

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

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

**Board of Education Agenda**  
**August 26, 2025**

**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. Public Employee Discipline/Dismissal/Release (Government Code section 54957)  
Position: N/A – Discussion regarding complaint/investigation concerning a member of the Board of Trustees – 25-26\_001.
2. Public Employee Discipline/Dismissal/Release (Government Code section 54957)  
Position: N/A – Discussion regarding complaint/investigation concerning a member of the Board of Trustees – 25-26\_002.

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

**D. APPROVAL OF MINUTES**

1. Minutes - August 12, 2025, regular meeting

Action: The superintendent is recommending that the board approve the minutes for August 12, 2025, regular meeting, pages 2698-2701.

**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-8, 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, separations and job description/salary range change.

2. Purchasing Report

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

3. Revisions to Board Policy and Exhibit 4040 Employee Use of Technology

The superintendent is recommending that the board approve the proposed revisions to Board Policy and Exhibit 4040 Employee Use of Technology.

4. Revisions to Board Policy and Exhibit 6163.4 Student Use of Technology

The superintendent is recommending that the board approve the proposed revisions to Board Policy and Exhibit 6163.4 Student Use of Technology.

5. Revisions to Board Policy 5131.9 Academic Honesty

The superintendent is recommending that the board approve the proposed revisions to Board Policy 5131.9 Academic Honesty.

6. Resolution Emergency Contracting

The superintendent is recommending that the board adopt Emergency Contracting Resolution No. 4223 giving authority in the event of an emergency to repair or replace a public facility, take any directly related and immediate action required by such emergency, and procure any necessary equipment, services and supplies for those purposes, without giving notice for bids to let contracts and without prior notice or approval of the governing board of such public agency.

7. Resolution Power to Contract on Behalf of District

The superintendent is recommending that the board adopt Resolution No. 4224 Power to Contract on Behalf of District.

8. Licensee Representative - California Department of Social Services (CDSS)

The superintendent is recommending that the board adopt Resolution No. 4219, approving the

authorization for Early Childhood Education staff members to sign legal state licensing forms.

**H. CONSENT CALENDAR (continued, if necessary)**

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

**I. BUSINESS ITEMS**

**1. 2025-2026 Start of School (Dale) - 7:15 p.m.**

Report: The superintendent is recommending that the board receive a report on the opening of the 2025-2026 school year.

**2. Revised Board Policy 6146.1 - High School Graduation Requirements (Schnepp) - 7:35 p.m.**

Discussion: The superintendent is recommending that the board discuss the proposed revisions to Board Policy 6146.1 Graduation Requirements. Action anticipated: 09/09/2025.

**3. Revisions to Board Policy 5113 Absences and Excuses (Oaxaca) - 7:50 p.m.**

Discussion: The superintendent is recommending that the board discuss the proposed revisions to Board Policy 5113 Absences and Excuses. Action anticipated: 09/09/2025.

**4. New Board Policy 5113.1 Chronic Absence and Truancy (Oaxaca) - 7:55 p.m.**

Discussion: The superintendent is recommending that the board discuss the newly proposed Board Policy 5113.1 Chronic Absence and Truancy. Action anticipated: 09/09/2025.

**5. Revisions to Board Policy 5144 Discipline (Oaxaca) - 8:00 p.m.**

Discussion: The superintendent is recommending that the board discuss the proposed revisions to Board Policy 5144 Discipline. Action anticipated: 09/09/2025.

**6. Revisions to Board Policy 5144.1 Suspension and Expulsion (Oaxaca) - 8:05 p.m.**

Discussion: The superintendent is recommending that the board discuss the proposed revisions to Board Policy 5144.1 Suspension and Expulsion. Action anticipated: 09/09/2025.

**7. Exemption to the Separation-From-Service Requirement (Thigpen) - 8:10 p.m.**

Action: The superintendent is recommending that the board adopt Resolution No. 4225 approving the exemption to the separation-from-service requirement pursuant to Education Code Section 24214.5 or 26812.

**J. BOARD REPORTS - 8:15 p.m.**

**K. FUTURE AGENDA - 8:25 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 - 8:30 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](mailto: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](mailto: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**

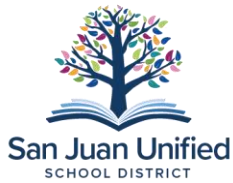
*We partner with our San Juan Unified community in setting high expectations for academic achievement rooted in equity and unity to create supportive learning experiences in which all students, families and staff can excel and thrive.*

#### **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  
August 12, 2025**

**Regular Meeting**

Board of Education  
5:30 p.m.

**Open Session/Call to Order (A)**

The August 12 regular meeting was called to order by the president, Ben Avey. The board meeting was held in person and was also livestreamed on the district website.

**Roll Call**

Present:  
Ben Avey, president  
Tanya Kravchuk, vice president  
Manuel Perez, clerk  
Zima Creason, member  
Nick Bloise, member (*arrived 5:42 p.m.; left 7:31 p.m.*)  
Abid Stanekzai, member  
Pam Costa, 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 regarding Public Employee Discipline / Dismissal / Release (Government Code section 54957) Position: N/A – Discussion regarding complaint/investigation concerning a member of the Board of Trustees – 25-26\_001; and Public Employee Discipline / Dismissal / Release (Government Code section 54957) Position: N/A – Discussion regarding complaint/investigation concerning a member of the Board of Trustees – 25-26\_002.

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

At 6:30 p.m., the August 12 regular meeting was called back to order by the president, Ben Avey, who led the group in the Pledge of Allegiance and then read the San Juan Unified land acknowledgement.

**Minutes Approved (D)**

It was moved by Mr. Bloise, seconded by Mr. Stanekzai, that the minutes of the June 24 regular meeting be approved. MOTION CARRIED 5-0-2 [AYES: Avey, Creason, Bloise, Stanekzai, Costa; NOES: None; ABSTAIN: Kravchuk, Perez].

**Closed Session/Expulsion Actions (E-5)**

There were no closed session actions to report.

**Visitor Comments (F)**

Talieh Ghane shared information about her son's experiences at Rio Americano High School.

Mehran Madani shared information about his son's experiences at Rio Americano High School.

Manuel Zapata provided information about the Sacramento Sheet Metal Workers Training Center.

Volodymyr Buianov addressed enrollment issues concerning his son.

Lisa Mattis expressed concerns regarding gate access at Sierra Oaks K-8 School.

Cerissa Brown spoke about her son's experiences as a former student.

**Consent Calendar Approved (G-1/G-6 and G-8/G-10)**

Mr. Avey pulled item G-7. It was moved by Ms. Creason, seconded by Mr. Bloise, that the consent calendar items G-1 through G-6 and G-8 through G-10 be approved. MOTION CARRIED UNANIMOUSLY [Avey, Kravchuk, Perez, Creason, Bloise, Stanekzai, Costa].

**Personnel (G-1)**

Appointments, leaves of absence, separations and reassignments/change in work year – approved as submitted.

**Purchasing Report (G-2)**

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

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

Warrants and payroll and notices of completion – approved as submitted.

**Gifts (G-4)**

Acceptance of gifts to Bella Vista High School.

**Surplus Property (G-5)**

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

**Resolution No. 4220: Arcade Middle School Lease Amendment No. 10 (G-6)**

Adoption of Resolution No. 4220, approving the tenth amendment to the lease for the Arcade Middle School New Construction Project No. 001-9512-P1 between San Juan Unified School District and Clark/Sullivan Construction.

**Howe Avenue Elementary School Energy Management System - BACTalk Retrofit Project (G-8)**

Approval of the contract for the HVAC Energy Management System & Controls (BACTalk Retrofit Project) between San Juan Unified School District and L&H Airco LLC.

**Cabinet Salary Schedule (G-9)**

Approval of a revision to the cabinet salary schedule.

**Ratification of Committee Members (G-10)**

Ratification of the appointment and reappointment of committee members.

**Consent Calendar Continued (H)**

**Resolution No. 4221: Howe Avenue Elementary School Emergency Resolution for BACTalk Retrofit Project (G-7)**

Adoption of Resolution No. 4221, approving the Resolution for Emergency Work for the HVAC Energy Management System & Controls (BACTalk Retrofit Project) between San Juan Unified School District and L&H Airco LLC.

Chief Operations Officer Frank Camarda explained why the resolution is necessary. It was moved by Mr. Avey, seconded by Mr. Perez, that item G-7 be approved. MOTION CARRIED UNANIMOUSLY [Avey, Kravchuk, Perez, Creason, Bloise, Stanekzai, Costa].

**San Juan Teacher Residency Update (I-1)**

Deputy Superintendent of Schools and Student Support Timothy Chip Dale, Ed.D., introduced Director of Professional Learning and Curriculum Innovation Nicole Kukral who gave a presentation on the district's teacher residency program. Ms. Kukral provided background information about the residency, shared a progress report highlighting key actions and accomplishments and outlined next steps. Recent graduate Alesha Gordon spoke about her positive experiences as a former

student in the program. Board members made comments and posed questions, which Ms. Kukral addressed. Mr. Stanekzai asked clarifying questions about the recruiting process. Ms. Creason inquired about a waitlist and made comments about financial aid. Mr. Avey asked about the application period.

#### **Revisions to Board Policy and Exhibit 4040 Employee Use of Technology (I-2)**

Dr. Dale introduced Ms. Kukral who presented the proposed revisions to Board Policy 4040 Employee Use of Technology, and its accompanying exhibit, which incorporates language regarding Artificial Intelligence (AI). Action was scheduled for August 26.

#### **Revisions to Board Policy and Exhibit 6163.4 Student Use of Technology (I-3)**

Dr. Dale introduced Ms. Kukral who presented the proposed revisions to Board Policy and Exhibit 6163.4 Student Use of Technology, which incorporates language regarding Artificial Intelligence (AI). Action was scheduled for August 26.

#### **Revisions to Board Policy 5131.9 Academic Honesty (I-4)**

Dr. Dale introduced Ms. Kukral who presented the proposed revisions to Board Policy 5131.9 Academic Honesty, which incorporates language regarding Artificial Intelligence (AI). Action was scheduled for August 26.

#### **Declaration of Need for Fully Qualified Educators (I-5)**

Chief of Human Resources Daniel Thigpen presented the item. It was moved by Mr. Stanekzai, seconded by Mr. Bloise, to adopt the Declaration of Need for Fully Qualified Educators for the 2025-2026 school year. MOTION CARRIED UNANIMOUSLY [Avey, Kravchuk, Perez, Creason, Bloise, Stanekzai, Costa].

#### **District's Initial Bargaining Proposal with the San Juan Teachers Association Successor Contract 2025-2026 (I-6)**

Mr. Thigpen presented the topic. There were no requests for public comment. It was moved by Ms. Kravchuk, seconded by Mr. Bloise, to adopt, pursuant to Government Code section 3540 et seq. and district Board Policy 4243.1, the bargaining interests of the Board of Education for negotiations with the San Juan Teachers Association for 2025-2026. MOTION CARRIED UNANIMOUSLY [Avey, Kravchuk, Perez, Creason, Bloise, Stanekzai, Costa].

#### **District's Initial Bargaining Proposal with the San Juan Professional Educators Coalition Reopeners for 2025-2026 (I-7)**

Mr. Thigpen presented the topic. There were no requests for public comment. It was moved by Mr. Perez, seconded by Mr. Bloise, to adopt, pursuant to Government Code section 3540 et seq. and district Board Policy 4243.1, the bargaining interests of the Board of Education for negotiations with the San Juan Professional Educators Coalition (SJPEC) for 2025-2026. MOTION CARRIED UNANIMOUSLY [Avey, Kravchuk, Perez, Creason, Bloise, Stanekzai, Costa].

#### **District's Initial Bargaining Proposal with the California School Employees Association, Chapter 127, Reopeners for 2025-2026 (I-8)**

Mr. Thigpen presented the topic. There were no requests for public comment. It was moved by Ms. Costa, seconded by Mr. Bloise, to adopt, pursuant to Government Code section 3540 et seq. and district Board Policy 4243.1, the bargaining interests of the Board of Education for negotiations with the California School Employees Association (CSEA), Chapter 127, for 2025-2026. MOTION CARRIED UNANIMOUSLY [Avey, Kravchuk, Perez, Creason, Bloise, Stanekzai, Costa].

#### **Cabinet Contract (I-9)**

It was moved by Mr. Perez, seconded by Ms. Creason, to approve the employment contract for the Senior Director of Human Resources Cloris Henry, Ed.D., for the 2025-2026 and 2026-2027 school years. MOTION CARRIED UNANIMOUSLY [Avey, Kravchuk, Perez, Creason, Bloise, Stanekzai, Costa].

#### **Williams Complaint Report (I-10)**

General Counsel Phanysha Clark Gaddis explained that the district must report on the status of Williams-type complaints filed with the district per Education Code section 35186(d), which requires each school district to publicly report, on a quarterly basis, summarized data on the nature and resolution of all Williams-type complaints. Ms. Gaddis stated that, during the time period from April 1, 2025, through June 30, 2025, there was one Williams-type complaint filed, which was resolved.

#### **Board Reports (J)**

There were no board reports.

**Future Agenda (K)**

There were no items added to the future agenda.

**Closed Session Continued (L)**

At 7:31 p.m. the board returned to closed session to continue item B-1 – Public Employee Discipline/Dismissal/Release (Government Code section 54957) Position: N/A – Discussion regarding complaint/investigation concerning a member of the Board of Trustees – 25-26\_001.

**Adjournment (M)**

At 9:01 p.m., Mr. Avey stated there were no closed session actions to report, and there being no further business, the regular meeting was adjourned.

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Ben Avey, Board President

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Melissa Bassanelli, Secretary

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

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

**AGENDA ITEM:** G.1

**MEETING DATE:** 08/26/2025

**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, separations and job description/salary range change.

**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 Pages](#)

**BOARD COMMITTEE ACTION/COMMENT:**

N/A

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet: 08/18/2025

**FISCAL IMPACT:**

N/A

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

**APPROVED BY:** Daniel Thigpen, Chief of Human Resources  
Melissa Bassanelli, Superintendent of Schools

**1. APPOINTMENTS****MANAGEMENT**

<b><u>Type</u></b>	<b><u>Name</u></b>	<b><u>Status</u></b>	<b><u>Assignment</u></b>	<b><u>Location</u></b>	<b><u>Effective Date (s)</u></b>
Promotion	Koch, Crista	Prob	Director, Equity & Student Achievement	Student Support Services	08/18/25

**CERTIFICATED SUPERVISORY**

<b><u>Type</u></b>	<b><u>Name</u></b>	<b><u>Status</u></b>	<b><u>Assignment</u></b>	<b><u>Location</u></b>	<b><u>Effective Date (s)</u></b>
Promotion	Day, Amy	Prob	Vice Principal on Special Assignment	Teaching And Learning	08/12/25

**CERTIFICATED**

<b><u>Type</u></b>	<b><u>Name</u></b>	<b><u>Status</u></b>	<b><u>Assignment</u></b>	<b><u>Location</u></b>	<b><u>Effective Date (s)</u></b>
New Hire	Baker, James	Temp	Tch-Grad 7/8	Arden	08/12/25 06/10/26
New Hire	Boyd, Meghan	Prob	Tch-English Language Dev	Carmichael	08/12/25
New Hire	Cardenas Garcia, Karen	Temp	Tch-Grad 9/12	Mesa Verde	08/12/25 06/10/26
New Hire	Espinoza, Monica	Temp	Teacher Grade 4	Coyle Avenue	08/12/25 06/10/26
New Hire	Falto, Debbie	Temp	Tch-Grad 7/8	Arden	08/12/25 06/10/26
New Hire	Fang, Yan	Prob	Tch- Mild/Moderate K/12	Schweitzer	08/12/25
New Hire	Fassell, Elyssa	Temp	Teacher Kindergarten	Pershing	08/12/25 06/10/26
New Hire	Galvez, Thomas	Temp	Tch-Grad 9/12	Mira Loma	08/12/25 06/10/26
New Hire	Helenske, Tammy	Temp	Tch-Elem Specialist-Art	Teaching And Learning	08/12/25 06/10/26
New Hire	Houpis, Demetrius	Temp	Teacher Grade 6	Gold River	08/12/25 06/10/26
New Hire	Jensen, Nicole	Temp	Tch-Grad 9/12	Rio Americano	08/12/25 06/10/26
New Hire	Kirkland, Keoni	Temp	Tch- Grad 7/8	Pasteur	08/12/25 06/10/26
New Hire	Knipe, Colin	Temp	Tch-English Language Dev	Del Paso	08/12/25 06/10/26
New Hire	Laux, Rayanna	Temp	Tch-Grad 9/12	Casa Roble	08/12/25 06/10/26
New Hire	Lee, Woo Hyun	Temp	Tch-Grad 9/12	Mira Loma	08/12/25 06/10/26
New Hire	Lopez, Leslie	Temp	Tch-Grad 9/12	Rio Americano	08/12/25 06/10/26
New Hire	Lorente, Michael	Temp	Tch-Grad 7/8	Arden	08/12/25 06/10/26
New Hire	Lui-Kilpatrick, Sarah	Prob	Tch-Mild/Moderate K/12	Del Paso Manor	08/12/25
New Hire	Martin, Megan	Temp	Teacher Grade 3	Sierra Oaks	08/12/25 06/10/26
New Hire	Martinez, Della	Temp	Teacher Grade 5	Del Dayo	08/12/25 06/10/26
New Hire	Mauricio, Leslie	Temp	Teacher Grade 2	Howe Avenue	08/12/25 06/10/26
New Hire	Molodoi-Hendricks, Lulia	Temp	Counselor K/6	Orangevale	08/12/25 06/10/26
New Hire	Moyher, Anne	Prob	Language/Speech/Hrg Spec	Special Ed - Kenneth	08/11/25
New Hire	Nessenson, Heidi	Prob	Language/Speech/Hrg Spec	Special Ed - Kenneth	08/11/25
New Hire	Reyes, Robert	Temp	Tch-Site Res: Elem Intrnv	Carriage Drive	08/12/25 06/10/26
New Hire	Sands, Erika	Temp	Tch-Grad 9/12	Del Campo	08/12/25 06/10/26
New Hire	Schauer, Ashley	Temp	Teacher Grade 4	Del Dayo	08/12/25 06/10/26
New Hire	Swarat, Alyssa	Temp	Tch-English Language Dev	Katherine Johnson	08/12/25 06/10/26
New Hire	Townsend, Claire	Temp	Tch-Elem Specialist-Other	Northridge	08/12/25 06/10/26
New Hire	Usrey, Holland	Prob	Tch-(PH) VIS	Special Ed - Kenneth	08/12/25
New Hire	Vasquez, Silvia	Temp	Teacher Grade 5	Carriage Drive	08/12/25 06/10/26
New Hire	Yurchak, Karolina	Temp	Tch-English Language Dev	Barrett	08/12/25 06/10/26
Rehire	Adams, Hannah	Temp	Tch-Grad 9/12	Rio Americano	08/12/25 06/10/26
Rehire	Bailey, Colin	Temp	Teacher Grade 4	Dyer-Kelly	08/12/25 06/10/26
Rehire	Baker, James	Temp	Tch-Grad 7/8	Arden	08/12/25 06/10/26
Rehire	Balutich, Bilal	Temp	Tch-Elem Specialist-PE	Teaching And Learning	08/12/25 06/10/26
Rehire	Billerbeck, Tristen	Temp	Tch-Grad 7/8	Arden	08/12/25 06/10/26
Rehire	Boyd, Justin	Temp	Tch-Grad 7/8	Arden	08/12/25 06/10/26
Rehire	Casablanca, Luisangel	Temp	Teacher Gr 6 M/S	Will Rogers	08/12/25 06/10/26
Rehire	Clark, Ryan	Temp	Tch-Elem Specialist-Music	Schweitzer	08/12/25 06/10/26
Rehire	Cobabe, Denna	Temp	Tch-Elem Specialist-Music	Starr King	08/12/25 06/10/26
Rehire	Cottrell, Ashlee	Temp	Tch-Mod/Severe K/12	Barrett	08/12/25 06/10/26
Rehire	D'Addio, Kathleen	Temp	Tch-Mod/Severe K/12	Carriage Drive	08/12/25 06/10/26
Rehire	Dillie, Christopher	Temp	Tch-Elem Specialist-PE	Teaching And Learning	08/12/25 06/10/26
Rehire	Dyer, Rachel	Temp	Teacher Combo 4-5	Mariposa	08/12/25 06/10/26
Rehire	Flake, Dorothy	Temp	Counselor-9/12	Encina	08/05/25 06/10/26
Rehire	Ford, Linda	Temp	Tch-Mont 1-3 Combo	Cottage	08/12/25 06/10/26
Rehire	Guest, Austin	Temp	Tch-Grad 7/8	Arden	08/12/25 06/10/26
Rehire	Hayward, Kathryn	Temp	Tch-Grad 7/8	Churchill	08/01/25 06/10/26
Rehire	Hess, Aubrey	Temp	Tch-Grad 9/12	Bella Vista	08/12/25 06/10/26
Rehire	Jones, Taylor	Temp	Tch-Grad 7/8	Barrett	08/12/25 06/10/26
Rehire	Kalabandi, Sudha	Temp	Tch- Grad 9/12	Encina	08/12/25 06/10/26
Rehire	Lillywhite, Jenna	Temp	Teacher Grade 5	Mariemont	08/12/25 06/10/26
Rehire	Lovell, Meredith	Temp	Tch-Grad 7/8	Will Rogers	08/12/25 06/10/26
Rehire	Mansouri, Noshin	Prob	Tch-Mild/Moderate K/12	Arlington Heights	08/12/25
Rehire	Martin, Elizabeth	Temp	Tch- Grade 9/12	Encina	08/12/25 06/10/26
Rehire	Minow, Tara	Temp	Tch-Site Res: Elem Intrnv	Starr King	08/12/25 06/10/26
Rehire	Odabashian, Glen	Temp	Tch- Grad 7/8	Arcade	08/12/25 06/10/26

