "Classroom after Class" philosophy:

- 1. Leadership, Culture and Mental Performance Program-** Provide weekly mental skills training to the Varsity Football team that will teach the athlete and team to implement a systematic approach when dealing with athletic mental performance challenges, enhancing a particular athletic mental performance strength, and/or dealing with life challenges. This program will enhance and develop life skills, mental awareness, mental toughness, motivation awareness, team cohesiveness, energy/stress

management, emotional control, mindfulness, visualization, leadership skills, communication skills, breathing skills, and focus/refocusing skills during the summer, regular season and postseason play. Lower level will participate in this program during the summer.

2. Team Building- Team building has many key elements; the most important elements are earning trust, communication, and teamwork. These elements can be built in many different ways. Through team camps, recreational events, community service, fundraising events and standard team preparation. Throughout the year (on and off-season), the team will participate in several team-building events. The team will attend at least one no contact football camp during the summer. All the team building events will be posted on the calendar of events and updated throughout the year. **Team Building Events are Mandatory!**

3. Leadership Council- A leadership council will be implemented. Much like its collegiate and professional counterparts, this council will help Del Campo's football program grow from within by putting the student athletes at the forefront of many team decisions. It gives the players a chance to lead by example and help shape the overall culture of the program. Their feedback is truly valued by the coaching staff. Students will be taught how to deal with issues concerning their fellow teammates while also developing a strong working relationship with their coaches. This dual investment, made by the coaches and the players, creates greater trust and accountability on both ends, and fosters a better working environment overall. Through the leadership council, the head coach will give the most committed players on the team, as selected by the coaching staff, the right to determine how issues pertaining to player interaction, from uniform selection to disciplinary procedures, are handled. The leadership council will consist of players from all grades regardless of position or location on the depth chart.

4. Strength and Conditioning Program- It is cliché, but championships are won during the off-season. Your football team is built December through July, not August through November. We will have off-season workouts during the school year after our regular season. They will include weight training, flexibility training and speed work. Participation is very strongly encouraged. Attendance will be taken for the team's records. Football is a contact sport and therefore it is very physical. Physical conditioning is very important to help prevent injuries. It also provides players the opportunity to develop and maintain friendships with their teammates and build team spirit and camaraderie.

5. Spring Practice- Attendance is mandatory (*unless spring falls during a season of sports participation*) and essential if you want to be an integral part of the team. The purpose of Spring Practice is for coaches to evaluate and condition players and introduce the upcoming season's offensive, defensive, and special team's philosophies and handout playbooks. All current DCHS students are required to workout during this time. Only students who are new to DCHS are exempt from spring workouts.

6. Summer Workouts- The summer is a time to get a jumpstart on our season. The amount of work you put in during the summer will largely determine the amount of success you have in the fall. **Summer workouts are mandatory;** they are a necessity for a successful season. 7-on-7s and summer conditioning sessions are put together in order to provide for a better season. **It is your goal to make 90% of summer workouts (equipment issue order will be determined first by summer workout attendance and 7-on-7 attendance).** Our objective this summer is to get better each day and enjoy ourselves. If you have to miss a summer workout, please email the varsity head coach or lower level coach 48-72 hours prior to absence in order for it to be excused.

8. Cougar Camp- Cougar Camp is a week-long camp that will include: equipment issue; one daily 2-½ hour practice; one chalk talk session; one film session; daily weight room session; one team competition session; and one leadership lesson. The week will conclude with a Friday night Team Building event that will have team challenges and team building as well as a leadership lesson. Our goal for this week is to develop a family feel program-wide amongst all the student athletes.

9. Traditions- Part of our focus this year will be on building traditions into the program. Those traditions will be rooted in our five core values of our program. These traditions will include Team Dinner, Cougar Camp, Team Building Events, Jersey Ceremony, etc. All parents are encouraged to participate in these events.

"Accept the things to which fate binds you, and love the people with whom fate brings you together, but do so with all your heart." Marcus Aurelius

Policy and Procedures

- 1. Academics-** You are expected to be a student first and an athlete second. Treat yourself with proper respect. To be a member of this team, you must attend class regularly, and achieve a minimum GPA of 2.0.
- 2. Attendance-** All players are expected to be present and on time to practice.
 1. Any player who is late to practice will be held after practice to make up for the time they missed – PR (Pride Reminders).
 2. Any player who misses practice without notifying the Level Head Coach in person or by email ahead of time will be dealt with accordingly.
 - a. 1st Unexcused absence = 1st half of a game
 - b. 2nd Unexcused absence = 1 game suspension
 - c. 3rd Unexcused absence = possible removal from team
3. In the case of an unforeseen emergency, parents must contact Coach Costa.
4. All illness and sickness absences need to have a doctor's excuse upon returning to practice to determine excused or unexcused. IF YOU ARE SICK STAY HOME.
5. Any absence, regardless of excused or unexcused, will require conditioning to be made up upon returning to practice. (This does not include players injured, determined by the trainer or medical professional, but are in attendance for practice)
6. The DCHS Athletic Dept. policy states that an athlete must be at school for the entirety of four class periods to be eligible for practice or games on that day.

During the summer we expect players to make 90% of the summer conditioning days. There is 18 total. That means they need to be at 16 practices unless attending a camp.

- 3. Equipment Care and Check Out-** All players must have regard for the equipment. Equipment care is very essential in maintaining good quality equipment for you and others to use while participating with the DCHS football team. The average cost of outfitting you with essential and proper fitting safety gear is around \$700.00 per student/athlete. The costs continue to rise each and every year, so it is necessary for you, as the borrower, to take full responsibility for your equipment care. We only require players to purchase their own cleats. Everything else will be loaned to the athletes so we need to follow some simple maintenance steps for your borrowed equipment throughout the year:
 - **Helmet:** Cost \$260.00 and up. This is not a device made to use as a weapon. Players should inspect their helmet weekly for any damage and should report such damage to the equipment manager immediately.

- **Shoulder Pads:** Cost \$200.00 and up. Shoulder pads should be inspected weekly
- **Pants, Girdle, Belt, & Practice Jersey** Wash them regularly to keep them from stinking, staining and housing bacteria.
- **Hip Pads, Thigh Pads, Knee Pads & Tail Pads.** Wipe these down with a damp cloth.
- **LOCKS on Locker.** All players are required to have a lock on their locker in the locker room in order to maintain the safety of their equipment. If a player loses any piece of equipment then they are responsible for the cost of replacing it new!! Players need to report any faulty equipment to the Equipment Manager.

- **Equipment Issue: All equipment will be issued based on attendance. Players with the best attendance accumulated from Spring Ball, Summer Football, and Dead Period Weights will get equipment first.**

4. **Inclement Weather-** When a practice is scheduled we will do something as a team regardless of the weather so practice will always be on. When a situation arises where we have inclement weather (i.e. lightning, extreme heat, etc.) we will do one of the following:
 1. Move practice to the gymnasium
 2. Watch film and wait out the weather for an opportunity to go back outside
 3. Go to weight room and wait out the weather
 4. Give additional water breaks and add frequent breaks.
 5. Provide shade where available
 6. Do walk throughs

Practice will end at the scheduled time unless otherwise stated.
5. **School Suspensions-** Suspension dictates that the student shall not be allowed to attend his/her regular classes or school sponsored activities for a prescribed number of days and shall be declared ineligible (practices or contests) for the period of the suspension (including weekends and holidays). Suspensions begin with the conclusion of school on the day of the suspension until the start of school the day the student returns from the suspension. A second suspension within a competitive season will result in ineligibility for the remainder of the season in the case of athletics.
Any player suspended from school will receive the following consequences.
 1. 1st Suspension = Coach's discretion based on the infraction (i.e. 1 game suspension)
 2. 2nd Suspension (different incidents of being suspended from school) = Removal from the team.
6. **Hazing-** No player will ever be ridiculed by another player either in the locker room, training rooms or on the field. The Frosh/Soph players will be respected by the Varsity team, and vice versa.
7. **Locker Room-** The locker room floor will be free of trash and equipment that does not belong there. The locker room will be cleaned every Wednesday night. Players will be assigned to this duty.
8. **Drugs and Alcohol Use-** The use of drugs, alcohol, and tobacco will not be tolerated. The use of these products is damaging to your health and to the image of our football team. The possession or use of drugs or alcohol during school and/or football activities will result in dismissal from the team.
9. **Stealing-** Any player caught stealing will be dismissed from the team. There will be no room for players willing to steal from teammates. More importantly, it is against our 7 core values.
10. **Parents Attending Practice-** Due to recent security issues on school campuses across the country, we are closing practices to only adults who have been cleared by the school district, school administration, and school staff. We apologize for the inconvenience.
11. **Communication-** In our continuing effort to establish and maintain clear lines of communication between the coaching staff and parent/guardians of our student athletes, the coaching staff will establish a process for communication. Do not attempt to confront a coach before or after a contest or practice. Those can be emotional times for both the parent and the coach. Meetings of that nature, and

at those times, do not promote resolution. The following guidelines will help make the communication process a productive and positive experience:

- a. The coach will discuss what the student-athlete needs to work on in order to improve.
- b. Coaches will not answer questions about play calling.
- c. The coaching staff will only talk to a parent/guardian about their student-athlete.
- d. If the communication guidelines are not adhered to, the discussion will be terminated.

