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

Zima Creason, President
Pam Costa, Vice President
Steve Miller, Clerk
Ben Avey, Member
Paula Villescaz, Member
Tanya Kravchuk, Member
Saul Hernandez, 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
January 24, 2023

A. OPEN SESSION/CALL TO ORDER/WORKSHOP **4:00 p.m. - 5:15 p.m.**
1. The Brown Act and Board Governance (Allen)
Material provided.

Discussion: regarding desired changes to the district's Board Governance Handbook and a presentation on the Brown Act as it relates to board members' actions. Action anticipated: 03/14/2023.

B. ANNOUNCEMENT OF CLOSED SESSION TOPICS – 5:30 p.m.
1. Visitor Comments (for closed session agenda items only)
Board Bylaw 9323 limits visitor comments to two (2) minutes per speaker, with no more than 30 minutes per single topic. Time will be extended for any speaker who uses an interpreter. Public comments, including your name, become part of the public record.

C. CLOSED SESSION – 5:30 p.m.
1. Student expulsion in one case and student readmission in one case (Education Code section 48918[f]).
2. Personnel matters (Government Code section 54957).
   a. Superintendent's goals.

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

E. APPROVAL OF THE MINUTES – January 10, 2023, regular meeting, pages 2483-2485.

F. ORGANIZATIONS/ANNOUNCEMENTS – 6:35 p.m.
1. Recognitions
a. 2023 Classified Employees of the Year (Oropallo)
Rita Cornelison, Human Resources Analyst (District Office); Sally Garcia, Custodian (District Office); Michelle Fingold, Instructional Assistant - Visually Impaired (Casa Roble Fundamental High School).
b. National School Counseling Week (Schnepp)

Action: The superintendent is recommending that the board adopt Resolution No. A-419 proclaiming February 6-10 as National School Counseling Week.

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

G. 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.

H. CONSENT CALENDAR – H-1/H-16 – 7:20 p.m.

Action: The administration recommends that the consent calendar, H-1 through H-16, 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 and separations.

2. *Purchasing Report – purchase orders and service agreements, change orders, construction and public works bids, zero dollar contract and bids/RFPs.

3. *Business/Financial Report – warrants and payroll.

4. Acceptance of the following gifts:
Mesa Verde High School: from Ken Edwards – for band instruments (one alto saxophone, one piccolo, two flutes, five clarinets): $6,739.71.

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

6. *Approval of the 2022-2023 School Accountability Report Cards (SARCs).

7. *Approval of the updated Local Control and Accountability Plan (LCAP) Every Student Succeeds Act (ESSA) Federal Addendum as required by the California Department of Education (CDE).

8. *Approval of 2023-2024 Continued Funding Application for the California State Preschool Program and General Center Child Care Program.

9. *Approval of Early Head Start and Head Start year 1 budget modification/carryover funds.

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

11. *Adoption of Resolution No. 4063 authorizing district representatives to acquire surplus property through the auspices of the California State Agency for Surplus Property.

12. *Adoption of Resolution No. 4062 awarding the lease-leaseback contract for the Mariemont Elementary School modernization and interim housing project nos. 130-9495-P1 and 130-9495-P2 to SB James Construction, pursuant to Education Code section 17406.

13. *Approval of the third amendment to the lease agreement between San Juan Unified and Visions In Education.

14. *Adoption of Resolution No. 4064, approving the first amendment to the Site Lease agreement and fifth amendment to the Facilities Lease Agreement for Earl LeGette Elementary School new construction and modernization projects between San Juan Unified School District and Flint Builders, Inc.

15. *Adoption of Resolution No. 4065, approving the first amendment to the Site Lease Agreement and fourth amendment to the Facilities Lease agreement for Katherine Johnson Middle School new construction project between San Juan Unified School District and Flint Builders, Inc.

16. *Certification that the January 10, 2023, regular meeting, absence of board member Paula Villescaz occurred due to medical reasons, pursuant to Education Code 35120(c) and Board Bylaw 9250.

*Material provided.

I. CONSENT CALENDAR (continued, if necessary)
Discussion and action on the items removed from the consent calendar.

J. BUSINESS ITEMS

1. Bond Program Update – 7:25 p.m. (Camarda)
Material provided.

Report: regarding an update on current construction projects for bond measures J, N and P.

2. Government Affairs Update – 7:45 p.m. (Thigpen)
Material provided.

Report: regarding an update on the goals for San Juan Unified's Government Affairs program, significant K-12 legislation taking effect in 2023, and an overview of state education policy and budget matters to monitor during the current legislative cycle.

3. Public Hearing: Conveyance of Permanent Easement at John Barrett Middle School – 8:05 p.m. (Camarda)
Material provided. (Discussed: 12/13/2022)

Public Hearing/Action: regarding the proposed conveyance at John Barrett Middle School and to adopt Resolution No. 4058 conveying one permanent easement at John Barrett Middle School to the County of Sacramento.

K. BOARD REPORTS – 8:10 p.m.

L. FUTURE AGENDA – 8:20 p.m.
The board may wish to identify items to be discussed at future meetings and the reasons therefore.

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

M. ADJOURNMENT – 8:25 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

AGENDA ITEM: A-1

MEETING DATE: 01/24/2023

SUBJECT: The Brown Act & Board Governance

DEPARTMENT: Administration

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

ACTION REQUESTED:
The superintendent is recommending that the board review and discuss desired changes to the district's Board Governance Handbook and a presentation on the Brown Act as it relates to board members' actions.

Action anticipated: 03/14/2023 – Governance Handbook Changes

RATIONALE/BACKGROUND:
California's Ralph M. Brown Act, Government Code Section 54950, is designed to ensure the public can remain informed of the actions, debates and views of local elected representatives and to provide a procedural framework for local legislators to meet, debate, act and listen collectively to their constituents. Standing committees created by the Board of Education are also subject to the Brown Act unless specifically exempted by other legislation. This workshop will cover the basic elements of the Brown Act including what constitutes a meeting, communication between board members including the use of social media, requirements of meeting agendas, public input requirements and the proper use of closed session.

Concurrently, the Board of Education has established a Board Governance Handbook which denotes its norms and standards of operation. During the Dec. 13, 2022 meeting of the board, members discussed potential changes to the handbook including public input processes, recusal processes, proper reflection of a focus on academic success and establishing rules of order to further clarify meeting processes.

ATTACHMENTS:
A – Brown Act Workshop Presentation
B – Board Governance Handbook Discussion Presentation
C – Board Governance Handbook
D – Robert's Rules of Order Cheat Sheet Website
E – Rosenberg's Rules of Order

BOARD COMMITTEE ACTION/COMMENT:
N/A

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 12/05/2022, 01/17/2023
Board of Education Discussion: 12/13/2022

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: Melissa Bassanelli, Superintendent of Schools MB

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Brown Act Workshop
San Juan Unified School District

January 24, 2023

Presented by

Bill Schuetz
Dannis Woliver Kelley

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Intent of the Brown Act

The people of this state do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is good for them not to know. The people insist on remaining informed so that they may retain control over the instruments they have created.

The Ralph M. Brown Act, Gov. Code, § 54950



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Intent of the Brown Act

- To keep the public informed of the actions, debates and views of locally elected representatives; and
- To provide the procedural framework for local legislators to meet, debate, act and listen collectively to their constituents

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Open Meetings - California Constitution

"The people have the right of access to information concerning the conduct of the people's business, and, therefore the meetings of public bodies and the writings of public officials and agencies shall be open to public scrutiny. A statute, court rule, or other authority…shall be broadly construed if it furthers the people's right of access, and narrowly construed if it limits the right of access."

(California Constitution, Article 1, Sec. 3)

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Board Role & Conduct

- Board members have collective, not individual authority. Authority to make decisions is only granted to the board as a whole.
- No individual board member has authority other than as conferred by board majority.
- Board Bylaws – Code of Ethics, Governance
  - 9000 (Role of the Board)
  - 9010 (Public Statements)
  - 9005 (Governance Standards)
  - 9200 (Limits on Board Member Authority)
- Board Governance Handbook

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Committees

- Board Committees created by resolution or formal action of the Board ("Standing Committees") are subject to the Brown Act
- Ad hoc committees are not subject to the Brown Act if composed exclusively of less than a quorum of Board members
- Board Committees created by staff are not subject to the Brown Act, unless they include a quorum of Board members

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What is a "Meeting"?

- A "meeting" is:
  - Any congregation of a majority of members of a legislative body at the same time and place, including teleconference locations, to **hear, discuss, or deliberate** upon any item within the subject matter jurisdiction of the legislative body.
  - There need not be action taken or planned, for a "meeting" to occur (Gov. Code, § 54952.2)



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What is not a Meeting?

- Definition of meeting excludes:
  - Appearance of a board majority at a general conference open to the public involving a discussion of broad issues and attended by a broad spectrum of officials from a variety of governmental agencies
  - Attendance at open and publicized meetings, organized to address a topic of local concern by a person or organization other than the local agency
  - Individual contacts and conversations
  - Social or ceremonial occasions

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What is/is not a Meeting?

- Definition of meeting excludes:
  - Attendance by a board majority at open and noticed meetings of another body of the same local agency or any other agency; or
  - Attendance by a board majority at an open and noticed meeting of a standing committee of the board, if members of the board that are not members of the committee attend only as observers

  (Gov. Code, § 54952.2)

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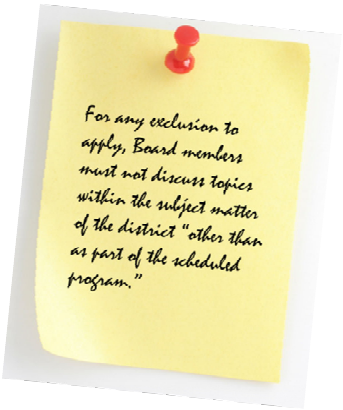
What is/is not a Meeting?

- **Reminder**:
  - For any exclusion to apply, board members must not discuss topics within the subject matter of the district "other than as part of the scheduled program."
  - For attendance at a standing committee, board members may only observe the meeting.



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Meetings – Location, Logistics

- All meetings must be open and public
- Meeting place must be accessible to public—nondiscriminatory, accessible to disabled, no payment or purchase required
- Meeting place must be within agency boundaries, with limited exceptions:
  - To comply with court order or attend a judicial proceeding;
  - To inspect real or personal property which cannot be brought within bounds of agency;
  - To meet with state or federal elected or appointed officials, when a local meeting impractical;
  - To participate in meetings of multi-agency significance.

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Remote Meetings – Post-Pandemic

- Three options:
  - Traditional teleconference requirements
  - AB 361
  - AB 2449
- Options come with different
  - Prerequisites
  - Requirements



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Traditional Teleconference Requirements

- The teleconference location must be open and accessible to the public.
- The agenda shall identify all locations, including the teleconference location(s).
- The agenda must be posted at all locations, including the teleconference location(s) at the proper time before the meeting.
- The agenda shall provide for public comment at all locations, including the teleconference location.
- A majority of the Board must be within the boundaries of the District, even if participating by teleconference.
- All votes during a teleconference meeting shall be by roll call.
- The agenda should indicate how/if the meeting will proceed if technical problems prevent teleconferencing.



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AB 361 – Emergency Meetings

- Option to meet electronically (audio or audio/video) without compliance with traditional teleconference requirements.
- Do not need to:
  - Provide any public meeting location
  - Open or notice locations
  - Have quorum within jurisdiction
- Still need to:
  - Use roll call for votes
- Must allow for remote real-time public comments.

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AB 361 – Requirements

- Requirements to use the option:
  - State of emergency; *AND*
    - Officials have imposed/recommended measures to promote social distancing, *OR*
    - Board has determined that meeting in person would present imminent risks to the health/safety of attendees, *OR*
    - Board is meeting to make this determination.

→ *State of emergency to be rescinded February 28, 2023*

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AB 2449 – New Option

Effective January 1, 2023 – December 31, 2025

- Advantages
  - Remote participation without traditional requirements
  - Not dependent on state of emergency or findings
- Disadvantages
  - Use limited to specific circumstances
  - Creates new requirement for board approval
  - Requires technological capabilities

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AB 2449 – Remote Participation

- Any location without opening/disclosure of location.
- Meeting requirements:
  - Quorum must be in-person at open location in the district.
  - Public access via two-way audiovisual platform or two-way audio service/ webcast.
  - Public comment via the remote platform as well as in-person (real time).
- Member requirements:
  - Participate through both audio and video.
  - Identify any individual over 18 in the room with the member and relationship.

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AB 2449 – When May It Be Used

- Two circumstances:
  1. Just cause
     - Care for a family member, an illness, or a disability, or traveling on government business.
     - Must notify board of the "just cause," by providing a general description, at the earliest opportunity possible.
  2. Emergency circumstance
     - Physical or family medical emergency that prevents a member from attending in-person.
     - Requires approval by board after it is provided with a general description of the circumstances.
- Limits:
  - For "just cause," only two meetings a calendar year.
  - For either reason, no more than:
    - Three consecutive months; or,
    - 20% of regular meetings in a calendar year if a board meets at least 10 times a year; no more than two meetings in a calendar year if the body meets fewer than 10 times a year.

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Options Compared

	Traditional Brown Act Requirements	AB 361	AB 2449
Effective/ Prerequisites	All times No reason needed.	Until February 23, 2023 (absent other emergency in 2023) Findings required/must be renewed.	2023 through 2025 "Just cause" or "emergency," limited use per calendar year.
Remote/ Electronic Participation	Remote participation allowed, not required. Locations must be open/accessible and noticed.	Electronic meetings allowed, not required. Locations need not be open/accessible or noticed.	Remote participation allowed, not required. Only in-person location must be open/accessible.
Locations	Meeting in-person with remote location open/accessible/noticed.	All electronic.	Meeting in-person with remote connection.
Broadcast	Allowed, not required.	Required for electronic meeting.	Two-way audio and video required.
Public Comment	In person, remote allowed but not required.	Required for electronic meetings. Real-time (not in advance) and must hold open during comment period.	Remote comment required for remote participation, real-time.
Additional Requirements	District procedure regarding accessibility.	District procedure regarding accessibility. No action following technical difficulties.	District procedure regarding accessibility. No action following technical difficulties. Remote member(s) participate via audio/video and identify others in room.

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Permitted Communications

- Communications limited to providing information or answering questions (e.g., Superintendent's weekly report) or procedural or administrative matters do not constitute meetings or confidential communications
  - May not disclose the comments or position of any other board member
- A board member may engage in conversations and communications with members of the public about a matter within the board's jurisdiction
  - If that person is not used as an intermediary to communicate the board member's comments or position to other board members
- Private briefings for less than a quorum of board members on background events concerning agenda items do not violate the Brown Act unless the comments or position of any other board member is disclosed
- Receipt of written legal advice is not a meeting

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Serial Meetings

- A majority of the members of a board shall not, outside a noticed meeting, **use a series of communications** of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the board's jurisdiction
- This includes communications through:
  - Telephone, electronic mail, facsimile, internet
  - Communication through an intermediary



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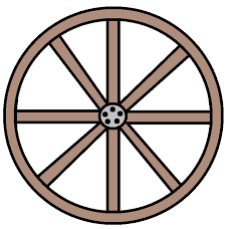
Common Serial Meeting Scenarios

- E-mail messages in which majority of Board is copied
- Consecutive conversations through intermediary to poll the Board
- Telephone conference calls involving a majority of the Board
- Internet chat rooms and blogs

A→B→C



A →B
A→C
A→D



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Social Media and the Brown Act



- What's Allowed?
  - Answering questions
  - Providing information
  - Soliciting information from the public
- Limitations:
  - Must be open and accessible to the public
  - No discussion or response between board members

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Social Media: What Is Prohibited

- A board member shall not respond directly to any communication regarding a matter that is within the subject matter jurisdiction of the legislative body that is made, posted, or shared by any other member
- Majority may not use social media to *discuss among themselves* business of a specific nature that is within the subject matter jurisdiction of the board

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Social Media: What Is Prohibited (cont.)

- "'Discuss among themselves' means communications made, posted, or shared on an internet-based social media platform between members of a legislative body, including comments or use of digital icons that express reactions to communications made by other members of the legislative body." (Gov. Code, § 54952.2)
  - Includes communications made, posted, or shared between members of the Board, including comments or use of digital icons that express reactions to communications made by other members of the legislative body (e.g., emoji, like, etc.)

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Social Media Takeaways



- Board members may use internet-based social media platforms open and accessible to the public to engage in separate conversations or communications to:
  - Answer questions from the public
  - Provide information to the public
  - Solicit information from the public
- Board members may use social media unrelated to board business
- Board members may not directly respond to any communication "made, posted, or shared by" another member regarding board business
- Board members must avoid otherwise permissible use of social media which results in a discussion between majority of board members regarding business of a specific nature

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Agenda Requirements

- **Publicizing a Meeting**
  - Prominent, direct link to agenda posted on the homepage
  - Agenda must be downloadable, indexable, retrievable and searchable
    - 72 hours before regular meeting
    - 24 hours before special meeting
  - Post on the district's website
  - Mail to persons requesting mailed notice including local news media
  - Agendas and backup should be made available when distributed to a majority of the board

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Agenda Requirements



Information on Agenda

- Whether the meeting is a regular or special meeting;
- Location of the meeting so members of the public can attend;
- Information regarding how, to whom, and when a request for disability-related modification or accommodation may be made by a person with a disability who requires a modification to participate in the public meeting;
- Information regarding where materials which were distributed within 72 hours of a regular meeting to a majority of board members can be inspected starting at the time they are distributed to the board members.

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Agenda Requirements

Items on Agenda

- A meeting opening - even if the board will recess to closed session as the first item, the meeting should begin with an opening in public.
- A statement triggering roll call and ensure the board has a quorum present at the meeting.
- For regular meetings, an opportunity for members of the public to address the board on matters within the jurisdiction of the board which are not on the agenda.
- Descriptions of all items to be discussed, in open and closed session.
- An opportunity for public to address board prior to, or during, consideration of any agenda item.
- An indication that the Board will report out of closed session whether the Board took any actions in closed session which must be reported in open session following closed session.
- A statement of adjournment.

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Non-Agenda Items

- No action or discussion shall be undertaken on any item not appearing on the posted agenda
- 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
- May ask a question for clarification
- May make a brief announcement, or brief report on own activities

(Gov. Code, § 54954.2; Bylaw 9323)

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Meetings – Public Rights

- Public has right to comment
- Agenda must provide opportunity for public comment
  - Before or during consideration of item *(closed and open session)*
  - Public comment must be allowed on any other matter under the Board's jurisdiction *(public comment on items not on agenda)*
- Board may place reasonable time limitations on particular topics or speakers
- At special meetings, the public comment is limited to agenda items



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Disruption, Interruption, Threats

- The Board president shall not permit any disturbance or willful interruption of Board meetings. (Bylaw 9323)
- 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. (Bylaw 9323)
- Clearing the Room (Gov. Code, § 54957.9); Removal for not ceasing disruptive behavior. (Gov. Code, § 54957.95)
- Every person who willfully disturbs or breaks up any assembly or meeting is guilty of a misdemeanor. (Penal Code § 403)

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Action & Vote Requirements



- "Action Taken"
  - Decision by a majority of the board
  - A collective commitment or promise by a majority of the board to make a positive or a negative decision
  - An actual vote by a majority of the board members when sitting as the board upon a motion, proposal or resolution
- Board shall act by majority vote of all the membership constituting the board unless otherwise required by law

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Closed Session

- Board may meet in closed session to discuss/take action on items within enumerated "exceptions" to the open meeting requirements.
- Prior to closed session, disclose in open session the items to be discussed in closed session which may be a reference to items on the board's agenda. (Gov. Code, § 54957.7)
- Act provides sample "safe harbor" closed session item descriptions.



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Closed Session Topics

- Common Topics:
  - Personnel Actions – Appointment, Employment, Evaluation, Discipline/Dismissal/Release
  - Hearing "Complaints or Charges" against employees – requires 24-hour notice of right to open session
  - Labor Negotiations



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Closed Session Topics

- Real Property Transactions
- Pending and Anticipated Litigation
- Tort Claims
- Student discipline hearings – require advance notice of right to open session (Ed. Code, § 48918)



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Personnel Exception

- Governing boards may meet in closed session to consider the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee.

  (Gov. Code, § 54957(b)(1))

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Employment Contracts

- All contracts of employment with a superintendent, deputy superintendent, assistant superintendent, associate superintendent… or other similar chief administrative officer or chief executive officer of a local agency **shall be ratified in an open session of the governing body which shall be reflected in the governing body's minutes.** (Gov. Code, § 53262(a))
- The Brown Act **prohibits a board from holding a special meeting** "regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits, of a "local agency executive."
  (Gov. Code, § 54956(b))

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Complaints or Charges

- Governing boards may meet in closed session to hear complaints or charges brought against the employee by another person or employee unless the employee requests a public session.

  (Gov. Code, § 54957(b)(2))
- Any session for this purpose is conditioned on 24-Hour notice requirement:
  - Written notice of right to have complaints or charges heard in an open session
  - Delivered, personally or by mail, to the employee at least 24 hours before the closed session

    (Gov. Code, § 54957(b)(2))

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Labor Negotiations

- May discuss 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 with designated representative. (Gov. Code, § 54957.6(a))
- Prior to closed session, the board must identify its negotiator(s) in open session.

Note: Compliance with Brown Act not required for discussions regarding negotiations with represented employees (Gov. Code, § 3549.1, Rodda Act)



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Real Property Transactions

- Limited to meeting with real property negotiators prior to sale or lease of property, to discuss confidential information concerning price or terms of payment during property negotiations.

  (Gov. Code, § 54956.8)
  - General real property issues are <u>not</u> included within this exception



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Pending and Anticipated Litigation

- To confer with, or receive advice from legal counsel regarding pending or threatened litigation when discussion in open session would prejudice the position of the district in the litigation.

  (Gov. Code, § 54956.9)
  - Includes consideration of tort claims
  - Must counsel be present?



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Reporting Out

- When applicable, the Board shall publicly disclose ("report out") in open session the action taken in closed session, and the votes or abstentions on the action
- Specific requirements for reporting out and disclosures depend upon type of action taken

(Gov. Code, § 54957.1)



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Closed Session Confidentiality

- Board member shall not disclose confidential information received in closed session unless the Board authorizes the disclosure of that information. (Gov. Code, § 54963; Bylaw 9321)
- Consequences:
  - Injunctive relief
  - Disciplinary action
  - Referral to grand jury
  - Expose the district to potential liability



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Violations

- Consequences for violation of the Brown Act:
  - Criminal liability exists if there is "intent to deprive public" (Gov. Code, § 54959)
  - Public can sue to stop violation of Act
  - Declaratory relief regarding past violation of the Act
  - Payment of attorneys' fees
  - Voiding of action taken in violation of the Act
  - Court may order taping of closed session



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BERKELEY
FRESNO
www.DWKesq.com



Bill Schuetz
Shareholder
Dannis Woliver Kelley
Sacramento
916.978.4040
wschuetz@DWKesq.com

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Governance Handbook

San Juan Unified School District
Board of Education
January 24, 2023

1

1

Setting Vision & Purpose

- A focus on academics
  - Consider language from the LCAP
    - "While each school is unique, we are committed to providing a high-quality education for every student that includes:
      - A challenging, standards-based academic program at every school
      - Additional supports for students who require extra assistance
      - Enrichment opportunities and programs."

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2

Setting Vision & Purpose

- A focus on academics
  - Consider language from the LCAP
    - "Welcoming schools that support the social and emotional needs of our student form the foundation for academic excellence. We recognize this is built through continuous improvement of intentional collaborative efforts that are focused on the following:
      - Connected School Communities: Caring staff actively build community relationships, identify assets and needs and connect students and families with resources to help them access the best opportunities our schools have to offer.
      - Healthy Environments for Social-Emotional Growth: Staff will cultivate inclusive, safe, equitable, culturally responsive and healthy environments by integrating social and emotional learning to ensure essential student development.
      - Engaging Academic Programs: Staff educators will engage and support each student in a challenging and broad course of study that builds skills, knowledge and experiences preparing all to be critical thinkers who communicate effectively, collaborate and are civic-minded.
      - Clear Pathways to Bright Futures: Our whole school community engages each student in discovering their limitless potential, and through coordinated efforts, prepares them for college, careers and bright futures filled with opportunities."

3

Abstention vs. Recusal

- Abstention should be used when a board member does not have enough information on which to base a vote.
  - The member votes "present" or "abstain" when the vote is called.
  - The member remains at the dais.
- Recusal must be used when a potential conflict of interest as defined by education or government code exists
  - The member announces they are recusing themselves.
  - The member leaves the dais or room while discussion and action take place.

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Examples: Abstain vs. Recuse

Example Reasons to Abstain	Reasons to Recuse
Member was not present at a meeting for which minutes are being approved.	An immediate family member is the direct subject of the action being considered.
Member believes they need additional information to make an informed decision.	Member has a financial interest in the organization for which action is being considered.

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Suggested Language: Recusals

Voting No, Abstaining and Recusals

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 board member lacks appropriate information, e.g. if a member was absent at a previous meeting they will abstain from voting on the approval of the meeting's minutes; or 2) the vote is to replace the board member's position on the board (Education Code section 35178).

When an actual or perceived conflict of interest exists as defined by education or government code, a board member must recuse themselves from all deliberation and action on an item before the board. Members shall announce their recusal when an item is called before the board or at the earliest time during deliberations when a conflict becomes apparent to them. Once recused, the member shall leave the dais and shall not participate in deliberations.

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Rules of Order

- Options
  - Robert's Rules of Order
  - Rosenberg's Rules of Order
  - Incorporate specific rules of order into the Governance Handbook
- Considerations
  - Conflict with board bylaws, state and federal laws
  - Specific practices that may not align
  - Clearly defining motion types or order of actions that result is a shared theme

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San Juan
Unified School District

Governance Handbook

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San Juan Unified School District Mission

We empower all in our inclusive learning community to contribute and thrive in a radically evolving world.

Shared Values

We value:

- **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 45,000 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 2021-2022 school year, the district's ethnic/racial makeup was: 0.5 percent American Indian or Alaskan Native, 25.9 percent Hispanic/Latino, 7.1 percent African American, 47.6 percent White, 9.8 percent Asian/Asian American, 0.7 percent Pacific Islander, .9 percent Filipino and 7.4 percent multi-race.

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 district's educational program, and public education in order to build support within the local school community and at the state and national levels.

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.

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 events

School visitations are encouraged to build understanding of the district's instructional programs, curriculum and communities. 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, the superintendent and the board member who represents that trustee area. 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 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 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. 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 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 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.



June 15, 2021

Robert's Rules of Order Cheat Sheet for Nonprofits

Written by Nick Price

Robert's Rules of Order is a manual of parliamentary procedure that governs most organizations with boards of directors. In 1876, Henry Martyn Robert adapted the rules and practices of Congress to the needs of non-legislative bodies and wrote them in his book, which is still in use today. The Robert's Rules Association published brief versions of the book in 2005 and 2011. The newest versions have about 700 pages, which makes it difficult to look things up during a meeting. Meeting facilitators with little experience may find it helpful to keep a cheat sheet on parliamentary procedure at their fingertips during a meeting.

Robert's Rules Basics

The 6 Types of Motions

1. **Main Motion:** Introduce a new item
2. **Subsidiary Motion:** Change or affect how to handle a main motion (vote on this before main motion)

3. **Privileged Motion:** Urgent or important matter unrelated to pending business
4. **Incidental Motion:** Questions procedure of other motions (must consider before the other motion)
5. **Motion to Table:** Kills a motion
6. **Motion to Postpone:** Delays a vote (can reopen debate on the main motion)

You can read more about these motions here.

Robert's Rules of Order Motion Steps

1. **Motion:** A member rises or raises a hand to signal the chairperson.
2. **Second:** Another member seconds the motion.
3. **Restate motion:** The chairperson restates the motion.
4. **Debate:** The members debate the motion.
5. **Vote:** The chairperson restates the motion, and then first asks for affirmative votes, and then negative votes.
6. **Announce the vote:** The chairperson announces the result of the vote and any instructions.

You can read more about the motion steps here.

TIP! If the board is in obvious agreement, the chairperson may save time by stating, "If there is no objection, we will adopt the motion to..." Then wait for any objections. Then say, "Hearing no objections, (state the motion) is adopted." And then state any instructions.

If a member objects, first ask for debate, then vote and then announce the vote.

Requesting Points of Something

Certain situations need attention during the meeting, but they don't require a motion, second, debate or voting. It's permissible to state a point during a meeting where the chairperson needs to handle a situation right away. Board members can declare a Point of Order, Point of Information, Point of Inquiry or Point of Personal Privilege.

Point of Order: Draws attention to a breach of rules, improper procedure, breaching of established practices, etc.

Point of Information: A member may need to bring up an additional point or additional information (in the form of a nondebatable statement) so that the other members can make fully informed votes.

Point of Inquiry: A member may use point of inquiry to ask for clarification in a report to make better voting decisions.

Point of Personal Privilege: A member may use point of personal privilege to address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member's conduct.

Robert's Rules of Order Cheat Sheet

Action	What to Say	Can interrupt speaker?	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed
Introduce main motion	"I move to..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move to amend the motion by...." (add or strike words or both)	No	Yes	Yes	Yes	Majority
Move item to committee	"I move that we refer the matter to committee."	No	Yes	Yes	No	Majority
Postpone item	"I move to postpone the matter until..."	No	Yes	Yes	No	Majority
End debate	"I move the previous question."	No	Yes	Yes	No	Majority
Object to procedure	"Point of order."	Yes	No	No	No	Chair decision
Recess the meeting	"I move that we recess until..."	No	Yes	No	No	Majority
Adjourn the meeting	"I move to adjourn the meeting."	No	Yes	No	No	Majority
Request information	"Point of information."	Yes	No	No	No	No vote
Overrule the chair's ruling	"I move to overrule the chair's ruling."	Yes	Yes	Yes	No	Majority
Extend the allotted time	"I move to extend the time by ___ minutes."	No	Yes	No	Yes	2/3
Enforce the rules or point out incorrect procedure	"Point of order."	Yes	No	No	No	No vote
Table a Motion	"I move to table..."	No	Yes	No	No	Majority

Verify voice vote with count	"I call for a division."	No	No	No	No	No vote
Object to considering some undiplomatic matter	"I object to consideration of this matter..."	Yes	No	No	No	2/3
Take up a previously tabled item	"I move to take from the table..."	No	Yes	No	No	Majority
*Reconsider something already disposed of	"I move to reconsider our action to..."	Yes	Yes	Yes	Yes	Majority
Consider something out of its scheduled order	"I move to suspend the rules and consider..."	No	Yes	No	No	2/3
Close the meeting for executive session	"I move to go into executive session."	No	Yes	No	No	Majority
Personal preference- noise, room temperature, distractions	"Point of privilege"	Yes	No	No	No	No vote

*A member may make a motion to reconsider something that was already disposed; however, the reconsidered motion may not be subsequently reconsidered. A motion to reconsider must be made during the same meeting and can extend to a meeting that lasts for more than one day.

Robert's Rules: Tips and Reminders for Chairpersons

Robert's Rules of Order, which is also widely known as parliamentary procedure, was developed to ensure that meetings are fair, efficient, democratic and orderly. A skilled chairperson allows all members to voice their opinions in an orderly manner so that everyone in the meeting can hear and be heard. The following tips and reminders will help chairpersons to run a successful and productive meeting without being run over or running over others.

