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

Michael McKibbin, Ed.D., President
Zima Creason, Vice President
Pam Costa, Clerk
Saul Hernandez, Member
Paula Villescaz, Member

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 on YouTube from a computer, mobile device or tablet. The YouTube link can be found on the district's YouTube channel or by visiting https://www.sanjuan.edu/boardmeeting where the link will be posted approximately 15 minutes prior to the start of the meeting. 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 http://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.

The business to be considered at this board meeting is on the following agenda:

Board of Education Agenda
October 11, 2022

A. OPEN SESSION/CALL TO ORDER/ANNOUNCEMENT OF CLOSED SESSION TOPICS – 5:45 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 – 5:45 p.m.

1. Student expulsions in two cases (Education Code section 48918[f]).
2. Personnel matters – public employee appointment/employment – superintendent (Government Code section 54957).

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

D. APPROVAL OF THE MINUTES

1. September 22, 2022, special meeting, page 2460.
2. September 27, 2022, regular meeting, pages 2461-2464.

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

1. **High School Student Council Reports**
2. **Staff Reports**
3. **Board-appointed/District Committees**
4. **Employee Organizations**
5. **Other District Organizations**
6. **Closed Session/Expulsion Actions** (Government Code section 54957.1)

F. VISITOR COMMENTS – 6:50 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 – G-1/G-9 – 7:20 p.m.

Action: The administration recommends that the consent calendar, G-1 through G-9, 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 – appointments, leaves of absence, separations and job description/salary range change.

2. *Purchasing Report – purchase orders and service agreements, change orders, construction and public works bids and piggyback contracts.

3. Acceptance of the following gifts:
   Encina Preparatory High School: from Point West Rotary Club – for 12 grant projects: $21,300; from Richard Heltzel – for football club: $2,000.
   McKinney-Vento Program: from Suzanne Bess: $50; from Colleen Abrams – for Smart & Final gift card for purchase of items for food closet: $100.

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

5. *Approval of revisions to Board Policy 0420.41 Charter School Oversight and its accompanying exhibit. (Discussed: 09/27/2022).

6. *Approval of one member to the Community Advisory Committee (CAC) for Special Education.

7. *Approval of the first amendment to the maintenance agreement between West Coast Arborists Inc. and San Juan Unified School District.

8. *Approval of the 2022 high school scholarship award for San Juan High School.

9. *Approval of a short-term Intermediate Clerk Typist position at Sylvan Middle School from 10/11/2022 until 12/22/2022.

*Material provided.

H. CONSENT CALENDAR (continued, if necessary)

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

I. BUSINESS ITEMS

1. Independent Study/Homeschool Update – 7:25 p.m. (Townsend-Snider/Schnepp)

Material provided.

Report: regarding an update on the district's independent study and homeschool programs.

2. Resolution No. 4041 Declaring the Importance of Secure Firearm Storage and Associated Preventative Measures – 7:45 p.m. (Allen)

Material provided.

Action: The superintendent is recommending that the board adopt Resolution No. 4041 declaring the district's intent to publish an appropriate communication to parents and guardians explaining the importance of gun storage and legal obligations to protect minors from accessing stored guns as well as to continue working with agencies on this important topic.

3. Tentative Agreement: Teamsters Union Local No. 150 – 7:50 p.m. (Thigpen)

Material provided.

Discussion: regarding the tentative agreement between Teamsters Union Local No. 150 and the San Juan Unified School District. Action anticipated: 10/25/2022.

4. Salary Schedule Adjustments: SJAA, Cabinet – 7:55 p.m. (Thigpen)

Material provided.

Discussion: regarding the salary schedule adjustments for the San Juan Administrators Association (SJAA) and Cabinet. Action anticipated: 10/25/2022.

5. Tentative Agreement: San Juan Professional Educators Coalition – 8:00 p.m. (Thigpen)
Material provided. (Discussed: 09/27/2022)

Action: The superintendent is recommending that the board approve the tentative agreement between the San Juan Professional Educators Coalition and the San Juan Unified School District.

6. Tentative Agreement: San Juan Teachers Association – 8:05 p.m. (Thigpen)
Material provided. (Discussed: 09/27/2022)

Action: The superintendent is recommending that the board approve the tentative agreement between the San Juan Teachers Association and the San Juan Unified School District.

7. Tentative Agreement: San Juan Supervisors Association – 8:10 p.m. (Thigpen)
Material provided. (Discussed: 09/27/2022)

Action: The superintendent is recommending that the board approve the tentative agreement between the San Juan Supervisors Association and the San Juan Unified School District.

8. Tentative Agreement: California School Employees Association – 8:15 p.m. (Thigpen)
Material provided. (Discussed: 09/27/2022)

Action: The superintendent is recommending that the board approve the tentative agreement between the California School Employees Association, Chapter 127, and the San Juan Unified School District.

9. Salary Schedule Adjustments: Confidential, Unrepresented – 8:20 p.m. (Thigpen)
Material provided. (Discussed: 09/27/2022)

Action: The superintendent is recommending that the board approve the salary schedule adjustments for confidential and unrepresented groups.

10. Variable Term Waivers – 8:25 p.m. (Oropallo)
Material provided.

Action: The superintendent is recommending that the board approve the submission of 17 Variable Term Waivers to the California Commission on Teacher Credentialing effective 08/02/2022-06/07/2023.

11. Assignment of Teachers Outside Regular Base Credential – 8:30 p.m. (Oropallo)
Material provided.

Action: The superintendent is recommending that the board adopt Resolution No. 4040 authorizing the assignment of 58 certificated employees to areas outside their authorized credential during the 2022-2023 school year per Education Code sections 44256(b), 44258.2, 44263 and 44865.

12. Provisional Internship Permits – 8:35 p.m. (Oropallo)
Material provided.

Action: The superintendent is recommending that the board approve the submission of four Provisional Internship Permits to the California Commission on Teacher Credentialing effective 08/09/2022-06/07/2023.

13. Notice of Intent to Convey Permanent Easement at Earl LeGette Elementary School – 8:40 p.m. (Camarda)
Material provided.

Action: The superintendent is recommending that the board adopt Resolution No. 4042, declaring the intent to convey a permanent easement at Earl LeGette Elementary School to the Sacramento Municipal Utility District (SMUD) and to call a public hearing to be held on November 15, 2022.

14. Updates to Governance Handbook – 8:45 p.m. (Allen)
Material provided.

Discussion: regarding proposed updates to the Governance Handbook. Action anticipated: 10/25/2022.

15. Board Bylaw Revisions – 8:50 p.m. (Simlick)
Material provided.

Discussion: regarding the proposed addition of new Board Bylaws and proposed revisions to existing Board Bylaws. Action anticipated: 10/25/2022.

16. Williams Complaint Report – 8:55 p.m. (Simlick)
Material provided.

Report: regarding 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.

J. BOARD REPORTS – 9:00 p.m.

K. FUTURE AGENDA – 9:10 p.m.
The board may wish to identify items to be discussed at future meetings and the reasons therefore.

B. CLOSED SESSION (continued, if necessary)
Announcement of topics/announcement of actions.

L. ADJOURNMENT – 9:15 p.m.

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). When an item indicates "material provided," the additional information is available prior to the meeting in the Information and Communication Office, 3738 Walnut Avenue, Carmichael, (916) 979-8281, or on the district website at www.sanjuan.edu.

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

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

NOTE: The times indicated are approximate.

Mission Statement
Valuing diversity and excellence, the San Juan Unified School District's mission is to educate and inspire each student to succeed and responsibly contribute to a radically evolving world by providing innovative, rigorous, student-focused instruction and programs in a safe, caring and collaborative learning community.

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

Board of Education Minutes
September 22, 2022

Special Meeting
Board of Education
5:30 p.m.

Open Session/Call to Order/Announcement of Closed Session Topics (A)
The September 22 special meeting was called to order by the president, Dr. Michael McKibbin. The special meeting was held in person and also streamed on the district's YouTube channel.

Roll Call
Present:
Michael McKibbin, Ed.D., president
Zima Creason, vice president
Pam Costa, clerk
Saul Hernandez, member
Paula Villescaz, member

Visitor Comments: Closed Session (A)
There were no closed session visitor comments.

Closed Session (B)
The meeting was then recessed with the board convening in closed session to discuss one personnel matter – superintendent search and public employee appointment/employment – superintendent (Government Code section 54957).

Reconvene Open Session/Announcements (C)
At 7:28 p.m. the meeting was called back to order by the president, Dr. Michael McKibbin, who stated that there were no closed session actions to report.

Adjournment (D)
At 7:28 p.m., there being no further business, the special meeting was adjourned.

_____ _____
Michael McKibbin, Ed.D., President Kent Kern, Executive Secretary

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

Board of Education Minutes
September 27, 2022

Regular Meeting
Board of Education
5:00 p.m.

Open Session/Call to Order/Announcement of Closed Session Topics (A)
The September 27 regular meeting was called to order by the president, Dr. Michael McKibbin. The board meeting was held in person and was also streamed to the district's YouTube channel.

Roll Call
Present:
Michael McKibbin, Ed.D., president
Zima Creason, vice president
Pam Costa, clerk
Saul Hernandez, member
Paula Villescaz, member

Visitor Comments: Closed Session (A-1)
There were no closed session visitor comments.

Closed Session (B)
The meeting was then recessed with the board convening in closed session to consider student enrollments in two cases (Education Code section 48918[f]); to discuss with negotiator Daniel Thigpen, Senior Director, Labor Relations, regarding CSEA Chapter 127 General/Operations support, Chauffeurs/Teamsters Local No. 150 Transportation, Supervisors, Teachers and Certificated Supervisory units and regarding non-represented groups: management and confidential units (Government Code section 54957.6); and to discuss one personnel matter – superintendent search and public employee appointment/employment – superintendent (Government Code section 54957).

Reconvene Open Session/Pledge of Allegiance (C)
At 6:30 p.m., the meeting was called back to order by the president, Dr. Michael McKibbin. Four members of the Del Campo High School Air Force Jr. ROTC led the group in the Pledge of Allegiance.

Minutes Approved (D)
It was moved by Ms. Costa, seconded by Ms. Creason, that the minutes of the September 13 regular meeting be approved. MOTION CARRIED UNANIMOUSLY [McKibbin, Creason, Costa, Hernandez, Villescaz].

Recognition: Week of the School Administrator (E-1)
It was moved by Ms. Costa, seconded by Ms. Villescaz, to adopt Resolution No. A-417 recognizing the week of October 9-15 as the Week of the School Administrator. MOTION CARRIED UNANIMOUSLY [McKibbin, Creason, Costa, Hernandez, Villescaz].

High School Student Council Reports (E-2)
High School Student Council representatives Tanner Schinderle and Lainey Szejda from Rio Americano High School and Zubin Tagore and Iyanna Williams from San Juan High School updated the board on the goals, activities and achievements at their respective schools.

Closed Session/Expulsion Actions (E-7)
Ms. Costa reported that the board voted unanimously to accept a hearing panel's recommendation of two denied enrollments in case numbers OM-02 and OS-01.

Ms. Costa also reported that the board voted unanimously to select Melissa Bassanelli as Superintendent of Schools effective January 1, 2023, pending final contract approval. Ms. Costa then read the following statement in announcing the action: "Mrs. Bassanelli has served as the district's Deputy Superintendent of Schools and Programs since 2019 and has previously served in the positions of assistant superintendent of elementary and K-8 education, director of professional learning and curriculum innovation, director of extended learning and support programs, and as a principal and vice principal in our schools. Through the selection process, the board heard from students, parents and guardians, staff and community members about the importance of ensuring we invest in recruiting and retaining high-quality employees, provide rich academic experiences that are meaningful to our students, and continue our work to build an equitable culture and climate that values the voices of all in our community. The board was excited to find that Mrs. Bassanelli is prepared to meet these and other expectations with thoughtful new ideas leveraged by a deep understanding of our current systems and work. We look forward to welcoming her to our governance team as we work together to expand and improve our services to students and families."

Visitor Comments (F)
Stephanie Stites made comments regarding the breakfast offerings at school sites.

Quintin Levesque shared information about an educational platform related to civic engagement.

Consent Calendar Approved (G-1/G-10)
It was moved by Ms. Creason, seconded by Ms. Villescaz, that the consent calendar items G-1 through G-10 be approved. MOTION CARRIED UNANIMOUSLY [McKibbin, Creason, Costa, Hernandez, Villescaz].

Personnel (G-1)
Appointments, leaves of absence and separations – approved as submitted.

Purchasing Report (G-2)
Purchase orders and service agreements, change orders, construction and public works bids and zero-dollar contract – approved as submitted.

Business/Financial Report (G-3)
Notices of completion and warrants and payroll – approved as submitted.

Gifts (G-4)
Acceptance of gift to Encina Preparatory High School.

Disposal of Surplus Property (G-5)
Approval to dispose of surplus property pursuant to board policy 3270 and Education Code sections 17545 and 17546.

Resolution No. 4036: Commit Fund Balance (G-6)
Adoption of Resolution No. 4036 to Commit Fund Balance.

2022-2023 Consolidated Application for Funding (G-7)
Approval to submit the 2022-2023 Consolidated Application for Funding to the California Department of Education (CDE) and the State Board of Education (SBE).

Choices Charter School Scholarship Awards (G-8)
Approval of the 2022 high school scholarship awards for Choices Charter School.

Resolution 4039: Mesa Verde High School Lease Amendment No. 2 (G-9)
Adoption of Resolution No. 4039 approving the second amendment to the lease agreement for the Mesa Verde High School Outdoor Learning Facilities project no. 210-9513-P1 between San Juan Unified School District and Robert A. Bothman Construction.

La Vista Grounds and Construction Agreement (G-10)
Approval of the La Vista Grounds and Construction Agreement between Fair Oaks Recreation and Park District and San Juan Unified School District.

Summer Learning (I-1)
Assistant Superintendent of Secondary Education and Programs Kristan Schnepp; Director of Career Technical Education (CTE), K-12 Counseling and College/Career Readiness Brett Wolfe; Director of Office of Student Learning Assistance (OSLA) Gwyn Dellinger; Director of Elementary/K-8 Schools Cassie Bennett Porter; and Director of Special Education Vanessa Adolphson gave a presentation regarding the student learning that took place during the summer of 2022. Ms. Schnepp introduced the topic. Mr. Wolfe provided an overview of the summer programs and also shared data. Ms. Dellinger spoke about the scope of the OSLA programs. Ms. Bennett Porter shared information about the elementary site-based programs, which included both academic and enrichment opportunities. Mr. Wolfe then spoke about the success of the new middle school CTE summer enrichment opportunities as well as the site-generated middle school programs. Mr. Wolfe also shared information about other summer programs including high school enrichment, expanded math camp and seat-based high school credit recovery and independent study. Ms. Adolphson spoke about the special education extended school year program. Mr. Wolfe discussed next steps, which includes gathering feedback and then planning for summer 2023. Board members posed questions and made comments related to the seat-based and independent study high school credit recovery options, which staff addressed. Board members also expressed support for the newly developed middle school CTE summer enrichment opportunities and for offering summer programs that are based on student interest.

Early Literacy Support Block Grant Annual Update (I-2)
Assistant Superintendent of Elementary Education and Programs Amberlee Townsend-Snider introduced Dyer-Kelly Elementary School staff, including Principal Jamal Hicks, Grant Liaison Heather Brandt and Vice Principal Roxanne Stelmacher, who gave a presentation on the implementation of the school's Early Literacy Support Block Grant. Mr. Hicks reviewed background information and the purpose of the grant. Ms. Brandt explained the timeline, which began with a planning year in 2020-2021 followed by three years of implementation. Ms. Stelmacher discussed the four areas of focus that were identified for implementation. Mr. Hicks then discussed next steps. It was moved by Mr. Hernandez, seconded by Ms. Costa, to approve the modification of the Early Literacy Action Plan. MOTION CARRIED UNANIMOUSLY [McKibbin, Creason, Costa, Hernandez, Villescaz].

Public Hearing: Sufficiency of Textbooks and Instructional Materials (I-3)
Assistant Superintendent of Secondary Education and Programs Kristan Schnepp presented the topic. Dr. McKibbin declared the topic of sufficiency of textbooks and instructional materials a public hearing and invited the public to speak. There being no questions or comments from the public, Dr. McKibbin declared the public hearing closed. Ms. Creason made comments regarding technology. It was moved by Ms. Creason, seconded by Ms. Costa, to adopt Resolution No. 4038 stating that each pupil in each school in the district has sufficient textbooks and instructional materials in each subject that are consistent with the content and cycles of the curriculum framework adopted by the state board. MOTION CARRIED UNANIMOUSLY [McKibbin, Creason, Costa, Hernandez, Villescaz].

Proposed Revisions to Board Policy and Exhibit 0420.41 Charter School Oversight (I-4)
Director of Admissions and Family Services Brian Ginter presented the item, explaining that revisions are needed to Board Policy 0420.41, Charter School Oversight, and its accompanying Exhibit 0420.41. There being no questions from the board, action was scheduled for October 11.

Tentative Agreement: San Juan Professional Educators Coalition (I-5)
Senior Director of Labor Relations Daniel Thigpen presented the tentative agreement with the San Juan Professional Educators Coalition for discussion. There being no questions or comments from the board, action was scheduled for October 11.

Tentative Agreement: San Juan Teachers Association (I-6)
Mr. Thigpen presented the tentative agreement with the San Juan Teachers Association for discussion. There being no questions or comments from the board, action was scheduled for October 11.

Tentative Agreement: San Juan Supervisors Association (I-7)
Mr. Thigpen presented the tentative agreement with the San Juan Supervisors Association for discussion. There being no questions or comments from the board, action was scheduled for October 11.

Tentative Agreement: California School Employees Association (I-8)
Mr. Thigpen presented the tentative agreement with the California School Employees Association for discussion. There being no questions or comments from the board, action was scheduled for October 11.

Salary Schedule Adjustments: Confidential, Unrepresented (I-9)
Mr. Thigpen presented the salary schedule adjustments for confidential and unrepresented groups for discussion. There being no questions or comments from the board, action was scheduled for October 11.

Board Reports (J)
Dr. McKibbin reported that he attended the Historically Black Colleges and Universities (HBCU) Recruitment Fair, and he commended the community partners and staff who made this a successful event.

Future Agenda (K)
There were no items added to the future agenda.

Adjournment (L)
At 8:08 p.m., there being no further business, the regular meeting was adjourned.

_____ _____
Michael McKibbin, Ed.D., President Kent Kern, Executive Secretary

Approved: _____
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HUMAN RESOURCES

The following reports are submitted for board approval

Personnel Pages	Page #
Appointments	
Management	1
Certificated	1
Classified	1-2
Leaves of Absence	
Management	
Certificated	2
Classified	2
Separations	
Management	
Certificated	2
Classified	2
Pre-Retirement Reduced Workload	
Reassignments/Change in Work Year	
Errata	
Job Description/Salary Range Change	
Management	3-6
Certificated	
Classified	
Unrepresented	
Cabinet Contracts/Extension of Contract	
Recommendation to Extend A District Intern Credential	
Certificated	
Credential Approval Recommendations	
Certificated	
Charter School Personnel Actions	
Choices	

1. APPOINTMENTS

MANAGEMENT

Type	Name	Status	Assignment	Location	Effective Date (s)	
New Hire	Lewandowski, Leah	Prob	Vice Principal	Churchill	10/06/22	

CERTIFICATED

Type	Name	Status	Assignment	Location	Effective Date (s)	
New Hire	Anderson, Madeleine	Temp	Teacher Grade 1	Sierra Oaks	08/09/22	06/08/23
New Hire	Brockschmitt, Jill	Prob	Teacher Grade 3	Whitney Avenue	08/09/22	
New Hire	Jacobsen, Sara	Prob	Tch-Grad 7/8	Sierra Oaks	08/09/22	
New Hire	Millan Noriega, Jocelyn	Temp	Counselor	Mesa Verde	09/26/22	06/08/23
New Hire	Nunn, Riki	Temp	Tch-Grad 7/8	Churchill	08/09/22	06/08/23
New Hire	Phillips, Morgan	Prob	Tch-Grad 9/12	Encina	08/09/22	
New Hire	Spencer, Paige	Prob	Teacher Grade 3	Sierra Oaks	08/09/22	
New Hire	Wyley, Abigail	Temp	Teacher Grade 4	Del Paso Mannor	09/28/22	06/08/23
Rehire	Jaeger, Alyse	Temp	Tch-Trav Elem Clsrm-Art	Dyer-Kelly	09/23/22	06/08/23

CLASSIFIED

Type	Name	Status	Assignment	Location	Effective Date (s)
New Hire	Alewe, Hadeel	Prob	Non-Instruc Support Aide	Garfield ECE	10/01/22
New Hire	Allen, Shawn	Prob	Instructional Assistant III	Carmichael	10/11/22
New Hire	Baron, Jennie	Prob	Instructional Assistant I	Lichen	09/30/22
New Hire	Blote, Aaron	Prob	Electrician	M&O - Building Maintenance	09/26/22
New Hire	Boulos, Lorena	Prob	School Playground Rec Aide	Woodside	09/26/22
New Hire	Colby, Adeline	Prob	Instructional Assistant I	Kingswood	09/26/22
New Hire	Daniels, Stephanie	Prob	Instructional Assistant I	Coyle Avenue	09/19/22
New Hire	Doll, Michelle	Prob	Nutrition Services Worker I	Greer	09/27/22
New Hire	Furmoli, Ahmad Jalil	Prob	Inst Asst/Bilingual-Farsi	Encina	09/21/22
New Hire	Gaddoni, Emily	Prob	Instructional Assistant I	Harry Dewey	09/13/22
New Hire	Gaw, Jaeden	Perm	Custodian	M&O- Building Maintenance	09/30/22
New Hire	Gonzales, Alfonso	Prob	Campus Monitor	General Davie Jr Primary	09/20/22
New Hire	Harris, Irene	Prob	Instructional Assistant I	Mariemont	09/22/22
New Hire	Hekmatjo, Nessar	Prob	Inst Asst/Bilingual-Dari	Mira Loma	09/06/22
New Hire	Herrera, Melissa	Prob	School Playground Rec Aide	Pasadena Avenue	09/26/22
New Hire	Holaday, Karen	Prob	Instructional Assistant I	Mariposa	09/26/22
New Hire	Johnson, Hilary	Prob	Instructional Assistant I	Pershing	09/29/22
New Hire	Klein, Michael	Prob	Instuctional Assistant I	Del Paso Manor	10/04/22
New Hire	Lopez, David	Prob	Instructional Assistant I	Howe Avenue	09/20/22
New Hire	Markiel, Kristyn	Prob	Instructional Assistant I	Green Oaks	10/04/22
New Hire	Marlin, Addisyn	Prob	Instructional Assistant I	Deterding	09/12/22
New Hire	Maruscsak, Marissa	Prob	Instructional Assistant I	Thomas Kelly	09/20/22
New Hire	Maxey, Caitlin	Prob	Expnd Lrng Progs Assistant	Pupil Personnel Services	10/04/22
New Hire	Milla Garay, Merijane	Prob	Nutrition Services Worker I	Del Paso Manor	09/27/22
New Hire	Mirzad, Sohila	Prob	Instructional Assistant II	Katherine Johnson	09/28/22
New Hire	Moqim, Bebe Khorshi	Prob	Nutrition Services Worker I	Churchill	10/04/22
New Hire	Mueller, Iva	Prob	Intermediate Clerk Typist	Churchill	09/26/22
New Hire	Omara Khan, Hillie	Prob	Child Dev Assistant-SA	Dewey	09/28/22
New Hire	Pakeman, La Reina	Prob	Expnd Lrng Site Facilitator	Pupil Personnel Services	09/29/22
New Hire	Palumbo, Aleena	Prob	IA-Deaf And Hard-Of-Hearing	Marvin Marshall	09/21/22
New Hire	Peterson, Jill	Prob	Instructional Assistant I	Grand Oaks	10/04/22
New Hire	Prieto, Stephanie	Prob	Instructional Assistant I	Whitney Avenue	09/19/22
New Hire	Shelby, Jennifer	Prob	Instructional Assistant I	Pershing	09/29/22
New Hire	Sudeikis, Michelle	Prob	Secretary	Early Childhood Education	09/21/22
New Hire	Ward, Sophie	Prob	Instructional Assistant I	Lichen	09/28/22
New Hire	Webb, Mariona	Prob	Instructional Assistant I	Dyer-Kelly	09/26/22
New Hire	Widodo, Wari	Prob	Nutrition Services Worker I	El Camino	10/04/22
New Hire	Williamson, Sandra	Prob	Nutrition Services Worker I	Rio Americano	09/27/22
New Hire	Yaya, Renzo	Prob	Inst Asst/Bilingual- Spanish	Katherine Johnson	09/30/22
New Hire	Zelinsky, Villiam	Prob	Instructional Assistant I	Lichen	09/27/22
Rehire	Daniels, Stephanie	Prob	Instructional Assistant I	Coyle Avenue	09/19/22
Rehire	Hussain, Nebras	Prob	Instructional Asst III	Kingswood	09/23/22
Rehire	Lange, Nicole	Prob	Instructional Assistant I	Cottage	09/26/22

1. APPOINTMENTS (continued)

CLASSIFIED

Type	Name	Status	Assignment	Location	Effective Date (s)
Rehire	Nunez, Fatima	Perm	Instructional Assistant I	Del Paso Manor	10/04/22
Rehire	Tolbert, Mary	Prob	Instructional Assistant I	Mariemont	09/20/22

2. LEAVES OF ABSENCE

CERTIFICATED

Type	Name	Status	Assignment	Location	Effective Date (s)	
Paid	Bustos Cardoso, S Maribel	Prob	Tch- Grade 9/12	El Camino	10/21/22	04/19/23
Unpaid	Bustos Cardoso, S Maribel	Prob	Tch- Grade 9/12	El Camino	04/20/23	06/07/23
Unpaid	Rodda, Kimberly	Perm	Tch- Pre-School	ECE	08/17/22	06/07/23

CLASSIFIED

Type	Name	Status	Assignment	Location	Effective Date (s)	
Paid	Grimes, Maleesha	Prob	Campus Monitor	Del Paso Manor	09/08/22	02/15/23
Unpaid	De George, Sarah	Perm	Instructional Assistant III	Coyle Avenue	08/10/22	06/06/23
Unpaid	Ellaiboudi, Amani	Perm	Account Clerk II	Fiscal Services	08/08/22	02/08/23
Unpaid	Grimes, Maleesha	Prob	Campus Monitor	Del Paso Manor	02/16/23	02/28/23

3. SEPARATIONS

CERTIFICATED

Type	Name	Status	Assignment	Location	Effective Date (s)
Deceased	Baker, Tracy	Perm	Tch-Resource Spec K/12	Rio Americano	09/01/22

CLASSIFIED

Type	Name	Status	Assignment	Location	Effective Date (s)
Deceased	Green, Celest	Prob	Instructional Assistant	Greer	09/13/22
Resignation	Battle, Raphael	Perm	Tech Support Specialist I	Technology Services	09/23/22
Resignation	Fifer, Grace	Prob	Instructional Asst III	Ralph Richardson Center	09/14/22
Resignation	Hamid, Hafizullah	Perm	Sch/Comm Refugee Spec	Starr King	10/03/22
Resignation	Jemerigbe, Onome	Prob	Instructional Assistant III	Trajan	09/26/22
Resignation	Kiehl, Kathleen	Perm	School Playground Rec Aide	Northridge	09/16/22
Resignation	Perrine, Nicole	Perm	Ops Analyst Fac/Maint/Trans	Facilities	10/03/22
Resignation	Rodriguez, Angelica	Perm	Nutrition Services Worker I	Mariposa	09/02/22
Resignation	Wentz, Sierra	Prob	Expnd Lrng Progs Assistant	Pupil Personnel Services	09/23/22
Resignation	Whitmore-Hoey, Katelyn	Prob	High School Secretary I	Rio Americano	09/23/22
Retirement	Mio-Cunningham, Denise	Perm	Instructional Assistant II	Howe Avenue	10/05/22

JOB DESCRIPTION

Position Code: TBD
Management Group: SJAA
Salary Level: 10
Work Days: 225

POSITION TITLE: Manager, Business Support Services

DEFINITION: Under general direction, plans, coordinates, and directs the district's purchasing, purchase card program, warehousing and distribution, fixed asset management, inventory control, textbook control and distribution: coordination of district purchasing activities: general purchasing, public works, nutrition services, contract management, e- procurement, purchasing – cards, etc.; ensures compliance with applicable federal and state laws, codes, rules and regulations and performs other related work as required.

DIRECTLY RESPONSIBLE TO: Chief Financial Officer

SUPERVISION OVER: Supervisor of School Support(s), Procurement Analyst(s), Procurement Technicians

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

1. Designs, develops, and implements system design changes to improve operational procedures in purchasing, warehousing, textbook control, delivery, and mail.
2. Oversees procurement process for the purpose of securing items and/or services in compliance with regulatory requirements.
3. Manages all functions related to the purchase of equipment, supplies and services for the district for the purpose of ensuring compliance with State and Federal regulations and GASB accounting procedures.
4. Manages all functions related to inventory, fixed assets, textbooks, records management, surplus inventory, and instructional materials for the purpose of ensuring compliance with State and Federal regulations, district compliance and established procedures, and GASB accounting procedures.
5. Responsible for the supervision of all purchasing functions at sites and departments ensuring compliance with district policies and State Education Code, Public Contract Code, Government Code, Federal and State codes and laws and other rules and regulations pertaining to purchasing activities.
6. Assists with the development, implementation, and updating of internal purchasing procedures and processes to ensure smooth and efficient delivery of services, to encourage effective and efficient management controls, and comply with laws, policies, and regulations; make recommendations to appropriate personnel regarding software development and enhancements.
7. Supervises, trains, and evaluates the performance of assigned staff and assists with disciplinary actions as necessary and participates in the interview and selection of employees.

8. Assigns duties, assignments, and may modify workloads of assigned staff and reviews work for accuracy, completeness, and compliance with established requirements.
9. Prepares purchase orders and leases for district acquisition of materials, supplies and equipment.
10. Coordinates and performs surplus disposal and fixed asset tracking and documentation.
11. Prepares and maintains a variety of narrative and statistical reports, records and files related to assigned activities and personnel; research and prepare a variety of special projects as requested.
12. May perform year-end accounting procedures in accordance with GASB (Governmental Accounting Standards Board) accounting principles.
13. Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; serve as a technical resource and resolve issues regarding product sourcing, safety, discrepancies, accounting payable issues, fixed asset, surplus disposal, and public works bidding processes.
14. Prepares recommendations to the district regarding types and quantities of materials to be ordered; develops, recommends and establishes standardized lists of furniture, equipment and supplies.
15. Establishes annual timelines for quantity purchases, consolidates District orders for quantity purchase, and represents the district in joint powers purchasing matters.
16. Monitors and supervises requisitions and service agreements for adequate data and authorization; receives price quotations from vendors by telephone, letter, fax, e-mail or personal contact; compares prices and values to provide cost-effective purchase; supervises preparation of purchase orders and placement of orders.
17. Manages and prepares the Purchasing Board report for compliance with laws and district procedures.
18. Manages the development of requests for proposals (RFPs) and contracts; prepares RFPs or contracts; arrange for any necessary publication; receives and coordinates review of RFP's; reviews and analyzes RFP data; prepares reports recommending selection and awarding of RFP's; prepares necessary communication; maintains necessary legal documentation.
19. Manages the development of bid specifications and prepares bid documents; prepares bid advertisements; arranges for publication as required by law; receive, open and tabulate vendor bid data for evaluation; reviews and analyzes bid data; prepares reports recommending selection and awarding of bids; prepares necessary communication; maintains necessary legal documentation.
20. Directs and monitors the warehouse receiving process and coordinates and supervises a variety of follow-up activities to ensure prompt delivery, correction of vendor shortages and damage, the maintenance of quality control procedures and correct entry of fixed asset information.
21. Develops and maintains a follow-up and reporting system on purchase orders; coordinates resolution of discrepancies in purchase orders, shipments, receiving and billing between vendors and the District.
22. Records revenues received and expenses, and monitors budget allocations, expenditures, and related financial activities for the purpose of ensuring that allocations are accurate are within budget limits and/or fiscal practices are followed.
23. Performs related work as required.

QUALIFICATIONS:

Training, Education and Experience: Education or formal training equivalent to four years of college in the fields of accounting, business administration, or financial management and three years progressively responsible experience in performing budget, general accounting, financial analysis; and one year of supervisory experience in a related field.

Knowledge, Skills, and Abilities:

- Knowledge of the principles and practices of modern business and accounting procedures
- Knowledge of school district organization, functions, and administration
- Knowledge of modern management systems and concepts
- Knowledge of principles of supervision and ability to analyze complex problems, prescribe and formulate remedial policies and programs
- Knowledge of modern office practices and basic personnel procedures
- Ability to analyze and interpret data, program costs, and prepare concise reports
- Ability to communicate effectively both verbally and in writing with all levels of district staff, employee representatives, the community, insurance carriers, and attorneys
- Ability to plan, organize, and direct the work of self and others
- Ability to learn computerized systems and continually work toward enhancements
- Ability to work effectively with all levels of district staff, the community, and external agencies
- Ability to compile and prepare accurate reports
- Ability to establish priorities and meet deadlines
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to understand and follow verbal and written instruction
- Ability to establish and maintain records, and maintain a confidentiality of privileged information obtained in the course of work
- Ability to maintain consistent, regular and punctual attendance

Health

- Evidence of freedom from active tuberculosis (CA Education Code section 49406)

Other Characteristics

- Possession of a valid California driver's license.
- Willing to work additional hours periodically.
- Willing to travel locally.

WORKING CONDITIONS

Work Environment:

- Indoor office environment

- Continuous contact with staff
- Drive a vehicle to conduct work

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

- Inspect documents and other written materials with fine print
- Communicate to exchange information in person, with groups and on the telephone
- Move about district departments and community to conduct work
- Remain in a stationary position for extended periods of time
- Operate tools and equipment requiring repetitive hand movement and fine coordination
- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions

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

Developed: 09/15/22
Board Approval Date: TBD

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: **G-2**
MEETING DATE: **10/11/2022**

APPROVED:
Jennifer Stahlheber

Purchasing Contracts Report

The following reports are submitted for board approval/ratification:

	Inc	Page #
Purchase Orders & Service Agreements	✓	1
Change Orders	✓	2
Construction & Public Works Bids	✓	3
Piggyback Contracts	✓	4
Zero Dollar Contract	NA	
Bids/RFPs	NA	
Other	NA	
ERRATA	NA	

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

September 14, 2022 - September 27, 2022

PO#	Date	Vendor Name	Description	Amount $	Site/ Department
TBD	9/27/2022	CCHAT	Audiology Services	$ 135,000.00	101 - Special Education
TBD	9/27/2022	CCHAT	Language and Speech Therapy	$ 290,000.00	101 - Special Education
TBD	9/27/2022	Curriculum Associates	i-Ready Software, District License	$ 654,930.00	106 - Assessment, Evaluation and Planning
TBD	9/27/2022	Curriculum Associates	Ellevation Subscription Software, 2 year contract	$ 143,325.00	304 - Office of Student Learning Assistance
TBD	9/27/2022	Point Quest Education	Language, Speech and Occupational therapy	$ 350,000.00	101 - Special Education
TBD	9/15/2022	IXL Learning	IXL Site license, 2 year contract	$ 80.00	130 - Choices
TBD	9/15/2022	Pearson Assessments	WIAT-4 Q global scoring subscription, 3 year contract	$ 250.00	130 - Choices
TBD	9/20/2022	IXL Learning	IXL Site license, 2 year contract	$ 6,885.00	426 - Louis Pasteur Middle School

Purchasing Contracts Board Report
Change Orders/Amendments

September 14, 2022 - September 27, 2022

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
302315	9/12/2022	Maxim Healthcare	Behavior Therapy	$ 65,000.00	$ -	$ 465,000.00	$ 530,000.00	101 - Special Education
							$ -	
							$ -	
							$ -	
							$ -	
							$ -	
							$ -	
							$ -	

Other Contract Change Orders

PO#	Date	Vendor Name	Description	Original PO Amount $	Previous Approved C/O Totals $	Current C/O for Approval Amount $	New Contract Amount $	Responsibility
207455	9/19/2022	Nacht & Lewis	Additional AE for a full MOD at Mariemont project 130-9495-P1	$ 29,945.00		$ 830,645.00	$ 860,590.00	216 - Facilities
205273	9/23/2022	Campbell Keller	Additional furniture for Edison full site furniture project 116-9306-J1	$ 954,857.72	$ 158,881.34	$ 72,737.59	$ 1,186,476.65	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
							$ -	

September 14, 2022 - September 27, 2022

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	9/23/2022	TBD	Piggyback	Campbell Keller	Furniture for Rio (CTE) MOD project 208-9495-P1	$ 212,683.42	216 - Facilities

New Addendum to Master Agreements

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

Purchasing Contracts Board Report
Board Pre-Approval
Piggyback Contracts

September 14, 2022 - September 27, 2022

Staff has determined that purchasing through contracts issued by various state agencies within the State of California will save administrative time and expense, provide favorable pricing, and will be in the best interests of the district. District staff is requesting the Board of Education's authorization to piggyback on the approved bids in accordance with Public Contract Code Section 20118.

Fund	Date	Piggyback #, Title	Vendor Name	Description	Term
01	9/27/22	RFP# 101320 Janitorial Supplies	Staples	Janitorial Supplies	2/1/21 - 11/16/24

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: G-4

MEETING DATE: 10/11/2022

SUBJECT: Surplus Property

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

DEPARTMENT: Business Support Services

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

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

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

ATTACHMENT(S):
A: List of Surplus Property

BOARD COMMITTEE ACTION/COMMENT:
N/A

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 10/03/2022

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

LCAP/STRATEGIC PLAN:
Goal: N/A Focus: N/A
Action: N/A

Strategic Plan: N/A

PREPARED BY: Jennifer Stahlheber, Chief Financial Officer

APPROVED BY: Kent Kern, Superintendent of Schools

Board of Education Agenda Item **Attachment A**

Surplus Property October 11th Meeting Date

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

Location/Site	Make	Model	Description	Serial #	Disposition
Barrett	HP	ProBook 450	Laptop	5CD55322YB	eWaste
Churchill	Apple	MacBook Pro	Laptop	1100013352 - 20189185	eWaste
Churchill	Apple	MacBook Pro	Laptop	1100014738	eWaste
Churchill	Apple	MacBook Pro	Laptop	1100014657 - 20171323	eWaste
Churchill	First Net		Wireless Router Hotspot	279-203-9706	eWaste
Earl LeGette	Apple	MacBook Pro	Laptop	20171441	eWaste
Earl LeGette	Apple	MacBook Pro	Laptop	20171442	eWaste
Earl LeGette	Apple	MacBook Pro	Laptop	20171443	eWaste
Earl LeGette	Apple	MacBook Pro	Laptop	20171444	eWaste
Earl LeGette	Apple	MacBook Pro	Laptop	20171445	eWaste
Earl LeGette	Apple	MacBook Pro	Laptop	20171446	eWaste
Earl LeGette	Apple	MacBook Pro	Laptop	20171447	eWaste
Earl LeGette	Apple	MacBook Pro	Laptop	20171448	eWaste
Earl LeGette	Apple	MacBook Pro	Laptop	20171449	eWaste
Earl LeGette	Apple	MacBook Pro	Laptop	20171450	eWaste
Earl LeGette	Apple	MacBook Pro	Laptop	20171451	eWaste
Earl LeGette	Apple	MacBook Pro	Laptop	20171452	eWaste
Earl LeGette	Apple	MacBook Pro	Laptop	20171453	eWaste
Earl LeGette	Apple	MacBook Pro	Laptop	20171454	eWaste
Earl LeGette	Apple	MacBook Pro	Laptop	20171455	eWaste
Earl LeGette	Apple	iPad Mini	iPads	20172922	eWaste
Earl LeGette	Apple	iPad Mini	iPads	20172923	eWaste
Earl LeGette	Apple	iPad Mini	iPads	20172924	eWaste
Earl LeGette	Apple	iPad Mini	iPads	20172925	eWaste
Earl LeGette	Apple	iPad Mini	iPads	20172926	eWaste
Earl LeGette	Apple	iPad Mini	iPads	20172927	eWaste
Earl LeGette	Apple	iPad Mini	iPads	20172928	eWaste
Earl LeGette	Apple	iPad Mini	iPads	20172929	eWaste
Earl LeGette	Apple	iPad Mini	iPads	20172930	eWaste
Earl LeGette	Apple	iPad Mini	iPads	20172931	eWaste
Earl LeGette	Apple	iPad	12 - iPads		eWaste
Earl LeGette		AC-SLIM-6752	2 - Chrome Book Carts		Recycled
Greer	HP	SP1525nw	Laser Jet Color Printer	20190637	eWaste
Katherine Johnson	HP	PSC 1350	Printer		eWaste
Katherine Johnson	Epson	Stylus Photo R200	Printer	FR5K505987	eWaste
Katherine Johnson	HP	Compaq LA 1951G	Monitor	2MH953NQ5B	eWaste
Katherine Johnson	HP	Deskjet 3845	Printer	C9037AA02	eWaste
Katherine Johnson	HP	L1750	Monitor	3CQ9170YCL	eWaste
Katherine Johnson	Panasonic		2 - Tower Speakers	TN9EA004615	eWaste
Katherine Johnson			2 - Audio Speakers		eWaste
Katherine Johnson	ELMO		Projector	5100A28B0652	eWaste
Katherine Johnson	Califone		4 - Personal DVD Players		eWaste
Katherine Johnson		Anywhere Cart	COW	20276178	Recycled
Katherine Johnson		Anywhere Cart	COW	20181847	Recycled

Surplus Property October 11th Meeting Date

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

Location/Site	Make	Model	Description	Serial #	Disposition
La Vista	Bretford		iPad Cart	BF02PHI39303000096	Recycled
La Vista	Bretford		iPad Cart	BF02PHI408030112	Recycled
La Vista	Bretford		iPad Cart	BF02PHI5020500248	Recycled
Mariemont	HP	Office Jet Pro 6830	Printer	20184727	eWaste
Mesa Verde		Anywhere Cart	COW		Recycled
Mesa Verde	HP	Pro Chromebooks	Laptop	20170908	eWaste
Mesa Verde	HP	Pro Chromebooks	Laptop	20170367	eWaste
Mesa Verde	HP	Pro Chromebooks	Laptop	20170913	eWaste
Mesa Verde	HP	Pro Chromebooks	Laptop	20170902	eWaste
Mesa Verde	HP	Pro Chromebooks	Laptop	20171684	eWaste
Mesa Verde	HP	Pro Chromebooks	Laptop	20170907	eWaste
Mesa Verde	HP	Pro Chromebooks	Laptop	20171693	eWaste
Mesa Verde	HP	Pro Chromebooks	Laptop	20171694	eWaste
Mesa Verde	HP	Pro Chromebooks	Laptop	20171687	eWaste
Mesa Verde	HP	Pro Chromebooks	Laptop	20170372	eWaste
Mesa Verde	HP	Pro Chromebooks	Laptop	20170373	eWaste
Mesa Verde	HP	Pro Chromebooks	Laptop	20170909	eWaste
Mesa Verde	HP	Pro Chromebooks	Laptop	20171685	eWaste
Mesa Verde	HP	Pro Chromebooks	Laptop	20171682	eWaste
Mesa Verde	HP	Pro Chromebooks	Laptop	20170900	eWaste
Mesa Verde	HP	Pro Chromebooks	Laptop	20170903	eWaste
Mesa Verde	HP	Pro Chromebooks	Laptop	20171688	eWaste
Mesa Verde	HP	Pro Chromebooks	Laptop	20171681	eWaste
Mesa Verde	HP	Pro Chromebooks	Laptop	20170374	eWaste
Mesa Verde	HP	Pro Chromebooks	Laptop	20171689	eWaste
Mesa Verde	HP	Pro Chromebooks	Laptop	20170911	eWaste
Mesa Verde	HP	Pro Chromebooks	Laptop	20170914	eWaste
Mesa Verde	HP	Pro Chromebooks	Laptop	20170905	eWaste
Mesa Verde	HP	Pro Chromebooks	Laptop	20171686	eWaste
Mesa Verde	HP	Pro Chromebooks	Laptop	20170370	eWaste
Mesa Verde	HP	Pro Chromebooks	Laptop	20170906	eWaste
Mesa Verde	HP	Pro Chromebooks	Laptop	20170366	eWaste
Mesa Verde	HP	Pro Chromebooks	Laptop	20170371	eWaste
Mesa Verde	HP	Pro Chromebooks	Laptop	20170368	eWaste
Mesa Verde	HP	Pro Chromebooks	Laptop	20170369	eWaste
Mesa Verde	HP	Pro Chromebooks	Laptop	20170901	eWaste
Mesa Verde	HP	Pro Chromebooks	Laptop	20170910	eWaste
Technology Services	Apple	MacBook Pro	Laptop	10019926	eWaste
Technology Services	Apple	MacBook Pro	Laptop	10019573	eWaste
Technology Services	HP	Compaq Elite 8300	Desktop Computer	20192771	eWaste
Technology Services	Apple	iMac	Desktop Computer	10004624 D25MR1K4F8J7	eWaste
Technology Services	Apple	iMac	Desktop Computer	1000012840 QP0420WSDNM	eWaste

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: G-5

MEETING DATE: 10/11/2022

SUBJECT: Board Policy and Exhibit 0420.41
Charter School Oversight

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

DEPARTMENT: Admissions and Family Services

ACTION REQUESTED:
The superintendent is recommending that the board approve the proposed changes to Board Policy 0420.41, Charter School Oversight, and its accompanying exhibit.

RATIONALE/BACKGROUND:
Board Policies are often updated to reflect new or updated practices in school systems. This board policy review is focused on district oversight for charter schools. The changes to BP 0420.41 focus on district responsibilities in their oversight and how the charter school needs to communicate with the district when requesting waivers from the State Board of Education, services from the district, reporting to the state and making material revisions to the Charter. The remainder of the document is reorganization and more precise language.

ATTACHMENT(S):
A: BP 0420.41 proposed changes
B: Exhibit 0420.41

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 09/19/2022, 10/03/2022
Board of Education: 09/27/2022

FISCAL IMPACT:
Current Budget: $ N/A
Additional Budget: $ N/A
Funding Source: $ N/A
Current Year Only ☐ Ongoing ☐

LCAP/STRATEGIC PLAN:
Goal: N/A Focus: N/A
Action: N/A
Strategic Plan: N/A

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

APPROVED BY: Debra Calvin, Ed.D., Assistant Superintendent, Educational Services
Melissa Bassanelli, Deputy Superintendent, Schools and Student Services
Kent Kern, Superintendent of Schools

Policy 0420.41: Charter School Oversight

Status: ADOPTED

Original Adopted Date: 02/25/2014

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

~~(cf. 0420.4 - Charter School Authorization)~~

~~(cf. 0500 - Accountability, Review and Evaluation)~~

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

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

The superintendent or designated charter school contact shall attend meetings of the charter school governing body whenever possible and shall periodically meet with a representative of the charter school.

~~Whenever a charter school operates as or is operated by a nonprofit public benefit corporation as authorized by Education Code 47604, the Superintendent shall recommend and the Board shall appoint a district representative, who may be the district's charter school contact, to serve as a voting or nonvoting member of the corporation's board of directors~~.

Waivers

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

Provision of District Services

The charter school may purchase administrative or other services from the district or any other source. (Education Code sSection 47613)

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

At the request of a charter school, the sSuperintendent or designee shall create and submit any reports required by the State Teachers' Retirement System or Public Employees' Retirement System on behalf of the charter school. The district may charge the charter school for the actual costs of the reporting services, but shall not require the charter school to purchase payroll processing services from the district as a condition for creating and submitting these reports. (Education Code sSecrtion 47611.3)

~~Provision of District Services~~

~~The district may charge for the actual costs of supervisorial oversight of a charter school not to exceed one percent of the charter school's revenue. If the district is able to provide substantially rent-free facilities to the charter school, the district may charge actual costs up to three percent of the charter school's revenue for supervisorial oversight.~~
~~(Education Code 47613)~~

~~The charter school may separately purchase administrative or other services from the district or any other source.~~
~~(Education Code 47613)~~

~~At the request of a charter school, the Superintendent or designee shall create and submit any~~

~~reports required by the State Teachers' Retirement System or Public Employees' Retirement System on behalf of the charter school. The charter school may be charged for the actual costs of the reporting services, but shall not be required to purchase payroll processing services from the district as a condition for creating and submitting these reports. (Education Code 47611.3)~~

~~Waivers~~

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

Material Revisions to Charter

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

If an approved charter school proposes to expand operations to one or more additional sites or grade levels, whether concurrently with or unrelated to a renewal ~~within the district's boundaries~~, the charter school shall request a material revision to its charter and shall notify the b~~B~~oard of those additional locations or grade levels. The b~~B~~oard shall consider approval of the additional locations or grade levels at an open meeting. (Education Code s~~S~~ections 47605, 47607)

The b~~B~~oard shall have the authority to determine whether a proposed change in charter school operations constitutes a material revision of the approved charter

~~Subject to the Charter Schools Act, the Board shall have the authority to determine whether a proposed change in charter school operations constitutes a material revision.~~

Monitoring Charter School Performance

~~The Superintendent or designee shall regularly report to the Board on the charter school's performance, based on the academic and fiscal accountability measures specified in the approved charter.~~

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

~~In providing general oversight of a charter school, the Board and the Superintendent or designee shall determine whether the school complies with all legal requirements applicable to charter schools, including making all reports required of charter schools in accordance with Education Code 47604.32 (see the accompanying Exhibit 0420.41 for a list of legal requirements pertaining to the operation of charter schools).~~

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

~~The Board shall monitor each charter school to determine whether it is achieving the outcomes for student learning set forth in the charter agreement. In addition, the Board shall determine whether the charter school makes "adequate yearly progress" as defined by the SBE and federal Title I accountability~~

~~requirements. If a charter school fails to make adequate yearly progress for two or more consecutive years, the Board shall take action for program improvement in accordance with law, Board policy, and administrative regulations.~~

~~Evaluation data for the charter school shall be considered in the Board's determination of the renewal or revocation of a charter.~~

~~(cf. 0420.42 - Charter School Renewal)~~

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

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

Fees/Charges for Supervisorial Oversight

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

1. Actual costs up to one percent of the charter school's revenue if the district provides the charter school with facilities under Education Code section 47614 and charges the charter school a pro-rata share of the facilities cost

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

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

Technical Assistance/Intervention

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

1. Assisting the charter school to identify its strengths and weaknesses in regard to the state priorities applicable to the charter school pursuant to Education Code section 47605. This shall include working collaboratively with the charter school to review performance data on the state and local indicators included in the California School Dashboard and other relevant local data and to identify effective, evidence-based programs or practices that address any areas of weakness.

2. Working collaboratively with the charter school to secure assistance from an academic, programmatic, or fiscal expert or team of experts to identify and implement effective programs and practices that are designed to improve performance in any areas of weakness identified by the charter school. Another service provider, including, but not limited to, a school district, county office of education, or charter school, may be solicited to act as a partner to the charter school in need of technical assistance.

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

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

In accordance with law, the b~~B~~oard may deny a charter school's renewal petition or may revoke a charter based on the charter school's poor performance, especially with regard to inadequate academic achievement of all numerically significant subgroups of students served by the charter school.

Complaints

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

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

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

School Closure

In the event that the Board revokes or denies renewal of a charter or the charter school ceases operation ~~closes~~ for any ~~other~~ reason, the s~~S~~uperintendent or designee shall, ~~provide assistance,~~ when applicable in accordance with the charter and/or a memorandum of understanding, provide assistance ~~,~~ to facilitate the transfer of the charter school's former students and to finalize financial reporting and close-out.

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

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

~~The Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days of the Board's action, if renewal of a charter is denied, a charter is revoked, or a charter school will cease operation for any reason.~~

Such notification shall include, but not be limited to, a description of the circumstances of the closure, the effective date of the closure, and the location of student and personnel records. (Education Code sections 47604.32; 5 CCR 11962.1)

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

State References	Description
5 CCR 11700-11705	Independent study
5 CCR 11960-11969.10	Charter schools
5 CCR 4600-4670	Uniform complaint procedures
Bus. Code 7583.45	Training for security officers
CA Constitution Article 16, Section 8.5	Public finance; school accountability report card - https://simbli.eboardsolutions.com/SU/5WGQeQCplusFH2CpIOCVLEpzQ==
CA Constitution Article 9, Section 5	Common school system - https://simbli.eboardsolutions.com/SU/5LDHgacpLGqiftuxZapslshQg==
Corp. Code 5110-6910	Nonprofit public benefit corporations - https://simbli.eboardsolutions.com/SU/up9YZpTJb4gRf50Hwlslsh9Og==
Ed. Code 1006	Prohibition against school district employees serving on county board of education - https://simbli.eboardsolutions.com/SU/Qnj8IKKU84qMv8ZX5ZPu1w==
Ed. Code 17070.10-17079.30	Leroy F. Greene School Facilities Act - https://simbli.eboardsolutions.com/SU/fu4PsUtUAb4qYYOY9breHg==
Ed. Code 17280-17317	Field Act; approval of plans and supervision of construction
Ed. Code 17365-17374	Field Act; fitness for occupancy; liability of board members
Ed. Code 215	Suicide prevention policies
Ed. Code 215.5	Student identification cards; inclusion of safety hotlines
Ed. Code 220	Prohibition of discrimination
Ed. Code 221.61	Posting of Title IX information on web site
Ed. Code 221.9	Sex equity in competitive athletics
Ed. Code 222	Reasonable accommodations; lactating students
Ed. Code 222.5	Pregnant and parenting students; notification of rights
Ed. Code 231.5-231.6	Sexual harassment policy
Ed. Code 234.4	Mandated policy on bullying prevention
Ed. Code 234.6	Bullying and harassment prevention information
Ed. Code 234.7	Student protections relating to immigration and citizenship status
Ed. Code 32282	School safety plans
Ed. Code 32283.5	Bullying; online training
Ed. Code 33479-33479.9	The Eric Parades Sudden Cardiac Arrest Prevention Act
Ed. Code 35179.4-35179.6	Interscholastic athletic programs, safety; swimming pool safety that is not part of interscholastic athletic program
Ed. Code 35183.1	Graduation ceremonies; tribal regalia or recognized object of religious/cultural significance
Ed. Code 35292.6	Stocking of menstrual products
Ed. Code 35330	Field trips and excursions; student fees
Ed. Code 38001.5	Training for security officers
Ed. Code 38080-38086	School meals
Ed. Code 39831.3	Transportation safety plan
Ed. Code 39843	Disciplinary action against bus driver; report to Department of Motor Vehicles

Ed. Code 41024	Report of expenditure of state facility funds
Ed. Code 42100	Annual statement of receipts and expenditures
Ed. Code 44030.5	Reporting change in employment status due to alleged misconduct
Ed. Code 44237	Criminal record summary
Ed. Code 44258.9	Monitoring of teacher assignments
Ed. Code 44691	Information on detection of child abuse; annual training
Ed. Code 44830.1	Certificated employees; conviction of a violent or serious felony
Ed. Code 45122.1	Classified employees; conviction of a violent or serious felony
Ed. Code 45125.1	Criminal records summary; employees of contracting entity
Ed. Code 46015	Accommodations for pregnant and parenting students; parental leave
Ed. Code 46390-46393	Emergency average daily attendance
Ed. Code 47600-47616.7	Charter Schools Act of 1992
Ed. Code 47634.2	Nonclassroom-based instruction
Ed. Code 47640-47647	Special education funding for charter schools
Ed. Code 47651	Apportionment of funds; charter schools
Ed. Code 48000	Minimum age of admission for kindergarten; transitional kindergarten
Ed. Code 48010-48011	Minimum age of admission (first grade)
Ed. Code 48206.3-48208	Students with temporary disabilities; individual instruction
Ed. Code 48850-48859	Education of foster youth and homeless students
Ed. Code 48901.1	Suspension and expulsion; willful defiance
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations
Ed. Code 48913.5	Suspended students; homework assignments
Ed. Code 48950	Speech and other communication
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 49005-49006.4	Seclusion and restraint
Ed. Code 49011	Student fees
Ed. Code 49014	Public School Fair Debt Collection Act
Ed. Code 49061	Definitions, directory information
Ed. Code 49062.5	Student records, name or gender change
Ed. Code 49070	Challenging student records
Ed. Code 49073.2	Privacy of student and parent/guardian personal information; minutes of board meeting
Ed. Code 49076.7	Student records; data privacy; social security numbers
Ed. Code 49110	Authority to issue work permits
Ed. Code 49381	Human trafficking prevention
Ed. Code 49414	Epinephrine auto-injectors
Ed. Code 49414.3	Administration of opioid antagonist
Ed. Code 49428	Notification of mental health services
Ed. Code 49430-49434	The Pupil Nutrition, Health, and Achievement Act of 2001
Ed. Code 49431.9	Prohibition of advertisement of non-nutritious foods
Ed. Code 49475	Health and safety; concussions and head injuries

Ed. Code 49501.5	Free breakfast and lunch to all students
Ed. Code 49557.5	Child Hunger Prevention and Fair Treatment Act of 2017
Ed. Code 49564	Meals for needy students
Ed. Code 49564.3	Provision of federal universal meal service
Ed. Code 49700-49701	Education of children of military families
Ed. Code 51224.7	Mathematics placement policy
Ed. Code 51225.1-51225.2	Exemption from local graduation requirements; acceptance of coursework
Ed. Code 51225.3	High school graduation requirements
Ed. Code 51225.6	Instruction in cardiopulmonary resuscitation
Ed. Code 51225.7-51225.8	Completion and submission of the Free Application for Federal Student Aid and California Dream Act Application
Ed. Code 51413	Diploma of graduation without passage of high school exit examination
Ed. Code 51745-51749.6	Independent study
Ed. Code 51925-51929	Mandatory mental health education
Ed. Code 51930-51939	California Healthy Youth Act
Ed. Code 52052	Accountability; numerically significant student subgroups
Ed. Code 52060-52077	Local control and accountability plan
Ed. Code 52075	Uniform complaint procedures
Ed. Code 56026	Special education
Ed. Code 56040.3	Availability of assistive technology device
Ed. Code 56145-56146	Special education services in charter schools
Ed. Code 56365-56366.12	Nonpublic, nonsectarian schools
Ed. Code 60600-60648.5	Assessment of academic achievement
Ed. Code 64000	Categorical programs included in consolidated application
Ed. Code 64001	School plan for student achievement; consolidated application programs
Ed. Code 65000-65001	School site councils
Ed. Code 69432.9-69432.92	Cal Grant program; notification of grade point average and high school graduation
Gov. Code 1090-1099	Prohibitions applicable to specified officers
Gov. Code 3540-3549.3	Educational Employment Relations Act
Gov. Code 3555-3559	Public employee communication, information and orientation
Gov. Code 54950-54963	The Ralph M. Brown Act
Gov. Code 6250-6270	California Public Records Act
Gov. Code 81000-91014	Political Reform Act of 1974
H&S Code 104420	Tobacco Use Prevention Education grant program
H&S Code 104559	Tobacco-free schools
Lab. Code 1198.5	Personnel records related to performance and grievance
Lab. Code 3074.2	Notice of college and career fairs
Pen. Code 1192.7	Definition of serious felony
Pen. Code 667.5	Definition of violent felony
Veh. Code 28160	Child safety alert system

Federal References	**Description**

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

Management Resources References	**Description**
Attorney General Opinion	104 Ops.Cal.Atty.Gen. 66 (2021)
Attorney General Opinion	101 Ops.Cal.Atty.Gen. 92 (2018)
Attorney General Opinion	78 Ops.Cal.Atty.Gen. 297 (1995)
Attorney General Opinion	89 Ops.Cal.Atty.Gen. 166 (2006)
Attorney General Opinion	80 Ops.Cal.Atty.Gen. 52 (1997)
CA Department of Education Publication	California School Accounting Manual
	Student v. Horizon Instructional Systems Charter School, (2012) OAH Case No. CA Office of Administrative Hearings Decisions 2011060763
	Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 20-01, California Department of Education Publication
	July 23, 2020
California Dept. of Pesticide Reg. Publication	School District Integrated Pest Management Plan Template
California Interscholastic Federation Publication	Pursuing Victory with Honor, 1999
Court Decision	Ridgecrest Charter School v. Sierra Sands Unified School District, (2005) 130 Cal.App.4th 986
CSBA Publication	Charter Schools: A Guide for Governance Teams, rev. 2016
CSBA Publication	Charter Schools in Focus, Issue 2: Ensuring Effective Oversight, Governance Brief, October 2017
CSBA Publication	Uncharted Waters: Recommendations for Prioritizing Student Achievement and Effective Governance in California's Charter Schools, September 2018
U.S. DOE Guidance	Charter Schools Program: Title V, Part B of the ESEA, Nonregulatory Guidance, January 2014
Website	U.S. Department of Agriculture - https://simbli.eboardsolutions.com/SU/RslshJVkZjGiBHO8TX9tA3tqQ==
Website	National Suicide Prevention Lifeline - https://simbli.eboardsolutions.com/SU/yAd89LtBVSlNaH2aImpg2Q==
Website	National Domestic Violence Hotline - https://simbli.eboardsolutions.com/SU/d1fBFpjoslsh4vvBXfU68zMWg==
Website	California State Teachers Retirement System - https://simbli.eboardsolutions.com/SU/dDkW9gdO2YplusqCVo1qG2vslshw==
Website	California Public Employees Retirement System - https://simbli.eboardsolutions.com/SU/BtrWsDRenb5z2ZZethXOCw==
Website	California Department of General Services, Office of Administrative Hearings https://simbli.eboardsolutions.com/SU/hkXUvTmkSbRSTIh3V79tXg==
Website	California Commission on Teacher Credentialing - https://simbli.eboardsolutions.com/SU/Eg0pluss7NDrgK1KmPo9MgqplusA==
Website	California Commission on Peace Officer Standards and Training https://simbli.eboardsolutions.com/SU/T42f3sLyPlGPzJCTWmplusqxA==
Website	California Bureau of Security and Investigative Services - https://simbli.eboardsolutions.com/SU/7cVjGFeMAXplusS8IdHUhceYQ==
Website	California State Controller - https://simbli.eboardsolutions.com/SU/P16GQ6rhv8osIqGWIi7phA==

Website	California Department of Pesticide Regulation - https://simbli.eboardsolutions.com/SU/oAOBdjd0jGZedpcK5jhJiw==
Website	California Student Aid Commission - https://simbli.eboardsolutions.com/SU/YTrTI0NffiZjZQWhb3fewg==
Website	National Association of Charter School Authorizers - https://simbli.eboardsolutions.com/SU/9nzhOG5X2VVH42kMJnO6kg==
Website	California Charter Schools Association - https://simbli.eboardsolutions.com/SU/aplushtDM8pluszN2tpwTckx11kA==
Website	California Department of Education, Charter Schools - https://simbli.eboardsolutions.com/SU/PdGgkCs2YZ3fwPslshslshoGe7iQ==
Website	California Interscholastic Federation - https://simbli.eboardsolutions.com/SU/QthhhDMKplusJ3akAI8GRP72g==
Website	California Office of the Attorney General - https://simbli.eboardsolutions.com/SU/5qNslsh5DoKuytasYcv9khGiA==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	U.S. Department of Education - https://simbli.eboardsolutions.com/SU/XcSsJimoslsh3XhJKy4tplus7wplusA==

Exhibit (PDF) 0420.41-E PDF(1): Charter School Oversight

Status: ADOPTED

Original Adopted Date: 09/24/2019

See PDF on the next page.

REQUIREMENTS FOR CHARTER SCHOOLS

Charter schools are generally exempt from provisions of the Education Code unless they are expressly included in the law. However, charter schools are subject to the terms of their charters, any memorandum of understanding with their chartering authority, and other legal requirements including, but not limited to, requirements that each charter school:

1. Comply with the state and federal constitution and all applicable federal and state laws

2. Comply with the state Brown Act, the Fair Political Practices Act, and all other state laws thatspecifically apply to charter schools

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

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

5. Not charge tuition (Education Code 47605)

6. Not charge student fees for any activity that is an integral component of the educational program,except as authorized by those Education Code provisions that explicitly apply to charter schools

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

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

9. Serve students with disabilities in the same manner as such students are served in other publicschools (Education Code s 47646, 56145)

10. Admit all students who wish to attend the school, according to the following criteria andprocedures:

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

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

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

~~e. Other admissions preferences may be established on an individual school basis as consistent withlaw.~~

~~11. If the school offers a kindergarten program, offer a transitional kindergarten program to eligiblestudents who do not yet meet the age criterion for entry into kindergarten (Education Code 48000)~~

~~12. Require its teachers to hold a Commission on Teacher Credentialing certificate, permit, or otherdocument equivalent to that which a teacher in other public schools would be required to hold (Education Code 47605)~~

~~13. Require its teachers of core academic subjects to satisfy requirements for "highly qualifiedteachers" as defined by the State Board of Education (SBE) (20 USC 6319; 34 CFR 300.18)~~

~~14. Not hire any person, in either a certificated or classified position, who has been convicted of aviolent or serious felony except as otherwise provided by law (Education Code 44830.1, 45122.1)~~

~~15. Meet the requirements of Education Code 47611 regarding the State Teachers' Retirement System (Education Code 47610)~~

~~16. Meet the requirements of Government Code sections 3540-3549.3 related to collective bargainingin public education employment (Education Code 47611.5)~~

~~17. If applicable, meet federal requirements for qualifications of paraprofessionals working inprograms supported by Title I funds (20 USC 6319)~~

~~18. Meet all statewide standards and conduct the student assessments required by Education Code60605 and 60851, and any other statewide standards or assessments applicable to noncharter public schools (Education Code 47605, 47612.5)~~

~~19. Offer at least the number of instructional minutes set forth in Education Code 47612.5 for the grade levels provided by the charter school (Education Code 47612.5)~~

~~20. Meet the requirements of Education Code sections 51745-51749.3 if it provides independent study,except that it may be allowed to offer courses required for graduation solely through independent study as an exception to Education Code section 51745(e) (Education Code47612.5, 51747.3; 5 CCR 11705)~~

~~21. Identify and report to the Superintendent of Public Instruction (SPI) any portion of its average dailyattendance that is generated through nonclassroom-based instruction, including, but not limited to, independent study, home study, work study, and distance and computer-based education (Education Code 47612.5, 47634.2; 5 CCR 11963.2)~~

~~22. On a regular basis, consult with parents/guardians and teachers regarding the school's educationalprograms (Education Code 47605)~~

~~23. Provide students the right to exercise freedom of speech and of the press including, but not limitedto, the use of bulletin boards; the distribution of printed materials or petitions; the wearing of buttons, badges, and other insignia; and the right of expression in official publications (Education Code 48907, 48950)~~

~~24. Maintain written contemporaneous records that document all student attendance and make theserecords available for audit and inspection (Education Code 47612.5)~~

~~25. If a student subject to compulsory full-time education is expelled or leaves the charter schoolwithout graduating or completing the school year for any reason, notify the Superintendent of the school district of the student's last known address within 30 days and, upon request, provide that district with a copy of the student's cumulative record, including a transcript of grades or report card, and health information (Education Code 47605)~~

~~26. Comply with the California Building Standards Code as adopted and enforced by the local buildingenforcement agency with jurisdiction over the area in which the charter school is located, unless the charter school facility meets either of the following conditions: (Education Code 47610, 47610.5)~~

~~a. The facility complies with the Field Act pursuant to Education Code 17280-17317 and 17365-17374.~~

~~b. The facility is exclusively owned or controlled by an entity that is not subject to the CaliforniaBuilding Standards Code, including, but not limited to, the federal government.~~

~~27. Promptly respond to all reasonable inquiries from the district, the county office of education, or theSPI, including, but not limited to, inquiries regarding its financial records (Education Code 47604.3)~~

~~28. Annually prepare and submit financial reports to the Board and the County Superintendent ofSchools in accordance with the following reporting cycle:~~

~~a. By July 1, a preliminary budget for the current fiscal year. For a charter school in its first year of operation, financial statements submitted with the charter petition pursuant to Education Code 47605(g) will satisfy this requirement. (Education Code 47604.33)~~

~~b. By December 15, an interim financial report for the current fiscal year reflecting changes through October 31. (Education Code 47604.33)~~

~~c. By March 15, a second interim financial report for the current fiscal year reflecting changes through January 31. (Education Code 47604.33)~~

~~d. By September 15, a final unaudited report for the full prior year. The report submitted to the Boardshall include an annual statement of all the charter school's receipts and expenditures for the preceding fiscal year. (Education Code 42100, 47604.33)~~

~~e. By December 15, a copy of the charter school's annual, independent financial audit report for thepreceding fiscal year, unless the charter school's audit is encompassed in the district's audit. The audit report shall also be submitted to the state Controller and the California Department of Education. (Education Code 47605)~~

~~Policy SAN JUAN UNIFIED SCHOOL DISTRICT~~

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

Governance

1. Comply with the Ralph M. Brown Act (Government Code sections 54950-54963), California Public Records Act (Government Code sections 6250-6270), conflict of interest laws (Government Code sections 1090-1099), and Political Reform Act (Government Code sections 81000-91014), including the adoption of a conflict of interest code pursuant to Government Code 87300 (Education Code section 47604.1)

2. Except as otherwise authorized by Government Code section 54954, hold the meetings of its governing body within the physical boundaries of the county in which the charter school is located or, if a nonclassroom-based charter school that does not have a facility or operates one or more resource centers, hold governing body meetings within the physical boundaries of the county in which the greatest number of students enrolled in the charter school reside. In addition, a two-way teleconference location shall be established at the school site and/or resource center, as applicable. (Education Code section 47604.1)

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

Operations

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

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

Admission/Enrollment

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

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

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

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

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

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

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

c. Other admission preferences may be permitted by the b~~B~~oard of the district on an individual school basis consistent with law. (Education Code section 47605)

10. Not discourage a student from enrolling or seeking to enroll in the charter school, nor encourage a current student from disenrolling, for any reason, including, but not limited to, the student's academic performance, nationality, race, ethnicity, or sexual orientation or because the student is a student with disabilities, academically low achieving, an English learner, neglected or delinquent, homeless, economically disadvantaged, or a foster youth. The charter school shall not request or require a student's records to be submitted before enrollment. The charter school shall post on its web site the California Department of Education's (CDE) notice of these requirements and shall provide the notice to parents/guardians or students age 18 and older when the parent/guardian or student inquires about enrollment, before conducting an enrollment lottery, and before disenrollment of a student. (Education Code section 47605)

11. Comply with the requirements of Education Code sections 48850-48859 regarding enrollment, identification, and placement of homeless children and unaccompanied youth (Education Code sections 48850, 48851, 48852.5, 48852.6; 42 USC 11431-11435)

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

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

Nondiscrimination

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

15. Adopt policy that is consistent with the model policy developed by the California Attorney General addressing the charter school's response to immigration enforcement, notify parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, prohibit the collection of information or documents regarding the immigration status of students or their family members, and fulfill other requirements of Education Code section 234.7

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

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

18. Provide specified accommodations to pregnant and parenting students, including, but not limited to, the provision of parental leave and reasonable accommodations on campus to a lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding. The charter school shall notify pregnant and parenting students and parents/guardians of the rights and options available to pregnant and parenting students. (Education Code sections 222, 222.5, 46015)

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

Tuition and Fees

20. Not charge tuition (Education Code section 47605)

21. Not charge student fees for any activity that is an integral component of the educational program, except as authorized by those Education Code provisions that explicitly apply to charter schools

22. Not bill, nor take any negative action against, a student or former student for a debt owed to the charter school. The school shall provide an itemized invoice for any amount owed by the parent/guardian on behalf of a student or former student before pursuing payment of the debt and shall provide a receipt to the parent/guardian for each payment made to the school. (Education Code section 49014)

School Plans

23. Adopt a local control and accountability plan (LCAP) and update the plan by July 1 each year, after holding a public hearing, consulting with specified stakeholders, and using the template adopted by the State Board of Education (SBE). As part of the LCAP adoption and annual update to the LCAP, the governing body of the charter school shall separately adopt a local control funding formula budget overview for parents/guardians, based on the template developed by the SBE. (Education Code sections 47604.33, 47606.5, 52064, 52064.1)

24. If the charter school applies for federal and/or state categorical program funding through the state's consolidated application, establish a school site council to develop and annually review a school plan for student achievement, unless the school chooses to use its LCAP for this purpose (Education Code sections 6400064001, 65000-65001)

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

26. Develop a transportation safety plan that includes procedures to ensure that a student is not left unattended on a school bus, student activity bus, youth bus, or child care motor vehicle and procedures for designating an adult chaperone, other than the driver, to accompany students on a school activity bus. In addition, ensure that each school bus, student activity bus, youth bus, or child care motor vehicle is equipped with a child safety alert system that requires the driver to either manually contact or scan the device, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting, unless the student activity bus is exempted by law. (Education Code section 39831.3; Vehicle Code section 28160)

Curriculum and Instruction

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

28. If the charter school offers a kindergarten program, also offer a transitional kindergarten (TK) program to students in accordance with Education Code section 48000

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

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

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

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

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

34. If the charter school is planning to hold a college or career fair, the charter school shall notify each apprenticeship program in the same county as the charter school with the planned date, time, and location of the fair (Labor Code section 3074.2)

35. If the charter school provides independent study, meet the requirements of Education Code sections 51745-51749.6, except that the school may offer courses required for graduation solely through independent study as an exception to Education Code section 51745(e) (Education Code sections 47612.5, 51747.3; 5 CCR 11705)

36. Develop a plan for offering independent study to affected students pursuant to Education Code section 46393 if the governing body of the charter school submits an affidavit pursuant to Education Code section 46392 necessitated by an emergency condition that resulted in a school closure (Education Code sections 46392, 46393)

37. Accept and provide full or partial credit for coursework satisfactorily completed by a foster youth, homeless student, former juvenile court school student, child of a military family, migrant student, or a student participating in a newcomer program while attending another school (Education Code section 51225.2)

38. Meet all statewide standards and conduct any statewide assessments applicable to noncharter public schools (Education Code sections 47605, 47612.5, 60605)

Special Education

39. Provide assistive technology devices in a student's home or other settings if the individualized education program team determines that such access is necessary. The charter school shall also provide an assistive technology device or comparable device to a student who enrolls in another local educational agency, for two months after the student leaves the charter school or until alternative arrangements can be made, whichever occurs first. (Education Code section 56040.3)

40. If the charter school is an independent member of a special education local plan area and has a master contract with a nonpublic, nonsectarian school:

a. Pay the full amount of the tuition or fees for students with disabilities enrolled in programs or services provided pursuant to that contract (Education Code section 56365)

~~a.~~b. Conduct at least one onsite visit to the nonpublic, nonsectarian school prior to a student's placement and at least once each school year (Education Code section 56366.1)

High School Graduation

41. Exempt a foster youth, homeless student, former juvenile court school student, child of a military family, or migrant student who transfers between schools after the second year of high school, or a student participating in a newcomer program for newly immigrant students in grades 11-12, from any of the charter school's graduation requirements that exceed state requirements, unless the charter school determines that the student is reasonably able to complete the requirements by the end of the fourth year of high school (Education Code sections 51225.1, 51225.2)

42. Grant a high school diploma to any student who completed grade 12 in the 2003-04 through 2014-15 schoolyear and met all applicable graduation requirements other than the passage of the high school exit examination (Education Code section 51413)

43. Require students to meet the state minimum course requirements for graduation as specified in Education Code section 51225.3, as well as any additional graduation requirements required by the governing body (Education Code section 51225.3)

Student Expression

44. Allow a student to wear traditional tribal regalia or recognized objects of religious or cultural significance as an adornment at school graduation ceremonies, unless the charter school determines that an item is likely to cause a substantial disruption of, or material interference with, the ceremony (Education Code section 35183.1)

45. Provide students the right to exercise freedom of speech and of the press including, but not limited to, the use of bulletin boards; the distribution of printed materials or petitions; the wearing of buttons, badges, and other insignia; and the right of expression in official publications (Education Code sections 48907, 48950)

Staffing

46. Require its teachers to hold a certificate, permit, or other document issued by the Commission on Teacher Credentialing (CTC) as required for the teacher's certificated assignment. Teachers employed by the charter school during the 2019-20 school year shall have until July 1, 2025 to obtain the required certificate required. (Education Code sections 47605, 47605.4)

47. If the charter school offers TK, require credentialed teachers first assigned to a TK class to meet one of three specified criteria establishing qualification for the position

by August 1, 2023, and to maintain adult to student ratios as specified in Education Code section 48000 (Education Code section48000)

48. Review potential misassignments and vacant positions in the charter school, including data from CTC, respond to the County Superintendent of Schools when necessary to show that an employee is legally authorized for an assignment, and correct any misassignments if notified by the County Superintendent that an assignment is not legally authorized (Education Code section44258.9)

49. Not hire any person who has been convicted of a violent or serious felony except as otherwise provided bylaw, and, if the charter school contracts with an entity for specified services, verify that any employee of that entity who interacts with students outside of the immediate supervision and control of the student's parent/guardian or a school employee has a valid criminal records summary, unless an exception applies (Education Code sections 44830.1, 45122.1, 45125.1)

50. Report to CTC any change in a certificated employee's employment status (dismissal, nonreelection, resignation, suspension, unpaid administrative leave for more than 10 days, retirement, or other decision not to employ or reemploy) as a result of an allegation of misconduct or while an allegation of misconduct is pending (Education Code section 44030.5)

51. If the charter school chooses to make the state teachers' retirement plan and/or the public employees retirement system available to its employees, meet the requirements of Education Code section 47611 (Education Code section 47610)

52. Meet the requirements of Government Code sections 3540-3549.3 related to collective bargaining in public education employment (Education Code section 47611.5)

53. If the charter school employs security officers and/or security officers work on the charter school campus, provide the latest course of training developed by the Bureau of Security and Investigative Services of the
Department of Consumer Affairs in consultation with the Commission on Peace Officer Standards and
Training, as specified (Education Code section 38001.5; Business and Professions Code section 7583.45)

Parent/Guardian Involvement

54. On a regular basis, consult with parents/guardians and teachers regarding the charter school's educational programs (Education Code section 47605)

55. Notify parents/guardians of applicant students and currently enrolled students that parental involvement is not a requirement for acceptance to, or continued enrollment at, the charter school (Education Code section 47605)

56. If 15 percent or more of the students at the charter school speak a single primary language other than English, provide all notices, reports, statements, or records sent to

parents/guardians in English and in the primary language (Education Code section 48985)

Nutrition

57. Provide breakfast and/or lunch free of charge during each school day to students requesting a meal regardless of the student's free or reduced-price meal eligibility. If the charter school participates in the National School Lunch Program and School Breakfast Program and is a very high poverty school, as defined, the charter school shall apply to operate a federal universal meal service provision, and upon approval, apply such service (Education Code sections 49501.5, 49564.3)

58. Not promote any food or beverage during the school day that does not comply with state nutritional standards pursuant to Education Code sections 49430-49434, and not participate in a corporate incentive program that offers free or discounted non-nutritious foods or beverages as rewards for students who reach certain academic goals (Education Code section 49431.9)

Student Health

59. Adopt a policy on suicide prevention, intervention, and postvention for grades 7-12, and an age-appropriate policy for grades K-6, and review the policy at least every five years (Education Code section 215)

60. If the charter school serves grades 7-12 and issues student identification cards, print the telephone numbers of the National Suicide Prevention Lifeline and the National Domestic Violence Hotline on the identification cards (Education Code section 215.5)

61. Notify students and parents/guardians at least twice during the school year on how to initiate access to available student mental health services on campus or in the community (Education Code section 49428)

62. Provide annual training on child abuse and neglect reporting requirements to employees and persons working on the charter school's behalf who are mandated reporters, within the first six weeks of each school year or within six weeks of employment (Education Code section 44691)

63. If the charter school offers an athletic program, annually provide information sheets about concussions/head injuries and sudden cardiac arrest to athletes and their parents/guardians, which must be signed and returned to the school before the athlete initiates practice or competition. In the event that an athlete is suspected of sustaining a concussion or head injury, passes out, or faints during or immediately after participation in an athletic activity, the student shall be immediately removed from the activity for the remainder of the day and shall not be permitted to return to the activity until the student is evaluated by a licensed health care provider and receives written clearance to do so. (Education Code sections 33479-33479.5, 49475)

64. If the charter school offers an interscholastic athletic program, develop and post a written emergency action plan that describes procedures to be followed in the event of sudden cardiac arrest and other medical emergencies, acquire at least one automated

external defibrillator (AED) for the school, and make the AED available at on-campus athletic activities or events (Education Code sections 35179.4, 35179.6)

65. If the charter school sponsors or hosts an on-campus event in or around a swimming pool that is not part of an interscholastic athletic program, provide for the presence of at least one adult with a valid certification of cardiopulmonary resuscitation training throughout the duration of the event (Education Code section 35179.6)

66. Provide school nurses or other voluntary, trained personnel with emergency epinephrine auto-injectors of the type required pursuant to Education Code section 49414 (Education Code section 49414)

67. If the charter school chooses to make an opioid antagonist available to persons suffering, or reasonably believed to be suffering, from an opioid overdose, comply with the requirements of Education Code section 49414.3, including, but not limited to, providing training to personnel who volunteer to administer the opioid antagonist

Student Conduct/Discipline

68. Adopt a policy on bullying and cyberbullying prevention, post specified information on bullying and harassment prevention, and annually make CDE's online training module on bullying prevention available to school site certificated employees and other employees who have regular interaction with students (Education Code sections 234.4, 234.6, 32283.5)

69. Adopt and display a written policy on sexual harassment, include the policy as part of any orientation for new and continuing students, and post a poster notifying students of the policy (Education Code sections 231.5, 231.6)

70. Prohibit seclusion and behavioral restraint of students as a means of discipline, and only use such methods to control student behavior that poses a clear and present danger of serious physical harm to a student or others that cannot be immediately prevented by a less restrictive response (Education Code sections 49005-49006.4)

71. Neither recommend for expulsion a student in grades K-12 nor suspend a student in grades K-8 for disrupting school activities or otherwise willfully defying the authority of school personnel in the performance of their duties (Education Code section 48901.1)

72. Upon request, provide a student who is suspended for two or more days with the homework assigned during the period of suspension (Education Code sections 47606.2, 48913.5)

Student and Parent/Guardian Records

73. Not collect or solicit social security numbers or the last four digits of social security numbers from students or their parents/guardians unless otherwise required to do so by state or federal law (Education Code section 49076.7)

74. Upon written request, not include the directory information of a student or the personal information of a parent/guardian, as defined, in the minutes of a meeting of the governing body (Education Code section 49073.2)

75. If a student subject to compulsory full-time education is expelled or leaves the charter school without graduating or completing the school year for any reason, notify the s~~S~~uperintendent of the school district of the student's last known address within 30 days and, upon request, provide that district with a copy of the student's cumulative record, including a transcript of grades or report card, and health information (Education Code section 47605)

75. If the charter school serves high school students, submit to the Student Aid Commission (CSAC), for use in the Cal Grant program, the grade point average (GPA) of all students in grade 12 and verification of high school graduation or its equivalent for students who graduated in the prior academic year. However, such information shall not be submitted when students opt out or are permitted by the rules of CSAC to provide test scores in lieu of the GPA. (Education Code sections 69432.9, 69432.92)

77. Upon receipt of government-issued documentation of a change of name or gender or, if such documentation is not available, upon request in accordance with the procedure in Education Code section 49070, update, and reissue if requested, a former student's records to include the student's updated legal name or gender (Education Code sections 49062.5, 49070)

Facilities

78. Comply with the California Building Standards Code as adopted and enforced by the local building enforcement agency with jurisdiction over the area in which the charter school is located, unless the charter school facility meets either of the following conditions: (Education Code sections 47610, 47610.5)

a. The facility complies with the Field Act pursuant to Education Code sections 17280-17317 and 17365-17374.

b. The facility is exclusively owned or controlled by an entity that is not subject to the California Building Standards Code, including, but not limited to, the federal government.

79. If the charter school serves students in any of grades 6-12, stock the school's restrooms at all times with an adequate supply of menstrual products available and accessible free of cost in all women's restrooms, all gender restrooms, and in at least one men's restroom (Education Code section 35292.6)

Finance

80. Promptly respond to all reasonable inquiries from the district, the county office of education, or the
Superintendent of Public Instruction (SPI), including, but not limited to, inquiries regarding the charter school's financial records (Education Code section 47604.3)

81. Maintain written contemporaneous records that document all student attendance and make these records available for audit and inspection (Education Code section 47612.5)

82. Identify and report to the SPI any portion of the charter school's average daily attendance that is generated through nonclassroom-based instruction, including, but not limited to, independent study, home study, work study, and distance and computer-based education (Education Code sections 47612.5, 47634.2; 5 CCR 11963.2)

83. Annually prepare and submit financial reports to the b~~B~~oard and the County Superintendent in accordance with the following reporting cycle:

a. By July 1, a preliminary budget for the current fiscal year. For a charter school in its first year of operation, financial statements submitted with the charter petition pursuant to Education Code section 47605(g) will satisfy this requirement. (Education Code section 47604.33)

b. By December 15, an interim financial report for the current fiscal year reflecting changes through October 31. (Education Code section 47604.33)

c. By March 15, a second interim financial report for the current fiscal year reflecting changes through January 31. (Education Code section 47604.33)

d. By September 15, a final unaudited report for the full prior year. The report submitted to the b~~B~~oard shall include an annual statement of all the charter school's receipts and expenditures for the preceding fiscal year. (Education Code sections 42100, 47604.33)

e. By December 15, a copy of the charter school's annual, independent financial audit report for the preceding fiscal year, unless the charter school's audit is encompassed in the district's audit. The audit report shall also be submitted to the State Controller and CDE. (Education Code section 47605)

84. If the charter school receives state facilities funding pursuant to the Leroy F. Greene School Facilities Act(Education Code sections 17070.10-17079.30), annually report a detailed list of all expenditures of state funds, and of the school's matching funds for completed projects, and submit an audit of completed facilities projects within one year of project completion (Education Code section 41024)

Accountability

85. Annually adopt a school accountability report card (Education Code section 47612; California Constitution, Article 16, Section 8.5)

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

State References	Description
5 CCR 11700-11705	Independent study
5 CCR 11960-11969.10	Charter schools
5 CCR 4600-4670	Uniform complaint procedures
Bus. Code 7583.45	Training for security officers
CA Constitution Article 16, Section 8.5	Public finance; school accountability report card - https://simbli.eboardsolutions.com/SU/5WGQeQCplusFH2CpIOCVLEpzQ==
CA Constitution Article 9, Section 5	Common school system - https://simbli.eboardsolutions.com/SU/5LDHgacpLGqiftuxZapslshQg==
Corp. Code 5110-6910	Nonprofit public benefit corporations - https://simbli.eboardsolutions.com/SU/up9YZpTJb4gRf50Hwlslsh9Og==
Ed. Code 1006	Prohibition against school district employees serving on county board of education - https://simbli.eboardsolutions.com/SU/Qnj8IKKU84qMv8ZX5ZPu1w==
Ed. Code 17070.10-17079.30	Leroy F. Greene School Facilities Act - https://simbli.eboardsolutions.com/SU/fu4PsUtUAb4qYYOY9breHg==
Ed. Code 17280-17317	Field Act; approval of plans and supervision of construction
Ed. Code 17365-17374	Field Act; fitness for occupancy; liability of board members
Ed. Code 215	Suicide prevention policies
Ed. Code 215.5	Student identification cards; inclusion of safety hotlines
Ed. Code 220	Prohibition of discrimination
Ed. Code 221.61	Posting of Title IX information on web site
Ed. Code 221.9	Sex equity in competitive athletics
Ed. Code 222	Reasonable accommodations; lactating students
Ed. Code 222.5	Pregnant and parenting students; notification of rights
Ed. Code 231.5-231.6	Sexual harassment policy
Ed. Code 234.4	Mandated policy on bullying prevention
Ed. Code 234.6	Bullying and harassment prevention information
Ed. Code 234.7	Student protections relating to immigration and citizenship status
Ed. Code 32282	School safety plans
Ed. Code 32283.5	Bullying; online training
Ed. Code 33479-33479.9	The Eric Parades Sudden Cardiac Arrest Prevention Act
Ed. Code 35179.4-35179.6	Interscholastic athletic programs, safety; swimming pool safety that is not part of interscholastic athletic program
Ed. Code 35183.1	Graduation ceremonies; tribal regalia or recognized object of religious/cultural significance
Ed. Code 35292.6	Stocking of menstrual products
Ed. Code 35330	Field trips and excursions; student fees
Ed. Code 38001.5	Training for security officers
Ed. Code 38080-38086	School meals
Ed. Code 39831.3	Transportation safety plan
Ed. Code 39843	Disciplinary action against bus driver; report to Department of Motor Vehicles
Ed. Code 41024	Report of expenditure of state facility funds
Ed. Code 42100	Annual statement of receipts and expenditures

Ed. Code 44030.5	Reporting change in employment status due to alleged misconduct
Ed. Code 44237	Criminal record summary
Ed. Code 44258.9	Monitoring of teacher assignments
Ed. Code 44691	Information on detection of child abuse; annual training
Ed. Code 44830.1	Certificated employees; conviction of a violent or serious felony
Ed. Code 45122.1	Classified employees; conviction of a violent or serious felony
Ed. Code 45125.1	Criminal records summary; employees of contracting entity
Ed. Code 46015	Accommodations for pregnant and parenting students; parental leave
Ed. Code 46390-46393	Emergency average daily attendance
Ed. Code 47600-47616.7	Charter Schools Act of 1992
Ed. Code 47634.2	Nonclassroom-based instruction
Ed. Code 47640-47647	Special education funding for charter schools
Ed. Code 47651	Apportionment of funds; charter schools
Ed. Code 48000	Minimum age of admission for kindergarten; transitional kindergarten
Ed. Code 48010-48011	Minimum age of admission (first grade)
Ed. Code 48206.3-48208	Students with temporary disabilities; individual instruction
Ed. Code 48850-48859	Education of foster youth and homeless students
Ed. Code 48901.1	Suspension and expulsion; willful defiance
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations
Ed. Code 48913.5	Suspended students; homework assignments
Ed. Code 48950	Speech and other communication
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 49005-49006.4	Seclusion and restraint
Ed. Code 49011	Student fees
Ed. Code 49014	Public School Fair Debt Collection Act
Ed. Code 49061	Definitions, directory information
Ed. Code 49062.5	Student records, name or gender change
Ed. Code 49070	Challenging student records
Ed. Code 49073.2	Privacy of student and parent/guardian personal information; minutes of board meeting
Ed. Code 49076.7	Student records; data privacy; social security numbers
Ed. Code 49110	Authority to issue work permits
Ed. Code 49381	Human trafficking prevention
Ed. Code 49414	Epinephrine auto-injectors
Ed. Code 49414.3	Administration of opioid antagonist
Ed. Code 49428	Notification of mental health services
Ed. Code 49430-49434	The Pupil Nutrition, Health, and Achievement Act of 2001
Ed. Code 49431.9	Prohibition of advertisement of non-nutritious foods
Ed. Code 49475	Health and safety; concussions and head injuries
Ed. Code 49501.5	Free breakfast and lunch to all students
Ed. Code 49557.5	Child Hunger Prevention and Fair Treatment Act of 2017

Ed. Code 49564	Meals for needy students
Ed. Code 49564.3	Provision of federal universal meal service
Ed. Code 49700-49701	Education of children of military families
Ed. Code 51224.7	Mathematics placement policy
Ed. Code 51225.1-51225.2	Exemption from local graduation requirements; acceptance of coursework
Ed. Code 51225.3	High school graduation requirements
Ed. Code 51225.6	Instruction in cardiopulmonary resuscitation
Ed. Code 51225.7-51225.8	Completion and submission of the Free Application for Federal Student Aid and California Dream Act Application
Ed. Code 51413	Diploma of graduation without passage of high school exit examination
Ed. Code 51745-51749.6	Independent study
Ed. Code 51925-51929	Mandatory mental health education
Ed. Code 51930-51939	California Healthy Youth Act
Ed. Code 52052	Accountability; numerically significant student subgroups
Ed. Code 52060-52077	Local control and accountability plan
Ed. Code 52075	Uniform complaint procedures
Ed. Code 56026	Special education
Ed. Code 56040.3	Availability of assistive technology device
Ed. Code 56145-56146	Special education services in charter schools
Ed. Code 56365-56366.12	Nonpublic, nonsectarian schools
Ed. Code 60600-60648.5	Assessment of academic achievement
Ed. Code 64000	Categorical programs included in consolidated application
Ed. Code 64001	School plan for student achievement; consolidated application programs
Ed. Code 65000-65001	School site councils
Ed. Code 69432.9-69432.92	Cal Grant program; notification of grade point average and high school graduation
Gov. Code 1090-1099	Prohibitions applicable to specified officers
Gov. Code 3540-3549.3	Educational Employment Relations Act
Gov. Code 3555-3559	Public employee communication, information and orientation
Gov. Code 54950-54963	The Ralph M. Brown Act
Gov. Code 6250-6270	California Public Records Act
Gov. Code 81000-91014	Political Reform Act of 1974
H&S Code 104420	Tobacco Use Prevention Education grant program
H&S Code 104559	Tobacco-free schools
Lab. Code 1198.5	Personnel records related to performance and grievance
Lab. Code 3074.2	Notice of college and career fairs
Pen. Code 1192.7	Definition of serious felony
Pen. Code 667.5	Definition of violent felony
Veh. Code 28160	Child safety alert system

Federal References	**Description**

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

Management Resources References	**Description**
Attorney General Opinion	104 Ops.Cal.Atty.Gen. 66 (2021)
Attorney General Opinion	101 Ops.Cal.Atty.Gen. 92 (2018)
Attorney General Opinion	78 Ops.Cal.Atty.Gen. 297 (1995)
Attorney General Opinion	89 Ops.Cal.Atty.Gen. 166 (2006)
Attorney General Opinion	80 Ops.Cal.Atty.Gen. 52 (1997)
CA Department of Education Publication	California School Accounting Manual
	Student v. Horizon Instructional Systems Charter School, (2012) OAH Case No. 2011060763
CA Office of Administrative Hearings Decisions	Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 20-01, July 23, 2020
California Department of Education Publication	
California Dept. of Pesticide Reg. Publication	School District Integrated Pest Management Plan Template
California Interscholastic Federation Publication	Pursuing Victory with Honor, 1999
	Ridgecrest Charter School v. Sierra Sands Unified School District, (2005) 130 Cal.App.4th 986
Court Decision	
CSBA Publication	Charter Schools: A Guide for Governance Teams, rev. 2016
CSBA Publication	Charter Schools in Focus, Issue 2: Ensuring Effective Oversight, Governance Brief, October 2017
CSBA Publication	Uncharted Waters: Recommendations for Prioritizing Student Achievement and Effective Governance in California's Charter Schools, September 2018
U.S. DOE Guidance	Charter Schools Program: Title V, Part B of the ESEA, Nonregulatory Guidance, January 2014
Website	U.S. Department of Agriculture - https://simbli.eboardsolutions.com/SU/RslshJVkZjGiBHO8TX9tA3tqQ==
Website https://simbli.eboardsolutions.com/SU/yAd89LtBVSlNaH2aImpg2Q==	National Suicide Prevention Lifeline -

National Domestic Violence Hotline - Website https://simbli.eboardsolutions.com/SU/d1fBFpjoslsh4vvBXfU68zMWg==

California State Teachers Retirement System - Website https://simbli.eboardsolutions.com/SU/dDkW9gdO2YplusqCVo1qG2vslshw==

California Public Employees Retirement System - Website

https://simbli.eboardsolutions.com/SU/BtrWsDRenb5z2ZZethXOCw==

California Department of General Services, Office of Administrative Hearings - Website https://simbli.eboardsolutions.com/SU/hkXUvTmkSbRSTIh3V79tXg==

California Commission on Teacher Credentialing - Website https://simbli.eboardsolutions.com/SU/Eg0pluss7NDrgK1KmPo9MgqplusA==

California Commission on Peace Officer Standards and Training - Website

https://simbli.eboardsolutions.com/SU/T42f3sLyPlGPzJCTWmplusqxA==

California Bureau of Security and Investigative Services - Website https://simbli.eboardsolutions.com/SU/7cVjGFeMAXplusS8IdHUhceYQ==

California State Controller - Website https://simbli.eboardsolutions.com/SU/P16GQ6rhv8osIqGWIi7phA==

California Department of Pesticide Regulation - Website https://simbli.eboardsolutions.com/SU/oAOBdjd0jGZedpcK5jhJiw==

California Student Aid Commission - Website https://simbli.eboardsolutions.com/SU/YTrTI0NffiZjZQWhb3fewg==

National Association of Charter School Authorizers - Website

https://simbli.eboardsolutions.com/SU/9nzhOG5X2VVH42kMJnO6kg==

California Charter Schools Association - Website https://simbli.eboardsolutions.com/SU/aplushtDM8pluszN2tpwTckx11kA==

California Department of Education, Charter Schools - Website

https://simbli.eboardsolutions.com/SU/PdGgkCs2YZ3fwPslshslshoGe7iQ==

California Interscholastic Federation - Website

https://simbli.eboardsolutions.com/SU/QthhhDMKplusJ3akAI8GRP72g==

California Office of the Attorney General - Website https://simbli.eboardsolutions.com/SU/5qNslsh5DoKuytasYcv9khGiA==

CSBA - Website https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

U.S. Department of Education - Website

https://simbli.eboardsolutions.com/SU/XcSsJimoslsh3XhJKy4tplus7wplusA==

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: G-6

MEETING DATE: 10/11/2022

SUBJECT: New Member to the Community Advisory Committee (CAC) for Special Education

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

DEPARTMENT: Special Education

ACTION REQUESTED:
The superintendent is recommending that the board approve the following member to the CAC for Special Education: David Martasian.

RATIONALE/BACKGROUND:
The Board of Education approves members of the CAC for Special Education in accordance with Education Code sections 56190-56193. The committee bylaws specify that the membership shall represent parents, staff and the community.

BOARD COMMITTEE ACTION/COMMENT:
N/A

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 10/03/2022

FISCAL IMPACT:
Current Budget: $ N/A
Additional Budget: $ N/A
Funding Source: N/A

LCAP/STRATEGIC PLAN:
Goal: N/A Focus: N/A
Action: N/A
Strategic Plan: N/A

PREPARED BY: Vanessa Adolphson, Director, Special Education

APPROVED BY: Debra Calvin, Ed.D., Assistant Superintendent, Educational Services DC
Melissa Bassanelli, Deputy Superintendent, Schools and Student Support MB
Kent Kern, Superintendent of Schools KK

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: G-7

MEETING DATE: 10/11/2022

SUBJECT: Amendment No. 1 to Maintenance Agreement Between West Coast Arborists Inc. and San Juan Unified School District

DEPARTMENT: Maintenance and Operations

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

ACTION REQUESTED:
The superintendent is recommending that the board approve amendment No. 1 to the maintenance agreement between West Coast Arborists Inc. and San Juan Unified School District.

RATIONALE/BACKGROUND:
Due to the ongoing tree maintenance needs of the district, including immediate and ongoing maintenance to ensure safe conditions on the district's school sites, the district desires to modify certain terms of the agreement through this amendment.

ATTACHMENT(S):
A: West Coast Arborists Inc. Service Agreement, 07/01/2021
B: Amendment No. 1

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 10/03/2022

FISCAL IMPACT:
Current Budget: N/A
Additional Budget: N/A
Funding Source: General Fund
(Unrestricted Base, Supplemental, other restricted, etc.)
Current Year Only ☐ Ongoing: ☑

LCAP/STRATEGIC PLAN:
Goal: N/A Focus: N/A
Action: N/A

Strategic Plan: N/A

PREPARED BY: Colin Bross, Director, Maintenance and Operations CB

APPROVED BY: Frank Camarda, Chief Operations Officer
Kent Kern, Superintendent of Schools KK

PO 200504
Vendor 11654
PR 410004
Processed 6/22/21

AGREEMENT FOR MAINTENANCE

21-22

THIS AGREEMENT is made and entered into this 1 day of July , 2021 ("Contract"), by and between West Coast Arborists, Inc ("Contractor") and San Juan Unified School District ("District"). Contractor and District may be referred to herein individually as a "Party" or collectively as the "Parties."

1. **Services.** At the request of the District, the Contractor shall perform, and furnish to the District the following maintenance services ("Services" or "Work"): **Tree Maintenance Services. Maintenance Services as described in more detail in *Exhibit A* attached hereto and incorporated herein. Services shall be performed in accordance with the Specifications included in *Exhibit A*.**

   The Contractor is required to possess the following State of California Contractor Licenses, to be active and good standing throughout the term of the Contract:

   - **C-27 – Landscaping Contractor**
   - **C-61 - D-49 – Tree Servicing Contractor**
   - **International Society of Arboriculture Certified Arborist**

2. **Payment.** For services satisfactorily performed, District shall make payment to Contractor after receipt of properly documented and submitted applications for payment. Payment for the Work shall be made in accordance with the Terms and Conditions attached hereto and not to exceed **$100,000.00** (One Hundred Thousand Dollars & 00/100)
   The District shall pay to the Contractor as full consideration for the faithful performance of the Contract, subject to any additions or deductions as provided in the Contract Documents, the unit price amounts stipulated in the Bid Form submitted by Contractor.

3. **Site.** Contractor shall perform the Work at the District's facilities ("Premises" or "Site(s)") indicated in the site map attached to the Scope of Work included in this Contract.
   The Project is the scope of Work performed at the Site(s).