**1. APPOINTMENTS****CERTIFICATED**

<b><u>Type</u></b>	<b><u>Name</u></b>	<b><u>Status</u></b>	<b><u>Assignment</u></b>	<b><u>Location</u></b>	<b><u>Effective Date (s)</u></b>	
Rehire	O'Doyle, Alyse	Temp	Tch-Elem Specialist-Art	Dyer-Kelly	08/12/25	06/10/26
Rehire	Smith, Nicole	Temp	Teacher Kindergarten	Mariemont	08/12/25	06/10/26
Rehire	Soltesz, Ava	Temp	Teacher Grade 5	Orangevale	08/12/25	06/10/26
Rehire	Sparling, Nicole	Temp	Teacher Grade 1	Mariemont	08/12/25	06/10/26
Rehire	Staniels, James	Temp	Tch-Grad 7/8	Will Rogers	08/12/25	06/10/26
Rehire	Stockton, Makayla	Temp	Teacher Combo 2-3	Whitney Avenue	08/12/25	06/10/26
Rehire	Swaby, Joshua	Temp	Tch-Resource Spec K/12	Carnegie	08/12/25	06/10/26
Rehire	Tkachuk, Dana	Temp	Teacher Combo TK-K	Coyle Avenue	08/12/25	06/10/26
Rehire	Tran, Chuong	Temp	Teacher Grade 4	Greer	08/12/25	06/10/26
Rehire	Van Tassel, Brenna	Temp	Teacher Grade 5	Carriage Drive	08/12/25	06/10/26
Rehire	Voda, Timofey	Temp	Teacher Grade 3	Carmichael	08/12/25	06/10/26
Rehire	White, Tatum	Temp	Teacher Grade 1	Thomas Kelly	08/12/25	06/10/26

**CLASSIFIED**

<b><u>Type</u></b>	<b><u>Name</u></b>	<b><u>Status</u></b>	<b><u>Assignment</u></b>	<b><u>Location</u></b>	<b><u>Effective Date (s)</u></b>	
New Hire	Beckwith, Harrison	Prob	Campus Safety Monitor	Woodside	08/13/25	
New Hire	Bonilla Alfaro, Sindy	Prob	Expanded Learn Prog Asst	Pupil Personnel Services	08/11/25	
New Hire	Bowman, Stephan	Prob	Instructional Assistant III	Laurel Ruff	08/13/25	
New Hire	Chavez, Kiana	Prob	Expanded Learn Prog Asst	Pupil Personnel Services	08/11/25	
New Hire	Duril, Drew	Prob	Elementary Paraeducator	Greer	08/13/25	
New Hire	Federico, Amanda	Prob	Emp Benefits Technician	Employee Benefits	08/04/25	
New Hire	McCormack, Raelyn	Prob	Expanded Learn Prog Asst	Pupil Personnel Services	08/11/25	
New Hire	Nguyen, Thu	Prob	Elementary Paraeducator	Whitney Avenue	08/13/25	
New Hire	Nguyen, Vy	Prob	Elementary Paraeducator	Whitney Avenue	08/13/25	
New Hire	Nunag, Amy	Prob	Attendance Technician	Business Support Services	08/11/25	
New Hire	Padilla Gonzalez, Sandra	Prob	Nutrition Services Worker I	Mira Loma	08/12/25	
New Hire	Parker, Dmarion	Prob	Expanded Learn Prog Asst	Pupil Personnel Services	08/11/25	
Rehire	Al hashimi, Inas	Prob	Child Dev Assist-School Age	Cowan ECE	08/01/25	
Rehire	Baldizan, Adrianna	Prob	Expanded Learn Site Fac	Pupil Personnel Services	08/06/25	
Rehire	Buckmaster, Haley	Prob	Intermed Clerk Typist	Carriage Drive	08/11/25	
Rehire	Carrico, Beatrice	Prob	Instructional Assistant II	Carmichael	08/13/25	
Rehire	Chatman, Brien	Prob	Van Driver	Transportation	08/08/25	
Rehire	Daniels, Carisa	Prob	Child Dev Assist-School Age	Carmichael	08/13/25	
Rehire	La Marr, Christopher	Prob	Campus Safety Monitor	Bella Vista	08/13/25	
Rehire	Mann, Sandra	Prob	School Playground Rec Aide	Grand Oaks	08/13/25	
Rehire	Ruacho, Angelina	Prob	Instructional Assistant III	Coyle Avenue	08/13/25	
Rehire	Silva, Annette	Prob	School Playground Rec Aide	Northridge	08/13/25	
Rehire	Stevens, Caitlynn	Prob	Nutrition Services Worker I	Littlejohn	08/12/25	
Rehire	Teeter, Tara	Prob	School Playground Rec Aide	Twin Lakes	08/01/25	

**2. LEAVES OF ABSENCE****CERTIFICATED SUPERVISORY**

<b><u>Type</u></b>	<b><u>Name</u></b>	<b><u>Status</u></b>	<b><u>Assignment</u></b>	<b><u>Location</u></b>	<b><u>Effective Date (s)</u></b>	
Paid	Kerr, Robert	Perm	Vice Principal, High School	El Camino	07/01/25	06/30/26
Paid	Dickey, Amanda	Prob	Psychologist	Psych Services - Kenneth	07/01/25	10/29/25

**CERTIFICATED**

<b><u>Type</u></b>	<b><u>Name</u></b>	<b><u>Status</u></b>	<b><u>Assignment</u></b>	<b><u>Location</u></b>	<b><u>Effective Date (s)</u></b>	
Paid	Barone, Kevin	Perm	Tch-Independent Study	El Sereno - Fair Oaks	07/01/25	06/30/26
Paid	Neely, Ashlyn	Perm	Tch-Grad 9/12	Del Campo	07/01/25	02/11/26
Paid	Snyder, Kristen	Perm	Tch-Grad 7/8	Will Rogers	07/01/25	10/05/25
Paid	Valdivia, Sapphire	Perm	Tch-Elem Specialist-Music	Teaching And Learning	07/01/25	12/09/25
Paid	Wright, Marin	Prob	Tch-Grad 9/12	Rio Americano	07/01/25	01/07/26

**CLASSIFIED**

<b><u>Type</u></b>	<b><u>Name</u></b>	<b><u>Status</u></b>	<b><u>Assignment</u></b>	<b><u>Location</u></b>	<b><u>Effective Date (s)</u></b>	
Paid	Foster, Lanesia	Perm	Instructional Assistant III	Carriage Drive	07/01/25	08/20/25
Paid	Freitas, Andrew	Perm	High Sch Custodial Supv	El Camino	07/17/25	08/29/25
Paid	Friesen, Drena	Perm	Bus Driver	Transportation	07/01/25	06/30/26
Paid	Graham, Lauren	Perm	Child Dev Assist-ITPre	Sunrise ECE	07/01/25	08/22/25
Paid	Ervin, Kellianne	Perm	Custodian	Barrett	07/04/25	06/30/26
Paid	Miller, Emily	Perm	School/Community Wrkr	Central Enroll/family Svcs	07/21/25	12/17/25
Paid	Patrick DeMello, Eustacia	Perm	Instructional Assistant III	Del Campo	07/01/25	09/30/25

**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	Villalobos-O'Rourke, Jessica	Perm	Instructional Assistant III	Whitney Avenue	07/01/25	10/10/25
Unpaid	Bigzad, Abdul Wares	Perm	Inst Asst/Bil-Farsi	Encina	07/01/25	04/30/26
Unpaid	Clark, Nichole	Perm	Instructional Assistant I	Arlington Heights	07/01/25	06/30/26
Unpaid	Gomez, Jocelyn	Perm	Child Dev Assist-School Age	Del Dayo ECE	07/11/25	01/04/26
Unpaid	Kyalwazi, Michael	Perm	Nutrition Services Supv I	Encina	07/01/25	06/11/26
Unpaid	Prieto, Stephanie	Perm	Instructional Assistant I	Whitney Avenue	07/01/25	06/30/26
Unpaid	Royer, Hayley	Perm	Instructional Assistant III	Coyle Avenue	07/01/25	11/06/25
Unpaid	Surette, Delphis	Perm	Instructional Assistant II	Barrett	07/01/25	06/30/26

**3. SEPARATIONS****MANAGEMENT**

<u>Type</u>	<u>Name</u>	<u>Status</u>	<u>Assignment</u>	<u>Location</u>	<u>Effective Date (s)</u>	
Resignation	Jhathu, Baljit	Perm	Director, Human Resources	Human Resources	08/29/25	

**CERTIFICATED SUPERVISORY**

<u>Type</u>	<u>Name</u>	<u>Status</u>	<u>Assignment</u>	<u>Location</u>	<u>Effective Date (s)</u>	
Retirement	Ahrens, Stacy	Perm	Prog Spec-Special Educ	Special Ed - Kenneth	08/01/25	

**CLASSIFIED**

<u>Type</u>	<u>Name</u>	<u>Status</u>	<u>Assignment</u>	<u>Location</u>	<u>Effective Date (s)</u>	
Retirement	Harrison, Timothy	Perm	Grounds Equip Operator	M&O - Building Maintenance	08/02/25	
Retirement	Martinez, Manuel	Perm	Groundskeeper/Gardener	M&O - Building Maintenance	07/31/25	
Retirement	Tighe-Mansanet, Judy	Perm	Instructional Assistant III	Earl Legette	07/31/25	

**4. JOB DESCRIPTION / SALARY RANGE CHANGE****MANAGEMENT**

<u>Class Title</u>	<u>Unit</u>	<u>New/Update</u>	<u>Old Salary Range</u>	<u>New Salary Range</u>	<u>Effective Date (s)</u>	
Director, Human Resources SJAA -Classified		Update	Management Salary Range	N/A	08/27/25	





## SAN JUAN UNIFIED SCHOOL DISTRICT

POSITION CODE: 513  
MANAGEMENT GROUP  
MANAGER SERIES, SALARY RANGE 25  
Page 1 of 3

POSITION TITLE: Director, Human Resources - Classified

### DEFINITION:

Under general direction plan, organize, control and direct Human Resources functions including recruitment, selection, compensation, staffing, and assignment for classified and management personnel; develop employee development strategies, succession planning, new employee orientation, and reward systems; oversee the evaluation and discipline of classified staff; participate in and support the labor relations functions of the district including negotiations, grievances and training associated with contract administration.

### DIRECTLY RESPONSIBLE TO:

~~Assistant Superintendent~~, **Senior Director**, Human Resources

### SUPERVISION OVER:

Analyst, supervisory, clerical and technical personnel as assigned.

### DUTIES AND RESPONSIBILITIES: (Responsibilities will include, but not be limited to):

1. Manage the recruitment, selection, compensation, and assignment of the best qualified applicants for classified and management positions including establishing innovative recruitment and retention strategies and programs, conducting internal job fairs, and participating in external recruitment fairs, conferences, and activities to recruit quality, diverse applicants.
2. Develop a written, annual recruitment plan that focuses on organizational needs, track activities, and provide an annual report of events, costs, and recruitment results.
3. Monitor employee turnover data and develop/implement retention strategies.
4. Manage staffing issues for classified and management personnel; project staffing needs, determine staffing ratios and allocations; review personnel requests for appropriateness.
5. Work closely with other departments to analyze and make recommendations for proposed reorganization or restructuring of departments, including but not limited to succession planning.
6. Manage transfers, reassignments, dismissals, resignations, retirements, layoffs, reemployment, vacations, leaves of absence, administrative leaves, licensing and certification as applicable for classified personnel in accordance with negotiated bargaining unit agreements, district policies and regulations, and other applicable laws.
7. Manage internal operations including supervision and evaluation of assigned personnel, substitute services, communication, technology, records, workflow, and other areas to assure quality delivery of services that comply with laws, policies, and regulations and district goals and initiatives.
8. Create and support an environment within Human Resources to provide excellent customer service to all clients, internal and external, by developing and maintaining positive relationships with district personnel, applicants, representatives from external organizations and others.

9. Promote teamwork by sharing knowledge, providing cross-training for employees, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and the department.
10. Work one-on-one with principals and other administrators at their school sites or in their departments for appropriate supervision, evaluation, and discipline of classified personnel; assist in developing strategies for assistance; handle non-reelections and terminations; conduct fair, thorough, and legally sound investigations; assure compliance with bargaining unit agreements, state, and federal laws, board and district policies and regulations, and other applicable rules.
11. Counsel classified employees regarding matters related to district employment, compensation, leave policies, supervision, evaluation, discipline, and other areas; mediate disputes; conduct pre-disciplinary procedural due process conferences.
12. Develop and oversee intern programs for non-certificated personnel, including contact with and presentations to colleges and universities, as well as district personnel
13. Develop written annual goals and objectives within assigned areas, track progress, and provide a written report of accomplishments.
14. Coordinate with other departments to research, develop and implement employee development strategies.
15. Develop effective new employee orientation and other programs.
16. In coordination with other departments, assist in the identification and development of employee recognition and reward programs.
17. Maintain current knowledge of organizational development strategies.
18. Recommend, interpret, and administer employee relations policies and procedures, and coordinate interpretation of other district policies as they relate to employee relations.
19. Participate in and support employer/employee relations; provide an information service to management and employees about administration of contracts.
20. Perform other duties as assigned.

### **QUALIFICATIONS:**

**Training, and Experience:** Education or formal training equivalent to four years of college in the fields of Human Resources, Labor Relations, Organizational Development, Public or Business Administration. Five years of management or supervisory experience in human resources with emphasis in organizational development, or labor relations with specific emphasis in negotiations and contract, discipline and grievance administration. ***K-12 public education Human Resources experience is highly desired.***

**Knowledge and Skills:** Knowledge of effective human resources management and organizational development practices, employer/employee relations, contract interpretation, investigations, evaluation, supervision, and discipline, sound employment procedures and practices, legal procedures and terminology utilized in evaluation, supervision, and discipline; excellent and effective oral and written communication skills; knowledge of the principles and practices of management; knowledge of applicable laws, codes, regulations, policies, and procedures including the Americans With Disabilities Act, the Fair Labor Standards Act, the

Family Medical Leave Act, California Family Rights Act, Education Code, child abuse reporting requirements, sexual harassment, and other state and federal laws.

Ability to: communicate effectively both orally and in writing; analyze, interpret and explain rules, regulations, policies, contracts and procedures; analyze various employee and employer/employee situations accurately and adopt a legally sound, effective course of action; work independently with little direction, make effective presentations and provide training to diverse audiences; plan and organize work; train, supervise and evaluate the performance of assigned staff.

Other Characteristics: Willingness to attend Board of Education and other public meetings on occasion; willingness to work additional hours periodically.

### **WORKING CONDITIONS:**

#### Work Environment:

Office environment; drive a vehicle to conduct work.

#### Typical Physical Characteristics: (Consideration will be given to reasonable accommodation):

\*Sufficient vision to read printed material; sufficient hearing to conduct in person and telephone conversations; sufficient physical mobility to move about the district and drive a car; ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions.

#### Hazards:

Possible confrontations and contact with dissatisfied or emotional individuals.

Board Adopted: 08/28/01

Revised: 03/08/11

**Updated: TBD**

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

**AGENDA ITEM:** G.2

**MEETING DATE:** 08/26/2025

**SUBJECT:** Purchasing Report

**DEPARTMENT:** Fiscal Services

**ACTION REQUESTED:**

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

**RATIONALE/BACKGROUND:**

Business Support Services and Facilities Accounting will combine a list of purchase orders and service agreements, change orders/amendments, construction and public works bids, piggyback contracts, and bids and RFPs and other purchases in accordance with Education Code 3300 Expenditures and Purchases, 3311 Bids, 3311.1 Uniform Public Construction Cost Accounting Procedures and 3311.4 Procurement of Technological Equipment.