12. Cut Policy- This year we will be cutting at both the Varsity and the JV level. We will be using the following criteria in regards to cutting players.

- a. **Demeanor-** Do you talk back to coaches, make excuses, complain about your teammates etc. Anything that makes us question whether or not you will be a good teammate you **WILL** be cut this year. If you are a behavior issue on campus you **WILL** be cut.
- b. **Academics-** If you are not academically eligible as of July 25th you **WILL** be cut.
- c. **Unwilling to try another position-** If we think you would be a better fit somewhere else but are unwilling to try to help the team you **WILL** be cut.
- d. **Excessive absences during off-season or summer football-** If you have a history of unexcused absences you run the risk of being cut.
- e. **Poor Work Ethic-** If you don't work hard, run sprints hard, make excuses as to why you can't do a lift a certain way, you **WILL** be cut.
- f. **Can't protect yourself-** If you can't protect yourself on the football field you **WILL** be cut. If you run the risk of getting someone else hurt because you don't know your job, you **WILL** be cut.

13. Quit Policy- Any player who has decided to quit the program must have a meeting with the Head Football Coach, Position Coach, and Parent. The player must lead the meeting and discuss the reasons as to why he/she wished to quit. That meeting will be held after practice and will not happen on a Monday. Coaches will encourage the player to remain on the team through the end of the season as to insure to teach the concept of commitment.

14. Players speaking to fans in the stands- Players are not allowed to "visit" or speak to spectators prior to or during the game. I will be upholding this rule this year. If you are speaking to anyone in the stands, parent included, you will be cut immediately.

General Rules

1. All players must attend all practices and team events. If a player is going to miss a team event they must send an email via BAND to their Level Head Coach 48-72 hours prior to the absence. All other absences are unexcused. Please see the above section on attendance for more information.
2. All players must maintain a 2.0 GPA.
3. Players must be respectful on campus.
4. All players must be in the dress of the day every day.
5. Any incident involving the infraction of 1 or more of our 7 core values.

*Any violation of these general rules will result in punishment at the coaches discretion. Anything not listed will be dealt with on a case by case basis. See the Policy and Procedure section for a more detailed description of the above 5 rules.

Player Expectations

1. All players will be in Attendance at all team functions (practices, games, events, etc.).
2. All players are expected to maintain a 2.0 GPA..
3. All players must respect themselves and others as laid out in our core values.

4. All players must treat anything school related with the same respect they treat themselves and others as laid out in our core values.
5. All players are expected to attend 90% of all summer workouts unless attending another Football Camp.
6. All players will memorize our ROADS to Victory Core Values.
7. All players will participate in Cougar Camp.

Parent Expectations

1. **Be positive with your athlete.** Let them know you are proud they are part of the team. Focus on the benefits of teamwork and personal discipline.
2. **Encourage your athlete to follow all training rules.** Help the coaches build a commitment to the team.
3. **Allow your athlete to perform and progress at a level consistent with his ability.** Athletes mature at different ages; some are more gifted than others.
4. **Always support the coaching staff when controversial decisions are made.** The coaches need your backing to keep good morale on the team.
5. **Insist on positive behavior in school and a high level of performance in the classroom.** Numerous studies indicate extracurricular involvement helps enhance academic performance.
6. **Stay calm in injury situations.** Parents can help minimize the trauma by being in control and offering comfort. Allow the medical staff to perform their assessment of your son's injury. No parent is allowed on the field unless the training staff requests it.
7. **Cheer for our team and players.** Opponents and referees deserve respect. Realize that high school players will make mistakes. Your support is needed during tough times.
8. **Promote having fun and being a team player.** Very few high school athletes receive scholarships.
9. **Concentrate on what is best for the team.** Preoccupation with statistics can be very distracting.
10. **An athlete's self-confidence and self-image will be improved by support at home.** Comparison to others is discouraged. Encourage the athlete to do their best regardless of family or friends who may have been outstanding players.
11. **Winning is fun, but building positive team values is most important.** The concept of working together to perform a task will have lasting benefits. Winning takes place when all the little things are done correctly.
12. **Find the time to be an avid booster of school activities.** Help build a solid support system for coaches and athletes.
13. **Help students keep jobs and cars in proper perspective.** Materialistic values can detract from the commitment to the team. Teenagers should have the opportunity to take advantage of extracurricular activities.
14. **Athletes must attend all practices, games and team events.** Stress the necessity to make a commitment to the team.
15. **Emphasize the importance of well-balanced meals and regular sleep patterns.** An athlete functions best when care is taken to consume nutritious food and obtain sufficient rest.
16. **Persistence and being able to accept a role is extremely important for the team to be successful.** Not everyone will be a starter, but everyone is important to the team.
17. **Some players may not develop until their senior season.** Encourage them to be persistent.

Parent Code of Conduct

I will enjoy my child's opportunity to experience the benefits of playing high school football.
 I will trust in my child's ability to have fun and to perform and achieve excellence on his own.
 I will help my child learn the right lessons from winning, losing, individual achievement, and mistakes.
 I will respect my child's teammates as well as fellow parents and fans.
 I will give encouragement and applaud only positive accomplishments whether from my child or his teammates.
 I will support the efforts of the coaching staff.
 I will not instruct from the sidelines unless asked to by the coach.
 I will ensure that my child will attend all practices and games and will inform the coach in advance if unable to attend.
 I will respect all facilities made available to my child.
 I will respect the equipment and uniform loaned to my child for practice and play.
 I will respect the officials and their authority during games.
 I will never demonstrate threatening or abusive behavior.

Signature Page Players/Parents

Player/Parent Contract

(Submission required for participation)

I, _____ (player), and _____ (parent/guardian), have read the Cougar Football Player & Parent Expectations Handbook. By signing below, we acknowledge that we understand its contents and agree to the terms of the handbook. We understand the guidelines for attendance, punctuality, playing time, etc. We will do our best to work together to provide a positive experience. We are aware of the commitment it takes to be a part of the DCHS Football Program and are aware that all decisions that are made are for the betterment of the TEAM. It is a privilege to play football at Del Campo High School, NOT a right!

Athlete

Date

Parent/Guardian

Date

Exhibit "6"
UCP #25/26-002

Policy 1312.3: Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 09/08/1992 | Last Revised Date: 01/23/2024 | Last Reviewed Date: 01/23/2024

The governing board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The board encourages the early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670, and the accompanying administrative regulation.