4. **Contract Term.** All Work shall be diligently performed by Contractor as required or requested by District during a period of twelve (12) months from the date of the District's governing board's approval of this Contract ("Term").

5. **Insurance.**
   a. **Insurance:** Contractor shall have and maintain in force during the term of this Contract, with the minimum indicated limits, the following insurance:

Commercial General Liability, with Products and Completed Operations Coverage	$ 1,000,000 per occurrence; $ 1,000,000 aggregate
Automobile Liability, Any Auto, Combined Single Limit	$ 1,000,000 per occurrence; $ 1,000,000 aggregate
Workers Compensation	Statutory limits pursuant to State law
Employers' Liability	$1,000,000

Contractor shall provide to the District certificate(s) of insurance and endorsements satisfactory to the District within ten (10) days after receipt of the notice of intent to award. The policy(ies) shall not be amended or modified and the coverage amounts shall not be reduced without thirty (30) days written notice to the District prior to cancellation. Except for worker's compensation insurance, the District, the Architect, and the Project Manager shall be named as an additional insured on all policies. Contractor's policy(ies) shall be primary; any insurance carried by the District shall only be secondary and supplemental. Contractor shall not allow any subcontractor, employee, or agent to commence Work on this Contract or any subcontract until the insurance required of Contractor, subcontractor, or agent has been obtained.

5. **Project Oversight.** Inspection and acceptance of the Work shall be performed by the District and/or the individual(s) retained by the District in accordance with title 24 of the California Code of Regulations to monitor and inspect the Project ("Project Inspector"), and/or architect(s) for the District, and/or construction / project managers for the District.

6. **Terms & Conditions.** The Contractor agrees to comply with the Terms and Conditions attached hereto and incorporated herein.

7. **Contract Documents.** The following documents (as indicated) are incorporated by reference into the Contract (the "Contract Documents"):

__X__ Instruction to Bidders

__X__ Notice to Bidders

__X__ Bid Form

__X__ Agreement

__X__ Terms and Conditions to Contract

__X__ Iran Contracting Act Certification, if required by law

__X__ Sufficient Funds Declaration

__X__ Fingerprinting Notice and Acknowledgement

__X__ Exhibit A ("Scope of Work")

__X__ Specifications

__X__ Non-Collusion and Sublist

__X__ Guarantee Form

__X__ Other: Attachment A

ACCEPTED AND AGREED on the date indicated below. By signing this Contract, Contractor certifies, under penalty of perjury, that all the information provided in the Contract Documents is true, complete, and correct:

Dated: June 15, , 2021

San Juan
Unified School District

By: Frank Camarda

Print Name: Frank Camarda

Print Title: Assistant Superintendent Fac.

Dated: June 8 , 2021

SIGN HERE *West Coast Arborists, Inc.*

By:

Print Name: Patrick Mahoney

Print Title: President

Information regarding Contractor:

Type of Business Entity:
____ Individual
____ Sole Proprietorship
____ Partnership
____ Limited Partnership
__x__ Corporation
____ Limited Liability Company
____ Other: _____

95-3250682
Employer Identification and/or Social Security Number

NOTE: United States Code, title 26, sections 6041 and 6109 require non-corporate recipients of $600.00 or more to furnish their taxpayer identification number to the payer. The United States Code also provides that a penalty may be imposed for failure to furnish the taxpayer identification number. In order to comply with these rules, the District requires your federal tax identification number or Social Security number, whichever is applicable.

APPROVED
By N.Perrine at 10:33 am, Jun 11, 2021

AMENDMENT TO AGREEMENT FOR MAINTENANCE

This Amendment to Agreement for Maintenance ("Amendment") is between WEST COAST ARBORISTS, INC. ("Contractor") and SAN JUAN UNIFIED SCHOOL DISTRICT ("District").

Recitals

A. The Parties entered into the Agreement for Maintenance on July 1, 2021 (the "Agreement") based on bids for a per unit price to provide tree maintenance services as set forth in Exhibit A to the Agreement.

B. Due to the ongoing tree maintenance needs of the District, including immediate and ongoing maintenance to ensure safe conditions on the District's school sites, the District desires to modify certain terms of the Agreement through this Amendment.

Agreement

Accordingly, in consideration of the above, and for other good and valuable consideration between the parties, the Parties agree to amendment the Agreement as follows:

1. Section 2, Payment, the second sentence of this paragraph shall be modified as follows:

"Payment for the Work shall be made in accordance with the Terms and Conditions attached hereto and not to exceed $200,000.00.

2. Section 4, Contract Term, shall be modified as follows:

"All Work shall be diligently performed by Contract as required or requested by District during a period of twenty four (24) months from the date of the District's governing board's approval of this Contract ("Term").

3. This Amendment, along with the Agreement, sets for the entire contract between the Parties hereto and fully supersedes any and all prior agreements or understandings, written or oral, between the Parties hereto pertaining to the subject matter thereof. This contract may be modified only by a writing evidencing the Parties' mutual consent.

ACCEPTED AND AGREED on the date indicated below.

_____ Dated: _____

Patrick Mahoney
West Coast Arborists, Inc.

_____ Dated: _____

Frank Camarda
San Juan Unified School District

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: G-8

MEETING DATE: 10/11/2022

SUBJECT: 2022 High School Scholarship Award

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

DEPARTMENT: Division of Teaching and Learning

ACTION REQUESTED:
The superintendent is recommending that the board approve the 2022 High School Scholarship Award for San Juan High School.

RATIONALE/BACKGROUND:
Pursuant to Education Code section 44015 and Administrative Regulation 1150, expenses per individual award shall not exceed $200 unless expressly approved by the Governing Board.

San Juan High School: Ose Family Community Service Award – Autumn Bockmann

ATTACHMENT(S):
A: Ose Family Community Award Selection Criteria

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 10/03/2022

FISCAL IMPACT:
Current Budget: $ N/A
Additional Budget: $ N/A
Funding Source: $ N/A
Current Year Only ☒ Ongoing ☐

LCAP/STRATEGIC PLAN:
Goal: N/A Focus: N/A
Action: N/A
Strategic Plan: N/A

PREPARED BY: Kristan Schnepp, Assistant Superintendent, Secondary Education and Programs KS

APPROVED BY: Melissa Bassanelli, Deputy Superintendent, Schools and Student Support MB
Kent Kern, Superintendent of Schools KK

San Juan High School
Ose Family Community Award Selection Criteria

Eligibility Requirements/ Selection Criteria

- Be a senior at a public high school in the Elk Grove, San Juan, or Folsom Cordova Unified School Districts
- Demonstrate outstanding and sustained commitment to community service to one or more local non-profit organizations in the Sacramento region during their sophomore, junior, and senior years of high school
- Be accepted and plan to attend an accredited 2-year or 4-year college or university in the year following high school graduation
- Have a minimum cumulative 2.5 GPA
- Demonstrate good character and citizenship and
- Complete and submit the application form, including at least one letter of recommendation on the letterhead of a non-profit organization the student volunteered for and the student's high school transcript

List of Selection Committee Members

- Erica Kinsworthy
- Eustina Davis
- Manasa Kikau
- Amir Taheri
- Jim Walters

Name of the awardee, dollar amount, and reason

- Ose Family Scholarship Recipient: Autumn Bockmann- $1,000
- Autumn Bockmann has been selected for her outstanding and sustained commitment to community service during his/her sophomore, junior, and senior years. Her commitment to community service includes volunteering for the Citrus Heights Community Center, volunteering at her church, as well as for San Juan High School. She has participated in and volunteered her time towards our varsity volleyball, basketball, and softball teams, our ASB club, and the Girls club on campus. She was also selected as senior class president.

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: G-9

MEETING DATE: 10/11/2022

SUBJECT: Short-Term Intermediate Clerk Typist

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

DEPARTMENT: Human Resources

ACTION REQUESTED:
The superintendent is recommending that the board approve a short-term Intermediate Clerk Typist position at Sylvan Middle School. This position will run from October 11, 2022 until December 22, 2022.

RATIONALE/BACKGROUND:
California Education Code Section 45103 requires that before employing a short-term employee, the governing board of a school district, at a regularly scheduled board meeting, shall specify the service required to be performed by the employee pursuant to the definition of "classification" in subdivision (a) of Section 45101, and shall certify the ending date of the service.

Sylvan Middle School requires a short-term employee to fill behind a leave of absence taken by a permanent Intermediate Clerk Typist. This leave of absence began September 8, 2022 and will end on December 22, 2022.

ATTACHMENT(S):
N/A

BOARD COMMITTEE ACTION/COMMENT:
N/A

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 10/03/2022

FINANCIAL DATA:
N/A

PREPARED BY: Harold Giffin, Analyst, Human Resources

APPROVED BY: Paul Oropallo, Assistant Superintendent, Human Resources
Kent Kern, Superintendent of Schools

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: I-1

MEETING DATE: 10/11/2022

SUBJECT: Independent Study/Homeschool Update

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

DEPARTMENT: Division of Teaching and Learning

ACTION REQUESTED:
The superintendent is recommending that the board hear the report on Independent Study/Homeschool update.

RATIONALE/BACKGROUND:
The purpose of this presentation is to provide information on San Juan Unified School District's independent study and homeschool programs that are currently being offered for students in grades TK-12. Independent study serves as an alternative education program for students in grades TK-12 that addresses individual student needs and learning styles. The model allows students to complete their academics outside of the traditional classroom setting. Included in the presentation is an update on current enrollment numbers in each of the independent study programs, requirement updates imposed by AB 130 and how those requirements are being met, program highlights, what a typical student day in the independent study program looks like as well as next steps being taken to support the program.

ATTACHMENT(S):
A: Presentation

BOARD COMMITTEE ACTION/COMMENT:
N/A

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 10/03/2022
Curriculum, Standards, Instructional and Student Services Committee (C&S): 09/21/2022

FISCAL IMPACT:
Current Budget: $ N/A
Additional Budget: $ N/A
Funding Source: N/A
Current Year Only ☐ On-going ☐

LCAP/STRATEGIC PLAN:
Goal: N/A
Focus: N/A
Action: N/A

Strategic Plan: N/A

PREPARED BY: Kristan Schnepp, Assistant Superintendent, Secondary Education and Programs KS
Amberlee Townsend, Assistant Superintendent, Elementary Education and Programs AT

APPROVED BY: Melissa Bassanelli, Deputy Superintendent, Schools and Student Support MB
Kent Kern, Superintendent of Schools KK

Independent Study and Homeschool

San Juan Unified School District
Board of Education
October 11, 2022

Kristan Schnepp, Assistant Superintendent, Secondary Education and Programs
Amberlee Townsend, Assistant Superintendent, Elementary Education and Programs

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Review of Last Year's Assembly Bill (AB) 130 Independent Study Requirements

- School districts offer TK- 12 independent study for the 2021-2022 school year
- Synchronous instruction and daily live interaction
- Plans to track and monitor daily participation
- Re-engagement strategies for students who are absent for several days
- Curriculum, instructional minutes, and student-to-teacher ratios be equivalent to what is offered in-person
- Transition students back to in-person instruction within five instructional days

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Updates to Legislation for Independent Study Requirements for 2022-2023

Attendance

- Master agreement signed prior to starting in program
- Tiered re-engagement timelines
- Attendance calculations

Special Education

- Individualized decision made by the IEP team

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Student Enrollment Comparison

Elementary Independent Study		
Grade Level	2022-2023	2021-2022*
Transitional Kindergarten (TK)	2	6
Kindergarten	5	20
Grade 1	10	38
Grade 2	14	50
Grade 3	12	58
Grade 4	13	44
Grade 5	20	65
Total	79	281

* First year of implementation

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Student Enrollment Comparison

TK-8 Homeschool				
Grade Level	2022-2023	2021-2022	2020-2021	2019-2020
Transitional Kindergarten (TK)	2	3	17	1
Kindergarten	9	27	126	3
Grade 1	15	23	123	3
Grade 2	11	27	97	3
Grade 3	10	29	107	4
Grade 4	13	23	71	4
Grade 5	6	19	81	4
Grade 6	10	35	58	6
Grade 7	9	19	61	5
Grade 8	14	31	57	17
Total	99	236	798	50

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San Juan Unified School District

Student Enrollment Comparison

Secondary Independent Study				
Grade Level	2022-2023	2021-2022	2020-2021	2019-2020
Grade 6	17	26	N/A	N/A
Grade 7	14	43	N/A	N/A
Grade 8	24	49	N/A	N/A
Grade 9	15	34	35	8
Grade 10	20	46	74	18
Grade 11	35	61	106	64
Grade 12	61	96	39	73
Total	186	355	254	163

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San Juan Unified School District

Student Enrollment Comparison

Meraki Current Enrollment				
Grade Level	2022-2023	2021-2022	2020-2021	2019-2020
Grade 8	9	4	N/A	N/A
Grade 9	18	19	14	20
Grade 10	27	18	21	27
Grade 11	21	26	27	28
Grade 12	24	27	24	14
Total	99	94	86	89

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San Juan Unified School District



Secondary Highlights



El Sereno Grades 9-12

- Daily access to a math lab virtual or in person
- Access to Spanish world language

El Sereno Grades 6-8

- Access to content area teachers 1 hour a day, 4 days a week.
- After hours Teacher on Special Assignment (TOSA)

Meraki (8-12)

- 8th grade cohort
- Hybrid model
- Joint supports between El Sereno and Meraki in math
- Continued interest from families
- Strong family support community

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San Juan Unified School District

A Glimpse Into Independent Study with Teacher Tima Burgess

- Students
- Families
- Staff

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San Juan Unified School District







Elementary Program Highlights

TK-8 Homeschool

- Established staff has made start smooth for students and families
- Outside vendors for enhanced program offerings
- Access to daily synchronous instruction with teacher
- On demand access to advisory teacher
- New support class option for English Language Arts & math for students needing additional supports

TK-5 Independent Study

- Returning teachers enabled a smooth start for both new and returning families
- Summer Professional Development offerings for teachers specific to teaching students virtually
- Access to office hours with teacher, synchronous instruction daily
- Family orientation for families entering program

Combined Program Highlights

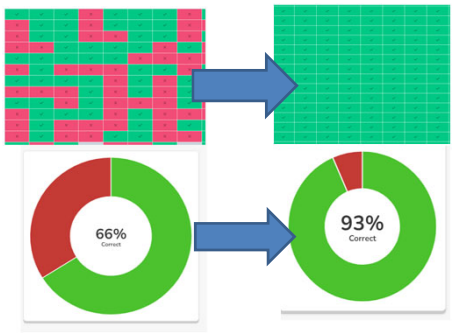
- Full time secretary to support both programs' students, families, and staff
- Dedicated office space for families to meet with teachers, admin, or secretary. Space for teachers to collaborate and work
- Part time administrator to support programmatical needs
- Aligned to legislation governing tiered re-engagement, attendance, and special education requirements

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San Juan Unified School District

A day in TK-5 Independent Study with teacher Julia Sagara





Each day, students have opportunities to:

Experience community with peers, actively engaging with the teacher and the class

Participate in asynchronous, individualized work time

1-1 teacher support in office hours

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San Juan Unified School District

TK-8 Homeschool Highlights



- Program began 6 years ago
- Steady growth with spike due to COVID-19
- Parent as teacher with advisory support
- Program alignment with AB 130 & updates
- Standards Based Curriculum supplemental curriculum offered
- New support class option for students struggling in math or reading

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San Juan Unified School District

A student's day in TK-8 Homeschool





Each day, students have an opportunity to:

Participate in synchronous instruction with the teacher and the class

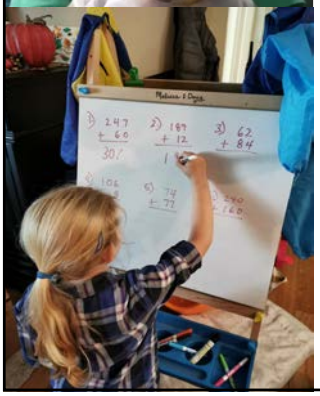
Participate in lessons or experiences designed by their parent or guardian supported by advisory teacher

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San Juan Unified School District

Next Steps





Continue	Support	Monitor and support
Continue to monitor waitlists and hire staff to meet enrollment needs as appropriate	Support teaching staff and students with curriculum, assessment and engagement	Monitor and support transition into and out of programs as needed
Elicit feedback on programs through student, family, and staff lenses	Support families with information about the programs and how to navigate requirements successfully	Monitor and support program changes based on feedback from students, staff, and families

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San Juan Unified School District

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: I-2

MEETING DATE: 10/11/2022

SUBJECT: Resolution No. 4041 Declaring the Importance of Secure Firearm Storage and Associated Preventative Measures

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

DEPARTMENT: Administration

ACTION REQUESTED:
The superintendent is recommending that the board adopt Resolution No. 4041 declaring the district's intent to publish an appropriate communication to parents and guardians explaining the importance of gun storage and legal obligations to protect minors from accessing stored guns as well as to continue working with agencies on this important topic.

RATIONALE/BACKGROUND:
State law requires the safe storage of firearms and recent legislation will require school districts to provide parents and guardians with an informative communication to help raise awareness starting with the 2023-24 school year. Given the prevalence of firearm use in acts of violence against schools and in our communities that originate from weapons obtained in the home, it is prudent to take action and issue an informative communication in the 2022-23 school year.

ATTACHMENT(S):
A: Resolution No. 4041

BOARD COMMITTEE ACTION/COMMENT:
N/A

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 10/03/2022

FISCAL IMPACT:
Current Budget: $ 0
Additional Budget: $ 0
Funding Source: N/A
(Unrestricted Base, Supplemental, other restricted, etc.)
Current Year Only ☐ On-going ☐

PREPARED BY: Trent Allen, APR, Chief of Staff TA

APPROVED BY: Kent Kern, Superintendent of Schools KK

SAN JUAN UNIFIED SCHOOL DISTRICT

Resolution No. 4041

RESOLUTION DECLARING THE IMPORTANCE OF SECURE FIREARM STORAGE AND ASSOCIATED PREVENTATIVE MEASURES TO INCREASE STUDENT, SCHOOL AND COMMUNITY SAFETY

WHEREAS, evidence strongly suggests that secure firearm storage is an essential component to any effective strategy to keep schools and students safe; and

WHEREAS, an estimated 4.6 million American children live in households with at least one loaded, unlocked firearm; and

WHEREAS, every year, nearly 350 children under the age of 18 unintentionally shoot themselves or someone else; and

WHEREAS, another 693 children die by gun suicide each year, most often using guns belonging to a family member; and

WHEREAS, in incidents of gun violence on school grounds, 90 percent of active shooters are current students or recent graduates, and 74 percent of shooters under the age of 18 obtained their guns from their own home, a relative's home, or from friends; and

WHEREAS, the U.S. Secret Service National Threat Assessment Center recommends the importance of appropriate storage of weapons because many school attackers used firearms acquired from their homes; and

WHEREAS, research shows that secure firearm storage practices are associated with up to an 85 percent reduction in the risk of self-inflicted and unintentional firearm injuries among children and teens; and

WHEREAS, keeping students, teachers and staff safe from the threat of gun violence should be the responsibility of adult stakeholders at each of our school sites; and

WHEREAS, state law imposes criminal penalties on adults when a child gains unsupervised access to unsecured stored firearms; and

WHEREAS, in order to continue with preventative measures to increase student and school safety we must act now.

NOW, THEREFORE BE IT RESOLVED, that the Superintendent of the San Juan Unified School District will create an appropriate communication to parents and guardians that explains the importance of secure gun storage and the legal obligations to protect minors from accessing irresponsibly stored guns, to be distributed during the 2022-23 school year and then annually in the district's Family Handbook.

BE IT FURTHER RESOLVED, that the Board of Education and Superintendent will continue to work with law enforcement agencies, health agencies and non-profits to collaborate and increase efforts to inform district parents of their obligations regarding secure storage of firearms in their homes.

PASSED AND ADOPTED by the San Juan Unified School District Board of Education at a meeting of the board held October 11, 2022 by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

I HEREBY CERTIFY that the foregoing resolution was duly and regularly introduced, passed and adopted by members of the Board of Education of the San Juan Unified School District, at a public meeting of the board held on October 11, 2022.

_____
Clerk, Board of Education

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: I-3

MEETING DATE: 10/11/2022

SUBJECT: Tentative Agreement with Teamsters Union, Local 150, and the San Juan Unified School District

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

DEPARTMENT: Labor Relations

ACTION REQUESTED:
The board is asked to discuss Teamsters Union, Local 150, tentative agreement with the San Juan Unified School District.

Action Anticipated: October 25, 2022

RATIONALE/BACKGROUND:
Statute requires that the public be made aware of the costs associated with a tentative collective bargaining agreement before it becomes binding on the district or county office of education. Government Code Section 3547.5 states:

"Before a public school employer enters into a written agreement with an exclusive representative covering matters within the scope of representation, the major provisions of the agreement, including, but not limited to, the costs that would be incurred by the public school employer under the agreement for the current and subsequent fiscal year, shall be disclosed at a public meeting of the public school employer in a format established for this purpose by the Superintendent of Public Instruction [G.C. 3547.5(a)]."

This tentative agreement is intended to be ratified by the Teamsters Union, Local 150, prior to the board action on 10/25/2022.

ATTACHMENT(S):
A: Tentative Agreement Between San Juan Unified School District (District) and the Teamsters Local No. 150 (Teamsters)
B: AB1200

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 10/03/2022

FISCAL IMPACT:
Current Budget: $ 0
Additional Budget: $ 1,159,114.55
Funding Source: Unrestricted Base
(Unrestricted Base, Supplemental, other restricted, etc.)
Current Year Only ☐ On-going ☒

LCAP/STRATEGIC PLAN:
Goal: N/A Focus: N/A
Action: N/A
Strategic Plan: N/A

FINANCIAL DATA:
In accordance with AB 1200 (Chapter 1213/1991), GC 3547.5, and CCR, Title V, Section 15449, Fiscal Services has prepared an analysis of the fiscal impact of the proposed agreement and has submitted it to the Sacramento County Office of Education. Costs to the General Fund

beginning each year for the Teamsters Union, Local 150, tentative collective bargaining agreement are: an ongoing increase of $793,661 in 2022-2023. An additional ongoing increase of $365,453.55 will take effect in 2023-2024.

PREPARED BY: Daniel Thigpen, Senior Director, Labor Relations DT

APPROVED BY: Kent Kern, Superintendent of Schools KK

ATTACHMENT A

Tentative Agreement

Between

San Juan Unified School District (District)

and the

Teamsters Local No. 150 (Teamsters)

September 27, 2022

Article 6: Salaries

This agreement concludes bargaining for Article 6 for the 2022-23 and 2023-24 school years.

1. **<u>2022-23 School Year:</u>**
    a. Effective July 1, 2022, bargaining unit classifications will be placed at ranges on the Transportation Unit Salary Schedule as outlined below:
        i. **Bus Attendant I: Range 19**
        ii. **Bus Attendant II: Range 20**
            1. Moving forward from the date of final ratification of this agreement, Bus Attendants (I and II) shall be guaranteed a minimum workday of 6.0 hours. This change will be incorporated into Article 5: Hours and Overtime following the next scheduled successor Collective Bargaining Agreement negotiations cycle.
        iii. **Van Driver: Range 22**
            1. New hires begin at Step 2.
        iv. **Bus Driver: Range 29**
            1. This makes permanent the salary range increase that went into effect through the July 6, 2022 Memorandum of Understanding "Staffing Support for District Bus Drivers."
            2. New hires begin at Step 4.
        v. **Junior Mechanic: Range 30**
        vi. **Operation Technician: Range 30**
        vii. **Delegated Behind-the-Wheel Trainer: Range 32**
        viii. **Lead Operations Technician: Range 33**
        ix. **School Bus Driver Instructor: Range 35**
        x. **Equipment Mechanic I: Range 42**
        xi. **Equipment Mechanic II: Range 43**
        xii. **Lead Equipment Mechanic: Range 44**

b. After salary ranges are adjusted as outlined above, all base salaries shall be increased by an additional 6.04%, effective July 1, 2022.
c. The new salary schedule will be reflected in members' pay no later than December 22, 2022.
d. The retroactive check for the salary schedules shall be paid no later than January 31, 2022.

2. **2023-24 School Year:**
   a. All 2023-24 base salary schedules shall be increased by a total of 4.5%, effective July 1, 2023.
      i. The parties agree to reopen Article 6 for bargaining when one or any combination of the following conditions are met:
         1. At the time of the State Adopted Budget for 2022-23, the Department of Finance projected a fully funded COLA for the 2023-24 school year in the amount of 5.38%. If the actual funded COLA is greater than 5.38%, or there is an increase to the LCFF that results in more than a 5.38% increase in funding to the district, and/or there is an ongoing increase from another source that results in an ongoing increase greater than 5.38%, the parties agree to reopen Article 6 for 2023-24 bargaining.
         2. The District will present to the Board of Education the 2022-23 Unaudited Actuals and a 2023-24 Revised Budget in September 2023. If revised estimated expenses result in ongoing, unrestricted and not previously encumbered dollars that are higher than projected in the June 2022 Adopted Budget, the parties agree to reopen Article 6 for 2023-24 bargaining.

Article 7: Fringe Benefits

1. Maintains previous benefits package.
   a. No increase to co-pay
   b. No increase to prescription costs

Additional ongoing investments to address bargaining unit needs: Effective beginning in the 2022-23 school year, the District shall budget approximately **$55,371** in ongoing, unrestricted funds to address needs within the bargaining unit, including but not limited to staffing, working conditions, and/or recruitment and retention.

1. This investment shall not be used for across-the-board increases to the Teamsters salary schedule.
2. The District and Teamsters shall negotiate the usage of this budget appropriation with the intent to reach agreement by December 1, 2022.

a. The parties agree to evaluate and discuss potential enhancements to Longevity Increments as part of these negotiations.

Daniel Thigpen 9-27-2022

Daniel Thigpen Date
Senior Director, Labor Relations
San Juan Unified School District

A Daurie 9/27/22

Alan Daurie Date
Business Representative
Teamsters Local No. 150

PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
in accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5

Name of School District:	San Juan Unified School District
Name of Bargaining Unit:	Teamsters
Certificated, Classified, Other:	Classified

The proposed agreement covers the period beginning: July 1, 2022 (date) and ending: June 30, 2024 (date)

The Governing Board will act upon this agreement on: October 25, 2022 (date)

Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.

A. Proposed Change in Compensation

	Bargaining Unit Compensation **All Funds - Combined**		**Fiscal Impact of Proposed Agreement** (Complete Years 2 and 3 multiyear and overlapping agreements and Step & Column increases)		
		Annual Cost Prior to Proposed Settlement	Year 1 Increase/(Decrease) **2022-23**	Year 2 Increase/(Decrease) **2023-24**	Year 3 Increase/(Decrease) **2024-25**
1.	**Salary Schedule** Including Step and Column	$ 5,116,743	$ 550,050	$ 257,301	$ 53,317
			10.75%	4.54%	0.90%
2.	**Other Compensation** Stipends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc.	$ -	$ -	$ -	$ -
	Description of Other Compensation				
3.	**Statutory Benefits** - STRS, PERS, FICA, WC, UI, Medicare, etc.	$ 1,516,700	$ 163,045	$ 76,269	$ 15,804
			10.75%	4.54%	0.90%
4.	**Health/Welfare Plans**	$ 1,477,454	$ -	$ -	$ -
			0.00%	0.00%	0.00%
5.	**Total Bargaining Unit Compensation** Add Items 1 through 4 to equal 5	$ 8,110,897	$ 713,095	$ 333,570	$ 69,121
			8.79%	3.78%	0.75%
6.	**Total Number of Bargaining Unit Employees** (Use FTEs if appropriate)	124.15			
7.	**Total Compensation <u>Average</u> Cost per Bargaining Unit Employee**	$ 65,332	$ 5,744	$ 2,687	$ 557
			8.79%	3.78%	0.75%

A. Proposed Change in Compensation (Continued)

8. What was the negotiated percentage change? For example, if the change in "Year 1" was for less than a full year, what is the annualized percentage of that change for "Year 1"?

Year 1-2022/23 10% on-going salary increase & equivalent of .75% in additional on-going FTE for unit need.
Year 2-2023/24 4.5% on going salary increase.

9. Were any additional steps, columns, or ranges added to the salary schedules? (If yes, please explain.)

No

10. Please include comments and explanations as necessary. (If more room is necessary, please attach an additional sheet.)

11. Does this bargaining unit have a negotiated cap for Health and Welfare benefits? Yes [ ] No [X]
If yes, please describe the cap amount.

B. Proposed negotiated changes in noncompensation items (i.e., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

Unit was able to negotiate additional FTE equivalent to the cost of .75% of the calculated 1% to support positions with impacted workloads as a result of learning recovery and COVID.

C. What are the specific impacts (positive or negative) on instructional and support programs to accommodate the settlement? Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

Unit is still determining need and will add FTE where needed that does not exceed .75% of the calculated 1% for their unit.

D. What contingency language is included in the proposed agreement (e.g., reopeners, etc.)?

If COLA used in the MYP for FY 2023/24 of 5.38% comes in higher or other unrestricted funds are made available to the district in 2023/24 salary will be reopened for negotiation purposes in 2023/24.

E. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.

N/A

F. Source of Funding for Proposed Agreement:

1. Current Year

Unrestricted general fund dollars in year 1 and unrestricted general funds dollars and fund balance in year 2.

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years?

N/A

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

The district has a healthy fund balance. Projections included the use of unrestricted general funds to pay for increases with surplus projected year 1 (2022/23) and minor deficit in year 2 (2023/24) in the amount of $10,474,143.76 and projected deficit in year 3 (2024/25) in the amount of $1,511,010.73.

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Unrestricted General Fund

Bargaining Unit: Teamsters

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ 422,718,205		$ -	$ 422,718,205
Federal Revenue	8100-8299	$ -		$ -	$ -
Other State Revenue	8300-8599	$ 9,531,194		$ -	$ 9,531,194
Other Local Revenue	8600-8799	$ 1,473,821		$ -	$ 1,473,821
TOTAL REVENUES		$ 433,723,220		$ -	$ 433,723,220
EXPENDITURES					
Certificated Salaries	1000-1999	$ 164,563,587		$ -	$ 164,563,587
Classified Salaries	2000-2999	$ 44,865,834	$ 550,045	$ -	$ 45,415,879
Employee Benefits	3000-3999	$ 101,601,116	$ 220,497	$ -	$ 101,821,613
Books and Supplies	4000-4999	$ 7,471,616		$ -	$ 7,471,616
Services and Other Operating Expenditures	5000-5999	$ 24,705,837		$ -	$ 24,705,837
Capital Outlay	6000-6999	$ 5,588,364		$ -	$ 5,588,364
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,233,733		$ -	$ 1,233,733
Transfers of Indirect Costs	7300-7399	$ (7,248,831)		$ -	$ (7,248,831)
TOTAL EXPENDITURES		$ 342,781,256	$ 770,542	$ -	$ 343,551,798
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ 1,000	$ -	$ -	$ 1,000
Transfers Out and Other Uses	7600-7699	$ 1,676,777	$ -	$ -	$ 1,676,777
Contributions	8980-8999	$ (56,236,964)	$ (8,200,000)	$ -	$ (64,436,964)
OPERATING SURPLUS (DEFICIT)*		$ 33,029,223	$ (8,970,542)	$ -	$ 24,058,681
BEGINNING FUND BALANCE	9791	$ 169,920,767			$ 169,920,767
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 202,949,990	$ (8,970,542)	$ -	$ 193,979,448
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ 1,956,337	$ -	$ -	$ 1,956,337
Restricted	9740				
Committed	9750-9760	$ 28,958,784	$ -	$ -	$ 28,958,784
Assigned	9780	$ 1,500,000	$ -	$ -	$ 1,500,000
Reserve for Economic Uncertainties	9789	$ 11,948,030	$ 578,793	$ -	$ 12,526,823
Unassigned/Unappropriated Amount	9790	$ 158,586,839	$ (9,549,335)	$ -	$ 149,037,504

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Restricted General Fund

Bargaining Unit: Teamsters

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ 2,061,615		$ -	$ 2,061,615
Federal Revenue	8100-8299	$ 100,599,595		$ -	$ 100,599,595
Other State Revenue	8300-8599	$ 160,615,737		$ -	$ 160,615,737
Other Local Revenue	8600-8799	$ 4,545,896		$ -	$ 4,545,896
TOTAL REVENUES		$ 267,822,843		$ -	$ 267,822,843
EXPENDITURES					
Certificated Salaries	1000-1999	$ 59,740,108		$ -	$ 59,740,108
Classified Salaries	2000-2999	$ 45,052,873	$ -	$ -	$ 45,052,873
Employee Benefits	3000-3999	$ 81,556,575	$ -	$ -	$ 81,556,575
Books and Supplies	4000-4999	$ 36,510,596		$ -	$ 36,510,596
Services and Other Operating Expenditures	5000-5999	$ 17,903,852		$ -	$ 17,903,852
Capital Outlay	6000-6999	$ 3,629,881		$ -	$ 3,629,881
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 107,404		$ -	$ 107,404
Transfers of Indirect Costs	7300-7399	$ 6,053,617		$ -	$ 6,053,617
TOTAL EXPENDITURES		$ 250,554,906	$ -	$ -	$ 250,554,906
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 4,728,836	$ -	$ -	$ 4,728,836
Contributions	8980-8999	$ 56,236,964	$ 8,200,000	$ -	$ 64,436,964
OPERATING SURPLUS (DEFICIT)*		$ 68,776,065	$ 8,200,000	$ -	$ 76,976,065
BEGINNING FUND BALANCE	9791	$ 53,679,871			$ 53,679,871
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 122,455,936	$ 8,200,000	$ -	$ 130,655,936
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 122,455,936	$ 8,200,000	$ -	$ 130,655,936
Committed	9750-9760				
Assigned Amounts	9780				
Reserve for Economic Uncertainties	9789		$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ (0)	$ -	$ -	$ (0)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Combined General Fund

Bargaining Unit: Teamsters

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ 424,779,820		$ -	$ 424,779,820
Federal Revenue	8100-8299	$ 100,599,595		$ -	$ 100,599,595
Other State Revenue	8300-8599	$ 170,146,931		$ -	$ 170,146,931
Other Local Revenue	8600-8799	$ 6,019,717		$ -	$ 6,019,717
TOTAL REVENUES		$ 701,546,063		$ -	$ 701,546,063
EXPENDITURES					
Certificated Salaries	1000-1999	$ 224,303,695	$ -	$ -	$ 224,303,695
Classified Salaries	2000-2999	$ 89,918,707	$ 550,045	$ -	$ 90,468,752
Employee Benefits	3000-3999	$ 183,157,691	$ 220,497	$ -	$ 183,378,188
Books and Supplies	4000-4999	$ 43,982,212		$ -	$ 43,982,212
Services and Other Operating Expenditures	5000-5999	$ 42,609,689		$ -	$ 42,609,689
Capital Outlay	6000-6999	$ 9,218,245		$ -	$ 9,218,245
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,341,137		$ -	$ 1,341,137
Transfers of Indirect Costs	7300-7399	$ (1,195,214)		$ -	$ (1,195,214)
TOTAL EXPENDITURES		$ 593,336,162	$ 770,542	$ -	$ 594,106,704
OTHER FINANCING SOURCES/USES					
Transfer In and Other Sources	8900-8979	$ 1,000	$ -	$ -	$ 1,000
Transfers Out and Other Uses	7600-7699	$ 6,405,613	$ -	$ -	$ 6,405,613
Contributions	8980-8999	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ 101,805,288	$ (770,542)	$ -	$ 101,034,746
BEGINNING FUND BALANCE	9791	$ 223,600,638			$ 223,600,638
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 325,405,926	$ (770,542)	$ -	$ 324,635,384
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ 1,956,337	$ -	$ -	$ 1,956,337
Restricted	9740	$ 122,455,936	$ 8,200,000	$ -	$ 130,655,936
Committed	9750-9760	$ 28,958,784	$ -	$ -	$ 28,958,784
Assigned	9780	$ 1,500,000	$ -	$ -	$ 1,500,000
Reserve for Economic Uncertainties	9789	$ 11,948,030	$ 578,793	$ -	$ 12,526,823
Unassigned/Unappropriated Amount	9790	$ 158,586,839	$ (9,549,335)	$ -	$ 149,037,504

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 11 - Adult Education Fund

Bargaining Unit: Teamsters

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
Federal Revenue	8100-8299	$ 440,319		$ -	$ 440,319
Other State Revenue	8300-8599	$ 3,180,982		$ -	$ 3,180,982
Other Local Revenue	8600-8799	$ 156,000		$ -	$ 156,000
TOTAL REVENUES		$ 3,777,301		$ -	$ 3,777,301
EXPENDITURES					
Certificated Salaries	1000-1999	$ 1,006,519		$ -	$ 1,006,519
Classified Salaries	2000-2999	$ 440,637	$ -	$ -	$ 440,637
Employee Benefits	3000-3999	$ 834,873	$ -	$ -	$ 834,873
Books and Supplies	4000-4999	$ 106,361		$ -	$ 106,361
Services and Other Operating Expenditures	5000-5999	$ 1,227,969		$ -	$ 1,227,969
Capital Outlay	6000-6999	$ -		$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ 55,595		$ -	$ 55,595
TOTAL EXPENDITURES		$ 3,671,954	$ -	$ -	$ 3,671,954
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 99,347	$ -	$ -	$ 99,347
OPERATING SURPLUS (DEFICIT)*		$ 6,000	$ -	$ -	$ 6,000
BEGINNING FUND BALANCE	9791	$ 2,136,463			$ 2,136,463
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 2,142,463	$ -	$ -	$ 2,142,463
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 2,078,824	$ -	$ -	$ 2,078,824
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ 63,639	$ -	$ -	$ 63,639
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ -	$ -	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 12 - Child Development Fund

Bargaining Unit: Teamsters

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
Federal Revenue	8100-8299	$ 15,173,722		$ -	$ 15,173,722
Other State Revenue	8300-8599	$ 5,701,167		$ -	$ 5,701,167
Other Local Revenue	8600-8799	$ 4,374,955		$ -	$ 4,374,955
TOTAL REVENUES		$ 25,249,844		$ -	$ 25,249,844
EXPENDITURES					
Certificated Salaries	1000-1999	$ 9,085,110	$ -	$ -	$ 9,085,110
Classified Salaries	2000-2999	$ 5,172,900	$ -	$ -	$ 5,172,900
Employee Benefits	3000-3999	$ 9,371,242	$ -	$ -	$ 9,371,242
Books and Supplies	4000-4999	$ 3,969,097		$ -	$ 3,969,097
Services and Other Operating Expenditures	5000-5999	$ 522,393		$ -	$ 522,393
Capital Outlay	6000-6999	$ -		$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ 785,307		$ -	$ 785,307
TOTAL EXPENDITURES		$ 28,906,049	$ -	$ -	$ 28,906,049
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ 2,724,599	$ -	$ -	$ 2,724,599
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ (931,606)	$ -	$ -	$ (931,606)
BEGINNING FUND BALANCE	9791	$ 3,606,212			$ 3,606,212
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 2,674,606	$ -	$ -	$ 2,674,606
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 2,282,288	$ -	$ -	$ 2,282,288
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ 392,318	$ -	$ -	$ 392,318
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ -	$ -	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 13/61 - Cafeteria Fund

Bargaining Unit: Teamsters

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ -		$ -	$ -
Federal Revenue	8100-8299	$ 14,279,370		$ -	$ 14,279,370
Other State Revenue	8300-8599	$ 3,523,292		$ -	$ 3,523,292
Other Local Revenue	8600-8799	$ 1,468,234		$ -	$ 1,468,234
TOTAL REVENUES		$ 19,270,896		$ -	$ 19,270,896
EXPENDITURES					
Certificated Salaries	1000-1999	$ -	$ -	$ -	$ -
Classified Salaries	2000-2999	$ 5,748,838	$ -	$ -	$ 5,748,838
Employee Benefits	3000-3999	$ 3,712,561	$ -	$ -	$ 3,712,561
Books and Supplies	4000-4999	$ 9,011,128		$ -	$ 9,011,128
Services and Other Operating Expenditures	5000-5999	$ 715,781		$ -	$ 715,781
Capital Outlay	6000-6999	$ -		$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ 354,312		$ -	$ 354,312
TOTAL EXPENDITURES		$ 19,542,620	$ -	$ -	$ 19,542,620
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 8,455	$ -	$ -	$ 8,455
OPERATING SURPLUS (DEFICIT)*		$ (280,179)	$ -	$ -	$ (280,179)
BEGINNING FUND BALANCE	9791	$ 7,020,462			$ 7,020,462
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 6,740,283	$ -	$ -	$ 6,740,283
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 6,740,283	$ -	$ -	$ 6,740,283
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ -	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ -	$ -	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Enter Fund: **Fund 21 - Building Fund**
Bargaining Unit: Teamsters

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
Federal Revenue	8100-8299	$ -		$ -	$ -
Other State Revenue	8300-8599	$ -		$ -	$ -
Other Local Revenues	8600-8799	$ 2,282,996		$ -	$ 2,282,996
TOTAL REVENUES		$ 2,282,996		$ -	$ 2,282,996
EXPENDITURES					
Certificated Salaries	1000-1999	$ -	$ -	$ -	$ -
Classified Salaries	2000-2999	$ 1,030,962	$ -	$ -	$ 1,030,962
Employee Benefits	3000-3999	$ 614,778	$ -	$ -	$ 614,778
Books and Supplies	4000-4999	$ 545,465		$ -	$ 545,465
Services and Other Operating Expenditures	5000-5999	$ 3,683,093		$ -	$ 3,683,093
Capital Outlay	6000-6999	$ 130,155,630		$ -	$ 130,155,630
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ -		$ -	$ -
TOTAL EXPENDITURES		$ 136,029,928	$ -	$ -	$ 136,029,928
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ 417,085	$ -	$ -	$ 417,085
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ (133,329,847)	$ -	$ -	$ (133,329,847)
BEGINNING FUND BALANCE	9791	$ 227,178,852			$ 227,178,852
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 93,849,005	$ -	$ -	$ 93,849,005
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 92,444,752	$ -	$ -	$ 92,444,752
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ 1,404,253	$ -	$ -	$ 1,404,253
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ -	$ -	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

San Juan Unified School District

Public Disclosure of Proposed Collective Bargaining Agreement

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Enter Fund: **67 - Self-Insurance Fund**

Bargaining Unit: Teamsters

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
Federal Revenue	8100-8299	$ -		$ -	$ -
Other State Revenue	8300-8599	$ -		$ -	$ -
Other Local Revenue	8600-8799	$ 22,671,261		$ -	$ 22,671,261
TOTAL REVENUES		$ 22,671,261		$ -	$ 22,671,261
EXPENDITURES					
Certificated Salaries	1000-1999	$ -	$ -	$ -	$ -
Classified Salaries	2000-2999	$ 412,339	$ -	$ -	$ 412,339
Employee Benefits	3000-3999	$ 270,491	$ -	$ -	$ 270,491
Books and Supplies	4000-4999	$ 24,041		$ -	$ 24,041
Services and Other Operating Expenditures	5000-5999	$ 25,313,789		$ -	$ 25,313,789
Capital Outlay	6000-6999	$ -		$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ -		$ -	$ -
TOTAL EXPENDITURES		$ 26,020,660	$ -	$ -	$ 26,020,660
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ 1,626,668	$ -	$ -	$ 1,626,668
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ (1,722,731)	$ -	$ -	$ (1,722,731)
BEGINNING FUND BALANCE	9791	$ 44,779,637			$ 44,779,637
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 43,056,906	$ -	$ -	$ 43,056,906
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ -	$ -	$ -	$ -
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ 40,050,755	$ -	$ -	$ 40,050,755
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ 3,006,151	$ -	$ -	$ 3,006,151

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Unrestricted General Fund MYP

Bargaining Unit: Teamsters

	Object Code	2022-23 Total Revised Budget After Settlement	2023-24 First Subsequent Year After Settlement	2024-25 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 422,718,205	$ 442,552,524	$ 453,125,294
Federal Revenue	8100-8299	$ -	$ -	$ -
Other State Revenue	8300-8599	$ 9,531,194	$ 7,195,822	$ 5,682,747
Other Local Revenue	8600-8799	$ 1,473,821	$ 1,456,819	$ -
TOTAL REVENUES		$ 433,723,220	$ 451,205,165	$ 458,808,041
EXPENDITURES				
Certificated Salaries	1000-1999	$ 164,563,587	$ 191,104,554	$ 192,252,459
Classified Salaries	2000-2999	$ 45,415,879	$ 52,358,828	$ 52,766,564
Employee Benefits	3000-3999	$ 101,821,613	$ 110,893,083	$ 113,298,219
Books and Supplies	4000-4999	$ 7,471,616	$ 7,199,403	$ 7,298,809
Services and Other Operating Expenditures	5000-5999	$ 24,705,837	$ 26,163,745	$ 26,590,062
Capital Outlay	6000-6999	$ 5,588,364	$ 830,915	$ 847,284
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,233,733	$ 908,181	$ 758,185
Transfers of Indirect Costs	7300-7399	$ (7,248,831)	$ (5,971,203)	$ (5,413,040)
Other Adjustments			$ -	$ -
TOTAL EXPENDITURES		$ 343,551,798	$ 383,487,506	$ 388,398,542
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ 1,000	$ 1,000	$ 1,000
Transfers Out and Other Uses	7600-7699	$ 1,676,777	$ 48,655	$ 160,300
Contributions	8980-8999	$ (64,436,964)	$ (75,167,831)	$ (68,759,360)
OPERATING SURPLUS (DEFICIT)*		$ 24,058,681	$ (7,497,827)	$ 1,490,839
BEGINNING FUND BALANCE	9791	$ 169,920,767	$ 193,979,448	$ 186,481,621
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 193,979,448	$ 186,481,621	$ 187,972,460
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ 1,956,337	$ 242,146	$ 242,146
Restricted	9740			
Committed	9750-9760	$ 28,958,784	$ 28,958,784	$ 28,958,784
Assigned	9780	$ 1,500,000	$ -	$ -
Reserve for Economic Uncertainties	9789	$ 12,526,823	$ 12,777,645	$ 11,693,017
Unassigned/Unappropriated Amount	9790	$ 149,037,504	$ 144,503,046	$ 147,078,513

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Restricted General Fund MYP

Bargaining Unit: Teamsters

	Object Code	2022-23 Total Revised Budget After Settlement	2023-24 First Subsequent Year After Settlement	2024-25 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 2,061,615	$ 2,061,615	$ 2,061,615
Federal Revenue	8100-8299	$ 100,599,595	$ 79,140,046	$ 30,817,088
Other State Revenue	8300-8599	$ 160,615,737	$ 75,632,797	$ 75,521,244
Other Local Revenue	8600-8799	$ 4,545,896	$ 3,676,125	$ 3,718,681
TOTAL REVENUES		$ 267,822,843	$ 160,510,583	$ 112,118,628
EXPENDITURES				
Certificated Salaries	1000-1999	$ 59,740,108	$ 62,990,269	$ 53,369,790
Classified Salaries	2000-2999	$ 45,052,873	$ 49,308,110	$ 37,959,405
Employee Benefits	3000-3999	$ 81,556,575	$ 85,660,149	$ 75,302,039
Books and Supplies	4000-4999	$ 36,510,596	$ 24,368,517	$ 13,121,502
Services and Other Operating Expenditures	5000-5999	$ 17,903,852	$ 10,850,752	$ 9,439,538
Capital Outlay	6000-6999	$ 3,629,881	$ 9,573,000	$ 573,000
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 107,404	$ 107,404	$ 107,404
Transfers of Indirect Costs	7300-7399	$ 6,053,617	$ 4,781,652	$ 4,215,076
Other Adjustments			$ -	$ -
TOTAL EXPENDITURES		$ 250,554,906	$ 247,639,852	$ 194,087,754
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 4,728,836	$ 2,004,237	$ 2,004,237
Contributions	8980-8999	$ 64,436,964	$ 75,167,831	$ 68,759,360
OPERATING SURPLUS (DEFICIT)*		$ 76,976,065	$ (13,965,675)	$ (15,214,003)
BEGINNING FUND BALANCE	9791	$ 53,679,871	$ 130,655,936	$ 116,690,261
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 130,655,936	$ 116,690,261	$ 101,476,258
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ -	$ -	$ -
Restricted	9740	$ 130,655,936	$ 116,690,261	$ 101,476,258
Committed	9750-9760			
Assigned	9780			
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ (0)	$ (0)	$ (0)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Combined General Fund MYP

Bargaining Unit: Teamsters

	Object Code	2022-23 Total Revised Budget After Settlement	2023-24 First Subsequent Year After Settlement	2024-25 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 424,779,820	$ 444,614,139	$ 455,186,909
Federal Revenue	8100-8299	$ 100,599,595	$ 79,140,046	$ 30,817,088
Other State Revenue	8300-8599	$ 170,146,931	$ 82,828,619	$ 81,203,991
Other Local Revenue	8600-8799	$ 6,019,717	$ 5,132,944	$ 3,718,681
TOTAL REVENUES		$ 701,546,063	$ 611,715,748	$ 570,926,669
EXPENDITURES				
Certificated Salaries	1000-1999	$ 224,303,695	$ 254,094,822	$ 245,622,249
Classified Salaries	2000-2999	$ 90,468,752	$ 101,666,938	$ 90,725,969
Employee Benefits	3000-3999	$ 183,378,188	$ 196,553,232	$ 188,600,258
Books and Supplies	4000-4999	$ 43,982,212	$ 31,567,920	$ 20,420,311
Services and Other Operating Expenditures	5000-5999	$ 42,609,689	$ 37,014,497	$ 36,029,600
Capital Outlay	6000-6999	$ 9,218,245	$ 10,403,915	$ 1,420,284
Other Outgo (excuding Indirect Costs)	7100-7299 7400-7499	$ 1,341,137	$ 1,015,585	$ 865,589
Transfers of Indirect Costs	7300-7399	$ (1,195,214)	$ (1,189,551)	$ (1,197,964)
Other Adjustments			$ -	$ -
TOTAL EXPENDITURES		$ 594,106,704	$ 631,127,358	$ 582,486,296
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ 1,000	$ 1,000	$ 1,000
Transfers Out and Other Uses	7600-7699	$ 6,405,613	$ 2,052,892	$ 2,164,537
Contributions	8980-8999	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ 101,034,746	$ (21,463,502)	$ (13,723,164)
BEGINNING FUND BALANCE	9791	$ 223,600,638	$ 324,635,384	$ 303,171,881
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 324,635,384	$ 303,171,881	$ 289,448,718
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ 1,956,337	$ 242,146	$ 242,146
Restricted	9740	$ 130,655,936	$ 116,690,261	$ 101,476,258
Committed	9750-9760	$ 28,958,784	$ 28,958,784	$ 28,958,784
Assigned	9780	$ 1,500,000	$ -	$ -
Reserve for Economic Uncertainties	9789	$ 12,526,823	$ 12,777,645	$ 11,693,017
Unassigned/Unappropriated Amount	9790	$ 149,037,504	$ 144,503,046	$ 147,078,513

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

I. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES

1. State Reserve Standard

		2022-23	2023-24	2024-25
a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	$ 600,512,317	$ 633,180,250	$ 584,650,833
b.	Less: Special Education Pass-Through Funds		$ -	$ -
c.	Net Expenditures, Transfers Out, and Uses	$ 600,512,317	$ 633,180,250	$ 584,650,833
d.	State Standard Minimum Reserve Percentage ~~for~~ → this District **Enter percentage**	2.00%	2.00%	2.00%
e.	State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line b, or $50,000)	$ 12,010,246	$ 12,663,605	$ 11,693,017

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a.	General Fund Budgeted Unrestricted Designated for Economic Uncertainties (9789)	$ 12,526,823	$ 12,777,645	$ 11,693,017
b.	General Fund Budgeted Unrestricted Unassigned/Unappropriated Amount (9790)	$ 149,037,504	$ 144,503,046	$ 147,078,513
c.	Special Reserve Fund (Fund 17) Budgeted Designated for Economic Uncertainties (9789)	$ -	$ -	$ -
d.	Special Reserve Fund (Fund 17) Budgeted Unassigned/Unappropriated Amount (9790)	$ -	$ -	$ -
e.	Total Available Reserves	$ 161,564,327	$ 157,280,690	$ 158,771,530
f.	Reserve for Economic Uncertainties Percentage	26.90%	24.84%	27.16%

3. Do unrestricted reserves meet the state minimum reserve amount?

2022-23	Yes	X	No	
2023-24	Yes	X	No	
2024-25	Yes	X	No	

4. If no, how do you plan to restore your reserves?

I. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES (CONTINUED)

5. **Does the Total Compensation Increase/(Decrease) on Page 1, Section A, #5 agree with the Total Increase/(Decrease) for all funds as a result of the settlement(s)? Please explain any variance.**

Total Compensation Increase/(Decrease) on Page 1, Section A, #5	$	713,095
General Fund balance Increase/(Decrease), Page 4c, Column 2	$	(770,542)
Adult Education Fund balance Increase/(Decrease), Page 4d, Column 2	$	-
Child Development Fund balance Increase/(Decrease), Page 4e, Column 2	$	-
Cafeteria Fund balance Increase/(Decrease), Page 4f, Column 2	$	-
Other Fund balance Increase/(Decrease), Page 4g, Column 2	$	-
Other Fund balance Increase/(Decrease), Page 4h, Column 2	$	-
Total all fund balances Increase/(Decrease) as a result of the settlement(s)	$	(770,542)
Variance	$	(57,447)

Variance Explanation:
Contributions to restricted programs increased as a result of the settlement agreement.

6. **Will this agreement create or increase deficit financing in the current or subsequent years?**
"Deficit Financing" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If a deficit is shown below, provide an explanation and any deficit reduction plan, as necessary.

General Fund Combined	Surplus/ (Deficit)	(Deficit) %	Deficit primarily due to:
Current FY Surplus/(Deficit) before settlement(s)?	$101,805,288	17.0%	
Current FY Surplus/(Deficit) after settlement(s)?	$101,034,746	16.8%	
1st Subsequent FY Surplus/(Deficit) after settlement(s)?	$(21,463,502)	(3.4%)	The use of one-time restricted funds.
2nd Subsequent FY Surplus/(Deficit) after settlement(s)?	$(13,723,164)	(2.3%)	The use of one-time restricted funds.

Deficit Reduction Plan (as necessary):

7. **Were "Other Adjustments" amount(s) entered in the multiyear projections (pages 5a and 5b) for 1st and 2nd Subsequent FY?**

"Other Adjustments" could indicate that a budget reduction plan was/is being developed to address deficit spending, and to rebuild reserves. Any amount shown below must have an explanation. If additional space is needed, attach a separate sheet, or use page 8a.

MYP		Amount	"Other Adjustments" Explanation
1st Subsequent FY Unrestricted, Page 5a	$	-	
1st Subsequent FY Restricted, Page 5b	$	-	
2nd Subsequent FY Unrestricted, Page 5a	$	-	
2nd Subsequent FY Restricted, Page 5b	$	-	

J. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF THE COLLECTIVE BARGAINING AGREEMENT

This certification page must be signed by the district's Superintendent and Chief Business Official at the time of public disclosure and is intended to assist the district's Governing Board in determining whether the district can meet the costs incurred under the tentative Collective Bargaining Agreement in the current and subsequent years. The absence of a certification signature or if "I am unable to certify" is checked should serve as a "red flag" to the district's Governing Board.

In accordance with the requirements of Government Code Sections 3540.2 and 3547.5, the Superintendent and Chief Business Official of the San Juan Unified School District, hereby certify that the District can meet the costs incurred under this Collective Bargaining Agreement during the term of the agreement from 7/1/2022 to 6/30/2024.

Board Actions

The board actions necessary to meet the cost of the agreement in each year of its term are as follows:

Current Year

Budget Adjustment Categories:	Budget Adjustment Increase/(Decrease)
Revenues/Transfers In and Other Sources/Contributions	$ -
Expenditures/Transfers Out and Other Uses	$ 770,542
Ending Balance(s) Increase/(Decrease)	$ (770,542)

Subsequent Years

Budget Adjustment Categories:	Budget Adjustment Increase/(Decrease)
Revenues/Transfers In and Other Sources/Contributions	$ -
Expenditures/Transfers Out and Other Uses	$ 805,216
Ending Balance(s) Increase/(Decrease)	$ (805,216)

Budget Revisions

If the district does not adopt and submit within 45 days all of the revisions to its budget needed in the current year to meet the costs of the agreement at the time of the approval of the proposed collective bargaining agreement, the county superintendent of schools is required to issue a qualified or negative certification for the district on its next interim report.

Assumptions

See attached page for a list of the assumptions upon which this certification is based.

Certifications

____ I hereby certify ____ I am unable to certify

District Superintendent (Signature)	Date

____ I hereby certify ____ I am unable to certify

Chief Business Official (Signature)	Date

Special Note: The Sacramento County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

Assumptions and Explanations (enter or attach documentation)

The assumptions upon which this certification is made are as follows:

Used assumptions included in our 45 day revise and COLA of 13.26% in 2022/23 per DOF revised calculation.

Assumed 10.75% increase for Teamsters in 22/23 and all units in Out years along with an increase of 4.5% for all units in all years.

Assumed our typical S&C of .9% for both certificated and classified and H&W historical rate of 4.32% growth.

Concerns regarding affordability of agreement in subsequent years (if any):

Although the MYP reflects deficit spending the majority is due to the use of one-time restricted funds being used in all three years.

Year 2023/24 reflects a deficit as a result of the increase that is intentional as we have on-going unrestricted funds falling to fund balance prior to this settlement agreement.

K. CERTIFICATION NO. 2

The disclosure document must be signed by the district Superintendent at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Sections 3540.2(a) and 3547.5.

San Juan Unified School District

District Name

District Superintendent (Signature) | **Date**

Jennifer Stahlheber

Contact Person | **Phone**

After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on October 25, 2022, took action to approve the proposed agreement with the Teamsters Local 150 Bargaining Unit.

President (or Clerk), Governing Board (Signature) | **Date**

Special Note: The Sacramento County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: I-4

MEETING DATE: 10/11/2022

SUBJECT: Salary Schedule Adjustments for San Juan Administrators Association and Cabinet

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

DEPARTMENT: Labor Relations

ACTION REQUESTED:
The Governing Board is asked to discuss the salary schedule adjustments for the San Juan Administrators Association and Cabinet as outlined in the language below.

Action Anticipated: October 25, 2022

RATIONALE/BACKGROUND:
The superintendent is recommending that the San Juan Administrators Association and Cabinet salary schedules be amended to reflect a salary increase as follows:

2022-23 School Year (SJAA & Cabinet):

- All base salaries shall be increased by a total of 10%, effective July 1, 2022.
- The new salary schedule will be reflected in employees' pay no later than December 22, 2022.
- The retroactive check for the salary schedules shall be paid no later than January 31, 2023.

2023-24 School Year:

- **SJAA**: All 2023-24 base salary schedules shall be increased by a total of 4.5%, effective July 1, 2023.
- **Cabinet:** In lieu of an across-the-board salary increase, a Cabinet salary schedule shall be created, the value of which shall not exceed a 4.5% total increase for this unit.

Additional ongoing investments:

- Effective beginning in the 2022-23 school year, the District shall budget approximately $84,955 in ongoing, unrestricted funds to address needs among the San Juan Administrators Association and Cabinet, including but not limited to staffing, working conditions, and/or recruitment and retention.
- This investment shall not be used for across-the-board salary increases.
- The District and the San Juan Administrators Association shall meet to discuss the usage of this budget appropriation with the intent to create a plan by December 1, 2022.

ATTACHMENT(S):
A: AB1200

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 10/03/2022

FISCAL IMPACT:
Current Budget: $ 0
Additional Budget: $ 1,782,209
Funding Source: Unrestricted Base
(Unrestricted Base, Supplemental, other restricted, etc.)
Current Year Only ☐ On-going ☒

LCAP/STRATEGIC PLAN:
Goal: N/A Focus: N/A
Action: N/A

Strategic Plan: N/A

FINANCIAL DATA:
In accordance with AB 1200 (Chapter 1213/1991), GC 3547.5, and CCR, Title V, Section 15449, Fiscal Services has prepared an analysis of the fiscal impact of the proposed agreement and has submitted it to the Sacramento County Office of Education. Costs to the General Fund beginning each year for the San Juan Administrators Association and Cabinet agreements are: an ongoing increase of $1,217,684.75 in 2022-2023. An additional ongoing increase of $564,524.31 will take effect in 2023-2024.

PREPARED BY: Daniel Thigpen, Senior Director, Labor Relations DT

APPROVED BY: Kent Kern, Superintendent of Schools KK

PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
in accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5

Name of School District:	San Juan Unified School District
Name of Bargaining Unit:	San Juan Administrators Association, Board Contracts & Superintendent
Certificated, Classified, Other:	Other

The proposed agreement covers the period beginning: July 1, 2022 (date) and ending: June 30, 2024 (date)

The Governing Board will act upon this agreement on: October 25, 2022 (date)

Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.

A. Proposed Change in Compensation

	Bargaining Unit Compensation **All Funds - Combined**		**Fiscal Impact of Proposed Agreement** (Complete Years 2 and 3 multiyear and overlapping agreements and Step & Column increases)		
		Annual Cost Prior to Proposed Settlement	Year 1 Increase/(Decrease) **2022-23**	Year 2 Increase/(Decrease) **2023-24**	Year 3 Increase/(Decrease) **2024-25**
1.	**Salary Schedule** Including Step and Column	$ 10,805,630	$ 1,161,605	$ 543,372	$ 112,595
			10.75%	4.54%	0.90%
2.	**Other Compensation** Stipends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc.	$ -	$ -	$ -	$ -
	Description of Other Compensation				
3.	**Statutory Benefits** - STRS, PERS, FICA, WC, UI, Medicare, etc.	$ 3,652,800	$ 392,676	$ 183,685	$ 38,062
			10.75%	4.54%	0.90%
4.	**Health/Welfare Plans**	$ 2,268,204	$ -	$ -	$ -
			0.00%	0.00%	0.00%
5.	**Total Bargaining Unit Compensation** Add Items 1 through 4 to equal 5	$ 16,726,634	$ 1,554,281	$ 727,057	$ 150,658
			9.29%	3.98%	0.79%
6.	**Total Number of Bargaining Unit Employees** (Use FTEs if appropriate)	71.80			
7.	**Total Compensation <u>Average</u> Cost per Bargaining Unit Employee**	$ 232,961	$ 21,647	$ 10,126	$ 2,098
			9.29%	3.98%	0.79%

A. Proposed Change in Compensation (Continued)

8. What was the negotiated percentage change? For example, if the change in "Year 1" was for less than a full year, what is the annualized percentage of that change for "Year 1"?

Year 1-2022/23 10% on-going salary increase & equivalent of .75% in additional on-going FTE for unit need.
Year 2-2023/24 4.5% on going salary increase.

9. Were any additional steps, columns, or ranges added to the salary schedules? (If yes, please explain.)

No

10. Please include comments and explanations as necessary. (If more room is necessary, please attach an additional sheet.)

11. Does this bargaining unit have a negotiated cap for Health and Welfare benefits? Yes [ ] No [X]
If yes, please describe the cap amount.

B. Proposed negotiated changes in noncompensation items (i.e., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

Unit was able to negotiate additional FTE equivalent to the cost of .75% of the calculated 1% to support positions with impacted workloads as a result of learning recovery and COVID.

C. What are the specific impacts (positive or negative) on instructional and support programs to accommodate the settlement? Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

Unit is still determining need and will add FTE where needed that does not exceed .75% of the calculated 1% for their unit.

D. What contingency language is included in the proposed agreement (e.g., reopeners, etc.)?

If COLA used in the MYP for FY 2023/24 of 5.38% comes in higher or other unrestricted funds are made available to the district in 2023/24 salary will be reopened for negotiation purposes in 2023/24.

E. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.

N/A

F. Source of Funding for Proposed Agreement:

1. Current Year

Unrestricted general fund dollars in year 1 and unrestricted general funds dollars and fund balance in year 2.

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years?

N/A

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

The district has a healthy fund balance. Projections included the use of unrestricted general funds to pay for increases with surplus projected year 1 (2022/23) and minor deficit in year 2 (2023/24) in the amount of $10,474,143.76 and projected deficit in year 3 (2024/25) in the amount of $1,511,010.73.

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Unrestricted General Fund

Bargaining Unit: San Juan Administrators Association, Board Contracts and Superintendent

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ 422,718,205		$ -	$ 422,718,205
Federal Revenue	8100-8299	$ -		$ -	$ -
Other State Revenue	8300-8599	$ 9,531,194		$ -	$ 9,531,194
Other Local Revenue	8600-8799	$ 1,473,821		$ -	$ 1,473,821
TOTAL REVENUES		$ 433,723,220		$ -	$ 433,723,220
EXPENDITURES					
Certificated Salaries	1000-1999	$ 164,563,587	$ 2,996,939	$ -	$ 167,560,526
Classified Salaries	2000-2999	$ 44,865,834	$ 51,192	$ -	$ 44,917,026
Employee Benefits	3000-3999	$ 101,601,116	$ 778,147	$ -	$ 102,379,263
Books and Supplies	4000-4999	$ 7,471,616		$ -	$ 7,471,616
Services and Other Operating Expenditures	5000-5999	$ 24,705,837		$ -	$ 24,705,837
Capital Outlay	6000-6999	$ 5,588,364		$ -	$ 5,588,364
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,233,733		$ -	$ 1,233,733
Transfers of Indirect Costs	7300-7399	$ (7,248,831)		$ -	$ (7,248,831)
TOTAL EXPENDITURES		$ 342,781,256	$ 3,826,278	$ -	$ 346,607,534
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ 1,000	$ -	$ -	$ 1,000
Transfers Out and Other Uses	7600-7699	$ 1,676,777	$ -	$ -	$ 1,676,777
Contributions	8980-8999	$ (56,236,964)	$ (8,200,000)	$ -	$ (64,436,964)
OPERATING SURPLUS (DEFICIT)*		$ 33,029,223	$ (12,026,278)	$ -	$ 21,002,945
BEGINNING FUND BALANCE	9791	$ 169,920,767			$ 169,920,767
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 202,949,990	$ (12,026,278)	$ -	$ 190,923,712
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ 1,956,337	$ -	$ -	$ 1,956,337
Restricted	9740				
Committed	9750-9760	$ 28,958,784	$ -	$ -	$ 28,958,784
Assigned	9780	$ 1,500,000	$ -	$ -	$ 1,500,000
Reserve for Economic Uncertainties	9789	$ 11,948,030	$ 578,793	$ -	$ 12,526,823
Unassigned/Unappropriated Amount	9790	$ 158,586,839	$ (12,605,070)	$ -	$ 145,981,769

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Restricted General Fund

Bargaining Unit San Juan Administrators Association, Board Contracts & Superintendent

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ 2,061,615		$ -	$ 2,061,615
Federal Revenue	8100-8299	$ 100,599,595		$ -	$ 100,599,595
Other State Revenue	8300-8599	$ 160,615,737		$ -	$ 160,615,737
Other Local Revenue	8600-8799	$ 4,545,896		$ -	$ 4,545,896
TOTAL REVENUES		$ 267,822,843		$ -	$ 267,822,843
EXPENDITURES					
Certificated Salaries	1000-1999	$ 59,740,108	$ 167,560	$ -	$ 59,907,668
Classified Salaries	2000-2999	$ 45,052,873	$ 71,133	$ -	$ 45,124,006
Employee Benefits	3000-3999	$ 81,556,575	$ 70,874	$ -	$ 81,627,449
Books and Supplies	4000-4999	$ 36,510,596		$ -	$ 36,510,596
Services and Other Operating Expenditures	5000-5999	$ 17,903,852		$ -	$ 17,903,852
Capital Outlay	6000-6999	$ 3,629,881		$ -	$ 3,629,881
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 107,404		$ -	$ 107,404
Transfers of Indirect Costs	7300-7399	$ 6,053,617		$ -	$ 6,053,617
TOTAL EXPENDITURES		$ 250,554,906	$ 309,567	$ -	$ 250,864,473
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 4,728,836	$ -	$ -	$ 4,728,836
Contributions	8980-8999	$ 56,236,964	$ 8,200,000	$ -	$ 64,436,964
OPERATING SURPLUS (DEFICIT)*		$ 68,776,065	$ 7,890,433	$ -	$ 76,666,498
BEGINNING FUND BALANCE	9791	$ 53,679,871			$ 53,679,871
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 122,455,936	$ 7,890,433	$ -	$ 130,346,368
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 122,455,936	$ 7,890,433	$ -	$ 130,346,369
Committed	9750-9760				
Assigned Amounts	9780				
Reserve for Economic Uncertainties	9789		$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ (0)	$ (0)	$ -	$ (1)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Combined General Fund

Bargaining Unit: San Juan Administrators Association, Board Contracts & Superintendent

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ 424,779,820		$ -	$ 424,779,820
Federal Revenue	8100-8299	$ 100,599,595		$ -	$ 100,599,595
Other State Revenue	8300-8599	$ 170,146,931		$ -	$ 170,146,931
Other Local Revenue	8600-8799	$ 6,019,717		$ -	$ 6,019,717
TOTAL REVENUES		$ 701,546,063		$ -	$ 701,546,063
EXPENDITURES					
Certificated Salaries	1000-1999	$ 224,303,695	$ 3,164,499	$ -	$ 227,468,194
Classified Salaries	2000-2999	$ 89,918,707	$ 122,324	$ -	$ 90,041,031
Employee Benefits	3000-3999	$ 183,157,691	$ 849,021	$ -	$ 184,006,712
Books and Supplies	4000-4999	$ 43,982,212		$ -	$ 43,982,212
Services and Other Operating Expenditures	5000-5999	$ 42,609,689		$ -	$ 42,609,689
Capital Outlay	6000-6999	$ 9,218,245		$ -	$ 9,218,245
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,341,137		$ -	$ 1,341,137
Transfers of Indirect Costs	7300-7399	$ (1,195,214)		$ -	$ (1,195,214)
TOTAL EXPENDITURES		$ 593,336,162	$ 4,135,845	$ -	$ 597,472,007
OTHER FINANCING SOURCES/USES					
Transfer In and Other Sources	8900-8979	$ 1,000	$ -	$ -	$ 1,000
Transfers Out and Other Uses	7600-7699	$ 6,405,613	$ -	$ -	$ 6,405,613
Contributions	8980-8999	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ 101,805,288	$ (4,135,845)	$ -	$ 97,669,443
BEGINNING FUND BALANCE	9791	$ 223,600,638			$ 223,600,638
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 325,405,926	$ (4,135,845)	$ -	$ 321,270,081
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ 1,956,337	$ -	$ -	$ 1,956,337
Restricted	9740	$ 122,455,936	$ 7,890,433	$ -	$ 130,346,369
Committed	9750-9760	$ 28,958,784	$ -	$ -	$ 28,958,784
Assigned	9780	$ 1,500,000	$ -	$ -	$ 1,500,000
Reserve for Economic Uncertainties	9789	$ 11,948,030	$ 578,793	$ -	$ 12,526,823
Unassigned/Unappropriated Amount	9790	$ 158,586,839	$ (12,605,071)	$ -	$ 145,981,768

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 11 - Adult Education Fund

Bargaining Unit: San Juan Administrators Association, Board Contracts & Superintendent

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
Federal Revenue	8100-8299	$ 440,319		$ -	$ 440,319
Other State Revenue	8300-8599	$ 3,180,982		$ -	$ 3,180,982
Other Local Revenue	8600-8799	$ 156,000		$ -	$ 156,000
TOTAL REVENUES		$ 3,777,301		$ -	$ 3,777,301
EXPENDITURES					
Certificated Salaries	1000-1999	$ 1,006,519		$ -	$ 1,006,519
Classified Salaries	2000-2999	$ 440,637	$ -	$ -	$ 440,637
Employee Benefits	3000-3999	$ 834,873	$ -	$ -	$ 834,873
Books and Supplies	4000-4999	$ 106,361		$ -	$ 106,361
Services and Other Operating Expenditures	5000-5999	$ 1,227,969		$ -	$ 1,227,969
Capital Outlay	6000-6999	$ -		$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ 55,595		$ -	$ 55,595
TOTAL EXPENDITURES		$ 3,671,954	$ -	$ -	$ 3,671,954
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 99,347	$ -	$ -	$ 99,347
OPERATING SURPLUS (DEFICIT)*		$ 6,000	$ -	$ -	$ 6,000
BEGINNING FUND BALANCE	9791	$ 2,136,463			$ 2,136,463
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 2,142,463	$ -	$ -	$ 2,142,463
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 2,078,824	$ -	$ -	$ 2,078,824
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ 63,639	$ -	$ -	$ 63,639
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ -	$ -	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 12 - Child Development Fund

Bargaining Unit: San Juan Administrators Association, Board Contracts & Superintendent

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
Federal Revenue	8100-8299	$ 15,173,722		$ -	$ 15,173,722
Other State Revenue	8300-8599	$ 5,701,167		$ -	$ 5,701,167
Other Local Revenue	8600-8799	$ 4,374,955		$ -	$ 4,374,955
TOTAL REVENUES		$ 25,249,844		$ -	$ 25,249,844
EXPENDITURES					
Certificated Salaries	1000-1999	$ 9,085,110	$ -	$ -	$ 9,085,110
Classified Salaries	2000-2999	$ 5,172,900	$ -	$ -	$ 5,172,900
Employee Benefits	3000-3999	$ 9,371,242	$ -	$ -	$ 9,371,242
Books and Supplies	4000-4999	$ 3,969,097		$ -	$ 3,969,097
Services and Other Operating Expenditures	5000-5999	$ 522,393		$ -	$ 522,393
Capital Outlay	6000-6999	$ -		$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ 785,307		$ -	$ 785,307
TOTAL EXPENDITURES		$ 28,906,049	$ -	$ -	$ 28,906,049
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ 2,724,599	$ -	$ -	$ 2,724,599
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ (931,606)	$ -	$ -	$ (931,606)
BEGINNING FUND BALANCE	9791	$ 3,606,212			$ 3,606,212
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 2,674,606	$ -	$ -	$ 2,674,606
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 2,282,288	$ -	$ -	$ 2,282,288
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ 392,318	$ -	$ -	$ 392,318
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ -	$ -	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 13/61 - Cafeteria Fund

Bargaining Unit: San Juan Administrators Association, Board Contracts & Superintendent

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ -		$ -	$ -
Federal Revenue	8100-8299	$ 14,279,370		$ -	$ 14,279,370
Other State Revenue	8300-8599	$ 3,523,292		$ -	$ 3,523,292
Other Local Revenue	8600-8799	$ 1,468,234		$ -	$ 1,468,234
TOTAL REVENUES		$ 19,270,896		$ -	$ 19,270,896
EXPENDITURES					
Certificated Salaries	1000-1999	$ -	$ -	$ -	$ -
Classified Salaries	2000-2999	$ 5,748,838	$ -	$ -	$ 5,748,838
Employee Benefits	3000-3999	$ 3,712,561	$ -	$ -	$ 3,712,561
Books and Supplies	4000-4999	$ 9,011,128		$ -	$ 9,011,128
Services and Other Operating Expenditures	5000-5999	$ 715,781		$ -	$ 715,781
Capital Outlay	6000-6999	$ -		$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ 354,312		$ -	$ 354,312
TOTAL EXPENDITURES		$ 19,542,620	$ -	$ -	$ 19,542,620
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 8,455	$ -	$ -	$ 8,455
OPERATING SURPLUS (DEFICIT)*		$ (280,179)	$ -	$ -	$ (280,179)
BEGINNING FUND BALANCE	9791	$ 7,020,462			$ 7,020,462
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 6,740,283	$ -	$ -	$ 6,740,283
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 6,740,283	$ -	$ -	$ 6,740,283
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ -	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ -	$ -	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Enter Fund: **Fund 21 - Building Fund**
Bargaining Unit: San Juan Administrators Association, Board Contracts & Superintendent

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
Federal Revenue	8100-8299	$ -		$ -	$ -
Other State Revenue	8300-8599	$ -		$ -	$ -
Other Local Revenues	8600-8799	$ 2,282,996		$ -	$ 2,282,996
TOTAL REVENUES		$ 2,282,996		$ -	$ 2,282,996
EXPENDITURES					
Certificated Salaries	1000-1999	$ -	$ -	$ -	$ -
Classified Salaries	2000-2999	$ 1,030,962	$ 65,306	$ -	$ 1,096,268
Employee Benefits	3000-3999	$ 614,778	$ 26,179	$ -	$ 640,957
Books and Supplies	4000-4999	$ 545,465		$ -	$ 545,465
Services and Other Operating Expenditures	5000-5999	$ 3,683,093		$ -	$ 3,683,093
Capital Outlay	6000-6999	$ 130,155,630		$ -	$ 130,155,630
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ -		$ -	$ -
TOTAL EXPENDITURES		$ 136,029,928	$ 91,486	$ -	$ 136,121,414
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ 417,085	$ -	$ -	$ 417,085
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ (133,329,847)	$ (91,486)	$ -	$ (133,421,333)
BEGINNING FUND BALANCE	9791	$ 227,178,852			$ 227,178,852
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 93,849,005	$ (91,486)	$ -	$ 93,757,520
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 92,444,752	$ (91,486)	$ -	$ 92,353,266
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ 1,404,253	$ -	$ -	$ 1,404,253
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ -	$ 0	$ -	$ 0

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

San Juan Unified School District

Public Disclosure of Proposed Collective Bargaining Agreement

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Enter Fund: **67 - Self-Insurance Fund**

Bargaining Unit: San Juan Administrators Association, Board Contracts & Superintendent

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
Federal Revenue	8100-8299	$ -		$ -	$ -
Other State Revenue	8300-8599	$ -		$ -	$ -
Other Local Revenue	8600-8799	$ 22,671,261		$ -	$ 22,671,261
TOTAL REVENUES		$ 22,671,261		$ -	$ 22,671,261
EXPENDITURES					
Certificated Salaries	1000-1999	$ -	$ -	$ -	$ -
Classified Salaries	2000-2999	$ 412,339	$ 15,631	$ -	$ 427,970
Employee Benefits	3000-3999	$ 270,491	$ 6,266	$ -	$ 276,757
Books and Supplies	4000-4999	$ 24,041		$ -	$ 24,041
Services and Other Operating Expenditures	5000-5999	$ 25,313,789		$ -	$ 25,313,789
Capital Outlay	6000-6999	$ -		$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ -		$ -	$ -
TOTAL EXPENDITURES		$ 26,020,660	$ 21,896	$ -	$ 26,042,556
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ 1,626,668	$ -	$ -	$ 1,626,668
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ (1,722,731)	$ (21,896)	$ -	$ (1,744,627)
BEGINNING FUND BALANCE	9791	$ 44,779,637			$ 44,779,637
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 43,056,906	$ (21,896)	$ -	$ 43,035,010
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ -		$ -	$ -
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ 40,050,755	$ (21,896)	$ -	$ 40,028,859
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ 3,006,151	$ (0)	$ -	$ 3,006,151

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Unrestricted General Fund MYP

Bargaining Unit: San Juan Administrators Association, Board Contracts & Superintendent

	Object Code	2022-23 Total Revised Budget After Settlement	2023-24 First Subsequent Year After Settlement	2024-25 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 422,718,205	$ 442,552,524	$ 453,125,294
Federal Revenue	8100-8299	$ -	$ -	$ -
Other State Revenue	8300-8599	$ 9,531,194	$ 7,195,822	$ 5,682,747
Other Local Revenue	8600-8799	$ 1,473,821	$ 1,456,819	$ -
TOTAL REVENUES		$ 433,723,220	$ 451,205,165	$ 458,808,041
EXPENDITURES				
Certificated Salaries	1000-1999	$ 167,560,526	$ 191,104,554	$ 192,252,459
Classified Salaries	2000-2999	$ 44,917,026	$ 52,358,828	$ 52,766,564
Employee Benefits	3000-3999	$ 102,379,263	$ 110,893,083	$ 113,298,219
Books and Supplies	4000-4999	$ 7,471,616	$ 7,199,403	$ 7,298,809
Services and Other Operating Expenditures	5000-5999	$ 24,705,837	$ 26,163,745	$ 26,590,062
Capital Outlay	6000-6999	$ 5,588,364	$ 830,915	$ 847,284
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,233,733	$ 908,181	$ 758,185
Transfers of Indirect Costs	7300-7399	$ (7,248,831)	$ (5,971,203)	$ (5,413,040)
Other Adjustments			$ -	$ -
TOTAL EXPENDITURES		$ 346,607,534	$ 383,487,506	$ 388,398,542
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ 1,000	$ 1,000	$ 1,000
Transfers Out and Other Uses	7600-7699	$ 1,676,777	$ 48,655	$ 160,300
Contributions	8980-8999	$ (64,436,964)	$ (75,167,831)	$ (68,759,360)
OPERATING SURPLUS (DEFICIT)*		$ 21,002,945	$ (7,497,827)	$ 1,490,839
BEGINNING FUND BALANCE	9791	$ 169,920,767	$ 190,923,712	$ 183,425,885
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 190,923,712	$ 183,425,885	$ 184,916,725
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ 1,956,337	$ 242,146	$ 242,146
Restricted	9740			
Committed	9750-9760	$ 28,958,784	$ 28,958,784	$ 28,958,784
Assigned	9780	$ 1,500,000	$ -	$ -
Reserve for Economic Uncertainties	9789	$ 12,526,823	$ 12,777,645	$ 11,693,017
Unassigned/Unappropriated Amount	9790	$ 145,981,769	$ 141,447,310	$ 144,022,778

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Restricted General Fund MYP

Bargaining Unit: San Juan Administrators Association, Board Contracts & Superintendent

	Object Code	2022-23 Total Revised Budget After Settlement	2023-24 First Subsequent Year After Settlement	2024-25 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 2,061,615	$ 2,061,615	$ 2,061,615
Federal Revenue	8100-8299	$ 100,599,595	$ 79,140,046	$ 30,817,088
Other State Revenue	8300-8599	$ 160,615,737	$ 75,632,797	$ 75,521,244
Other Local Revenue	8600-8799	$ 4,545,896	$ 3,676,125	$ 3,718,681
TOTAL REVENUES		$ 267,822,843	$ 160,510,583	$ 112,118,628
EXPENDITURES				
Certificated Salaries	1000-1999	$ 59,907,668	$ 63,166,945	$ 53,369,790
Classified Salaries	2000-2999	$ 45,124,006	$ 49,308,110	$ 37,959,405
Employee Benefits	3000-3999	$ 81,627,449	$ 85,660,149	$ 75,302,039
Books and Supplies	4000-4999	$ 36,510,596	$ 24,368,517	$ 13,121,502
Services and Other Operating Expenditures	5000-5999	$ 17,903,852	$ 10,850,752	$ 9,439,538
Capital Outlay	6000-6999	$ 3,629,881	$ 9,573,000	$ 573,000
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 107,404	$ 107,404	$ 107,404
Transfers of Indirect Costs	7300-7399	$ 6,053,617	$ 4,781,652	$ 4,215,076
Other Adjustments			$ -	$ -
TOTAL EXPENDITURES		$ 250,864,473	$ 247,816,528	$ 194,087,754
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 4,728,836	$ 2,004,237	$ 2,004,237
Contributions	8980-8999	$ 64,436,964	$ 75,167,831	$ 68,759,360
OPERATING SURPLUS (DEFICIT)*		$ 76,666,498	$ (14,142,351)	$ (15,214,003)
BEGINNING FUND BALANCE	9791	$ 53,679,871	$ 130,346,368	$ 116,204,017
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 130,346,368	$ 116,204,017	$ 100,990,014
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ -	$ -	$ -
Restricted	9740	$ 130,346,369	$ 116,204,017	$ 100,990,014
Committed	9750-9760			
Assigned	9780			
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ (1)	$ 0	$ 0

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Combined General Fund MYP

Bargaining Unit: San Juan Administrators Association, Board Contracts & Superintendent

	Object Code	2022-23 Total Revised Budget After Settlement	2023-24 First Subsequent Year After Settlement	2024-25 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 424,779,820	$ 444,614,139	$ 455,186,909
Federal Revenue	8100-8299	$ 100,599,595	$ 79,140,046	$ 30,817,088
Other State Revenue	8300-8599	$ 170,146,931	$ 82,828,619	$ 81,203,991
Other Local Revenue	8600-8799	$ 6,019,717	$ 5,132,944	$ 3,718,681
TOTAL REVENUES		$ 701,546,063	$ 611,715,748	$ 570,926,669
EXPENDITURES				
Certificated Salaries	1000-1999	$ 227,468,194	$ 254,271,499	$ 245,622,249
Classified Salaries	2000-2999	$ 90,041,031	$ 101,666,938	$ 90,725,969
Employee Benefits	3000-3999	$ 184,006,712	$ 196,553,232	$ 188,600,258
Books and Supplies	4000-4999	$ 43,982,212	$ 31,567,920	$ 20,420,311
Services and Other Operating Expenditures	5000-5999	$ 42,609,689	$ 37,014,497	$ 36,029,600
Capital Outlay	6000-6999	$ 9,218,245	$ 10,403,915	$ 1,420,284
Other Outgo (excuding Indirect Costs)	7100-7299 7400-7499	$ 1,341,137	$ 1,015,585	$ 865,589
Transfers of Indirect Costs	7300-7399	$ (1,195,214)	$ (1,189,551)	$ (1,197,964)
Other Adjustments			$ -	$ -
TOTAL EXPENDITURES		$ 597,472,007	$ 631,304,034	$ 582,486,296
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ 1,000	$ 1,000	$ 1,000
Transfers Out and Other Uses	7600-7699	$ 6,405,613	$ 2,052,892	$ 2,164,537
Contributions	8980-8999	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ 97,669,443	$ (21,640,179)	$ (13,723,164)
BEGINNING FUND BALANCE	9791	$ 223,600,638	$ 321,270,081	$ 299,629,902
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 321,270,081	$ 299,629,902	$ 285,906,739
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ 1,956,337	$ 242,146	$ 242,146
Restricted	9740	$ 130,346,369	$ 116,204,017	$ 100,990,014
Committed	9750-9760	$ 28,958,784	$ 28,958,784	$ 28,958,784
Assigned	9780	$ 1,500,000	$ -	$ -
Reserve for Economic Uncertainties	9789	$ 12,526,823	$ 12,777,645	$ 11,693,017
Unassigned/Unappropriated Amount	9790	$ 145,981,768	$ 141,447,310	$ 144,022,778

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

I. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES

1. State Reserve Standard

		2022-23	2023-24	2024-25
a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	$ 603,877,620	$ 633,356,926	$ 584,650,833
b.	Less: Special Education Pass-Through Funds		$ -	$ -
c.	Net Expenditures, Transfers Out, and Uses	$ 603,877,620	$ 633,356,926	$ 584,650,833
d.	State Standard Minimum Reserve Percentage ~~for~~ → this District **Enter percentage**	2.00%	2.00%	2.00%
e.	State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line b, or $50,000)	$ 12,077,552	$ 12,667,139	$ 11,693,017

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a.	General Fund Budgeted Unrestricted Designated for Economic Uncertainties (9789)	$ 12,526,823	$ 12,777,645	$ 11,693,017
b.	General Fund Budgeted Unrestricted Unassigned/Unappropriated Amount (9790)	$ 145,981,769	$ 141,447,310	$ 144,022,778
c.	Special Reserve Fund (Fund 17) Budgeted Designated for Economic Uncertainties (9789)	$ -	$ -	$ -
d.	Special Reserve Fund (Fund 17) Budgeted Unassigned/Unappropriated Amount (9790)	$ -	$ -	$ -
e.	Total Available Reserves	$ 158,508,592	$ 154,224,955	$ 155,715,794
f.	Reserve for Economic Uncertainties Percentage	26.25%	24.35%	26.63%

3. Do unrestricted reserves meet the state minimum reserve amount?

2022-23	Yes	X	No	
2023-24	Yes	X	No	
2024-25	Yes	X	No	

4. If no, how do you plan to restore your reserves?

I. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES (CONTINUED)

5. **Does the Total Compensation Increase/(Decrease) on Page 1, Section A, #5 agree with the Total Increase/(Decrease) for all funds as a result of the settlement(s)? Please explain any variance.**

Total Compensation Increase/(Decrease) on Page 1, Section A, #5	$	1,554,281
General Fund balance Increase/(Decrease), Page 4c, Column 2	$	(4,135,845)
Adult Education Fund balance Increase/(Decrease), Page 4d, Column 2	$	-
Child Development Fund balance Increase/(Decrease), Page 4e, Column 2	$	-
Cafeteria Fund balance Increase/(Decrease), Page 4f, Column 2	$	-
Other Fund balance Increase/(Decrease), Page 4g, Column 2	$	(91,486)
Other Fund balance Increase/(Decrease), Page 4h, Column 2	$	(21,896)
Total all fund balances Increase/(Decrease) as a result of the settlement(s)	$	(4,249,227)
Variance	$	(2,694,945)

Variance Explanation:

Contributions to restricted programs increased as a result of the settlement agreement.

6. **Will this agreement create or increase deficit financing in the current or subsequent years?**

"Deficit Financing" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If a deficit is shown below, provide an explanation and any deficit reduction plan, as necessary.

General Fund Combined	Surplus/ (Deficit)	(Deficit) %	Deficit primarily due to:
Current FY Surplus/(Deficit) before settlement(s)?	$101,805,288	17.0%	
Current FY Surplus/(Deficit) after settlement(s)?	$ 97,669,443	16.2%	
1st Subsequent FY Surplus/(Deficit) after settlement(s)?	$(21,640,179)	(3.4%)	The use of one-time restricted funds.
2nd Subsequent FY Surplus/(Deficit) after settlement(s)?	$(13,723,164)	(2.3%)	The use of one-time restricted funds.

Deficit Reduction Plan (as necessary):

7. **Were "Other Adjustments" amount(s) entered in the multiyear projections (pages 5a and 5b) for 1st and 2nd Subsequent FY?**

"Other Adjustments" could indicate that a budget reduction plan was/is being developed to address deficit spending, and to rebuild reserves. Any amount shown below must have an explanation. If additional space is needed, attach a separate sheet, or use page 8a.

MYP		Amount	"Other Adjustments" Explanation
1st Subsequent FY Unrestricted, Page 5a	$	-	
1st Subsequent FY Restricted, Page 5b	$	-	
2nd Subsequent FY Unrestricted, Page 5a	$	-	
2nd Subsequent FY Restricted, Page 5b	$	-	

J. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF THE COLLECTIVE BARGAINING AGREEMENT

This certification page must be signed by the district's Superintendent and Chief Business Official at the time of public disclosure and is intended to assist the district's Governing Board in determining whether the district can meet the costs incurred under the tentative Collective Bargaining Agreement in the current and subsequent years. The absence of a certification signature or if "I am unable to certify" is checked should serve as a "red flag" to the district's Governing Board.

In accordance with the requirements of Government Code Sections 3540.2 and 3547.5, the Superintendent and Chief Business Official of the San Juan Unified School District, hereby certify that the District can meet the costs incurred under this Collective Bargaining Agreement during the term of the agreement from 7/1/2022 to 6/30/2024.

Board Actions

The board actions necessary to meet the cost of the agreement in each year of its term are as follows:

Current Year

Budget Adjustment Categories:	Budget Adjustment Increase/(Decrease)
Revenues/Transfers In and Other Sources/Contributions	$ -
Expenditures/Transfers Out and Other Uses	$ 4,249,227
Ending Balance(s) Increase/(Decrease)	$ (4,249,227)

Subsequent Years

Budget Adjustment Categories:	Budget Adjustment Increase/(Decrease)
Revenues/Transfers In and Other Sources/Contributions	$ -
Expenditures/Transfers Out and Other Uses	$ 4,440,442
Ending Balance(s) Increase/(Decrease)	$ (4,440,442)

Budget Revisions

If the district does not adopt and submit within 45 days all of the revisions to its budget needed in the current year to meet the costs of the agreement at the time of the approval of the proposed collective bargaining agreement, the county superintendent of schools is required to issue a qualified or negative certification for the district on its next interim report.

Assumptions

See attached page for a list of the assumptions upon which this certification is based.

Certifications

____ I hereby certify ____ I am unable to certify

District Superintendent (Signature)	Date

____ I hereby certify ____ I am unable to certify

Chief Business Official (Signature)	Date

Special Note: The Sacramento County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

Assumptions and Explanations (enter or attach documentation)

The assumptions upon which this certification is made are as follows:

Used assumptions included in our 45 day revise and COLA of 13.26% in 2022/23 per DOF revised calculation.
Assumed 10.75% increase for SJAA, Board Contracts and Superintendent in 22/23 and all units in Out years along with an increase of 4.5% for all units in all years.Assumed our typical S&C of .9% for both certificated and classified and H&W historical rate of 4.32%.

Concerns regarding affordability of agreement in subsequent years (if any):

Although the MYP reflects deficit spending the majority is due to the use of one-time restricted funds being used in all three years.
Year 2023/24 reflects a deficit as a result of the increase that is intentional as we have on-going unrestricted funds falling to fund balance prior to this settlement agreement.

K. CERTIFICATION NO. 2

The disclosure document must be signed by the district Superintendent at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Sections 3540.2(a) and 3547.5.

San Juan Unified School District

District Name

District Superintendent (Signature) | **Date**

Jennifer Stahlheber

Contact Person | **Phone**

After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on October 25, 2022, took action to approve the proposed agreement with the San Juan Administrators Association, Board Contracts, and Superintendent.

President (or Clerk), Governing Board (Signature) | **Date**

Special Note: The Sacramento County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: I-5

MEETING DATE: 10/11/2022

SUBJECT: Tentative Agreement with the San Juan Professional Educators Coalition and the San Juan Unified School District

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

DEPARTMENT: Labor Relations

ACTION REQUESTED:
The superintendent is recommending that the board approve the San Juan Professional Educators Coalition tentative agreement with the San Juan Unified School District.

RATIONALE/BACKGROUND:
Statute requires that the public be made aware of the costs associated with a tentative collective bargaining agreement before it becomes binding on the district or county office of education. Government Code Section 3547.5 states:

"Before a public school employer enters into a written agreement with an exclusive representative covering matters within the scope of representation, the major provisions of the agreement, including, but not limited to, the costs that would be incurred by the public school employer under the agreement for the current and subsequent fiscal year, shall be disclosed at a public meeting of the public school employer in a format established for this purpose by the Superintendent of Public Instruction [G.C. 3547.5(a)]."

This tentative agreement was ratified by the San Juan Professional Educators Coalition with ninety-nine percent approval.

ATTACHMENT(S):
A: Tentative Agreement Between San Juan Unified School District (District) and the San Juan Professional Educators Coalition (Coalition)
B: AB1200

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 09/19/2022, 10/03/2022
Board of Education: 09/27/2022

FISCAL IMPACT:
Current Budget: $ 0
Additional Budget: $ 3,960,751.29
Funding Source: Unrestricted Base
(Unrestricted Base, Supplemental, other restricted, etc.)
Current Year Only ☐ On-going ☒

LCAP/STRATEGIC PLAN:
Goal: N/A Focus: N/A
Action: N/A

Strategic Plan: N/A

FINANCIAL DATA:
In accordance with AB 1200 (Chapter 1213/1991), GC 3547.5, and CCR, Title V, Section 15449, Fiscal Services has prepared an analysis of the fiscal impact of the proposed agreement and has submitted it to the Sacramento County Office of Education. Costs to the General Fund

beginning each year for the San Juan Professional Educators Coalition tentative collective bargaining agreement are: an ongoing increase of $2,706,162. An additional ongoing increase of $1,254,589.29 will take effect in 2023-2024.

PREPARED BY: Daniel Thigpen, Senior Director, Labor Relations DT

APPROVED BY: Kent Kern, Superintendent of Schools KK

Tentative Agreement Between

San Juan Unified School District (District)

and the San Juan Professional Educators Coalition (SJPEC)

September 15, 2022

Article 7: Transfers

7.3 Requests for Transfers: The District and SJPEC agree to jointly design by December 1, 2022 and pilot in the 2022-23 school year adjustments to the process to better support the success of experienced professional educators. The parties will jointly evaluate this pilot and negotiate impacts during the next bargaining cycle, which is scheduled to begin in the spring of 2023.

Article 9: Work Year and Hours

9.6: The District and SJPEC agree to jointly review in the 2022-23 school year existing minimum staffing ratios and current needs. Any findings from this review will be negotiated during the next bargaining cycle, which is scheduled to begin in the spring of 2023.

Article 12: Salary

12.1 Unit Salary Schedules: This agreement concludes bargaining for Article 12 for the 2022-23 and 2023-24 school years.

2022-23 School Year:

- All base salaries, stipends and extra assignment/hourly pay included in the contract shall be increased by a total of 10%, effective July 1, 2022.
- The new salary schedule will be reflected in members' pay no later than November 30, 2022.
- The retroactive check for the salary schedules shall be paid no later than December 22, 2022.

2023-24 School Year:

- All 2023-24 base salaries, stipends and extra assignment/hourly pay included in the contract shall be increased by a total of 4.5%, effective as of July 1, 2023.
    - The parties agree to reopen Article 11 for bargaining when one or any combination of the following conditions are met:
        - At the time of the State Adopted Budget for 2022-23, the Department of Finance projected a fully funded COLA for the 2023-24 school year in the

amount of 5.38%. If the actual funded COLA is greater than 5.38%, or there is an increase to the LCFF that results in more than a 5.38% increase in funding to the District, and/or there is an ongoing increase from another source that results in an ongoing increase greater than 5.38%, the parties agree to reopen Article 11 for 2023-24 bargaining.

- The District will present to the Board of Education the 2022-23 Unaudited Actuals and a 2023-24 Revised Budget in September 2023. If revised estimated expenses result in ongoing, unrestricted and not previously encumbered dollars that are higher than projected in the June 2022 Adopted Budget, the parties agree to reopen Article 11 for 2023-24 bargaining.

Article 13: Fringe Benefits

- Maintains previous benefits package.
  - No increase to co-pay
  - No increase to prescription costs

Additional ongoing investments to address bargaining unit needs: Effective beginning in the 2022-23 school year, the District shall budget approximately $189,309 in ongoing, unrestricted funds to address needs within the bargaining unit, including but not limited to staffing, working conditions, and/or recruitment and retention.

- This investment shall not be used for across-the-board increases to the SJPEC salary schedule.
- The District and SJPEC shall negotiate the usage of this budget appropriation with the intent to reach agreement by December 1, 2022.

Daniel Thigpen 9-15-2022

Daniel Thigpen Date
Senior Director, Labor Relations
San Juan Unified School District

9/15/22

Damon Smith Date
President
San Juan Professional Educators Coalition

PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
in accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5

Name of School District:	San Juan Unified School District
Name of Bargaining Unit:	San Juan Professional Educators Coalition (SJPEC)
Certificated, Classified, Other:	Certificated

The proposed agreement covers the period beginning: July 1, 2022 (date) and ending: June 30, 2024 (date)

The Governing Board will act upon this agreement on: October 11, 2022 (date)

Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.

A. Proposed Change in Compensation

	Bargaining Unit Compensation **All Funds - Combined**		**Fiscal Impact of Proposed Agreement** (Complete Years 2 and 3 multiyear and overlapping agreements and Step & Column increases)		
		Annual Cost Prior to Proposed Settlement	Year 1 Increase/(Decrease) **2022-23**	Year 2 Increase/(Decrease) **2023-24**	Year 3 Increase/(Decrease) **2024-25**
1.	**Salary Schedule** Including Step and Column	$ 21,289,903	$ 2,288,665	$ 1,070,585	$ 221,842
			10.75%	4.54%	0.90%
2.	**Other Compensation** Stipends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc.	$ -	$ -	$ -	$ -
	Description of Other Compensation				
3.	**Statutory Benefits** - STRS, PERS, FICA, WC, UI, Medicare, etc.	$ 5,379,300	$ 578,275	$ 270,504	$ 56,053
			10.75%	4.54%	0.90%
4.	**Health/Welfare Plans**	$ 5,049,702	$ -	$ -	$ -
			0.00%	0.00%	0.00%
5.	**Total Bargaining Unit Compensation** Add Items 1 through 4 to equal 5	$ 31,718,905	$ 2,866,939	$ 1,341,089	$ 277,895
			9.04%	3.88%	0.77%
6.	**Total Number of Bargaining Unit Employees** (Use FTEs if appropriate)	164.32			
7.	**Total Compensation Average Cost per Bargaining Unit Employee**	$ 193,031	$ 17,447	$ 8,161	$ 1,691
			9.04%	3.88%	0.77%

A. Proposed Change in Compensation (Continued)

8. What was the negotiated percentage change? For example, if the change in "Year 1" was for less than a year, what is the annualized percentage of that change for "Year 1"?

Year 1-2022/23 10% on-going salary increase & equivalent of .75% in additional on-going FTE for unit need.
Year 2-2023/24 4.5% on going salary increase.

9. Were any additional steps, columns, or ranges added to the salary schedules? (If yes, please explain.)

No

10. Please include comments and explanations as necessary. (If more room is necessary, please attach an additional sheet.)

11. Does this bargaining unit have a negotiated cap for Health and Welfare benefits? Yes [ ] No [X]
If yes, please describe the cap amount.

B. Proposed negotiated changes in noncompensation items (i.e., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

Unit was able to negotiate additional FTE equivalent to the cost of .75% of the calculated 1% to support positions with impacted workloads as a result of learning recovery and COVID.

C. What are the specific impacts (positive or negative) on instructional and support programs to accommodate the settlement? Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

Unit is still determining need and will add FTE where needed that does not exceed .75% of the calculated 1% for their unit.

D. What contingency language is included in the proposed agreement (e.g., reopeners, etc.)?

If COLA used in the MYP for FY 2023/24 of 5.38% comes in higher or other unrestricted funds are made available to the district in 2023/24 salary will be reopened for negotiation purposes in 2023/24.

E. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.