Let the group do its own work; don't overcommand.
Control the flow of the meeting by recognizing members who ask to speak.
Let all members speak once before allowing anyone to speak a second time.
When discussions get off-track, gently guide the group back to the agenda.
Model courtesy and respect, and insist that others do the same.
Help to develop the board's skills in parliamentary procedure by properly using motions and points of order.
Give each speaker your undivided attention.
Keep an emotional pulse on the discussions.
Allow a consensus to have the final authority of the group.

All board members should be familiar with *Robert's Rules of Order,* which they can find online and in bookstores. However, this Robert's Rules of Order cheat sheet is a handy resource for you, your board and all new members.

Want to learn more? Learn about abstentions within Robert's Rule of Order and the six reasons why nonprofit board members abstain.

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Rosenberg's Rules of Order

REVISED 2011

Simple Rules of Parliamentary Procedure for the 21st Century

By Judge Dave Rosenberg

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About the Author

Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.

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Introduction

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.

The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:

First, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

Second, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

Third, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Ninth, the chair takes a vote. Simply asking for the "ayes" and then asking for the "nays" normally does this. If members of the body do not vote, then they "abstain." Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: "The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body."

Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member's desired approach with the words "I move … "

A typical motion might be: "I move that we give a 10-day notice in the future for all our meetings."

The chair usually initiates the motion in one of three ways:

1. **Inviting the members of the body to make a motion,** for example, "A motion at this time would be in order."
2. **Suggesting a motion to the members of the body,** "A motion would be in order that we give a 10-day notice in the future for all our meetings."
3. **Making the motion.** As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

The basic motion. The basic motion is the one that puts forward a decision for the body's consideration. A basic motion might be: "I move that we create a five-member committee to plan and put on our annual fundraiser."

The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: "I move that we amend the motion to have a 10-member committee." A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: "I move a substitute motion that we cancel the annual fundraiser this year."

"Motions to amend" and "substitute motions" are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a "motion to amend" or a "substitute motion" is left to the chair. So if a member makes what that member calls a "motion to amend," but the chair determines that it is really a "substitute motion," then the chair's designation governs.

A "friendly amendment" is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, "I want to suggest a friendly amendment to the motion." The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic "motion to have a five-member committee to plan and put on our annual fundraiser." During the discussion of this motion, a member might make a second motion to "amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we not have an annual fundraiser this year." The proper procedure would be as follows:

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

Second, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed,* the chair would then move to consider the main motion (the first motion) in its original format, not amended.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

Motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

Motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

Motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.

Motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on "hold." The motion can contain a specific time in which the item can come back to the body. "I move we table this item until our regular meeting in October." Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

Motion to limit debate. The most common form of this motion is to say, "I move the previous question" or "I move the question" or "I call the question" or sometimes someone simply shouts out "question." As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a "request" rather than as a formal motion. The chair can simply inquire of the body, "any further discussion?" If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the "question" as a formal motion, and proceed to it.

When a member of the body makes such a motion ("I move the previous question"), the member is really saying: "I've had enough debate. Let's get on with the vote." When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

NOTE: A motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item.* This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

Motion to limit debate. Whether a member says, "I move the previous question," or "I move the question," or "I call the question," or "I move to limit debate," it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

Counting Votes

The matter of counting votes starts simple, but can become complicated.

Usually, it's pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the "no" votes and double that count to determine how many "yes" votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote "no" then the "yes" vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote "abstain" or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in

California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of "those present" then you treat abstentions one way. However, if the rules of the body say that you count the votes of those "present and voting," then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are "present and voting."

Accordingly, under the "present and voting" system, you would **NOT** count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are "present"), but you treat the abstention votes on the motion as if they did not exist (they are not "voting"). On the other hand, if the rules of the body specifically say that you count votes of those "present" then you **DO** count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like "no" votes.

How does this work in practice?
Here are a few examples.

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are "present and voting." If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three "yes," one "no" and one "abstain" also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body **DOES** have a specific rule requiring a two-thirds vote of members "present." Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a "no" vote. Accordingly, if the votes were three "yes," one "no" and one "abstain," then the motion fails. The abstention in this case is treated like a "no" vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an "abstention" vote? Any time a member votes "abstain" or says, "I abstain," that is an abstention. However, if a member votes "present" that is also treated as an abstention (the member is essentially saying, "Count me for purposes of a quorum, but my vote on the issue is abstain.") In fact, any manifestation of intention not to vote either "yes" or "no" on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote "absent" or "count me as absent?" Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually "absent." That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is "no." There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be, "point of privilege." The chair would then ask the interrupter to "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

Order. The proper interruption would be, "point of order." Again, the chair would ask the interrupter to "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, "return to the agenda." If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair's determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.



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

Board of Education Minutes
January 10, 2023

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

Open Session/Call to Order/Announcement of Closed Session Topics (A)
The January 10 regular meeting was called to order by the president, Zima Creason. The board meeting was held in person and was also streamed to the district's YouTube channel.

Roll Call
Present:
Zima Creason, president
Pam Costa, vice president
Steve Miller, clerk
Ben Avey, member
Tanya Kravchuk, member
Saul Hernandez, member
Absent:
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 discuss with negotiator Daniel Thigpen, Executive Director, Labor Relations and Government Affairs, regarding CSEA Chapter 127 General/Operations support, Chauffeurs/Teamsters Local No. 150 Transportation, Supervisors, Teachers and Certificated Supervisory units; and regarding non-represented groups: management and confidential units (Government Code section 54957.6).

Reconvene Open Session/Pledge of Allegiance (C)
At 6:30 p.m., the meeting was called back to order by the president, Zima Creason. Four members of the Casa Roble Fundamental 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 Mr. Avey, that the minutes of the December 13 regular meeting be approved. MOTION CARRIED 6-0 [AYES: Creason, Costa, Miller, Avey, Kravchuk, Hernandez; NOES: None; ABSENT: Villescaz].

High School Student Council Reports (E-1)
High School Student Council representatives Tanner Schinderle and Lainey Szejda from Rio Americano High School and Drew Hansen and Zubin Tagore from San Juan High School updated the board on the goals, activities and achievements at their respective schools.

Staff Reports (E-2)
Chief Operations Officer Frank Camarda and Director of Maintenance and Operations Colin Bross recognized the efforts of various departments and agencies who provided support in order to prepare for the return to school from winter break after significant storms downed trees and caused damage at numerous school sites.

Assistant Superintendent of Secondary Education and Programs Kristan Schnepp provided an update on the efforts that are underway to address concerns from Rio Americano High School parents regarding the math department.

Visitor Comments (F)
Michael Seaman made comments regarding the relocation of Katherine Johnson Middle School to Creekside.

Consent Calendar Approved (G-1/G-7)
It was moved by Mr. Miller, seconded by Mr. Hernandez, that the consent calendar items G-1 through G-7 be approved. MOTION CARRIED 6-0 [AYES: Creason, Costa, Miller, Avey, Kravchuk, Hernandez; NOES: None; ABSENT: Villescaz].

Personnel (G-1)
Appointments and separations – approved as submitted.

Purchasing Report (G-2)
Change orders, construction and public works bids and piggyback contracts – approved as submitted.

Business/Financial Report (G-3)
Warrants and payroll – approved as submitted.

Gifts (G-4)
Acceptance of gifts to El Camino Fundamental High School, Family and Community Engagement, McKinney-Vento Program, Mesa Verde High School and White House Counseling Center.

Resolution No. 4059: Emergency Contracting (G-5)
Adoption of Resolution No. 4059 authorizing emergency contracting.

Resolution No. 4060: Power to Contract (G-6)
Adoption of Resolution No. 4060 authorizing power to contract on behalf of San Juan Unified School District.

Resolution No. 4061: Delegating Signature Authorization (G-7)
Adoption of Resolution No. 4061 delegating signature authorization to the superintendent.

Universal Pre-Kindergarten Update (I-1)
Assistant Superintendent of Elementary Education and Programs Amberlee Townsend-Snider introduced the topic and provided background information regarding the implementation of Universal Pre-Kindergarten (UPK), including the five focus areas for planning. Director of Elementary/K-8 Cassandra Bennett Porter explained that the program will be implemented as a phased-in approach over five years, and she reviewed enrollment numbers, funding sources, community engagement and partnerships, workforce development and professional learning. Ms. Bennett Porter noted that, similar to other districts in the state, space constraints are a challenge, and she discussed next steps. Staff answered questions from the board. Mr. Avey inquired about community engagement, recruitment and open enrollment. Ms. Kravchuk made comments and asked questions about before school programs, professional learning opportunities, trauma-informed practices and identification of future classrooms. Ms. Costa made comments about staffing and curriculum. Mr. Miller asked clarifying questions about enrollment projections. Ms. Creason commended staff on the outreach efforts.

Safe Schools Program Overview (I-2)
Chief of Staff Trent Allen introduced the topic and provided historical background about the Safe Schools Program. Director of Safe Schools Michael Jones reviewed the organizational structure, the mission and vision statements and the objectives of the program. Mr. Jones discussed the safety assessments and vulnerability studies that are being conducted at school sites this year, noting that several common outcomes have been identified in regards to facility improvements and upgrades on campuses. Mr. Jones also spoke about partnerships with other district departments and law enforcement. Staff answered questions from the board. Mr. Hernandez inquired about zone assignments and the dress code for the community safety specialists. Mr. Avey made comments regarding campus security and asked about campus ingress and egress during non-

school hours. Ms. Kravchuk asked questions about the role of the Safe Routes to School specialist, response times, staff training and internal safety assessments. Mr. Miller inquired about facility improvements. Superintendent Bassanelli noted that $10 million has already been designated for this purpose. Mr. Camarda shared information regarding door locks and cameras that are on campuses. Ms. Costa asked when elementary school safety assessments would be complete. Ms. Creason expressed support for more fencing on campuses, and she inquired about the staff training cycle and community partnerships. Superintendent Bassanelli expressed gratitude for the Safe Schools team.

Public Hearing: Conveyance of Permanent Easement on Hurley Way (I-3)
Chief Operations Officer Frank Camarda presented the item. Ms. Creason declared the topic of conveying a permanent easement on Hurley Way a public hearing and invited the public to speak. There being no questions or comments from the public, Ms. Creason declared the public hearing closed. It was moved by Mr. Hernandez, seconded by Ms. Costa, to adopt Resolution No. 4054, conveying one permanent easement on Hurley Way to California American Water Company. MOTION CARRIED 6-0 [AYES: Creason, Costa, Miller, Avey, Kravchuk, Hernandez; NOES: None; ABSENT: Villescaz].

Public Hearing: Conveyance of Permanent Easement at Northridge Elementary School (I-4)
Mr. Camarda presented the item. Ms. Creason declared the topic of conveying a permanent easement at Northridge Elementary School a public hearing and invited the public to speak. There being no questions or comments from the public, Ms. Creason declared the public hearing closed. It was moved by Mr. Miller, seconded by Mr. Avey, to adopt Resolution No. 4056, conveying one permanent easement at Northridge Elementary School to the Fair Oaks Water District. MOTION CARRIED 6-0 [AYES: Creason, Costa, Miller, Avey, Kravchuk, Hernandez; NOES: None; ABSENT: Villescaz].

Williams Complaint Report (I-5)
Mr. Allen presented the item explaining that the district must report on the status of Williams-type complaints filed with the district per Education Code section 35186(d), which requires each school district to publicly report, on a quarterly basis, summarized data on the nature and resolution of all Williams-type complaints. Mr. Allen stated that, during the time period from October through December 2022, there were no Williams-type complaints filed.

Annual Policy Review (I-6)
Mr. Allen explained that in accordance with Board Bylaw 9311 and with state and local law, the board is required to conduct an annual review of the following board policies (BPs): BP 3430 Investing and Debt Management; BP 5116.1 Intradistrict Open Enrollment; BP 6020 Parent Involvement; and BP 6145 Extracurricular/Cocurricular Activities. Mr. Allen noted that staff has reviewed the board policies and no revisions are recommended at this time. Mr. Avey made remarks about Board Policy 6020 Parent Involvement.

Board Reports (J)
Mr. Avey made comments about committee meeting notifications and trees on the Orangevale Open K-8 campus.

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

Adjournment (L)
At 8:40 p.m., there being no further business, the regular meeting was adjourned.

_____ _____
Zima Creason, Board President Melissa Bassanelli, Secretary

Approved: _____
:sc

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

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

MEETING DATE: **01/24/2023**

SUBJECT: 2023 Classified Employees of the Year

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

DEPARTMENT: Human Resources

ACTION REQUESTED:
The superintendent is recommending that the board recognize three (3) classified employees nominated as San Juan Unified School District's, "2023 Classified Employees of the Year."

RATIONALE/BACKGROUND:
Each year the district recognizes classified employees for their exceptional service, dedication and commitment to the San Juan Unified School District and the surrounding community. The three (3) honoree names listed below will be forwarded to the Sacramento County Office of Education as San Juan's nominations for the county-wide Classified Employees of the Year Program:

1. Rita Cornelison, Human Resources Analyst, District Office
2. Sally Garcia, Custodian, District Office
3. Michelle Fingold, Instructional Assistant - Visually Impaired, Casa Roble Fundamental High School

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 01/17/2023

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: Diana Marshall, Program Manager, Human Resources

APPROVED BY: Paul Oropallo, Assistant Superintendent, Human Resources
Melissa Bassanelli, Superintendent of Schools

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

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

MEETING DATE: **01/24/2023**

SUBJECT: National School Counseling Week

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

DEPARTMENT: Division of Teaching and Learning

ACTION REQUESTED:
The superintendent is recommending that the board adopt Resolution No. A-419, proclaiming the week of February 6-10, 2023, as National School Counseling Week 2023.

RATIONALE/BACKGROUND:
The American School Counselor Association (ASCA) proclaimed the week of February 6-10 as National School Counseling Week 2023. Public attention will be focused on the unique contributions of professional school counselors within the U.S. school systems and within the San Juan Unified School District as school counselors assist students, families, and staff to support the district's Local Control and Accountability Plan (LCAP) and Strategic Plan. National School Counseling Week affords the district the opportunity to recognize the contributions school counselors make in support of students' academic, personal/social, and postsecondary successes, and highlights the tremendous impact they have in helping students achieve school success and plan for a career.

Once adopted, a copy of the resolution and a letter will be sent to all school counselors.

ATTACHMENT(S):
A: Resolution No. A-419

BOARD COMMITTEE ACTION/COMMENT:
N/A

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 01/17/2023

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

LCAP/STRATEGIC PLAN:
Goal: 1, 2 Focus: 5, 6, 3
Action: 10, 35, 5
Strategic Plan: N/A

PREPARED BY: Brett Wolfe, Director, CTE, K-12 Counseling and College/Career Readiness
Kristan Schnepp, Assistant Superintendent, Secondary Education and Programs KS

APPROVED BY: Melissa Bassanelli, Superintendent of Schools MB

SAN JUAN UNIFIED SCHOOL DISTRICT
Resolution No. A-419

National School Counseling Week
February 6-10, 2023

WHEREAS, National School Counseling Week is February 6-10, 2023; and

WHEREAS, the special week honoring school counselors provides recognition for school counselors who implement comprehensive school counseling programs and support the San Juan Unified School District Local Control and Accountability Plan (LCAP) and Strategic Plan, vital parts of the educational process for all students as they meet the challenges of the 21st century; and

WHEREAS, the San Juan Unified School District appreciates and supports school counselors for being actively engaged in helping students examine their abilities, strengths, interests, and talents; for working in positive ways to enhance students' social/personal, academic, and career development; and for working with teachers and other educators to inspire each student to responsibly contribute to a radically evolving world in a safe, caring and collaborative learning community; and

WHEREAS, school counselors are further recognized for developing comprehensive developmental school counseling programs that are considered an integral part of the educational process and enable all students to achieve success in school; and

THEREFORE, BE IT RESOLVED that the board joins the superintendent and staff in honoring school counselors during National School Counseling Week and throughout the year.

Attested to this 24th day of January 2023

Melissa Bassanelli, Superintendent of Schools

Zima Creason, President

Pam Costa, Vice President

Steve Miller, Clerk

Ben Avey, Member

Paula Villescaz, Member

Tanya Kravchuk, Member

Saul Hernandez, Member

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

HUMAN RESOURCES

The following reports are submitted for board approval

Personnel Pages	Page #
Appointments	
Management	1
Certificated	1
Classified	1
Leaves of Absence	
Management	
Certificated	1
Classified	
Separations	
Management	
Certificated	1
Classified	1
Pre-Retirement Reduced Workload	
Reassignments/Change in Work Year	
Errata	
Job Description/Salary Range Change	
Management	
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

CERTIFICATED SUPERVISORY

Type	Name	Status	Assignment	Location	Effective Date (s)	
Promotion	Amaral-Alexander, Pirkko	Temp	Interim Vice Principal	Greer	01/17/23	06/18/23
Promotion	Manley, Laini	Temp	Interim Vice Principal	Thomas Edison	01/23/23	06/18/23

CERTIFICATED

Type	Name	Status	Assignment	Location	Effective Date (s)	
New Hire	Levin, Richard	Temp	Teacher Kindergarten	Starr King	01/10/23	06/08/23
New Hire	Nuah, Siaka	Prob	Tch-Grade 9/12	Mira Loma	01/10/23	
New Hire	Wang, Irene	Temp	Tch-Grade 9/12	Rio Americano	01/09/23	06/08/23

CLASSIFIED

Type	Name	Status	Assignment	Location	Effective Date (s)
New Hire	Ahmadzai, Emal	Prob	IA-Bilingual Dari	Arcade	01/09/23
New Hire	Carranco, Richard	Prob	Nutrition Services Worker I	Gold River	01/24/23
New Hire	Davis, Ashley	Prob	Instructional Assistant I	Howe Avenue	01/13/23
New Hire	De La Tore, Jennifer	Prob	Nutrition Services Worker I	Rio Americano	01/17/23
New Hire	Fernandez Sosa, Dana	Prob	Instructional Assistant I	Greer	01/17/23
New Hire	Guzman, Tiffany	Prob	Nutrition Services Worker I	Trajan	01/17/23
New Hire	Henderson, M'Khyla	Prob	Nutrition Services Worker I	Del Paso Manor	01/17/23
New Hire	Kaminsky, Irina	Prob	Instructional Assistant I	Woodside	01/11/23
New Hire	Karimi, Farzana	Prob	IA-Bilingual Dari	Katherine Johnson	12/16/22
New Hire	Kocunik, Heather	Prob	Non-Instructional Support	Ralph Richardson	01/10/23
New Hire	Lentz, Lisa	Prob	College & Career Technician	Mira Loma	01/09/23
New Hire	Macias, Kathryn	Prob	Secretary	Pupil Personnel Services	01/09/23
New Hire	Mohmand, Humira	Prob	Instructional Assistant I	Cottage	01/13/23
New Hire	Pickens, Alexa	Prob	Instructional Assistant I	Skycrest	01/17/23
New Hire	Palacios-Chavez, Olenka	Prob	ExpdLrngProg SiteFacilitator	Pupil Personnel Services	12/14/22
New Hire	Pinckney, Malik	Prob	Nutrition Services Worker I	Barrett	01/17/23
New Hire	Poncini, Laurence	Prob	Bus Attendant	Transportation	01/10/23
New Hire	Salvaleon, Vanessa	Prob	Mental Health Worker	White House Counseling	12/23/22
New Hire	Seekins-Monary, Sarah	Prob	Intermediate Clerk Typist	Del Campo	01/17/23
New Hire	Simmons, Laci	Prob	Nutrition Services Cook	Casa Roble	01/17/23
New Hire	Singh, Pranil	Prob	Custodian	M & O Building Maintenance	01/03/23
New Hire	Smith, Marianne	Prob	Nutrition Services Worker II	CMP @ Carmichael	01/17/23
New Hire	Wallace, Louis	Prob	Nutrition Services Worker I	Casa Roble	01/17/23

2. LEAVES OF ABSENCE

CERTIFICATED

Type	Name	Status	Assignment	Location	Effective Date (s)	
Unpaid	Baccelli, Elizabeth	Perm	Teacher Kindergarten	Starr King	12/17/22	06/07/23

3. SEPARATIONS

CERTIFICATED

Type	Name	Status	Assignment	Location	Effective Date (s)
Resignation	Bell, Christian	Perm	Tch-Mod/Severe K/12	Ralph Richardson	01/09/23

CLASSIFIED

Type	Name	Status	Assignment	Location	Effective Date (s)
Resignation	Alimy, Shamsia	Prob	Child Development Assistant	Deterding	01/13/23
Resignation	Benassi, Melissa	Perm	Instructional Assistant III	Northridge	12/20/22
Resignation	Gonzales, Christopher	Perm	Instructional Assistant II	Will Rogers	01/20/23
Resignation	Herrell, Morgan	Prob	Nutrition Services Worker II	Nutrition Services	12/16/22
Resignation	Karimi, Mariam	Prob	Non-Instructional Support	Marvin Marshall	12/21/22
Resignation	Meza, Von-Tasha	Prob	Intermediate Clerk Typist	Katherine Johnson	12/06/22
Resignation	Omara Khan, Hillie	Prob	Child Development Assistant	Dewey	01/11/23
Resignation	Piaweray, Khkula	Prob	Instructional Assistant II	Howe Avenue	06/07/22
Resignation	Saeyeldin, Hend	Prob	Non-Instructional Support	Marvin Marshall	10/14/22
Suspension	CL-551	Perm	Community Relations	District Office	01/25/23

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: H-2
MEETING DATE: 01/24/2023

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	NA	
Zero Dollar Contract	✓	4
Bids/RFPs	✓	5
Other	NA	
ERRATA	NA	

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

December 14, 2022 - January 10, 2023

PO#	Date	Vendor Name	Description	Amount $	Site/ Department
TBD	12/15/2022	IXL Learning	Software Contract Term: 12/18/22 - 7/4/24	$ 2,443.77	159 - Lichen School
TBD	1/10/2023	Naviance	Software Contract Term: 8/1/22 - 7/31/23	$ 121,334.90	401 - College and Career Readiness
TBD	1/10/2023	Riverview International Truck	2022 International Refridgerated Truck	$ 136,409.18	213 - Nutrition Services

December 14, 2022 - January 10, 2023

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
300243	1/11/2023	All West	Bus services	$ 41,500.00	$ -	$ 60,000.00	$ 101,500.00	211 - Transportation
							$ -	
							$ -	

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
							$ -	
							$ -	

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
206993	1/8/2023	Aecom Technical Services, Inc.	Additional scope for K. Johnson New construction project 055-9512-P1	$ 168,650.00	$ 35,225.00	$ 3,249.00	$ 207,124.00	216 - Facilities
							$ -	

Lease Amendments/Change Orders

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

General Contract Change Orders

PO#	Date	Vendor Name	Description	Original PO Amount $	Previous Approved C/O Totals $	Current C/O for Approval Amount $	New Contract Amount $	Responsibility
208642	12/17/2022	BRCO Construction, Inc.	Additional scope for fire lane Casa Outdoor Learning project 209-9513-P1	$ 1,015,500.00	$ 11,880.00	$ 5,993.61	$ 1,033,373.61	216 - Facilities

December 14, 2022 - January 10, 2023

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
26	12/22/2022	TBD	23-206	Kiz Construction	Construction contract for Encina portable project 202-9568-P1	$ 1,998,000.00	216 - Facilities

Other Contracts

Fund	Date	PO#	Bid #	Vendor Name	Description	Amount $	Responsibility
24	12/20/2022	TBD	Piggyback	Campbell Keller	Replace furniture in the Fiscal Department project 500-9306-N1	$ 244,696.62	216 - Facilities
26	1/3/2023	TBD	N/A	Statewide Educational Wrap Up Program c/o Keenan & Associates/SETCEH	Insurance contract for K. Johnson New Construction project 055-9512-P1	$ 1,726,497.76	216 - Facilities

New Addendum to Master Agreements

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

Purchasing Contracts Board Report
Board Pre-Approval
Zero Dollar

December 14, 2022 - January 10, 2023

Fund	Date	Site/ Department	Vendor Name	Description
01	12/21/2022	Adult Education	Sacramento Metropolitan Fire District	Agreement to place Emergency Response students with Sacramento Metro Fire Stations.

Purchasing Contracts Board Report
Bids/RFPs

December 14, 2022 - January 11, 2023

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

Fund	Date	Bid/RFP #	Vendor Name	Description	Amount $	Responsibility
01	1/11/2023	22-105	CDW-G	UPS Equipment E-Rate YR 2023 (YR26)	$32,217.25	252 - Technology
01	1/11/2023	22-106	CDW-G	Category Two Equipment E-Rate YR 2023 (YR26)	$686,949.35	252 - Technology
01	1/11/2023	22-108	AT&T	Data Transport Service E-Rate YR 2023 (YR26) - 3 Year / 100 MBPS	$825.00	252 - Technology
01	1/11/2023	22-109	Consolidated Communications	Internet Service E-Rate YR 2023 (YR26) - 3 Year / 5 GBPS	$1,260.00	252 - Technology

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: H-3
MEETING DATE: 01/24/2023

APPROVED:
Jennifer Stahlheber

Business and Financial Report

The following reports are submitted for board approval/ratification:

	Inc	Page #
Easements/Leases		
Notices of Completion		
Quarterly Investment Report		
Warrants & Payroll - Dec	✔	1
Budget Revisions		
E-Rate		
ERRATA		

SAN JUAN UNIFIED SCHOOL DISTRICT
Accounting Services

WARRANTS & PAYROLL

VENDOR AND CONTRACT WARRANTS		
Fund		**December 2022**
01	General Fund	$ 10,166,710.36
09	Charter Schools	8,162.25
10	Special Ed Pass-Thru	294,537.50
11	Adult Education	490,330.24
12	Child Development	91,061.87
13	Food Service/Cafeteria	1,000,192.28
14	Deferred Maintenance	-
21	Building Fund	16,429.08
22	Measure S Building Fund	-
23	Measure J Building Fund	72,737.59
24	Measure N Building Fund	650.00
25	Capital Facilities	-
26	Measure P Building Fund	8,933,003.21
35	State Schools Facilities Fund	-
40	Sp Res FD -- Capital Outlay Proj	-
67	Self Insurance	1,789,637.37
95	Student Body	-
	TOTALS	**$ 22,863,451.75**

PAYROLL AND BENEFITS	
All Funds	**December 2022**
Certificated Payroll	$ 28,217,191.87
Classified Payroll	11,735,579.63
Benefits	18,139,650.94
TOTALS	**$ 58,092,422.44**

GRAND TOTAL $ 80,955,874.19

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: H-5

MEETING DATE: 01/24/2023

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: 01/17/2023

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: Melissa Bassanelli, Superintendent of Schools

Board of Education Agenda Item **Attachment A**
Surplus Property January 24th 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	Fixed Asset / Serial #	Disposition
Arden	Gemini	PA-15 L	Pack speaker	1934D00795	Ewaste
Arden	Gemini	PA-15 L	Pack speaker	1934D01093	Ewaste
Arden	HP	Stream 11 G4	Notebook	20202624 / 5CD8381HBK	Ewaste
Arden	HP	Stream 11 G4	Notebook	20202629 / 5CD8353F0N	Ewaste
Arden	HP	Stream 11 G4	Notebook	20202611 / 5CD8353DXK	Ewaste
Arden	HP	Stream 11 G4	Notebook	20202623 / 5CD8381HB0	Ewaste
Arden	HP	Stream 11 G4	Notebook	20194669 / 5CD8439D8G	Ewaste
Arden	HP	Stream 11 G4	Notebook	20202609 / 5CD8353DVL	Ewaste
Arden	HP	Stream 11 G4	Notebook	20202610 / 5CD8353F19	Ewaste
Arden	HP	Stream 11 G4	Notebook	20202627 / 5CD8381HBP	Ewaste
Arden	HP	Stream 11 G4	Notebook	20202640 / 5CD8353DQX	Ewaste
Arden	HP	Stream 11 G4	Notebook	20202645 / 5CD8353F1G	Ewaste
Arden	HP	Stream 11 G4	Notebook	5CD8353DX9	Ewaste
Arden	HP	Stream 11 G4	Notebook	20202612 / 5CD8353F0H	Ewaste
Arden	HP	Stream 11 G4	Notebook	20202600 / 5CD8353F0D	Ewaste
Arden	HP	Stream 11 G4	Notebook	20202648 / 5CD8353F0Y	Ewaste
Arden	HP	Stream 11 G4	Notebook	20202606 / 5CD8353DZJ	Ewaste
Arden	HP	Stream 11 G4	Notebook	20202644 / 5CD8353DRY	Ewaste
Arden	HP	Stream 11 G4	Notebook	20202638 / 5CD8353DVZ	Ewaste
Barrett	LG		Chrome Desktop	604NTTQ24153	Ewaste
Barrett	LG		Chrome Desktop	604NTRL24262	Ewaste
Barrett	LG		Chrome Desktop	604NTZN24245	Ewaste
Barrett	LG		Chrome Desktop	604NTGY24271	Ewaste
Barrett	LG		Chrome Desktop	604NTDV24178	Ewaste
Barrett	LG		Chrome Desktop	604NTWG24281	Ewaste
Barrett	LG		Chrome Desktop	604NTZN24293	Ewaste
Barrett	LG		Chrome Desktop	604NTYT24266	Ewaste
Barrett	LG		Chrome Desktop	604NTEP24252	Ewaste
Barrett	LG		Chrome Desktop	604NTGY24295	Ewaste
Barrett	LG		Chrome Desktop	604NTEP24228	Ewaste
Barrett	LG		Chrome Desktop	604NTGY24247	Ewaste
Barrett	LG		Chrome Desktop	604NTMX24275	Ewaste
Barrett	LG		Chrome Desktop	604NTTQ24273	Ewaste
Carriage			Current instructional materials, grade K-5, all core subjects.		Recycle
Carriage			Free aisle books from the library		Recycle
Carriage			Obsolete books from the classroom		Recycle
Carriage	AverVision	POC7A	F30 Document Reader	5131713040P / 20175263	Ewaste
Carriage	IPEVO	CDVU-031P	Point to View USB Camera	171-11	Ewaste
Carriage	BENQ	MX813ST	Digital Projector	PDNAB02752001 / 20172928	Ewaste
Carriage	BENQ	MW663	Digital Projector	PD5CD01422000 / 20173608	Ewaste
Carriage			Walkie/Talkie & Chargers		Ewaste
Carriage			Projector Mount		Ewaste
Carriage			Box of non-working Headphones		Ewaste
Churchill	Apple		iPad	20174983	Ewaste
Churchill	HP	Compaq 2710p	Laptop		Ewaste
Churchill	Apple		Laptop	1000011147	Ewaste
Del Campo	JVC	AV27530	4 - TVs		Ewaste
Del Campo	Sharp	LC 70LE661U	2 - Liquid Crystal TVs	7920372	Ewaste
Del Campo	HP	P222va	8 - Monitors		Ewaste
Del Campo	Whirlpool	4.3 Cu.Ft	2 - Refrigerators	WH43S1E	Ewaste
Del Campo			2 - TV Stand		Ewaste
Del Campo			4 - TVs		Ewaste
Del Campo			2 - Flat TV Monitors		Ewaste
Del Campo	HP		8 - Computer Monitors		Ewaste
Del Campo	Whirlpool		2 - Refrigerators		Ewaste
Foster Youth / Choices	HP	CP 4025	Color Laser Printer	JRBCC1F067 / 20181448	Ewaste
Foster Youth / Choices	HP	500 M551	Color Laser Jet Printer	CNDCH2V2K0 / 20182009	Ewaste
Foster Youth / Choices	Apple		iPad	A1566 DMPP414CG5VY	Ewaste
Foster Youth / Choices	Apple		iPad	A1219 GB1077BKZ38	Ewaste
Foster Youth / Choices	Apple		iPad	A1395 DQTFM0B7DFHW	Ewaste
Foster Youth / Choices	Apple		iPad	A1395 DQTFM5DFDFHW	Ewaste
Foster Youth / Choices	Apple		iPad	A1395 DLXFMWK8DFHW	Ewaste
Foster Youth / Choices	Apple		iPad	A1395 DLXFMSY1DFHW	Ewaste
Foster Youth / Choices	Apple		iPad	A1395 DLXFMSF1DFHW	Ewaste
Foster Youth / Choices	Acer		Chromebook	NXEF2AA002703338217600 10022460	Ewaste
Foster Youth / Choices	Acer		Chromebook	NXEF2AA00270333B277600 10023035	Ewaste
Foster Youth / Choices	HP		Laptop	HP CNU71005CK 700003204	Ewaste
Mira Loma	HP	Stream 11 G4	Notebook	20202642 / 5CD8353DSW	Ewaste
Mira Loma	HP	Stream 11 G4	Notebook	20202601 / 5CD8353F08	Ewaste
Mira Loma	HP	Stream 11 G4	Notebook	20202636 / 5CD8353DZM	Ewaste
Mira Loma	HP	Stream 11 G4	Notebook	20202635 / 5CD8381H86	Ewaste
Mira Loma	HP	Stream 11 G4	Notebook	20194664 / 5CD8439D8M	Ewaste
Mira Loma	HP	Stream 11 G4	Notebook	20202641 / 5CD8353DRF	Ewaste
Mira Loma	HP	Stream 11 G4	Notebook	20202643 / 5CD8353F1B	Ewaste
Mira Loma	HP	Stream 11 G4	Notebook	5CD8353DVR	Ewaste

Board of Education Agenda Item
Surplus Property January 24th 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	Fixed Asset / Serial #	Disposition
Mira Loma	HP	Stream 11 G4	Notebook	20202647 / 5CD8353DVV	Ewaste
Mira Loma	HP	Stream 11 G4	Notebook	20202649 / 5CD8353F0K	Ewaste
Mira Loma	HP	Stream 11 G4	Notebook	20202628 / 5CD8381HB3	Ewaste
Mira Loma	HP	Stream 11 G4	Notebook	20202603 / 5CD8353DV9	Ewaste
Mira Loma	HP	Stream 11 G4	Notebook	20202626 / 5CD8381HC4	Ewaste
Mira Loma	HP	Stream 11 G4	Notebook	20202605 / 5CD8353DTS	Ewaste
Mira Loma	HP	Stream 11 G4	Notebook	20194667 / 5CD8439D8W	Ewaste
Mira Loma	HP	Stream 11 G4	Notebook	20194665 / 5CD8439D7C	Ewaste
Mira Loma	HP	Stream 11 G4	Notebook	20202607 / 5CD8353F0G	Ewaste
Mira Loma		AC-SLIM-1028	Cart	20186482	Ewaste
Mira Loma	Perkins	P20151635	Cart	P20151635	Ewaste
Mira Loma	HP	P4515	LaserJet Printer	CNDY190154 / 20186605	Ewaste
Mira Loma			13 - Hard Drives		Ewaste
Rio Americano			Obsolete Spanish textbooks, Realidades & Avancemos		Recycled
Rio Americano			Chemistry in the Earth System workbooks		Recycled
Trajan	Sharp	LC-70LE660U	65 inch TV	409825969	Ewaste
Will Rogers			9 boxes of Amplify English workbooks		Recycle
Will Rogers			12 boxes of assorted math manipulatives and obsolete math materials		Recycle

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: H-6

MEETING DATE: 01/24/2023

SUBJECT: 2022-23 School Accountability Report Cards (SARCs)

DEPARTMENT: Division of Teaching and Learning

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

ACTION REQUESTED:
The superintendent is recommending that the board approve the 2022-23 SARCs for San Juan Unified School District schools.