**ATTACHMENT(S):**

1. [Purchasing Report](#)

**BOARD COMMITTEE ACTION/COMMENT:**

N/A

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet: 08/18/2025

**FISCAL IMPACT:**

N/A

**PREPARED BY:**

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

**APPROVED BY:**

Melissa Bassanelli, Superintendent of Schools

**Purchasing Contracts Board Report**  
**Purchase Orders, Service Agreements, and Contracts**

July 30, 2025 - August 12, 2025

PO#	Date	Vendor Name	Description	Amount \$	Site/ Department
VR26-02439	8/5/2025	Newsela Inc.	Subscription renewal services 2025-26	\$ 9,774.45	207 - Del Campo HS
VR26-02428	8/5/2025	The Flippen Group, DBA: Capturing Kid's Hearts	Professional development training services, Leadership Solutions	\$ 29,500.00	412 - Fiscal Services
VR26-02554	8/7/2025	Pawar Transportation, LLC.	Transportation services for MKV students	\$ 300,000.00	317 - Student Support Services
VR26-02680	8/12/2025	Inquiring Systems	Student mentorship program, teacher support, and coaching	\$ 154,000.00	321 - OSLA
VR26-02714	8/12/2025	New Haven Treatment Center	Speech, occupational, and physical therapy	\$ 160,000.00	316 - SPED
VR26-02715	8/12/2025	Jabbergym	Physical therapy for ESY students	\$ 68,166.00	316 - SPED
VR26-02717	8/12/2025	Point Quest Education Depot Park	Adapted physical education	\$ 600,000.00	316 - SPED
VR26-02718	8/12/2025	Northern California Prep School	Adapted physical education	\$ 460,000.00	316 - SPED
VR26-02720	8/12/2025	Capitol Speech and Rehabilitation	Speech and rehabilitation services	\$ 75,000.00	316 - SPED
VR26-02727	8/12/2025	Point Quest Education El Dorado Hills	Adapted physical education	\$ 750,000.00	316 - SPED

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

July 30, 2025 - August 12, 2025

**Change Orders**

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

**Service Agreement Change Orders**

PO#	Date	Vendor Name	Description	Original PO Amount \$	Previous Approved C/O Totals \$	Current C/O for Approval Amount \$	New Contract Amount \$	Responsibility
SA26-00031	8/12/2025	Point Quest Pediatric	Service Agreement for Instructional Aides as needed during the 25/26 school year	\$ 200,000.00	\$ 64,254.97		\$ 264,254.97	316 - SPED

**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
VR24-04582	7/31/2025	Warren Consulting Engineers Inc.	Extending the Master Contract Agreement to allow for final project close-out on the Sierra Oaks K8 Student Safety Fencing Project #146-9716-P1	\$ 55,250.00	\$ -	\$ -	\$ 55,250.00	216 - Facilities
VR24-04596	7/31/2025	Warren Consulting Engineers Inc.	Extending the Master Contract Agreement to allow for final project close-out on the Orangevale Open Student Safety Fencing Project #139-9716-P1	\$ 71,650.00	\$ -	\$ -	\$ 71,650.00	216 - Facilities
VR24-04511	7/31/2025	Warren Consulting Engineers Inc.	Extending the Master Contract Agreement to allow for final project close-out on the Howe Ave. Student Safety Fencing Project #123-9716-P1	\$ 56,519.00	\$ -	\$ -	\$ 56,519.00	216 - Facilities
VR24-04421	7/31/2025	Warren Consulting Engineers Inc.	Extending the Master Contract Agreement to allow for final project close-out on the Del Campo HS Student Safety Fencing Project #207-9716-P1	\$ 64,116.00	\$ -	\$ -	\$ 64,116.00	216 - Facilities
VR25-03324	8/6/2025	Mobile Modular	Additional Plumbing work required on Winterstein Portables Project# 153-9568-24CIP	\$ 680,456.71	\$ 7,264.00	\$ 550.00	\$ 688,270.71	216 - Facilities
VR24-01635	8/12/2025	Lionakis	Additional services for design work for the Arcade New Construction Project #001-9512-P1	\$ 2,625,000.00	\$ 167,800.00	\$ 57,800.00	\$ 2,850,600.00	216 - Facilities

**Lease Amendments/Change Orders**

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

**General Contract Change Orders**

PO#	Date	Vendor Name	Description	Original PO Amount \$	Previous Approved C/O Totals \$	Current C/O for Approval Amount \$	New Contract Amount \$	Responsibility
VR26-02723	8/12/2025	L&H Airco	Deduction of services covered in the Emergency Contract Resolution No. 4221 for the Howe Ave ES BACTalk Retrofit Project under the Howe Ave. Portable Project #123-9568-P2	\$ 292,737.00	\$ -	\$ (83,711.00)	\$ 209,026.00	216 - Facilities

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

July 30, 2025 - August 12, 2025

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

**General Contract**

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

**Other Contracts**

Fund	Date	PO#	Bid #	Vendor Name	Description	Amount \$	Responsibility
26	8/12/2025	TBD	24-229	VM3 Consulting LLC	Business process engineering and document management programming for construction	\$ 340,000.00	216 - Facilities

**New Addendum to Master Agreements**

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

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

**AGENDA ITEM:** G.3

**MEETING DATE:** 08/26/2025

**SUBJECT:** Revisions to Board Policy and Exhibit 4040 Employee Use of Technology

**DEPARTMENT:** Teaching and Learning

**ACTION REQUESTED:**

The superintendent is recommending that the board approve the proposed revisions to Board Policy and Exhibit 4040 Employee Use of Technology.

**RATIONALE/BACKGROUND:**

The proposed revisions to Board Policy and Exhibit 4040 - Employee Use of Technology update the district's expectations to reflect evolving technological tools, including artificial intelligence (AI) applications. It clarifies appropriate professional uses of AI, strengthens privacy and security requirements, and aligns with current legal and ethical standards. The revised policy also emphasizes employee responsibilities for final work products, the protection of confidential information, and the district's right to monitor use. These updates ensure responsible, secure, and effective use of technology in support of district operations and student learning.

**ATTACHMENT(S):**

1. [Board Policy 4040 Employee Use Of Technology](#)
2. [Exhibit 4040-E\(1\) Employee Use Of Technology](#)

**BOARD COMMITTEE ACTION/COMMENT:**

N/A

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet: 08/04/2025

Board of Education: 08/12/2025 (discussion)

**FISCAL IMPACT:**

N/A

**PREPARED BY:**

Nicole Kukral, Director, Professional Learning and Curriculum Innovation  
Peter Skibitzki, Senior Director, Technology Services

**APPROVED BY:**

Timothy C. Dale, Ed.D., Deputy Superintendent, Schools and Student Support  
Melissa Bassanelli, Superintendent of Schools



## Board Policy Manual San Juan Unified School District

### Policy 4040: Employee Use Of Technology

**Status:**  
ADOPTED

**Original Adopted Date:** 12/12/2017 | **Last Reviewed Date:** 12/12/2017

The Governing Board recognizes that technological resources can enhance employee performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, students, and the community, supporting district and school operations, and improving access to and exchange of information. The board expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive professional development in the appropriate use of these resources.

Employees shall be responsible for the appropriate use of technology and shall use district Technology primarily for purposes related to their employment *in accordance with the accompanying board policy and applicable copyright laws.*

"District Technology" includes, but is not limited to, district-owned devices (e.g., by way of example, district owned computers, smartphones, smart devices, tablet computers, telephones, cellular phones, USB drives, wireless access points (routers), personal digital assistants, pages, MP3 players, wearable technology, any wireless communication device (emergency radios), etc.), the district's email system, computer network, servers, wireless computer networking technology (Wi-Fi), online collaboration, file storage services, any system or program owned, managed or licensed by the district (such as Pages, Aeries, etc.); *applications (apps) and other digital tools, including artificial intelligence (AI) apps and tools*; peripherals; interactive projection systems; access to network information sources; any equipment or technology provided or maintained by the district; and/or future technological innovations. All aspects of this policy and the Employee Acceptable Use Policy apply equally whether District Technology is accessed on or off site or through district-owned or personally owned equipment or devices.

The superintendent or designee shall establish an Acceptable Use Policy which outlines employee obligations and responsibilities related to the use of District Technology, *including the use of artificial intelligence (AI) applications (apps) and tools*. Upon employment, employees shall be required to *sign the agreement as acknowledgement* ~~acknowledge in writing~~ that they have read and agreed to the Acceptable Use Policy.

*An employee may use technology, including AI apps, to assist the employee in the performance of the employee's professional duties, including, but not limited to, the following specific tasks: developing syllabi, creating curriculum, reviewing student work, suggesting instructional*

*strategies, and researching academic content or instructional techniques. Any employee using technology, including AI, shall review and be responsible for any final product or document; not share confidential student records with a third party, such as an AI app, except as permitted by law; and use the technology in accordance with Board Policy 6162.6 - Use of Copyrighted materials, and in a manner otherwise consistent with law, board policies, and administrative regulations. If an employee is unsure about the appropriate use of technology, the employee shall confer with the Superintendent or designee before using.*

*As determined by the Superintendent or designee, employees shall receive professional development in the appropriate use of these resources, including in the use of AI apps and tools*

Employees shall not use District Technology to access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, or unethical or that promotes any activity prohibited by law, board policy, or administrative regulations.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code section 313)

The superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. The superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose. (20 USC 6777; 47 USC 254)

Employees using District Technology have no reasonable expectation of privacy in such use. The superintendent or designee shall notify employees in writing that they have no reasonable expectation of privacy in the use of District Technology. Employees using District Technology shall be informed that their use of District Technology, including, but not limited to, computer files, emails, text messages, instant messages, Internet, and other electronic communications, is not private and may be monitored and/or accessed by the District at any time without additional notice.

The district reserves the right to monitor all employee use of District Technology within the jurisdiction of the district without specific advance notice. By using District Technology, employees grant specific consent to the district to search and monitor all use of District Technology, including, but not limited to, electronic communication information and electronic device information created, stored, or transmitted via District Technology. The data that employees create, store, and/or transmit using District Technology is not private and is considered the property of the district, even when employees are provided their own password.

Employees using personal accounts to load applications ("apps") and resources onto a district-owned device must exercise prudent judgment to ensure that only appropriate apps and resources for the school setting are loaded onto the district-owned devices. Employees have no reasonable expectation of privacy in personal apps, files, or email accounts residing on a district-owned device or district managed service. The district retains the right to inspect, delete, and report any apps, information, and files that find their way onto district-owned technology.

In addition, employees shall be notified that records maintained on any personal device or messages sent or received on a personal device that is being used to conduct District business may be subject to disclosure, pursuant to a subpoena or other lawful request. Employees are expected to conduct district business via District Technology only.

Employees shall report any security problem or misuse of District Technology to the superintendent or designee. Inappropriate use of District Technology may result in a cancellation of the employee's user privileges, disciplinary action, and/or legal action in accordance with law, board policy, and administrative regulation.

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

**Exhibit 4040-E(1): Employee Use Of Technology**

**Status:**  
ADOPTED

**Original Adopted Date:** 12/12/2017 | **Last Reviewed Date:** 12/12/2017

## EMPLOYEE ACCEPTABLE USE POLICY

This Employee Technology Acceptable Use Policy ("AUP") outlines the acceptable use of "district technology" for the San Juan Unified School District ("district") employees.

The district authorizes district employees to use district technology as necessary to fulfill the requirements of their position. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable board policies, administrative regulations, and this AUP. The district reserves the right to suspend access at any time, without notice, for any reason. The district may place reasonable restrictions on the sites, material, and/or information that employees may access through district technology.

The district expects all employees to use all technology responsibly in order to avoid potential problems and liability.

Each employee who is authorized to use district technology shall sign this AUP as an indication that he/she/they has read and understands it. All aspects of this AUP apply equal whether district technology is accessed on or off site, or through district-owned or personally owned equipment or devices.

### Definition of District Technology

"District technology" includes, but is not limited to, district-owned devices (e.g., district owned computers, smartphones, smart devices, tablet computers, telephones, cellular phones, USB drives, wireless access points (routers), personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device (emergency radios), etc.), the district's email system, computer network, servers, wireless computer networking technology (Wi-Fi), online collaboration, file storage services; any system or program owned, managed or licensed by the district; *applications (apps) and tools, including artificial intelligence (AI) apps and tools*; peripherals; interactive projection systems; access to network information sources; any equipment or technology provided or maintained by the district ; and future technological innovations.

## Employee Obligations and Responsibilities

The district expects all employees to use district technology safely, responsibly, and primarily for work-related purposes. Any incidental personal use of district technology shall not interfere with district business and operations, the work and productivity of any district employee, or the safety and security of district technology.

The employee in whose name district technology is issued is responsible for its proper use at all times. Employees shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.

Employees shall not gain unauthorized access to the files or equipment of others, access electronic resources by using another person's name or electronic identification, or send anonymous electronic communications. Furthermore, employees shall not attempt to access any data, documents, emails, or programs in the district's system for which they do not have authorization. Employees also shall not use their authorization to gain access to any data, documents, emails, or programs in the district's system that are unrelated to their assigned duties as a district employee.

The list below is by no means exhaustive. It is intended to provide a framework for activities which fall into the category of unacceptable use of district technology. Accordingly, employees are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

1. Access, share, create, post, submit, publish, display, transmit, or otherwise use material that is discriminatory, defamatory, obscene, profane, abusive, sexually explicit, harassing, intimidating, threatening, disruptive, inaccurate, offensive, illegal, or damaging to another person's reputation.
2. Access, share, transmit, post, display, publish or otherwise use material that could be construed as harassing or disparaging of another based on their actual or perceived race/ethnicity, national origin, nationality, color, sex, gender, gender expression, gender identity, sexual orientation, age, mental or physical disability, religion, race or ethnicity, ethnic group identification, or political beliefs.
3. Send/transmit, download, upload, or post messages that may be considered physically, sexually, or verbally threatening or harassing via text, email, comment, or post.
4. Disclose or in any way cause to be disclosed confidential or sensitive district, employee, or student information without prior authorization from a supervisor. *This includes the unauthorized sharing or dissemination of personal identifying information (PII) through a third-party app, including any tools using AI.*

5. Engage in personal commercial or other for-profit activities
6. Engage in unlawful use of district technology for political lobbying.
7. Infringe on copyright, license, trademark, patent, or other intellectual property rights.
8. Encourage the use or possession of drugs, alcohol, tobacco or weapons of any type.
9. Disrupt or harm district technology or other district operations (such as destroying district equipment, introducing a virus on district computers, adding or removing a computer program without permission, changing settings on shared computers, using encryption or other password software without permission, vandalizing data, otherwise tampering with district technology).
10. Install unauthorized software.
11. Engage in or promote unethical practices or violate any law or board policy, administrative regulation, or cause intentional disruption to the orderly operation of the district.
12. Degrade or disrupt equipment or system performance (including, but not limited to, inappropriate downloads, streaming, or other such activities).
13. View, change, or use another employee's files, records, or documents without explicit authorization.
14. Invade the privacy of another.
15. Access, create, post, submit, publish, display, transmit, or otherwise use material that is or could be used in the production of destructive devices (such as bombs, explosives, fireworks, firearms, etc.).

## **Privacy**

Employees have no reasonable expectation of privacy in their use of district technology.

1. Employee use of district technology may be monitored, recorded, and accessed by the district at any time without additional notice for any legal purposes including, but not limited to, record retention and distribution, and/or investigation of improper, illegal, or prohibited activity. Employees should be aware that, in most instances, their use of district technology (such as web searches or emails) cannot be erased or deleted.
2. By using district technology, employees grant specific consent to the district searching, monitoring, and recording all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology (such as emails, text messages, instant messages and other electronic

communications), electronic communication information, electronic device information created, stored, or transmitted via district technology, and other uses within the jurisdiction of the district .

3. The data that employees create, store, and/or transmit using district technology is not private and is considered the property of the district, even when employees are provided their own password.

4. Employees have no ownership or possessory right in the district-owned devices used or in the information stored or created therein. District-owned devices are the property of the district. The district may confiscate any district-owned device at any time and without cause. District-owned devices and the information contained therein may be assigned or used by other employees, on as-needed basis, in furtherance of the district's operational and administrative objectives.

### **Personally Owned Devices**

Employees who choose to use district technology with their own personally owned computing devices do so at their own risk and forfeit any expectation of privacy in information stored on or accessed using district technology. This includes any communications that travels through the district's network.

If an employee uses a personally owned device to access district technology or conduct district business, he/she/they shall abide by all applicable board policies, administrative regulations, and this AUP.

Records maintained on any personally owned device or messages sent or received on a personally owned device that is being used to conduct district business will be subject to disclosure, pursuant to a subpoena, public records request, or other lawful request. Employees are expected to conduct district business via district technology only. Employees are prohibited from transmitting, sending, or saving district records or property to an employee's personal account, personal device, or other technology outside the control of the district.

### **Retention of Records**

Any electronically stored information generated or received by an employee which constitutes a district or student record shall be classified, retained, and destroyed in accordance with BP/AR 3580 - District Records, BP/AR 5125 - Student Records: Confidentiality, or other applicable board policies and administrative regulations addressing the retention of district or student records.

## **Reporting**

An employee will notify the system administrator immediately if his/her/their password has been lost or stolen, or if he/she/they suspects unauthorized access to his/her/their account. If an employee becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, he/she/they shall immediately report such information to the superintendent or designee.

## **Consequences for Violation**

Violations of the law, board policy, or this AUP may result in revocation of an employee's access to district technology and/or discipline, up to and including termination. In addition, violations of the law, board policy, or this AUP may be reported to law enforcement agencies as appropriate.

## **Supervision of Students**

Employees whose duties include supervision of students are expected to provide reasonable supervision and instruction to students under their authority when the students are using district technology pursuant to board policies and administrative regulations (including BP 6163.4 - Student Use of Technology) and to monitor students' compliance with their responsibilities under the Student Acceptable Use Agreement.

## **Applications and Software**

Employees using personal accounts to load applications ("apps"), software, and/or resources onto a district-owned device must exercise prudent judgment to ensure that only appropriate apps and resources for the school setting are loaded onto the district-owned devices. Employees have no reasonable expectation of privacy in personal apps, files, or email accounts residing on a district-owned device or district managed service. The district retains the right to inspect, delete, and report any apps, information, and files that find their way onto district-owned technology.

Websites, apps, and software may collect student information that the district is not legally authorized to release. Employees may only use apps and software with students that are listed on the district's "[Approved Software and Applications List](#)." Employees using apps or software with students must exercise prudent judgment to ensure that only appropriate apps and resources for the school setting are loaded onto the district-owned devices and used with students.