N/A

F. Source of Funding for Proposed Agreement:

1. Current Year

Unrestricted general fund dollars in year 1 and unrestricted general funds dollars and fund balance in year 2.

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years?

N/A

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

The district has a healthy fund balance. Projections included the use of unrestricted general funds to pay for increases with surplus projected year 1 (2022/23) and minor deficit in year 2 (2023/24) in the amount of $10,474,143.76 and projected deficit in year 3 (2024/25) in the amount of $1,511,010.73.

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Unrestricted General Fund

Bargaining Unit: San Juan Professional Educators Coalition (SJPEC)

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ 422,718,205		$ -	$ 422,718,205
Federal Revenue	8100-8299	$ -		$ -	$ -
Other State Revenue	8300-8599	$ 9,531,194		$ -	$ 9,531,194
Other Local Revenue	8600-8799	$ 1,473,821		$ -	$ 1,473,821
TOTAL REVENUES		$ 433,723,220		$ -	$ 433,723,220
EXPENDITURES					
Certificated Salaries	1000-1999	$ 164,563,587	$ 1,569,866	$ -	$ 166,133,453
Classified Salaries	2000-2999	$ 44,865,834		$ -	$ 44,865,834
Employee Benefits	3000-3999	$ 101,601,116	$ 396,658	$ -	$ 101,997,774
Books and Supplies	4000-4999	$ 7,471,616		$ -	$ 7,471,616
Services and Other Operating Expenditures	5000-5999	$ 24,705,837		$ -	$ 24,705,837
Capital Outlay	6000-6999	$ 5,588,364		$ -	$ 5,588,364
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,233,733		$ -	$ 1,233,733
Transfers of Indirect Costs	7300-7399	$ (7,248,831)		$ -	$ (7,248,831)
TOTAL EXPENDITURES		$ 342,781,256	$ 1,966,523	$ -	$ 344,747,779
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ 1,000	$ -	$ -	$ 1,000
Transfers Out and Other Uses	7600-7699	$ 1,676,777	$ -	$ -	$ 1,676,777
Contributions	8980-8999	$ (56,236,964)	$ (8,200,000)	$ -	$ (64,436,964)
OPERATING SURPLUS (DEFICIT)*		$ 33,029,223	$ (10,166,523)	$ -	$ 22,862,700
BEGINNING FUND BALANCE	9791	$ 169,920,767			$ 169,920,767
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 202,949,990	$ (10,166,523)	$ -	$ 192,783,466
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ 1,956,337	$ -	$ -	$ 1,956,337
Restricted	9740				
Committed	9750-9760	$ 28,958,784	$ -	$ -	$ 28,958,784
Assigned	9780	$ 1,500,000	$ -	$ -	$ 1,500,000
Reserve for Economic Uncertainties	9789	$ 11,948,030	$ 578,793	$ -	$ 12,526,823
Unassigned/Unappropriated Amount	9790	$ 158,586,839	$ (10,745,316)	$ -	$ 147,841,523

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Restricted General Fund

Bargaining Unit: San Juan Professional Educators Coalition (SJPEC)

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ 2,061,615		$ -	$ 2,061,615
Federal Revenue	8100-8299	$ 100,599,595		$ -	$ 100,599,595
Other State Revenue	8300-8599	$ 160,615,737		$ -	$ 160,615,737
Other Local Revenue	8600-8799	$ 4,545,896		$ -	$ 4,545,896
TOTAL REVENUES		$ 267,822,843		$ -	$ 267,822,843
EXPENDITURES					
Certificated Salaries	1000-1999	$ 59,740,108	$ 649,461	$ -	$ 60,389,569
Classified Salaries	2000-2999	$ 45,052,873	$ -	$ -	$ 45,052,873
Employee Benefits	3000-3999	$ 81,556,575	$ 164,099	$ -	$ 81,720,674
Books and Supplies	4000-4999	$ 36,510,596		$ -	$ 36,510,596
Services and Other Operating Expenditures	5000-5999	$ 17,903,852		$ -	$ 17,903,852
Capital Outlay	6000-6999	$ 3,629,881		$ -	$ 3,629,881
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 107,404		$ -	$ 107,404
Transfers of Indirect Costs	7300-7399	$ 6,053,617		$ -	$ 6,053,617
TOTAL EXPENDITURES		$ 250,554,906	$ 813,561	$ -	$ 251,368,467
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 4,728,836	$ -	$ -	$ 4,728,836
Contributions	8980-8999	$ 56,236,964	$ 8,200,000	$ -	$ 64,436,964
OPERATING SURPLUS (DEFICIT)*		$ 68,776,065	$ 7,386,439	$ -	$ 76,162,504
BEGINNING FUND BALANCE	9791	$ 53,679,871			$ 53,679,871
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 122,455,936	$ 7,386,439	$ -	$ 129,842,375
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 122,455,936	$ 7,386,439	$ -	$ 129,842,375
Committed	9750-9760				
Assigned Amounts	9780				
Reserve for Economic Uncertainties	9789		$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ (0)	$ 0	$ -	$ 0

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Combined General Fund

Bargaining Unit: San Juan Professional Educators Coalition (SJPEC)

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ 424,779,820		$ -	$ 424,779,820
Federal Revenue	8100-8299	$ 100,599,595		$ -	$ 100,599,595
Other State Revenue	8300-8599	$ 170,146,931		$ -	$ 170,146,931
Other Local Revenue	8600-8799	$ 6,019,717		$ -	$ 6,019,717
TOTAL REVENUES		$ 701,546,063		$ -	$ 701,546,063
EXPENDITURES					
Certificated Salaries	1000-1999	$ 224,303,695	$ 2,219,327	$ -	$ 226,523,022
Classified Salaries	2000-2999	$ 89,918,707	$ -	$ -	$ 89,918,707
Employee Benefits	3000-3999	$ 183,157,691	$ 560,757	$ -	$ 183,718,448
Books and Supplies	4000-4999	$ 43,982,212		$ -	$ 43,982,212
Services and Other Operating Expenditures	5000-5999	$ 42,609,689		$ -	$ 42,609,689
Capital Outlay	6000-6999	$ 9,218,245		$ -	$ 9,218,245
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,341,137		$ -	$ 1,341,137
Transfers of Indirect Costs	7300-7399	$ (1,195,214)		$ -	$ (1,195,214)
TOTAL EXPENDITURES		$ 593,336,162	$ 2,780,084	$ -	$ 596,116,246
OTHER FINANCING SOURCES/USES					
Transfer In and Other Sources	8900-8979	$ 1,000	$ -	$ -	$ 1,000
Transfers Out and Other Uses	7600-7699	$ 6,405,613	$ -	$ -	$ 6,405,613
Contributions	8980-8999	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ 101,805,288	$ (2,780,084)	$ -	$ 99,025,204
BEGINNING FUND BALANCE	9791	$ 223,600,638			$ 223,600,638
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 325,405,926	$ (2,780,084)	$ -	$ 322,625,842
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ 1,956,337	$ -	$ -	$ 1,956,337
Restricted	9740	$ 122,455,936	$ 7,386,439	$ -	$ 129,842,375
Committed	9750-9760	$ 28,958,784	$ -	$ -	$ 28,958,784
Assigned	9780	$ 1,500,000	$ -	$ -	$ 1,500,000
Reserve for Economic Uncertainties	9789	$ 11,948,030	$ 578,793	$ -	$ 12,526,823
Unassigned/Unappropriated Amount	9790	$ 158,586,839	$ (10,745,316)	$ -	$ 147,841,523

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 11 - Adult Education Fund

Bargaining Unit: San Juan Professional Educators Coalition (SJPEC)

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
Federal Revenue	8100-8299	$ 440,319		$ -	$ 440,319
Other State Revenue	8300-8599	$ 3,180,982		$ -	$ 3,180,982
Other Local Revenue	8600-8799	$ 156,000		$ -	$ 156,000
TOTAL REVENUES		$ 3,777,301		$ -	$ 3,777,301
EXPENDITURES					
Certificated Salaries	1000-1999	$ 1,006,519	$ 31,498	$ -	$ 1,038,017
Classified Salaries	2000-2999	$ 440,637	$ -	$ -	$ 440,637
Employee Benefits	3000-3999	$ 834,873	$ 7,958	$ -	$ 842,831
Books and Supplies	4000-4999	$ 106,361		$ -	$ 106,361
Services and Other Operating Expenditures	5000-5999	$ 1,227,969		$ -	$ 1,227,969
Capital Outlay	6000-6999	$ -		$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ 55,595		$ -	$ 55,595
TOTAL EXPENDITURES		$ 3,671,954	$ 39,456	$ -	$ 3,711,410
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 99,347	$ -	$ -	$ 99,347
OPERATING SURPLUS (DEFICIT)*		$ 6,000	$ (39,456)	$ -	$ (33,456)
BEGINNING FUND BALANCE	9791	$ 2,136,463			$ 2,136,463
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 2,142,463	$ (39,456)	$ -	$ 2,103,007
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 2,078,824	$ (39,456)	$ -	$ 2,039,368
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ 63,639	$ -	$ -	$ 63,639
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ -	$ 0	$ -	$ 0

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 12 - Child Development Fund

Bargaining Unit: San Juan Professional Educators Coalition (SJPEC)

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
Federal Revenue	8100-8299	$ 15,173,722		$ -	$ 15,173,722
Other State Revenue	8300-8599	$ 5,701,167		$ -	$ 5,701,167
Other Local Revenue	8600-8799	$ 4,374,955		$ -	$ 4,374,955
TOTAL REVENUES		$ 25,249,844		$ -	$ 25,249,844
EXPENDITURES					
Certificated Salaries	1000-1999	$ 9,085,110	$ 37,840	$ -	$ 9,122,950
Classified Salaries	2000-2999	$ 5,172,900	$ -	$ -	$ 5,172,900
Employee Benefits	3000-3999	$ 9,371,242	$ 9,561	$ -	$ 9,380,803
Books and Supplies	4000-4999	$ 3,969,097		$ -	$ 3,969,097
Services and Other Operating Expenditures	5000-5999	$ 522,393		$ -	$ 522,393
Capital Outlay	6000-6999	$ -		$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ 785,307		$ -	$ 785,307
TOTAL EXPENDITURES		$ 28,906,049	$ 47,401	$ -	$ 28,953,450
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ 2,724,599	$ -	$ -	$ 2,724,599
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ (931,606)	$ (47,401)	$ -	$ (979,007)
BEGINNING FUND BALANCE	9791	$ 3,606,212			$ 3,606,212
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 2,674,606	$ (47,401)	$ -	$ 2,627,205
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 2,282,288	$ (47,401)	$ -	$ 2,234,887
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ 392,318	$ -	$ -	$ 392,318
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ -	$ (0)	$ -	$ (0)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Unrestricted General Fund MYP

Bargaining Unit: San Juan Professional Educators Coalition (SJPEC)

	Object Code	2022-23 Total Revised Budget After Settlement	2023-24 First Subsequent Year After Settlement	2024-25 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 422,718,205	$ 442,552,524	$ 453,125,294
Federal Revenue	8100-8299	$ -	$ -	$ -
Other State Revenue	8300-8599	$ 9,531,194	$ 7,195,822	$ 5,682,747
Other Local Revenue	8600-8799	$ 1,473,821	$ 1,456,819	$ -
TOTAL REVENUES		$ 433,723,220	$ 451,205,165	$ 458,808,041
EXPENDITURES				
Certificated Salaries	1000-1999	$ 166,133,453	$ 191,104,554	$ 192,252,459
Classified Salaries	2000-2999	$ 44,865,834	$ 52,358,828	$ 52,766,564
Employee Benefits	3000-3999	$ 101,997,774	$ 110,893,083	$ 113,298,219
Books and Supplies	4000-4999	$ 7,471,616	$ 7,199,403	$ 7,298,809
Services and Other Operating Expenditures	5000-5999	$ 24,705,837	$ 26,163,745	$ 26,590,062
Capital Outlay	6000-6999	$ 5,588,364	$ 830,915	$ 847,284
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,233,733	$ 908,181	$ 758,185
Transfers of Indirect Costs	7300-7399	$ (7,248,831)	$ (5,971,203)	$ (5,413,040)
Other Adjustments			$ -	$ -
TOTAL EXPENDITURES		$ 344,747,779	$ 383,487,506	$ 388,398,542
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ 1,000	$ 1,000	$ 1,000
Transfers Out and Other Uses	7600-7699	$ 1,676,777	$ 48,655	$ 160,300
Contributions	8980-8999	$ (64,436,964)	$ (75,167,831)	$ (68,759,360)
OPERATING SURPLUS (DEFICIT)*		$ 22,862,700	$ (7,497,827)	$ 1,490,839
BEGINNING FUND BALANCE	9791	$ 169,920,767	$ 192,783,466	$ 185,285,639
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 192,783,466	$ 185,285,639	$ 186,776,479
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ 1,956,337	$ 242,146	$ 242,146
Restricted	9740			
Committed	9750-9760	$ 28,958,784	$ 28,958,784	$ 28,958,784
Assigned	9780	$ 1,500,000	$ -	$ -
Reserve for Economic Uncertainties	9789	$ 12,526,823	$ 12,777,645	$ 11,693,017
Unassigned/Unappropriated Amount	9790	$ 147,841,523	$ 143,307,064	$ 145,882,532

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Restricted General Fund MYP

Bargaining Unit: San Juan Professional Educators Coalition (SJPEC)

	Object Code	2022-23 Total Revised Budget After Settlement	2023-24 First Subsequent Year After Settlement	2024-25 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 2,061,615	$ 2,061,615	$ 2,061,615
Federal Revenue	8100-8299	$ 100,599,595	$ 79,140,046	$ 30,817,088
Other State Revenue	8300-8599	$ 160,615,737	$ 75,632,797	$ 75,521,244
Other Local Revenue	8600-8799	$ 4,545,896	$ 3,676,125	$ 3,718,681
TOTAL REVENUES		$ 267,822,843	$ 160,510,583	$ 112,118,628
EXPENDITURES				
Certificated Salaries	1000-1999	$ 60,389,569	$ 63,675,064	$ 53,369,790
Classified Salaries	2000-2999	$ 45,052,873	$ 49,308,110	$ 37,959,405
Employee Benefits	3000-3999	$ 81,720,674	$ 85,660,149	$ 75,302,039
Books and Supplies	4000-4999	$ 36,510,596	$ 24,368,517	$ 13,121,502
Services and Other Operating Expenditures	5000-5999	$ 17,903,852	$ 10,850,752	$ 9,439,538
Capital Outlay	6000-6999	$ 3,629,881	$ 9,573,000	$ 573,000
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 107,404	$ 107,404	$ 107,404
Transfers of Indirect Costs	7300-7399	$ 6,053,617	$ 4,781,652	$ 4,215,076
Other Adjustments			$ -	$ -
TOTAL EXPENDITURES		$ 251,368,467	$ 248,324,647	$ 194,087,754
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 4,728,836	$ 2,004,237	$ 2,004,237
Contributions	8980-8999	$ 64,436,964	$ 75,167,831	$ 68,759,360
OPERATING SURPLUS (DEFICIT)*		$ 76,162,504	$ (14,650,470)	$ (15,214,003)
BEGINNING FUND BALANCE	9791	$ 53,679,871	$ 129,842,375	$ 115,191,905
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 129,842,375	$ 115,191,905	$ 99,977,902
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ -	$ -	$ -
Restricted	9740	$ 129,842,375	$ 115,191,905	$ 99,977,902
Committed	9750-9760			
Assigned	9780			
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ 0	$ (0)	$ (0)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Combined General Fund MYP

Bargaining Unit: San Juan Professional Educators Coalition (SJPEC)

	Object Code	2022-23 Total Revised Budget After Settlement	2023-24 First Subsequent Year After Settlement	2024-25 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 424,779,820	$ 444,614,139	$ 455,186,909
Federal Revenue	8100-8299	$ 100,599,595	$ 79,140,046	$ 30,817,088
Other State Revenue	8300-8599	$ 170,146,931	$ 82,828,619	$ 81,203,991
Other Local Revenue	8600-8799	$ 6,019,717	$ 5,132,944	$ 3,718,681
TOTAL REVENUES		$ 701,546,063	$ 611,715,748	$ 570,926,669
EXPENDITURES				
Certificated Salaries	1000-1999	$ 226,523,022	$ 254,779,618	$ 245,622,249
Classified Salaries	2000-2999	$ 89,918,707	$ 101,666,938	$ 90,725,969
Employee Benefits	3000-3999	$ 183,718,448	$ 196,553,232	$ 188,600,258
Books and Supplies	4000-4999	$ 43,982,212	$ 31,567,920	$ 20,420,311
Services and Other Operating Expenditures	5000-5999	$ 42,609,689	$ 37,014,497	$ 36,029,600
Capital Outlay	6000-6999	$ 9,218,245	$ 10,403,915	$ 1,420,284
Other Outgo (excuding Indirect Costs)	7100-7299 7400-7499	$ 1,341,137	$ 1,015,585	$ 865,589
Transfers of Indirect Costs	7300-7399	$ (1,195,214)	$ (1,189,551)	$ (1,197,964)
Other Adjustments			$ -	$ -
TOTAL EXPENDITURES		$ 596,116,246	$ 631,812,153	$ 582,486,296
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ 1,000	$ 1,000	$ 1,000
Transfers Out and Other Uses	7600-7699	$ 6,405,613	$ 2,052,892	$ 2,164,537
Contributions	8980-8999	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ 99,025,204	$ (22,148,297)	$ (13,723,164)
BEGINNING FUND BALANCE	9791	$ 223,600,638	$ 322,625,842	$ 300,477,544
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 322,625,842	$ 300,477,544	$ 286,754,381
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ 1,956,337	$ 242,146	$ 242,146
Restricted	9740	$ 129,842,375	$ 115,191,905	$ 99,977,902
Committed	9750-9760	$ 28,958,784	$ 28,958,784	$ 28,958,784
Assigned	9780	$ 1,500,000	$ -	$ -
Reserve for Economic Uncertainties	9789	$ 12,526,823	$ 12,777,645	$ 11,693,017
Unassigned/Unappropriated Amount	9790	$ 147,841,523	$ 143,307,064	$ 145,882,532

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

I. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES

1. State Reserve Standard

		2022-23	2023-24	2024-25
a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	$ 602,521,859	$ 633,865,045	$ 584,650,833
b.	Less: Special Education Pass-Through Funds		$ -	$ -
c.	Net Expenditures, Transfers Out, and Uses	$ 602,521,859	$ 633,865,045	$ 584,650,833
d.	State Standard Minimum Reserve Percentage for this District **Enter percentage** →	2.00%	2.00%	2.00%
e.	State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line b, or $50,000)	$ 12,050,437	$ 12,677,301	$ 11,693,017

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a.	General Fund Budgeted Unrestricted Designated for Economic Uncertainties (9789)	$ 12,526,823	$ 12,777,645	$ 11,693,017
b.	General Fund Budgeted Unrestricted Unassigned/Unappropriated Amount (9790)	$ 147,841,523	$ 143,307,064	$ 145,882,532
c.	Special Reserve Fund (Fund 17) Budgeted Designated for Economic Uncertainties (9789)	$ -	$ -	$ -
d.	Special Reserve Fund (Fund 17) Budgeted Unassigned/Unappropriated Amount (9790)	$ -	$ -	$ -
e.	Total Available Reserves	$ 160,368,346	$ 156,084,709	$ 157,575,548
f.	Reserve for Economic Uncertainties Percentage	26.62%	24.62%	26.95%

3. Do unrestricted reserves meet the state minimum reserve amount?

2022-23	Yes	X	No	
2023-24	Yes	X	No	
2024-25	Yes	X	No	

4. If no, how do you plan to restore your reserves?

I. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES (CONTINUED)

5. **Does the Total Compensation Increase/(Decrease) on Page 1, Section A, #5 agree with the Total Increase/(Decrease) for all funds as a result of the settlement(s)? Please explain any variance.**

Total Compensation Increase/(Decrease) on Page 1, Section A, #5	$	2,866,939
General Fund balance Increase/(Decrease), Page 4c, Column 2	$	(2,780,084)
Adult Education Fund balance Increase/(Decrease), Page 4d, Column 2	$	(39,456)
Child Development Fund balance Increase/(Decrease), Page 4e, Column 2	$	(47,401)
Cafeteria Fund balance Increase/(Decrease), Page 4f, Column 2	$	-
Other Fund balance Increase/(Decrease), Page 4g, Column 2	$	-
Other Fund balance Increase/(Decrease), Page 4h, Column 2	$	-
Total all fund balances Increase/(Decrease) as a result of the settlement(s)	$	(2,866,941)
Variance	$	(2)

Variance Explanation:

Contributions to restricted programs increased as a result of the settlement agreement.

6. **Will this agreement create or increase deficit financing in the current or subsequent years?**
"Deficit Financing" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If a deficit is shown below, provide an explanation and any deficit reduction plan, as necessary.

General Fund Combined	Surplus/ (Deficit)	(Deficit) %	Deficit primarily due to:
Current FY Surplus/(Deficit) before settlement(s)?	$101,805,288	17.0%	
Current FY Surplus/(Deficit) after settlement(s)?	$ 99,025,204	16.4%	
1st Subsequent FY Surplus/(Deficit) after settlement(s)?	$(22,148,297)	(3.5%)	The use of one-time restricted funds.
2nd Subsequent FY Surplus/(Deficit) after settlement(s)?	$(13,723,164)	(2.3%)	The use of one-time restricted funds.

Deficit Reduction Plan (as necessary):

7. **Were "Other Adjustments" amount(s) entered in the multiyear projections (pages 5a and 5b) for 1st and 2nd Subsequent FY?**

"Other Adjustments" could indicate that a budget reduction plan was/is being developed to address deficit spending, and to rebuild reserves. Any amount shown below must have an explanation. If additional space is needed, attach a separate sheet, or use page 8a.

MYP	Amount	"Other Adjustments" Explanation
1st Subsequent FY Unrestricted, Page 5a	$ -	
1st Subsequent FY Restricted, Page 5b	$ -	
2nd Subsequent FY Unrestricted, Page 5a	$ -	
2nd Subsequent FY Restricted, Page 5b	$ -	

J. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF THE COLLECTIVE BARGAINING AGREEMENT

This certification page must be signed by the district's Superintendent and Chief Business Official at the time of public disclosure and is intended to assist the district's Governing Board in determining whether the district can meet the costs incurred under the tentative Collective Bargaining Agreement in the current and subsequent years. The absence of a certification signature or if "I am unable to certify" is checked should serve as a "red flag" to the district's Governing Board.

In accordance with the requirements of Government Code Sections 3540.2 and 3547.5, the Superintendent and Chief Business Official of the San Juan Unified School District, hereby certify that the District can meet the costs incurred under this Collective Bargaining Agreement during the term of the agreement from 7/1/2022 to 6/30/2024.

Board Actions

The board actions necessary to meet the cost of the agreement in each year of its term are as follows:

Current Year

Budget Adjustment Categories:	Budget Adjustment Increase/(Decrease)
Revenues/Transfers In and Other Sources/Contributions	$ -
Expenditures/Transfers Out and Other Uses	$ 2,866,941
Ending Balance(s) Increase/(Decrease)	$ (2,866,941)

Subsequent Years

Budget Adjustment Categories:	Budget Adjustment Increase/(Decrease)
Revenues/Transfers In and Other Sources/Contributions	$ -
Expenditures/Transfers Out and Other Uses	$ 2,995,953
Ending Balance(s) Increase/(Decrease)	$ (2,995,953)

Budget Revisions

If the district does not adopt and submit within 45 days all of the revisions to its budget needed in the current year to meet the costs of the agreement at the time of the approval of the proposed collective bargaining agreement, the county superintendent of schools is required to issue a qualified or negative certification for the district on its next interim report.

Assumptions

See attached page for a list of the assumptions upon which this certification is based.

Certifications

____ I hereby certify ____ I am unable to certify

District Superintendent (Signature)	Date

____ I hereby certify ____ I am unable to certify

Chief Business Official (Signature)	Date

Special Note: The Sacramento County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

Assumptions and Explanations (enter or attach documentation)

The assumptions upon which this certification is made are as follows:

Used assumptions included in our 45 day revise and COLA of 13.26% in 2022/23 per DOF revised calculation.

Assumed 10.75% increase for all SJPEC in 22/23 and all units in Out years along with an increase of 4.5% for all units in all years.

Assumed our typical S&C of .9% for both certificated and classified and H&W historical rate of 4.32% growth.

Concerns regarding affordability of agreement in subsequent years (if any):

Although the MYP reflects deficit spending the majority is due to the use of one-time restricted funds being used in all three years.

Year 2023/24 reflects a deficit as a result of the increase that is intentional as we have on-going unrestricted funds falling to find balance prior to this settlement agreement.

K. CERTIFICATION NO. 2

The disclosure document must be signed by the district Superintendent at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Sections 3540.2(a) and 3547.5.

San Juan Unified School District

District Name

District Superintendent (Signature)

Date

Jennifer Stahlheber

Contact Person

Phone

After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on October 11, 2022, took action to approve the proposed agreement with the San Juan Professional Educators Coalition Bargaining Unit(s).

President (or Clerk), Governing Board (Signature)

Date

Special Note: The Sacramento County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: I-6

MEETING DATE: 10/11/2022

SUBJECT: Tentative Agreement with the San Juan Teachers Association and the San Juan Unified School District

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

DEPARTMENT: Labor Relations

ACTION REQUESTED:
The superintendent is recommending that the board approve the San Juan Teachers Association tentative agreement with the San Juan Unified School District.

RATIONALE/BACKGROUND:
Statute requires that the public be made aware of the costs associated with a tentative collective bargaining agreement before it becomes binding on the district or county office of education. Government Code Section 3547.5 states:

"Before a public school employer enters into a written agreement with an exclusive representative covering matters within the scope of representation, the major provisions of the agreement, including, but not limited to, the costs that would be incurred by the public school employer under the agreement for the current and subsequent fiscal year, shall be disclosed at a public meeting of the public school employer in a format established for this purpose by the Superintendent of Public Instruction [G.C. 3547.5(a)]."

This tentative agreement was ratified by the San Juan Teachers Association with ninety-eight percent approval.

ATTACHMENT(S):
A: Tentative Agreement Between San Juan Unified School District (District) and the San Juan Teachers Association (Association)
B: AB1200

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 09/19/2022, 10/03/2022
Board of Education: 09/27/2022

FISCAL IMPACT:
Current Budget: $ 0
Additional Budget: $ 35,537,915.50
Funding Source: Unrestricted Base
(Unrestricted Base, Supplemental, other restricted, etc.)
Current Year Only ☐ On-going ☒

LCAP/STRATEGIC PLAN:
Goal: N/A Focus: N/A
Action: N/A

Strategic Plan: N/A

FINANCIAL DATA:
In accordance with AB 1200 (Chapter 1213/1991), GC 3547.5, and CCR, Title V, Section 15449, Fiscal Services has prepared an analysis of the fiscal impact of the proposed agreement and has submitted it to the Sacramento County Office of Education. Costs to the General Fund

beginning each year for the San Juan Teachers Association tentative collective bargaining agreement are: an ongoing increase of $24,281,089.50 in 2022-2023. An additional ongoing increase of $11,256,826 will take effect in 2023-2024.

PREPARED BY: Daniel Thigpen, Senior Director, Labor Relations DT

APPROVED BY: Kent Kern, Superintendent of Schools KK

Tentative Agreement Between

San Juan Unified School District (District)

and the San Juan Teachers Association (Association)

September 15, 2022

Article 11. SALARY SCHEDULES

11.01 Certificated Salary Schedules

This agreement concludes bargaining for Article 11 for the 2022-23 and 2023-24 school years.

2022-23 School Year: It is the intent of the parties to provide a salary increase that keeps San Juan Unified School District competitive with surrounding districts.

- All base salary schedules (TK-12, ECE, and Adult Ed), shall be increased by a total of 10%, effective as of July 1, 2022.
    - ECE: The parties agree that no reduction in staffing will occur as a result of the salary increase. Reductions may still occur based on enrollment decline.
- The new salary schedule will be reflected in the members' pay no later than November 30, 2022.
- The retroactive check for the salary schedules shall be paid no later than December 22, 2022.
- There is no increase to stipend schedules D-6, D-7, D-8 and D-9 in 2022-23.

2023-24 School Year: It is the intent of the parties to adjust the various stipend schedules to more appropriately compensate practitioners for the additional work that they do, as well as create the ability to recruit and retain in hard-to-staff areas.

- All 2023-24 base salary schedules (TK-12, ECE, and Adult Ed), shall be increased by a total of 1%, effective as of July 1, 2023.
    - The parties agree to reopen Article 11 for bargaining when one or any combination of the following conditions are met:
        - At the time of the State Adopted Budget for 2022-23, the Department of Finance projected a fully funded COLA for the 2023-24 school year in the amount of 5.38%. If the actual funded COLA is greater than 5.38%, or there is an increase to the LCFF that results in more than a 5.38% increase in funding to the district, and/or there is an ongoing increase from another

source that results in an ongoing increase greater than 5.38%, the parties agree to reopen Article 11 for 2023-24 bargaining.

- The District will present to the Board of Education the 2022-23 Unaudited Actuals and a 2023-24 Revised Budget in September 2023. If revised estimated expenses result in ongoing, unrestricted and not previously encumbered dollars that are higher than projected in the June 2022 Adopted Budget, the parties agree to reopen Article 11 for 2023-24 bargaining.

- The stipend schedules (D6, D7, D8, D9) shall be replaced with the attached updated schedules.
- Two new stipend schedules (D10 - Advanced Degrees, D11 - Hard to Staff) shall be added to Exhibit D
    - If the 2022-23 D9 positional stipend value exceeds the amount a member would be entitled to under the new combined D11 and D10 stipends, they may remain on the 2022-23 D9 stipend schedule until they would benefit from moving to the new stipend schedule for D11 and D10.
    - At the time of agreement, one member currently serves in the role of Agricultural Teacher. The Agricultural Teacher stipend shall remain at the 2022-23 rate, until such time as a new person takes the position.

Article 8. Work Hours / Calendar

- The attached 2024-25 school year calendar follows the same structure as the previous two school years' calendars.

Article 9. Benefits

- Maintains previous benefits package:
    - No increase to co-pay
    - No increase to prescription costs

9-15-22

Daniel Thigpen Date
Senior Director, Labor Relations
San Juan Unified School District

9/15/2022

Dr. Edward Burgess IX Date
Associate Executive Director
San Juan Teachers Association

ST

SIDE LETTER OF AGREEMENT (SLA)
BETWEEN
SAN JUAN UNIFIED SCHOOL DISTRICT (District)
and the
SAN JUAN TEACHERS ASSOCIATION (Association)
Re: Ongoing increase in staffing

Background:
As part of the negotiations for the 2022-23 school year, the District and Association have agreed to an ongoing increase in staffing equivalent to .75% of a salary increase. This agreement specifically addresses long standing staffing issues.

Statement of Intent:
The District and Association mutually agree to hire the positions listed below. Until the positions are filled, unused FTE may be used to pay for "over contract" stipends.

The parties agree that the language in this SLA will be incorporated into the contract during the 2023-24 contract negotiations.

Agreement:
Starting the 2022-23 School Year Calendar to address minimums / ratio:

Nurses (PK-12)	= 2.0 FTE (New minimum = 19.45 FTE)
Vision	= 1.0 FTE (New minimum = 4 FTE)
Mobility	= 0.5 FTE (New minimum = 1.5 FTE)
Adaptive PE Specialist	= 1.0 FTE (New minimum = 15.4 FTE)

Starting the 2022-23 School Year Calendar to create positions:

Nurse (TK-12)	= 0.2 FTE for SPG Peer Facilitator
Social Worker	= 0.4 FTE
• Social Worker	= 0.2 FTE for SPG Peer Facilitator
• Social Worker	= 0.2 FTE for Lead (aligned with 24.7.02)
SLP	= 2.0 FTE for assessments and IEP support
Special Education (Mild/Mod)	= 4.0 FTE for assessments and IEP support
Special Education (Mod/Severe)	= 2.0 FTE for assessments and IEP support

Bargaining:
The District and the Association agree the above minimums / ratios shall be incorporated into Article 7 at the conclusion of the next bargaining cycle (scheduled to begin in Spring 2023). For example, Article 7.20 will read: *The District agrees to provide **19.65** FTE as a minimum number of staffing out of base funding, with .20 FTE of the 19.65 dedicated to SPG. The District, or individual sites, may choose to enhance this number with alternative funding sources.* Additionally, the parties agree to jointly develop the parameters for the newly created positions and jointly select the practitioners for those roles.

9-15-22

Daniel Thigpen Date
Senior Director, Labor Relations
San Juan Unified School District

9/15/2022

Dr. Edward Burgess IX Date
Associate Executive Director
San Juan Teachers Association

Not more than three (3) hours per day may be submitted on those days included on the work day calendar. Not more than six (6) hours per day may be submitted on days not included on the work day calendar.

ADDITIONAL ASSIGNMENT	$ PER HOUR	
	Years/Steps 1-10*	Years/Steps 11+*
Approved Instructional, Co-curricular and/or Professional Development (Outside regular work day or work year calendar)	40.00	50.00

Beyond Contract (included in contract)			
Current Step	**Per Year**	**Per Semester**	**Per Day**
1-5	**$20,000**	**$10,000**	**$111.11**
6-10	**$24,500**	**$12,250**	**$136.11**
11 +	**$29,000**	**$14,500**	**$161.11**

Over Contact Maximums	
Self-Contained TK-6	**$25 per day/per student**
Departmentalized 6-12	**$7 per day/per period/per student**

*Qualifying experience as defined by Exhibit D of the SJTA Contract

Anticipated Board approval: October 11, 2022

Effective date: July 1, 2023

CLASS ACTIVITY	PER EVENT	PER YEAR
CADETS		
HS Commandant		$4,500
HS Bivouac/Snow Survival	$2,500	
DRAMATICS/OPERETTAS		
(not to exceed three major events per year)		
Middle School	$2,500	
High School	$3,500	
MUSIC		
Vocal High School		$3,500
Instrumental High School		$3,500
Vocal Middle School		$2,500
Instrumental Middle School		$2,500
Instrumental Concert (not to exceed three district-wide events/year)	$1,500	
Choir/Band (Elementary) (Before and After School)		$2,500
MISCELLANEOUS		
Activities Director****		$3,500
Newspaper High School**		$4,500
Newspaper Middle School		$3,500
Yearbook High School**		$4,500
Yearbook Middle School		$3,500
Pep Arts - Drill Team**		$3,500
Pep Band**		$1,500
Academic Decathlon Advisor**		$3,500
Science Olympian Advisor (HS/MS/K8)		$3,500
Moot Court or Mock Trial Advisor**		$3,500
Elementary/K8 Stipend #1***		$1,000
Elementary/K8 Stipend #2***		$1,500
Elementary/K8 Stipend #3***		$2,000
Elementary/K8 Stipend #4***		$2,500
Elementary/K8 Stipend #5***		$3,000

*A teacher in charge of a performance or exhibit shall receive the stipend.
**One stipend per school. Adjustments made through negotiations to these stipends.
***Elementary/K8 stipend levels offered for illustrative purposes. Application of Elementary/K8 stipends must be presented to Site Leadership Teams and School Site Councils per the language below[1], and total amount of stipends offered at a single site may not exceed $10,000 in a single school year or $3,000 for an individual stipend.
****All Activities Directors (9 - 12) shall receive one period (minimum) of additional preparation time in addition to their stipend. If the Activities Director is at a school on a block schedule the Activities Director shall receive one period of prep during the Fall Term and one period of prep during the Spring Term to complete the work.

[1]Guidelines shall be established by the District controlling the identification of those person who will receive the stipends. Schools with unused Extra Curricular Class Activities stipends who wish to alter the application of those stipends may present innovative proposals to their Site Leadership Team and School Site Councils for approval.

Anticipated Board approval: October 11, 2022 **Effective date:** July 1, 2023

DT

The District shall create and maintain a published schedule of all coaching stipends for high school and middle school athletic activities.

SJTA bargaining unit members who serve in coaching roles identified for stipends shall receive an additional annual stipend at the following rate:

Additional Stipend Rate
$1,500 on top of base coaching stipend

Anticipated Board approval: October 11, 2022

Effective date: July 1, 2023

LEADERSHIP / SUPPORT STAFF STIPEND	INCLUDED IN CONTRACT	STIPEND AMOUNT
Agricultural Teacher (additional assignment)*	6,000	
Athletic Director (9 - 12)**	5,250	
Combination Class Teacher	3,000	
Consulting Teacher	6,000	
CTS (Center for Teacher Support) Panel	3,750	
Curriculum Facilitator (9 - 12)	2,500	
Department Chairperson – HS/MS/K8 middle years (5 or more practitioners)	2,500	
Department Chairperson – HS/MS/K8 middle years (2-4 practitioners)	1,500	
Elementary & Special Education Centers Teacher-in-Charge	2,500	
Facilitator Mentor	6,000	
Intern Advisor	1,500	
Intramural Coordinator	3,750	
Leadership Team Member	2,500	
Peer Facilitator	5,000	
Professional Growth Team (PGT)	3,750	
Site Coach	3,000	
Site Coach (supporting an additional teacher)	2,000	
Summer School Teacher-In-Charge*		
Regular Program - Elementary School		6,392
Regular Program - Middle School		7,961
Extended Program - Middle School		11,012
Regular Program - High School		9,945
Special Education - Elementary (25 days)		6,392
Special Education - LaVista/L.Ruff (30 days)		7,961
Special Education - R. Richardson Center (35 days)		7,961
Special Education - High School (30 days)		10,785

*At the time of agreement, one member currently serves in the role of Agricultural Teacher. The current Agricultural Teacher stipend shall remain at the 2022-23 rate ($6,035), until such time as a new person takes the position.

**All Athletic Directors (9 - 12) shall receive one period (minimum) of additional preparation time in addition to their stipend. If the Athletic Director is at a school on a block schedule the Athletic Director shall receive one period of prep during the Fall Term and one period of prep during the Spring Term to complete the work.

***These rates will be commensurate with summer school rates paid to certificated management overseeing summer school programs.

Anticipated Board approval: October 11, 2022

Effective date: July 1, 2023

ADVANCED DEGREE/CERTIFICATION/LICENSURE	STIPEND INCLUDED IN CONTRACT**
Masters Degree, Doctorate **or** National Board Certification	3,000
Two or more of the above attained	4,500
Licensure*	4,500
Licensure + Advanced Degree(s)	6,000

*Members must be serving in an assignment that utilizes a valid license to receive this stipend. It is the responsibility of the practitioner to submit their licensure to Human Resources for consideration. Members wishing to be considered for an exception must write a letter to the Director of Human Resources and the President of SJTA stating reasons why their valid license is relevant to their current assignment and the stipend should be approved.
**Members can only collect one of the above stipends. These stipends do not compound.

Anticipated Board approval: October 11, 2022

Effective date: July 1, 2023

Hard To Staff*	INCLUDED IN CONTRACT**
Staffing Difficulty I	**$5,000**
• Teacher of the Visually Impaired	
• Mobility Specialist/Teacher	
• Teacher of students with Orthopedic Impairment	
Staffing Difficulty II	**$3,500**
• Nurses	
• Teacher of Deaf & Hard of Hearing	
• Speech and Language Pathologists	
• Special Education Teachers - Serving Mod/Severe and/or Emotionally Distrurbed	
Staffing Difficulty III	**$2,000**
• Counselors (all levels)	
• Social Workers	
• Special Education Teacher - Not covered above	

*Hard to Staff stipends will be revisited in the Spring of 2024 to determine which should remain, be adjusted, removed or added to this stipend schedule; once a member receives the "Hard to Staff" stipend as part of their annual income, it will remain a part of their salary until they leave that position even if the position is removed from D11 . This schedule will be revisited once every three years from that point forward. The second round will be in advance of the 2027-28 school year.

**Members can only collect one of the above stipends. These stipends do not compound.

Anticipated Board approval: October 11, 2022

Effective date: July 1, 2023

San Juan Unified School District
2024-2025 School Year Calendar

	FIRST WEEK					SECOND WEEK					THIRD WEEK					FOURTH WEEK					FIFTH WEEK					School Days Elem	School Days Sec	Non-Inst Day
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
July	~~1~~	~~2~~	~~3~~	~~4~~	~~5~~	~~8~~	~~9~~	~~10~~	~~11~~	~~12~~	~~15~~	~~16~~	~~17~~	~~18~~	~~19~~	~~22~~	~~23~~	~~24~~	~~25~~	~~26~~	~~29~~	~~30~~	~~31~~					
August				~~1~~	~~2~~	~~5~~	~~6~~	~~7~~	~~8~~	~~9~~	~~12~~	13	14	~~15~~	16	19	20	21	22	23	26	27	28	29	30	12	12	2
September	**2**	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30					20	20	
October		1	2	3	~~4~~	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		22	22	
November					1	4	5	6	7	8	**11**	12	13	14	15	18	19	20	21	22	~~25~~	~~26~~	~~27~~	**28**	**29**	14	14	1 (Elem & K8)
December	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	~~23~~	~~24~~	**25**	**26**	**27**	**30**	**31**				15	15	
January			**1**	~~2~~	~~3~~	6	7	8	9	10	13	14	15	16	17	**20**	21	22	23	24	27	28	29	30	31	18	18	1 (MS & HS)
February	3	4	5	6	7	10	11	12	13	14	**17**	**18**	~~19~~	~~20~~	~~21~~	24	25	26	27	28						15	15	
March	3	4	5	6	7	10	11	12	13	14	17	18	19	20	~~21~~	~~24~~	25	26	27	28	31					19	19	
April		1	2	3	4	7	8	9	10	11	~~14~~	~~15~~	~~16~~	~~17~~	**18**	21	22	23	24	25	28	29	30			17	17	
May				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	**26**	27	28	29	30	21	21	
June	2	3	4	5	6	9	10	11	~~12~~	~~13~~	~~16~~	~~17~~	~~18~~	~~19~~	~~20~~	~~23~~	~~24~~	~~25~~	~~26~~	~~27~~	~~30~~					7	7	1

Holidays / School Closed

September 2, Labor Day
November 11, Veterans' Day
November 28, Thanksgiving Day
November 29, Local Holiday
December 25, Christmas Day
December 26, 27, 30, 31 Winter Recess
January 1, New Year's Day
January 20, Martin Luther King, Jr. Day
February 17, Presidents' Day
February 18, Lincoln's Day Observed
April 18, Local Holiday
May 26, Memorial Day

First/Last Day of Service
August 13- June 11

Student First/Last Day
August 15 - June 10

***Non-Instructional Days**
August 13 - Staff Development Day
August 14- Teacher Work Day
November 15 - Elementary & K8 Teacher Work Day
November 15 - HS/MS Closed
January 6 - MS & HS Teacher Work Day
January 6 - Elementary / K8 Closed
June 11- Teacher Work Day (186 day or less only)
*Plus 2 Staff Development Days (Legislative-Non ADA): as determined per site

	School Days Elem	School Days Sec	Non-Inst Day
Work Days	180	180	
Non-Instructional Days*			6
Total Days			186

Semester Dates - Secondary (MS & HS)
August 15 - January 6 = 83 Days
January 7 - June 11 = 97 Days

Trimester Dates - Elementary & K8
August 15 - November 15 (13 weeks)
November 18 - March 7 (12 weeks)
March 10 - June 11 (12 weeks)

Strike through days represent "School Recess Days"

Board Approved:

PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
in accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5

Name of School District:	San Juan Unified School District
Name of Bargaining Unit:	San Juan Teachers Association - SJTA
Certificated, Classified, Other:	Certificated

The proposed agreement covers the period beginning: July 1, 2022 (date) and ending: June 30, 2024 (date)

The Governing Board will act upon this agreement on: October 11, 2022 (date)

Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.

A. Proposed Change in Compensation

	Bargaining Unit Compensation **All Funds - Combined**		**Fiscal Impact of Proposed Agreement** (Complete Years 2 and 3 multiyear and overlapping agreements and Step & Column increases)		
		Annual Cost Prior to Proposed Settlement	Year 1 Increase/(Decrease) **2022-23**	Year 2 Increase/(Decrease) **2023-24**	Year 3 Increase/(Decrease) **2024-25**
1.	**Salary Schedule** Including Step and Column	$ 206,958,794	$ 22,248,070	$ 3,469,046	$ 2,094,083
			10.75%	1.51%	0.90%
2.	**Other Compensation** Stipends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc.	$ 15,234,520	$ -	$ 7,904,299	$ 7,904,299
			0.00%	51.88%	34.16%
	Description of Other Compensation				
3.	**Statutory Benefits** - STRS, PERS, FICA, WC, UI, Medicare, etc.	$ 49,909,100	$ 5,365,228	$ 2,509,731	$ 520,057
			10.75%	4.54%	0.90%
4.	**Health/Welfare Plans**	$ 45,204,546	$ -	$ -	$ -
			0.00%	0.00%	0.00%
5.	**Total Bargaining Unit Compensation** Add Items 1 through 4 to equal 5	$ 317,306,961	$ 27,613,299	$ 13,883,075	$ 10,518,438
			8.70%	4.03%	2.93%
6.	**Total Number of Bargaining Unit Employees** (Use FTEs if appropriate)	2,271.00			
7.	**Total Compensation Average Cost per Bargaining Unit Employee**	$ 139,721	$ 12,159	$ 6,113	$ 4,632
			8.70%	4.03%	2.93%

A. Proposed Change in Compensation (Continued)

8. What was the negotiated percentage change? For example, if the change in "Year 1" was for less than a year, what is the annualized percentage of that change for "Year 1"?

Year 1-2022/23 10% on-going salary increase & equivalent of .75% in additional on-going FTE for unit need.
Year 2-2023/24 1% on going salary increase & equivalent of 3.5% in new/enhanced stipends.

9. Were any additional steps, columns, or ranges added to the salary schedules? (If yes, please explain.)

No

10. Please include comments and explanations as necessary. (If more room is necessary, please attach an additional sheet.)

11. Does this bargaining unit have a negotiated cap for Health and Welfare benefits? Yes [ ] No [X]
If yes, please describe the cap amount.

B. Proposed negotiated changes in noncompensation items (i.e., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

Unit was able to negotiate additional FTE equivalent to the cost of .75% of the calcualted 1%, to support positions with impacted workloads as a result of learning recovery and COVID.

C. What are the specific impacts (positive or negative) on instructional and support programs to accommodate the settlement? Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

Unit negotiated additional 13.1 FTE for Nurses, Lead Social Worker and Special Education positions.

D. What contingency language is included in the proposed agreement (e.g., reopeners, etc.)?

If COLA used in the MYP for FY 2023/24 of 5.38% comes in higher or other unrestricted funds are made available to the district in 2023/24 salary will be reopened for negotiation purposes in 2023/24.

E. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.

N/A

F. Source of Funding for Proposed Agreement:

1. Current Year

Unrestricted general fund dollars in year 1 and unrestricted general funds dollars and fund balance in year 2.

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years?

N/A

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

The district has a healthy fund balance. Projections included the use of unrestricted general funds to pay for increases with surplus projected year 1 (2022/23) and minor deficit in year 2 (2023/24) in the amount of $10,474,143.76 and projected deficit in year 3 (2024/25) in the amount of $1,511,010.73.

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Unrestricted General Fund

Bargaining Unit: San Juan Teachers Association - SJTA

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ 422,718,205		$ -	$ 422,718,205
Federal Revenue	8100-8299	$ -		$ -	$ -
Other State Revenue	8300-8599	$ 9,531,194		$ -	$ 9,531,194
Other Local Revenue	8600-8799	$ 1,473,821		$ -	$ 1,473,821
TOTAL REVENUES		$ 433,723,220		$ -	$ 433,723,220
EXPENDITURES					
Certificated Salaries	1000-1999	$ 164,563,587	$ 15,826,376	$ -	$ 180,389,963
Classified Salaries	2000-2999	$ 44,865,834		$ -	$ 44,865,834
Employee Benefits	3000-3999	$ 101,601,116	$ 3,998,850	$ -	$ 105,599,966
Books and Supplies	4000-4999	$ 7,471,616		$ -	$ 7,471,616
Services and Other Operating Expenditures	5000-5999	$ 24,705,837		$ -	$ 24,705,837
Capital Outlay	6000-6999	$ 5,588,364		$ -	$ 5,588,364
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,233,733		$ -	$ 1,233,733
Transfers of Indirect Costs	7300-7399	$ (7,248,831)		$ -	$ (7,248,831)
TOTAL EXPENDITURES		$ 342,781,256	$ 19,825,226	$ -	$ 362,606,482
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ 1,000	$ -	$ -	$ 1,000
Transfers Out and Other Uses	7600-7699	$ 1,676,777	$ -	$ -	$ 1,676,777
Contributions	8980-8999	$ (56,236,964)	$ (8,200,000)	$ -	$ (64,436,964)
OPERATING SURPLUS (DEFICIT)*		$ 33,029,223	$ (28,025,226)	$ -	$ 5,003,997
BEGINNING FUND BALANCE	9791	$ 169,920,767			$ 169,920,767
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 202,949,990	$ (28,025,226)	$ -	$ 174,924,764
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ 1,956,337	$ -	$ -	$ 1,956,337
Restricted	9740				
Committed	9750-9760	$ 28,958,784	$ -	$ -	$ 28,958,784
Assigned	9780	$ 1,500,000	$ -	$ -	$ 1,500,000
Reserve for Economic Uncertainties	9789	$ 11,948,030	$ 578,793	$ -	$ 12,526,823
Unassigned/Unappropriated Amount	9790	$ 158,586,839	$ (28,604,019)	$ -	$ 129,982,820

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Restricted General Fund

Bargaining Unit: San Juan Teachers Association - SJTA

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ 2,061,615		$ -	$ 2,061,615
Federal Revenue	8100-8299	$ 100,599,595		$ -	$ 100,599,595
Other State Revenue	8300-8599	$ 160,615,737		$ -	$ 160,615,737
Other Local Revenue	8600-8799	$ 4,545,896		$ -	$ 4,545,896
TOTAL REVENUES		$ 267,822,843		$ -	$ 267,822,843
EXPENDITURES					
Certificated Salaries	1000-1999	$ 59,740,108	$ 5,407,766	$ -	$ 65,147,874
Classified Salaries	2000-2999	$ 45,052,873	$ -	$ -	$ 45,052,873
Employee Benefits	3000-3999	$ 81,556,575	$ 1,366,380	$ -	$ 82,922,955
Books and Supplies	4000-4999	$ 36,510,596		$ -	$ 36,510,596
Services and Other Operating Expenditures	5000-5999	$ 17,903,852		$ -	$ 17,903,852
Capital Outlay	6000-6999	$ 3,629,881		$ -	$ 3,629,881
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 107,404		$ -	$ 107,404
Transfers of Indirect Costs	7300-7399	$ 6,053,617		$ -	$ 6,053,617
TOTAL EXPENDITURES		$ 250,554,906	$ 6,774,146	$ -	$ 257,329,052
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 4,728,836	$ -	$ -	$ 4,728,836
Contributions	8980-8999	$ 56,236,964	$ 6,301,531	$ -	$ 62,538,495
OPERATING SURPLUS (DEFICIT)*		$ 68,776,065	$ (472,615)	$ -	$ 68,303,450
BEGINNING FUND BALANCE	9791	$ 53,679,871			$ 53,679,871
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 122,455,936	$ (472,615)	$ -	$ 121,983,320
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 122,455,936	$ (472,616)	$ -	$ 121,983,320
Committed	9750-9760				
Assigned Amounts	9780				
Reserve for Economic Uncertainties	9789		$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ (0)	$ 1	$ -	$ 0

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Combined General Fund

Bargaining Unit: San Juan Teachers Association - SJTA

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ 424,779,820		$ -	$ 424,779,820
Federal Revenue	8100-8299	$ 100,599,595		$ -	$ 100,599,595
Other State Revenue	8300-8599	$ 170,146,931		$ -	$ 170,146,931
Other Local Revenue	8600-8799	$ 6,019,717		$ -	$ 6,019,717
TOTAL REVENUES		$ 701,546,063		$ -	$ 701,546,063
EXPENDITURES					
Certificated Salaries	1000-1999	$ 224,303,695	$ 21,234,142	$ -	$ 245,537,837
Classified Salaries	2000-2999	$ 89,918,707	$ -	$ -	$ 89,918,707
Employee Benefits	3000-3999	$ 183,157,691	$ 5,365,231	$ -	$ 188,522,922
Books and Supplies	4000-4999	$ 43,982,212		$ -	$ 43,982,212
Services and Other Operating Expenditures	5000-5999	$ 42,609,689		$ -	$ 42,609,689
Capital Outlay	6000-6999	$ 9,218,245		$ -	$ 9,218,245
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,341,137		$ -	$ 1,341,137
Transfers of Indirect Costs	7300-7399	$ (1,195,214)		$ -	$ (1,195,214)
TOTAL EXPENDITURES		$ 593,336,162	$ 26,599,372	$ -	$ 619,935,534
OTHER FINANCING SOURCES/USES					
Transfer In and Other Sources	8900-8979	$ 1,000	$ -	$ -	$ 1,000
Transfers Out and Other Uses	7600-7699	$ 6,405,613	$ -	$ -	$ 6,405,613
Contributions	8980-8999	$ -	$ (1,898,469)	$ -	$ (1,898,469)
OPERATING SURPLUS (DEFICIT)*		$ 101,805,288	$ (28,497,841)	$ -	$ 73,307,447
BEGINNING FUND BALANCE	9791	$ 223,600,638			$ 223,600,638
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 325,405,926	$ (28,497,841)	$ -	$ 296,908,084
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ 1,956,337	$ -	$ -	$ 1,956,337
Restricted	9740	$ 122,455,936	$ (472,616)	$ -	$ 121,983,320
Committed	9750-9760	$ 28,958,784	$ -	$ -	$ 28,958,784
Assigned	9780	$ 1,500,000	$ -	$ -	$ 1,500,000
Reserve for Economic Uncertainties	9789	$ 11,948,030	$ 578,793	$ -	$ 12,526,823
Unassigned/Unappropriated Amount	9790	$ 158,586,839	$ (28,604,018)	$ -	$ 129,982,821

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 11 - Adult Education Fund

Bargaining Unit: San Juan Teachers Association - SJTA

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
Federal Revenue	8100-8299	$ 440,319		$ -	$ 440,319
Other State Revenue	8300-8599	$ 3,180,982		$ -	$ 3,180,982
Other Local Revenue	8600-8799	$ 156,000		$ -	$ 156,000
TOTAL REVENUES		$ 3,777,301		$ -	$ 3,777,301
EXPENDITURES					
Certificated Salaries	1000-1999	$ 1,006,519	$ 88,483	$ -	$ 1,095,002
Classified Salaries	2000-2999	$ 440,637	$ -	$ -	$ 440,637
Employee Benefits	3000-3999	$ 834,873	$ 22,357	$ -	$ 857,230
Books and Supplies	4000-4999	$ 106,361		$ -	$ 106,361
Services and Other Operating Expenditures	5000-5999	$ 1,227,969		$ -	$ 1,227,969
Capital Outlay	6000-6999	$ -		$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ 55,595		$ -	$ 55,595
TOTAL EXPENDITURES		$ 3,671,954	$ 110,840	$ -	$ 3,782,794
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 99,347	$ -	$ -	$ 99,347
OPERATING SURPLUS (DEFICIT)*		$ 6,000	$ (110,840)	$ -	$ (104,840)
BEGINNING FUND BALANCE	9791	$ 2,136,463			$ 2,136,463
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 2,142,463	$ (110,840)	$ -	$ 2,031,623
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 2,078,824	$ (110,840)	$ -	$ 1,967,984
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ 63,639	$ -	$ -	$ 63,639
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ -	$ (0)	$ -	$ (0)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 12 - Child Development Fund

Bargaining Unit: San Juan Teachers Association - SJTA

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
Federal Revenue	8100-8299	$ 15,173,722		$ -	$ 15,173,722
Other State Revenue	8300-8599	$ 5,701,167		$ -	$ 5,701,167
Other Local Revenue	8600-8799	$ 4,374,955		$ -	$ 4,374,955
TOTAL REVENUES		$ 25,249,844		$ -	$ 25,249,844
EXPENDITURES					
Certificated Salaries	1000-1999	$ 9,085,110	$ 925,446	$ -	$ 10,010,556
Classified Salaries	2000-2999	$ 5,172,900	$ -	$ -	$ 5,172,900
Employee Benefits	3000-3999	$ 9,371,242	$ 233,832	$ -	$ 9,605,074
Books and Supplies	4000-4999	$ 3,969,097		$ -	$ 3,969,097
Services and Other Operating Expenditures	5000-5999	$ 522,393		$ -	$ 522,393
Capital Outlay	6000-6999	$ -		$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ 785,307		$ -	$ 785,307
TOTAL EXPENDITURES		$ 28,906,049	$ 1,159,278	$ -	$ 30,065,327
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ 2,724,599	$ -	$ -	$ 2,724,599
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ (931,606)	$ (1,159,278)	$ -	$ (2,090,884)
BEGINNING FUND BALANCE	9791	$ 3,606,212			$ 3,606,212
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 2,674,606	$ (1,159,278)	$ -	$ 1,515,328
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 2,282,288	$ (1,159,278)	$ -	$ 1,123,010
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ 392,318	$ -	$ -	$ 392,318
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ -	$ (0)	$ -	$ (0)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Unrestricted General Fund MYP

Bargaining Unit: San Juan Teachers Association - SJTA

	Object Code	2022-23 Total Revised Budget After Settlement	2023-24 First Subsequent Year After Settlement	2024-25 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 422,718,205	$ 442,552,524	$ 453,125,294
Federal Revenue	8100-8299	$ -	$ -	$ -
Other State Revenue	8300-8599	$ 9,531,194	$ 7,195,822	$ 5,682,747
Other Local Revenue	8600-8799	$ 1,473,821	$ 1,456,819	$ -
TOTAL REVENUES		$ 433,723,220	$ 451,205,165	$ 458,808,041
EXPENDITURES				
Certificated Salaries	1000-1999	$ 180,389,963	$ 191,104,554	$ 192,252,459
Classified Salaries	2000-2999	$ 44,865,834	$ 52,358,828	$ 52,766,564
Employee Benefits	3000-3999	$ 105,599,966	$ 110,893,083	$ 113,298,219
Books and Supplies	4000-4999	$ 7,471,616	$ 7,199,403	$ 7,298,809
Services and Other Operating Expenditures	5000-5999	$ 24,705,837	$ 26,163,745	$ 26,590,062
Capital Outlay	6000-6999	$ 5,588,364	$ 830,915	$ 847,284
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,233,733	$ 908,181	$ 758,185
Transfers of Indirect Costs	7300-7399	$ (7,248,831)	$ (5,971,203)	$ (5,413,040)
Other Adjustments			$ -	$ -
TOTAL EXPENDITURES		$ 362,606,482	$ 383,487,506	$ 388,398,542
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ 1,000	$ 1,000	$ 1,000
Transfers Out and Other Uses	7600-7699	$ 1,676,777	$ 48,655	$ 160,300
Contributions	8980-8999	$ (64,436,964)	$ (75,167,831)	$ (68,759,360)
OPERATING SURPLUS (DEFICIT)*		$ 5,003,997	$ (7,497,827)	$ 1,490,839
BEGINNING FUND BALANCE	9791	$ 169,920,767	$ 174,924,764	$ 167,426,937
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 174,924,764	$ 167,426,937	$ 168,917,776
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ 1,956,337	$ 242,146	$ 242,146
Restricted	9740			
Committed	9750-9760	$ 28,958,784	$ 28,958,784	$ 28,958,784
Assigned	9780	$ 1,500,000	$ -	$ -
Reserve for Economic Uncertainties	9789	$ 12,526,823	$ 12,777,645	$ 11,693,017
Unassigned/Unappropriated Amount	9790	$ 129,982,820	$ 125,448,362	$ 128,023,829

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Restricted General Fund MYP

Bargaining Unit: San Juan Teachers Association - SJTA

	Object Code	2022-23 Total Revised Budget After Settlement	2023-24 First Subsequent Year After Settlement	2024-25 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 2,061,615	$ 2,061,615	$ 2,061,615
Federal Revenue	8100-8299	$ 100,599,595	$ 79,140,046	$ 30,817,088
Other State Revenue	8300-8599	$ 160,615,737	$ 75,632,797	$ 75,521,244
Other Local Revenue	8600-8799	$ 4,545,896	$ 3,676,125	$ 3,718,681
TOTAL REVENUES		$ 267,822,843	$ 160,510,583	$ 112,118,628
EXPENDITURES				
Certificated Salaries	1000-1999	$ 65,147,874	$ 68,692,244	$ 53,369,790
Classified Salaries	2000-2999	$ 45,052,873	$ 49,308,110	$ 37,959,405
Employee Benefits	3000-3999	$ 82,922,955	$ 85,660,149	$ 75,302,039
Books and Supplies	4000-4999	$ 36,510,596	$ 24,368,517	$ 13,121,502
Services and Other Operating Expenditures	5000-5999	$ 17,903,852	$ 10,850,752	$ 9,439,538
Capital Outlay	6000-6999	$ 3,629,881	$ 9,573,000	$ 573,000
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 107,404	$ 107,404	$ 107,404
Transfers of Indirect Costs	7300-7399	$ 6,053,617	$ 4,781,652	$ 4,215,076
Other Adjustments			$ -	$ -
TOTAL EXPENDITURES		$ 257,329,052	$ 253,341,827	$ 194,087,754
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 4,728,836	$ 2,004,237	$ 2,004,237
Contributions	8980-8999	$ 62,538,495	$ 75,167,831	$ 68,759,360
OPERATING SURPLUS (DEFICIT)*		$ 68,303,450	$ (19,667,651)	$ (15,214,003)
BEGINNING FUND BALANCE	9791	$ 53,679,871	$ 121,983,320	$ 102,315,670
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 121,983,320	$ 102,315,670	$ 87,101,667
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ -	$ -	$ -
Restricted	9740	$ 121,983,320	$ 102,315,670	$ 87,101,667
Committed	9750-9760			
Assigned	9780			
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ 0	$ (0)	$ (0)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Combined General Fund MYP

Bargaining Unit: San Juan Teachers Association - SJTA

	Object Code	2022-23 Total Revised Budget After Settlement	2023-24 First Subsequent Year After Settlement	2024-25 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 424,779,820	$ 444,614,139	$ 455,186,909
Federal Revenue	8100-8299	$ 100,599,595	$ 79,140,046	$ 30,817,088
Other State Revenue	8300-8599	$ 170,146,931	$ 82,828,619	$ 81,203,991
Other Local Revenue	8600-8799	$ 6,019,717	$ 5,132,944	$ 3,718,681
TOTAL REVENUES		$ 701,546,063	$ 611,715,748	$ 570,926,669
EXPENDITURES				
Certificated Salaries	1000-1999	$ 245,537,837	$ 259,796,798	$ 245,622,249
Classified Salaries	2000-2999	$ 89,918,707	$ 101,666,938	$ 90,725,969
Employee Benefits	3000-3999	$ 188,522,922	$ 196,553,232	$ 188,600,258
Books and Supplies	4000-4999	$ 43,982,212	$ 31,567,920	$ 20,420,311
Services and Other Operating Expenditures	5000-5999	$ 42,609,689	$ 37,014,497	$ 36,029,600
Capital Outlay	6000-6999	$ 9,218,245	$ 10,403,915	$ 1,420,284
Other Outgo (excuding Indirect Costs)	7100-7299 7400-7499	$ 1,341,137	$ 1,015,585	$ 865,589
Transfers of Indirect Costs	7300-7399	$ (1,195,214)	$ (1,189,551)	$ (1,197,964)
Other Adjustments			$ -	$ -
TOTAL EXPENDITURES		$ 619,935,534	$ 636,829,333	$ 582,486,296
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ 1,000	$ 1,000	$ 1,000
Transfers Out and Other Uses	7600-7699	$ 6,405,613	$ 2,052,892	$ 2,164,537
Contributions	8980-8999	$ (1,898,469)	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ 73,307,447	$ (27,165,478)	$ (13,723,164)
BEGINNING FUND BALANCE	9791	$ 223,600,638	$ 296,908,084	$ 269,742,607
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 296,908,084	$ 269,742,607	$ 256,019,443
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ 1,956,337	$ 242,146	$ 242,146
Restricted	9740	$ 121,983,320	$ 102,315,670	$ 87,101,667
Committed	9750-9760	$ 28,958,784	$ 28,958,784	$ 28,958,784
Assigned	9780	$ 1,500,000	$ -	$ -
Reserve for Economic Uncertainties	9789	$ 12,526,823	$ 12,777,645	$ 11,693,017
Unassigned/Unappropriated Amount	9790	$ 129,982,821	$ 125,448,362	$ 128,023,829

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

I. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES

1. State Reserve Standard

		2022-23	2023-24	2024-25
a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	$ 626,341,147	$ 638,882,225	$ 584,650,833
b.	Less: Special Education Pass-Through Funds		$ -	$ -
c.	Net Expenditures, Transfers Out, and Uses	$ 626,341,147	$ 638,882,225	$ 584,650,833
d.	State Standard Minimum Reserve Percentage for this District **Enter percentage** →	2.00%	2.00%	2.00%
e.	State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line b, or $50,000)	$ 12,526,823	$ 12,777,645	$ 11,693,017

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a.	General Fund Budgeted Unrestricted Designated for Economic Uncertainties (9789)	$ 12,526,823	$ 12,777,645	$ 11,693,017
b.	General Fund Budgeted Unrestricted Unassigned/Unappropriated Amount (9790)	$ 129,982,820	$ 125,448,362	$ 128,023,829
c.	Special Reserve Fund (Fund 17) Budgeted Designated for Economic Uncertainties (9789)	$ -	$ -	$ -
d.	Special Reserve Fund (Fund 17) Budgeted Unassigned/Unappropriated Amount (9790)	$ -	$ -	$ -
e.	Total Available Reserves	$ 142,509,643	$ 138,226,006	$ 139,716,846
f.	Reserve for Economic Uncertainties Percentage	22.75%	21.64%	23.90%

3. Do unrestricted reserves meet the state minimum reserve amount?

2022-23	Yes	X	No	
2023-24	Yes	X	No	
2024-25	Yes	X	No	

4. If no, how do you plan to restore your reserves?

I. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES (CONTINUED)

5. **Does the Total Compensation Increase/(Decrease) on Page 1, Section A, #5 agree with the Total Increase/(Decrease) for all funds as a result of the settlement(s)? Please explain any variance.**

Total Compensation Increase/(Decrease) on Page 1, Section A, #5	$	27,613,299
General Fund balance Increase/(Decrease), Page 4c, Column 2	$	(28,497,841)
Adult Education Fund balance Increase/(Decrease), Page 4d, Column 2	$	(110,840)
Child Development Fund balance Increase/(Decrease), Page 4e, Column 2	$	(1,159,278)
Cafeteria Fund balance Increase/(Decrease), Page 4f, Column 2	$	-
Other Fund balance Increase/(Decrease), Page 4g, Column 2	$	-
Other Fund balance Increase/(Decrease), Page 4h, Column 2	$	-
Total all fund balances Increase/(Decrease) as a result of the settlement(s)	$	(29,767,960)
Variance	$	(2,154,661)

Variance Explanation:

Contributions to restricted programs increased as a result of the settlement agreement.

6. **Will this agreement create or increase deficit financing in the current or subsequent years?**
"Deficit Financing" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If a deficit is shown below, provide an explanation and any deficit reduction plan, as necessary.

General Fund Combined	Surplus/ (Deficit)	(Deficit) %	Deficit primarily due to:
Current FY Surplus/(Deficit) before settlement(s)?	$101,805,288	17.0%	
Current FY Surplus/(Deficit) after settlement(s)?	$ 73,307,447	11.7%	
1st Subsequent FY Surplus/(Deficit) after settlement(s)?	$(27,165,478)	(4.3%)	The use of one-time restricted funds.
2nd Subsequent FY Surplus/(Deficit) after settlement(s)?	$(13,723,164)	(2.3%)	The use of one-time restricted funds.

Deficit Reduction Plan (as necessary):

7. **Were "Other Adjustments" amount(s) entered in the multiyear projections (pages 5a and 5b) for 1st and 2nd Subsequent FY?**

"Other Adjustments" could indicate that a budget reduction plan was/is being developed to address deficit spending, and to rebuild reserves. Any amount shown below must have an explanation. If additional space is needed, attach a separate sheet, or use page 8a.

MYP	Amount	"Other Adjustments" Explanation
1st Subsequent FY Unrestricted, Page 5a	$ -	
1st Subsequent FY Restricted, Page 5b	$ -	
2nd Subsequent FY Unrestricted, Page 5a	$ -	
2nd Subsequent FY Restricted, Page 5b	$ -	

J. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF THE COLLECTIVE BARGAINING AGREEMENT

This certification page must be signed by the district's Superintendent and Chief Business Official at the time of public disclosure and is intended to assist the district's Governing Board in determining whether the district can meet the costs incurred under the tentative Collective Bargaining Agreement in the current and subsequent years. The absence of a certification signature or if "I am unable to certify" is checked should serve as a "red flag" to the district's Governing Board.

In accordance with the requirements of Government Code Sections 3540.2 and 3547.5, the Superintendent and Chief Business Official of the San Juan Unified School District, hereby certify that the District can meet the costs incurred under this Collective Bargaining Agreement during the term of the agreement from 7/1/2022 to 6/30/2024.

Board Actions

The board actions necessary to meet the cost of the agreement in each year of its term are as follows:

Current Year

Budget Adjustment Categories:	Budget Adjustment Increase/(Decrease)
Revenues/Transfers In and Other Sources/Contributions	$ (1,898,469)
Expenditures/Transfers Out and Other Uses	$ 27,869,491
Ending Balance(s) Increase/(Decrease)	$ (29,767,960)

Subsequent Years

Budget Adjustment Categories:	Budget Adjustment Increase/(Decrease)
Revenues/Transfers In and Other Sources/Contributions	$ (1,983,900)
Expenditures/Transfers Out and Other Uses	$ 29,123,618
Ending Balance(s) Increase/(Decrease)	$ (31,107,518)

Budget Revisions

If the district does not adopt and submit within 45 days all of the revisions to its budget needed in the current year to meet the costs of the agreement at the time of the approval of the proposed collective bargaining agreement, the county superintendent of schools is required to issue a qualified or negative certification for the district on its next interim report.

Assumptions

See attached page for a list of the assumptions upon which this certification is based.

Certifications

____ I hereby certify ____ I am unable to certify

District Superintendent (Signature)	Date

____ I hereby certify ____ I am unable to certify

Chief Business Official (Signature)	Date

Special Note: The Sacramento County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

Assumptions and Explanations (enter or attach documentation)

The assumptions upon which this certification is made are as follows:

Used assumptions included in our 45 day revise and COLA of 13.26% in 2022/23 per DOF revised calculation.
Assumed 10.75% increase for all SJTA in 22/23 and all units in Out years along with an increase of 4.5% for all units in all years.
Assumed our typical S&C of .9% for both certificated and classified and H&W historical rate of 4.32% growth.

Concerns regarding affordability of agreement in subsequent years (if any):

Although the MYP reflects deficit spending the majority is due to the use of one-time restricted funds being used in all three years.
Year 2023/24 reflects a deficit as a result of the increase that is intentional as we have on-going unrestricted funds falling to fund balance prior to this settlement agreement.

K. CERTIFICATION NO. 2

The disclosure document must be signed by the district Superintendent at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Sections 3540.2(a) and 3547.5.

San Juan Unified School District

District Name

District Superintendent
(Signature)

Date

Jennifer Stahlheber

Contact Person

Phone

After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on October 11, 2022, took action to approve the proposed agreement with the San Juan Teachers Association Bargaining Unit(s).

President (or Clerk), Governing Board
(Signature)

Date

Special Note: The Sacramento County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: I-7

MEETING DATE: 10/11/2022

SUBJECT: Tentative Agreement with the San Juan Supervisors Association and the San Juan Unified School District

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

DEPARTMENT: Labor Relations

ACTION REQUESTED:
The superintendent is recommending that the board approve the San Juan Supervisors Association tentative agreement with the San Juan Unified School District.

RATIONALE/BACKGROUND:
Statute requires that the public be made aware of the costs associated with a tentative collective bargaining agreement before it becomes binding on the district or county office of education. Government Code Section 3547.5 states:

"Before a public school employer enters into a written agreement with an exclusive representative covering matters within the scope of representation, the major provisions of the agreement, including, but not limited to, the costs that would be incurred by the public school employer under the agreement for the current and subsequent fiscal year, shall be disclosed at a public meeting of the public school employer in a format established for this purpose by the Superintendent of Public Instruction [G.C. 3547.5(a)]."

This tentative agreement was ratified by the San Juan Supervisors Association with one hundred percent approval.

ATTACHMENT(S):
A: Tentative Agreement Between San Juan Unified School District (District) and the San Juan Supervisors Association (Supervisors)
B: AB1200

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 09/19/2022, 10/03/2022
Board of Education: 09/27/2022

FISCAL IMPACT:
Current Budget: $ 0
Additional Budget: $ 233,833.21
Funding Source: Unrestricted Base
(Unrestricted Base, Supplemental, other restricted, etc.)
Current Year Only ☐ On-going ☒

LCAP/STRATEGIC PLAN:
Goal: N/A Focus: N/A
Action: N/A

Strategic Plan: N/A

FINANCIAL DATA:
In accordance with AB 1200 (Chapter 1213/1991), GC 3547.5, and CCR, Title V, Section 15449, Fiscal Services has prepared an analysis of the fiscal impact of the proposed agreement and has submitted it to the Sacramento County Office of Education. Costs to the General Fund

beginning each year for the San Juan Supervisors Association tentative collective bargaining agreement are: an ongoing increase of $157,036 in 2022-2023. An additional ongoing increase of $76,847.21 will take effect in 2023-2024.

PREPARED BY: Daniel Thigpen, Senior Director, Labor Relations DT

APPROVED BY: Kent Kern, Superintendent of Schools KK

Tentative Agreement Between

San Juan Unified School District (District)

and the

San Juan Supervisors Association (SJSA)

September 20, 2022

Article 5: SALARY

5.1 Salaries: This agreement concludes bargaining for Article 5 for the 2022-23 and 2023-24 school years.

2022-23 School Year:

- All base salaries shall be increased by a total of 10%, effective July 1, 2022.
- The new salary schedule will be reflected in members' pay no later than November 30, 2022.
- The retroactive check for the salary schedules shall be paid no later than December 22, 2022.

2023-24 School Year:

- All 2023-24 base salary schedules shall be increased by a total of 4.5%, effective July 1, 2023.
    - The parties agree to reopen Article 11 for bargaining when one or any combination of the following conditions are met:
        - At the time of the State Adopted Budget for 2022-23, the Department of Finance projected a fully funded COLA for the 2023-24 school year in the amount of 5.38%. If the actual funded COLA is greater than 5.38%, or there is an increase to the LCFF that results in more than a 5.38% increase in funding to the district, and/or there is an ongoing increase from another source that results in an ongoing increase greater than 5.38%, the parties agree to reopen Article 11 for 2023-24 bargaining.
        - The District will present to the Board of Education the 2022-23 Unaudited Actuals and a 2023-24 Revised Budget in September 2023. If revised estimated expenses result in ongoing, unrestricted and not previously encumbered dollars that are higher than projected in the June 2022 Adopted Budget, the parties agree to reopen Article 11 for 2023-24 bargaining.

Article 6: FRINGE BENEFITS

- Maintains previous benefits package.
    - No increase to co-pay
    - No increase to prescription costs

Article 14: RETIREMENT (New)

The parties agree to meet during the ~~2021-2022~~ **2022-2023** school year to discuss the components of a new Article 14 (Retirement) in preparation for bargaining in the spring of ~~2022~~ **2023**. ~~Recommendations from this committee will be provided to both teams and will be non-binding.~~

Additional ongoing investments to address bargaining unit needs: Effective beginning in the 2022-23 school year, the District shall budget approximately **$10,955** in ongoing, unrestricted funds to address needs within the bargaining unit, including but not limited to staffing, working conditions, and/or recruitment and retention.

- This investment shall not be used for across-the-board increases to the SJSA salary schedule.
- The District and SJSA shall negotiate the usage of this budget appropriation with the intent to reach agreement by December 1, 2022.

Daniel Thigpen 9-20-2022

Daniel Thigpen Date
Senior Director, Labor Relations
San Juan Unified School District

Andrew Freitas 9-20-2022

Andrew Freitas Date
Secretary
San Juan Supervisors Association

PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
in accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5

Name of School District:	San Juan Unified School District
Name of Bargaining Unit:	San Juan Supervisors Association (SJSA)
Certificated, Classified, Other:	Classified

The proposed agreement covers the period beginning: July 1, 2022 (date) and ending: June 30, 2024 (date)

The Governing Board will act upon this agreement on: October 11, 2022 (date)

Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.

A. Proposed Change in Compensation

	Bargaining Unit Compensation **All Funds - Combined**		**Fiscal Impact of Proposed Agreement** (Complete Years 2 and 3 multiyear and overlapping agreements and Step & Column increases)		
		Annual Cost Prior to Proposed Settlement	Year 1 Increase/(Decrease) **2022-23**	Year 2 Increase/(Decrease) **2023-24**	Year 3 Increase/(Decrease) **2024-25**
1.	**Salary Schedule** Including Step and Column	$ 2,910,475	$ 312,876	$ 146,356	$ 30,327
			10.75%	4.54%	0.90%
2.	**Other Compensation** Stipends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc.	$ -	$ -	$ -	$ -
	Description of Other Compensation				
3.	**Statutory Benefits** - STRS, PERS, FICA, WC, UI, Medicare, etc.	$ 1,166,800	$ 125,431	$ 58,674	$ 12,158
			10.75%	4.54%	0.90%
4.	**Health/Welfare Plans**	$ 291,329	$ -	$ -	$ -
			0.00%	0.00%	0.00%
5.	**Total Bargaining Unit Compensation** Add Items 1 through 4 to equal 5	$ 4,368,604	$ 438,307	$ 205,030	$ 42,486
			10.03%	4.27%	0.85%
6.	**Total Number of Bargaining Unit Employees** (Use FTEs if appropriate)	30.00			
7.	**Total Compensation Average Cost per Bargaining Unit Employee**	$ 145,620	$ 14,610	$ 6,834	$ 1,416
			10.03%	4.27%	0.85%

A. Proposed Change in Compensation (Continued)

8. What was the negotiated percentage change? For example, if the change in "Year 1" was for less than a year, what is the annualized percentage of that change for "Year 1"?

Year 1-2022/23 10% on-going salary increase & equivalent of .75% in additional on-going FTE for unit need.
Year 2-2023/24 4.5% on going salary increase.

9. Were any additional steps, columns, or ranges added to the salary schedules? (If yes, please explain.)

No

10. Please include comments and explanations as necessary. (If more room is necessary, please attach an additional sheet.)

11. Does this bargaining unit have a negotiated cap for Health and Welfare benefits? Yes [ ] No [X]
If yes, please describe the cap amount.

B. Proposed negotiated changes in noncompensation items (i.e., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

Unit was able to negotiate additional FTE equivalent to the cost of .75% of the calculated 1% to support positions with impacted workloads as a result of learning recovery and COVID.

C. What are the specific impacts (positive or negative) on instructional and support programs to accommodate the settlement? Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

Unit is still determining need and will add FTE where needed that does not exceed .75% of the calculated 1% for their unit.

D. What contingency language is included in the proposed agreement (e.g., reopeners, etc.)?

If COLA used in the MYP for FY 2023/24 of 5.38% comes in higher or other unrestricted funds are made available to the district in 2023/24 salary will be reopened for negotiation purposes in 2023/24.

E. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.

N/A

F. Source of Funding for Proposed Agreement:

1. Current Year

Unrestricted general fund dollars in year 1 and unrestricted general funds dollars and fund balance in year 2.

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years?

N/A

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

The district has a healthy fund balance. Projections included the use of unrestricted general funds to pay for increases with surplus projected year 1 (2022/23) and minor deficit in year 2 (2023/24) in the amount of $10,474,143.76 and projected deficit in year 3 (2024/25) in the amount of $1,511,010.73.

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Unrestricted General Fund

Bargaining Unit: San Juan Supervisors Association (SJSA)

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ 422,718,205		$ -	$ 422,718,205
Federal Revenue	8100-8299	$ -		$ -	$ -
Other State Revenue	8300-8599	$ 9,531,194		$ -	$ 9,531,194
Other Local Revenue	8600-8799	$ 1,473,821		$ -	$ 1,473,821
TOTAL REVENUES		$ 433,723,220		$ -	$ 433,723,220
EXPENDITURES					
Certificated Salaries	1000-1999	$ 164,563,587		$ -	$ 164,563,587
Classified Salaries	2000-2999	$ 44,865,834	$ 108,822	$ -	$ 44,974,656
Employee Benefits	3000-3999	$ 101,601,116	$ 43,624	$ -	$ 101,644,740
Books and Supplies	4000-4999	$ 7,471,616		$ -	$ 7,471,616
Services and Other Operating Expenditures	5000-5999	$ 24,705,837		$ -	$ 24,705,837
Capital Outlay	6000-6999	$ 5,588,364		$ -	$ 5,588,364
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,233,733		$ -	$ 1,233,733
Transfers of Indirect Costs	7300-7399	$ (7,248,831)		$ -	$ (7,248,831)
TOTAL EXPENDITURES		$ 342,781,256	$ 152,446	$ -	$ 342,933,702
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ 1,000	$ -	$ -	$ 1,000
Transfers Out and Other Uses	7600-7699	$ 1,676,777	$ -	$ -	$ 1,676,777
Contributions	8980-8999	$ (56,236,964)	$ (8,200,000)	$ -	$ (64,436,964)
OPERATING SURPLUS (DEFICIT)*		$ 33,029,223	$ (8,352,446)	$ -	$ 24,676,777
BEGINNING FUND BALANCE	9791	$ 169,920,767			$ 169,920,767
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 202,949,990	$ (8,352,446)	$ -	$ 194,597,544
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ 1,956,337	$ -	$ -	$ 1,956,337
Restricted	9740				
Committed	9750-9760	$ 28,958,784	$ -	$ -	$ 28,958,784
Assigned	9780	$ 1,500,000	$ -	$ -	$ 1,500,000
Reserve for Economic Uncertainties	9789	$ 11,948,030	$ 578,793	$ -	$ 12,526,823
Unassigned/Unappropriated Amount	9790	$ 158,586,839	$ (8,931,239)	$ -	$ 149,655,600

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Restricted General Fund

Bargaining Unit: San Juan Supervisors Association (SJSA)

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ 2,061,615		$ -	$ 2,061,615
Federal Revenue	8100-8299	$ 100,599,595		$ -	$ 100,599,595
Other State Revenue	8300-8599	$ 160,615,737		$ -	$ 160,615,737
Other Local Revenue	8600-8799	$ 4,545,896		$ -	$ 4,545,896
TOTAL REVENUES		$ 267,822,843		$ -	$ 267,822,843
EXPENDITURES					
Certificated Salaries	1000-1999	$ 59,740,108		$ -	$ 59,740,108
Classified Salaries	2000-2999	$ 45,052,873	$ 111,811	$ -	$ 45,164,684
Employee Benefits	3000-3999	$ 81,556,575	$ 44,822	$ -	$ 81,601,397
Books and Supplies	4000-4999	$ 36,510,596		$ -	$ 36,510,596
Services and Other Operating Expenditures	5000-5999	$ 17,903,852		$ -	$ 17,903,852
Capital Outlay	6000-6999	$ 3,629,881		$ -	$ 3,629,881
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 107,404		$ -	$ 107,404
Transfers of Indirect Costs	7300-7399	$ 6,053,617		$ -	$ 6,053,617
TOTAL EXPENDITURES		$ 250,554,906	$ 156,632	$ -	$ 250,711,538
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 4,728,836	$ -	$ -	$ 4,728,836
Contributions	8980-8999	$ 56,236,964	$ 8,200,000	$ -	$ 64,436,964
OPERATING SURPLUS (DEFICIT)*		$ 68,776,065	$ 8,043,368	$ -	$ 76,819,433
BEGINNING FUND BALANCE	9791	$ 53,679,871			$ 53,679,871
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 122,455,936	$ 8,043,368	$ -	$ 130,499,303
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 122,455,936	$ 8,043,368	$ -	$ 130,499,304
Committed	9750-9760				
Assigned Amounts	9780				
Reserve for Economic Uncertainties	9789		$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ (0)	$ (0)	$ -	$ (1)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Combined General Fund

Bargaining Unit: San Juan Supervisors Association (SJSA)

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ 424,779,820		$ -	$ 424,779,820
Federal Revenue	8100-8299	$ 100,599,595		$ -	$ 100,599,595
Other State Revenue	8300-8599	$ 170,146,931		$ -	$ 170,146,931
Other Local Revenue	8600-8799	$ 6,019,717		$ -	$ 6,019,717
TOTAL REVENUES		$ 701,546,063		$ -	$ 701,546,063
EXPENDITURES					
Certificated Salaries	1000-1999	$ 224,303,695	$ -	$ -	$ 224,303,695
Classified Salaries	2000-2999	$ 89,918,707	$ 220,633	$ -	$ 90,139,340
Employee Benefits	3000-3999	$ 183,157,691	$ 88,445	$ -	$ 183,246,136
Books and Supplies	4000-4999	$ 43,982,212		$ -	$ 43,982,212
Services and Other Operating Expenditures	5000-5999	$ 42,609,689		$ -	$ 42,609,689
Capital Outlay	6000-6999	$ 9,218,245		$ -	$ 9,218,245
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,341,137		$ -	$ 1,341,137
Transfers of Indirect Costs	7300-7399	$ (1,195,214)		$ -	$ (1,195,214)
TOTAL EXPENDITURES		$ 593,336,162	$ 309,078	$ -	$ 593,645,240
OTHER FINANCING SOURCES/USES					
Transfer In and Other Sources	8900-8979	$ 1,000	$ -	$ -	$ 1,000
Transfers Out and Other Uses	7600-7699	$ 6,405,613	$ -	$ -	$ 6,405,613
Contributions	8980-8999	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ 101,805,288	$ (309,078)	$ -	$ 101,496,210
BEGINNING FUND BALANCE	9791	$ 223,600,638			$ 223,600,638
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 325,405,926	$ (309,078)	$ -	$ 325,096,847
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ 1,956,337	$ -	$ -	$ 1,956,337
Restricted	9740	$ 122,455,936	$ 8,043,368	$ -	$ 130,499,304
Committed	9750-9760	$ 28,958,784	$ -	$ -	$ 28,958,784
Assigned	9780	$ 1,500,000	$ -	$ -	$ 1,500,000
Reserve for Economic Uncertainties	9789	$ 11,948,030	$ 578,793	$ -	$ 12,526,823
Unassigned/Unappropriated Amount	9790	$ 158,586,839	$ (8,931,239)	$ -	$ 149,655,600

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 13/61 - Cafeteria Fund

Bargaining Unit: San Juan Supervisors Association (SJSA)

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ -		$ -	$ -
Federal Revenue	8100-8299	$ 14,279,370		$ -	$ 14,279,370
Other State Revenue	8300-8599	$ 3,523,292		$ -	$ 3,523,292
Other Local Revenue	8600-8799	$ 1,468,234		$ -	$ 1,468,234
TOTAL REVENUES		$ 19,270,896		$ -	$ 19,270,896
EXPENDITURES					
Certificated Salaries	1000-1999	$ -	$ -	$ -	$ -
Classified Salaries	2000-2999	$ 5,748,838	$ 92,246	$ -	$ 5,841,084
Employee Benefits	3000-3999	$ 3,712,561	$ 36,979	$ -	$ 3,749,540
Books and Supplies	4000-4999	$ 9,011,128		$ -	$ 9,011,128
Services and Other Operating Expenditures	5000-5999	$ 715,781		$ -	$ 715,781
Capital Outlay	6000-6999	$ -		$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ 354,312		$ -	$ 354,312
TOTAL EXPENDITURES		$ 19,542,620	$ 129,224	$ -	$ 19,671,844
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 8,455	$ -	$ -	$ 8,455
OPERATING SURPLUS (DEFICIT)*		$ (280,179)	$ (129,224)	$ -	$ (409,403)
BEGINNING FUND BALANCE	9791	$ 7,020,462			$ 7,020,462
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 6,740,283	$ (129,224)	$ -	$ 6,611,058
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 6,740,283	$ (129,224)	$ -	$ 6,611,059
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ -	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ -	$ (0)	$ -	$ (0)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Unrestricted General Fund MYP

Bargaining Unit: San Juan Supervisors Association (SJSA)

	Object Code	2022-23 Total Revised Budget After Settlement	2023-24 First Subsequent Year After Settlement	2024-25 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 422,718,205	$ 442,552,524	$ 453,125,294
Federal Revenue	8100-8299	$ -	$ -	$ -
Other State Revenue	8300-8599	$ 9,531,194	$ 7,195,822	$ 5,682,747
Other Local Revenue	8600-8799	$ 1,473,821	$ 1,456,819	$ -
TOTAL REVENUES		$ 433,723,220	$ 451,205,165	$ 458,808,041
EXPENDITURES				
Certificated Salaries	1000-1999	$ 164,563,587	$ 191,104,554	$ 192,252,459
Classified Salaries	2000-2999	$ 44,974,656	$ 52,358,828	$ 52,766,564
Employee Benefits	3000-3999	$ 101,644,740	$ 110,893,083	$ 113,298,219
Books and Supplies	4000-4999	$ 7,471,616	$ 7,199,403	$ 7,298,809
Services and Other Operating Expenditures	5000-5999	$ 24,705,837	$ 26,163,745	$ 26,590,062
Capital Outlay	6000-6999	$ 5,588,364	$ 830,915	$ 847,284
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,233,733	$ 908,181	$ 758,185
Transfers of Indirect Costs	7300-7399	$ (7,248,831)	$ (5,971,203)	$ (5,413,040)
Other Adjustments			$ -	$ -
TOTAL EXPENDITURES		$ 342,933,702	$ 383,487,506	$ 388,398,542
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ 1,000	$ 1,000	$ 1,000
Transfers Out and Other Uses	7600-7699	$ 1,676,777	$ 48,655	$ 160,300
Contributions	8980-8999	$ (64,436,964)	$ (75,167,831)	$ (68,759,360)
OPERATING SURPLUS (DEFICIT)*		$ 24,676,777	$ (7,497,827)	$ 1,490,839
BEGINNING FUND BALANCE	9791	$ 169,920,767	$ 194,597,544	$ 187,099,717
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 194,597,544	$ 187,099,717	$ 188,590,556
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ 1,956,337	$ 242,146	$ 242,146
Restricted	9740			
Committed	9750-9760	$ 28,958,784	$ 28,958,784	$ 28,958,784
Assigned	9780	$ 1,500,000	$ -	$ -
Reserve for Economic Uncertainties	9789	$ 12,526,823	$ 12,777,645	$ 11,693,017
Unassigned/Unappropriated Amount	9790	$ 149,655,600	$ 145,121,142	$ 147,696,609

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Restricted General Fund MYP

Bargaining Unit: San Juan Supervisors Association (SJSA)

	Object Code	2022-23 Total Revised Budget After Settlement	2023-24 First Subsequent Year After Settlement	2024-25 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 2,061,615	$ 2,061,615	$ 2,061,615
Federal Revenue	8100-8299	$ 100,599,595	$ 79,140,046	$ 30,817,088
Other State Revenue	8300-8599	$ 160,615,737	$ 75,632,797	$ 75,521,244
Other Local Revenue	8600-8799	$ 4,545,896	$ 3,676,125	$ 3,718,681
TOTAL REVENUES		$ 267,822,843	$ 160,510,583	$ 112,118,628
EXPENDITURES				
Certificated Salaries	1000-1999	$ 59,740,108	$ 62,990,269	$ 53,369,790
Classified Salaries	2000-2999	$ 45,164,684	$ 49,308,110	$ 37,959,405
Employee Benefits	3000-3999	$ 81,601,397	$ 85,660,149	$ 75,302,039
Books and Supplies	4000-4999	$ 36,510,596	$ 24,368,517	$ 13,121,502
Services and Other Operating Expenditures	5000-5999	$ 17,903,852	$ 10,850,752	$ 9,439,538
Capital Outlay	6000-6999	$ 3,629,881	$ 9,573,000	$ 573,000
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 107,404	$ 107,404	$ 107,404
Transfers of Indirect Costs	7300-7399	$ 6,053,617	$ 4,781,652	$ 4,215,076
Other Adjustments			$ -	$ -
TOTAL EXPENDITURES		$ 250,711,538	$ 247,639,852	$ 194,087,754
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 4,728,836	$ 2,004,237	$ 2,004,237
Contributions	8980-8999	$ 64,436,964	$ 75,167,831	$ 68,759,360
OPERATING SURPLUS (DEFICIT)*		$ 76,819,433	$ (13,965,675)	$ (15,214,003)
BEGINNING FUND BALANCE	9791	$ 53,679,871	$ 130,499,303	$ 116,533,628
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 130,499,303	$ 116,533,628	$ 101,319,625
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ -	$ -	$ -
Restricted	9740	$ 130,499,304	$ 116,533,628	$ 101,319,625
Committed	9750-9760			
Assigned	9780			
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ (1)	$ 0	$ 0

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Combined General Fund MYP

Bargaining Unit: San Juan Supervisors Association (SJSA)

	Object Code	2022-23 Total Revised Budget After Settlement	2023-24 First Subsequent Year After Settlement	2024-25 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 424,779,820	$ 444,614,139	$ 455,186,909
Federal Revenue	8100-8299	$ 100,599,595	$ 79,140,046	$ 30,817,088
Other State Revenue	8300-8599	$ 170,146,931	$ 82,828,619	$ 81,203,991
Other Local Revenue	8600-8799	$ 6,019,717	$ 5,132,944	$ 3,718,681
TOTAL REVENUES		$ 701,546,063	$ 611,715,748	$ 570,926,669
EXPENDITURES				
Certificated Salaries	1000-1999	$ 224,303,695	$ 254,094,822	$ 245,622,249
Classified Salaries	2000-2999	$ 90,139,340	$ 101,666,938	$ 90,725,969
Employee Benefits	3000-3999	$ 183,246,136	$ 196,553,232	$ 188,600,258
Books and Supplies	4000-4999	$ 43,982,212	$ 31,567,920	$ 20,420,311
Services and Other Operating Expenditures	5000-5999	$ 42,609,689	$ 37,014,497	$ 36,029,600
Capital Outlay	6000-6999	$ 9,218,245	$ 10,403,915	$ 1,420,284
Other Outgo (excuding Indirect Costs)	7100-7299 7400-7499	$ 1,341,137	$ 1,015,585	$ 865,589
Transfers of Indirect Costs	7300-7399	$ (1,195,214)	$ (1,189,551)	$ (1,197,964)
Other Adjustments			$ -	$ -
TOTAL EXPENDITURES		$ 593,645,240	$ 631,127,358	$ 582,486,296
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ 1,000	$ 1,000	$ 1,000
Transfers Out and Other Uses	7600-7699	$ 6,405,613	$ 2,052,892	$ 2,164,537
Contributions	8980-8999	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ 101,496,210	$ (21,463,502)	$ (13,723,164)
BEGINNING FUND BALANCE	9791	$ 223,600,638	$ 325,096,847	$ 303,633,345
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 325,096,847	$ 303,633,345	$ 289,910,182
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ 1,956,337	$ 242,146	$ 242,146
Restricted	9740	$ 130,499,304	$ 116,533,628	$ 101,319,625
Committed	9750-9760	$ 28,958,784	$ 28,958,784	$ 28,958,784
Assigned	9780	$ 1,500,000	$ -	$ -
Reserve for Economic Uncertainties	9789	$ 12,526,823	$ 12,777,645	$ 11,693,017
Unassigned/Unappropriated Amount	9790	$ 149,655,600	$ 145,121,142	$ 147,696,610

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

I. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES

1. State Reserve Standard

		2022-23	2023-24	2024-25
a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	$ 600,050,853	$ 633,180,250	$ 584,650,833
b.	Less: Special Education Pass-Through Funds		$ -	$ -
c.	Net Expenditures, Transfers Out, and Uses	$ 600,050,853	$ 633,180,250	$ 584,650,833
d.	State Standard Minimum Reserve Percentage for this District **Enter percentage** →	2.00%	2.00%	2.00%
e.	State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line b, or $50,000)	$ 12,001,017	$ 12,663,605	$ 11,693,017

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a.	General Fund Budgeted Unrestricted Designated for Economic Uncertainties (9789)	$ 12,526,823	$ 12,777,645	$ 11,693,017
b.	General Fund Budgeted Unrestricted Unassigned/Unappropriated Amount (9790)	$ 149,655,600	$ 145,121,142	$ 147,696,609
c.	Special Reserve Fund (Fund 17) Budgeted Designated for Economic Uncertainties (9789)	$ -	$ -	$ -
d.	Special Reserve Fund (Fund 17) Budgeted Unassigned/Unappropriated Amount (9790)	$ -	$ -	$ -
e.	Total Available Reserves	$ 162,182,423	$ 157,898,787	$ 159,389,626
f.	Reserve for Economic Uncertainties Percentage	27.03%	24.94%	27.26%

3. Do unrestricted reserves meet the state minimum reserve amount?

2022-23	Yes	X	No	
2023-24	Yes	X	No	
2024-25	Yes	X	No	

4. If no, how do you plan to restore your reserves?

I. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES (CONTINUED)

5. **Does the Total Compensation Increase/(Decrease) on Page 1, Section A, #5 agree with the Total Increase/(Decrease) for all funds as a result of the settlement(s)? Please explain any variance.**

Total Compensation Increase/(Decrease) on Page 1, Section A, #5	$	438,307
General Fund balance Increase/(Decrease), Page 4c, Column 2	$	(309,078)
Adult Education Fund balance Increase/(Decrease), Page 4d, Column 2	$	-
Child Development Fund balance Increase/(Decrease), Page 4e, Column 2	$	-
Cafeteria Fund balance Increase/(Decrease), Page 4f, Column 2	$	(129,224)
Other Fund balance Increase/(Decrease), Page 4g, Column 2	$	-
Other Fund balance Increase/(Decrease), Page 4h, Column 2	$	-
Total all fund balances Increase/(Decrease) as a result of the settlement(s)	$	(438,302)
Variance	$	5

Variance Explanation:

Contributions to restricted programs increased as a result of the settlement agreement.

6. **Will this agreement create or increase deficit financing in the current or subsequent years?**
"Deficit Financing" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If a deficit is shown below, provide an explanation and any deficit reduction plan, as necessary.

General Fund Combined	Surplus/ (Deficit)	(Deficit) %	Deficit primarily due to:
Current FY Surplus/(Deficit) before settlement(s)?	$101,805,288	17.0%	
Current FY Surplus/(Deficit) after settlement(s)?	$101,496,210	16.9%	
1st Subsequent FY Surplus/(Deficit) after settlement(s)?	$(21,463,502)	(3.4%)	The use of one-time restricted funds.
2nd Subsequent FY Surplus/(Deficit) after settlement(s)?	$(13,723,164)	(2.3%)	The use of one-time restricted funds.

Deficit Reduction Plan (as necessary):

7. **Were "Other Adjustments" amount(s) entered in the multiyear projections (pages 5a and 5b) for 1st and 2nd Subsequent FY?**

"Other Adjustments" could indicate that a budget reduction plan was/is being developed to address deficit spending, and to rebuild reserves. Any amount shown below must have an explanation. If additional space is needed, attach a separate sheet, or use page 8a.

MYP	Amount	"Other Adjustments" Explanation
1st Subsequent FY Unrestricted, Page 5a	$ -	
1st Subsequent FY Restricted, Page 5b	$ -	
2nd Subsequent FY Unrestricted, Page 5a	$ -	
2nd Subsequent FY Restricted, Page 5b	$ -	

J. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF THE COLLECTIVE BARGAINING AGREEMENT

This certification page must be signed by the district's Superintendent and Chief Business Official at the time of public disclosure and is intended to assist the district's Governing Board in determining whether the district can meet the costs incurred under the tentative Collective Bargaining Agreement in the current and subsequent years. The absence of a certification signature or if "I am unable to certify" is checked should serve as a "red flag" to the district's Governing Board.

In accordance with the requirements of Government Code Sections 3540.2 and 3547.5, the Superintendent and Chief Business Official of the San Juan Unified School District, hereby certify that the District can meet the costs incurred under this Collective Bargaining Agreement during the term of the agreement from 7/1/2022 to 6/30/2024.

Board Actions

The board actions necessary to meet the cost of the agreement in each year of its term are as follows:

Current Year

Budget Adjustment Categories:	Budget Adjustment Increase/(Decrease)
Revenues/Transfers In and Other Sources/Contributions	$ -
Expenditures/Transfers Out and Other Uses	$ 438,302
Ending Balance(s) Increase/(Decrease)	$ (438,302)

Subsequent Years

Budget Adjustment Categories:	Budget Adjustment Increase/(Decrease)
Revenues/Transfers In and Other Sources/Contributions	$ -
Expenditures/Transfers Out and Other Uses	$ 458,026
Ending Balance(s) Increase/(Decrease)	$ (458,026)

Budget Revisions

If the district does not adopt and submit within 45 days all of the revisions to its budget needed in the current year to meet the costs of the agreement at the time of the approval of the proposed collective bargaining agreement, the county superintendent of schools is required to issue a qualified or negative certification for the district on its next interim report.

Assumptions

See attached page for a list of the assumptions upon which this certification is based.

Certifications

____ I hereby certify ____ I am unable to certify

District Superintendent (Signature)	Date

____ I hereby certify ____ I am unable to certify

Chief Business Official (Signature)	Date

Special Note: The Sacramento County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

Assumptions and Explanations (enter or attach documentation)

The assumptions upon which this certification is made are as follows:

Used assumptions included in our 45 day revise and COLA of 13.26% in 2022/23 per DOF revised calculation.