RATIONALE/BACKGROUND:
Since November 1988, state law has required all public schools receiving state funding to prepare and distribute a SARC. The purpose of the report card is to provide parents and the community with information about each public school, including its progress in achieving goals. SARCs are updated annually and posted on both state and local websites by February 1. Translated versions are made available for schools when a primary language represents 15% or more of the families at that school.

The SARC contains information about the condition and performance of each California public school. This includes a school profile, demographic data, school safety and climate for learning information, academic data, school completion rates, class sizes, teacher and staff information, curriculum and instruction descriptions, postsecondary preparation information, and fiscal and expenditure data.

SARCs published in 2022-23 contain data from the 2021-22 school year and is provided by both the California Department of Education (CDE) and the San Juan Unified School District (SJUSD). The CDE has not yet released its data and will be included in the report card when released. Data provided by the SJUSD is available and included in the report card.

SARCs for each school can be accessed through the district or school website by selecting "Our School" and "Assessment Data", or by copying and pasting the following link in your browser: https://www.sanjuan.edu/sarcreports

ATTACHMENT(S):
N/A

BOARD COMMITTEE ACTION/COMMENT:
N/A

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 01/17/2023

FISCAL IMPACT:
Current budget year: $ 12,471
Additional Budget: $ N/A
Funding Source: AEP General
(unrestricted base, supplemental, other restricted, etc.)
Current Year Only ☐ Ongoing ☒

LCAP/STRATEGIC PLAN:
Goal: 1-4 Focus: N/A
Action: N/A
Strategic Plan: N/A

PREPARED BY: Christopher D. Smith, Assistant Director, Assessment, Evaluation and Planning
Gianfranco Tornatore, Director, Continuous Improvement/LCAP

APPROVED BY: Melissa Bassanelli, Superintendent of Schools

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: H-7

MEETING DATE: 01/24/2023

SUBJECT: Local Control and Accountability Plan (LCAP) Every Student Succeeds Act (ESSA) Federal Addendum

DEPARTMENT: Student Learning Assistance

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

ACTION REQUESTED:
The superintendent is recommending that the board approve the updated LCAP ESSA Federal Addendum as required by the California Department of Education (CDE).

RATIONALE/BACKGROUND:
As a condition of receiving federal ESSA funding, Local Educational Agencies (LEAs) are required to annually review and update the LCAP Federal Addendum which was approved by the CDE in 2019. A narrative for each of the following federally funded programs is provided in the addendum:

- Title I (A) – Basic Grant
- Title II (A) – Supporting Effective Instruction
- Title III (A) – Language Instruction for English Learners
- Title III (A) – Immigrant Fund
- Title IV (A) – Student Support and Academic Enrichment Grants

A copy of the LCAP ESSA Federal Addendum is available in the superintendent's office. The LCAP Federal Addendum does not require CDE approval but must remain on file in event of a review.

ATTACHMENT(S):
N/A

BOARD COMMITTEE ACTION/COMMENT:
N/A

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 01/17/2023

FISCAL IMPACT:
Current Budget: $ 17,000,000 (estimated)
Additional Budget: $ N/A
Funding Source: Federal funds
(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: Gwyn Dellinger, Director, Student Learning Assistance

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

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: H-8

MEETING DATE: 01/24/2023

SUBJECT: Continued Funding Application (CFA) for the California State Preschool Program (CSPP) and General Center Child Care Program (CCTR)

DEPARTMENT: Early Childhood Education (ECE)

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

ACTION REQUESTED:
The superintendent is recommending that the board approve the Continued Funding Application (CFA) for CSPP and CCTR for the 2023/2024 school year (SY).

RATIONALE/BACKGROUND:
The California Department of Education (CDE) and the California Department of Social Services (CDSS) require all agencies with a board of directors to submit formal board approval of the CFA application package to continue to be funded and receive services into the next contracted year.

ATTACHMENT(S):
A: CCTR CFA 23-24 SY for CDSS
B: CDE for CSPP CFA 23-24 SY

BOARD COMMITTEE ACTION/COMMENT:
N/A

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 01/17/2023

FISCAL IMPACT:
Current Budget: $ CSPP $4,221,129.00 CCTR $1,775,898.60
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 Teal, Program Manager, Early Childhood Education

APPROVED BY: Amberlee Townsend-Snider, Assistant Superintendent, Elementary Education and Programs AT
Melissa Bassanelli, Superintendent of Schools MB

CONTINUED FUNDING APPLICATION FISCAL YEAR 2023-24

1. Introduction

Contractors who wish to be considered for continued funding for Fiscal Year (FY) 2023-24 must read the accompanying instructions and fully and accurately complete this application for continued funding. Please note that contractors have no vested right to a subsequent contract. Failure to respond to this application by the noted due date shall constitute notice to the Child Care and Development Division (CCDD) of the intent to discontinue services at the end of the current contract year unless the contractor has received a written notice of extension of time from the CCDD. If this application is returned to the CCDD by the due date, but is not fully and accurately completed, continued funding for FY 2023-24, may not be awarded, or funding may be delayed. Completion of this Continued Funding Application (CFA) does not guarantee a renewal of funding. Any contractors who are approved for continued funding will be expected to execute a contract with the California Department of Social Services (CDSS) and comply with all applicable federal and state laws as well as all Funding Terms and Conditions and applicable Program Requirements incorporated into the contract.

If your agency does not intend to continue their contract, please contact your Program Quality and Improvement (PQI) Assigned Consultant. Instructions on how to relinquish your contract can be found on the main CFA web page.

Instructions to complete this application may be accessed on the Child Care and Development CFA Web page.

Select Next at the bottom of the screen to begin the application.

2. Section I – Contractor Information

1. Legal Name of Contractor

San Juan Unified School District

2. Contractor "Doing Business As" (DBA)

San Juan Unified School District

3. Headquartered County

Sacramento

4. Vendor Number

6744

5. Contact Person Completing Application
The Contact Person listed below will be the point of contact for the CDSS if there are any questions regarding this Continued Funding Application.

Full Name

Robin Hoppe

Title

Content Specialist

Telephone Number (999-999-9999)

916-971-5927

Email Address

rhoppe@sanjuan.edu

6. Executive Director Information

Full Name

Melissa Bassanelli

Telephone Number (999-999-9999)

916-971-7213

Email Address

Mbassanelli@sanjuan.edu

7. Program Director Information

Full Name

Lisa Teal

Telephone Number (999-999-9999)

916-971-5912

Email Address

lisa.teal@sanjuan.edu

8. Legal Business Address

Street Address

3738 Walnut Ave

City

Carmichael

Zip Code

95608

9. Mailing Address (if different from above)

Street Address

PO Box 477

City

Carmichael

Zip Code

95609

10. Recipients of Federal funding must be registered and be active in SAM.gov. Please provide your SAM.gov unique ID number. https://sam.gov/content/home

946002533

3. Section II – Contract Types

Check all applicable boxes indicating the programs the contractor intends to continue to administer for FY 2023-24. The contractor agrees to continue implementation of these programs with funds provided by the CDSS.

11. Center-Based Programs:

General Child Care and Development (CCTR) – Infant/Toddler
General Child Care and Development (CCTR) – School-age

12. Alternative Payment Programs:

Not applicable

13. Other Programs:

Not applicable

14. For informational purposes only, please indicate if your agency has one of the following programs:

California State Preschool Program (CSPP)
Head Start
Early Head Start

4. Section III – Contractor's Officers and Board of Directors Information

15. Does the contractor have a board of directors?

Yes

16. List all officers and board members/governing individuals (i.e., owner, director, etc.)

Click "Add Another Officer, Board Member, Owner or Governing Individual" as necessary.

First Name

Zima

Last Name

Creason

Title

President

Telephone Number *(999-999-9999)*

916-971-7700

Email Address

boardmembers@sanjuan.edu

Address

3738 Walnut Ave Carmichael CA 95608

Has this individual ever served as an officer, board member, owner or governing individual with an agency that received state or federal funding and which agency funding was terminated or involuntarily non-renewed, or the agency was debarred from funding for any period of time?

No

First Name

Pam

Last Name

Costa

Title

Vice President

Telephone Number *(999-999-9999)*

916-971-7700

Email Address

boardmembers@sanjuan.edu

Address

3738 Walnut Ave Carmichael CA 95608

Has this individual ever served as an officer, board member, owner or governing individual with an agency that received state or federal funding and which agency funding was terminated or involuntarily non-renewed, or the agency was debarred from funding for any period of time?

No

First Name

Steve

Last Name

Miller

Title

Clerk

Telephone Number ***(999-999-9999)***

916-971-7700

Email Address

boardmembers@sanjuan.edu

Address

3738 Walnut Ave Carmichael CA 95608

Has this individual ever served as an officer, board member, owner or governing individual with an agency that received state or federal funding and which agency funding was terminated or involuntarily non-renewed, or the agency was debarred from funding for any period of time?

No

First Name

Ben

Last Name

Avey

Title

Member

Telephone Number ***(999-999-9999)***

916-971-7700

Email Address

boardmembers@sanjuan.edu

Address

3738 Walnut Ave Carmichael, CA 95608

Has this individual ever served as an officer, board member, owner or governing individual with an agency that received state or federal funding and which agency funding was terminated or involuntarily non-renewed, or the agency was debarred from funding for any period of time?

No

First Name

Paula

Last Name

Villescaz

Title

Member

Telephone Number ***(999-999-9999)***

916-971-7700

Email Address

boardmembers@sanjuan.edu

Address

3738 Walnut Ave Carmichael, CA 95608

Has this individual ever served as an officer, board member, owner or governing individual with an agency that received state or federal funding and which agency funding was terminated or involuntarily non-renewed, or the agency was debarred from funding for any period of time?

No

First Name

Tanya

Last Name

Kravchuk

Title

Member

Telephone Number ***(999-999-9999)***

916-971-7700

Email Address

boardmembers@sanjuan.edu

Address

3738 Walnut Ave Carmichael, CA 95608

Has this individual ever served as an officer, board member, owner or governing individual with an agency that received state or federal funding and which agency funding was terminated or involuntarily non-renewed, or the agency was debarred from funding for any period of time?

No

First Name

Saul

Last Name

Hernandez

Title

Member

Telephone Number ***(999-999-9999)***

916-971-7700

Email Address

boardmembers@sanjuan.edu

Address

3738 Walnut Ave Carmichael, CA 95608

Has this individual ever served as an officer, board member, owner or governing individual with an agency that received state or federal funding and which agency funding was terminated or involuntarily non-renewed, or the agency was debarred from funding for any period of time?

No

5. Section IV – Subcontractor Certification

17. The following types of contracts do not have subcontractors (check all that apply):

General Child Care and Development (CCTR)

18. The following types of contracts do have subcontractors (check all that apply). For each contract type selected, submit a separate form CCD 30B (upload the files in Section VII). The form is available on the CFA web page.

Not applicable

19. By providing a signature at the end of this section, I certify that all of the above subcontractor certification information is true

Signature of Contractor's Authorized Representative



Signature of: Lisa Teal

Title of Contractor's Authorized Representative

Program Manager

Date of Signature

12/14/2022

Authorized Representative's Telephone Number (999-999-9999)

916-971-5912

Authorized Representative's Email Address

lisa.teal@sanjuan.edu

6. Section V – Contractor Certifications

INSTRUCTIONS: Please indicate "Yes" or "No" to the following as they apply to your agency. By providing a signature at the end of this section, the signer certifies and understands the following:

Personnel Certification

Applies only to agencies who are Center-Based Programs and Family Child Care Home Education Networks.

The State of California requires any contractor receiving child care and development funds, disbursed by the CDSS to employ fully qualified personnel as stipulated in California Education Code (EC); California Code of Regulations, Title 5 (5 CCR); and Funding Terms and Conditions.

I certify, as the authorized agent representing this contractor, that I have read and understand the staffing requirements for Program Director, Site Supervisor, and Teacher as stipulated in Welfare and Institution Code (W&IC), EC, 5 CCR, and Funding Terms and Conditions. All child care staff employed in CDSS funded program(s) are fully qualified for their respective positions. The exception to this certification is a person employed as Program Director or Site Supervisor who possesses a current Staffing Qualifications Waiver approved by the CCDD.

20. I am a Center-Based Program or a Family Child Care Home Education Network.

Yes

Contractors with Subcontracts

Applies only to agencies with subcontracts.

I certify that the contractual arrangement(s) listed in Section IV – Subcontract Certification are made in adherence to the required subcontract provisions contained in the 5 CCR, and the Funding Terms and Conditions.

I understand that signing this certificate does not lessen the legal responsibility for the child care and development service contract requirements. As the contractor, it is my responsibility to monitor the performance of the subcontractor to ensure services are provided appropriately through the entire contract term.

I understand the subcontracting requirements, including competitive bidding, CDSS approval, and audit requirements in 5 CCR section 18026 et. seq.

21. I subcontract part of my subsidized funding.

No

Board of Directors

Applies only to agencies with a Board of Directors.

I am authorized by the Contractor's Board of Directors or other governing authority to execute this CFA.

On behalf of the Contractor and its governing authority, we understand some information requested in this application is intended for use by CDSS auditors in connection with future audit work and performance reviews and may not be used or even reviewed or considered by the CDSS until well after the contract has expired, if ever. Therefore, we further understand that the information (and any underlying transactions) disclosed by this Application shall not be considered properly noticed to the CDSS nor approved, accepted or authorized by the CDSS, even if our request for continued funding by the CDSS is subsequently approved.

The governing board members have been trained in understanding conflict of interest requirements associated with their positions on the board and have reported all known conflicts of interest.

22. I have a board of directors or other governing authority to execute this CFA.

Yes

Program and Fiscal Operations

Applies to all applying agencies.

I have supervisory authority over the child development program, have actual, personal knowledge of the information provided in this Application and certify that it is true and correct in all material respects.

I am familiar with and will ensure that the Contractor complies with all applicable program requirements, statutes, and regulations, including:

Prohibitions on conflicts of interests, including (i) the assurances required to establish that transactions with officers, directors and other related party transactions are conducted at arm's length, and (ii) employment limitations stated in W&IC 10399.

All audit and fiscal requirements and I take full responsibility for obtaining the required financial and compliance audits for my subcontractor (s).

All subcontractors' audits and fiscal reporting and submission requirements.

All audits and fiscal requirements for subcontractors and I am aware that not meeting reporting timelines can result in apportionment withholding unless an extension is granted.

Cost reimbursement requirements, including reimbursable and non-reimbursable costs, documentation requirements, the provisions for determining the reimbursable amount and other provisions in 5 CCR section 18033 et. seq.

Accounting and reporting requirements in 5 CCR section 18063 et. seq.

Operational and programmatic requirements.

23. By providing a signature at the end of this section, I certify that all of the above information in this section is true.

Signature of Contractor's Authorized Representative



Signature of: Lisa Teal

Title of Contractor's Authorized Representative

Lisa Teal

Date of Signature

12/14/2022

Authorized Representative's Telephone Number (999-999-9999)

916-971-5912

Authorized Representative's Email Address

lisa.teal@sanjuan.edu

7. Section VI – Certification of Contractor Information in the CDMIS

24. Contractors are required to review all information in the Child Development Management Information System (CDMIS) and update any outdated information. To review the information and submit changes, log on to the CDMIS.

By checking the box below, I certify, as the authorized representative of the agency listed below, I have reviewed all the information for San Juan Unified School District and updates, additions, or deletions have been submitted as needed for information in all of the areas below:

Executive Director/Superintendent information
Program Director information
Sites and Licenses and/or Office information
Family Child Care Home summary information

To the best of my knowledge, the information on the CDMIS Web site reflects accurate information for San Juan Unified School District as of the date this certification was signed.

I certify that the above requirements have been met by my agency.

25. Signature of Program Director/Authorized Representative:

Signature & Printed Name



Signature of: Lisa Teal

Date Signed

12/14/2022

8. Section VII – Required Attachments

26. Are you a public agency?
The State Administrative Manual defines a public agency as any state agency, city, county, special district, school district, community college district, county superintendent of schools, or federal agency. Any agency that does not meet this criteria is considered a "non-public agency."

Yes

27. Do you represent a school or school district?

Yes

28. Are you a community college or community college district in California?

No

29. Are you a tax-exempt entity?

No

30. Are you a charitable corporation, unincorporated association, or trustee doing business in or holding property in California?

No

9. Section VII – Required Attachments (Cont'd)

All attachments must be completed and uploaded to the application. For your convenience, links to the required forms are provided below. These links are also located on the CFA web page. Please download, complete, and save a copy of each form for your records.

31. Continued Funding Application Fiscal Year 2023-24 Program Calendar (CCD 33)
Required for all contractors. Complete one calendar for each contract type and upload below.

CCD33_2023-24_SA_CALENDAR.pdf
CCD33_2023-24_IT_CALENDAR.pdf

32. Verification of School District Name and Address:California School Directory
Required for all public agencies. Print the contractor's information page and upload below.

Verification_of_School_District_Name_and_Address.San_Juan_Unified_School_District23.24.pdf

33. All agencies with a board of directors are required to submit a board resolution authorizing the signer to contract with the California Department of Social Services for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for Fiscal Year 2023-24.
You may upload a copy of your board's resolution below. A sample template is also available at the following link: CCD 44 Board Resolution

Board_Resolution.pdf

10. Section VIII – Self-Certifications

34. Self-Certifications:

By checking this checkbox, the applicant certifies that they are not a delinquent tax payor on the list located on the Franchise Tax Board web page.
By checking this checkbox, the applicant certifies that they are not a delinquent tax payor on the list located on the Department of Tax and Fee Administration web page.
By checking this checkbox, the applicant certifies that they are not the list of sanctioned entities located on the U.S. Treasury web page.

11. Review

35. Would you like to receive a copy of your responses for review purposes prior to submitting your application?
If you select "Yes", an email will your current responses (attached as a PDF) will be sent to this email address: rhoppe@sanjuan.edu.
Note: to save your progress and receive a link to return to the survey later, please click on the "Save and continue later" button located on the top right corner.

Yes

12. Submission

By clicking 'SUBMIT', San Juan Unified School District is indicating that it wishes to automatically renew their contract for FY 2023-24. Submitting this application, San Juan Unified School District is willing to, and does accept, all of the terms and conditions of their contract. The contract will be provided to the contractor no later than June 1, 2023.

San Juan Unified

County	Sacramento
District	San Juan Unified List of active district's schools
CDS Code	34 67447 0000000
District Address	3738 Walnut Ave. Carmichael, CA 95608-3056 Google Map
Mailing Address	PO Box 477 Carmichael, CA 95609-0477
Phone Number	(916) 971-7700
Fax Number	(916) 971-7070
Email	nroux@sanjuan.edu
Web Address	www.sanjuan.edu
Superintendent	Melissa Bassanelli Superintendent mbassanelli@sanjuan.edu
Chief Business Official	Jennifer Stahlheber Chief Financial Officer (916) 971-7248 jennifer.stahlheber@sanjuan.edu
Status	Active
District Type	Unified School District
Low Grade	P
High Grade	Adult
NCES/Federal District ID	0634620
CDS Coordinator (Contact for Data Updates)	Marea Touray (916) 971-7200 Request Data Update(s)
Last Updated	March 23, 2022

FISCAL YEAR 2023-24 PROGRAM CALENDAR

CONTRACTOR NAME	VENDOR NUMBER	COUNTY NAME	CONTRACT TYPE
San Juan Unified School District	6744	Sacramento	California Center Based Infant-Toddler

Instructions: Enter an uppercase "X" on each day your program will operate. The totals for "Days of Operation," "Quarter Subtotals," and "Total Days of Operation" will then automatically calculate. Please verify accuracy.

JULY 2023 — DAYS OF OPERATION: 0

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2023 — DAYS OF OPERATION: 14

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 x	15 x	16 x	17 x	18 x	19
20	21 x	22 x	23 x	24 x	25 x	26
27	28 x	29 x	30 x	31 x		

SEPTEMBER 2023 — DAYS OF OPERATION: 19

S	M	T	W	T	F	S
					1 x	2
3	4	5 x	6 x	7 x	8 x	9
10	11 x	12 x	13 x	14	15 x	16
17	18 x	19 x	20 x	21 x	22 x	23
24	25 x	26 x	27 x	28 x	29 x	30

FIRST QUARTER SUBTOTAL: 33

OCTOBER 2023 — DAYS OF OPERATION: 20

S	M	T	W	T	F	S
1	2	3 x	4 x	5 x	6 x	7
8	9 x	10 x	11 x	12	13 x	14
15	16 x	17 x	18 x	19 x	20 x	21
22	23 x	24 x	25 x	26 x	27 x	28
29	30 x	31 x				

NOVEMBER 2023 — DAYS OF OPERATION: 16

S	M	T	W	T	F	S
			1 x	2 x	3 x	4
5	6 x	7 x	8 x	9 x	10	11
12	13 x	14 x	15 x	16 x	17 x	18
19	20	21	22	23	24	25
26	27 x	28 x	29 x	30 x		

DECEMBER 2023 — DAYS OF OPERATION: 14

S	M	T	W	T	F	S
					1 x	2
3	4 x	5 x	6 x	7 x	8 x	9
10	11 x	12 x	13 x	14	15 x	16
17	18 x	19 x	20 x	21 x	22	23
24	25	26	27	28	29	30
31						

SECOND QUARTER SUBTOTAL: 50

JANUARY 2024 — DAYS OF OPERATION: 16

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9 x	10 x	11 x	12 x	13
14	15	16 x	17 x	18 x	19 x	20
21	22 x	23 x	24 x	25 x	26 x	27
28	29 x	30 x	31 x			

FEBRUARY 2024 — DAYS OF OPERATION: 15

S	M	T	W	T	F	S
				1 x	2 x	3
4	5 x	6 x	7 x	8	9 x	10
11	12 x	13 x	14 x	15 x	16 x	17
18	19	20	21	22	23	24
25	26 x	27 x	28 x	29 x		

MARCH 2024 — DAYS OF OPERATION: 15

S	M	T	W	T	F	S
					1 x	2
3	4 x	5 x	6 x	7 x	8 x	9
10	11 x	12 x	13 x	14	15 x	16
17	18 x	19 x	20 x	21 x	22 x	23
24	25	26	27	28	29	30
31						

THIRD QUARTER SUBTOTAL: 46

APRIL 2024 — DAYS OF OPERATION: 20

S	M	T	W	T	F	S
	1 x	2 x	3 x	4 x	5 x	6
7	8 x	9 x	10 x	11	12 x	13
14	15 x	16 x	17 x	18 x	19 x	20
21	22 x	23 x	24 x	25 x	26	27
28	29 x	30 x				

MAY 2024 — DAYS OF OPERATION: 21

S	M	T	W	T	F	S
			1 x	2 x	3 x	4
5	6 x	7 x	8 x	9	10 x	11
12	13 x	14 x	15 x	16 x	17 x	18
19	20 x	21 x	22 x	23 x	24 x	25
26	27	28 x	29 x	30 x	31 x	

JUNE 2024 — DAYS OF OPERATION: 3

S	M	T	W	T	F	S
						1
2	3 x	4 x	5 x	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

FOURTH QUARTER SUBTOTAL: 44

TOTAL DAYS OF OPERATION: 173

IF THERE ARE CHANGES TO THE MINIMUM DAYS OF OPERATION (MDO), PLEASE EXPLAIN WHY.

CCDD CONSULTANT INITIALS (FOR CDSS USE ONLY)

DATE APPROVED BY CCDD CONSULTANT (FOR CDSS USE ONLY)

CCD 33 (10/22)

FISCAL YEAR 2023-24 PROGRAM CALENDAR

CONTRACTOR NAME	VENDOR NUMBER	COUNTY NAME	CONTRACT TYPE
San Juan Unified School District	6744	Sacramento	California Center Based School-Age

Instructions: Enter an uppercase "X" on each day your program will operate. The totals for "Days of Operation," "Quarter Subtotals," and "Total Days of Operation" will then automatically calculate. Please verify accuracy.

JULY 2023 — DAYS OF OPERATION: 20

S	M	T	W	T	F	S
						1
2	3 x	4	5 x	6 x	7 x	8
9	10 x	11 x	12 x	13 x	14 x	15
16	17 x	18 x	19 x	20 x	21 x	22
23	24 x	25 x	26 x	27 x	28 x	29
30	31 x					

AUGUST 2023 — DAYS OF OPERATION: 22

S	M	T	W	T	F	S
		1 x	2 x	3 x	4 x	5
6	7 x	8 x	9	10 x	11 x	12
13	14 x	15 x	16 x	17 x	18 x	19
20	21 x	22 x	23 x	24 x	25 x	26
27	28 x	29 x	30 x	31 x		

SEPTEMBER 2023 — DAYS OF OPERATION: 20

S	M	T	W	T	F	S
					1 x	2
3	4	5 x	6 x	7 x	8 x	9
10	11 x	12 x	13 x	14 x	15 x	16
17	18 x	19 x	20 x	21 x	22 x	23
24	25 x	26 x	27 x	28 x	29 x	30

FIRST QUARTER SUBTOTAL: 62

OCTOBER 2023 — DAYS OF OPERATION: 22

S	M	T	W	T	F	S
1	2 x	3 x	4 x	5 x	6 x	7
8	9 x	10 x	11 x	12 x	13 x	14
15	16 x	17 x	18 x	19 x	20 x	21
22	23 x	24 x	25 x	26 x	27 x	28
29	30 x	31 x				

NOVEMBER 2023 — DAYS OF OPERATION: 19

S	M	T	W	T	F	S
			1 x	2 x	3 x	4
5	6 x	7 x	8 x	9 x	10	11
12	13 x	14 x	15 x	16 x	17 x	18
19	20 x	21 x	22 x	23	24	25
26	27 x	28 x	29 x	30 x		

DECEMBER 2023 — DAYS OF OPERATION: 16

S	M	T	W	T	F	S
					1 x	2
3	4 x	5 x	6 x	7 x	8 x	9
10	11 x	12 x	13 x	14 x	15 x	16
17	18 x	19 x	20 x	21 x	22 x	23
24	25	26	27	28	29	30
31						

SECOND QUARTER SUBTOTAL: 57

JANUARY 2024 — DAYS OF OPERATION: 21

S	M	T	W	T	F	S
	1	2 x	3 x	4 x	5 x	6
7	8 x	9 x	10 x	11 x	12 x	13
14	15	16 x	17 x	18 x	19 x	20
21	22 x	23 x	24 x	25 x	26 x	27
28	29 x	30 x	31 x			

FEBRUARY 2024 — DAYS OF OPERATION: 19

S	M	T	W	T	F	S
				1 x	2 x	3
4	5 x	6 x	7 x	8 x	9 x	10
11	12 x	13 x	14 x	15 x	16 x	17
18	19	20	21 x	22 x	23 x	24
25	26 x	27 x	28 x	29 x		

MARCH 2024 — DAYS OF OPERATION: 20

S	M	T	W	T	F	S
					1 x	2
3	4 x	5 x	6 x	7 x	8 x	9
10	11 x	12 x	13 x	14 x	15 x	16
17	18 x	19 x	20 x	21 x	22 x	23
24	25 x	26 x	27 x	28 x	29	30
31						

THIRD QUARTER SUBTOTAL: 60

APRIL 2024 — DAYS OF OPERATION: 22

S	M	T	W	T	F	S
	1 x	2 x	3 x	4 x	5 x	6
7	8 x	9 x	10 x	11 x	12 x	13
14	15 x	16 x	17 x	18 x	19 x	20
21	22 x	23 x	24 x	25 x	26 x	27
28	29 x	30 x				

MAY 2024 — DAYS OF OPERATION: 22

S	M	T	W	T	F	S
			1 x	2 x	3 x	4
5	6 x	7 x	8 x	9 x	10 x	11
12	13 x	14 x	15 x	16 x	17 x	18
19	20 x	21 x	22 x	23 x	24 x	25
26	27	28 x	29 x	30 x	31 x	

JUNE 2024 — DAYS OF OPERATION: 19

S	M	T	W	T	F	S
						1
2	3 x	4 x	5	6 x	7 x	8
9	10 x	11 x	12 x	13 x	14 x	15
16	17 x	18 x	19 x	20 x	21 x	22
23	24 x	25 x	26 x	27 x	28 x	29
30						

FOURTH QUARTER SUBTOTAL: 63

TOTAL DAYS OF OPERATION: 242

IF THERE ARE CHANGES TO THE MINIMUM DAYS OF OPERATION (MDO), PLEASE EXPLAIN WHY.