Apps and software will be purchased in alignment with the district's purchasing practices. Unauthorized purchasing of apps and software made by an employee violates this AUP, will not be reimbursed, and must be removed. Employees are required to obtain authorization prior to



purchasing, downloading, installing, or utilizing with students any apps, or software.

Employees may submit apps and software for consideration for inclusion on the Approved Software and Applications List by completing and submitting the "Request for Addition to Approved List" form via district's intranet. This procedure applies to all apps and software, including those that are available for free.

Requests for Addition to Approved List forms will be processed in a timely basis by appropriate instructional and technology staff.

### **Limitations on District Responsibility**

The district makes no guarantee that the functions or services provided by or through district technology will be without defect or uninterrupted. The district is not responsible for any damages suffered while utilizing district technology. The district is not responsible for any loss or damage incurred by an employee as a result of his/her personal use of district technology. The district is not responsible for any financial obligations arising from unauthorized use of district technology.

### **Consequences for Violation**

Violations of the law, board policy, administrative regulations, or this Acceptable Use Agreement may result in an employee's loss of privileges to access to district technology and/or discipline, up to and including termination. In addition, violations of the law, board policies, administrative regulations, or this Acceptable Use Policy may be reported to law enforcement agencies as appropriate.

### **Acknowledgement and Signature Page**

I have received, read, understand, and agree to abide by the Employee Acceptable Use Policy, BP 4040 - Employee Use of Technology and the Employee Social Media Use Policy. I also agree to abide by any other applicable laws and district policies and administrative regulations governing the use of district technology.

I understand and acknowledge that I have no expectation of privacy when using district technology, as defined above. I understand that the data I create, store, and/or transmit using district technology is not private and is considered the property of the district, even when I am provided my own password.

I also understand that any district or school records maintained on any of my personally owned devices, or messages sent or received on a personally owned device that is being used to conduct district business will be subject to disclosure, pursuant to a subpoena or other lawful

request.

I further understand that any violation may result in revocation of user privileges, disciplinary action, up to and including termination, and/or appropriate legal action.

I also understand that, in order to comply with state and federal student privacy laws, I will not allow people who are not district employees (such as parents, volunteers, students, children, spouses, or significant others) to use or access my district-owned devices since confidential or protected student information or sensitive district information may be stored or accessed therefrom.

I hereby release the district and its personnel from any and all claims and damages arising from my use of district technology or from the failure of any technology protection measures employed by the district.

Employee Name: \_\_\_\_\_

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

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

**AGENDA ITEM:** G.4

**MEETING DATE:** 08/26/2025

**SUBJECT:** Revisions to Board Policy and Exhibit 6163.4 Student Use of Technology

**DEPARTMENT:** Teaching and Learning

**ACTION REQUESTED:**

The superintendent is recommending that the board approve the proposed revisions to Board Policy and Exhibit 6163.4 Student Use of Technology.

**RATIONALE/BACKGROUND:**

This revision to Board Policy and Exhibit 6163.4 – Student Use of Technology reflects the rapid expansion of digital tools, including artificial intelligence (AI), in education. It clarifies expectations for responsible, ethical, and safe student use of technology while reinforcing privacy protections, academic integrity, and digital citizenship. The updates align with current legal requirements, best practices for instructional technology, and the district’s commitment to fostering secure and equitable access to digital resources.

**ATTACHMENT(S):**

1. [Board Policy 6163.4 Student Use Of Technology](#)
2. [Exhibit 6163.4-E\(1\) Student Use Of Technology](#)

**BOARD COMMITTEE ACTION/COMMENT:**

N/A

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet: 08/04/2025

Board of Education: 08/12/2025 (discussion)

**FISCAL IMPACT:**

N/A

**PREPARED BY:** Nicole Kukral, Director, Professional Learning and Curriculum Innovation

**APPROVED BY:** Timothy C. Dale, Ed.D., Deputy Superintendent, Schools and Student Support  
Melissa Bassanelli, Superintendent of Schools

## Board Policy Manual San Juan Unified School District

### Policy 6163.4: Student Use Of Technology

**Status:**  
ADOPTED

**Original Adopted Date:** 12/12/2017 | **Last Reviewed Date:** 12/12/2017

The Governing Board intends that technological resources provided by the district shall be used in a safe and responsible manner in support of the instructional program and for the advancement of student learning. *Students will have access to use such technology, including artificial intelligence (AI) technology, in accordance with district policies, including, but not limited to, policies on academic honesty, data privacy, nondiscrimination, and copyright protections.* All students using these resources shall receive instruction in the proper and appropriate use. *Such instruction shall incorporate students' responsibilities regarding academic honesty, honoring copyright provisions, assessing the reliability and accuracy of information, protecting personal data, and the potential for biases and errors in artificially generated content.*

Teachers, administrators, and/or library media specialists are expected to review the technological resources and online sites that will be used in the classroom or assigned to students in order to ensure that they are appropriate for the intended purpose and the age of the students.

The superintendent or designee shall notify students and parents/guardians about authorized uses of district technology, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with board policies, administrative regulations, and the district's "Student Acceptable Use Agreement."

District technology includes, but is not limited to, district-owned devices (e.g., district owned computers, smartphones, smart devices, tablet computers, telephones, cellular phones, USB drives, wireless access points (routers), personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, etc.), the district's email system, computer network, servers, wireless computer networking technology (Wi-Fi), online collaboration, file storage services, any system or program owned, managed or licensed by the district (such as Pages, Aeries, etc.); *applications (apps) and tools, including AI apps and tools*; peripherals; interactive projection systems; access to network information sources; any equipment or technology provided or maintained by the district; and/or future technological innovations. All aspects of this policy and the Student Acceptable Use Policy, apply equally whether district technology is accessed on or off site or through district-owned or personally owned equipment or devices.

Before a student is authorized to use district technology, the student and his/her/their parent/guardian shall sign and return the "Student Acceptable Use Agreement" acknowledging receipt and understanding of, and agreeing to comply with, all regulations governing use of district technology. In that agreement, the student and his/her/their parent/guardian shall agree not to hold the district or any district staff responsible for the failure of any technology protection measures or user mistakes or negligence and shall agree to indemnify and hold harmless the district and district staff for any damages or costs incurred.

Access to district technology, including the district's wireless network, is made available to students for instructional purposes only.

The district reserves the right to monitor all student use of district technology within the jurisdiction of the district without specific advance notice or consent. By using district technology, students and parents/guardians grant specific consent to the district to search and monitor all use of district technology, including, but not limited to, electronic communication information and electronic device information created, stored, or transmitted via district technology. Students will be informed that their use of district technology, including, but not limited to, computer files, email, text messages, instant messages, Internet usage, and other electronic communications, is not private and may be monitored and/or accessed by the district at any time without additional prior notice. Students have no reasonable expectation of privacy in use of district technology. The data that students create, store, and/or transmit using district technology is not private and is considered the property of the district.

The superintendent or designee may gather and maintain information pertaining directly to school safety or student safety from the social media activity of any district student in accordance with Education Code section 49073.6 and board policy/administrative regulation 5125 - Student Records: Confidentiality.

Whenever a student is found to have violated board policies, administrative regulations, or the district's "Student Acceptable Use Agreement," the principal or designee may cancel, suspend, or limit a student's user privileges or increase supervision of the student's use of district technology, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and board policy.

The superintendent or designee, with input from students and appropriate staff, shall regularly review and update procedures to enhance the safety and security of students using district technology and to help ensure that the district adapts to changing technologies and circumstances.

## Internet Safety

The superintendent or designee shall ensure that all district technology with Internet access have a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. (20 USC 6777; 47 USC 254; 47 CFR 54.520.)

To reinforce these measures, the superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code section 313)

The district's "Student Acceptable Use Agreement" shall establish expectations for appropriate student conduct when using the Internet or other forms of electronic communication, including, but not limited to, prohibitions against:

1. Accessing, posting, submitting, publishing, or displaying harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of another based on their race/ethnicity, national origin, nationality, color, sex, gender, gender expression, gender identity, sexual orientation, age, mental or physical disability, religion, race or ethnicity, ethnic group identification, or political beliefs
2. Intentionally uploading, downloading, or creating computer viruses and/or maliciously attempting to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking"
3. Distributing personal identification information, including the name, address, telephone number, Social Security number, or other personally identifiable information, of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person

The superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting one's own personal identification information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying. The principal or designee shall ensure that all students using district technology receive training on proper and appropriate use.

## Board Policy Manual San Juan Unified School District

### Exhibit 6163.4-E(1): Student Use Of Technology

**Status:**  
ADOPTED

**Original Adopted Date:** 12/12/2017 | **Last Reviewed Date:** 12/12/2017

### San Juan Unified School District

#### STUDENT ACCEPTABLE USE AGREEMENT

The San Juan Unified School District ("district") authorizes students to use district technology for educational purposes only. The use of district technology is a privilege, not a right. All use of district technology is subject to the restrictions set forth in federal and state law, board policies, administrative regulations, and this Acceptable Use Agreement. The district reserves the right to suspend or limit access at any time, without notice, for any reason.

The district expects all students to use any technology, the district's or others, responsibly at all times. The district may place restrictions on the sites, material, and/or information that students may access through district technology. Before a student is authorized to use district technology, the student and his/her/their parent/guardian shall sign and submit this Acceptable Use Agreement indicating that they have read and understand it and agree to comply with it.

All aspects of this Acceptable Use Agreement apply equal whether district technology is accessed on or off site, or through district-owned or personally-owned equipment or devices.

#### Definition

"District technology" includes, but is not limited to, district-owned devices (e.g., district owned computers, smartphones, smart devices, tablet computers, telephones, cellular phones, USB drives, wireless access points (routers), personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device (emergency radios), etc.), the district's email system, computer network, servers, wireless computer networking technology (Wi-Fi), online collaboration, file storage services, any system or program owned, managed or licensed by the district (such as Pages, Aeries, etc.); *applications (apps) and tools, including artificial intelligence (AI) apps and tools*; peripherals; interactive projection systems; access to network information sources; any equipment or technology provided or maintained by the district; and/or future technological innovations.

## **Privacy**

Since the use of district technology is for educational purposes, students have no reasonable expectation of privacy in any use of district technology. The district may access, monitor, and record all student use of district technology without specific advanced notice, including, but not limited to, any and all student email and other district provisioned accounts, access to the Internet or social media, communications sent or received from district technology, or other uses. Students should be aware that, in most cases, their use of district technology (such as web searches and emails) cannot be erased or deleted. All passwords created for or used on any district technology belong to the district. The creation or use of a password by a student on district technology does not create a reasonable expectation of privacy.

The data that students create, store, and/or transmit using district technology is not private and is considered the property of the district.

By using district technology, whether from personally or district-owned devices, students and parents/guardians grant specific consent to the district searching and monitoring all use of district technology, including, but not limited to, electronic communication information and electronic device information created, stored, or transmitted via district technology.

## **Use Restrictions**

Personal electronic devices and/or district technology must remain off and put away during class time, unless the classroom teacher specifically authorizes use.

Personal electronic devices and district technology may not be used at any time in locker rooms, restrooms, the nurse's office, and/or any area where individuals have an expectation of privacy.

Students are prohibited from photographing, video and/or audio recording, or posting any content online, without express permission from a district faculty member.

## **Reporting**

If a student becomes aware of any security problem, unauthorized log in, or misuse of district technology, he/she/they shall immediately report such information to the teacher or other district personnel. If a student unintentionally gains access to another student's account, he/she/they should immediately notify a teacher or district personnel and log-out of that account.



## Personally Owned Devices

If a student uses a personally owned device to access district technology, he/she/they shall abide by board policies, administrative regulations, this Acceptable Use Agreement, and the Family Handbook. The student is fully responsible, at all times, for the personally-owned device brought to school.

Students who use personally-owned devices on district property will be deemed an authorized user of the device by the district and will be required to grant the district access to the device in the event there is a reasonable suspicion of wrongdoing and/or for the teacher to access student work product in conjunction with curriculum and instruction. Students' personally-owned devices may be searched if there is a reasonable suspicion, under the circumstances, that the student is violating law, district policy, or school rules. (See *New Jersey v. T.L.O* (1985) 469 US 325.)

## Student Obligations and Responsibilities

Students are expected to use district technology safely, responsibly, and for educational purposes only. The student is responsible for proper use of account(s) and/or district technology issued to him/her/they at all times. Students must keep private and not share their account information, passwords, or other information at any time. Students shall only use their assigned account(s).

The following list is meant to provide families with examples of prohibited conduct, but is not intended to serve as a comprehensive list. Students may not use district technology to:

1. Access, share, transmit, create, post, display, publish or otherwise use material that is discriminatory, obscene, profane, abusive, threatening, disruptive, defamatory, inaccurate, sexually explicit, offensive, illegal, or damaging to another's reputation, *including through the use of AI.*
2. Access, share, transmit, post, display, publish or otherwise use material that could be construed as harassing or disparaging of another based on their race/ethnicity, national origin, nationality, color, sex, gender, gender expression, gender identity, sexual orientation, age, mental or physical disability, religion, race or ethnicity, ethnic group identification, or political beliefs, *including through the use of AI.*
3. Harass, intimidate, or threaten students, staff, or other individuals ("cyberbullying").
4. Share, obtain, use, publish, disclose, or distribute personal identification information (such as name, address, telephone number, Social Security number, passwords, family information, or other personal information) about themselves or others. *This includes the*

*unauthorized sharing or dissemination of personal identifying information (PII) through third-party apps, including AI apps and tools*

5. Send/transmit, download, upload, or post messages that may be considered physically, sexually, or verbally threatening or harassing via text, email, comment, or post.
6. Visit social networking sites that are not directly used for educational purposes (including Facebook, Instagram, Twitter, Vine, etc.).
7. Encourage the use of drugs, alcohol, or tobacco.
8. Promote unethical practices or any activity prohibited by law, board policy, administrative regulations, or Family Handbook.
9. Search for and/or visit inappropriate websites (such as websites containing lewd, sexually suggestive, or graphically violent images or demeaning, derogatory, or hateful speech.)
10. Record video or audio, or take photographs of other students or staff.
11. Transmit, post, or share images, videos, and/or audio files created/recorded on district property without express permission from a district faculty member.
12. Infringe on copyright, license, trademark, patent, or other intellectual property rights, *through AI or other means*, including, but not limited to, stealing others' intellectual property including text, music, movies, and software, or using without the appropriate citation or expressed permission. All materials from the Internet and other digital resources, including graphics, which are used in student projects or reports, must be properly cited. Such materials may not be placed on the Internet without the permission of the author.
13. Intentionally harm district technology or other district operations (such as destroying district equipment; uploading, downloading, or creating a virus on district computers; adding or removing a computer program without permission from a teacher or other district personnel; changing settings on shared computers; maliciously attempting to harm or destroy district technology, equipment or materials; etc.).
14. "Hack" into district technology to change or use data of the district or other users.

15. Attempt to interfere with other users' ability to send or receive email, or to attempt to read, delete, copy, modify, or use another individual's emails.
16. Create alternate (fake) accounts, login information, or passwords to bypass district filters, or to deceive others.
17. Engage in or promote any practice that is unethical or violates any law or board policy, administrative regulation, or district practice.
18. Access, create, post, submit, publish, display, transmit, or otherwise use material that is could be used in the production of destructive devices (such as bombs, explosives, fireworks, firearms, etc.), *including through the use of AI*.

Academic and behavioral policies and expectations are applicable to all technology use on campus, while using district technology or personal devices, or any off campus use of technology that may cause a serious disruption on campus. The district reserves the right, but is not obligated, to intervene when off campus issues are brought to its attention.

### **Consequences for Violation**

Violations of the law, board policy, administrative regulations, or this Acceptable Use Agreement may result in a student's loss of access to district technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, board policies, administrative regulations, or this Acceptable Use Agreement may be reported to law enforcement agencies as appropriate.

### **Limitations on District Responsibility**

The district makes no guarantee that the functions or services provided by or through district technology will be without defect or uninterrupted. The district is not responsible for any damages suffered while utilizing district technology. The district is not responsible for any financial obligations arising from unauthorized use of district technology.

>>>>>>>SIGN AND RETURN THIS PAGE <<<<<<<<<<<

### Student Acknowledgment

I understand, and agree to abide by this Technology Acceptable Use Agreement and other laws and district policies guiding the use of district technology. I understand that when using district technology, I have no reasonable expectation of privacy and my information and communications are not private. I further understand that any violation may result in loss of my privileges, disciplinary action, and/or legal action.

Name (print): \_\_\_\_\_

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

Date: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

### Parent or Legal Guardian Acknowledgment

As the parent/guardian of the above-named student, I understand, and agree with the terms of the Acceptable Use Agreement. By signing this Agreement, I give permission for my child to use district technology and/or to access the school's computer network and the Internet. I understand that even though the district filters Internet access it is impossible to restrict access to all offensive and controversial materials.

By signing this Acceptable Use Agreement, I agree to release from liability, indemnify, and hold harmless the school, the district and district personnel against all claims, damages, and costs that may result from my child's use of district technology, the failure of any technology protection measures used by the district, violations of copyright restrictions, or user mistakes or negligence. Further, I accept full responsibility for supervision of my child's use of his/her/their access account if and when such access is not in the school setting.

Name (print): \_\_\_\_\_

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

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

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

**AGENDA ITEM:** G.5

**MEETING DATE:** 08/26/2025

**SUBJECT:** Revisions to Board Policy 5131.9 Academic Honesty

**DEPARTMENT:** Teaching and Learning

**ACTION REQUESTED:**

The superintendent is recommending that the board approve the proposed revisions to Board Policy 5131.9 Academic Honesty.

**RATIONALE/BACKGROUND:**

This revision to Board Policy 5131.9 – Academic Honesty updates the district’s expectations to address emerging technologies, including artificial intelligence (AI). It clarifies prohibited uses of technology that undermine academic integrity while affirming appropriate, teacher-approved educational uses. The policy reinforces students’ responsibility for original work, supports ethical digital citizenship, and aligns with updated instructional practices and legal requirements. These changes ensure clear guidance for maintaining integrity in an evolving academic and technological landscape.

**ATTACHMENT(S):**

1. [Board Policy 5131.9 Academic Honesty](#)

**BOARD COMMITTEE ACTION/COMMENT:**

N/A

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet: 08/04/2025

Board of Education: 08/12/2025 (discussion)

**FISCAL IMPACT:**

N/A

**PREPARED BY:**

Nicole Kukral, Director, Professional Learning and Curriculum Innovation  
Peter Skibitzki, Senior Director, Technology Services

**APPROVED BY:**

Timothy C. Dale, Ed.D., Deputy Superintendent, Schools and Student Support  
Melissa Bassanelli, Superintendent of Schools

**Policy 5131.9: Academic Honesty****Status:**  
ADOPTED**Original Adopted Date:** 06/09/1992 | **Last Reviewed Date:** 06/09/1992

The Governing Board believes that personal integrity is basic to all solid achievement. Students will reach their full potential only by being honest with themselves and with others.