Assumed 10.75% increase for all SJPEC in 22/23 and all units in Out years along with an increase of 4.5% for all units in all years.

Assumed our typical S&C of .9% for both certificated and classified and H&W historical rate of 4.32% growth.

Concerns regarding affordability of agreement in subsequent years (if any):

Although the MYP reflects deficit spending the majority is due to the use of one-time restricted funds being used in all three years.

Year 2023/24 reflects a deficit as a result of the increase that is intentional as we have on-going unrestricted funds falling to fund balance prior to this settlement agreement.

K. CERTIFICATION NO. 2

The disclosure document must be signed by the district Superintendent at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Sections 3540.2(a) and 3547.5.

San Juan Unified School District

District Name

District Superintendent
(Signature)

Date

Jennifer Stahlheber

Contact Person

Phone

After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on October 11, 2022, took action to approve the proposed agreement with the San Juan Supervisors Association Bargaining Unit(s).

President (or Clerk), Governing Board
(Signature)

Date

Special Note: The Sacramento County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: I-8

MEETING DATE: 10/11/2022

SUBJECT: Tentative Agreement with the California School Employees Association and the San Juan Unified School District

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

DEPARTMENT: Labor Relations

ACTION REQUESTED:
The superintendent is recommending that the board approve the California School Employees Association tentative agreement with the San Juan Unified School District.

RATIONALE/BACKGROUND:
Statute requires that the public be made aware of the costs associated with a tentative collective bargaining agreement before it becomes binding on the district or county office of education. Government Code Section 3547.5 states:

"Before a public school employer enters into a written agreement with an exclusive representative covering matters within the scope of representation, the major provisions of the agreement, including, but not limited to, the costs that would be incurred by the public school employer under the agreement for the current and subsequent fiscal year, shall be disclosed at a public meeting of the public school employer in a format established for this purpose by the Superintendent of Public Instruction [G.C. 3547.5(a)]."

This tentative agreement was ratified by the California School Employees Association with ninety-eight percent approval.

ATTACHMENT(S):
A: Tentative Agreement Between San Juan Unified School District (District) and the California School Employees Association (CSEA)
B: AB1200

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 09/19/2022, 10/03/2022
Board of Education: 09/27/2022

FISCAL IMPACT:
Current Budget: $ 0
Additional Budget: $ 11,172,740.40
Funding Source: Unrestricted Base
(Unrestricted Base, Supplemental, other restricted, etc.)
Current Year Only ☐ On-going ☒

LCAP/STRATEGIC PLAN:
Goal: N/A Focus: N/A
Action: N/A

Strategic Plan: N/A

FINANCIAL DATA:
In accordance with AB 1200 (Chapter 1213/1991), GC 3547.5, and CCR, Title V, Section 15449, Fiscal Services has prepared an analysis of the fiscal impact of the proposed agreement and has submitted it to the Sacramento County Office of Education. Costs to the General Fund

beginning each year for the California School Employee Association tentative collective bargaining agreement are: an ongoing increase of $7,633,714.75 in 2022-2023. An additional ongoing increase of $3,539,025.66 will take effect in 2023-2024.

PREPARED BY: Daniel Thigpen, Senior Director, Labor Relations DT

APPROVED BY: Kent Kern, Superintendent of Schools KK

TENTATIVE AGREEMENT
BETWEEN THE
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS
SAN JUAN CHAPTER No. 127
AND
SAN JUAN UNIFIED SCHOOL DISTRICT

This Tentative Agreement is between the California School Employees Association and its San Juan Chapter No. 127 ("CSEA") and San Juan Unified School District ("District") concerning reopener contract negotiations.

September 20, 2022

Article 6: Salary

This agreement concludes bargaining for Article 6 for the 2022-23 school years.

All base salaries and shift differential (Article 6.2.2) for the General and Operations units shall be increased by a total of 10%, effective July 1, 2022.

- The new salary schedule will be reflected in members' pay no later than November 30, 2022.
- The retroactive check for the salary schedules shall be paid no later than December 22, 2022.

Article 7: Fringe Benefits

- Maintains previous benefits package.
  - No increase to co-pay
  - No increase to prescription costs

9-20-22

Daniel Thigpen Date
Senior Director, Labor Relations
San Juan Unified School District

9.20.22

Adara Clark-Gunn Date
President
California School Employees Association

Kurt Bonfield Date
Labor Relations Representative
California School Employees Association

MEMORANDUM OF UNDERSTANDING
BETWEEN
SAN JUAN UNIFIED SCHOOL DISTRICT (District)
AND THE
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION,
AND ITS SAN JUAN CHAPTER No. 127 (CSEA)
Re: Investments to Stabilize Classified Staffing and District Operations
September 20, 2022

This Memorandum of Understanding (MOU) is between the California School Employees Association and its San Juan Chapter No. 127 ("CSEA") and San Juan Unified School District ("District") concerning the urgent need to stabilize classified staffing levels and District operations.

Background:
The San Juan Unified School District began the 2022-23 school year with more than 200 classified vacancies due to a nationwide labor shortage, creating hardships on CSEA bargaining unit members and disrupting District operations. The parties agree that multi year investments can help provide solutions to help stabilize staffing and services.

Agreement:
The District and the CSEA, hereby agree to the following provisions for the term of this Memorandum of Understanding:

1. **Additional ongoing investments to address bargaining unit needs:** Effective beginning in the **2022-23 school year**, the District shall budget approximately **$532,653** in ongoing, unrestricted funds to address needs within the bargaining unit, including but not limited to staffing, working conditions, and/or recruitment and retention.
    - This investment shall not be used for across-the-board increases to the CSEA salary schedule.
    - The District and CSEA shall negotiate the usage of this budget appropriation with the intent to reach agreement by December 1, 2022.
2. **Salary schedule adjustment:** To strengthen the long-term stability of District operations by retaining and attracting staff, all base salaries and shift differential (Article 6.2.2) of permanent staff in the General and Operations Units shall be increased by 4.5% **effective July 1, 2023**.
    a. This salary schedule adjustment shall remain in effect until a successor Collective Bargaining Agreement is ratified.
3. **Term of MOU**: CSEA and the District agree that this MOU will remain in effect-until a successor Collective Bargaining Agreement is ratified.

9-20-22
Daniel Thigpen Date
Senior Director, Labor Relations
San Juan Unified School District

9.20.22
Adara Clark-Gunn Date
President
California School Employees Association

9-20-22
Kurt Benfield Date
Labor Relations Representative
California School Employees Association

PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
in accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5

Name of School District:	San Juan Unified School District
Name of Bargaining Unit:	California School Employees Association
Certificated, Classified, Other:	Classified

The proposed agreement covers the period beginning: July 1, 2022 (date) and ending: June 30, 2024 (date)

The Governing Board will act upon this agreement on: October 11, 2022 (date)

Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.

A. Proposed Change in Compensation

	Bargaining Unit Compensation **All Funds - Combined**		**Fiscal Impact of Proposed Agreement** (Complete Years 2 and 3 multiyear and overlapping agreements and Step & Column increases)		
		Annual Cost Prior to Proposed Settlement	Year 1 Increase/(Decrease) **2022-23**	Year 2 Increase/(Decrease) **2023-24**	Year 3 Increase/(Decrease) **2024-25**
1.	**Salary Schedule** Including Step and Column	$ 84,567,118	$ 9,090,965	$ 4,252,545	$ 881,196
			10.75%	4.54%	0.90%
2.	**Other Compensation** Stipends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc.	$ -	$ -	$ -	$ -
	Description of Other Compensation				
3.	**Statutory Benefits** - STRS, PERS, FICA, WC, UI, Medicare, etc.	$ 33,900,600	$ 3,644,315	$ 1,704,727	$ 353,247
			10.75%	4.54%	0.90%
4.	**Health/Welfare Plans**	$ 14,212,692	$ -	$ -	$ -
			0.00%	0.00%	0.00%
5.	**Total Bargaining Unit Compensation** Add Items 1 through 4 to equal 5	$ 132,680,410	$ 12,735,280	$ 5,957,272	$ 1,234,442
			9.60%	4.10%	0.82%
6.	**Total Number of Bargaining Unit Employees** (Use FTEs if appropriate)	1,962.40			
7.	**Total Compensation <u>Average</u> Cost per Bargaining Unit Employee**	$ 67,611	$ 6,490	$ 3,036	$ 629
			9.60%	4.10%	0.82%

A. Proposed Change in Compensation (Continued)

8. What was the negotiated percentage change? For example, if the change in "Year 1" was for less than a full year, what is the annualized percentage of that change for "Year 1"?

Year 1-2022/23 10% on-going salary increase & equivalent of .75% in additional on-going FTE for unit need.
Year 2-2023/24 4.5% on going salary increase.

9. Were any additional steps, columns, or ranges added to the salary schedules? (If yes, please explain.)

No

10. Please include comments and explanations as necessary. (If more room is necessary, please attach an additional sheet.)

11. Does this bargaining unit have a negotiated cap for Health and Welfare benefits? Yes [ ] No [X]
If yes, please describe the cap amount.

B. Proposed negotiated changes in noncompensation items (i.e., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

Unit was able to negotiate additional FTE equivalent to the cost of .75% of the calculated 1% to support positions with impacted workloads as a result of learning recovery and COVID.

C. What are the specific impacts (positive or negative) on instructional and support programs to accommodate the settlement? Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

Unit is still determining need and will add FTE where needed that does not exceed .75% of the calculated 1% for their unit.

D. What contingency language is included in the proposed agreement (e.g., reopeners, etc.)?

If COLA used in the MYP for FY 2023/24 of 5.38% comes in higher or other unrestricted funds are made available to the district in 2023/24 salary will be reopened for negotiation purposes in 2023/24.

E. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.

N/A

F. Source of Funding for Proposed Agreement:

1. Current Year

Unrestricted general fund dollars in year 1 and unrestricted general funds dollars and fund balance in year 2.

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years?

N/A

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

The district has a healthy fund balance. Projections included the use of unrestricted general funds to pay for increases with surplus projected year 1 (2022/23) and minor deficit in year 2 (2023/24) in the amount of $10,474,143.76 and projected deficit in year 3 (2024/25) in the amount of $1,511,010.73.

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Unrestricted General Fund

Bargaining Unit: California School Employees Association

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ 422,718,205		$ -	$ 422,718,205
Federal Revenue	8100-8299	$ -		$ -	$ -
Other State Revenue	8300-8599	$ 9,531,194		$ -	$ 9,531,194
Other Local Revenue	8600-8799	$ 1,473,821		$ -	$ 1,473,821
TOTAL REVENUES		$ 433,723,220		$ -	$ 433,723,220
EXPENDITURES					
Certificated Salaries	1000-1999	$ 164,563,587		$ -	$ 164,563,587
Classified Salaries	2000-2999	$ 44,865,834	$ 3,533,514	$ -	$ 48,399,348
Employee Benefits	3000-3999	$ 101,601,116	$ 1,416,480	$ -	$ 103,017,596
Books and Supplies	4000-4999	$ 7,471,616		$ -	$ 7,471,616
Services and Other Operating Expenditures	5000-5999	$ 24,705,837		$ -	$ 24,705,837
Capital Outlay	6000-6999	$ 5,588,364		$ -	$ 5,588,364
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,233,733		$ -	$ 1,233,733
Transfers of Indirect Costs	7300-7399	$ (7,248,831)		$ -	$ (7,248,831)
TOTAL EXPENDITURES		$ 342,781,256	$ 4,949,994	$ -	$ 347,731,250
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ 1,000	$ -	$ -	$ 1,000
Transfers Out and Other Uses	7600-7699	$ 1,676,777	$ -	$ -	$ 1,676,777
Contributions	8980-8999	$ (56,236,964)	$ (8,200,000)	$ -	$ (64,436,964)
OPERATING SURPLUS (DEFICIT)*		$ 33,029,223	$ (13,149,994)	$ -	$ 19,879,229
BEGINNING FUND BALANCE	9791	$ 169,920,767			$ 169,920,767
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 202,949,990	$ (13,149,994)	$ -	$ 189,799,996
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ 1,956,337	$ -	$ -	$ 1,956,337
Restricted	9740				
Committed	9750-9760	$ 28,958,784	$ -	$ -	$ 28,958,784
Assigned	9780	$ 1,500,000	$ -	$ -	$ 1,500,000
Reserve for Economic Uncertainties	9789	$ 11,948,030	$ 578,793	$ -	$ 12,526,823
Unassigned/Unappropriated Amount	9790	$ 158,586,839	$ (13,728,787)	$ -	$ 144,858,052

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Restricted General Fund

Bargaining Unit: California School Employees Association

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ 2,061,615		$ -	$ 2,061,615
Federal Revenue	8100-8299	$ 100,599,595		$ -	$ 100,599,595
Other State Revenue	8300-8599	$ 160,615,737		$ -	$ 160,615,737
Other Local Revenue	8600-8799	$ 4,545,896		$ -	$ 4,545,896
TOTAL REVENUES		$ 267,822,843		$ -	$ 267,822,843
EXPENDITURES					
Certificated Salaries	1000-1999	$ 59,740,108		$ -	$ 59,740,108
Classified Salaries	2000-2999	$ 45,052,873	$ 4,340,764	$ -	$ 49,393,637
Employee Benefits	3000-3999	$ 81,556,575	$ 1,740,082	$ -	$ 83,296,657
Books and Supplies	4000-4999	$ 36,510,596		$ -	$ 36,510,596
Services and Other Operating Expenditures	5000-5999	$ 17,903,852		$ -	$ 17,903,852
Capital Outlay	6000-6999	$ 3,629,881		$ -	$ 3,629,881
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 107,404		$ -	$ 107,404
Transfers of Indirect Costs	7300-7399	$ 6,053,617		$ -	$ 6,053,617
TOTAL EXPENDITURES		$ 250,554,906	$ 6,080,846	$ -	$ 256,635,752
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 4,728,836	$ -	$ -	$ 4,728,836
Contributions	8980-8999	$ 56,236,964	$ 8,200,000	$ -	$ 64,436,964
OPERATING SURPLUS (DEFICIT)*		$ 68,776,065	$ 2,119,154	$ -	$ 70,895,219
BEGINNING FUND BALANCE	9791	$ 53,679,871			$ 53,679,871
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 122,455,936	$ 2,119,154	$ -	$ 124,575,090
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 122,455,936	$ 2,119,154	$ -	$ 124,575,090
Committed	9750-9760				
Assigned Amounts	9780				
Reserve for Economic Uncertainties	9789		$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ (0)	$ (0)	$ -	$ (0)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Combined General Fund

Bargaining Unit: California School Employees Association

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ 424,779,820		$ -	$ 424,779,820
Federal Revenue	8100-8299	$ 100,599,595		$ -	$ 100,599,595
Other State Revenue	8300-8599	$ 170,146,931		$ -	$ 170,146,931
Other Local Revenue	8600-8799	$ 6,019,717		$ -	$ 6,019,717
TOTAL REVENUES		$ 701,546,063		$ -	$ 701,546,063
EXPENDITURES					
Certificated Salaries	1000-1999	$ 224,303,695	$ -	$ -	$ 224,303,695
Classified Salaries	2000-2999	$ 89,918,707	$ 7,874,278	$ -	$ 97,792,985
Employee Benefits	3000-3999	$ 183,157,691	$ 3,156,562	$ -	$ 186,314,253
Books and Supplies	4000-4999	$ 43,982,212		$ -	$ 43,982,212
Services and Other Operating Expenditures	5000-5999	$ 42,609,689		$ -	$ 42,609,689
Capital Outlay	6000-6999	$ 9,218,245		$ -	$ 9,218,245
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,341,137		$ -	$ 1,341,137
Transfers of Indirect Costs	7300-7399	$ (1,195,214)		$ -	$ (1,195,214)
TOTAL EXPENDITURES		$ 593,336,162	$ 11,030,840	$ -	$ 604,367,002
OTHER FINANCING SOURCES/USES					
Transfer In and Other Sources	8900-8979	$ 1,000	$ -	$ -	$ 1,000
Transfers Out and Other Uses	7600-7699	$ 6,405,613	$ -	$ -	$ 6,405,613
Contributions	8980-8999	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ 101,805,288	$ (11,030,840)	$ -	$ 90,774,448
BEGINNING FUND BALANCE	9791	$ 223,600,638			$ 223,600,638
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 325,405,926	$ (11,030,840)	$ -	$ 314,375,085
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ 1,956,337	$ -	$ -	$ 1,956,337
Restricted	9740	$ 122,455,936	$ 2,119,154	$ -	$ 124,575,090
Committed	9750-9760	$ 28,958,784	$ -	$ -	$ 28,958,784
Assigned	9780	$ 1,500,000	$ -	$ -	$ 1,500,000
Reserve for Economic Uncertainties	9789	$ 11,948,030	$ 578,793	$ -	$ 12,526,823
Unassigned/Unappropriated Amount	9790	$ 158,586,839	$ (13,728,787)	$ -	$ 144,858,052

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 11 - Adult Education Fund

Bargaining Unit: California School Employees Association

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
Federal Revenue	8100-8299	$ 440,319		$ -	$ 440,319
Other State Revenue	8300-8599	$ 3,180,982		$ -	$ 3,180,982
Other Local Revenue	8600-8799	$ 156,000		$ -	$ 156,000
TOTAL REVENUES		$ 3,777,301		$ -	$ 3,777,301
EXPENDITURES					
Certificated Salaries	1000-1999	$ 1,006,519		$ -	$ 1,006,519
Classified Salaries	2000-2999	$ 440,637	$ 457,520	$ -	$ 898,157
Employee Benefits	3000-3999	$ 834,873	$ 183,406	$ -	$ 1,018,279
Books and Supplies	4000-4999	$ 106,361		$ -	$ 106,361
Services and Other Operating Expenditures	5000-5999	$ 1,227,969		$ -	$ 1,227,969
Capital Outlay	6000-6999	$ -		$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ 55,595		$ -	$ 55,595
TOTAL EXPENDITURES		$ 3,671,954	$ 640,926	$ -	$ 4,312,880
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 99,347	$ -	$ -	$ 99,347
OPERATING SURPLUS (DEFICIT)*		$ 6,000	$ (640,926)	$ -	$ (634,926)
BEGINNING FUND BALANCE	9791	$ 2,136,463			$ 2,136,463
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 2,142,463	$ (640,926)	$ -	$ 1,501,537
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 2,078,824	$ (640,926)	$ -	$ 1,437,898
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ 63,639	$ -	$ -	$ 63,639
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ -	$ (0)	$ -	$ (0)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 12 - Child Development Fund

Bargaining Unit: California School Employees Association

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
Federal Revenue	8100-8299	$ 15,173,722		$ -	$ 15,173,722
Other State Revenue	8300-8599	$ 5,701,167		$ -	$ 5,701,167
Other Local Revenue	8600-8799	$ 4,374,955		$ -	$ 4,374,955
TOTAL REVENUES		$ 25,249,844		$ -	$ 25,249,844
EXPENDITURES					
Certificated Salaries	1000-1999	$ 9,085,110	$ -	$ -	$ 9,085,110
Classified Salaries	2000-2999	$ 5,172,900	$ 559,011	$ -	$ 5,731,911
Employee Benefits	3000-3999	$ 9,371,242	$ 224,091	$ -	$ 9,595,333
Books and Supplies	4000-4999	$ 3,969,097		$ -	$ 3,969,097
Services and Other Operating Expenditures	5000-5999	$ 522,393		$ -	$ 522,393
Capital Outlay	6000-6999	$ -		$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ 785,307		$ -	$ 785,307
TOTAL EXPENDITURES		$ 28,906,049	$ 783,101	$ -	$ 29,689,150
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ 2,724,599	$ -	$ -	$ 2,724,599
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ (931,606)	$ (783,101)	$ -	$ (1,714,707)
BEGINNING FUND BALANCE	9791	$ 3,606,212			$ 3,606,212
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 2,674,606	$ (783,101)	$ -	$ 1,891,505
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 2,282,288	$ (783,101)	$ -	$ 1,499,187
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ 392,318	$ -	$ -	$ 392,318
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ -	$ (0)	$ -	$ (0)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 13/61 - Cafeteria Fund

Bargaining Unit: California School Employees Association

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ -		$ -	$ -
Federal Revenue	8100-8299	$ 14,279,370		$ -	$ 14,279,370
Other State Revenue	8300-8599	$ 3,523,292		$ -	$ 3,523,292
Other Local Revenue	8600-8799	$ 1,468,234		$ -	$ 1,468,234
TOTAL REVENUES		$ 19,270,896		$ -	$ 19,270,896
EXPENDITURES					
Certificated Salaries	1000-1999	$ -	$ -	$ -	$ -
Classified Salaries	2000-2999	$ 5,748,838	$ 511,560	$ -	$ 6,260,398
Employee Benefits	3000-3999	$ 3,712,561	$ 205,069	$ -	$ 3,917,630
Books and Supplies	4000-4999	$ 9,011,128		$ -	$ 9,011,128
Services and Other Operating Expenditures	5000-5999	$ 715,781		$ -	$ 715,781
Capital Outlay	6000-6999	$ -		$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ 354,312		$ -	$ 354,312
TOTAL EXPENDITURES		$ 19,542,620	$ 716,629	$ -	$ 20,259,249
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 8,455	$ -	$ -	$ 8,455
OPERATING SURPLUS (DEFICIT)*		$ (280,179)	$ (716,629)	$ -	$ (996,808)
BEGINNING FUND BALANCE	9791	$ 7,020,462			$ 7,020,462
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 6,740,283	$ (716,629)	$ -	$ 6,023,653
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 6,740,283	$ (716,629)	$ -	$ 6,023,654
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ -	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ -	$ (0)	$ -	$ (0)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Enter Fund: **Fund 21 - Building Fund**
Bargaining Unit: California School Employees Association

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
Federal Revenue	8100-8299	$ -		$ -	$ -
Other State Revenue	8300-8599	$ -		$ -	$ -
Other Local Revenues	8600-8799	$ 2,282,996		$ -	$ 2,282,996
TOTAL REVENUES		$ 2,282,996		$ -	$ 2,282,996
EXPENDITURES					
Certificated Salaries	1000-1999	$ -	$ -	$ -	$ -
Classified Salaries	2000-2999	$ 1,030,962	$ 79,475	$ -	$ 1,110,437
Employee Benefits	3000-3999	$ 614,778	$ 31,859	$ -	$ 646,637
Books and Supplies	4000-4999	$ 545,465		$ -	$ 545,465
Services and Other Operating Expenditures	5000-5999	$ 3,683,093		$ -	$ 3,683,093
Capital Outlay	6000-6999	$ 130,155,630		$ -	$ 130,155,630
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ -		$ -	$ -
TOTAL EXPENDITURES		$ 136,029,928	$ 111,334	$ -	$ 136,141,262
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ 417,085	$ -	$ -	$ 417,085
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ (133,329,847)	$ (111,334)	$ -	$ (133,441,181)
BEGINNING FUND BALANCE	9791	$ 227,178,852			$ 227,178,852
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 93,849,005	$ (111,334)	$ -	$ 93,737,671
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 92,444,752	$ (111,334)	$ -	$ 92,333,418
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ 1,404,253	$ -	$ -	$ 1,404,253
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ -	$ 0	$ -	$ 0

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Enter Fund: **67 - Self-Insurance Fund**
Bargaining Unit: California School Employees Association

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
Federal Revenue	8100-8299	$ -		$ -	$ -
Other State Revenue	8300-8599	$ -		$ -	$ -
Other Local Revenue	8600-8799	$ 22,671,261		$ -	$ 22,671,261
TOTAL REVENUES		$ 22,671,261		$ -	$ 22,671,261
EXPENDITURES					
Certificated Salaries	1000-1999	$ -	$ -	$ -	$ -
Classified Salaries	2000-2999	$ 412,339	$ 19,124	$ -	$ 431,463
Employee Benefits	3000-3999	$ 270,491	$ 7,666	$ -	$ 278,157
Books and Supplies	4000-4999	$ 24,041		$ -	$ 24,041
Services and Other Operating Expenditures	5000-5999	$ 25,313,789		$ -	$ 25,313,789
Capital Outlay	6000-6999	$ -		$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ -		$ -	$ -
TOTAL EXPENDITURES		$ 26,020,660	$ 26,791	$ -	$ 26,047,451
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ 1,626,668	$ -	$ -	$ 1,626,668
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ (1,722,731)	$ (26,791)	$ -	$ (1,749,522)
BEGINNING FUND BALANCE	9791	$ 44,779,637			$ 44,779,637
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 43,056,906	$ (26,791)	$ -	$ 43,030,116
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ -	$ -	$ -	$ -
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ 40,050,755	$ -	$ -	$ 40,050,755
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ 3,006,151	$ (26,791)	$ -	$ 2,979,361

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Unrestricted General Fund MYP

Bargaining Unit: California School Employees Association

	Object Code	2022-23 Total Revised Budget After Settlement	2023-24 First Subsequent Year After Settlement	2024-25 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 422,718,205	$ 442,552,524	$ 453,125,294
Federal Revenue	8100-8299	$ -	$ -	$ -
Other State Revenue	8300-8599	$ 9,531,194	$ 7,195,822	$ 5,682,747
Other Local Revenue	8600-8799	$ 1,473,821	$ 1,456,819	$ -
TOTAL REVENUES		$ 433,723,220	$ 451,205,165	$ 458,808,041
EXPENDITURES				
Certificated Salaries	1000-1999	$ 164,563,587	$ 191,104,554	$ 192,252,459
Classified Salaries	2000-2999	$ 48,399,348	$ 52,358,828	$ 52,766,564
Employee Benefits	3000-3999	$ 103,017,596	$ 110,893,083	$ 113,298,219
Books and Supplies	4000-4999	$ 7,471,616	$ 7,199,403	$ 7,298,809
Services and Other Operating Expenditures	5000-5999	$ 24,705,837	$ 26,163,745	$ 26,590,062
Capital Outlay	6000-6999	$ 5,588,364	$ 830,915	$ 847,284
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,233,733	$ 908,181	$ 758,185
Transfers of Indirect Costs	7300-7399	$ (7,248,831)	$ (5,971,203)	$ (5,413,040)
Other Adjustments			$ -	$ -
TOTAL EXPENDITURES		$ 347,731,250	$ 383,487,506	$ 388,398,542
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ 1,000	$ 1,000	$ 1,000
Transfers Out and Other Uses	7600-7699	$ 1,676,777	$ 48,655	$ 160,300
Contributions	8980-8999	$ (64,436,964)	$ (75,167,831)	$ (68,759,360)
OPERATING SURPLUS (DEFICIT)*		$ 19,879,229	$ (7,497,827)	$ 1,490,839
BEGINNING FUND BALANCE	9791	$ 169,920,767	$ 189,799,996	$ 182,302,169
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 189,799,996	$ 182,302,169	$ 183,793,008
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ 1,956,337	$ 242,146	$ 242,146
Restricted	9740			
Committed	9750-9760	$ 28,958,784	$ 28,958,784	$ 28,958,784
Assigned	9780	$ 1,500,000	$ -	$ -
Reserve for Economic Uncertainties	9789	$ 12,526,823	$ 12,777,645	$ 11,693,017
Unassigned/Unappropriated Amount	9790	$ 144,858,052	$ 140,323,594	$ 142,899,061

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Restricted General Fund MYP

Bargaining Unit: California School Employees Association

	Object Code	2022-23 Total Revised Budget After Settlement	2023-24 First Subsequent Year After Settlement	2024-25 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 2,061,615	$ 2,061,615	$ 2,061,615
Federal Revenue	8100-8299	$ 100,599,595	$ 79,140,046	$ 30,817,088
Other State Revenue	8300-8599	$ 160,615,737	$ 75,632,797	$ 75,521,244
Other Local Revenue	8600-8799	$ 4,545,896	$ 3,676,125	$ 3,718,681
TOTAL REVENUES		$ 267,822,843	$ 160,510,583	$ 112,118,628
EXPENDITURES				
Certificated Salaries	1000-1999	$ 59,740,108	$ 62,990,269	$ 53,369,790
Classified Salaries	2000-2999	$ 49,393,637	$ 49,308,110	$ 37,959,405
Employee Benefits	3000-3999	$ 83,296,657	$ 85,660,149	$ 75,302,039
Books and Supplies	4000-4999	$ 36,510,596	$ 24,368,517	$ 13,121,502
Services and Other Operating Expenditures	5000-5999	$ 17,903,852	$ 10,850,752	$ 9,439,538
Capital Outlay	6000-6999	$ 3,629,881	$ 9,573,000	$ 573,000
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 107,404	$ 107,404	$ 107,404
Transfers of Indirect Costs	7300-7399	$ 6,053,617	$ 4,781,652	$ 4,215,076
Other Adjustments			$ -	$ -
TOTAL EXPENDITURES		$ 256,635,752	$ 247,639,852	$ 194,087,754
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 4,728,836	$ 2,004,237	$ 2,004,237
Contributions	8980-8999	$ 64,436,964	$ 75,167,831	$ 68,759,360
OPERATING SURPLUS (DEFICIT)*		$ 70,895,219	$ (13,965,675)	$ (15,214,003)
BEGINNING FUND BALANCE	9791	$ 53,679,871	$ 124,575,090	$ 110,609,415
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 124,575,090	$ 110,609,415	$ 95,395,412
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ -	$ -	$ -
Restricted	9740	$ 124,575,090	$ 110,609,415	$ 95,395,412
Committed	9750-9760			
Assigned	9780			
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ (0)	$ (0)	$ (0)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Combined General Fund MYP

Bargaining Unit: California School Employees Association

	Object Code	2022-23 Total Revised Budget After Settlement	2023-24 First Subsequent Year After Settlement	2024-25 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 424,779,820	$ 444,614,139	$ 455,186,909
Federal Revenue	8100-8299	$ 100,599,595	$ 79,140,046	$ 30,817,088
Other State Revenue	8300-8599	$ 170,146,931	$ 82,828,619	$ 81,203,991
Other Local Revenue	8600-8799	$ 6,019,717	$ 5,132,944	$ 3,718,681
TOTAL REVENUES		$ 701,546,063	$ 611,715,748	$ 570,926,669
EXPENDITURES				
Certificated Salaries	1000-1999	$ 224,303,695	$ 254,094,822	$ 245,622,249
Classified Salaries	2000-2999	$ 97,792,985	$ 101,666,938	$ 90,725,969
Employee Benefits	3000-3999	$ 186,314,253	$ 196,553,232	$ 188,600,258
Books and Supplies	4000-4999	$ 43,982,212	$ 31,567,920	$ 20,420,311
Services and Other Operating Expenditures	5000-5999	$ 42,609,689	$ 37,014,497	$ 36,029,600
Capital Outlay	6000-6999	$ 9,218,245	$ 10,403,915	$ 1,420,284
Other Outgo (excuding Indirect Costs)	7100-7299 7400-7499	$ 1,341,137	$ 1,015,585	$ 865,589
Transfers of Indirect Costs	7300-7399	$ (1,195,214)	$ (1,189,551)	$ (1,197,964)
Other Adjustments			$ -	$ -
TOTAL EXPENDITURES		$ 604,367,002	$ 631,127,358	$ 582,486,296
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ 1,000	$ 1,000	$ 1,000
Transfers Out and Other Uses	7600-7699	$ 6,405,613	$ 2,052,892	$ 2,164,537
Contributions	8980-8999	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ 90,774,448	$ (21,463,502)	$ (13,723,164)
BEGINNING FUND BALANCE	9791	$ 223,600,638	$ 314,375,085	$ 292,911,583
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 314,375,085	$ 292,911,583	$ 279,188,420
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ 1,956,337	$ 242,146	$ 242,146
Restricted	9740	$ 124,575,090	$ 110,609,415	$ 95,395,412
Committed	9750-9760	$ 28,958,784	$ 28,958,784	$ 28,958,784
Assigned	9780	$ 1,500,000	$ -	$ -
Reserve for Economic Uncertainties	9789	$ 12,526,823	$ 12,777,645	$ 11,693,017
Unassigned/Unappropriated Amount	9790	$ 144,858,052	$ 140,323,593	$ 142,899,061

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

I. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES

1. State Reserve Standard

		2022-23	2023-24	2024-25
a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	$ 610,772,615	$ 633,180,250	$ 584,650,833
b.	Less: Special Education Pass-Through Funds		$ -	$ -
c.	Net Expenditures, Transfers Out, and Uses	$ 610,772,615	$ 633,180,250	$ 584,650,833
d.	State Standard Minimum Reserve Percentage ~~for~~ → this District **Enter percentage**	2.00%	2.00%	2.00%
e.	State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line b, or $50,000)	$ 12,215,452	$ 12,663,605	$ 11,693,017

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a.	General Fund Budgeted Unrestricted Designated for Economic Uncertainties (9789)	$ 12,526,823	$ 12,777,645	$ 11,693,017
b.	General Fund Budgeted Unrestricted Unassigned/Unappropriated Amount (9790)	$ 144,858,052	$ 140,323,594	$ 142,899,061
c.	Special Reserve Fund (Fund 17) Budgeted Designated for Economic Uncertainties (9789)	$ -	$ -	$ -
d.	Special Reserve Fund (Fund 17) Budgeted Unassigned/Unappropriated Amount (9790)	$ -	$ -	$ -
e.	Total Available Reserves	$ 157,384,875	$ 153,101,238	$ 154,592,078
f.	Reserve for Economic Uncertainties Percentage	25.77%	24.18%	26.44%

3. Do unrestricted reserves meet the state minimum reserve amount?

2022-23	Yes	X	No	
2023-24	Yes	X	No	
2024-25	Yes	X	No	

4. If no, how do you plan to restore your reserves?

I. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES (CONTINUED)

5. **Does the Total Compensation Increase/(Decrease) on Page 1, Section A, #5 agree with the Total Increase/(Decrease) for all funds as a result of the settlement(s)? Please explain any variance.**

Total Compensation Increase/(Decrease) on Page 1, Section A, #5	$	12,735,280
General Fund balance Increase/(Decrease), Page 4c, Column 2	$	(11,030,840)
Adult Education Fund balance Increase/(Decrease), Page 4d, Column 2	$	(640,926)
Child Development Fund balance Increase/(Decrease), Page 4e, Column 2	$	(783,101)
Cafeteria Fund balance Increase/(Decrease), Page 4f, Column 2	$	(716,629)
Other Fund balance Increase/(Decrease), Page 4g, Column 2	$	(111,334)
Other Fund balance Increase/(Decrease), Page 4h, Column 2	$	(26,791)
Total all fund balances Increase/(Decrease) as a result of the settlement(s)	$	(13,309,621)
Variance	$	(574,342)

Variance Explanation:

Contributions to restricted programs increased as a result of the settlement agreement.

6. **Will this agreement create or increase deficit financing in the current or subsequent years?**

"Deficit Financing" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If a deficit is shown below, provide an explanation and any deficit reduction plan, as necessary.

General Fund Combined	Surplus/ (Deficit)	(Deficit) %	Deficit primarily due to:
Current FY Surplus/(Deficit) before settlement(s)?	$101,805,288	17.0%	
Current FY Surplus/(Deficit) after settlement(s)?	$ 90,774,448	14.9%	
1st Subsequent FY Surplus/(Deficit) after settlement(s)?	$(21,463,502)	(3.4%)	The use of one-time restricted funds.
2nd Subsequent FY Surplus/(Deficit) after settlement(s)?	$(13,723,164)	(2.3%)	The use of one-time restricted funds.

Deficit Reduction Plan (as necessary):

7. **Were "Other Adjustments" amount(s) entered in the multiyear projections (pages 5a and 5b) for 1st and 2nd Subsequent FY?**

"Other Adjustments" could indicate that a budget reduction plan was/is being developed to address deficit spending, and to rebuild reserves. Any amount shown below must have an explanation. If additional space is needed, attach a separate sheet, or use page 8a.

MYP		Amount	"Other Adjustments" Explanation
1st Subsequent FY Unrestricted, Page 5a	$	-	
1st Subsequent FY Restricted, Page 5b	$	-	
2nd Subsequent FY Unrestricted, Page 5a	$	-	
2nd Subsequent FY Restricted, Page 5b	$	-	

J. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF THE COLLECTIVE BARGAINING AGREEMENT

This certification page must be signed by the district's Superintendent and Chief Business Official at the time of public disclosure and is intended to assist the district's Governing Board in determining whether the district can meet the costs incurred under the tentative Collective Bargaining Agreement in the current and subsequent years. The absence of a certification signature or if "I am unable to certify" is checked should serve as a "red flag" to the district's Governing Board.

In accordance with the requirements of Government Code Sections 3540.2 and 3547.5, the Superintendent and Chief Business Official of the San Juan Unified School District, hereby certify that the District can meet the costs incurred under this Collective Bargaining Agreement during the term of the agreement from 7/1/2022 to 6/30/2024.

Board Actions

The board actions necessary to meet the cost of the agreement in each year of its term are as follows:

Current Year

Budget Adjustment Categories:	Budget Adjustment Increase/(Decrease)
Revenues/Transfers In and Other Sources/Contributions	$ -
Expenditures/Transfers Out and Other Uses	$ 13,309,621
Ending Balance(s) Increase/(Decrease)	$ (13,309,621)

Subsequent Years

Budget Adjustment Categories:	Budget Adjustment Increase/(Decrease)
Revenues/Transfers In and Other Sources/Contributions	$ -
Expenditures/Transfers Out and Other Uses	$ 13,907,889
Ending Balance(s) Increase/(Decrease)	$ (13,907,889)

Budget Revisions

If the district does not adopt and submit within 45 days all of the revisions to its budget needed in the current year to meet the costs of the agreement at the time of the approval of the proposed collective bargaining agreement, the county superintendent of schools is required to issue a qualified or negative certification for the district on its next interim report.

Assumptions

See attached page for a list of the assumptions upon which this certification is based.

Certifications

____ I hereby certify ____ I am unable to certify

District Superintendent (Signature)	Date

____ I hereby certify ____ I am unable to certify

Chief Business Official (Signature)	Date

Special Note: The Sacramento County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

Assumptions and Explanations (enter or attach documentation)

The assumptions upon which this certification is made are as follows:

Used assumptions included in our 45 day revise and COLA of 13.26% in 2022/23 per DOF revised calculation.

Assumed 10.75% increase for CSEA in 22/23 and all units in Out years along with an increase of 4.5% for all units in all years.

Assumed our typical S&C of .9% for both certificated and classified and H&W historical rate of 4.32% growth.

Concerns regarding affordability of agreement in subsequent years (if any):

Although the MYP reflects deficit spending the majority is due to the use of one-time restricted funds being used in all three years.

Year 2023/24 reflects a deficit as a result of the increase that is intentional as we have on-going unrestricted funds falling to fund balance prior to this settlement agreement.

K. CERTIFICATION NO. 2

The disclosure document must be signed by the district Superintendent at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Sections 3540.2(a) and 3547.5.

San Juan Unified School District

District Name

District Superintendent (Signature) | **Date**

Jennifer Stahlheber

Contact Person | **Phone**

After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on October 11, 2022, took action to approve the proposed agreement with the California School Employees Association Bargaining Unit(s).

President (or Clerk), Governing Board (Signature) | **Date**

Special Note: The Sacramento County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: I-9

MEETING DATE: 10/11/2022

SUBJECT: Salary Schedule Adjustments for Confidential and Unrepresented Groups

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

DEPARTMENT: Labor Relations

ACTION REQUESTED:
The superintendent is recommending that the board approve the salary schedule adjustments for the Confidential and Unrepresented Units as outlined in the language below.

RATIONALE/BACKGROUND:
The superintendent is recommending that the Confidential and Unrepresented Unit salary schedules be amended to reflect a salary increase as follows:

2022-23 School Year:

- All base salaries shall be increased by a total of 10%, effective July 1, 2022.
- The new salary schedule will be reflected in employees' pay no later than November 30, 2022.
- The retroactive check for the salary schedules shall be paid no later than December 22, 2022.

2023-24 School Year:

- All 2023-24 base salary schedules shall be increased by a total of 4.5%, effective July 1, 2023.

Additional ongoing investments:

- Effective beginning in the 2022-23 school year, the District shall budget approximately $32,102 in ongoing, unrestricted funds to address needs among Confidential and Unrepresented employees, including but not limited to staffing, working conditions, and/or recruitment and retention.
  - This investment shall not be used for across-the-board salary increases.
  - The District and the Confidential and Unrepresented groups shall meet to discuss the usage of this budget appropriation with the intent to create a plan by December 1, 2022.

ATTACHMENT(S):
A: AB1200

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 09/19/2022, 10/03/2022
Board of Education: 09/27/2022

FISCAL IMPACT:
Current Budget: $ 0
Additional Budget: $ 685,286.77
Funding Source: Unrestricted Base
(Unrestricted Base, Supplemental, other restricted, etc.)
Current Year Only ☐ On-going ☒

LCAP/STRATEGIC PLAN:
Goal: N/A Focus: N/A
Action: N/A

Strategic Plan: N/A

FINANCIAL DATA:
In accordance with AB 1200 (Chapter 1213/1991), GC 3547.5, and CCR, Title V, Section 15449, Fiscal Services has prepared an analysis of the fiscal impact of the proposed agreement and has submitted it to the Sacramento County Office of Education. Costs to the General Fund beginning each year for the Confidential and Unrepresented Group's agreements are: an ongoing increase of $460,121.50 in 2022-2023. An additional ongoing increase of $225,165.27 will take effect in 2023-2024.

PREPARED BY: Daniel Thigpen, Senior Director, Labor Relations DT

APPROVED BY: Kent Kern, Superintendent of Schools KK

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PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
in accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5

Name of School District:	San Juan Unified School District
Name of Bargaining Unit:	Confidential-Unrepresented
Certificated, Classified, Other:	Classified

The proposed agreement covers the period beginning: July 1, 2022 (date) and ending: June 30, 2024 (date)

The Governing Board will act upon this agreement on: October 11, 2022 (date)

Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.

A. Proposed Change in Compensation

	Bargaining Unit Compensation **All Funds - Combined**		**Fiscal Impact of Proposed Agreement** (Complete Years 2 and 3 multiyear and overlapping agreements and Step & Column increases)		
		Annual Cost Prior to Proposed Settlement	Year 1 Increase/(Decrease) **2022-23**	Year 2 Increase/(Decrease) **2023-24**	Year 3 Increase/(Decrease) **2024-25**
1.	**Salary Schedule** Including Step and Column	$ 3,080,947	$ 331,202	$ 154,929	$ 32,104
			10.75%	4.54%	0.90%
2.	**Other Compensation** Stipends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc.	$ -	$ -	$ -	$ -
	Description of Other Compensation				
3.	**Statutory Benefits** - STRS, PERS, FICA, WC, UI, Medicare, etc.	$ 1,235,000	$ 132,763	$ 62,103	$ 12,869
			10.75%	4.54%	0.90%
4.	**Health/Welfare Plans**	$ 853,178	$ -	$ -	$ -
			0.00%	0.00%	0.00%
5.	**Total Bargaining Unit Compensation** Add Items 1 through 4 to equal 5	$ 5,169,125	$ 463,964	$ 217,032	$ 44,972
			8.98%	3.85%	0.77%
6.	**Total Number of Bargaining Unit Employees** (Use FTEs if appropriate)	35.78			
7.	**Total Compensation <u>Average</u> Cost per Bargaining Unit Employee**	$ 144,470	$ 12,967	$ 6,066	$ 1,257
			8.98%	3.85%	0.77%

San Juan Unified School District

Public Disclosure of Proposed Collective Bargaining Agreement

A. Proposed Change in Compensation (Continued)

8. What was the negotiated percentage change? For example, if the change in "Year 1" was for less than a full year, what is the annualized percentage of that change for "Year 1"?

Year 1-2022/23 10% on-going salary increase & equivalent of .75% in additional on-going FTE for unit need.
Year 2-2023/24 4.5% on going salary increase.

9. Were any additional steps, columns, or ranges added to the salary schedules? (If yes, please explain.)

No

10. Please include comments and explanations as necessary. (If more room is necessary, please attach an additional sheet.)

11. Does this bargaining unit have a negotiated cap for Health and Welfare benefits? Yes [ ] No [X]
If yes, please describe the cap amount.

B. Proposed negotiated changes in noncompensation items (i.e., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

Unit was able to negotiate additional FTE equivalent to the cost of .75% of the calculated 1% to support positions with impacted workloads as a result of learning recovery and COVID.

C. What are the specific impacts (positive or negative) on instructional and support programs to accommodate the settlement? Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

Unit is still determining need and will add FTE where needed that does not exceed .75% of the calculated 1% for their unit.

D. What contingency language is included in the proposed agreement (e.g., reopeners, etc.)?

If COLA used in the MYP for FY 2023/24 of 5.38% comes in higher or other unrestricted funds are made available to the district in 2023/24 salary will be reopened for negotiation purposes in 2023/24.

E. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.

N/A

F. Source of Funding for Proposed Agreement:

1. Current Year

Unrestricted general fund dollars in year 1 and unrestricted general funds dollars and fund balance in year 2.

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years?

N/A

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

The district has a healthy fund balance. Projections included the use of unrestricted general funds to pay for increases with surplus projected year 1 (2022/23) and minor deficit in year 2 (2023/24) in the amount of $10,474,143.76 and projected deficit in year 3 (2024/25) in the amount of $1,511,010.73.

San Juan Unified School District

Public Disclosure of Proposed Collective Bargaining Agreement

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Unrestricted General Fund

Bargaining Unit: Confidential-Unrepresented

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ 422,718,205		$ -	$ 422,718,205
Federal Revenue	8100-8299	$ -		$ -	$ -
Other State Revenue	8300-8599	$ 9,531,194		$ -	$ 9,531,194
Other Local Revenue	8600-8799	$ 1,473,821		$ -	$ 1,473,821
TOTAL REVENUES		$ 433,723,220		$ -	$ 433,723,220
EXPENDITURES					
Certificated Salaries	1000-1999	$ 164,563,587		$ -	$ 164,563,587
Classified Salaries	2000-2999	$ 44,865,834	$ 172,602	$ -	$ 45,038,436
Employee Benefits	3000-3999	$ 101,601,116	$ 69,191	$ -	$ 101,670,307
Books and Supplies	4000-4999	$ 7,471,616		$ -	$ 7,471,616
Services and Other Operating Expenditures	5000-5999	$ 24,705,837		$ -	$ 24,705,837
Capital Outlay	6000-6999	$ 5,588,364		$ -	$ 5,588,364
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,233,733		$ -	$ 1,233,733
Transfers of Indirect Costs	7300-7399	$ (7,248,831)		$ -	$ (7,248,831)
TOTAL EXPENDITURES		$ 342,781,256	$ 241,793	$ -	$ 343,023,049
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ 1,000	$ -	$ -	$ 1,000
Transfers Out and Other Uses	7600-7699	$ 1,676,777	$ -	$ -	$ 1,676,777
Contributions	8980-8999	$ (56,236,964)	$ (8,200,000)	$ -	$ (64,436,964)
OPERATING SURPLUS (DEFICIT)*		$ 33,029,223	$ (8,441,793)	$ -	$ 24,587,430
BEGINNING FUND BALANCE	9791	$ 169,920,767			$ 169,920,767
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 202,949,990	$ (8,441,793)	$ -	$ 194,508,197
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ 1,956,337	$ -	$ -	$ 1,956,337
Restricted	9740				
Committed	9750-9760	$ 28,958,784	$ -	$ -	$ 28,958,784
Assigned	9780	$ 1,500,000	$ -	$ -	$ 1,500,000
Reserve for Economic Uncertainties	9789	$ 11,948,030	$ 578,793	$ -	$ 12,526,823
Unassigned/Unappropriated Amount	9790	$ 158,586,839	$ (9,020,586)	$ -	$ 149,566,253

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

San Juan Unified School District

Public Disclosure of Proposed Collective Bargaining Agreement

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Restricted General Fund

Bargaining Unit: Confidential-Unrepresented

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ 2,061,615		$ -	$ 2,061,615
Federal Revenue	8100-8299	$ 100,599,595		$ -	$ 100,599,595
Other State Revenue	8300-8599	$ 160,615,737		$ -	$ 160,615,737
Other Local Revenue	8600-8799	$ 4,545,896		$ -	$ 4,545,896
TOTAL REVENUES		$ 267,822,843		$ -	$ 267,822,843
EXPENDITURES					
Certificated Salaries	1000-1999	$ 59,740,108		$ -	$ 59,740,108
Classified Salaries	2000-2999	$ 45,052,873	$ 147,576	$ -	$ 45,200,449
Employee Benefits	3000-3999	$ 81,556,575	$ 59,159	$ -	$ 81,615,734
Books and Supplies	4000-4999	$ 36,510,596		$ -	$ 36,510,596
Services and Other Operating Expenditures	5000-5999	$ 17,903,852		$ -	$ 17,903,852
Capital Outlay	6000-6999	$ 3,629,881		$ -	$ 3,629,881
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 107,404		$ -	$ 107,404
Transfers of Indirect Costs	7300-7399	$ 6,053,617		$ -	$ 6,053,617
TOTAL EXPENDITURES		$ 250,554,906	$ 206,735	$ -	$ 250,761,641
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 4,728,836	$ -	$ -	$ 4,728,836
Contributions	8980-8999	$ 56,236,964	$ 8,200,000	$ -	$ 64,436,964
OPERATING SURPLUS (DEFICIT)*		$ 68,776,065	$ 7,993,265	$ -	$ 76,769,330
BEGINNING FUND BALANCE	9791	$ 53,679,871			$ 53,679,871
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 122,455,936	$ 7,993,265	$ -	$ 130,449,201
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 122,455,936	$ 7,993,265	$ -	$ 130,449,201
Committed	9750-9760				
Assigned Amounts	9780				
Reserve for Economic Uncertainties	9789		$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ (0)	$ 0	$ -	$ (0)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

San Juan Unified School District

Public Disclosure of Proposed Collective Bargaining Agreement

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Combined General Fund

Bargaining Unit: Confidential-Unrepresented

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ 424,779,820		$ -	$ 424,779,820
Federal Revenue	8100-8299	$ 100,599,595		$ -	$ 100,599,595
Other State Revenue	8300-8599	$ 170,146,931		$ -	$ 170,146,931
Other Local Revenue	8600-8799	$ 6,019,717		$ -	$ 6,019,717
TOTAL REVENUES		$ 701,546,063		$ -	$ 701,546,063
EXPENDITURES					
Certificated Salaries	1000-1999	$ 224,303,695	$ -	$ -	$ 224,303,695
Classified Salaries	2000-2999	$ 89,918,707	$ 320,178	$ -	$ 90,238,885
Employee Benefits	3000-3999	$ 183,157,691	$ 128,350	$ -	$ 183,286,041
Books and Supplies	4000-4999	$ 43,982,212		$ -	$ 43,982,212
Services and Other Operating Expenditures	5000-5999	$ 42,609,689		$ -	$ 42,609,689
Capital Outlay	6000-6999	$ 9,218,245		$ -	$ 9,218,245
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,341,137		$ -	$ 1,341,137
Transfers of Indirect Costs	7300-7399	$ (1,195,214)		$ -	$ (1,195,214)
TOTAL EXPENDITURES		$ 593,336,162	$ 448,528	$ -	$ 593,784,690
OTHER FINANCING SOURCES/USES					
Transfer In and Other Sources	8900-8979	$ 1,000	$ -	$ -	$ 1,000
Transfers Out and Other Uses	7600-7699	$ 6,405,613	$ -	$ -	$ 6,405,613
Contributions	8980-8999	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ 101,805,288	$ (448,528)	$ -	$ 101,356,760
BEGINNING FUND BALANCE	9791	$ 223,600,638			$ 223,600,638
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 325,405,926	$ (448,528)	$ -	$ 324,957,398
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ 1,956,337	$ -	$ -	$ 1,956,337
Restricted	9740	$ 122,455,936	$ 7,993,265	$ -	$ 130,449,201
Committed	9750-9760	$ 28,958,784	$ -	$ -	$ 28,958,784
Assigned	9780	$ 1,500,000	$ -	$ -	$ 1,500,000
Reserve for Economic Uncertainties	9789	$ 11,948,030	$ 578,793	$ -	$ 12,526,823
Unassigned/Unappropriated Amount	9790	$ 158,586,839	$ (9,020,586)	$ -	$ 149,566,253

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

San Juan Unified School District

Public Disclosure of Proposed Collective Bargaining Agreement

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 11 - Adult Education Fund

Bargaining Unit: Confidential-Unrepresented

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
Federal Revenue	8100-8299	$ 440,319		$ -	$ 440,319
Other State Revenue	8300-8599	$ 3,180,982		$ -	$ 3,180,982
Other Local Revenue	8600-8799	$ 156,000		$ -	$ 156,000
TOTAL REVENUES		$ 3,777,301		$ -	$ 3,777,301
EXPENDITURES					
Certificated Salaries	1000-1999	$ 1,006,519		$ -	$ 1,006,519
Classified Salaries	2000-2999	$ 440,637	$ -	$ -	$ 440,637
Employee Benefits	3000-3999	$ 834,873	$ -	$ -	$ 834,873
Books and Supplies	4000-4999	$ 106,361		$ -	$ 106,361
Services and Other Operating Expenditures	5000-5999	$ 1,227,969		$ -	$ 1,227,969
Capital Outlay	6000-6999	$ -		$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ 55,595		$ -	$ 55,595
TOTAL EXPENDITURES		$ 3,671,954	$ -	$ -	$ 3,671,954
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 99,347	$ -	$ -	$ 99,347
OPERATING SURPLUS (DEFICIT)*		$ 6,000	$ -	$ -	$ 6,000
BEGINNING FUND BALANCE	9791	$ 2,136,463			$ 2,136,463
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 2,142,463	$ -	$ -	$ 2,142,463
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 2,078,824	$ -	$ -	$ 2,078,824
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ 63,639	$ -	$ -	$ 63,639
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ -	$ -	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

San Juan Unified School District

Public Disclosure of Proposed Collective Bargaining Agreement

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 12 - Child Development Fund

Bargaining Unit: Confidential-Unrepresented

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
Federal Revenue	8100-8299	$ 15,173,722		$ -	$ 15,173,722
Other State Revenue	8300-8599	$ 5,701,167		$ -	$ 5,701,167
Other Local Revenue	8600-8799	$ 4,374,955		$ -	$ 4,374,955
TOTAL REVENUES		$ 25,249,844		$ -	$ 25,249,844
EXPENDITURES					
Certificated Salaries	1000-1999	$ 9,085,110	$ -	$ -	$ 9,085,110
Classified Salaries	2000-2999	$ 5,172,900	$ -	$ -	$ 5,172,900
Employee Benefits	3000-3999	$ 9,371,242	$ -	$ -	$ 9,371,242
Books and Supplies	4000-4999	$ 3,969,097		$ -	$ 3,969,097
Services and Other Operating Expenditures	5000-5999	$ 522,393		$ -	$ 522,393
Capital Outlay	6000-6999	$ -		$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ 785,307		$ -	$ 785,307
TOTAL EXPENDITURES		$ 28,906,049	$ -	$ -	$ 28,906,049
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ 2,724,599	$ -	$ -	$ 2,724,599
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ (931,606)	$ -	$ -	$ (931,606)
BEGINNING FUND BALANCE	9791	$ 3,606,212			$ 3,606,212
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 2,674,606	$ -	$ -	$ 2,674,606
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 2,282,288	$ -	$ -	$ 2,282,288
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ 392,318	$ -	$ -	$ 392,318
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ -	$ -	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

San Juan Unified School District

Public Disclosure of Proposed Collective Bargaining Agreement

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 13/61 - Cafeteria Fund

Bargaining Unit: Confidential-Unrepresented

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ -		$ -	$ -
Federal Revenue	8100-8299	$ 14,279,370		$ -	$ 14,279,370
Other State Revenue	8300-8599	$ 3,523,292		$ -	$ 3,523,292
Other Local Revenue	8600-8799	$ 1,468,234		$ -	$ 1,468,234
TOTAL REVENUES		$ 19,270,896		$ -	$ 19,270,896
EXPENDITURES					
Certificated Salaries	1000-1999	$ -	$ -	$ -	$ -
Classified Salaries	2000-2999	$ 5,748,838	$ -	$ -	$ 5,748,838
Employee Benefits	3000-3999	$ 3,712,561	$ -	$ -	$ 3,712,561
Books and Supplies	4000-4999	$ 9,011,128		$ -	$ 9,011,128
Services and Other Operating Expenditures	5000-5999	$ 715,781		$ -	$ 715,781
Capital Outlay	6000-6999	$ -		$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ 354,312		$ -	$ 354,312
TOTAL EXPENDITURES		$ 19,542,620	$ -	$ -	$ 19,542,620
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 8,455	$ -	$ -	$ 8,455
OPERATING SURPLUS (DEFICIT)*		$ (280,179)	$ -	$ -	$ (280,179)
BEGINNING FUND BALANCE	9791	$ 7,020,462			$ 7,020,462
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 6,740,283	$ -	$ -	$ 6,740,283
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 6,740,283	$ -	$ -	$ 6,740,283
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ -	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ -	$ -	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

San Juan Unified School District

Public Disclosure of Proposed Collective Bargaining Agreement

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Enter Fund: **Fund 21 - Building Fund**

Bargaining Unit: Confidential-Unrepresented

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
Federal Revenue	8100-8299	$ -		$ -	$ -
Other State Revenue	8300-8599	$ -		$ -	$ -
Other Local Revenues	8600-8799	$ 2,282,996		$ -	$ 2,282,996
TOTAL REVENUES		$ 2,282,996		$ -	$ 2,282,996
EXPENDITURES					
Certificated Salaries	1000-1999	$ -	$ -	$ -	$ -
Classified Salaries	2000-2999	$ 1,030,962	$ 1,451	$ -	$ 1,032,413
Employee Benefits	3000-3999	$ 614,778	$ 582	$ -	$ 615,360
Books and Supplies	4000-4999	$ 545,465		$ -	$ 545,465
Services and Other Operating Expenditures	5000-5999	$ 3,683,093		$ -	$ 3,683,093
Capital Outlay	6000-6999	$ 130,155,630		$ -	$ 130,155,630
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ -		$ -	$ -
TOTAL EXPENDITURES		$ 136,029,928	$ 2,033	$ -	$ 136,031,961
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ 417,085	$ -	$ -	$ 417,085
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ (133,329,847)	$ (2,033)	$ -	$ (133,331,880)
BEGINNING FUND BALANCE	9791	$ 227,178,852			$ 227,178,852
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 93,849,005	$ (2,033)	$ -	$ 93,846,972
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 92,444,752	$ (2,033)	$ -	$ 92,442,719
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ 1,404,253	$ -	$ -	$ 1,404,253
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ -	$ (0)	$ -	$ (0)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

San Juan Unified School District

Public Disclosure of Proposed Collective Bargaining Agreement

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Enter Fund: **67 - Self-Insurance Fund**

Bargaining Unit: Confidential-Unrepresented

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 9/13/2022)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
Federal Revenue	8100-8299	$ -		$ -	$ -
Other State Revenue	8300-8599	$ -		$ -	$ -
Other Local Revenue	8600-8799	$ 22,671,261		$ -	$ 22,671,261
TOTAL REVENUES		$ 22,671,261		$ -	$ 22,671,261
EXPENDITURES					
Certificated Salaries	1000-1999	$ -	$ -	$ -	$ -
Classified Salaries	2000-2999	$ 412,339	$ 9,578	$ -	$ 421,917
Employee Benefits	3000-3999	$ 270,491	$ 3,840	$ -	$ 274,331
Books and Supplies	4000-4999	$ 24,041		$ -	$ 24,041
Services and Other Operating Expenditures	5000-5999	$ 25,313,789		$ -	$ 25,313,789
Capital Outlay	6000-6999	$ -		$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ -		$ -	$ -
TOTAL EXPENDITURES		$ 26,020,660	$ 13,418	$ -	$ 26,034,078
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ 1,626,668	$ -	$ -	$ 1,626,668
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ (1,722,731)	$ (13,418)	$ -	$ (1,736,149)
BEGINNING FUND BALANCE	9791	$ 44,779,637			$ 44,779,637
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 43,056,906	$ (13,418)	$ -	$ 43,043,488
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ -	$ -	$ -	$ -
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ 40,050,755	$ -	$ -	$ 40,050,755
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ 3,006,151	$ (13,418)	$ -	$ 2,992,734

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

San Juan Unified School District

Public Disclosure of Proposed Collective Bargaining Agreement

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Unrestricted General Fund MYP

Bargaining Unit: Confidential-Unrepresented

	Object Code	2022-23 Total Revised Budget After Settlement	2023-24 First Subsequent Year After Settlement	2024-25 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 422,718,205	$ 442,552,524	$ 453,125,294
Federal Revenue	8100-8299	$ -	$ -	$ -
Other State Revenue	8300-8599	$ 9,531,194	$ 7,195,822	$ 5,682,747
Other Local Revenue	8600-8799	$ 1,473,821	$ 1,456,819	$ -
TOTAL REVENUES		$ 433,723,220	$ 451,205,165	$ 458,808,041
EXPENDITURES				
Certificated Salaries	1000-1999	$ 164,563,587	$ 191,104,554	$ 192,252,459
Classified Salaries	2000-2999	$ 45,038,436	$ 52,358,828	$ 52,766,564
Employee Benefits	3000-3999	$ 101,670,307	$ 110,893,083	$ 113,298,219
Books and Supplies	4000-4999	$ 7,471,616	$ 7,199,403	$ 7,298,809
Services and Other Operating Expenditures	5000-5999	$ 24,705,837	$ 26,163,745	$ 26,590,062
Capital Outlay	6000-6999	$ 5,588,364	$ 830,915	$ 847,284
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,233,733	$ 908,181	$ 758,185
Transfers of Indirect Costs	7300-7399	$ (7,248,831)	$ (5,971,203)	$ (5,413,040)
Other Adjustments			$ -	$ -
TOTAL EXPENDITURES		$ 343,023,049	$ 383,487,506	$ 388,398,542
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ 1,000	$ 1,000	$ 1,000
Transfers Out and Other Uses	7600-7699	$ 1,676,777	$ 48,655	$ 160,300
Contributions	8980-8999	$ (64,436,964)	$ (75,167,831)	$ (68,759,360)
OPERATING SURPLUS (DEFICIT)*		$ 24,587,430	$ (7,497,827)	$ 1,490,839
BEGINNING FUND BALANCE	9791	$ 169,920,767	$ 194,508,197	$ 187,010,370
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 194,508,197	$ 187,010,370	$ 188,501,209
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ 1,956,337	$ 242,146	$ 242,146
Restricted	9740			
Committed	9750-9760	$ 28,958,784	$ 28,958,784	$ 28,958,784
Assigned	9780	$ 1,500,000	$ -	$ -
Reserve for Economic Uncertainties	9789	$ 12,526,823	$ 12,777,645	$ 11,693,017
Unassigned/Unappropriated Amount	9790	$ 149,566,253	$ 145,031,795	$ 147,607,262

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

San Juan Unified School District

Public Disclosure of Proposed Collective Bargaining Agreement

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Restricted General Fund MYP

Bargaining Unit: Confidential-Unrepresented

	Object Code	2022-23 Total Revised Budget After Settlement	2023-24 First Subsequent Year After Settlement	2024-25 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 2,061,615	$ 2,061,615	$ 2,061,615
Federal Revenue	8100-8299	$ 100,599,595	$ 79,140,046	$ 30,817,088
Other State Revenue	8300-8599	$ 160,615,737	$ 75,632,797	$ 75,521,244
Other Local Revenue	8600-8799	$ 4,545,896	$ 3,676,125	$ 3,718,681
TOTAL REVENUES		$ 267,822,843	$ 160,510,583	$ 112,118,628
EXPENDITURES				
Certificated Salaries	1000-1999	$ 59,740,108	$ 62,990,269	$ 53,369,790
Classified Salaries	2000-2999	$ 45,200,449	$ 49,308,110	$ 37,959,405
Employee Benefits	3000-3999	$ 81,615,734	$ 85,660,149	$ 75,302,039
Books and Supplies	4000-4999	$ 36,510,596	$ 24,368,517	$ 13,121,502
Services and Other Operating Expenditures	5000-5999	$ 17,903,852	$ 10,850,752	$ 9,439,538
Capital Outlay	6000-6999	$ 3,629,881	$ 9,573,000	$ 573,000
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 107,404	$ 107,404	$ 107,404
Transfers of Indirect Costs	7300-7399	$ 6,053,617	$ 4,781,652	$ 4,215,076
Other Adjustments			$ -	$ -
TOTAL EXPENDITURES		$ 250,761,641	$ 247,639,852	$ 194,087,754
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 4,728,836	$ 2,004,237	$ 2,004,237
Contributions	8980-8999	$ 64,436,964	$ 75,167,831	$ 68,759,360
OPERATING SURPLUS (DEFICIT)*		$ 76,769,330	$ (13,965,675)	$ (15,214,003)
BEGINNING FUND BALANCE	9791	$ 53,679,871	$ 130,449,201	$ 116,483,526
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 130,449,201	$ 116,483,526	$ 101,269,523
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ -	$ -	$ -
Restricted	9740	$ 130,449,201	$ 116,483,526	$ 95,395,412
Committed	9750-9760			
Assigned	9780			
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ (0)	$ (0)	$ 5,874,111

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

San Juan Unified School District

Public Disclosure of Proposed Collective Bargaining Agreement

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Combined General Fund MYP

Bargaining Unit: Confidential-Unrepresented

	Object Code	2022-23 Total Revised Budget After Settlement	2023-24 First Subsequent Year After Settlement	2024-25 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 424,779,820	$ 444,614,139	$ 455,186,909
Federal Revenue	8100-8299	$ 100,599,595	$ 79,140,046	$ 30,817,088
Other State Revenue	8300-8599	$ 170,146,931	$ 82,828,619	$ 81,203,991
Other Local Revenue	8600-8799	$ 6,019,717	$ 5,132,944	$ 3,718,681
TOTAL REVENUES		$ 701,546,063	$ 611,715,748	$ 570,926,669
EXPENDITURES				
Certificated Salaries	1000-1999	$ 224,303,695	$ 254,094,822	$ 245,622,249
Classified Salaries	2000-2999	$ 90,238,885	$ 101,666,938	$ 90,725,969
Employee Benefits	3000-3999	$ 183,286,041	$ 196,553,232	$ 188,600,258
Books and Supplies	4000-4999	$ 43,982,212	$ 31,567,920	$ 20,420,311
Services and Other Operating Expenditures	5000-5999	$ 42,609,689	$ 37,014,497	$ 36,029,600
Capital Outlay	6000-6999	$ 9,218,245	$ 10,403,915	$ 1,420,284
Other Outgo (excuding Indirect Costs)	7100-7299 7400-7499	$ 1,341,137	$ 1,015,585	$ 865,589
Transfers of Indirect Costs	7300-7399	$ (1,195,214)	$ (1,189,551)	$ (1,197,964)
Other Adjustments			$ -	$ -
TOTAL EXPENDITURES		$ 593,784,690	$ 631,127,358	$ 582,486,296
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ 1,000	$ 1,000	$ 1,000
Transfers Out and Other Uses	7600-7699	$ 6,405,613	$ 2,052,892	$ 2,164,537
Contributions	8980-8999	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ 101,356,760	$ (21,463,502)	$ (13,723,164)
BEGINNING FUND BALANCE	9791	$ 223,600,638	$ 324,957,398	$ 303,493,896
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 324,957,398	$ 303,493,896	$ 289,770,732
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ 1,956,337	$ 242,146	$ 242,146
Restricted	9740	$ 130,449,201	$ 116,483,526	$ 95,395,412
Committed	9750-9760	$ 28,958,784	$ 28,958,784	$ 28,958,784
Assigned	9780	$ 1,500,000	$ -	$ -
Reserve for Economic Uncertainties	9789	$ 12,526,823	$ 12,777,645	$ 11,693,017
Unassigned/Unappropriated Amount	9790	$ 149,566,253	$ 145,031,795	$ 153,481,373

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

San Juan Unified School District

Public Disclosure of Proposed Collective Bargaining Agreement

I. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES

1. State Reserve Standard

		2022-23	2023-24	2024-25
a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	$ 600,190,303	$ 633,180,250	$ 584,650,833
b.	Less: Special Education Pass-Through Funds		$ -	$ -
c.	Net Expenditures, Transfers Out, and Uses	$ 600,190,303	$ 633,180,250	$ 584,650,833
d.	State Standard Minimum Reserve Percentage ~~for~~ → this District **Enter percentage**	2.00%	2.00%	2.00%
e.	State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line b, or $50,000)	$ 12,003,806	$ 12,663,605	$ 11,693,017

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a.	General Fund Budgeted Unrestricted Designated for Economic Uncertainties (9789)	$ 12,526,823	$ 12,777,645	$ 11,693,017
b.	General Fund Budgeted Unrestricted Unassigned/Unappropriated Amount (9790)	$ 149,566,253	$ 145,031,795	$ 147,607,262
c.	Special Reserve Fund (Fund 17) Budgeted Designated for Economic Uncertainties (9789)	$ -	$ -	$ -
d.	Special Reserve Fund (Fund 17) Budgeted Unassigned/Unappropriated Amount (9790)	$ -	$ -	$ -
e.	Total Available Reserves	$ 162,093,076	$ 157,809,439	$ 159,300,279
f.	Reserve for Economic Uncertainties Percentage	27.01%	24.92%	27.25%

3. Do unrestricted reserves meet the state minimum reserve amount?

2022-23	Yes	X	No	
2023-24	Yes	X	No	
2024-25	Yes	X	No	

4. If no, how do you plan to restore your reserves?

San Juan Unified School District
Public Disclosure of Proposed Collective Bargaining Agreement

I. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES (CONTINUED)

5. **Does the Total Compensation Increase/(Decrease) on Page 1, Section A, #5 agree with the Total Increase/(Decrease) for all funds as a result of the settlement(s)? Please explain any variance.**

Total Compensation Increase/(Decrease) on Page 1, Section A, #5	$	463,964
General Fund balance Increase/(Decrease), Page 4c, Column 2	$	(448,528)
Adult Education Fund balance Increase/(Decrease), Page 4d, Column 2	$	-
Child Development Fund balance Increase/(Decrease), Page 4e, Column 2	$	-
Cafeteria Fund balance Increase/(Decrease), Page 4f, Column 2	$	-
Other Fund balance Increase/(Decrease), Page 4g, Column 2	$	(2,033)
Other Fund balance Increase/(Decrease), Page 4h, Column 2	$	(13,418)
Total all fund balances Increase/(Decrease) as a result of the settlement(s)	$	(463,979)
Variance	$	(14)

Variance Explanation:
Contributions to restricted programs increased as a result of the settlement agreement.

6. **Will this agreement create or increase deficit financing in the current or subsequent years?**
"Deficit Financing" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If a deficit is shown below, provide an explanation and any deficit reduction plan, as necessary.

General Fund Combined	Surplus/ (Deficit)	(Deficit) %	Deficit primarily due to:
Current FY Surplus/(Deficit) before settlement(s)?	$101,805,288	17.0%	
Current FY Surplus/(Deficit) after settlement(s)?	$101,496,210	16.9%	
1st Subsequent FY Surplus/(Deficit) after settlement(s)?	$(21,463,502)	(3.4%)	The use of one-time restricted funds.
2nd Subsequent FY Surplus/(Deficit) after settlement(s)?	$(13,723,164)	(2.3%)	The use of one-time restricted funds.

Deficit Reduction Plan (as necessary):

7. **Were "Other Adjustments" amount(s) entered in the multiyear projections (pages 5a and 5b) for 1st and 2nd Subsequent FY?**

"Other Adjustments" could indicate that a budget reduction plan was/is being developed to address deficit spending, and to rebuild reserves. Any amount shown below must have an explanation. If additional space is needed, attach a separate sheet, or use page 8a.

MYP		Amount	"Other Adjustments" Explanation
1st Subsequent FY Unrestricted, Page 5a	$	-	
1st Subsequent FY Restricted, Page 5b	$	-	
2nd Subsequent FY Unrestricted, Page 5a	$	-	
2nd Subsequent FY Restricted, Page 5b	$	-	

San Juan Unified School District

Public Disclosure of Proposed Collective Bargaining Agreement

J. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF THE COLLECTIVE BARGAINING AGREEMENT

This certification page must be signed by the district's Superintendent and Chief Business Official at the time of public disclosure and is intended to assist the district's Governing Board in determining whether the district can meet the costs incurred under the tentative Collective Bargaining Agreement in the current and subsequent years. The absence of a certification signature or if "I am unable to certify" is checked should serve as a "red flag" to the district's Governing Board.

In accordance with the requirements of Government Code Sections 3540.2 and 3547.5, the Superintendent and Chief Business Official of the San Juan Unified School District, hereby certify that the District can meet the costs incurred under this Collective Bargaining Agreement during the term of the agreement from 7/1/2022 to 6/30/2024.

Board Actions

The board actions necessary to meet the cost of the agreement in each year of its term are as follows:

Current Year

Budget Adjustment Categories:	Budget Adjustment Increase/(Decrease)
Revenues/Transfers In and Other Sources/Contributions	$ -
Expenditures/Transfers Out and Other Uses	$ 463,979
Ending Balance(s) Increase/(Decrease)	$ (463,979)

Subsequent Years

Budget Adjustment Categories:	Budget Adjustment Increase/(Decrease)
Revenues/Transfers In and Other Sources/Contributions	$ -
Expenditures/Transfers Out and Other Uses	$ 484,858
Ending Balance(s) Increase/(Decrease)	$ (484,858)

Budget Revisions

If the district does not adopt and submit within 45 days all of the revisions to its budget needed in the current year to meet the costs of the agreement at the time of the approval of the proposed collective bargaining agreement, the county superintendent of schools is required to issue a qualified or negative certification for the district on its next interim report.

Assumptions

See attached page for a list of the assumptions upon which this certification is based.

Certifications

____ I hereby certify ____ I am unable to certify

District Superintendent (Signature)	Date

____ I hereby certify ____ I am unable to certify

Chief Business Official (Signature)	Date

Special Note: The Sacramento County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

San Juan Unified School District

Public Disclosure of Proposed Collective Bargaining Agreement

Assumptions and Explanations (enter or attach documentation)

The assumptions upon which this certification is made are as follows:

Used assumptions included in our 45 day revise and COLA of 13.26% in 2022/23 per DOF revised calculation.

Assumed 10.75% increase for Confidential/Unrepresented in 22/23 and all units in Out years along with an increase of 4.5% for all units in all years.

Assumed our typical S&C of .9% for both certificated and classified and H&W historical rate of 4.32% growth.

Concerns regarding affordability of agreement in subsequent years (if any):

Although the MYP reflects deficit spending the majority is due to the use of one-time restricted funds being used in all three years.

Year 2023/24 reflects a deficit as a result of the increase that is intentional as we have on-going unrestricted funds falling to fund balance prior to this settlement agreement.

Public Disclosure of Proposed Collective Bargaining Agreement

K. CERTIFICATION NO. 2

The disclosure document must be signed by the district Superintendent at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Sections 3540.2(a) and 3547.5.

San Juan Unified School District

District Name

District Superintendent (Signature) | **Date**

Jennifer Stahlheber

Contact Person | **Phone**

After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on October 11, 2022, took action to approve the proposed agreement with the Confidential and Unrepresented group(s).

President (or Clerk), Governing Board (Signature) | **Date**

Special Note: The Sacramento County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: **I-10**

MEETING DATE: **10/11/2022**

SUBJECT: Variable Term Waivers/Various

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

DEPARTMENT: Human Resources

ACTION REQUESTED:
The superintendent is recommending that the board approve the submission of Variable Term Waivers to the California Commission on Teacher Credentialing (CTC) effective 08/02/2022-06/07/2023 for the individuals in the attached documents.

RATIONALE/BACKGROUND:
California is experiencing an unprecedented teacher shortage and finding fully credentialed teachers has been a challenge. As a result, the district needs to apply for the following Variable Term Waivers.

A Variable Term Waiver for the Crosscultural, Language & Academic Development (CLAD) is necessary to provide an authorization for the individuals in the attached documents to provide services to English learners. Tamara Abdulwahhab, Michael Kenniston, and London Mackey require subsequent Variable Term Waivers. They are each still in progress in completing their program requirements through Yolo-Solano Center for Teacher Credentialing. John Bardwil, Erick Reavis, Janelle Twilla, and Aaron Weinberger are all initial waiver requests.

Individuals listed in the attached requiring a CLAD authorization either hold a Preliminary Designated Subjects -Career Technical Education Credential or are applying for this credential type through Yolo-Solano Center for Teacher Credentialing or San Diego County Office of Education. Upon completion of the clear program through one of these programs, they will be recommended for a Clear Designated Subjects Career Technical Education Credential with an embedded English learner authorization. The CLAD waiver will allow them to provide services to English learners while they are working on their clear credential requirements.

In addition to the CLAD waivers cited above, Variable Term Waivers are necessary to provide various Education Specialist credentials. Ashley Hollwager, Sheila King, and Rodney Rounds are all working to complete California Subject Examinations for Teachers (CSET) to become intern eligible with a Moderate/Severe authorization. They are each working on completing their program requirements at National University. A variable term waiver is also required for Holly Maxwell for an Education Specialist credential with an Early Childhood Special Education authorization. Holly needs to also take the CSET examinations as well as the Reading Instruction Competence Assessment (RICA).

A Variable Term Waiver is necessary to provide authorizations for four School Social Workers. Lorena Bessemer was issued by the CTC her added authorization in School Social Work (SSW) to her Clear Pupil Personnel Services (PPS) credential in September after the start of the school year. Cathrin Kilmer has also since received her Clear PPS credential with a School Social Work authorization in late August after the school year began. Sally Coronel is continuing to complete her post-Master's PPS program at California State University, Sacramento. Sally will also be completing her 450 fieldwork hours while working towards her Clear credential in SSW. Elizabeth Zezulka-Byers is also in the PPS program at California State University, Sacramento and she anticipates completing her requirements for a Clear PPS in School Social Work in September. A subsequent Variable Term Waiver is necessary for Ryan Allaman for a Pupil Personnel Services (PPS) credential with a School Counseling authorization. Ryan is still in process to obtain a recommendation for his Clear PPS credential in School Counseling from National University.

A Variable Term Waiver is necessary for Mason Bascochea for a Single Subject credential with an authorization in English. Mason is registered to take all English CSET examinations at the end of September. Upon passage of these examinations, Mason will become intern eligible in English through National University.

Aspects of the waiver application are intentionally left blank (personal information) and will be completed upon submission to the CTC.

All requests for Variable Term Waivers must be presented for approval to the governing board of the public school district. Every waiver request submitted to the CTC must include verification that a notice of intent to employ the named applicant in the identified position has been made public.

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet:10/03/2022

FISCAL IMPACT
Current Budget: $ N/A
Additional Budget: $ N/A
Funding Source: N/A
(Unrestricted Base, Supplemental, other restricted, etc.)
Current Year Only ☐ On-going ☐

LCAP/STRATEGIC PLAN
Goal: N/A Focus: N/A
Action: N/A

Strategic Plan: N/A

PREPARED BY: Lisa Ellington, Analyst, Human Resources
Deann Carlson, Director, Human Resources

APPROVED BY: Paul Oropallo, Assistant Superintendent, Human Resources
Kent Kern, Superintendent of Schools

VARIABLE TERM WAIVER

Type	Name	Effective Date(s)
CCSD/CLAD	Tamara Abdulwahhab	08/09/2022 – 06/07/2023
CCSD/CLAD	John Bardwil	08/09/2022 – 06/07/2023
CCSD/CLAD	Michael Kenniston	08/09/2022 – 06/07/2023
CCSD/CLAD	London Mackey	08/09/2022 – 06/07/2023
CCSD/CLAD	Erick Reavis	08/09/2022 – 06/07/2023
CCSD/CLAD	Janelle Twilla	08/09/2022 – 06/07/2023
CCSD/CLAD	Aaron Weinberger	08/11/2022 – 06/07/2023
Education Specialist	Ashley Hollwager	08/09/2022 – 06/07/2023
Education Specialist	Sheila King	08/09/2022 – 06/07/2023
Education Specialist	Holly Maxwell	09/06/2022 – 06/07/2023
Education Specialist	Rodney Rounds	08/09/2022 – 06/07/2023
Pupil Personnel Services	Ryan Allaman	08/09/2022 – 06/07/2023
Pupil Personnel Services	Lorena Bessemer	08/02/2022 – 06/07/2023
Pupil Personnel Services	Sally Coronel	08/03/2022 – 06/07/2023
Pupil Personnel Services	Cathrin Kilmer	08/10/2022 – 06/07/2023
Pupil Personnel Services	Elizabeth Zezulka-Byers	08/02/2022 – 06/07/2023
Single Subject	Mason Bascochea	09/27/2022 – 06/07/2023

Commission on Teacher Credentialing
Certification Division
ATTN: Waiver Unit
1900 Capitol Avenue
Sacramento, CA 95811-4213

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

CTC Use Only

CTC Use Only
W Z

VARIABLE TERM WAIVER REQUEST (WV1 Form)

Requests must be prepared by the employing agency, not the applicant. All materials must be typewritten or computer generated and sufficiently clear to photocopy. This form must be used for **first time and subsequent** waivers **only**.

1. **EMPLOYING AGENCY** (include mailing address)	County/District	Contact Person:
San Juan Unified School District 3738 Walnut Avenue Carmichael, CA 95608 NPS/NPA (list county code _____)	CDS Code 34 67447	Lisa Ellington Telephone #: 9169717244 EMail: lisa.ellington@sanjuan.edu

2. APPLICANT INFORMATION:

Social Security or Individual Tax Identification Number: _____

All applicants must answer professional fitness questions (see #11). In addition, if fingerprint clearance is not on file at CTC, a completed Live Scan receipt (41-LS) must be submitted with this waiver request. If needed, a review by the Division of Professional Practices will be concluded before a waiver approval letter will be issued.

Full Legal Name Tamara (First) Q (Middle) Abdulwahhab (Last)

Former Name(s) _____ Birth Date _____

Applicant's Mailing Address _____

_____

Phone# _____ Email _____

Waiver Title Certificate or Credential to Provide Instruction to English Learner Students

(List the specific title and subject area of the credential that authorizes the assignment. Note that the subject must be one that is available under current regulations.)

Assignment Designated Subjects CTE- Health Science and Medical Technology

Indicate specific position and grade level *(e.g. chemistry teacher, grades 11-12)*

- For bilingual assignment list LANGUAGE: _____
- Is this a full time position? (●) Yes ( ) No
- If not, indicate how many periods a day the individual will be teaching the waiver assignment(s) _____
- Is this a subsequent waiver? (see #9 for additional information) (●) Yes ( ) No

3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED

Specific section(s) covering the assignment: Ed Code 44253.11

4. EFFECTIVE DATES

Waivers are dated effective the beginning date of service. Provide the ending date of your school term, track or year below. A justification *must* be included if the expiration date extends beyond the term, track or year.

Effective Dates (mm/dd/yyyy): 8/9/2022 **to** 6/7/2023

Ending date of school term, track, or year: 6/30/2023

5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE SHORTAGE AREA FOR THE ASSIGNMENT

- ☐ Special Education
- ☐ Clinical or Rehabilitative Services
- ☐ Speech-Language Pathology Services
- ☐ Driver Education and Training
- ☐ 30-Day Substitute

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

No copies are necessary if this is a recognized high incidence area.

- ☐ Advertised in local/national newspapers
- ☐ Advertised in professional journals
- ☐ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Contacted IHE placement centers
- ☐ Distributed job announcements
- ☐ Internet

Other _____

c. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

6. NON STATEWIDE NON SHORTAGE AREA WAIVER REQUESTS:

a. INDICATE THE LOW INCIDENCE AREA FOR THE ASSIGNMENT

- ☐ Administrative Services
- ☐ Single Subject Teaching (**all** subject areas)
- ☐ Designated Subjects – except driver education and training
- ☐ Teacher Librarian Services
- ☐ Multiple Subject Teaching
- ☐ Pupil Personnel Services: Counseling, Psychology, Social Work
- ☐ Reading Specialist/Certificate
- ☒ Teacher of English Learner Students

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

Copies of announcements, advertisements, web site registration, etc. **must** be attached.

The employer must verify **all** of the following:

- ☒ Distributed job announcements
- ☒ Contacted IHE placement centers
- ☒ Internet (i.e. www.edjoin.org)

Optional recruitment methods:

- ☐ Advertised in local/national newspaper
- ☒ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Advertised in professional journals

Other _____

c. PROVIDE DETAILED INFORMATION ABOUT THE RESULTS OF RECRUITMENT EFFORTS. BE SURE TO ANSWER EACH OF THE FOLLOWING QUESTIONS:

How many individuals credentialed in the authorization of the waiver request applied for the position? 0

How many individuals credentialed in the authorization of the waiver request were interviewed? 0

What were the results of those interviews? (Please indicate answers in numbers)

0.00 Applicant(s) withdrew
0.00 Candidate(s) declined job offer
0.00 Candidate(s) found unsuitable for the assignment

d. PROVIDE THE SPECIFIC EMPLOYMENT CRITERIA FOR THE POSITION

What special skills and knowledge are needed to successfully perform in this position? These should also be described in your recruitment advertisements and announcements.

A minimum of 3 years of work experience directly related to the industry sector is required to be eligible to apply for a Preliminary Designated Subjects Career Technical Education credential in Health Science and Medical Technology. Candidate must either hold proper credential or be willing to apply and complete a CTE program. All candidates must hold an English Learner authorization.

e. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL

List the requirements that the applicant must complete to be eligible for the credential along with the credential goal and target date by which he or she plans to complete those requirements

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE
Clear CTE credential through Yolo-Solano County	06/30/2024
Once the clear is earned it has the English Learner	
authorization embedded.	

8. LIST THE NAME AND POSITION OF THE PERSON ASSIGNED TO PROVIDE SUPPORT AND ASSISTANCE TO THE APPLICANT DURING THE TERM OF THIS WAIVER

By assigning this individual, the employing agency makes a commitment to provide orientation, guidance and assistance to the applicant, as feasible, in completing the requirement(s) listed above.

Name Clete Purinton Position Principal

9. SUBSEQUENT WAIVER REQUESTS

- Attach a copy of a personnel evaluation that verifies the applicant served satisfactorily in the position authorized by the previous waiver.
- Attach supporting documentation

10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?

Would the applicant have to travel more than 1 1/2 hours one-way to attend an institution with an approved program to meet the credential goal?

◯ Yes ◉ No ◯ Not applicable (program completion is not a requirement)

11. PROFESSIONAL FITNESS QUESTIONS (to be answered by the applicant)

Answers to the following questions are required. **If you answer yes to any question, you must complete the corresponding *Professional Fitness Explanation Form*.**

Before granting your application, the Commission will review, at a minimum:

- Federal Bureau of Investigation criminal history (rap sheet)
- California Department of Justice criminal history (rap sheet)
- International database of teacher misconduct maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC)
- Previous reviews by the Commission
- Complaints from others
- Notifications from school districts
- Teacher preparation test score violations

You must disclose misconduct, even if:

- It happened a long time ago
- It happened in another state, federal court, military or jurisdiction outside the United States
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- You received a certificate of rehabilitation
- Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended

WARNING: You will be required to sign your application under penalty of perjury; by doing so you are also stating that you understand:

- That the information you provide is true and correct;
- That you understand any and all instructions related to your application;
- Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential;
- The Commission may reject your application if it is incomplete and it will be delayed.

a. Have you ever been:

- dismissed or,
- non-reelected or,
- suspended without pay for more than ten days, or
- retired or,
- resigned from, or otherwise left school employment

because of **allegations of misconduct** or while **allegations of misconduct** were pending?

◯ Yes ◯ No

b. Have you ever been convicted of any felony or misdemeanor in California or any other place? You must disclose:

- all criminal convictions
- misdemeanors and felonies
- convictions based on a plea of no contest or nolo contendere
- convictions dismissed pursuant to Penal Code Section 1203.4
- driving under the influence (DUI) or reckless driving convictions
- no matter how much time has passed

You do not have to disclose:

- misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.
- Infractions (DUI or reckless driving convictions are not infractions)

◯ Yes ◯ No

c. Are you currently the subject of any inquiry or investigation by any law enforcement agency or any licensing agency in California or any other state?

◯ Yes ◯ No

d. Are any criminal charges currently pending against you?

◯ Yes ◯ No

e. Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service, revoked, denied, suspended, publicly reproved, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

◯ Yes ◯ No

f. Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

◯ Yes ◯ No

12. CHILD ABUSE AND NEGLECT MANDATED REPORTING (to be answered by the applicant)

As a document holder authorized to work with children, it is part of my professional and ethical duty to report every instance of child abuse or neglect known or suspected to have occurred to a child with whom I have professional contact.

I understand that I must report immediately, or as soon as practicably possible, by telephone to a law enforcement agency or a child protective agency, and will send a written report and any evidence relating to the incident within 36 hours of becoming aware of the abuse or neglect of the child.

I understand that reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person is not a substitute for making a mandated report to a law enforcement agency or a child protective agency.

I understand that the reporting duties are individual and no supervisor or administrator may impede or inhibit my reporting duties.

I understand that once I submit a report, I am not required to disclose my identity to my employer.

I understand that my failure to report an instance of suspected child abuse or neglect as required by the Child Abuse and Neglect Reporting Act under Section 11166 of the Penal Code is a misdemeanor punishable by up to six months in jail or by a fine of one thousand dollars ($1,000), or by both that imprisonment and fine.

I acknowledge and certify that as a document holder, I will fulfill all the duties required of a mandated reporter.

☐ **I agree**

13. PUBLIC NOTICE -- CHECK THE BOX THAT APPLIES

☒ **Public School District:** Attached is a copy of the agenda item presented to the governing board of the school district in a public meeting showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or his or her designee in item #14 below, the person signing verifies that the board acted upon the item favorably.

By submitting this waiver request the district is certifying that reasonable efforts to recruit a fully prepared teacher for the assignment(s) were made in the following order:

1. A candidate who is qualified to participate in an approved internship program in the region of the school district
2. An individual who is scheduled to complete initial preparation requirements within six months

☐ **County Office of Education, State Agency, or Nonpublic, Nonsectarian School or Agency:** Attached is a dated copy of the notice that was posted at least 72 hours before the position was filled showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or administrator or his or her designee in item #15 below, the person signing verifies that there were no objections to this waiver request.

14. APPLICANT'S CERTIFICATION

I understand that in order to receive a subsequent waiver for this assignment I must pursue the completion of requirements to obtain full certification in the subject or area covered by this waiver request as specified in #7 above.

I understand that if my case is heard in a public meeting, all materials submitted to the Commission regarding my suitability, including grades and test scores, may be discussed.

I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all of the foregoing statements in this application are true and correct.

_____

Signature of Applicant **Date**
(Sign full legal name as listed in #2)

15. EMPLOYING AGENCY CERTIFICATION *(To be signed by district or county superintendent, personnel administrator, NPS/NPA administrator, or designee.)*

The person for whom this waiver is requested will not be employed until he or she has been cleared by the Department of Justice under the provisions of Education Code Section 44332.6 and Section 44830.1 (AB1612). The employer acknowledges that the Commission's final approval of this individual's waiver will be determined by a fitness review covering, in part, criminal activity, including certain in-state and/or out-of-state convictions. If this waiver request is for service to special education children, the Special Education Local Planning Area (SELPA) has been notified of our intent to request this waiver.

I certify under penalty of perjury that the information provided in this report is accurate and complete.

Signature: _____

Title: _____

Date: _____

Commission on Teacher Credentialing
Certification Division
ATTN: Waiver Unit
1900 Capitol Avenue
Sacramento, CA 95811-4213

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

CTC Use Only

CTC Use Only
W Z

VARIABLE TERM WAIVER REQUEST (WV1 Form)

Requests must be prepared by the employing agency, not the applicant. All materials must be typewritten or computer generated and sufficiently clear to photocopy. This form must be used for **first time and subsequent** waivers **only**.

1. **EMPLOYING AGENCY** (include mailing address)	County/District	Contact Person:
San Juan Unified School District 3738 Walnut Avenue Carmichael, CA 95608 NPS/NPA (list county code _____)	CDS Code 34 67447	Lisa Ellington Telephone #: 9169717244 EMail: lisa.ellington@sanjuan.edu

2. APPLICANT INFORMATION:

Social Security or Individual Tax Identification Number: _____

All applicants must answer professional fitness questions (see #11). In addition, if fingerprint clearance is not on file at CTC, a completed Live Scan receipt (41-LS) must be submitted with this waiver request. If needed, a review by the Division of Professional Practices will be concluded before a waiver approval letter will be issued.

Full Legal Name John (First) P (Middle) Bardwil (Last)

Former Name(s) _____ Birth Date _____

Applicant's Mailing Address _____

_____

Phone# _____ Email _____

Waiver Title Certificate or Credential to Provide Instruction to English Learner Students

(List the specific title and subject area of the credential that authorizes the assignment. Note that the subject must be one that is available under current regulations.)

Assignment Career Technical Education - Business Academy

Indicate specific position and grade level *(e.g. chemistry teacher, grades 11-12)*

- For bilingual assignment list LANGUAGE: _____
- Is this a full time position? (●) Yes ( ) No
- If not, indicate how many periods a day the individual will be teaching the waiver assignment(s) _____
- Is this a subsequent waiver? (see #9 for additional information) ( ) Yes (●) No

3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED

Specific section(s) covering the assignment: Ed Code 44253.11

4. EFFECTIVE DATES

Waivers are dated effective the beginning date of service. Provide the ending date of your school term, track or year below. A justification *must* be included if the expiration date extends beyond the term, track or year.

Effective Dates (mm/dd/yyyy): 8/9/2022 **to** 6/7/2023

Ending date of school term, track, or year: 6/30/2023

5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE SHORTAGE AREA FOR THE ASSIGNMENT

- ☐ Special Education
- ☐ Clinical or Rehabilitative Services
- ☐ Speech-Language Pathology Services
- ☐ Driver Education and Training
- ☐ 30-Day Substitute

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

No copies are necessary if this is a recognized high incidence area.

- ☐ Advertised in local/national newspapers
- ☐ Advertised in professional journals
- ☐ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Contacted IHE placement centers
- ☐ Distributed job announcements
- ☐ Internet

Other _____

c. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

6. NON STATEWIDE NON SHORTAGE AREA WAIVER REQUESTS:

a. INDICATE THE LOW INCIDENCE AREA FOR THE ASSIGNMENT

- ☐ Administrative Services
- ☐ Single Subject Teaching (**all** subject areas)
- ☐ Designated Subjects – except driver education and training
- ☐ Teacher Librarian Services
- ☐ Multiple Subject Teaching
- ☐ Pupil Personnel Services: Counseling, Psychology, Social Work
- ☐ Reading Specialist/Certificate
- ☒ Teacher of English Learner Students

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

Copies of announcements, advertisements, web site registration, etc. **must** be attached.

The employer must verify **all** of the following:

- ☒ Distributed job announcements
- ☒ Contacted IHE placement centers
- ☒ Internet (i.e. www.edjoin.org)

Optional recruitment methods:

- ☐ Advertised in local/national newspaper
- ☒ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Advertised in professional journals

Other _____

c. PROVIDE DETAILED INFORMATION ABOUT THE RESULTS OF RECRUITMENT EFFORTS. BE SURE TO ANSWER EACH OF THE FOLLOWING QUESTIONS:

How many individuals credentialed in the authorization of the waiver request applied for the position? 0

How many individuals credentialed in the authorization of the waiver request were interviewed? 0

What were the results of those interviews? (Please indicate answers in numbers)

0.00 Applicant(s) withdrew
0.00 Candidate(s) declined job offer
0.00 Candidate(s) found unsuitable for the assignment

d. PROVIDE THE SPECIFIC EMPLOYMENT CRITERIA FOR THE POSITION

What special skills and knowledge are needed to successfully perform in this position? These should also be described in your recruitment advertisements and announcements.

A minimum of 3 years of work experience directly related to the industry sector is required to be eligible to apply for a Preliminary Career Technical Education credential in Business and Finance. Candidate must either hold proper credential or be willing to apply and complete a CTE program. All candidates must hold an English Learner authorization.

e. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

Mr. Bardwil has been working in various business fields since 1991 ranging from a Legal Researcher, a Cheir Operating Officier, a Business Consultant/Advisor, and a Project Manager. Mr. Bardwil already holds a Preliminary CTE credential in Business and Finance, Marketing, Sales, and Service, as well as Hospitatlity, Tourism, and Recreation and is completing his program through San Diego COE . Additionally, Mr. Bardwil holds B.A. Degrees in Business Administration and Political Science, and a J.D. Degree. Mr. Bardwil will have the opportunity to help students acquire the skills needed to be a successful entreprenuer.

7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL

List the requirements that the applicant must complete to be eligible for the credential along with the credential goal and target date by which he or she plans to complete those requirements

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE
Clear CTE credential through San Diego COE	06/30/2023
Once the clear is earned it has the English Learner	
authorization embedded.	

8. LIST THE NAME AND POSITION OF THE PERSON ASSIGNED TO PROVIDE SUPPORT AND ASSISTANCE TO THE APPLICANT DURING THE TERM OF THIS WAIVER

By assigning this individual, the employing agency makes a commitment to provide orientation, guidance and assistance to the applicant, as feasible, in completing the requirement(s) listed above.

Name Jennifer Petersen Position Principal

9. SUBSEQUENT WAIVER REQUESTS

- Attach a copy of a personnel evaluation that verifies the applicant served satisfactorily in the position authorized by the previous waiver.
- Attach supporting documentation

10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?

Would the applicant have to travel more than 1 1/2 hours one-way to attend an institution with an approved program to meet the credential goal?

○ Yes ◉ No ○ Not applicable (program completion is not a requirement)

11. PROFESSIONAL FITNESS QUESTIONS (to be answered by the applicant)

Answers to the following questions are required. **If you answer yes to any question, you must complete the corresponding *Professional Fitness Explanation Form*.**

Before granting your application, the Commission will review, at a minimum:

- Federal Bureau of Investigation criminal history (rap sheet)
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- International database of teacher misconduct maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC)
- Previous reviews by the Commission
- Complaints from others
- Notifications from school districts
- Teacher preparation test score violations

You must disclose misconduct, even if:

- It happened a long time ago
- It happened in another state, federal court, military or jurisdiction outside the United States
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- You received a certificate of rehabilitation
- Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended

WARNING: You will be required to sign your application under penalty of perjury; by doing so you are also stating that you understand:

- That the information you provide is true and correct;
- That you understand any and all instructions related to your application;
- Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential;
- The Commission may reject your application if it is incomplete and it will be delayed.

a. Have you ever been:

- dismissed or,
- non-reelected or,
- suspended without pay for more than ten days, or
- retired or,
- resigned from, or otherwise left school employment

because of **allegations of misconduct** or while **allegations of misconduct** were pending?

◯ Yes ◯ No

b. Have you ever been convicted of any felony or misdemeanor in California or any other place? You must disclose:

- all criminal convictions
- misdemeanors and felonies
- convictions based on a plea of no contest or nolo contendere
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- driving under the influence (DUI) or reckless driving convictions
- no matter how much time has passed

You do not have to disclose:

- misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.
- Infractions (DUI or reckless driving convictions are not infractions)

◯ Yes ◯ No

c. Are you currently the subject of any inquiry or investigation by any law enforcement agency or any licensing agency in California or any other state?

◯ Yes ◯ No

d. Are any criminal charges currently pending against you?

◯ Yes ◯ No

e. Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service, revoked, denied, suspended, publicly reproved, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

◯ Yes ◯ No

f. Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

◯ Yes ◯ No

12. CHILD ABUSE AND NEGLECT MANDATED REPORTING (to be answered by the applicant)

As a document holder authorized to work with children, it is part of my professional and ethical duty to report every instance of child abuse or neglect known or suspected to have occurred to a child with whom I have professional contact.

I understand that I must report immediately, or as soon as practicably possible, by telephone to a law enforcement agency or a child protective agency, and will send a written report and any evidence relating to the incident within 36 hours of becoming aware of the abuse or neglect of the child.

I understand that reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person is not a substitute for making a mandated report to a law enforcement agency or a child protective agency.

I understand that the reporting duties are individual and no supervisor or administrator may impede or inhibit my reporting duties.

I understand that once I submit a report, I am not required to disclose my identity to my employer.

I understand that my failure to report an instance of suspected child abuse or neglect as required by the Child Abuse and Neglect Reporting Act under Section 11166 of the Penal Code is a misdemeanor punishable by up to six months in jail or by a fine of one thousand dollars ($1,000), or by both that imprisonment and fine.

I acknowledge and certify that as a document holder, I will fulfill all the duties required of a mandated reporter.

☐ **I agree**

13. PUBLIC NOTICE -- CHECK THE BOX THAT APPLIES

☒ **Public School District:** Attached is a copy of the agenda item presented to the governing board of the school district in a public meeting showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or his or her designee in item #14 below, the person signing verifies that the board acted upon the item favorably.

By submitting this waiver request the district is certifying that reasonable efforts to recruit a fully prepared teacher for the assignment(s) were made in the following order:

1. A candidate who is qualified to participate in an approved internship program in the region of the school district
2. An individual who is scheduled to complete initial preparation requirements within six months

☐ **County Office of Education, State Agency, or Nonpublic, Nonsectarian School or Agency:** Attached is a dated copy of the notice that was posted at least 72 hours before the position was filled showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or administrator or his or her designee in item #15 below, the person signing verifies that there were no objections to this waiver request.

14. APPLICANT'S CERTIFICATION

I understand that in order to receive a subsequent waiver for this assignment I must pursue the completion of requirements to obtain full certification in the subject or area covered by this waiver request as specified in #7 above.

I understand that if my case is heard in a public meeting, all materials submitted to the Commission regarding my suitability, including grades and test scores, may be discussed.

I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all of the foregoing statements in this application are true and correct.