CCDD CONSULTANT INITIALS (FOR CDSS USE ONLY)	
DATE APPROVED BY CCDD CONSULTANT (FOR CDSS USE ONLY)	

Fiscal Year 2022-23 Program Calendar

California Department of Education
Early Education Division
10/1/2022

Instructions

Complete the Contractor Information section below. The Subtotals section will automatically total the number of operating days entered for each month. Each tab below represents a different month in Fiscal Year 2023-2024. For each month, put a "1" for each day of operation and a "0" for a non-operational day. The sheet will auto-total the number of days of operation for you and add all totals from each month on this cover sheet.

Contractor Information

Name of CSPP Contractor:	San Juan Unified School District
Vendor Number:	6744
County:	Sacramento
Contract Type:	CSPP

Subtotals

Note: The following fields are locked and are automatically calculated

First Quarter:	29
Second Quarter:	52
Third Quarter:	48
Fourth Quarter:	46
Total Days of Operation:	175

CDE Signature (CDE Use Only)

EED Consultant Initials:	[EED Consultant Initial]
Date approved by EED Consultant:	[Date approved by EED Consultant]

July 2023 Days of Operation

July 2023 Dates	Day of Operation? Enter 1 if Yes, Enter 0 if No
Saturday, July 1, 2023	0
Sunday, July 2, 2023	0
Monday, July 3, 2023	0
Tuesday, July 4, 2023	0
Wednesday, July 5, 2023	0
Thursday, July 6, 2023	0
Friday, July 7, 2023	0
Saturday, July 8, 2023	0
Sunday, July 9, 2023	0
Monday, July 10, 2023	0
Tuesday, July 11, 2023	0
Wednesday, July 12, 2023	0
Thursday, July 13, 2023	0
Friday, July 14, 2023	0
Saturday, July 15, 2023	0
Sunday, July 16, 2023	0
Monday, July 17, 2023	0
Tuesday, July 18, 2023	0
Wednesday, July 19, 2023	0
Thursday, July 20, 2023	0
Friday, July 21, 2023	0
Saturday, July 22, 2023	0
Sunday, July 23, 2023	0
Monday, July 24, 2023	0
Tuesday, July 25, 2023	0
Wednesday, July 26, 2023	0
Thursday, July 27, 2023	0
Friday, July 28, 2023	0
Saturday, July 29, 2023	0
Sunday, July 30, 2023	0
Monday, July 31, 2023	0
Tot al:	**0**

August 2023 Days of Operation

August 2023 Dates	Day of Operation? Enter 1 if Yes, Enter 0 if No
Tuesday, August 1, 2023	0
Wednesday, August 2, 2023	0
Thursday, August 3, 2023	0
Friday, August 4, 2023	0
Saturday, August 5, 2023	0
Sunday, August 6, 2023	0
Monday, August 7, 2023	0
Tuesday, August 8, 2023	0
Wednesday, August 9, 2023	0
Thursday, August 10, 2023	0
Friday, August 11, 2023	0
Saturday, August 12, 2023	0
Sunday, August 13, 2023	0
Monday, August 14, 2023	0
Tuesday, August 15, 2023	0
Wednesday, August 16, 2023	0
Thursday, August 17, 2023	0
Friday, August 18, 2023	0
Saturday, August 19, 2023	0
Sunday, August 20, 2023	0
Monday, August 21, 2023	1
Tuesday, August 22, 2023	1
Wednesday, August 23, 2023	1
Thursday, August 24, 2023	1
Friday, August 25, 2023	1
Saturday, August 26, 2023	0
Sunday, August 27, 2023	0
Monday, August 28, 2023	1
Tuesday, August 29, 2023	1
Wednesday, August 30, 2023	1
Thursday, August 31, 2023	1
Total:	**9**

September 2023 Days of Operation

September 2023 Dates	Day of Operation? Enter 1 if Yes, Enter 0 if No
Friday, September 1, 2023	1
Saturday, September 2, 2023	0
Sunday, September 3, 2023	0
Monday, September 4, 2023	0
Tuesday, September 5, 2023	1
Wednesday, September 6, 2023	1
Thursday, September 7, 2023	1
Friday, September 8, 2023	1
Saturday, September 9, 2023	0
Sunday, September 10, 2023	0
Monday, September 11, 2023	1
Tuesday, September 12, 2023	1
Wednesday, September 13, 2023	1
Thursday, September 14, 2023	1
Friday, September 15, 2023	1
Saturday, September 16, 2023	0
Sunday, September 17, 2023	0
Monday, September 18, 2023	1
Tuesday, September 19, 2023	1
Wednesday, September 20, 2023	1
Thursday, September 21, 2023	1
Friday, September 22, 2023	1
Saturday, September 23, 2023	0
Sunday, September 24, 2023	0
Monday, September 25, 2023	1
Tuesday, September 26, 2023	1
Wednesday, September 27, 2023	1
Thursday, September 28, 2023	1
Friday, September 29, 2023	1
Saturday, September 30, 2023	0
Total Days:	**20**

October 2023 Days of Operation

October 2023 Dates	Day of Operation? Enter 1 if Yes, Enter 0 if No
Sunday, October 1, 2023	0
Monday, October 2, 2023	0
Tuesday, October 3, 2023	1
Wednesday, October 4, 2023	1
Thursday, October 5, 2023	1
Friday, October 6, 2023	1
Saturday, October 7, 2023	0
Sunday, October 8, 2023	0
Monday, October 9, 2023	1
Tuesday, October 10, 2023	1
Wednesday, October 11, 2023	1
Thursday, October 12, 2023	1
Friday, October 13, 2023	1
Saturday, October 14, 2023	0
Sunday, October 15, 2023	0
Monday, October 16, 2023	1
Tuesday, October 17, 2023	1
Wednesday, October 18, 2023	1
Thursday, October 19, 2023	1
Friday, October 20, 2023	1
Saturday, October 21, 2023	0
Sunday, October 22, 2023	0
Monday, October 23, 2023	1
Tuesday, October 24, 2023	1
Wednesday, October 25, 2023	1
Thursday, October 26, 2023	1
Friday, October 27, 2023	1
Saturday, October 28, 2023	0
Sunday, October 29, 2023	0
Monday, October 30, 2023	1
Tuesday, October 31, 2023	**1**
Total:	**21**

November 2023 Days of Operation

November 2023 Dates	Day of Operation? Enter 1 if Yes, Enter 0 if No
Wednesday, November 1, 2023	1
Thursday, November 2, 2023	1
Friday, November 3, 2023	1
Saturday, November 4, 2023	0
Sunday, November 5, 2023	0
Monday, November 6, 2023	1
Tuesday, November 7, 2023	1
Wednesday, November 8, 2023	1
Thursday, November 9, 2023	1
Friday, November 10, 2023	0
Saturday, November 11, 2023	0
Sunday, November 12, 2023	0
Monday, November 13, 2023	1
Tuesday, November 14, 2023	1
Wednesday, November 15, 2023	1
Thursday, November 16, 2023	1
Friday, November 17, 2023	1
Saturday, November 18, 2023	0
Sunday, November 19, 2023	0
Monday, November 20, 2023	0
Tuesday, November 21, 2023	0
Wednesday, November 22, 2023	0
Thursday, November 23, 2023	0
Friday, November 24, 2023	0
Saturday, November 25, 2023	0
Sunday, November 26, 2023	0
Monday, November 27, 2023	1
Tuesday, November 28, 2023	1
Wednesday, November 29, 2023	1
Thursday, November 30, 2023	1
Total:	**16**

December 2023 Days of Operation

December 2023 Dates	Day of Operation? Enter 1 if Yes, Enter 0 if No
Friday, December 1, 2023	1
Saturday, December 2, 2023	0
Sunday, December 3, 2023	0
Monday, December 4, 2023	1
Tuesday, December 5, 2023	1
Wednesday, December 6, 2023	1
Thursday, December 7, 2023	1
Friday, December 8, 2023	1
Saturday, December 9, 2023	0
Sunday, December 10, 2023	0
Monday, December 11, 2023	1
Tuesday, December 12, 2023	1
Wednesday, December 13, 2023	1
Thursday, December 14, 2023	1
Friday, December 15, 2023	1
Saturday, December 16, 2023	0
Sunday, December 17, 2023	0
Monday, December 18, 2023	1
Tuesday, December 19, 2023	1
Wednesday, December 20, 2023	1
Thursday, December 21, 2023	1
Friday, December 22, 2023	0
Saturday, December 23, 2023	0
Sunday, December 24, 2023	0
Monday, December 25, 2023	0
Tuesday, December 26, 2023	0
Wednesday, December 27, 2023	0
Thursday, December 28, 2023	0
Friday, December 29, 2023	0
Saturday, December 30, 2023	0
Sunday, December 31, 2023	0
Total:	**15**

January 2024 Days of Operation

January 2024 Dates	Day of Operation? Enter 1 if Yes, Enter 0 if No
Monday, January 1, 2024	0
Tuesday, January 2, 2024	0
Wednesday, January 3, 2024	0
Thursday, January 4, 2024	0
Friday, January 5, 2024	0
Saturday, January 6, 2024	0
Sunday, January 7, 2024	0
Monday, January 8, 2024	0
Tuesday, January 9, 2024	1
Wednesday, January 10, 2024	1
Thursday, January 11, 2024	1
Friday, January 12, 2024	1
Saturday, January 13, 2024	0
Sunday, January 14, 2024	0
Monday, January 15, 2024	0
Tuesday, January 16, 2024	1
Wednesday, January 17, 2024	1
Thursday, January 18, 2024	1
Friday, January 19, 2024	1
Saturday, January 20, 2024	0
Sunday, January 21, 2024	0
Monday, January 22, 2024	1
Tuesday, January 23, 2024	1
Wednesday, January 24, 2024	1
Thursday, January 25, 2024	1
Friday, January 26, 2024	1
Saturday, January 27, 2024	0
Sunday, January 28, 2024	0
Monday, January 29, 2024	1
Tuesday, January 30, 2024	1
Wednesday, January 31, 2024	1
Total:	**16**

February 2024 Days of Operation

February 2024 Dates	Day of Operation? Enter 1 if Yes, Enter 0 if No
Thursday, February 1, 2024	1
Friday, February 2, 2024	1
Saturday, February 3, 2024	0
Sunday, February 4, 2024	0
Monday, February 5, 2024	1
Tuesday, February 6, 2024	1
Wednesday, February 7, 2024	1
Thursday, February 8, 2024	1
Friday, February 9, 2024	1
Saturday, February 10, 2024	0
Sunday, February 11, 2024	0
Monday, February 12, 2024	1
Tuesday, February 13, 2024	1
Wednesday, February 14, 2024	1
Thursday, February 15, 2024	1
Friday, February 16, 2024	1
Saturday, February 17, 2024	0
Sunday, February 18, 2024	0
Monday, February 19, 2024	0
Tuesday, February 20, 2024	0
Wednesday, February 21, 2024	0
Thursday, February 22, 2024	0
Friday, February 23, 2024	0
Saturday, February 24, 2024	0
Sunday, February 25, 2024	0
Monday, February 26, 2024	1
Tuesday, February 27, 2024	1
Wednesday, February 28, 2024	1
Thursday, February 29, 2024	1
Total:	**16**

March 2024 Days of Operation

March 2024 Dates	Day of Operation? Enter 1 if Yes, Enter 0 if No
Friday, March 1, 2024	1
Saturday, March 2, 2024	0
Sunday, March 3, 2024	0
Monday, March 4, 2024	1
Tuesday, March 5, 2024	1
Wednesday, March 6, 2024	1
Thursday, March 7, 2024	1
Friday, March 8, 2024	1
Saturday, March 9, 2024	0
Sunday, March 10, 2024	0
Monday, March 11, 2024	1
Tuesday, March 12, 2024	1
Wednesday, March 13, 2024	1
Thursday, March 14, 2024	1
Friday, March 15, 2024	1
Saturday, March 16, 2024	0
Sunday, March 17, 2024	0
Monday, March 18, 2024	1
Tuesday, March 19, 2024	1
Wednesday, March 20, 2024	1
Thursday, March 21, 2024	1
Friday, March 22, 2024	1
Saturday, March 23, 2024	0
Sunday, March 24, 2024	0
Monday, March 25, 2024	0
Tuesday, March 26, 2024	0
Wednesday, March 27, 2024	0
Thursday, March 28, 2024	0
Friday, March 29, 2024	0
Saturday, March 30, 2024	0
Sunday, March 31, 2024	0
Total:	**16**

April 2024 Days of Operation

April 2024 Dates	Day of Operation? Enter 1 if Yes, Enter 0 if No
Monday, April 1, 2024	1
Tuesday, April 2, 2024	1
Wednesday, April 3, 2024	1
Thursday, April 4, 2024	1
Friday, April 5, 2024	1
Saturday, April 6, 2024	0
Sunday, April 7, 2024	0
Monday, April 8, 2024	1
Tuesday, April 9, 2024	1
Wednesday, April 10, 2024	1
Thursday, April 11, 2024	1
Friday, April 12, 2024	1
Saturday, April 13, 2024	0
Sunday, April 14, 2024	0
Monday, April 15, 2024	1
Tuesday, April 16, 2024	1
Wednesday, April 17, 2024	1
Thursday, April 18, 2024	1
Friday, April 19, 2024	1
Saturday, April 20, 2024	0
Sunday, April 21, 2024	0
Monday, April 22, 2024	1
Tuesday, April 23, 2024	1
Wednesday, April 24, 2024	1
Thursday, April 25, 2024	1
Friday, April 26, 2024	0
Saturday, April 27, 2024	0
Sunday, April 28, 2024	0
Monday, April 29, 2024	1
Tuesday, April 30, 2024	1
Total:	**21**

May 2024 Days of Operation

May 2024 Dates	Day of Operation? Enter 1 if Yes, Enter 0 if No
Wednesday, May 1, 2024	1
Thursday, May 2, 2024	1
Friday, May 3, 2024	1
Saturday, May 4, 2024	0
Sunday, May 5, 2024	0
Monday, May 6, 2024	1
Tuesday, May 7, 2024	1
Wednesday, May 8, 2024	1
Thursday, May 9, 2024	1
Friday, May 10, 2024	1
Saturday, May 11, 2024	0
Sunday, May 12, 2024	0
Monday, May 13, 2024	1
Tuesday, May 14, 2024	1
Wednesday, May 15, 2024	1
Thursday, May 16, 2024	1
Friday, May 17, 2024	1
Saturday, May 18, 2024	0
Sunday, May 19, 2024	0
Monday, May 20, 2024	1
Tuesday, May 21, 2024	1
Wednesday, May 22, 2024	1
Thursday, May 23, 2024	1
Friday, May 24, 2024	1
Saturday, May 25, 2024	0
Sunday, May 26, 2024	0
Monday, May 27, 2024	0
Tuesday, May 28, 2024	1
Wednesday, May 29, 2024	1
Thursday, May 30, 2024	1
Friday, May 31, 2024	1
Total:	**22**

June 2024 Days of Operation

June 2024 Dates	Day of Operation? Enter 1 if Yes, Enter 0 if No
Saturday, June 1, 2024	0
Sunday, June 2, 2024	0
Monday, June 3, 2024	1
Tuesday, June 4, 2024	1
Wednesday, June 5, 2024	1
Thursday, June 6, 2024	0
Friday, June 7, 2024	0
Saturday, June 8, 2024	0
Sunday, June 9, 2024	0
Monday, June 10, 2024	0
Tuesday, June 11, 2024	0
Wednesday, June 12, 2024	0
Thursday, June 13, 2024	0
Friday, June 14, 2024	0
Saturday, June 15, 2024	0
Sunday, June 16, 2024	0
Monday, June 17, 2024	0
Tuesday, June 18, 2024	0
Wednesday, June 19, 2024	0
Thursday, June 20, 2024	0
Friday, June 21, 2024	0
Saturday, June 22, 2024	0
Sunday, June 23, 2024	0
Monday, June 24, 2024	0
Tuesday, June 25, 2024	0
Wednesday, June 26, 2024	0
Thursday, June 27, 2024	0
Friday, June 28, 2024	0
Saturday, June 29, 2024	0
Sunday, June 30, 2024	0
Total:	**3**

Program Narrative Change

Fiscal Year 2022–23

Contractor Legal Name (Full spelling of legal name required. Acronyms or site names not accepted):

San Juan Unified School District

Four-Digit Vendor Number: 6744 **County:** 34 Sacramento

Program Type: California State Preschool Program (CSPP)

Change Type (Check one):

◯ Calendar (MDO) Change ◉ Programmatic Change

Please include responses to the following (3) questions below:

1. Identify the program component for which you are requesting a change.

The closure of 9 Part-day CSPP classrooms. The classrooms we are closing are: Coleman rm B, 26, and 15, Davie rm 12 and 17, Garfield rm 1, Howe rm J1, Mariposa, and Skyrcest rm C2.

2. Describe how the program currently provides services to children and families in relation to the above-identified program component.

The above Part-day CSPP classrooms are enrolled to 24 students for 3 hours a day.

3. Describe the proposed change, and how services will be improved if the change is implemented.

Our enrollment is down in our district and has been over the last 2 years. We are closing 9 of our Part-day classrooms and focusing on the other 22 classrooms to make sure they are fully enrolled.

Under penalty of perjury, I certify as the authorized contractor representative, that all applicable State and federal statutes and regulations will be observed.

Name and Title of Authorized Representative: Lisa Teal, Program Manager

Telephone: 916-971-5912

Signature of Authorized Representative: Lisa Teal

Date: 12/07/2022

California Department of Education
Fiscal & Administrative Services Division
CO-005 (NEW 4/2020)

CALIFORNIA CIVIL RIGHTS LAWS CERTIFICATION

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

1. CALIFORNIA CIVIL RIGHTS LAWS: For contracts $100,000 or more, executed or renewed after January 1, 2017, the contractor certifies compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code); and

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

CERTIFICATION

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

1. Proposer/Bidder Firm Name (Printed):
   San Juan Unified School District
2. Federal ID Number:
   94-6002533
3. By (Authorized Signature):
   Lisa Teal
4. Printed Name and Title of Person Signing:
   Lisa Teal, Program Manager
5. Date Executed:
   12/7/22
6. Executed in the County and State of:
   Sacramento, California

Contractor Certification Clauses

CCC 04/2017

CERTIFICATION

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

Contractor/Bidder Firm Name (Printed)	Federal ID Number
San Juan Unified School District	94-6002533

By (Authorized Signature)

Lisa Teal

Printed Name and Title of Person Signing

Lisa Teal, Program Manager

Date Executed	Executed in the County of
12/7/2022	Sacramento

CONTRACTOR CERTIFICATION CLAUSES

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

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

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

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

1) the dangers of drug abuse in the workplace;

2) the person's or organization's policy of maintaining a drug-free workplace;

3) any available counseling, rehabilitation and employee assistance programs; and,

4) penalties that may be imposed upon employees for drug abuse violations.

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

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

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

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

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

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

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

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

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

6. SWEATFREE CODE OF CONDUCT:

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

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

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

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

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

DOING BUSINESS WITH THE STATE OF CALIFORNIA

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

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

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

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

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

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

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

FEDERAL CERTIFICATIONS

CO.8 (REV.06/20)

California Department of Education

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

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

1. LOBBYING

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

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

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

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

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

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

A. The applicant certifies that it and its principals:

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

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

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

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

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

---

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Choices Charter 4425 Laurelwood Way Sac, CA 95864
Coyle 6330 Coyle Ave, Carmichael, CA 95608
Davie 1500 Dom Way Sac., CA 95864
Encina 1400 Bell Street, Sac, CA 95825
Garfield 3700 Garfield Ave, Carmichael, CA 95608
Grand Oaks 7901 Rosswood Dr Citrus Heights, CA 95621
Howe 2404 Howe Ave Sac., CA 95825
Kingswood 5700 Primrose Dr Citrus Heights, CA 95610
Marshall 5309 Kenneth Ave Carmichael, CA 95608
Ralph Richardson 4848 Cottage Way Carmichael, CA 95608
Skycrest 5641 Mariposa Ave Citrus Heights, CA 95610
Sunrise 7322 Sunrise Blvd Citrus Heights, CA 95610

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

DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)

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

a. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant, and

b. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants and contracts Service, U.S. department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office Building No. 3) Washington, DC 20202-4571. Notice shall include the identification numbers(s) of each affected grant.

ENVIRONMENTAL TOBACCO SMOKE ACT

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

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

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

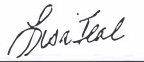
NAME OF APPLICANT (CONTRACTOR)

San Juan Unified School District

PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Lisa Teal, Program Manager

SIGNATURE



DATE

12/07/2022

Child Development Division
Agency Information Certification

I certify, as the authorized representative of the agency listed below, I have reviewed all the information for **San Juan Unified School Dist (6744)** and updates, additions, or deletions have been submitted as needed for information in all of the areas below:

Executive Director/Superintendent information
Program Director information
Sites and Licenses and/or Office information
Family Child Care Home summary information

To the best of my knowledge, the information on the CDMIS Web site reflects accurate information for **San Juan Unified School Dist (6744)** as of the date this certification was signed.

Lisa Teal — 12/5/2022

Program Director/Authorized Representative Signature — Date Signed

Lisa Teal

Printed Name of Program Director/Authorized Representative

Name of Agency User Generating Certification: Stephanie Mejia Skrabec

Date Generated: 12/5/2022

Assigned CDD Consultant: Cassandra Lewis

San Juan Unified

County	Sacramento
District	San Juan Unified List of active district's schools
CDS Code	34 67447 0000000
District Address	3738 Walnut Ave. Carmichael, CA 95608-3056 Google Map
Mailing Address	PO Box 477 Carmichael, CA 95609-0477
Phone Number	(916) 971-7700
Fax Number	(916) 971-7070
Email	nroux@sanjuan.edu
Web Address	www.sanjuan.edu
Superintendent	Melissa Bassanelli Superintendent mbassanelli@sanjuan.edu
Chief Business Official	Jennifer Stahlheber Chief Financial Officer (916) 971-7248 jennifer.stahlheber@sanjuan.edu
Status	Active
District Type	Unified School District
Low Grade	P
High Grade	Adult
NCES/Federal District ID	0634620
CDS Coordinator (Contact for Data Updates)	Marea Touray (916) 971-7200 Request Data Update(s)
Last Updated	March 23, 2022

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: H-9

MEETING DATE: 01/24/2023

SUBJECT: Early Head Start (EHS)/Head Start (HS) Year 1 Budget Modification/Carryover Funds

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

DEPARTMENT: Early Childhood Education (ECE)

ACTION REQUESTED:
The superintendent is recommending that the board approve the EHS and HS Year 1 Budget Modification/Carryover Funds.

RATIONALE/BACKGROUND:
The purpose of this item is to approve the EHS and HS budget modifications and carryover funds for both programs serving San Juan Unified School District's (SJUSD) earliest learners. Each year the SJUSD's ECE department is awarded federal grant funds to support both EHS and HS programs. The intent of ECE asking to use these funds is to be able to fund projects to improve the safety of all facilities in need of repairs (rust, rotted wood, storage sheds, outdoor improvements, security gates, cracked cement, shade and playground structures).

Each year the Sacramento Education & Training Agency (SETA) awards SJUSD ECE with a budget to cover training of staff, salaries, fringe benefits, supplies, materials, furniture, food, diapers, formula and misc. projects and costs. SETA allows its grantees to modify the budget if needed. The purpose of the budget modification is to take the allotted grant amount and adjust the spending of the categories. For example, if ECE overspends on substitutes or staff working extra hours on time cards, we can ask SETA to modify our budget by moving the funds from supplies over to salaries.

For the first time, the Office of Head Start has approved the carryover of unspent funds from prior years. We are asking for approval to carry over our funds from the 20-21 school year. You will see in further documentation the fiscal impact and amounts that will be carried over.

ATTACHMENT(S):
A: Fiscal Impact Summary
B: Fiscal Impact Summary Acronyms List
C: Seta Head Start Request for Program Approach Change and/or Budget Modification (Early Head Start)
D: Seta Head Start Request for Program Approach Change and/or Budget Modification (Head Start)

BOARD COMMITTEE ACTION/COMMENT:
N/A

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 01/17/2023

FISCAL IMPACT:
Current Budget: $685,029.00
Additional Budget: $ N/A
Funding Source: Please see attached
(Unrestricted Base, Supplemental, other restricted, etc.)
Current Year Only [x] On-going [ ]

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

PREPARED BY: Lisa Teal, Program Manager, Early Childhood Education

APPROVED BY: Amberlee Townsend-Snider, Assistant Superintendent, Elementary Education and Programs AT
Melissa Bassanelli, Superintendent of Schools MB

Early Head Start/Head Start Year 1 Budget Mod/Carryover Funds
Fiscal Impact Summary Attachment

Funding Source	Current Budget	25% Non-Federal Current Budget Match	Total
Head Start Budget Modification	$ -	$ -	$ -
Head Start Budget Carryover from Y1	$ 477,069		$ 477,069
Match Met with current CCTR, CACFP and RQT Programs		$ 119,267	$ 119,267
HS TTA Budget Modification	$ -	$ -	$ -
HS TTA Carryover from Y1	$ 15,715		$ 15,715
Match Met with current CCTR, CACFP and RQT Programs		$ 3,929	$ 3,929
Early Head Start Budget Modification	$ -	$ -	$ -
Early Head Start Budget Carryover from Y1	$ 27,386		$ 27,386
Match Met with current CCTR, CACFP and RQT Programs		$ 6,847	$ 6,847
EHS TTA Budget Modification	$ -	$ -	$ -
EHS TTA Carryover from Y1	$ 27,853		$ 27,853
Match Met with current CCTR, CACFP and RQT Programs		$ 6,963	$ 6,963
Total Current Budget	$ 548,023	$ 137,006	$ 685,029

*Our grant requires that 25% of our total budget for HS/EHS be comprised of non-federal (SETA) monies. Please see acronyms sheet for where the match will come from for each program.

*HS is Ca State Preschool, RQT and CCFP; EHS is CCTR, and CCRF.

Acronyms

EHS – Early Head Start (pregnancy - three years)

What is Early Head Start?

The Office of Head Start (OHS) helps young children from low-income families prepare to succeed in school through local programs. Head Start and Early Head Start programs promote children's development through services that support early learning health, and family well-being.

HS – Head Start (three - five years)

What is Head Start?

The Office of Head Start (OHS) helps young children from low-income families prepare to succeed in school through local programs. Head Start and Early Head Start programs promote children's development through services that support early learning health, and family well-being.

CSPP – California State Preschool Program

What is a CSPP?

California State Preschool Program (CSPP) is an age and developmentally appropriate program designed to facilitate the transition to kindergarten for three (3) and four (4) old children in educational development, health services, social services, nutritional services, parent education and parent participation.

CCTR – General Child Care and Development Program

What is CCTR in child care?

The California Department of Social Services (CDSS) Child Care and Development Division (CCDD) administered applications for approximately $207 million **General Child Care and Development** (CCTR) program funds to provide direct services for California children from birth to age three and for children that are school-age.

CACFP – Child Adult Care Food Program

What is the purpose of CACFP?

The Child and Adult Care Food Program (CACFP) is a federal program that provides reimbursements for nutritious meals and snacks to eligible children and adults who are enrolled for care at participating child care centers, day care homes, and adult day care centers.

RQT – Raising Quality Together

What is RQT?

Raising Quality Together (RQT) is **Sacramento County's Quality Rating and Improvement System**. The primary purposes of RQT are to: Help families identify high-quality early learning settings. Assist early learning programs, directors and staff with their efforts to provide high-quality early care and education.

CDE – California Department of Education

What is the purpose of CDE?

The CDE's mission is **to provide a world-class education for all students, from early childhood to adulthood**. The CDE serves our state by innovating and collaborating with educators, schools, parents, and community partners, preparing students to live, work, and thrive in a highly connected world.

ECE – Early Childhood Education

What is Early Childhood Education?

At its most basic level, Early Childhood Education (ECE) encompasses all forms of education, both formal and informal. Early Childhood Education serves families from pregnancy through age eight. This education is fundamental to the development of a child. It can significantly shape the later years of an individual’s life.

HB – Home Based

What is Home Based?

Children and parents receive Early Head Start and Head Start services right in their own home! Home visitors come once a week and work with parents and their children. Together, the home visitor and parents watch and think about the child. They plan ways to help the child learn using parent-child interactions, daily routines, and household materials. A small group of children, parents, and their home visitors also gets together on a monthly basis for group socializations.

SETA – Sacramento Education & Training Agency

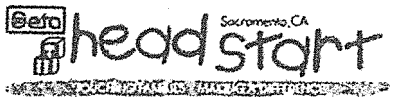
Who is SETA?

The Sacramento Employment & Training Agency (SETA) Head Start mission is to improve the lives of low-income children by providing quality comprehensive child development services that are family focused, including education, health, nutrition and mental health. SETA and its delegate agencies serve over 5,500 children and families each year.

CDSS - California Department of Social Services

Who is California Department of Social Services?

The California Department of Social Services is **one of 16 departments and offices in the California Health and Human Services Agency**. The Department is comprised of more than 4,200 employees who are responsible for the oversight and administration of programs serving California's most vulnerable residents.



REQUEST FOR PROGRAM APPROACH CHANGE AND/OR BUDGET MODIFICATION

Delegate/Partner: San Juan Unified School District

Funding Source: ☐ Head Start ☒ Early Head Start ☐ Both

Agreement Number: 21C6651S0 (Basic) Year 1 **Date:** 10/5/2022

I. I/We are requesting the following exhibit(s), attached to the agreement contract referenced above, be modified:

Please check the type of request(s):

☐ **Program Options**

☒ **Budget Modification** (changing the dollar amount between cost categories)

For Program Year: 8/1/20-07/31/21

Does this involve the purchase of a fixed asset? ☐ Yes ☒ No

(ACF approval required for all fixed asset purchases)

Will the project be over $250,000? ☐ Yes ☒ No

(1303 Facilities Renovation/Repair Application will be required)

☐ **Budget Carryover**

From Program Year: _____ *to Program Year* _____

(Requires ACF approval)

☐ **Change in service days / Calendar Change**

☐ **Change in Centers / Temporary Closure**

☐ **Class-size Waiver Request** (to enroll up to 24 children in a class(es)

(Requires ACF approval)

☐ **One-time Health and Safety Program Improvement Funding Request** (pending available funds)

☐ **Other:** _____

II. Please identify what is in the original agreement and describe the change being requested.

SJUSD EHS is requesting the transfer of $198,560 , the total remaining funds in Personnel ($97,091), Fringe Benefits ($86,630) and Other ($14,839) cost categories into Supplies.
Within Other category, SJUSD EHS is requesting a transfer of $ 3,657 to Indirect-Other to cover expense overages that occurred during the program year.

