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

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

COVID-19 PUBLIC PARTICIPATION GUIDELINES

Please be advised the Board of Education meeting will be conducted telephonically only.

NOTICE is hereby given that a **telephonic** meeting of the Board of Education of the San Juan Unified School District is hereby called by the board president, and will be held at **6:30 p.m.**, on Tuesday, **October 27, 2020**. The district is taking all necessary steps to prevent and mitigate the effects of COVID-19 on our community. Therefore, in the interest of public health, in compliance with California Governor Gavin Newsom's Executive Orders N-25-20 and N-35-20, the California State Public Health Officer's Order that included social-distancing guidelines and avoiding group gatherings, the Order issued by the Sacramento County Health Officer, directing all individuals to stay at home or at their residence and prohibiting all non-essential gatherings of any number, and all applicable provisions of federal and state law, this Board of Education meeting will be held telephonically. Staff and others presenting at the meeting will be calling in via the Zoom video conferencing platform from separate locations.

Given the above-identified orders and the need to ensure the health and safety of the staff and the public as a whole, **physical attendance by the public cannot be accommodated;** however, the district is making significant efforts to ensure public participation during this Board of Education meeting, and has taken the following steps to assist the public in accessing the meeting:

1. Online Submission of Public Comment. Public comments may be submitted using the comment form located on the district website at http://www.sanjuan.edu/boardmeeting. If you wish to submit a public comment on more than one agenda item, please submit a separate form for each item on which you are commenting. Comments received by 6:00 p.m., on October 27, 2020, will be provided to the members of the board in writing prior to the meeting. Comments received after 6:00 p.m., on October 27, 2020, may be read on the record during this meeting.

   All public comments will be limited to two (2) minutes or approximately 1,500 characters. Any portion of a comment extending past two (2) minutes or the approximate 1,500-character limit may not be read aloud due to time restrictions. All written comments that are not read into the record will be provided to the board members for review, provided that such comments are received prior to the end of the meeting. Please be aware that written public comments, including your name, may become public information.

   Under the Ralph M. Brown Act, the board is unable to respond to any individual comments or questions regarding items not on the agenda; however, the board listens carefully to all public comments and appreciates community input and participation.

2. Zoom Video Conferencing. Members of the public can make public comments via the Zoom conferencing platform. Members of the public can access Zoom from a computer, mobile device or tablet at http://www.sanjuan.edu/boardmeeting. All public comments will be limited to two (2) minutes.

3. Translation/Interpretation. Translation and interpretation services will be made available upon request with advance notice. If you wish to utilize these services, please notify the district at (916) 971-7111, or stephanie.cunningham@sanjuan.edu by noon on October 26, 2020. This allows for the scheduling of appropriate translation staff and other resources.

4. Disability Accommodations. 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.

Thank you in advance for your cooperation. Our community's health and safety is our highest priority. The business to be considered at this board meeting is on the following agenda:

A. OPEN SESSION/CALL TO ORDER/ANNOUNCEMENT OF CLOSED SESSION TOPICS – 5:15 p.m.

1. Visitor Comments (for closed session agenda item 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.

B. CLOSED SESSION – 5:20 p.m.

1. Conference with Legal Counsel – Existing Litigation pursuant to Government Code section 54956.9(d)(1).
   Name of Case: Kincaid v. San Juan Unified School District, Sacramento Superior Court Case No. 34-2020-00286475.

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

D. APPROVAL OF THE MINUTES – October 13, 2020, regular meeting, pages 2276-2281.

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

1. Recognition

a. School Psychology Awareness Week (Calvin)
   Action: Adoption of Resolution No. A-397 proclaiming the week of November 9-13 as School Psychology Awareness 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)

F. VISITOR COMMENTS – 6:45 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.

G. CONSENT CALENDAR – G-1/G-6 – 7:15 p.m.

Action: The administration recommends that the consent calendar, G-1 through G-6, 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 and separations.

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

3. *Business/Financial Report – notices of completion and warrants and payroll.

4. Acceptance of the following gifts:
   Encina Preparatory High School: from Point West Rotary Club Foundation: $14,950.
   Family and Community Engagement: from Heights Church – for 650 headsets with microphones for K-3 students at Arlington Heights, Cambridge Heights, Carriage, Grand Oaks, Kingswood, Lichen, Skycrest and Woodside schools: $11,700.
   Greer Elementary School: from Point West Rotary Club Foundation – for childcare technology support for distance learning: $4,000; for distance learning educational prizes through Amazon: $3,000.
   Pershing Elementary School: from Joy Mathers – for books related to cultural diversity, inclusion and resilience, 3 infrared thermometers and 3 cases of copy paper: $370.95
   Winston Churchill Middle School: from 99 Cent Only Store #176 – for cups, plates, napkins and other various party supplies: $4,000.

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

6. *Approval of revisions to the following board policies: Board Policy 1312.3 Uniform Complaint Procedures, Board Policy 4119.1 Employee Sexual Harassment, Board Policy 5145.7 Student Sexual Harassment and Board Policy 5131.2 Bullying. (Discussed: 10/13/2020).

*Material provided.

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

I. BUSINESS ITEMS

1. Independent Study and TK-8 Homeschool Update – 7:20 p.m. (Messer)
Material provided.

Report: regarding an update on the district's Independent Study and TK-8 Homeschool programs.

2. Encina Middle School Development Update – 7:50 p.m. (Shoemake)
Material provided.

Report: regarding an update on the development of the Encina Middle School redesign.

3. New Board Policy 0415 - Equity – 8:20 p.m. (Calvin)
Material provided.

Discussion: regarding newly proposed Board Policy 0415, which pertains to equity. Action anticipated: 11/17/2020.

4. PARS Supplementary Retirement Plan – 8:30 p.m. (Oropallo)
Material provided.

Action: The superintendent is recommending that the board adopt Resolution No. 3010 approving the Public Agency Retirement Services (PARS) supplementary retirement plan for certificated non-management, certificated management, classified non-management, classified management and confidential employees.

5. Variable Term Waivers – 8:35 p.m. (Oropallo)
Material provided.

Action: The superintendent is recommending that the board approve the submission of seven Variable Term Waivers to the California Commission on Teacher Credentialing.

6. Assignment of Teachers Outside Regular Base Credential – 8:40 p.m. (Oropallo)
Material provided.

Action: The superintendent is recommending that the board adopt Resolution No. 3011 authorizing the assignment of certificated employees to areas outside their authorized credential during the 2020-2021 school year per Education Code sections 44256(b), 44258.2, 44263 and 44865.

7. District Committee Members Code of Conduct – 8:45 p.m. (Kern)
Material provided.

Discussion: regarding establishing a code of conduct policy for all committee members and a districtwide policy on the use of social media.

J. BOARD REPORTS – 8:55 p.m.

K. FUTURE AGENDA – 9:05 p.m.
The board may wish to identify items to be discussed at future meetings and the reasons therefore.

L. VISITOR COMMENTS – 9:10 p.m.

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

M. ADJOURNMENT – 9:15 p.m.

The Board of Education welcomes and encourages the public's participation at the board meetings and has devoted time

throughout the meeting for that purpose. You may comment on items included on this agenda; however, we ask that you limit your comments to two (2) minutes, so that as many people as possible may be heard (Education Code section 35145.5, Government Code section 54954.3). When an item indicates "material provided," the additional information is available prior to the meeting in the Information and Communication Office, 3738 Walnut Avenue, Carmichael, (916) 979-8281, or on the district website at www.sanjuan.edu.

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

NOTE: The times indicated are approximate.

Mission Statement

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

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

Board of Education Minutes
October 13, 2020

Regular Meeting
Board of Education
4:45 p.m.

Call to Order (A)
The October 13 regular meeting was called to order by the president, Paula Villescaz. The board met in-person at the district office, safely physically distanced as allowed with Sacramento County's shift into the red, or substantial, tier of the state's COVID-19 risk monitoring system and aligned to state and local health guidelines. Presenters participated via the Zoom platform and were not present in the board room. Public attendance was provided via the Zoom platform as well as a live stream on the district's YouTube channel.

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

Recess: Closed Session (B)
The meeting was immediately recessed, with the board convening in closed session to consider a student enrollment in one case; to discuss with negotiator Jim Shoemake, Assistant Superintendent, Schools and Labor Relations, regarding CSEA Chapter 127 General/Operations support, Chauffeurs/Teamsters Local No. 150 Transportation, Supervisors, Teachers and Certificated Supervisory units; and regarding non-represented groups: management and confidential units (Government Code section 54957.6); and to conference with legal counsel regarding potential litigation pursuant to government code section 54956.9(d)(2)49070, significant exposure to litigation pursuant to paragraph 2 of Government Code section 54956.9(e) one case related to threatened California Voting Rights Act ("CVRA") action: Attorney Scott Rafferty alleges the district's at-large election method violates the CVRA and that the district is required to immediately take steps to make the transition to by-trustee area elections.

Reconvene Open Session/Pledge of Allegiance (C)
At 6:30 p.m., four members of the Casa Roble Fundamental High School Air Force Jr. ROTC virtually led the group in the Pledge of Allegiance. Ms. Villescaz then explained the two methods (electronically or on Zoom) available to submit public comments for tonight's meeting.

Minutes Approved (D)
It was moved by Mr. Hernandez, seconded by Ms. Creason, that the minutes of the September 22 regular meeting be approved. MOTION CARRIED UNANIMOUSLY [Villescaz, McKibbin, Creason, Costa, Hernandez].

Recognition: Week of the School Administrator (E-1)
It was moved by Ms. Costa, seconded by Dr. McKibbin, to adopt Resolution No. A-396 proclaiming the week of October 11-17 as the Week of the School Administrator. MOTION CARRIED UNANIMOUSLY [Villescaz, McKibbin, Creason, Costa, Hernandez].

High School Student Council Reports (E-2)
High School Student Council representatives Emily Wahl from El Camino Fundamental High School and Katy Moran from Casa Roble Fundamental High School updated the board on the goals, activities and achievements at their respective schools.

Employee Organizations (E-5)
San Juan Teachers Association (SJTA) President Bill Simmons spoke about the physical reopening of schools and the return to in-person instruction.

Closed Session/Expulsion Actions (E-7)
Ms. Creason reported that the board voted unanimously to accept a hearing panel's recommendation in one enrollment in case number OM-01.

Visitor Comments (F)
[via Zoom]:
Tom Nelson spoke about his removal as the chair of the Local Control and Accountability Plan Parent Advisory Committee (LCAP PAC).

Tracy Kliewer expressed support for all students having the option to return to in-person learning.

Christina Aguilar spoke regarding youth mental health supports.

Jeremy Walley expressed concerns regarding distance learning and special education.

Dure Shahwar Naveed expressed support for distance learning.

Jacqueline Shields spoke about special education and parents having choice.

Margo Frost shared information regarding a student absence notice.

Warda Ali spoke about student mental health and an upcoming town hall regarding mental health.

[via electronic comment form, and read aloud by Trent Allen, Senior Director of Community Relations]:
Juan Yniguez made comments about the LCAP PAC and by-district elections.

Scott Raffety made comments regarding board elections.

Magali Kincaid expressed support for neighborhood elections and adding additional board members.

Heather inquired if students will be given the same safety precautions in their classrooms as board members have in the board room.

Kenneth Firl supports keeping open elections and not changing to neighborhood elections.

Christian Pompa made comments about the role of teachers during distance learning.

Ramona Landeros supports by-area elections and increasing the size of the board to seven members.

Consent Calendar Approved (G-1/G-7)
It was moved by Dr. McKibbin, seconded by Ms. Creason, that the consent calendar items G-1 through G-7 be approved. MOTION CARRIED UNANIMOUSLY [Villescaz, McKibbin, Creason, Costa, Hernandez].

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

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

Business/Financial Report (G-3)
Notices of completion — approved as submitted.

Gifts (E-4)
Acceptance of gifts to Earl LeGette Elementary School, Howe Avenue Elementary, Laurel Ruff Transition School and McKinney-Vento Program.

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

SJUSD Use of Facilities and Grounds Handbook and Fees (G-6)
Approval of the revisions to the SJUSD Use of Facilities and Grounds Handbook and fees.

Lease Amendment for Choices Charter School (G-7)
Approval of the amendment to the 2020-2021 lease agreement for Choices Charter School at Billy Mitchell.

Update on Learning Model Continuum (I-1)
Superintendent Kern provided an update on the learning model continuum, which included information about the current efforts and planning that is underway to reinstate in-person learning. Mr. Kern spoke about the ever-changing state and local guidance from health officials and the lessons learned and challenges seen in other districts that have recently reopened with a hybrid model. Mr. Kern also explained that ongoing work includes discussions with labor partners, facility preparation and gathering feedback from families and staff. Superintendent Kern shared that current conversations would see students placed into one of three cohorts, with groups A and B attending in-person classes at alternating times and group C remaining in distance learning, with students in grades TK-12 returning to modified in-person learning starting January 5, 2021, and special education students with moderate to severe needs who are served in self-contained classrooms returning to modified in-person instruction beginning November 2, 2020.

Maintenance and Operations Manager Chris Ralston presented detailed information about three areas of focus related to safety: distribution of PPE, building occupancy changes and cleaning behavior changes. Mr. Ralston discussed a variety of topics including PPE supplies, stickers and signage, barriers and clear guards, classroom layouts, ventilation, and daily and enhanced cleanings. Superintendent Kern announced that there are future plans for a COVID dashboard which would list the number of identified COVID cases in the district.

Public Comments: [via Zoom]
Amber B. made comments about students with IEPs, attendance and youth mental health.

Debra Hillsman shared information about her daughter's experiences with distance learning and stated she is disappointed with a January start date.

Melissa Hartwick thanked the board for proceeding with caution and learning from other districts.

Tenille Stewart expressed disappointment at the lack of agreement with the teachers union, stating that plans should have been finalized over the summer.

Keri Wanner spoke in support of in-person learning.

Justin Heeb stated that waiting until January to return is too long.

Autumn Daniel's father stated that a January start date is not an acceptable plan for elementary students.

J Stevens and her daughter spoke in support of returning to in-person learning.

Kristen Sorabji expressed disappointment with the lack of transparency and communication and is concerned about distance learning loss.

Jessa Teel shared her family experiences with distance learning.

Andi McKinney expressed disappointment that models are not in place and recommended improved communication such as providing a district roadmap or checklist on the website.

Emily Allen shared her family experiences with distance learning, stating that the delay to in-person learning is wrong.

Tara Skinner supports taking the necessary time to ensure the smoothest transition for both students and teachers.

Melissa Watts made comments about returning to in-person learning.

Isaiah Ellis' mother expressed concerns about students wearing masks.

Marina Gabel expressed support for returning to in-person learning.

At 8:40 p.m., the board unanimously agreed to extend visitor comments to hear from speakers who were currently waiting in the queue with their hand raised by 8:45 p.m.

Ghulam Murtaza Niazi, speaking on behalf of his father, said distance learning involves too much screen time and homework.

Amy Stockett supports parent choice.

Caden Stockett stated distance learning is not working and his senior year has been ruined.

Louisa Burke expressed support for in-person learning.

Jason Olson shared his concerns about distance learning.

Ella Tomlin expressed support for not rushing back and creating a plan that works for everyone.

Margo Frost shared her concerns about the level of communication and the challenges for working families.

Kevin Jones supports returning to in-person learning.

Luc Taylor supports continuing with distance learning.

Stacie L. stated that, in the midst of the pandemic, she supports the board and that parents need to step it up.

Natalie inquired how distance learning can be extended to January since Sacramento County changed the health order today.

Caroline Digman shared her personal and professional experiences with distance learning.

Arthur Clark supports not rushing back to in-person learning.

Sabrina Bernardo expressed her concerns with waiting to return in January.

Sabrina Bernardo's son spoke about the need to go back quicker because virtual learning is too hard.

Renee Reich shared that Sacramento County and science says it is fine to open now and kids should be in school.

Ana Reilly commented about high school coaches not getting paid and supports a January return date.

Katie Reid supports regular education students returning prior to January.

Niki Martasian supports continuing with distance learning and hopes for continuity.

Lily Sorabji shared her experiences with distance learning at Del Dayo and her brother also stated he wants to return to in-person learning.

Teresa Doe shared her thoughts as both an employee and parent in the district.

Christa Green expressed that she is proud of the work of the district, teachers and staff.

Caroline Castaneda expressed support for the January start date with the option for continued distance learning.

Tracy Ferris stated she would like to see a plan and more facts.

Theresa inquired about the data which justifies continued school closures.