The Board expects students to respect the educational purpose underlying all school activities. All students need to prove to themselves that they can do successful work as a result of their own efforts. The Board expects that students will not cheat, lie or plagiarize.

The Board recognizes that students are more inclined to cheat when there is little likelihood of getting caught. Each school shall provide an environment that encourages honesty. Students must know that their teachers will not ignore or condone cheating and that anyone discovered cheating will be penalized.

When an incidence of cheating occurs, parents/guardians shall be contacted.

Teachers shall instruct students in research and study skills appropriate to each subject, so that all students may feel confident that if they prepare, they can succeed without cheating. Students shall be encouraged to see tests as a means for finding out what they have learned and that students who cheat on tests are cheating themselves.

***Prohibited and Permitted Technology Use***

*As the district's standards for academic achievement are designed to challenge all students to reach their full potential in acquiring the knowledge and skills needed for success in postsecondary education, employment, and digital citizenship, ~~responsible citizenship~~ any use of technology that prevents or inhibits a student from achieving these standards is prohibited. Prohibited uses include, but are not limited to, using technology primarily or solely for the completion of coursework as a student's original work and generating answers to mathematical, scientific, or analytical problems. This includes the inappropriate use of Artificial Intelligence (AI) as specified in Board Policy 6163.4 - Student Use of Technology.*

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

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

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

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

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

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

**AGENDA ITEM:** G.6

**MEETING DATE:** 08/26/2025

**SUBJECT:** Resolution Emergency Contracting

**DEPARTMENT:** Fiscal Services

**ACTION REQUESTED:**

The superintendent is recommending that the board adopt Emergency Contracting Resolution No. 4223 giving authority in the event of an emergency to repair or replace a public facility, take any directly related and immediate action required by such emergency, and procure any necessary equipment, services and supplies for those purposes, without giving notice for bids to let contracts and without prior notice or approval of the governing board of such public agency.

**RATIONALE/BACKGROUND:**

Public Contract Code Section 22050 "permits school districts in the case of an emergency, pursuant to a four-fifths vote of its governing body, may repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services and supplies for those purposes, without giving notice for bids to let contracts. The governing body, by a four-fifths vote, may delegate, by resolution or ordinance, to the appropriate county administrative officer, city manager, chief engineer or other nonelected agency officer, the authority to order any action pursuant to paragraph (1) of subdivision (a) of PCC 22505".

**ATTACHMENT(S):**

1. [Resolution No. 4223](#)

**BOARD COMMITTEE ACTION/COMMENT:**

N/A

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet: 08/18/2025

Board of Education: 01/14/2025 (adoption of Resolution No. 4171 Emergency Contracting)

**FISCAL IMPACT:**

N/A

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

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



SAN JUAN UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION

Resolution No. 4223

EMERGENCY CONTRACTING RESOLUTION

WHEREAS, the District has adopted the uniform public construction cost accounting procedures set forth in the Uniform Public Construction Cost Accounting Act set forth at California Public Contract Code Section 22000 et seq.

WHEREAS, pursuant to the Act, if a public entity adopts the uniform public construction cost accounting procedures, per Public Contract Code Section 22050 in the case of an emergency, when any repairs, alterations, work, or improvement is necessary to any facility of public schools to permit the continuance of existing school classes, or to avoid danger to life or property; such public agency may, in its discretion, delegate to an administrative officer of such public agency the authority to repair or replace a public facility, take any directly related and immediate action required by such emergency, and procure any necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts and without prior notice or approval of the governing board of such public agency.

If a person with such authority orders any action specified under this resolution; that person shall report to the governing board, at its next meeting the reasons justifying why the emergency would not permit a delay resulting from a competitive solicitation for bids and why the action was necessary to respond to the emergency. The board shall review the emergency action at every regularly scheduled meeting thereafter until the action is terminated. The action shall be terminated at the earliest possible date that conditions warrant so that the remainder of the emergency action may be completed by giving notice for bids to let contracts.

NOW THEREFORE, BE IT RESOLVED that the governing board of the San Juan Unified School District hereby delegates to the undersigned the authority in case of an emergency to repair or replace a public facility, take any directly related and immediate action required by such emergency, and procure any necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts and without prior notice or approval of the governing board of such public agency.

\_\_\_\_\_  
Melissa Bassanelli, Superintendent and Executive Secretary

\_\_\_\_\_  
Ben Avey, Member

\_\_\_\_\_  
Timothy C. Dale, Ed.D., Deputy Superintendent, Schools  
and Student Support

\_\_\_\_\_  
Nick Bloise, Member

\_\_\_\_\_  
Pam Costa, Member

\_\_\_\_\_  
Frank Camarda, Chief Operations Officer

\_\_\_\_\_  
Zima Creason, Member

\_\_\_\_\_  
Joel Ryan, Chief Financial Officer

\_\_\_\_\_  
Tanya Kravchuk, Member

\_\_\_\_\_  
Manuel Perez, Member

\_\_\_\_\_  
August 26, 2025  
Date

\_\_\_\_\_  
Abid Stanekzai, Member

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

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

**AGENDA ITEM:** G.7

**MEETING DATE:** 08/26/2025

**SUBJECT:** Resolution Power to Contract on Behalf of District

**DEPARTMENT:** Fiscal Services

**ACTION REQUESTED:**

The superintendent is recommending that the board adopt Resolution No. 4224 Power to Contract on Behalf of District.

**RATIONALE/BACKGROUND:**

The Education Code requires the Governing Board of Education adopt a resolution authorizing and empowering certain individuals to sign legal documents on behalf of the San Juan Unified School District (SJUSD).

**ATTACHMENT(S):**

1. [Resolution No. 4224](#)

**BOARD COMMITTEE ACTION/COMMENT:**

N/A

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet: 08/18/2025

Board of Education: 01/14/2025 (adoption of Resolution No. 4172 Power to Contract on Behalf of District)

**FISCAL IMPACT:**

N/A

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

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

SAN JUAN UNIFIED SCHOOL DISTRICT

**RESOLUTION NO. 4224**

Power to Contract on Behalf of District

**WHEREAS**, California Education Code section 35160 authorizes governing boards to initiate and carry on a program, activity, or otherwise act in any manner which is not in conflict with or inconsistent with, or preempted by, any law and which is not in conflict with the purposes for which school districts are established; and

**WHEREAS**, the power to enter into contracts for goods or services is vested in the governing board through the Education Code and is an activity within the purposes for which school districts are established; and

**WHEREAS**, Education Code section 17604 authorizes the governing board, by majority vote, to delegate the power to contract in the name of the school district to its superintendent or to such persons as she may designate, subject to the governing board's approval or ratification evidenced by a motion of said board duly passed and adopted; and

**WHEREAS**, Education Code section 35035(h) authorizes the superintendent to enter into contracts for and on behalf of the district pursuant to section 17604;

**NOW THEREFORE, BE IT RESOLVED AND ORDERED** by the Governing Board of the San Juan Unified School District that Melissa Bassanelli, Superintendent of Schools; Timothy C. Dale, Ed.D., Deputy Superintendent, Schools and Student Support; Trent Allen, APR, Chief of Staff; Frank Camarda, Chief Operations Officer; Joel Ryan, Chief Financial Officer; Daniel Thigpen, Chief of Human Resources; F.J. "Harvey" Oaxaca, Ed.D., Asst. Superintendent, Educational Services; Kristan Schnepf, Asst. Superintendent, Secondary Education and Programs; Amberlee Townsend-Snyder, Asst. Superintendent, Elementary Education and Programs; Cloris M. Henry, Ed.D., Senior Director, Human Resources; and Peter Skibitzki, Senior Director, Technology, are hereby authorized and empowered to contract in the name of the San Juan Unified School District, and the superintendent is authorized to delegate, in writing, the power to contract to such persons as she shall determine, subject to the provisions of Education Code section 35200; and

**BE IT FURTHER RESOLVED AND ORDERED** that said power to contract is subject to and conditional upon the Governing Board's approval or ratification evidenced by a motion of the board duly passed and adopted; and

**BE IT FURTHER RESOLVED AND ORDERED** that the term "contract" as used herein shall be deemed to include change orders to contracts but shall not include transmittal or listing sheets, orders on district funds, payroll sheets or vendor sheets.

**IN WITNESS WHEREOF**, this resolution was adopted by the Board of Education of the San Juan Unified School District of Sacramento County this 26<sup>th</sup> day of August 2025.

\_\_\_\_\_  
Melissa Bassanelli, Superintendent and Executive Secretary

\_\_\_\_\_  
Timothy C. Dale, Ed.D., Deputy Superintendent,  
Schools and Student Support

\_\_\_\_\_  
Trent Allen, APR, Chief of Staff

\_\_\_\_\_  
Frank Camarda, Chief Operations Officer

\_\_\_\_\_  
Joel Ryan, Chief Financial Officer

\_\_\_\_\_  
Daniel Thigpen, Chief of Human Resources

\_\_\_\_\_  
F.J. "Harvey" Oaxaca, Ed.D., Asst. Supt., Educational Services

\_\_\_\_\_  
Kristan Schnepf, Asst. Supt., Secondary Education & Programs

\_\_\_\_\_  
Amberlee Townsend-Snyder, Asst. Supt.,  
Elementary Education & Programs

\_\_\_\_\_  
Cloris M. Henry, Ed.D., Senior Director, Human Resources

\_\_\_\_\_  
Peter Skibitzki, Senior Director, Technology

\_\_\_\_\_  
Ben Avey, Member

\_\_\_\_\_  
Nick Bloise, Member

\_\_\_\_\_  
Pam Costa, Member

\_\_\_\_\_  
Zima Creason, Member

\_\_\_\_\_  
Tanya Kravchuk, Member

\_\_\_\_\_  
Manuel Perez, Member

\_\_\_\_\_  
Abid Stanekzai, Member

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

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

**AGENDA ITEM:** G.8

**MEETING DATE:** 08/26/2025

**SUBJECT:** Licensee Representative - California Department of Social Services (CDSS)

**DEPARTMENT:** Teaching and Learning

**ACTION REQUESTED:**

The superintendent is recommending that the board adopt Resolution No. 4219, approving the authorization for Early Childhood Education staff members to sign legal state licensing forms.

**RATIONALE/BACKGROUND:**

In accordance with Title 22, Division 12 of the California Code of Regulations, and to ensure the San Juan Unified School District maintains full compliance with state licensing requirements, it is necessary to formally designate qualified administrators to serve as licensing representatives. As regulatory expectations continue to evolve, clearly identifying individuals with the authority and expertise to oversee licensing responsibilities is essential for maintaining operational continuity, ensuring consistent adherence to standards, and strengthening internal support and oversight of early learning programs. The designation of Rebecca (Becky) Marsolais, Isabelle McDaniel, Chans Folger, and Meghan Jorgensen reflects this need. This action also rescinds all prior authorizations to reflect updated assignments.

**ATTACHMENT(S):**

1. [Resolution No. 4219](#)
2. [Administrative Organization Form](#)
3. [San Juan Unified School District Map](#)

**BOARD COMMITTEE ACTION/COMMENT:**

N/A

**PREVIOUS STAFF/BOARD ACTION:**

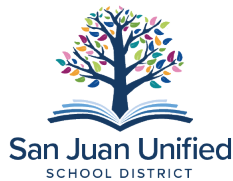
Superintendent's Cabinet: 08/18/2025

**FISCAL IMPACT:**

N/A

**PREPARED BY:** Becky Marsolais, Ed.D., Director II, Early Education & Expanded Learning Programs

**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**  
**Resolution No. 4219**

**Licensee Representative**

**WHEREAS**, in conformity with California code of Regulations Title 22, Division 12, Community Care Licensing Division, the administrators are designated to attend all licensing information and orientation meetings, submit all necessary components of the licensing application and appropriate forms, and to ensure compliance with all Title 22, Division 12 licensing rules and regulations.

**THEREFORE, BE IT RESOLVED** that San Juan Unified School District in Sacramento County, California, hereby issues this Resolution that Rebecca (Becky) Marsolais, Isabelle McDaniel, Chans Folger and Meghan Jorgensen shall be designated as authorized to sign Community Care Licensing applications and forms for infant-toddler/preschool programs licensing for the Unified School District, effective August 26, 2025.

**BE IT FURTHER RESOLVED** that all previous resolutions made by the San Juan Unified School District Board of Trustees, authorizing employees of said district to sign licensing applications and forms, are hereby rescinded.

Attested to this 26th day of August 2025

\_\_\_\_\_  
Ben Avey, President

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

\_\_\_\_\_  
Tanya Kravchuk, Vice President

\_\_\_\_\_  
Manuel Perez, Clerk

\_\_\_\_\_  
Zima Creason, Member

\_\_\_\_\_  
Nick Bloise, Member

\_\_\_\_\_  
Abid Stanekzai, Member

\_\_\_\_\_  
Pam Costa, Member

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

**ADMINISTRATIVE ORGANIZATION**

(This side is for corporations and limited liability companies only. See reverse for public agencies, partnerships, and other associations.)

**INSTRUCTIONS:**

This form must be updated and submitted to the Licensing Agency each time there is a change in partners, officers or changes in the corporation or limited liability company as provided in the California Code of Regulations Title 22, Section 80034(a)(2), or 87235(a)(5), or 101185(a)(2).

DATE
FACILITY NAME
FACILITY ADDRESS
FACILITY NUMBER

**I. CORPORATION/LIMITED LIABILITY COMPANY (LLC)**

1. Name (as filed with Secretary of State)		2. Chief Executive Officer	
3. Incorporation/Registration Date	4. Place of Incorporation/Registration	Corporation/Limited Liability Company Number	
5. Please attach (1) A copy of Articles of Incorporation or organization and any amendments (2) A copy of By-Laws or Operating Agreement and any amendments (3) A copy of Resolution authorizing the filing of this application (for Corporations only).			
6. Principal office of business:			
<u>Address</u>	<u>City</u>	<u>Zip Code</u>	<u>County</u>
<u>Telephone No.</u>			
Contact Person: _____ Title: _____ Telephone No.: _____			
7. Out of state or foreign applicants complete the following:			
a. <u>Name of California Representative</u>	<u>Address</u>	<u>Zip Code</u>	<u>Telephone No.</u>
b. Please attach a copy of a foreign corporation's or foreign LLC's registration to do business in California.			
8. Names and addresses of all persons who own ten percent (10%) or more interest in corporation or LLC. Attach sheet for additional space.			

**9. Directors (Corporation)/Managers and Managing Members (LLC)**

a. Number of Directors/Managers &amp; Managing Members

b. Term of Office (if applicable)

c. Frequency of Meetings (if applicable)

d. Method of Selection (corporations only)

**10. Officers: (For LLCs without officers, skip this section and go to Section II)**

Office	Name	Principal Business Address & City & Zip Code (other than facility address)	Telephone No.	Term Expires
President				
Vice-President				
Secretary				
Treasurer				

11. List all Directors (Corporations)/Managers and Managing Members (LLC)

Name	Mailing Address & City & Zip Code	Telephone No.	Term Expires

(Attach Sheet for additional space)

**II. PUBLIC AGENCY**

1. Check type of public agency: ☐ Federal ☐ State ☐ County ☐ City ☒ Other, specify below

2. Agency providing services:

Name: San Juan Unified School District Address: 3738 Walnut Avenue Carmichael, CA 95608

CITY/STATE

Mailing Address: 3738 Walnut Avenue Carmichael, CA 95608

CITY/STATE/ZIP CODE

Contact Person: Isabelle McDaniel Title: Administrator Phone No.: 916-971-5913

3. District or Area to be served: (attach map if necessary)

Specify geographic area: San Juan Unified School District Map attached

4. Attach copy of Resolution or legal document authorizing this application.

Resolution attached

**III. PARTNERSHIPS**

Attach a copy of partnership agreement (attach additional sheet if necessary)

1st Partner	<input type="checkbox"/> General	Name _____	TELEPHONE NUMBER _____
	<input type="checkbox"/> Limited	Principal Business Address _____	CITY/STATE _____
2nd Partner	<input type="checkbox"/> General	Name _____	TELEPHONE NUMBER _____
	<input type="checkbox"/> Limited	Principal Business Address _____	CITY/STATE _____
3rd Partner	<input type="checkbox"/> General	Name _____	TELEPHONE NUMBER _____
	<input type="checkbox"/> Limited	Principal Business Address _____	CITY/STATE _____
4th Partner	<input type="checkbox"/> General	Name _____	TELEPHONE NUMBER _____
	<input type="checkbox"/> Limited	Principal Business Address _____	CITY/STATE _____

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

**IV. OTHER ASSOCIATIONS**

Other associations must also provide a similar list of persons legally responsible for the organization, contact person, appropriate legal documents which set forth legal responsibility of the organization and accountability for operating the facility.







**SUBJECT:** 2025-2026 Start of School (Dale) - 7:15 p.m.

**DEPARTMENT:** Teaching and Learning

**ACTION REQUESTED:**

Report: The superintendent is recommending that the board receive a report on the opening of the 2025-2026 school year.

**RATIONALE/BACKGROUND:**

The start of a new school year signals possibility and opportunity for students, families, schools, district staff and the community. This year is no exception as we welcome new students and staff to San Juan Unified and set the stage for another year of learning and growing. The intent of this report is to share with the board how we continue to build positive school and district cultures by welcoming and supporting all staff, students and families.