Revised 8/19/2022

REQUEST FOR PROGRAM APPROACH CHANGE AND/OR BUDGET MODIFICATION
(Continued)

III. The requested changes are justified based on the following:

Supplies and Indirect Cost budget categories were over-expended by a total of $174,832 ($171,175 in Supplies and $3,657 in Indirect Cost-Other).
Personnel and Fringe Benefit was under spent by a total of $183,722 based on original budget submission and in Other, under spent by $14,838.

IV. For a Budget Modification – Please complete this section if: 1) there are revisions in the budget as a result of the program approach change or 2) the request is specific to a Budget Modification.

NOTE: A Budget Narrative is required to be submitted with the updated Budget Worksheet

Program Year 08/01/20-07/31/21			Grant #: 09CH010182
Cost Category/Item Description	**Original Budget**	**Budget Modification**	**Updated Budget**
Personnel	$1,241,572	($97,091)	$1,144,481
Fringe Benefits	$619,206	($86,630)	$532,576
Travel			
Equipment			
Supplies	$42,423	$198,560	$240,983
Contractual			
Construction			
Other	$96,992	($14,839)	$82,153
TOTAL	$2,000,193	0	$2,000,193
Non-Federal Share *(for Carryover Requests Only)*			
Non-Federal Share	**Original Budget**	**Budget Modification**	**Updated Budget**
	N/A	N/A	N/A
Please describe how agency will obtain the Non-Federal Share: N/A			

Revised 8/19/2022

HEAD START-EARLY HEAD START BUDGET

Agreement # 21C6651S0/ Basic Fiscal Year: 2020-2021 Budget Period:

Grantee/Delegate: San Juan Unified School District City: Carmichael Phone: 916-971-5912

Program contact: Lisa Teal Chair: Kara Long

HEAD START # of children enrolled: # of handicapped:

EARLY HEAD START # of children enrolled: # of handicapped: # of Class Sites: # of Classes:

Cost Categories	Head Start Budget	Head Start Expenditures	Head Start Remaining	Head Start Budget Modification	EHS Budget	EHS Expenditures	EHS Remaining	EHS Budget Modification	
Personnel	$ 4,332,497	$ 4,378,063.55	$ (45,566.55)	$ 45,566.00	$ 1,241,572	$ 1,144,480.13	$ 97,091.87	$ (97,091.00)	
see attached Schedule A. Personnel						$0			
Fringe Benefits	$ 2,277,098	$ 2,410,441.95	$ (133,343.95)	$ 133,344.00	$ 619,206	$ 532,575.76	$ 86,630.24	$ (86,630.00)	
See attached Schedule B - @ approx.									
Travel	$ -	$ -	$ -		$ -	$ -	$ -		
see attached Schedule C. Travel									
Equipment	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
see attached Schedule D. Equipment			$ -						
Supplies	$ 1,760,135	$ 1,181,033.52	$ 579,101.48	$ (179,036.00)	$ 42,423	$ 213,598.47	$ (171,175.47)	$ 198,560.00	
see attached Schedule E. Supplies							$ -		
Contractual	$ -	$ -	$ -	$ -	$ -	$ -	$ -		
			$ -						
Construction	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Other	$ 185,837	$ 108,833.32	$ 77,003.68	$ -	$ 29,353	$ 10,856.54	$ 18,496.46	$ (18,496.00)	
see attached Schedule H. Other			$ -				0		
TOTAL DIRECT CHARGES	$ 8,555,567	$ 8,078,372.34	$ 477,194.66		$ 1,932,554.00	$ 1,901,510.90	$ 31,043.10		
Indirect Charges 0.00%	$ 299,445	$ 299,570.26	$ (125.26)	$ 126.00	$ 67,639.00	$ 71,295.99	$ (3,656.99)	$ 3,657.00	
TOTAL	$ 8,855,012	$ 8,377,942.60	$ 477,069.40	$ -	$ 2,000,193.00	$ 1,972,806.89	$ 27,386.11	$ -	

IV. **I am authorizing that this request be submitted to SETA on behalf of the program referenced above and do so pursuant to the Resolution Authorizing Execution of Service Provider Subgrant/Delegate Agency Agreement/Service Contract from the Sacramento Employment and Training Agency included in this agreement contract.**

DATE: 12/21/22

Lisa Teal
(Authorized Signature)

Lisa Teal
(Typed Name)

ECE Program Manager
(Title)

☑ **APPROVED BY POLICY COMMITTEE** (See instruction if required):

DATE OF MEETING: 12/21/22 via zoom

DATE: 12-31-22

Kara Long
(Signature of Chairperson, Policy Committee)

Kara Long
(Typed Name)

☐ **APPROVED BY GOVERNING BODY** (See instructions if required):

DATE OF MEETING: _____

DATE: _____

_____
(Signature of Chairperson, Board of Trustee or Board of Directors)

_____
(Typed Name)

☐ **APPROVED BY GRANTEE:**

DATE: 12/9/22

(~~Denise Lee~~, Head Start Deputy Director)
Karen Griffith

For Internal Use Only

Tracking:

Date Received: _____

Date Approved: 12/5/22

Date Approved: 12/9/22

(CFS Program Officer/Administration)

(Victor Han, Fiscal Manager)

Comments:

Sacramento, CA Head Start

REQUEST FOR PROGRAM APPROACH CHANGE AND/OR BUDGET MODIFICATION

Delegate/Partner: San Juan Unified School District

Funding Source: ☐ Head Start ☒ Early Head Start ☐ Both

Agreement Number: 21C6651S0 (Basic) Year 1 **Date:** 10/5/2022

I. I/We are requesting the following exhibit(s), attached to the agreement contract referenced above, be modified:

Please check the type of request(s):

☐ **Program Options**

☐ **Budget Modification** (changing the dollar amount between cost categories)

For Program Year: _____

Does this involve the purchase of a fixed asset? ☐ Yes ☒ No

(ACF approval required for all fixed asset purchases)

Will the project be over $250,000? ☐ Yes ☒ No

(1303 Facilities Renovation/Repair Application will be required)

☒ **Budget Carryover**

From Program Year: 8/1/20-07/31/21 *to Program Year* 8/1/22-7/31/23

(Requires ACF approval)

☐ **Change in service days / Calendar Change**

☐ **Change in Centers / Temporary Closure**

☐ **Class-size Waiver Request** (to enroll up to 24 children in a class(es)

(Requires ACF approval)

☐ **One-time Health and Safety Program Improvement Funding Request** (pending available funds)

☐ **Other:** _____

II. Please identify what is in the original agreement and describe the change being requested.

SJUSD EHS is requesting that any unused Basic grant funds in Year 1, 2020-2021, a total of $27,~~386~~ 386 be carried over to Year 3, 2022-2023.

Revised 8/19/2022

REQUEST FOR PROGRAM APPROACH CHANGE AND/OR BUDGET MODIFICATION
(Continued)

III. The requested changes are justified based on the following:

Remaining funds that are being requested for carryover into current year 2022-2023 will be used towards Supplies: updating current classrooms (to include classroom furniture) and the purchase of technology (computers, printers, tablets) to replace outdated technology and for use in classroom instruction.

IV. For a Budget Modification – Please complete this section if: 1) there are revisions in the budget as a result of the program approach change or 2) the request is specific to a Budget Modification.

NOTE: A Budget Narrative is required to be submitted with the updated Budget Worksheet

Program Year _____		Grant #: 09CH010182	
Cost Category/Item Description	**Original Budget**	**Budget Modification**	**Updated Budget**
Personnel			
Fringe Benefits			
Travel			
Equipment			
Supplies			
Contractual			
Construction			
Other			
TOTAL			

Non-Federal Share *(for Carryover Requests Only)*			
	Original Budget	**Budget Modification**	**Updated Budget**
Non-Federal Share		$6,847	

Please describe how agency will obtain the Non-Federal Share:

Non-Federal Share amount of ~~$6,959~~ $6,847 (.25 X ~~$27,836~~ 27,386) will be met via CCTR, CACFP and RQT programs and funding that are in collaboration with the Early Head Start program at San Juan USD.

IV. **I am authorizing that this request be submitted to SETA on behalf of the program referenced above and do so pursuant to the Resolution Authorizing Execution of Service Provider Subgrant/Delegate Agency Agreement/Service Contract from the Sacramento Employment and Training Agency included in this agreement contract.**

DATE: 12/21/22

Lisa Teal
(Authorized Signature)

Lisa Teal
(Typed Name)

ECE Program Manager
(Title)

☑ **APPROVED BY POLICY COMMITTEE** (See instruction if required):

DATE OF MEETING: 12/21/22 via Zoom

DATE: 12-31-22

Kara Long
(Signature of Chairperson, Policy Committee)

Kara Long
(Typed Name)

☐ **APPROVED BY GOVERNING BODY** (See instructions if required):

DATE OF MEETING: _____

DATE: _____

_____
(Signature of Chairperson, Board of Trustee or Board of Directors)

_____
(Typed Name)

Revised 8/19/2022

☐ **APPROVED BY GRANTEE:**

DATE: 12/1/22

(~~Denise Lee, Head~~ Start Deputy Director)
Karen Griffith

For Internal Use Only

Tracking:

Date Received: _____

Date Approved: 12/5/22

Date Approved: 12/9/22

(CFS Program Officer/Administration)

(Victor Han, Fiscal Manager)

Comments:

Revised 8/19/2022



REQUEST FOR PROGRAM APPROACH CHANGE AND/OR BUDGET MODIFICATION

Delegate/Partner: San Juan Unified School District

Funding Source: ☐ Head Start ☒ Early Head Start ☐ Both

Agreement Number: 21C6651S0 (TTA) Year 1 Date: 10/10/22

I. **I/We are requesting the following exhibit(s), attached to the agreement contract referenced above, be modified:**

Please check the type of request(s):

☐ **Program Options**

☒ **Budget Modification** (changing the dollar amount between cost categories)

For Program Year: 8/1/20-07/31/21

Does this involve the purchase of a fixed asset? ☐ Yes ☒ No

(ACF approval required for all fixed asset purchases)

Will the project be over $250,000? ☐ Yes ☒ No

(1303 Facilities Renovation/Repair Application will be required)

☐ **Budget Carryover**

From Program Year: _____ *to Program Year* _____

(Requires ACF approval)

☐ **Change in service days / Calendar Change**

☐ **Change in Centers / Temporary Closure**

☐ **Class-size Waiver Request** (to enroll up to 24 children in a class(es)

(Requires ACF approval)

☐ **One-time Health and Safety Program Improvement Funding Request** (pending available funds)

☐ **Other:** _____

ii. **Please identify what is in the original agreement and describe the change being requested.**

We are requesting that $10,753 that were allocated to the Other category in our original budget submission be moved to Supplies category to cover expenses that were not previously budgeted in this category.

REQUEST FOR PROGRAM APPROACH CHANGE AND/OR BUDGET MODIFICATION
(Continued)

III. The requested changes are justified based on the following:

We are requesting that $10,753 that were allocated to the Other budget category in original submission to cover expenses that were not previously budgeted in Supplies and make additional funds available in that line item.

IV. For a Budget Modification – Please complete this section if: 1) there are revisions in the budget as a result of the program approach change or 2) the request is specific to a Budget Modification.

NOTE: A Budget Narrative is required to be submitted with the updated Budget Worksheet

Program Year 08/01/20-07/31/21		Grant #: 09CH010182	
Cost Category/Item Description	**Original Budget**	**Budget Modification**	**Updated Budget**
Personnel			
Fringe Benefits			
Travel			
Equipment			
Supplies		$10,753	$10,753
Contractual			
Construction			
Other	$30,912	($10,753)	$20,159
TOTAL		-	$30,912
Non-Federal Share *(for Carryover Requests Only)*			
Non-Federal Share	**Original Budget**	**Budget Modification**	**Updated Budget**
	N/A	N/A	N/A
Please describe how agency will obtain the Non-Federal Share: N/A			

Revised 8/19/2022

IV. **I am authorizing that this request be submitted to SETA on behalf of the program referenced above and do so pursuant to the Resolution Authorizing Execution of Service Provider Subgrant/Delegate Agency Agreement/Service Contract from the Sacramento Employment and Training Agency included in this agreement contract.**

DATE: 12-21-22

Lisa Teal
(Authorized Signature)

Lisa Teal.
(Typed Name)

ECE Program Manager
(Title)

☑ **APPROVED BY POLICY COMMITTEE** (See instruction if required):

DATE OF MEETING: 12/21/22 via zoom

DATE: 12-31-22

Kara Long
(Signature of Chairperson, Policy Committee)

Kara Long
(Typed Name)

☐ **APPROVED BY GOVERNING BODY** (See instructions if required):

DATE OF MEETING: _____

DATE: _____

_____
(Signature of Chairperson, Board of Trustee or Board of Directors)

_____
(Typed Name)

Revised 8/19/2022 .

☐ **APPROVED BY GRANTEE:**

DATE: 12-5-22

(Denise Lee, Head Start Deputy Director)
Karen Griffith

For Internal Use Only

Tracking:

Date Received: _____

Date Approved: 12/5/22

Date Approved: 12/9/22

(CFS Program Officer/Administration)

(Victor Han, Fiscal Manager)

Comments:

Seta head start Sacramento, CA

REQUEST FOR PROGRAM APPROACH CHANGE AND/OR BUDGET MODIFICATION

Delegate/Partner: San Juan Unified School District

Funding Source: ☐ Head Start ☒ Early Head Start ☐ Both

Agreement Number: 21C6651S0 (TTA) Year 1 Date: 10/10/22

I. **I/We are requesting the following exhibit(s), attached to the agreement contract referenced above, be modified:**

Please check the type of request(s):

☐ **Program Options**

☐ **Budget Modification** (changing the dollar amount between cost categories)

For Program Year: _____

Does this involve the purchase of a fixed asset? ☐ Yes ☒ No

(ACF approval required for all fixed asset purchases)

Will the project be over $250,000? ☐ Yes ☒ No

(1303 Facilities Renovation/Repair Application will be required)

☒ **Budget Carryover**

From Program Year: 8/1/20-07/31/21 *to Program Year* 8/1/2022-7/31/2023

(Requires ACF approval)

☐ **Change in service days / Calendar Change**

☐ **Change in Centers / Temporary Closure**

☐ **Class-size Waiver Request** (to enroll up to 24 children in a class(es)

(Requires ACF approval)

☐ **One-time Health and Safety Program Improvement Funding Request** (pending available funds)

☐ **Other:** _____

II. **Please identify what is in the original agreement and describe the change being requested.**

We are requesting that the unused Training and Technical Assistance grant funds of ~~$27,854~~ 27,853 be carried over from original project period of 8/1/20-7/31/21 to current year 8/1/22- 7/31/23.

Revised 8/19/2022

REQUEST FOR PROGRAM APPROACH CHANGE AND/OR BUDGET MODIFICATION
(Continued)

III. The requested changes are justified based on the following:

Remaining funds that are being requested to be carried over to current year 2022-23 will be used towards the expense of facilitating classroom and administrative staff trainings including the purchase of supplies for use during training and staff development.

IV. For a Budget Modification – Please complete this section if: 1) there are revisions in the budget as a result of the program approach change or 2) the request is specific to a Budget Modification.

NOTE: A Budget Narrative is required to be submitted with the updated Budget Worksheet

Program Year N/A **Grant #:** 09CH010182

Cost Category/Item Description	Original Budget	Budget Modification	Updated Budget
Personnel			
Fringe Benefits			
Travel			
Equipment			
Supplies			
Contractual			
Construction			
Other			
TOTAL			

Non-Federal Share *(for Carryover Requests Only)*

	Original Budget	Budget Modification	Updated Budget
Non-Federal Share		$6,963	

Please describe how agency will obtain the Non-Federal Share:

Non-Federal Share amount of $6,963 (.25 X $27,853) will be met via CCTR, CACFP and RQT programs and funding that are in collaboration with the Early Head Start program at San Juan USD.

IV. I am authorizing that this request be submitted to SETA on behalf of the program referenced above and do so pursuant to the Resolution Authorizing Execution of Service Provider Subgrant/Delegate Agency Agreement/Service Contract from the Sacramento Employment and Training Agency included in this agreement contract.

DATE: 12-21-22

(Authorized Signature)

Liva Teal

(Typed Name)

ECE Program Manager

(Title)

☑ APPROVED BY POLICY COMMITTEE (See instruction if required):

DATE OF MEETING: 12/21/22 via Zoom

DATE: 12-31-22

Nora Roney

(Signature of Chairperson, Policy Committee)

Karen Long

(Typed Name)

☐ APPROVED BY GOVERNING BODY (See instructions if required):

DATE OF MEETING: _____

DATE: _____

(Signature of Chairperson, Board of Trustee or Board of Directors)

(Typed Name)

Revised 8/19/2022

☐ **APPROVED BY GRANTEE:**

DATE: 12.5.22

(~~Denise Lee~~, Head Start Deputy Director)
Karen Griffith

For Internal Use Only

Tracking:

Date Received: _____

Date Approved: 12/5/22

Date Approved: 12/7/22

(CFS Program Officer/Administration)

(Victor Han, Fiscal Manager)

Comments:

Sacramento, CA

REQUEST FOR PROGRAM APPROACH CHANGE AND/OR BUDGET MODIFICATION

Delegate/Partner: San Juan Unified School District

Funding Source: ☒ Head Start ☐ Early Head Start ☐ Both

Agreement Number: 21C6651S0 (Basic) Year 1 **Date:** 10/5/2022

I. I/We are requesting the following exhibit(s), attached to the agreement contract referenced above, be modified:

Please check the type of request(s):

☐ **Program Options**

☒ **Budget Modification** (changing the dollar amount between cost categories)

For Program Year: 8/1/20-07/31/21

Does this involve the purchase of a fixed asset? ☐ Yes ☒ No

(ACF approval required for all fixed asset purchases)

Will the project be over $250,000? ☐ Yes ☒ No

(1303 Facilities Renovation/Repair Application will be required)

☐ **Budget Carryover**

From Program Year: _____ *to Program Year* _____

(Requires ACF approval)

☐ **Change in service days / Calendar Change**

☐ **Change in Centers / Temporary Closure**

☐ **Class-size Waiver Request** (to enroll up to 24 children in a class(es)

(Requires ACF approval)

☐ **One-time Health and Safety Program Improvement Funding Request** (pending available funds)

☐ **Other:** _____

II. Please identify what is in the original agreement and describe the change being requested.

SJUSD HS is requesting a total amount of $179, 036 in Supplies category be transferred into Personnel ($45,566), Fringe Benefits ($133,344) and Other ($126) to cover expense overages that occurred during the program year.

REQUEST FOR PROGRAM APPROACH CHANGE AND/OR BUDGET MODIFICATION
(Continued)

III. The requested changes are justified based on the following:

Personnel, Fringe Benefits and Other Charges budget categories were over-expended by a total of $179,036 while the Supplies budget category was under spent by a total of $579,101 based on original budget submission. These changes will result in a surplus in the Supplies category.

IV. For a Budget Modification – Please complete this section if: 1) there are revisions in the budget as a result of the program approach change or 2) the request is specific to a Budget Modification.

NOTE: A Budget Narrative is required to be submitted with the updated Budget Worksheet

Program Year 08/01/20-07/31/21		Grant #: 09CH010182	
Cost Category/Item Description	**Original Budget**	**Budget Modification**	**Updated Budget**
Personnel	$4,332,497	$45,566	$4,378,063
Fringe Benefits	$2,277,098	$133,344	$2,410,442
Travel			
Equipment			
Supplies	$1,760,135	($179,036)	$1,581,099
Contractual			
Construction			
Other	$485,282	$126	$485,408
TOTAL	$8,855,012		$8,855,012
Non-Federal Share *(for Carryover Requests Only)*			
Non-Federal Share	**Original Budget**	**Budget Modification**	**Updated Budget**
	N/A	N/A	N/A

Please describe how agency will obtain the Non-Federal Share:

N/A

Revised 8/19/2022

IV. I am authorizing that this request be submitted to SETA on behalf of the program referenced above and do so pursuant to the Resolution Authorizing Execution of Service Provider Subgrant/Delegate Agency Agreement/Service Contract from the Sacramento Employment and Training Agency included in this agreement contract.

DATE: 12-21-22

Lisa Teal
(Authorized Signature)

Lisa Teal
(Typed Name)

ECE Program Manager
(Title)

☑ **APPROVED BY POLICY COMMITTEE** (See instruction if required):

DATE OF MEETING: 12/21/22 via Zoom

DATE: 12-31-22

(Signature of Chairperson, Policy Committee)

Kara Long
(Typed Name)

☐ **APPROVED BY GOVERNING BODY** (See instructions if required):

DATE OF MEETING: _____

DATE: _____

(Signature of Chairperson, Board of Trustee or Board of Directors)

(Typed Name)

Revised 8/19/2022

☐ APPROVED BY GRANTEE:

DATE: 12/8/2022

(Denise Lee, Head Start Deputy Director)

For Internal Use Only

Tracking:

Date Received: _____

Date Approved: 12/5/22

Date Approved: 12/9/22

(CFS Program Officer/Administration)

(Victor Han, Fiscal Manager)

Comments:

Sacramento, CA

REQUEST FOR PROGRAM APPROACH CHANGE AND/OR BUDGET MODIFICATION

Delegate/Partner: San Juan Unified School District

Funding Source: ☒ Head Start ☐ Early Head Start ☐ Both

Agreement Number: 21C6651S0 (Basic) Year 1 **Date:** 10/5/2022

I. I/We are requesting the following exhibit(s), attached to the agreement contract referenced above, be modified:

Please check the type of request(s):

☐ **Program Options**

☐ **Budget Modification** (changing the dollar amount between cost categories)

For Program Year: _____

Does this involve the purchase of a fixed asset? ☐ Yes ☒ No

(ACF approval required for all fixed asset purchases)

Will the project be over $250,000? ☐ Yes ☒ No

(1303 Facilities Renovation/Repair Application will be required)

☒ **Budget Carryover**

From Program Year: 8/1/20-07/31/21 *to Program Year* 8/1/22-7/31/23

(Requires ACF approval)

☐ **Change in service days / Calendar Change**

☐ **Change in Centers / Temporary Closure**

☐ **Class-size Waiver Request** (to enroll up to 24 children in a class(es)

(Requires ACF approval)

☐ **One-time Health and Safety Program Improvement Funding Request** (pending available funds)

☐ **Other:** _____

II. Please identify what is in the original agreement and describe the change being requested.

SJUSD HS is requesting that any unused Basic grant funds in Year 1, 2020-2021, a total of $477,069 be carried over to Year 3, 2022-2023

REQUEST FOR PROGRAM APPROACH CHANGE AND/OR BUDGET MODIFICATION
(Continued)

III. The requested changes are justified based on the following:

Remaining funds that are being requested for carryover into current year 2022-2023 will be used towards Supplies: updating current classrooms (to include classroom furniture) and the purchase of technology (computers, printers, tablets) to replace outdated technology and for use in classroom instruction

IV. For a Budget Modification – Please complete this section if: 1) there are revisions in the budget as a result of the program approach change or 2) the request is specific to a Budget Modification.

NOTE: A Budget Narrative is required to be submitted with the updated Budget Worksheet

Program Year _____		**Grant #:** 09CH010182	
Cost Category/Item Description	**Original Budget**	**Budget Modification**	**Updated Budget**
Personnel			
Fringe Benefits			
Travel			
Equipment			
Supplies			
Contractual			
Construction			
Other			
TOTAL			

Non-Federal Share *(for Carryover Requests Only)*			
	Original Budget	**Budget Modification**	**Updated Budget**
Non-Federal Share		$119,267	

Please describe how agency will obtain the Non-Federal Share:

The Non-Federal Share amount of $119,267 (.25 X $477,069) will be met via CSPP, CACFP and RQT programs and funding that are in collaboration with the Head Start program at San Juan USD.

IV. **I am authorizing that this request be submitted to SETA on behalf of the program referenced above and do so pursuant to the Resolution Authorizing Execution of Service Provider Subgrant/Delegate Agency Agreement/Service Contract from the Sacramento Employment and Training Agency included in this agreement contract.**

DATE: 12-21-22

Lisa Teal
(Authorized Signature)

Lisa Teal
(Typed Name)

ECE Program Manager
(Title)

☒ **APPROVED BY POLICY COMMITTEE** (See instruction if required):

DATE OF MEETING: 12/21/22 via Zoom

DATE: 12-31-22

(Signature of Chairperson, Policy Committee)

Karen Long
(Typed Name)

☐ **APPROVED BY GOVERNING BODY** (See instructions if required):

DATE OF MEETING: _____

DATE: _____

(Signature of Chairperson, Board of Trustee or Board of Directors)

(Typed Name)

Revised 8/19/2022

☐ **APPROVED BY GRANTEE:**

DATE: 12/8/22

(~~Denise Lee, Head Start~~ Deputy Director)
Karen Griffith

For Internal Use Only

Tracking:

Date Received: _____

Date Approved: 12/15/22

Date Approved: 12/8/22

(CFS Program Officer/Administration)

(Victor Han) Fiscal Manager)

Comments:

Sacramento, CA

REQUEST FOR PROGRAM APPROACH CHANGE AND/OR BUDGET MODIFICATION

Delegate/Partner: San Juan Unified School District

Funding Source: ☒ Head Start ☐ Early Head Start ☐ Both

Agreement Number: 21C6651S0 (TTA) Year 1 **Date:** 10/10/22

I. I/We are requesting the following exhibit(s), attached to the agreement contract referenced above, be modified:

Please check the type of request(s):

☐ **Program Options**

☒ **Budget Modification** (changing the dollar amount between cost categories)

For Program Year: 8/1/20-07/31/21

Does this involve the purchase of a fixed asset? ☐ Yes ☒ No

(ACF approval required for all fixed asset purchases)

Will the project be over $250,000? ☐ Yes ☒ No

(1303 Facilities Renovation/Repair Application will be required)

☐ **Budget Carryover**

From Program Year: _____ *to Program Year* _____

(Requires ACF approval)

☐ **Change in service days / Calendar Change**

☐ **Change in Centers / Temporary Closure**

☐ **Class-size Waiver Request** (to enroll up to 24 children in a class(es)

(Requires ACF approval)

☐ **One-time Health and Safety Program Improvement Funding Request** (pending available funds)

☐ **Other:** _____

II. Please identify what is in the original agreement and describe the change being requested.

We are requesting that $16,539 that were originally allocated to the Supplies category in our original budget submission be moved to the Personnel ($1, 581), Fringe Benefits ($299) and Other Charges ($14,659) sections to cover overages and expenses in categories that were not previously budgeted.

REQUEST FOR PROGRAM APPROACH CHANGE AND/OR BUDGET MODIFICATION
(Continued)

III. The requested changes are justified based on the following:

Personnel and Fringe Benefits categories were not previously budgeted while the Other Charges category was under budgeted. The transfer of these funds from Supplies category ($16,539) will cover the prior year overages ($1,581 in Personnel and $299 in Fringe) and make additional funds available under 'Other Charges" ($14,659).

IV. For a Budget Modification – Please complete this section if: 1) there are revisions in the budget as a result of the program approach change or 2) the request is specific to a Budget Modification.

NOTE: A Budget Narrative is required to be submitted with the updated Budget Worksheet

Program Year 08/01/2020-7/31/21		Grant #: 09CH010182	
Cost Category/Item Description	**Original Budget**	**Budget Modification**	**Updated Budget**
Personnel		$1,581	$1,581
Fringe Benefits		$299	$299
Travel			
Equipment			
Supplies	$31,400	($16,539)	$14,861
Contractual			
Construction			
Other	$2,000	$14,659	$16,659
TOTAL	$33,400	-	$33,400
Non-Federal Share *(for Carryover Requests Only)*			
Non-Federal Share	**Original Budget**	**Budget Modification**	**Updated Budget**
	N/A	N/A	N/A
Please describe how agency will obtain the Non-Federal Share: N/A			

IV. **I am authorizing that this request be submitted to SETA on behalf of the program referenced above and do so pursuant to the Resolution Authorizing Execution of Service Provider Subgrant/Delegate Agency Agreement/Service Contract from the Sacramento Employment and Training Agency included in this agreement contract.**

DATE: 12-21-22

Lisa Teal
(Authorized Signature)

Lisa Teal
(Typed Name)

ECE Program
(Title)

☑ **APPROVED BY POLICY COMMITTEE** (See instruction if required):

DATE OF MEETING: 12/21/22 via Zoom

DATE: 12-31-22

(Signature of Chairperson, Policy Committee)

Kara Long
(Typed Name)

☐ **APPROVED BY GOVERNING BODY** (See instructions if required):

DATE OF MEETING: _____

DATE: _____

(Signature of Chairperson, Board of Trustee or Board of Directors)

(Typed Name)

Revised 8/19/2022

☐ **APPROVED BY GRANTEE:**

DATE: 11/5/22

(~~Denise Lee,~~ Head Start Deputy Director)
Karen Griffith

For Internal Use Only

Tracking:

Date Received: _____

Date Approved: 12/5/22

Date Approved: 12/7/22

(CFS Program Officer/Administration)

(Victor Han, Fiscal Manager)

Comments:

Seta head start Sacramento, CA

REQUEST FOR PROGRAM APPROACH CHANGE AND/OR BUDGET MODIFICATION

Delegate/Partner: San Juan Unified School District

Funding Source: ☒ Head Start ☐ Early Head Start ☐ Both

Agreement Number: 21C6651S0 (TTA) – Year 1 Date: 10/10/22

I. I/We are requesting the following exhibit(s), attached to the agreement contract referenced above, be modified:

Please check the type of request(s):

☐ **Program Options**

☐ **Budget Modification** (changing the dollar amount between cost categories)

For Program Year: _____

Does this involve the purchase of a fixed asset? ☐ Yes ☒ No

(ACF approval required for all fixed asset purchases)

Will the project be over $250,000? ☐ Yes ☒ No

(1303 Facilities Renovation/Repair Application will be required)

☒ **Budget Carryover**

From Program Year: 8/1/20-07/31/21 *to Program Year* 8/1/2022-7/31/2023

(Requires ACF approval)

☐ **Change in service days / Calendar Change**

☐ **Change in Centers / Temporary Closure**

☐ **Class-size Waiver Request** (to enroll up to 24 children in a class(es)

(Requires ACF approval)

☐ **One-time Health and Safety Program Improvement Funding Request** (pending available funds)

☐ **Other:** _____

II. Please identify what is in the original agreement and describe the change being requested.

We are requesting that the unused Training and Technical Assistance grant funds of $15,716 be carried over from original project period of 8/1/20-7/31/21 to current year 8/1/22- 7/31/23

round down

$ 15,715

Revised 8/19/2022

REQUEST FOR PROGRAM APPROACH CHANGE AND/OR BUDGET MODIFICATION
(Continued)

III. The requested changes are justified based on the following:

Remaining funds that are being requested to be carried over to current year 2022-23 will be used towards the expense of facilitating classroom and administrative staff trainings including the purchase of supplies for use during training and staff development.