After visitor comments, Ms. Villescaz invited board members to speak. Mr. Hernandez acknowledged the frustrations of parents, thanked the special education teachers who will be returning in November and inquired if homeschool would still be an option, which Superintendent Kern explained that both homeschool and independent study would remain as options. Ms. Costa thanked everyone for their comments, acknowledged how difficult the pandemic is for everyone, expressed appreciation to staff who is working to prepare the facilities and establish reopening plans and expressed support for a cautious reopening in order to keep students, staff and the community safe. Ms. Creason acknowledged everyone's frustration and sadness and she recapped some of the planning that has taken place over the past months. Dr. McKibbin made comments related to reopening plans and thanked everyone who has worked hard on distance learning. Ms. Villescaz inquired about the next steps in the learning continuum plan, which Superintendent Kern explained would include finalizing a model and then communicating the details to families and staff. Mr. Hernandez asked how high school sports might be impacted, which Superintendent Kern explained that any decisions about sports would be up to the California Interscholastic Federation (CIF). Ms. Villescaz reaffirmed that the COVID landscape is ever-changing and that the board works to serve all students.

At 10:05 p.m., the board agreed unanimously to take a 5-minute recess and return to open session at 10:10 p.m.

Construction Update (I-2)
Assistant Superintendent of Operations, Facilities and Transportation Frank Camarda introduced Construction Manager Nicholas Arps who provided an annual update on the current construction projects for bond measures J, N and P.

Public Comment: [via Zoom]
J Stevens inquired about the barns at Casa Roble Fundamental High School and security measures that are in place at school sites.

Ms. Costa thanked voters for approving the bonds, the entire construction team for their work on all the projects, and students and school staff for their patience during construction. Ms. Creason acknowledged the work of the Facilities Committee and the stakeholder process. Dr. McKibbin noted that Career Technical Education programs have been a driving factor for many of the construction projects and he inquired about the monetary contributions related to the charter school modernization projects, which Mr. Camarda explained. Ms. Villescaz inquired about future projects at Encina Preparatory High School, which Mr. Camarda said were currently in the planning stages.

Public Hearing: Aspire Charter School Renewal Petitions (I-3)
Director of Admissions and Family Services Michele Flagler introduced staff members from Aspire Charter School, who gave a presentation regarding the charter school renewal petitions for Aspire Alexander Twilight Secondary Academy (ATSA) and Aspire Alexander Twilight College Preparatory Academy (ATCPA).

Ms. Villescaz declared the topic of the Aspire Charter School renewal petitions a public hearing and invited the public to speak.

Public Comments: [via Zoom]
Isaac Griffin shared his positive experiences as an Aspire employee.

J Stevens expressed concerns about the district having too many charter schools.

Noel Colon shared his positive experiences as a former Aspire student and current teacher.

Vanessa Hefner shared information about the supports that Aspire students receive.

Janelle Graham praised the Montessori program and its teachers during distance learning.

There being no further questions or comments from the public, Ms. Villescaz declared the public hearing closed and invited board members to speak. Board members made comments and posed questions, which Aspire staff answered. Action was scheduled for December 15.

Williams Complaint Report (I-4)
General Counsel Linda Simlick explained that the district must report on the status of Williams-type complaints filed with the district per Education Code section 35186(d), which requires each school district to publicly report, on a quarterly basis,

summarized data on the nature and resolution of all Williams-type complaints. Ms. Simlick stated that, during the time period from July through September 2020, there were no Williams-type complaints filed.

Public Comments [via Zoom]:
J Stevens asked for more information about how to file a Williams complaint.

Tenille Stewart inquired if touch screen Chromebooks would fall into this category.

After public comment, Ms. Villescaz asked for clarification about how technology relates to Williams-type complaints, which Ms. Simlick addressed.

Revisions to Board Policies 1312.3, 4119.1, 5145.7 and 5131.2 (I-5)
General Counsel Linda Simlick presented for discussion the proposed revisions to Board Policy 1312.3 Uniform Complaint Procedures, Board Policy 4119.1 Employee Sexual Harassment, Board Policy 5145.7 Student Sexual Harassment and Board Policy 5131.2 Bullying. Ms. Simlick explained the board is required to periodically review a number of the district's board policies to ensure compliance with the Federal Program Monitoring process. Ms. Simlick answered questions from the board. Action was scheduled for October 27.

Board Reports (J)
Ms. Costa shared that recent Nobel Prize winner Charles Rice was a former student in San Juan Unified and that the San Juan Education Foundation and the Aerospace Museum of California both had recent fundraisers to benefit San Juan Unified students.

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

Visitor Comments (L)
[via Zoom]:
Kelli Burns stated she appreciates the district taking staff and student safety into consideration and agrees that the Nobel Prize winner should be celebrated.

Andressa Cecilia Glodzinski posed several questions related to the return to in-person learning.

J Stevens expressed support for the reopening of schools.

Nicole Harrigan expressed concerns regarding services for special education students who are assigned to general education classrooms.

Lance Christensen expressed his opinions about distance learning.

Dana Dollar asked for more information on schedules and school hours.

L. Wohlford expressed support for the steps the district is taking.

Amber Yamanaka shared her experiences as both an employee and parent in the district.

[via electronic comment form]:
Written comments were provided to the board electronically.

Adjournment (M)
At 11:29 p.m., there being no further business, the regular meeting was adjourned.

_____ _____
Paula Villescaz, President Kent Kern, Executive Secretary

Approved: _____
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SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: E-1 (a)

MEETING DATE: 10/27/2020

SUBJECT: School Psychology Awareness Week

DEPARTMENT: Special Education

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

ACTION REQUESTED:
The superintendent is recommending that the board adopt Resolution No. A-397 proclaiming the week of November 9-13, 2020, as School Psychology Awareness Week.

RATIONALE/BACKGROUND:
San Juan Unified School District recognizes the vital role that school psychologists play in the personal and academic development of our district's students. During the week of November 9-13, 2020, school psychologists are recognized across the nation for their work to help all children and youth learn best by supporting students' mental health, development, academic achievement and learning environments.

ATTACHMENT(S):
A: Resolution No. A-397

BOARD COMMITTEE ACTION/COMMENT:
N/A

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 10/19/2020

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

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

PREPARED BY: Vanessa Adolphson, Director, Special Education

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

San Juan Unified School District
Resolution No. A-397

School Psychology Awareness Week
November 9-13, 2020

WHEREAS, School Psychology Awareness Week is November 9-13, 2020; and

WHEREAS, the special week honoring school psychologists provides special recognition for school psychologists who deliver a continuum of mental health services and academic supports to schools that lower barriers to learning, enabling teachers to teach students to learn; and

WHEREAS, the San Juan Unified School District appreciates and supports school psychologists for providing sound psychological principles which are integral to instruction and learning, social and emotional development, prevention and early intervention, and support culturally diverse student populations. School psychologists facilitate collaboration to help parents and educators to identify and reduce risk factors, promote protective factors, create safe, caring schools and access community resources. They are trained to assess student and school-based barriers to learning, utilize data-based decision-making, implement research-driven prevention and intervention strategies, and evaluate outcomes and improve accountability; and

THEREFORE, BE IT RESOLVED that the Board of Education joins the superintendent and staff in honoring school psychologists during School Psychology Awareness Week and throughout the year.

Attested to this 27th day of October, 2020

Kent Kern, Superintendent of Schools

_____
Paula Villescaz, President

_____
Michael McKibbin, Ed.D., Vice President

_____
Zima Creason, Clerk

_____
Pam Costa, Member

_____
Saul Hernandez, Member

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

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: _G-1__
MEETING DATE: 10/27/2020
APPROVED:

HUMAN RESOURCES

The following reports are submitted for board approval

Personnel Pages	Page #
Appointments	
Management	
Certificated	1
Classified	1
Leaves of Absence	
Management	
Certificated	
Classified	
Separations	
Management	
Certificated	
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

Type	Name	Status	Assignment	Location	Effective Date (s)	
New Hire	Arroyo, Libna	Prob	Counselor 9/12	La Entrada	10/02/20	
New Hire	Mitchell, Sidney	Temp	Teacher Grade 9/12	Bella Vista	10/13/20	06/09/21
New Hire	Vasquez, Lauren	Temp	Tch-Alternative Education	Home School Program	09/30/20	06/09/21
New Hire	White, La Tanya	Temp	Tch-English Lang Develop	Starr King	10/12/20	06/09/21
Rehire	Lusson, Kathleen	Temp	Tch-Alternative Education	Home School Program	10/07/20	06/09/21
Rehire	Lyons, Jessica	Temp	Teacher Elem K/8	Dyer-Kelly	10/12/20	06/09/21

CLASSIFIED

Type	Name	Status	Assignment	Location	Effective Date (s)
New Hire	Cochran, Anthony	Prob	Tech Support Specialist I	Technology Services	10/12/20
New Hire	Fredrickson, Stephanie	Prob	Elem School Secretary	Lichen	09/28/20
New Hire	Fuller, Brandon	Prob	Clerk	Pasadena	10/06/20
New Hire	Mendoza, Jacob	Prob	Tech Support Specialist I	Technology Services	10/06/20
New Hire	Vanich, Megan	Prob	Personnel Technician	Human Resources	10/05/20

2. SEPARATIONS

CLASSIFIED

Type	Name	Status	Assignment	Location	Effective Date (s)
Resignation	Davidson, Patricia	Prob	Intermediate Clerk Typist	Rio Americano	10/02/20
Resignation	Davis, Patricia	Prob	Non-Instruct Support Aide	Fair Oaks ECE	09/11/20
Resignation	Fields, Jacqueline	Perm	Instructional Assistant III	Mariemont	09/03/20
Resignation	Martin, Michelle	Perm	Instructional Assistant I	Encina	09/30/20
Resignation	Raya, Joseph	Perm	High School Custodial Supv	Rio Americano	09/30/20
Retirement	Johannesen, Cindy	Perm	Elem School Secretary	Lichen	09/03/20
Retirement	Johnson, Jodi	Perm	Elem School Secretary	Carriage	10/09/20
Dismissal	CL 494	Perm	School Playground Rec Aide	Teaching and Learning	08/18/20
Dismissal	CL 495	Perm	School Playground Rec Aide	Teaching and Learning	08/18/20
Dismissal	CL 496	Perm	Campus Monitor	Teaching and Learning	09/21/20

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: **G-2**
MEETING DATE: **10/27/2020**

APPROVED: KS KK
Kent Stephens

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	NA	
Bids/RFPs	NA	
Other	NA	
ERRATA	NA	

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

September 30, 2020 - October 13, 2020

PO#	Date	Vendor Name	Description	Amount $	Site/ Department
102806	10/7/2020	CDW	Chromebooks	$ 866,065.50	240 - Technology

Purchasing Contracts Board Report
Change Orders/Amendments for Items $95,200

September 23, 2020 - October 13, 2020

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
6813	10/8/2020	Campbell Keller	Final furniture purchase for Del Paso Manor Full Site Renovation project 111-9332-P1 piggyback contract	$ 798,011.46	$ 28,645.72	$ 16,335.07	$ 842,992.25	216 - Facilities
6891	10/8/2020	Campbell Keller	Final furniture purchase for Mira Loma New Construction project 205-9512-N1 piggyback Contract	$ 226,701.91	-	$ 24,169.62	$ 250,871.53	216 - Facilities
102457	10/8/2020	Campbell Keller	Additional furniture for Dewey project 113-9306-J1 piggyback contract	$ 229,519.36	-	$ 190,213.58	$ 419,732.94	216 - Facilities
102271	10/9/2020	Campbell Keller	Additional furniture for Cowan project 109-9306-J1 piggyback contract	$ 174,059.10	-	$ 105,051.97	$ 279,111.07	216 - Facilities

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

Contract Consultant 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
6818	10/8/2020	Verde Design	Additional structural design for Mesa Verde Outdoor Learning project 210-9513-P1	$ 675,605.00	$ 7,590.00	$ 5,280.00	$ 688,475.00	216 - Facilities
4053	10/12/2020	Nacht & Lewis Architects	Additional design for paint schemes for 204-9390-P1 San Juan HVAC project	$ 111,600.00	$ -	$ 2,500.00	$ 114,100.00	216 - Facilities
4052	10/12/2020	Nacht & Lewis Architects	Additional design for paint schemes for 202-9390-N1 Encina HVAC project	$ 123,400.00	$ 9,420.00	$ 2,500.00	$ 135,320.00	216 - Facilities
4049	10/12/2020	Nacht & Lewis Architects	Additional design for paint schemes for 205-9390-N1 Mira Loma HVAC project	$ 124,500.00	$ 49,900.00	$ 2,500.00	$ 176,900.00	216 - Facilities
903476	10/12/2020	RMA Group	Additional backfill observation for 111-9332-P1 Del Paso Manor Full Site Renovation project	$ 187,328.00	$ -	$ 100,804.00	$ 288,132.00	216 - Facilities

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
707345	10/12/2020	Robert A. Bothman Construction	Amendment # 14 for 209-9513-N1 Casa Outdoor Learning project	$ 4,300,000.00	$ 2,040,000.00	$ 100,000.00	$ 6,440,000.00	216 - Facilities
							$ -	

September 23, 2020 - October 13, 2020

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
24	10/8/2020	TBD	21-100	Barker and Associates DBA Star Construction	General Contract for 170-9412-N1 Trajan Infrastructure project	$ 152,000.00	216 - Facilities

Other Contracts

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

New Addendum to Master Agreements

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

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: G-3
MEETING DATE: 10/27/2020

APPROVED: KS KK
Kent Stephens

Business and Financial Report

The following reports are submitted for board approval/ratification:

	Inc	Page #
Easements/Leases		
Notices of Completion	✔	1
Quarterly Investment Report		
Warrants & Payroll	✔	2
Budget Revisions		
E-Rate		
ERRATA		

Notices of Completion - Board of Education

CONTRACTOR	PROJECT	DATE OF ACCEPTANCE	DATE RECORDED
Flint Builders Inc.	PO#907429 Provide all labor, materials, equipment, tools, transportation and incidentals to remodel 5 classrooms which includes a lab, lecture, flexible group classroom space, and other support spaces at Casa Roble High School 9151 Oak Avenue, Orangevale CA 95662, located in the San Juan Unified School District. Vendor: Flint Builders Inc.	9/8/2020	9/16/2020

SAN JUAN UNIFIED SCHOOL DISTRICT
Accounting Services

WARRANTS & PAYROLL

VENDOR AND CONTRACT WARRANTS		
Fund		**September 2020**
01	General Fund	$ 12,895,235.34
09	Charter Schools	8,202.62
10	Special Ed Pass-Thru	1,207,096.75
11	Adult Education	24,102.74
12	Child Development	34,911.87
13	Food Service/Cafeteria	165,793.97
14	Deferred Maintenance	188,572.93
21	Building Fund	27,635.46
22	Measure S Building Fund	250.00
23	Measure J Building Fund	371,988.05
24	Measure N Building Fund	5,791,919.70
25	Capital Facilities	-
26	Measure P Building Fund	10,109,662.48
35	State Schools Facilities Fund	-
40	Sp Res FD -- Capital Outlay Proj	-
67	Self Insurance	948,152.68
95	Student Body	-
	TOTALS	**$ 31,773,524.59**

PAYROLL AND BENEFITS	
All Funds	**September 2020**
Certificated Payroll	$ 19,238,662.25
Classified Payroll	6,748,237.26
Benefits	12,560,376.62
TOTALS	**$ 38,547,276.13**

GRAND TOTAL $ 70,320,800.72

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: G-5

MEETING DATE: 10/27/2020

SUBJECT: Surplus Property

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

DEPARTMENT: Business Support Services

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

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

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

ATTACHMENT(S):
A: List of Surplus Property

BOARD COMMITTEE ACTION/COMMENT:
N/A

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 10/19/2020

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: Susan Kane, Director, Business Support Services
Kent Stephens, Deputy Superintendent KS

APPROVED BY: Kent Kern, Superintendent of Schools KK

Board of Education Agenda Item
Surplus Property

October 27th Meeting Date

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

Location/Site	Make	Model	Description	Serial #	Disposition
Barrett			1 Metal filling cabinet		Recycled
Barrett	Whirlpool	Kirkland	Refrigerator	VSM0914339	Ewaste
Cambridge			TV, radio, some chromebooks, and a keyboard		Ewaste
Carmichael			6 Boxes of Instructional Material		Recycled
Carriage			10 Tables, 3 book cases, 2 teachers desk and 10 chairs.		Recycled
Dewey			8 Boxes of obsolete textbooks		Recycled
Dyer Kelly	Fujitsu	S510M	Scan Snap (2)		Ewaste
Dyer Kelly	Apple		Monitor		Ewaste
Dyer Kelly	Copystar	5050	Copier		Ewaste
El Camino			2 Pallets of textbooks		Recycled
Howe	Sharp		65" TV	612419946	Ewaste
Howe	HP		Printer	CNCV207592	Ewaste
Howe	Apple		iPad	DVQHKAWPDFHW	Ewaste
Howe	Apple		iPad	DVQHKNElDFHW	Ewaste
Howe	Fellowes		Powershred Shredder		Ewaste
Howe	Fellowes		Pulsar e Binder	CRC52167	Ewaste
Kingswood			3 Boxes of Instructional Material		Recycled
Prevention Programs			Bookshelf and cabinet storage type pieces		Recycled
Ralph Richardson	HP	Color Laser Jet CP325n	Printer	CNCCB5OHD	Ewaste
Schweitzer			2 Boxes of Instructional Material		Recycled
Tech Services	Apple	MacBook	Laptop	W88361y00p4	Ewaste
Tech Services	Apple	MacBook	Laptop	w87358r6z5w	Ewaste
Tech Services	Compaq	nx7400	Laptop	cnu6482p87	Ewaste
Tech Services	Compaq	6730b	Laptop	CNU9222BXN	Ewaste
Tech Services	Compaq	6730b	Laptop	Cnu93305hw	Ewaste
Tech Services	Compaq	NX6110	Laptop	cnu534002y	Ewaste
Tech Services	HP	Probook 6560b	Laptop	cnu1263lfg	Ewaste
Tech Services	Compaq	6730b	Laptop	cnu9336vj1	Ewaste
Thomas Edison			2 Boxes of Instructional Material		Recycled

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: **G-6**

MEETING DATE: **10/27/2020**

SUBJECT: Board Policy Revisions

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

DEPARTMENT: Legal Services

ACTION REQUESTED:
The superintendent is recommending that the board approve the proposed revisions to the following board policies: Board Policy 1312.3 Uniform Complaint Procedures, Board Policy 4119.1 Employee Sexual Harassment, Board Policy 5145.7 Student Sexual Harassment and Board Policy 5131.2 Bullying.