_____

Signature of Applicant **Date**
(Sign full legal name as listed in #2)

15. EMPLOYING AGENCY CERTIFICATION *(To be signed by district or county superintendent, personnel administrator, NPS/NPA administrator, or designee.)*

The person for whom this waiver is requested will not be employed until he or she has been cleared by the Department of Justice under the provisions of Education Code Section 44332.6 and Section 44830.1 (AB1612). The employer acknowledges that the Commission's final approval of this individual's waiver will be determined by a fitness review covering, in part, criminal activity, including certain in-state and/or out-of-state convictions. If this waiver request is for service to special education children, the Special Education Local Planning Area (SELPA) has been notified of our intent to request this waiver.

I certify under penalty of perjury that the information provided in this report is accurate and complete.

Signature: _____

Title: _____

Date: _____

Commission on Teacher Credentialing
Certification Division
ATTN: Waiver Unit
1900 Capitol Avenue
Sacramento, CA 95811-4213

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

CTC Use Only

CTC Use Only
W Z

VARIABLE TERM WAIVER REQUEST (WV1 Form)

Requests must be prepared by the employing agency, not the applicant. All materials must be typewritten or computer generated and sufficiently clear to photocopy. This form must be used for **first time and subsequent** waivers **only**.

1. **EMPLOYING AGENCY** (include mailing address)	County/District	Contact Person:
San Juan Unified School District 3738 Walnut Avenue Carmichael, CA 95608 NPS/NPA (list county code _____)	CDS Code 34 67447	Lisa Ellington Telephone #: 9169717244 EMail: lisa.ellington@sanjuan.edu

2. APPLICANT INFORMATION:

Social Security or Individual Tax Identification Number: _____

All applicants must answer professional fitness questions (see #11). In addition, if fingerprint clearance is not on file at CTC, a completed Live Scan receipt (41-LS) must be submitted with this waiver request. If needed, a review by the Division of Professional Practices will be concluded before a waiver approval letter will be issued.

Full Legal Name Michael (First) S (Middle) Kenniston (Last)

Former Name(s) _____ Birth Date _____

Applicant's Mailing Address _____

_____

Phone# _____ Email _____

Waiver Title Certificate or Credential to Provide Instruction to English Learner Students

(List the specific title and subject area of the credential that authorizes the assignment. Note that the subject must be one that is available under current regulations.)

Assignment Designated Subjects CTE- Health Science and Medical Technology

Indicate specific position and grade level *(e.g. chemistry teacher, grades 11-12)*

- For bilingual assignment list LANGUAGE: _____
- Is this a full time position? (●) Yes ( ) No
- If not, indicate how many periods a day the individual will be teaching the waiver assignment(s) _____
- Is this a subsequent waiver? (see #9 for additional information) (●) Yes ( ) No

3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED

Specific section(s) covering the assignment: Ed Code 44253.11

4. EFFECTIVE DATES

Waivers are dated effective the beginning date of service. Provide the ending date of your school term, track or year below. A justification *must* be included if the expiration date extends beyond the term, track or year.

Effective Dates (mm/dd/yyyy): 8/9/2022 **to** 6/7/2023

Ending date of school term, track, or year: 6/30/2023

5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE SHORTAGE AREA FOR THE ASSIGNMENT

- ☐ Special Education
- ☐ Clinical or Rehabilitative Services
- ☐ Speech-Language Pathology Services
- ☐ Driver Education and Training
- ☐ 30-Day Substitute

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

No copies are necessary if this is a recognized high incidence area.

- ☐ Advertised in local/national newspapers
- ☐ Advertised in professional journals
- ☐ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Contacted IHE placement centers
- ☐ Distributed job announcements
- ☐ Internet

Other _____

c. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

6. NON STATEWIDE NON SHORTAGE AREA WAIVER REQUESTS:

a. INDICATE THE LOW INCIDENCE AREA FOR THE ASSIGNMENT

- ☐ Administrative Services
- ☐ Single Subject Teaching (**all** subject areas)
- ☐ Designated Subjects – except driver education and training
- ☐ Teacher Librarian Services
- ☐ Multiple Subject Teaching
- ☐ Pupil Personnel Services: Counseling, Psychology, Social Work
- ☐ Reading Specialist/Certificate
- ☒ Teacher of English Learner Students

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

Copies of announcements, advertisements, web site registration, etc. **must** be attached.

The employer must verify **all** of the following:

- ☒ Distributed job announcements
- ☒ Contacted IHE placement centers
- ☒ Internet (i.e. www.edjoin.org)

Optional recruitment methods:

- ☐ Advertised in local/national newspaper
- ☒ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Advertised in professional journals

Other _____

c. PROVIDE DETAILED INFORMATION ABOUT THE RESULTS OF RECRUITMENT EFFORTS. BE SURE TO ANSWER EACH OF THE FOLLOWING QUESTIONS:

How many individuals credentialed in the authorization of the waiver request applied for the position? 0

How many individuals credentialed in the authorization of the waiver request were interviewed? 0

What were the results of those interviews? (Please indicate answers in numbers)

0.00 Applicant(s) withdrew
0.00 Candidate(s) declined job offer
0.00 Candidate(s) found unsuitable for the assignment

d. PROVIDE THE SPECIFIC EMPLOYMENT CRITERIA FOR THE POSITION

What special skills and knowledge are needed to successfully perform in this position? These should also be described in your recruitment advertisements and announcements.

A minimum of 3 years of work experience directly related to the industry sector is required to be eligible to apply for a Preliminary Designated Subjects Career Technical Education credential in Health Science and Medical Technology. Candidate must either hold proper credential or be willing to apply and complete a CTE program. All candidates must hold an English Learner authorization.

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7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL

List the requirements that the applicant must complete to be eligible for the credential along with the credential goal and target date by which he or she plans to complete those requirements

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE
Clear CTE credential through Yolo-Solano County	06/30/2023
Once the clear is earned it has the English Learner	
authorization embedded.	

8. LIST THE NAME AND POSITION OF THE PERSON ASSIGNED TO PROVIDE SUPPORT AND ASSISTANCE TO THE APPLICANT DURING THE TERM OF THIS WAIVER

By assigning this individual, the employing agency makes a commitment to provide orientation, guidance and assistance to the applicant, as feasible, in completing the requirement(s) listed above.

Name Tanya Baker _____ Position Principal _____

9. SUBSEQUENT WAIVER REQUESTS

- Attach a copy of a personnel evaluation that verifies the applicant served satisfactorily in the position authorized by the previous waiver.
- Attach supporting documentation

10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?

Would the applicant have to travel more than 1 1/2 hours one-way to attend an institution with an approved program to meet the credential goal?

◯ Yes ◉ No ◯ Not applicable (program completion is not a requirement)

11. PROFESSIONAL FITNESS QUESTIONS (to be answered by the applicant)

Answers to the following questions are required. **If you answer yes to any question, you must complete the corresponding *Professional Fitness Explanation Form*.**

Before granting your application, the Commission will review, at a minimum:

- Federal Bureau of Investigation criminal history (rap sheet)
- California Department of Justice criminal history (rap sheet)
- International database of teacher misconduct maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC)
- Previous reviews by the Commission
- Complaints from others
- Notifications from school districts
- Teacher preparation test score violations

You must disclose misconduct, even if:

- It happened a long time ago
- It happened in another state, federal court, military or jurisdiction outside the United States
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- You received a certificate of rehabilitation
- Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended

WARNING: You will be required to sign your application under penalty of perjury; by doing so you are also stating that you understand:

- That the information you provide is true and correct;
- That you understand any and all instructions related to your application;
- Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential;
- The Commission may reject your application if it is incomplete and it will be delayed.

a. Have you ever been:

- dismissed or,
- non-reelected or,
- suspended without pay for more than ten days, or
- retired or,
- resigned from, or otherwise left school employment

because of **allegations of misconduct** or while **allegations of misconduct** were pending?

◯ Yes ◯ No

b. Have you ever been convicted of any felony or misdemeanor in California or any other place? You must disclose:

- all criminal convictions
- misdemeanors and felonies
- convictions based on a plea of no contest or nolo contendere
- convictions dismissed pursuant to Penal Code Section 1203.4
- driving under the influence (DUI) or reckless driving convictions
- no matter how much time has passed

You do not have to disclose:

- misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.
- Infractions (DUI or reckless driving convictions are not infractions)

◯ Yes ◯ No

c. Are you currently the subject of any inquiry or investigation by any law enforcement agency or any licensing agency in California or any other state?

◯ Yes ◯ No

d. Are any criminal charges currently pending against you?

◯ Yes ◯ No

e. Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service, revoked, denied, suspended, publicly reproved, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

◯ Yes ◯ No

f. Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

◯ Yes ◯ No

12. CHILD ABUSE AND NEGLECT MANDATED REPORTING (to be answered by the applicant)

As a document holder authorized to work with children, it is part of my professional and ethical duty to report every instance of child abuse or neglect known or suspected to have occurred to a child with whom I have professional contact.

I understand that I must report immediately, or as soon as practicably possible, by telephone to a law enforcement agency or a child protective agency, and will send a written report and any evidence relating to the incident within 36 hours of becoming aware of the abuse or neglect of the child.

I understand that reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person is not a substitute for making a mandated report to a law enforcement agency or a child protective agency.

I understand that the reporting duties are individual and no supervisor or administrator may impede or inhibit my reporting duties.

I understand that once I submit a report, I am not required to disclose my identity to my employer.

I understand that my failure to report an instance of suspected child abuse or neglect as required by the Child Abuse and Neglect Reporting Act under Section 11166 of the Penal Code is a misdemeanor punishable by up to six months in jail or by a fine of one thousand dollars ($1,000), or by both that imprisonment and fine.

I acknowledge and certify that as a document holder, I will fulfill all the duties required of a mandated reporter.

☐ **I agree**

13. PUBLIC NOTICE -- CHECK THE BOX THAT APPLIES

☒ **Public School District:** Attached is a copy of the agenda item presented to the governing board of the school district in a public meeting showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or his or her designee in item #14 below, the person signing verifies that the board acted upon the item favorably.

By submitting this waiver request the district is certifying that reasonable efforts to recruit a fully prepared teacher for the assignment(s) were made in the following order:

1. A candidate who is qualified to participate in an approved internship program in the region of the school district
2. An individual who is scheduled to complete initial preparation requirements within six months

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I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all of the foregoing statements in this application are true and correct.

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Signature of Applicant **Date**
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Full Legal Name London (First) H (Middle) Mackey (Last)

Former Name(s) _____ Birth Date _____

Applicant's Mailing Address _____

_____

Phone# _____ Email _____

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(List the specific title and subject area of the credential that authorizes the assignment. Note that the subject must be one that is available under current regulations.)

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b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

No copies are necessary if this is a recognized high incidence area.

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Other _____

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Once the clear is earned it has the English Learner	
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By assigning this individual, the employing agency makes a commitment to provide orientation, guidance and assistance to the applicant, as feasible, in completing the requirement(s) listed above.

Name Cliff Kelly Position Principal

9. SUBSEQUENT WAIVER REQUESTS

- Attach a copy of a personnel evaluation that verifies the applicant served satisfactorily in the position authorized by the previous waiver.
- Attach supporting documentation

10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?

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◯ Yes ◉ No ◯ Not applicable (program completion is not a requirement)

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You do not have to disclose:

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- Infractions (DUI or reckless driving convictions are not infractions)

◯ Yes ◯ No

c. Are you currently the subject of any inquiry or investigation by any law enforcement agency or any licensing agency in California or any other state?

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Signature of Applicant **Date**
(Sign full legal name as listed in #2)

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Signature: _____

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Date: _____

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2. APPLICANT INFORMATION:

Social Security or Individual Tax Identification Number:

All applicants must answer professional fitness questions (see #11). In addition, if fingerprint clearance is not on file at CTC, a completed Live Scan receipt (41-LS) must be submitted with this waiver request. If needed, a review by the Division of Professional Practices will be concluded before a waiver approval letter will be issued.

Full Legal Name Erick (First) W (Middle) Reavis (Last)

Former Name(s) _____ Birth Date _____

Applicant's Mailing Address _____

_____

Phone# _____ Email _____

Waiver Title Certificate or Credential to Provide Instruction to English Learner Students

(List the specific title and subject area of the credential that authorizes the assignment. Note that the subject must be one that is available under current regulations.)

Assignment Designated Subjects Career Technical Education- Building/Construction Trades

Indicate specific position and grade level *(e.g. chemistry teacher, grades 11-12)*

- For bilingual assignment list LANGUAGE: _____
- Is this a full time position? (●) Yes ( ) No
- If not, indicate how many periods a day the individual will be teaching the waiver assignment(s) _____
- Is this a subsequent waiver? (see #9 for additional information) ( ) Yes (●) No

3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED

Specific section(s) covering the assignment: Ed Code 44253.11

4. EFFECTIVE DATES

Waivers are dated effective the beginning date of service. Provide the ending date of your school term, track or year below. A justification *must* be included if the expiration date extends beyond the term, track or year.

Effective Dates (mm/dd/yyyy): 8/9/2022 **to** 6/7/2023

Ending date of school term, track, or year: 6/30/2023

5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE SHORTAGE AREA FOR THE ASSIGNMENT

- ☐ Special Education
- ☐ Clinical or Rehabilitative Services
- ☐ Speech-Language Pathology Services
- ☐ Driver Education and Training
- ☐ 30-Day Substitute

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

No copies are necessary if this is a recognized high incidence area.

- ☐ Advertised in local/national newspapers
- ☐ Advertised in professional journals
- ☐ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Contacted IHE placement centers
- ☐ Distributed job announcements
- ☐ Internet

Other _____

c. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

6. NON STATEWIDE NON SHORTAGE AREA WAIVER REQUESTS:

a. INDICATE THE LOW INCIDENCE AREA FOR THE ASSIGNMENT

- ☐ Administrative Services
- ☐ Single Subject Teaching (**all** subject areas)
- ☐ Designated Subjects – except driver education and training
- ☐ Teacher Librarian Services
- ☐ Multiple Subject Teaching
- ☐ Pupil Personnel Services: Counseling, Psychology, Social Work
- ☐ Reading Specialist/Certificate
- ☒ Teacher of English Learner Students

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

Copies of announcements, advertisements, web site registration, etc. **must** be attached.

The employer must verify **all** of the following:

- ☒ Distributed job announcements
- ☒ Contacted IHE placement centers
- ☒ Internet (i.e. www.edjoin.org)

Optional recruitment methods:

- ☐ Advertised in local/national newspaper
- ☒ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Advertised in professional journals

Other _____

c. PROVIDE DETAILED INFORMATION ABOUT THE RESULTS OF RECRUITMENT EFFORTS. BE SURE TO ANSWER EACH OF THE FOLLOWING QUESTIONS:

How many individuals credentialed in the authorization of the waiver request applied for the position? 1

How many individuals credentialed in the authorization of the waiver request were interviewed? 1

What were the results of those interviews? (Please indicate answers in numbers)

0.00 Applicant(s) withdrew
0.00 Candidate(s) declined job offer
1.00 Candidate(s) found unsuitable for the assignment

d. PROVIDE THE SPECIFIC EMPLOYMENT CRITERIA FOR THE POSITION

What special skills and knowledge are needed to successfully perform in this position? These should also be described in your recruitment advertisements and announcements.

A minimum of 3 years of work experience directly related to the industry sector is required to be eligible to apply for a Preliminary Designated Subjects Career Technical Education credential in Building and Construction Trades. Candidate must either hold proper credential or be willing to apply and complete a CTE program. All candidates must hold an English Learner authorization.

e. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

Mr. Reavis has been gaining experience in the Building and Construction industry since 2007. His experience ranges from carpentry, working in commercial construction, and various building projects. Mr. Reavis also has completed Carpentry Apprenticeship Programs under the sponsorship of Carpenters Training Committee for Northern California. Mr. Reavis will have the opportunity to share his extensive skills, training, and knowledge with our students at Encina High School and provide a successful learning environment.

7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL

List the requirements that the applicant must complete to be eligible for the credential along with the credential goal and target date by which he or she plans to complete those requirements

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE
Clear CTE credential through Yolo-Solano County	06/30/2025
Once the clear is earned it has the English Learner	
authorization embedded.	

8. LIST THE NAME AND POSITION OF THE PERSON ASSIGNED TO PROVIDE SUPPORT AND ASSISTANCE TO THE APPLICANT DURING THE TERM OF THIS WAIVER

By assigning this individual, the employing agency makes a commitment to provide orientation, guidance and assistance to the applicant, as feasible, in completing the requirement(s) listed above.

Name Greta Scholtes _____ Position Principal _____

9. SUBSEQUENT WAIVER REQUESTS

- Attach a copy of a personnel evaluation that verifies the applicant served satisfactorily in the position authorized by the previous waiver.
- Attach supporting documentation

10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?

Would the applicant have to travel more than 1 1/2 hours one-way to attend an institution with an approved program to meet the credential goal?

◯ Yes ◉ No ◯ Not applicable (program completion is not a requirement)

11. PROFESSIONAL FITNESS QUESTIONS (to be answered by the applicant)

Answers to the following questions are required. **If you answer yes to any question, you must complete the corresponding *Professional Fitness Explanation Form*.**

Before granting your application, the Commission will review, at a minimum:

- Federal Bureau of Investigation criminal history (rap sheet)
- California Department of Justice criminal history (rap sheet)
- International database of teacher misconduct maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC)
- Previous reviews by the Commission
- Complaints from others
- Notifications from school districts
- Teacher preparation test score violations

You must disclose misconduct, even if:

- It happened a long time ago
- It happened in another state, federal court, military or jurisdiction outside the United States
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- You received a certificate of rehabilitation
- Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended

WARNING: You will be required to sign your application under penalty of perjury; by doing so you are also stating that you understand:

- That the information you provide is true and correct;
- That you understand any and all instructions related to your application;
- Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential;
- The Commission may reject your application if it is incomplete and it will be delayed.

a. Have you ever been:

- dismissed or,
- non-reelected or,
- suspended without pay for more than ten days, or
- retired or,
- resigned from, or otherwise left school employment

because of **allegations of misconduct** or while **allegations of misconduct** were pending?

◯ Yes ◯ No

b. Have you ever been convicted of any felony or misdemeanor in California or any other place? You must disclose:

- all criminal convictions
- misdemeanors and felonies
- convictions based on a plea of no contest or nolo contendere
- convictions dismissed pursuant to Penal Code Section 1203.4
- driving under the influence (DUI) or reckless driving convictions
- no matter how much time has passed

You do not have to disclose:

- misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.
- Infractions (DUI or reckless driving convictions are not infractions)

◯ Yes ◯ No

c. Are you currently the subject of any inquiry or investigation by any law enforcement agency or any licensing agency in California or any other state?

◯ Yes ◯ No

d. Are any criminal charges currently pending against you?

◯ Yes ◯ No

e. Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service, revoked, denied, suspended, publicly reproved, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

◯ Yes ◯ No

f. Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

◯ Yes ◯ No

12. CHILD ABUSE AND NEGLECT MANDATED REPORTING (to be answered by the applicant)

As a document holder authorized to work with children, it is part of my professional and ethical duty to report every instance of child abuse or neglect known or suspected to have occurred to a child with whom I have professional contact.

I understand that I must report immediately, or as soon as practicably possible, by telephone to a law enforcement agency or a child protective agency, and will send a written report and any evidence relating to the incident within 36 hours of becoming aware of the abuse or neglect of the child.

I understand that reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person is not a substitute for making a mandated report to a law enforcement agency or a child protective agency.

I understand that the reporting duties are individual and no supervisor or administrator may impede or inhibit my reporting duties.

I understand that once I submit a report, I am not required to disclose my identity to my employer.

I understand that my failure to report an instance of suspected child abuse or neglect as required by the Child Abuse and Neglect Reporting Act under Section 11166 of the Penal Code is a misdemeanor punishable by up to six months in jail or by a fine of one thousand dollars ($1,000), or by both that imprisonment and fine.

I acknowledge and certify that as a document holder, I will fulfill all the duties required of a mandated reporter.

☐ **I agree**

13. PUBLIC NOTICE -- CHECK THE BOX THAT APPLIES

☒ **Public School District:** Attached is a copy of the agenda item presented to the governing board of the school district in a public meeting showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or his or her designee in item #14 below, the person signing verifies that the board acted upon the item favorably.

By submitting this waiver request the district is certifying that reasonable efforts to recruit a fully prepared teacher for the assignment(s) were made in the following order:

1. A candidate who is qualified to participate in an approved internship program in the region of the school district
2. An individual who is scheduled to complete initial preparation requirements within six months

☐ **County Office of Education, State Agency, or Nonpublic, Nonsectarian School or Agency:** Attached is a dated copy of the notice that was posted at least 72 hours before the position was filled showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or administrator or his or her designee in item #15 below, the person signing verifies that there were no objections to this waiver request.

14. APPLICANT'S CERTIFICATION

I understand that in order to receive a subsequent waiver for this assignment I must pursue the completion of requirements to obtain full certification in the subject or area covered by this waiver request as specified in #7 above.

I understand that if my case is heard in a public meeting, all materials submitted to the Commission regarding my suitability, including grades and test scores, may be discussed.

I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all of the foregoing statements in this application are true and correct.

_____

Signature of Applicant **Date**
(Sign full legal name as listed in #2)

15. EMPLOYING AGENCY CERTIFICATION *(To be signed by district or county superintendent, personnel administrator, NPS/NPA administrator, or designee.)*

The person for whom this waiver is requested will not be employed until he or she has been cleared by the Department of Justice under the provisions of Education Code Section 44332.6 and Section 44830.1 (AB1612). The employer acknowledges that the Commission's final approval of this individual's waiver will be determined by a fitness review covering, in part, criminal activity, including certain in-state and/or out-of-state convictions. If this waiver request is for service to special education children, the Special Education Local Planning Area (SELPA) has been notified of our intent to request this waiver.

I certify under penalty of perjury that the information provided in this report is accurate and complete.

Signature: _____

Title: _____

Date: _____

Commission on Teacher Credentialing
Certification Division
ATTN: Waiver Unit
1900 Capitol Avenue
Sacramento, CA 95811-4213

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

CTC Use Only

CTC Use Only
W Z

VARIABLE TERM WAIVER REQUEST (WV1 Form)

Requests must be prepared by the employing agency, not the applicant. All materials must be typewritten or computer generated and sufficiently clear to photocopy. This form must be used for **first time and subsequent** waivers **only**.

1. **EMPLOYING AGENCY** (include mailing address)	County/District	Contact Person:
San Juan Unified School District 3738 Walnut Avenue Carmichael, CA 95608 NPS/NPA (list county code _____)	CDS Code 34 67447	Lisa Ellington Telephone #: 9169717244 EMail: lisa.ellington@sanjuan.edu

2. APPLICANT INFORMATION:

Social Security or Individual Tax Identification Number: _____

All applicants must answer professional fitness questions (see #11). In addition, if fingerprint clearance is not on file at CTC, a completed Live Scan receipt (41-LS) must be submitted with this waiver request. If needed, a review by the Division of Professional Practices will be concluded before a waiver approval letter will be issued.

Full Legal Name Janelle (First) M (Middle) Twilla (Last)

Former Name(s) _____ Birth Date _____

Applicant's Mailing Address _____

_____

Phone# _____ Email _____

Waiver Title Certificate or Credential to Provide Instruction to English Learner Students

(List the specific title and subject area of the credential that authorizes the assignment. Note that the subject must be one that is available under current regulations.)

Assignment Designated Subjects CTE- Hospitality, Tourism, and Recreation

Indicate specific position and grade level *(e.g. chemistry teacher, grades 11-12)*

- For bilingual assignment list LANGUAGE: _____
- Is this a full time position? (●) Yes ( ) No
- If not, indicate how many periods a day the individual will be teaching the waiver assignment(s) _____
- Is this a subsequent waiver? (see #9 for additional information) ( ) Yes (●) No

3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED

Specific section(s) covering the assignment: Ed Code 44253.11

4. EFFECTIVE DATES

Waivers are dated effective the beginning date of service. Provide the ending date of your school term, track or year below. A justification *must* be included if the expiration date extends beyond the term, track or year.

Effective Dates (mm/dd/yyyy): 8/9/2022 **to** 6/7/2023

Ending date of school term, track, or year: 6/30/2023

5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE SHORTAGE AREA FOR THE ASSIGNMENT

- ☐ Special Education
- ☐ Clinical or Rehabilitative Services
- ☐ Speech-Language Pathology Services
- ☐ Driver Education and Training
- ☐ 30-Day Substitute

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

No copies are necessary if this is a recognized high incidence area.

- ☐ Advertised in local/national newspapers
- ☐ Advertised in professional journals
- ☐ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Contacted IHE placement centers
- ☐ Distributed job announcements
- ☐ Internet

Other _____

c. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

6. NON STATEWIDE NON SHORTAGE AREA WAIVER REQUESTS:

a. INDICATE THE LOW INCIDENCE AREA FOR THE ASSIGNMENT

- ☐ Administrative Services
- ☐ Single Subject Teaching (**all** subject areas)
- ☐ Designated Subjects – except driver education and training
- ☐ Teacher Librarian Services
- ☐ Multiple Subject Teaching
- ☐ Pupil Personnel Services: Counseling, Psychology, Social Work
- ☐ Reading Specialist/Certificate
- ☒ Teacher of English Learner Students

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

Copies of announcements, advertisements, web site registration, etc. **must** be attached.

The employer must verify **all** of the following:

- ☒ Distributed job announcements
- ☒ Contacted IHE placement centers
- ☒ Internet (i.e. www.edjoin.org)

Optional recruitment methods:

- ☐ Advertised in local/national newspaper
- ☒ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Advertised in professional journals

Other _____

c. PROVIDE DETAILED INFORMATION ABOUT THE RESULTS OF RECRUITMENT EFFORTS. BE SURE TO ANSWER EACH OF THE FOLLOWING QUESTIONS:

How many individuals credentialed in the authorization of the waiver request applied for the position? 0

How many individuals credentialed in the authorization of the waiver request were interviewed? 0

What were the results of those interviews? (Please indicate answers in numbers)

0.00 Applicant(s) withdrew
0.00 Candidate(s) declined job offer
0.00 Candidate(s) found unsuitable for the assignment

d. PROVIDE THE SPECIFIC EMPLOYMENT CRITERIA FOR THE POSITION

What special skills and knowledge are needed to successfully perform in this position? These should also be described in your recruitment advertisements and announcements.

A minimum of 3 years of work experience directly related to the industry sector is required to be eligible to apply for a Preliminary Designated Subjects Career Technical Education credential in Hospitality, Tourism, and Recreation. Candidate must either hold proper credential or be willing to apply and complete a CTE program. All candidates must hold an English Learner authorization.

e. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

Ms. Twilla has been gaining experience in the Hospitality and Culinary industry since 2001. Her experience includes working as a Pastry Chef as well as a Culinary Instructional Associate. Ms. Twilla holds a Food Handlers Serv Safe Certification. During her time as a Culinary Instructional Associate, Ms. Twilla worked with high school students. Ms. Twilla will have the opportunity to develop students in the culinary arts including catering, cake decorating, and baking. Ms. Twilla will utilize her skill set to teach integrated courses in the Hospitality and Culinary Arts/Bakery Pathway program at San Juan High School and provide a successful learning environment.

7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL

List the requirements that the applicant must complete to be eligible for the credential along with the credential goal and target date by which he or she plans to complete those requirements

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE
Clear CTE credential through Yolo-Solano County	06/30/2025
Once the clear is earned it has the English Learner	
authorization embedded.	

8. LIST THE NAME AND POSITION OF THE PERSON ASSIGNED TO PROVIDE SUPPORT AND ASSISTANCE TO THE APPLICANT DURING THE TERM OF THIS WAIVER

By assigning this individual, the employing agency makes a commitment to provide orientation, guidance and assistance to the applicant, as feasible, in completing the requirement(s) listed above.

Name David Levis Position Principal

9. SUBSEQUENT WAIVER REQUESTS

- Attach a copy of a personnel evaluation that verifies the applicant served satisfactorily in the position authorized by the previous waiver.
- Attach supporting documentation

10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?

Would the applicant have to travel more than 1 1/2 hours one-way to attend an institution with an approved program to meet the credential goal?

○ Yes ◉ No ○ Not applicable (program completion is not a requirement)

11. PROFESSIONAL FITNESS QUESTIONS (to be answered by the applicant)

Answers to the following questions are required. **If you answer yes to any question, you must complete the corresponding *Professional Fitness Explanation Form*.**

Before granting your application, the Commission will review, at a minimum:

- Federal Bureau of Investigation criminal history (rap sheet)
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- International database of teacher misconduct maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC)
- Previous reviews by the Commission
- Complaints from others
- Notifications from school districts
- Teacher preparation test score violations

You must disclose misconduct, even if:

- It happened a long time ago
- It happened in another state, federal court, military or jurisdiction outside the United States
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- You received a certificate of rehabilitation
- Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended

WARNING: You will be required to sign your application under penalty of perjury; by doing so you are also stating that you understand:

- That the information you provide is true and correct;
- That you understand any and all instructions related to your application;
- Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential;
- The Commission may reject your application if it is incomplete and it will be delayed.

a. Have you ever been:

- dismissed or,
- non-reelected or,
- suspended without pay for more than ten days, or
- retired or,
- resigned from, or otherwise left school employment

because of **allegations of misconduct** or while **allegations of misconduct** were pending?

◯ Yes ◯ No

b. Have you ever been convicted of any felony or misdemeanor in California or any other place? You must disclose:

- all criminal convictions
- misdemeanors and felonies
- convictions based on a plea of no contest or nolo contendere
- convictions dismissed pursuant to Penal Code Section 1203.4
- driving under the influence (DUI) or reckless driving convictions
- no matter how much time has passed

You do not have to disclose:

- misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.
- Infractions (DUI or reckless driving convictions are not infractions)

◯ Yes ◯ No

c. Are you currently the subject of any inquiry or investigation by any law enforcement agency or any licensing agency in California or any other state?

◯ Yes ◯ No

d. Are any criminal charges currently pending against you?

◯ Yes ◯ No

e. Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service, revoked, denied, suspended, publicly reproved, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

◯ Yes ◯ No

f. Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

◯ Yes ◯ No

12. CHILD ABUSE AND NEGLECT MANDATED REPORTING (to be answered by the applicant)

As a document holder authorized to work with children, it is part of my professional and ethical duty to report every instance of child abuse or neglect known or suspected to have occurred to a child with whom I have professional contact.

I understand that I must report immediately, or as soon as practicably possible, by telephone to a law enforcement agency or a child protective agency, and will send a written report and any evidence relating to the incident within 36 hours of becoming aware of the abuse or neglect of the child.

I understand that reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person is not a substitute for making a mandated report to a law enforcement agency or a child protective agency.

I understand that the reporting duties are individual and no supervisor or administrator may impede or inhibit my reporting duties.

I understand that once I submit a report, I am not required to disclose my identity to my employer.

I understand that my failure to report an instance of suspected child abuse or neglect as required by the Child Abuse and Neglect Reporting Act under Section 11166 of the Penal Code is a misdemeanor punishable by up to six months in jail or by a fine of one thousand dollars ($1,000), or by both that imprisonment and fine.

I acknowledge and certify that as a document holder, I will fulfill all the duties required of a mandated reporter.

☐ **I agree**

13. PUBLIC NOTICE -- CHECK THE BOX THAT APPLIES

☒ **Public School District:** Attached is a copy of the agenda item presented to the governing board of the school district in a public meeting showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or his or her designee in item #14 below, the person signing verifies that the board acted upon the item favorably.

By submitting this waiver request the district is certifying that reasonable efforts to recruit a fully prepared teacher for the assignment(s) were made in the following order:

1. A candidate who is qualified to participate in an approved internship program in the region of the school district
2. An individual who is scheduled to complete initial preparation requirements within six months

☐ **County Office of Education, State Agency, or Nonpublic, Nonsectarian School or Agency:** Attached is a dated copy of the notice that was posted at least 72 hours before the position was filled showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or administrator or his or her designee in item #15 below, the person signing verifies that there were no objections to this waiver request.

14. APPLICANT'S CERTIFICATION

I understand that in order to receive a subsequent waiver for this assignment I must pursue the completion of requirements to obtain full certification in the subject or area covered by this waiver request as specified in #7 above.

I understand that if my case is heard in a public meeting, all materials submitted to the Commission regarding my suitability, including grades and test scores, may be discussed.

I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all of the foregoing statements in this application are true and correct.

_____

Signature of Applicant **Date**
(Sign full legal name as listed in #2)

15. EMPLOYING AGENCY CERTIFICATION *(To be signed by district or county superintendent, personnel administrator, NPS/NPA administrator, or designee.)*

The person for whom this waiver is requested will not be employed until he or she has been cleared by the Department of Justice under the provisions of Education Code Section 44332.6 and Section 44830.1 (AB1612). The employer acknowledges that the Commission's final approval of this individual's waiver will be determined by a fitness review covering, in part, criminal activity, including certain in-state and/or out-of-state convictions. If this waiver request is for service to special education children, the Special Education Local Planning Area (SELPA) has been notified of our intent to request this waiver.

I certify under penalty of perjury that the information provided in this report is accurate and complete.

Signature: _____

Title: _____

Date: _____

Commission on Teacher Credentialing
Certification Division
ATTN: Waiver Unit
1900 Capitol Avenue
Sacramento, CA 95811-4213

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

CTC Use Only

CTC Use Only
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VARIABLE TERM WAIVER REQUEST (WV1 Form)

Requests must be prepared by the employing agency, not the applicant. All materials must be typewritten or computer generated and sufficiently clear to photocopy. This form must be used for **first time and subsequent** waivers **only**.

1. **EMPLOYING AGENCY** (include mailing address)	County/District	Contact Person:
San Juan Unified School District 3738 Walnut Avenue Carmichael, CA 95608 NPS/NPA (list county code _____)	CDS Code 34 67447	Lisa Ellington Telephone #: 9169717244 EMail: lisa.ellington@sanjuan.edu

2. APPLICANT INFORMATION:

Social Security or Individual Tax Identification Number: _____

All applicants must answer professional fitness questions (see #11). In addition, if fingerprint clearance is not on file at CTC, a completed Live Scan receipt (41-LS) must be submitted with this waiver request. If needed, a review by the Division of Professional Practices will be concluded before a waiver approval letter will be issued.

Full Legal Name Aaron (First) R (Middle) Weinberger (Last)

Former Name(s) _____ Birth Date _____

Applicant's Mailing Address _____

_____

Phone# _____ Email _____

Waiver Title Certificate or Credential to Provide Instruction to English Learner Students

(List the specific title and subject area of the credential that authorizes the assignment. Note that the subject must be one that is available under current regulations.)

Assignment Designated Subjects Career Technical Education- Transportation/Automotive

Indicate specific position and grade level *(e.g. chemistry teacher, grades 11-12)*

- For bilingual assignment list LANGUAGE: _____
- Is this a full time position? (●) Yes ( ) No
- If not, indicate how many periods a day the individual will be teaching the waiver assignment(s) _____
- Is this a subsequent waiver? (see #9 for additional information) ( ) Yes (●) No

3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED

Specific section(s) covering the assignment: Ed Code 44253.11

4. EFFECTIVE DATES

Waivers are dated effective the beginning date of service. Provide the ending date of your school term, track or year below. A justification *must* be included if the expiration date extends beyond the term, track or year.

Effective Dates (mm/dd/yyyy): 8/11/2022 **to** 6/7/2023

Ending date of school term, track, or year: 6/30/2023

5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE SHORTAGE AREA FOR THE ASSIGNMENT

- ☐ Special Education
- ☐ Clinical or Rehabilitative Services
- ☐ Speech-Language Pathology Services
- ☐ Driver Education and Training
- ☐ 30-Day Substitute

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

No copies are necessary if this is a recognized high incidence area.

- ☐ Advertised in local/national newspapers
- ☐ Advertised in professional journals
- ☐ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Contacted IHE placement centers
- ☐ Distributed job announcements
- ☐ Internet

Other _____

c. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

6. NON STATEWIDE NON SHORTAGE AREA WAIVER REQUESTS:

a. INDICATE THE LOW INCIDENCE AREA FOR THE ASSIGNMENT

- ☐ Administrative Services
- ☐ Single Subject Teaching (**all** subject areas)
- ☐ Designated Subjects – except driver education and training
- ☐ Teacher Librarian Services
- ☐ Multiple Subject Teaching
- ☐ Pupil Personnel Services: Counseling, Psychology, Social Work
- ☐ Reading Specialist/Certificate
- ☒ Teacher of English Learner Students

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

Copies of announcements, advertisements, web site registration, etc. **must** be attached.

The employer must verify **all** of the following:

- ☒ Distributed job announcements
- ☒ Contacted IHE placement centers
- ☒ Internet (i.e. www.edjoin.org)

Optional recruitment methods:

- ☐ Advertised in local/national newspaper
- ☒ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Advertised in professional journals

Other _____

c. PROVIDE DETAILED INFORMATION ABOUT THE RESULTS OF RECRUITMENT EFFORTS. BE SURE TO ANSWER EACH OF THE FOLLOWING QUESTIONS:

How many individuals credentialed in the authorization of the waiver request applied for the position? 0

How many individuals credentialed in the authorization of the waiver request were interviewed? 0

What were the results of those interviews? (Please indicate answers in numbers)

0.00 Applicant(s) withdrew
0.00 Candidate(s) declined job offer
0.00 Candidate(s) found unsuitable for the assignment

d. PROVIDE THE SPECIFIC EMPLOYMENT CRITERIA FOR THE POSITION

What special skills and knowledge are needed to successfully perform in this position? These should also be described in your recruitment advertisements and announcements.

A minimum of 3 years of work experience directly related to the industry sector is required to be eligible to apply for a Preliminary Designated Subjects Career Technical Education credential in Transportation. Candidate must either hold proper credential or be willing to apply and complete a CTE program. All candidates must hold an English Learner authorization.

e. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

Mr. Weinberger has been gaining experience in the Automotive industry since 2013 and currently owns a business offering vehicle repairs and maintenance. Mr. Weinberger also holds ASE (Automotive Service Excellence) certifications. Mr. Weinberger will have the opportunity to share his extensive expertise with our students at San Juan High School and provide and engaging and hands on learning environment.

7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL

List the requirements that the applicant must complete to be eligible for the credential along with the credential goal and target date by which he or she plans to complete those requirements

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE
Clear CTE credential through Yolo-Solano County	06/30/2025
Once the clear is earned it has the English Learner	
authorization embedded.	

8. LIST THE NAME AND POSITION OF THE PERSON ASSIGNED TO PROVIDE SUPPORT AND ASSISTANCE TO THE APPLICANT DURING THE TERM OF THIS WAIVER

By assigning this individual, the employing agency makes a commitment to provide orientation, guidance and assistance to the applicant, as feasible, in completing the requirement(s) listed above.

Name David Levis Position Principal

9. SUBSEQUENT WAIVER REQUESTS

- Attach a copy of a personnel evaluation that verifies the applicant served satisfactorily in the position authorized by the previous waiver.
- Attach supporting documentation

10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?

Would the applicant have to travel more than 1 1/2 hours one-way to attend an institution with an approved program to meet the credential goal?

○ Yes ◉ No ○ Not applicable (program completion is not a requirement)

11. PROFESSIONAL FITNESS QUESTIONS (to be answered by the applicant)

Answers to the following questions are required. **If you answer yes to any question, you must complete the corresponding *Professional Fitness Explanation Form*.**

Before granting your application, the Commission will review, at a minimum:

- Federal Bureau of Investigation criminal history (rap sheet)
- California Department of Justice criminal history (rap sheet)
- International database of teacher misconduct maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC)
- Previous reviews by the Commission
- Complaints from others
- Notifications from school districts
- Teacher preparation test score violations

You must disclose misconduct, even if:

- It happened a long time ago
- It happened in another state, federal court, military or jurisdiction outside the United States
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- You received a certificate of rehabilitation
- Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended

WARNING: You will be required to sign your application under penalty of perjury; by doing so you are also stating that you understand:

- That the information you provide is true and correct;
- That you understand any and all instructions related to your application;
- Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential;
- The Commission may reject your application if it is incomplete and it will be delayed.

a. Have you ever been:

- dismissed or,
- non-reelected or,
- suspended without pay for more than ten days, or
- retired or,
- resigned from, or otherwise left school employment

because of **allegations of misconduct** or while **allegations of misconduct** were pending?

◯ Yes ◯ No

b. Have you ever been convicted of any felony or misdemeanor in California or any other place? You must disclose:

- all criminal convictions
- misdemeanors and felonies
- convictions based on a plea of no contest or nolo contendere
- convictions dismissed pursuant to Penal Code Section 1203.4
- driving under the influence (DUI) or reckless driving convictions
- no matter how much time has passed

You do not have to disclose:

- misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.
- Infractions (DUI or reckless driving convictions are not infractions)

◯ Yes ◯ No

c. Are you currently the subject of any inquiry or investigation by any law enforcement agency or any licensing agency in California or any other state?

◯ Yes ◯ No

d. Are any criminal charges currently pending against you?

◯ Yes ◯ No

e. Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service, revoked, denied, suspended, publicly reproved, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

◯ Yes ◯ No

f. Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

◯ Yes ◯ No

12. CHILD ABUSE AND NEGLECT MANDATED REPORTING (to be answered by the applicant)

As a document holder authorized to work with children, it is part of my professional and ethical duty to report every instance of child abuse or neglect known or suspected to have occurred to a child with whom I have professional contact.

I understand that I must report immediately, or as soon as practicably possible, by telephone to a law enforcement agency or a child protective agency, and will send a written report and any evidence relating to the incident within 36 hours of becoming aware of the abuse or neglect of the child.

I understand that reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person is not a substitute for making a mandated report to a law enforcement agency or a child protective agency.

I understand that the reporting duties are individual and no supervisor or administrator may impede or inhibit my reporting duties.

I understand that once I submit a report, I am not required to disclose my identity to my employer.

I understand that my failure to report an instance of suspected child abuse or neglect as required by the Child Abuse and Neglect Reporting Act under Section 11166 of the Penal Code is a misdemeanor punishable by up to six months in jail or by a fine of one thousand dollars ($1,000), or by both that imprisonment and fine.

I acknowledge and certify that as a document holder, I will fulfill all the duties required of a mandated reporter.

☐ **I agree**

13. PUBLIC NOTICE -- CHECK THE BOX THAT APPLIES

☒ **Public School District:** Attached is a copy of the agenda item presented to the governing board of the school district in a public meeting showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or his or her designee in item #14 below, the person signing verifies that the board acted upon the item favorably.

By submitting this waiver request the district is certifying that reasonable efforts to recruit a fully prepared teacher for the assignment(s) were made in the following order:

1. A candidate who is qualified to participate in an approved internship program in the region of the school district
2. An individual who is scheduled to complete initial preparation requirements within six months

☐ **County Office of Education, State Agency, or Nonpublic, Nonsectarian School or Agency:** Attached is a dated copy of the notice that was posted at least 72 hours before the position was filled showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or administrator or his or her designee in item #15 below, the person signing verifies that there were no objections to this waiver request.

14. APPLICANT'S CERTIFICATION

I understand that in order to receive a subsequent waiver for this assignment I must pursue the completion of requirements to obtain full certification in the subject or area covered by this waiver request as specified in #7 above.

I understand that if my case is heard in a public meeting, all materials submitted to the Commission regarding my suitability, including grades and test scores, may be discussed.

I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all of the foregoing statements in this application are true and correct.

Signature of Applicant **Date**
(Sign full legal name as listed in #2)

15. EMPLOYING AGENCY CERTIFICATION *(To be signed by district or county superintendent, personnel administrator, NPS/NPA administrator, or designee.)*

The person for whom this waiver is requested will not be employed until he or she has been cleared by the Department of Justice under the provisions of Education Code Section 44332.6 and Section 44830.1 (AB1612). The employer acknowledges that the Commission's final approval of this individual's waiver will be determined by a fitness review covering, in part, criminal activity, including certain in-state and/or out-of-state convictions. If this waiver request is for service to special education children, the Special Education Local Planning Area (SELPA) has been notified of our intent to request this waiver.

I certify under penalty of perjury that the information provided in this report is accurate and complete.

Signature: _____

Title: _____

Date: _____

Commission on Teacher Credentialing
Certification Division
ATTN: Waiver Unit
1900 Capitol Avenue
Sacramento, CA 95811-4213

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

CTC Use Only

CTC Use Only
W Z

VARIABLE TERM WAIVER REQUEST (WV1 Form)

Requests must be prepared by the employing agency, not the applicant. All materials must be typewritten or computer generated and sufficiently clear to photocopy. This form must be used for **first time and subsequent** waivers **only**.

1. **EMPLOYING AGENCY** (include mailing address)	County/District	Contact Person:
San Juan Unified School District 3738 Walnut Avenue Carmichael, CA 95608 NPS/NPA (list county code _____)	CDS Code 34 67447	Lisa Ellington Telephone #: 9169717244 EMail: lisa.ellington@sanjuan.edu

2. APPLICANT INFORMATION:

Social Security or Individual Tax Identification Number: _____

All applicants must answer professional fitness questions (see #11). In addition, if fingerprint clearance is not on file at CTC, a completed Live Scan receipt (41-LS) must be submitted with this waiver request. If needed, a review by the Division of Professional Practices will be concluded before a waiver approval letter will be issued.

Full Legal Name Ashley (First) M (Middle) Hollwager (Last)

Former Name(s) _____ Birth Date _____

Applicant's Mailing Address _____

_____

Phone# _____ Email _____

Waiver Title Professional Preparation Program for Education Specialist Credential

(List the specific title and subject area of the credential that authorizes the assignment. Note that the subject must be one that is available under current regulations.)

Assignment Education Specialist - Moderate/Severe

Indicate specific position and grade level *(e.g. chemistry teacher, grades 11-12)*

- For bilingual assignment list LANGUAGE: _____
- Is this a full time position? (●) Yes ( ) No
- If not, indicate how many periods a day the individual will be teaching the waiver assignment(s) _____
- Is this a subsequent waiver? (see #9 for additional information) ( ) Yes (●) No

3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED

Specific section(s) covering the assignment: Ed Code 44280

4. EFFECTIVE DATES

Waivers are dated effective the beginning date of service. Provide the ending date of your school term, track or year below. A justification *must* be included if the expiration date extends beyond the term, track or year.

Effective Dates (mm/dd/yyyy): 8/9/2022 **to** 6/7/2023

Ending date of school term, track, or year: 6/30/2023

5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE SHORTAGE AREA FOR THE ASSIGNMENT

- ☒ Special Education
- ☐ Clinical or Rehabilitative Services
- ☐ Speech-Language Pathology Services
- ☐ Driver Education and Training
- ☐ 30-Day Substitute

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

No copies are necessary if this is a recognized high incidence area.

- ☐ Advertised in local/national newspapers
- ☐ Advertised in professional journals
- ☒ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☒ Contacted IHE placement centers
- ☒ Distributed job announcements
- ☒ Internet

Other _____

c. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

Per Credential Information Alert 22-03 Waiver Updates Related to Covid-19 Flexibilities, Ms. Hollwager is eligible to apply for a "step-down" option, the Variable Term Waiver. Ms. Hollwager previously held a Short-Term Staff Permit with a Moderate/Severe authorization. She has some experience teaching within our district's Special Education department during the 21/22 school year. Ms. Hollwager is currently on track to finish taking the CSETs and her goal is to complete her credential program by April 2023 to become intern eligible.

6. NON STATEWIDE NON SHORTAGE AREA WAIVER REQUESTS:

a. INDICATE THE LOW INCIDENCE AREA FOR THE ASSIGNMENT

- ☐ Administrative Services
- ☐ Single Subject Teaching (**all** subject areas)
- ☐ Designated Subjects – except driver education and training
- ☐ Teacher Librarian Services
- ☐ Multiple Subject Teaching
- ☐ Pupil Personnel Services: Counseling, Psychology, Social Work
- ☐ Reading Specialist/Certificate
- ☐ Teacher of English Learner Students

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

Copies of announcements, advertisements, web site registration, etc. **must** be attached.

The employer must verify **all** of the following:

- ☐ Distributed job announcements
- ☐ Contacted IHE placement centers
- ☐ Internet (i.e. www.edjoin.org)

Optional recruitment methods:

- ☐ Advertised in local/national newspaper
- ☐ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Advertised in professional journals

Other _____

c. PROVIDE DETAILED INFORMATION ABOUT THE RESULTS OF RECRUITMENT EFFORTS. BE SURE TO ANSWER EACH OF THE FOLLOWING QUESTIONS:

How many individuals credentialed in the authorization of the waiver request applied for the position? _____

How many individuals credentialed in the authorization of the waiver request were interviewed? _____

What were the results of those interviews? (Please indicate answers in numbers)

_____ Applicant(s) withdrew
_____ Candidate(s) declined job offer
_____ Candidate(s) found unsuitable for the assignment

d. PROVIDE THE SPECIFIC EMPLOYMENT CRITERIA FOR THE POSITION

What special skills and knowledge are needed to successfully perform in this position? These should also be described in your recruitment advertisements and announcements.

e. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL

List the requirements that the applicant must complete to be eligible for the credential along with the credential goal and target date by which he or she plans to complete those requirements

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE
Intern Eligibility program through National University	04/01/2023
Need to pass CSETs	

8. LIST THE NAME AND POSITION OF THE PERSON ASSIGNED TO PROVIDE SUPPORT AND ASSISTANCE TO THE APPLICANT DURING THE TERM OF THIS WAIVER

By assigning this individual, the employing agency makes a commitment to provide orientation, guidance and assistance to the applicant, as feasible, in completing the requirement(s) listed above.

Name Jennifer Petersen Position Principal

9. SUBSEQUENT WAIVER REQUESTS

- Attach a copy of a personnel evaluation that verifies the applicant served satisfactorily in the position authorized by the previous waiver.
- Attach supporting documentation

10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?

Would the applicant have to travel more than 1 1/2 hours one-way to attend an institution with an approved program to meet the credential goal?

○ Yes ◉ No ○ Not applicable (program completion is not a requirement)

11. PROFESSIONAL FITNESS QUESTIONS (to be answered by the applicant)

Answers to the following questions are required. **If you answer yes to any question, you must complete the corresponding *Professional Fitness Explanation Form*.**

Before granting your application, the Commission will review, at a minimum:

- Federal Bureau of Investigation criminal history (rap sheet)
- California Department of Justice criminal history (rap sheet)
- International database of teacher misconduct maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC)
- Previous reviews by the Commission
- Complaints from others
- Notifications from school districts
- Teacher preparation test score violations

You must disclose misconduct, even if:

- It happened a long time ago
- It happened in another state, federal court, military or jurisdiction outside the United States
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- You received a certificate of rehabilitation
- Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended

WARNING: You will be required to sign your application under penalty of perjury; by doing so you are also stating that you understand:

- That the information you provide is true and correct;
- That you understand any and all instructions related to your application;
- Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential;
- The Commission may reject your application if it is incomplete and it will be delayed.

a. Have you ever been:

- dismissed or,
- non-reelected or,
- suspended without pay for more than ten days, or
- retired or,
- resigned from, or otherwise left school employment

because of **allegations of misconduct** or while **allegations of misconduct** were pending?

◯ Yes ◯ No

b. Have you ever been convicted of any felony or misdemeanor in California or any other place? You must disclose:

- all criminal convictions
- misdemeanors and felonies
- convictions based on a plea of no contest or nolo contendere
- convictions dismissed pursuant to Penal Code Section 1203.4
- driving under the influence (DUI) or reckless driving convictions
- no matter how much time has passed

You do not have to disclose:

- misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.
- Infractions (DUI or reckless driving convictions are not infractions)

◯ Yes ◯ No

c. Are you currently the subject of any inquiry or investigation by any law enforcement agency or any licensing agency in California or any other state?

◯ Yes ◯ No

d. Are any criminal charges currently pending against you?

◯ Yes ◯ No

e. Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service, revoked, denied, suspended, publicly reproved, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

◯ Yes ◯ No

f. Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

◯ Yes ◯ No

12. CHILD ABUSE AND NEGLECT MANDATED REPORTING (to be answered by the applicant)

As a document holder authorized to work with children, it is part of my professional and ethical duty to report every instance of child abuse or neglect known or suspected to have occurred to a child with whom I have professional contact.

I understand that I must report immediately, or as soon as practicably possible, by telephone to a law enforcement agency or a child protective agency, and will send a written report and any evidence relating to the incident within 36 hours of becoming aware of the abuse or neglect of the child.

I understand that reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person is not a substitute for making a mandated report to a law enforcement agency or a child protective agency.

I understand that the reporting duties are individual and no supervisor or administrator may impede or inhibit my reporting duties.

I understand that once I submit a report, I am not required to disclose my identity to my employer.

I understand that my failure to report an instance of suspected child abuse or neglect as required by the Child Abuse and Neglect Reporting Act under Section 11166 of the Penal Code is a misdemeanor punishable by up to six months in jail or by a fine of one thousand dollars ($1,000), or by both that imprisonment and fine.

I acknowledge and certify that as a document holder, I will fulfill all the duties required of a mandated reporter.

☐ **I agree**

13. PUBLIC NOTICE -- CHECK THE BOX THAT APPLIES

☒ **Public School District:** Attached is a copy of the agenda item presented to the governing board of the school district in a public meeting showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or his or her designee in item #14 below, the person signing verifies that the board acted upon the item favorably.

By submitting this waiver request the district is certifying that reasonable efforts to recruit a fully prepared teacher for the assignment(s) were made in the following order:

1. A candidate who is qualified to participate in an approved internship program in the region of the school district
2. An individual who is scheduled to complete initial preparation requirements within six months

☐ **County Office of Education, State Agency, or Nonpublic, Nonsectarian School or Agency:** Attached is a dated copy of the notice that was posted at least 72 hours before the position was filled showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or administrator or his or her designee in item #15 below, the person signing verifies that there were no objections to this waiver request.

14. APPLICANT'S CERTIFICATION

I understand that in order to receive a subsequent waiver for this assignment I must pursue the completion of requirements to obtain full certification in the subject or area covered by this waiver request as specified in #7 above.

I understand that if my case is heard in a public meeting, all materials submitted to the Commission regarding my suitability, including grades and test scores, may be discussed.

I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all of the foregoing statements in this application are true and correct.

Signature of Applicant **Date**
(Sign full legal name as listed in #2)

15. EMPLOYING AGENCY CERTIFICATION *(To be signed by district or county superintendent, personnel administrator, NPS/NPA administrator, or designee.)*

The person for whom this waiver is requested will not be employed until he or she has been cleared by the Department of Justice under the provisions of Education Code Section 44332.6 and Section 44830.1 (AB1612). The employer acknowledges that the Commission's final approval of this individual's waiver will be determined by a fitness review covering, in part, criminal activity, including certain in-state and/or out-of-state convictions. If this waiver request is for service to special education children, the Special Education Local Planning Area (SELPA) has been notified of our intent to request this waiver.

I certify under penalty of perjury that the information provided in this report is accurate and complete.

Signature: _____

Title: _____

Date: _____

Commission on Teacher Credentialing
Certification Division
ATTN: Waiver Unit
1900 Capitol Avenue
Sacramento, CA 95811-4213

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

CTC Use Only

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VARIABLE TERM WAIVER REQUEST (WV1 Form)

Requests must be prepared by the employing agency, not the applicant. All materials must be typewritten or computer generated and sufficiently clear to photocopy. This form must be used for **first time and subsequent** waivers **only**.

1. **EMPLOYING AGENCY** (include mailing address)	County/District	Contact Person:
San Juan Unified School District 3738 Walnut Avenue Carmichael, CA 95608 NPS/NPA (list county code _____)	CDS Code 34 67447	Lisa Ellington Telephone #: 9169717244 EMail: lisa.ellington@sanjuan.edu

2. APPLICANT INFORMATION:

Social Security or Individual Tax Identification Number: _____

All applicants must answer professional fitness questions (see #11). In addition, if fingerprint clearance is not on file at CTC, a completed Live Scan receipt (41-LS) must be submitted with this waiver request. If needed, a review by the Division of Professional Practices will be concluded before a waiver approval letter will be issued.

Full Legal Name Sheila (First) J (Middle) King (Last)

Former Name(s) _____ Birth Date _____

Applicant's Mailing Address _____

_____

Phone# _____ Email _____

Waiver Title Professional Preparation Program for Education Specialist Credential

(List the specific title and subject area of the credential that authorizes the assignment. Note that the subject must be one that is available under current regulations.)

Assignment Education Specialist - Moderate/Severe

Indicate specific position and grade level *(e.g. chemistry teacher, grades 11-12)*

- For bilingual assignment list LANGUAGE: _____
- Is this a full time position? (●) Yes ( ) No
- If not, indicate how many periods a day the individual will be teaching the waiver assignment(s) _____
- Is this a subsequent waiver? (see #9 for additional information) ( ) Yes (●) No

3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED

Specific section(s) covering the assignment: Ed Code 44280

4. EFFECTIVE DATES

Waivers are dated effective the beginning date of service. Provide the ending date of your school term, track or year below. A justification *must* be included if the expiration date extends beyond the term, track or year.

Effective Dates (mm/dd/yyyy): 8/9/2022 **to** 6/7/2023

Ending date of school term, track, or year: 6/30/2023

5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE SHORTAGE AREA FOR THE ASSIGNMENT

- ☒ Special Education
- ☐ Clinical or Rehabilitative Services
- ☐ Speech-Language Pathology Services
- ☐ Driver Education and Training
- ☐ 30-Day Substitute

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

No copies are necessary if this is a recognized high incidence area.

- ☐ Advertised in local/national newspapers
- ☐ Advertised in professional journals
- ☒ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☒ Contacted IHE placement centers
- ☒ Distributed job announcements
- ☒ Internet

Other _____

c. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

Per Credential Information Alert 22-03 Waiver Updates Related to Covid-19 Flexibilities, Ms. King is eligible to apply for a "step-down" option, the Variable Term Waiver. Ms. King previously held a Short-Term Staff Permit with a Moderate/Severe authorization. She provided quality instruction within our district's Special Education department during the 21/22 school year. Ms. King is currently on track to finish taking the CSETs and her goal is to complete her credential program by June 2023 to become intern eligible.

6. NON STATEWIDE NON SHORTAGE AREA WAIVER REQUESTS:

a. INDICATE THE LOW INCIDENCE AREA FOR THE ASSIGNMENT

- ☐ Administrative Services
- ☐ Single Subject Teaching (**all** subject areas)
- ☐ Designated Subjects – except driver education and training
- ☐ Teacher Librarian Services
- ☐ Multiple Subject Teaching
- ☐ Pupil Personnel Services: Counseling, Psychology, Social Work
- ☐ Reading Specialist/Certificate
- ☐ Teacher of English Learner Students

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

Copies of announcements, advertisements, web site registration, etc. **must** be attached.

The employer must verify **all** of the following:

- ☐ Distributed job announcements
- ☐ Contacted IHE placement centers
- ☐ Internet (i.e. www.edjoin.org)

Optional recruitment methods:

- ☐ Advertised in local/national newspaper
- ☐ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Advertised in professional journals

Other _____

c. PROVIDE DETAILED INFORMATION ABOUT THE RESULTS OF RECRUITMENT EFFORTS. BE SURE TO ANSWER EACH OF THE FOLLOWING QUESTIONS:

How many individuals credentialed in the authorization of the waiver request applied for the position? _____

How many individuals credentialed in the authorization of the waiver request were interviewed? _____

What were the results of those interviews? (Please indicate answers in numbers)

_____ Applicant(s) withdrew
_____ Candidate(s) declined job offer
_____ Candidate(s) found unsuitable for the assignment

d. PROVIDE THE SPECIFIC EMPLOYMENT CRITERIA FOR THE POSITION

What special skills and knowledge are needed to successfully perform in this position? These should also be described in your recruitment advertisements and announcements.

e. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL

List the requirements that the applicant must complete to be eligible for the credential along with the credential goal and target date by which he or she plans to complete those requirements

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE
Intern Eligibility program through National University	06/30/2023
Need to pass CSETs	

8. LIST THE NAME AND POSITION OF THE PERSON ASSIGNED TO PROVIDE SUPPORT AND ASSISTANCE TO THE APPLICANT DURING THE TERM OF THIS WAIVER

By assigning this individual, the employing agency makes a commitment to provide orientation, guidance and assistance to the applicant, as feasible, in completing the requirement(s) listed above.

Name Aaron Wurtzer Position Principal

9. SUBSEQUENT WAIVER REQUESTS

- Attach a copy of a personnel evaluation that verifies the applicant served satisfactorily in the position authorized by the previous waiver.
- Attach supporting documentation

10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?

Would the applicant have to travel more than 1 1/2 hours one-way to attend an institution with an approved program to meet the credential goal?

◯ Yes ◉ No ◯ Not applicable (program completion is not a requirement)

11. PROFESSIONAL FITNESS QUESTIONS (to be answered by the applicant)

Answers to the following questions are required. **If you answer yes to any question, you must complete the corresponding *Professional Fitness Explanation Form*.**

Before granting your application, the Commission will review, at a minimum:

- Federal Bureau of Investigation criminal history (rap sheet)
- California Department of Justice criminal history (rap sheet)
- International database of teacher misconduct maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC)
- Previous reviews by the Commission
- Complaints from others
- Notifications from school districts
- Teacher preparation test score violations

You must disclose misconduct, even if:

- It happened a long time ago
- It happened in another state, federal court, military or jurisdiction outside the United States
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- You received a certificate of rehabilitation
- Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended

WARNING: You will be required to sign your application under penalty of perjury; by doing so you are also stating that you understand:

- That the information you provide is true and correct;
- That you understand any and all instructions related to your application;
- Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential;
- The Commission may reject your application if it is incomplete and it will be delayed.

a. Have you ever been:

- dismissed or,
- non-reelected or,
- suspended without pay for more than ten days, or
- retired or,
- resigned from, or otherwise left school employment

because of **allegations of misconduct** or while **allegations of misconduct** were pending?

◯ Yes ◯ No

b. Have you ever been convicted of any felony or misdemeanor in California or any other place? You must disclose:

- all criminal convictions
- misdemeanors and felonies
- convictions based on a plea of no contest or nolo contendere
- convictions dismissed pursuant to Penal Code Section 1203.4
- driving under the influence (DUI) or reckless driving convictions
- no matter how much time has passed

You do not have to disclose:

- misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.
- Infractions (DUI or reckless driving convictions are not infractions)

◯ Yes ◯ No

c. Are you currently the subject of any inquiry or investigation by any law enforcement agency or any licensing agency in California or any other state?

◯ Yes ◯ No

d. Are any criminal charges currently pending against you?

◯ Yes ◯ No

e. Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service, revoked, denied, suspended, publicly reproved, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

◯ Yes ◯ No

f. Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

◯ Yes ◯ No

12. CHILD ABUSE AND NEGLECT MANDATED REPORTING (to be answered by the applicant)

As a document holder authorized to work with children, it is part of my professional and ethical duty to report every instance of child abuse or neglect known or suspected to have occurred to a child with whom I have professional contact.

I understand that I must report immediately, or as soon as practicably possible, by telephone to a law enforcement agency or a child protective agency, and will send a written report and any evidence relating to the incident within 36 hours of becoming aware of the abuse or neglect of the child.

I understand that reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person is not a substitute for making a mandated report to a law enforcement agency or a child protective agency.

I understand that the reporting duties are individual and no supervisor or administrator may impede or inhibit my reporting duties.

I understand that once I submit a report, I am not required to disclose my identity to my employer.

I understand that my failure to report an instance of suspected child abuse or neglect as required by the Child Abuse and Neglect Reporting Act under Section 11166 of the Penal Code is a misdemeanor punishable by up to six months in jail or by a fine of one thousand dollars ($1,000), or by both that imprisonment and fine.

I acknowledge and certify that as a document holder, I will fulfill all the duties required of a mandated reporter.

☐ **I agree**

13. PUBLIC NOTICE -- CHECK THE BOX THAT APPLIES

☒ **Public School District:** Attached is a copy of the agenda item presented to the governing board of the school district in a public meeting showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or his or her designee in item #14 below, the person signing verifies that the board acted upon the item favorably.

By submitting this waiver request the district is certifying that reasonable efforts to recruit a fully prepared teacher for the assignment(s) were made in the following order:

1. A candidate who is qualified to participate in an approved internship program in the region of the school district
2. An individual who is scheduled to complete initial preparation requirements within six months

☐ **County Office of Education, State Agency, or Nonpublic, Nonsectarian School or Agency:** Attached is a dated copy of the notice that was posted at least 72 hours before the position was filled showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or administrator or his or her designee in item #15 below, the person signing verifies that there were no objections to this waiver request.

14. APPLICANT'S CERTIFICATION

I understand that in order to receive a subsequent waiver for this assignment I must pursue the completion of requirements to obtain full certification in the subject or area covered by this waiver request as specified in #7 above.

I understand that if my case is heard in a public meeting, all materials submitted to the Commission regarding my suitability, including grades and test scores, may be discussed.

I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all of the foregoing statements in this application are true and correct.

Signature of Applicant **Date**
(Sign full legal name as listed in #2)

15. EMPLOYING AGENCY CERTIFICATION *(To be signed by district or county superintendent, personnel administrator, NPS/NPA administrator, or designee.)*

The person for whom this waiver is requested will not be employed until he or she has been cleared by the Department of Justice under the provisions of Education Code Section 44332.6 and Section 44830.1 (AB1612). The employer acknowledges that the Commission's final approval of this individual's waiver will be determined by a fitness review covering, in part, criminal activity, including certain in-state and/or out-of-state convictions. If this waiver request is for service to special education children, the Special Education Local Planning Area (SELPA) has been notified of our intent to request this waiver.

I certify under penalty of perjury that the information provided in this report is accurate and complete.

Signature: _____

Title: _____

Date: _____

Commission on Teacher Credentialing
Certification Division
ATTN: Waiver Unit
1900 Capitol Avenue
Sacramento, CA 95811-4213

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

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W Z

VARIABLE TERM WAIVER REQUEST (WV1 Form)

Requests must be prepared by the employing agency, not the applicant. All materials must be typewritten or computer generated and sufficiently clear to photocopy. This form must be used for **first time and subsequent** waivers **only**.

1. **EMPLOYING AGENCY** (include mailing address)	County/District	Contact Person:
San Juan Unified School District 3738 Walnut Avenue Carmichael, CA 95608 NPS/NPA (list county code _____)	CDS Code 34 67447	Lisa Ellington Telephone #: 9169717244 EMail: lisa.ellington@sanjuan.edu

2. APPLICANT INFORMATION:

Social Security or Individual Tax Identification Number: _____

All applicants must answer professional fitness questions (see #11). In addition, if fingerprint clearance is not on file at CTC, a completed Live Scan receipt (41-LS) must be submitted with this waiver request. If needed, a review by the Division of Professional Practices will be concluded before a waiver approval letter will be issued.

Full Legal Name Holly (First) _____ (Middle) Maxwell (Last)

Former Name(s) _____ Birth Date _____

Applicant's Mailing Address _____

_____

Phone# _____ Email _____

Waiver Title Professional Preparation Program for Education Specialist Credential

(List the specific title and subject area of the credential that authorizes the assignment. Note that the subject must be one that is available under current regulations.)

Assignment Education Specialist - Early Childhood Special Education

Indicate specific position and grade level *(e.g. chemistry teacher, grades 11-12)*

- For bilingual assignment list LANGUAGE: _____
- Is this a full time position? (●) Yes ( ) No
- If not, indicate how many periods a day the individual will be teaching the waiver assignment(s) _____
- Is this a subsequent waiver? (see #9 for additional information) ( ) Yes (●) No

3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED

Specific section(s) covering the assignment: Ed Code 44283

4. EFFECTIVE DATES

Waivers are dated effective the beginning date of service. Provide the ending date of your school term, track or year below. A justification *must* be included if the expiration date extends beyond the term, track or year.

Effective Dates (mm/dd/yyyy): 9/6/2022 **to** 6/7/2023

Ending date of school term, track, or year: 6/30/2023

5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE SHORTAGE AREA FOR THE ASSIGNMENT

- ☒ Special Education
- ☐ Clinical or Rehabilitative Services
- ☐ Speech-Language Pathology Services
- ☐ Driver Education and Training
- ☐ 30-Day Substitute

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

No copies are necessary if this is a recognized high incidence area.

- ☐ Advertised in local/national newspapers
- ☐ Advertised in professional journals
- ☒ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☒ Contacted IHE placement centers
- ☒ Distributed job announcements
- ☒ Internet

Other _____

c. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

Per Credential Information Alert 22-03 Waiver Updates Related to Covid-19 Flexibilities, Ms. Maxwell is eligible to apply for a "step-down" option, the Variable Term Waiver. Ms. Maxwell previously held a Short-Term Staff Permit with an Early Childhood Special Education authorization. She provided quality instruction within our district's Special Education department during the 21/22 school year. Ms. Maxwell is currently on track to finish taking the CSETs and registered to take the RICA in November 2022. She is currently enrolled at National University.

6. NON STATEWIDE NON SHORTAGE AREA WAIVER REQUESTS:

a. INDICATE THE LOW INCIDENCE AREA FOR THE ASSIGNMENT

- ☐ Administrative Services
- ☐ Single Subject Teaching (**all** subject areas)
- ☐ Designated Subjects – except driver education and training
- ☐ Teacher Librarian Services
- ☐ Multiple Subject Teaching
- ☐ Pupil Personnel Services: Counseling, Psychology, Social Work
- ☐ Reading Specialist/Certificate
- ☐ Teacher of English Learner Students

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

Copies of announcements, advertisements, web site registration, etc. **must** be attached.

The employer must verify **all** of the following:

- ☐ Distributed job announcements
- ☐ Contacted IHE placement centers
- ☐ Internet (i.e. www.edjoin.org)

Optional recruitment methods:

- ☐ Advertised in local/national newspaper
- ☐ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Advertised in professional journals

Other _____

c. PROVIDE DETAILED INFORMATION ABOUT THE RESULTS OF RECRUITMENT EFFORTS. BE SURE TO ANSWER EACH OF THE FOLLOWING QUESTIONS:

How many individuals credentialed in the authorization of the waiver request applied for the position? _____

How many individuals credentialed in the authorization of the waiver request were interviewed? _____

What were the results of those interviews? (Please indicate answers in numbers)

_____ Applicant(s) withdrew
_____ Candidate(s) declined job offer
_____ Candidate(s) found unsuitable for the assignment

d. PROVIDE THE SPECIFIC EMPLOYMENT CRITERIA FOR THE POSITION

What special skills and knowledge are needed to successfully perform in this position? These should also be described in your recruitment advertisements and announcements.

e. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL

List the requirements that the applicant must complete to be eligible for the credential along with the credential goal and target date by which he or she plans to complete those requirements

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE
Enrolled in credential program at National University	06/30/2023
Need to pass CSETs	
Need to pass RICA	

8. LIST THE NAME AND POSITION OF THE PERSON ASSIGNED TO PROVIDE SUPPORT AND ASSISTANCE TO THE APPLICANT DURING THE TERM OF THIS WAIVER

By assigning this individual, the employing agency makes a commitment to provide orientation, guidance and assistance to the applicant, as feasible, in completing the requirement(s) listed above.

Name James Reinhard Position Principal

9. SUBSEQUENT WAIVER REQUESTS

- Attach a copy of a personnel evaluation that verifies the applicant served satisfactorily in the position authorized by the previous waiver.
- Attach supporting documentation

10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?

Would the applicant have to travel more than 1 1/2 hours one-way to attend an institution with an approved program to meet the credential goal?

◯ Yes ◉ No ◯ Not applicable (program completion is not a requirement)

11. PROFESSIONAL FITNESS QUESTIONS (to be answered by the applicant)

Answers to the following questions are required. **If you answer yes to any question, you must complete the corresponding *Professional Fitness Explanation Form*.**

Before granting your application, the Commission will review, at a minimum:

- Federal Bureau of Investigation criminal history (rap sheet)
- California Department of Justice criminal history (rap sheet)
- International database of teacher misconduct maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC)
- Previous reviews by the Commission
- Complaints from others
- Notifications from school districts
- Teacher preparation test score violations

You must disclose misconduct, even if:

- It happened a long time ago
- It happened in another state, federal court, military or jurisdiction outside the United States
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- You received a certificate of rehabilitation
- Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended

WARNING: You will be required to sign your application under penalty of perjury; by doing so you are also stating that you understand:

- That the information you provide is true and correct;
- That you understand any and all instructions related to your application;
- Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential;
- The Commission may reject your application if it is incomplete and it will be delayed.

a. Have you ever been:

- dismissed or,
- non-reelected or,
- suspended without pay for more than ten days, or
- retired or,
- resigned from, or otherwise left school employment

because of **allegations of misconduct** or while **allegations of misconduct** were pending?

◯ Yes ◯ No

b. Have you ever been convicted of any felony or misdemeanor in California or any other place? You must disclose:

- all criminal convictions
- misdemeanors and felonies
- convictions based on a plea of no contest or nolo contendere
- convictions dismissed pursuant to Penal Code Section 1203.4
- driving under the influence (DUI) or reckless driving convictions
- no matter how much time has passed

You do not have to disclose:

- misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.
- Infractions (DUI or reckless driving convictions are not infractions)

◯ Yes ◯ No

c. Are you currently the subject of any inquiry or investigation by any law enforcement agency or any licensing agency in California or any other state?

◯ Yes ◯ No

d. Are any criminal charges currently pending against you?

◯ Yes ◯ No

e. Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service, revoked, denied, suspended, publicly reproved, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

◯ Yes ◯ No

f. Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

◯ Yes ◯ No

12. CHILD ABUSE AND NEGLECT MANDATED REPORTING (to be answered by the applicant)

As a document holder authorized to work with children, it is part of my professional and ethical duty to report every instance of child abuse or neglect known or suspected to have occurred to a child with whom I have professional contact.

I understand that I must report immediately, or as soon as practicably possible, by telephone to a law enforcement agency or a child protective agency, and will send a written report and any evidence relating to the incident within 36 hours of becoming aware of the abuse or neglect of the child.

I understand that reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person is not a substitute for making a mandated report to a law enforcement agency or a child protective agency.

I understand that the reporting duties are individual and no supervisor or administrator may impede or inhibit my reporting duties.

I understand that once I submit a report, I am not required to disclose my identity to my employer.

I understand that my failure to report an instance of suspected child abuse or neglect as required by the Child Abuse and Neglect Reporting Act under Section 11166 of the Penal Code is a misdemeanor punishable by up to six months in jail or by a fine of one thousand dollars ($1,000), or by both that imprisonment and fine.

I acknowledge and certify that as a document holder, I will fulfill all the duties required of a mandated reporter.

☐ **I agree**

13. PUBLIC NOTICE -- CHECK THE BOX THAT APPLIES

☒ **Public School District:** Attached is a copy of the agenda item presented to the governing board of the school district in a public meeting showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or his or her designee in item #14 below, the person signing verifies that the board acted upon the item favorably.

By submitting this waiver request the district is certifying that reasonable efforts to recruit a fully prepared teacher for the assignment(s) were made in the following order:

1. A candidate who is qualified to participate in an approved internship program in the region of the school district
2. An individual who is scheduled to complete initial preparation requirements within six months

☐ **County Office of Education, State Agency, or Nonpublic, Nonsectarian School or Agency:** Attached is a dated copy of the notice that was posted at least 72 hours before the position was filled showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or administrator or his or her designee in item #15 below, the person signing verifies that there were no objections to this waiver request.

14. APPLICANT'S CERTIFICATION

I understand that in order to receive a subsequent waiver for this assignment I must pursue the completion of requirements to obtain full certification in the subject or area covered by this waiver request as specified in #7 above.

I understand that if my case is heard in a public meeting, all materials submitted to the Commission regarding my suitability, including grades and test scores, may be discussed.

I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all of the foregoing statements in this application are true and correct.

_____

Signature of Applicant **Date**
(Sign full legal name as listed in #2)

15. EMPLOYING AGENCY CERTIFICATION *(To be signed by district or county superintendent, personnel administrator, NPS/NPA administrator, or designee.)*

The person for whom this waiver is requested will not be employed until he or she has been cleared by the Department of Justice under the provisions of Education Code Section 44332.6 and Section 44830.1 (AB1612). The employer acknowledges that the Commission's final approval of this individual's waiver will be determined by a fitness review covering, in part, criminal activity, including certain in-state and/or out-of-state convictions. If this waiver request is for service to special education children, the Special Education Local Planning Area (SELPA) has been notified of our intent to request this waiver.

I certify under penalty of perjury that the information provided in this report is accurate and complete.

Signature: _____

Title: _____

Date: _____

Commission on Teacher Credentialing
Certification Division
ATTN: Waiver Unit
1900 Capitol Avenue
Sacramento, CA 95811-4213

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

CTC Use Only

CTC Use Only
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VARIABLE TERM WAIVER REQUEST (WV1 Form)

Requests must be prepared by the employing agency, not the applicant. All materials must be typewritten or computer generated and sufficiently clear to photocopy. This form must be used for **first time and subsequent** waivers **only**.

1. **EMPLOYING AGENCY** (include mailing address)	County/District	Contact Person:
San Juan Unified School District 3738 Walnut Avenue Carmichael, CA 95608 NPS/NPA (list county code _____)	CDS Code 34 67447	Lisa Ellington Telephone #: 9169717244 EMail: lisa.ellington@sanjuan.edu

2. APPLICANT INFORMATION:

Social Security or Individual Tax Identification Number: _____

All applicants must answer professional fitness questions (see #11). In addition, if fingerprint clearance is not on file at CTC, a completed Live Scan receipt (41-LS) must be submitted with this waiver request. If needed, a review by the Division of Professional Practices will be concluded before a waiver approval letter will be issued.

Full Legal Name Rodney (First) J (Middle) Rounds (Last)

Former Name(s) _____ Birth Date _____

Applicant's Mailing Address _____

_____

Phone# _____ Email _____

Waiver Title Professional Preparation Program for Education Specialist Credential

(List the specific title and subject area of the credential that authorizes the assignment. Note that the subject must be one that is available under current regulations.)

Assignment Education Specialist - Moderate/Severe

Indicate specific position and grade level *(e.g. chemistry teacher, grades 11-12)*

- For bilingual assignment list LANGUAGE: _____
- Is this a full time position? (●) Yes ( ) No
- If not, indicate how many periods a day the individual will be teaching the waiver assignment(s) _____
- Is this a subsequent waiver? (see #9 for additional information) ( ) Yes (●) No

3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED

Specific section(s) covering the assignment: Ed Code 44280

4. EFFECTIVE DATES

Waivers are dated effective the beginning date of service. Provide the ending date of your school term, track or year below. A justification *must* be included if the expiration date extends beyond the term, track or year.

Effective Dates (mm/dd/yyyy): 8/9/2022 **to** 6/7/2023

Ending date of school term, track, or year: 6/30/2023

5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE SHORTAGE AREA FOR THE ASSIGNMENT

- [x] Special Education
- [ ] Clinical or Rehabilitative Services
- [ ] Speech-Language Pathology Services
- [ ] Driver Education and Training
- [ ] 30-Day Substitute

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

No copies are necessary if this is a recognized high incidence area.

- [ ] Advertised in local/national newspapers
- [ ] Advertised in professional journals
- [ ] Attended job fairs in California
- [ ] Attended recruitment out-of-state
- [ ] Contacted IHE placement centers
- [ ] Distributed job announcements
- [x] Internet

Other _____

c. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

Per Credential Information Alert 22-03 Waiver Updates Related to Covid-19 Flexibilities, Mr. Rounds is eligible to apply for a "step-down" option, the Variable Term Waiver. Mr. Rounds previously held a Short-Term Staff Permit with a Moderate/Severe authorization. He provided quality instruction within our district's Special Education department during the 21/22 school year. Mr. Rounds is currently on track to finish taking the CSETs and the goal is to complete his credential program by June 2023 to become intern eligible.

6. NON STATEWIDE NON SHORTAGE AREA WAIVER REQUESTS:

a. INDICATE THE LOW INCIDENCE AREA FOR THE ASSIGNMENT

- ☐ Administrative Services
- ☐ Single Subject Teaching (**all** subject areas)
- ☐ Designated Subjects – except driver education and training
- ☐ Teacher Librarian Services
- ☐ Multiple Subject Teaching
- ☐ Pupil Personnel Services: Counseling, Psychology, Social Work
- ☐ Reading Specialist/Certificate
- ☐ Teacher of English Learner Students

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

Copies of announcements, advertisements, web site registration, etc. **must** be attached.

The employer must verify **all** of the following:

- ☐ Distributed job announcements
- ☐ Contacted IHE placement centers
- ☐ Internet (i.e. www.edjoin.org)

Optional recruitment methods:

- ☐ Advertised in local/national newspaper
- ☐ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Advertised in professional journals

Other _____

c. PROVIDE DETAILED INFORMATION ABOUT THE RESULTS OF RECRUITMENT EFFORTS. BE SURE TO ANSWER EACH OF THE FOLLOWING QUESTIONS:

How many individuals credentialed in the authorization of the waiver request applied for the position? _____

How many individuals credentialed in the authorization of the waiver request were interviewed? _____

What were the results of those interviews? (Please indicate answers in numbers)

_____ Applicant(s) withdrew
_____ Candidate(s) declined job offer
_____ Candidate(s) found unsuitable for the assignment

d. PROVIDE THE SPECIFIC EMPLOYMENT CRITERIA FOR THE POSITION

What special skills and knowledge are needed to successfully perform in this position? These should also be described in your recruitment advertisements and announcements.

e. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL

List the requirements that the applicant must complete to be eligible for the credential along with the credential goal and target date by which he or she plans to complete those requirements

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE
Intern Eligibility program through National University	06/30/2023
Need to pass CSETs	

8. LIST THE NAME AND POSITION OF THE PERSON ASSIGNED TO PROVIDE SUPPORT AND ASSISTANCE TO THE APPLICANT DURING THE TERM OF THIS WAIVER

By assigning this individual, the employing agency makes a commitment to provide orientation, guidance and assistance to the applicant, as feasible, in completing the requirement(s) listed above.

Name Aaron Wurtzer Position Principal

9. SUBSEQUENT WAIVER REQUESTS

- Attach a copy of a personnel evaluation that verifies the applicant served satisfactorily in the position authorized by the previous waiver.
- Attach supporting documentation

10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?

Would the applicant have to travel more than 1 1/2 hours one-way to attend an institution with an approved program to meet the credential goal?

◯ Yes ◉ No ◯ Not applicable (program completion is not a requirement)

11. PROFESSIONAL FITNESS QUESTIONS (to be answered by the applicant)

Answers to the following questions are required. **If you answer yes to any question, you must complete the corresponding *Professional Fitness Explanation Form*.**

Before granting your application, the Commission will review, at a minimum:

- Federal Bureau of Investigation criminal history (rap sheet)
- California Department of Justice criminal history (rap sheet)
- International database of teacher misconduct maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC)
- Previous reviews by the Commission
- Complaints from others
- Notifications from school districts
- Teacher preparation test score violations

You must disclose misconduct, even if:

- It happened a long time ago
- It happened in another state, federal court, military or jurisdiction outside the United States
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- You received a certificate of rehabilitation
- Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended

WARNING: You will be required to sign your application under penalty of perjury; by doing so you are also stating that you understand:

- That the information you provide is true and correct;
- That you understand any and all instructions related to your application;
- Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential;
- The Commission may reject your application if it is incomplete and it will be delayed.

a. Have you ever been:

- dismissed or,
- non-reelected or,
- suspended without pay for more than ten days, or
- retired or,
- resigned from, or otherwise left school employment

because of **allegations of misconduct** or while **allegations of misconduct** were pending?

◯ Yes ◯ No

b. Have you ever been convicted of any felony or misdemeanor in California or any other place? You must disclose:

- all criminal convictions
- misdemeanors and felonies
- convictions based on a plea of no contest or nolo contendere
- convictions dismissed pursuant to Penal Code Section 1203.4
- driving under the influence (DUI) or reckless driving convictions
- no matter how much time has passed

You do not have to disclose:

- misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.
- Infractions (DUI or reckless driving convictions are not infractions)

◯ Yes ◯ No

c. Are you currently the subject of any inquiry or investigation by any law enforcement agency or any licensing agency in California or any other state?

◯ Yes ◯ No

d. Are any criminal charges currently pending against you?

◯ Yes ◯ No

e. Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service, revoked, denied, suspended, publicly reproved, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

◯ Yes ◯ No

f. Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

◯ Yes ◯ No

12. CHILD ABUSE AND NEGLECT MANDATED REPORTING (to be answered by the applicant)

As a document holder authorized to work with children, it is part of my professional and ethical duty to report every instance of child abuse or neglect known or suspected to have occurred to a child with whom I have professional contact.

I understand that I must report immediately, or as soon as practicably possible, by telephone to a law enforcement agency or a child protective agency, and will send a written report and any evidence relating to the incident within 36 hours of becoming aware of the abuse or neglect of the child.

I understand that reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person is not a substitute for making a mandated report to a law enforcement agency or a child protective agency.

I understand that the reporting duties are individual and no supervisor or administrator may impede or inhibit my reporting duties.

I understand that once I submit a report, I am not required to disclose my identity to my employer.

I understand that my failure to report an instance of suspected child abuse or neglect as required by the Child Abuse and Neglect Reporting Act under Section 11166 of the Penal Code is a misdemeanor punishable by up to six months in jail or by a fine of one thousand dollars ($1,000), or by both that imprisonment and fine.

I acknowledge and certify that as a document holder, I will fulfill all the duties required of a mandated reporter.

☐ **I agree**

13. PUBLIC NOTICE -- CHECK THE BOX THAT APPLIES

☒ **Public School District:** Attached is a copy of the agenda item presented to the governing board of the school district in a public meeting showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or his or her designee in item #14 below, the person signing verifies that the board acted upon the item favorably.

By submitting this waiver request the district is certifying that reasonable efforts to recruit a fully prepared teacher for the assignment(s) were made in the following order:

1. A candidate who is qualified to participate in an approved internship program in the region of the school district
2. An individual who is scheduled to complete initial preparation requirements within six months

☐ **County Office of Education, State Agency, or Nonpublic, Nonsectarian School or Agency:** Attached is a dated copy of the notice that was posted at least 72 hours before the position was filled showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or administrator or his or her designee in item #15 below, the person signing verifies that there were no objections to this waiver request.

14. APPLICANT'S CERTIFICATION

I understand that in order to receive a subsequent waiver for this assignment I must pursue the completion of requirements to obtain full certification in the subject or area covered by this waiver request as specified in #7 above.

I understand that if my case is heard in a public meeting, all materials submitted to the Commission regarding my suitability, including grades and test scores, may be discussed.

I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all of the foregoing statements in this application are true and correct.

Signature of Applicant **Date**
(Sign full legal name as listed in #2)

15. EMPLOYING AGENCY CERTIFICATION *(To be signed by district or county superintendent, personnel administrator, NPS/NPA administrator, or designee.)*

The person for whom this waiver is requested will not be employed until he or she has been cleared by the Department of Justice under the provisions of Education Code Section 44332.6 and Section 44830.1 (AB1612). The employer acknowledges that the Commission's final approval of this individual's waiver will be determined by a fitness review covering, in part, criminal activity, including certain in-state and/or out-of-state convictions. If this waiver request is for service to special education children, the Special Education Local Planning Area (SELPA) has been notified of our intent to request this waiver.

I certify under penalty of perjury that the information provided in this report is accurate and complete.

Signature: _____

Title: _____

Date: _____

Commission on Teacher Credentialing
Certification Division
ATTN: Waiver Unit
1900 Capitol Avenue
Sacramento, CA 95811-4213

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

CTC Use Only

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W Z

VARIABLE TERM WAIVER REQUEST (WV1 Form)

Requests must be prepared by the employing agency, not the applicant. All materials must be typewritten or computer generated and sufficiently clear to photocopy. This form must be used for **first time and subsequent** waivers **only**.

1. **EMPLOYING AGENCY** (include mailing address)	County/District	Contact Person:
San Juan Unified School District 3738 Walnut Avenue Carmichael, CA 95608 NPS/NPA (list county code _____)	CDS Code 34 67447	Lisa Ellington Telephone #: 9169717244 EMail: lisa.ellington@sanjuan.edu

2. APPLICANT INFORMATION:

Social Security or Individual Tax Identification Number: _____

All applicants must answer professional fitness questions (see #11). In addition, if fingerprint clearance is not on file at CTC, a completed Live Scan receipt (41-LS) must be submitted with this waiver request. If needed, a review by the Division of Professional Practices will be concluded before a waiver approval letter will be issued.

Full Legal Name Ryan (First) Allaman (Last)

Former Name(s) _____ Birth Date _____

Applicant's Mailing Address _____

_____

Phone# _____ Email _____

Waiver Title Professional Preparation Program for a Pupil Personnel Services Credential

(List the specific title and subject area of the credential that authorizes the assignment. Note that the subject must be one that is available under current regulations.)

Assignment School Counselor

Indicate specific position and grade level *(e.g. chemistry teacher, grades 11-12)*

- For bilingual assignment list LANGUAGE: _____
- Is this a full time position? (●) Yes ( ) No
- If not, indicate how many periods a day the individual will be teaching the waiver assignment(s) _____
- Is this a subsequent waiver? (see #9 for additional information) (●) Yes ( ) No

3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED

Specific section(s) covering the assignment: Ed Code 44266

4. EFFECTIVE DATES

Waivers are dated effective the beginning date of service. Provide the ending date of your school term, track or year below. A justification *must* be included if the expiration date extends beyond the term, track or year.

Effective Dates (mm/dd/yyyy): 8/9/2022 **to** 6/7/2023

Ending date of school term, track, or year: 6/30/2023

5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE SHORTAGE AREA FOR THE ASSIGNMENT

- ☐ Special Education
- ☐ Clinical or Rehabilitative Services
- ☐ Speech-Language Pathology Services
- ☐ Driver Education and Training
- ☐ 30-Day Substitute

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

No copies are necessary if this is a recognized high incidence area.

- ☐ Advertised in local/national newspapers
- ☐ Advertised in professional journals
- ☐ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Contacted IHE placement centers
- ☐ Distributed job announcements
- ☐ Internet

Other _____

c. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

6. NON STATEWIDE NON SHORTAGE AREA WAIVER REQUESTS:

a. INDICATE THE LOW INCIDENCE AREA FOR THE ASSIGNMENT

- ☐ Administrative Services
- ☐ Single Subject Teaching (**all** subject areas)
- ☐ Designated Subjects – except driver education and training
- ☐ Teacher Librarian Services
- ☐ Multiple Subject Teaching
- ☒ Pupil Personnel Services: Counseling, Psychology, Social Work
- ☐ Reading Specialist/Certificate
- ☐ Teacher of English Learner Students

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

Copies of announcements, advertisements, web site registration, etc. **must** be attached.

The employer must verify **all** of the following:

- ☒ Distributed job announcements
- ☒ Contacted IHE placement centers
- ☒ Internet (i.e. www.edjoin.org)

Optional recruitment methods:

- ☐ Advertised in local/national newspaper
- ☒ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Advertised in professional journals

Other _____

c. PROVIDE DETAILED INFORMATION ABOUT THE RESULTS OF RECRUITMENT EFFORTS. BE SURE TO ANSWER EACH OF THE FOLLOWING QUESTIONS:

How many individuals credentialed in the authorization of the waiver request applied for the position? 2

How many individuals credentialed in the authorization of the waiver request were interviewed? 2

What were the results of those interviews? (Please indicate answers in numbers)

- 0.00 Applicant(s) withdrew
- 1.00 Candidate(s) declined job offer
- 1.00 Candidate(s) found unsuitable for the assignment

d. PROVIDE THE SPECIFIC EMPLOYMENT CRITERIA FOR THE POSITION

What special skills and knowledge are needed to successfully perform in this position? These should also be described in your recruitment advertisements and announcements.

A Pupil Personnel Services credential with an authorization in School Counseling is required for this position. Candidates should be able to promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, career, and personal/social/emotional development of all students.

e. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL

List the requirements that the applicant must complete to be eligible for the credential along with the credential goal and target date by which he or she plans to complete those requirements

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE
Clear PPSC Program Pupil Personnel Services	06/30/2023
in School Counseling at National University	

8. LIST THE NAME AND POSITION OF THE PERSON ASSIGNED TO PROVIDE SUPPORT AND ASSISTANCE TO THE APPLICANT DURING THE TERM OF THIS WAIVER

By assigning this individual, the employing agency makes a commitment to provide orientation, guidance and assistance to the applicant, as feasible, in completing the requirement(s) listed above.

Name Chris Moran Position Director, MTSS

9. SUBSEQUENT WAIVER REQUESTS

- Attach a copy of a personnel evaluation that verifies the applicant served satisfactorily in the position authorized by the previous waiver.
- Attach supporting documentation

10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?

Would the applicant have to travel more than 1 1/2 hours one-way to attend an institution with an approved program to meet the credential goal?

◯ Yes ◉ No ◯ Not applicable (program completion is not a requirement)

11. PROFESSIONAL FITNESS QUESTIONS (to be answered by the applicant)

Answers to the following questions are required. **If you answer yes to any question, you must complete the corresponding *Professional Fitness Explanation Form*.**

Before granting your application, the Commission will review, at a minimum:

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You must disclose misconduct, even if:

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- You did not go to court and your attorney went for you
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WARNING: You will be required to sign your application under penalty of perjury; by doing so you are also stating that you understand:

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- That you understand any and all instructions related to your application;
- Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential;
- The Commission may reject your application if it is incomplete and it will be delayed.

a. Have you ever been:

- dismissed or,
- non-reelected or,
- suspended without pay for more than ten days, or
- retired or,
- resigned from, or otherwise left school employment

because of **allegations of misconduct** or while **allegations of misconduct** were pending?

◯ Yes ◯ No

b. Have you ever been convicted of any felony or misdemeanor in California or any other place? You must disclose:

- all criminal convictions
- misdemeanors and felonies
- convictions based on a plea of no contest or nolo contendere
- convictions dismissed pursuant to Penal Code Section 1203.4
- driving under the influence (DUI) or reckless driving convictions
- no matter how much time has passed

You do not have to disclose:

- misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.
- Infractions (DUI or reckless driving convictions are not infractions)

◯ Yes ◯ No

c. Are you currently the subject of any inquiry or investigation by any law enforcement agency or any licensing agency in California or any other state?

◯ Yes ◯ No

d. Are any criminal charges currently pending against you?

◯ Yes ◯ No

e. Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service, revoked, denied, suspended, publicly reproved, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

◯ Yes ◯ No

f. Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

◯ Yes ◯ No

12. CHILD ABUSE AND NEGLECT MANDATED REPORTING (to be answered by the applicant)

As a document holder authorized to work with children, it is part of my professional and ethical duty to report every instance of child abuse or neglect known or suspected to have occurred to a child with whom I have professional contact.

I understand that I must report immediately, or as soon as practicably possible, by telephone to a law enforcement agency or a child protective agency, and will send a written report and any evidence relating to the incident within 36 hours of becoming aware of the abuse or neglect of the child.

I understand that reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person is not a substitute for making a mandated report to a law enforcement agency or a child protective agency.

I understand that the reporting duties are individual and no supervisor or administrator may impede or inhibit my reporting duties.

I understand that once I submit a report, I am not required to disclose my identity to my employer.

I understand that my failure to report an instance of suspected child abuse or neglect as required by the Child Abuse and Neglect Reporting Act under Section 11166 of the Penal Code is a misdemeanor punishable by up to six months in jail or by a fine of one thousand dollars ($1,000), or by both that imprisonment and fine.

I acknowledge and certify that as a document holder, I will fulfill all the duties required of a mandated reporter.

☐ **I agree**

13. PUBLIC NOTICE -- CHECK THE BOX THAT APPLIES

☒ **Public School District:** Attached is a copy of the agenda item presented to the governing board of the school district in a public meeting showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or his or her designee in item #14 below, the person signing verifies that the board acted upon the item favorably.

By submitting this waiver request the district is certifying that reasonable efforts to recruit a fully prepared teacher for the assignment(s) were made in the following order:

1. A candidate who is qualified to participate in an approved internship program in the region of the school district
2. An individual who is scheduled to complete initial preparation requirements within six months

☐ **County Office of Education, State Agency, or Nonpublic, Nonsectarian School or Agency:** Attached is a dated copy of the notice that was posted at least 72 hours before the position was filled showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or administrator or his or her designee in item #15 below, the person signing verifies that there were no objections to this waiver request.

14. APPLICANT'S CERTIFICATION

I understand that in order to receive a subsequent waiver for this assignment I must pursue the completion of requirements to obtain full certification in the subject or area covered by this waiver request as specified in #7 above.

I understand that if my case is heard in a public meeting, all materials submitted to the Commission regarding my suitability, including grades and test scores, may be discussed.

I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all of the foregoing statements in this application are true and correct.

_____

Signature of Applicant **Date**
(Sign full legal name as listed in #2)

15. EMPLOYING AGENCY CERTIFICATION *(To be signed by district or county superintendent, personnel administrator, NPS/NPA administrator, or designee.)*

The person for whom this waiver is requested will not be employed until he or she has been cleared by the Department of Justice under the provisions of Education Code Section 44332.6 and Section 44830.1 (AB1612). The employer acknowledges that the Commission's final approval of this individual's waiver will be determined by a fitness review covering, in part, criminal activity, including certain in-state and/or out-of-state convictions. If this waiver request is for service to special education children, the Special Education Local Planning Area (SELPA) has been notified of our intent to request this waiver.

I certify under penalty of perjury that the information provided in this report is accurate and complete.

Signature: _____

Title: _____

Date: _____

Commission on Teacher Credentialing
Certification Division
ATTN: Waiver Unit
1900 Capitol Avenue
Sacramento, CA 95811-4213

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

CTC Use Only

CTC Use Only
W Z

VARIABLE TERM WAIVER REQUEST (WV1 Form)

Requests must be prepared by the employing agency, not the applicant. All materials must be typewritten or computer generated and sufficiently clear to photocopy. This form must be used for **first time and subsequent** waivers **only**.

1. **EMPLOYING AGENCY** (include mailing address)	County/District	Contact Person:
San Juan Unified School District 3738 Walnut Avenue Carmichael, CA 95608 NPS/NPA (list county code _____)	CDS Code 34 67447	Lisa Ellington Telephone #: 9169717244 EMail: lisa.ellington@sanjuan.edu

2. APPLICANT INFORMATION:

Social Security or Individual Tax Identification Number: _____

All applicants must answer professional fitness questions (see #11). In addition, if fingerprint clearance is not on file at CTC, a completed Live Scan receipt (41-LS) must be submitted with this waiver request. If needed, a review by the Division of Professional Practices will be concluded before a waiver approval letter will be issued.

Full Legal Name Lorena (First) P (Middle) Bessemer (Last)

Former Name(s) _____ Birth Date _____

Applicant's Mailing Address _____

_____

Phone# _____ Email _____

Waiver Title Professional Preparation Program for a Pupil Personnel Services Credential

(List the specific title and subject area of the credential that authorizes the assignment. Note that the subject must be one that is available under current regulations.)

Assignment School Social Worker

Indicate specific position and grade level *(e.g. chemistry teacher, grades 11-12)*

- For bilingual assignment list LANGUAGE: _____
- Is this a full time position? (●) Yes ( ) No
- If not, indicate how many periods a day the individual will be teaching the waiver assignment(s) _____
- Is this a subsequent waiver? (see #9 for additional information) ( ) Yes (●) No

3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED

Specific section(s) covering the assignment: Ed Code 44266

4. EFFECTIVE DATES

Waivers are dated effective the beginning date of service. Provide the ending date of your school term, track or year below. A justification *must* be included if the expiration date extends beyond the term, track or year.

Effective Dates (mm/dd/yyyy): 8/2/2022 **to** 6/7/2023

Ending date of school term, track, or year: 6/30/2023

5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE SHORTAGE AREA FOR THE ASSIGNMENT

- ☐ Special Education
- ☐ Clinical or Rehabilitative Services
- ☐ Speech-Language Pathology Services
- ☐ Driver Education and Training
- ☐ 30-Day Substitute

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

No copies are necessary if this is a recognized high incidence area.

- ☐ Advertised in local/national newspapers
- ☐ Advertised in professional journals
- ☐ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Contacted IHE placement centers
- ☐ Distributed job announcements
- ☐ Internet

Other _____

c. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

6. NON STATEWIDE NON SHORTAGE AREA WAIVER REQUESTS:

a. INDICATE THE LOW INCIDENCE AREA FOR THE ASSIGNMENT

- ☐ Administrative Services
- ☐ Single Subject Teaching (**all** subject areas)
- ☐ Designated Subjects – except driver education and training
- ☐ Teacher Librarian Services
- ☐ Multiple Subject Teaching
- ☒ Pupil Personnel Services: Counseling, Psychology, Social Work
- ☐ Reading Specialist/Certificate
- ☐ Teacher of English Learner Students

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

Copies of announcements, advertisements, web site registration, etc. **must** be attached.

The employer must verify **all** of the following:

- ☒ Distributed job announcements
- ☒ Contacted IHE placement centers
- ☒ Internet (i.e. www.edjoin.org)

Optional recruitment methods:

- ☐ Advertised in local/national newspaper
- ☒ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Advertised in professional journals

Other _____

c. PROVIDE DETAILED INFORMATION ABOUT THE RESULTS OF RECRUITMENT EFFORTS. BE SURE TO ANSWER EACH OF THE FOLLOWING QUESTIONS:

How many individuals credentialed in the authorization of the waiver request applied for the position? 0

How many individuals credentialed in the authorization of the waiver request were interviewed? 0

What were the results of those interviews? (Please indicate answers in numbers)

0.00 Applicant(s) withdrew
0.00 Candidate(s) declined job offer
0.00 Candidate(s) found unsuitable for the assignment

d. PROVIDE THE SPECIFIC EMPLOYMENT CRITERIA FOR THE POSITION

What special skills and knowledge are needed to successfully perform in this position? These should also be described in your recruitment advertisements and announcements.