**ATTACHMENT(S):**

- 1. [Presentation](#)

**BOARD COMMITTEE ACTION/COMMENT:**

N/A

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent’s Cabinet: 08/18/2025

**FISCAL IMPACT:**

N/A

**PREPARED BY:** Timothy C. Dale, Ed.D., Deputy Superintendent, Schools and Student Support

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



## Board of Education

# 2025-2026 Start of School



August 26, 2025

1

## Enrollment and Staffing



### Enrollment 2024-2025

Total (as of Aug. 15, 2024)	39,600
Elementary (TK-8)	20,956
Middle School (6-8)	6,711
High School (9-12)	11,912
Special Day Class (SDC)	1,205*
Other Programs	735

### Enrollment 2025-2026

Total (as of Aug. 14, 2025)	40,207
Elementary (K-8)	21,441
Middle School (6-8)	6,927
High School (9-12)	12,039
Special Day Class (SDC)	1,263*
Other Programs	679

### Staffing: New Hires

Certificated	184
Classified	188

### Staffing: Current Vacancies

Certificated	87
Classified	214

\*SDC included in counts above



2

## Back to School Leadership Summit



- ❖ Cabinet kicked-off of the welcome of the school year with all administrators (San Juan Professional Educators Coalition and San Juan Administrators Association)
- ❖ Set the stage with strategic directions and a clear focus for the year
- ❖ Reviewed districtwide data and district goals
- ❖ Celebrated new opportunities ahead
- ❖ Introduced instructional focus: *checking for understanding*
- ❖ Principal, VP, and operations AM & PM session

**Total attendance: 190**

3

## Classified Office Staff In-service



- ❖ Site secretaries, clerks, intermediate clerk typists, administrative assistants
- ❖ Program Highlights: Presentations from 14 departments, covering technology, human resources, purchasing, accounting, payroll, and navigating conflict with compassion

**Total attendance: 175 participants**

4

## Smooth Start



- ❖ New certificated practitioners participated in this multi-departmental event, including labor partners
- ❖ Designed to welcome new staff and introduce district programs
- ❖ Participants explored the district's core values and priorities, connected with colleagues, and engaged hands-on with tools and resources to support their success from day one
- ❖ Smooth Start breakout sessions on supporting multilingual learners, LGBTQ+ youth, student de-escalation, behavior and skill development, and mental health coping and motivation



**Total attendance:** 200 participants

5

## K-2 Reading Difficulties Screener



- ❖ Equipped over 400 teachers with tools to identify early reading difficulties in K-2 students
- ❖ Practitioners received practical guidance on administering and interpreting the screener to better support student literacy
- ❖ Additional sessions are scheduled to ensure continued support and implementation success throughout the school year
- ❖ Specific sessions led by the ELD team, provided training on the process of alternatives for some multilingual learners



6

## Additional Professional Learning



- ❖ Mathematics & instruction
- ❖ Literacy
- ❖ World Languages
- ❖ Inclusive practices
- ❖ Family engagement
- ❖ Multilingual learner
- ❖ System of Professional Growth
- ❖ Arts Education and PE specialists kick-off
- ❖ Instructional technology



7

## Operational Prep



- ❖ Technology services set up and deployed laptops for 175 new teachers at the Smooth Start onboarding event
- ❖ Provided orientation on tech services and resources
- ❖ Guided teachers on how to request future support



8



## Transportation



- ❖ 35 new propane buses joined the fleet
- ❖ Van program still easing driver shortage
- ❖ 1,013 students riding this year, up 10% from last year's 914

9

## Nutrition Services



- ❖ **Summer School Meals: 69,500 served**
- ❖ **Staff In-Service (Aug. 13):** Annual back-to-school training for all staff, featuring motivational speaker Kevin Bracy and a review of meal program logistics
- ❖ **Warehouse Prep:** Stocking and delivering food supplies to all school kitchens for the start of the year
- ❖ **New Menu Item:** Halal-certified burrito available at all schools starting September 2025
- ❖ **Halal Pilot Program:** Launching at 3 schools in October 2025

10

## Deferred Maintenance and Grounds Efforts



Baseball and softball scoreboard replacement; pool filter and pump upgrade at **Casa Roble Fundamental High School**



Hard court resurfacing at **Bella Vista High School**



Irrigation pump replacement for sports fields at **Del Campo High School**



5 kitchen floor replacements



Multi purpose room paint and flooring (MP and stage flooring will be completed during the winter break) at **Andrew Carnegie Middle School and Pershing Elementary**



Large Gym A/V Upgrades completed at **Rio Americano, El Camino, Mira Loma, Encina, San Juan and Bella Vista High Schools**

11

## Bond Facilities Projects



Demolition of classroom wings to make way for a new science building; Modernized classrooms at **Encina High School**



Stadium progress at **San Juan High School**



Classroom modernization at **Woodside K-8**



7 fencing projects



7 Early Childhood Education projects



7 portable projects



Aviation building at **Mira Loma High School**

12

## Student Welcoming Activities



### ECE and Elementary/TK-8

- ❖ Meet-the-teacher
- ❖ Welcome assemblies
- ❖ Ice cream socials & family BBQs

### Middle and High

- ❖ Back-to-school orientations, community care hubs and back-to-school fair, BBQs
- ❖ Student tours
- ❖ Where Everybody Belongs (WEB) and LINK Crew, foster youth event

13

## Questions and Board Discussion



14



**SUBJECT: Revised Board Policy 6146.1 - High School Graduation Requirements (Schnepf) - 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 6146.1 Graduation Requirements. Action anticipated: 09/09/2025.

**RATIONALE/BACKGROUND:**

The proposed revisions to Board Policy 6146.1 – Graduation Requirements incorporate recent updates to Education Code 51225.3. Assembly Bill (AB) 181 established an alternate pathway for students with significant cognitive disabilities to earn a high school diploma, including an exemption from local graduation requirements beyond the state minimum. Assembly Bill (AB) 2251 further clarified that school districts may, at their discretion, adopt a policy to exempt students from additional coursework requirements beyond the state minimum.

The revised policy aligns with current district practice and provides a clear process for graduating seniors who qualify to receive a diploma from San Juan Unified. It also establishes a waiver process for seniors who are credit-deficient but meet state minimum requirements. These updates ensure that all high schools use a consistent, districtwide process when reviewing graduation requirements and applying waivers. In addition, the revised policy affirms that students with significant cognitive disabilities are eligible to receive a diploma under the alternate pathway established in AB 181, ensuring equitable access to graduation.

**ATTACHMENT(S):**

1. [Presentation](#)
2. [California State Minimum Graduation Requirements](#)
3. [College and Career Ready Graduation Requirements Info Graphic](#)
4. [Proposed Revisions to Board Policy 6146.1](#)

**BOARD COMMITTEE ACTION/COMMENT:**

N/A

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent Cabinet: 08/18/2025

**FISCAL IMPACT:**

N/A

**PREPARED BY:** Kristan Schnepf, Assistant Superintendent, Secondary Education and Programs

**APPROVED BY:** Timothy C. Dale, Ed.D., Deputy Superintendent, Schools and Student Support  
Melissa Bassanelli, Superintendent of Schools

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Updates to

# BOARD POLICY 6146.1

High School Graduation Requirements



1

**Revisions to Board Policy (BP) 6146.1  
are needed to align with the following  
California Educational Code updates**

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## **AB 181 (2021-22):**

Created an alternate pathway for students with significant cognitive disabilities to receive a high school diploma, including an exemption from local graduation requirements beyond state minimums.



Attachment 2

2

## Revisions to BP 6146.1 are needed to align with the following California Educational Code updates

### AB 2251 (2024):

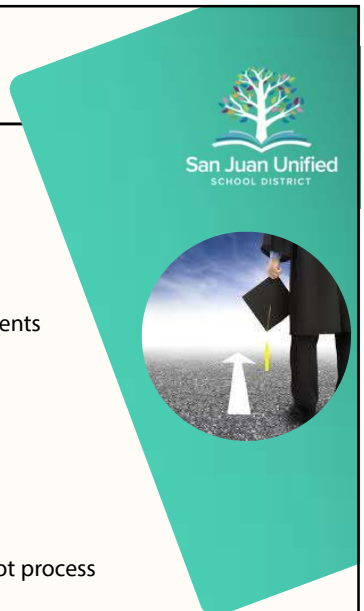
Clarified that school districts can, at their discretion, adopt a policy to exempt students from additional coursework requirements (beyond state minimums) for graduation.



3

## History of San Juan Unified Graduation Requirements

- 2015-2016** ➡ The San Juan Unified Board adopted new elevated graduation requirements to begin with the **class of 2023**
- Classes of 2020 - 2022** ➡ In response to COVID - California law required districts to reduce graduation credits for students and waive any additional requirements over the California State minimums
- Classes of 2023-2024** ➡ The first years that the elevated San Juan Unified graduation requirements took effect, the Board adopted scaffolded options to offer credit relief to eligible students
- Class of 2025** ➡ Supported by California legislation, San Juan Unified initiated a pilot process for specific credit waiver requests
- Classes of 2026 and beyond** ➡ Upon board approval, adopt a policy to waive credits for qualifying students



Attachment 3

4

# Class of 2025 Pilot

In January of 2024, following the action to offer credit relief to the class of 2024, a workgroup was created to examine the needs of future San Juan Unified classes regarding credits and graduation.

The workgroup, consisting of district and site administrators, curriculum leaders, school counselors, and members of bargaining units, met throughout the spring.

Activities of the group included; gathering feedback, data analysis and brainstorming options. This resulted in a pilot process for individual specific credit reduction.

In the current pilot waiver process, the credits eligible to waive include:

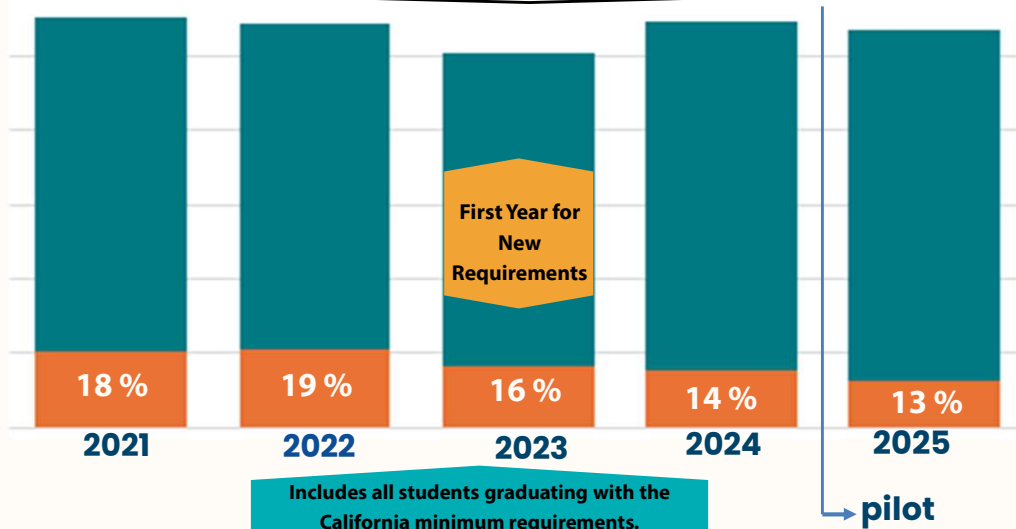
- up to 10 math credits
- up to 10 science credits
- up to 10 world language credit
- any amount of elective credits



5

## COVID AND GRADUATION CREDIT RELIEF

percentage of graduates earning a diploma with credit reductions (waivers)



6

## CLASS OF 2025 PILOT

Total Students in Class 2025 (not already on the 130 rule)	Students requesting a credit waiver through the pilot process	% of Senior Class	# of Students Requesting a Waiver by Subject students may be duplicated			
			Math	Science	World Language	Electives
			190	155	142	303
2936	379	13%	50% of waivers	40% of waivers	37% of waivers	80% of waivers



### Breakdown of Credit Waivers Requested

7



### Revisions to BP 6146.1



- Align with current district practice.
- Provides a clear process for graduating seniors who qualify to receive a diploma.
- Establishes a waiver process for seniors who are credit deficient but meet state minimum requirements.
- Ensures all high schools use a consistent, district wide process.

8

# QUESTIONS?



San Juan Unified  
SCHOOL DISTRICT

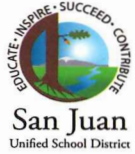
## California State Minimum Graduation Requirements 130 Graduation Rule

English	30 credits
Mathematics (min. Integrated Math 1)	20 credits
Life Science	10 credits
Physical Science	10 credits
World History	10 credits
United States History	10 credits
American Government	5 credits
Economics	5 credits
VAPA/World Language/ CTE	10 credits
<b>Total - 13 courses</b>	<b>130 credits</b>

Students currently able to use the 130 graduation rule

	<b>AB 167 / 216</b>	<b>AB 1806</b>	<b>AB 2306</b>	<b>AB 2121</b>		<b>AB 181</b>
Who this affects:	<b>Foster Youth</b>	<b>McKinney-Vento Youth</b>	<b>Former Juvenile Court School Pupils</b>	<b>Migrant Youth</b>	<b>Youth in Newcomer Program</b>	<b>Special Education / Cognitive Ability</b>
When a student qualifies:	Student must have transferred schools after 2nd year of High School	Student must have transferred schools after 2nd year of high school	Student must have transferred schools <b>from a juvenile court school</b> after 2nd year of high school	Student must have transferred schools after 2nd year of high school	Student is enrolled in English Transition 1 or 2 in 11th grade.	Student must be qualified and eligible to take the CAA (California Alternate Assessment) in 11th grade





# College & Career Ready Graduation Requirements



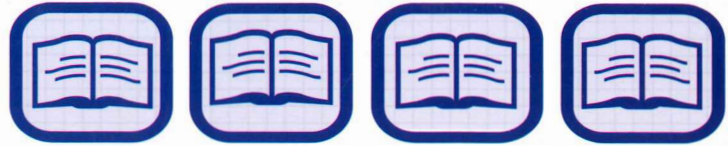
**Class of  
2023 &  
Beyond**

San Juan Unified graduates will be prepared for life after high school. Our graduation requirements support the expectation of rigor and provide opportunities for students to be ready for college and a global, technology-driven workforce.



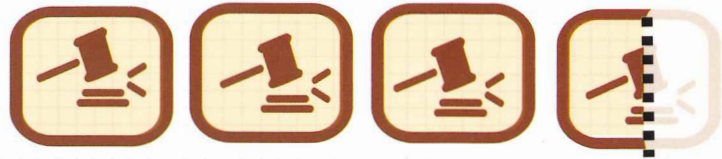
## English 40 Credits

Must include English 1-4 or the equivalent(s).



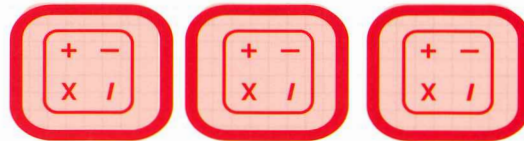
## Social Science 35 Credits

Must include 10 world history credits, 10 US history credits, 5 American government credits, 5 economics credits and 5 social studies elective credits.



## Math 30 Credits

Math through IM2 is a minimum.



## Science 30 Credits

Must include at least 20 credits of lab science, including 10 physical science credits and 10 life science credits.



## PE & Health 25 Credits

Must include 20 physical education credits and 5 health credits.



## World Language 20 Credits

Must be 20 credits of the same world language to meet A-G.



## VAPA(art) or CTE 10 Credits

Must be 10 credits of the same VAPA to meet A-G.



**Total Credit Requirement**  
Traditional Schedule – 220 Credits  
Block Schedule – 280 Credits

Each course semester = 5 credits.

### MORE INFORMATION

Individual schools may have additional requirements. Counselors can also offer flexibility based on student needs. For A-G consideration courses must be passed with a least a C- grade. For more information about graduation requirements, college A-G requirements and sample course plans, please visit our website [www.sanjuan.edu/collegecareerready](http://www.sanjuan.edu/collegecareerready)



**Policy 6146.1: High School Graduation Requirements****Status:** ADOPTED

**Original Adopted Date:** 06/09/1992 | **Last Revised Date:** 11/15/2022 | **Last Reviewed Date:** 11/15/2022

The Governing Board desires to prepare all students to successfully complete the high school course of study and obtain a high school diploma that represents their educational achievement and increases their opportunities for postsecondary education and employment.

District students shall complete graduation course requirements as specified in Education Code section 51225.3 and those adopted by the board, except for students who are exempted as provided in "Exemptions from District-Adopted Graduation Requirements," below. Students who are exempted from district-adopted graduation requirements shall be eligible to participate in any graduation ceremony and school activity related to graduation in which other students are eligible to participate. Otherwise, only students who earned a high school diploma or Certificate of Completion may participate in graduation ceremonies.

**Course Requirements**

To obtain a high school diploma, students shall successfully complete at least all of the following courses while in grades 9-12, with each course being one year equivalent unless otherwise specified.

1. Four courses in English (Education Code section 51225.3)

*Students shall complete English 1, 2, 3, and 4, or ~~Honors~~ equivalent courses (40 credits). ~~40 credits required~~ 10 of the 40 credits shall be completed in an English 4 equivalent course or a course taken in senior year.*

2. *Three courses in mathematics (Education 51225.3)*

~~Beginning with the class of 2023, Students shall complete 3 courses in mathematics (30 credits), with at least one course (10 credits) meeting or exceeding state academic content standards for Integrated Math 2 or an alternative equivalent mathematics course identified in consultation with a high school counselor.~~

Students ~~may must complete at least one~~ *complete one* mathematics course that meets the state academic content standards for Algebra 1 or Mathematics 1 *prior to the start of grade 9*. ~~Students may complete such coursework prior to grade 9~~, provided that they also complete two mathematics courses in grades 9 –12, *with at least one course meeting*

*or exceeding the academic standards of Integrated Math 2, or equivalent. (Education Code section 51224.5.)*

*Successful completion of an approved computer science course that is classified as a “category C” course based on the University of California (UC) and California State University (CSU) “A-G” admission requirements shall be counted towards the satisfaction of additional graduation requirements in mathematics. (Education Code 51225.3, 51225.25)*

3. *Three courses in science, including biological and physical sciences (Education Code 51225.3)*

*Students shall complete 30 credits of science, with at least two courses (20 credits) of lab based science. Courses shall include at least one biological (life) science, at least one physical science and can include a science elective.*

4. ~~Three courses~~ and one half ~~courses~~ in social studies, ~~35 credits required~~, *including United States (US) History (10 credits); World History (10 credits); a one semester course in American Government (5 credits); a one semester course in economics (5 credits); and a one semester course in a social studies elective (5 credits) (Education Code 51225.3)*

~~Courses shall include United States history (10 credits); world history (10 credits); a one semester course in American Government and civics (5 credits); a one semester course in economics (5 credits); and one semester course in a social studies elective (5 credits). (Education Code section 51225.3)~~

- ~~4. Two courses in science, including biological and physical sciences. (Education Code section 51225.3).~~

~~Beginning with the class of 2023, 30 credits of science required, with at least two courses (20 credits) of lab based science. Courses shall include at least one biological (life) science, at least one physical science and can include a science elective.~~

- ~~5. Beginning with the class of 2023, t~~*Two courses in world language (Education Code 51225.3)*

Students *shall complete 2 courses of world language (20 credits) or demonstrate demonstrating* proficiency in level 2, semester 2 of a world language. ~~20 credits required. One course (10 credits) in world language and culture may be substituted for the second year of world language in consultation with a high school counselor.~~ For purposes of satisfying this requirement, American Sign Language shall be considered a world language. *(Education Code 51225.3)*

- ~~6. Beginning with the class of 2023, o~~*One course, 10 credits required of in v*Visual or ~~and P~~performing ~~A~~arts of or a ~~C~~career ~~T~~technical ~~E~~education *(CTE) (10 credits) course.*

*To be counted towards meeting graduation requirements, a CTE course shall be aligned to the CTE model curriculum standards and framework adopted by the State Board of Education. (Education Code section 51225.3)*

7. ~~Beginning with the class of 2023~~ *One half course in health education (5 credits) (Education Code 51225.3) 5-credits required.*
8. Two courses in physical education, ~~20-credits required~~, unless the student *has been otherwise exempted pursuant to other sections of the Education Code (Education Code 51225.3) is eligible for exemption (Education Code section 51225.3). Students shall complete 2 courses in physical education (20 credits). 10 credits of this requirement shall be attempted in the ninth grade.*
9. Other coursework to equal minimum total credit requirement. 220 credits for schools with a traditional schedule. 280 credits for schools with a 4x4 block schedule. (Education Code section 51225.3.)