RATIONALE/BACKGROUND:
The Board of Education is required to periodically review a number of the district's board policies to ensure compliance with the Federal Program Monitoring process. Substantive changes are recommended to update Board Policy 1312.3 Uniform Complaint Procedures, Board Policy 4119.1 Employee Sexual Harassment, Board Policy 5145.7 Student Sexual Harassment and Board Policy 5131.2 Bullying.

ATTACHMENT(S):
A: Proposed revisions to Board Policy 1312.3 Uniform Complaint Procedures
B: Proposed revisions to Board Policy 4119.1 Employee Sexual Harassment
C: Proposed revisions to Board Policy 5145.7 Student Sexual Harassment
D: Proposed revisions to Board Policy 5131.2 Bullying

BOARD COMMITTEE ACTION/COMMENT:
N/A

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 10/05/2020, 10/19/2020
Board of Education: 10/13/2020

PREPARED BY: Linda C. T. Simlick, General Counsel LCTS

APPROVED BY: Kent Kern, Superintendent of Schools KK

San Juan USD

Board Policy

Uniform Complaint Procedures

BP 1312.3
Community Relations

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The board encourages the early~~, informal~~ resolution of complaints whenever possible~~ and appropriate~~. To resolve complaints which may require a more formal process~~which cannot be resolved through such informal process~~, the board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670, and the accompanying administrative regulation.

Complaints Subject to UCP

The district's uniform complaint procedures ("UCP") shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal law or regulations governing any program subject to the UCP, including the following programs:

- Adult Education
- After School Education and Safety
- Agricultural ~~Vocational/~~Career Technical Education
- ~~American Indian Education Centers and Early Childhood Education Program Assessments~~
- ~~Bilingual Education~~
- ~~California Peer Assistance and Review Programs for Teachers~~
- Career Technical and Technical Education; Career Technical Training (State)
- Career Technical Education (Federal)
- Child Care and Development
- Child Nutrition
- Compensatory Education
- Consolidated Categorical Aid Programs
- ~~Economic Impact Aid~~
- Every Student Succeeds Act (Federal)
- Migrant Education
- Regional Occupational Centers and Programs
- School Safety Plans
- Special Education Programs
- State Preschool Programs
- ~~Tobacco-Use Prevention Programs~~
- Any other district-implemented state categorical program that is not funded through the local control funding formula pursuant to Education Code section 64000

(cf. 3553 - Free and Reduced Price Meals)
(cf. 5141.4 - Child Abuse and Neglect (Reporting Procedures))
(cf. 5148 - Child Care)
(cf. 6159 - Individuals with Exceptional Needs/Individual Protection and Due Process)
(cf. 6171 - Title I Programs)
(cf. 6174 - Education for English Language Learners)
(cf. 6178 - Vocational Education)
(cf. 6200 - Adult Education Program)

2. Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any person in district programs and activities including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code sections 200 or 220, Government Code section 11135, or Penal Code section 422.55, or based on that person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610).

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campuses to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student. (Education Code section 222).

(cf. 5146 - Married/Pregnant/Parenting Students)

4. Any complaint alleging district noncompliance with the requirements to provide a pregnant or parenting student the accommodations specified in Education Code section 46015, including those related to the provision of parental leave, right of return to the school of previous enrollment or to an alternative education program, if desired, and possible enrollment in school for a fifth year of instruction to enable the student to complete state and board-imposed graduation requirements (Education Code section 46015).

5. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610).

(cf. 3260 - Fees and Charges (Students))
(cf. 3320 - Claims and Actions Against the District)

6. Any complaint alleging district noncompliance with applicable requirements of Education

Code sections 52060-52077 related to the implementation of the local control and accountability plan ("LCAP"), including the development of a local control funding formula budget overview for parents/guardians (Education Code section 52075).

(cf. 0460 - Local Control and Accountability Plan)

7. Any complaint alleging noncompliance with requirements related to the development of a school plan for student achievement or the establishment of a school site council, as required for the consolidated application for specified federal and/or state categorical funding (Education Code sections 64000-64001, 65000-65001).

8. Any complaint, by or on behalf of any student who is a foster youth as defined in Education Code section 51225.2, alleging district noncompliance with any legal requirement applicable to the student regarding placement decisions; the responsibilities of the district's educational liaison to the student; the award of credit for coursework satisfactorily completed in another school, district, or country; school or records transfer; or the grant of an exemption from board-imposed graduation requirements (Education Code sections 48853, 48853.5, 49069.5, 51225.1, and 51225.2).

9. Any complaint, by or on behalf of a student who transfers into the district after the second year of high school and is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student currently enrolled in the district, a child of a military family as defined in Education Code section 49701, a migrant student as defined in Education Code section 54441, or an immigrant student participating in a newcomer program as defined in Education Code section 51225.2 in the third or fourth year of high school, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from board-imposed graduation requirements (Education Code sections 51225.1, 51225.2).

(cf. 6173 - Education for Homeless Children)

10. Any complaint, by or on behalf of a student who is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student, a child of a military family as defined in Education Code section 49701, a migrant child as defined in Education Code section 54441, or a newly arrived immigrant student who is participating in a newcomer program as defined in Education Code section 51225.2, alleging district noncompliance with requirements for the award of credit for coursework satisfactorily completed in another school, district, or country (Education Code section 51225.2)

~~10.~~11. Any complaint alleging district noncompliance with the requirements of Education Code sections 51228.1 and 51228.2 that prohibit the assignment of a student in grades 9-12 to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code section 51228.3).

~~11.~~12. Any complaint alleging district noncompliance with the physical education instructional minutes requirement for students in elementary school (Education Code sections 51210, 51222,

51223).

(cf. 6142.7 - Physical Education)

13. Complaints regarding the noncompliance of a license-exempt California State Preschool Program (CSPP) with health and safety standards specified in Health and Safety Code section 1596.7925 and related state regulations (Education Code section 8235.5; Health and Safety Code section 1596.7925)

~~12.~~14. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy.

~~13.~~15. Any other complaint as specified in a district policy.

The board recognizes that alternative dispute resolution ("ADR") can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is acceptable to all parties. ADR such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. ~~As appropriate f~~For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the superintendent or designee shall keep ~~confidential~~ the identity of the complainant and/or the subject of the complaint, if he/she is different from the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records; Confidentiality)
(cf. 9011 - Disclosure of Confidential/Privileged Information)

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP process.

The superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

(cf. 4131/4231 - Staff Development)

The superintendent or designee shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

~~The superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints. All such records shall be destroyed in accordance with applicable state law and district policy.~~
(cf. 3580 - District Records)

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services~~, the County~~ Protective Services Division~~,~~ and the appropriate law enforcement agency.

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.

3. Any complaint alleging employment discrimination~~/~~ or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.~~sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.~~

4. Any complaint alleging fraud shall be referred to the Legal, Audits and Compliance Branch of the California Department of Education.

~~In addition, the district's Williams uniform complaint procedures, Administrative Regulation 1312.4, shall be used to investigate and resolve a~~Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with the procedures in AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code section 8235.5, 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination
222 Reasonable accommodations; lactating students
8200-8498 Child care and development programs
8500-8538 Adult basic education
18100-18203 School libraries
32289 School safety plan, uniform complaint procedures 35186
Williams uniform complaint procedures

46015 Parental leave for students
48853-48853.5 Foster youth
48985 Notices in language other than English
49010-49013 Student fees
49060-49079 Student records, , especially:
49069.5 Records of foster youth
~~49069.5 Rights of parents~~
49490-49590 Child nutrition programs
49701 Interstate Compact on Educational Opportunity for Military Children
51210 Courses of study grades 1-6
51222 Physical education, secondary schools
51223 Physical education, elementary schools
51225.1-51225.2 Foster youth, homeless children, former juvenile court school students, military-connected students, migrant students, and newly arrived immigrant students; course credits; graduation requirements~~Foster youth and homeless children; course credits; graduation requirements~~
51226-51226.1 Career technical education
51228.1-51228.3 Course periods without educational content
52060-52077 Local control and accountability plan, especially:
52075 Complaint for lack of compliance with local control and accountability plan requirements
~~52160-52178 Bilingual education programs~~
52300-52490 Career technical education
52500-52616.24 Adult schools
~~52800-52870 School-based program coordination~~
54400-54425 Compensatory education programs
54440-54445 Migrant education
54460-54529 Compensatory education programs
~~56000-56867 Special education programs~~ 59000-59300 Special schools and centers 64000-64001 Consolidated application process; school plan for student achievement
65000-65001 School site councils
GOVERNMENT CODE
11135 Nondiscrimination in programs or activities funded by state
12900-12996 Fair Employment and Housing Act
HEALTH AND SAFETY CODE
1596.792 California Child Day Care Act; general provisions and definitions
1596.7925 California Child Day Care Act; health and safety regulations
PENAL CODE
422.55 Hate crime; definition
422.6 Interference with constitutional right or privilege
CODE OF REGULATIONS, TITLE 2
11023 Harassment and discrimination prevention and correction
CODE OF REGULATIONS, TITLE 5
~~3080 Application of section~~
4600-4687 Uniform complaint procedures; Williams uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs
UNITED STATES CODE, TITLE 20
1221 Application of laws
1232g Family Educational Rights and Privacy Act
1681-1688 Title IX of the Education Amendments of 1972
6301-6577 Title I basic programs
6801-6871 Title III language instruction for limited English proficient and immigrant students
~~7101-7184 Safe and Drug-Free Schools and Communities Act~~
~~7201-7283g Title V promoting informed parental choice and innovative programs 7301-7372 Title V rural and low-income school programs~~
~~12101-12213 Title II equal opportunity for individuals with disabilities~~
UNITED STATES CODE, TITLE 29
794 Section 504 of Rehabilitation Act of 1973
UNITED STATES CODE, TITLE 42
2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964
6101-6107 Age Discrimination Act of 1975
CODE OF FEDERAL REGULATIONS, TITLE 28
35.107 Nondiscrimination on basis of disability; complaints CODE
OF FEDERAL REGULATIONS, TITLE 34
99.1-99.67 Family Educational Rights and Privacy Act
100.3 Prohibition of discrimination on basis of race, color or national origin
104.7 Designation of responsible employee for Section 504
106.8 Designation of responsible employee for Title IX
106.9 Notification of nondiscrimination on basis of sex
110.25 Notification of nondiscrimination on the basis of age

Management Resources:
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Uniform Complaint Procedure 2020-21 Program Instrument
Sample UCP Board Policies and Procedures

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Dear Colleague Letter, September 22, 2017
Dear Colleague Letter: Title IX Coordinators, April 2015
Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014
~~Questions and Answers on Title IX and Sexual Violence, April 2014~~
~~Dear Colleague Letter: Bullying of Students with Disabilities, August 2013~~
~~Dear Colleague Letter: Sexual Violence, April 2011~~
Dear Colleague Letter: Harassment and Bullying, October 2010
Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS
Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002
WEB SITES

CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov Family
Policy Compliance Office: http://familypolicy.ed.gov
U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/about/offices/list/ocr
U.S. Department of Justice: http://www.justice.gov

Policy SAN JUAN UNIFIED SCHOOL DISTRICT
adopted: September 8, 1992 Carmichael, California
All revisions approved by the Board of Education on the below date(s)
revised: January 11, 2005
revised: March 14, 2006
revised: December 11, 2012
revised: March 28, 2017
revised: May 14, 2019
revised: _____

San Juan USD
Board Policy
Sexual Harassment

BP 4119.11 4219.11,4319.11
Personnel

The following policy shall apply to all district employees, interns, volunteers, contractors, job applicants, and other persons with an employment relationship with the district.

The governing board is committed to providing a safe work environment that is free of harassment and intimidation. The board prohibits sexual harassment against district employees and retaliatory behavior or action against any person who complains, testifies, or otherwise participates in the complaint process established for the purpose of this policy.

Sexual harassment includes, but is not limited to, harassment that is based on the sex, gender, gender identity, gender expression, or sexual orientation of the victim, and harassment based on pregnancy, childbirth, or related medical conditions.~~.~~

~~This policy shall apply to all district employees and to other persons on district property or with some employment relationship with the district, such as interns, volunteers, contractors, and job applicants.~~

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4030 - Nondiscrimination in Employment)

~~Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment in violation of this policy is subject to disciplinary action, up to and including dismissal.~~

~~(cf. 4117.4 - Dismissal)~~
~~(cf. 4118 - Suspension/Disciplinary Action)~~
~~(cf. 4218 - Dismissal/Suspension/Disciplinary Action)~~

The superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation;

2. Publicizing and disseminating the district's sexual harassment policy to employees and others to whom the policy may apply;

3. Ensuring prompt, thorough, and fair investigation of complaints;

4. Taking timely and appropriate corrective/remedial action(s), which may require interim

separation of the complainant and the alleged harasser and subsequent monitoring of developments.

The superintendent or designee shall periodically evaluate the effectiveness of the district's strategies to prevent and address harassment. Such evaluation may involve conducting regular anonymous employee surveys to assess whether harassment is occurring or is perceived to be tolerated, partnering with researchers or other agencies with the needed expertise to evaluate the district's prevention strategies, and using any other effective tool for receiving feedback on systems and/or processes. As necessary, changes shall be made to the harassment policy, complaint procedures, or training.

Sexual Harassment Reports and Complaints

~~Any district~~District employee~~s~~ who feels that ~~he/she/~~they ~~has~~ have been sexually harassed in the performance of ~~his/her/~~their district responsibilities or who ~~has~~ have knowledge of any incident of sexual harassment by or against another employee, ~~a~~ job applicant, or ~~a~~ student, shall immediately report the incident to ~~his/her/~~their direct supervisor, ~~another supervisor~~a district administrator, or the district's Title IX Coordinator. Employees may bypass their supervisor in filing a complaint if the supervisor is the subject of the complaint. A supervisor or administrator who receives a harassment complaint shall promptly notify the Title IX Coordinator.~~the district's coordinator for nondiscrimination, the superintendent, or, if available, a complaint hotline or an ombudsman. A supervisor or administrator who receives a harassment complaint shall promptly notify the coordinator.~~

Once notified, the Title IX Coordinator shall ensure the complaint is addressed through either AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures for complaints meeting the Title IX definition of sexual harassment or AR 4030 - Nondiscrimination in Employment for complaints meeting the state definition, as applicable, and shall offer supportive measures to the complainant.