IV. For a Budget Modification – Please complete this section if: 1) there are revisions in the budget as a result of the program approach change or 2) the request is specific to a Budget Modification.

NOTE: A Budget Narrative is required to be submitted with the updated Budget Worksheet

Program Year N/A		Grant #: 09CH010182	
Cost Category/Item Description	**Original Budget**	**Budget Modification**	**Updated Budget**
Personnel			
Fringe Benefits			
Travel			
Equipment			
Supplies			
Contractual			
Construction			
Other			
TOTAL			

Non-Federal Share *(for Carryover Requests Only)*			
	Original Budget	**Budget Modification**	**Updated Budget**
Non-Federal Share		$3,929	

Please describe how agency will obtain the Non-Federal Share:

Non-Federal Share amount of $3,929 (.25 X $15,716) will be met via CSPP, CACFP and RQT programs and funding that are in collaboration with the Head Start program at San Juan USD.

Revised 8/19/2022

IV. I am authorizing that this request be submitted to SETA on behalf of the program referenced above and do so pursuant to the Resolution Authorizing Execution of Service Provider Subgrant/Delegate Agency Agreement/Service Contract from the Sacramento Employment and Training Agency included in this agreement contract.

DATE: 12-21-22

(Authorized Signature)

Liva Teal

(Typed Name)

ECE Program Manager

(Title)

☑ APPROVED BY POLICY COMMITTEE (See instruction if required):

DATE OF MEETING: 12/21/22 via Zoom

DATE: 12-31-22

(Signature of Chairperson, Policy Committee)

Kara Lang

(Typed Name)

☐ APPROVED BY GOVERNING BODY (See instructions if required):

DATE OF MEETING: _____

DATE: _____

(Signature of Chairperson, Board of Trustee or Board of Directors)

(Typed Name)

Revised 8/19/2022

☐ **APPROVED BY GRANTEE:**

DATE: 12-5-22

(~~Denise Lee~~, Head Start Deputy Director)
Karen Griffith

For Internal Use Only

Tracking:

Date Received: _____

Date Approved: 12/5/22

Date Approved: 12/7/22

Melanie Nicolas
(CFS Program Officer/Administration)

(Victor Han, Fiscal Manager)

Comments:

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: **H-10**

MEETING DATE: **01/24/2023**

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 for following member to the CAC for Special Education: Katherine Morash.

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: 01/17/2023

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., Associate Superintendent, Educational Services DC
Melissa Bassanelli, Superintendent of Schools MB

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: H-11

MEETING DATE: 01/24/2023

SUBJECT: Resolution to Participate in the Federal Surplus Property Program

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

DEPARTMENT: Business Support Services

ACTION REQUESTED:
The superintendent is recommending that the board adopt Resolution No. 4063 authorizing district representatives to acquire surplus property through the auspices of the California State Agency for surplus property.

RATIONALE/BACKGROUND:
The Department of General Services offers surplus state and federal personal property for sale at a fraction of the original costs. California law gives public schools first priority to purchase this material. A wide variety of cost effective items are available such as: printers, copiers, vehicles, furniture and much more. The district will have the ability to search a national database of available surplus material at locations throughout the United States. This program renews every three years and will provide sites and departments the opportunity to acquire needed items at reduced prices.

ATTACHMENTS(s):
A: Resolution No. 4063 State of California Application for Eligibility, State & Federal Surplus Property Program

BOARD COMMITTEE ACTION/COMMENT:
N/A

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 01/17/2023

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: Laura Fry, Manager Business Support Services
Jennifer Stahlheber, Chief Financial Officer

APPROVED BY: Melissa Bassanelli, Superintendent of Schools

STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES
OFFICE OF FLEET AND ASSET MANAGEMENT
ELIGIBILITY APPLICATION
SASP 201 (Rev 2/2019)

DGS CALIFORNIA DEPARTMENT OF GENERAL SERVICES
Governor Gavin Newsom

STATE OF CALIFORNIA
APPLICATION FOR ELIGIBILITY
STATE & FEDERAL SURPLUS PROPERTY PROGRAM

In completing this form please print or type information.

A. Name of Organization: San Juan Unified School District Telephone: (916) 971-5340

Address: 3738 Walnut Avenue City: Carmichael County: Sacramento Zip: 95608

E-Mail Address: laura.fry@sanjuan.edu Fax Number: (916) 971-7617

1. Application is being made as a (please check one) (a) Public agency ☑ or (b) qualified nonprofit and tax-exempt organization ☐ Check all spaces that apply and provide all requested data.

B. **PUBLIC AGENCY**: Check either state ☑ or local ☐

_____ Conservation
_____ Economic Development
☑ Education
Grade Level _____
(Preschool, K-12, college)
Enrollment ADA - 37,693
No. of faculty _____
No. of days in school year _____
_____ Parks & Recreation
_____ Public Health
_____ Public Safety
_____ Two or more of above
_____ Other (specify) _____

NONPROFIT AGENCY OR ORGANIZATION:

_____ Education
_____ Grade Level _____
(Preschool, K-12, college)
_____ School for the mentally or physically handicapped

Enrollment _____
No. of faculty _____
No. of days in school year _____
No. of school sites _____
_____ Educational radio or television station
_____ Museum
_____ Library
_____ Medical institution
_____ Hospital
_____ Health center
_____ Clinic
_____ Other (specify) _____

1. Are the applicant's services available to the public at large? _____. If only a specified group of people is served, please indicate who comprises this group. _____

2. Checklist of signed and completed documents submitted with this application:

___ SASP Form No. 202 "Resolution," properly signed and approved by the Governing Board designating representatives, including their signatures, authorized to bind the applicant organization to service fees submitted by the State of California.
___ SASP Form No. 203, nondiscrimination compliance assurance.
___ Certification Regarding Debarment, Suspension, Ineligibility, & Voluntary Exclusion as required by the General Services Administration of the U.S. Government.
___ Other statements or documentation required, as may be specified.

Printed Name and Title of Administrator or Director: Laura Fry, Manager of Business Support Services

Date: 1/3/23 Signature of Adminstrator or Director: _____

FOR STATE SURPLUS AGENCY USE ONLY

Application approved _____ Application disapproved _____

Comments or additional information: _____

Date: _____ Signed: _____

Donee Number: _____ Billing Code: _____

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS

This certification is required by the General Services Administration regulations implementing Executive Order 12549-41 CFR 105-68 – for all lower tier transactions meeting the requirements stated at 41 CFR 105-68.110.

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department of agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," suspended," ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage section of rule implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated. 6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitation for lower tier covered transactions.

7. A participant in a covered transaction my rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under CFR part 9, subpart 9.4, debarred, suspended, in eligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NAME OF DONEE APPLICANT San Juan Unified School District

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Laura Fry, Manager of Business Support Services

SIGNATURE

DATE 1/6/23

STATE OF CALIFORNIA
NEW APPLICATION FOR ELIGIBILITY
STATE & FEDERAL SURPLUS PROPERTY PROGRAM

Pursuant to Federal Regulation 28 C.F.R. §§ 42.401 - 42.415, a recipient is mandated to report to the Federal Government the racial and national origins of all persons within your service area. You are therefore asked to supply the Office of Fleet and Asset Management with the race and national orgins of individuals you serve in your service area (it may be helpful to refer to the US Census to determine the racial makeup of your service area at www.factfinder.census.gov/). This form must be completed and returned with the rest of the eligibility packet in order to qualify for the Federal Surplus Property Program. Your answers on this form in no way affect your eligibility; however, not returning the form will delay the processing of your application.

American Indian or Alaskan Native % 0.8	Persons having origins in any of the tribal people of North America, and who maintain cultural identification through tribal affiliation or community recognition.
Asian / Pacific Islander % 12.8	Persons having origins in any of the original peoples of the far east, Southeast Asia, Pacific Islands, or the Indian Subcontinent. This includes China, Japan, Korea, The Philippines, and Samoa.
Black % 9.3	Persons having origins in any of the black racial groups of Africa.
Hispanic % 25.6	Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
White % 50.4	Person having origins in any of the original people of Europe, North Africa, or the Middle East.
Other % 1.1	(Specify) _____

Print Name Laura Fry **Title** Manager

Signature _____ **Date** 1/6/23

STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES
OFFICE OF FLEET AND ASSET MANAGEMENT
ELIGIBILITY APPLICATION
CASASP 202 (Rev 2/2019)

DGS CALIFORNIA DEPARTMENT OF GENERAL SERVICES

Governor Gavin Newsom

RESOLUTION NO. 4063

"BE IT RESOLVED by the Governing Board, and hereby ordered that the offical(s) and/or employee(s) whose name(s), title(s), and signature(s) are listed below shall be and is (are) hereby authorized as our representative(s) to acquire surplus property through the auspices of the California State Agency for Surplus Property and accept responsibility for payment of incidental fees by the surplus property agency under the Terms and Conditions accompanying this form or listed on the reverse side of this form."

	NAME (Print or Type)	TITLE	SIGNATURE*	E-MAIL ADDRESS
A.	Laura Fry	Manager		laura fry@sanjuan.edu
	Robert Bright	Supervisor		robert.bright@sanjuan.edu

***Note: All signatures must be in original form. No copied or stamped signatures**

B. The above resolution was PASSED AND ADOPTED this _____ day of _____ ,20 ___, by the Governing Board of the:

San Juan Unified School District
Agency Name

by the following vote: AYES: _____; NOES: ___; ABSENT:_____

I, _____ Clerk of the Governing Board known as San Juan Unified School District

Do hereby certify that the foregoing is a full, true and correct resolution adopted by the governing board of the below named organization at the meeting thereof held at its regular place of meeting on this date and by the vote above stated, a copy of said resolution is on file in the principap office of the Governing Board.

Signed by: _____

San Juan Unified School District
Name of Organization

3738 Walnut Avenue
Mailling Address

Carmichael / 95608 / Sacramento
City / Zip Code / County

NOTE: ALL LOCAL GOVERNMENT & NON-PROFIT INCORPORATED ORGANIZATIONS HAVE A GOVERNING BOARD, THEREFORE COMPLETE ONLY SECTIONS "A" & "B". THE FOLLOWING SECTION "C" IS FOR STATE AGENCIES ONLY

C. AUTHORIZED this ____ day of _____ 20 _____, by: _____
Signature of Administrative Officer

_____ / _____
Printed Name of Chief Administrative Officer / Title

_____ / _____
Organization Name / Street Address

_____ / _____ / _____
City / ZIP Code / County

STATE OF CALIFORNIA AGENCIES ARE REQUIRED TO PROVIDE THEIR STATE BILLING CODE: _____

STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES
OFFICE OF FLEET AND ASSET MANAGEMENT
CASASP 203 (Rev 5/2018)

ASSURANCE OF COMPLIANCE WITH GSA REGULATIONS UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, SECTION 606 OF TITLE VI OF THE FEDERAL PROPERTY AND ADMINISTRATIVE SERVICES ACT OF 1949, AS AMENDED, SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, AS AMENDED AND SECTION 303 OF THE AGE DISCRIMINATION ACT OF 1975

San Juan Unified School District, (hereinafter called the "donee"),
(Name of donee organization)

HEREBY AGREES THAT the program for or in connection with which any property is donated to the donee will be conducted in compliance with, and the donee will comply with and will require any other person (any legal entity) who through contractual or other arrangements with the donee is authorized to provide services or benefits under said program to comply with, all requirements imposed by or pursuant to the regulations of the General Services Administration (41 CFR 101-6.2) issued under the provisions of Title VI of the Civil Rights Act of 1964, Section 606 of Title VI of the Federal Property and Administrative Services Act of 1949, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972, as amended, and Section 303 of the Age Discrimination Act of 1975, to the end that no person in the United States shall on the ground of race, color, national origin, sex, or age, or that no otherwise qualified handicapped person shall solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the donee received Federal assistance from the General Services Administration; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

The donee further agrees that this agreement shall be subject in all respects to the provisions of said regulations; that this agreement shall obligate the donee for the period during which it retains ownership or possession of any such property; that the United States shall have the right to seek judicial enforcement of this agreement; and, this agreement shall be binding upon any successor in interest of the donee and the word "donee" as used herein includes any such successor in interest.

Date _____ San Juan Unified School District
Donee Organization

BY _____
(President/Chairman of the Board or comparable authorized official)

3738 Walnut Avenue
Carmichael, CA 95608

Donee Mailing Address

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: H-12

MEETING DATE: 01/24/2023

SUBJECT: Lease-Leaseback Contract Award for Mariemont Elementary School Modernization and Interim Housing Project

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. 4062, awarding the lease-leaseback contract for Mariemont Elementary School Modernization & Interim Housing Project Nos. 130-9495-P1 & 130-9495-P2 to SB James Construction, pursuant to Education Code section 17406.

RATIONALE/BACKGROUND:
Sitewide modernization of existing buildings and interior spaces to include but not limited to re-roof; canopy dry-rot removal and replacement; HVAC replacement; window replacement; exterior paint; interior paint and flooring; underground utilities removal and replacement; hardcourt play area removal and replacement, and site and building accessibility improvements as required by the Division of the State Architect. The project also includes the installation of six portables for use as interim housing. The supporting site lease agreement and facilities lease agreement are available for reference at the Facilities Construction Office.

ATTACHMENT(S):
A. Resolution No. 4062

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 01/17/2023

FISCAL IMPACT:
Current Budget: N/A
Additional Budget: N/A
Funding Source: Measure P
(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: Nicholas Arps, Director, Facilities, Construction & Modernization

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

RESOLUTION NO. 4062

RESOLUTION BEFORE THE SAN JUAN UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION APPROVING THE AWARD OF THE LEASE-LEASEBACK CONTRACT TO SB JAMES CONSTRUCTION FOR THE MARIEMONT ELEMENTARY SCHOOL MODERNIZATION & INTERIM HOUSING PROJECT AND SETTING FORTH THE WRITTEN BASIS FOR THIS DECISION TO AWARD

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

WHEREAS, by Resolution No. 2831, the San Juan Unified School District Board of Education adopted the mandatory procedures and guidelines for use in lease-leaseback projects;

WHEREAS, consistent with those mandatory procedures and guidelines, the District issued Request for Proposals #23-207 ("RFP"), which (1) included a requirement for proposers to be prequalified under Section 20111.6 of the Public Contract Code, (2) included an estimate of the price of the Project, a description of preconstruction services to be provided, and a description of the facilities to be constructed; (3) included the key elements of the instrument to be awarded; (4) included a description of the criteria to be considered in evaluating the Proposals; and (5) included the scoring to be applied to the proposals; and

WHEREAS, three (3) potential lease-leaseback proposers submitted Proposals in response to the RFP, which, the District has carefully examined

NOW, THEREFORE, pursuant to Education Code section 17406 the San Juan Unified School District Board of Education does hereby determine to award the Site Lease and Facilities Lease for the Project to Core Construction for the following reasons:

1. The District determined to select its lease-leaseback provider for the Project based on best value in accordance with the evaluation criteria stated in the RFP.

2. SB James Construction submitted a Proposal responsive to the RFP, which has been determined to present the best value to the District. The Proposal received a score of 195.60 out of a possible 265. This was the highest score received, with the other proposers receiving a score of 175.40 by Core Construction and 166.60 by Landmark Construction.

3. SB James Construction demonstrated that it will satisfy the skilled and trained workforce availability, as defined in Public Contract Code section 2601

4. The initial amount of the Facilities Lease shall be $82,765.00 for preconstruction services only. No construction services are authorized at this time.

The foregoing findings and decision to award were made by the San Juan Unified School District Board of Education at a meeting of the Board on January 24, 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Zima Creason, President
San Juan Unified School District
Board of Education

Attest:

Steve Miller, Clerk
San Juan Unified School District
Board of Education

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: H-13

MEETING DATE: 01/24/2023

SUBJECT: Visions In Education Lease Amendment No.3

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

DEPARTMENT: Facilities

ACTION REQUESTED:
The superintendent is recommending that the board approve Amendment No. 3 to the Lease Agreement between San Juan Unified School District and Visions In Education.

RATIONALE/BACKGROUND:
The lease for Visions In Education, a non-seat based charter school at Creekside was approved on or about January 12, 2012. Both parties now desire to amend the term of the Lease, school site location, and amount of rent. The third amendment, attached hereto as attachment A, modifies and amends the lease and supersedes any inconsistent provisions of the lease, the first amendment and second amendment with respect to matters covered by the third amendment.

ATTACHMENT(S):
A: Visions In Education Lease Amendment No. 3

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: Frank Camarda, Chief Operations Officer

APPROVED BY: Melissa Bassanelli, Superintendent of Schools

THIRD AMENDMENT TO LEASE AGREEMENT
BETWEEN SAN JUAN UNIFIED SCHOOL DISTRICT
AND VISIONS IN EDUCATION CHARTER SCHOOL

THIS THIRD AMENDMENT TO THE LEASE AGREEMENT ("Third Amendment") is made and entered into this 15th day of December, 2022, by and between the San Juan Unified School District, a California public school district, ("District"); and Visions in Education Charter School, a non-seat based Charter School, ("Lessee") (collectively, the "Parties") as follows:

RECITALS

WHEREAS, District is the owner of property generally known as La Vista Center, Room No. 5, located at 4501 Bannister Road, Fair Oaks, CA (the "School Site")

WHEREAS, on January 13, 2012, District and Lessee entered into a Lease Agreement ("Lease"), attached hereto as Exhibit A, under which the District agreed to lease to Lessee Room No. 17 and 18 ("Premises") of the Creekside School Site; located at 2641 Kent Avenue, Sacramento, CA ("Prior School Site)

WHEREAS, on or about August 29, 2013, District and Lessee entered into a First Amendment to the Lease Agreement ("First Amendment"), attached hereto as Exhibit B, under which District agreed, among other things, to lease to Lessee an additional room, Room No. 9 of the Prior School Site, in exchange for payment of additional rent in the amount of $5,024.25 per year;

WHEREAS, on or about May 17, 2018, District and Lessee entered into a Second Amendment to the Lease Agreement ("Second Amendment"), attached hereto as Exhibit C, under which District agreed, among other things, to lease to Lessee additional rooms, Rooms 15 and 16 of the Prior School Site, such that Lessee would no longer lease Rooms 9, 17 or 18, in exchange for payment of rent in the amount of $17,280.00 per year;

WHEREAS, the Parties now desire to amend the term of the Lease, School Site Location, and the amount of Rent, with all other operative terms and conditions under the Lease to otherwise remain the same; and

WHEREAS, this Third Amendment modifies and amends the Lease and supersedes any inconsistent provisions of the Lease, the First Amendment and Second Amendment with respect to matters covered by this Third Amendment.

NOW THEREFORE, the Parties agree as follows:

AGREEMENT

Recitals. The recitals set forth above are true and correct and incorporated herein to this Third Amendment.

1. **Rent**. Section 4.1 of the Lease, "Rent", shall be amended to state that Lessee shall pay total base rent in the amount of $10,368.00 annually, which shall be payable in twelve (12) equal monthly installments of $864.00 per month.

2. **Term.** Section 2.1 of the Lease, "Term", shall be deleted and replaced in it's entirety with the following: "The Term of the Lease shall commence on December 15, 2022 through June 30, 2023, with an option to renew for four (4) additional one-year terms.

3. **Ratification.** District and Lessee hereby agree that, except as modified in this Third Amendment, the Lease, First Amendment and Second Amendment, and all exhibits thereto are ratified, affirmed, and remain in full force and effect and are incorporated herein by this reference. In the event of any conflict between the terms of this Third Amendment and the terms of the Lease, First Amendment and Second Amendment and the exhibits thereto, the terms of this Third Amendment shall control.

4. **Counterparts**. This Third Amendment may be executed in multiple counterparts and by facsimile, each of which shall be deemed an original, and counterpart signature pages may be assembled to form a single original document.

5. **Warranty of Authority**. By signing below, each of the signatories represents and warrants that he or she has been duly authorized to execute this Third Amendment on behalf of the party on whose behalf he or she is signing.

IN WITNESS WHEREOF, this Third Amendment to the Lease Agreement has been duly executed by the above-named parties on the day and year first above-written.

LESSOR:
San Juan Unified School District

By: _____
Frank Camarda
Title: Chief Operations Officer

Date: _____

LESSEE:
Visions in Education Charter School

By: _____
Name: _____
Title: _____

Date: _____

Approved as to Form:

_____
Linda Simlick, General Counsel
San Juan Unified School District

Approved and ratified this ____ day of _____, 2023 by the San Juan Unified School District Board of Education by the following vote:

Zima Creason, President
San Juan Unified School District Board of Education

Attest:

Steve Miller, Clerk
San Juan Unified School District Board of Education

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: **H-14**

MEETING DATE: **01/24/2023**

SUBJECT: Earl LeGette Elementary School
School New Construction and Modernization Project
Site Lease Amendment No. 1 and
Facilities Lease Amendment No. 5

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. 4064, approving the first amendment to the Site Lease agreement and fifth amendment to the Facilities Lease Agreement for the Earl LeGette Elementary School new construction and modernization project between San Juan Unified School District and Flint Builders, Inc.

RATIONALE/BACKGROUND:
The original entity assigned its rights and obligations, including those under the Site Lease and Facilities Lease, to Flint Design Build, LLC *dba* FLINT ("Successor Entity"), as an affiliated and successor entity to the original entity.

ATTACHMENT(S):
A: Resolution No. 4064
1: Site Lease Amendment No. 1
2: Facilities Lease Amendment No. 5

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 01/17/2023

FISCAL IMPACT:
Current Budget: N/A
Additional Budget: N/A
Funding Source: Measure P
(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: Nicholas Arps, Director, Facilities, Construction and Modernization NA

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

RESOLUTION NO. 4064

RESOLUTION BY THE SAN JUAN UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION RATIFYING THE AMENDMENT TO THE SITE LEASE AND FACILITIES LEASE FOR EARL LEGETTE ELEMENTARY SCHOOL NEW CONSTRUCTION - SJUSD PROJECT #127-9512-P1 MODERNIZATION – SJUSD PROJECT #127-9495-P1

WHEREAS, the District awarded a lease-leaseback contract to Flint Builders, Inc. ("Original Entity") on October 12, 2021, consisting of a Site Lease and a Facilities Lease;

WHEREAS, effective January 1, 2023, the Original Entity assigned its rights and obligations, including those under the Site Lease and Facilities Lease, to Flint Design Build, LLC *dba* FLINT ("Successor Entity"), as an affiliated and successor entity to the Original Entity;

WHEREAS, the Facilities Lease provides that its obligations apply to the Original Entity and its successors, transferees and assigns (paragraph 10.2) and provides that the Facilities Lease may be assigned by the Original Entity to an affiliate (paragraph 8.1);

WHEREAS, the Site Lease provides that its obligations apply to the Original Entity and its successors and assigns (paragraph 11.9) and provides that the Site Lease may be assigned by the Original Entity to an affiliate (paragraph 7.1); and

WHEREAS, the District intends to ratify the above assignments and document the associated changes in amendments to the Site Lease and Facilities Lease;

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

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

Section 2. The Board affirms that the assignments addressed herein are authorized and ratified;

Section 3. The Board authorizes the District to sign the amendments to the Site Lease and Facilities Lease attached hereto as **Attachments 1 and 2** to document changes to the leases to reflect such assignments.

The foregoing Resolution was adopted by the San Juan Unified School District Board of Education at a meeting of the Board on January 24, 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Zima Creason, President
San Juan Unified School District
Board of Education

Attest:

Steve Miller, Clerk
San Juan Unified School District
Board of Education

San Juan Unified School District
Facilities Business Department
5320 Hemlock Street, Sacramento, California 95841
Telephone 916- 971-7283
Internet Web Site: www.sanjuan.edu

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

Site Amendment #1
Earl LeGette Elementary School Project SJUSD
Modernization # 127-9495-P1
New Construction # 127-9512-P1
DSA Application #02-119987(DCA)
DSA Application #02-120029 (N&L)

Effective **January 1, 2023**, the Site Lease Agreement dated **October 12, 2021** between the San Juan Unified School District and **Flint Builders, Inc.** for the **Earl LeGette Elementary School Modernization and New Construction** is amended as follows:

This amendment is to approve the assignment of the Site Lease Agreement and its obligations from Flint Builders, Inc. (Original Contractor Name) to their successor entity Flint Design Build, LLC dba FLINT, a separate legal entity, as that assignment is more fully set forth on attachment A.

Flint Design Build, LLC dba FLINT has a CA license #1085096 and DIR # PW-LR-1000991526.

The Site Lease Agreement is modified as follows:

A. Section 1.3 of Basic Terms, update to:
   Lessee: Flint Design Build, LLC dba FLINT ("Lessee")

B. Section 11.6 of Miscellaneous Provisions, update to:
   Lessee: Flint Design Build, LLC dba FLINT
   401 Derek Place
   Roseville, CA 95678

C. Signature Page Section, update Lessee name to:
   Lessee:
   Flint Design Build, LLC dba FLINT

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

San Juan Unified School District,
A school district organized and existing under the laws of the State of California

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

By:_____
Frank Camarda
Title: Chief Operations Officer

Flint Design Build, LLC dba FLINT
A Limited Liability Company

By:_____
John Stump
Title: President

Federal Tax Identification Number :
87-3520676

ASSIGNMENT AND ASSUMPTION AGREEMENT

THIS ASSIGNMENT AND ASSUMPTION AGREEMENT ("Assignment"), dated for reference purposes as of January 1, 2023, is made and entered into by Flint Builders, Inc., a California corporation ("Assignor") and Flint Design Build, LLC dba FLINT, a California limited liability company ("Assignee") with reference to the following:

RECITALS

A. Assignor has entered into prime construction contracts, pre-construction contracts, and/or site leases ("Contracts") for certain construction projects and works of improvements, all of which are identified in Exhibit A to this Assignment (and all Contracts are incorporated by reference into this Assignment as identified herein). All capitalized terms used herein without definition shall have the meaning ascribed to such terms in the Contracts.

B. Assignor is an active and duly licensed contractor with the California Contractors State License Board ("CSLB"), License Number 982487. Assignee is an active and duly licensed contractor with the CSLB, License Number 1085096.

C. Assignor and Assignee now desire to enter into this Assignment to provide for Assignor to assign to Assignee all of Assignor's rights, titles, duties, and interests in and to the Contracts, and for Assignee to assume all of Assignor's obligations and liabilities under the Contracts.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing recitals which are specifically incorporated into the body of this Assignment, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Assignor and Assignee agree as follows:

1. **Assignment**. Effective as of January 1, 2023, which is designated as the effective date of this Assignment (the "Effective Date"), Assignor hereby assigns, conveys and otherwise transfers to Assignee, all of Assignor's rights, title and interest in and to, and delegates to Assignee all of Assignor's obligations as contained in the Contracts for the Projects identified in Exhibit A.

2. **Contingency of Assignment.** For each particular Project (and the respective Contract(s) arising from each particular Project) identified in Exhibit A, this Assignment is contingent on and only effective upon the Owner(s) of each Project executing a Consent to this Assignment. Failure or refusal by one or more Owner(s) to execute a Consent to this Assignment shall not invalidate the Assignment for all Projects in which the Owner(s) execute(s) a Consent to this Assignment.

3. **Assumption**. Effective as of the Effective Date, and subject to the exception(s) identified in Section 2 above, Assignee hereby accepts all of Assignor's rights, title and interest in and to the Contracts, and assumes and agrees to pay, perform and observe each and every obligation, covenant, agreement and condition to be paid, performed or observed under the Contracts (and to the extent amended). Assignee agrees to be bound by each and all the terms and provisions of the Contracts, including the requirements for providing bonding, insurance and indemnification. Fees and expenses owed and billed to date under the name of Assignor as of the Effective Date of this Assignment shall be paid to Assignor. Future billings from Assignee after the Effective Date of this Assignment shall be paid to the Assignee.

IN WITNESS WHEREOF, the parties have executed this Assignment effective as of the Effective Date, as set forth below.

ASSIGNOR:

FLINT BUILDERS, INC.

By _____

Name: John Stump
Its: President

ASSIGNEE:

FLINT DESIGN BUILD, LLC dba FLINT

By _____

Name: John Stump
Its: President

EXHIBIT A

PROJECTS TO BE ASSIGNED

Flint Project No.	Project Name	Project Owner	Contracts	Owner Contract No.
2076	New Academic Support & Office Building at Las Positas College	Chabot-Las Positas Community College District	Lease-Leaseback Agreement, dated 5/20/2020; Site Lease, dated 6/16/2021; Facilities Lease, dated 6/16/2021	
2077	SJCC Career Education Complex	San Jose Evergreen Community College District	Agreement for Design-Build Preconstruction Services, dated 7/14/2020; Agreement for Design-Build Services, dated 11/21/2021	
2078	South Valley Middle School Campus Replacement	Gilroy Unified School District	Agreement for Pre-Construction Services, dated 9/18/2020; Construction Services Agreement, dated 6/11/2021; Site Lease, dated 6/11/2021; Sublease, dated 6/11/2021	
2079	Elk Grove High School	Elk Grove Unified School District	Lease-Leaseback Agreement, dated 2/24/2021; Site	

			Lease, dated 2/24/2021; Sublease, dated 2/24/2021	
2182	MHUSD Britton Middle School	Morgan Hill Unified School District	Agreement for Preliminary Services, dated 6/15/2021; Site Lease, dated 10/4/2022; Facilities Lease, dated 10/4/2022	
2185	Earl LeGette Elementary School	San Juan Unified School District	Facilities Lease Agreement, dated 10/12/2021; Site Lease, dated 10/12/2021	Modernization #127-9495-P1, New Construction #127-9512-P1
2289	Katherine Johnson Middle School New Construction	San Juan Unified School District	Facilities Lease Agreement, dated 4/19/2022; Site Lease, dated 4/19/2022	New Construction #055-9512-P1
2291	UAIC Tribal Office Renovation	United Auburn Indian Community	Agreement, dated 7/13/2022	
2292	Gavilan College Library & Student Resource Center	Gavilan Joint Community College District		
2293	Estancia High School Theater Project	Newport-Mesa Unified School District	Construction Services Agreement, Site Lease, Sublease	
2295	New District Office Roseville Joint Union High School District	Roseville Joint Union High School District		

San Juan Unified School District
Facilities Business Department
5320 Hemlock Street, Sacramento, California 95841
Telephone 916- 971-7283
Internet Web Site: www.sanjuan.edu

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

Lease Amendment #5
Earl LeGette Elementary School Project SJUSD
Modernization # 127-9495-P1
&
New Construction # 127-9512-P1
DSA Application #02-119987(DCA)
DSA Application #02-120029 (N&L)

Effective **January 1, 2023,** the Facilities Lease Agreement dated **October 12, 2021,** between the San Juan Unified School District and **Flint Builders, Inc** for the **Earl LeGette Elementary School Modernization and New Construction** is amended as follows:

This amendment is to approve the assignment of the Facilities Lease Agreement and its obligations from Flint Builders, Inc. (Original Contractor Name) to their successor entity Flint Design Build, LLC dba FLINT, a separate legal entity, as that assignment is more fully set forth on Attachment A.