Complaints Subject to UCP

The district's uniform complaint procedures ("UCP") shall be used to investigate and resolve complaints regarding the following programs and activities:

1. Accommodations for pregnant and parenting students (Education Code 46015)
2. Adult education programs (Education Code 8500-8538, 52334.7, 52500-52617)
3. After School Education and Safety programs (Education Code 8482-8484.65)
4. Agricultural career technical education (Education Code 52460-52462)
5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)
6. Child care and development programs (Education Code 8200-8488)
7. Compensatory education (Education Code 54400)
8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)
9. Course periods without educational content (Education Code 51228.1-51228.3)
10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

Discrimination includes, but is not limited to, the board's refusal to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library, on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. A complaint alleging such unlawful

discrimination may, in addition to or in lieu of being filed with the district, be directly filed with the Superintendent of Public Instruction ("SPI"). (Education Code 243)

11. Educational and graduation requirements for students in foster care, students experiencing homelessness, students from military families, students formerly in a juvenile court school, students who are migratory, and students participating in a newcomer program (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)
12. Every Student Succeeds Act (Education Code 52059.5; 20 USC 6301 et seq.)
13. Local control and accountability plan (Education Code 52075)
14. Migrant education (Education Code 54440-54445)
15. Physical education instructional minutes (Education Code 51210, 51222, 51223)
16. Student fees (Education Code 49010-49013)
17. Reasonable accommodations to a lactating student (Education Code 222)
18. Regional occupational centers and programs (Education Code 52300-52334.7)
19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)
20. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)
21. State preschool programs (Education Code 8207-8225)
22. State preschool health and safety issues in license-exempt programs (Education Code 8212)
23. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
24. Any other state or federal educational program the SPI or designee deems appropriate

The board recognizes that alternative dispute resolution ("ADR") can, depending on the nature of the allegations, offer a process for resolving a complaint in a manner that is acceptable to all parties. An process ADR such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the superintendent or designee shall keep the identity of the complainant and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP process.

The superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and requirements related to UCP, including the steps and timelines specified in this policy and the accompanying administrative regulation.

The superintendent or designee shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

Non-UCP Complaints

1. The following complaints shall not be subject to the district's UCP but shall be investigated and resolved by the specified agency or through an alternative process: Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division or the appropriate law enforcement agency. (5 CCR 4611)
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services. (5 CCR 4611)
3. Any complaint alleging that a student, while in an education program or activity in which the district exercises substantial control over the context and respondent, was subjected to sexual harassment as defined in 34 CFR 106.30 shall be addressed through the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as specified in Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures.
4. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in Administrative Regulation 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Civil Rights Department.
5. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education (FAPE), failure or refusal to implement a due process hearing order to which the district is subject, or a physical safety concern that interferes with the district's provision of FAPE shall be submitted to the California Department of Education (CDE) in accordance with Administrative Regulation 6159.1 - Procedural Safeguards and Complaints for Special Education. (5 CCR 3200-3205)
6. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with Board Policy 3555 - Nutrition Program Compliance. (5 CCR 15580-15584)
7. Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with Board Policy 3555 - Nutrition Program Compliance. (5 CCR 15582)
8. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures. (Education Code section 35186)

Policy Reference Disclaimer:

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

State	Description
2 CCR 11023	<u>Harassment and discrimination prevention and correction</u>
5 CCR 15580-15584	Child nutrition programs complaint procedures
5 CCR 3200-3205	Special education compliance complaints
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4600-4687	Uniform complaint procedures and Williams complaints
5 CCR 4690-4694	Complaints regarding health and safety issues in license-exempt preschool programs
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
Ed. Code 18100-18203	<u>School libraries</u>
Ed. Code 200-262.4	<u>Prohibition of discrimination</u>
Ed. Code 32280-32289.5	<u>School safety plans</u>
Ed. Code 35186	<u>Williams uniform complaint procedures</u>
Ed. Code 46015	<u>Parental leave for students</u>
Ed. Code 48645.7	<u>Juvenile court schools</u>
Ed. Code 48853-48853.5	<u>Foster youth</u>
Ed. Code 48985	<u>Notices to parents in language other than English</u>
Ed. Code 49010-49013	<u>Student fees</u>
Ed. Code 49050-49079	<u>Student records</u>
Ed. Code 49069.5	<u>Records of foster youth</u>
Ed. Code 49490-49590	<u>Child nutrition programs</u>
Ed. Code 49701	<u>Provisions of the Interstate Compact on Educational Opportunities for Military Children</u>
Ed. Code 51204.5	<u>Social sciences instruction; contributions of specified groups</u>
Ed. Code 51210	<u>Course of study for grades 1-6</u>
Ed. Code 51222	<u>Physical education</u>

Ed. Code 51223	<u>Physical education: elementary schools</u>
Ed. Code 51225.1-51225.2	<u>Foster youth, homeless children, former juvenile court school students: course credits; graduation requirements</u>
Ed. Code 51226-51226.1	<u>Career technical education</u>
Ed. Code 51228.1-51228.3	<u>Course periods without educational content</u>
Ed. Code 51501	<u>Nondiscriminatory subject matter</u>
Ed. Code 52059.5	<u>Statewide system of support</u>
Ed. Code 52060-52077	<u>Local control and accountability plan</u>
Ed. Code 52075	<u>Complaint for lack of compliance with local control and accountability plan requirements</u>
Ed. Code 52300-52462	<u>Career technical education</u>
Ed. Code 52500-52617	<u>Adult schools</u>
Ed. Code 54400-54425	<u>Compensatory education programs</u>
Ed. Code 54440-54445	<u>Migrant education</u>
Ed. Code 54460-54529	<u>Compensatory education programs</u>
Ed. Code 59000-59300	<u>Special schools and centers</u>
Ed. Code 60010	<u>Instructional materials: definition</u>
Ed. Code 60040-60052	<u>Requirements for instructional materials</u>
Ed. Code 64000-64001	<u>Consolidated application process; school plan for student achievement</u>
Ed. Code 65000-65001	<u>School site councils</u>
Ed. Code 8200-8488	<u>Child care and development programs</u>
Ed. Code 8500-8538	<u>Adult basic education</u>
Gov. Code 11135	<u>Prohibition of discrimination</u>
Gov. Code 12900-12996	<u>Fair Employment and Housing Act</u>
H&S Code 1596.792	<u>California Child Day Care Act; general provisions and definitions</u>
H&S Code 1596.7925	<u>California Child Day Care Act; health and safety regulations</u>
Pen. Code 422.55	<u>Definition of hate crime</u>

Pen. Code 422.6

Federal

20 USC 1221

20 USC 1232g

20 USC 1681-1688

20 USC 6301-6576

20 USC 6801-7014

28 CFR 35.107

29 USC 794

34 CFR 100.3

34 CFR 104.7

34 CFR 106.1-106.82

34 CFR 106.30

34 CFR 106.44

34 CFR 106.45

34 CFR 106.8

34 CFR 110.25

34 CFR 99.1-99.67

42 USC 11431-11435

42 USC 12101-12213

42 USC 2000d-2000d-7

42 USC 2000h-2-2000h-6

42 USC 6101-6107

Crimes; harassment

Description

Application of laws

Family Educational Rights and Privacy Act (FERPA) of 1974

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

Title I Improving the Academic Achievement of the Disadvantaged

Title III language instruction for limited English proficient and immigrant students

Nondiscrimination on basis of disability; complaints

Rehabilitation Act of 1973; Section 504

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

Section 504; Designation of responsible employee and adoption of grievances procedures

Nondiscrimination on the basis of sex in education programs

Discrimination on the basis of sex in education programs and activities; definitions

Recipient's response to sexual harassment

Grievance process for formal complaints of sexual harassment

Designation of coordinator; dissemination of policy, and adoption of grievance procedures

Notification of nondiscrimination on the basis of age

Family Educational Rights and Privacy

McKinney-Vento Homeless Assistance Act

Americans with Disabilities Act

Title VI, Civil Rights Act of 1964

Title IX of the Civil Rights Act of 1964

Age Discrimination Act of 1975

Management Resources	Description
California Department of Education Publication	Uniform Complaint Procedure 2021-22 Program Instrument
California Department of Education Publication	Sample UCP Board Policies and Procedures
U.S. DOE, Office for Civil Rights Publication	Part 1: Questions and Answers Regarding the Department's Title IX Regulations, January 2021
U.S. DOE, Office for Civil Rights Publication	Questions and Answers on the Title IX Regulations on Sexual Harassment, July 2021
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014
U.S. DOJ Publication	Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2007
Website	<u>CSBA District and County Office of Education Legal Services</u>
Website	<u>Student Privacy Policy Office</u>
Website	<u>U.S. Department of Agriculture</u>
Website	<u>California Department of Social Services</u>
Website	<u>U.S. Department of Justice</u>
Website	<u>California Department of Education</u>
Website	<u>CSBA</u>
Website	<u>U.S. Department of Education, Office for Civil Rights</u>
Website	<u>California Civil Rights Department</u>