(cf. 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaints)

Upon investigation of a sexual harassment complaint, any district employee found to have engaged or participated in sexual harassment or to have aided, abetted, incited, compelled, or coerced another to commit sexual harassment in violation of this policy shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

~~Complaints of sexual harassment shall be filed and investigated in accordance with the complaint procedure specified in AR 4030 - Nondiscrimination in Employment. An employee may bypass his/her/their supervisor in filing a complaint where the supervisor is the subject of the complaint.~~

~~All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (5 CCR 11023)~~

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination on the basis of sex
GOVERNMENT CODE
12900-12996 Fair Employment and Housing Act, especially:
12940 Prohibited discrimination
12950 Sexual harassment; distribution of information
12950.1 Sexual harassment training
LABOR CODE
1101 Political activities of employees
1102.1 Discrimination: sexual orientation
CODE OF REGULATIONS, TITLE 2
11009 Employment discrimination
11021 Retaliation
11023 Harassment and discrimination prevention and correction
11024 Sexual harassment training and education
11034 Terms, conditions, and privileges of employment
CODE OF REGULATIONS, TITLE 5
4900-4965 Nondiscrimination in elementary and secondary education programs ~~receiving state financial assistance~~
UNITED STATES CODE, TITLE 20
1681-1688 Title IX of the Education Amendments of 1972~~prohibition against discrimination~~
UNITED STATES CODE, TITLE 42
2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended
CODE OF FEDERAL REGULATIONS, TITLE 34
106.1-106.9 Nondiscrimination on the basis of sex in education programs or activities
106.51-106.82~~61~~ Nondiscrimination on the basis of sex in employment in education program or activities
COURT DECISIONS
Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026
Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275
Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257
Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989
Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998
Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57
Management Resources:
U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS
Promising Practices for Preventing Harassment, November 2017
WEB SITES
California Department of Fair Employment and Housing: http://www.dfeh.ca.gov

Equal Employment Opportunity Commission: http://www.eeoc.gov
U.S. Department of Education, Office for Civil Rights:
http://www.ed.gov/about/offices/list/ocr/index.html

Policy SAN JUAN UNIFIED SCHOOL DISTRICT
adopted: August 11, 1992 Carmichael, California
revised: October 12, 2004
revised: October 28, 2008
revised: June 25, 2019
revised: _____, 2020

San Juan USD
Board Policy
Sexual Harassment

BP 5145.7
Students

~~The Board of Education prohibits unlawful sexual harassment of or by any student by anyone in or from the district.~~

The Board of Education is committed to maintaining a safe ~~n~~ educational environment that is free from harassment and discrimination. The board prohibits, at school or at school-sponsored or school-related activities, sexual harassment ~~of students by other students, employees or other persons, at school or at school-sponsored or school-related activities~~targeted at any student by anyone. The board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment. ~~persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.~~

~~The superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.~~

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

The district strongly encourages ~~any~~ students who feels that ~~he/she is~~they are being or ~~has~~ have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who haves ~~s~~ experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact ~~his/her~~their teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the ~~principal or a district compliance officer~~Title IX Coordinator.

Once notified, the ~~principal or compliance officer~~Title IX Coordinator shall ensure the complaint is addressed through Title IX complaint procedures or uniform complaint procedures, as applicable, and shall offer supportive measures to the complainant. ~~take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.~~

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 5141.4 - Child Abuse and Neglect (~~Prevention and~~ Reporting Procedures))

(cf. 5145.71 - Title IX Sexual Harassment Complaint Procedures)

The superintendent or designee shall inform students and parents/guardians of the district's sexual harassment policy by disseminating it through parent/guardian notifications, publishing it on the district's web site, and including it in student and staff handbooks. All district staff shall be trained regarding the policy.

~~Any student who engages in the sexual harassment of another student or anyone from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal.~~

~~(cf. 0410 - Nondiscrimination in District Programs and Activities)~~
~~(cf. 1312.1 - Complaints Concerning District Employees)~~
~~(cf. 4118 - Suspension/Disciplinary Action)~~
~~(cf. 5131 - Conduct)~~
~~(cf. 5131.2 - Bullying)~~
~~(cf. 5137 - Positive School Climate)~~
~~(cf. 5141.4 - Child Abuse Prevention and Reporting)~~
~~(cf. 5144.1 - Suspension and Expulsion/Due Process)~~
~~(cf. 5145.3 - Nondiscrimination/Harassment)~~
~~(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)~~

Instruction/Information

The superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence

2. A clear message that students do not have to endure sexual harassment under any circumstance

3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained

4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved

5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to respond to ~~stop~~ any harassment, prevent

recurrence, and address any continuing effect on students

6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made

7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues

8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation ~~and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment~~

Disciplinary Actions

Upon completion of an investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Exceptional Needs)~~Students with Disabilities)~~)

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

(cf. 4118 - ~~Dismissal/~~Suspension/Disciplinary Action)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Record-Keeping

In accordance with law, the s~~S~~uperintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

(cf. 3580 - District Records)

~~Complaint Process and Disciplinary Actions~~

~~Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.~~

~~(cf. 1312.3 - Uniform Complaint Procedures)~~

~~Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.~~

~~(cf. 5144 - Discipline)~~
~~(cf. 5144.1 - Suspension and Expulsion/Due Process)~~
~~(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))~~

~~Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreement.~~

~~(cf. 4117.7/4317.7 - Employment Status Report)~~
~~(cf. 4118 - Dismissal/Suspension/Disciplinary Action)~~
~~(cf. 4218 - Dismissal/Suspension/Disciplinary Action)~~
~~(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)~~

~~The board expects students or staff to immediately report incidents of sexual harassment to the principal or designee or to another district administrator. In any case of sexual harassment involving the principal or any other district employee to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall report to the nondiscrimination coordinator or the superintendent or designee.~~

~~The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.~~

~~The district's Title IX coordinator has been identified as the district's General Counsel, 3738 Walnut Avenue, Carmichael, CA., (916) 971-7110, LegalServices@sanjuan.edu.~~

~~(cf. 1312.3 - Uniform Complaint Procedures)~~

~~Record-Keeping~~

~~The superintendent or designee shall maintain a record of all reported cases of sexual harassment~~

~~to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.~~

~~(cf. 3580 - District Records)~~

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination on the basis of sex
48900 Grounds for suspension or expulsion
48900.2 Additional grounds for suspension or expulsion; sexual harassment
48904 Liability of parent/guardian for willful student misconduct
48980 Notice at beginning of term
48985 Notices, report, statements and records in primary language
CIVIL CODE
51.9 Liability for sexual harassment; business, service and professional relationships
1714.1 Liability of parents/guardians for willful misconduct of minor
GOVERNMENT CODE
12950.1 Sexual harassment training
CODE OF REGULATIONS, TITLE 5
4600-4670 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs
UNITED STATES CODE, TITLE 20
1092 Definition of sexual assault
1221 Application of laws
1232g Family Educational Rights and Privacy Act
1681-1688 Title IX of the Education Amendments of 1972~~, Discrimination~~
UNITED STATES CODE, TITLE 34
12291 Definition of dating violence, domestic violence, and stalking
UNITED STATES CODE, TITLE 42
1983 Civil action for deprivation of rights
2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended
CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.67 Family Educational Rights and Privacy
106.1-106.71 Nondiscrimination on the basis of sex in education programs
COURT DECISIONS
Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567
Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130
Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736
Davis v. Monroe County Board of Education, (1999) 526 U.S. 629
Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274
Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473
Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447
Management Resources:

CSBA PUBLICATIONS
Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014
Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Q&A on Campus Sexual Misconduct, September 2017
Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016
Dear Colleague Letter: Title IX Coordinators, April 2015
Sexual Harassment: It's Not Academic, September 2008
Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001
WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/about/offices/list/ocr

Policy SAN JUAN UNIFIED SCHOOL DISTRICT
adopted: June 9, 1992 Carmichael, California
revised: December 13, 1994
revised: October 12, 2004
revised: June 11, 2019
revised: , 2020

San Juan USD
Board Policy
Bullying

BP 5131.2
Students

The Governing Board recognizes the harmful effects of bullying on student well-being, student learning, and school attendance and desires to provide a safe school environments that protects students from physical and emotional harm. No individual or group shall, through physical, written, verbal, visual, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel, or retaliate against them for filing a complaint or participating in the complaint resolution process. ~~District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.~~

~~No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student, school personnel or volunteer.~~

(cf. 5131 - Conduct)
(cf. 5136 ~~–~~ Gangs (Which Advocate Drug Use, Violence or Disruptive Behavior)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)

The s~~S~~uperintendent or designee shall develop strategies for addressing bullying in district schools with the involvement of students, parents/guardians, and staff. As appropriate, the s~~S~~uperintendent or designee may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations in the development and implementation of effective strategies to promote safety in schools and the community.

(cf. 1220 - Citizen Advisory Committees)
(cf. 1400 - Relations Between Other Governmental Agencies and T~~t~~he Schools)
(cf. 6020 - Parent Involvement)

Such strategies shall be incorporated into the comprehensive safety plan and, to the extent possible, into the local control and accountability plan and other applicable district and school plans.

(cf. 0420 - School ~~Plans/~~Site Councils)
~~(cf. 0450 - Comprehensive Safety Plan)~~
(cf. 0460 - Local Control and Accountability Plan)

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

(cf. 1312.3 - Uniform Complaint Procedures)

If the ~~s~~Superintendent or designee believes it is in the best interest of a student who has been the victim of an act of bullying, as defined in Education Code section 48900, the ~~s~~Superintendent or designee shall advise the student's parents/guardians that the student may transfer to another school. If the parents/guardians of a student who has been the victim of an act of bullying requests a transfer for the student pursuant to Education Code section 46600, the ~~s~~Superintendent or designee shall allow the transfer in accordance with law and district policy on intradistrict or interdistrict transfer, as applicable.

(cf. 5116.1 - Intradistrict Open Enrollment)
(cf. 5117 - Interdistrict Attendance)

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - ~~Dismissal/~~Suspension/Disciplinary Action)
(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

~~The definition of "bullying" for purposes of establishing grounds for suspension or expulsion includes bullying via an electronic act to include posting of messages on social media networks (Education Code sections 32261, 48900.2-48900.4).~~

~~(cf. 5144.1 - Suspension and Expulsion/Due Process)~~

~~Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another student's electronic account and assuming that student's identity in order to damage that person's reputation.~~

~~(cf. 5145.2 - Freedom of Speech/Expression)~~

~~Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board Policy, and Administrative Regulations governing the development of comprehensive safety plans and shall be incorporated into such plans.~~

~~(cf. 0420 - School Site Councils)~~

(cf. 1220 - Citizen Advisory Committees)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 6020 - Parent Involvement)

Bullying Prevention

To the extent possible, District and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of District and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

(cf. 6164.2 - Guidance Services)

The District may provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

(cf. 4131, 4231 Staff Development)

Based on an assessment of bullying incidents at school, the Superintendent, or designee in consultation with the school site principal, may increase supervision and security in areas where bullying most often occurs, including but not limited to classrooms, playgrounds, hallways, restrooms, cafeterias, school parking lots, and athletic fields.

Intervention

Students should be strongly encouraged by campus personnel to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously, including policies to prevent retaliation (Education Code section 234.1(f)). The District and/or school site staff shall notify all students of those policies.

School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so and separate the victims and perpetrators to protect the safety of all involved. (Education Code section 234.1)

As appropriate, the Superintendent or designee and/or the school principal shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

~~Complaints and Investigation~~

~~Students and/or parents/guardians may submit a verbal or written complaint of conduct they consider to be bullying to a teacher, counselor or administrator. School site staff shall be fully briefed on local school site procedures to receive these complaints and direct the student or parent/guardian as to the next steps that will be taken to investigate the matter. Complaints of bullying not against a protected group shall be investigated and/or resolved in accordance with site-level grievance procedures specified in BP/AR 1312.1. The District shall follow uniform complaint procedures when addressing complaints alleging failure to~~

~~comply with state or federal law or regulations, including allegations of unlawful discrimination, harassment, intimidation, and/or bullying against any protected group as identified under Education Code sections 200 and 220 and Government Code section 11135, as identified in BP/AR 1312.3.~~
~~(cf. 1312.1 - Complaints Concerning School Personnel)~~
~~(cf. 1312.3 - Uniform Complaint Procedures)~~
~~(cf. 5131 - Students)~~

~~Any student who engages in the bullying of another student or anyone from the District may be subject to disciplinary action up to and including expulsion.~~

~~Staff may monitor students' use of the District's Internet system and to conduct individual searches of students' accounts if there is reasonable suspicion that a user has violated District policy or the law~~

~~(cf. 5145.12 - Search and Seizure)~~

~~When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances, if any, that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.~~

~~When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.~~

~~If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.~~

~~Discipline~~

~~Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, causes a substantially detrimental effect on a student's physical or mental health, substantially interferes~~

~~with a student's academic performance, and/or substantially interferes with a student's ability to participate in or benefit from the services, activities, or privileges provided by a school, shall be subject to discipline, which may include suspension or expulsion, in accordance with District policies and regulations. (Education Code section 48900(r))~~

~~(cf. 5144.1 - Suspension and Expulsion/Due Process)~~
~~(cf. 5131 - Conduct)~~

~~(cf. 5145.2 - Freedom of Speech/Expression)~~
~~(cf. 5144 - Discipline)~~
~~(cf. 5144.1 - Suspension and Expulsion/Due Process)~~
~~(cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Exceptional Needs))~~

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination
~~32261 Interagency School Safety Demonstration Act of 1985~~
32282 Comprehensive safety plan
32283.5 Bullying; online training
35181 Governing board policy on responsibilities of students
35291-35291.5 Rules
48900-48925 Suspension or expulsion
48985 Translation of notices
52060-52077 Local control and accountability plan
PENAL CODE
422.55 Definition of hate crime
647 Use of camera or other instrument to invade person's privacy; misdemeanor
647.7 Use of camera or other instrument to invade person's privacy; punishment
653.2 Electronic communication devices, threats to safety
CODE OF REGULATIONS, TITLE 5
4600-4670 Uniform complaint procedures
UNITED STATES CODE, TITLE 47
254 Universal service discounts (e-rate)
CODE OF FEDERAL REGULATIONS, TITLE 28
35.107 Nondiscrimination on basis of disability; complaints
CODE OF FEDERAL REGULATIONS, TITLE 34
104.7 Designation of responsible employee for Section 504
106.8 Designation of responsible employee for Title IX
110.25 Notification of nondiscrimination on the basis of age
COURT DECISIONS
Wynar v. Douglas County School District, (2013) 728 F.3d 1062
J.C. v. Beverly Hills Unified School District (2010) 711 F.Supp.2d 1094
Lavine v. Blaine School District (2002) 279 F.3d 719

Management Resources:
CSBA PUBLICATIONS
Final Guidance: AB 1266, Transgender and Gender Nonconforming Students, Privacy, Programs, Activities & Facilities, Legal Guidance, March 2014
Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014
Addressing the Conditions of Children: Focus on Bullying, Governance Brief, December 2012
Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011
Cyberbullying: Policy Considerations for Boards, Policy Brief, rev. July 2010
Building Healthy Communities: A School Leaders Guide to Collaboration and Community Engagement, 2009
~~Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010~~
~~Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007~~
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Bullying Module
California's Social and Emotional Learning: Guiding Principles, 2018
Social and Emotional Learning in California: A Guide to Resources, 2018
Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008
Bullying at School, 2003
CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS
Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California K-12 Schools in Responding to Immigration Issues, April 2018
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014
Guidance to America's Schools: Bullying of Students with Disabilities, October 2014
Dear Colleague Letter: Guidance on Schools' Obligations to Protect Students from Student-on-Student Harassment on the Basis of Sex; Race, Color and National Origin; and Disability, October 26, 2010
Dear Colleague Letter: Harassment and Bullying, October 2010
WEB SITES
CSBA: http://www.csba.org
California Department of Education, Safe Schools Office: http://www.cde.ca.gov/ls/ss
California Office of the Attorney General: http://oag.ca.gov
Center on Great Teachers and Leaders: http://gtlcenter.org
~~California Cybersafety for Children: http://www.cybersafety.ca.gov~~
~~California Department of Education, Safe Schools Office: http://www.cde.ca.gov/ls/ss~~
~~Center for Safe and Responsible Internet Use: http://cyberbully.org~~
~~National School Boards Association:~~
Collaborative for Academic Social and Emotional Learning: http://casel.org
Common Sense Media: http://www.commonsensemedia.org
National School Safety Center: http://www.schoolsafety.us
Partnership for Children and Youth: http://www.partnerforchildren.org
U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/about/offices/list/ocr

Policy SAN JUAN UNIFIED SCHOOL DISTRICT
adopted: January 8, 2013 Carmichael, California
revised: , 2020

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: I-1

MEETING DATE: 10/27/2020

SUBJECT: Independent Study and TK-8 Homeschool Programs

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

DEPARTMENT: Division of Teaching and Learning

ACTION REQUESTED:
The superintendent is recommending the board receive a report on the district's Independent Study and TK-8 Homeschool programs.

RATIONALE/BACKGROUND:
The purpose of this report is to update the board on the district's Independent Study and TK-8 Homeschool programs. For the opening of the 2020-21 school year, families were given the option to enroll their students in Independent Study (IS) or Homeschool (HS) as an alternative to distance learning. As a result, the report will detail the current structure and practices in both programs, along with current enrollment patterns and program modifications.

ATTACHMENT(S):
A: Presentation
B: TK-8 Homeschool Brochure

BOARD COMMITTEE ACTION/COMMENT:
N/A

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 10/19/2020

FISCAL IMPACT:
Current Budget: $ 2,493,147 (IS) $3,767,286 (HS)
Additional Budget: $ N/A
Funding Source: Base and COVID Relief
(unrestricted Base, supplemental, other restricted, etc.)
Current Year Only: ☒ Ongoing: ☐

LCAP/STRATEGIC PLAN:
Goal: 1 Focus: N/A
Goal: 2 Focus: N/A
Strategic Plan N/A

PREPARED BY:
Dominic Covello, Director, Student Support Services
Sandra Butorac, Program Manager, Student Support Services
David Levis, Principal, Alternative Learning Center

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

Independent Study and TK-8 Homeschool

San Juan Unified School District Board Report
October 27, 2020

El Sereno High School

An Independent Study School

El Sereno Program Background



Student backgrounds

- Who were our students?
  - Average enrollment - 230 students per year
  - Students looking to have individual structure

- Who are our current students?
  - 275 new site based independent study (SBIS)
  - Students who want a flexible school day
  - From honors level to special education students

El Sereno Program Background

Past Practice - Program Format

- Single master teacher
- Subject matter specific small group classes or labs
- Dedicated math auxiliary teacher
  - Open math lab where students schedule times for support and to do work

Current Practice

- Single master teacher
- Two dedicated math auxiliary teachers
- Two language teachers that support students in French and Spanish



El Sereno Program Background



How was instruction provided?