A Pupil Personnel Services credential with an authorization in School Social Work is required for this position along with a Master's degree in social work or a related field. Experience working with Foster Youth, Foster Family Agencies, Child Protective Services, and/or group homes is preferred. Candidates should be knowledgable about the effects of social, cultural, ethnic, and emotional forces in children which may affect the learning process.

e. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

Ms. Bessemer has been providing School Couseling services with her Clear Pupil Personnel services credential since 2000. Ms. Bessemer was enrolled in the PPS program at California State University, Sacramento to complete the necessary requirements to obtain an added authorization in School Social Work, which has since been issued as of 09/09/2022. Ms. Bessemer started the 22/23 school year as a School Social Worker within our Multi-Tiered Systems of Support Department and is providing valuable social and emotional support to our students throughout our district. Ms. Bessemer has previously served as a School Couselor in our district as well.

7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL

List the requirements that the applicant must complete to be eligible for the credential along with the credential goal and target date by which he or she plans to complete those requirements

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE
Pupil Personnel Services Credential in SSW Program	09/09/2022
at California State University, Sacramento	
-Added Authorization in School Social Work	

8. LIST THE NAME AND POSITION OF THE PERSON ASSIGNED TO PROVIDE SUPPORT AND ASSISTANCE TO THE APPLICANT DURING THE TERM OF THIS WAIVER

By assigning this individual, the employing agency makes a commitment to provide orientation, guidance and assistance to the applicant, as feasible, in completing the requirement(s) listed above.

Name Chris Moran _____ Position Director, MTSS _____

9. SUBSEQUENT WAIVER REQUESTS

- Attach a copy of a personnel evaluation that verifies the applicant served satisfactorily in the position authorized by the previous waiver.
- Attach supporting documentation

10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?

Would the applicant have to travel more than 1 1/2 hours one-way to attend an institution with an approved program to meet the credential goal?

◯ Yes ◉ No ◯ Not applicable (program completion is not a requirement)

11. PROFESSIONAL FITNESS QUESTIONS (to be answered by the applicant)

Answers to the following questions are required. **If you answer yes to any question, you must complete the corresponding *Professional Fitness Explanation Form*.**

Before granting your application, the Commission will review, at a minimum:

- Federal Bureau of Investigation criminal history (rap sheet)
- California Department of Justice criminal history (rap sheet)
- International database of teacher misconduct maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC)
- Previous reviews by the Commission
- Complaints from others
- Notifications from school districts
- Teacher preparation test score violations

You must disclose misconduct, even if:

- It happened a long time ago
- It happened in another state, federal court, military or jurisdiction outside the United States
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- You received a certificate of rehabilitation
- Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended

WARNING: You will be required to sign your application under penalty of perjury; by doing so you are also stating that you understand:

- That the information you provide is true and correct;
- That you understand any and all instructions related to your application;
- Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential;
- The Commission may reject your application if it is incomplete and it will be delayed.

a. Have you ever been:

- dismissed or,
- non-reelected or,
- suspended without pay for more than ten days, or
- retired or,
- resigned from, or otherwise left school employment

because of **allegations of misconduct** or while **allegations of misconduct** were pending?

◯ Yes ◯ No

b. Have you ever been convicted of any felony or misdemeanor in California or any other place? You must disclose:

- all criminal convictions
- misdemeanors and felonies
- convictions based on a plea of no contest or nolo contendere
- convictions dismissed pursuant to Penal Code Section 1203.4
- driving under the influence (DUI) or reckless driving convictions
- no matter how much time has passed

You do not have to disclose:

- misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.
- Infractions (DUI or reckless driving convictions are not infractions)

◯ Yes ◯ No

c. Are you currently the subject of any inquiry or investigation by any law enforcement agency or any licensing agency in California or any other state?

◯ Yes ◯ No

d. Are any criminal charges currently pending against you?

◯ Yes ◯ No

e. Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service, revoked, denied, suspended, publicly reproved, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

◯ Yes ◯ No

f. Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

◯ Yes ◯ No

12. CHILD ABUSE AND NEGLECT MANDATED REPORTING (to be answered by the applicant)

As a document holder authorized to work with children, it is part of my professional and ethical duty to report every instance of child abuse or neglect known or suspected to have occurred to a child with whom I have professional contact.

I understand that I must report immediately, or as soon as practicably possible, by telephone to a law enforcement agency or a child protective agency, and will send a written report and any evidence relating to the incident within 36 hours of becoming aware of the abuse or neglect of the child.

I understand that reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person is not a substitute for making a mandated report to a law enforcement agency or a child protective agency.

I understand that the reporting duties are individual and no supervisor or administrator may impede or inhibit my reporting duties.

I understand that once I submit a report, I am not required to disclose my identity to my employer.

I understand that my failure to report an instance of suspected child abuse or neglect as required by the Child Abuse and Neglect Reporting Act under Section 11166 of the Penal Code is a misdemeanor punishable by up to six months in jail or by a fine of one thousand dollars ($1,000), or by both that imprisonment and fine.

I acknowledge and certify that as a document holder, I will fulfill all the duties required of a mandated reporter.

☐ **I agree**

13. PUBLIC NOTICE -- CHECK THE BOX THAT APPLIES

☒ **Public School District:** Attached is a copy of the agenda item presented to the governing board of the school district in a public meeting showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or his or her designee in item #14 below, the person signing verifies that the board acted upon the item favorably.

By submitting this waiver request the district is certifying that reasonable efforts to recruit a fully prepared teacher for the assignment(s) were made in the following order:

1. A candidate who is qualified to participate in an approved internship program in the region of the school district
2. An individual who is scheduled to complete initial preparation requirements within six months

☐ **County Office of Education, State Agency, or Nonpublic, Nonsectarian School or Agency:** Attached is a dated copy of the notice that was posted at least 72 hours before the position was filled showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or administrator or his or her designee in item #15 below, the person signing verifies that there were no objections to this waiver request.

14. APPLICANT'S CERTIFICATION

I understand that in order to receive a subsequent waiver for this assignment I must pursue the completion of requirements to obtain full certification in the subject or area covered by this waiver request as specified in #7 above.

I understand that if my case is heard in a public meeting, all materials submitted to the Commission regarding my suitability, including grades and test scores, may be discussed.

I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all of the foregoing statements in this application are true and correct.

Signature of Applicant **Date**
(Sign full legal name as listed in #2)

15. EMPLOYING AGENCY CERTIFICATION *(To be signed by district or county superintendent, personnel administrator, NPS/NPA administrator, or designee.)*

The person for whom this waiver is requested will not be employed until he or she has been cleared by the Department of Justice under the provisions of Education Code Section 44332.6 and Section 44830.1 (AB1612). The employer acknowledges that the Commission's final approval of this individual's waiver will be determined by a fitness review covering, in part, criminal activity, including certain in-state and/or out-of-state convictions. If this waiver request is for service to special education children, the Special Education Local Planning Area (SELPA) has been notified of our intent to request this waiver.

I certify under penalty of perjury that the information provided in this report is accurate and complete.

Signature: _____

Title: _____

Date: _____

Commission on Teacher Credentialing
Certification Division
ATTN: Waiver Unit
1900 Capitol Avenue
Sacramento, CA 95811-4213

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

CTC Use Only

CTC Use Only
W Z

VARIABLE TERM WAIVER REQUEST (WV1 Form)

Requests must be prepared by the employing agency, not the applicant. All materials must be typewritten or computer generated and sufficiently clear to photocopy. This form must be used for **first time and subsequent** waivers **only**.

1. **EMPLOYING AGENCY** (include mailing address)	County/District	Contact Person:
San Juan Unified School District 3738 Walnut Avenue Carmichael, CA 95608 NPS/NPA (list county code _____)	CDS Code 34 67447	Lisa Ellington Telephone #: 9169717244 EMail: lisa.ellington@sanjuan.edu

2. APPLICANT INFORMATION:

Social Security or Individual Tax Identification Number: _____

All applicants must answer professional fitness questions (see #11). In addition, if fingerprint clearance is not on file at CTC, a completed Live Scan receipt (41-LS) must be submitted with this waiver request. If needed, a review by the Division of Professional Practices will be concluded before a waiver approval letter will be issued.

Full Legal Name Sally (First) _____ (Middle) Coronel (Last)

Former Name(s) _____ Birth Date _____

Applicant's Mailing Address _____

_____

Phone# _____ Email _____

Waiver Title Professional Preparation Program for a Pupil Personnel Services Credential

(List the specific title and subject area of the credential that authorizes the assignment. Note that the subject must be one that is available under current regulations.)

Assignment School Social Worker

Indicate specific position and grade level *(e.g. chemistry teacher, grades 11-12)*

- For bilingual assignment list LANGUAGE: _____
- Is this a full time position? (●) Yes ( ) No
- If not, indicate how many periods a day the individual will be teaching the waiver assignment(s) _____
- Is this a subsequent waiver? (see #9 for additional information) ( ) Yes (●) No

3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED

Specific section(s) covering the assignment: Ed Code 44266

4. EFFECTIVE DATES

Waivers are dated effective the beginning date of service. Provide the ending date of your school term, track or year below. A justification *must* be included if the expiration date extends beyond the term, track or year.

Effective Dates (mm/dd/yyyy): 8/3/2022 **to** 6/7/2023

Ending date of school term, track, or year: 6/30/2023

5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE SHORTAGE AREA FOR THE ASSIGNMENT

- ☐ Special Education
- ☐ Clinical or Rehabilitative Services
- ☐ Speech-Language Pathology Services
- ☐ Driver Education and Training
- ☐ 30-Day Substitute

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

No copies are necessary if this is a recognized high incidence area.

- ☐ Advertised in local/national newspapers
- ☐ Advertised in professional journals
- ☐ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Contacted IHE placement centers
- ☐ Distributed job announcements
- ☐ Internet

Other _____

c. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

6. NON STATEWIDE NON SHORTAGE AREA WAIVER REQUESTS:

a. INDICATE THE LOW INCIDENCE AREA FOR THE ASSIGNMENT

- ☐ Administrative Services
- ☐ Single Subject Teaching (**all** subject areas)
- ☐ Designated Subjects – except driver education and training
- ☐ Teacher Librarian Services
- ☐ Multiple Subject Teaching
- ☒ Pupil Personnel Services: Counseling, Psychology, Social Work
- ☐ Reading Specialist/Certificate
- ☐ Teacher of English Learner Students

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

Copies of announcements, advertisements, web site registration, etc. **must** be attached.

The employer must verify **all** of the following:

- ☒ Distributed job announcements
- ☒ Contacted IHE placement centers
- ☒ Internet (i.e. www.edjoin.org)

Optional recruitment methods:

- ☐ Advertised in local/national newspaper
- ☒ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Advertised in professional journals

Other _____

c. PROVIDE DETAILED INFORMATION ABOUT THE RESULTS OF RECRUITMENT EFFORTS. BE SURE TO ANSWER EACH OF THE FOLLOWING QUESTIONS:

How many individuals credentialed in the authorization of the waiver request applied for the position? 0

How many individuals credentialed in the authorization of the waiver request were interviewed? 0

What were the results of those interviews? (Please indicate answers in numbers)

0.00 Applicant(s) withdrew
0.00 Candidate(s) declined job offer
0.00 Candidate(s) found unsuitable for the assignment

d. PROVIDE THE SPECIFIC EMPLOYMENT CRITERIA FOR THE POSITION

What special skills and knowledge are needed to successfully perform in this position? These should also be described in your recruitment advertisements and announcements.

A Pupil Personnel Services credential with an authorization in School Social Work is required for this position along with a Master's degree in social work or a related field. Experience working with Foster Youth, Foster Family Agencies, Child Protective Services, and/or group homes is preferred. Candidates should be knowledgable about the effects of social, cultural, ethnic, and emotional forces in children which may affect the learning process.

e. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

Ms. Coronel holds a Bachelor's degree and Master's degree in School Social Work from California State University. Ms. Coronel began gaining experience in this field in 2017 working as a Resource Coordinator for EAH Housing followed by working in Foster Care as a Social Worker Placement Coordinator. She has also served as a Social Service Practitioner and most recently as a Clinician for a Family Counseling Center. Ms. Coronel provides support to our students at Howe Avenue Elementary School.

7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL

List the requirements that the applicant must complete to be eligible for the credential along with the credential goal and target date by which he or she plans to complete those requirements

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE
Post-Masters PPSC Program at CSU, Sacramento	06/30/2023
450 fieldwork hours	
for Clear Pupil Personnel Services in SSW	

8. LIST THE NAME AND POSITION OF THE PERSON ASSIGNED TO PROVIDE SUPPORT AND ASSISTANCE TO THE APPLICANT DURING THE TERM OF THIS WAIVER

By assigning this individual, the employing agency makes a commitment to provide orientation, guidance and assistance to the applicant, as feasible, in completing the requirement(s) listed above.

Name Cassidy Butler _____ Position Principal _____

9. SUBSEQUENT WAIVER REQUESTS

- Attach a copy of a personnel evaluation that verifies the applicant served satisfactorily in the position authorized by the previous waiver.
- Attach supporting documentation

10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?

Would the applicant have to travel more than 1 1/2 hours one-way to attend an institution with an approved program to meet the credential goal?

◯ Yes ◉ No ◯ Not applicable (program completion is not a requirement)

11. PROFESSIONAL FITNESS QUESTIONS (to be answered by the applicant)

Answers to the following questions are required. **If you answer yes to any question, you must complete the corresponding *Professional Fitness Explanation Form*.**

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- You received a certificate of rehabilitation
- Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended

WARNING: You will be required to sign your application under penalty of perjury; by doing so you are also stating that you understand:

- That the information you provide is true and correct;
- That you understand any and all instructions related to your application;
- Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential;
- The Commission may reject your application if it is incomplete and it will be delayed.

a. Have you ever been:

- dismissed or,
- non-reelected or,
- suspended without pay for more than ten days, or
- retired or,
- resigned from, or otherwise left school employment

because of **allegations of misconduct** or while **allegations of misconduct** were pending?

◯ Yes ◯ No

b. Have you ever been convicted of any felony or misdemeanor in California or any other place? You must disclose:

- all criminal convictions
- misdemeanors and felonies
- convictions based on a plea of no contest or nolo contendere
- convictions dismissed pursuant to Penal Code Section 1203.4
- driving under the influence (DUI) or reckless driving convictions
- no matter how much time has passed

You do not have to disclose:

- misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.
- Infractions (DUI or reckless driving convictions are not infractions)

◯ Yes ◯ No

c. Are you currently the subject of any inquiry or investigation by any law enforcement agency or any licensing agency in California or any other state?

◯ Yes ◯ No

d. Are any criminal charges currently pending against you?

◯ Yes ◯ No

e. Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service, revoked, denied, suspended, publicly reproved, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

◯ Yes ◯ No

f. Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

◯ Yes ◯ No

12. CHILD ABUSE AND NEGLECT MANDATED REPORTING (to be answered by the applicant)

As a document holder authorized to work with children, it is part of my professional and ethical duty to report every instance of child abuse or neglect known or suspected to have occurred to a child with whom I have professional contact.

I understand that I must report immediately, or as soon as practicably possible, by telephone to a law enforcement agency or a child protective agency, and will send a written report and any evidence relating to the incident within 36 hours of becoming aware of the abuse or neglect of the child.

I understand that reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person is not a substitute for making a mandated report to a law enforcement agency or a child protective agency.

I understand that the reporting duties are individual and no supervisor or administrator may impede or inhibit my reporting duties.

I understand that once I submit a report, I am not required to disclose my identity to my employer.

I understand that my failure to report an instance of suspected child abuse or neglect as required by the Child Abuse and Neglect Reporting Act under Section 11166 of the Penal Code is a misdemeanor punishable by up to six months in jail or by a fine of one thousand dollars ($1,000), or by both that imprisonment and fine.

I acknowledge and certify that as a document holder, I will fulfill all the duties required of a mandated reporter.

☐ **I agree**

13. PUBLIC NOTICE -- CHECK THE BOX THAT APPLIES

☒ **Public School District:** Attached is a copy of the agenda item presented to the governing board of the school district in a public meeting showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or his or her designee in item #14 below, the person signing verifies that the board acted upon the item favorably.

By submitting this waiver request the district is certifying that reasonable efforts to recruit a fully prepared teacher for the assignment(s) were made in the following order:

1. A candidate who is qualified to participate in an approved internship program in the region of the school district
2. An individual who is scheduled to complete initial preparation requirements within six months

☐ **County Office of Education, State Agency, or Nonpublic, Nonsectarian School or Agency:** Attached is a dated copy of the notice that was posted at least 72 hours before the position was filled showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or administrator or his or her designee in item #15 below, the person signing verifies that there were no objections to this waiver request.

14. APPLICANT'S CERTIFICATION

I understand that in order to receive a subsequent waiver for this assignment I must pursue the completion of requirements to obtain full certification in the subject or area covered by this waiver request as specified in #7 above.

I understand that if my case is heard in a public meeting, all materials submitted to the Commission regarding my suitability, including grades and test scores, may be discussed.

I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all of the foregoing statements in this application are true and correct.

Signature of Applicant **Date**
(Sign full legal name as listed in #2)

15. EMPLOYING AGENCY CERTIFICATION *(To be signed by district or county superintendent, personnel administrator, NPS/NPA administrator, or designee.)*

The person for whom this waiver is requested will not be employed until he or she has been cleared by the Department of Justice under the provisions of Education Code Section 44332.6 and Section 44830.1 (AB1612). The employer acknowledges that the Commission's final approval of this individual's waiver will be determined by a fitness review covering, in part, criminal activity, including certain in-state and/or out-of-state convictions. If this waiver request is for service to special education children, the Special Education Local Planning Area (SELPA) has been notified of our intent to request this waiver.

I certify under penalty of perjury that the information provided in this report is accurate and complete.

Signature: _____

Title: _____

Date: _____

Commission on Teacher Credentialing
Certification Division
ATTN: Waiver Unit
1900 Capitol Avenue
Sacramento, CA 95811-4213

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

CTC Use Only

CTC Use Only
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VARIABLE TERM WAIVER REQUEST (WV1 Form)

Requests must be prepared by the employing agency, not the applicant. All materials must be typewritten or computer generated and sufficiently clear to photocopy. This form must be used for **first time and subsequent** waivers **only**.

1. **EMPLOYING AGENCY** (include mailing address)	County/District	Contact Person:
San Juan Unified School District 3738 Walnut Avenue Carmichael, CA 95608 NPS/NPA (list county code _____)	CDS Code 34 67447	Lisa Ellington Telephone #: 9169717244 EMail: lisa.ellington@sanjuan.edu

2. APPLICANT INFORMATION:

Social Security or Individual Tax Identification Number: _____

All applicants must answer professional fitness questions (see #11). In addition, if fingerprint clearance is not on file at CTC, a completed Live Scan receipt (41-LS) must be submitted with this waiver request. If needed, a review by the Division of Professional Practices will be concluded before a waiver approval letter will be issued.

Full Legal Name Cathrin (First) _____ (Middle) Kilmer (Last)

Former Name(s) _____ Birth Date _____

Applicant's Mailing Address _____

_____

Phone# _____ Email _____

Waiver Title Professional Preparation Program for a Pupil Personnel Services Credential

(List the specific title and subject area of the credential that authorizes the assignment. Note that the subject must be one that is available under current regulations.)

Assignment School Social Worker

Indicate specific position and grade level *(e.g. chemistry teacher, grades 11-12)*

- For bilingual assignment list LANGUAGE: _____
- Is this a full time position? (●) Yes ( ) No
- If not, indicate how many periods a day the individual will be teaching the waiver assignment(s) _____
- Is this a subsequent waiver? (see #9 for additional information) ( ) Yes (●) No

3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED

Specific section(s) covering the assignment: Ed Code 44266

4. EFFECTIVE DATES

Waivers are dated effective the beginning date of service. Provide the ending date of your school term, track or year below. A justification *must* be included if the expiration date extends beyond the term, track or year.

Effective Dates (mm/dd/yyyy): 8/10/2022 **to** 6/7/2023

Ending date of school term, track, or year: 6/30/2023

5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE SHORTAGE AREA FOR THE ASSIGNMENT

- ☐ Special Education
- ☐ Clinical or Rehabilitative Services
- ☐ Speech-Language Pathology Services
- ☐ Driver Education and Training
- ☐ 30-Day Substitute

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

No copies are necessary if this is a recognized high incidence area.

- ☐ Advertised in local/national newspapers
- ☐ Advertised in professional journals
- ☐ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Contacted IHE placement centers
- ☐ Distributed job announcements
- ☐ Internet

Other _____

c. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

6. NON STATEWIDE NON SHORTAGE AREA WAIVER REQUESTS:

a. INDICATE THE LOW INCIDENCE AREA FOR THE ASSIGNMENT

- ☐ Administrative Services
- ☐ Single Subject Teaching (**all** subject areas)
- ☐ Designated Subjects – except driver education and training
- ☐ Teacher Librarian Services
- ☐ Multiple Subject Teaching
- ☒ Pupil Personnel Services: Counseling, Psychology, Social Work
- ☐ Reading Specialist/Certificate
- ☐ Teacher of English Learner Students

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

Copies of announcements, advertisements, web site registration, etc. **must** be attached.

The employer must verify **all** of the following:

- ☒ Distributed job announcements
- ☒ Contacted IHE placement centers
- ☒ Internet (i.e. www.edjoin.org)

Optional recruitment methods:

- ☐ Advertised in local/national newspaper
- ☒ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Advertised in professional journals

Other _____

c. PROVIDE DETAILED INFORMATION ABOUT THE RESULTS OF RECRUITMENT EFFORTS. BE SURE TO ANSWER EACH OF THE FOLLOWING QUESTIONS:

How many individuals credentialed in the authorization of the waiver request applied for the position? 0

How many individuals credentialed in the authorization of the waiver request were interviewed? 0

What were the results of those interviews? (Please indicate answers in numbers)

0.00 Applicant(s) withdrew
0.00 Candidate(s) declined job offer
0.00 Candidate(s) found unsuitable for the assignment

d. PROVIDE THE SPECIFIC EMPLOYMENT CRITERIA FOR THE POSITION

What special skills and knowledge are needed to successfully perform in this position? These should also be described in your recruitment advertisements and announcements.

A Pupil Personnel Services credential with an authorization in School Social Work is required for this position along with a Master's degree in social work or a related field. Experience working with Foster Youth, Foster Family Agencies, Child Protective Services, and/or group homes is preferred. Candidates should be knowledgable about the effects of social, cultural, ethnic, and emotional forces in children which may affect the learning process.

e. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

Ms. Kilmer holds a Bachelor's degree in Social Welfare from UC Berkeley and a Master's degree in Social Work from California State University, Sacramento. Ms. Kilmer's Clear Pupil Personnel Services credential with an authorization in School Social Work was issued on 8/29/2022. She has been gaining experience in this field since 1998, and has worked with the California Department of Drug and Alcohol Programs. She has served as an MSW Intern and Clinician with Terkensha Associates North Area Mental Health Center, and most recently as a PPSC Intern in Roseville Joint USD. Ms. Kilmer provides support to our students at Cottage Elementary School.

7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL

List the requirements that the applicant must complete to be eligible for the credential along with the credential goal and target date by which he or she plans to complete those requirements

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE
PPSC Program in SSW at CSU, Sacramento	08/29/2022
for Clear Pupil Personnel Services credential in SSW	
450 fieldwork hours have been completed	
Passed CBEST	

8. LIST THE NAME AND POSITION OF THE PERSON ASSIGNED TO PROVIDE SUPPORT AND ASSISTANCE TO THE APPLICANT DURING THE TERM OF THIS WAIVER

By assigning this individual, the employing agency makes a commitment to provide orientation, guidance and assistance to the applicant, as feasible, in completing the requirement(s) listed above.

Name Arthur Estrada Position Principal

9. SUBSEQUENT WAIVER REQUESTS

- Attach a copy of a personnel evaluation that verifies the applicant served satisfactorily in the position authorized by the previous waiver.
- Attach supporting documentation

10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?

Would the applicant have to travel more than 1 1/2 hours one-way to attend an institution with an approved program to meet the credential goal?

○ Yes ◉ No ○ Not applicable (program completion is not a requirement)

11. PROFESSIONAL FITNESS QUESTIONS (to be answered by the applicant)

Answers to the following questions are required. **If you answer yes to any question, you must complete the corresponding *Professional Fitness Explanation Form*.**

Before granting your application, the Commission will review, at a minimum:

- Federal Bureau of Investigation criminal history (rap sheet)
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- International database of teacher misconduct maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC)
- Previous reviews by the Commission
- Complaints from others
- Notifications from school districts
- Teacher preparation test score violations

You must disclose misconduct, even if:

- It happened a long time ago
- It happened in another state, federal court, military or jurisdiction outside the United States
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- You received a certificate of rehabilitation
- Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended

WARNING: You will be required to sign your application under penalty of perjury; by doing so you are also stating that you understand:

- That the information you provide is true and correct;
- That you understand any and all instructions related to your application;
- Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential;
- The Commission may reject your application if it is incomplete and it will be delayed.

a. Have you ever been:

- dismissed or,
- non-reelected or,
- suspended without pay for more than ten days, or
- retired or,
- resigned from, or otherwise left school employment

because of **allegations of misconduct** or while **allegations of misconduct** were pending?

◯ Yes ◯ No

b. Have you ever been convicted of any felony or misdemeanor in California or any other place? You must disclose:

- all criminal convictions
- misdemeanors and felonies
- convictions based on a plea of no contest or nolo contendere
- convictions dismissed pursuant to Penal Code Section 1203.4
- driving under the influence (DUI) or reckless driving convictions
- no matter how much time has passed

You do not have to disclose:

- misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.
- Infractions (DUI or reckless driving convictions are not infractions)

◯ Yes ◯ No

c. Are you currently the subject of any inquiry or investigation by any law enforcement agency or any licensing agency in California or any other state?

◯ Yes ◯ No

d. Are any criminal charges currently pending against you?

◯ Yes ◯ No

e. Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service, revoked, denied, suspended, publicly reproved, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

◯ Yes ◯ No

f. Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

◯ Yes ◯ No

12. CHILD ABUSE AND NEGLECT MANDATED REPORTING (to be answered by the applicant)

As a document holder authorized to work with children, it is part of my professional and ethical duty to report every instance of child abuse or neglect known or suspected to have occurred to a child with whom I have professional contact.

I understand that I must report immediately, or as soon as practicably possible, by telephone to a law enforcement agency or a child protective agency, and will send a written report and any evidence relating to the incident within 36 hours of becoming aware of the abuse or neglect of the child.

I understand that reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person is not a substitute for making a mandated report to a law enforcement agency or a child protective agency.

I understand that the reporting duties are individual and no supervisor or administrator may impede or inhibit my reporting duties.

I understand that once I submit a report, I am not required to disclose my identity to my employer.

I understand that my failure to report an instance of suspected child abuse or neglect as required by the Child Abuse and Neglect Reporting Act under Section 11166 of the Penal Code is a misdemeanor punishable by up to six months in jail or by a fine of one thousand dollars ($1,000), or by both that imprisonment and fine.

I acknowledge and certify that as a document holder, I will fulfill all the duties required of a mandated reporter.

☐ **I agree**

13. PUBLIC NOTICE -- CHECK THE BOX THAT APPLIES

☒ **Public School District:** Attached is a copy of the agenda item presented to the governing board of the school district in a public meeting showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or his or her designee in item #14 below, the person signing verifies that the board acted upon the item favorably.

By submitting this waiver request the district is certifying that reasonable efforts to recruit a fully prepared teacher for the assignment(s) were made in the following order:

1. A candidate who is qualified to participate in an approved internship program in the region of the school district
2. An individual who is scheduled to complete initial preparation requirements within six months

☐ **County Office of Education, State Agency, or Nonpublic, Nonsectarian School or Agency:** Attached is a dated copy of the notice that was posted at least 72 hours before the position was filled showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or administrator or his or her designee in item #15 below, the person signing verifies that there were no objections to this waiver request.

14. APPLICANT'S CERTIFICATION

I understand that in order to receive a subsequent waiver for this assignment I must pursue the completion of requirements to obtain full certification in the subject or area covered by this waiver request as specified in #7 above.

I understand that if my case is heard in a public meeting, all materials submitted to the Commission regarding my suitability, including grades and test scores, may be discussed.

I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all of the foregoing statements in this application are true and correct.

_____

Signature of Applicant **Date**
(Sign full legal name as listed in #2)

15. EMPLOYING AGENCY CERTIFICATION *(To be signed by district or county superintendent, personnel administrator, NPS/NPA administrator, or designee.)*

The person for whom this waiver is requested will not be employed until he or she has been cleared by the Department of Justice under the provisions of Education Code Section 44332.6 and Section 44830.1 (AB1612). The employer acknowledges that the Commission's final approval of this individual's waiver will be determined by a fitness review covering, in part, criminal activity, including certain in-state and/or out-of-state convictions. If this waiver request is for service to special education children, the Special Education Local Planning Area (SELPA) has been notified of our intent to request this waiver.

I certify under penalty of perjury that the information provided in this report is accurate and complete.

Signature: _____

Title: _____

Date: _____

Commission on Teacher Credentialing
Certification Division
ATTN: Waiver Unit
1900 Capitol Avenue
Sacramento, CA 95811-4213

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

CTC Use Only

CTC Use Only
W Z

VARIABLE TERM WAIVER REQUEST (WV1 Form)

Requests must be prepared by the employing agency, not the applicant. All materials must be typewritten or computer generated and sufficiently clear to photocopy. This form must be used for **first time and subsequent** waivers **only**.

1. **EMPLOYING AGENCY** (include mailing address)	County/District	Contact Person:
San Juan Unified School District 3738 Walnut Avenue Carmichael, CA 95608 NPS/NPA (list county code _____)	CDS Code 34 67447	Lisa Ellington Telephone #: 9169717244 EMail: lisa.ellington@sanjuan.edu

2. APPLICANT INFORMATION:

Social Security or Individual Tax Identification Number: _____

All applicants must answer professional fitness questions (see #11). In addition, if fingerprint clearance is not on file at CTC, a completed Live Scan receipt (41-LS) must be submitted with this waiver request. If needed, a review by the Division of Professional Practices will be concluded before a waiver approval letter will be issued.

Full Legal Name Elizabeth (First) _____ (Middle) Zezulka-Byers (Last)

Former Name(s) _____ Birth Date _____

Applicant's Mailing Address _____

_____

Phone# _____ Email _____

Waiver Title Professional Preparation Program for a Pupil Personnel Services Credential

(List the specific title and subject area of the credential that authorizes the assignment. Note that the subject must be one that is available under current regulations.)

Assignment School Social Worker

Indicate specific position and grade level *(e.g. chemistry teacher, grades 11-12)*

- For bilingual assignment list LANGUAGE: _____
- Is this a full time position? (●) Yes ( ) No
- If not, indicate how many periods a day the individual will be teaching the waiver assignment(s) _____
- Is this a subsequent waiver? (see #9 for additional information) ( ) Yes (●) No

3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED

Specific section(s) covering the assignment: Ed Code 44266

4. EFFECTIVE DATES

Waivers are dated effective the beginning date of service. Provide the ending date of your school term, track or year below. A justification *must* be included if the expiration date extends beyond the term, track or year.

Effective Dates (mm/dd/yyyy): 8/2/2022 **to** 6/7/2023

Ending date of school term, track, or year: 6/30/2023

5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE SHORTAGE AREA FOR THE ASSIGNMENT

- ☐ Special Education
- ☐ Clinical or Rehabilitative Services
- ☐ Speech-Language Pathology Services
- ☐ Driver Education and Training
- ☐ 30-Day Substitute

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

No copies are necessary if this is a recognized high incidence area.

- ☐ Advertised in local/national newspapers
- ☐ Advertised in professional journals
- ☐ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Contacted IHE placement centers
- ☐ Distributed job announcements
- ☐ Internet

Other _____

c. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

6. NON STATEWIDE NON SHORTAGE AREA WAIVER REQUESTS:

a. INDICATE THE LOW INCIDENCE AREA FOR THE ASSIGNMENT

- ☐ Administrative Services
- ☐ Single Subject Teaching (**all** subject areas)
- ☐ Designated Subjects – except driver education and training
- ☐ Teacher Librarian Services
- ☐ Multiple Subject Teaching
- ☒ Pupil Personnel Services: Counseling, Psychology, Social Work
- ☐ Reading Specialist/Certificate
- ☐ Teacher of English Learner Students

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

Copies of announcements, advertisements, web site registration, etc. **must** be attached.

The employer must verify **all** of the following:

- ☒ Distributed job announcements
- ☒ Contacted IHE placement centers
- ☒ Internet (i.e. www.edjoin.org)

Optional recruitment methods:

- ☐ Advertised in local/national newspaper
- ☒ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Advertised in professional journals

Other _____

c. PROVIDE DETAILED INFORMATION ABOUT THE RESULTS OF RECRUITMENT EFFORTS. BE SURE TO ANSWER EACH OF THE FOLLOWING QUESTIONS:

How many individuals credentialed in the authorization of the waiver request applied for the position? 0

How many individuals credentialed in the authorization of the waiver request were interviewed? 0

What were the results of those interviews? (Please indicate answers in numbers)

0.00 Applicant(s) withdrew
0.00 Candidate(s) declined job offer
0.00 Candidate(s) found unsuitable for the assignment

d. PROVIDE THE SPECIFIC EMPLOYMENT CRITERIA FOR THE POSITION

What special skills and knowledge are needed to successfully perform in this position? These should also be described in your recruitment advertisements and announcements.

A Pupil Personnel Services credential with an authorization in School Social Work is required for this position along with a Master's degree in social work or a related field. Experience working with Foster Youth, Foster Family Agencies, Child Protective Services, and/or group homes is preferred. Candidates should be knowledgable about the effects of social, cultural, ethnic, and emotional forces in children which may affect the learning process.

e. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

Ms. Zezulka-Byers is working on completing the requirements to obtain a Clear Pupil Personnel Services credential with an authorization in School Social Work through California State University, Extension. She holds a Bachelor's degree in Social Work from University of South Alabama and a Master's degree in Social Work from University of Georgia. She has been working in our school district as a Social Emotional Support Technician since 2021. She has experience working as a SSW Intern and Case Investigator in the state of Georgia. Ms. Zezulka-Byers provides support to our students within our Multi-Tiered Systems of Support department.

7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL

List the requirements that the applicant must complete to be eligible for the credential along with the credential goal and target date by which he or she plans to complete those requirements

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE
PPSC Program in SSW at CSU, Sacramento	09/30/2022
for Clear Pupil Personnel Services credential in SSW	

8. LIST THE NAME AND POSITION OF THE PERSON ASSIGNED TO PROVIDE SUPPORT AND ASSISTANCE TO THE APPLICANT DURING THE TERM OF THIS WAIVER

By assigning this individual, the employing agency makes a commitment to provide orientation, guidance and assistance to the applicant, as feasible, in completing the requirement(s) listed above.

Name Chris Moran _____ Position Director, MTSS _____

9. SUBSEQUENT WAIVER REQUESTS

- Attach a copy of a personnel evaluation that verifies the applicant served satisfactorily in the position authorized by the previous waiver.
- Attach supporting documentation

10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?

Would the applicant have to travel more than 1 1/2 hours one-way to attend an institution with an approved program to meet the credential goal?

◯ Yes ◉ No ◯ Not applicable (program completion is not a requirement)

11. PROFESSIONAL FITNESS QUESTIONS (to be answered by the applicant)

Answers to the following questions are required. **If you answer yes to any question, you must complete the corresponding *Professional Fitness Explanation Form*.**

Before granting your application, the Commission will review, at a minimum:

- Federal Bureau of Investigation criminal history (rap sheet)
- California Department of Justice criminal history (rap sheet)
- International database of teacher misconduct maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC)
- Previous reviews by the Commission
- Complaints from others
- Notifications from school districts
- Teacher preparation test score violations

You must disclose misconduct, even if:

- It happened a long time ago
- It happened in another state, federal court, military or jurisdiction outside the United States
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- You received a certificate of rehabilitation
- Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended

WARNING: You will be required to sign your application under penalty of perjury; by doing so you are also stating that you understand:

- That the information you provide is true and correct;
- That you understand any and all instructions related to your application;
- Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential;
- The Commission may reject your application if it is incomplete and it will be delayed.

a. Have you ever been:

- dismissed or,
- non-reelected or,
- suspended without pay for more than ten days, or
- retired or,
- resigned from, or otherwise left school employment

because of **allegations of misconduct** or while **allegations of misconduct** were pending?

◯ Yes ◯ No

b. Have you ever been convicted of any felony or misdemeanor in California or any other place? You must disclose:

- all criminal convictions
- misdemeanors and felonies
- convictions based on a plea of no contest or nolo contendere
- convictions dismissed pursuant to Penal Code Section 1203.4
- driving under the influence (DUI) or reckless driving convictions
- no matter how much time has passed

You do not have to disclose:

- misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.
- Infractions (DUI or reckless driving convictions are not infractions)

◯ Yes ◯ No

c. Are you currently the subject of any inquiry or investigation by any law enforcement agency or any licensing agency in California or any other state?

◯ Yes ◯ No

d. Are any criminal charges currently pending against you?

◯ Yes ◯ No

e. Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service, revoked, denied, suspended, publicly reproved, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

◯ Yes ◯ No

f. Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

◯ Yes ◯ No

12. CHILD ABUSE AND NEGLECT MANDATED REPORTING (to be answered by the applicant)

As a document holder authorized to work with children, it is part of my professional and ethical duty to report every instance of child abuse or neglect known or suspected to have occurred to a child with whom I have professional contact.

I understand that I must report immediately, or as soon as practicably possible, by telephone to a law enforcement agency or a child protective agency, and will send a written report and any evidence relating to the incident within 36 hours of becoming aware of the abuse or neglect of the child.

I understand that reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person is not a substitute for making a mandated report to a law enforcement agency or a child protective agency.

I understand that the reporting duties are individual and no supervisor or administrator may impede or inhibit my reporting duties.

I understand that once I submit a report, I am not required to disclose my identity to my employer.

I understand that my failure to report an instance of suspected child abuse or neglect as required by the Child Abuse and Neglect Reporting Act under Section 11166 of the Penal Code is a misdemeanor punishable by up to six months in jail or by a fine of one thousand dollars ($1,000), or by both that imprisonment and fine.

I acknowledge and certify that as a document holder, I will fulfill all the duties required of a mandated reporter.

☐ **I agree**

13. PUBLIC NOTICE -- CHECK THE BOX THAT APPLIES

☒ **Public School District:** Attached is a copy of the agenda item presented to the governing board of the school district in a public meeting showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or his or her designee in item #14 below, the person signing verifies that the board acted upon the item favorably.

By submitting this waiver request the district is certifying that reasonable efforts to recruit a fully prepared teacher for the assignment(s) were made in the following order:

1. A candidate who is qualified to participate in an approved internship program in the region of the school district
2. An individual who is scheduled to complete initial preparation requirements within six months

☐ **County Office of Education, State Agency, or Nonpublic, Nonsectarian School or Agency:** Attached is a dated copy of the notice that was posted at least 72 hours before the position was filled showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or administrator or his or her designee in item #15 below, the person signing verifies that there were no objections to this waiver request.

14. APPLICANT'S CERTIFICATION

I understand that in order to receive a subsequent waiver for this assignment I must pursue the completion of requirements to obtain full certification in the subject or area covered by this waiver request as specified in #7 above.

I understand that if my case is heard in a public meeting, all materials submitted to the Commission regarding my suitability, including grades and test scores, may be discussed.

I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all of the foregoing statements in this application are true and correct.

_____

Signature of Applicant **Date**
(Sign full legal name as listed in #2)

15. EMPLOYING AGENCY CERTIFICATION *(To be signed by district or county superintendent, personnel administrator, NPS/NPA administrator, or designee.)*

The person for whom this waiver is requested will not be employed until he or she has been cleared by the Department of Justice under the provisions of Education Code Section 44332.6 and Section 44830.1 (AB1612). The employer acknowledges that the Commission's final approval of this individual's waiver will be determined by a fitness review covering, in part, criminal activity, including certain in-state and/or out-of-state convictions. If this waiver request is for service to special education children, the Special Education Local Planning Area (SELPA) has been notified of our intent to request this waiver.

I certify under penalty of perjury that the information provided in this report is accurate and complete.

Signature: _____

Title: _____

Date: _____

Commission on Teacher Credentialing
Certification Division
ATTN: Waiver Unit
1900 Capitol Avenue
Sacramento, CA 95811-4213

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

CTC Use Only

CTC Use Only
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VARIABLE TERM WAIVER REQUEST (WV1 Form)

Requests must be prepared by the employing agency, not the applicant. All materials must be typewritten or computer generated and sufficiently clear to photocopy. This form must be used for **first time and subsequent** waivers **only**.

1. **EMPLOYING AGENCY** (include mailing address)	County/District	Contact Person:
San Juan Unified School District 3738 Walnut Avenue Carmichael, CA 95608 NPS/NPA (list county code _____)	CDS Code 34 67447	Lisa Ellington Telephone #: 9169717244 EMail: lisa.ellington@sanjuan.edu

2. APPLICANT INFORMATION:

Social Security or Individual Tax Identification Number: _____

All applicants must answer professional fitness questions (see #11). In addition, if fingerprint clearance is not on file at CTC, a completed Live Scan receipt (41-LS) must be submitted with this waiver request. If needed, a review by the Division of Professional Practices will be concluded before a waiver approval letter will be issued.

Full Legal Name Mason (First) _____ (Middle) Bascochea (Last)

Former Name(s) _____ Birth Date _____

Applicant's Mailing Address _____

_____

Phone# _____ Email _____

Waiver Title Requirments for Initial Issuance of Provisional Internship Permit (Single Sub)

(List the specific title and subject area of the credential that authorizes the assignment. Note that the subject must be one that is available under current regulations.)

Assignment Single Subject- English

Indicate specific position and grade level *(e.g. chemistry teacher, grades 11-12)*

- For bilingual assignment list LANGUAGE: _____
- Is this a full time position? (●) Yes ( ) No
- If not, indicate how many periods a day the individual will be teaching the waiver assignment(s) _____
- Is this a subsequent waiver? (see #9 for additional information) ( ) Yes (●) No

3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED

Specific section(s) covering the assignment: T5 80021.1

4. EFFECTIVE DATES

Waivers are dated effective the beginning date of service. Provide the ending date of your school term, track or year below. A justification *must* be included if the expiration date extends beyond the term, track or year.

Effective Dates (mm/dd/yyyy): 9/27/2022 **to** 6/7/2023

Ending date of school term, track, or year: 6/30/2023

5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE SHORTAGE AREA FOR THE ASSIGNMENT

- ☐ Special Education
- ☐ Clinical or Rehabilitative Services
- ☐ Speech-Language Pathology Services
- ☐ Driver Education and Training
- ☐ 30-Day Substitute

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

No copies are necessary if this is a recognized high incidence area.

- ☐ Advertised in local/national newspapers
- ☐ Advertised in professional journals
- ☐ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Contacted IHE placement centers
- ☐ Distributed job announcements
- ☐ Internet

Other _____

c. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

6. NON STATEWIDE NON SHORTAGE AREA WAIVER REQUESTS:

a. INDICATE THE LOW INCIDENCE AREA FOR THE ASSIGNMENT

- ☐ Administrative Services
- ☒ Single Subject Teaching (**all** subject areas)
- ☐ Designated Subjects – except driver education and training
- ☐ Teacher Librarian Services
- ☐ Multiple Subject Teaching
- ☐ Pupil Personnel Services: Counseling, Psychology, Social Work
- ☐ Reading Specialist/Certificate
- ☐ Teacher of English Learner Students

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

Copies of announcements, advertisements, web site registration, etc. **must** be attached.

The employer must verify **all** of the following:

- ☒ Distributed job announcements
- ☒ Contacted IHE placement centers
- ☒ Internet (i.e. www.edjoin.org)

Optional recruitment methods:

- ☐ Advertised in local/national newspaper
- ☒ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Advertised in professional journals

Other _____

c. PROVIDE DETAILED INFORMATION ABOUT THE RESULTS OF RECRUITMENT EFFORTS. BE SURE TO ANSWER EACH OF THE FOLLOWING QUESTIONS:

How many individuals credentialed in the authorization of the waiver request applied for the position? 3

How many individuals credentialed in the authorization of the waiver request were interviewed? 3

What were the results of those interviews? (Please indicate answers in numbers)

0.00 Applicant(s) withdrew

0.00 Candidate(s) declined job offer

3.00 Candidate(s) found unsuitable for the assignment

d. PROVIDE THE SPECIFIC EMPLOYMENT CRITERIA FOR THE POSITION

What special skills and knowledge are needed to successfully perform in this position? These should also be described in your recruitment advertisements and announcements.

A Single Subject credential with an authorization in English or a Multiple Subject credential with a supplementary authorization in English is required to teach in this position. Candidate must qualify and apply for a California credential or an emergency permit candidate may be considered. The hiring heirarchy must be followed.

e. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

Mr. Bascochea has been a Guest Teacher in San Juan since August 2021, and has been providing quality instruction to students primarily at John Barrett Middle School. He is pursuing a full teaching credential through the Intern eligibility pathway at National University. Mr. Bascochea has completed all required pre-service coursework, and upon passage of the CSETs in English, he will become Intern Eligible in English. Mr. Bascochea is registered to take all CSETs on 9/30/2022 and hopes to become intern eligible in November 2022. He is currently teaching our students at John Barrett Middle School, and is a wonderful addition to our district.

7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL

List the requirements that the applicant must complete to be eligible for the credential along with the credential goal and target date by which he or she plans to complete those requirements

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE
Intern Eligibility at National Univeristy	11/30/2022
CSETs in English (all exams)	09/30/2022

8. LIST THE NAME AND POSITION OF THE PERSON ASSIGNED TO PROVIDE SUPPORT AND ASSISTANCE TO THE APPLICANT DURING THE TERM OF THIS WAIVER

By assigning this individual, the employing agency makes a commitment to provide orientation, guidance and assistance to the applicant, as feasible, in completing the requirement(s) listed above.

Name Amy Alexander-Carter Position Principal

9. SUBSEQUENT WAIVER REQUESTS

- Attach a copy of a personnel evaluation that verifies the applicant served satisfactorily in the position authorized by the previous waiver.
- Attach supporting documentation

10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?

Would the applicant have to travel more than 1 1/2 hours one-way to attend an institution with an approved program to meet the credential goal?

○ Yes ◉ No ○ Not applicable (program completion is not a requirement)

11. PROFESSIONAL FITNESS QUESTIONS (to be answered by the applicant)

Answers to the following questions are required. **If you answer yes to any question, you must complete the corresponding *Professional Fitness Explanation Form*.**

Before granting your application, the Commission will review, at a minimum:

- Federal Bureau of Investigation criminal history (rap sheet)
- California Department of Justice criminal history (rap sheet)
- International database of teacher misconduct maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC)
- Previous reviews by the Commission
- Complaints from others
- Notifications from school districts
- Teacher preparation test score violations

You must disclose misconduct, even if:

- It happened a long time ago
- It happened in another state, federal court, military or jurisdiction outside the United States
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- You received a certificate of rehabilitation
- Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended

WARNING: You will be required to sign your application under penalty of perjury; by doing so you are also stating that you understand:

- That the information you provide is true and correct;
- That you understand any and all instructions related to your application;
- Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential;
- The Commission may reject your application if it is incomplete and it will be delayed.

a. Have you ever been:

- dismissed or,
- non-reelected or,
- suspended without pay for more than ten days, or
- retired or,
- resigned from, or otherwise left school employment

because of **allegations of misconduct** or while **allegations of misconduct** were pending?

◯ Yes ◯ No

b. Have you ever been convicted of any felony or misdemeanor in California or any other place? You must disclose:

- all criminal convictions
- misdemeanors and felonies
- convictions based on a plea of no contest or nolo contendere
- convictions dismissed pursuant to Penal Code Section 1203.4
- driving under the influence (DUI) or reckless driving convictions
- no matter how much time has passed

You do not have to disclose:

- misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.
- Infractions (DUI or reckless driving convictions are not infractions)

◯ Yes ◯ No

c. Are you currently the subject of any inquiry or investigation by any law enforcement agency or any licensing agency in California or any other state?

◯ Yes ◯ No

d. Are any criminal charges currently pending against you?

◯ Yes ◯ No

e. Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service, revoked, denied, suspended, publicly reproved, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

◯ Yes ◯ No

f. Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

◯ Yes ◯ No

12. CHILD ABUSE AND NEGLECT MANDATED REPORTING (to be answered by the applicant)

As a document holder authorized to work with children, it is part of my professional and ethical duty to report every instance of child abuse or neglect known or suspected to have occurred to a child with whom I have professional contact.

I understand that I must report immediately, or as soon as practicably possible, by telephone to a law enforcement agency or a child protective agency, and will send a written report and any evidence relating to the incident within 36 hours of becoming aware of the abuse or neglect of the child.

I understand that reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person is not a substitute for making a mandated report to a law enforcement agency or a child protective agency.

I understand that the reporting duties are individual and no supervisor or administrator may impede or inhibit my reporting duties.

I understand that once I submit a report, I am not required to disclose my identity to my employer.

I understand that my failure to report an instance of suspected child abuse or neglect as required by the Child Abuse and Neglect Reporting Act under Section 11166 of the Penal Code is a misdemeanor punishable by up to six months in jail or by a fine of one thousand dollars ($1,000), or by both that imprisonment and fine.

I acknowledge and certify that as a document holder, I will fulfill all the duties required of a mandated reporter.

☐ **I agree**

13. PUBLIC NOTICE -- CHECK THE BOX THAT APPLIES

☒ **Public School District:** Attached is a copy of the agenda item presented to the governing board of the school district in a public meeting showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or his or her designee in item #14 below, the person signing verifies that the board acted upon the item favorably.

By submitting this waiver request the district is certifying that reasonable efforts to recruit a fully prepared teacher for the assignment(s) were made in the following order:

1. A candidate who is qualified to participate in an approved internship program in the region of the school district
2. An individual who is scheduled to complete initial preparation requirements within six months

☐ **County Office of Education, State Agency, or Nonpublic, Nonsectarian School or Agency:** Attached is a dated copy of the notice that was posted at least 72 hours before the position was filled showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or administrator or his or her designee in item #15 below, the person signing verifies that there were no objections to this waiver request.

14. APPLICANT'S CERTIFICATION

I understand that in order to receive a subsequent waiver for this assignment I must pursue the completion of requirements to obtain full certification in the subject or area covered by this waiver request as specified in #7 above.

I understand that if my case is heard in a public meeting, all materials submitted to the Commission regarding my suitability, including grades and test scores, may be discussed.

I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all of the foregoing statements in this application are true and correct.

Signature of Applicant **Date**
(Sign full legal name as listed in #2)

15. EMPLOYING AGENCY CERTIFICATION *(To be signed by district or county superintendent, personnel administrator, NPS/NPA administrator, or designee.)*

The person for whom this waiver is requested will not be employed until he or she has been cleared by the Department of Justice under the provisions of Education Code Section 44332.6 and Section 44830.1 (AB1612). The employer acknowledges that the Commission's final approval of this individual's waiver will be determined by a fitness review covering, in part, criminal activity, including certain in-state and/or out-of-state convictions. If this waiver request is for service to special education children, the Special Education Local Planning Area (SELPA) has been notified of our intent to request this waiver.

I certify under penalty of perjury that the information provided in this report is accurate and complete.

Signature: _____

Title: _____

Date: _____

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: I-11

MEETING DATE: 10/11/2022

SUBJECT: Assignment of Teachers Outside Regular Base Credential

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

DEPARTMENT: Human Resources

ACTION REQUESTED:
The superintendent is recommending the board adopt Resolution No. 4040 authorizing the assignment of fifty-eight certificated employees who hold regular base credentials outside these authorizations during the 2022-2023 school year per Education Code sections 44256(b), 44258.2, 44263 and 44865.

RATIONALE/BACKGROUND:
Per the California Education Code sections cited above, a teacher may be authorized by action of the governing board to teach subjects beyond their credential provided they hold a valid credential, have a prerequisite number of college units in the subject area, and agree to the assignment. Several schools have identified teachers who meet the requirements to teach additional subjects (listed on the attachment). The schools and the district see these assignments as beneficial to the instructional program and therefore to student academic success.

ATTACHMENT(S):
A: 2022-2023 Board Resolutions

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 10/03/2022

FISCAL IMPACT:
Current Budget: $ N/A
Additional Budget: $ N/A
Funding Source: N/A
(Unrestricted Base, Supplemental, other restricted, etc.)
Current Year Only ☐ On-going ☐

LCAP/STRATEGIC PLAN:
Goal: N/A Focus: N/A
Action: N/A

Strategic Plan: N/A

PREPARED BY: Deann Carlson, Director, Human Resources

APPROVED BY: Paul Oropallo, Assistant Superintendent, Human Resources
Kent Kern, Superintendent of Schools

NAME	SITE	BASE CREDENTIAL	AUTHORIZATION(S) COVERED BY RESOLUTION	FTE
Education Code 44263 allows the holder of a Single Subject or Multiple Subject Credential to teach high school with 9 upper division/or combination of 18 units in added area of authorization.				
Bartholomew, Patricia	Casa Roble	M/S; Intro Home Economics	Home Economics	1.00
Beauchamp, Maria	Del Campo	M/S, Intro Business	Business (computers)	1.00
Cardoso, Todd	El Camino	M/S; Intro Math	Math	0.33
Edwards, Neal	Casa Roble	S/S Life Science, Computer Concepts & Applications, Intro general science, Intro physical science, Intro music	Biology	1.00
Horner, Christopher	Casa Roble	M/S, Intro Business, Intro Math	Math	0.67
Ohori, Megumi	Mira Loma	M/S; Intro Math	Math	1.00
Peoples, Leslie	Mesa Verde	M/S; Intro Math	Math	0.17
			Total FTE:	5.17
EDUCATION CODE 44256(b) allows the holder of a Multiple Subject credential to teach in grades Eight and below with 6 upper division/or combination of 12 units in added area of authorization.				
Antler, Vania	Churchill	Multiple Subject	French	1.00
Honegger, L. Colleen	Barrett	Multiple Subject	Social Science	0.40
Tamburrino, Jill	Carnegie	Multiple Subject	Social Science	1.00
			Total FTE:	2.40
EDUCATION CODE 44258.2 allows the holder of a Single Subject credential to teach in grades Eight and below with 6 upper division/or combination of 12 units in added area of authorization.				
Randall, Jeffrey	Arcade	S/S Social Science, Psychology	Math	1.00
Steinhauser, Maria	Orangevale Open	S/S English	Social Science	0.40
			Total FTE:	1.40

Key: M/S = Multiple Subject
S/S= Single Subject
Std Elem= Standard Elementary
Std Sec=Standard Secondary

NAME	SITE	BASE CREDENTIAL	AUTHORIZATION(S) COVERED BY RESOLUTION	FTE
EDUCATION CODE 44865 provides that a teacher with a valid teaching credential issued by the State Board of Education or the Commission for Teacher Preparation and Licensing, based on a bachelor's degree, student teaching, and special fitness to perform, shall be deemed qualifying for assignment as a teacher in the following assignments, provided that the assignment of a teacher to a position for which qualifications are prescribed by this section shall be made with the consent of the teacher:				
a) Home Teacher	*b) Classes organized primarily for adults*	*c) Hospital Classes*	*d) Necessary small high school*	
e) Continuation schools	*f) Alternative Schools*	*g) Opportunity schools*	*h) Juvenile courts schools*	
i) County community schols		*j) District community day schools*		
Austin, Kim	La Entrada	S/S History, Intro Social science	d)	1.00
Goldfried, Monique	La Entrada	S/S English	d)	1.00
Lim, Heewon	La Entrada	S/S Math	d)	1.00
Timm, Gina	La Entrada	S/S Life Science; Chemistry	d)	1.00
Werly, Scott	La Entrada	M/S; Intro English; Literature; Drama	d)	1.00
Adams, Deborah	El Sereno	Std Sec Home Ec; Sociology	f)	0.67
Barone, Kevin	El Sereno	S/S Math	f)	1.00
Bullock, John	El Sereno	S/S Math; Forestry; Horticulture	f)	1.00
Cermak, Scott	El Sereno	M/S, Intro English; S/S English	f)	1.00
Fielden, Karina	El Sereno	S/S English, Spanish	f)	1.00
Gladdis, Frith	El Sereno	S/S PE; Health Science	f)	1.00
Gramlach, Genevieve	El Sereno	S/S Biologlical Sciences	f)	1.00
Hedrick, Peter	El Sereno	S/S French; Social Science	f)	1.00
Moore, Kimberly	El Sereno	S/S Math	f)	1.00
Muraoka, Kasey	El Sereno	Multiple Subject	f)	1.00
Myers, Robert	El Sereno	S/S Social Science	f)	1.00
Pierce, Anna	El Sereno	S/S English; M/S	f)	1.00
Polston, Matthew	El Sereno	S/S English; Physical Education	f)	1.00
Sy, Kristle	El Sereno	S/S Physics	f)	1.00
Taurone, Cynthia	El Sereno	S/S Home Ec, Business	f)	1.00
Twilla, Deborah	El Sereno	M/S; Intro Math	f)	0.20
Wilson, David	El Sereno	S/S Social Science	f)	1.00
Hassett, Kevin	Arlington Heights	Multiple Subject	f)	1.00
Sagara, Julia	Arlington Heights	Multiple Subject	f)	1.00
Torres, Alma	Arlington Heights	Multiple Subject	f)	1.00
Wilson, Mandy	Arlington Heights	Multiple Subject	f)	1.00
Avera, Laura	Home School	Multiple Subject	a)	1.00
Cordell, Camille	Home School	Multiple Subject	a)	1.00
Freire, Suzanne	Home School	Multiple Subject	a)	1.00
Frost, Janneh	Home School	Ed Specialist Mild/Mod	a)	1.00
Kenniston, Dawn	Home School	M/S; S/S English, Dance	a)	1.00
Reeves, Raytese	Home School	M/S; Mod/Sev	a)	1.00
Stone, Jodi	Home School	Multiple Subject	a)	1.00
Ballisty, Jane	Home and Hospital	Standard Elementary	a) & c)	0.60
Beardsley, Margaret	Home and Hospital	S/S Math	a) & c)	0.60
Jagerson, Stacey	Home and Hospital	Multiple Subject	a) & c)	0.60

Key: M/S = Multiple Subject
S/S= Single Subject
Std Elem= Standard Elementary
Std Sec=Standard Secondary

NAME	SITE	BASE CREDENTIAL	AUTHORIZATION(S) COVERED BY RESOLUTION	FTE
EDUCATION CODE 44865 provides that a teacher with a valid teaching credential issued by the State Board of Education or the Commission for Teacher Preparation and Licensing, based on a bachelor's degree, student teaching, and special fitness to perform, shall be deemed qualifying for assignment as a teacher in the following assignments, provided that the assignment of a teacher to a position for which qualifications are prescribed by this section shall be made with the consent of the teacher:				
a) Home Teacher	*b) Classes organized primarily for adults*	*c) Hospital Classes*	*d) Necessary small high school*	
e) Continuation schools	*f) Alternative Schools*	*g) Opportunity schools*	*h) Juvenile courts schools*	
i) County community schols		*j) District community day schools*		
Lynch, Anna	Home and Hospital	M/S; LH	a) & c)	0.60
Meyer-Johanson, Janeen	Home and Hospital	M/S; LH	a) & c)	0.60
Newman, Cara	Home and Hospital	Multiple Subject	a) & c)	0.60
Seekins, Billie	Home and Hospital	M/S; Intro English, Home Ec, Health	a) & c)	0.60
Townsend, Rita	Home and Hospital	S/S English	a) & c)	0.60
Bebout, Michelle	Meraki	S/S English	f)	1.00
Cox, Glenda	Meraki	M/S Intro English; Intro Science; S/S Fndtnl Math	f)	1.00
DeJager, Daniel	Meraki	S/S Physical Education; Literature; Intro English; Intro Science	f)	1.00
Leister, Jon	Meraki	S/S Social Science; Intro Computers	f)	1.00
Watson, Christopher	Meraki	S/S Physical Education; Life Sci; Intro Physical Sci	f)	1.00
			Total FTE:	41.67

Key: M/S = Multiple Subject
S/S= Single Subject
Std Elem= Standard Elementary
Std Sec=Standard Secondary

SAN JUAN UNIFIED SCHOOL DISTRICT

RESOLUTION NO. 4040
ASSIGNMENT OF TEACHERS UNDER THE LICENSING OF CERTIFICATED PERSONNEL LAW

WHERAS, Education Code Sections 44256(b), 44258.2, 44263, and 44865 adopted by the California Legislature as part of the licensing of certificated personnel provides that the governing board of a school district may annually adopt a resolution authorizing the holder of certain teaching credentials to teach courses assigned which are not listed on his or her base teaching credential provided that the teacher has completed a pre-requisite number of college units at an accredited institution in the subject to which he or she is assigned; and

WHEREAS, many situations arise in which assignment to teach such subject is both necessary and desirable for the efficient operation of the school;

NOW, THEREFORE, BE IT RESOLVED that for the 2022-2023 school year, the Superintendent of the San Juan Unified School District, shall be authorized to assign teachers in accordance with the procedures enumerated below.

A. A holder of a single/multiple subject teaching credential, standard elementary/secondary teaching credential, or other teaching credential may be assigned to teach courses other than those authorized by subject matter designated on his/her credential.

B. Only the teachers listed with this resolution and those subsequently reported to the Board of Education during the 2022-2023 school year may be assigned in accordance with the provision cited.

IN WITNESS WHEREOF, on a motion by Board Member _____, seconded by _____, the foregoing Resolution was passed and adopted by the Board of Education of the San Juan Unified School District, Carmichael, California, this 11th day of October 2022.

_____
President

_____
Vice President

_____
Clerk

_____
Member

_____
Member

Members of the Board of Education of the San Juan Unified School District, a political subdivision of the State of California

Attested:

_____

Kent Kern, Executive Secretary

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: **I-12**

MEETING DATE: **10/11/2022**

SUBJECT: Provisional Internship Permits

DEPARTMENT: Human Resources

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

ACTION REQUESTED:
The superintendent is recommending that the board approve the submission of four Provisional Internship Permits to the California Commission on Teacher Credentialing (CTC) effective 08/09/2022-06/07/2023 for Grant Auer, Shauna Huber, Alyse Jaeger, and Ashleigh Tataipu.

RATIONALE/BACKGROUND:
California is experiencing an unprecedented teacher shortage and finding fully credentialed teachers has been a challenge. As a result, the district needs to apply for the following Provisional Internship Permits.

A Provisional Internship Permit is necessary to provide an authorization for Grant Auer to teach an assignment which requires an authorization for Education Specialist Moderate/Severe for the 2022-23 school year at Coyle Avenue Elementary. Mr. Auer is pursuing enrollment in an intern program to become intern eligible.

A Provisional Internship Permit is necessary to provide an authorization for Shauna Huber to teach an assignment which requires an authorization for Multiple Subject for the 2022-23 school year at Lichen K-8. Ms. Huber is pursuing enrollment in an intern program to become intern eligible.

A Provisional Internship Permit is necessary to provide an authorization for Alyse Jaeger to teach an assignment which requires an authorization for Single Subject Art for the 2022-23 school year at Dyer-Kelly Elementary School. Ms. Jaeger took the CSET exam on September 22, 2022. Ms. Jaeger will become intern eligible through National University in Single Subject Art upon passage of the CSET exam.

A Provisional Internship Permit is necessary to provide an authorization for Ashleigh Tataipu to teach an assignment which requires an authorization for Multiple Subject for the 2022-23 school year at Northridge Elementary School. Ms. Tataipu is pursuing a Multiple Subject credential at National University to become intern eligible.

Aspects of the CL-857 are intentionally left blank (applicant's personal information and board approval) and will be completed upon submission to the CTC.

All requests for Provisional Internship Permits must be presented for approval to the governing board of the public school district. Every Provisional Internship Permit request submitted to the CTC must include verification that a notice of intent to employ the named applicant in the identified position has been made public.

ATTACHMENT(S):
A: Provisional Internship Permit List

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 10/03/2022

FISCAL IMPACT
Current Budget: $ N/A
Additional Budget: $ N/A
Funding Source: N/A
(Unrestricted Base, Supplemental, other restricted, etc.)
Current Year Only ☐ On-going ☐

LCAP/STRATEGIC PLAN
Goal: N/A Focus: N/A
Action: N/A

Strategic Plan: N/A

PREPARED BY: Lisa Ellington, Analyst, Human Resources
Deann Carlson, Director, Human Resources

APPROVED BY: Paul Oropallo, Assistant Superintendent, Human Resources
Kent Kern, Superintendent of Schools

PROVISIONAL INTERNSHIP PERMIT

Type	Name	Effective Date(s)
Education Specialist Moderate/Severe	Grant Auer	09/21/2022 – 06/07/2023
Multiple Subject	Shauna Huber	08/18/2022 – 06/07/2023
Single Subject Art	Alyse Jaeger	09/23/2022 – 06/07/2023
Multiple Subject	Ashleigh Tataipu	08/09/2022 – 06/07/2023

State of California
Commission on Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

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

VERIFICATION OF REQUIREMENTS
For the Provisional Internship Permit

This form must be completed by the employing agency and submitted with each application for a Provisional Internship Permit.

Name of Applicant Grant Auer

SSN _____

Name of Employing Agency San Juan Unified School

County/District/CDS Code 34 67447

☐ Multiple Subject

☐ Single Subject - Specify subject(s): _____

☑ Education Specialist - Specify specialty area(s): Moderate/Severe

By submitting this form, the employing agency named above verifies that items 1-6 have been completed.

1. A diligent search has been conducted for a suitable credentialed teacher or qualified intern teacher by the following methods and verification of such recruitment efforts is attached:

   Required recruitment methods (provide photocopies of **all** of the following 3 methods):
   - ☑ Distributed job announcements
   - ☑ Contacted college or university placement centers
   - ☑ Advertised on the Internet

   Optional recruitment methods (in addition to the required methods above):
   - ☐ Advertised in professional journals
   - ☑ Attended job fairs in California
   - ☐ Attended recruitment out-of-state
   - ☐ Contacted California teacher recruitment centers
   - ☐ Advertised in local/national newspapers
   - ☐ Other (explain)

2. The permit holder will be provided orientation, guidance and assistance during the valid period of the permit
3. Public notice of intent to employ the applicant in the identified position has been given and meets the following criteria (check the box that applies):

   ☑ **Public School District**
   Public notice was presented as an action item on the governing board agenda and acted upon favorably. A copy of the agenda item is attached.

The agenda item included the applicant's name, assignment, including subject(s) grade level(s), school site, and a statement that the applicant will be employed on the basis of a Provisional Internship Permit.

☐ **County Offices of Education, Nonpublic Schools, Statewide Agencies, and Charter Schools**
Public notice was posted at least 72 hours before the position was filled. A copy of the dated notice is attached.

Public notice included the applicant's name, assignment, including subject(s) grade level(s), school site, and a statement that the applicant will be employed on the basis of a Provisional Internship Permit.

Public notice included a signed statement from the superintendent or administrator confirming there were no objections to the issuance of the permit.

4. The permit holder will be provided assistance in developing a personalized plan through an agency-defined assessment that would lead to meeting subject matter competence related to the permit
5. The permit holder will be provided assistance to seek and enroll in subject matter training, such as workshops or seminars and site-based courses along with training in test-taking strategies and will assist the permit holder in meeting subject matter competence related to the permit
6. The candidate has been apprised of the steps required to earn a credential and enroll in an intern program

☐ I understand that I must complete core academic area subject matter to enroll in an intern program for the Education Specialist Instruction Preliminary Credential (academic areas include art, English, foreign language, mathematics, music, science, social science, and multiple subjects)

Applicant Signature _____

Employing Agency Certification
This form must be signed by the District/County Superintendent, Personnel Administrator, NPS/NPA Administrator, or Designee.

I certify under penalty of perjury that the information provided on this form is true and correct.

Signature _____

Title _____

Date _____

State of California
Commission on Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

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

VERIFICATION OF REQUIREMENTS
For the Provisional Internship Permit

This form must be completed by the employing agency and submitted with each application for a Provisional Internship Permit.

Name of Applicant Shauna Huber

SSN _____

Name of Employing Agency San Juan Unified School

County/District/CDS Code 34 67447

☑ Multiple Subject

☐ Single Subject - Specify subject(s): _____

☐ Education Specialist - Specify specialty area(s): _____

By submitting this form, the employing agency named above verifies that items 1-6 have been completed.

1. A diligent search has been conducted for a suitable credentialed teacher or qualified intern teacher by the following methods and verification of such recruitment efforts is attached:

   Required recruitment methods (provide photocopies of **all** of the following 3 methods):
   - ☑ Distributed job announcements
   - ☑ Contacted college or university placement centers
   - ☑ Advertised on the Internet

   Optional recruitment methods (in addition to the required methods above):
   - ☐ Advertised in professional journals
   - ☑ Attended job fairs in California
   - ☐ Attended recruitment out-of-state
   - ☐ Contacted California teacher recruitment centers
   - ☐ Advertised in local/national newspapers
   - ☐ Other (explain)

2. The permit holder will be provided orientation, guidance and assistance during the valid period of the permit
3. Public notice of intent to employ the applicant in the identified position has been given and meets the following criteria (check the box that applies):

   ☑ **Public School District**
   Public notice was presented as an action item on the governing board agenda and acted upon favorably. A copy of the agenda item is attached.

The agenda item included the applicant's name, assignment, including subject(s) grade level(s), school site, and a statement that the applicant will be employed on the basis of a Provisional Internship Permit.

☐ **County Offices of Education, Nonpublic Schools, Statewide Agencies, and Charter Schools**
Public notice was posted at least 72 hours before the position was filled. A copy of the dated notice is attached.

Public notice included the applicant's name, assignment, including subject(s) grade level(s), school site, and a statement that the applicant will be employed on the basis of a Provisional Internship Permit.

Public notice included a signed statement from the superintendent or administrator confirming there were no objections to the issuance of the permit.

4. The permit holder will be provided assistance in developing a personalized plan through an agency-defined assessment that would lead to meeting subject matter competence related to the permit
5. The permit holder will be provided assistance to seek and enroll in subject matter training, such as workshops or seminars and site-based courses along with training in test-taking strategies and will assist the permit holder in meeting subject matter competence related to the permit
6. The candidate has been apprised of the steps required to earn a credential and enroll in an intern program

☐ I understand that I must complete core academic area subject matter to enroll in an intern program for the Education Specialist Instruction Preliminary Credential (academic areas include art, English, foreign language, mathematics, music, science, social science, and multiple subjects)

Applicant Signature _____

Employing Agency Certification
This form must be signed by the District/County Superintendent, Personnel Administrator, NPS/NPA Administrator, or Designee.

I certify under penalty of perjury that the information provided on this form is true and correct.

Signature _____

Title _____

Date _____

State of California
Commission on Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

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

VERIFICATION OF REQUIREMENTS
For the Provisional Internship Permit

This form must be completed by the employing agency and submitted with each application for a Provisional Internship Permit.

Name of Applicant Alyse Jaeger

SSN _____

Name of Employing Agency San Juan Unified School

County/District/CDS Code 34 67447

☐ Multiple Subject

☑ Single Subject - Specify subject(s): Art

☐ Education Specialist - Specify specialty area(s): _____

By submitting this form, the employing agency named above verifies that items 1-6 have been completed.

1. A diligent search has been conducted for a suitable credentialed teacher or qualified intern teacher by the following methods and verification of such recruitment efforts is attached:

   Required recruitment methods (provide photocopies of **all** of the following 3 methods):
   - ☑ Distributed job announcements
   - ☑ Contacted college or university placement centers
   - ☑ Advertised on the Internet

   Optional recruitment methods (in addition to the required methods above):
   - ☐ Advertised in professional journals
   - ☑ Attended job fairs in California
   - ☐ Attended recruitment out-of-state
   - ☐ Contacted California teacher recruitment centers
   - ☐ Advertised in local/national newspapers
   - ☐ Other (explain)

2. The permit holder will be provided orientation, guidance and assistance during the valid period of the permit
3. Public notice of intent to employ the applicant in the identified position has been given and meets the following criteria (check the box that applies):

   ☑ **Public School District**
   Public notice was presented as an action item on the governing board agenda and acted upon favorably. A copy of the agenda item is attached.

The agenda item included the applicant's name, assignment, including subject(s) grade level(s), school site, and a statement that the applicant will be employed on the basis of a Provisional Internship Permit.

☐ **County Offices of Education, Nonpublic Schools, Statewide Agencies, and Charter Schools**
Public notice was posted at least 72 hours before the position was filled. A copy of the dated notice is attached.

Public notice included the applicant's name, assignment, including subject(s) grade level(s), school site, and a statement that the applicant will be employed on the basis of a Provisional Internship Permit.

Public notice included a signed statement from the superintendent or administrator confirming there were no objections to the issuance of the permit.

4. The permit holder will be provided assistance in developing a personalized plan through an agency-defined assessment that would lead to meeting subject matter competence related to the permit
5. The permit holder will be provided assistance to seek and enroll in subject matter training, such as workshops or seminars and site-based courses along with training in test-taking strategies and will assist the permit holder in meeting subject matter competence related to the permit
6. The candidate has been apprised of the steps required to earn a credential and enroll in an intern program

☐ I understand that I must complete core academic area subject matter to enroll in an intern program for the Education Specialist Instruction Preliminary Credential (academic areas include art, English, foreign language, mathematics, music, science, social science, and multiple subjects)

Applicant Signature _____

Employing Agency Certification
This form must be signed by the District/County Superintendent, Personnel Administrator, NPS/NPA Administrator, or Designee.

I certify under penalty of perjury that the information provided on this form is true and correct.

Signature _____

Title _____

Date _____

State of California
Commission on Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

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

VERIFICATION OF REQUIREMENTS
For the Provisional Internship Permit

This form must be completed by the employing agency and submitted with each application for a Provisional Internship Permit.

Name of Applicant Ashleigh Tataipu

SSN _____

Name of Employing Agency San Juan Unified School

County/District/CDS Code 34 67447

☑ Multiple Subject

☐ Single Subject - Specify subject(s): _____

☐ Education Specialist - Specify specialty area(s): _____

By submitting this form, the employing agency named above verifies that items 1-6 have been completed.

1. A diligent search has been conducted for a suitable credentialed teacher or qualified intern teacher by the following methods and verification of such recruitment efforts is attached:

   Required recruitment methods (provide photocopies of **all** of the following 3 methods):
   - ☑ Distributed job announcements
   - ☑ Contacted college or university placement centers
   - ☑ Advertised on the Internet

   Optional recruitment methods (in addition to the required methods above):
   - ☐ Advertised in professional journals
   - ☑ Attended job fairs in California
   - ☐ Attended recruitment out-of-state
   - ☐ Contacted California teacher recruitment centers
   - ☐ Advertised in local/national newspapers
   - ☐ Other (explain)

2. The permit holder will be provided orientation, guidance and assistance during the valid period of the permit
3. Public notice of intent to employ the applicant in the identified position has been given and meets the following criteria (check the box that applies):

   ☑ **Public School District**
   Public notice was presented as an action item on the governing board agenda and acted upon favorably. A copy of the agenda item is attached.

The agenda item included the applicant's name, assignment, including subject(s) grade level(s), school site, and a statement that the applicant will be employed on the basis of a Provisional Internship Permit.

☐ **County Offices of Education, Nonpublic Schools, Statewide Agencies, and Charter Schools**
Public notice was posted at least 72 hours before the position was filled. A copy of the dated notice is attached.

Public notice included the applicant's name, assignment, including subject(s) grade level(s), school site, and a statement that the applicant will be employed on the basis of a Provisional Internship Permit.

Public notice included a signed statement from the superintendent or administrator confirming there were no objections to the issuance of the permit.

4. The permit holder will be provided assistance in developing a personalized plan through an agency-defined assessment that would lead to meeting subject matter competence related to the permit
5. The permit holder will be provided assistance to seek and enroll in subject matter training, such as workshops or seminars and site-based courses along with training in test-taking strategies and will assist the permit holder in meeting subject matter competence related to the permit
6. The candidate has been apprised of the steps required to earn a credential and enroll in an intern program

☐ I understand that I must complete core academic area subject matter to enroll in an intern program for the Education Specialist Instruction Preliminary Credential (academic areas include art, English, foreign language, mathematics, music, science, social science, and multiple subjects)

Applicant Signature _____

Employing Agency Certification
This form must be signed by the District/County Superintendent, Personnel Administrator, NPS/NPA Administrator, or Designee.

I certify under penalty of perjury that the information provided on this form is true and correct.

Signature _____

Title _____

Date _____

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: I-13

MEETING DATE: 10/11/2022

SUBJECT: Intent to Convey Easement at LeGette Elementary School to the Sacramento Municipal Utility District

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

DEPARTMENT: Facilities

ACTION REQUESTED:
The superintendent is recommending that the board adopt Resolution No. 4042, declaring the intent to convey a permanent easement at LeGette Elementary School to the Sacramento Municipal Utility District, and to call a public hearing to be held on November 15, 2022.

RATIONALE/BACKGROUND:
The Sacramento Municipal Utility District (SMUD) is requesting the granting of a permanent easement at LeGette Elementary School. The easement is necessary for the purpose to construct, place, inspect, remove, maintain and use electrical and communication facilities at the LeGette Elementary School property located in Fair Oaks, County of Sacramento, State of California, bounded and described as follows in the attachments.

ATTACHMENT(S):
A: Resolution No. 4042
B: SMUD Easement
C: SMUD Aerial Overlay Exhibit

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 10/03/2022

FISCAL IMPACT:
Current Budget: $ N/A
Additional Budget: $ N/A
Funding Source: N/A
(Unrestricted Base, Supplemental, other restricted, etc.)
Current Year Only ☒ Ongoing: ☐

LCAP/STRATEGIC PLAN:
Goal: N/A Focus: N/A
Action: N/A

Strategic Plan: N/A

PREPARED BY: Frank Camarda, Chief Operations Officer

APPROVED BY: Kent Kern, Superintendent of Schools

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

Resolution No. 4042

RESOLUTION OF INTENTION TO CONVEY TO THE
SACRAMENTO MUNICIPAL UTILITY DISTRICT

WHEREAS, San Juan Unified School District ("District") owns real property located at 4623 Kenneth Avenue, Fair Oaks, California, in the County of Sacramento, State of California, bearing Assessor's Parcel Number (APN: 246-0070-009-0000);

WHEREAS, Sacramento Municipal Utility District ("SMUD") has requested that the District convey to SMUD an Utility Easement ("Easement") for right of way and construction purposes, over an area of real property on APN (246-0070-009-0000) of approximately 2013.44 square feet, as generally described and depicted in Exhibit A ("Easement Area");

WHEREAS, the purpose of the Easement is for SMUD to access and construct, place, inspect, remove, maintain and use electrical & communication facilities on the District's property;

WHEREAS, pursuant to Education Code section 17557, before so conveying property, a school district's governing board must adopt a resolution in an open meeting by a two-thirds vote of all of its members declaring the intention to convey the property.

NOW, THEREFORE, the Board of Education of the San Juan Unified School District hereby finds, determines, declares, orders, and resolves as follows:

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

2. Intent to Dedicate, Terms, and Conditions. Pursuant to Education Code sections 17556, et seq., it is the intention of the District to convey to SMUD the Easement generally described and depicted in the attached Exhibit A for the purposes described herein.

3. Public Hearing. On November 15, 2022, at the hour of 6:30 p.m., or as soon thereafter as the matter can be heard, the District's Governing Board shall hold a public hearing upon the question of making the conveyance of the Easement to SMUD pursuant to Education Code sections 17558 and 17559, at which time any interested person may appear and be heard thereon.

4. Notice of Adoption. Notice of adoption of this Resolution shall be given by posting a true copy of this Resolution in three (3) public places in the District not less than ten (10) days before the date of the public hearing described above. Notice of said public hearing shall be given by publishing the notice in a newspaper of general circulation published in the District or in a newspaper published in Sacramento County that has general circulation within the District not less than five (5) days before the date of the public hearing described above.

PASSED AND ADOPTED on October 11, 2022, at a regular meeting of the Board of Education by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

SAN JUAN UNIFIED SCHOOL DISTRICT

By: _____
Michael McKibbin, Ed.D., President
San Juan Unified School District
Board of Education

ATTESTED TO:

By: _____
Pam Costa, Clerk
San Juan Unified School District
Board of Education

RECORD AT REQUEST OF AND RETURN TO:
Sacramento Municipal Utility District
Attention: Real Estate Services – B 209
P. O. Box 15830
Sacramento, CA 95852-1830

No Fee Document – Per Govt. Code Sec. 6103 & 27383
No County Transfer Tax Per R & T Code 11922

SMUD BY: DCM 9/20/22 RJD

SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

APN: 246-0070-009-0000

R/W U-2022/223
SO #: 30176670

GRANT OF EASEMENT

SAN JUAN UNIFIED SCHOOL DISTRICT, Grantor, is the owner of record of that certain real property located in Sacramento County, California, designated by the above referenced Assessor's Parcel Number and more fully described as follows:

In that certain Grant Deed dated July 29, 1954 and recorded in the office of the Recorder of Sacramento County on August 23, 1954 in Book 2660 of Official Records at Page 0215.

Grantor hereby grants to SACRAMENTO MUNICIPAL UTILITY DISTRICT, a municipal utility district, Grantee, and its successors and assigns, the right from time to time to construct, place, inspect, remove, replace, maintain and use electrical and communication facilities consisting of underground conduits, wires and cables, with associated, above-ground or below-ground transformers, transformer pads, pedestals, service equipment, terminals, splicing, switching and pull boxes, switch and fuse cubicles, cubicle pads, and all other necessary fixtures and appurtenances (Facilities), within the following Easement Area described in EXHIBIT A attached hereto and made a part hereof.

Said right includes the trimming and removal by Grantee of any trees or foliage along the Easement Area considered necessary for the complete enjoyment thereof and the right of ingress to and egress from said Easement Area for the purpose of exercising and performing all rights and privileges granted herein. In addition, the Easement Area shall be kept clear of any building or other structure and Grantor will not drill or operate any well within the Easement Area.

Grantor understands and acknowledges that the Facilities will be installed within the Easement Area based on Grantee's design and actual site conditions. Upon completion of the installation, Grantee shall obtain a survey by a licensed land surveyor setting forth a legal description of the area occupied by the Facilities and required for complete enjoyment of the rights granted herein. Grantee will, within a reasonable time, record a Notice of Final Description of Easement Area (NFDEA) referencing this document and setting forth the legal description of the surveyed area, which will thereupon become the Easement Area. Upon recordation of the Notice of Final Description, the scope of the easement granted by this document shall be limited to the property described in the Notice of Final Description plus the rights of ingress and egress.

Dated:_____

Grantor: **SAN JUAN UNIFIED SCHOOL DISTRICT**

Signed: _____

Print Name: _____

Title: _____

EXHIBIT A

The centerline of the five-foot Easement Area shall be coincidental with the centerline of the said Facilities constructed in, on, over, under, across and along the Grantor's property. Additionally, the Easement Area will include the area occupied by Grantee Facilities and appurtenances.

The legal description herein, or the map attached hereto, defining the location of this utility easement, was prepared by Grantee pursuant to Section 8730 (c) of the State of California Business and Professions Code.

CALIFORNIA ALL-PURPOSE
CERTIFICATE OF ACKNOWLEDGMENT

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

STATE OF CALIFORNIA }

COUNTY OF }

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

personally appeared _____,

_____

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

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

WITNESS my hand and official seal.

_____
Notary Public

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

_____ _____
Blandon Granger, Supervisor Date
Real Estate Services

EXHIBIT A
LEGAL DESCRIPTION
PAGE 1 OF 2

BEING LOCATED IN THE STATE OF CALIFORNIA, COUNTY OF SACRAMENTO, DESCRIBED AS FOLLOWS:

ALL THAT PORTION OF LOT 3, BLOCK 24, AS SAID LOT AND BLOCK ARE SHOWN ON THE OFFICIAL “MAP OF PORTION OF SAN JUAN GRANT SHOWING PUBLIC LAND SURVEYS AND SUBDIVISION OF FAIR OAKS TRACT”, RECORDED IN THE OFFICE OF THE COUNTY RECORDER OF SACRAMENTO COUNTY, STATE OF CALIFORNIA, ON DECEMBER 24, 1895, IN BOOK 3 OF MAPS, MAP NO. 24.

COMMENCING AT THE CENTERLINE INTERSECTION OF KENNETH AVENUE AND HANS ENGEL WAY;

1. NORTH 7°13’24” WEST 318.12 FEET TO THE TRUE POINT OF BEGINNING;

THENCE FROM SAID TRUE POINT OF BEGINNING THE FOLLOWING FOURTEEN (14) COURSES:

1. SOUTH 60°00’00” WEST 3.69 FEET;
2. NORTH 89°50’45” WEST 98.64 FEET;
3. SOUTH 00°00’00” EAST 222.55 FEET;
4. NORTH 90°00’00” WEST 27.66 FEET;
5. SOUTH 00°00’00” EAST 5.47 FEET;
6. NORTH 90°00’00” WEST 12.00 FEET;
7. NORTH 00°00’00” EAST 12.00 FEET;
8. NORTH 90°00’00” EAST 12.00 FEET;
9. SOUTH 00°00’00” EAST 1.53 FEET;
10. NORTH 90°00’00” EAST 22.66 FEET;
11. NORTH 00°00’00” EAST 222.57 FEET;
12. SOUTH 89°50’45” EAST 102.30 FEET;
13. NORTH 60°00’00” EAST 5.23 FEET;
14. SOUTH 00°00’00” EAST 5.77 FEET TO THE **POINT OF BEGINNING**.

CONTAINING: 1907.26 SQUARE FEET OR 0.043 ACRES +/-

EXHIBIT A
LEGAL DESCRIPTION
PUBLIC UTILITY EASEMENT
PAGE 2 OF 2

BASIS OF BEARING FOR THIS DESCRIPTION IS IDENTICAL TO THE SUBDIVISION MAP FILED IN BOOK 91 AT PAGE 8, COUNTY OF SACRAMENTO, STATE OF CALIFORNIA.

END OF DESCRIPTION

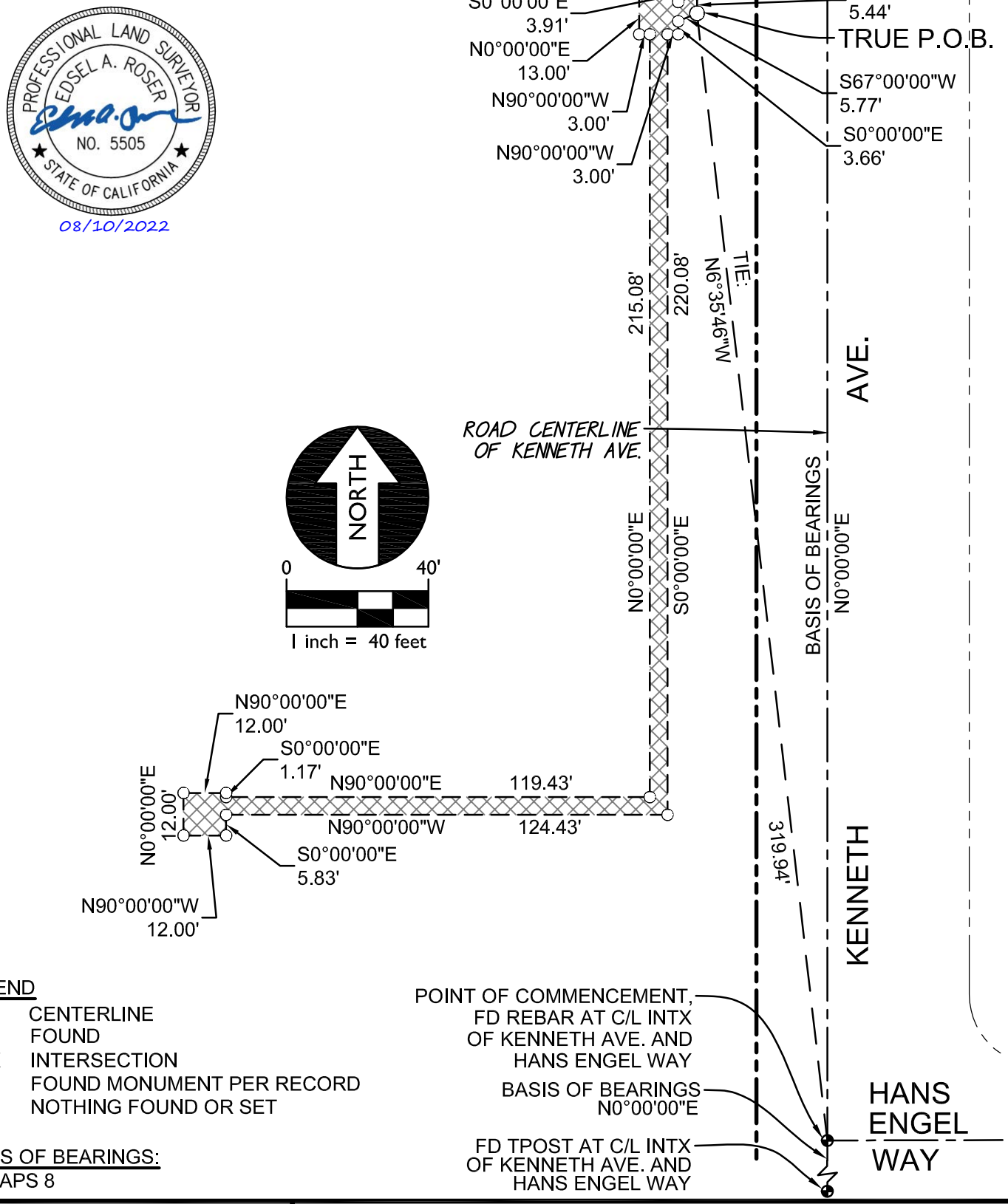
PREPARED BY: WARREN CONSULTING ENGINEERS, INC.
1117 WINDFIELD WAY, STE. 11O
EL DORADO HILLS, CA 95762

EXHIBIT “B” ATTACHED HERETO AND A PART THEREOF.



Edsel A. Roser, PLS #5505

09-30-22
Date



PROFESSIONAL LAND SURVEYOR
EDSEL A. ROSER
NO. 5505
STATE OF CALIFORNIA

08/10/2022

LEGEND

C/L	CENTERLINE
FD	FOUND
INTX	INTERSECTION
⊕	FOUND MONUMENT PER RECORD
o	NOTHING FOUND OR SET

BASIS OF BEARINGS:
91 MAPS 8

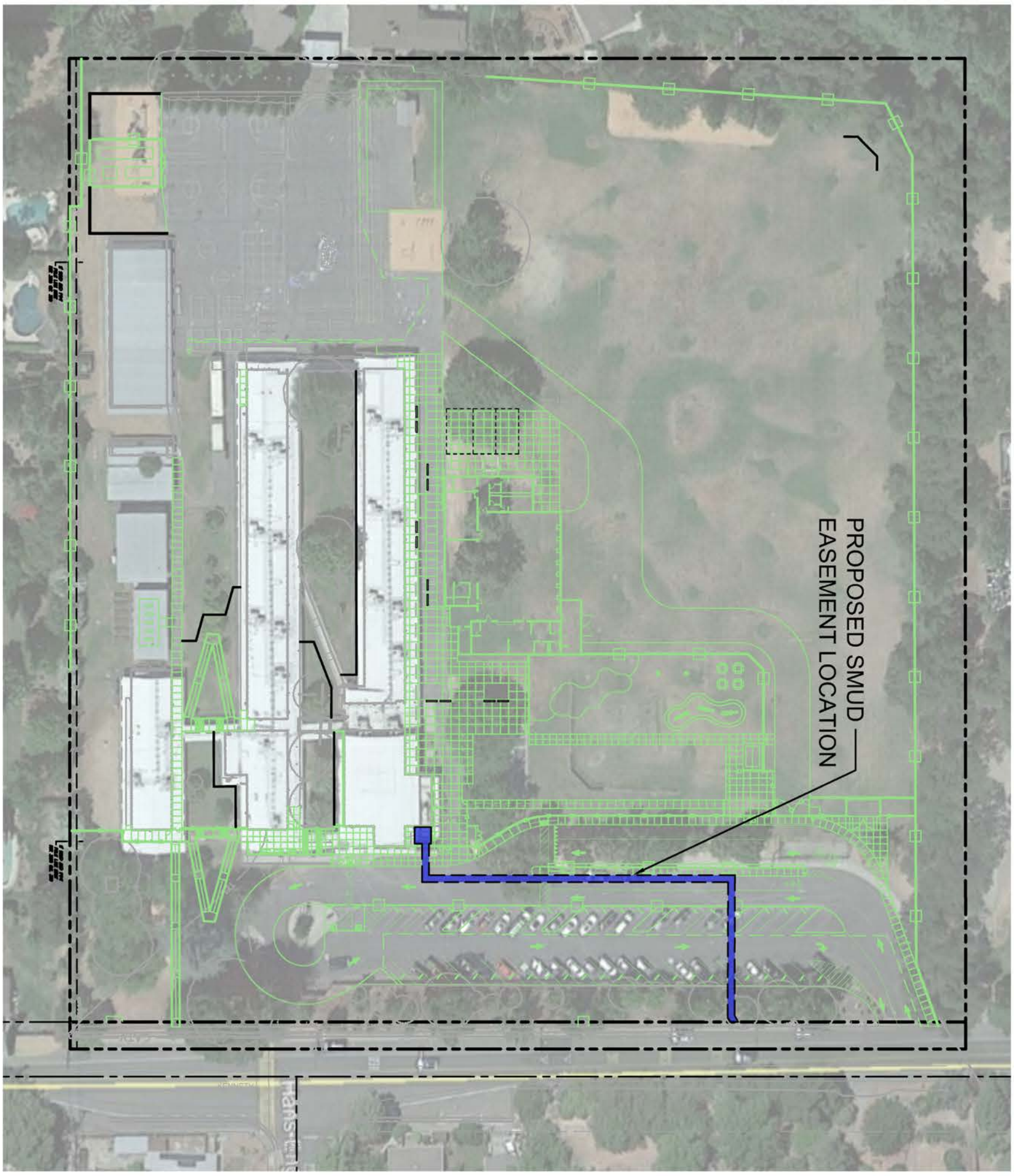
WARREN CONSULTING ENGINEERS, INC.
1117 WINDFIELD WAY, SUITE 110
EL DORADO HILLS, CA 95672 (916)985-1870

Title: EXHIBIT B		Ref: -	
Project: SMUD EASEMENT AT EARL LEGETTE E.S. SACRAMENTO, CALIFORNIA		Job No: 21-105	Sheet No. 1
		Scale: 1"=40'	
		Date: 8/10/22	

NAME: I:\21-105\SURVEY\SMUD ESMT\21-105SMUD ESMT.DWG PLOTTED: Wednesday, August 10, 2022

393

FILENAME: I:\21-105\CIVIL\SMUD EASEMENT\SMUD EASEMENT.DWG PLOTTED: Friday, September 30, 2022



0
1 inch = 80 feet
80'
NORTH

WARREN CONSULTING ENGINEERS, INC. 1117 WINDFIELD WAY, SUITE 110 EL DORADO HILLS, CA 95762 | (916) 985-1870	Title: EASEMENT EXHIBIT	Ref: -	
	Project: EARL LEGETTE SMUD EASEMENT	Job No: 21-105	Sheet No. C1
		Scale: -	
		Date: 09-30-22	

Attachment C

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: I-14

MEETING DATE: 10/11/2022

SUBJECT: Updates to Governance Handbook

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

DEPARTMENT: Administration

ACTION REQUESTED:
The superintendent is recommending that the board discuss proposed updates to the Governance Handbook.

Action anticipated: 10/25/2022

RATIONALE/BACKGROUND:
In preparation for the transition from five to seven board members, the board engaged in conversation around current practices and expectations during prior board workshops and meetings. Subsequently, staff have reviewed the Governance Handbook and are providing recommended changes to align with the board's interests as well as the latest revisions to CSBA policy guidance and legal updates.

A summary of updates includes:

- Aligning to current strategic framework language from former strategic plan language in mission, values and equity lens
- Updates to district background information
- Adding language regarding trustee area and whole district representation
- Adding language related to a board member's role in graduation events
- Adding language regarding preparation of board materials and agenda items
- Minor language changes to reflect current practice and/or legal requirements

ATTACHMENT(S):
A: Governance Handbook

BOARD COMMITTEE ACTION/COMMENT:
N/A

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 10/03/2022
Board of Education: 08/23/2022, 04/05/2022

FISCAL IMPACT:
Current Budget: $ N/A
Additional Budget: $ N/A
Funding Source: N/A
(Unrestricted Base, Supplemental, other restricted, etc.)
Current Year Only ☐ On-going ☐

PREPARED BY: Trent Allen, APR, Chief of Staff TA

APPROVED BY: Kent Kern, Superintendent of Schools KK

San Juan
Unified School District

Governance Handbook

Board of Trustees

Pam Costa

Zima Creason

Saul Hernandez

Michael McKibbin, Ed.D.

Paula Villescaz

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Agreement page ……..……...TBD~~9~~

San Juan Unified School District Mission

We empower all in our inclusive learning community to contribute and thrive in a radically evolving world. ~~**Valuing diversity and excellence, the San Juan Unified School District's mission is to educate and inspire each student to succeed and responsibly contribute to a radically evolving world by providing innovative, rigorous, student-focused instruction and programs in a safe, caring and collaborative learning community.**~~

Shared Values~~Beliefs~~

We value~~believe that~~:

- ~~Every person is unique and has equal worth.~~
- ~~Everyone can and will learn.~~
- ~~People learn in different ways and at varied paces.~~
- ~~Education is the shared responsibility of students, families, teachers, staff and community.~~
- ~~Quality education expands opportunities throughout a person's life.~~
- ~~Challenging people to meet high expectations leads to exceptional learning and remarkable results.~~
- ~~Nurturing relationships and healthy environments are necessary for individuals to thrive.~~
- ~~Diversity is a valuable asset that strengthens and enriches our community.~~
- ~~Personal development and community well-being depend on individual responsibility.~~
- ~~Everyone benefits when people willingly contribute to the well-being of others.~~
- ~~Honesty and integrity are essential to build trusting relationships.~~
- ~~Access to a quality public education is essential to our democracy.~~

- **Inclusivity**
  We commit to cultivating an inclusive community of belonging with genuine respect for diverse cultures, identities and abilities.
- **Real World Knowledge**
  We commit to creating environments and providing experiences that build and apply relevant skills and knowledge for the real world.
- **Voice**
  We commit to hearing all voices, acknowledging, validating, and responding as we continuously grow together as a community.
- **Social and Emotional Intelligence**
  We commit to creating a culture that embraces, teaches, models and applies social and emotional intelligence in all interactions with all stakeholders.
- **Perseverance**
  We commit to creating a learning atmosphere that models and instills perseverance through adversity and encourages risk taking.

Equity Lens

Through policies, practices, programs and decisions, San Juan Unified will reduce the predictability of which students fail by utilizing an equity lens to eliminate barriers for our specific populations.

District Overview

Created in 1960 with the merger of six school districts, San Juan Unified School District has a rich tradition in providing all students with the opportunity for academic success and achievement.

The district serves a 75-square-mile area covering the communities of Arden-Arcade, Carmichael, Citrus Heights, Fair Oaks, Gold River and Orangevale.

Today, San Juan Unified is the 10th largest school district in California with an expenditure budget of more than $500 million used to employ more than 5,000 individuals and to educate more than 4550,000 students in our early learning, TK-12 and adult programs. More than 10,000 additional K-12 students are served in independent charter schools within the district.

The district consists of 33 elementary schools, eight K-8 schools, nine middle schools, nine comprehensive high schools, three special-education centers, three alternative schools, one adult-education center, two Early Childhood Education centers and one dependent charter.

The student population is diverse. During the 20210-20221 school year, the district's ethnic/racial makeup was: 0.56 percent American Indian or Alaskan Native, 25.94 percent Hispanic/Latino, 7.10 percent African American, 47.69.7 percent White, 9.87.8 percent Asian/Asian American, 0.76 percent Pacific Islander, .91.0 percent Filipino and, 7.42 percent multi-race. and 0.6 percent Not Reported.

Roles and responsibilities of board members and the superintendent

Board Roles

The role of the board is to provide each student with an education of the highest possible quality within the limits of financial support provided by the State of California. To accomplish this, board members are responsible for five roles identified by the California School Boards Association (CSBA):

- **Setting the direction** for the district by involving parents/guardians, community, students and staff, while focusing on student learning and achievement.

- **Establishing an effective and efficient structure** by employing the superintendent, developing and adopting policies, establishing academic expectations and adopting curriculum and instructional materials, establishing budget priorities and adopting the budget, providing safe and adequate facilities to support student learning, and setting parameters for negotiations with employee organizations and ratifying collective bargaining agreements.

- **Providing support to the superintendent and staff** by following standards of responsible governance, making decisions and providing resources that support district priorities and goals, upholding board policies and being effective spokespersons by being knowledgeable about district programs and goals.

- **Ensuring accountability** through evaluation of the superintendent; monitoring and evaluating policies; serving as a judicial and appeals body; monitoring student achievement and program effectiveness; approving, monitoring and adjusting district budgets; and monitoring the collective bargaining process.