Cross References

Code	Description
0410	<u>Nondiscrimination In District Programs And Activities</u>
0420	<u>School Plans/Site Councils</u>
0420	<u>School Plans/Site Councils</u>
0420.41	<u>Charter School Oversight</u>
0420.41-E PDF(1)	<u>Charter School Oversight</u>
0430	<u>Comprehensive Local Plan For Special Education</u>

0460	<u>Local Control And Accountability Plan</u>
1100	<u>Communication With The Public</u>
1220	<u>Citizen Advisory Committees</u>
1250	<u>Visitors/Outsiders</u>
1250	<u>Visitors/Outsiders</u>
1312.1	<u>Complaints Concerning District Employees</u>
1312.1	<u>Complaints Concerning District Employees</u>
1312.2	<u>Complaints Concerning Instructional Materials</u>
1312.2	<u>Complaints Concerning Instructional Materials</u>
1312.2-E PDF(1)	<u>Complaints Concerning Instructional Materials</u>
1312.4	<u>Williams Uniform Complaint Procedures</u>
1340	<u>Access To District Records</u>
1340	<u>Access To District Records</u>
3260	<u>Fees And Charges</u>
3260	<u>Fees And Charges</u>
3580	<u>District Records</u>
3580	<u>District Records</u>
4030	<u>Nondiscrimination In Employment</u>
4030	<u>Nondiscrimination In Employment</u>
4112.9	<u>Employee Notifications</u>
4118	<u>Dismissal/Suspension/Disciplinary Action</u>
4119.11	<u>Sexual Harassment</u>
4119.11	<u>Sexual Harassment</u>
4119.23	<u>Unauthorized Release Of Confidential/Privileged Information</u>
4131	<u>Staff Development</u>
4212.9	<u>Employee Notifications</u>
4218	<u>Dismissal/Suspension/Disciplinary Action</u>
4219.11	<u>Sexual Harassment</u>
4219.11	<u>Sexual Harassment</u>

4219.23	<u>Unauthorized Release Of Confidential/Privileged Information</u>
4231	<u>Staff Development</u>
4244	<u>Complaints</u>
4244	<u>Complaints</u>
4319.11	<u>Sexual Harassment</u>
4319.11	<u>Sexual Harassment</u>
4319.23	<u>Unauthorized Release Of Confidential/Privileged Information</u>
4344	<u>Complaints</u>
4344	<u>Complaints</u>
5116.1	<u>Intradistrict Open Enrollment</u>
5116.1	<u>Intradistrict Open Enrollment</u>
5117	<u>Interdistrict Attendance</u>
5117	<u>Interdistrict Attendance</u>
5125	<u>Student Records</u>
5125	<u>Student Records</u>
5131.62	<u>Tobacco</u>
5131.62	<u>Tobacco</u>
5141.22	<u>Infectious Diseases</u>
5141.22	<u>Infectious Diseases</u>
5141.22-E(1)	<u>Infectious Diseases</u>
5141.4	<u>Child Abuse Prevention And Reporting</u>
5141.4	<u>Child Abuse Prevention And Reporting</u>
5144	<u>Discipline</u>
5144	<u>Discipline</u>
5144.1	<u>Suspension And Expulsion/Due Process</u>
5144.1	<u>Suspension And Expulsion/Due Process</u>
5145.3	<u>Nondiscrimination/Harassment</u>
5145.3	<u>Nondiscrimination/Harassment</u>

5145.3-E PDF(1)	<u>Nondiscrimination/Harassment</u>
5145.6	<u>Parent/Guardian Notifications</u>
5145.6-E PDF(1)	<u>Parent/Guardian Notifications</u>
5145.7	<u>Sexual Harassment</u>
5145.7	<u>Sexual Harassment</u>
5145.71	<u>Title IX Sexual Harassment Complaint Procedures</u>
5145.9	<u>Hate-Motivated Behavior</u>
5146	<u>Married/Pregnant/Parenting Students</u>
5148	<u>Child Care And Development</u>
6142.1	<u>Sexual Health And HIV/AIDS Prevention Instruction</u>
6142.1	<u>Sexual Health And HIV/AIDS Prevention Instruction</u>
6142.7	<u>Physical Education And Activity</u>
6142.7	<u>Physical Education And Activity</u>
6145	<u>Extracurricular And Cocurricular Activities</u>
6145	<u>Extracurricular And Cocurricular Activities</u>
6146.1	<u>High School Graduation Requirements</u>
6146.1	<u>High School Graduation Requirements</u>
6146.1-E PDF(1)	<u>High School Graduation Requirements</u>
6159	<u>Individualized Education Program</u>
6161.1	<u>Selection And Evaluation Of Instructional Materials</u>
6161.1	<u>Selection And Evaluation Of Instructional Materials</u>
6163.1	<u>Library Media Centers</u>
6163.1	<u>Library Media Centers</u>
6164.2	<u>Guidance/Counseling Services</u>
6164.4	<u>Identification And Evaluation Of Individuals For Special Education</u>
6164.4	<u>Identification And Evaluation Of Individuals For Special Education</u>
6171	<u>Title I Programs</u>
6171	<u>Title I Programs</u>

6173	<u>Education For Homeless Children</u>
6173	<u>Education For Homeless Children</u>
6178	<u>Career Technical Education</u>
6200	<u>Adult Education</u>
6200	<u>Adult Education</u>
9000	<u>Role Of The Board</u>
9011	<u>Disclosure Of Confidential/Privileged Information</u>
9012	<u>Board Member Electronic Communications</u>
9124	<u>Attorney</u>
9200	<u>Limits Of Board Member Authority</u>
9321	<u>Closed Session</u>
9322	<u>Agenda/Meeting Materials</u>
9322	<u>Agenda/Meeting Materials</u>

Regulation 1312.3: Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 09/08/1992 | Last Revised Date: 01/08/2024 | Last Reviewed Date: 01/08/2024

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

Compliance Officers

The district designates the individual(s), position(s), or unit(s) identified below as responsible for receiving, coordinating, and investigating complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in Administrative Regulation 5145.3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination, harassment, intimidation, or bullying and in Administrative Regulation 5145.7 - Sexual Harassment for handling complaints regarding sexual harassment.

General Counsel - Legal Services Office
San Juan Unified School District
3738 Walnut Avenue
Carmichael, CA 95608
(916) 971-7110
LegalServices@sanjuan.edu(<https://simbli.eboardsolutions.com/SU/vpDMIZadCZGHG7qPxllkxeA==>)

Title IX Coordinator - Legal Services Office
San Juan Unified School District
3738 Walnut Avenue
Carmichael, CA 95608
(916) 971-7110
LegalServices@sanjuan.edu(<https://simbli.eboardsolutions.com/SU/vpDMIZadCZGHG7qPxllkxeA==>)

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which the compliance officer has a bias or conflict of interest that would prohibit the fair investigation or resolution of the complaint. Any complaint against the compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the superintendent or designee who shall determine how the complaint will be investigated.

The superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program; applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination, harassment, intimidation, or bullying; applicable standards for reaching decisions on complaints; and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the superintendent or designee.

The compliance officer or, if necessary, an appropriate administrator shall determine whether interim measures are necessary during an investigation and while the result is pending. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the superintendent, the superintendent's designee, or, if appropriate, the site principal to implement, if possible, one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code section 234.1)

In addition, the superintendent or designee shall annually provide written notification of the district's UCP policy to

students, employees, parents/guardians of district students, district advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

The notice shall include:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group, and a list of all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board Policy.
2. The title of the position responsible for processing complaints, the identity of the person(s) currently occupying that position if known, and a statement that such persons will be knowledgeable about the laws and programs that they are assigned to investigate.
3. A statement that a UCP complaint, except a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, must be filed no later than one year from the date the alleged violation occurred.
4. A statement that a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct.
5. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.
6. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.
7. A statement that the district will post a standardized notice of the educational and graduation requirements of foster youth, students experiencing homelessness, children of military families, former juvenile court school students now enrolled in the district, students who are migratory, and students participating in a newcomer program, as specified in Education Code sections 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process.
8. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant.
9. A statement that, for programs within the scope of the UCP as specified in the accompanying Board policy, the complainant has a right to appeal the district's investigation report to the California Department of Education ("CDE") by filing a written appeal, including a copy of the original complaint and the district's decision, within 30 calendar days of receiving the district's decision.
10. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal laws prohibiting discrimination, harassment, intimidation, or bullying, if applicable.
11. A statement that copies of the district's UCP are available free of charge.