- Students assigned 20 hours worth of work per week minimum (1.25 credits) - traditional paper/pencil
- Students were also enrolled in auxiliary, small group classes (visual and performing art, science, physical education and math)

Current instructional model:

- El Sereno (ES) students following the traditional path:
  - Apex for chemistry, Spanish I/II/III and French I/II
- SBIS and optional for traditional ES
  - Adoption of Apex for most classes
- Open virtual math lab from 1-4 p.m.
  - Supported with two math teachers and an instructional assistant

El Sereno Program Background

- **Program History by the Numbers**

	2018-19	2019-20	2020-21 (Oct 13th)
Total # Students Served	207	161	399
Average ADA for Year	192.14	146.25	TBD
Total Teacher FTE	11.17	11.17	18.67

*Average Daily Attendance (ADA); Full Time Equivalent (FTE); Individualized Education Program (IEP)

- Current active enrolled as of 10/13/20
  - 398 students
    - 9th - 37
    - 10th - 65
    - 11th - 100
    - 12th - 196
- Current programs enrolled as of 10/13/20
  - IEP - 28 (16 same time last year)
  - 504 - 28 (12 same time last year)
  - McKinney-Vento - 26 (19 same time last year)
  - Gates of Learning - 12 (10 same time last year)

Voices from the Field

Frith Gladdis - A Health teacher that transitioned early on from Bella Vista High School to El Sereno Independent Study High School.

TK-8 Homeschool

TK-8 Homeschool Program Background

TK-8 Homeschool launched in 2016-17

- 4-6 hours daily instruction from parents
- Support from a credentialed advisory teacher
- Advisory teacher caseload = 25 students
- Menu of standards-based curriculum options
- Student work samples collected regularly



TK-8 Homeschool Students Served

Students and families in the TK-8 homeschool program were primarily enrolling due to:

2016-2019

- Awaiting placement at school of choice
- Non-compliant immunization status
- Voluntary short-term transfers
- Alternative option to traditional school

2020-2021

- Awaiting placement at school of choice
- Non-compliant immunization status
- Voluntary short-term transfers
- Alternative option to traditional school
- Alternative to distance learning

TK-8 Homeschool Students and Teachers

- Program History by the Numbers

	2016-17	2017-18	2018-19	2019-20	2020-21 (Oct 9th)
Total # Students Served	43	54	73	72	858
Average ADA for Year	12.12	17.62	29.33	29.86	TBD
Total # Teachers	1	1	2	2	37*

*includes one moderate/severe special education teacher/case manager and three mild/moderate special education case managers

TK-8 Homeschool Students and Teachers



- **2020-21 Current Enrollment**

TK-2nd Grade: 404 students
3rd-5th Grade: 266 students
6th-8th Grade: 188 students

TK-8 Homeschool Students Served

- Special Education -
  - Individualized Education Program (IEP) meeting necessary for enrollment
  - 2016-2019: 2-3 students per year
  - 2020-2021: 120 students currently enrolled
    - 32 students from moderate/severe programs; 91 students from mild/moderate
    - Four special education teachers (one moderate/severe, three mild/moderate)

- English Language Learners (ELL) -
  - 2016 - 2019 - 1-2 ELL students per year
  - 2020 - 2021 - 25 ELL students currently enrolled
    - Consultative supports with ELL department

Voices from the Field

Teacher Voice: Camille Cordell - Advisory Teacher, TK-8 Homeschool

Questions

Rigorous

All curriculum used in the Homeschool Program meets California State Standards for each subject and grade level. The parent will use curriculum provided to create engaging and dynamic lessons customized for their student.

Flexible

Parents and Advisory Teachers will meet at a mutually agreed upon location and time.

Supportive

Families will receive curriculum and ongoing guidance/support throughout the school year.

Our Mission

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

For more information on the TK-8 Homeschool Program, please contact:

Karen Lerma, Secretary
karen.lerma@sanjuan.edu

Sandra Butorac, Program Manager
sbutorac@sanjuan.edu
916-971-7017 office

San Juan Unified School District's

TK-8 Homeschool Program

San Juan Unified School District

Now enrolling students in Transitional Kindergarten through Eighth grade for the 2020-2021 school year!





San Juan Unified School District's TK-8 Homeschool Program is an alternative form of education that offers support to families who choose to educate their children at home. The parent/guardian will partner with a credentialed Advisory Teacher to create a customized educational plan for their student that will meet California State Standards.

HOMESCHOOL ROCKS!

Frequently Asked Questions:

What is homeschooling?

Homeschooling is an educational option that parents can choose in order to educate their children at home instead of sending them to a traditional seat time program.

What are my responsibilities as my child's teacher?

You will be responsible for planning lessons, delivering instruction, and grading daily assignments. You must be available for 4-6 hours per day to teach your child. You will have a set date and time to meet with your Advisory Teacher every month.

What curriculum is used?

We have a set curriculum with options available for each grade level and subject. We offer a variety of curriculum from the following publishers: Pearson, Houghton Mifflin Harcourt, McGraw Hill, National Geographic, Glencoe, and Inspire Science. In addition, we offer some online curriculum options for middle school students.

What kind of support will I receive?

A credentialed Advisory Teacher will meet with you and your student on a regular basis to review student work and assess academic progress. The teacher will provide curriculum, resources, teaching tips, and educational advice.

What does a typical homeschool day look like?

Every homeschool schedule will look a little bit different. Families will work to create their own schedule with the assistance of their Advisory Teacher.

How do you serve students previously served by Special Education Programs?

Supporting the individual needs of each learner is important. We work with parents/guardians and the district's Special Education Department to help make the best placement for each student.

Where do we meet with the Advisory Teacher?

Meetings can be held in your home, at a library, or at a mutually agreed upon location within the school district boundaries.

What is the cost?

The TK-8 Homeschool Program is state funded. All curriculum and educational supplies are purchased with public funds. There is no cost to families.

How do I enroll?

San Juan Central Enrollment Center
3700 Garfield Avenue
Carmichael, CA 95608
(916) 726-5826
www.sanjuan.edu/enrollment

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: **I-2**

MEETING DATE: **10/27/2020**

SUBJECT: Encina Middle School Development Update

DEPARTMENT: Division of Teaching and Learning

CHECK ONE:

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

ACTION REQUESTED:

The superintendent is recommending that the board receive information and provide feedback related to the progress on development of the Encina Middle School.

RATIONALE/BACKGROUND:

Using an embedded program specialist, the district engaged in a year of exploring, discovering and learning during the 2018-2019 school year at Encina Preparatory High School. The outcomes of that analysis were presented to the board on October 8, 2019. One of the areas uncovered in that process, which required further examination, was the limitations of the six-to-12 model at Encina in its current format.

Since the October 8, 2019 board meeting, district staff has engaged students, families, staff members and the community of the Arden-Arcade region to explore their wants and needs for a middle school program for the region.

Strategies included:

- A Thoughtexchange process.

The full results of the Thoughtexchange can be found at http://www.sanjuan.edu/middleschoolfuture.

- A series of focus groups were held in an effort to expand opportunities for participation in the process and further explore areas of interest. Focus groups were held at a variety of school sites throughout the region, as well as at community events. Some focused on students specifically, while others focused on parents/families and on staff members.
    - In general, parents and community members are all supportive of separating the middle school from the high school.
    - Encina students have mixed feelings, particularly middle schoolers, as they like the connection to teachers and high school students.
    - As with the Thoughtexchange data noted above, both focus groups had a strong interest in enrichment opportunities, sports, support for English language development and challenging courses and curricula.
- An Encina advisory group consisting of principals, teachers and a parent from schools in the region, were provided the Thoughtexchange data and focus group input. Upon review of the information and consideration of best practices, that group issued a recommendation to physically split the middle school program from the high school program with the following key

considerations: expand enrichment classes, ensure support structures are in place and create synergistic and consistent governance programs at both the high school and middle school.

With clear direction to split the Encina campus into a middle school and a high school, the district created the Encina Middle School District Sponsorship team. This team is composed of senior district and SJTA leadership members. This team hired a middle school principal in the spring of 2020 who is working with a site-based design team to develop the middle school program and begin the work with our facilities staff to map out a plan for separating Encina middle school and high school. The site-based design team consists of certificated and classified staff, community members and student advisors. The District Sponsorship Team remains in place to provide support and guidance to the design team's work.

ATTACHMENT(S):
A: PowerPoint Presentation
B: Appendix A

BOARD COMMITTEE ACTION/COMMENT:
N/A

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 10/19/2020

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: Jim Shoemake, Assistant Superintendent, Schools and Labor Relations
Nina Mancina, Program Specialist
Shana Henry, Ed.D., Principal, Encina Middle School

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

Fall 2020



An Update on the Encina Middle School Redesign

San Juan Unified School District
Board of Education
October 27, 2020

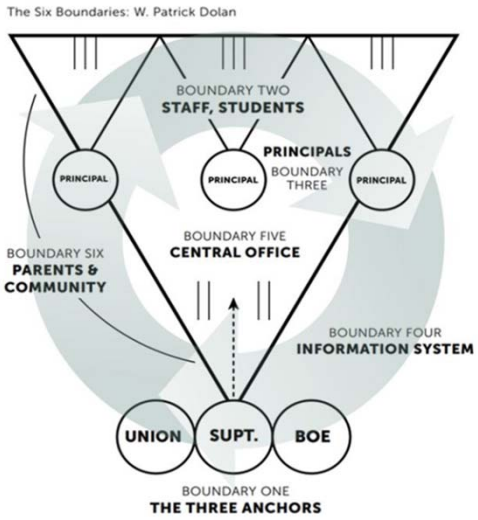
1

Agenda

- Continuous Improvement
- Role of District Sponsorship Team
- Stakeholder Engagement
- Overview of the Design Team Process
- 2020-21 Milestones
- Questions

2

Guiding Question



What are the ways we can leverage and build upon our collaborative culture to create a system of continuous improvement in which we listen to, learn from and respond to the needs of students, practitioners and community members?

San Juan Unified School District

Role of the District Sponsorship Team



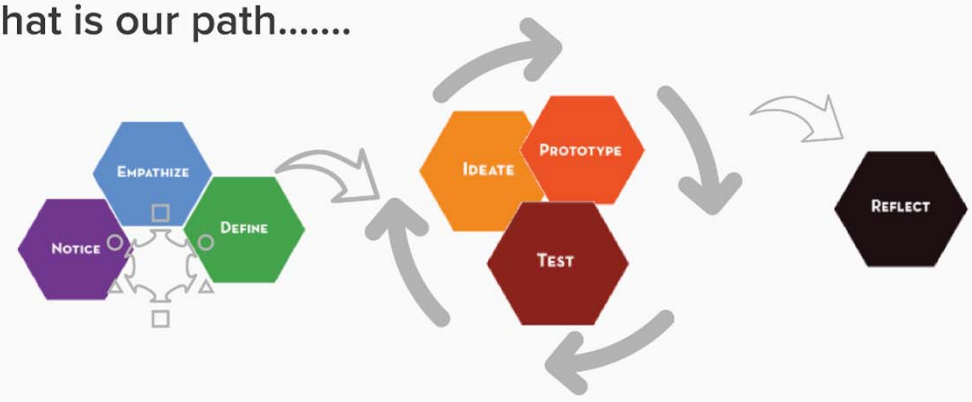
San Juan Unified School District

Key Stakeholder Engagement 2019-20

October 2019	January 2020	February 2020	May 2020	Present
Board presentation: Exploring, discovering and learning	West End advisory group: Reviews data and makes recommendations	Board workshop: Review recommendations	Middle school principal hired	Design teams selected Principal action • staff 1:1s • feeder school leadership visits • Classroom Zoom visits

San Juan Unified School District

What is our path.....



September, October
Use empathy gathered from students, staff and community to define who we are designing for

Create a prototype

November, December, January, February
Testing prototypes, iterating based on feedback and testing again

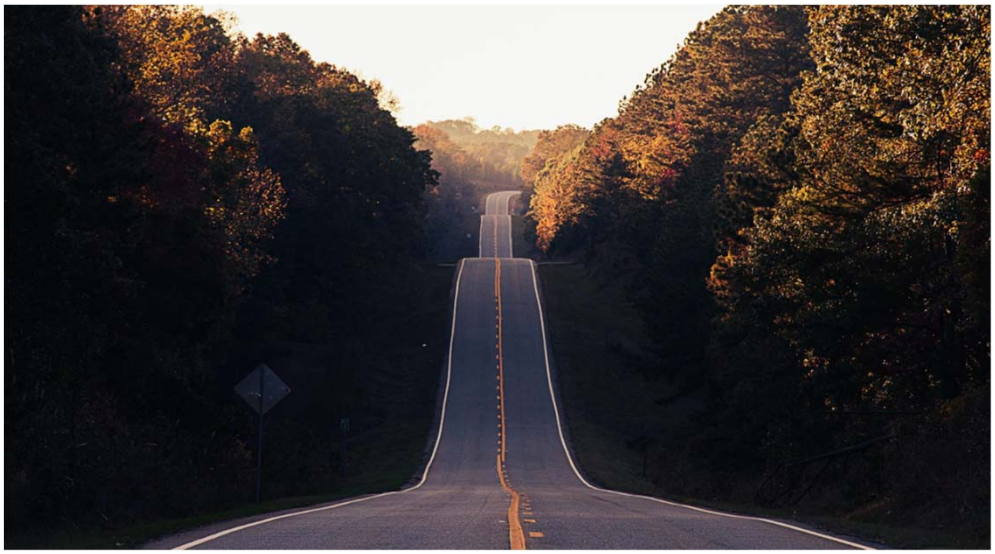
Divergent

March, April
Refining our prototype

Convergent

San Juan Unified School District

Milestones



7

Questions?



8

Comprehensive Review of Stakeholder Engagement 2019-20

- October 8 - Board Presentation: Exploring, Discovering and Learning
- October 14 - West End Advisory Group
  - Identified essential question
  - Developed engagement strategies
  - Identified components of a high quality middle school program
- October 15- January 9 - Public Fact Finding and Data Analysis
  - Thought Exchange
  - Focus groups
  - Other district parent and community meetings
- January 13 - West End Advisory Group - reviews data and makes recommendations
- January 20 - Staff finalizes recommendations
- February 4 and 5 - Facilities Committee and C&S Committee
- February 25 - Board Workshop - Review recommendations
- May 12 - Middle School Principal Hired - Shana Henry
- Summer/Fall 2020
  - Design Teams Selected
  - Principal/Staff 1:1s
  - Principal visits with feeder school admin
  - Principal Zoom classroom visits

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: I-3

MEETING DATE: 10/27/2020

SUBJECT: New Board Policy 0415 – Equity Policy

CHECK ONE:

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

DEPARTMENT: Equity and Student Achievement

ACTION REQUESTED:
The superintendent is recommending that the board review the following newly proposed board policy 0415 regarding equity.

Action anticipated: November 17, 2020.

RATIONALE/BACKGROUND:
The district is recommending a new board policy regarding equity. During the 2019-2020 and 2020-2021 school years, the Equity and Student Achievement and Legal departments worked together to draft the language of the board policy, which was presented to various stakeholder groups for feedback. As issues surrounding equity and the development of the San Juan 8 Point Commitment to Educational Justice have evolved and become more complex, we want to ensure the district has a policy that provides equitable practices and outcomes for all students.

ATTACHMENT(S):
A: Proposed Board Policy 0415 – Equity Policy

BOARD COMMITTEE ACTION/COMMENT:
N/A

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 09/28/2020

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: 1 Focus: 6, 8, 9
Goal: 2 Focus: 4, 5
Action: N/A
Strategic Plan: 4

PREPARED BY: Diana Marshall, Director, Equity and Student Achievement

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

DRAFT Board Policy

Philosophy, Goals, Objectives and Comprehensive Plans BP0415

EQUITY

The governing board believes that the diversity that exists among the district's community of students, staff, parents/guardians and community members is integral to the district's vision, mission and goals. Addressing the needs of the most marginalized learners requires recognition of the inherent value of diversity and acknowledgement that educational excellence requires a commitment to equity in the opportunities provided to students and the resulting outcomes.

(cf. 0000 – Concept and Roles)

(cf. 0100 – Philosophy/Mission)

(cf. 0200 - Goals for the School District)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 5145.3 - Nondiscrimination/Harassment)

In order to eliminate institutional bias of any kind, including implicit or unintentional biases and prejudices that affect student achievement and to eliminate disparities in educational outcomes for students from historically underserved and underrepresented populations, the district shall proactively identify class and cultural biases as well as practices, policies and institutional barriers that negatively influence student learning, perpetuate achievement gaps and impede equal access to opportunities for all students.