- **Providing community leadership and advocacy on behalf of students, the educational program and public education.**

Superintendent Roles

CSBA identifies the following standards and roles for superintendents working with the Board of Education:

- Promotes the success of all students and supports the efforts of the board to focus on student learning and achievement.
- Values, advocates and supports public education and all stakeholders.
- Recognizes and respects the different perspectives and styles of board members, staff, students, parents and community, ensuring the diverse range of views inform board decisions.
- Acts with dignity, treats everyone with civility and respect, and understands the implications of demeanor and behavior.
- Serves as a model for the value of lifelong learning and supports the board's continuous professional development.
- Works with the board as a "governance team" and assures collective responsibility for building a unity of purpose, common vision and positive organizational culture.
- Recognizes that the board/superintendent governance relationship is supported by the district's management team.
- Understands the distinctions between board and staff roles, and respects the roles of the board as the representative of the community.
- Understands that the authority rests with the board as a whole, provides guidance to the board to assist in decision making, and provides leadership based on the direction of the board as a whole.
- Communicates openly with trust and integrity, including providing all board members with equal access to information, and recognizes the importance of both responsive and anticipatory communications.
- Accepts leadership responsibility and accountability for implementing the vision, goals and policies of the district.

Board Norms

The governance team commits to accomplishing these standards and roles through:

- Focusing on all students
- Adherence to the Brown Act
- Demonstrating respect
- Creating transparency
- Communicating openly
- Listening actively
- Keeping commitments
- Being collaborative
- Taking the time needed to govern effectively
- Encouraging everyone's ideas and point of view
- Balancing trustee area representation vs. districtwide responsibility

Trustee Areas and Representation

Board members are elected by the voters within their trustee area but serve the students, families and residents throughout the district's 75 square mile area. As such, board members should consider the impacts of decisions on all constituents when deliberating and take action in the best interest of the district as a whole rather than their specific trustee area. Unless specific to the election or trustee boundary designation processes, information prepared by staff will not delineate data specifically by trustee areas.

To facilitate strong community connections, board members are encouraged to build relationships with the organizations and residents within their trustee area in the manner they deem most appropriate and effective. As a courtesy, board members engaged in district business with organizations in another trustee area are encouraged to inform the board secretary and the board member representing the area.

Welcoming new members

The board president meets with each newly elected member individually to provide a copy of the Governance Handbook, the schedule of meetings, the format for meetings and governance team operations.

The superintendent meets with each newly elected member to provide an overview of the district and to introduce cabinet members and other staff who will be communicating with the board.

District legal counsel will give newly elected members a copy of the Brown Act and inform them they must conform to its requirements as if they had already assumed office.

The governance team attends the swearing-in ceremony and reception for the newly elected members.

Annual Organizational Meeting

The annual organizational meeting will be held within the required 15-day period commencing on the second Friday in December.

At this meeting, the board shall

- Elect a clerk, vice president and president from its members.
- Establish the regular school board meeting dates and starting/ending times for the year.
- Appoint representatives to specific organizations and committees and
- Determine locations of board meetings (Board Bylaws 9320, 9140).

Speaking with a common voice

All public statements in the name of the board are made by the board president or, if appropriate, by the superintendent or superintendent's designee.~~or designeesenior director of community relations~~.

When speaking to community groups, the media or to the public, individual board members have a responsibility to identify personal viewpoints as such and not as the viewpoint of the board.

When a board decision has been reached, all board members shall support that decision until it is amended or rescinded by board action. Any board member who may wish to criticize or oppose any specific board action should do so in an open board meeting.

Assigning work to staff

No individual member of the board, by virtue of holding office, shall exercise any administrative responsibility with respect to the schools; nor as an individual, command the services of any employee. Board members are to channel their requests and/or concerns directly to the superintendent (or, if necessary, through the board president).

Addressing conflict among board members

Because the governance team norms are designed to create an open, respectful, collaborative culture, members will engage in dialogue while welcoming an open discussion with different points of view. Members will demonstrate an ability to disagree on issues without taking the disagreements personally. Members will endeavor to maintain neutral body language and tone during deliberations.

School visitations/Extracurricular ~~e~~Events

School visitations are encouraged to build understanding of the district's instructional programs, curriculum and communities~~staffs~~. Board members should make appointments with the school principal prior to visiting a campus. The board member should also email the board administrative assistant, so the visit can be placed on the board

calendar alerting other members to the visit, ~~and~~ the superintendent and the board member who represents that trustee area ~~to the visit~~. This may prevent one school from having numerous visits from different board members during a short period of time. During visits, members should be cautious of interrupting the learning environment.

Graduations

Graduation ceremonies honor the accomplishments of students and the contributions of their families, teachers and staff and other supporters. Each board member participates in the ceremony of the comprehensive high school(s) within their trustee area by certifying the class. Board members participate in the ceremonies of non-comprehensive high schools on a rotating basis.

Board Meetings

Board meeting materials

Board members will be provided with agendas and copies of all related backup materials for regular meetings at least 72 hours in advance and for special meetings at least 24 hours in advance. Members are responsible for review of all materials prior to the meeting to assist with an efficient and effective deliberative process.

To provide greater access and transparency to materials, the district is adopting a digital materials management platform. Upon request to the board assistant, members will be provided with devices, training, and/or assistance to access materials.

Placing items on board agendas

~~Board members may place any item on the agenda no later than six days prior to the scheduled meeting date; however, to give staff time to prepare materials, it is helpful to make the request at a regularly scheduled meeting during the Future Agenda discussion. Requests from board members require a majority vote in order for the item to be added to the Future Agenda.~~

Board members may request that matters be added to meeting agendas during Future Agenda discussion which occurs during each regularly scheduled meeting. If a majority of board members share an interest in the matter, the board president and superintendent shall determine if the topic is within jurisdiction of the board and schedule the item if so. Items that are not within the jurisdiction of the board cannot be agendized. The board president and superintendent may determine if a request is primarily for informational purposes and may fulfill such a request by providing the desired information as appropriate.

The role of board members during board meetings

The authority to direct action rests solely with the full board during public board meetings. A majority vote provides direction to the superintendent. By carefully reviewing the board packet prior to the board meeting, board members can contact the superintendent for questions about an item. All members share a common responsibility to ensure the Brown Act is followed.

Individual board member's request for information, materials or action

It is important for trustees to be well informed, as oversight of the district is one of the main functions of the board. Trustees recognize that they have no power as individuals to direct staff actions, and that compiling information in response to trustee requests can take staff away from their day-to-day operations of schools and the district. An individual board member will – insofar as possible – work to let the superintendent and staff know ahead of time when a request for information will be made in a public meeting, so the staff can be prepared to provide a thorough response. Staff will make every effort to ensure that board agenda items include thorough background and information. Requests for information not on the board agenda should be made to the superintendent who will ensure the appropriate staff person responds. All information provided by the administration in response to a request

by a trustee shall be provided to all other trustees at the same time. Trustees should self-regulate the number of requests for information regarding issues not on the board agenda.

Board meeting guidelines

It is important to recognize that a board meeting is the time for the board to do their work in public view. After staff input and public comment, board members are encouraged to ask questions and explain their thinking related to the topic at hand. The board president recognizes members who desire to speak, alternating so that all members have the opportunity to speak. There is not a time limit or limit to the number of questions or comments that a board member may make, but each board member should be respectful of giving other members the opportunity to speak. Nothing in this section will preclude members from speaking multiple times until all discussion is concluded.

Unless a point is important to further understanding of the immediate discussion, the board president will allow all other members to speak first and then add his/her comments or questions.

Public comments

Members of the public shall have an opportunity to address the board on any item of interest that is within the subject matter jurisdiction of the board (Education Code section 35145.4, Government Code section 54954.3). If the public comments on items not appearing on the posted board agenda, the board cannot take action or discuss the comments (Government Code section 54954.2), other than to briefly acknowledge the comments and, if desired, to ask staff for follow-up information.

Voting

A majority vote of all members of the board is necessary for the election of officers or for any other action by the board unless otherwise specified by law. Voting shall be by voice and the board administrative assistant records the votes by member, which is placed into the minutes of the meeting.

Unless otherwise provided by law, affirmative votes by a majority of the board's membership are required to approve any action under consideration, regardless of the number of members present.

The board shall take no action outside of a public meeting except on those matters and under those conditions authorized for closed sessions (Government Code sections 54957, 54957.7; Board Bylaw 9323.2).

Voting no or abstaining

Each trustee respects the right of other trustees to vote "no" on an issue. Everyone agrees it is a courtesy to the governance team to explain the reasons for the "no" vote, either during deliberation or before casting the vote. Abstaining on a vote must be announced at the time the topic is first brought up and shall be based on one of the following: 1) the matter affects a close relative of the board member (Education Code section 35707); 2) the vote is to replace the board member's position on the board (Education Code section 35178); or 3) "remote interests" as listed in Government Code section 1091. If a board member abstains, his/her abstention shall be considered to concur with the action taken by the majority of those who vote, whether affirmatively or negatively.

If a member was absent at the previous meeting, he/she will abstain from voting on the approval of that meeting's minutes.

Quorum

A quorum is the minimum number of voting members who must be present at a properly called board meeting in order to conduct business in the name of the board, and is established when a majority of the board members (at least ~~three~~ four of the filled positions) are in attendance (Education Code section 35164, Board Bylaw 9323).

Additional Board Information

Board-appointed/board-approved committees

Board members appoint community members to committees as determined in committee bylaws. ~~the Curriculum, Standards, Instructional and Student Services Committee and the Facilities Committee~~. Newly elected board members will be given the option to appoint their own committee members or continue with the current appointments.

Board members serve as the conduit between a board-appointed/board-approved committee and the board as a whole. Board members are not voting members of board-appointed/board-approved committees.

If a board member wants to attend a board-appointed/board-approved committee meeting of which he/she is not the board liaison, the board member should contact the board administrative assistant. This will eliminate the possibility of four~~three~~ or more board members being in attendance at the meeting.

Electronic media

The Board of Trustees will use electronic media (e.g., email and texting) carefully to ensure that there is no violation of the Brown Act (Government Code sections 54950-54962). The Brown Act prohibits board members from exchanging information outside of a board meeting to:

- develop collective concurrence,
- advance or clarify an issue,
- facilitate agreement or compromise or
- advance an ultimate resolution.

The board recognizes that by using "Reply All" in email responses, the email:

- becomes part of the deliberative process,
- creates a public record and
- inhibits opportunity for any other two board members to have a conversation on a topic.

Board members will be aware of, and follow, district policy as it pertains to electronic communication. The district is subject to requests for public documents as provided by ~~in~~ the California Public Records Act (Government Code section 6250 et seq.). Public documents include emails and other correspondence from board members as well as from employees.

Board members who engage constituents via social media are responsible for ensuring that opinions expressed are presented as their own and not those of the board and for following all applicable board policies and state and federal laws.

Complaints from community/staff

When an issue is brought to a board member, the board member will use active listening to hear what the complaint or issue is. Board members need to remain cognizant of their responsibility for judicial review, staff and student confidentiality and due process when talking with the complainant.

Restate what the complainant has said to ensure that you have heard the information correctly. Ask the person what he/she would like the board member to do with the information and what the individual would like to see as a possible solution. Explain that you will be sharing the information with the superintendent.

Redirect the complainant to communicate with appropriate personnel and utilize the appropriate complaint procedure. Ask the individual to follow up if the problem isn't resolved. ¶

¶

Notify the superintendent as soon as possible with details of the complaint.

In order to support a positive working relationship among the San Juan Unified School District Board of Education, the staff, students and the community, we have reviewed and agreed to the norms and protocols outlined in the 2022 Governance Handbook. We shall renew these agreements at the end of December annually.

Affirmed on this 2514th day of OctoberDecember, 20221.

_____	_____
Pam Costa, Member San Juan Unified School District Board of Education	Zima Creason, Member San Juan Unified School District Board of Education
_____	_____
Saul Hernandez, Member San Juan Unified School District Board of Education	Michael McKibbin, Ed.D., Member San Juan Unified School District Board of Education
_____	_____
Paula Villescaz, Member San Juan Unified School District Board of Education	Kent Kern, Executive Secretary San Juan Unified School District Board of Education

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM **I-15**

MEETING DATE: **10/11/2022**

SUBJECT: Board Bylaw Revisions

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

DEPARTMENT: Legal Services

ACTION REQUESTED:
The superintendent is recommending that the board review the addition of Board Bylaw 9100 Organization and Board Bylaw 9224 Oath or Affirmation. The superintendent also recommends proposed revisions to the following board bylaws: Bylaw 9000-B Role of the Board, Bylaw 9005-B Governance Standards, Bylaw 9011-B Disclosure of Confidential/Privileged Information, Bylaw 9012-B Board Member Electronic Communications, Bylaw 9110-B Terms of Office, Bylaw 9121-B President, Bylaw 9122-B Secretary, Bylaw 9123-B Clerk, Bylaw 9124-B Attorney, 9130 Board Meetings, Bylaw 9140 Board Representatives, Bylaw 9200-B Limits of Board Member Authority, Bylaw 9220 Governing Board Elections, Bylaw 9222 Resignation, Bylaw 9223 Filling Vacancies, Bylaw 9230 Orientation, Bylaw 9240 Board Training, Bylaw 9250 Remuneration Reimbursement and Other Benefits, Bylaw 9260 Legal Protection, Bylaw 9310-B Board Policies, Bylaw 9321-B Closed Session, Bylaw 9322-B Agenda Materials, Bylaw 9323-B Meeting Conduct, Bylaw 9323.2-B Actions By the Board, Bylaw 9324 Meetings and Records, and Bylaw 9400-B Board Self-Evaluation. These revisions allow language to be updated to current district standards and practices.

Action anticipated: 10/25/2022.

RATIONALE/BACKGROUND:
Board Bylaws are often updated to reflect new or updated laws/practices and recommended language by the California Schools Boards Association (CSBA). The changes to the bylaws are to better align with district and CSBA practices.

ATTACHMENTS:
A: Bylaw 9000-B Role of the Board
B: Bylaw 9005-B Governance Standards
C: Bylaw 9010-B Public Statements
D: Bylaw 9011-B Disclosure of Confidential/Privileged Information
E: Bylaw 9012-B Board Member Electronic Communication
F: Bylaw 9100-B Organization
G: Bylaw 9110-B Terms of Office
H: Bylaw 9121-B President
I: Bylaw 9122-B Secretary
J: Bylaw 9123-B Clerk
K: Bylaw 9124-B Attorney
L: Bylaw 9130-B Board Committees
M: Bylaw 9140-B Board Representatives
N: Bylaw 9200-B Limits of Board Member Authority
O: Bylaw 9220-B Governing Board Elections
P: Bylaw 9222-B Resignation
Q: Bylaw 9223-B Filling Vacancies
R: Bylaw 9224-B Oath or Affirmation
S: Bylaw 9230-B Orientation
T: Bylaw 9240-B Board Training
U: Bylaw 9250 Remuneration Reimbursement And Other Benefits
V: Bylaw 9260-B Legal Protection
W: Bylaw 9310-B Board Policies
X: Bylaw 9321-B Closed Session
Y: Bylaw 9322-B Agenda Materials
Z: Bylaw 9323-B Meeting Conduct
AA: Bylaw 9323.2-B Actions By the Board
BB: Bylaw 9324-B Meetings and Records
CC: Bylaw 9400-B Board Self-Evaluation

BOARD COMMITTEE ACTION/COMMENT:
N/A

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 10/03/2022

LCTS TA

PREPARED BY: Linda C. T. Simlick, J.D., General Counsel, and Trent Allen, APR, Chief of Staff
APPROVED BY: Kent Kern, Superintendent of Schools KK

Bylaw 9000-B: Role Of The Board **Status:**

Original Adopted Date: 06/09/1992; Effective: 09/01/1992; revised: 10/13/2015;
revised:

The Governing Board has been elected by the community to provide leadership and citizen oversight of the district. The board shall ensure that the district is responsive to the values, beliefs, and priorities of the community.

~~(cf. Strategic Plan 2015 - 2020)~~

The Governing Board's primary goal is to provide each student with an education of the highest possible quality within the limits of financial support provided by the State of California. This goal shall be the basic factor motivating the board's execution of its powers and duties.

The board shall work with the superintendent or designee to fulfill its major responsibilities, which include:

1. Setting the direction for the district through a process that involves the community, parents/guardians, students, and staff, and is focused on student learning and achievement.

~~(cf. 0000 - Concept and Roles)~~

~~(cf. 0100 - Philosophy/Mission)~~

~~(cf. 0200 - Goals for the School District)~~

2. Establishing an effective and efficient organizational structure for the district by:

   a. Employing the superintendent and setting policy for hiring of other personnel,

~~(cf. 2120 - Superintendent of Schools)~~

~~(cf. 2122 - Superintendent of Schools: Job Description)~~

~~(cf. 2123 - Evaluation of the Superintendent)~~

~~(cf. 4000 - Concepts and Roles)~~

~~(cf. 4111 - Recruitment and Selection)~~

~~(cf. 4211- Recruitment and Selection) (cf. 4311- Recruitment and Selection)~~

   b. Overseeing the development and adoption of policies,

~~(cf. 9310 - Policy Manual)~~

   c. Establishing academic expectations and adopting the curriculum and instructional materials,

~~(cf. 6011 - Academic Content Standards)~~

~~(cf. 6141 - Curriculum Development and Design)~~

~~(cf. 6146.1 - High School Graduation Requirements)~~

~~(cf. 6161.1 - Selection and Evaluation of Instructional Materials)~~

   d. Establishing budget priorities and adopting the budget,

~~(cf. 3000 - Concepts and Roles)~~

~~(cf. 3100 - Budget)~~

~~(cf. 3312 - Contracts)~~

e. Providing safe, adequate facilities that support the district's instructional program,

~~(cf. 7110 - Determining Needs)~~

~~(cf. 7111 - Evaluation of School Facilities to Meet Educational Needs)~~

f. Setting parameters for negotiations with employee organizations and ratifying collective bargaining agreements.

~~(cf. 4141/4241 - Agreement)~~

~~(cf. 4143/4243 - Negotiations/Consultation)~~

3. Providing support to the superintendent and staff as they carry out the board's direction by:

a. Establishing and adhering to standards of responsible governance,

~~(cf. 9005 - Governance Standards)~~

~~(cf. 9011 - Disclosure of Confidential/Privileged Information)~~

~~(cf. 9200 - Board Members) (cf. 9270 - Conflict of Interest)~~

b. Making decisions and providing resources that support district priorities and goals,

c. Upholding board policies,

d. Being knowledgeable about district programs and efforts in order to serve as effective spokespersons.

~~(cf. 9240 - Development Inservice)~~

~~(cf. 9400 - Board Self-Evaluation)~~

4. Ensuring accountability to the public for the performance of the district's schools by:

a. Evaluating the superintendent and setting policy for the evaluation of other personnel,

~~(cf. 2123- Evaluation of the Superintendent)~~

~~(cf. 4115 - Evaluation/Supervision)~~

~~(cf. 4315 - Evaluation/Supervision)~~

b. Monitoring and evaluating the effectiveness of policies,

c. Serving as a judicial (hearing) and appeals body in accordance with law, board policies, and negotiated agreements,

~~(cf. 1312.1 - Complaints Concerning School Personnel)~~

~~(cf. 1312.2 - Complaints Concerning Instructional Materials)~~

~~(cf. 1312.3 - Uniform Complaint Procedures)~~

~~(cf. 1312.4 - Williams Uniform Complaint Procedures)~~

~~(cf. 4030 - Nondiscrimination in Employment)~~

~~(cf. 4117.3 - Personnel Reduction)~~

~~(cf. 4118 - Suspension/Disciplinary Action)~~

~~(cf. 4144/4344/4244 - Complaints)~~

~~(cf. 4218 - Dismissal/Suspension/Disciplinary Action)~~

~~(cf. 5116.1 - Intradistrict Open Enrollment)~~

~~(cf. 5117 - Interdistrict Attendance)~~

~~(cf. 5119 - Students Expelled from Other Districts)~~

~~(cf. 5125 - Student Records; Confidentiality)~~

~~(cf. 5144.1 - Suspension and Expulsion/Due Process) (cf.~~

~~6164.6 - Identification and Education Under Section 504)~~

d. Monitoring student achievement and program effectiveness and requiring program changes as necessary,

~~(cf. 0500 - Review and Evaluation)~~

~~(cf. 6162.5 - Research/Standardized Testing Student Assessment)~~

~~(cf. 6171 - Title I Programs)~~

~~(cf. 6190 - Evaluation of the Instructional Program)~~

e. Monitoring and adjusting district finances,

~~(cf. 3460 - Periodic Financial Reports and Accountability)~~

f. Monitoring the collective bargaining process.

5. Providing community leadership and advocacy on behalf of students, the district's educational program, and public education in order to build support within the local community and at the state and national levels.

~~(cf. 0510 - School Accountability Report Card)~~

~~(cf. 1100 - Communication with the Public)~~

~~(cf. 1112 - Public Press, Radio and Television)~~

~~(cf. 1400 - Relations between Other Governmental Agencies and the Schools)~~

~~(cf. 9010 - Public Statements)~~

The b~~B~~oard is authorized to establish and finance any program or activity that is not in conflict with, inconsistent with, or preempted by law. (Education Code section 35160) This broad authority shall be exercised in accordance with the State and Federal Constitutions, laws and regulations. The board may execute any powers delegated by law to it or to the district which it governs, and shall discharge any duty imposed by law upon it or upon the district which it governs. (Education Code section 35161)

Policy Reference:

State References	**Description**
Education Code sections 12400-12405	Authority to participate in federal programs
Education Code sections 17565-17592	Board duties re property maintenance and control
Education Code section 33319.5	Implementation of authority of local agencies
Education Code section 35000	District name
Education Code section 35010	Control of district; prescription and enforcement of rules
Education Code sections 35020-35046	Officers and agents

Education Code sections 35100-35351	Governing boards
Education Code sections 35160-35185	Powers and duties
Education Code section 35291	Rules (power of governing board)
Education Code section 5304	Duties of governing board (re school district elections)

Management Resources References	**Description**
CSBA Publication	Professional Governance Standards, November 2000
National School Boards Association Publication	The Key Work of School Boards, 2000
Website	National School Boards Association
Website	CSBA

Cross References	**Description**
0200	Goals For The School District
0510	School Accountability Report Card
1000	Concepts And Roles
1100	Communication With The Public
1312.1	Complaints Concerning District Employees
1312.2	Complaints Concerning Instructional Materials
1312.3	Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1400	Relations Between Other Governmental Agencies And The Schools
2000	Concepts And Roles
3000	Concepts And Roles
3100	Budget
4000	Concepts And Roles
4030	Nondiscrimination In Employment
4111	Recruitment And Selection
4115	Evaluation/Supervision
4117.3	Personnel Reduction
4143	Negotiations/Consultation
4143.1	Public Notice - Personnel Negotiations
4144	Complaints
4211	Recruitment And Selection
4218	Dismissal/Suspension/Disciplinary Action
4243	Negotiations/Consultation
4243.1	Public Notice - Personnel Negotiations
4244	Complaints
4311	Recruitment And Selection
4315	Evaluation/Supervision
4344	Complaints
5116.1	Intradistrict Open Enrollment
5117	Interdistrict Attendance
5119	Students Expelled From Other Districts
5144.1	Suspension And Expulsion/Due Process
6000	Concepts And Roles
6146.1	High School Graduation Requirements

6161.1	Selection And Evaluation Of Instructional Materials
6162.51	State Academic Achievement Tests
6164.6	Identification And Education Under Section 504
6190	Evaluation Of The Instructional Program
9005-B	Governance Standards
9010-B	Public Statements
9011-B	Disclosure Of Confidential/Privileged Information
9012-B	Board Member Electronic Communications
9121-B	President
9140-B	Board Representatives
9230-B	Orientation
9270-B	Conflict Of Interest
9323.2-B	Actions By The Board
9400-B	Board Self-Evaluation

Bylaw 9005: Governance Standards

Status: ADOPTED

Original Adopted Date: 07/01/1984 **| Last Revised Date:** 03/01/2001 **| Last Reviewed Date:** 03/01/2001

see more

The Governing Board believes that its primary responsibility is to act in the best interests of every student in the district. The board also has major commitments to parents/guardians, all members of the community, employees, the state of California, laws pertaining to public education, and established policies of the district. To maximize board effectiveness and public confidence in district governance, board members are expected to govern responsibly and hold themselves to the highest standards of ethical conduct.

~~(cf. 9000 - Role of Board and Members (Powers, Purpose, Duties)~~
~~(cf. 9270 - Conflict of Interest)~~

The board expects its members to work with each other and the superintendent to ensure that a high-quality education is provided to each student. Each individual board member shall:

1. Keep learning and achievement for all students as the primary focus

2. Value, support and advocate for public education
   ~~(cf. 9010 - Public Statements)~~
3. Recognize and respect differences of perspective and style on the board and among staff, students, parents and the community

4. Act with dignity, and understand the implications of demeanor and behavior

5. Keep confidential matters confidential
   ~~(cf. 9011 - Disclosure of Confidential/Privileged Information)~~
6. Participate in professional development and commit the time and energy necessary to be an informed and effective leader
   ~~(cf. 9240 - Development Inservice)~~
7. Understand the distinctions between board and staff roles, and refrain from performing management functions that are the responsibility of the superintendent

and staff
~~(cf. 2120 - Superintendent Of Schools)~~

8. Understand that authority rests with the board as a whole and not with individuals

~~(cf. 9200 - Board Members)~~

Board members also shall assume collective responsibility for building unity and creating a positive organizational culture. To operate effectively, the board shall have a unity of purpose and:

1. Keep the district focused on learning and achievement for all students

2. Communicate a common vision

~~(cf. 0000 - Concepts and Roles)~~

~~(cf. 0100 - Philosophy/Mission)~~

~~(cf. 0200 - Goals for the School District)~~

3. Operate openly, with trust and integrity

4. Govern in a dignified and professional manner, treating everyone with civility and respect

5. Govern within board-adopted policies and procedures
~~cf. 9310 - Policy Manual)~~
6. Take collective responsibility for the board's performance

7. Periodically evaluate its own effectiveness
~~(cf. 9400 - Board Self-Evaluation)~~
8. Ensure opportunities for the diverse range of views in the community to inform board deliberations

~~(cf. 1220 - Citizen Advisory Committees)~~

~~(cf. 9323 - Meeting Conduct)~~

Policy Reference Disclaimer:

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

State	Description
Ed. Code 35010	Control of district; prescription and enforcement of rules
Ed. Code 35160	Authority of governing boards
Ed. Code 35164	Actions by majority vote
Elec. Code 1125-1129	Incompatible activities
Gov. Code 1090	Financial interest in contract
Gov. Code 1098	Disclosure of confidential information
Gov. Code 54950-54963	The Ralph M. Brown Act
Gov. Code 87300-87313	Conflict of interest code

Management Resources	Description
CSBA Publication	Professional Governance Standards
Website	CSBA District and County Office of Education Legal Services
Website	CSBA

Cross References

Code	Description
0000	Vision
0100	Philosophy
0200	Goals For The School District
1100	Communication With The Public
1220	Citizen Advisory Committees
1220	Citizen Advisory Committees
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.2-E(1)	Complaints Concerning Instructional Materials
1313	Civility
2000	Concepts And Roles
2110	Superintendent Responsibilities And Duties

Code	Description
2111	Superintendent Governance Standards
2140	Evaluation Of The Superintendent
9000	Role Of The Board
9010	Public Statements
9011	Disclosure Of Confidential/Privileged Information
9012	Board Member Electronic Communications
9100	Organization
9121	President
9140	Board Representatives
9200	Limits Of Board Member Authority
9220	Governing Board Elections
9230	Orientation
9240	Board Training
9270	Conflict Of Interest
9270-E PDF(1)	Conflict Of Interest
9310	Board Policies
9320	Meetings And Notices
9323	Meeting Conduct
9323.2	Actions By The Board
9323.2-E PDF(1)	Actions By The Board
9323.2-E PDF(2)	Actions By The Board
9324	Minutes And Recordings
9400	Board Self-Evaluation

San Juan USD
Board Bylaw
Public Statements

BB 9010
Board Bylaws

The Governing Board recognizes the responsibility of board members in their role as community leaders to participate in public discourse on matters of civic or community interest, including those involving the district, and their right to freely express their personal views. However, to ensure communication of a consistent, unified message regarding district issues, board members are expected to respect the authority of the board to choose its representatives to communicate its positions and to abide by established protocols.

All public statements in the name of the Governing Board shall be issued by the board president or, if appropriate, by the superintendent or ~~the senior director of communications, or other designated representative, at the direction of the board president~~their designee. No individual board member should make public statements in the name of the board or statements that contravene the policies and actions of the board or that jeopardize the ability of the board to act effectively.

~~(cf. 2120 - Superintendent of Schools)~~
~~(cf. 9121 - President)~~
~~(cf. 9200 - Board Members)~~

When speaking for the district, the board encourages its spokespersons to exercise restraint and tact and to communicate the message in a manner that promotes public confidence in the board's leadership.

Board spokespersons shall not disclose confidential information or information received in closed session except when authorized by a majority of the board. (Government Code section 54963)

~~(cf. 9005 - Governance Standards)~~
~~(cf. 9011 - Disclosure of Confidential/Privileged Information)~~

When speaking to community groups, the media, or other members of the public, individual board members should recognize that their statements may be perceived as reflecting the views and positions of the board. Board members have a responsibility to identify personal viewpoints as such and not as the viewpoint of the board.

~~(cf. 1100 - Communication with the Public)~~
~~(cf. 1112 - Public Press, Radio, and Television)~~

Before voting on any issue, all board members shall be encouraged to present whatever evidence they may feel important to the matter at hand. The board shall fully consider the implications and relevancy of all information so presented. All opinions, reactions, and positions shall be openly discussed, so that each member may understand all aspects of the issue before the board decides the outcome or direction it will take.

When a board decision has been reached, all board members shall support that decision until it is amended or rescinded by board action. Any board member who may wish to criticize or oppose any specific board action should do so in a board meeting.

In addition, the board encourages members who participate on social networking sites, blogs, or other discussion or informational sites to conduct themselves in a respectful, courteous, and professional manner and to model good behavior for district students and the community. Such electronic communications are subject to the same standards and protocols established for other forms of communication, and the disclosure requirements of the California Public Records Act may likewise apply to them.

(cf. 1340 - Access to District Records)
(cf. 9012 – B Board Member Electronic Communication)

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

State	Description
Ed. Code 35010	Control of district; prescription and enforcement of rules
Gov. Code 54960	Actions to stop or prevent violation of meeting provisions
Gov. Code 54963	Unauthorized disclosure of confidential information
Gov. Code 7920.000 - 7930.170	California Public Records Act

Management Resources	Description
Website	CSBA District and County Office of Education Legal Services
Website	CSBA

Cross References

Code	Description
0450	Comprehensive Safety Plan

Code	Description
0450	Comprehensive Safety Plan
0470	COVID-19 Mitigation Plan
1000	Concepts And Roles
1100	Communication With The Public
1112	Media Relations
1113	District And School Web Sites
1113	District And School Web Sites
1113-E(1)	District And School Web Sites
1114	District-Sponsored Social Media
1114	District-Sponsored Social Media
1160	Political Processes
1340	Access To District Records
1340	Access To District Records
2110	Superintendent Responsibilities And Duties
4143	Negotiations/Consultation
4143.1	Public Notice - Personnel Negotiations
4143.1	Public Notice - Personnel Negotiations
4243	Negotiations/Consultation
4243.1	Public Notice - Personnel Negotiations
4243.1	Public Notice - Personnel Negotiations
9000	Role Of The Board
9005	Governance Standards
9011	Disclosure Of Confidential/Privileged Information
9012	Board Member Electronic Communications
9121	President
9140	Board Representatives
9200	Limits Of Board Member Authority
9230	Orientation

~~Legal Reference:~~
~~EDUCATION CODE~~

~~35010 Control of district; prescription and enforcement of rules~~
~~GOVERNMENT CODE~~
~~6250-6270 California Public Records Act~~
~~54960 Actions to stop or prevent violation of meeting provisions~~
~~54963 Confidential information in closed session~~

~~Management Resources:~~
~~WEB SITES~~
~~CSBA: http://www.csba.org~~

~~Bylaw SAN JUAN UNIFIED SCHOOL DISTRICT~~
~~adopted: June 9, 1992 Carmichael, California~~
~~Effective: September 1, 1992~~
~~Revised: December 13, 1994~~
~~Revised: October 13, 2015~~

Status:

Bylaw 9011-B: Disclosure Of Confidential/Privileged Information

Original Adopted Date: 06/09/1992; revised: , 2022

The Governing Board recognizes the importance of maintaining the confidentiality of information acquired as part of a board member's official duties. All confidential/privileged information and records shall be released only as allowed by law.

Disclosure of Closed Session Information

Confidential/privileged information which is produced for or which is acquired ~~comes out~~ during closed sessions of the Governing Board shall not be divulged, disclosed, or released unless a majority of the b~~B~~oard ~~members~~ has authorized its disclosure~~agree to release the information~~, subject to applicable laws regarding closed sessions and confidential records. (~~Education Code 35146,~~ Government Code section ~~3549.1,~~ 54963 ~~6250 et seq., 54956.8, 54956.9, 54957 et seq.~~)

Confidential information means a communication made in a closed session that is specifically related to the basis for the board to meet lawfully in closed session. (Government Code section 54963)

The board shall not take any action against any person for disclosing confidential information, nor shall the disclosure be considered a violation of the law or board policy, when the person is: (Government Code section 54963)

1. Making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts necessary to establish the illegality or potential illegality of a board action that has been the subject of deliberation during a closed session
2. Expressing an opinion concerning the propriety or legality of board action in closed session, including disclosure of the nature and extent of the illegal or potentially illegal action
3. Disclosing information that is not confidential

Other Disclosures

A board member shall not disclose, for pecuniary gain, confidential information acquired in the course of their official duties. Confidential information includes information that is not a public record subject to disclosure under the Public Records Act, information that by law may not be disclosed, or information that may have a material financial effect on the board member. (Government Code section 1098)

Disclosures excepted from this prohibition are those made to law enforcement officials or to the joint legislative audit committee when reporting on improper governmental activities. (Government Code section 1098)

~~(cf. 4112.6/4212.6/4312.6 - Personnel Records)~~

~~(cf. 5125 - Student Records)~~

~~This policy is not intended to cause the withholding of information about the purpose and subject(s) of the closed session as required for public information under Government Code Section 54957.7.~~

~~Information authorized for release from closed sessions shall be released by the Superintendent or designee, or president or chairman of the meeting in which the closed session is held.~~

Any b~~B~~oard member who willfully and for monetary gain uses or discloses confidential/privileged information as defined in Government Code section 1098 is guilty of a misdemeanor.

~~(cf. 4119.23 - Unauthorized Release of Confidential/Privileged Information)~~

~~(cf. 9321 - Closed Sessions)~~

Policy Reference:

State References	Description
Education Code section 35010	Control of district; prescription and enforcement of rules
Education Code section 35146	Closed sessions regarding suspensions
Evidence Code section 1040	Privilege for official information
Government Code section 1098	Disclosure of confidential information
Government Code section 3549.1	Meeting and negotiating in public educational employment
Government Code sections 54950-54963	The Ralph M. Brown Act
Government Code section 54956.8	Open meeting laws
Government Code section 54956.9	Closed meeting for pending litigation
Government Code section 54957	Complaints against employees; right to open session
Government Code section 54957.1	Subsequent public report and rollcall vote; employee matters in closed session
Government Code section 54957.5	Public records
Government Code section 54957.6	Closed session; representatives with employee organization
Government Code section 54957.7	Reasons for closed session
Government Code section 54963	Unauthorized disclosure of confidential information
Government Code section 6250-6270	California Public Records Act

Management Resources References	Description
Attorney General Opinion	80 Ops.Cal.Atty.Gen. 231 (1997)
CSBA Publication	Professional Governance Standards, November 2000
Website	CSBA

Cross References	Description
1100	Communication With The Public
1312.3	Uniform Complaint Procedures
1340	Access To District Records
3580	District Records
4119.23	Unauthorized Release Of Confidential/Privileged Information
4143	Negotiations/Consultation
4143.1	Public Notice - Personnel Negotiations
4219.23	Unauthorized Release Of Confidential/Privileged Information
4243	Negotiations/Consultation
4243.1	Public Notice - Personnel Negotiations
4319.23	Unauthorized Release Of Confidential/Privileged Information
9005-B	Governance Standards
9010-B	Public Statements
9230-B	Orientation

Bylaw 9012-B: Board Member Electronic Communications **Status:**

Original Adopted Date: 06/09/1992; Revised: October 13, 2015; revised: ,2022

The Governing Board recognizes that electronic communication among board members and between board members, district administration, and members of the public is an efficient and convenient way to communicate and expedite the exchange of information within the district and with members of the publicand to help keep the community informed about the goals, programs, and achievements of the district and its schools. Board members shall exercise caution so as to ensure that electronic communications are not used as a means for the board to deliberate outside of an agendized board meeting, circumvent the public's right to access records regarding district business, or restrict access to a public forum.

(cf. 1100 - Communication with the Public)

(cf. 6020 - Parent Involvement and Family Engagement)

(cf. 9000 - Role of the Board and Members (Powers, Purposes, Duties)

(cf. 9322 - Agenda/Meeting Materials)

A majority of the board shall not, outside of an authorized meeting, use a series of electronic communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the board. (Government Code section 54952.2)

(cf. 9320 - Meetings)

Examples of permissible electronic communications concerning district business include, but are not limited to, dissemination of board meeting agendas and agenda packets, reports of district activities from the superintendent, and reminders regarding meeting times, dates, and places.

Board members may engage in separate conversations or communication with members of the public on a social media platform to answer questions, provide information, or solicit information regarding a matter that is within the subject matter jurisdiction of the board, as long as a majority of the board does not use the platform to discuss among themselves any business of a specific nature that is within the subject matter jurisdiction of the board. A board member is prohibited from responding directly to any communication from other board members regarding matters that are within the subject matter jurisdiction of the board or using digital icons (e.g., "likes" or emojis) to express reactions to communications made by other board members. (Government Code section 54952.2)

Whenever a board member uses a social media platform to communicate with the public about district business or board activities, the board member shall not block access to a member of the public based on the viewpoint expressed by that individual.

Board members may use electronic communications to discuss matters that do not pertain to district business, regardless of the number of board members participating in the discussion.

Board members shall make every effort to ensure that their electronic communications conform to the same standards and protocols established for other forms of communication. A board member may respond, as appropriate, to an electronic communication received from a member of the community and should make clear that their his/her response does not necessarily reflect the views of the board as a whole. Any complaint or request for information should be forwarded to the superintendent or designee in accordance with board bylaws and protocols so that the issue may receive proper consideration and be

handled through the appropriate district process. As appropriate, communication received from the press shall be forwarded to the designated district spokesperson.

To the extent possible, electronic communications regarding any district-related business shall be transmitted through a district-provided device or account. When any such communication is transmitted through a board member's personal device or account, the board member shall copy the communication to a district electronic storage device for easy retrieval. Like other writings concerning district business, a board member's electronic communication may be subject to disclosure under the California Public Records Act.

~~(cf. 1112 - Public Press, Radio and Television)~~

~~(cf. 1312.1 - Complaints Concerning School Personnel)~~

~~(cf. 1312.2 - Complaints Concerning Instructional Materials)~~

~~(cf. 1312.3 - Uniform Complaint Procedures)~~

~~(cf. 1312.4 - Williams Uniform Complaint Procedures)~~

~~(cf. 3320 - Claims and Actions Against the District)~~

~~(cf. 9005 - Governance Standards)~~

~~(cf. 9121 - President~~

~~(cf. 9200 - Board Members)~~

~~(cf. 9270 - Conflict of Interest)~~

~~In order to minimize the risk of improper disclosure, board members shall avoid reference to confidential information and information acquired during closed session.~~

~~(cf. 4112.6/4212.6/4312.6 - Personnel Records)~~

~~(cf. 5125 - Student Records; Confidentiality)~~

~~(cf. 9011 - Disclosure of Confidential/Privileged Information)~~

~~(cf. 9321 - Closed Sessions)~~

~~Board members may use electronic communications to discuss matters other than district business with each other, regardless of the number of members participating in the discussion.~~

~~(cf. 1340 - Access to District Records)~~

Policy Reference:

State References	**Description**
Education Code section 35140	Time and place of meetings
Education Code section 35145	Public meetings
Education Code section 35145.5	Agenda; public participation; regulations
Education Code section 35147	Open meeting laws exceptions
Government Code section 11135	Nondiscrimination in programs or activities funded by state
Government Code sections 54950-54963	The Ralph M. Brown Act
Government Code section 54952.2	Meeting, defined
Government Code section 54953	Meetings to be open and public; attendance
Government Code section 54954.2	Agenda posting requirements, board actions

Government Code sections 6250-6270	California Public Records Act

Management Resources References	**Description**
Attorney General Publication	The Brown Act: Open Meetings for Legislative Bodies, 2003
Court Decision	City of San Jose v. Superior Court (2017) 2 Cal.5th 608
CSBA Publication	Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications, March 2017
CSBA Publication	The Brown Act: School Boards and Open Meeting Laws, rev. 2014
Website	California Attorney General's Office
Website	CSBA

Cross References	**Description**
1100	Communication With The Public
1312.1	Complaints Concerning District Employees
1312.2	Complaints Concerning Instructional Materials
1312.3	Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1340	Access To District Records
3320	Claims And Actions Against The District
3580	District Records
9005-B	Governance Standards
9010-B	Public Statements
9121-B	President
9230-B	Orientation
9322-B	Agenda/Meeting Materials
9323.2-B	Actions By The Board

NEW **Status:**

Bylaw 9100-B: Organization

Original Adopted Date:

Each year, the Governing Board shall hold an annual organizational meeting. In any year in which a regular election of district board members is conducted, the organizational meeting shall be held within 15-days following the second Friday in December after the regular election. During all other years, the meeting may be held on any date in December, but no later than December 20th. (Education Code section 35143)

During any year in which a regular election is conducted, the board, at its regular meeting held immediately prior to the second Friday in December, shall select the day and time of the organizational meeting. For any other year, the day and time of the organizational meeting shall be selected at the last regular meeting held immediately before the annual meeting. On behalf of the board, the superintendent or designee, shall notify the County Superintendent of Schools of the day and time selected. Within 15 days prior to the date of the annual meeting, the superintendent or designee shall notify in writing all board members and members-elect of the date and time selected for the meeting. (Education Code section 35143)

At this meeting the board shall:

1. Elect a president and a clerk and/or vice president from its members.
2. Appoint the superintendent as secretary to the board.
3. Authorize signatures.
4. Approve a schedule of regular meetings for the year and a board governance calendar stating the time when the bboard will address important governance matters
5. Designate board representatives to serve on committees or commissions of the district, other public agencies, or organizations with which the district partners or collaborates
6. Review and/or consider resources that define and clarify the board's governance and leadership roles and responsibilities including, but not limited to, governance standards, meeting protocols, board rules and bylaws, and other board development materials

Election of Officers

The board shall each year elect its entire slate of officers. The election of board officers shall be conducted during an open session of the annual organizational meeting.

Policy Reference:

State References	Description
Education Code section 35143	Annual organizational meetings; date and notice
Education Code section 35145	Public meetings
Education Code section 5017	Term of office
Government Code section 54953	Meetings to be open and public; attendance

Management Resources References	Description
Attorney General Opinion	68 Ops.Cal.Atty.Gen. 65 (1985)
Attorney General Opinion	59 Ops.Cal.Atty.Gen. 619, 621-622 (1976)
Website	CSBA District and County Office of Education Legal Services

Cross References	Description
9000-B	Role Of The Board
9005-B	Governance Standards
9121-B	President
9123-B	Clerk
9140-B	Board Representatives

9223-B	Filling Vacancies
9224-B	Oath Or Affirmation
9230-B	Orientation
9240-B	Board Training
9320-B	Meetings And Notices
9323-B	Meeting Conduct

Bylaw 9110-B: Terms Of Office **Status:**

Original Adopted Date: 06/09/1992; revised: 12/13/1994; revised: 09/26/2000; revised: 09/08/2009; revised: , 2021

Regular Members

The Governing Board shall consist of seven~~five~~ members. The term of office for members elected in regular elections shall be four years and staggered so that, as nearly as practicable, one-half of the members shall be ~~are~~ elected in each year in which the board's elections are regularly held.~~even-numbered year~~. (Education Code section 35012) The term of office for board members elected in regular elections shall commence on the second Friday in December following their election. (Education Code section 5017)

Board members whose terms have expired shall continue to discharge the duties of office until their successors have qualified by taking the oath of office. (Education Code section 5017; Government Code sections 1302, 1360)

A person who has been elected but has not yet assumed the duties of the office must conform their ~~his/her~~ conduct to the requirements of the Brown Act.

If a regularly scheduled board election date is changed due to consolidation with a statewide or municipal general election, the term of incumbent board members shall be extended to align with the next applicable election. (Elections Code section 10404.5)

~~(cf. 9220 - Elections)~~

~~(cf. 9223 - Filling Vacancies)~~

~~Student Board Representatives~~

~~The Board believes it is important to seek out and consider students' ideas, viewpoints and reactions to the educational program. In order to facilitate student input and involvement, the Board shall include two student Board representatives from each high school who shall have the right to attend all Board meetings except closed sessions.~~

~~The term of student Board representatives shall be one school year, commencing on July 1 and terminating June 30 each year.~~

~~Student Board representatives shall be appointed by the student body council or elected in the regular student body election of the school they represent.~~

~~Duties of the Student Board Representatives~~

~~The duties of the student board representatives include the following:~~

~~1.To provide continuing input for board deliberations.~~

~~2.To strengthen communications between the Board and district students.~~

~~3.To represent all students.~~

~~4.Make regular reports to the Board on current activities at their respective high schools.~~

~~5.Advise the Board on agenda items of particular interest to students.~~

~~6.Present agenda items to inform the Board of student concerns or request specific action by the Board.~~

~~Student Selection Process~~

~~Student Board representatives shall be appointed by the student body council or elected in the regular student body election of the school they represent.~~

~~Each high school will present a report to the Board on multiple occasions during the school year.~~

Policy Reference:

State References	**Description**
Education Code section 35010	Control of district; prescription and enforcement of rules
Education Code section 35012	Board members; number, election and terms
Education Code section 35107	School district employees
Education Code sections 5000-5033	Election of school district board members
Election Code sections 10400-10418	Consolidation of elections
Election Code section 1302	Local elections, school district election
Election Code sections 14050-14057	California Voter Participation Rights Act
Government Code section 1302	Continuance in office until qualification of successor
Government Code section 1303	Exercising functions of office without having qualified
Government Code section 1360	Necessity of taking constitutional oath

Management Resources References	**Description**
Website	CSBA

Cross References	**Description**
9220-B	Governing Board Elections
9223-B	Filling Vacancies
9250-B	Remuneration, Reimbursement And Other Benefits

Status:

Bylaw 9121-B: President

Original Adopted Date: 06/09/1992 revised: /2022

The Governing Board shall elect a president from among its members to provide leadership on behalf of the governance team and the educational community it serves. To ensure that board meetings are conducted in an efficient, transparent, and orderly manner, the president shall ~~preside at all Governing Board meetings. He/she shall~~:

1. Call board meetings as they deem necessary, giving notice as required by law;
2. Consult with the superintendent or designee on the preparation of board meeting agendas;
3. Call the meeting to order at the appointed time and preside over the meeting;
4. Announce the business to come before the bBoard in its proper order;
5. Enforce the bBoard's bylaws ~~policies~~ relating to the order of business and the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act;
6. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
7. Facilitate the board's effective deliberation, ensuring that each board member has an opportunity to participate in the deliberation and that the discussion remains focused;
8. Explain what the effect of a motion would be if it is not clear to every member;
9. Restrict discussion to the question when a motion is before the bBoard;
10. Rule on issues of parliamentary procedure;
11. Put motions to a vote, and state clearly the results of the vote.

The president shall have ~~all~~ the same rights as other board ~~of any~~ members ~~of the Board~~, including the right to ~~move, second,~~ discuss~~,~~ and vote on all matters ~~questions~~ before the bBoard.

The ~~Board~~ pPresident shall also perform other duties in accordance with~~as directed by~~ law and ~~or~~ bBoard policy or action, including, but not limited ~~the duty~~ to:

1. Signing all instruments, acts, ~~and~~ orders, and resolutions necessary to comply with legal requirements and carry out ~~state requirements and~~ the will of the bBoard;
2. Working ~~Consult~~ with the sSuperintendent or designee to ensure that board members have necessary materials and information~~on the preparation of the Board's agendas~~;
3. Subject to board approval, aAppointing and dissolving ~~band~~ all committees~~, subject to Board approval~~;
4. In conjunction with the superintendent or designee, representing the district as the board's spokesperson in communications with the media;~~Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law~~;
5. Leading the board's advocacy efforts to build support within the local community and at the state and national levels.~~Confer with the Superintendent or designee on crucial matters which may occur between Board meetings;~~

~~Be responsible for the orderly conduct of all Board meetings~~.

~~6. Share informational mail with other Board members and respond on behalf of the Board.~~

~~(cf. 9320 - Meetings)~~

~~7. Sign the minutes of the Board meeting following their approval.~~

The president shall participate in the California School Boards Association's Board President's Workshop and other professional development opportunities when possible, to enhance their leadership skills.

When the president resigns or is absent ~~or disabled~~, the vice president shall perform the president's duties. When both the president and vice president are absent ~~or disabled~~, the clerk shall perform the president's duties.

Policy Reference:

State References	**Description**
Education Code section 35022	President of the board
Education Code section 35143	Annual organizational meetings; date and notice
Government Code sections 54950-54963	The Ralph M. Brown Act

Management Resources References	**Description**
CSBA Publication	Call to Order: A Blueprint for Great Board Meetings, 2015
CSBA Publication	Board Presidents' Handbook, revised 2002
CSBA Publication	CSBA Professional Governance Standards, 2000
Website	CSBA

Cross References	**Description**
9005-B	Governance Standards
9010-B	Public Statements
9012-B	Board Member Electronic Communications
9123-B	Clerk
9230-B	Orientation
9322-B	Agenda/Meeting Materials
9323-B	Meeting Conduct

Board Policy Manual
San Juan Unified School District

Bylaw 9122-B: ~~Executive~~ Secretary ~~To The Board~~

Status:

Original Adopted Date: 06/09/1992; revised:

The s~~S~~uperintendent or designee, acting as ~~Executive S~~secretary to the Governing Board, shall be responsible for maintaining an accurate and complete records of all board proceedings and shall~~have the following duties~~:

1. Work with the b~~B~~oard president to prepare, distribute, and maintain the b~~B~~oard agenda.
2. Record, p~~P~~repare, and maintain the b~~B~~oard minutes.
3. Maintain b~~B~~oard records and documents.
4. Submit to b~~B~~oard officers ~~the~~ correspondence addressed to them.
4.5. Conduct official correspondence for the board
5.6. Perform o~~O~~ther duties as assigned by the b~~B~~oard.
6.7. As directed by the board, sign and execute official papers~~Certify or attest to actions taken by the Board~~.

~~7. Sign the minutes of the Board meeting following their approval.~~

8. Prepare suggested motion language for each action item as necessary.

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Policy Reference:

State References	**Description**
Education Code section 35025	Secretary and bookkeeper
Education Code section 35143	Annual organizational meetings; date and notice
Education Code section 35250	Duty to keep certain records
Government Code sections 54950-54963	The Ralph M. Brown Act
Management Resources References	**Description**
CSBA Publication	CSBA Professional Governance Standards, 2000
Website	CSBA
Cross References	**Description**
2110-E(1)	Superintendent Responsibilities And Duties - Organization Chart/Lines Of Responsibility
2111	Superintendent Governance Standards
4112.1	Contracts
9322-B	Agenda/Meeting Materials
9324-B	Minutes and Recordings

1

Status:

Bylaw 9123-B: Clerk

Original Adopted Date: 06/09/1992: revised: /2022

At the annual organizational meeting, the Governing Board shall appoint a clerk from its own membership. (Education Code section 35143)

The duties of the clerk shall be to:

1. Certify or attest to actions taken by the bBoard when required.
2. Maintain such other records or reports as required by law.
3. Sign documents as directed by the bBoard on behalf of the district, and sign all other items which require the signature of the clerk.
4. Serve as presiding officer in the absence of the president and vice-president.
5. Perform any other duties assigned by the bBoard.

Policy Reference:

State References	Description
Education Code section 17593	Repair and supervision of property (duty of district clerk)
Education Code section 35038	Appointment of clerk by county superintendent of schools
Education Code section 35039	Dismissal of clerk
Education Code section 35121	Appointment of clerk in certain city and high school districts
Education Code section 35143	Annual organizational meetings; date and notice
Education Code section 35250	Duty to keep certain records
Education Code section 38113	Duty of clerk (re provision of school supplies)
Government Code sections 54950-54963	The Ralph M. Brown Act

Management Resources References	Description
CSBA Publication	CSBA Professional Governance Standards, 2000
Website	CSBA

Cross References	Description
9121-B	President

Bylaw 9124-B: Attorney

Status:

Original Adopted Date: 06/02/1992; revised: /2021

The Governing Board recognizes the complex legal environment in which districts operate and desires reliable, high quality legal advice at reasonable rates. In order to meet the district's legal needs, t~~T~~he Governing Board may appoint~~, in addition to its~~ a g~~G~~eneral c~~C~~ounsel as a district employee, and/or appoint an attorney in private practice as an independent contractor, for whatever purpose the b~~B~~oard deems appropriate, and fix and pay such attorney according to the contract. The board also supports pursuing collaborative legal efforts with other agencies and districts as appropriate.

Duties of Legal Counsel

The b~~B~~oard's g~~G~~eneral c~~C~~ounsel and/or independent attorney may perform any of the following duties (Education Code section 35041.5):

1. Render legal advice to the board, s~~S~~uperintendent or designee, ~~Board~~ and management employees of the district.
2. Serve the board and the s~~S~~uperintendent or designee in the preparation and conduct of school district litigation and administrative proceedings.
3. Render advice on school bond and tax increase measures and prepare the necessary forms for the voting of these measures.
4. Other administrative duties as assigned by the b~~B~~oard and s~~S~~uperintendent or designee.

Retaining Legal Counsel

When the district is seeking legal advice or representation, the superintendent or designee may initiate a Request for Proposals (RFP) to advertise and solicit proposals for legal services. In evaluating the proposals, the board and/or superintendent shall consider the firm's or attorney's background, experience, and reputation in education law; experience advising or representing school districts in California; fees; and experience of attorneys at the firm who will provide legal services.

The board and/or superintendent shall annually evaluate the performance of the firm and/or attorneys providing legal services in such areas as efficiency and adequacy of advice; results obtained for the district; reasonableness of fees; and responsiveness to and interactions with the board, administration, and community. Upon a successful evaluation, the board may renew the agreement with legal counsel without initiating an RFP.

The board may also contract for temporary, specialized legal services without initiating an RFP when a majority of the board or the superintendent or designee determines that the unique demands of a particular issue or emergency situation so requires.

Contacting Legal Counsel

At their discretion, the board president or superintendent may confer with district legal counsel subject to any limits or parameters established by the board. In addition, the superintendent or board president may contact district legal counsel to provide the board with legal information or advice when so directed by a majority of the board.

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

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Policy Reference:

State References	**Description**
Education Code section 35041	Administrative adviser
Education Code section 35041.5	Legal counsel
Education Code section 35161	Board delegation of any powers or duties
Education Code sections 35200-35214	Liabilities
Education Code section 35204	Contract with attorney in private practice
Education Code section 35205	Contract for legal services
Government Code section 26520	Legal services to school districts
Government Code section 53060	Special services and advice
Government Code sections 814-895.8	Liability of public entities and public employees
Government Code sections 995-996.6	Defense of public employees

Management Resources References	**Description**
CSBA Publication	The Brown Act: School Boards and Open Meeting Laws, rev. 2014
	Selecting and Working with a School Attorney: A Guide for School Boards,
National School Boards Association Publication	1997
Website	CA Council of School Attorneys
Website	State Bar of California
Website	National School Boards Association
Website	CSBA

Cross References	**Description**
1312.3	Uniform Complaint Procedures
1340	Access To District Records
3320	Claims And Actions Against The District
3400	Management Of District Assets/Accounts
9260-B	Legal Protection

Bylaw 9130-B: Board CSubcommittees

Status:

Original Adopted Date: 06/09/1992; revised: /2022

The Governing Board ~~president~~ may establish a committee or committees whenever it determines that such a committee or committees would benefit the district by providing diverse viewpoints, specialized knowledge or expertise, or increased efficiency. Such committees may be subcommittees of the board or committees that include members of the community, staff, or other stakeholder groups. ~~create subcommittees of the Governing Board deemed necessary by the Board. Membership on these committees is limited to less than a majority of the whole Board. The Board should endeavor to establish written charges for these subcommittees at the time of appointment. When its charges or duties have been completed, the subcommittee shall be dissolved.~~

Upon establishing a committee, the board shall clearly define the committee's purpose, any timeline for completion of assigned responsibilities, any stakeholder groups or individuals to be represented on the committee, length of time that committee members are expected to serve, and expectations for reporting to the board and/or the superintendent or designee. Unless specifically authorized by the board to act on its behalf, the committee shall act in an advisory capacity.

The president may be a member of any subcommittee. The sSuperintendent or designee may serve as an advisor to any subcommittee at the discretion of the bBoard.

Except for subcommittees of the board, committee members shall, as appropriate, be recommended by the board, the superintendent or designee, subject to approval by the board.

The superintendent or designee shall provide committee members with information and assistance necessary for the fulfillment of the committee's charges, and may serve as a non-voting advisor to the committee at the discretion of the board.

Whenever so charged, committees may actively seek input and participation by parents/guardians, staff, community, and students, and may consult with local public board and agencies.

Any committee not required by law may be dissolved when its duties or term has been completed or whenever the board deems necessary.

~~Subcommittees may actively seek input and participation by parents/ guardians, staff, community and students, and may consult with local public boards and agencies.~~

~~Subcommittees shall act in an advisory capacity, making recommendations to the Board. No subcommittee action shall be binding on the full Board. The Board as a whole shall have the final consideration in all matters. (cf. 1220 - Citizen Advisory Committees)~~

Committee Meetings

Unless otherwise exempted by law, board-created committees shall provide public notice of their meetings and conduct meetings in accordance with Government Code sections 54950-54963 (the Brown Act).

However, board subcommittees composed solely of less than a quorum of the members of the board are not subject to open meeting laws unless they are standing committees. Standing committees of the board, irrespective of membership, are those that have a continuing subject matter jurisdiction or a meeting schedule established by action of the board. (Government Code section 54952)

Standing committees with a continuing subject matter jurisdiction include, but are not limited to, those responsible for providing advice on budgets, audits, board policy, contracts, and personnel matters at the board's request.

When a majority of the members of the board attend an open and noticed meeting of a standing committee, the board members who are not members of the standing committee shall attend only as observers. (Government Code section 54952.2)

Whenever any advisory or standing committee, including a committee not otherwise subject to the Brown Act, posts a meeting agenda at least 72 hours in advance of the meeting, that meeting shall be considered as a regular meeting of the board for purposes of the Brown Act and therefore must be held within district boundaries unless otherwise authorized by law. (Government Code section 54954)

Committees may meet in a closed session during a regular or special meeting only for those purposes specifically authorized by law for closed sessions held by the board.

Policy Reference:

State References	**Description**
Education Code section 35010	Control of district; prescription and enforcement of rules
Education Code section 35024	Executive committee
Education Code section 35160	Authority of governing boards
Education Code section 35160.1	Broad authority of school districts
Government Code sections 54950-54963	The Ralph M. Brown Act
Government Code section 54952	Legislative body, definition
Government Code section 54952.2	Meeting, defined
Government Code section 54954	Time and place of regular meetings
Government Code section 54954.3	Opportunity for public to address legislative body
Government Code section 54957	Complaints against employees; right to open session

Management Resources References	**Description**
Attorney General Opinion	79 Ops.Cal.Atty.Gen. 69 (1996)
Attorney General Opinion	81 Ops.Cal.Atty.Gen. 156 (1998)
Attorney General Opinion	80 Ops.Cal.Atty.Gen. 308 (1997)
Court Decision	Frazer v. Dixon Unified School District, (1993) 18 Cal.App.4th 78
CSBA Publication	The Brown Act: School Boards and Open Meeting Laws, 2014
Website	National School Boards Association
Website	CSBA

Cross References	**Description**
1220	Citizen Advisory Committees
1312.1	Complaints Concerning District Employees
2230	Representative And Deliberative Groups
3100	Budget
3280	Sale Or Lease Of District-Owned Real Property
3430	Investing
3460-E(1)	Financial Reports And Accountability - Periodic Financial Reports
9121-B	President
9140-B	Board Representatives
9223-B	Filling Vacancies
9322-B	Agenda/Meeting Materials
9323-B	Meeting Conduct

Status:

Bylaw 9140-B: Board Representatives

Original Adopted Date: 06/09/1992

The Governing Board recognizes that effective performance of its community leadership responsibilities may require its participation in district or community committees on matters of concern to the district and its students. As needed, the board may appoint any of its members to serve as its representative on a district committee or on a committee of another public agency or organization of which the board or district is a member or to which the board is invited to participate.

When making such appointments, the board shall clearly specify the authority and responsibilities of the representative(s), including, but not limited to, reporting back to the board regarding committee activities and/or actions. Board representatives shall not exercise the authority of the board without prior board approval.

If a committee discusses a topic on which the board has taken a position, the board member shall express the position of the board. When contributing their own ideas or opinions, the representative shall clearly indicate that they are expressing their individual idea or opinion.

Board Representative to Elect Members of County Committee on School District Organization

At its annual organizational meeting, the board shall designate one board member as its representative to elect members to the county committee on school district organization. (Education Code section 35023)

Labor Relations Negotiators

The Governing Board will designate a chief negotiator(s) to represent it in negotiations with employee organizations. The bBoard itself will not negotiate with any employee organization directly. The chief negotiator shall be an employee of the district even though expert consultants in the field of negotiations may also be contracted to assist in the process of negotiations.

Although the negotiator will represent the bBoard in negotiations, the negotiator shall be responsible to the sSuperintendent or designee, who shall evaluate the performance of the negotiator.

The bBoard's role in the negotiation process will be:

-- To assess, to the best of its ability, the needs of its employees.

-- To set priorities for the total educational program in the best interests of students, the district and public in general.

-- To approve employee agreements that balance employee needs with the educational programs with the need for fiscal solvency of the district.

-- To maintain the bBoard's position of authority and control as provided by law.

Other Advisory Committees

The bBoard may appoint any of its members to serve on advisory committees or as representatives to other public agencies or organizations when the bBoard deems such appointments desirable, contingent on acceptance of the appointment by the member.

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

State References	Description
Ed. Code 35020-35046	Officers and agents
Ed. Code 35160	Authority of governing boards
Ed. Code 4000-4014	County committees on school district organization
Gov. Code 54952.2	Meeting, defined

Management Resources References	Description
California Department of Education Publication 2010	California Department of Education District Organization Handbook,

Cross References	Description
0440	District Technology Plan
1220	Citizen Advisory Committees
1260	Educational Foundation
1400	Relations Between Other Governmental Agencies And The Schools
1700	Relations Between Private Industry And The Schools
3100	Budget
3100	Budget
3460-E(1)	Financial Reports And Accountability - Periodic Financial Reports
4156.2	Awards And Recognition
4256.2	Awards And Recognition
4356.2	Awards And Recognition
6200	Adult Education
6200	Adult Education
9000-B	Role Of The Board
9005-B	Governance Standards
9010-B	Public Statements
9270-B	Conflict Of Interest

Status:

Bylaw 9200-B: Limits Of Board Member Authority

Original Adopted Date: 06/09/1992; revised 12/13/1994; revised: , 2022

~~Limits of Board Members' Authority~~

The Governing Board ~~has broad but clearly limited powers. The exercise of its authority is restricted to the functions required or permitted by law, and then only when it acts in a legally constituted meeting.~~ recognizes that the b~~B~~oard is the unit of authority over the district and ~~Apart from the normal function as part of the unit, the~~ that a b~~B~~oard member has no individual authority. Board members shall hold the education of students above any partisan principle, group interest, or personal interest.

~~(cf. 9000 - Role of Board and Members)~~

Unless agreed to by the board as a whole, i~~I~~ndividual~~ly, the~~ b~~B~~oard members ~~may not commit the district to any policy, act or expenditure. The Board member cannot do business with the district served, nor should the Board member have an interest in any contract with the school district in general. The Board member does not represent any factional segment of the community, but is rather a part of the body which represents and acts for the community as a whole.~~

~~(cf. 9270 - Conflict of Interest)~~

~~No individual member of the Board, by virtue of holding office,~~ shall not exercise any administrative responsibility with respect to the schools~~; nor, as an individual,~~ or command the services of any school employee. Individual b~~B~~oard members shall submit requests for information to the s~~S~~uperintendent or designee. At ~~their his/her~~ discretion, the s~~S~~uperintendent may refer the request to the entire b~~B~~oard for consideration. If approved, the s~~S~~uperintendent or designee shall perform any necessary research associated with the request and report to the b~~B~~oard at a future meeting. Board members shall refer board related correspondence to the superintendent or designee for forwarding to the board or for placement on the board's agenda, as appropriate.

Individual board members do not have the authority to resolve complaints. Any board member approached directly by a person with a complaint shall refer the complainant to the superintendent or designee so that the problem may receive proper consideration and be handled through the appropriate district process.

~~(cf. 1340 - Access to District Records)~~

~~(cf. 9011 - Disclosure of Confidential/Privileges Information)~~

No members of the ~~B~~boards shall be asked to perform any routine or clerical duties which may be assigned to an employee, nor shall any b~~B~~oard member become an employee of the ~~his/her~~ district while serving on the b~~B~~oard.

A board member whose child is attending a district school should be aware of their role as a board member when interacting with district employees about their child. Because their position as a board member may inhibit the performance of school personnel, the b~~B~~oard member should inform the superintendent or designee before volunteering in their child's classroom.

Board members who visit schools of their own volition have no more authority than any other citizen. Board members have authority only in regularly called meetings of the b~~B~~oard, or when delegated specific tasks by ~~B~~boards action.

~~Board members shall not serve as a volunteer aide in the district.~~

Obligations of Members

Members of the bBoard must endeavor to attend all meetings, study all materials presented with the agenda prior to attending the meeting, participate in the discussion of any items which come before the bBoard, and vote on all motions and resolutions, abstaining only for compelling reasons.

(cf. 9240 - Development Inservice)

(cf. 9271 - Code of Ethics)

(cf. 9320 - Meetings)

The Board member should not subordinate the education of children and youth to any partisan principle, group interest, or the member's own personal interest.

The BBoard members should be prepared and willing to devote a sufficient amount of time to the study of the problems of education in the district, the state, and the nation in order to interpret them to the people of the district.

Responsibility of Members and Superintendent re Brown Act

Board members and pPersons elected to the bBoard are responsible for complying with the requirements of the subject to Brown Act requirements even if they have not yet assumed office and, for purposes of enforcement under the Brown Act, such persons shall be treated as if they have already assumed office. (Government Code section 54952.1)

Board members and persons elected to the Board are responsible for complying with the requirements of the state's open meeting laws. The sSuperintendent or designee shall provide a copy of the Brown Act to each bBoard member and to anyone who is elected to the bBoard but has not yet assumed office. (Government Code section 54952.7)

Policy Reference:

State References	**Description**
Education Code sections 200-262.4	Educational equity; prohibition of discrimination on the basis of sex
Education Code section 35010	Control of district; prescription and enforcement of rules
Education Code sections 35100-35351	Governing boards
Education Code sections 35160-35184	Powers and duties
Education Code section 35291	Rules (power of governing board)
Education Code section 35292	Visits to schools (Board members)
Education Code section 51101	Rights of parents/guardians
Education Code section 7054	Use of district property, campaign purposes
Government Code sections 54950-54963	The Ralph M. Brown Act
Government Code section 54952.1	Member of a legislative body of a local agency
Government Code section 54952.7	Copies of chapter to members of legislative body

Management Resources References	**Description**
CSBA Publication	CSBA Professional Governance Standards, 2000
Website	CSBA

Cross References	**Description**
1240	Volunteer Assistance
1240	Volunteer Assistance
1312.1	Complaints Concerning District Employees
1312.2	Complaints Concerning Instructional Materials

1312.3	Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1340	Access To District Records
9005-B	Governance Standards
9010-B	Public Statements
9011-B	Disclosure Of Confidential/Privileged Information
9012-B	Board Member Electronic Communications
9140-B	Board Representatives
9230-B	Orientation
9270-B	Conflict Of Interest
9322-B	Agenda/Meeting Materials
9323.2-B	Actions By The Board
9323-B	Meeting Conduct

Bylaw 9220-B: Governing Board Elections

Status: ADOPTED

Original Adopted Date: 06/09/1992

Governing Board election procedures shall be conducted in accordance with the California Education Code and Elections Code.

~~Governing Board members are elected at large.~~

Board Member Qualifications

Any person is eligible to be a ~~Board~~ member of the Governing Board if they are ~~he/she is~~ 18 years of age or older, a citizen of California~~the state~~, a resident of the school district, a registered voter, and not legally disqualified from holding civil office. (Education Code section 35107; Elections Code section 20) ~~(cf. 9220 - Calendar Covering School District Board Elections)~~

A district employee elected to the board shall resign their employment before being sworn in or shall have their employment automatically terminated upon being sworn into office. (Education Code section 35107)

The board encourages all candidates to become knowledgeable about the role of board members. The superintendent or designee shall provide all candidates with information that will enable them to understand the responsibilities and expectations of being a board member, including information regarding available workshops, seminars, and/or training. The superintendent or designee shall provide all candidates with the county election official's contact information and general information about school programs, district operations, and Board responsibilities.

Consolidation of Elections

To reduce costs associated with conducting elections, the board may consolidate board elections with the local municipal or statewide primary or general election in accordance with Elections Code section 1302.

~~In addition, if a regularly scheduled board election held other than on a statewide election date results in a decrease in local voter turnout of 25 percent or more compared to the average local turnout for the previous four statewide general elections, the board shall take action to consolidate board elections with statewide elections. The district shall move its election to the next state statewide election date, unless the board has adopted a plan by January 1, 2018 to consolidate Board elections not later than the November 8, 2022 statewide general election. (Elections Code sections 14051, 14052)~~

~~In order to consolidate elections based on either circumstance described above, the board shall adopt a resolution and submit it to the County Board of Supervisors for approval not later than 240 days prior to the date of the currently scheduled district election. (Elections Code 10404.5)~~

Whenever a regularly scheduled Board election is changed due to consolidation of elections, the terms of office of incumbent board members shall be extended to align with the next applicable election. (Elections Code section 10404.5)

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Elections Process and Procedures ~~Statement of Qualifications~~

The district is divided into trustee areas and each trustee area shall be represented by a board member who resides in and is elected by voters residing within that trustee area. Trustee areas shall be balanced by population as required by state and federal law.

Prior to March 1, following the year in which the results of each decennial federal census are released, the board shall adjust the boundaries of the district's trustee areas based on population figures as validated by the Population Research Unit of the Department of Finance. (Education Code section 5019.5)

To ensure ongoing compliance with the California Voting Rights Acts, the board may review the district's board election method to determine whether any modification is necessary due to changes in the district's population or any of its racial, color, or language minority group composition. The review shall be based on the superintendent or designee's report to the board after the release of each decennial federal census.

If the board determines that a change is necessary, it shall hold public hearings in accordance with Elections Code section 10100 before adopting a resolution at an open meeting specifying the change(s), and shall, in accordance with Education Code section 5019, obtain approval from the county committee on school district organization having jurisdiction over the district.

Campaign Conduct

All candidates, including current board members running as incumbents, shall abide by local, county, state, and federal requirements regarding campaign donations, funding, and expenditures.

A board member shall not expend, and a candidate shall not accept, any public money for the purpose of seeking elective office. However, the district may establish a dedicated fund for those seeking election to the board, provided that the funds are available to all candidates who are qualified pursuant to Education Code section 35107 without regard to incumbency or political preference. (Government Code section 85300)

In order to help protect the public's trust in the electoral process as well as the public's confidence in the board and district, the board encourages all candidates to sign and adhere to the principles in the Code of Fair Campaign Practices pursuant to Elections Code section 20440.

Statement of Qualifications

On the 125th day prior to the day fixed for the general district election, the board secretary or their designee shall deliver a notice, bearing the secretary's signature and district seal, to the county elections official describing both of the following: (Elections Code section 10509)

1. The elective offices of the district to be filled at the general election and which offices, if any, are for the balance of an unexpired term

2. Whether the district or the candidate is to pay for the publication of a statement of qualifications pursuant to Elections Code section 13307

Candidates for the board may submit a candidate statement to the elections official for inclusion in the voter's pamphlet. The statement may include the name, age, and occupation of the candidate and a brief description, of no more than 200 words, of the candidate's education and qualifications expressed by the candidate himself or herself. However, the governing body of the local agency may authorize an increase in the limitations on words for the statement from 200 to 400 words.~~Candidate statements shall be limited to no more than 200 words~~. (Elections Code section 13307)

When the elections official allows for the electronic distribution of candidate statements, a candidate for the board may, in addition to or instead of submitting a candidate statement for inclusion in the mailed voter's pamphlet, prepare and submit a candidate statement for electronic distribution.

The b~~B~~oard shall assume no part of the cost of printing, handling, translating, ~~or~~ mailing, or electronically distributing candidate statements~~.~~ filed pursuant to Elections Code section 13307. As a condition of having candidate statements included in the hard copy and/or electronic voter's pamphlet, the district may require candidates to pay their estimated pro rata share of these costs to the district in advance pursuant to Elections Code section 13307.

~~The Superintendent shall notify the county clerk of this policy on or before the 119th day prior to each election of Board members. (Elections Code 23510.5)~~

Tie Votes in Board Member Elections

Before each election, the board shall decide whether to resolve a potential tie by lot or by a runoff election. (Education Code section 5016)

- If the board has decided to resolve a tie by lot, the board shall, immediately after the election, notify the candidates who received the tie votes of the time and place where the candidates and/or their representatives should appear before the board. The board at that time shall determine the winner by lot.
- If the board has decided to resolve a tie with a runoff election, the board shall schedule the runoff election in accordance with law.

~~Prior to each election, the Board shall establish whether a potential tie is to be resolved by lot or with a runoff election.~~

~~After an election for which the Board has decided to resolve a tie by lot, the Board shall immediately notify the candidates who received the tie votes of the time and place where lots shall be cast to determine the winner.~~
~~(Education Code 5016)~~

~~After an election for which the Board has decided to resolve a tie with a runoff, the Board shall schedule the runoff in accordance with law.~~

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

State References **Description**

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CA Constitution Article 2, Section 2	Voters, qualifications
CA Constitution Article 7, Section 7	Conflicting offices
CA Constitution Article 7, Section 8	Disqualification from office
Ed. Code 1006	Qualifications for holding office, county board of education
Ed. Code 35107	School district employees
Ed. Code 35177	Campaign expenditures or contributions
Ed. Code 35239	Compensation of governing board member of districts with less than 70 ADA
Ed. Code 5000-5033	Election of school district board members
Ed. Code 5220-5231	Elections
Ed. Code 5300-5304	General provisions (conduct of elections)
Ed. Code 5320-5329	Order and call of elections
Ed. Code 5340-5345	Consolidation of elections
Ed. Code 5360-5363	Election notice
Ed. Code 5380	Compensation (of election officer)
Ed. Code 5390	Qualifications of voters
Ed. Code 5420-5426	Cost of elections
Ed. Code 5440-5442	Miscellaneous provisions
Ed. Code 7054	Use of district property, campaign purposes
Elec. Code 10010	District boundaries
Elec. Code 10400-10418	Consolidation of elections
Elec. Code 10509	Notice of election by secretary
Elec. Code 10600-10604	School district elections
Elec. Code 1302	Local elections, school district election
Elec. Code 13307	Candidate's statement
Elec. Code 13308	Candidate's statement contents
Elec. Code 13309	Candidate's statement, indigence
Elec. Code 14025-14032	California Voting Rights Act
Elec. Code 14050-14057	California Voter Participation Rights Act
Elec. Code 20	Public office eligibility
Elec. Code 20440	Code of Fair Campaign Practices
Elec. Code 2201	Grounds for cancellation
Elec. Code 4000-4008	Elections conducted wholly by mail
Gov. Code 1021	Conviction of crime
Gov. Code 1097	Illegal participation in public contract
Gov. Code 12940	Unlawful discriminatory employment practices
Gov. Code 81000-91014	Political Reform Act of 1974
Pen. Code 424	Embezzlement and falsification of accounts by public officers
Pen. Code 661	Removal for neglect or violation of official duty
Pen. Code 68	Bribes
Pen. Code 74	Acceptance of gratuity
Federal References	**Description**

4

52 USC 10301-10508	Voting Rights Act

Management Resources References	Description
Attorney General Opinion	83 Ops.Cal.Atty.Gen. 181 (2000)
Attorney General Opinion	85 Ops.Cal.Atty.Gen. 49 (2002)
Attorney General Opinion	81 Ops.Cal.Atty.Gen. 98 (1998)
Attorney General Opinion	69 Ops.Cal.Atty.Gen. 290 (1986)
CSBA Publication	Legal Alert on the Impact of Senate Bill No. 415 on School Board Elections,
Court Decision	Rey v. Madera Unified School District, (2012) 203 Cal. App. 4th 1223
Court Decision	Randall v. Sorrell, (2006) 126 S.Ct. 2479
Court Decision	Sanchez v. City of Modesto, (2006) 145 Cal. App. 4th 660
Court Decision	Dusch v. Davis, (1967) 387 U.S. 112

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Website	Institute for Local Government
California School Boards Association Publication	January 2017
Website	California Secretary of State's Office
Website	Fair Political Practices Commission
Website	CSBA

Cross References	Description
0410	Nondiscrimination In District Programs And Activities
9005-B	Governance Standards
9110	Terms of Office
9223-B	Filling Vacancies
9224	Oath or Affirmation
9230-B	Orientation
9240	Board Training
9270-B	Conflict Of Interest
9320	Meetings and Notices

6

Bylaw 9222-B: Resignation

Status:

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

A Governing Board member who wishes to resign from the board shall file ~~may do so by filing~~ a written resignation with the County Superintendent of Schools. (Education Code section 5090) A copy shall be given to the s~~S~~uperintendent and to the board secretary.

The written resignation is effective when filed with the County Superintendent, except when a deferred effective date is specified in the resignation. ~~(Education Code 5090)~~ A b~~B~~oard member may not defer the effective date of their ~~his/her~~ resignation for more than 60 days after they file the resignation with the County Superintendent~~filing~~. (Education Code sections 5090, 5091)

Once filed, a~~A~~ written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable. ~~upon being filed.~~ (Education Code section 5090)

A board member who tenders their resignation with a deferred effective date shall, until the effective date of the resignation, continue to exercise all the powers of the office, except that they shall not have the right to vote for their successor in an action taken by the board to make a provisional appointment. (Education Code sections 59091, 35178)

~~Upon resignation, the Board member may continue to exercise all his/her powers, save that of voting for a successor, until the effective date of resignation. (Education Code 35178)~~

A board member who resigns shall file, within 30 days of leaving office, a revised Statement of Economic Interest/Form 700 covering the period of time between the closing date of the last statement required to be file and the date they leave the office. (Government code sections 87302, 87500)

~~(cf. 9270 - Conflict of Interest)~~

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

State References	**Description**
Ed. Code 35178	Resignation with deferred effective date
Ed. Code 5090-5095	Vacancies on the board
Gov. Code 1770	Vacancy on the board
Gov. Code 87300-87313	Conflict of interest code
Gov. Code 87500	Statement of economic interests

Management Resources References	**Description**
CSBA Publication	Filling a Board Vacancy, rev. December 2010
Website	CSBA

Cross References	**Description**
9223-B	Filling Vacancies
9270-B	Conflict Of Interest

Status:

Bylaw 9223-B: Filling Vacancies

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

A vacancy on the Governing Board may occur for any of the following events, as specified in Government Code section 1770:.

1. The death of an incumbent

2. The adjudication pursuant to a quo warranto proceeding declaring that an incumbent is physically or mentally incapacitated due to disease, illness, or accident, and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of their office for the remained of their term

3. A board member's resignation

   A vacancy resulting from resignation occurs when the written resignation is filed with the County Superintendent of Schools having jurisdiction over the district, except where a deferred effective date is specified in the resignation so filed, in which case the resignation shall become operative on that date. A board member may not defer the effective date of their resignation for more than 60 days after they file the resignation with the County Superintendent. Upon being filed with the County Superintendent, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable. (Education Code sections 5090, 5091)

4. A board member's removal from office, including by recall (Elections Code section 11384, Government Code section 1770)

5. A board member's ceasing to be a resident of the district

   A vacancy on the board also occurs when a board member ceases to inhabit the trustee area which they represent on the board (50 Ops. Cal.Atty.Gen. 888 (1975))

6. A board member's absence from the state for more than 60 days, except in the following situations (Government Code sections 1064, 1770):

   a. Upon district business with the approval of the board

   b. With the consent of the board of an additional period not to exceed a total absence of 90 days.

      In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the board.

   c. For federal military deployment, not to exceed an absence of a total of six months, as a member of the armed forces of the United States or the California National Guard.

      If the absence of the board member for this purpose exceeds six months, the board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the board may appoint an interim member to serve in their absence. If two or more members of the board are absent by reason of these circumstances and those absences result in the inability to establish a quorum at a regular meeting, the board may immediately appoint one or more interim members a necessary to enable the board to conduct business and discharge its responsibility. The term of an interim member appointed in these circumstances shall not extend beyond the term of the absent board member or beyond the next regularly scheduled election for that office, whichever occurs first.

7. A board member's ceasing to discharge the duties of their office for the period of three consecutive months, except when prevented by illness or when absent from the state with the permission required by law.

8. A board member's conviction of a felony or any offense involving a violation of their official duties or conviction of a designated crime resulting in a forfeiture of office. (Government Code sections 1770, 3000 – 3003)

9. A board member's refusal or neglect to file their required oath within the time prescribed

10. The decision of a competent tribunal declaring void a board member's election or appointment

11. A board member's commitment to a hospital or sanitarium as a drug addict, alcoholic, inebriate, or stimulant addict by a court of competent jurisdiction, in which case the office shall not be deemed vacant until the order of commitment has become final

12. A "failure to elect" in which no candidate or an insufficient number of candidates have filed to run for a board seat(s) (Education Code sections 5090, 5326, 5328)

~~Removal by conviction of a grand jury or recall election shall also create a vacancy on the Board. (Government Code 3072, Elections Code 27344)~~

Timelines for filling A Vacancy

When a vacancy occurs, the board shall take the following action, as appropriate:

1. When a ~~If~~ vacancy occurs within four months of the end of a ~~or the filing of the~~ b~~B~~oard member's term, the b~~B~~oard shall take no action ~~not fill the vacancy~~. ~~deferred resignation, the Board shall either order an election for the next regular election date or make a provisional appointment.~~ (Education Code section 5093)

2. When a vacancy occurs longer than four months before the end of a board member's term, the board shall, within 60 days or the date of the vacancy or the filing of the members deferred resignation, either order an election or make a provisional appointment, unless a special election is mandated as described in section 3, below. (Education Code sections 5091, 5093)

3. When a vacancy occurs from six months to 130 days before a regularly scheduled board election at which the position is not scheduled to be filled, a special election to fill the position shall be consolidated with the regular election. The person so elected shall take office at the first regularly scheduled board meeting following the certification of the election and shall serve only until the end of the term of the position which they were elected to fill. (Education Code section 5093)

Eligibility

In order to be appointed or elected to fill a vacancy on the board, a person must meet the eligibility requirements specified in Education Code section 35107.

Provisional Appointment

When authorized by law to make ~~making~~ a provisional appointment to fill a vacancy on the board, the b~~B~~oard shall advertise in the local media to solicit ~~desires to draw from the widest possible number of~~ candidate~~s~~ . ~~applications or nominations.~~ A committee consisting of less than a quorum of the board shall ensure that applicants are eligible for board membership and announce the names of the eligible candidates. The board shall interview the candidates at a public meeting, accept oral or written public input, and select the provisional appointee by a majority vote. ~~The Board shall:~~

Within ten days after the appointment is made, the b~~B~~oard shall post notices of the actual vacancy, or the filing of a deferred resignation, ~~dated resignation~~ and the provisional appointment. The notice shall be

published in the local newspaper pursuant to Government Code section 6061, and posted in at least three public places within the district. (Education Code section 5092)

The notice shall contain: (Education Code section 5092)

1. The date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation~~Advertise the vacancy in suitable local media.~~

2. The full name of the appointee~~Solicit applications or nominations of any legally qualified citizen interested in serving on the Board.~~

3. The date of appointment~~Provide candidates with appropriate information regarding Board member responsibilities.~~

~~4~~. A statement notifying the voters that unless a petition calling for a special election pursuant to Education Code section 5091 is filed in the office of the County Superintendent within 30 days of the provisional appointment, it shall become an effective appointment.~~Announce names of candidates and accept public input either in writing or at a public meeting.~~

~~2. Interview the candidates at a public meeting.~~

~~3. Select the provisional appointee by majority vote at a public meeting.~~

~~1. The full name of the appointee.~~

~~2. The date of appointment.~~

~~3. A statement notifying the voters that the provisional appointment shall become effective immediately and shall continue unless a petition calling for an election is filed in the office of the County Superintendent of Schools.~~

The person appointed shall hold office until the next regularly scheduled election for district b~~B~~oard members and shall be afforded all the powers and duties of a b~~B~~oard member upon appointment. (Education Code section 5091)

Appointment Due to Failure to Elect

When a vacancy occurs because no candidate or an insufficient number of candidates have been nominated (i.e., a failure to elect) and a district election will not be held, the board shall appoint a qualified person to the office. This appointment shall be made at a meeting prior to the day fixed for the election and the appointee shall be seated at the organizational meeting as if elected at the district election. (Education Code section 5328)

When an appointment is being made because of a failure to elect, the district shall publish a notice once in a newspaper of general circulation published in the district, or if no such newspaper exists, in a newspaper having general circulation within the district. This notice shall state that the board intends to make an appointment and shall inform persons of the procedure available for applying for the appointment. (Education Code section 5328.5)

The procedure for selecting and interviewing candidates shall be the same as the procedures for "Provisional Appointments," as specified above.

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

State References	**Description**
Ed. Code 35107	School district employees

Ed. Code 35178	Resignation with deferred effective date
Ed. Code 5000-5033	Election of school district board members
Ed. Code 5090-5095	Vacancies on the board
Ed. Code 5200-5208	Districts governed by boards of education
Ed. Code 5300-5304	General provisions (conduct of elections)
Ed. Code 5320-5329	Order and call of elections
Ed. Code 5340-5345	Consolidation of elections
Ed. Code 5360-5363	Election notice
Ed. Code 5420-5426	Cost of elections
Ed. Code 5440-5442	Miscellaneous provisions
Elec. Code 10600-10604	School district elections
Elec. Code 11381-11386	Candidates for recall
Gov. Code 1064	Absence from state
Gov. Code 1770	Vacancy on the board
Gov. Code 3000-3003	Forfeiture of office
Gov. Code 3060-3075	Removal other than by impeachment
Gov. Code 54950-54963	The Ralph M. Brown Act
Gov. Code 6061	One time notice
Pen. Code 88	Bribery, forfeiture from office

Federal References	**Description**
18 USC 704	Military medals or decorations

Management Resources References	**Description**
Attorney General Opinion	58 Ops.Cal.Atty.Gen. 888 (1975)
CSBA Publication	Filling a Board Vacancy, rev. December 2010
Website	California State Attorney General's Office, Quo Warranto Applications
Website	CSBA

Cross References	**Description**
1340	Access To District Records
1340	Access To District Records
9100-B	Organization
9110-B	Terms Of Office
9130-B	Board Committees
9220-B	Governing Board Elections
9222-B	Resignation
9224-B	Oath Or Affirmation
9230-B	Orientation
9323.2-B	Actions By The Board

NEW

Bylaw 9224-B: Oath Or Affirmation

Status:

Original Adopted Date:

Prior to entering upon the duties of their office, all Governing Board members shall take the oath or affirmation required by law. (California Constitution, Article 20, Section 3; Government Code section 1360)

The oath may be administered and certified by a board member, secretary or assistant secretary to the board, superintendent, deputy or assistant superintendent, principal, or County Superintendent of Schools or any other person authorized in Education Code section 60.

The executed oath shall be filed with the County Clerk. (Government Code section 1363)

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

State References	Description
CA Constitution Article 20, Section 3	Oath of office
Ed. Code 60	Persons authorized to administer and certify oaths
Gov. Code 1303	Exercising functions of office without having qualified
Gov. Code 1360-1369	Oath of office
Gov. Code 3100-3109	Oath or affirmation of allegiance

Management Resources References	Description
Court Decision	Chilton v. Contra Costa Community College District (1976) 55 Cal. App. 3d 544
Court Decision	Vogel v. County of Los Angeles (1967) 68 Cal. 2d 18, 22

Cross References	Description
4112.3	Oath Or Affirmation
4112.3-E(1)	Oath Or Affirmation
4212.3	Oath Or Affirmation
4212.3-E(1)	Oath Or Affirmation
4312.3	Oath Or Affirmation
4312.3-E(1)	Oath Or Affirmation
9100-B	Organization
9110-B	Terms Of Office
9220-B	Governing Board Elections
9223-B	Filling Vacancies

Bylaw 9230-B: Orientation **Status:**
Original Adopted Date: 06/09/1992; **revised**:

Board Candidate Orientation

The Governing Board recognizes the importance of providing all newly elected or appointed board members with support and information to assist them in becoming effective members of the board. Incoming board members shall be provided an orientation designed to build their knowledge of the district and an understanding of the responsibilities of their position. Such orientation may include the provision of information, support, and/or training related to board functions, policies, protocols, and standards of conduct.

As early as possible following the election or appointment of board members, one or more orientation sessions may be held during open meeting(s) of the board. The board president and the superintendent or designee shall develop an agenda for the meeting(s) and shall identify resources that may be useful for incoming board members.

Upon their election or appointment, incoming board members shall be provided a copy of the Brown Act and informed that, pursuant to Government Code section 54952.1, they must conform to the Brown Act's requirements as if they had already assumed office. Additional information for incoming board members may include, but is not limited to, board bylaws related to the limits of individual board member authority, the conduct of board meetings, and other board operations; governance standards for ethical conduct; legal requirements related to conflict of interest and prohibited political activity; protocols for speaking with district staff, members of the public, and the media; and publications on effective governance practices.

In addition, the superintendent or designee shall provide incoming board members with specific background information regarding the district, including, but not limited to, the district's vision and goals statements, local control and accountability plan and other comprehensive plans, student demographic data, student achievement data, district policy manual, district budget, and minutes of recent open board meetings.

The superintendent or designee may offer incoming board members a tour of district schools and facilities, and may introduce them to district and school site administrators and other staff.

I~~The i~~ncoming member(s) are encouraged~~should attend~~, at district expense and with approval of the board, to attend the California School Boards Association's Orientation for New Trustees, Institute for New and First-Term Board Members, and workshops and conferences relevant to the needs of the individual member, the board as a whole, or the district.

~~Orientation will be provided for Governing Board candidates so that insofar as possible, new members will be prepared to discuss and cast informed votes on matters before the Board from the time that they are sworn into office.~~

~~The Board invites all candidates to attend public Board meetings during the period of their candidacy. The Superintendent or designee shall cooperate impartially with all candidates in providing them with Board policies and public information about school programs.~~

~~The Board expects candidates to recognize that until they are sworn in to the Board, they are, like other members of the public, not entitled to privileged information discussed in closed session.~~

~~New Board Member Orientation~~

~~The Board and the Superintendent or designee shall help each new member-elect to understand district operations and the Board's functions, policies and procedures as soon after election as possible. Incoming members shall be given a copy of the Brown Act and informed that they must conform to its requirements as if they had already assumed office. Additionally, they may receive informational materials on the function of the Board and the school system, attend Board meetings, meet with the Superintendent or designee and~~

~~Board president regarding their role and responsibilities, receive a copy of the district's policy manual, and visit school facilities.~~

~~(cf. 9240 - Development in Service)~~

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

State References	**Description**
Ed. Code 33360	Department of Education and statewide association of school district boards; annual workshops
Ed. Code 33362-33363	Reimbursement of expenses; board member or member-elect
Gov. Code 54950-54963	The Ralph M. Brown Act
Gov. Code 54952.1	Member of a legislative body of a local agency
Gov. Code 54952.2	Meeting, defined
Gov. Code 54952.7	Copies of chapter to members of legislative body

Management Resources References	**Description**
CSBA Publication	Professional Governance Standards for School Boards
CSBA Publication	The Brown Act: School Boards and Open Meeting Laws, rev. December 2014
Website	CSBA

Cross References	**Description**
0000	Vision
0200	Goals For The School District
0400	Comprehensive Plans
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
1112	Media Relations
1160	Political Processes
9000-B	Role Of The Board
9005-B	Governance Standards
9010-B	Public Statements
9011-B	Disclosure Of Confidential/Privileged Information
9012-B	Board Member Electronic Communications
9100-B	Organization
9121-B	President
9150-B	Student Board Members
9200-B	Limits Of Board Member Authority
9220-B	Governing Board Elections
9223-B	Filling Vacancies

9240-B	Board Training
9270-B	Conflict Of Interest
9320-B	Meetings And Notices
9323-B	Meeting Conduct
9400-B	Board Self-Evaluation

Bylaw 9240-B: ~~Development Inservice~~Board Training **Status:**

Original Adopted Date: June 9, 1992; **revised:** December 13, 1994; **revised**:

~~Governing Board members, like teachers and administrators, need inservice training. The public entrusts the Board with the governance of its schools. As part of their job, Board members need to participate in professional development activities that help them understand their responsibilities, stay abreast of new developments in education, and learn new ways to cope effectively with the problems they confront. Such activities include state, regional, and national workshops, conferences, conventions, and seminars such as those offered by the California School Boards Association.~~

The Governing Board believes that the board's ability to effectively and responsibly govern the district is essential to promoting student achievement, building positive community relations, and protecting the public interest in district schools. Board members shall be provided sufficient opportunities for professional development that helps them understand their responsibilities, stay abreast of new developments in education, and develop boardsmanship skills.

The board and/or the superintendent or designee may provide an orientation to newly elected or appointed board members which may include comprehensive information regarding board roles, policies, and procedures and the district's vision and goals, operations, and current challenges. Throughout their first term, board members shall continue to participate in additional educational opportunities designed to assist them in understanding the principles of effective governance, including, but not limited to, information on school finance and budgets, student achievement and assessment, labor relations, community relations, program evaluation, open meeting laws (the Brown Act), conflict of interest laws, and other topics necessary to govern effectively and in compliance with law.

All board members are strongly encouraged to continuously participate in advanced training offered by the California School Boards Association in order to reinforce boardsmanship skills and build knowledge related to key education issues. Such activities may include online courses, webinars, webcasts, and in-person attendance at workshops and conferences. In addition, workshops and consultations may be held within the district on issues that involve the entire governance team.

~~to attend at least one or more Board development activities each year. All Board members may attend conferences for the purpose of Board development. Board business shall not be discussed at conferences.~~

~~Board members shall report to the Board on the inservice activities they attend. Reports shall be given at a regular Board meeting as soon as possible after the Board member's return.~~

Funds for ~~inservice~~ board training shall be budgeted annually~~.~~ for the board and each board member. In selecting appropriate activities, the board and/or individual board members shall consider activities that are aligned with the district's vision and goals and the needs of the board or individual member to obtain specific knowledge and skills. The board may annually develop a board training calendar in order to schedule and track board training activities and to schedule opportunities for board members to report on the activities in which they participated.

Board members may attend a conference or similar public gathering with other board members and/or with the superintendent or designee in order to develop common knowledge and understanding of an issue or engage in team-building exercises. In such cases, a majority of the board members shall not discuss among themselves, other than as part of the scheduled program, business of a specified nature that is within the district's jurisdiction, so as not to violate the Brown Act open meeting laws pursuant to Government Code section 54952.2.

Board members may report to the board, orally or in writing, on the board training activities they attend, for the purpose of sharing the acquired knowledge or skills with the full board and enlarging the benefit of the activity to the board and district.

~~(cf. 9250 - Remuneration, Reimbursement, and Other Benefits)~~

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State References	**Description**
Gov. Code 54950-54963	The Ralph M. Brown Act
Gov. Code 54952.2	Meeting, defined

Management Resources References	**Description**
CSBA Publication	Professional Governance Standards for School Boards
Website	California County Boards of Education
Website	National School Boards Association
Website	CSBA

Cross References	**Description**
0000	Vision
0100	Philosophy
0200	Goals For The School District
1112	Media Relations
2111	Superintendent Governance Standards
2140	Evaluation Of The Superintendent
3100	Budget
3100	Budget
6000	Concepts And Roles
9000-B	Role Of The Board
9005-B	Governance Standards
9100-B	Organization
9121-B	President
9150-B	Student Board Members
9220-B	Governing Board Elections
9230-B	Orientation
9250-B	Remuneration, Reimbursement And Other Benefits
9400-B	Board Self-Evaluation

1

Bylaw 9250-B: Remuneration, Reimbursement And Other Benefits

Status:

Original Adopted Date: 06/09/1992; **revised:** 08/28/2012; **revised:**

CompensationRemuneration

Governing Board members shall be compensated for their services and attendance at school bBoard meetings. Each board member may receive a monthly compensation up to the maximum compensation allowable by law, as provided for in in accordance with Education Code section 35120. Each member of the Governing Board may receive a monthly compensation up to the maximum amount allowable by law.

Any member who does not attend all bBoard meetings held in any month is eligible to may receive only a percentage of the monthly , as compensation equal to the percentage of meetings for they his/her attended, unless otherwise authorized by the board in accordance with law. (Education Code section 35120)

services, an amount not greater than the maximum amount allowed divided by the number of Board meetings held and multiplied by the number of meeting actually attended. If no Board meetings are held in any one month, the stipend will be paid for that month. Meetings called for the sole purpose of negotiations are exempt from stipend provisions.

On an annual basis, the Governing Board may increase the compensation of individual board members beyond the limits delineated in Education Code section 35120, in an amount not to exceed 5 percent based on the present monthly rate of compensation. Any increase made shall be effective upon approval by the Governing Board. (Education Code section 35120(c)). Board members are not required to accept payment for meetings attended.

Members may be compensated paid for meetings they missed when the bBoard, by bBoard action/resolution, and included in the minutes, finds that they were, at the time of the meeting, performing services outside the meeting for the school district, or that their absence was due to were illness, or on jury duty, or the absence was due to a hardship deemed acceptable by the bBoard. (Education Code section 35120(c))

Student Board members shall receive no remuneration for meetings attended. (Education Code section 35012)

Whenever a quorum of board members serves as another legislative body which will meet simultaneously or in serial order to a board meeting, the board clerk or a member of the board shall verbally announce the amount of any additional compensation or stipend that each member will be entitled to receive as a result of convening the simultaneous or serial meeting. (Government Code section 54952.3)

Reimbursement of Expenses

Board members shall be reimbursed for actual and necessary expenses incurred when performing authorized services for the district. Expenses for travel, telephone, business meals, or other authorized purposes shall be in accordance with policies established for district personnel and at the same rate of reimbursementmay attend conferences or meetings of organizations to which the Board has subscribed for membership or any convention to which it may pay the expense of any employee.

Authorized purposes may include, but are not limited to, attendance at educational seminars or conferences designed to improve board members' skills and knowledge; participation in regional, state, or national organizations whose activities affect the district's interests; attendance at district or community events; and meetings with state or federal officials on issues of community concern.

Personal expenses shall be the responsibility of individual board members. Personal expenses include, but are not limited to, the personal portion of any trip, tips or gratuities, alcohol, entertainment, laundry, expenses of any family member who is accompanying the board member on district-related business,

personal use of an automobile, and personal losses and traffic violation fees incurred while on district business.

Any questions regarding the propriety of a particular type of expense should be resolved by the superintendent or designee before the expense is incurred.

Board members may use district-issued credit cards while on official district business and consistent with the limits established for district personnel. Personal expenses shall not be charged on a district issued credit card, even if the board member intends to subsequently reimburse the district for the personal charges. ~~Board members may attend meetings and conferences related to the educational process or other events where their attendance is requested/required in his/her official capacity as a school board member.~~

~~Upon presentation of appropriate receipts and documentation, Board members will be reimbursed for actual and necessary travel/conference expenses incurred for the benefit of the District. The rate of reimbursement shall be the same rate specified for District personnel. A cumulative report showing amounts reimbursed to each member each fiscal year will be provided quarterly to the Board on an informational basis.~~

~~(cf. 9240 - Development Inservice)~~

Health and Welfare Benefits for Current Board Members

Board members may participate in a health and welfare benefits program provided for ~~D~~district employees.

The District shall pay the cost of all premiums required for b~~B~~oard members electing to participate in a health and welfare benefits program to the same extent offered to employees of the d~~D~~istrict ~~to the same extent that the District pays premiums for District staff~~ in accordance with Government Code section 53208.5. The health and welfare benefits received by board members shall not be greater than the most generous schedule of benefits received by the district's ~~any category of~~ nonsafety employees. (Government Code section 53208.5.)

Health and welfare benefits provided to board members shall be extended at the same level to their spouse/registered domestic partner and to their eligible dependent children as specified in law and the health plan.

Health and Welfare Benefits for Retired Board Members

Any board members retiring from the b~~B~~oard after serving at least one term of office may ~~continue to~~ participate in the health and welfare benefits program at their own expense if coverage is in effect at the time of retirement, subject to carrier approval. (Government Code section 53201)

Health and welfare benefits provided to a retired board member shall be extended, at their expense and at the same level, to their spouse/registered domestic partner and eligible dependent children as specified in law and the health plan.