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code section 221.61 shall be posted on the district website and school websites and may be provided through district-supported social media, if available.

The superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

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

Filing of Complaints

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. If a site administrator not designated as a compliance officer receives a complaint, the site administrator shall notify the compliance officer.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put their

complaint in writing due to conditions such as disability or illiteracy, district staff shall assist them in the filing of the complaint. (5 CCR 4600)

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

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board Policy may be filed by any individual, public agency, or organization. (5 CCR 4600)
2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the superintendent or designee.
3. A UCP complaint, except for a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying, shall be filed no later than one year from the date the alleged violation occurred. For complaints related to the LCAP, the date of the alleged violation is the date when the County Superintendent of Schools approves the LCAP that was adopted by the Governing Board. (5 CCR 4630)
4. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges having personally suffered unlawful discrimination, a person who believes that any specific class of individuals has been subjected to unlawful discrimination, or a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. (5 CCR 4630)
5. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
6. When a complaint alleging unlawful discrimination, harassment, intimidation, or bullying is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
7. When a complainant of unlawful discrimination, harassment, intimidation, or bullying or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation

Within three business days after receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation to resolve the complaint. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, the compliance officer shall ensure that all parties agree to permit the mediator access to all relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with an investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed upon through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

Investigation of Complaint

The compliance officer shall begin an investigation into the complaint within 10 business days of receiving the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or the complainant's representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. The compliance officer shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place.

At appropriate intervals, the compliance officer shall inform the parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, the compliance officer shall interview the alleged victim(s), any alleged offender(s), and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Refusal by the district to provide the investigator with access to records and/or information related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

Timeline for Investigation Report

Unless extended by written agreement with the complainant, the investigation report shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint.

Within 40 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Investigation Report" below. If the complainant is dissatisfied with the compliance officer's decision, the complainant may, within five (5) business days, file the complaint in writing with the board of education.

The board may consider the matter at its next regular board meeting or at a special board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. When required by law, the matter shall be considered in closed session. The board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

For any complaint alleging unlawful discrimination, harassment, intimidation, or bullying, the respondent shall be informed of any extension of the timeline agreed to by the complainant, and, in the same manner as the complainant, may file a complaint with the board if dissatisfied with the decision.

Final Written Decision

For all complaints, the district's investigation report shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered

2. The conclusion providing a clear determination for each allegation as to whether the district is in compliance with the relevant law.
3. Corrective action(s) whenever the district finds merit in the complaint, including, when required by law, a remedy to all affected students and parents/guardians and, for a student fees complaint, a remedy that complies with Education Code 49013 and 5 CCR 4600.
4. Notice of the complainant's right to appeal the district's decision to the CDE, except when the district has used the UCP to address a complaint not specified in 5 CRR 4610.
5. Procedures to be followed for initiating an appeal to CDE or the Board of Education.

The investigation report may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

In consultation with district legal counsel, information about the relevant part of an investigation report may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the investigation report or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful, harassment, intimidation, or bullying, notice of the investigative report to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient ("LEP") student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

For complaints alleging unlawful discrimination, harassment, intimidation, or bullying based on state law, the investigation report shall also include a notice to the complainant that:

1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including but not limited to injunctions, restraining orders or other remedies or orders, 60 calendar days after the filing of an appeal with CDE. (Education Code section 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code section 263)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

For complaints involving retaliation or unlawful discrimination, harassment, intimidation, or bullying, appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice

8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

For complaints involving retaliation or unlawful discrimination, harassment, intimidation, or bullying involving a student as the respondent, appropriate corrective actions that may be provided to the student include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

When an employee is found to have committed retaliation or unlawful discrimination, harassment, intimidation, or bullying, the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination, harassment, intimidation, or bullying, that the district does not tolerate it, and how to report and respond to it.

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

However, if a complaint alleging noncompliance with the law regarding student fees, deposits, and other charges, physical education instructional minutes, courses without educational content, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code sections 49013, 51222, 51223, 51228.3, 52075)

For complaints alleging noncompliance with the law regarding student fees, the district, by engaging in reasonable efforts, shall attempt in good faith to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code section 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's investigative report on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with the CDE within 30 calendar days of receiving the district's investigation report. (5 CCR 4632)

The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's investigation report for that complaint. The complainant shall specify and explain the basis for the appeal, including at least one of the following: (5 CCR 4632)

1. The district failed to follow its complaint procedures.
2. Relative to the allegations of the complaint, the district's investigation report lacks material findings of fact necessary to reach a conclusion of law.
3. The material findings of fact in the district's investigation report are not supported by substantial evidence.
4. The legal conclusion in the district's investigation report is inconsistent with the law.
5. In a case in which the district found noncompliance, the corrective actions fail to provide a proper remedy.

Upon notification by CDE that the district's investigation report has been appealed, the superintendent or designees shall forward the following documents to CDE within 10 days of the date of notification: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the district's investigation report
3. A copy of the investigation file, including but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
4. A report of any action taken to resolve the complaint
5. A copy of the district's uniform complaint procedures
6. Other relevant information requested by the CDE

If notified by CDE that the district's investigation report failed to address allegation(s) raised by the complaint, the district shall, within 20 days of the notification, provide CDE and the appellant with an amended investigation report that addresses the allegation(s) that were not addressed in the original investigation report. The amended report shall also inform the appellant of the right to separately appeal the amended report with respect to the allegation(s) that were not addressed in the original report. (5 CCR 4632)

Health and Safety Complaints in California State Preschool Program

Any complaint regarding health or safety issues in a license-exempt California State Preschool Program (CSPP) shall be addressed through the procedures described in 5 CCR 4690-4694.

In order to identify appropriate subjects of CSPP health and safety issues pursuant to Health and Safety Code 1596.7925, a notice shall be posted in each license-exempt CSPP classroom in the district notifying parents/guardians, students, and teachers of the health and safety requirements of Title 5 regulations that apply to CSPP programs pursuant to Health and Safety Code 1596.7925 and the location at which to obtain a form to file any complaint alleging noncompliance with those requirements. For this purpose, the Superintendent or designee may download and post a notice available from the CDE website. (Education Code 8212; 5 CCR 4691)

The district's annual UCP notification distributed pursuant to 5 CCR 4622 shall clearly indicate which of its CSPP programs are operating as exempt from licensing and which CSPP programs are operating pursuant to requirements under Title 22 of the Code of Regulations. (5 CCR 4691)

Any complaint regarding specified health or safety issues in a license-exempt CSPP program shall be filed with the preschool program administrator or designee, and may be filed anonymously. The complaint form shall specify the location for filing the complaint, contain a space to indicate whether the complainant desires a response to the complaint, and allow a complainant to add as much text as desired to explain the complaint. (Education Code section 8212; 5 CCR 4690)

If it is determined that the complaint is beyond the authority of the preschool program administrator, the matter shall be forwarded to the superintendent or designee in a timely manner, not to exceed 10 working days, for resolution. The preschool administrator or the Superintendent or designee shall make all reasonable efforts to investigate any complaint within their authority. (Education Code section 8212, 5 CCR 4692)

Investigation of a complaint regarding health or safety issues in a license-exempt CSPP program shall begin within 10 days of receipt of the complaint. (Education Code section 8212; 5 CCR 4690)

The preschool administrator or designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the preschool administrator or superintendent's designee shall, within 45 working days of the initial filing of the complaint, report the resolution to the complainant and CDE's assigned field consultant. If the preschool administrator makes this report, the information shall be reported at the same time to the superintendent or designee.