The board shall make decisions with a deliberate awareness of the challenges and barriers faced by students based on their identity/identities. To ensure that equity is the intentional result of district decisions, the board shall consider whether its decisions address the needs of students of non-dominant identities across race, ethnicity, linguistics, sexual orientation, gender identity, gender expression, disability and socio-economic status and remedy the inequities that such communities experienced in the context of a history of exclusion, discrimination and segregation. Board decisions shall not rely on biased or stereotypical assumptions about any particular group of students.

(cf. 6173 - Education for Homeless Children)

(cf. 6174 - Education for English Language Learners)

(cf. 9000 - Role of Board and Members (Powers, Purposes, Duties))

(cf. 9310 – Policy Manual)

The board and the superintendent or designee shall develop and implement policies and strategies to promote equity in district programs and activities, through measures such as the following:

1. Building a positive school climate that promotes student engagement, physical safety, social and emotional safety, academic achievement and other supports for student success. Staff will use stakeholder voice to identify actions and areas of improvement.

2. Conducting program evaluations that focus on equity success indicators which include and address the academic outcomes and performance of all students. Staff will provide opportunities for community stakeholders to review program evaluations and provide feedback on actions, progress and evaluation.

(cf. 0500 – Review and Evaluation)

3. Providing external and internal resources and collaborating with local agencies and community groups to ensure the availability and delivery of necessary support services for students in need.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 6164.2 - Guidance Services)

4. Providing and building efficacy with common ongoing, researched-based, professional learning on culturally responsive pedagogy, building collective capacity to interrupt both implicit and explicit racial/social inequities and adopt anti-racist/anti-bias education and practices.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

5. Adopting curriculum and instructional materials that accurately reflect the diverse ethnicities and identities among student groups to help ensure historically accurate perspectives.

(cf. 6141 - Curriculum Development and Design)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

6. Routinely assessing student needs based on quantitative and qualitative data disaggregated by race, ethnicity and socio-economic and cultural backgrounds in order to enable equity-focused policy, planning and resource development decisions.

(cf. 0460 - Local Control and Accountability Plan)

(cf. 6162.5 – Research/Standardized Testing Student Assessment)

7. Promoting the employment and retention of a diverse staff across all departments and sites that reflects the student demographics of the community and continues to create career pathways for employees.

8. Analyzing expenditures and allocating financial and human resources in a manner that provides all students with equitable access to district programs, support services and opportunities for success and promotes equity and inclusion in the district. Such resources include access to high-quality administrators, teachers and other district/school personnel, funding; technology, equipment, textbooks and other instructional materials; facilities; and community resources or partnerships.

(cf. 3100 - Budget)

(cf. 4113 - Assignment)

(cf. 7110 – Determining Needs)

9. Enabling and encouraging all students to enroll in, participate in and complete curricular and extracurricular courses, advanced college preparation programs, career technical education and other student activities.

(cf. 6141.4 - International Baccalaureate Program)

(cf. 6143 - Courses of Study)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6152.1 - Placement in Mathematics Courses)

Legal Reference:

EDUCATION CODE
200-262.4 Educational equity
52077 Local control and accountability plan
60040 Selection of instructional materials
GOVERNMENT CODE
11000 Definitions
11135 Nondiscrimination in programs or activities funded by state
PENAL CODE

422.55 Definition of hate crime
422.6 Interference with constitutional right or privilege
CODE OF REGULATIONS TITLE 5
4900-4965 Nondiscrimination in elementary and secondary education programs
UNITED STATES CODE TITLE 20
1400-1482 Individuals with Disabilities in Education Act
1681-1688 Discrimination based on sex or blindness, Title IX
2301-2414 Strengthening Career and Technical Education for the 21st Century Act
6311 State plans
6312 Local education agency plans
UNITED STATES CODE, TITLE 29
794 Section 504 of the Rehabilitation Act of 1973
UNITED STATES CODE, TITLE 42
2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended
2000h-2000h-6 Title IX
12101-12213 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 28
35.101-35.190 Americans with Disabilities Act
36.303 Auxiliary aids and services
CODE OF FEDERAL REGULATIONS, TITLE 34
100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI
104.1-104.39 Section 504 of the Rehabilitation Act of 1973
106.1-106.61 Discrimination on the basis of sex, effectuating Title IX

Management Resources:
CSBA PUBLICATIONS
Meeting California's Challenge: Access, Opportunity and Achievement: Key Ingredients for Student Success, 2017
The School Board Role in Creating the Conditions for Student Achievement, 2017
African-American Students in Focus: Closing Opportunity and Achievement Gaps for African-American Students, 2016
African-American Students in Focus: Demographics and Achievement of California's African-American Students, 2016
Latino Students in California's K-12 Public Schools, 2016
Research-Supported Strategies to Improve the Accuracy and Fairness of Grades, 2016
Climate for Achievement Governance Brief Series, 2015
Math Misplacement, 2015
CENTER FOR URBAN EDUCATION PUBLICATIONS
Protocol for Assessing Equity-Mindedness in State Policy, 2017

WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
Center for Urban Education: https://cue.usc.edu
Safe Schools Coalition: http://www.casafeschools.org

Policy SAN JUAN UNIFIED SCHOOL DISTRICT

adopted: , 2020 Carmichael, California

effective: , 2020

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: I-4

MEETING DATE: 10/27/2020

SUBJECT: PARS Supplementary Retirement Plan

CHECK ONE:

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

DEPARTMENT: Human Resources

ACTION REQUESTED:
The superintendent is recommending that the board adopt Resolution No. 3010 approving the Public Agency Retirement Services (PARS) supplementary retirement plan for certificated non-management, certificated management, classified non-management, classified management and confidential employees.

RATIONALE/BACKGROUND:
The district has worked with PARS to conduct an analysis of a potential supplementary retirement plan, an early retirement incentive program, for the 2020-21 school year that would take effect on July 1, 2021.

At this time, the PARS supplementary retirement plan will be offered to certificated non-management, certificated management, classified non-management, classified management and confidential employees as part of the district retirement program, effective October 28, 2020. The retirement incentive must meet the district's fiscal and operational objectives in order for the plan to go into effect. If these goals are not reached, the district may withdraw the retirement incentive. If the district withdraws the retirement incentive, resignations may be rescinded.

ATTACHMENT(S):
A: Resolution No. 3010

BOARD COMMITTEE ACTION/COMMENT:
N/A

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 10/19/2020

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: Paul Oropallo, Assistant Superintendent, Human Resources

APPROVED BY: Kent Kern, Superintendent of Schools

SAN JUAN UNIFIED SCHOOL DISTRICT

PARS Supplementary Retirement Plan for
Certificated Non-Management, Certificated Management, Classified Non-Management,
Classified Management and Confidential Employees

BOARD RESOLUTION NO. 3010

WHEREAS it is determined to be in the best fiscal interest of the San Juan Unified School District and its employees to provide a retirement incentive offer to eligible employees who wish to voluntarily exercise their option to separate from district service;

WHEREAS there is no cash option available to employees in lieu of this retirement incentive offer;

WHEREAS Public Agency Retirement Services (PARS) has made available to the district a supplementary retirement plan, a retirement incentive program supplementing STRS/PERS, and qualifying under the relevant sections of Section 403(b) of the Internal Revenue Code;

WHEREAS the district, pursuant to applicable policy and/or a collective bargaining agreement, desires to adopt the supplementary retirement plan and to fund the incentive through non-elective employer, post-employment contributions to the PARS designated 403(b) provider.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The governing board hereby adopts the PARS supplementary retirement plan for certificated non-management, certificated management, classified non-management, classified management and confidential employees, as part of the district retirement program, effective October 28, 2020; and

2. The retirement incentive must meet the district's fiscal and operational objectives in order for the plan to go into effect. If these goals are not reached, the district may withdraw the retirement incentive. If the district withdraws the retirement incentive, resignations may be rescinded; and

3. The Board of Education hereby appoints the assistant superintendent of Human Resources, or his/her successor or his/her designee as the district's plan administrator; and

4. The district's PARS plan administrator is hereby authorized to execute the contracts, custodial agreement facilitating the payment of contributions to the 403(b) arrangement, and other legal documents related to a trust or the plan on behalf of the district and to take whatever additional actions are necessary to maintain the district's participation in the plan and to maintain compliance of any relevant regulations issued.

AYES:
NOES:
ABSENT:
ABSTAIN:

STATE OF CALIFORNIA
COUNTY OF SACRAMENTO
The clerk and secretary of the Board of Education of the San Juan Unified School District of Sacramento County, California, hereby certifies that the above foregoing resolution was duly and regularly adopted by said district at a regular meeting thereof held on October 27, 2020, and passed by a _____ vote.

_____ _____
Zima Creason, Clerk Kent Kern, Secretary

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: **I-5**

MEETING DATE: **10/27/2020**

SUBJECT: Variable Term Waivers

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

DEPARTMENT: Human Resources

ACTION REQUESTED:
The superintendent is recommending the board approve the submission of seven Variable Term Waivers to the California Commission on Teacher Credentialing (CTC) for the individuals listed in the attached documents.

RATIONALE/BACKGROUND:
A Variable Term Waiver for the Crosscultural, Language & Academic Development (CLAD) is necessary to provide an authorization for the individuals in the attached documents to provide services to English learners. Also listed are individuals who require an authorization in Speech Language Pathology to provide services for the beginning of the 2020-2021 school year.

Individuals listed in the attached as requiring a CLAD authorization hold a Preliminary Designated Subjects - Career Technical Education Credential. Upon completion of the clear program through the Yolo-Solano Center for Teacher Credentialing, they will be recommended for a Clear Designated Subjects Career Technical Education Credential with an embedded English learner authorization. The CLAD waiver will allow them to provide services to English learners while they are working on their clear credential requirements.

Individuals listed in the attached as requiring a Speech Language Pathology (SLP) credentials are currently enrolled in the program at California State University Sacramento and will not be recommended for their preliminary document until after the start of the school year.

In addition to the SLP waivers and CLAD waivers cited above, a Variable Term Waiver is necessary to provide an authorization for Mohammad Rafiq for a Single Subject Social Science authorization. Mohammad is a fluent Farsi, Pashto and Dari speaker and will be providing intervention services as he works to enter into a teacher preparation program.

A Variable Term Waiver is necessary to provide an authorization for Rebecca Wiley for an Education Specialist Early Childhood Special Education authorization. Rebecca is in process to complete her last course to become intern eligible through Brandman University.

Aspects of the waiver application are intentionally left blank (personal information) and will be completed upon submission to the CTC.

All requests for Variable Term Waivers must be presented for approval to the governing board of the public school district. Every waiver request submitted to the CTC must include verification that a notice of intent to employ the named applicant in the identified position has been made public.

ATTACHMENT(S):
A: Variable Term Waiver list
B: Variable Term Waiver applications

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 10/19/2020

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: Baljit Jhatu, Analyst, Human Resources
Deann Carlson, Director, Certificated Personnel, Human Resources

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

VARIABLE TERM WAIVER

Type	Name	Effective Date(s)
CLAD	Dina Kolesnikov	08/31/2020 – 06/30/2021
CLAD	London Mackey	08/24/2020 – 06/30/2021
CLAD	Scott Schneider	08/13/2020 – 06/30/2021
Speech Language Pathology	Aya Khalil	08/01/2020 – 08/20/2020
Speech Language Pathology	Gabriella Romano	08/01/2020 – 08/20/2020
Social Science	Mohammad Rafiq	09/21/2020 – 06/30/2021
Early Childhood Special Education	Rebecca Wiley	08/11/2020 – 06/30/2021

Commission on Teacher Credentialing
Certification Division
ATTN: Waiver Unit
1900 Capitol Avenue
Sacramento, CA 95811-4213

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

CTC Use Only

CTC Use Only	
W	Z

VARIABLE TERM WAIVER REQUEST (WV1 Form)

Requests must be prepared by the employing agency, not the applicant. All materials must be typewritten or computer generated and sufficiently clear to photocopy. This form must be used for **first time and subsequent** waivers **only**.

1. **EMPLOYING AGENCY** (include mailing address)	County/District CDS Code	Contact Person:
San Juan Unified School District 3738 Walnut Ave., Carmichael, CA 95608	34 67447	Baljit Jhatu, HR Analyst Telephone #: (916) 971-7669
NPS/NPA (list county code _____)		EMail: baljit.jhatu@sanjuan.edu

2. APPLICANT INFORMATION:

Social Security or Individual Tax Identification Number: ☐

All applicants must answer professional fitness questions (see #11). In addition, if fingerprint clearance is not on file at CTC, a completed Live Scan receipt (41-LS) must be submitted with this waiver request. If needed, a review by the Division of Professional Practices will be concluded before a waiver approval letter will be issued.

Full Legal Name Dina (First) _____ (Middle) Kolesnikov (Last)

Former Name(s) _____ Birth Date _____

Applicant's Mailing Address _____

_____

Phone# _____ Email _____

Waiver Title Certificate or Credential to Provide Instruction to Limited English Proficient (LEP) Students

(List the specific title and subject area of the credential that authorizes the assignment. Note that the subject must be one that is available under current regulations.)

Assignment Career Technical Education Teacher - Health Science and Medical Tech

Indicate specific position and grade level *(e.g. chemistry teacher, grades 11-12)*

- For bilingual assignment list LANGUAGE: _____
- Is this a full time position? ☑ Yes ☐ No
- If not, indicate how many periods a day the individual will be teaching the waiver assignment(s) _____
- Is this a subsequent waiver? (see #9 for additional information) ☐ Yes ☑ No

3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED

Specific section(s) covering the assignment: EC §44253.3

4. EFFECTIVE DATES

Waivers are dated effective the beginning date of service. Provide the ending date of your school term, track or year below. A justification *must* be included if the expiration date extends beyond the term, track or year.

Effective Dates (mm/dd/yyyy): 08/ 31 /2020 to 06 /30 /2021

Ending date of school term, track, or year: 06 /30 /2021

5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE SHORTAGE AREA FOR THE ASSIGNMENT

- ☐ Special Education
- ☐ Clinical or Rehabilitative Services
- ☐ Speech-Language Pathology Services
- ☐ Driver Education and Training
- ☐ 30-Day Substitute

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

No copies are necessary if this is a recognized high incidence area.

- ☐ Advertised in local/national newspapers
- ☐ Advertised in professional journals
- ☐ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Contacted IHE placement centers
- ☐ Distributed job announcements
- ☐ Internet

Other _____

c. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

6. NON STATEWIDE NON SHORTAGE AREA WAIVER REQUESTS:

a. INDICATE THE LOW INCIDENCE AREA FOR THE ASSIGNMENT

- ☐ Administrative Services
- ☐ Single Subject Teaching (**all** subject areas)
- ☐ Designated Subjects – except driver education and training
- ☐ Teacher Librarian Services
- ☐ Multiple Subject Teaching
- ☐ Pupil Personnel Services: Counseling, Psychology, Social Work
- ☐ Reading Specialist/Certificate
- ☑ Teacher of English Learner Students

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

Copies of announcements, advertisements, web site registration, etc. **must** be attached.

The employer must verify **all** of the following:

- ☑ Distributed job announcements
- ☑ Contacted IHE placement centers
- ☑ Internet (i.e. www.edjoin.org)

Optional recruitment methods:

- ☐ Advertised in local/national newspaper
- ☐ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Advertised in professional journals

Other _____

c. PROVIDE DETAILED INFORMATION ABOUT THE RESULTS OF RECRUITMENT EFFORTS. BE SURE TO ANSWER EACH OF THE FOLLOWING QUESTIONS:

How many individuals credentialed in the authorization of the waiver request applied for the position? 0

How many individuals credentialed in the authorization of the waiver request were interviewed? _____

What were the results of those interviews? (Please indicate answers in numbers)

_____ Applicant(s) withdrew

_____ Candidate(s) declined job offer

_____ Candidate(s) found unsuitable for the assignment

d. PROVIDE THE SPECIFIC EMPLOYMENT CRITERIA FOR THE POSITION

What special skills and knowledge are needed to successfully perform in this position? These should also be described in your recruitment advertisements and announcements.

Need to hold or be eligible to earn a Designated Subjects Career Technical Education Credential in Health Science and Medical Technology

e. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

Ms. Kolesnikov has experience in the CTE area required for this position and has a passion for working with students. She is a product of San Juan and chose the medical profession due to having been a Career Technical Ed student herself.

7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL

List the requirements that the applicant must complete to be eligible for the credential along with the credential goal and target date by which he or she plans to complete those requirements

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE
Yolo-Solano County - Designed Subject Clear Program	06/30/2022

8. LIST THE NAME AND POSITION OF THE PERSON ASSIGNED TO PROVIDE SUPPORT AND ASSISTANCE TO THE APPLICANT DURING THE TERM OF THIS WAIVER

By assigning this individual, the employing agency makes a commitment to provide orientation, guidance and assistance to the applicant, as feasible, in completing the requirement(s) listed above.