Flint Design Build, LLC dba FLINT has a CA license #1085096 and DIR # PW-LR-1000991526.

The Facilities Lease Agreement is modified as follows:

A. Facilities Lease Agreement is between San Juan Unified School District and Flint Design Build, LLC, dba FLINT. Update the first paragraph:
THIS FACILITIES LEASE *("Facilities Lease"), made as of* ***October 12, 2021*** *("Effective Date"), is entered into by and between* ***Flint Design Build, LLC dba FLINT.****, a limited liability company, as sublessor (the "Entity"), and San Juan Unified School District, a school district duly organized and validly existing under the Constitution and laws of said State of California, as sub lessee (the "District").*

B. Section 1.1.4 Replace with: *"Entity" means* ***Flint Design Build, LLC dba FLINT.****, a limited liability duly organized and existing under the laws of the State of California duly licensed to do business in the State of California.*

C. Section 10.1 Update with:
To the Entity: ***Flint Design Build, LLC dba FLINT***
401 Derek Place
Roseville, CA 95678
Attention: John Stump, President

D. Exhibit D 'General Construction Terms and Conditions', update the first paragraph under

Acknowledgements to:
The San Juan Unified School District (the "District") and ***Flint Design Build, LLC dba FLINT*** *(the "Entity") acknowledge the following as of the Effective Date of the Facilities Lease: October 12, 2021.*

As of December 31, 2022 Flint Builders, Inc. has been paid through PO # 203981 in the amount of $10,605,509
As of January 1, 2023 a remaining balance of $25,903,099 will be transferred to a new PO assigned to Flint Design Build, LLC dba Flint.

New Construction	
Original Total Base Rent Sum	$ 47,000.00
Change by Prior Amendment #1-4	$ 25,522,670.00
Total Current Amendment 5	
Total Current Amendment 5 PO 203981	$ (16,229,732.00)
PO (Flint Design Build, LLC dba Flint)	$ 16,229,732.00
Revised Total Base Rent Amount	$ 25,569,670.00

Modernization Construction	
Original Total Base Rent Sum	$ 23,000.00
Change by Prior Amendment #1-4	$ 10,938,938.00
Total Current Amendment 5	
Total Current Amendment 5 PO 203981	$ (9,696,367.00)
PO (Flint Design Build, LLC dba Flint)	$ 9,696,367.00
Revised Total Base Rent Amount	$ 10,961,938.00

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

San Juan Unified School District,
A school district organized and existing under the laws of the State of California

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

By:_____
Frank Camarda
Title: Chief Operations Officer

Flint Design Build, LLC dba FLINT
A Limited Liability Company

By:_____
John Stump
Title: President

Federal Tax Identification Number :
87-3520676

ASSIGNMENT AND ASSUMPTION AGREEMENT

THIS ASSIGNMENT AND ASSUMPTION AGREEMENT ("Assignment"), dated for reference purposes as of January 1, 2023, is made and entered into by Flint Builders, Inc., a California corporation ("Assignor") and Flint Design Build, LLC dba FLINT, a California limited liability company ("Assignee") with reference to the following:

RECITALS

A. Assignor has entered into prime construction contracts, pre-construction contracts, and/or site leases ("Contracts") for certain construction projects and works of improvements, all of which are identified in Exhibit A to this Assignment (and all Contracts are incorporated by reference into this Assignment as identified herein). All capitalized terms used herein without definition shall have the meaning ascribed to such terms in the Contracts.

B. Assignor is an active and duly licensed contractor with the California Contractors State License Board ("CSLB"), License Number 982487. Assignee is an active and duly licensed contractor with the CSLB, License Number 1085096.

C. Assignor and Assignee now desire to enter into this Assignment to provide for Assignor to assign to Assignee all of Assignor's rights, titles, duties, and interests in and to the Contracts, and for Assignee to assume all of Assignor's obligations and liabilities under the Contracts.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing recitals which are specifically incorporated into the body of this Assignment, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Assignor and Assignee agree as follows:

1. **Assignment**. Effective as of January 1, 2023, which is designated as the effective date of this Assignment (the "Effective Date"), Assignor hereby assigns, conveys and otherwise transfers to Assignee, all of Assignor's rights, title and interest in and to, and delegates to Assignee all of Assignor's obligations as contained in the Contracts for the Projects identified in Exhibit A.

2. **Contingency of Assignment.** For each particular Project (and the respective Contract(s) arising from each particular Project) identified in Exhibit A, this Assignment is contingent on and only effective upon the Owner(s) of each Project executing a Consent to this Assignment. Failure or refusal by one or more Owner(s) to execute a Consent to this Assignment shall not invalidate the Assignment for all Projects in which the Owner(s) execute(s) a Consent to this Assignment.

3. **Assumption**. Effective as of the Effective Date, and subject to the exception(s) identified in Section 2 above, Assignee hereby accepts all of Assignor's rights, title and interest in and to the Contracts, and assumes and agrees to pay, perform and observe each and every obligation, covenant, agreement and condition to be paid, performed or observed under the Contracts (and to the extent amended). Assignee agrees to be bound by each and all the terms and provisions of the Contracts, including the requirements for providing bonding, insurance and indemnification. Fees and expenses owed and billed to date under the name of Assignor as of the Effective Date of this Assignment shall be paid to Assignor. Future billings from Assignee after the Effective Date of this Assignment shall be paid to the Assignee.

IN WITNESS WHEREOF, the parties have executed this Assignment effective as of the Effective Date, as set forth below.

ASSIGNOR:

FLINT BUILDERS, INC.

By _____

Name: John Stump
Its: President

ASSIGNEE:

FLINT DESIGN BUILD, LLC dba FLINT

By _____

Name: John Stump
Its: President

EXHIBIT A

PROJECTS TO BE ASSIGNED

Flint Project No.	Project Name	Project Owner	Contracts	Owner Contract No.
2076	New Academic Support & Office Building at Las Positas College	Chabot-Las Positas Community College District	Lease-Leaseback Agreement, dated 5/20/2020; Site Lease, dated 6/16/2021; Facilities Lease, dated 6/16/2021	
2077	SJCC Career Education Complex	San Jose Evergreen Community College District	Agreement for Design-Build Preconstruction Services, dated 7/14/2020; Agreement for Design-Build Services, dated 11/21/2021	
2078	South Valley Middle School Campus Replacement	Gilroy Unified School District	Agreement for Pre-Construction Services, dated 9/18/2020; Construction Services Agreement, dated 6/11/2021; Site Lease, dated 6/11/2021; Sublease, dated 6/11/2021	
2079	Elk Grove High School	Elk Grove Unified School District	Lease-Leaseback Agreement, dated 2/24/2021; Site	

			Lease, dated 2/24/2021; Sublease, dated 2/24/2021	
2182	MHUSD Britton Middle School	Morgan Hill Unified School District	Agreement for Preliminary Services, dated 6/15/2021; Site Lease, dated 10/4/2022; Facilities Lease, dated 10/4/2022	
2185	Earl LeGette Elementary School	San Juan Unified School District	Facilities Lease Agreement, dated 10/12/2021; Site Lease, dated 10/12/2021	Modernization #127-9495-P1, New Construction #127-9512-P1
2289	Katherine Johnson Middle School New Construction	San Juan Unified School District	Facilities Lease Agreement, dated 4/19/2022; Site Lease, dated 4/19/2022	New Construction #055-9512-P1
2291	UAIC Tribal Office Renovation	United Auburn Indian Community	Agreement, dated 7/13/2022	
2292	Gavilan College Library & Student Resource Center	Gavilan Joint Community College District		
2293	Estancia High School Theater Project	Newport-Mesa Unified School District	Construction Services Agreement, Site Lease, Sublease	
2295	New District Office Roseville Joint Union High School District	Roseville Joint Union High School District		

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: **H-15**

MEETING DATE: **01/24/2023**

SUBJECT: Katherine Johnson Middle School
Site Lease Amendment No. 1 and
Facilities Lease Amendment No. 4

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. 4065, approving the first amendment to the Site Lease Agreement and the fourth amendment to the Facilities Lease agreement for Katherine Johnson Middle School new construction project between San Juan Unified School District and Flint Builders, Inc.

RATIONALE/BACKGROUND:
The original entity assigned its rights and obligations, including those under the Site Lease and Facilities Lease, to Flint Design Build, LLC *dba* FLINT ("Successor Entity"), as an affiliated and successor entity to the original entity.

ATTACHMENT(S):
A: Resolution No. 4065
1: Site Lease Amendment No. 1
2: Facilities Lease Amendment No. 4

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 01/17/2023

FISCAL IMPACT:
Current Budget: N/A
Additional Budget: N/A
Funding Source: Measure P
(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: Nicholas Arps, Director, Facilities, Construction & Modernization NA

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

RESOLUTION NO. 4065

RESOLUTION BY THE SAN JUAN UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION RATIFYING THE AMENDMENT TO THE SITE LEASE AND FACILITIES LEASE FOR THE KATHERINE JOHNSON MIDDLE SCHOOL NEW CONSTRUCTION - SJUSD PROJECT #055-9512-P1

WHEREAS, the District awarded a lease-leaseback contract to Flint Builders, Inc. ("Original Entity") on April 19, 2022, consisting of a Site Lease and a Facilities Lease;

WHEREAS, effective January 1, 2023, the Original Entity assigned its rights and obligations, including those under the Site Lease and Facilities Lease, to Flint Design Build, LLC *dba* FLINT ("Successor Entity"), as an affiliated and successor entity to the Original Entity;

WHEREAS, the Facilities Lease provides that its obligations apply to the Original Entity and its successors, transferees and assigns (paragraph 10.2) and provides that the Facilities Lease may be assigned by the Original Entity to an affiliate (paragraph 8.1);

WHEREAS, the Site Lease provides that its obligations apply to the Original Entity and its successors and assigns (paragraph 11.9) and provides that the Site Lease may be assigned by the Original Entity to an affiliate (paragraph 7.1); and

WHEREAS, the District intends to ratify the above assignments and document the associated changes in amendments to the Site Lease and Facilities Lease;

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

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

Section 2. The Board affirms that the assignments addressed herein are authorized and ratified;

Section 3. The Board authorizes the District to sign the amendments to the Site Lease and Facilities Lease attached hereto as **Attachments 1 and 2** to document changes to the leases to reflect such assignments.

The foregoing Resolution was adopted by the San Juan Unified School District Board of Education at a meeting of the Board on January 24, 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Zima Creason, President
San Juan Unified School District
Board of Education

Attest:

_____
Steve Miller, Clerk
San Juan Unified School District
Board of Education

San Juan Unified School District
Facilities Business Department
5320 Hemlock Street, Sacramento, California 95841
Telephone 916- 971-7283
Internet Web Site: www.sanjuan.edu

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

Site Lease Amendment #01
Katherine Johnson Middle School New Construction
DSA App. # 02 - 120501/Site Lease Agreement# 207666
SJUSD Project # 055-9512-P1

Effective **January 1, 2023**, the Site Lease Agreement dated **April 19, 2022** between the San Juan Unified School District and **Flint Builders, Inc.** for the **Katherine Johnson Middle School New Construction** is amended as follows:

This amendment is to approve the assignment of the Site Lease Agreement and its obligations from Flint Builders, Inc. (Original Contractor Name) to their successor entity Flint Design Build, LLC dba FLINT, a separate legal entity, as that assignment is more fully set forth on attachment A.

Flint Design Build, LLC dba FLINT has a CA license #1085096 and DIR # PW-LR-1000991526.

The Site Lease Agreement is modified as follows:

A. Section 1.3 of Basic Terms, update to:
Lessee: Flint Design Build, LLC dba FLINT ("Lessee")

B. Section 11.6 of Miscellaneous Provisions, update to:
Lessee: Flint Design Build, LLC dba FLINT
401 Derek Place
Roseville, CA 95678

C. Signature Page Section, update Lessee name to:
Lessee:
Flint Design Build, LLC dba FLINT

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

San Juan Unified School District,
A school district organized and existing under the laws of the State of California

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

By:_____
Frank Camarda
Title: Chief Operations Officer

Flint Design Build, LLC dba FLINT
A Limited Liability Company

By:_____
John Stump
Title: President

Federal Tax Identification Number :
87-3520676

ASSIGNMENT AND ASSUMPTION AGREEMENT

THIS ASSIGNMENT AND ASSUMPTION AGREEMENT ("Assignment"), dated for reference purposes as of January 1, 2023, is made and entered into by Flint Builders, Inc., a California corporation ("Assignor") and Flint Design Build, LLC dba FLINT, a California limited liability company ("Assignee") with reference to the following:

RECITALS

A. Assignor has entered into prime construction contracts, pre-construction contracts, and/or site leases ("Contracts") for certain construction projects and works of improvements, all of which are identified in Exhibit A to this Assignment (and all Contracts are incorporated by reference into this Assignment as identified herein). All capitalized terms used herein without definition shall have the meaning ascribed to such terms in the Contracts.

B. Assignor is an active and duly licensed contractor with the California Contractors State License Board ("CSLB"), License Number 982487. Assignee is an active and duly licensed contractor with the CSLB, License Number 1085096.

C. Assignor and Assignee now desire to enter into this Assignment to provide for Assignor to assign to Assignee all of Assignor's rights, titles, duties, and interests in and to the Contracts, and for Assignee to assume all of Assignor's obligations and liabilities under the Contracts.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing recitals which are specifically incorporated into the body of this Assignment, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Assignor and Assignee agree as follows:

1. **Assignment**. Effective as of January 1, 2023, which is designated as the effective date of this Assignment (the "Effective Date"), Assignor hereby assigns, conveys and otherwise transfers to Assignee, all of Assignor's rights, title and interest in and to, and delegates to Assignee all of Assignor's obligations as contained in the Contracts for the Projects identified in Exhibit A.

2. **Contingency of Assignment.** For each particular Project (and the respective Contract(s) arising from each particular Project) identified in Exhibit A, this Assignment is contingent on and only effective upon the Owner(s) of each Project executing a Consent to this Assignment. Failure or refusal by one or more Owner(s) to execute a Consent to this Assignment shall not invalidate the Assignment for all Projects in which the Owner(s) execute(s) a Consent to this Assignment.

3. **Assumption**. Effective as of the Effective Date, and subject to the exception(s) identified in Section 2 above, Assignee hereby accepts all of Assignor's rights, title and interest in and to the Contracts, and assumes and agrees to pay, perform and observe each and every obligation, covenant, agreement and condition to be paid, performed or observed under the Contracts (and to the extent amended). Assignee agrees to be bound by each and all the terms and provisions of the Contracts, including the requirements for providing bonding, insurance and indemnification. Fees and expenses owed and billed to date under the name of Assignor as of the Effective Date of this Assignment shall be paid to Assignor. Future billings from Assignee after the Effective Date of this Assignment shall be paid to the Assignee.

IN WITNESS WHEREOF, the parties have executed this Assignment effective as of the Effective Date, as set forth below.

ASSIGNOR:

FLINT BUILDERS, INC.

By _____

Name: John Stump
Its: President

ASSIGNEE:

FLINT DESIGN BUILD, LLC dba FLINT

By _____

Name: John Stump
Its: President

EXHIBIT A

PROJECTS TO BE ASSIGNED

Flint Project No.	Project Name	Project Owner	Contracts	Owner Contract No.
2076	New Academic Support & Office Building at Las Positas College	Chabot-Las Positas Community College District	Lease-Leaseback Agreement, dated 5/20/2020; Site Lease, dated 6/16/2021; Facilities Lease, dated 6/16/2021	
2077	SJCC Career Education Complex	San Jose Evergreen Community College District	Agreement for Design-Build Preconstruction Services, dated 7/14/2020; Agreement for Design-Build Services, dated 11/21/2021	
2078	South Valley Middle School Campus Replacement	Gilroy Unified School District	Agreement for Pre-Construction Services, dated 9/18/2020; Construction Services Agreement, dated 6/11/2021; Site Lease, dated 6/11/2021; Sublease, dated 6/11/2021	
2079	Elk Grove High School	Elk Grove Unified School District	Lease-Leaseback Agreement, dated 2/24/2021; Site	

			Lease, dated 2/24/2021; Sublease, dated 2/24/2021	
2182	MHUSD Britton Middle School	Morgan Hill Unified School District	Agreement for Preliminary Services, dated 6/15/2021; Site Lease, dated 10/4/2022; Facilities Lease, dated 10/4/2022	
2185	Earl LeGette Elementary School	San Juan Unified School District	Facilities Lease Agreement, dated 10/12/2021; Site Lease, dated 10/12/2021	Modernization #127-9495-P1, New Construction #127-9512-P1
2289	Katherine Johnson Middle School New Construction	San Juan Unified School District	Facilities Lease Agreement, dated 4/19/2022; Site Lease, dated 4/19/2022	New Construction #055-9512-P1
2291	UAIC Tribal Office Renovation	United Auburn Indian Community	Agreement, dated 7/13/2022	
2292	Gavilan College Library & Student Resource Center	Gavilan Joint Community College District		
2293	Estancia High School Theater Project	Newport-Mesa Unified School District	Construction Services Agreement, Site Lease, Sublease	
2295	New District Office Roseville Joint Union High School District	Roseville Joint Union High School District		

Attachment #2

San Juan Unified School District
Facilities Business Department
5320 Hemlock Street, Sacramento, California 95841
Telephone 916- 971-7283
Internet Web Site: www.sanjuan.edu

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

Lease Amendment #04
Katherine Johnson Middle School New Construction
DSA App. # 02 - 120501/Facilities Lease Agreement# 207666
SJUSD Project # 055-9512-P1

Effective **January 1, 2023**, the Facilities Lease Agreement dated **April 19, 2022** between the San Juan Unified School District and **Flint Builders, Inc.** for the **Katherine Johnson Middle School New Construction** is amended as follows:

This amendment is to approve the assignment of the Facilities Lease Agreement and its obligations from Flint Builders, Inc. (Original Contractor Name) to their successor entity Flint Design Build, LLC dba FLINT, a separate legal entity, as that assignment is more fully set forth on attachment A.

Flint Design Build, LLC dba FLINT has a CA license #1085096 and DIR # PW-LR-1000991526.

The Facilities Lease Agreement is modified as follows:

A. Facilities Lease Agreement is between San Juan Unified School District and Flint Design Build, LLC, dba FLINT. Update the first paragraph:
THIS FACILITIES LEASE *("Facilities Lease"), made as of* ***April 19, 2022*** *("Effective Date"), is entered into by and between* ***Flint Design Build, LLC dba FLINT.****, a limited liability company, as sublessor (the "Entity"), and San Juan Unified School District, a school district duly organized and validly existing under the Constitution and laws of said State of California, as sub lessee (the "District").*

B. Section 1.1.4 Replace with: *"Entity" means* ***Flint Design Build, LLC dba FLINT.****, a limited liability duly organized and existing under the laws of the State of California duly licensed to do business in the State of California.*

C. Section 10.1 Update with:
To the Entity: ***Flint Design Build, LLC dba FLINT***
401 Derek Place
Roseville, CA 95678
Attention: John Stump, President

D. Exhibit D 'General Construction Terms and Conditions', update the first paragraph under Acknowledgements to:
The San Juan Unified School District (the "District") and ***Flint Design Build, LLC dba FLINT*** *(the "Entity") acknowledge the following as of the Effective Date of the Facilities Lease: April 19, 2022.*

As of December 31, 2022 Flint Builders, Inc. has been paid through PO # 207666 in the amount of $ 535,144. As of January 1, 2023 a remaining balance of $ 9,526,576 will be transferred to a new PO assigned to Flint Design Build, LLC dba Flint.

Original Total Base Rent Sum	$	70,000
Change by prior Amendment #_1-3_ PO 207666 - $ 535,144	$	9,991,720
Total Current Amendment # 4 PO 207666 (Flint Builders, Inc) - ($ 9,526,576) PO (Flint Design Build, LLC dba FLINT) - $ 9,526,576	$	-
Revised Total Base Rent Amount	$	10,061,720

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

San Juan Unified School District,
A school district organized and existing under the laws of the State of California

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

By:_____
Frank Camarda
Title: Chief Operations Officer

Flint Design Build, LLC dba FLINT
A Limited Liability Company

By:_____
John Stump
Title: President

Federal Tax Identification Number :
87-3520676

ASSIGNMENT AND ASSUMPTION AGREEMENT

THIS ASSIGNMENT AND ASSUMPTION AGREEMENT ("Assignment"), dated for reference purposes as of January 1, 2023, is made and entered into by Flint Builders, Inc., a California corporation ("Assignor") and Flint Design Build, LLC dba FLINT, a California limited liability company ("Assignee") with reference to the following:

RECITALS

A. Assignor has entered into prime construction contracts, pre-construction contracts, and/or site leases ("Contracts") for certain construction projects and works of improvements, all of which are identified in Exhibit A to this Assignment (and all Contracts are incorporated by reference into this Assignment as identified herein). All capitalized terms used herein without definition shall have the meaning ascribed to such terms in the Contracts.

B. Assignor is an active and duly licensed contractor with the California Contractors State License Board ("CSLB"), License Number 982487. Assignee is an active and duly licensed contractor with the CSLB, License Number 1085096.

C. Assignor and Assignee now desire to enter into this Assignment to provide for Assignor to assign to Assignee all of Assignor's rights, titles, duties, and interests in and to the Contracts, and for Assignee to assume all of Assignor's obligations and liabilities under the Contracts.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing recitals which are specifically incorporated into the body of this Assignment, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Assignor and Assignee agree as follows:

1. **Assignment**. Effective as of January 1, 2023, which is designated as the effective date of this Assignment (the "Effective Date"), Assignor hereby assigns, conveys and otherwise transfers to Assignee, all of Assignor's rights, title and interest in and to, and delegates to Assignee all of Assignor's obligations as contained in the Contracts for the Projects identified in Exhibit A.

2. **Contingency of Assignment.** For each particular Project (and the respective Contract(s) arising from each particular Project) identified in Exhibit A, this Assignment is contingent on and only effective upon the Owner(s) of each Project executing a Consent to this Assignment. Failure or refusal by one or more Owner(s) to execute a Consent to this Assignment shall not invalidate the Assignment for all Projects in which the Owner(s) execute(s) a Consent to this Assignment.

3. **Assumption**. Effective as of the Effective Date, and subject to the exception(s) identified in Section 2 above, Assignee hereby accepts all of Assignor's rights, title and interest in and to the Contracts, and assumes and agrees to pay, perform and observe each and every obligation, covenant, agreement and condition to be paid, performed or observed under the Contracts (and to the extent amended). Assignee agrees to be bound by each and all the terms and provisions of the Contracts, including the requirements for providing bonding, insurance and indemnification. Fees and expenses owed and billed to date under the name of Assignor as of the Effective Date of this Assignment shall be paid to Assignor. Future billings from Assignee after the Effective Date of this Assignment shall be paid to the Assignee.

IN WITNESS WHEREOF, the parties have executed this Assignment effective as of the Effective Date, as set forth below.

ASSIGNOR:

FLINT BUILDERS, INC.

By _____

Name: John Stump
Its: President

ASSIGNEE:

FLINT DESIGN BUILD, LLC dba FLINT

By _____

Name: John Stump
Its: President

EXHIBIT A

PROJECTS TO BE ASSIGNED

Flint Project No.	Project Name	Project Owner	Contracts	Owner Contract No.
2076	New Academic Support & Office Building at Las Positas College	Chabot-Las Positas Community College District	Lease-Leaseback Agreement, dated 5/20/2020; Site Lease, dated 6/16/2021; Facilities Lease, dated 6/16/2021	
2077	SJCC Career Education Complex	San Jose Evergreen Community College District	Agreement for Design-Build Preconstruction Services, dated 7/14/2020; Agreement for Design-Build Services, dated 11/21/2021	
2078	South Valley Middle School Campus Replacement	Gilroy Unified School District	Agreement for Pre-Construction Services, dated 9/18/2020; Construction Services Agreement, dated 6/11/2021; Site Lease, dated 6/11/2021; Sublease, dated 6/11/2021	
2079	Elk Grove High School	Elk Grove Unified School District	Lease-Leaseback Agreement, dated 2/24/2021; Site	

			Lease, dated 2/24/2021; Sublease, dated 2/24/2021	
2182	MHUSD Britton Middle School	Morgan Hill Unified School District	Agreement for Preliminary Services, dated 6/15/2021; Site Lease, dated 10/4/2022; Facilities Lease, dated 10/4/2022	
2185	Earl LeGette Elementary School	San Juan Unified School District	Facilities Lease Agreement, dated 10/12/2021; Site Lease, dated 10/12/2021	Modernization #127-9495-P1, New Construction #127-9512-P1
2289	Katherine Johnson Middle School New Construction	San Juan Unified School District	Facilities Lease Agreement, dated 4/19/2022; Site Lease, dated 4/19/2022	New Construction #055-9512-P1
2291	UAIC Tribal Office Renovation	United Auburn Indian Community	Agreement, dated 7/13/2022	
2292	Gavilan College Library & Student Resource Center	Gavilan Joint Community College District		
2293	Estancia High School Theater Project	Newport-Mesa Unified School District	Construction Services Agreement, Site Lease, Sublease	
2295	New District Office Roseville Joint Union High School District	Roseville Joint Union High School District		

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: H-16

MEETING DATE: 01/24/2023

SUBJECT: Certification of Absence: Paula Villescaz

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

DEPARTMENT: Administration

ACTION REQUESTED:
The board is asked to certify that the January 10, 2023, absence of Board Member Paula Villescaz occurred due to medical reasons.

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

ATTACHMENT(S):
N/A

BOARD COMMITTEE ACTION/COMMENT:
N/A

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 01/17/2023

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

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

APPROVED BY: Melissa Bassanelli, Superintendent of Schools MB

:sc

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: J-1

MEETING DATE: 01/24/2023

SUBJECT: Bond Program Update

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

DEPARTMENT: Facilities

ACTION REQUESTED:
The superintendent is recommending that the board receive an update on current construction projects for Bond Measures J, N and P.

RATIONALE/BACKGROUND:
In an effort to share progress, staff is presenting a report of projects that are in various states of progress.

ATTACHMENT(S):
A: Presentation

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 01/17/2023

FISCAL IMPACT:
Current Budget: $N/A
Additional Budget: $N/A
Funding Source: Measures J, N and P
(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: Nic Arps, Director, Facilities, Construction and Modernization NA

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

BOND PROGRAM UPDATE

JANUARY 24, 2023

1

TONIGHT'S ROAD MAP

- History & Past Projects
- Current & Completed Projects
- Furniture – Site Replacement
- Questions

2

2

MASTER PLAN PRIORITIES

HIGH SCHOOLS

- Stadium upgrades including all weather tracks and fields, restrooms and concessions
- Performing arts
- Science classrooms
- Outdoor spaces
- 21st century learning classrooms
- Air conditioning in gymnasiums

MIDDLE SCHOOLS

- Gymnasiums and locker rooms
- Expand cafeterias
- Performing arts
- Playfields
- Science classrooms

K-8 SCHOOLS

- Addition of gymnasiums & locker rooms
- Creation of seven-to-eight wings
- Replacement of portables with permanent classrooms
- Field upgrades

Elementary Schools

- Replacement of portables with permanent classrooms
- Multipurpose buildings
- Upgrades to HVAC
- Parking drop-off improvements
- Security & fencing
- Library upgrades

3

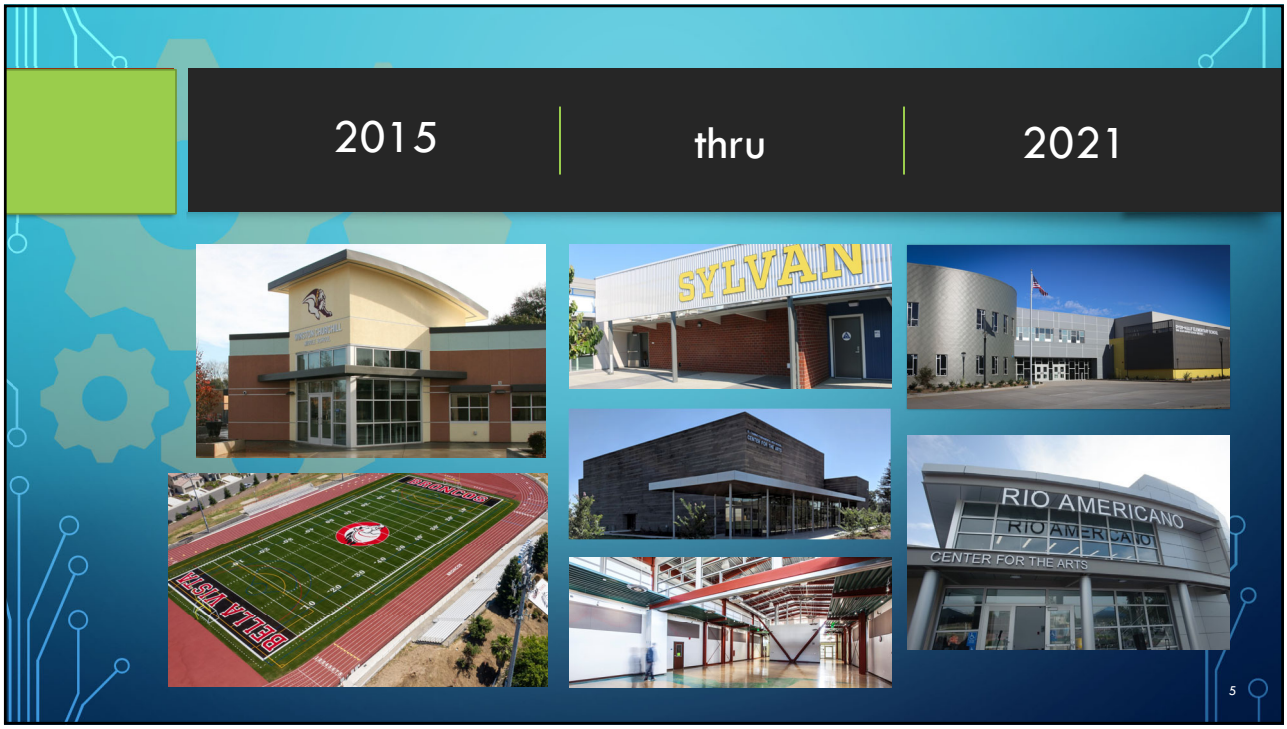
3



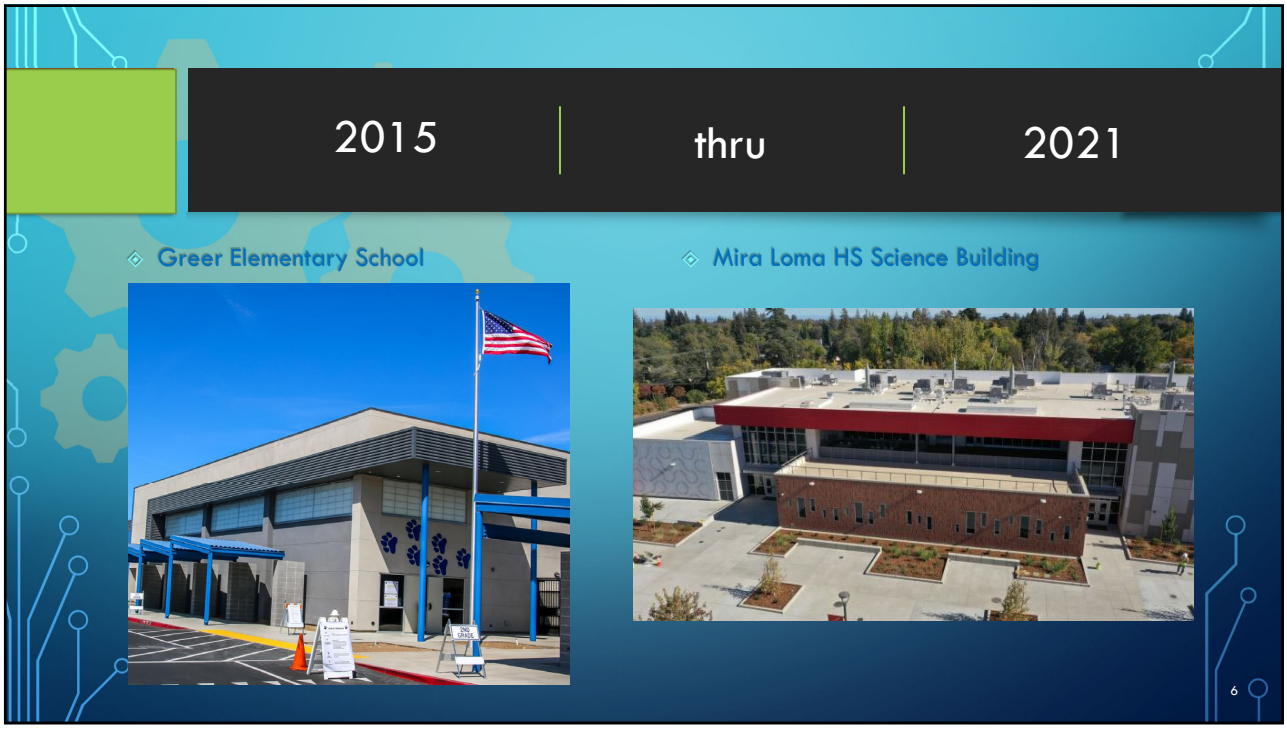
FACILITIES PROCESS

4

4


2015
thru
2021
SYLVAN
RIO AMERICANO
RIO AMERICANO
CENTER FOR THE ARTS
BELLA VISTA
5

5


2015
thru
2021
Greer Elementary School
Mira Loma HS Science Building
6

6

2015 | thru | 2021

- Casa Roble Fundamental HS Student Union



- Del Paso Manor Elementary School



7

7

2015 | thru | 2021

- Del Campo High School Science Building



- Arden Middle School



8

8

2015 | thru | 2021

- Littlejohn Site (California Montessori)