Because the prescribed course of study may not accommodate the needs of some students, the board shall provide alternative means for the completion of the prescribed course in accordance with law.

### **Exemptions from District-Adopted Graduation Requirements**

District students are required to complete graduation course requirements specified above, including the requirements imposed by Education Code section 51225.3 and those adopted by the board. A foster youth student, homeless student, former juvenile court school student, student of a military family, or migrant student who transfers in the district or between district schools any time after completing the second year of high school, or a newly arrived immigrant student who is in the third or fourth year of high school and is participating in a newcomer program, shall be exempted from any graduation requirements adopted by the board that are in addition to statewide course requirements. This exemption shall not apply if the superintendent or designee makes a finding that the student is reasonably able to complete the requirements in time to graduate by the end of the fourth year of high school.

Within 30 days of the transfer into a school *by the foster youth, a student experiencing homelessness, former juvenile court school student, child of a military family, migrant student*, or of the commencement of participation in a newcomer program, as applicable, the Superintendent or designee shall notify any eligible student of the availability of the exemption and whether the student qualifies for it. (Education Code section 51225.1.)

~~If during the 2020-21 school year a student was in the third or fourth year of high school and is not on track to graduate in four years, the district shall exempt the student from any local graduation requirements adopted by the board that are in addition to statewide course requirements specified in Education Code section 51225.3. (Education Code section 51225)~~  
*The Superintendent or designee shall not require or request the foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, migrant student, or newcomer student who is exempted from district-established graduation requirements and who completed the statewide coursework requirements before the end of the*

*fourth year of high school, and would otherwise be entitled to remain in school, to graduate before the end of the student's fourth year of high school. (Education Code 51225.1)*

*If the foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, migrant student, or newcomer student was not properly notified of an exemption, declined the exemption, or was not previously exempted, the student or the student's educational rights holder may request the exemption and the Superintendent or designee shall exempt the student within 30 days of the request. Any such student who at one time qualified for the exemption may request the exemption even if the student is no longer eligible. (Education Code 51225.1)*

*Additionally, a student with disabilities shall be eligible for an exemption from all coursework and other requirements adopted by the Board in addition to the statewide course requirements for high school graduation, if the student's individualized education program (IEP) provides for both of the following requirements: (Education Code 51225.31)*

1. That ~~the pupil take~~ the student is eligible to take the alternate assessment as described in Education Code 60640. ~~aligned to alternate achievement standards in grade 11 as described in subdivision (k) of Education Code section 60640~~
2. That the ~~pupil~~ *student* is required to complete state standards aligned coursework to meet the statewide coursework requirements specified in Education Code ~~section~~ 51225.3

*The district's responsibility to provide a free appropriate public education shall not terminate when a student with a disability who is exempted from district-adopted graduation requirements participates in graduation activities unless the IEP team, which includes the parent/guardian and student, has determined that the student has completed the high school experience. (Education Code 51225.31)*

*Additionally, students enrolled in their 3rd or 4th year of high school who are not on track to graduate in four years, and where the district team determines that the student cannot reasonably complete the local district requirements (even with enrollment in remediation and credit recovery opportunities, including a full class schedule, concurrent courses and summer school), may be eligible to be exempted from coursework adopted by the governing body that are in addition to the CA Statewide Minimum Coursework. This exemption shall not apply if the Superintendent or designee finds that the student is reasonably able to complete the local requirements in time to graduate by the end of the fourth year of high school. This process will be performed through district review.(Education Code 51225.3)*

~~Prior to the beginning of grade 10, the individualized education program (IEP) team for each student with disabilities shall determine whether the student is eligible for exemption from all coursework and other requirements adopted by the board in addition to the statewide course requirements for high school graduation, and if so, shall notify the student's parent/guardian of the exemption. A student with disabilities shall be eligible for the exemption if the student's IEP provides for both of the following requirements: (Education Code section 51225.31)~~

### **~~Additional Opportunities to Complete Required Coursework~~**

~~The superintendent or designee shall provide a student who was enrolled in the third or fourth year of high school during the 2020-21 school year and is not on track to graduate in the 2020-21 or 2021-22 school years the opportunity to complete the statewide coursework required for graduation, which may include, but is not limited to, completion of the coursework through a fifth year of instruction, credit recovery, or other opportunity to complete the required coursework. (Education Code section 51225)~~

### **Retroactive Diplomas**

Any student who completed grade 12 in the 2003-04 through 2014-15 school year and met all applicable graduation requirements other than the passage of the high school exit examination shall be granted a high school diploma. (Education Code section 51413)

In addition, the district may retroactively grant high school diplomas to former students who: (Education Code sections 48204.4, 51430, 51440)

1. Departed California against their will while in grade 12 and did not receive a diploma because the departure interrupted their education, provided that they were in good academic standing at the time of the departure

Persons may be considered to have departed California against their will if they were in custody of a government agency and were transferred to another state, were subject to a lawful order from a court or government agency that authorized their removal from California, were subject to a lawful order and were permitted to depart California before being removed from California pursuant to the lawful order, were removed or were permitted to depart voluntarily pursuant to the federal Immigration and Nationality Act, or departed due to other circumstances determined by the district that are consistent with the purposes of Education Code section 48204.4.

In determining whether to award a diploma under these circumstances, the superintendent or designee shall consider any coursework that may have been completed outside of the United States or through online or virtual courses.

2. Were interned by order of the federal government during World War II or are honorably discharged veterans of World War II, the Korean War, or the Vietnam War, provided that they were enrolled in a district school immediately preceding the internment or military service and did not receive a diploma because their education was interrupted due to the internment or military service in those wars

Deceased former students who satisfy these conditions may be granted a retroactive diploma to be received by their next of kin.

3. Are veterans who entered the military service of the United States while in grade 12 and who had satisfactorily completed the first half of the work required for grade 12 in a district school.

4. Were in their senior year of high school during the 2019-20 school year, were in good academic standing and on track to graduate at the end of the 2019-20 school year as of March 1, 2020, and were unable to complete the statewide graduation requirements as a result of the COVID-19 crisis

## **Honorary Diplomas**

The board may grant an honorary high school diploma to: (Education Code section 51225.5)

1. An international exchange student who has not completed the course of study ordinarily required for graduation and who is returning to the student's home country following the completion of one academic school year in the district
2. A student who is terminally ill

The honorary diploma shall be clearly distinguishable from the regular diploma of graduation awarded by the district. (Education Code section 51225.5)

### ~~District Standards of Proficiency:~~

### ~~High School Credits Required for Graduation~~

#### ~~Electives~~

~~Beginning with the class of 2023, 30 credits of electives shall be required in a traditional schedule.~~

~~TOTAL——220 credits required in a traditional schedule~~

#### ~~Electives~~

~~Beginning with the class of 2023, 90 credits of electives shall be required in a block schedule.~~

~~TOTAL——280 units required in a block schedule~~

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

**AGENDA ITEM:** I.3

**MEETING DATE:** 08/26/2025

**SUBJECT:** Revisions to Board Policy 5113 Absences and Excuses (Oaxaca) - 7:50 p.m.

**DEPARTMENT:** Teaching and Learning

**ACTION REQUESTED:**

Discussion: The superintendent is recommending that the board discuss the proposed revisions to Board Policy 5113 Absences and Excuses. Action anticipated: 09/09/2025.

**RATIONALE/BACKGROUND:**

Regular school attendance plays a key role in the success of students and their achievement. The proposed revisions reflect updates in Education Code and current practices in San Juan Unified. Further, clarification on reasons accepted for excused absences is found within the revisions of this board policy. Specific policy language regarding chronic absenteeism and truancy can be found in the newly proposed Board Policy 5113.1.

**ATTACHMENT(S):**

1. [Proposed Revisions to Board Policy 5113](#)

**BOARD COMMITTEE ACTION/COMMENT:**

N/A

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet: 05/19/2025, 08/18/2025

**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 5113: Absences And Excuses**

Status:

**Original Adopted Date: 06/09/1992 | Last Revised Date: 05/08/2012**

The Governing Board believes that regular attendance plays a key role in the success a student achieves in school. ~~The Superintendent or designee shall work with parents/guardians and students to ensure their compliance with all state attendance laws and may use appropriate legal means to correct problems of chronic absence or truancy.~~

~~The Board recognizes its responsibility under the law to ensure that students attend school on a regular basis. Parents/guardians of children between the ages of 6 and 18 are obligated to send their children to school unless otherwise provided by law.~~

~~The Board shall abide by all state attendance laws and may use any legal means to correct the problems of excessive absence or truancy.~~

In accordance with state law, an ~~A~~absence from school shall be allowed only for health reasons, family emergencies and justifiable personal reasons, as specified in Education Code 48205, and work in the entertainment or allied industry as permitted pursuant to Education Code 48205.5.

~~permitted by law and Board policy and specified in administration regulations. (Education Code sections 46010, 48216, 48205)~~

In as much as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during non- school hours.

When students who have been absent return to school, the Board requires that they present a satisfactory explanation verifying the reason for the absence.

When a student's absence from school is excused, the student's teacher shall determine identical or reasonably equivalent assignments and tests to those missed during the absence which the student shall be permitted to complete for full credit within a reasonable amount of time as determined by the teacher. (Education Code 48205, 48225.5)

**Absences for Confidential Medical Services**

At the beginning of each academic year, District notifications shall be sent out to the parents/guardians of all students and to all students in grades 7 through 12, informing them that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian. (Education Code section 46010.1)

Students shall not be absent from school without their parents/guardians' knowledge or consent, except in cases of medical emergency or, as authorized pursuant to Education Code 46010.1, for a confidential medical appointment.

~~Students in grades K through 6 shall not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency. Students in grades 7 through 12 shall not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency or confidential medical appointment.~~

~~It is the practice of the District not to release students without parental consent, except as provided for by law.~~



## **Absences for Religious Purposes**

~~The Board shall allow students to be absent for religious instruction or participation in religious exercises away from school property. Such absences shall be considered excused subject to administrative regulations. (Education Code section 46014).~~

~~Upon written request by a student's parent/guardian and with the principal or designee's approval, a student may be excused from school for up to four hours per semester in order to attend a religious retreat. (Education Code section 48205)~~

Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative regulation. (Education Code 46014)

## **Excessive Absence/Truancy**

~~School and District personnel shall work with the parent/guardian to assist in correcting the attendance habits of those students who exhibit excessive absences. School and District administrators and appropriate county officials shall impose such procedures as authorized by law on those students who are repeatedly absent for unacceptable or unexcused reasons and who do not respond to normal corrective measures utilized by school personnel and the parent/guardian.~~

~~A School Attendance Review Board may take appropriate action including referral for legal disposition through the courts in order to meet the special needs of students with school attendance or school behavior problems. (Education Code section 48320 et seq.)~~

~~The Superintendent or designee shall gather the information necessary to comply with Education Code section 48273 relating to truants. The Superintendent or designee shall gather and transmit to the County Superintendent of Schools the number of referrals and types of referrals made to the school attendance review board and the number of requests for petitions made to the juvenile court. (Education Code section 48273)~~

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

**AGENDA ITEM:** I.4

**MEETING DATE:** 08/26/2025

**SUBJECT:** New Board Policy 5113.1 Chronic Absence and Truancy (Oaxaca) - 7:55 p.m.

**DEPARTMENT:** Teaching and Learning

**ACTION REQUESTED:**

Discussion: The superintendent is recommending that the board discuss the newly proposed Board Policy 5113.1 Chronic Absence and Truancy. Action anticipated: 09/09/2025.

**RATIONALE/BACKGROUND:**

There is a desire to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the district, and that students who are identified as chronically absent or truant receive appropriate support services and interventions as early as possible.

This new policy reflects updates in Education Code and current practices in San Juan Unified regarding chronic absenteeism and truancy. The policy provides the opportunity for the District to provide an optional attendance recovery program as applicable for students to support recovery of lost learning when absent in accordance with Education Code 46211.

**ATTACHMENT(S):**

1. [Draft New Board Policy 5113.1](#)

**BOARD COMMITTEE ACTION/COMMENT:**

N/A

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet: 05/19/2025, 08/18/2025

**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 5113.1: Chronic Absence And Truancy**

**Status:**

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

*The Governing Board believes that absenteeism, whatever the cause, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The Board desires to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the district, and that students who are identified as chronically absent or truant receive appropriate support services and interventions as early as possible.*

*The Superintendent or designee shall establish a system to accurately track student attendance in order to identify individual students who are chronic absentees and truants, as defined in law and administrative regulation, as well as to identify patterns of absence throughout the district.*

*The Superintendent, attendance supervisor, or designee shall consult with students, parents/guardians, school staff, and community agencies, as appropriate, to identify factors contributing to chronic absenteeism and truancy, including in relation to grade level and student subgroup patterns of chronic absence and truancy.*

*The Superintendent, attendance supervisor, or designee shall develop a tiered approach to reducing chronic absence. Such an approach shall include strategies for preventing attendance problems, which may include, but are not limited to, efforts to provide a safe and positive school environment; relevant and engaging learning experiences; school activities that help develop students' feelings of connectedness with the school, school-based health services; letters alerting parents/guardians to the value of regular school attendance, including the use of bilingual aides and communication in the primary language used by parents/guardians; and incentives and rewards to recognize students who achieve excellent attendance or demonstrate significant improvement in attendance.*

*The tiered approach shall also provide early outreach to students as soon as they show signs of poor attendance or if they were chronically absent in the prior school year. Early intervention may include personalized outreach, individual attendance plans, and/or mentoring to students with moderate levels of chronic absence, with additional intensive, interagency wrap-around services for students with the highest level of absence.*

*Students with serious attendance problems shall be provided with interventions specific to their needs, which may include, but are not limited to, health care referrals; transportation assistance; counseling, including trauma-informed practices, for mental or emotional difficulties; academic supports; efforts to address school or community safety concerns; discussions with the student and parent/guardian about their attitudes regarding schooling; or other strategies to remove identified barriers to school attendance. The Superintendent, attendance supervisor, or designee may collaborate with child welfare services, law enforcement, courts, public health care agencies, other government agencies, and/or medical, mental health, and oral health care providers to make alternative educational programs and support services available for students and families.*

*The Superintendent or designee shall ensure that staff assigned to fulfill attendance-related duties are trained in implementing a trauma-informed approach to chronic absence and receive information about the high correlation between chronic absence and exposure to adverse childhood experiences.*

*Students who are identified as chronically absent or truant shall be subject to the interventions specified in law and administrative regulation.*

*To provide students with an opportunity to make up lost instructional time and offset absences, the Superintendent or designee may implement an attendance recovery program for students in grades transitional kindergarten-12. Any such attendance recovery program shall be operated in accordance with Education Code 46211 and as specified in the accompanying administrative regulation.*

*A student's truancy, tardiness, or other absence from school shall not be the basis for suspension or expulsion. Alternative strategies and positive reinforcement for attendance shall be used whenever possible.*

*The Superintendent, attendance supervisor, or designee shall periodically report to the Board regarding student attendance patterns in the district, including rates of chronic absence and truancy districtwide and for each school, grade level, and numerically significant student subgroup as defined in Education Code 52052. Such information shall be used to evaluate the effectiveness of strategies implemented to reduce chronic absence and truancy and to develop annual goals and specific actions for student attendance and engagement to be included in the district's local control and accountability plan and other applicable school and district plans. As appropriate, the Superintendent or designee shall engage school staff in program evaluation and improvement and in the determination of how to best allocate available community resources.*

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

**AGENDA ITEM:** I.5

**MEETING DATE:** 08/26/2025

**SUBJECT:** Revisions to Board Policy 5144 Discipline (Oaxaca) - 8:00 p.m.

**DEPARTMENT:** Teaching and Learning

**ACTION REQUESTED:**

Discussion: The superintendent is recommending that the board discuss the proposed revisions to Board Policy 5144 Discipline. Action anticipated: 09/09/2025.

**RATIONALE/BACKGROUND:**

The district is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and achievement. High expectations for student behavior, use of school and classroom management, and parent/guardian involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

The proposed revisions reflect updates in Education Code and current practices in San Juan Unified to ensure alignment regarding discipline matters.

**ATTACHMENT(S):**

1. [Proposed Revisions to Board Policy 5144](#)

**BOARD COMMITTEE ACTION/COMMENT:**

N/A

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet: 05/19/2025, 08/18/2025

**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: Discipline**

**Status:**

**Original Adopted Date:** 06/09/1992 | **Last Revised Date:** 02/14/2012 | **Last Reviewed Date:**

The Governing Board is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and achievement and desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. ~~The Governing Board desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility.~~ The Board believes that high expectations for student behavior, use of effective school and classroom management, and parent/guardian involvement can minimize the need for ~~discipline~~ disciplinary measures that exclude students from instruction as a means for correcting student misbehavior. ~~Staff shall use preventative measures and positive conflict-resolution techniques whenever possible. In addition, discipline shall be used in a manner that corrects student behavior without intentionally creating an adverse effect on student learning or health.~~

The Superintendent or designee shall develop effective, age-appropriate strategies for maintaining a positive school climate and responding appropriately to student misbehavior at district schools. The strategies shall focus on providing students with needed supports; communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of district discipline policies and practices.

In addition, the Superintendent or designee's strategies for responding to student misconduct shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures.

Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as detention, suspension, and expulsion, shall be imposed only when required or permitted by law or when other means of correction have been documented to have failed. (Education Code 48900.5)

School personnel and volunteers shall not allow any disciplinary action taken against a student to result in the denial or delay of a school meal. (Education Code 49557.5)

A student shall not be denied recess unless the student's participation poses an immediate threat to the physical safety of the student or to the physical safety of one or more of the student's peers. If, due to such immediate threat, a student is denied recess, staff shall make all reasonable efforts to resolve the threat and minimize the student's exclusion from recess, to the greatest extent practicable. (Education Code 49056)

Seclusion and behavioral restraint are prohibited as a means of discipline and shall not be used to correct student behavior except as permitted pursuant to Education Code 49005.4 and in accordance with district regulations. (Education Code 49005.2)

-

~~Board policies and administrative regulations shall outline acceptable student conduct and provide the basis for sound disciplinary practices. Each school shall develop disciplinary rules to meet the school's particular needs.~~

~~At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline.~~

~~Persistently disruptive students may be assigned to alternative programs or removed from school in accordance with law, Board policy, and administrative regulation.~~

Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the district's nondiscrimination policies.