Name Jennifer Anderson Position Par Consultant

9. SUBSEQUENT WAIVER REQUESTS

- Attach a copy of a personnel evaluation that verifies the applicant served satisfactorily in the position authorized by the previous waiver.
- Attach supporting documentation

10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?

Would the applicant have to travel more than 1 1/2 hours one-way to attend an institution with an approved program to meet the credential goal?

☐ Yes ☑ No ☐ Not applicable (program completion is not a requirement)

11. PROFESSIONAL FITNESS QUESTIONS (to be answered by the applicant)

Answers to the following questions are required. **If you answer yes to any question, you must complete the corresponding *Professional Fitness Explanation Form*.**

Before granting your application, the Commission will review, at a minimum:

- Federal Bureau of Investigation criminal history (rap sheet)
- California Department of Justice criminal history (rap sheet)
- International database of teacher misconduct maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC)
- Previous reviews by the Commission
- Complaints from others
- Notifications from school districts
- Teacher preparation test score violations

You must disclose misconduct, even if:

- It happened a long time ago
- It happened in another state, federal court, military or jurisdiction outside the United States
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- You received a certificate of rehabilitation
- Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended

WARNING: You will be required to sign your application under penalty of perjury; by doing so you are also stating that you understand:

- That the information you provide is true and correct;
- That you understand any and all instructions related to your application;
- Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential;
- The Commission may reject your application if it is incomplete and it will be delayed.

a. Have you ever been:

- dismissed or,
- non-reelected or,
- suspended without pay for more than ten days, or
- retired or,
- resigned from, or otherwise left school employment

because of **allegations of misconduct** or while **allegations of misconduct** were pending?

☐ Yes ☐ No

b. Have you ever been convicted of any felony or misdemeanor in California or any other place? You must disclose:

- all criminal convictions
- misdemeanors and felonies
- convictions based on a plea of no contest or nolo contendere
- convictions dismissed pursuant to Penal Code Section 1203.4
- driving under the influence (DUI) or reckless driving convictions
- no matter how much time has passed

You do not have to disclose:

- misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.
- Infractions (DUI or reckless driving convictions are not infractions)

☐ Yes ☐ No

c. Are you currently the subject of any inquiry or investigation by any law enforcement agency or any licensing agency in California or any other state?

☐ Yes ☐ No

d. Are any criminal charges currently pending against you?

☐ Yes ☐ No

e. Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service, revoked, denied, suspended, publicly reproved, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

☐ Yes ☐ No

f. Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

☐ Yes ☐ No

12. CHILD ABUSE AND NEGLECT MANDATED REPORTING (to be answered by the applicant)

As a document holder authorized to work with children, it is part of my professional and ethical duty to report every instance of child abuse or neglect known or suspected to have occurred to a child with whom I have professional contact.

I understand that I must report immediately, or as soon as practicably possible, by telephone to a law enforcement agency or a child protective agency, and will send a written report and any evidence relating to the incident within 36 hours of becoming aware of the abuse or neglect of the child.

I understand that reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person is not a substitute for making a mandated report to a law enforcement agency or a child protective agency.

I understand that the reporting duties are individual and no supervisor or administrator may impede or inhibit my reporting duties.

I understand that once I submit a report, I am not required to disclose my identity to my employer.

I understand that my failure to report an instance of suspected child abuse or neglect as required by the Child Abuse and Neglect Reporting Act under Section 11166 of the Penal Code is a misdemeanor punishable by up to six months in jail or by a fine of one thousand dollars ($1,000), or by both that imprisonment and fine.

I acknowledge and certify that as a document holder, I will fulfill all the duties required of a mandated reporter.

☐ **I agree**

13. PUBLIC NOTICE -- CHECK THE BOX THAT APPLIES

☐ **Public School District:** Attached is a copy of the agenda item presented to the governing board of the school district in a public meeting showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or his or her designee in item #14 below, the person signing verifies that the board acted upon the item favorably.

By submitting this waiver request the district is certifying that reasonable efforts to recruit a fully prepared teacher for the assignment(s) were made in the following order:

1. A candidate who is qualified to participate in an approved internship program in the region of the school district
2. An individual who is scheduled to complete initial preparation requirements within six months

☐ **County Office of Education, State Agency, or Nonpublic, Nonsectarian School or Agency:** Attached is a dated copy of the notice that was posted at least 72 hours before the position was filled showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or administrator or his or her designee in item #14 below, the person signing verifies that there were no objections to this waiver request.

14. APPLICANT'S CERTIFICATION

I understand that in order to receive a subsequent waiver for this assignment I must pursue the completion of requirements to obtain full certification in the subject or area covered by this waiver request as specified in #7 above.

I understand that if my case is heard in a public meeting, all materials submitted to the Commission regarding my suitability, including grades and test scores, may be discussed.

I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all of the foregoing statements in this application are true and correct.

Signature of Applicant *(Sign full legal name as listed in #2)*	**Date**

15. EMPLOYING AGENCY CERTIFICATION *(To be signed by district or county superintendent, personnel administrator, NPS/NPA administrator, or designee.)*

The person for whom this waiver is requested will not be employed until he or she has been cleared by the Department of Justice under the provisions of Education Code Section 44332.6 and Section 44830.1 (AB1612). The employer acknowledges that the Commission's final approval of this individual's waiver will be determined by a fitness review covering, in part, criminal activity, including certain in-state and/or out-of-state convictions. If this waiver request is for service to special education children, the Special Education Local Planning Area (SELPA) has been notified of our intent to request this waiver.

I certify under penalty of perjury that the information provided in this report is accurate and complete.

Signature: _____

Title: _____

Date: _____

Commission on Teacher Credentialing
Certification Division
ATTN: Waiver Unit
1900 Capitol Avenue
Sacramento, CA 95811-4213

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

CTC Use Only

CTC Use Only
W Z

VARIABLE TERM WAIVER REQUEST (WV1 Form)

Requests must be prepared by the employing agency, not the applicant. All materials must be typewritten or computer generated and sufficiently clear to photocopy. This form must be used for **first time and subsequent** waivers **only**.

1. EMPLOYING AGENCY (include mailing address)	County/District	Contact Person:
San Juan Unified School District 3738 Walnut Ave., Carmichael, CA 95608	CDS Code 34 67447	Baljit Jhatu, HR Analyst Telephone #: (916) 971-7669
NPS/NPA (list county code _____)		EMail: baljit.jhatu@sanjuan.edu

2. APPLICANT INFORMATION:

Social Security or Individual Tax Identification Number: ☐

All applicants must answer professional fitness questions (see #11). In addition, if fingerprint clearance is not on file at CTC, a completed Live Scan receipt (41-LS) must be submitted with this waiver request. If needed, a review by the Division of Professional Practices will be concluded before a waiver approval letter will be issued.

Full Legal Name London (First) _____ (Middle) Mackey (Last)

Former Name(s) _____ Birth Date _____

Applicant's Mailing Address _____

_____

Phone# _____ Email _____

Waiver Title Certificate or Credential to Provide Instruction to Limited English Proficient (LEP) Students

(List the specific title and subject area of the credential that authorizes the assignment. Note that the subject must be one that is available under current regulations.)

Assignment Career Technical Education Teacher - Health Science and Medical Tech

Indicate specific position and grade level *(e.g. chemistry teacher, grades 11-12)*

- For bilingual assignment list LANGUAGE: _____
- Is this a full time position? ☑ Yes ☐ No
- If not, indicate how many periods a day the individual will be teaching the waiver assignment(s) _____
- Is this a subsequent waiver? (see #9 for additional information) ☐ Yes ☑ No

3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED

Specific section(s) covering the assignment: EC §44253.3

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Waivers are dated effective the beginning date of service. Provide the ending date of your school term, track or year below. A justification *must* be included if the expiration date extends beyond the term, track or year.

Effective Dates (mm/dd/yyyy): 08/ 24 /2020 to 06 /30 /2021

Ending date of school term, track, or year: 06 /30 /2021

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a. INDICATE THE SHORTAGE AREA FOR THE ASSIGNMENT

- ☐ Special Education
- ☐ Clinical or Rehabilitative Services
- ☐ Speech-Language Pathology Services
- ☐ Driver Education and Training
- ☐ 30-Day Substitute

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

No copies are necessary if this is a recognized high incidence area.

- ☐ Advertised in local/national newspapers
- ☐ Advertised in professional journals
- ☐ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Contacted IHE placement centers
- ☐ Distributed job announcements
- ☐ Internet

Other _____

c. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

6. NON STATEWIDE NON SHORTAGE AREA WAIVER REQUESTS:

a. INDICATE THE LOW INCIDENCE AREA FOR THE ASSIGNMENT

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- ☐ Single Subject Teaching (**all** subject areas)
- ☐ Designated Subjects – except driver education and training
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Optional recruitment methods:

- ☐ Advertised in local/national newspaper
- ☐ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Advertised in professional journals

Other _____

c. PROVIDE DETAILED INFORMATION ABOUT THE RESULTS OF RECRUITMENT EFFORTS. BE SURE TO ANSWER EACH OF THE FOLLOWING QUESTIONS:

How many individuals credentialed in the authorization of the waiver request applied for the position? 1

How many individuals credentialed in the authorization of the waiver request were interviewed? 1

What were the results of those interviews? (Please indicate answers in numbers)

1 Applicant(s) withdrew

_____ Candidate(s) declined job offer

_____ Candidate(s) found unsuitable for the assignment

d. PROVIDE THE SPECIFIC EMPLOYMENT CRITERIA FOR THE POSITION

What special skills and knowledge are needed to successfully perform in this position? These should also be described in your recruitment advertisements and announcements.

Need to hold or be eligible to earn a Designated Subjects Career Technical Education Credential in Health Science and Medical Technology

e. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

Ms. Mackey has experience in the CTE area required for this position and has a passion for science, research and sharing that by working with students in the CTE program.

7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL

List the requirements that the applicant must complete to be eligible for the credential along with the credential goal and target date by which he or she plans to complete those requirements

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE
Yolo-Solano County - Designed Subject Clear Program	06/30/2022

8. LIST THE NAME AND POSITION OF THE PERSON ASSIGNED TO PROVIDE SUPPORT AND ASSISTANCE TO THE APPLICANT DURING THE TERM OF THIS WAIVER

By assigning this individual, the employing agency makes a commitment to provide orientation, guidance and assistance to the applicant, as feasible, in completing the requirement(s) listed above.

Name Jennifer Anderson Position Par Consultant

9. SUBSEQUENT WAIVER REQUESTS

- Attach a copy of a personnel evaluation that verifies the applicant served satisfactorily in the position authorized by the previous waiver.
- Attach supporting documentation

10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?

Would the applicant have to travel more than 1 1/2 hours one-way to attend an institution with an approved program to meet the credential goal?

☐ Yes ☑ No ☐ Not applicable (program completion is not a requirement)

11. PROFESSIONAL FITNESS QUESTIONS (to be answered by the applicant)

Answers to the following questions are required. **If you answer yes to any question, you must complete the corresponding *Professional Fitness Explanation Form*.**

Before granting your application, the Commission will review, at a minimum:

- Federal Bureau of Investigation criminal history (rap sheet)
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- International database of teacher misconduct maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC)
- Previous reviews by the Commission
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- Notifications from school districts
- Teacher preparation test score violations

You must disclose misconduct, even if:

- It happened a long time ago
- It happened in another state, federal court, military or jurisdiction outside the United States
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- You received a certificate of rehabilitation
- Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended

WARNING: You will be required to sign your application under penalty of perjury; by doing so you are also stating that you understand:

- That the information you provide is true and correct;
- That you understand any and all instructions related to your application;
- Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential;
- The Commission may reject your application if it is incomplete and it will be delayed.

a. Have you ever been:

- dismissed or,
- non-reelected or,
- suspended without pay for more than ten days, or
- retired or,
- resigned from, or otherwise left school employment

because of **allegations of misconduct** or while **allegations of misconduct** were pending?

☐ Yes ☐ No

b. Have you ever been convicted of any felony or misdemeanor in California or any other place? You must disclose:

- all criminal convictions
- misdemeanors and felonies
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- driving under the influence (DUI) or reckless driving convictions
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You do not have to disclose:

- misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.
- Infractions (DUI or reckless driving convictions are not infractions)

☐ Yes ☐ No

c. Are you currently the subject of any inquiry or investigation by any law enforcement agency or any licensing agency in California or any other state?

☐ Yes ☐ No

d. Are any criminal charges currently pending against you?

☐ Yes ☐ No

e. Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service, revoked, denied, suspended, publicly reproved, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

☐ Yes ☐ No

f. Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

☐ Yes ☐ No

12. CHILD ABUSE AND NEGLECT MANDATED REPORTING (to be answered by the applicant)

As a document holder authorized to work with children, it is part of my professional and ethical duty to report every instance of child abuse or neglect known or suspected to have occurred to a child with whom I have professional contact.

I understand that I must report immediately, or as soon as practicably possible, by telephone to a law enforcement agency or a child protective agency, and will send a written report and any evidence relating to the incident within 36 hours of becoming aware of the abuse or neglect of the child.

I understand that reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person is not a substitute for making a mandated report to a law enforcement agency or a child protective agency.

I understand that the reporting duties are individual and no supervisor or administrator may impede or inhibit my reporting duties.

I understand that once I submit a report, I am not required to disclose my identity to my employer.

I understand that my failure to report an instance of suspected child abuse or neglect as required by the Child Abuse and Neglect Reporting Act under Section 11166 of the Penal Code is a misdemeanor punishable by up to six months in jail or by a fine of one thousand dollars ($1,000), or by both that imprisonment and fine.

I acknowledge and certify that as a document holder, I will fulfill all the duties required of a mandated reporter.

☐ **I agree**

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☐ **Public School District:** Attached is a copy of the agenda item presented to the governing board of the school district in a public meeting showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or his or her designee in item #14 below, the person signing verifies that the board acted upon the item favorably.

By submitting this waiver request the district is certifying that reasonable efforts to recruit a fully prepared teacher for the assignment(s) were made in the following order:

1. A candidate who is qualified to participate in an approved internship program in the region of the school district
2. An individual who is scheduled to complete initial preparation requirements within six months

☐ **County Office of Education, State Agency, or Nonpublic, Nonsectarian School or Agency:** Attached is a dated copy of the notice that was posted at least 72 hours before the position was filled showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or administrator or his or her designee in item #14 below, the person signing verifies that there were no objections to this waiver request.

14. APPLICANT'S CERTIFICATION

I understand that in order to receive a subsequent waiver for this assignment I must pursue the completion of requirements to obtain full certification in the subject or area covered by this waiver request as specified in #7 above.

I understand that if my case is heard in a public meeting, all materials submitted to the Commission regarding my suitability, including grades and test scores, may be discussed.

I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all of the foregoing statements in this application are true and correct.

Signature of Applicant **Date**
(Sign full legal name as listed in #2)

15. EMPLOYING AGENCY CERTIFICATION *(To be signed by district or county superintendent, personnel administrator, NPS/NPA administrator, or designee.)*

The person for whom this waiver is requested will not be employed until he or she has been cleared by the Department of Justice under the provisions of Education Code Section 44332.6 and Section 44830.1 (AB1612). The employer acknowledges that the Commission's final approval of this individual's waiver will be determined by a fitness review covering, in part, criminal activity, including certain in-state and/or out-of-state convictions. If this waiver request is for service to special education children, the Special Education Local Planning Area (SELPA) has been notified of our intent to request this waiver.

I certify under penalty of perjury that the information provided in this report is accurate and complete.

Signature: _____

Title: _____

Date: _____

Commission on Teacher Credentialing
Certification Division
ATTN: Waiver Unit
1900 Capitol Avenue
Sacramento, CA 95811-4213

CTC Use Only

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

CTC Use Only	
W	Z

VARIABLE TERM WAIVER REQUEST (WV1 Form)

Requests must be prepared by the employing agency, not the applicant. All materials must be typewritten or computer generated and sufficiently clear to photocopy. This form must be used for **first time and subsequent** waivers **only**.

1. EMPLOYING AGENCY (include mailing address)	County/District	Contact Person:
San Juan Unified School District 3738 Walnut Ave., Carmichael, CA 95608	CDS Code 34 67447	Baljit Jhatu, HR Analyst Telephone #: (916) 971-7669
NPS/NPA (list county code _____)		EMail: baljit.jhatu@sanjuan.edu

2. APPLICANT INFORMATION:

Social Security or Individual Tax Identification Number: _____

All applicants must answer professional fitness questions (see #11). In addition, if fingerprint clearance is not on file at CTC, a completed Live Scan receipt (41-LS) must be submitted with this waiver request. If needed, a review by the Division of Professional Practices will be concluded before a waiver approval letter will be issued.