- Winterstein Site (Gateway Charter)



9

9

JOHN BARRETT MIDDLE SCHOOL – NEW/MOD





10

10

EARL LEGETTE ELEMENTARY SCHOOL - NEW/MOD





11

11

MESA VERDE HIGH SCHOOL – STADIUM PROJECT





12

12

RIO AMERICANO HIGH SCHOOL – CTE MOD





13

13

STARR KING K-8 SCHOOL – TK/KINDER WING





14

14

TRANSPORTATION YARD – BUS CHARGERS



15

15

I.T. PROJECTS | M&O Projects | Misc. Projects

- Wireless Upgrades
- UPS Upgrade

- Will Rogers MS Light Mod
- Howe Avenue ES Light Mod
- Lichen K-8 Light Mod
- HVAC Controls Upgrades

- Casa Roble Fundamental High School Tennis Court Replacement
- Mira Loma High School Tennis Court Replacement
- Laurel Ruff School Roof
- Oakview Elementary School Roof

16

16

UNDER CONSTRUCTION

Arcade Fundamental Middle School

New Campus



17

17

UNDER CONSTRUCTION

Katherine Johnson Middle School Modernization



18

18

UNDER CONSTRUCTION

- Thomas Coleman Elementary School (CMP)
- Mariemont Elementary School
- Encina Prep. High School Adult Education Temp Campus

19

19

FURNITURE REPLACEMENT

K-8 & Middle Schools

Kingswood
Edison
Lichen
Will Rogers
Gold River

Elementary Schools

Arlington
Grand Oaks
Coyle
Howe
10 new TK Classrooms

20

20

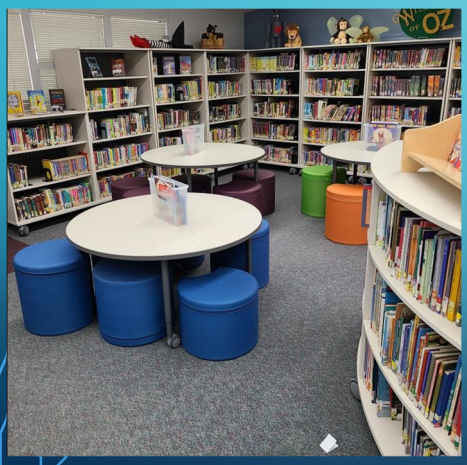


21



22

LIBRARY UPGRADE









23

23

HUMAN RESOURCES UPGRADE





24

24


QUESTIONS?
Latest project updates can be found at
www.sanjuan.edu/constructionnews
25

25

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: J-2

MEETING DATE: 01/24/2023

SUBJECT: Government Affairs Update: Strengthening Relationships with External Decision-Makers and Communicating Impacts of Policy

DEPARTMENT: Labor Relations and Government Affairs

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

ACTION REQUESTED:
The superintendent is recommending that the board receive an informational presentation on the goals for San Juan Unified's Government Affairs program, significant K-12 legislation taking effect in 2023, and an overview of state education policy and budget matters to monitor during the current legislative cycle.

RATIONALE/BACKGROUND:
The purpose of multi-year strategies for government affairs is to advance the interests of San Juan Unified students, staff, and families by building collaborative relationships with federal, state and local elected leaders, agencies, and other decision-makers whose partnerships and support are necessary to foster student achievement.

During the 2022 legislative cycle, approximately 105 bills pertaining to K-12 education were passed by the state legislature and signed by the governor. This informational presentation will highlight several new laws with a direct connection to topics of ongoing interest to the Board of Education including Career Technical Education (CTE) programs, graduation requirements, the educator workforce shortage, school safety, and more.

This informational presentation will also provide an overview of Gov. Gavin Newsom's January 10, 2023, state budget proposal and connect key components to ongoing, strategic initiatives in San Juan Unified schools.

ATTACHMENT(S):
A: Presentation

BOARD COMMITTEE ACTION/COMMENT:
N/A

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 01/09/2023, 01/17/2023

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: Daniel Thigpen, Executive Director, Labor Relations and Government Affairs DT

APPROVED BY: Melissa Bassanelli, Superintendent of Schools MB

Government Affairs Update

Strengthening Relationships with External Decision-Makers and Communicating Impacts of Policy

January 24, 2023

1

San Juan Unified School District

Today's purpose:

- Goals for Government Affairs in San Juan Unified
- Snapshot of major new legislation taking effect
- Issues to watch in 2023





2

San Juan Unified School District

Our "why" for Government Affairs:

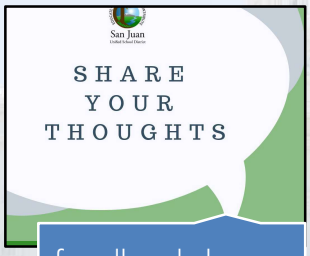




3

San Juan Unified School District

Government Affairs focus areas:



feedback loops



relationships

4

San Juan Unified School District

2022 highlights:

- State budget and historic investments
  - 13.26% increase to base funding
  - Average Daily Attendance/declining enrollment relief
  - One-time learning acceleration investments
    - San Juan Unified highlight: Camp Winthers & Career Technical Education investments

- Ambitious, "whole-child" investments
  - Transitional Kindergarten
  - Universal Meals
  - Community Schools

5

New laws taking effect in 2023

105 K-12 education bills passed/signed by governor



6

Assembly Bill (AB) 185 (budget trailer bill)

- *Topic: Graduation Requirements*
- Summary: Extends to July 1, 2027, authorization to complete Career Technical Education (CTE) course in lieu of arts or foreign language requirement.

Senate Bill (SB) 532 (Caballero)

- *Topic: Graduation Requirements*
- Summary: Expands rights of foster youth, homeless youth, and other vulnerable students to be exempted from local graduation requirements.

7

San Juan Unified School District

AB 1923 (Mathis)

- *Topic: Career Technical Education*
- Summary: Requires State Superintendent of Public Instruction to prioritize new partnership academy proposals based on district's unduplicated pupils/pupils from historically underrepresented in CTE or STEM programs/professions.

SB 955 (Leyva)

- *Topic: Civics Education*
- Summary: Allows students in grades 6-12 to have one excused absence per year to participate in civic/political event/voting (with advance notice).

8

San Juan Unified School District

Workforce shortage

- *AB 1876: emergency career substitute teaching permits*
  - New flexibilities on employment verification.
- *SB 1397: emergency teaching permits*
  - Waives skills proficiency requirement through July 1, 2024.
- *SB 1487: survey, teacher resignations*
  - State must create (optional) survey by July 1, 2023, for school districts.

9

San Juan Unified School District

AB 2072 (Gabriel)

- *Topic: Mental Health*
- Summary: Requires County Offices of Education to plan for rapid deployment of mental health professionals after natural disaster/traumatic event.

AB 58 (Salas)

- *Topic: Mental Health*
- Summary: Requires district to review and update its suicide prevention training plan and materials by July 1, 2025.

10

San Juan Unified School District

AB 452 (Friedman)

- *Topic: School Safety*
- Summary: Requires district to annually inform families of safe firearm storage laws.

SB 1479 (Pan)

- *Topic: Health and Safety*
- Summary: Requires district to maintain and publicly post COVID-19 testing plan.

11

San Juan Unified School District

Governor's January Budget Proposal

- Starting point for lawmaker negotiations
- Despite budget shortfall, K-12 investments largely avoid cuts
- Proposed 8.13% Cost of Living Adjustment (COLA)
- Biggest programs maintained:
  - Learning Recovery, Expanded Learning Opportunities, Transitional Kindergarten, Universal Meals, Educator Workforce, and more.

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San Juan Unified School District

2023 issues on horizon

- Sustainability of learning recovery investments
- Student and staff mental health supports
- Transitional Kindergarten expansion
- Developing the educator workforce
- New legislators in Capitol

13

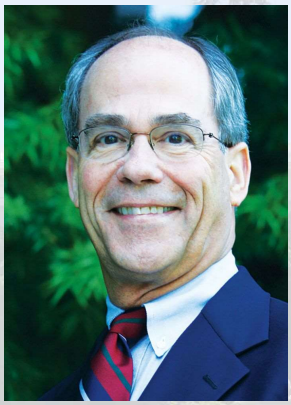
San Juan Unified delegation



Kevin McCarty
Assembly District 6



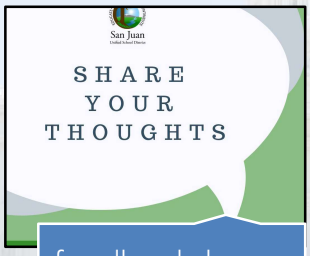
Josh Hoover
Assembly District 7



Roger Niello
Senate District 6

14

Next steps for San Juan Unified



feedback loops



relationships

15

Government Affairs Update

Strengthening Relationships with External Decision-Makers and Communicating Impacts of Policy

January 24, 2023

16

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: J-3

MEETING DATE: 01/24/2023

SUBJECT: Public Hearing: Conveyance of Easement at John Barrett Middle School

DEPARTMENT: Facilities

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

ACTION REQUESTED:
The superintendent is recommending the board call a public hearing in order to solicit public comments and adopt Resolution No. 4058 declaring the conveyance of a permanent easement at John Barrett Middle School to the County of Sacramento.

RATIONALE/BACKGROUND:
The County of Sacramento is requesting the granting of a permanent easement at the John Barrett Middle School site. This easement is necessary for the purpose of public facilities and public utilities.

ATTACHMENT(S):
A: Resolution No. 4058
B: County of Sacramento Proposed Easement Agreement

PREVIOUS STAFF/BOARD ACTION:
Board of Education: 12/13/2022
Superintendent's Cabinet: 12/05/2022, 01/17/2023

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: Nicholas Arps, Director, Facilities, Construction and Modernization NA

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

RESOLUTION NO. 4058

RESOLUTION BY THE SAN JUAN UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

RESOLUTION CONVEYING EASEMENT IN REAL PROPERTY TO COUNTY OF SACRAMENTO

WHEREAS, San Juan Unified School District ("District") owns real property located at 4243 Barrett, Carmichael, California, in the County of Sacramento, State of California, bearing Assessor's Parcel Number (APN) 245-0280-003;

WHEREAS, Sacramento County ("County") has requested that the District convey to County, Public Utilities and Public Facilities Easement ("Easement") for right of way purposes, over an area real property on APN (245-0280-003) of approximately 0.159 acres +/-, as generally described and depicted in Attachment B ("Easement Area");

WHEREAS, the purpose of the Easement is for County to construct, reconstruct, repair and forever maintain an easement for a public facilities and public utilities; and

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

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

WHEREAS, pursuant to Education Code section 17557, et seq., the District adopted a Resolution of Intention to Convey Easements at its meeting of December 13, 2022, published and posted such Resolution as prescribed, and thereafter held a public hearing on such conveyance on January 24, 2023; and

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

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

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

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

Section 3 Execution of Easement Deed. The Secretary of Board of Education of the District is hereby authorized to execute an easement deed or deeds for the conveyance of the Easement to County of Sacramento on behalf of the District, subject to such changes to the terms of the easement deed or deeds as may be necessary or appropriate to carry out the provisions of this authorizing Resolution.

The foregoing Resolution was adopted by the San Juan Unified School District Board of Education at a meeting of the Board on January 24, 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Zima Creason, President
San Juan Unified School District
Board of Education

Attest:

Steve Miller, Clerk
San Juan Unified School District
Board of Education

WHEN RECORDED RETURN TO:

REAL ESTATE DIVISION
COUNTY OF SACRAMENTO
3711 Branch Center Road
Sacramento, CA 95827
Mail Code 63-002

No Fee Document - Per Government Code 27383
No Document Transfer Tax - Per R & T Code 11922

Okay to Accept By Signature/Date: _____

Print Name & Dept: _____

APN: 245 - 0280 - 003

Project Name & Dept: 4243 BARRETT ROAD– SIPS/DOT

THIS SPACE FOR RECORDER'S USE ONLY

EASEMENT FOR PUBLIC UTILITIES AND PUBLIC FACILITIES

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

do(es) hereby grant to the County of Sacramento, a political subdivision of the State of California, (hereinafter referred to as "County"), an Easement for Public Utilities including but not limited to water, sewer, gas and drainage pipes, poles, overhead lines, telephone, cable TV, underground power and other appurtenances as County may deem necessary, an Easement for Landscaping for the purpose of planting and maintaining landscaping and other incidental purposes as deemed necessary by the County, an Easement for Sidewalk for the installation and maintenance of a sidewalk or walkway, together with any appurtenances pertaining thereto, an Easement for Traffic Signal Facilities, together with any appurtenances pertaining thereto and an Easement for Street Lighting Facilities, including foundations, standards, conduit and any and all appurtenances pertaining thereto, together with the right to construct, reconstruct, operate and maintain all of the aforementioned, over, across, through and under that certain property in the County of Sacramento, State of California, described as follows:

See Exhibits "A" and "B" attached hereto and made a part hereof.

Together with the perpetual right of ingress to and egress from said property, for the purpose of exercising and performing all of the rights and privileges herein granted.

[Signature page follows]

LOG No. _____

[Signature page to Easement for Public Utilities and Public Facilities]

Warrant of Signature Authority. The Grantor warrants the signature appearing on this instrument of real property (i.e. Easement Deed, Grant Deed, Quit Claim Deed) has the legal and requisite signatory authority for the conveyance of Grantor's real property interest. Further, the Parties acknowledge and agree that this Grantee, which is a public entity, is relying on said Warrant of Signature Authority when accepting this real property instrument for recordation.

Dated this _____ day of _____, 22____

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

_____
Signed

_____
Title

CALIFORNIA ALL-PURPOSE 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 _____)

COUNTY OF _____)

On _____ before me, _____, notary public,
date name of notary officer

personally appeared _____,
name(s) of signer(s)

_____,

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.

_____
Signature of Notary

----------**OPTIONAL SECTION**----------

CAPACITY CLAIMED BY SIGNER

Though statute does not require the Notary to fill in the data below, doing so may prove invaluable to persons relying on the document.

☐ INDIVIDUAL
☐ CORPORATE OFFICER(S)

_____
Title(s)
☐ PARTNER(S) ☐ LIMITED
☐ GENERAL

☐ ATTORNEY-IN-FACT
☐ TRUSTEE(S)
☐ GUARDIAN/CONSERVATOR
☐ OTHER: _____

_____

_____

SIGNER IS REPRESENTING:
Name of Person(s) or entity(ies)

_____

_____

OPTIONAL SECTION:

DATA REQUESTED HERE IS NOT REQUIRED BY LAW.

TITLE OR TYPE OF DOCUMENT: _____

NUMBER OF PAGES _____ DATE _____

SIGNER(S) OTHER THAN NAMED ABOVE _____

****

CERTIFICATE OF ACCEPTANCE

This is to certify that the interest in real property conveyed by the within deed, the provisions of which are incorporated by this reference as though fully set forth in this Certification, to the County of Sacramento, a political subdivision of the State of California, is hereby accepted by the undersigned officer pursuant to authority conferred by Resolution No. 2011-0011 of the Board of Supervisors of said County adopted on January 11, 2011, and the Grantee consents to recordation thereof by its duly authorized officer.

_____ _____
Director of General Services Date

****

EXHIBIT A

EASEMENT FOR PUBLIC UTILITIES AND PUBLIC FACILITIES

DESCRIPTION

AN EASEMENT FOR PUBLIC UTILITIES AND PUBLIC FACILITIES, LOCATED WITHIN THAT CERTAIN JOHN BARRETT SCHOOL TRACT OF LAND DEPICTED ON THAT CERTAIN MAP OF BARRETT HIGHLANDS, FILED IN BOOK 209 OF MAPS, AT PAGE 12, OFFICIAL RECORDS OF SACRAMENTO COUNTY, LOCATED WITHIN THE WEST HALF OF THE SOUTHWEST ONE QUARTER OF SECTION 10, TOWNSHIP 9 NORTH, RANGE 6 EAST, M.D.M., IN THE UNINCORPORATED AREA OF SACRAMENTO COUNTY, STATE OF CALIFORNIA, BEING MORE CLEARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE SOUTH LINE OF THE BARRETT SCHOOL PROPERTY AS DEPICTED ON SAID MAP, ALSO BEING THE SOUTH LINE OF SECTION 10, SAID POINT WHICH BEARS SOUTH 87°06'45" WEST, 20.00 FEET FROM THE SOUTHEAST CORNER OF BARRETT SCHOOL, BEING A POINT ON THE CENTERLINE OF BARRETT ROAD, A 40' WIDE ROAD; THENCE FROM SAID **POINT OF BEGINNING**, THE BOUNDS OF THIS EASEMENT IS DESCRIBED AS THE FOLLOWING FOUR (4) COURSES:

1. ALONG THE SOUTH LINE OF THE BARRETT SCHOOL PROPERTY AS DEPICTED ON SAID MAP FILED IN BOOK 209 OF RECORD MAPS, AT PAGE 12, ALSO BEING THE SOUTH LINE OF SECTION 10, TOWNSHIP 9 NORTH, RANGE 6 EAST, M.D.M., SOUTH 87°06'45" WEST, 7.00 FEET;
2. LEAVING THE SOUTH LINE OF SAID BARRETT SCHOOL PROPERTY, NORTH 02°47'51" WEST, 988.58 FEET, TO THE NORTH LINE OF SAID BARRETT SCHOOL PROPERTY;
3. ALONG THE NORTH LINE OF SAID BARRETT SCHOOL PROPERTY, NORTH 87°07'20" EAST, 7.00 FEET;
4. LEAVING THE NORTH LINE OF SAID BARRETT SCHOOL PROPERTY, SOUTH 02°47'51" EAST, 988.58 FEET, TO THE **POINT OF BEGINNING**.

THE DESCRIBED EASEMENT CONTAINS 6,920.05 SQUARE FEET (0.159 ACRES).

BASIS OF BEARING FOR THIS DESCRIPTION IS IDENTICAL TO THE PLAT OF BARRETT HIGHLANDS, FILED IN BOOK 209 OF RECORD MAPS AT PAGE 12, 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.

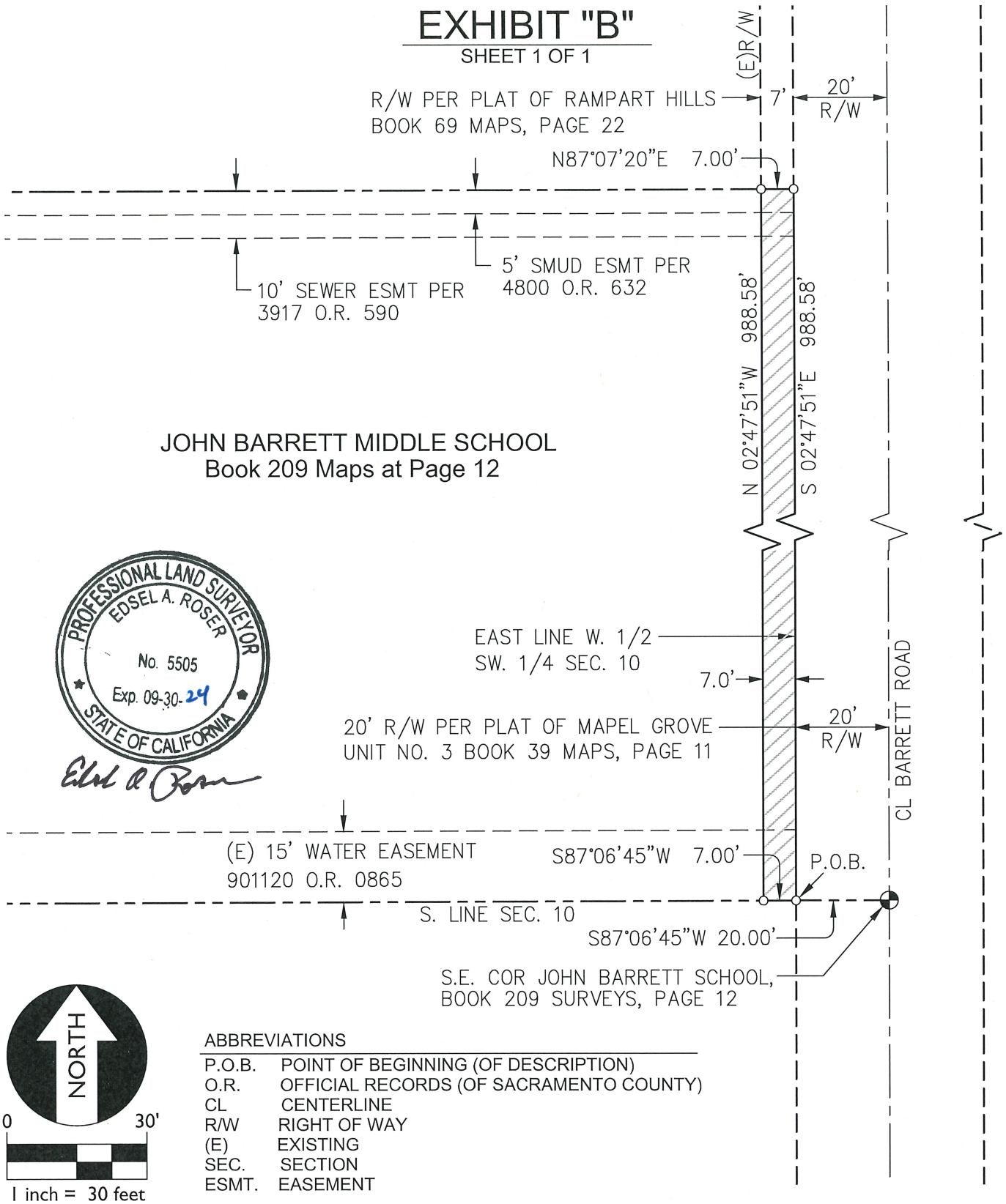
Edsel A. Roser, PLS #5505

11/7/2022
Date



EXHIBIT "B"

SHEET 1 OF 1



PROFESSIONAL LAND SURVEYOR
EDSEL A. ROSER
No. 5505
Exp. 09-30-24
STATE OF CALIFORNIA

Edsel A Roser

NORTH

0 30'

1 inch = 30 feet

ABBREVIATIONS

P.O.B.	POINT OF BEGINNING (OF DESCRIPTION)
O.R.	OFFICIAL RECORDS (OF SACRAMENTO COUNTY)
CL	CENTERLINE
R/W	RIGHT OF WAY
(E)	EXISTING
SEC.	SECTION
ESMT.	EASEMENT

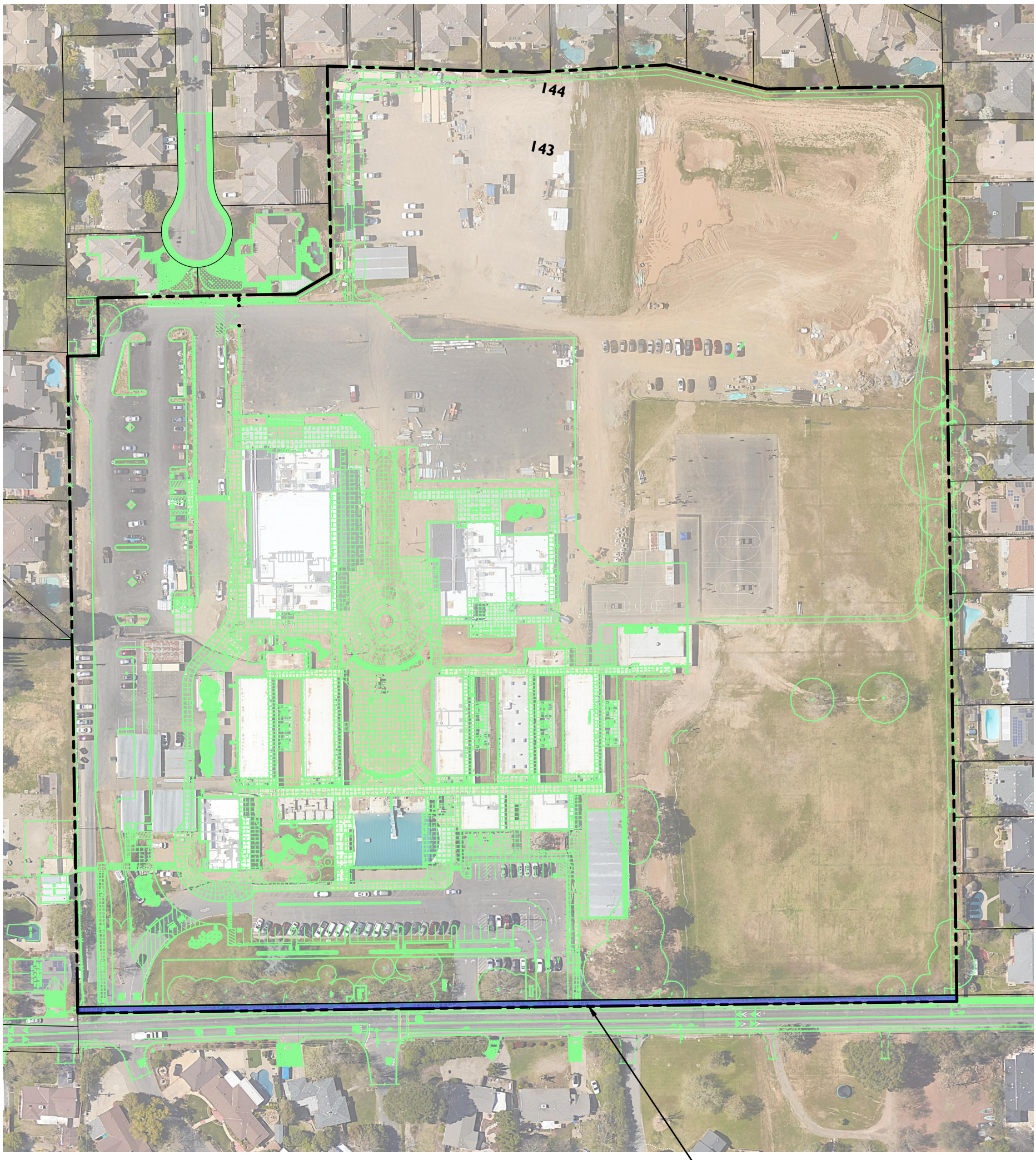
WARREN CONSULTING ENGINEERS, INC.
1117 WINDFIELD WAY, SUITE 110
EL DORADO HILLS, CA 95762 | (916) 985-1870

PLAT OF SUBJECT PROPERTY

EASEMENT FOR PUBLIC FACILITIES AND PUBLIC UTILITIES

RELATED PROJECT:	JOB NO.	SHEET
JOHN BARRETT MIDDLE SCHOOL	19-080	1 OF 1
CARMICHAEL, CA	DATE: 11/3/2022	SCALE: 1"=30'

FILENAME: I:\19-080\CIVIL\EASEMENTS\PUPF EASEMENT\19-080-ESMT-PUPF1.DWG SAVE DATE: October 3, 2022 PRINTED: 11.3.2022



0
1 inch = 120 feet
120'
NORTH

WARREN CONSULTING ENGINEERS, INC.
1117 WINDFIELD WAY, SUITE 110
EL DORADO HILLS, CA 95762 | (916) 985-1870

Title: EASEMENT EXHIBIT

Project:
JOHN BARRETT MIDDLE SCHOOL
SAN JUAN UNIFIED SCHOOL DISTRICT

Ref: N/A

Job No: 19-080

Scale: 1" = 120'-0"

Date: 11-18-2022

Exhibit: C1

SAN JUAN UNIFIED SCHOOL DISTRICT
TENTATIVE BOARD AGENDA ITEMS
2022-2023

FEBRUARY 14

Equity Update – R	Calvin
Public Hearing: Camp Winthers Fee Increase – D	Schnepp
Mid-Year LCAP Update 2022-2023 – R	Tornatore
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
Expanded Learning Opportunities Update (Secondary) – R	Schnepp
Camp Winthers Fee Increase – A [Discussed 02/14/23]	Schnepp
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
Enrollment/Attendance – R	Stahlheber
2023 CSBA Delegate Assembly Election – A	Board
*Consolidated Application, Winter Report 2023 (Part II) – A	Calvin
*Governance Handbook – A [Discussed 01/24/23]	Allen

MARCH 28

Expanded Learning Opportunities Update (Elementary) – R	Townsend-Snider
District K-12 Mathematics Update – R	Schnepp
*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
Early Childhood Education Update – R	Townsend-Snider
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

sc: updated 1/18/2023 10:56 AM

Recognition: National Speech Pathologist Day (May 18) – A	Calvin
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
Innovative Schools Update – R	Townsend-Snider
*Head Start/Early Head Start Contract Resolution FY 2023-2024 – A	Townsend-Snider

JUNE 13

Public Hearing: LCAP – D	Tornatore
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	Tornatore
LCAP – A [Public Hearing 06/13/23]	Tornatore
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