The Superintendent or designee shall provide professional development as necessary to assist staff in developing consistent classroom management skills, implementing effective disciplinary techniques, and establishing cooperative relationships with parents/guardians.

District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and parents/guardians regarding their sense of school safety and connectedness to the school community, and other local measures, shall be included in the district's local control and accountability plan, as required by law.

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

**AGENDA ITEM:** I.6

**MEETING DATE:** 08/26/2025

**SUBJECT:** Revisions to Board Policy 5144.1 Suspension and Expulsion (Oaxaca) - 8:05 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. Action anticipated: 09/09/2025.

**RATIONALE/BACKGROUND:**

The district is committed to providing a safe, supportive, and positive school environment which 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 in Education Code and current practices in San Juan Unified to ensure alignment regarding discipline matters and due process regarding suspensions and expulsions.

**ATTACHMENT(S):**

1. [Proposed Revisions to Board Policy 5144.1](#)

**BOARD COMMITTEE ACTION/COMMENT:**

N/A

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet: 05/19/2025, 08/18/2025

**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



*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.*

~~The Governing Board has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction.~~

~~Suspended or expelled students shall be denied the privilege of participation in all extracurricular activities during the period of suspension or expulsion.~~

*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*

*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)*

~~Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct. (Education Code 48900.5)~~

*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)*

~~Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion shall be used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to self or others.~~

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

### ***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.*

### **Student 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)

### **Supervised Suspension Classroom**

~~The Board recognizes that students who are suspended from school often have no supervision or guidance during the school hours when they are off campus and may fall behind in the coursework. The Board believes that, in many cases, it would be better to manage the student's behavior by keeping the student at school and providing him/her with supervision that is separated from the regular classroom.~~

~~The Superintendent or designee shall establish a supervised classroom suspension program which meets the requirements of law for students suspended for any of the reasons enumerated in Education Codes 48900 and 48900.2, who pose no imminent danger or threat at school, and for whom an expulsion action has not been initiated.~~

~~The Superintendent or designee shall examine alternatives to off-campus suspension and may establish a suspension program which involves <sup>3</sup> progressive discipline during the school day on~~

~~campus; use of conferences between staff, parents/guardians and students; detention; student study teams or other assessment-related teams; and/or referral to school support services staff. The use of such alternatives does not preclude off-campus suspensions.~~

### **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, the types of referral made after each expulsion, and the disposition of the students after the end of the expulsion period. 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.*

### **Required Parental Attendance**

~~The Board believes that parental involvement plays an important role in the resolution of classroom behavior problems. The Board expects that teachers will communicate with parents/guardians when behavior problems arise.~~

~~Whenever a student is suspended from class by a teacher because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities, or otherwise willfully defied valid staff authority, the teacher of the class from which the student was removed may require that the student's parent/guardian attend a portion of a school day in the class from which the student was suspended. (Education Code 48900.1)~~

~~Before requiring parental attendance, the teacher shall make reasonable efforts to have the parent/guardian visit the class voluntarily. The teacher also may inform the parent/guardian about available resources and parent education opportunities. Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the student and the parent/guardian and to improve classroom behavior.~~

~~The teacher shall apply this policy uniformly to all students within the classroom. This policy shall apply only to a parent/guardian who lives with the student. (Education Code 48900.1)~~

~~When a teacher requires parental attendance, the principal shall send a written notice to the parent/guardian stating that his/her attendance is pursuant to law. (Education Code 48900.1)~~

~~The notice shall specify that the attendance may be on either the date the student is scheduled to return to class or within one week thereafter.~~

~~A parent/guardian who has received a written notice shall attend class as specified in the notice. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (Education Code 48900.1)~~

~~The principal or designee shall contact a parent/guardian who does not respond to the request to attend school. The Board recognizes that parent/guardian compliance with this policy may be delayed, modified, or prevented for reasons such as serious illness/injury/disability, absence from town, or inability to get release time from work.~~

~~District regulations and school site rules for student discipline shall include procedures for implementing parental attendance requirements. Parents/guardians shall be notified of this policy prior to its implementation. (Education Code 48900.1)~~

### **~~Decision Not to Enforce Expulsion Order~~**

~~On a case-by-case basis, the enforcement of an expulsion order may be suspended by the Board pursuant to the requirements of law.~~

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

**AGENDA ITEM:** I.7

**MEETING DATE:** 08/26/2025

**SUBJECT:** Exemption to the Separation-From-Service Requirement (Thigpen) - 8:10 p.m.

**DEPARTMENT:** Human Resources

**ACTION REQUESTED:**

Action: The superintendent is recommending that the board adopt Resolution No. 4225 approving the exemption to the separation-from-service requirement pursuant to Education Code Section 24214.5 or 26812.

**RATIONALE/BACKGROUND:**

In response to concerns about the difficulty employers are having in hiring teachers, specifically substitute teachers, during the current teacher shortage, the existing law provides for an exemption to the separation-from-service requirement imposed immediately after retirement if the retired CalSTRS Defined Benefit Program member or Cash Balance Benefit Program participant receiving an annuity is hired in a critically needed position and meets other eligibility criteria. To meet one of the requirements of the exemption qualification, the governing board of the employee must approve the retired CalSTRS member or participant appointment by adopting a resolution in a public meeting. Thus, by adopting the resolution, the governing board will be providing retired certificated employees the ability to work as a substitute teacher without waiting the required 180 calendar days.

**ATTACHMENT(S):**

1. [Resolution No. 4225 Exemption to the Separation-From-Service Requirement](#)

**BOARD COMMITTEE ACTION/COMMENT:**

N/A

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet: 08/18/2025

**FISCAL IMPACT:**

N/A

**PREPARED BY:** Daniel Thigpen, Chief of Human Resources

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

**San Juan Unified School District**

**RESOLUTION FOR EXEMPTION TO THE SEPARATION-FROM-SERVICE  
REQUIREMENT PURSUANT TO SECTION 24214.5 OR 26812 OF  
THE EDUCATION CODE  
Resolution No. 4225**

WHEREAS, pursuant to Education Codes sections 24214.5 and 26812, there is a 180 calendar day separation-from-service requirement for all retired CalSTRS members and participants; and,

WHEREAS, all retired CalSTRS members and participants are subject to a restriction if they perform retired member activities as defined by section 22164.5 of the Education Code or retired participant activities as defined by section 26135.7 of the Education Code, during the first 180 calendar days after their most recent retirement; and,

WHEREAS, if the retired CalSTRS member or participant performed retired member or participant activities during this period, CalSTRS will reduce his or her retirement benefit or annuity one dollar for each dollar earned for performing retired member or participant activities during the 180-day period; and,

WHEREAS, there is an exemption from the 180 calendar day separation-from-service requirement for a member or participant who retires for service and is at or above normal retirement age; and,

WHEREAS, in order to qualify for this narrow exemption, the employer must appoint the retired member or participant to a critically needed position that has been approved by the governing body of the employer in a public meeting as reflected in a resolution; and,

WHEREAS, this approval by the governing body of the employer in a public meeting as reflected in a resolution must be finalized and communicated to CalSTRS before the member or participant commences to perform retired member or participant activities; and,

WHEREAS, the Superintendent must complete the Request for Separation-from-Service Requirement Exemption form, which must be submitted to CalSTRS and received by CalSTRS before the member or participant commences to perform retired member or participant activities;

NOW, THEREFORE, BE IT RESOLVED that this Board does provide public notice that the district is in critical need of substitute teachers to teach because there is a lack of qualified substitute teachers;

AND BE IT FURTHER RESOLVED that the Board wishes to meet this critical need by hiring Cheryl Dultz, Lois Rhodes, and Jeffrey Fisher, members or participants who retired for service less than 180 days ago or who will retire;

AND BE IT FURTHER RESOLVED that this appointment is needed to fill this critical need before the 180 calendar day separation-from-service requirement is fulfilled;

AND BE IT FURTHER RESOLVED that this member or participant did not receive a retirement incentive or any financial inducement to retire from any public employer;

AND BE IT FURTHER RESOLVED that the retired member's or participant's termination of employment is not the basis for the need to acquire his or her services;

AND BE IT FURTHER RESOLVED that the earnings for retired member activities during the 180 calendar days will still be subject to the annual postretirement earnings limit for the Defined Benefit Program;

AND BE IT FURTHER RESOLVED that this member or participant will not commence to perform retired member or participant activities before this approval is authorized by the governing body of the employer in a public meeting as reflected in a resolution and received by CalSTRS;

AND BE IT FURTHER RESOLVED that this member or participant will not commence to perform retired member or participant activities before the Superintendent completes the Request for Separation-from-Service Requirement Exemption form and this is transmitted to and received by CalSTRS.

PASSED AND ADOPTED by the governing Board of the San Juan Unified School District this \_\_\_\_ day of \_\_\_\_\_, 2025, by the following votes:

AYES:

NOES:

ABSTAIN:

ABSENT:

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BEN AVEY, President, Governing Board of the San Juan Unified School District



**SAN JUAN UNIFIED SCHOOL DISTRICT  
TENTATIVE BOARD AGENDA ITEMS  
2025-2026**

K  
08/26/2025

**SEPTEMBER 9**

Meet and Greet (before board meeting)

Recognition: 2026 Certificated Employees of the Year – A	Thigpen
Summer Learning Update – R	Schnepf/Townsend-Snider
San Juan Education Foundation Update – R	Allen
2024-2025 Unaudited Actuals and 2025-2026 Revised Budget – A	Ryan
CSBA Directors-at-Large Nominations – D/A	Board
*Revisions to Board Policy 6146.1 High School Graduation Requirements – A [Discussed 08/26/25]	Schnepf
*Revisions to Board Policy 5113 Absences and Excuses – A [Discussed 08/26/25]	Oaxaca
*New Board Policy 5113.1 Chronic Absence and Truancy – A [Discussed 08/26/25]	Oaxaca
*Revisions to Board Policy 5144 Discipline – A [Discussed 08/26/25]	Oaxaca
*Revisions to Board Policy 5144.1 Suspension and Expulsion – A [Discussed 08/26/25]	Oaxaca
*CIF Superintendent Designation of Representatives 2025-2026 – A	Schnepf
*Resolution: GANN Limit – A	Ryan
*Proposition 28 Annual Report – A	Dale
*Choices Charter School Proposition 28 Annual Report – A	Oaxaca
*Choices Charter School High School Scholarships – A	Oaxaca

**SEPTEMBER 23**

Recognition: Week of the School Administrator (Oct. 12-18) – A	Thigpen
Literacy Update – R	Townsend-Snider
Literacy Resolution – D	Townsend-Snider
Attendance Improvement Initiative Update – R	Oaxaca
Public Hearing/Resolution: Sufficiency of Textbooks and Instructional Materials – A	Dale

**SEPTEMBER 27 (special meeting)**

California School Boards Association Workshop: Board Self-Evaluation	Board
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**OCTOBER 14**

College and Career Readiness – R	Schnepf
Literacy Resolution – A [Discussed 09/23/25]	Townsend-Snider
Variable Term Waivers – A	Thigpen
Assignment of Teachers Outside Regular Base Credential – A	Thigpen
Provisional Internship Permits – A	Thigpen
Williams Complaint Report – R	Gaddis

**OCTOBER 28**

Recognition: National School Psychology Week (Nov. 3-7) – A	Dale
2024-2025 End of Year Data Summary – R	Dale
*Consolidated Application, Spring Report 2024-2025 – A	Oaxaca

**NOVEMBER 18 (3rd Tuesday)**

Universal Prekindergarten (UPK) Update – R	Townsend-Snider
2025-26 Meal Price Increases – A	Camarda
Legislative Priorities for 2026-2027 – D/A	Allen
Set Annual Organizational Meeting – A	Board
*Resolution: CSPP & CCTR Continued Funding Application Designated Personnel 2026-2027 – A	Townsend-Snider

**DECEMBER 16** (3rd Tuesday)

Annual Organizational Meeting – A  
 2024-2025 Audit Report – A  
 2025-2026 First Interim & Budget/Financial Status Report – A  
 Cellphone Policy Progress Update – R  
 \*Minimum Wage Increase (Short Term, Temporary) – A

Board  
 Ryan  
 Ryan  
 Allen  
 Thigpen

**JANUARY 13**

Multilingual Learner Program Update – R  
 The Brown Act – D  
 Annual Policy Review – D

Oaxaca  
 Gaddis  
 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  
 Governance Handbook Annual Update – D

Gaddis  
 Allen

**JANUARY 27**

Recognition: 2026 Classified Employees of the Year – A  
 Recognition: National School Counseling Week (Feb. 1-6) – A  
 Maintenance Update – R

Thigpen  
 Schnepf  
 Camarda  
 Gaddis

\*Annual Policy Review – A [Discussed 01/13/25]

BP 3430 Investing and Debt Management  
 BP 5116.1 Intradistrict Open Enrollment  
 BP 6145 Extracurricular/Cocurricular Activities  
 BP 6020 Parent Involvement

\*School Accountability Report Cards (SARCs) – A  
 \*LCAP Federal Addendum Annual Revision – A  
 \*Continued Funding Application CSPP & CCTR – A  
 \*Early Head Start/Head Start Budget Mod/Carryover Funds – A  
 \*Governance Handbook Annual Update – A [Discussed 01/13/25]  
 \*CTE 2025 Advisory Committee Roster – A

Dale  
 Oaxaca  
 Townsend-Snider  
 Townsend-Snider  
 Allen  
 Schnepf

**FEBRUARY 10**

Recognition: National School Social Work Week (Mar. 1-7) – A  
 Mid-Year LCAP Update 2025-2026 – R  
 Choices Charter School Mid-Year LCAP Update 2025-2026 – R  
 \*Resolution: Federal Surplus Property Participation Renewal – A

Oaxaca  
 Oaxaca  
 Oaxaca  
 Ryan

**FEBRUARY 24**

Recognition: Arts Education Month (March) – A  
 Arts Education and Proposition 28 Update – R  
 Recommendation for Reductions in PKS & Criteria for Tie Break (Certificated TK-12) – D  
 Recommendation for Reductions in PKS & Criteria for Tie Break (Certificated ECE) – D  
 Recommendation for Reductions in PKS & Criteria for Tie Break (Certificated Adult Ed) – D  
 Notice of Intent to Reduce Classified Positions – D  
 2026 CSBA Delegate Assembly Election – A

Dale  
 Dale  
 Thigpen  
 Thigpen  
 Thigpen  
 Thigpen  
 Board

**MARCH 10**

New High School Courses – D  
 Second Interim Budget Report – R  
 Resolutions: Reductions in PKS & Criteria for Tie Break (Certificated TK-12) – A [Discussed 02/24/26]  
 Resolutions: Reductions in PKS & Criteria for Tie Break (Certificated ECE) – A [Discussed 02/24/26]  
 Resolutions: Reductions in PKS & Criteria for Tie Break (Certificated Adult Ed) – A [Discussed 02/24/26]

Dale  
 Ryan  
 Thigpen  
 Thigpen  
 Thigpen

Resolution: Notice of Intent to Reduce Classified Positions – A [Discussed 02/24/26]	Thigpen
*Head Start and Early Head Start Grant Application 2026-2027 – A	Townsend-Snider
*Audit Reports for Measures J, N, P and S – A	Ryan
*Resolution: District School Board Election Order – A	Board
<b>MARCH 24</b>	
Recognition: Week of the Young Child (Apr. 4-10) – A	Townsend-Snider
Recognition: School Library Month (April) – A	Dale
Bond Project Update – R	Camarda
Technology Update – R	Skibitzki
*New High School Courses – A [Discussed 03/10/26]	Schnepp
<b>APRIL 14</b>	
Recognition: School Bus Driver Appreciation Day (Apr. 28) – A	Thigpen
Instructional Materials Adoptions – D	Dale
Strategic Plan Update – R	Allen
Proposed Board Meeting Dates for 2026-2027 – A	Board
<b>APRIL 28</b>	
Recognition: National Nurses Week and National School Nurse Day (May 6-12 & May 6) – A	Oaxaca
Recognition: California Day of the Teacher (May 6) – A	Thigpen
Instructional Technology – R	Dale
Citrus Heights Schools Update – R	Townsend-Snider
Williams Complaint Report – R	Gaddis
*Instructional Materials Adoptions – A [Discussed 04/14/26]	Schnepp
<b>MAY 12</b>	
Recognition: Classified School Employee Week (May 17-23) – A	Thigpen
Recognition: National Speech Pathologist Day (May 18) – A	Dale
San Juan Youth Voice Advocates – R	Oaxaca
Hearing Officer's Recommendation-2026 RIF (if applicable) – A	Gaddis
*Approval of CTE 2026 Advisory Committee Roster – A	Schnepp
*Head Start/Early Head Start COLA Funding Allocation 2026-2027 – A	Townsend-Snider
*Head Start/Early Head Start SETA Grant Resolution 2026-2027 – A	Townsend-Snider
*Adult Education Course Approval – A	Schnepp
<b>MAY 26</b>	
Recognition: National Science Bowl (if applicable) – A	Schnepp
Recognition: Science Olympiad (if applicable) – A	Schnepp
Recognition: Academic Decathlon (if applicable) – A	Schnepp
District TK-12 Mathematics Update – R	Dale
Restorative Practices/Student Discipline – R	Oaxaca
Public Hearing: SELPA Local Plan Annual Update – A	Dale
*Facility Lease Amendments – A	Camarda
<b>JUNE 9</b>	
Public Hearing: LCAP – D	Oaxaca
Public Hearing: LCAP/Choices Charter School – D	Oaxaca
Public Hearing: Adoption of the 2026-2027 Budget – D	Ryan
Temporary Interfund Borrowing of Cash – A	Ryan
*CIF Superintendent Designation of Representatives 2026-2027 – A	Schnepp
*ECE Program Self-Evaluation for CDE – A	Townsend-Snider
<b>JUNE 23</b>	
California School Dashboard Local Indicators – R	Oaxaca

LCAP – A [Public Hearing 06/09/26]	Oaxaca
Choices Charter School California School Dashboard Local Indicators – R	Oaxaca
LCAP Choices Charter School – A [Public Hearing 06/09/26]	Oaxaca
Adoption of the 2026-2027 Budget – A [Public Hearing 06/09/26]	Ryan
*2025-2026 Actuarial Report OPEB – A	Ryan
*Charter School 2024-2025 Audit Reports (AAT, CMP, GIS, GV, OFY, VIE) – A	Ryan
*School Plan for Student Achievement (SPSA) – A	Oaxaca

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