The insurance shall provide such benefits as are maintained in effect for management employees for retired b~~B~~oard members up to the age at which they become eligible for Medicare/Medicaid, and subsequently shall cover only those eligible expenses not covered by Medicare, Medicaid, or other health insurance programs.

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

State References	Description
Ed. Code 33050-33053	General waiver authority
Ed. Code 33362-33363	Reimbursement of expenses; board member or member-elect
Ed. Code 35012	Board members; number, election and terms
Ed. Code 35044	Payment of traveling expenses of representatives of board

Ed. Code 35120	Course credit for student board members
Ed. Code 35172	Promotional activities
Ed. Code 44038	Cash deposits for transportation purchased on credit
Fam. Code 297-297.5	Rights, protections, benefits under the law; registered domestic partners
Gov. Code 20322	Elective officers; election to become member
Gov. Code 20420-20445	Membership in Public Employees' Retirement System; definition of safety employees
Gov. Code 3543.7	Duty to meet and negotiate in good faith
Gov. Code 53200-53209	Group insurance
Gov. Code 54952.3	Simultaneous or serial meetings; announcement of compensation
Gov. Code 8314	Use of public resources
H&S Code 1373	Health services plan, coverage for dependent children
Ins. Code 10277-10278	Group and individual health insurance, coverage for dependent children

Federal References	**Description**
26 CFR 1.403(b)-2	Tax-sheltered annuities, definition of employee
26 USC 403	Tax-sheltered annuities
42 USC 18011	Right to maintain existing health coverage

Management Resources References	**Description**
Attorney General Opinion	83 Ops.Cal.Atty.Gen. 124 (2000)
Attorney General Opinion	91 Ops.Cal.Atty.Gen. 37 (2008)
Court Decision	Thorning v. Hollister School District, (1992) 11 Cal.App.4th 1598
Court Decision	Board of Education of the Palo Alto Unified School District v. Superior Court of Santa Clara County, (1979) 93 Cal.App.3d 578
Institute for Local Government Publication	Sample Expense and Use of Public Resources Policy Statement, January 2006
Internal Revenue Service Publication	Tax-Sheltered Annuity Plans (403(b) Plans) for Employees of Public Schools and Certain Tax-Exempt Organizations, Publication 571, rev. February 2013
Website	Public Employees' Retirement System
Website	Institute for Local Government
Website	Internal Revenue Service
Website	CSBA

Cross References	**Description**
1160	Political Processes
3100	Budget
3100	Budget
3350	Travel Expenses
3513.1	Cellular Phone Reimbursement
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits

4354	Health And Welfare Benefits
4354	Health And Welfare Benefits
9110-B	Terms Of Office
9150-B	Student Board Members
9240-B	Board Training
9324-B	Minutes And Recordings

Status:

Bylaw 9260-B: Legal Protection

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

Liability Insurance

The Governing Board shall, in accordance with Education Code sSection 35208, provide ~~liability~~ insurance necessary to protect bBoard members, officers, and employees while acting within the scope of the office or employment. ~~from claims and judgments resulting from suits brought against them alleging their liability. The insurance shall cover claims in such matters as civil rights actions, negligence, or other act resulting in accidental injury to any person or property damage in or out of the school buildings while the above-named insured are acting within the scope of their employment and/or under the direction of the Board. (cf. 3530 - Insurance Management)~~ Because the determination as to whether personal liability exists is dependent on the specific facts of each case, it is strongly recommended that legal counsel be consulted when questions arise.

Protection Against Liability

No board member shall be liable for harm caused by their act or omission when acting within the scope of district responsibilities. The act or omission must be in conformity with federal, state, and local laws, and made in furtherance of an effort to control, discipline, expel or suspend a student, or maintain order or control in the classroom or school. (20 USC 6736)

The protection against liability shall not apply when: (20 USC 6736)

1. The board member acted with willful or criminal misconduct, gross negligence, recklessness, or a conscious, flagrant indifference to the harmed person's right to safety.
2. The board member caused harm by operating a motor vehicle.
3. The board member was not properly licensed, if required, by the State for such activities.
4. The board member was found by a court to have violated a federal or state civil rights law.
5. The board member was under the influence of alcohol or any drug at the time of the misconduct.
6. The misconduct constituted a crime of violence pursuant to 18 USC 16 or an act of terrorism for which the board member has been convicted in a court.
7. The misconduct involved a sexual offense for which the board member has been convicted in a court.

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State References	Description
Ed. Code 17029.5	Contract funding; board liability
Ed. Code 35208	Liability insurance
Ed. Code 35214	Liability insurance (self-insurance or a combination of self-insurance and insurance through an insurance company)
Gov. Code 1090-1098	Prohibitions applicable to specified officers
Gov. Code 54950-54963	The Ralph M. Brown Act
Gov. Code 815.3	Intentional torts

Gov. Code 820-823	Tort claims act
Gov. Code 825.6	Indemnification of public entity
Gov. Code 87100-89503	Conflicts of interest

Federal References	**Description**
18 USC 16	Crime of violence defined
20 USC 6731-6738	Teacher liability protection

Management Resources References	**Description**
Court Decision	Caldwell v. Montoya (Paramount Unified School District) 10 Cal 4th 972 (1995)

Cross References	**Description**
1330.1	Joint Use Agreements
3530	Risk Management/Insurance
3530	Risk Management/Insurance
4119.1	Civil And Legal Rights
4219.1	Civil And Legal Rights
4319.1	Civil And Legal Rights
9124-B	Attorney

Bylaw 9310: Board Policies

Status: ADOPTED

ted Date: 06/01/1999 **| Last Revised Date:** 07/01/2018 **| Last :** 07/01/2018

see more

The Board of Education ~~recognizes that its most important function is to establish policies which communicate its direction for the operation of the schools. Policies are written statements adopted by the Board which communicate the guidelines and limits within which the Superintendent or designee and staff may take discretionary action.~~ shall adopt written policies to convey its expectations for actions that will be taken in the district, clarify roles and responsibilities of the board and superintendent, and communicate board philosophy and positions to students, staff, parents/guardians, and the community.

~~(cf. 2210 - Administrative Leeway in Absence of Board Policy)~~

The b~~B~~oard encourages members of the community to contribute information and opinions for the b~~B~~oard's consideration and propose revisions to policy.

The board shall ensure that district policies align with the district's vision and goals, promote student learning and achievement, provide for consistent and fair treatment of students and staff, and proactively address equity and the provision of equal access to opportunities for all students.

~~The adoption of policy shall conform with Board bylaws governing agenda, meetings, and voting. Only those written statements adopted and recorded in the minutes shall constitute official Board policy.~~

The board recognizes the importance of maintaining a policy manual that is up to date and reflects the mandates of law. Board policies are binding on the district to the extent that they do not conflict with federal or state law and are consistent with the district's collective bargaining agreements. No board policy, bylaw, or administrative regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable federal or state law or regulations or court decisions. If any portion of a policy is found to be invalid, that invalidity shall not affect other provisions of the policy.

Policies shall be regularly reviewed at a time allocated for this purpose on the agenda of public board meetings.

Prior to adoption, policies shall normally be given two readings by the b~~B~~oard. At its second reading, the policy may be adopted by a majority of all members of the b~~B~~oard. The b~~B~~oard may waive the second reading or may require additional readings.

~~In addition to presenting new policy and policy revisions, the Superintendent or designee, as policy coordinator, shall maintain procedures for the continuous orderly review of existing policies. Policies shall be reviewed regularly, and those policies required by Education Code 35160.5 shall be reviewed annually (e.g., BP/AR 5116.3 regarding open- enrollment, and BP/AR 6145 regarding extracurricular/cocurricular activities), as shall BP 3430 re investing, and BP 6020 regarding parental involvement, as required by 20 USC 6318. When policies are amended, the Superintendent or designee shall review corresponding administrative regulations to ensure that they conform to the intent of the revised policy.~~
~~Consideration of Board policy shall be a regular agenda item.~~

The board shall review certain policies annually, as required by Education Code section 35160.5. If no revisions are deemed necessary, the board minutes shall nevertheless indicate that the review was conducted. Other policies shall be monitored and reviewed as specified in the policy itself or as needed to reflect changes in law or district circumstances.

Policy Development and Adoption Process

The district's policy development process shall include the following basic steps:

1. The board and/or superintendent or designee shall identify the need for a new policy or revision of an existing policy. The need may arise from a change in law, a new district vision statement, new goals in the local control and accountability plan, educational research or trends, an incident that has arisen in the district, or a recommendation or request from staff, a parent/guardian, or other interested person.

2. As needed, the superintendent or designee shall gather fiscal data, staff and public input, related district policies, sample policies from the California School Boards Association or other organizations or agencies, and other useful information and data to fully inform the board about a particular issue.

3. The board may hold discussions during a public board meeting to gain an understanding of the issue and provide initial direction to the superintendent or designee. The discussion may include, but not be limited to, community expectations, staff recommendations, and the expected impact of the policy on student learning and well-being, equity, governance, and the district's fiscal resources and operational efficiency.

4. The board or superintendent may request that legal counsel review the draft policy as appropriate.

5. The superintendent or designee shall develop and present a draft policy for a first reading at a public board meeting. At its second reading, the board may take action on the proposed policy. The board may waive the second reading or may require an additional reading if necessary.

Only policies formally adopted by a majority vote of the board shall constitute official board policy.

The district's policy development process may be revised or expanded as needed based on the issue being considered, the need for more information, or the desire to provide greater opportunities for consultation and public input.

Policies shall become effective upon board adoption or at a future date if so designated by the board at the time of adoption.

Board Bylaws

The board shall prescribe and enforce rules for its own governance consistent with state law and regulations. (Education Code section 35010)

Bylaws governing board operations may be developed, adopted, and amended following the same procedures as those used for the adoption or amendment of board policy.

Administrative Regulations

The superintendent or designee shall be responsible for developing and enforcing administrative regulations for the operation of the district. Administrative regulations shall be consistent with law and board policy and shall be designed to promote the achievement of district goals and objectives. Administrative regulations may describe specific actions to be taken, roles and responsibilities of staff, timelines, and/or other provisions. The superintendent or designee may also develop procedures manuals, handbooks, or other guides to carry out the intent of board policy.

When board policies are amended, the superintendent or designee shall review corresponding administrative regulations to ensure that they conform to the intent of the revised policy. In case of conflict between administrative regulation and board policy, policy shall prevail.

The board may review and/or approve administrative regulations for the purpose of

ensuring conformity with the intent of board policy.

Monitoring and Evaluation

At any time, the board and superintendent or designee may determine that progress reports to the board on the implementation and/or effectiveness of the policy should be scheduled. If so, the board and superintendent or designee shall agree upon a timeline and, as applicable, measures for evaluating the effectiveness of the policy in achieving its purpose.

Access to Policies

The superintendent or designee shall ensure that all district employees and the public have access to an up-to-date district policy manual. The policy manual shall be maintained electronically and/or by paper copy.

As necessary, the superintendent or designee shall notify staff, parents/guardians, students, and other stakeholders whenever a policy that affects them is adopted or revised. They may determine the appropriate communication strategy depending on the issue. Policies shall be posted on the district's web site when required by law.

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

State	Description
Ed. Code 35010	Control of district; prescription and enforcement of rules
Ed. Code 35160	Authority of governing boards
Ed. Code 35160.5	Intradistrict open enrollment
Ed. Code 35163	Official actions, minutes and journal
Ed. Code 35164	Actions by majority vote

Management Resources	Description
Website	CSBA District and County Office of Education Legal Services
Website	CSBA, Policy Services, including Policy Update Service, Governance and Management Using

State	Description
	Technology (GAMUT Online), Policy Review Program, Individual D

Notice	Description
Unique Policy	This policy is unique to the district/COE and is not connected to an existing CSBA sample policy or included in regular quarterly updates from CSBA.

Cross References

Code	Description
0000	Vision
0100	Philosophy
0415	Equity
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
0470	COVID-19 Mitigation Plan
0500	Accountability
1112	Media Relations
1113	District And School Web Sites
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1113-E(1)	District And School Web Sites
1220	Citizen Advisory Committees
1220	Citizen Advisory Committees
1340	Access To District Records
1340	Access To District Records
2000	Concepts And Roles
2210	Administrative Discretion Regarding Board Policy
4112.9	Employee Notifications
4112.9-E(1)	Employee Notifications
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4141	Collective Bargaining Agreement

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4143	Negotiations/Consultation
4212.9	Employee Notifications
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4241	Collective Bargaining Agreement
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4312.9	Employee Notifications
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5116.1	Intradistrict Open Enrollment
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5145.6	Parent/Guardian Notifications
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6141	Curriculum Development And Evaluation
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6145	Extracurricular And Cocurricular Activities
9000	Role Of The Board
9005	Governance Standards
9130	Board Committees
9320	Meetings And Notices
9322	Agenda/Meeting Materials
9323	Meeting Conduct
9323.2	Actions By The Board
9323.2-E PDF(1)	Actions By The Board

Code	Description
9323.2-E PDF(2)	Actions By The Board

San Juan USD
Board Bylaw
Closed Sessions

BB 9321
Board Bylaws

The Governing Board is committed to complying with state open meeting laws and modeling transparency in its conduct of district business. The board may hold closed sessions during a regular, special, or emergency meeting only for one or more ~~of the following~~ purposes~~:~~
authorized by law.

Each agenda shall contain a general description of each closed session item to be discussed at the meeting, as required by law and specified below. (Government Code section 54954.2)

In the open session preceding the closed session, the board shall disclose the items to be discussed in closed session. In the closed session, the board may consider only those matters covered in its statement. (Government Code section 54957.7)

After the closed session, the board shall reconvene in open session before adjourning the meeting and, when applicable, shall publicly disclose any action taken in the closed session, the votes or abstentions thereon, and other disclosures specified below that are applicable to the matter being addressed. Such reports may be made in writing or orally at the location announced in the agenda for the closed session. (Education Code section 32281; Government Code sections 54957.1, 54957.7)

When an action taken during a closed session involves final approval or adoption of a document such as a contract or settlement agreement, the superintendent or designee shall provide a copy of the document to any person present at the conclusion of the closed session who submitted a written request. If the action taken results in one or more substantive amendments, the superintendent or designee shall make the document available the next business day or when the necessary retyping is completed. Whenever copies of an approved agreement will not be immediately released due to an amendment, the board president shall orally summarize the substance of the amendment for those present at the end of the closed session. (Government Code section 54957.1)

Confidentiality

A board member shall not disclose confidential information received in closed session

unless the board authorizes the disclosure of that information. (Government Code section 54963)

The board shall not disclose any information that is protected by state or federal law. In addition, no victim or alleged victim of tortious sexual conduct or child abuse shall be identified in any board agenda, notice, announcement, or report required by the Brown Act, unless the identity of the person has previously been publicly disclosed. (Government Code sections 54957.7, 54961)

Personnel Matters

The board may hold a closed session under the "personnel exception" ~~1. T~~to consider the ~~"personnel matters," that is, the~~ appointment, employment, evaluation of performance, discipline, or dismissal of an employee. Such a closed session shall not include discussion or action on proposed compensation except for a reduction of compensation that results from the imposition of discipline. (Government Code section 54957)
~~The Board shall publicly report any action taken and the roll call vote, either at the public meeting during which the closed session was held or at a subsequent public meeting.~~ The b~~B~~oard may also hold a closed session to hear complaints or charges brought against an employee by another person or employee, unless the employee who is the subject of the complaint requests an open session.~~a public hearing.~~ Before the board holds a closed session on specific complaints or charges brought against an employee, the employee shall receive written notice of the right to have the complaints or charges heard in open session if desired. This notice shall be delivered personally or by mail at least 24 hours before the time of the session. (Government Code section ~~11126~~, 54957)

The board may hold a closed session to discuss an employee's application for early withdrawal of funds in a deferred compensation plan when the application is based on financial hardship arising from an unforeseeable emergency due to illness, accident, casualty, or other extraordinary event, as specified in the deferred compensation plan. (Government Code section 54957.10)

Agenda items related to district employee appointments and employment shall describe the position to be filled. Agenda items related to performance evaluations shall specify the title of the employee being reviewed. Agenda items related to employee discipline, dismissal, or release require no additional information. (Government Code section 54954.5)

After the closed session, the board shall report any action taken to appoint, employ, dismiss, accept the resignation of, or otherwise affect the employment status of a district employee and shall identify the title of the affected position. The report shall be given at the public meeting during which the closed session is held, except that the report of a dismissal or

nonrenewal of an employment contract shall be deferred until the first public meeting after administrative remedies, if any, have been exhausted. (Government Code section 54957.1)

Negotiations/Collective Bargaining

Unless otherwise agreed upon by the parties involved, the following shall not be subject to the open meeting requirements of Brown Act: (Government Code section 3549.1)

1. Any meeting and negotiating discussion between the district and a recognized or certified employee organization.
2. any meeting of a mediator with either party or both parties to the meeting and negotiating process.
3. Any hearing, meeting, or investigation conducted by a fact finder or arbitrator,
4. Any executive (closed) session of the district or between the district and its designated representative for the purpose of discussing its position regarding any matter within the scope of representation and instructing its designated representatives.

The board may meet in closed session, prior to and during consultations and discussions with representatives of employee organizations and unrepresented employees, to review the board's position and/or instruct its designated representative(s) regarding salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees, and, for represented employees, any other matter within the statutorily provided scope of representation. Prior to the closed session, the board shall identify its designated representative in open session. Any closed session held for this purpose may include discussions of the district's available funds and funding priorities, but only insofar as they relate to providing instructions to the board's designated representative. Final action on the proposed compensation of one or more unrepresented employees shall not be taken in closed session. (Government Code section 54957.6)

The board also may meet in closed session with a state conciliator who has intervened in proceedings regarding any of the purposes enumerated in Government Code section 54957.6.

Agenda items related to negotiations shall specify the name(s) of the district's designated representative(s) attending the closed session. If circumstances necessitate the absence of a specified designated representative, an agent or designee may participate in place of the absent representative as long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the organization representing the employee(s) or the position title of the unrepresented employee who is the subject of the negotiations. (Government Code section 54954.5)

Approval of an agreement regarding labor negotiations with represented employees pursuant to Government Code section 54957.6 shall be reported after the agreement is final

and has been accepted or ratified by the other party. This report shall identify the item approved and the other party or parties to the negotiation. (Government Code section 54957.1)

Matters Related to Students

If a public hearing would lead to the disclosure of confidential student information, the board shall meet in closed session to consider a suspension, disciplinary action, any other action against a student except expulsion, or a challenge to a student record. If a written request for open session is received from the parent/guardian or adult student, the meeting shall be public, except that any discussion at that meeting which may be in conflict with the right to privacy of any student other than the student requesting the public meeting shall be in closed session. (Education Code sections 35146, 48912, 49070)

The board shall meet in closed session to consider the expulsion of a student, unless the student submits a written request at least five days before the date of the hearing that the hearing be held in open session. Regardless of whether the expulsion hearing is conducted in open or closed session, the board may meet in closed session for the purpose of deliberating and determining whether the student should be expelled. (Education Code section 48918)

Agenda items related to student matters shall briefly describe the reason for the closed session, such as "student expulsion hearing" or "grade change appeal," without violating the confidentiality rights of individual students. The student shall not be named on the agenda, but a number may be assigned to the student in order to facilitate record keeping. The agenda shall also state that the Education Code requires closed sessions in these cases in order to prevent the disclosure of confidential student record information.

Final action on a student matter deliberated in closed session shall be taken in open session and shall be a matter of public record. (Education Code sections 35146, 48918)

However, in taking final action, the Board shall not release any information in violation of student privacy rights provided in 20 USC 1232g or other applicable laws. In an expulsion or other disciplinary action, the cause for the disciplinary action shall be disclosed in open session, but the board shall refer to the student number or other identifier and shall not disclose the student's name.

~~2. To meet with the Board's representative for the purpose of considering matters which have been placed in negotiations and instructing the representative as to the Board's position on them. Such closed sessions may be held prior to or during consultations and discussions with employee organization representatives and discussions with unrepresented employees. (Government Code 3549.1, 54957.6)~~

~~3. To consider "student personnel matters," that is, suspension or disciplinary action or any~~

~~other action in connection with any student in the district schools, if a public meeting would lead to giving out information which might violate the student's right of privacy. (Education Code 35146, 48918, 49073, 49076; Government Code 54957)~~

~~4. To meet with a state conciliator or a mediator who has intervened in negotiations proceedings. (Government Code 3549.1, 54957.6)~~

~~5. To hear and consider "security matters" affecting the national security; to discuss with the Attorney General, District or County Counsel, Sheriff or Chief of Police or their deputies matters threatening district buildings or the public's right of access to district services or facilities. (Government Code 54957)~~

~~6. To protect records which are exempt from public disclosure under Government Code 6254.~~

~~7. To meet with the Board's real property negotiator prior to the purchase, sale, exchange or lease of real property in order to instruct the negotiator regarding the price and terms of the property.~~
~~Prior to holding the closed session, the Board shall at a public meeting identify the property(ies) under negotiation and specify the person(s) with whom the negotiator may negotiate.~~

Security Matters

The board may meet in closed session with the Governor, Attorney General, district attorney, district legal counsel, sheriff or chief of police, or their respective deputies, or a security consultant or a security operations manager, on matters posing a threat to the security of public buildings; to the security of essential public services, including water, drinking water, wastewater treatment, natural gas service, and electric service; or to the public's right of access to public services or public facilities. Such discussions may be held in closed session during an emergency meeting called pursuant to Government Code section 54956.5 if agreed to by a two-thirds vote of the board members present, or, if less than two-thirds of the members are present, by a unanimous vote of the members present. (Government Code sections 54956.5, 54957)

Agenda items related to these security matters shall specify the name of the law enforcement agency and the title of the officer, or name of applicable agency representative and title, with whom the board will consult. (Government Code sections 54954.5)

The board may meet in closed session to consult with law enforcement officials on the development of a plan for tactical responses to criminal incidents and to approve the plan. Following the closed session, the board shall report any action taken to approve the plan, but need not disclose the district's plan for tactical responses. (Education Code section 32281)

Real Property Negotiations

The board may meet in closed session with its real property negotiator prior to the purchase, sale, exchange, or lease of real property by or for the district in order to grant its negotiator authority regarding the price and terms of payment for the property. (Government Code section 54956.8)

Before holding the closed session, the board shall hold an open and public session to identify its negotiator(s), the property under negotiation, and the person(s) with whom the negotiator may negotiate. For purposes of real property transactions, negotiators may include members of the board. (Government Code section 54956.8)

Agenda items related to real property negotiations shall specify the district negotiator attending the closed session. If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator as long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the negotiating parties and the street address of the real property under negotiation. If there is no street address, the agenda item shall specify the parcel number or another unique reference of the property. The agenda item shall also specify whether instruction to the negotiator will concern price, terms of payment, or both. (Government Code section 54954.5)
When the board approves a final agreement concluding real estate negotiations pursuant to Government Code section 54956.8, it shall report that approval and the substance of the agreement in open session at the public meeting during which the closed session is held. If final approval rests with the other party to the negotiations, the superintendent or designee shall disclose the fact of that approval and the substance of the agreement upon inquiry by any person, as soon as the other party or its agent has informed the district of its approval. (Government Code section 54957.1)

Pending Litigation

~~8. To meet with the Board's~~ Based on the advice of its legal counsel, the board may hold a closed session to confer with or receive advice from its legal counsel regarding pending litigation ~~which, if discussed~~ when discussion of the matter in open session would prejudice the district's position in the litigation ~~case~~. For this purpose, "litigation" means any adjudicatory proceeding, including eminent domain, before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator. (Government Code section 54956.9)

Litigation shall be considered "pending" ~~when any of the following circumstances exist~~ in any of the following circumstances: (Government Code section 54956.9)
~~a. An adjudicatory proceeding before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator, to which the Board is a party, has been initiated formally.~~

1. Litigation to which the district is a "party" has been initiated formally. (Government Code section 54956.9(d)(1))

2.

~~b. (1)~~ A point has been reached where, in the opinion of the Board based on the advice of its legal counsel ~~, based~~ regarding the ~~on~~ existing facts and circumstances, there is a significant exposure to litigation against the district,~~.~~ or the board is meeting solely to determine whether, based on existing facts or circumstances, a closed session is authorized. (Government Code section 54956.9(d)(2), (3))

~~(2) Based on~~ E~~e~~xisting facts and circumstances for these purposes are limited to the following: (Government Code section 54956.9)~~, the Board is meeting only to decide whether a closed session is authorized pursuant to paragraph (1) above.~~

a. Facts and circumstances that might result in litigation against the district but which the district believes are not yet known to potential plaintiff(s) and which do not need to be disclosed.

b. Facts and circumstances including, but not limited to, an accident, disaster, incident, or transactional occurrence which might result in litigation against the district, which are already known to potential plaintiff(s) and which must be publicly disclosed before the closed session or specified on the agenda.

c. The receipt of a claim pursuant to the Government Claims Act or a written threat of litigation from a potential plaintiff. The claim or written communication must be available for public inspection.

d. A threat of litigation made by a person in an open meeting on a specific matter within the responsibility of the board.

e. A threat of litigation made by a person outside of an open meeting on a specific matter within the responsibility of the board, provided that the district official or employee receiving knowledge of the threat made a record of the statement before the meeting and the record is available for public inspection. Such record does not need to identify an alleged victim of tortious sexual conduct or anyone making a threat of litigation on the victim's behalf or identify an employee who is the alleged perpetrator of any unlawful or tortious conduct, unless the identity of this person has been publicly disclosed.

3. Based on existing facts and circumstances, the b~~B~~oard has decided to initiate or is deciding whether to initiate litigation. (Government Code section 54956.9(d)(4))

Prior to holding a closed session pursuant to the pending litigation exception, ~~this section~~, the Board shall state on the agenda or publicly announce the subdivision of Government Code section 54956.9 under which ~~whether~~ the closed session is being held. ~~for reasons listed in~~

~~subdivision (a), (b) or (c) above.~~ If authority ~~the session~~ is based on Government Code section 54956.9(d)(1)~~closed pursuant to subdivision (a)~~, the b~~B~~oard either shall state the title ~~of~~ or ~~otherwise~~ specifically identify the litigation to be discussed or state that doing~~, unless the Board states that to do~~ so would jeopardize the district's ability to effectuate service of process upon ~~one or more~~ unserved parties~~,~~ or to conclude ~~that to do so would jeopardize its ability to conclude~~ existing settlement negotiations to its advantage. (Government Code section 54956.9)

Agenda items related to pending litigation shall be described as a conference with legal counsel regarding either "existing litigation" or "anticipated litigation." (Government Code section 54954.5)

"Existing litigation" items shall identify the name of the case specified by either the claimant's name, names of parties, or case or claim number, unless the board states that to identify the case would jeopardize service of process or existing settlement negotiations. (Government Code section 54954.5)

"Anticipated litigation" items shall state that there is significant exposure to litigation pursuant to Government Code section 54956.9(d)(2) or (3) and shall specify the potential number of cases. When the district expects to initiate a suit, items related to anticipated litigation shall state that the discussion relates to the initiation of litigation pursuant to Government Code section 54956.9(d)(4) and shall specify the potential number of cases. The agenda or an oral statement before the closed session may be required to provide additional information regarding existing facts and circumstances described in item #2 b-e above. (Government Code section 54954.5)

Following the closed session, the board shall publicly report, as applicable: (Government Code section 54957.1)

1. Approval to legal counsel to defend, appeal or not appeal, or otherwise appear in litigation. This report shall identify the adverse parties, if known, and the substance of the litigation.

2. Approval to legal counsel to initiate or intervene in a lawsuit. This report shall state that directions to initiate or intervene in the action have been given and that the action, defendants, and other details will be disclosed to inquiring parties after the lawsuit is commenced unless doing so would jeopardize the district's ability to serve process on unserved parties or its ability to conclude existing settlement negotiations to its advantage.

3. Acceptance of a signed offer from the other party or parties which finalizes the settlement of pending litigation. This report shall state the substance of the agreement.

If approval is given to legal counsel to settle pending litigation but final approval rests with the other party or with the court, the district shall report the fact of approval and the substance of the agreement thereon to persons who inquire once the settlement is final. (Government Code section 54957.1)

~~The legal counsel of the Board shall prepare and submit to the Board a memorandum stating the specific reasons and legal authority for the closed session. If the closed session is pursuant to subdivision (a), the memorandum shall include the title of the litigation. If the closed session is pursuant to subdivision (b) or (c), the memorandum shall include the existing facts and circumstances on which it is based. The legal counsel shall submit the memorandum to the Board prior to the closed session if feasible, and in any case no later than one week after the closed session. The memorandum shall be exempt from disclosure pursuant to Section 6254.1.~~

~~For purposes of this section, "litigation" includes any adjudicatory proceeding, including eminent domain, before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator.~~

~~9. To discuss a claim for the payment of tort liability or public liability losses incurred by the district or any member agency under the joint powers insurance pooling agency of which the district is a member.~~

Joint Powers Agency Issues

The board may meet in closed session to discuss a claim for the payment of tort liability losses, public liability losses, or workers' compensation liability incurred by a joint powers agency (JPA) formed for the purpose of insurance pooling or self-insurance authority of which the district is a member. (Government Code section 54956.95)

Closed session agenda items related to liability claims shall specify the claimant's name and the name of the agency against which the claim is made. (Government Code section 54954.5)

Following the closed session, the board shall publicly report the disposition of joint powers agency or self-insurance claims, including the name of the claimant(s), the name of the agency claimed against, the substance of the claim, and the monetary settlement agreed upon by the claimant. (Government Code section 54957.1)

When the board of the JPA has so authorized and upon advice of district legal counsel, the board may also meet in closed session in order to receive, discuss, and take action concerning information obtained in a closed session of the JPA that has direct financial or liability implications for the district. During the board's closed session, a board member serving on the JPA board may disclose confidential information acquired during a closed session of the JPA to fellow Board members. (Government Code section 54956.96)

Closed session agenda items related to conferences involving a JPA shall specify the name of the JPA, the closed session description used by the JPA, and the name of the board member representing the district on the JPA board. Additional information listing the names of agencies or titles of representatives attending the closed session as consultants or other representatives shall also be included. (Government Code section 54954.5)

Review of Audit Report from California State Auditor's Office

Upon receipt of a confidential final draft audit report from the California State Auditor's Office, the Board may meet in closed session to discuss its response to that report. After public release of the report from the California State Auditor's Office, any Board meeting to discuss the report must be conducted in open session, unless exempted from that requirement by some other provision of law. (Government Code 54956.75)

Closed session agenda items related to an audit by the California State Auditor's Office shall state "Audit by California State Auditor's Office." (Government Code 54954.5)

Following the closed session, the Board shall publicly confirm that the report was reviewed and a response was prepared.

Review of Assessment Instruments

The board may meet in closed session to review the contents of any student assessment instrument approved or adopted for the statewide testing system. Before any such meeting, the board shall agree by resolution to accept any terms or conditions established by the State Board of Education for this review. (Education Code section 60617)

Agenda items related to the review of student assessment instruments shall state that the board is reviewing the contents of an assessment instrument approved or adopted for the statewide testing program and that Education Code section 60617 authorizes a closed session for this purpose in order to maintain the confidentiality of the assessment under review.

Following the closed session, the board shall confirm that the assessment instruments were reviewed. Any actions related to the review shall be taken in open session without revealing any proprietary or confidential information and shall be a matter of public record.

~~Time and Place of Closed Sessions~~

~~1. The Board may hold a closed session at any time before, during or after a regular or special meeting.~~

~~2. The Board may adjourn a regular or special public meeting at any time and go into closed session, returning to public session as soon as the closed session is over. (Government Code 54957) No closed session may be held during an emergency special meeting of the Board. (Government Code 54956.5)~~

3. The Board may hold closed sessions outside of regular or special meetings for negotiation purposes listed below. Notification requirements shall not apply to such sessions. (Government Code 54957.6)

a. Discussions between the Board and the recognized employee organization(s).

b. Any meeting of a mediator with either the Board or employee organization(s) or both.

c. Any hearing, meeting or investigation conducted by a factfinder or arbitrator.

d. Discussion of the Board's position on matters within the scope of representation and instruction of the Board's designated representative.

Statement of Purpose for Closed Session

When it is determined that a closed session is needed during a regular public Board meeting, the presiding officer shall publicly announce the reasons before or after the closed session unless the printed agenda informs the public of the reasons for the closed session. If no members of the public are present, a statement shall be made after the closed session. No matters other than those given in the statement shall be discussed or acted upon during the closed session. In the case of special, adjourned or continued meetings, the statement shall be part of the notice provided for such meetings. (Government Code 54957.7)

If the Board plans to hold a closed session, the agenda of any regular or special meeting should state the general reasons for the closed session.

Discussions and/or Actions by the Board

1. The Board may discuss any matter contained in the statement of purpose for the closed session at that closed session.

2. The Board may take action on any matter in the statement of purpose for the closed session. (cf. 9324.2 - Actions by Board)

3. Any action taken by the Board in respect to employing, appointing or dismissing an employee during a closed session and the roll call vote thereon shall be publicly announced at the public meeting during which the action is taken or at the next public meeting. (Government Code 54957.1)

4. Final action by the Board shall be taken at a public meeting with respect to suspension, disciplinary action, or any other action in connection with any student of the district. (Education Code 35146)

Legal Reference:

EDUCATION CODE

35145 Public meetings

35146 Closed session (re student suspension)

48918 Rules governing expulsion procedures; hearings and notice

49073 Release of directory information

49076 Access to records by persons without written parental consent (re invasion of privacy)

GOVERNMENT CODE

3543.2 Scope of representation

3549.1 Proceedings exempt from public meetings provisions

6250-6268 California Public Records Act

11126 Closed Sessions

54950-54962 The Ralph M. Brown Act, especially

54952.6 Action taken, definition

54956.8 Closed session with negotiator regarding real property

54956.9 Closed session with legal counsel regarding pending legislation

~~54956.95 Closed sessions; insurance pooling~~
~~54957 Closed session; exclusion of witnesses~~
~~54957.1 Public report of any action to appoint, employ or dismiss an employee~~
~~54957.2 Taking of minutes at closed sessions; clerk; minute book~~
~~54957.6 Closed session; representatives to employee organization(s)~~
~~54957.7 Statement of reason(s) for closed session~~
~~54962 Closed session prohibited~~
~~SACRAMENTO NEWSPAPER GUILD V. SACRAMENTO COUNTY BOARD OF SUPERVISORS (1968, 263 Cal.App. 2d 41)~~

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

State	**Description**
Ed. Code 35145	Public meetings
Ed. Code 35146	Closed sessions regarding suspensions
Ed. Code 44929.21	Notice of reelection decision; districts with 250 ADA or more
Ed. Code 48912	Governing board suspension
Ed. Code 48918	Rules governing expulsion procedures
Ed. Code 49070	Challenging student records
Ed. Code 60617	Meetings of governing board
Gov. Code 3540-3549.3	Educational Employment Relations Act
Gov. Code 54950	Brown Act - Meetings
Gov. Code 54950-54963	The Ralph M. Brown Act
Gov. Code 6252-6270	California Public Records Act

Management Resources	**Description**
Attorney General Opinion	57 Ops. Cal. Atty. Gen. 209 (1974)
Attorney General Opinion	59 Ops.Cal.Atty.Gen. 532 (1976)
Attorney General Opinion	78 Ops.Cal.Atty.Gen. 218 (1995)
Attorney General Opinion	86 Ops.Cal.Atty.Gen. 210 (2003)
Attorney General Opinion	94 Ops.Cal.Atty.Gen. 82 (2011)
Attorney General Publication	The Brown Act: Open Meetings for Legislative Bodies, rev. 2003
Court Decision	Bell v. Vista Unified School District, (2001) 82

State	Description
	Cal.App. 4th 672
Court Decision	Fischer v. Los Angeles Unified School District, (1999) 70 Cal.App. 4th 87
Court Decision	Furtado v. Sierra Community College District (1998) 68 Cal.App. 4th 876
Court Decision	Morrison v. Housing Authority of the City of Los Angeles Board of Commissioners, (2003) 107 Cal.App.4th 860
Court Decision	Roberts v. City of Palmdale, (1993) 5 Cal.App. 4th 363
Court Decision	Sacramento Newspaper Guild v. Sacramento County Board of Supervisors, (1968) 263 Cal.App. 2d 41
Court Decision	San Diego Union v. City Council, (1983) 146 Cal.App.3d 947
CSBA Publication	The Brown Act: School Boards and Open Meeting Laws, rev. 2019
League of California Cities Publication	Open and Public IV: A Guide to the Ralph M. Brown Act, rev. July 2010
Website	CSBA District and County Office of Education Legal Services
Website	League of California Cities
Website	California Attorney General's Office
Website	CSBA

Cross References

Code	Description
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
1160	Political Processes
1220	Citizen Advisory Committees
1220	Citizen Advisory Committees
1312.1	Complaints Concerning District Employees
1312.1	Complaints Concerning District Employees

Code	Description
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E PDF(1)	Uniform Complaint Procedures
1312.3-E PDF(2)	Uniform Complaint Procedures
1340	Access To District Records
1340	Access To District Records
2120	Superintendent Recruitment And Selection
2121	Superintendent's Contract
2140	Evaluation Of The Superintendent
3280	Sale Or Lease Of District-Owned Real Property
3280	Sale Or Lease Of District-Owned Real Property
3320	Claims And Actions Against The District
3320	Claims And Actions Against The District
3515	Campus Security
3515	Campus Security
3516	Emergencies And Disaster Preparedness Plan
3516	Emergencies And Disaster Preparedness Plan
3530	Risk Management/Insurance
3530	Risk Management/Insurance
3555	Nutrition Program Compliance
3555-E PDF(1)	Nutrition Program Compliance
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4112.6	Personnel Files
4112.9	Employee Notifications
4112.9-E(1)	Employee Notifications
4112.9-E PDF(1)	Employee Notifications
4115	Evaluation/Supervision
4115	Evaluation/Supervision

Code	Description
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4119.23	Unauthorized Release Of Confidential/Privileged Information
4140	Bargaining Units
4143	Negotiations/Consultation
4143.1	Public Notice - Personnel Negotiations
4143.1	Public Notice - Personnel Negotiations
4144	Complaints
4144	Complaints
4212.6	Personnel Files
4212.9	Employee Notifications
4212.9-E(1)	Employee Notifications
4212.9-E PDF(1)	Employee Notifications
4215	Evaluation/Supervision
4218	Dismissal/Suspension/Disciplinary Action
4218	Dismissal/Suspension/Disciplinary Action
4219.23	Unauthorized Release Of Confidential/Privileged Information
4240	Bargaining Units
4243	Negotiations/Consultation
4243.1	Public Notice - Personnel Negotiations
4243.1	Public Notice - Personnel Negotiations
4244	Complaints
4244	Complaints
4312.1	Contracts
4312.6	Personnel Files
4312.9	Employee Notifications
4312.9-E(1)	Employee Notifications
4312.9-E PDF(1)	Employee Notifications

Code	Description
4315	Evaluation/Supervision
4319.23	Unauthorized Release Of Confidential/Privileged Information
4340	Bargaining Units
4344	Complaints
4344	Complaints
5117	Interdistrict Attendance
5117	Interdistrict Attendance
5119	Students Expelled From Other Districts
5125	Student Records
5125	Student Records
5125.3	Challenging Student Records
5144	Discipline
5144	Discipline
5144.1	Suspension And Expulsion/Due Process
5144.1	Suspension And Expulsion/Due Process
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities)
6162.5	Student Assessment
6162.51	State Academic Achievement Tests
6162.51	State Academic Achievement Tests
9011	Disclosure Of Confidential/Privileged Information
9121	President
9124	Attorney
9130	Board Committees
9150	Student Board Members
9270	Conflict Of Interest
9270-E PDF(1)	Conflict Of Interest
9320	Meetings And Notices
9322	Agenda/Meeting Materials

Code	Description
9323	Meeting Conduct
9323.2	Actions By The Board
9323.2-E PDF(1)	Actions By The Board
9323.2-E PDF(2)	Actions By The Board

Bylaw SAN JUAN UNIFIED SCHOOL DISTRICT
adopted: June 9, 1992 Carmichael, California
Effective: September 1, 1992

Status: ADOPTED

Bylaw 9322: Agenda/Meeting Materials

Original Adopted Date: 11/24/1992see more

~~Construction of~~ Agenda Content

The s~~S~~uperintendent or designee and the b~~B~~oard president shall prepare an agenda for each regular meeting. Board meeting agendas shall reflect the district's vision and goals of the board's focus on student learning and well being. ~~Board members may place any item on the agenda no later than six days prior to the scheduled meeting date.~~

Each ~~The~~ agenda shall state the meeting time and place and shall briefly describe each item to be transacted or discussed, including ~~The agenda shall also briefly describe~~ items to be discussed in closed session ~~be prepared in sufficient detail to give the background circumstances for items upon which action is recommended or required~~. Government Code section 54954.2)
~~(cf. 9122 - Secretary)~~
~~(cf. 9320 - Meetings and Notices)~~
~~(cf. 9321 - Closed Sessions)~~

The agenda shall provide members of the public the opportunity to address the board on any agenda item before or during the board's consideration of the item. However, the agenda need not provide an opportunity for public comment when the agenda item has previously been considered at an open meeting by a committee comprised exclusively of board members, provided that members of the public were afforded an opportunity to comment on the item, before or during the committee's consideration of the item, and the item has not been substantially changed since the committee considered it. (Government Code section 54954.3)

The agenda for a regular board meeting shall also provide members of the public an opportunity to provide comment on matters which are not on the agenda but which are within the subject matter jurisdiction of the board. (Education Code section 35145.5; Government Code section 54954.3)

Each agenda for a regular meeting shall list the address designated by the superintendent or designee for public inspection of documents related to an open session item that have been distributed to the board less than 72 hours before the meeting. (Government Code section 54957.5)
The agenda shall include information regarding how, when, and to whom a request for disability-related accommodations or modifications, including auxiliary aids and services, may be made by an individual who requires accommodations or modifications in order to participate in the board meeting. (Government Code section 54954.2)

Agenda Preparation

The board president and the superintendent, as secretary to the board, shall work together to develop the agenda for each regular and special meeting.
Any board member may request that a matter within the jurisdiction of the board be placed on the agenda of a regular meeting. To do so, the member must make a request during discussion of Future Agenda items during a regularly scheduled meeting of the board. If a majority of the board shares an interest in discussing the matter, the board president and superintendent shall determine if the matter is within the jurisdiction of the board and if so, will schedule the item for future discussion.

Members of the public may request that a matter within the jurisdiction of the board be placed on the agenda of a regular meeting. The request shall be submitted in writing to the superintendent or designee with supporting documents and information, if any, at least 15 school days before the scheduled meeting date. Items submitted less than 15 school days before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.
The board president and superintendent shall decide whether a request from a member of the public or individual board member is within the subject matter jurisdiction of the board. Items not within the subject matter jurisdiction of the board may not be placed on the agenda. In addition, before placing the item on the agenda, the board president and superintendent shall determine if the item is merely a request for information, and if so, respond accordingly.

The board president and superintendent shall also decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item subject to board vote or an information item that does not require immediate action

In order to promote efficient meetings, the board may bundle a number of items and act upon them together by a single vote through the use of a consent agenda. Consent items shall be items of a routine nature and items for which board discussion is not anticipated and for which the superintendent recommends approval. When any board member requests the removal of an item from the consent agenda, the item shall be removed and given individual consideration for action as a regular agenda item.

All items coming to the Board of Education for review shall have the sSuperintendent's approval. The sSuperintendent's approval does not constitute a recommendation but simply provides the bBoard with assurance that the prepared material has gone through appropriate staff and to the best of the sSuperintendent's knowledge meets state bBoard requirements.

~~All items that come to the Board for action shall be forwarded to the Board with the recommendation of the Superintendent for action.~~

In the absence of the sSuperintendent, when items for approval or action are prepared, a reason should be stated on the document as to why the material does not bear the

approval of the sSuperintendent. In the absence of the sSuperintendent, their ~~his/her~~ designee shall prepare a recommendation for action.

The agenda shall provide an opportunity for members of the public to comment on any consent agenda item unless such item has been previously considered at an open meeting of a committee comprised exclusively of board members. (Government Code section 54954.3)

Any board action that involves borrowing $100,000 or more shall be discussed, considered, and deliberated upon as a separate item of business on the meeting agenda. (Government Code section 53635.7)

All public communications with the board are subject to requirements of relevant board policies and administrative regulations. ~~The Board may direct the Superintendent or designee to make studies or reports to the Board as part of a future meeting. Individual members shall confer directly with the Superintendent or designee if specific information is desired.~~
~~(cf. 9300 - Board Members)~~
The bBoard shall not introduce anonymous letters in the bBoard agendas.

Agenda Dissemination to Board Members

At least 72 hours before each regular meeting, each board member shall be provided a copy of the agenda and agenda packet, including the superintendent or designee's report; minutes to be approved; copies of communications; reports from committees, staff, and others; and other available supporting documents pertinent to the meeting.

When special meetings are called, board members shall receive, at least 24 hours prior to the meeting, notice of the business to be transacted. (Government Code section 54956)

Board members shall review agenda materials before each meeting. Individual members may confer directly with the superintendent or designee to ask questions and/or request additional information on agenda items. However, a majority of board members shall not, outside of a noticed meeting, directly or through intermediaries or electronic means discuss, deliberate, or take action on any matter within the subject matter jurisdiction of the board.

Agenda Dissemination to Members of the Public

Any agenda and related materials distributed to the board shall be made available to the public upon request without delay. Only those documents which are disclosable public records under the Public Records Act (PRA) and which relate to an agenda item scheduled for the open session portion of a regular meeting shall be made available to the public. (Government Code section 54957.5)

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public. (Government Code section 54954.2)

The superintendent or designee shall post the agenda on the homepage of the district web site. The posted agenda shall be accessible through a prominent direct link to the current agenda or to the district's agenda management platform in accordance with Government Code section 54954.2. When the district utilizes an integrated agenda management platform, the link to that platform shall take the user directly to the web site with the district's agendas, and the current agenda shall be the first available. (Government Code section 54954.2)

If a document which relates to an open session agenda item of a regular board meeting is distributed to the board less than 72 hours prior to a meeting, the superintendent or designee shall make the document available for public inspection at a designated location at the same time the document is distributed to all or a majority of the board. (Government Code section 54957.5)

The superintendent or designee shall mail a copy of the agenda or a copy of all the documents constituting the agenda packet to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the board, whichever occurs first. (Government Code section 54954.1)
The superintendent or designee shall email a copy of, or a web site link to, the agenda or a copy of all the documents constituting the agenda packet to any person who requests such items to be delivered by email. If the superintendent or designee determines that it is technologically infeasible to do so, a copy of the agenda or a web site link to the agenda and a copy of all other documents constituting the agenda packet shall be sent to the person who has made the request in accordance with mailing requirements specified in law. (Government Code section 54954.1)

Any request for mailed copies of agendas or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Written requests must be renewed following January 1 of each year. (Government Code section 54954.1)

Persons requesting mailing of the agenda or agenda packet shall pay an annual fee, as determined by the superintendent or designee, not to exceed the cost of providing the service.

Any document prepared by the district or board and distributed during a public meeting shall be made available for public inspection at the meeting. Any document prepared by another person shall be made available for public inspection after the meeting. These requirements shall not apply to a document that is exempt from public disclosure under the PRA. (Government Code section 54957.5)
Upon request, the superintendent or designee shall make the agenda, agenda packet, and/or any writings distributed at the meeting available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. (Government Code section 54954.1)

~~Public Participation~~

~~Any member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting subject to the following conditions:~~

~~1. The request must be in writing and be submitted to the Superintendent with supporting documents and information, if any, at least 15 school days prior to the scheduled meeting date.~~

~~2. The Superintendent shall be the sole judge of whether the request is or is not within the subject matter jurisdiction of the Board.~~

~~3. The Superintendent will determine whether the agenda item is appropriate for discussion in open session or closed session of the Board.~~

~~The Board shall also provide members of the public with the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. The agenda shall also provide members of the public to testify at regular meetings on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. The Board shall not take action on such matters at that meeting. An agenda item for public input shall be included on Board agendas. (Education Code 35145.4, Government Code 54954.3)~~
~~Notices of special meetings at which action is proposed shall provide an opportunity for the public to address the Board before action is taken. (Government Code 54954.3)~~
~~(cf. 9323 - Meeting Conduct)~~

~~All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations.~~

~~(cf. 1312 et seq. - Complaints Concerning Schools)~~
~~(cf. 3320 - Claims and Actions Against the District)~~
~~(cf. 5144.1 - Suspension/Expulsion)~~
~~(cf. 9323 - Meeting Conduct)~~
~~(cf. 9323.1 - Order of Business)~~
~~(cf. 9323.2 - Actions by the Board)~~
~~(cf. 1120 - Governing Board Meetings)~~

~~Consent Items~~

~~In order to promote efficient meetings, the Board may act upon more than one item by a single vote through the use of a consent agenda. Consent items are items of routine nature or items for which no Board discussion is anticipated and for which the Superintendent recommends approval.~~

~~In accordance with law, the public has a right to comment on any consent item. At the request of any member of the Board, an item on the consent agenda shall be removed and given individual consideration for action as a regular agenda item.~~

~~Advance Delivery of Meeting Materials~~

~~The Superintendent shall send written notices of all meetings with the probable agendas to all members of the Board at least five days before the date of such meeting.~~

~~Agendas for the regular meetings on Mondays which precede the second and fourth Tuesdays shall be sent to members of the Board at least four days before the date of the Monday meeting.~~

~~Only such items as have been included in the agenda shall be acted upon at any meeting of the Board, except as otherwise provided by law. The Board does not have to act upon all matters which are included in the agenda.~~

~~Board members shall become familiar with the agenda and support materials prior to the meeting.~~

~~The Superintendent and president are directed to make every effort to get support materials and the agenda for special meetings to the Board members at the earliest possible time after the meetings are called, and except in emergency situations as permitted in law, at least 24 hours prior to the time the meetings are called. The Superintendent or designee shall provide notice of all Board meetings in accordance with applicable laws.~~

~~(cf. 9320 - Meetings)~~

~~Posting of Agenda~~

~~At least 72 hours prior to the time of all regular meetings, an agenda shall be posted on each school's bulletin board, in the district office, and at such public place(s) where it may be viewed by members of the public. The agenda for a special meeting shall be posted at least 24 hours before the meeting in the same locations.~~

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

State	Description
Ed. Code 35144	Special meeting
Ed. Code 35145	Public meetings

State	Description
Ed. Code 35145.5	Agenda; public participation; regulations
Ed. Code 49061	Definitions, directory information
Ed. Code 49073.2	Privacy of student and parent/guardian personal information; minutes of board meeting
Gov. Code 53635.7	Separate item of business for borrowing of $100,000 or more
Gov. Code 54954.1	Request for copy of agenda or agenda packet by member of public
Gov. Code 54954.2	Agenda posting requirements, board actions
Gov. Code 54954.3	Opportunity for public to address legislative body
Gov. Code 54954.5	Closed session item descriptions
Gov. Code 54956.5	Emergency meetings
Gov. Code 54957.5	Public records
Gov. Code 54960.2	Challenging board actions; cease and desist
Gov. Code 7920.000 - 7930.170	California Public Records Act

State	Description
Gov. Code 95000-95004	California Early Intervention Services Act

Federal	Description
28 CFR 35.160	Effective communications for individuals with disabilities
28 CFR 36.303	Nondiscrimination on the basis of disability, public accommodations, auxiliary aids and services
42 USC 12101-12213	Americans with Disabilities Act

Management Resources	Description
Attorney General Opinion	99 Ops. Cal. Atty. Gen. 11 (2016)
Attorney General Opinion	78 Ops.Cal.Atty.Gen. 327 (1995)
Attorney General Publication	The Brown Act: Open Meetings for Legislative Bodies, rev. 2003
Court Decision	Caldwell v. Roseville Joint Union High School District, (2007) U.S. Dist. LEXIS 66318
Court Decision	Mooney v. Garcia, (2012) 207 Cal.App.4th 229
CSBA Publication	The Brown Act: School Boards and Open Meeting Laws, rev. 2019

Management Resources	Description
CSBA Publication	Call to Order: A Blueprint for Great Board Meetings, 2018
Website	CSBA District and County Office of Education Legal Services
Website	California Attorney General's Office
Website	CSBA

Cross References

Code	Description
0200	Goals For The School District
0410	Nondiscrimination In District Programs And Activities
1100	Communication With The Public
1312.1	Complaints Concerning District Employees
1312.1	Complaints Concerning District Employees
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.2-E PDF(1)	Complaints Concerning

Code	Description
	Instructional Materials
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1340	Access To District Records
1340	Access To District Records
1400	Relations Between Other Governmental Agencies And The Schools
3100	Budget
3100	Budget
3312	Contracts
3320	Claims And Actions Against The District
3320	Claims And Actions Against The District
3320-E PDF(1)	Claims And Actions Against The District
3460-E PDF(1)	Financial Reports And Accountability - Periodic Financial Reports
5144.1	Suspension And Expulsion/Due Process

Code	Description
5144.1	Suspension And Expulsion/Due Process
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
9012	Board Member Electronic Communications
9121	President
9310	Board Policies
9320-E PDF(1)	Meetings And Notices
9321	Closed Session
9323	Meeting Conduct
9323.2	Actions By The Board

San Juan USD
Board Bylaw
Meeting Conduct

BB 9323
Board Bylaws

Meeting Procedures

All Governing Board meetings shall begin on time and shall be guided by an agenda prepared in accordance with Board bylaws and posted and distributed in accordance with the Ralph M. Brown Act (open meeting requirements) and other applicable laws.

The board president shall conduct board meetings in accordance with board bylaws and procedures that enable the board to efficiently consider issues and carry out the will of the majority.

~~The Board of Education desires to conduct its meetings effectively and efficiently. All Board meetings shall begin on time and shall be guided by an agenda prepared and delivered in advance to all Board members and other designated persons.~~

~~(cf. 9322 - Agenda/Meeting Materials)~~

~~To the fullest possible extent, the conduct of meetings shall enable Board members to: (1) consider problems, weigh related evidence, and make wise decisions, and (2) receive reports on students, personnel and school district operations. The Board shall consider and take any necessary action concerning such reports.~~

~~Parliamentary Procedure~~

~~Board meetings shall be conducted by the president in a manner consistent with adopted Board bylaws and generally accepted parliamentary procedures.~~

~~Roberts Rules of Order shall be the authority for parliamentary procedures excepting procedures specifically provided for in the Board's bylaws.~~

Quorum and Abstentions

The board shall act by majority vote of all of the membership constituting the board. ~~A majority of the number of filled positions on the Board constitutes a quorum.~~ (Education Code section ~~5095,~~ 35164)

~~Should there be less than a quorum of the Board present at a regular meeting, a time for the adjourned meeting shall be set by members present, and such adjourned meeting shall be deemed a regular meeting. If there are only three Board members present, action may only be taken by unanimous vote of those members present.~~

~~Abstentions~~

~~The Board recognizes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains because of a conflict of interest or for any other reason, his/her abstention shall be considered to concur with the action taken by the majority of those who vote, whether affirmatively or negatively.~~

The board believes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains, the abstention shall not be counted for purposes of determining whether a majority of the membership of the Board has taken action.

Provided the board has seven members and there are no more than two vacancies on the board, the vacant position(s) shall not be counted for purposes of determining how many members of the board constitute a majority. In addition, whenever any provisions of the Education Code require unanimous action of all or a specific number of the members, the vacant position(s) shall not be counted for purposes of determining the total membership constituting the board. (Education Code section 35165)

Public Participation

Members of the public are encouraged to attend board meetings and to address the board concerning any item on the agenda or within the board's jurisdiction. So as not to inhibit public participation, persons attending board meetings shall not be required to sign in, complete a questionnaire, or otherwise provide their name or other information as a condition of attending the meeting.

In order to conduct district business in an orderly and efficient manner, the board requires that public presentations to the board comply with the following procedures:

1. The board shall give members of the public an opportunity to address the board on any item of interest to the public that is within the subject matter jurisdiction of the board, either before or during the Board's consideration of the item. (Education Code section 35145.5; Government Code section 54954.3)

2. At a time so designated on the agenda at a regular meeting, members of the public may bring before the board matters that are not listed on the agenda. The board shall take no action or discussion on any item not appearing on the posted agenda, except as authorized by law. (Education Code section 35145.5; Government Code section 54954.2)

3. Without taking action, board members or district staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, board members or staff members may ask a question for clarification, make a brief announcement, or make a brief report on their own activities. (Government Code section 54954.2)

   Furthermore, the board or a board member may provide a reference to staff or other resources for factual information, ask staff to report back to the board at a

subsequent meeting concerning any matter, or take action directing staff to place a matter of business on a future agenda. (Government Code section 54954.2)

4. The board need not allow the public to speak on any item that has already been considered by a committee composed exclusively of board members at a public meeting where the public had the opportunity to address the committee on that item. However, if the board determines that the item has been substantially changed since the committee heard the item, the board shall provide an opportunity for the public to speak. (Government Code section 54954.3)

5. A person wishing to be heard by the board shall first be recognized by the president and shall then proceed to comment as briefly as the subject permits.

   In general, individual speakers will be allowed two minutes to address the board on each agenda or nonagenda item, and the board will limit the total time for public input on each item to 20 minutes. However, in exceptional circumstances when necessary to ensure full opportunity for public input, the board president may, with board consent, adjust the amount of time allowed for public input and/or the time allotted for each speaker. Any such adjustment shall be done equitably so as to allow a diversity of viewpoints. The president may also ask members of the public with the same viewpoint to select a few individuals to address the board on behalf of that viewpoint.

   In order to ensure that non-English speakers receive the same opportunity to directly address the board, any member of the public who utilizes a translator shall be provided at least twice the allotted time to address the board, unless simultaneous translation equipment is used to allow the board to hear the translated public testimony simultaneously. (Government Code section 54954.3)

6. The board president may rule on the appropriateness of a topic, subject to the following conditions:

   a. If a topic would be suitably addressed at a later time, the board president may indicate the time and place when it should be presented.

   b. The board shall not prohibit public criticism of its policies, procedures, programs, services, acts, or omissions. (Government Code section 54954.3)

   c. The board shall not prohibit public criticism of district employees. However, whenever a member of the public initiates specific complaints or charges against an individual employee, the board president shall inform the complainant of the appropriate complaint procedure.

7. The board president shall not permit any disturbance or willful interruption of board meetings. Persistent disruption by an individual or group or any conduct or statements that threaten the safety of any person(s) at the meeting shall be grounds for the president to terminate the privilege of addressing the board.

The board may remove disruptive individuals and order the room cleared if necessary. In this case, members of the media not participating in the disturbance shall be allowed to remain, and individuals not participating in such disturbances may be allowed to remain at the discretion of the board. When the room is ordered cleared due to a disturbance, further board proceedings shall concern only matters appearing on the agenda. (Government Code section 54957.9)

When such disruptive conduct occurs, the superintendent or designee shall contact local law enforcement as necessary.

Recording by the Public

Members of the public may record an open board meeting using an audio or video recorder, still or motion picture camera, cell phone, or other device, provided that the noise, illumination, or obstruction of view does not persistently disrupt the meeting. The superintendent or designee may designate locations from which members of the public may make such recordings without causing a distraction.

If the board finds that noise, illumination, or obstruction of view related to these activities would persistently disrupt the proceedings, these activities shall be discontinued or restricted as determined by the board. (Government Code sections 54953.5, 54953.6)

~~Because the Board has a responsibility to conduct district business in an orderly and efficient way, reasonable controls shall regulate public presentations to the Board. Members of the public, whether individuals or groups, may address the Board subject to the following procedures:~~

~~1. Methods of Addressing the Board~~

~~a. Advance written request.~~

~~A person who wishes to address the Board other than through visitor comments at a Board meeting should make his/her request to the Superintendent or designee or the president of the Board, preferably in writing, at least 15 school days in advance of the meeting.~~

~~(cf. 9322 - Agenda/Meeting Materials)~~

~~Such requests, if approved by the Superintendent or designee or president of the Board for placement on the agenda, will be placed on the first agenda allowing sufficient time for preparation and arrangement for informed staff to be present.~~

~~b. Requests during the meeting.~~

~~If no advance written request has been made, a person who wishes to address the Board may submit a request with the Director of Communication at the press table, stating his/her name, address and the subject of his/her remarks.~~

2. Time in the meeting when speakers will be heard

Those who have requested to speak regarding an item on the agenda will be recognized by the Board president as that agenda item is presented to the Board.

Those who have requested to speak under the visitor comments portion of the agenda will be called upon during the 30-minute visitor comment section of the agenda.

Except as provided by law and Board Bylaw 9323.2, no action or discussion may be undertaken on any item not appearing on the agenda, except for brief responses to statements or questions by the public or refer the matter to the Superintendent or designee. The matter may be placed on the agenda of a subsequent meeting for action or further discussion by the Board. (Education Code section 35145.5, Government Code section 54954.2)

(cf. 9323.2 - Actions by the Board)

3. Time Limits

The portion of the agenda devoted to comments from the public will be no more than 30 minutes in length.

Comments shall be brief and precise and restricted to the subject under discussion.

Each individual is limited to one presentation for an agenda item or visitor comments and may not relinquish his/her time to another person. Exceptions to the rule shall be made only by majority vote of the Board.

Time permitting, each person will be allowed a maximum of two minutes to address the Board. This limit may be waived by majority vote of the Board. The president shall endeavor to give time to opposing views but shall strictly control the time allowance in order to facilitate proper conduct of Board business.

With Board consent, the president may modify the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The Board president may rule on the appropriateness of a topic. If the topic would be more suitably addressed at a later time, the Board president may indicate the time and place when it should be presented.

Each item will be limited to 30 minutes. Board members may initiate waiving of this limit for a particular item. This can be accomplished through Board majority vote.

The Board may decide to schedule a special forum if extensive public input is necessary on a particular item. The forum should be scheduled on a night before the date when the item is scheduled for action. The forum should be attended by appropriate staff and at least one Board member.

4. Complaints Against District Employees

The Board shall not prohibit public criticism of its policies, procedures, programs, services, acts, or omissions. Members of the public or employees with a complaint against a district employee are encouraged to use the district policy for complaints against employees.

(cf. 1312.1 Complaints Concerning School Personnel)

Complaints against employees raised in the Board meeting may be referred to staff for follow-up, or the person complaining may be invited to use the complaint procedure process.

Members of the public may criticize district employees; however, nothing in this section creates an immunity not otherwise identified in law against a defamation or privacy action brought by the employee about whom the complaint is made.

(cf. 1312.1 - Complaints Concerning School Personnel)

(cf. 9321 - Closed Sessions)

5. Disturbances

No disturbance or willful interruption of any Board meeting shall be permitted. Persistence in engaging in disruptive conduct, by an individual or group, shall be grounds for the chair to terminate the privilege of addressing the meeting. The Board may remove disruptive individuals and order the room cleared if necessary; in this case, further Board proceedings shall concern only matters appearing on the agenda. (Government Code section 54957.9)
Any person who willfully disturbs any public school or any public school meeting is guilty of a misdemeanor and shall be punished by a fine of not more than $500. (Education Code section 32210)
6. Smoking at Board Meetings
Smoking is prohibited at Board meetings and on district property.
(cf. 9320 - Meetings)
(cf. 9312 - Closed Sessions)
(cf. 9322 - Agenda/Meeting Materials)
(cf. 9323.2 - Actions by the Board)
Legal Reference:
EDUCATION CODE
5095 Powers of remaining board members and new appointees
32210 Willful disturbance of public school or meeting a misdemeanor
35010 Prescription and enforcement of rules
35145.5 Agenda; public participation; regulations
35163 Official actions, minutes and journal
35164 Vote requirements
35165 Effect of vacancies upon majority and unanimous votes by seven member board
GOVERNMENT CODE
54953.5 Audio or video tape recording of proceedings
54953.6 Broadcasting of proceedings
54954.2 Agenda; posting; action on other matters
54954.3 Opportunity for public to address legislative body; regulations
54957 Closed sessions
54957.9 Disorderly conduct of general public during meeting; clearing of room
PENAL CODE
403 Disruption of assembly or meeting
COURT DECISIONS
McMahon v. Albany Unified School District, (2002) 104 Cal.App.4th 1275
Rubin v. City of Burbank, (2002) 101 Cal.App.4th 1194
Baca v. Moreno Valley Unified School District, (1996) 936 F.Supp. 719
ATTORNEY GENERAL OPINIONS
76 Ops.Cal.Atty.Gen. 281 (1993)
66 Ops.Cal.Atty.Gen. 336 (1983)
63 Ops.Cal.Atty.Gen. 215 (1980)
61 Ops.Cal.Atty.Gen. 243, 253 (1978)
55 Ops.Cal.Atty.Gen. 26 (1972)
59 Ops.Cal.Atty.Gen. 532 (1976)

Management Resources:
CSBA PUBLICATIONS

~~The Brown Act: School Boards and Open Meeting Laws, rev. 2005~~
~~Board Presidents' Handbook, rev. 2002~~
~~Maximizing School Board Governance: Boardsmanship~~
~~ATTORNEY GENERAL PUBLICATIONS~~
~~The Brown Act: Open Meetings for Legislative Bodies, 2003~~
~~WEB SITES~~
~~CSBA: http://www.csba.org~~
~~California Attorney General's Office: http://www.caag.state.ca.us~~

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

State	Description
CCP. 527.8	Workplace violence safety
Ed. Code 32210	Willful disturbance of public school or meeting
Ed. Code 35010	Control of district; prescription and enforcement of rules
Ed. Code 35145.5	Agenda; public participation; regulations
Ed. Code 35163	Official actions, minutes and journal
Ed. Code 35164	Actions by majority vote
Ed. Code 35165	Effect of vacancies upon majority and unanimous votes by seven member board
Ed. Code 5095	Powers of remaining board members and new appointees
Gov. Code 54953.3	Prohibition against conditions for attending a board meeting
Gov. Code 54953.5	Audio or video recording of proceedings
Gov. Code 54953.6	Broadcasting of proceedings
Gov. Code 54954.2	Agenda posting requirements, board actions
Gov. Code 54954.3	Opportunity for public to address legislative body
Gov. Code 54957	Closed session personnel matters
Gov. Code 54957.9	Disorderly conduct of general public during meeting; clearing of room
Pen. Code 403	Disruption of assembly or meeting

Management Resources	Description
Attorney General Opinion	55 Ops.Cal.Atty.Gen. 26 (1972)

Management Resources	Description
Attorney General Opinion	61 Ops.Cal.Atty.Gen. 243, 253 (1978)
Attorney General Opinion	63 Ops.Cal.Atty.Gen. 215 (1980)
Attorney General Opinion	66 Ops.Cal.Atty.Gen. 336 (1983)
Attorney General Opinion	76 Ops.Cal.Atty.Gen. 281 (1993)
Attorney General Opinion	90 Ops.Cal.Atty.Gen. 47 (2007)
Attorney General Opinion	59 Ops.Cal.Atty.Gen. 532 (1976)
Attorney General Publication	The Brown Act: Open Meetings for Legislative Bodies, rev. 2003
Court Decision	Baca v. Moreno Valley Unified School District, (1996) 936 F. Supp. 719
Court Decision	City of San Jose v. William Garbett, (2010) 190 Cal. App. 4th 526
Court Decision	McMahon v. Albany Unified School District, (2002) 104 Cal.App.4th 1275
Court Decision	Norse v. City of Santa Cruz, (9th Cir. 2010) 629 F3d 966
Court Decision	Rubin v. City of Burbank, (2002) 101 Cal.App.4th 1194
CSBA Publication	The Brown Act: School Boards and Open Meeting Laws, rev. 2019
CSBA Publication	Call to Order: A Blueprint for Great Board Meetings, 2018
Website	CSBA District and County Office of Education Legal Services
Website	California Attorney General's Office
Website	CSBA

Cross References

Code	Description
1000	Concepts And Roles
1100	Communication With The Public
1220	Citizen Advisory Committees
1220	Citizen Advisory Committees
1312.1	Complaints Concerning District Employees

Code	Description
1312.1	Complaints Concerning District Employees
1313	Civility
3100	Budget
3100	Budget
3270	Sale And Disposal Of Books, Equipment And Supplies
3270	Sale And Disposal Of Books, Equipment And Supplies
3312	Contracts
9005	Governance Standards
9100	Organization
9121	President
9130	Board Committees
9200	Limits Of Board Member Authority
9230	Orientation
9270	Conflict Of Interest
9270-E PDF(1)	Conflict Of Interest
9310	Board Policies
9320	Meetings And Notices
9321	Closed Session
9321-E PDF(1)	Closed Session
9321-E PDF(2)	Closed Session
9322	Agenda/Meeting Materials
9323.2	Actions By The Board
9323.2-E PDF(1)	Actions By The Board
9323.2-E PDF(2)	Actions By The Board
9324	Minutes And Recordings

adopted: June 9, 1992 Carmichael, California
effective: September 1, 1992
revised: December 13, 1994
revised: September 28, 1999
revised: November 8, 2005
revised: January 26, 2010

BB 9323.2 Board Bylaws
Actions By The Board

The Governing Board shall act by ~~Voting A~~a majority vote of all of the membership constituting ~~of~~ the ~~Governing~~ Board ~~shall be necessary for the election of officers or for any other action by the Board~~ unless otherwise required ~~specified~~ by law. (Education Code section 35164)
~~Voting shall be by voice, but any member may request vote by ballot. There shall be no secret ballots. A roll call shall be taken whenever requested by the President or by any other member of the Board. Unless otherwise provided by law, affirmative votes by a majority of the Board's membership are required to approve any action under consideration, regardless of the number of members present.~~

An 'action' by the board means: (Government Code section 54952.6)

1. A collective decision by a majority of the board members
2. A collective commitment or promise by a majority of the board members to make a positive or negative decision
3. A vote by a majority of the board members when sitting as the board upon a motion, proposal, resolution, order, or ordinance

~~Actions~~
The b~~B~~oard shall not take ~~no~~ action by secret ballot, whether preliminary or final (Government Code section 54953) ~~outside of a public meeting except on those matters and under those conditions authorized for closed sessions. (Government Code 54957 54957.7)~~

~~The Board shall adopt a resolution when it is required by law, where the intent of the Board is to publish a status position, or to commend staff members or other agencies for work well done.~~

A~~ll a~~ctions taken by the b~~B~~oard in open session shall be recorded in the minutes of each Board meeting. (Education Code ~~-~~section 35145~~(a)~~)

~~(cf. 9321 - Closed Sessions)~~

~~(cf. 9324 - Minutes)~~

~~1. Action Defined~~

~~An action taken upon a motion, proposal, resolution, ordinance or order means:~~

~~a. A collective decision by a majority of the Board members.~~

~~b. A collective commitment or promise by a majority of the members to make a positive or negative decision.~~

~~c. A vote by a majority of the members when sitting as the Board. (Government Code 54952.6)~~

Action on Non-Agenda Items

After publicly identifying the item, the board may take action on a subject not appearing on the posted meeting agenda under any of the following conditions: (Government Code section 54954.2)

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~~2. Exceptions~~

~~No action or decision shall be taken in a regular meeting on a subject not listed on the published agenda, except when:~~

1.~~a.~~ When a ~~The Board, by~~ majority of the board ~~vote of its members,~~ determines that an emergency situation exists, as defined in Government Code s~~S~~ection 54956.5.

2.~~b.~~ ~~After identifying the item, the Board determines,~~When ~~either by a~~ two-thirds of the ~~majority of its~~ members present, or~~,~~ if less than two-thirds of the members are present then~~unavailable,~~ by the unanimous vote of all members present, determine that the need to take immediate action came to the attention of the district after the posting of the agenda.

3~~c~~. When an item appeared on the agenda of, ~~The matter was properly posted for a previous meeting occurring not more than five days earlier~~ and was continued from, a meeting that occurred not more than five days earlier~~to the meeting at which action is being taken~~.

Challenging Board Actions

The district attorney's office or any interested person may file an action in court for the purpose of: (Government Code sections 54960, 54960.2)

1. Stopping or preventing the board's violation or threatened violation of the Brown Act
2. Determining the applicability of the Brown Act to ongoing or future threatened Board actions
3. Determining the applicability of the Brown Act to a past action of the board that is not specified in Government Code section 54960.1, provided that
   a. Within nine months of the alleged violation, a cease and desist letter is submitted to the board, clearly describing the past board action and the nature of the alleged violation.
   b. The time for the board to respond has expired and the board has not provided an unconditional commitment to cease and desist from and not repeat the past action alleged to have violated the Brown Act.
   c. The action is brought within the time required by Government Code section 54960.2.

4. Determining the validity, under state or federal law, of any board rule or action which penalizes any of its members or otherwise discourages their expression
5. Compelling the board to audio record its closed sessions because of a court's finding of the board's violation of any applicable Government Code provision

The district attorney or any interested person may file an action in court to nullify a board action which is alleged to be in violation of law regarding any of the following: (Government Code section 54960.1)

1. Open meeting and teleconferencing (Government Code section 54953)
2. Agenda posting (Government Code section 54954.2)
3. Closed session item descriptions (Government Code section 54954.5)
4. New or increased tax assessments (Government Code section 54954.6)
5. Special meetings (Government Code section 54956)
6. Emergency meetings (Government Code section 54956.5)

Prior to bringing any action to nullify a board action, the district attorney or other interested person shall present a demand to "cure and correct" the alleged violation. The demand shall clearly describe the challenged action and the nature of the alleged violation and shall be presented to the board in writing within 90 days of the date when the action was taken. If the alleged violation concerns action taken in an open session but in violation of Government Code section 54954.2 (agenda posting), the written demand must be made within 30 days of the date when the alleged action took place. (Government Code section 54960.1)

Within 30 days of receiving the demand, the Board shall do one of the following: (Government Code section 54960.1)

1. Cure or correct the challenged action and inform the demanding party in writing of its actions to cure or correct.
2. Determine not to cure or correct the alleged violation and inform the demanding party in writing of its decision to not cure or correct.
3. Take no action. If the board takes no action within the 30-day period, its inaction shall be considered a decision not to cure or correct the challenged action.

~~d. A member is responding briefly to statements made or questions posed by members of the public, or is asking staff for clarification, or is making a brief announcement, or is making a brief report on his/her own activities, or is giving direction to staff.~~

~~3. Actions requiring a two-thirds vote of the Board include:~~

~~a. Resolution declaring intention to sell or lease real property. (Education Code 17466)~~

~~(cf. 3280 - Sale, Lease and Rental of District-owned Real Property)~~

~~b. Resolution declaring intent of Board to convey or dedicate property to the state or any political subdivision. (Education Code 17557)~~

~~c. Resolution authorizing and directing the Board president to execute a deed of dedication or conveyance of property. (Education Code 17559)~~

~~d. Lease for up to three months of school property which has a residence on it and which cannot be developed for district purposes because funds are unavailable. (Education Code 17481)~~

e. Temporary borrowing before receipt of fiscal income. Approval of county auditor and treasurer is required for this action. (Government Code 53821)

(cf. 3420 - Borrowing)

f. Ordering city or county zoning ordinances inapplicable if they would adversely affect the use of property for classrooms. (Government Code 53094)

(cf. 7150 - Relations with other Governmental Units)

g. Resolution to transfer excess local funds from a deferred maintenance fund when state funds are insufficient to match local funds being held in the deferred maintenance fund. (Education Code 17582, 17583)

4. Actions requiring a four-fifths vote of the Board include:

a. The expenditure and transfer of necessary funds and use of district vehicles and personnel to meet a national or local emergency created by war, military, naval or air attack, or sabotage, or to provide for adequate national or local defense. (Government Code 53790-53792)

(cf. 3110 - Transfer of Funds Between Categories)

b. Adoption of a resolution, between July 15 and August 30, to borrow funds of up to 25% of the estimated income and revenue to be received by the district during the fiscal year from apportionments based on ADA for the preceding year. (Government Code 53821-53824).

5. Actions requiring a unanimous vote of the Board include:

a. Resolution authorizing and prescribing the terms of a community lease for extraction of gas. (Education Code 17511)

b. Private sale of surplus property without advertisement requires the unanimous vote of the Board members present establishing that such property is not worth more than $2,500. Disposal of surplus property in the local dump requires the unanimous vote of the Board members present establishing that the value of such property would not defray the cost of its sale. (Education Code 17546)

c. Awarding bids without the formal bidding process when the Board unanimously determines an emergency exists. (Public Contract Code 20113)

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

Fees and Charges

Before any fees authorized by law may be levied or increased by the district, the public shall have an opportunity to ask questions and offer constructive comments.

In all such cases where specific statutory notice requirements do not apply, the Board shall hold a public hearing at which oral or written presentations can be made. This hearing shall be part of a regularly scheduled Board meeting. A ten day newspaper notice of the time and place of the meeting and an

explanation of the matter to be considered shall be published pursuant to Government Code 6062(a). (Government Codes 54994.1, 54994.2)

(cf. 1330 - Use of School Facilities)

(cf. 3540 - Transportation)

(cf. 5118 - Transfers and Withdrawals)

(cf. 6161.2 - Overdue, Damaged or Lost Instructional Materials)

(cf. 7310 - Methods of Financing)

Any demand to correct a Board action because of an alleged violation of the open meeting or agenda notice requirements shall be presented to the Board within 30 days of the date when the action was taken. The demand shall clearly describe the challenged action and the nature of the alleged violation. Within 30 days of receiving the demand, the Board shall review the action in question and shall inform the demanding party in writing of its decision to correct or not to correct the action. (Government Code 54960.1)

Legal Reference:

EDUCATION CODE

15266 School construction bonds

17466, 17481, 17557 17559 Actions requiring a majority vote

17510 17511 Resolutions requiring unanimous vote of all members constituting board

17546 Private sale of personal property

17582 District deferred maintenance fund

17583 Deferred maintenance fund; transfer of excess local funds

35144 Special meeting

35145 Public meetings

35146 Closed sessions

35164 Majority vote of all members constituting board for board action

CODE OF CIVIL PROCEDURE

1245.240 Eminent domain vote requirements

~~1245.245 Eminent domain, resolution adopting different use~~

~~GOVERNMENT CODE~~

~~6062(a) Ten days; two publications in newspaper~~

~~53094 2/3rds vote re zoning ordinances~~

~~53724 Parcel tax resolution requirements~~

~~53790 53792, 53821 53824 Actions requiring a 4/5ths vote~~

~~54950 Meetings: declaration; intent; sovereignty~~

~~54952.6 Action taken, definition~~

~~54953 Meetings to be open and public; attendance~~

~~54954.2 Agenda posting requirements; board actions~~

~~54956 Special meetings; call; notice~~

~~54956.5 Special meetings called by local agency; emergency situations~~

~~54957 Closed sessions; purposes; "employee" defined~~

~~54957.1 Subsequent public report and roll call vote, employee matters in closed session~~

~~54957.2 Executive sessions; clerk; minute book~~

~~54960.1 Challenge of governing board actions~~

~~54994.1 54994.2 Fees not governed by specific notice requirements~~

~~PUBLIC CONTRACT CODE~~

~~3400 Bid specifications~~

~~20113 Emergency contracts~~

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

State	**Description**
CCP. 1245.240	Eminent domain vote requirements

State	Description
CCP. 1245.245	Eminent domain, resolution adopting different use
CCP. 425.16	Special motion to strike in connection with a public issue
Ed. Code 15266	School construction bonds
Ed. Code 17466	Declaration of intent to sell or lease real property
Ed. Code 17481	Lease of property with residence for nondistrict purposes
Ed. Code 17510-17512	Leasing for production of gas, resolution requiring unanimous vote
Ed. Code 17546	Private sale of personal property
Ed. Code 17556-17561	Dedication of real property
Ed. Code 35140-35149	Meetings
Ed. Code 35160-35178.4	Powers and duties
Ed. Code 48660-48661	Community day schools, establishment and restrictions
Gov. Code 53090-53097.5	Regulation of local agencies by counties and cities
Gov. Code 53724	Parcel tax resolution requirements
Gov. Code 53790-53792	Exceeding the budget
Gov. Code 53820-53833	Temporary borrowing
Gov. Code 53850-5385	Temporary borrowing
Gov. Code 53850-53858	Temporary borrowing
Gov. Code 54950-54963	The Ralph M. Brown Act
Gov. Code 54952.6	Action taken, definition
Gov. Code 54953	Meetings to be open and public; attendance
Gov. Code 54960-54960.5	Actions to prevent violations
Gov. Code 65352.2	Communicating and coordinating of school sites
Pub. Cont. Code 20111	School district contracts
Pub. Cont. Code 20113	Emergencies, award of contracts without bids

State	Description
Pub. Cont. Code 20114	Repairs, maintenance, and improvements to district facilities by day labor or force account
Pub. Cont. Code 22034	Uniform Public Construction Cost Accounting Act informal bidding ordinance
Pub. Cont. Code 22035	Repair or replacement of facilities in case of emergency
Pub. Cont. Code 22050	Emergency contracting procedures
Pub. Cont. Code 3400	Bid specifications

Management Resources	Description
Attorney General Publication	The Brown Act: Open Meetings for Legislative Bodies, rev. 2003
Court Decision	Bell v. Vista Unified School District (2002) 82 Cal.App.4th 672
Court Decision	Boyle v. City of Redondo Beach (1999) 70 Cal.App.4th 1109
Court Decision	Los Angeles Times Communications LLC v. Los Angeles County Board of Supervisors (2003) 112 Cal.App.4th 1313
Court Decision	McKee v. Orange Unified School District (2003) 110 Cal.App.4th 1310
CSBA Publication	The Brown Act: School Boards and Open Meeting Laws, rev. 2019
League of California Cities Publication	Open and Public IV: A Guide to the Ralph M. Brown Act 2nd Edition, rev. July 2010
Website	CSBA District and County Office of Education Legal Services
Website	Institute for Local Government
Website	California Office of the Attorney General
Website	CSBA

Cross References

Code	Description
3260	Fees And Charges
3260	Fees And Charges

Code	Description
3270	Sale And Disposal Of Books, Equipment And Supplies
3270	Sale And Disposal Of Books, Equipment And Supplies
3280	Sale Or Lease Of District-Owned Real Property
3280	Sale Or Lease Of District-Owned Real Property
3311	Bids
3311	Bids
3311.1	Uniform Public Construction Cost Accounting Procedures
3311.1	Uniform Public Construction Cost Accounting Procedures
3471	Parcel Taxes
6185	Community Day School
6185	Community Day School
7131	Relations With Local Agencies
7150	Site Selection And Development
7150	Site Selection And Development
7160	Charter School Facilities
7160	Charter School Facilities
7213	School Facilities Improvement Districts
7214	General Obligation Bonds
7214	General Obligation Bonds
9000	Role Of The Board
9005	Governance Standards
9012	Board Member Electronic Communications
9150	Student Board Members
9200	Limits Of Board Member Authority
9223	Filling Vacancies
9310	Board Policies

Code	Description
9320	Meetings And Notices
9321	Closed Session
9321-E PDF(1)	Closed Session
9321-E PDF(2)	Closed Session
9322	Agenda/Meeting Materials
9323	Meeting Conduct
9324	Minutes And Recordings

Bylaw SAN JUAN UNIFIED SCHOOL DISTRICT

adopted: June 9, 1992 Carmichael, California

Effective: September 1, 1992

Revised: December 13, 1994

San Juan USD
Board Bylaw
~~Board~~ Minutes and Recordings

BB 9324
Board Bylaws

The Governing Board recognizes that maintaining accurate minutes of board meetings helps foster public trust in board governance and provides a record of board actions for use by district staff and the public.

The secretary of the board shall keep minutes and record all official board actions. The board's minutes shall be public records and shall be made available to the public upon request.
~~The Superintendent shall be responsible to see that minutes are kept and all official Board actions are recorded.~~ (Education Code sections 35145, 35163)

~~(cf. 9323.2 - Actions by the Board)~~

If ~~Any~~ minutes or recordings are kept for b~~B~~oard meetings held in closed session, they shall be kept ~~in a minute book~~ separately from the minutes or recordings of regular and special meetings. Minutes or recordings of closed sessions or t~~T~~he minute book for closed session are ~~is~~ not ~~a~~ public records and shall be kept confidential. (Government Code section 54957.2)

~~(cf. 1340 - Access to District Records)~~
~~(cf. 9321 - Closed Sessions)~~

The minutes of board meetings shall include, but not be limited to:

1. A notation of which board members are present, in person or by teleconference, and whether a member is not present for part of the meeting due to late arrival and/or early departure

2. A brief summary of the board's discussion on each agenda topic, rather than a verbatim record of each board member's specific points of view during the discussion

3. A summary of the public comments made on agendized items and unagendized topics

4. The specific language of each motion and the names of the board members who made and seconded the motion

5. Preferential votes cast by student board member(s) (Education Code section 35012)

6. Any action taken by the board, and the vote or abstention on that action of each board member present (Education Code section 35145; Government Code section 54953)

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

The board agenda shall include a statement of the option and process for students and parents/guardians to request that such information be excluded from the minutes.

The superintendent or designee shall distribute a copy of the "unapproved" minutes of the previous meeting(s) with the agenda for the next regular meeting. The board shall approve the minutes as circulated or with necessary amendments.

Upon approval by the board, the minutes shall be signed by the board clerk.

Official Board minutes and recordings ~~the master copy of the policy manual~~ shall be stored in a secure location and shall be retained in accordance with law.~~fire-proof location.~~

~~Copies of the minutes of each regular or special meeting shall be distributed to all Board members for approval with the agenda for the next regular meeting.~~

Recording of Votes

Motions or resolutions shall be recorded as having passed or failed. Individual votes shall be recorded unless the action was unanimous. All Board resolutions shall be numbered consecutively.

Recording or Broadcasting of Meetings~~Devices~~

The district may tape, film, stream, or broadcast any open
~~A video or audio tape recording may be made at any~~ b~~B~~oard meeting. At the beginning of the meeting, the board president ~~The presiding officer~~ shall announce that a recording or broadcasting is being made at the direction of the board and the recording or broadcast may capture images and sounds of those attending ~~beginning of~~ the meeting. As practicable, ~~, for~~ the

~~purpose of assisting in the preparation of minutes, and the~~ recorder or camera shall be placed in plain view of meeting partiicpants~~all persons present~~, insofar as possible.

Recordings made at the direction of the board during ~~regular or special b~~Board meetings are public records and, ~~. They shall be kept for at least 30 days and~~ upon request shall be made available for inspection by members of the public on ~~a~~ district equipment ~~recorder~~ without charge. (Government Code section 54953.5) Any district recording

~~If the member of the public wishes a copy of the recording, there shall be a charge based on time and materials to make the copy.~~

~~Recordings during closed sessions may only be made when a hearing is conducted of which the Board needs to keep a record. Such recordings are not public records.~~

~~All recordings, tapes, or discs shall be kept in a fire-proof location and~~ may be destroyed after 30 days.

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State	Description
5 CCR 16020-16027	Destruction of records of school districts
Ed. Code 35012	Board members; number, election and terms
Ed. Code 35145	Public meetings
Ed. Code 35163	Official actions, minutes and journal
Ed. Code 35164	Actions by majority vote
Ed. Code 49061	Definitions, directory information
Ed. Code 49073.2	Privacy of student and parent/guardian personal information; minutes of board meeting
Gov. Code 54952.2	Meeting, defined
Gov. Code 54953	Meetings to be open and public; attendance
Gov. Code 54953.5	Audio or video recording of proceedings
Gov. Code 54953.6	Broadcasting of proceedings
Gov. Code 54957.2	Closed sessions; clerk; minute book
Gov. Code 54960	Actions to stop or prevent violation of meeting provisions
Pen. Code 632	Eavesdropping on or recording confidential

State	Description
	communications

Management Resources	Description
CSBA Publication	Call to Order: A Blueprint for Great Board Meetings, 2015
CSBA Publication	The Brown Act: School Boards and Open Meeting Laws, rev. 2019
Website	CSBA District and County Office of Education Legal Services

Cross References

Code	Description
1340	Access To District Records
1340	Access To District Records
3314	Payment For Goods And Services
3314	Payment For Goods And Services
3580	District Records
3580	District Records
4312.1	Contracts
5125.1	Release Of Directory Information
5125.1	Release Of Directory Information
5125.1-E PDF(1)	Release Of Directory Information
7214	General Obligation Bonds
7214	General Obligation Bonds
9000	Role Of The Board
9005	Governance Standards
9122	Secretary
9150	Student Board Members
9250	Remuneration, Reimbursement And Other Benefits
9250-E PDF(1)	Remuneration, Reimbursement And Other Benefits
9320	Meetings And Notices

Code	Description
9322	Agenda/Meeting Materials
9323	Meeting Conduct
9323.2	Actions By The Board
9323.2-E PDF(1)	Actions By The Board
9323.2-E PDF(2)	Actions By The Board

~~Legal Reference:~~
~~EDUCATION CODE~~
~~35145 Public meetings~~
~~35163 Official actions, minutes and journals~~
~~35164 Vote requirements~~
~~PENAL CODE~~
~~632 Unlawful to intentionally record a confidential communication without consent of all parties to the communication~~
~~GOVERNMENT CODE~~
~~54957.2 Closed sessions; clerk; minute book~~
~~54960 Violations and remedies~~

Bylaw SAN JUAN UNIFIED SCHOOL DISTRICT
adopted: June 9, 1992 Carmichael, California
Effective: September 1, 1992
Revised: December 13, 1994

Bylaw 9400: Board Self-Evaluation

Status: ADOPTED

Original Adopted Date: 06/09/1992

~~Effective and efficient Governing Board operations are an integral part of creating a successful educational program. In order to measure its own effectiveness~~, Tthe Governing Board shall ~~will~~ annually conduct a self-evaluation in order to demonstrate accountability to the community and ensure that district governance effectively supports student achievement and the attainment of the district's visions and goals.

The evaluation may address any area of board responsibility, including, but not limited to, board performance in relation to vision setting, curriculum, personnel, finance, policy development, collective bargaining, community relations, and advocacy. The evaluation may also address objectives related to board meeting operations, relationships among board members, relationship with the superintendent, understanding of board and superintendent roles and responsibilities, communication skills, or other governance or boardsmanship skills.

~~schedule a time and place at which all its members may participate in a formal self-evaluation.~~

The b~~B~~oard shall ~~be~~ evaluate~~d~~ itself as a whole and not as individuals. Individual board members are also expected to use the evaluation process as an opportunity to assess and set goals for their own personal performance.

~~The evaluation will focus on the internal operations and performance of the Board. The Board members shall develop goals and objectives against which the Board will be evaluated. A self-evaluation instrument will be based on these goals and objectives and not on goals set for the district.~~

Each year, the board, with assistance from the superintendent, shall determine an evaluation method or instrument that measures key components of board responsibility and previously identified performance objectives. Visual and/or audio recordings of board meetings may only be used as an evaluation tool when consent is given by all board members.

Any discussion involving the board's self-evaluation shall be conducted in open session.

At the request of the board, a facilitator may be used to assist with the evaluation process. The board may invite the superintendent or other individual(s) with pertinent information to provide input into the evaluation process.

Following the evaluation, the board shall set goals, define and/or refine protocols, and establish priorities and objectives for the following year's evaluation. The board shall also develop strategies for strengthening board performance based on identified areas of need,

including, but not limited to, board trainings such as those offered by the California School Boards Association.

~~Each boardmember will complete the self-evaluation instrument independently. The ensuing evaluation will be based on the resulting composite picture of Board strengths and weaknesses. The Board will discuss the tabulated results as a group.~~

~~The evaluation process should include the establishment of strategies for improving Board performance. Revised priorities and new goals will be set for the following year's evaluation.~~

~~The Board recognizes that adequate opportunities for Board member orientation and inservice are an essential component of conducting meaningful self-evaluation. The evaluation process shall include suggestions for continued Board member development.~~

~~The Board may invite the Superintendent or designee or others to participate in the evaluation and suggest specific criteria to measure Board success as a governing body.~~

~~(cf. 9240 - Development in Service)~~

Bylaw SAN JUAN UNIFIED SCHOOL DISTRICT

adopted: June 9, 1992 Carmichael, California

Effective: September 1, 1992

Policy Reference Disclaimer:
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State	Description
Gov. Code 54950-54963	The Ralph M. Brown Act

Management Resources	Description
CSBA Publication	Defining Governance, Issue 3: Governance Practices, Governance Brief, April 2014
CSBA Publication	Professional Governance Standards

State	Description
Website	CSBA District and County Office of Education Legal Services
Website	CSBA Board Self-Evaluation
Website	CSBA

Cross References

Code	Description
0200	Goals For The School District
9005	Governance Standards
9230	Orientation
9320-E PDF(1)	Meetings And Notices

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: I-16

MEETING DATE: 10/11/2022

SUBJECT: Williams Complaint Report

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

DEPARTMENT: Legal Services

ACTION REQUESTED:
The superintendent is recommending the board receive a report regarding Williams-type complaints filed with the district during the time period from July 1, 2022, to September 30, 2022.

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

ATTACHMENT(S):
A: Williams Act 1st Quarterly Report

BOARD COMMITTEE ACTION/COMMENT:
N/A

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 10/03/2022

FISCAL IMPACT:
Current Budget: $ N/A
Additional Budget: $ N/A
Funding Source: N/A
(Unrestricted Base, Supplemental, other restricted, etc.)
Current Year Only ☐ On-going ☐

LCAP/STRATEGIC PLAN:
Goal: N/A Focus: N/A
Action: N/A
Strategic Plan: N/A

PREPARED BY: Linda C. T. Simlick, General Counsel LCTS

APPROVED BY: Kent Kern, Superintendent of Schools KK

San Juan Unified School District
Legal Services
3738 Walnut Avenue, Carmichael, California 95608
P.O. Box 477, Carmichael, California 95609-0477
Telephone (916) 971-7110; FAX (916) 971-7704
Internet Web Site: www.sanjuan.edu

Kent Kern, Superintendent of Schools
Linda C. T. Simlick, General Counsel

WILLIAMS UNIFORM COMPLAINT PROCESS (UCP)
Quarterly Report

Year covered by this report: 2022

Quarter covered by this report: Quarter 1 (July - September)

Sufficiency of textbooks

Number of complaints:	0
Number resolved:	0
Number unresolved:	0

School facilities issues

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

Vacancy or misassignment of teachers

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

Respectfully submitted: Linda C. T. Simlick
General Counsel

SAN JUAN UNIFIED SCHOOL DISTRICT
TENTATIVE BOARD AGENDA ITEMS
2022-2023

OCTOBER 25

Recognition: School Psychology Awareness Week (Nov. 14-18) – A	Calvin
Class of 2023 Graduation Requirements – D	Schnepp
2021-2022 End of Year Data Summary – R	Bassanelli
Tentative Agreement: Teamsters – A [Discussed 10/11/22]	Thigpen
Salary Schedule Adjustments: Cabinet, SJAA – A [Discussed 10/11/22]	Thigpen
*Updates to Governance Handbook – A [Discussed 10/11/22]	Allen
*Revisions to Board Bylaws – A [Discussed 10/11/22]	Simlick
*Update to Board Policy Titles – A	Simlick

NOVEMBER 15 *(3rd Tuesday)*

WORKSHOP: Katherine Johnson Middle School (Creekside) Environmental Impact Report – A	Camarda
Family and Community Engagement Update – R	Allen
Class of 2023 Graduation Requirements – A [Discussed 10/25/22]	Schnepp
LeGette ES Conveyance of Easement to SMUD – A [Discussed 10/11/22]	Camarda
Set Annual Organizational Meeting – A	Board

DECEMBER 13

Board Reception/Swearing-In *(before board meeting)*

Annual Organizational Meeting – A	Board
2021-2022 Audit Report – A	Stahlheber
2022-2023 First Interim & Budget/Financial Status Report – A	Stahlheber
Minimum Wage Increase (CSEA, Teamsters) – A	Oropallo
Minimum Wage Increase (Short Term, Temporary) – A	Oropallo
Governance Handbook Annual Update – D/A	Board

JANUARY 10

Williams Complaint Report – R	Simlick
Annual Policy Review – D	Simlick
BP 3430 Investing and Debt Management	
BP 5116.1 Intradistrict Open Enrollment	
BP 6145 Extracurricular/Cocurricular Activities	
BP 6020 Parent Involvement	
*Resolution: Emergency Contracting – A	Stahlheber
*Resolution: Authorized Signature - Power to Contract on Behalf of the District – A	Stahlheber
*Resolution: Delegating Signature Authorization to the Superintendent – A	Stahlheber

JANUARY 24

Recognition: 2023 Classified Employees of the Year – A	Oropallo
Recognition: National School Counseling Week (Feb. 6-10) – A	Schnepp
*School Accountability Report Cards (SARCs) – A	Bassanelli
*Annual Policy Review [Discussed 01/10/23] – A	Simlick
BP 3430 Investing and Debt Management	
BP 5116.1 Intradistrict Open Enrollment	
BP 6145 Extracurricular/Cocurricular Activities	
BP 6020 Parent Involvement	

FEBRUARY 14

Mid-Year LCAP Update 2022-2023 – R	Bassanelli
Choices Charter School Mid-Year LCAP Update 2022-2023 – R	Ginter
Recommendation for Reductions in PKS & Criteria for Tie Break (Certificated TK-12) – D	Oropallo
Recommendation for Reductions in PKS & Criteria for Tie Break (Certificated ECE) – D	Oropallo
Recommendation for Reductions in PKS & Criteria for Tie Break (Certificated Adult Ed) – D	Oropallo
Notice of Intent to Reduce Classified Positions – D	Oropallo

FEBRUARY 28

Recognition: Arts Education Month (March) – A	Townsend-Snider
Recognition: National School Social Work Week (Mar. 5-11) – A	Calvin
K-8 Schools Update – R	Townsend-Snider
Resolutions: Reductions in PKS & Criteria for Tie Break (Certificated TK-12) – A [Discussed 02/14/23]	Oropallo
Resolutions: Reductions in PKS & Criteria for Tie Break (Certificated ECE) – A [Discussed 02/14/23]	Oropallo
Resolutions: Reductions in PKS & Criteria for Tie Break (Certificated Adult Ed) – A [Discussed 02/14/23]	Oropallo
Resolution: Notice of Intent to Reduce Classified Positions – A [Discussed 02/14/23]	Oropallo

MARCH 14

Second Interim Budget Report – R	Stahlheber
Expanded Learning Opportunities Update (Secondary) – R	Schnepp
2023 CSBA Delegate Assembly Election – A	Board
*Consolidated Application, Winter Report 2023 (Part II) – A	Calvin

MARCH 28

Expanded Learning Opportunities Update (Elementary) – R	Townsend-Snider
ECE Update – R	Townsend-Snider
*Head Start and Early Head Start Grant Application 2022-2023 – A	Townsend-Snider
*Audit Report for Measures J, N, P and S – A	Stahlheber

APRIL 11

Recognition: Week of the Young Child (Apr. 15-21) – A	Townsend-Snider
Recognition: School Bus Driver's Appreciation Day (Apr. 25) – A	Oropallo
Instructional Materials Adoptions – D	Schnepp
New High School Courses – D	Schnepp
Williams Complaint Report – R	Simlick
Proposed Board Meeting Dates for 2023-2024 – A	Board

APRIL 25

Recognition: National Nurses Week and National School Nurse Day (May 6-12 & May 10) – A	Calvin
Technology Update – R	Skibitzki
*Instructional Materials Adoptions – A [Discussed 04/11/23]	Schnepp
*New High School Courses – A [Discussed 04/11/23]	Schnepp

MAY 9

Recognition: California Day of the Teacher (May 10) – A	Oropallo
Recognition: Classified School Employee Week (May 21-27) – A	Oropallo
Hearing Officer's Recommendation-2023 RIF (if applicable) – A	Simlick
*Approval of CTE 2023 Advisory Committee Roster – A	Schnepp
*Head Start/Early Head Start COLA Funding Allocation 2023-2024 – A	Townsend-Snider
*Resolution: CSPP Continued Funding Application Designated Personnel 2023-2024 – A	Townsend-Snider

MAY 23

Recognition: National Science Bowl (if applicable) – A	Schnepp
Recognition: Science Olympiad (if applicable) – A	Schnepp
Recognition: Academic Decathlon (if applicable) – A	Schnepp
*Head Start/Early Head Start Contract Resolution FY 2023-2024 – A	Townsend-Snider

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JUNE 13

Public Hearing: LCAP – D	Bassanelli
Public Hearing: LCAP/Choices Charter School – D	Ginter
Universal Prekindergarten Planning and Implementation Update – R	Townsend-Snider
Early Literacy Support Block Grant Annual Report – R	Townsend-Snider
Public Hearing: Adoption of the 2023-2024 Budget – D	Stahlheber
Temporary Interfund Borrowing of Cash – A	Stahlheber
*CIF Superintendent Designation of Representatives 2023-2024 – A	Schnepp
*ECE Program Self-Evaluation for CDE – A	Townsend-Snider

JUNE 27

California School Dashboard Local Indicators – R	Bassanelli
LCAP – A [Public Hearing 06/13/23]	Bassanelli
Choices Charter School California School Dashboard Local Indicators – R	Ginter
LCAP Choices Charter School – A [Public Hearing 06/13/23]	Ginter
Adoption of the 2023-2024 Budget – A [Public Hearing 06/13/23]	Stahlheber
*2022-2023 Actuarial Report (OPEB) – A	Oropallo
*Charter School 2021-2022 Audit Reports (Aspire, Atkinson, CMP, GIS, GV, OFY) – A	Stahlheber
*CARES Act Budget Modification (ECE) – A	Townsend-Snider
*2023-2024 School Plan for Student Achievement (SPSAs) – A	Calvin

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

sc: updated 10/4/2022 11:43 AM