If a complaint regarding health or safety issues in a license-exempt CSPP program involves an LEP student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the board at a regularly scheduled meeting and, within 30 days of the date of the written report, may file a written appeal of the district's decision to the Superintendent of Public Instruction in accordance with 5 CCR

4632. (Education Code 8212; 5 CCR 4693, 4694)

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

On a quarterly basis, the superintendent or designee shall report summarized data on the nature and resolution of all CSPP health and safety complaints, including the number of complaints by general subject area with the number of resolved and unresolved complaints, to the board at a regularly scheduled board meeting and to the County Superintendent.

EXHIBIT "D"



Melissa Bassanelli
Superintendent of Schools

Daniel Thigpen
Chief of Human Resources

Cloris Henry, Ed.D.
*Senior Director,
Human Resources*

September 24, 2025

Jeffry Remington
[REDACTED]
[REDACTED]

Re: Administrative Leave

Dear Mr. Remington,

The purpose of this letter is to notify you that we are placing you off work on administrative leave with pay effective today. This administrative leave will remain in effect pending the District's review of findings from a recently concluded Uniform Complaint Procedure (UCP) complaint investigation.

While you are on paid administrative leave, you are not to report to work at your current assignment (Instructional Assistant III at Del Campo High School) nor are you to report to any coaching assignments. You are to be available to the district by telephone during your regular work hours in the event it becomes necessary to contact you. You are also to be available to attend any meetings scheduled during your work hours. Failure to be available to the district during your working hours could affect your paid status and could result in disciplinary action.

To preserve the integrity of this process, and to protect you from allegations of retaliation, you are directed not to contact other district employees, students, or parents. This includes direct communication or any other means of communication, such as electronic. However, you may contact your bargaining unit representative.

You are directed not to return to your site, or any other San Juan Unified School District site, without authorization from me. If you need to be unavailable to the district while on administrative paid leave, please contact me 24 hours prior to your absence.

If you have any questions regarding this letter, please contact me at (916) 971-7193.

Sincerely,

Daniel Thigpen
Chief of Human Resources
San Juan Unified School District

ADDRESS
3738 Walnut Avenue
Carmichael, CA 95608

PHONE
(916) 971-7700

WEBSITE
www.sanjuan.edu

EXHIBIT "E"

Policy 4219.21: Professional Standards

Status: ADOPTED

Original Adopted Date: 06/09/1992 | Last Revised Date: 10/25/2016 | Last Reviewed Date: 10/25/2016

The Governing Board expects district employees to maintain the highest ethical standards, exhibit professional behavior, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students, staff, and other members of the school community. Employee conduct should enhance the integrity of the district, advance the goals of the district's educational programs, and contribute to a positive school climate.

The board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of district students.

Inappropriate employee conduct includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon.
2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student or staff member is observed.
3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child.
4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student.
5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time.
6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members.
7. Willfully disrupting district or school operations by loud or unreasonable noise or other action.
8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace or at a school-sponsored activity.
9. Dishonesty with students, parents/guardians, staff, or members of the public, including, but not limited to, falsification of information in employment records or other school records.
10. Divulging confidential information about students, district employees, or district operations to persons not authorized to receive the information.
11. Using district equipment or other district resources for the employee's own commercial purposes or for political activities.
12. Using district equipment or communications devices for personal purposes while on duty, except in an emergency or during scheduled work breaks.

Employees shall be notified that computer files and all electronic communications, including, but not limited to, email and voice mail, are not private. To ensure proper use, the Superintendent or designee may monitor employee usage of district technological resources at any time without the employee's consent.

13. Causing damage to or engaging in theft of property belonging to students, staff, or the district.
14. Wearing inappropriate attire.

An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of or suspects child abuse or neglect shall file a report pursuant to the district's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.

Any reports of employee misconduct shall be promptly investigated. Any employee who is found to have engaged in inappropriate conduct in violation of law or Board policy shall be subject to disciplinary action and, in the case of a certificated employee, may be subject to a report to the Commission on Teacher Credentialing. The Superintendent or designee shall notify local law enforcement as appropriate.

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline.

The district prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the district's complaint process shall be subject to discipline.

EXHIBIT “F”

Exhibit 4219.21-E(1): Professional Standards

Status: ADOPTED

Original Adopted Date: 06/09/1992 | **Last Reviewed Date:** 06/09/1992

School employees who are in daily contact with many phases of educational work should be persons whose conduct is beyond reproach, and who sincerely believe in the advancement of education and the betterment of working conditions.

As A School Employee I Will:

1. Be proud of my vocation in order that I may use my best endeavors to elevate the standards of my position so that I may merit a reputation for high quality of service -- to the end that others may emulate my example.
 2. Be a person of integrity, clean speech, desirable personal habits, and physical fitness.
 3. Be just in my criticism and be generous in my praise; to improve and not destroy.
 4. At all times be courteous in my relations with students, parents/guardians, teachers and others.
 5. Be a resourceful person who readily adapts himself to different kinds of work and changed conditions and finds better ways to do things.
 6. Conduct myself in a spirit of friendly helpfulness to my fellow employees to the end that I will consider no personal success legitimate or ethical which is secured by taking unfair advantage of another.
 7. Associate myself with employees of other districts for the purpose of discussing school problems and cooperating in the improvement of public school conditions.
 8. Always uphold my obligations as a citizen to my nation, my state, my school district, and my community and give them unswerving loyalty.
 9. Always bear in mind that the purpose of CSEA is to promote the efficiency and raise the standards of all school employees and that I shall be equally obligated to assist all my fellow workers.
-

EXHIBIT “G”

Policy 4222: Teacher Aides/Paraprofessionals

Status: ADOPTED

Original Adopted Date: 06/09/1992 | **Last Reviewed Date:** 06/09/1992

The Governing Board approves the use of noncertificated people to work with certificated personnel to assist them in discharging their professional duties.

It is expected that instructional assistants and aides will be members of a professional team dedicated to working for the best interests of students. All members of the team are expected to be loyal, courteous, cooperative, industrious and dependable. They must accept responsibility to act with the highest ethical standards as they work with students.

No person shall be initially assigned as an instructional aide unless he/she has passed the basic reading, writing and mathematics skills proficiencies required for graduation from high school in the district. Exceptions shall be those permitted by state law.

EXHIBIT “H”

Policy 4000: Concepts And Roles

Status: ADOPTED

Original Adopted Date: 06/09/1992 | Last Reviewed Date: 06/09/1992

The Governing Board wishes to establish, through the personnel policies and regulations of the district, conditions that will attract and hold the best qualified personnel for all positions, who will devote themselves to the education and welfare of the students of the district. The Board desires that teachers pursue excellence within their profession.

The Board believes that its personnel policies must be developed through the cooperation and participation of the employee organizations, the administrative staff, and the Board in an atmosphere of mutual faith and good will.

The Board intends to have all personnel policies and regulations conform to the requirements of law.

The Board

1. Adopts wage and salary schedules.
2. Elects or rejects employees on the recommendation of the Superintendent or designee.
3. Determines principles of treatment for employees, such as those in connection with sick leave, leaves of absence, inservice training, retirement, etc., either through the policies and regulations of the district or through negotiations with exclusive representatives (employee organizations).
4. Serves as a court of appeals in cases referred by the Superintendent or designee or which may be appealed by employees directly from the Superintendent or designee's judgment, or as specified in adopted employee organization bargaining agreements.

The Superintendent or Designee

1. Nominates for employment all certificated and classified personnel.
2. Recommends disciplinary action, including suspension and dismissal, against employees whenever there is sufficient evidence warranting any such action according to Board policy and administrative regulations, and/or state or federal laws and regulations.
3. Assigns, directs and supervises the work of all employees with due regard for the individual rights involved, proposes salary schedules for staff members not covered by an employee organization agreement, and serves as consultant to the Board throughout negotiations with employee organizations on all matters under negotiations.

Working Relationships between Board and Superintendent or Designee

The Board desires to be guided principally by the advice of the Superintendent or designee in regard to its relations with certificated and classified personnel.

The Board does not desire to exercise its employment responsibilities contrary to the recommendation of the Superintendent or designee, and will not employ any person unless recommended by the Superintendent or designee. If a nomination by the Superintendent or designee is not acceptable to the Board the nomination shall be withdrawn. The Superintendent or designee shall then present other nominations to the Board for consideration.

The Board agrees that all approaches by employees to the Board or to the individual members of the Board shall be referred to the Superintendent or designee for consideration and judgment, and to act as a court of appeals only after referrals have been made to the Superintendent or designee.

The Board desires that the Superintendent or designee conduct the district's personnel relations with fair and sound practices approved by the Board.

NOTICE FOR APPEAL

Reasons for appeal:

I am appealing the Skelly hearing decision to dismiss.

I was not given an opportunity to defend myself by bringing in any witnesses to corroborate the false claims against me. I was told I could not contact anybody on my behalf and the initial investigation was very one-sided with regard to the witnesses that were called forth by the district investigator. I was never given any due process. Secondly, there has been disparate treatment towards myself based on the fact that my colleague Matt Costa who was also investigated and is back to work teaching at another site. This differential treatment is unfair and unjust. I am seeking an opportunity to defend myself and bring in additional unbiased testimony to clear my name.

Signature

Jeff Rerington

Date

3/17/26

OFFICE USE ONLY

Date Received

June 15, 2026
(VIA EMAIL AND U.S. MAIL)



Legal Services

Melissa Bassanelli
Superintendent of Schools

Fhanysha Clark Gaddis,
J.D., MPP
General Counsel

Jeffry Remington
[REDACTED]
[REDACTED]

Email: Jeffry.Remington@sanjuan.edu

Personal Email: [REDACTED]

Ryan Esnaashari, Esq.
Matheny Sears Linkert & Jaime LLP
3638 American River Drive
Sacramento, CA 95864-5901

Re: Appeal of Dismissal – Notice of Board Hearing and Right to Open Session

Dear Mr. Remington:

The San Juan Unified School District ("District") acknowledges receipt of your Notice of Appeal dated March 17, 2026, appealing the District's decision to dismiss you from your position as an Instructional Assistant III.

The Governing Board has scheduled consideration of your appeal for June 23, 2026, during its regular Board meeting.

Pursuant to Government Code section 54957(b)(2), when a public employee disciplinary matter is scheduled for consideration by a governing board, the employee has the right to require that the hearing be conducted in an open session rather than a closed session. Specifically, Government Code section 54957(b)(2) provides that, as a condition to holding a closed session on specific complaints or charges against an employee, the employee shall be provided written notice of the employee's right to have the matter heard in an open session rather than closed session.

Accordingly, you are hereby notified of your right to request that the appeal hearing be conducted in open session.

If you wish to exercise your right to have the matter heard in open session, you must provide written notice to the District no later than 3:00 p.m. on Thursday, June 18, 2026.

Written notice may be submitted by email to:

Fhanysha.Gaddis@sanjuan.edu

If the District does not receive written notice by that deadline, the District will proceed on the assumption that you do not wish to exercise your right to an open session hearing and the matter will remain scheduled for consideration in closed session on June 23, 2026.

The Board hearing will proceed as follows:

1. District Presentation – 10 Minutes

The District's presentation will be made by the Chief of Human Resources and will summarize the procedural history, evidence supporting the dismissal, and the basis for the recommendation that the dismissal be upheld.

2. Employee Presentation – 10 Minutes

ADDRESS
3738 Walnut Avenue
Carmichael, CA 95608

PHONE
(916) 971-7110

WEBSITE
www.sanjuan.edu

You, or your representative, will be provided ten (10) minutes to present information supporting your appeal.

3. Board Questions

Members of the Governing Board may ask questions of either party.

4. Board Deliberation

The Governing Board will deliberate and determine whether sufficient cause exists to uphold, modify, or reverse the disciplinary action.

The District further notes that on or about June 2, 2026, it was informed that attorney Ryan Esnaashari of Matheny Sears Linkert & Jaime LLP had been retained in connection with matters involving both Matt Costa and Jeffry Remington. Specifically, the District received correspondence stating:

"I am an attorney at Matheny Sears Linkert & Jaime LLP. Our firm has been retained to represent Matt Costa and Jeffry Remington in the matter of Cochran-Hernandez v. San Juan Unified School District."

Because the issues raised in your appeal involve facts that substantially overlap with the allegations and circumstances at issue in the Cochran-Hernandez litigation, the District has included Mr. Esnaashari on communications concerning scheduling and procedural matters related to this appeal.

The District understands that representation in the Cochran-Hernandez litigation may not necessarily extend to representation in this administrative appeal proceeding. In preparation for the Board hearing, the District's General Counsel attempted on June 15, 2026, to obtain clarification from Schools Insurance Authority regarding the scope of counsel's representation but was unable to obtain confirmation before issuance of this notice.

Accordingly, the District will continue to copy Mr. Esnaashari on procedural communications unless and until advised otherwise. However, Mr. Remington and counsel should work directly with Schools Insurance Authority and/or Matheny Sears Linkert & Jaime LLP to confirm whether representation extends to this appeal proceeding.

Please direct any questions regarding the scheduling of the hearing to my office.

Sincerely,



Phanysha Gaddis (Jun 15, 2026 17:01:04 PDT)

Phanysha Gaddis
General Counsel

c: Ryan Esnaashari

**SAN JUAN UNIFIED SCHOOL DISTRICT
TENTATIVE BOARD AGENDA ITEMS
2026-2027**

K
08/11/2026

AUGUST 25

2026-2027 Start of School – R	Dale
Attendance Improvement Initiative Update – R	Oaxaca
Biennial Review Board Bylaw/Exhibit 9270 Conflict of Interest – D	Gaddis
*Revisions to Board Policy 5144.1 Suspension and Expulsion/Due Process – A [Discussed 08/11/26]	Oaxaca
*Proposition 28 Annual Report – A	Dale
*Choices Charter School Proposition 28 Annual Report – A	Oaxaca
*Resolution: Authorized Signature - Power to Contract on Behalf of the District – A	Ryan

SEPTEMBER 8

<u>Meet and Greet</u> (before board meeting)	Henry
Summer Learning Update – R	Schnepp/Townsend-Snider
New Board Policy 6173.1 Foster Youth – D	Oaxaca
2025-2026 Unaudited Actuals and 2026-2027 Revised Budget – A	Ryan
CSBA Directors-at-Large Nominations – D/A	Board
*Biennial Review Board Bylaw/Exhibit 9270 Conflict of Interest – A [Discussed 08/25/26]	Gaddis
*Revised CIF Superintendent Designation of Representatives 2026-2027 – A	Schnepp
*Resolution: GANN Limit – A	Ryan

SEPTEMBER 22

Recognition: Week of the School Administrator (Oct. 11-17) – A	Henry
Literacy Update – R	Dale
New Board Policy 5141.5 Mental Health – D	Oaxaca
Public Hearing/Resolution: Sufficiency of Textbooks and Instructional Materials – A	Dale
Ad Hoc Committee Update/Proposed Revisions to Board Bylaws – D	Gaddis
*New Board Policy 6173.1 Foster Youth – A [Discussed 09/08/26]	Oaxaca

OCTOBER 13

Data Review: Math & ELA CAASPP – R	Dale
Examining Student Screen Time – R	Dale
Facilities Master Plan Update – R	Camarda
Resolution: Commit Fund Balance – A	Ryan
Criteria for PKS Tie Break (Certificated TK-12) – D	Henry
Criteria for PKS Tie Break (Certificated ECE) – D	Henry
Criteria for PKS Tie Break (Certificated Adult Ed) – D	Henry
Variable Term Waivers – A	Henry
Assignment of Teachers Outside Regular Base Credential – A	Henry
Provisional Internship Permits – A	Henry
Proposed Revisions to Board Bylaws – A [Discussed 09/22/26]	Gaddis
Williams Complaint Report – R	Gaddis
*New Board Policy 5141.5 Mental Health – A [Discussed 09/22/26]	Oaxaca

OCTOBER 27

Recognition: National School Psychology Week (Nov. 2-6) – A	Dale
Math Adoption & Textbook Utilization Update – R	Dale
Nutrition Services Update – R	Camarda
Meal Price Increases – D/A	Camarda
Legislative Priorities for 2027-2028 – D/A	Thigpen
Resolution: Criteria for PKS Tie Break (Certificated TK-12) – A [Discussed 10/13/26]	Henry

Resolution: Criteria for PKS Tie Break (Certificated ECE) – A [Discussed 10/13/26]	Henry
Resolution: Criteria for PKS Tie Break (Certificated Adult Ed) – A [Discussed 10/13/26]	Henry
*Federal Consolidated Application 2026-2027 – A	Oaxaca

NOVEMBER 17 (3rd Tuesday)

Board reception honoring outgoing board members (before board meeting)

Data Review: CCI, ELPAC/ELPI, Local Indicators – R	Dale
Rio Americano HS Stadium Project Environmental Impact Report (EIR) – A	Camarda
Rio Americano HS Stadium Project Approval – A	Camarda
Set Annual Organizational Meeting – A	Board
*Continued Funding Application CSPP & CCTR – A	Townsend-Snider

DECEMBER 15 (3rd Tuesday)

Board reception/swearing-in (before board meeting)

Annual Organizational Meeting – A	Board
2025-2026 Audit Report – A	Ryan
2026-2027 First Interim & Budget/Financial Status Report – A	Ryan
Adult Education Update – R	Schnepp
*Resolution: Emergency Contracting – A	Ryan
*Resolution: Authorized Signature - Power to Contract on Behalf of the District – A	Ryan
*Resolution: Delegating Signature Authorization to the Superintendent – A	Ryan
*Minimum Wage Increase (Short Term, Temporary) – A	Henry

JANUARY 12

High School Update – R	Schnepp
Camp Winthers Update – R	Camarda
Camp Winthers Fee Increase – D	Camarda
The Brown Act – D	Gaddis
Annual Policy Review – D	Gaddis
BP 3430 Investing and Debt Management	
BP 5116.1 Intradistrict Open Enrollment	
BP 6145 Extracurricular/Cocurricular Activities	
BP 6020 Parent Involvement	
Williams Complaint Report – R	Gaddis
Governance Handbook Annual Update – D	Allen
*Resolution: CSPP & CCTR Continued Funding Application Designated Personnel 2027-2028 – A	Townsend-Snider

JANUARY 26

Recognition: 2027 Classified Employees of the Year – A	Henry
Recognition: National School Counseling Week (Feb. 1-5) – A	Schnepp
Recognition: National School Social Work Week (Mar. 7-13) – A	Oaxaca
Multilingual Learner Program Update – R	Oaxaca
*Annual Policy Review – A [Discussed 01/12/27]	Gaddis
BP 3430 Investing and Debt Management	
BP 5116.1 Intradistrict Open Enrollment	
BP 6145 Extracurricular/Cocurricular Activities	
BP 6020 Parent Involvement	
*Camp Winthers Fee Increase – A [Discussed 01/12/27]	Camarda
*Governance Handbook Annual Update – A [Discussed 01/12/27]	Allen
*School Accountability Report Cards (SARCs) – A	Dale
*LCAP Federal Addendum Annual Revision – A	Oaxaca
*Early Head Start/Head Start Budget Mod/Carryover Funds – A	Townsend-Snider

FEBRUARY 9

Mid-Year LCAP Update 2026-2027 – R	Oaxaca
Choices Charter School Mid-Year LCAP Update 2026-2027 – R	Oaxaca
Early Years Education Update – R	Townsend-Snider
Recommendation for Reductions in PKS (Certificated TK-12) – D	Henry
Recommendation for Reductions in PKS (Certificated ECE) – D	Henry
Recommendation for Reductions in PKS (Certificated Adult Ed) – D	Henry
Notice of Intent to Reduce Classified Positions – D	Henry

FEBRUARY 23

Recognition: Arts Education Month (March) – A	Dale
District TK-12 Mathematics Adoption Progress Update – R	Dale
Proposed Revisions to Board Policy 6146.1 High School Graduation Requirements – D	Schnepp
Resolution: Reductions in PKS (Certificated TK-12) – A [Discussed 02/09/27]	Henry
Resolution: Reductions in PKS (Certificated ECE) – A [Discussed 02/09/27]	Henry
Resolution: Reductions in PKS (Certificated Adult Ed) – A [Discussed 02/09/27]	Henry
Resolution: Notice of Intent to Reduce Classified Positions – A [Discussed 02/09/27]	Henry
2027 CSBA Delegate Assembly Election – A	Board

MARCH 16 *(3rd Tuesday)*

Recognition: Week of the Young Child (Apr. 10-16) – A	Townsend-Snider
Recognition: School Library Month (April) – A	Dale
Expanded Learning Opportunities Program (ELO-P) Update – R	Townsend-Snider
New High School Courses – D	Dale
Second Interim Budget Report – R	Ryan
*Proposed Revisions to Board Policy 6146.1 High School Graduation Requirements – A [Discussed 02/23/27]	Schnepp
*Head Start and Early Head Start Grant Application 2027-2028 – A	Townsend-Snider

APRIL 13

Recognition: Adult Education Week (Apr. 18-24) – A	Schnepp
Recognition: School Bus Driver Appreciation Day (Apr. 27) – A	Henry
Instructional Materials Adoptions – D	Dale
Transportation Update – R	Camarda
Williams Complaint Report – R	Gaddis
Proposed Board Meeting Dates for 2027-2028 – A	Board
*New High School Courses – A [Discussed 03/16/27]	Dale
*Charter School Lease Amendments – A	Camarda

APRIL 27

Recognition: National Nurses Week and National School Nurse Day (May 6-12 & May 6) – A	Oaxaca
Recognition: California Day of the Teacher (May 12) – A	Henry
Recognition: 2028 Certificated Employees of the Year	Henry
San Juan Youth Voice Advocates – R	Oaxaca
Instructional Technology – R	Dale
*Instructional Materials Adoptions – A [Discussed 04/13/27]	Dale

MAY 11

Recognition: Classified School Employee Week (May 16-22) – A	Henry
Recognition: National Speech Pathologist Day (May 18) – A	Dale
Citrus Heights Schools Update – R	Townsend-Snider
Strategic Plan Update – A	Allen
Hearing Officer's Recommendation-2027 Reduction in Force (if applicable) – A	Gaddis
*Head Start/Early Head Start COLA Funding Allocation 2027-2028 – A	Townsend-Snider

*Adult Education Course Approval – A Schnepf

MAY 25

Recognition: National Science Bowl (if applicable)	Schnepf
Recognition: Science Olympiad (if applicable)	Schnepf
Recognition: Academic Decathlon (if applicable)	Schnepf
Special Education Update – R	Dale
Public Hearing: SELPA Local Plan Annual Update – A	Dale
High School Cell Phone/Mobile Device Policy – D	Allen
*Facility Lease Amendments – A	Camarda
*Head Start/Early Head Start SETA Grant Resolution 2027-2028 – A	Townsend-Snyder

JUNE 8

Public Hearing: LCAP – PH/D	Oaxaca
Public Hearing: LCAP/Choices Charter School – PH/D	Oaxaca
Public Hearing: Adoption of the 2027-2028 Budget – PH/D	Ryan
Temporary Interfund Borrowing of Cash – A	Ryan
Cabinet Contracts – A	Gaddis
*Audit Reports for Measures J, N and P – A	Ryan
*CIF Superintendent Designation of Representatives 2027-2028 – A	Schnepf
*ECE Program Self-Evaluation for CDE – A	Townsend-Snyder

JUNE 22

California School Dashboard Local Indicators – R	Oaxaca
LCAP – A [Public Hearing 06/08/27]	Oaxaca
Choices Charter School California School Dashboard Local Indicators – R	Oaxaca
LCAP Choices Charter School – A [Public Hearing 06/08/27]	Oaxaca
Adoption of the 2027-2028 Budget – A [Public Hearing 06/08/27]	Ryan
*2026-2027 Actuarial Report OPEB – A	Ryan
*Charter School 2025-2026 Audit Reports (AAT, CMP, GIS, GV, OFY, VIE) – A	Ryan
*School Plans for Student Achievement (SPSAs) – A	Oaxaca

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