Full Legal Name Scott (First) _____ (Middle) Schneider (Last)

Former Name(s) _____ Birth Date _____

Applicant's Mailing Address _____

_____

Phone# _____ Email _____

Waiver Title Certificate or Credential to Provide Instruction to Limited English Proficient (LEP) Students

(List the specific title and subject area of the credential that authorizes the assignment. Note that the subject must be one that is available under current regulations.)

Assignment Career Technical Education Teacher - Public Service

Indicate specific position and grade level *(e.g. chemistry teacher, grades 11-12)*

- For bilingual assignment list LANGUAGE: _____
- Is this a full time position? ☑ Yes ☐ No
- If not, indicate how many periods a day the individual will be teaching the waiver assignment(s) _____
- Is this a subsequent waiver? (see #9 for additional information) ☑ Yes ☐ No

3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED

Specific section(s) covering the assignment: EC §44253.3

4. EFFECTIVE DATES

Waivers are dated effective the beginning date of service. Provide the ending date of your school term, track or year below. A justification *must* be included if the expiration date extends beyond the term, track or year.

Effective Dates (mm/dd/yyyy): 08 / 13 / 2020 to 06 / 30 / 2021

Ending date of school term, track, or year: 06 / 30 / 2021

5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE SHORTAGE AREA FOR THE ASSIGNMENT

- ☐ Special Education
- ☐ Clinical or Rehabilitative Services
- ☐ Speech-Language Pathology Services
- ☐ Driver Education and Training
- ☐ 30-Day Substitute

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

No copies are necessary if this is a recognized high incidence area.

- ☐ Advertised in local/national newspapers
- ☐ Advertised in professional journals
- ☐ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Contacted IHE placement centers
- ☐ Distributed job announcements
- ☐ Internet

Other _____

c. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

6. NON STATEWIDE NON SHORTAGE AREA WAIVER REQUESTS:

a. INDICATE THE LOW INCIDENCE AREA FOR THE ASSIGNMENT

- ☐ Administrative Services
- ☐ Single Subject Teaching (**all** subject areas)
- ☐ Designated Subjects – except driver education and training
- ☐ Teacher Librarian Services
- ☐ Multiple Subject Teaching
- ☐ Pupil Personnel Services: Counseling, Psychology, Social Work
- ☐ Reading Specialist/Certificate
- ☑ Teacher of English Learner Students

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

Copies of announcements, advertisements, web site registration, etc. **must** be attached.

The employer must verify **all** of the following:

- ☑ Distributed job announcements
- ☑ Contacted IHE placement centers
- ☑ Internet (i.e. www.edjoin.org)

Optional recruitment methods:

- ☐ Advertised in local/national newspaper
- ☐ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Advertised in professional journals

Other _____

c. PROVIDE DETAILED INFORMATION ABOUT THE RESULTS OF RECRUITMENT EFFORTS. BE SURE TO ANSWER EACH OF THE FOLLOWING QUESTIONS:

How many individuals credentialed in the authorization of the waiver request applied for the position? 0

How many individuals credentialed in the authorization of the waiver request were interviewed? _____

What were the results of those interviews? (Please indicate answers in numbers)

_____ Applicant(s) withdrew

_____ Candidate(s) declined job offer

_____ Candidate(s) found unsuitable for the assignment

d. PROVIDE THE SPECIFIC EMPLOYMENT CRITERIA FOR THE POSITION

What special skills and knowledge are needed to successfully perform in this position? These should also be described in your recruitment advertisements and announcements.

Need to hold or be eligible to earn a Designated Subjects Career Technical Education Credential in Public Service

e. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL

List the requirements that the applicant must complete to be eligible for the credential along with the credential goal and target date by which he or she plans to complete those requirements

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE
Yolo-Solano County - Designed Subject Clear Program	06/30/2022

8. LIST THE NAME AND POSITION OF THE PERSON ASSIGNED TO PROVIDE SUPPORT AND ASSISTANCE TO THE APPLICANT DURING THE TERM OF THIS WAIVER

By assigning this individual, the employing agency makes a commitment to provide orientation, guidance and assistance to the applicant, as feasible, in completing the requirement(s) listed above.

Name Jennifer Anderson Position Par Consultant

9. SUBSEQUENT WAIVER REQUESTS

- Attach a copy of a personnel evaluation that verifies the applicant served satisfactorily in the position authorized by the previous waiver.
- Attach supporting documentation

10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?

Would the applicant have to travel more than 1 1/2 hours one-way to attend an institution with an approved program to meet the credential goal?

☐ Yes ☑ No ☐ Not applicable (program completion is not a requirement)

11. PROFESSIONAL FITNESS QUESTIONS (to be answered by the applicant)

Answers to the following questions are required. **If you answer yes to any question, you must complete the corresponding *Professional Fitness Explanation Form*.**

Before granting your application, the Commission will review, at a minimum:

- Federal Bureau of Investigation criminal history (rap sheet)
- California Department of Justice criminal history (rap sheet)
- International database of teacher misconduct maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC)
- Previous reviews by the Commission
- Complaints from others
- Notifications from school districts
- Teacher preparation test score violations

You must disclose misconduct, even if:

- It happened a long time ago
- It happened in another state, federal court, military or jurisdiction outside the United States
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- You received a certificate of rehabilitation
- Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended

WARNING: You will be required to sign your application under penalty of perjury; by doing so you are also stating that you understand:

- That the information you provide is true and correct;
- That you understand any and all instructions related to your application;
- Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential;
- The Commission may reject your application if it is incomplete and it will be delayed.

a. Have you ever been:

- dismissed or,
- non-reelected or,
- suspended without pay for more than ten days, or
- retired or,
- resigned from, or otherwise left school employment

because of **allegations of misconduct** or while **allegations of misconduct** were pending?

☐ Yes ☐ No

b. Have you ever been convicted of any felony or misdemeanor in California or any other place? You must disclose:

- all criminal convictions
- misdemeanors and felonies
- convictions based on a plea of no contest or nolo contendere
- convictions dismissed pursuant to Penal Code Section 1203.4
- driving under the influence (DUI) or reckless driving convictions
- no matter how much time has passed

You do not have to disclose:

- misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.
- Infractions (DUI or reckless driving convictions are not infractions)

☐ Yes ☐ No

c. Are you currently the subject of any inquiry or investigation by any law enforcement agency or any licensing agency in California or any other state?

☐ Yes ☐ No

d. Are any criminal charges currently pending against you?

☐ Yes ☐ No

e. Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service, revoked, denied, suspended, publicly reproved, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

☐ Yes ☐ No

f. Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

☐ Yes ☐ No

12. CHILD ABUSE AND NEGLECT MANDATED REPORTING (to be answered by the applicant)

As a document holder authorized to work with children, it is part of my professional and ethical duty to report every instance of child abuse or neglect known or suspected to have occurred to a child with whom I have professional contact.

I understand that I must report immediately, or as soon as practicably possible, by telephone to a law enforcement agency or a child protective agency, and will send a written report and any evidence relating to the incident within 36 hours of becoming aware of the abuse or neglect of the child.

I understand that reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person is not a substitute for making a mandated report to a law enforcement agency or a child protective agency.

I understand that the reporting duties are individual and no supervisor or administrator may impede or inhibit my reporting duties.

I understand that once I submit a report, I am not required to disclose my identity to my employer.

I understand that my failure to report an instance of suspected child abuse or neglect as required by the Child Abuse and Neglect Reporting Act under Section 11166 of the Penal Code is a misdemeanor punishable by up to six months in jail or by a fine of one thousand dollars ($1,000), or by both that imprisonment and fine.

I acknowledge and certify that as a document holder, I will fulfill all the duties required of a mandated reporter.

☐ **I agree**

13. PUBLIC NOTICE -- CHECK THE BOX THAT APPLIES

☐ **Public School District:** Attached is a copy of the agenda item presented to the governing board of the school district in a public meeting showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or his or her designee in item #14 below, the person signing verifies that the board acted upon the item favorably.

By submitting this waiver request the district is certifying that reasonable efforts to recruit a fully prepared teacher for the assignment(s) were made in the following order:

1. A candidate who is qualified to participate in an approved internship program in the region of the school district
2. An individual who is scheduled to complete initial preparation requirements within six months

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I understand that in order to receive a subsequent waiver for this assignment I must pursue the completion of requirements to obtain full certification in the subject or area covered by this waiver request as specified in #7 above.

I understand that if my case is heard in a public meeting, all materials submitted to the Commission regarding my suitability, including grades and test scores, may be discussed.

I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all of the foregoing statements in this application are true and correct.

_____

Signature of Applicant **Date**
(Sign full legal name as listed in #2)

15. EMPLOYING AGENCY CERTIFICATION *(To be signed by district or county superintendent, personnel administrator, NPS/NPA administrator, or designee.)*

The person for whom this waiver is requested will not be employed until he or she has been cleared by the Department of Justice under the provisions of Education Code Section 44332.6 and Section 44830.1 (AB1612). The employer acknowledges that the Commission's final approval of this individual's waiver will be determined by a fitness review covering, in part, criminal activity, including certain in-state and/or out-of-state convictions. If this waiver request is for service to special education children, the Special Education Local Planning Area (SELPA) has been notified of our intent to request this waiver.

I certify under penalty of perjury that the information provided in this report is accurate and complete.

Signature: _____

Title: _____

Date: _____

Commission on Teacher Credentialing
Certification Division
ATTN: Waiver Unit
1900 Capitol Avenue
Sacramento, CA 95811-4213

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

CTC Use Only

CTC Use Only	
W	Z

VARIABLE TERM WAIVER REQUEST (WV1 Form)

Requests must be prepared by the employing agency, not the applicant. All materials must be typewritten or computer generated and sufficiently clear to photocopy. This form must be used for **first time and subsequent** waivers **only**.

1. EMPLOYING AGENCY (include mailing address)	County/District	Contact Person:
San Juan Unified School District 3738 Walnut Ave., Carmichael, CA 95608 NPS/NPA (list county code _____)	CDS Code 34 67447	Baljit Jhatu, HR Analyst Telephone #: (916) 971-7669 EMail: baljit.jhatu@sanjuan.edu

2. APPLICANT INFORMATION:

Social Security or Individual Tax Identification Number: ☐

All applicants must answer professional fitness questions (see #11). In addition, if fingerprint clearance is not on file at CTC, a completed Live Scan receipt (41-1.S) must be submitted with this waiver request. If needed, a review by the Division of Professional Practices will be concluded before a waiver approval letter will be issued.

Full Legal Name Aya (First) _____ (Middle) Khalil (Last)

Former Name(s) _____ Birth Date _____

Applicant's Mailing Address _____

_____

Phone# _____ Email _____

Waiver Title Professional Preparation Program for the Speech-Language Pathology Services Credential

(List the specific title and subject area of the credential that authorizes the assignment. Note that the subject must be one that is available under current regulations.)

Assignment Speech Language Pathologist

Indicate specific position and grade level *(e.g. chemistry teacher, grades 11-12)*

- For bilingual assignment list LANGUAGE: _____
- Is this a full time position? ☑ Yes ☐ No
- If not, indicate how many periods a day the individual will be teaching the waiver assignment(s) _____
- Is this a subsequent waiver? (see #9 for additional information) ☐ Yes ☑ No

3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED

Specific section(s) covering the assignment: EC §44265.3

4. EFFECTIVE DATES

Waivers are dated effective the beginning date of service. Provide the ending date of your school term, track or year below. A justification *must* be included if the expiration date extends beyond the term, track or year.

Effective Dates (mm/dd/yyyy): 08 / 01 / 2020 to 08 / 20 / 2020

Ending date of school term, track, or year: 06 / 30 / 2021

5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE SHORTAGE AREA FOR THE ASSIGNMENT

- ☐ Special Education
- ☐ Clinical or Rehabilitative Services
- ☑ Speech-Language Pathology Services
- ☐ Driver Education and Training
- ☐ 30-Day Substitute

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

No copies are necessary if this is a recognized high incidence area.

- ☑ Advertised in local/national newspapers
- ☐ Advertised in professional journals
- ☐ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☑ Contacted IHE placement centers
- ☐ Distributed job announcements
- ☑ Internet

Other _____

c. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

Aya Khalil was in process to complete her Speech Language Pathology program to obtain credential recommendation.

6. NON STATEWIDE NON SHORTAGE AREA WAIVER REQUESTS:

a. INDICATE THE LOW INCIDENCE AREA FOR THE ASSIGNMENT

- ☐ Administrative Services
- ☐ Single Subject Teaching (**all** subject areas)
- ☐ Designated Subjects – except driver education and training
- ☐ Teacher Librarian Services
- ☐ Multiple Subject Teaching
- ☐ Pupil Personnel Services: Counseling, Psychology, Social Work
- ☐ Reading Specialist/Certificate
- ☐ Teacher of English Learner Students

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

Copies of announcements, advertisements, web site registration, etc. **must** be attached.

The employer must verify **all** of the following:

- ☐ Distributed job announcements
- ☐ Contacted IHE placement centers
- ☐ Internet (i.e. www.edjoin.org)

Optional recruitment methods:

- ☐ Advertised in local/national newspaper
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- ☐ Advertised in professional journals

Other _____

c. PROVIDE DETAILED INFORMATION ABOUT THE RESULTS OF RECRUITMENT EFFORTS. BE SURE TO ANSWER EACH OF THE FOLLOWING QUESTIONS:

How many individuals credentialed in the authorization of the waiver request applied for the position? _____

How many individuals credentialed in the authorization of the waiver request were interviewed? _____

What were the results of those interviews? (Please indicate answers in numbers)

_____ Applicant(s) withdrew

_____ Candidate(s) declined job offer

_____ Candidate(s) found unsuitable for the assignment

d. PROVIDE THE SPECIFIC EMPLOYMENT CRITERIA FOR THE POSITION

What special skills and knowledge are needed to successfully perform in this position? These should also be described in your recruitment advertisements and announcements.

e. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL

List the requirements that the applicant must complete to be eligible for the credential along with the credential goal and target date by which he or she plans to complete those requirements

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE
Sac State - SLP Credential Program	08/20/20

8. LIST THE NAME AND POSITION OF THE PERSON ASSIGNED TO PROVIDE SUPPORT AND ASSISTANCE TO THE APPLICANT DURING THE TERM OF THIS WAIVER

By assigning this individual, the employing agency makes a commitment to provide orientation, guidance and assistance to the applicant, as feasible, in completing the requirement(s) listed above.

Name Pamela Flynn-Kunkel Position Peer Facilitator

9. SUBSEQUENT WAIVER REQUESTS

- Attach a copy of a personnel evaluation that verifies the applicant served satisfactorily in the position authorized by the previous waiver.
- Attach supporting documentation

10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?

Would the applicant have to travel more than 1 1/2 hours one-way to attend an institution with an approved program to meet the credential goal?

☐ Yes ☑ No ☐ Not applicable (program completion is not a requirement)

11. PROFESSIONAL FITNESS QUESTIONS (to be answered by the applicant)

Answers to the following questions are required. **If you answer yes to any question, you must complete the corresponding *Professional Fitness Explanation Form*.**

Before granting your application, the Commission will review, at a minimum:

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- Previous reviews by the Commission
- Complaints from others
- Notifications from school districts
- Teacher preparation test score violations

You must disclose misconduct, even if:

- It happened a long time ago
- It happened in another state, federal court, military or jurisdiction outside the United States
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- You received a certificate of rehabilitation
- Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended

WARNING: You will be required to sign your application under penalty of perjury; by doing so you are also stating that you understand:

- That the information you provide is true and correct;
- That you understand any and all instructions related to your application;
- Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential;
- The Commission may reject your application if it is incomplete and it will be delayed.

a. Have you ever been:

- dismissed or,
- non-reelected or,
- suspended without pay for more than ten days, or
- retired or,
- resigned from, or otherwise left school employment

because of **allegations of misconduct** or while **allegations of misconduct** were pending?

☐ Yes ☐ No

b. Have you ever been convicted of any felony or misdemeanor in California or any other place? You must disclose:

- all criminal convictions
- misdemeanors and felonies
- convictions based on a plea of no contest or nolo contendere
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- driving under the influence (DUI) or reckless driving convictions
- no matter how much time has passed

You do not have to disclose:

- misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.
- Infractions (DUI or reckless driving convictions are not infractions)

☐ Yes ☐ No

c. Are you currently the subject of any inquiry or investigation by any law enforcement agency or any licensing agency in California or any other state?

☐ Yes ☐ No

d. Are any criminal charges currently pending against you?

☐ Yes ☐ No

e. Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service, revoked, denied, suspended, publicly reproved, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

☐ Yes ☐ No

f. Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

☐ Yes ☐ No

12. CHILD ABUSE AND NEGLECT MANDATED REPORTING (to be answered by the applicant)

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I understand that I must report immediately, or as soon as practicably possible, by telephone to a law enforcement agency or a child protective agency, and will send a written report and any evidence relating to the incident within 36 hours of becoming aware of the abuse or neglect of the child.

I understand that reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person is not a substitute for making a mandated report to a law enforcement agency or a child protective agency.

I understand that the reporting duties are individual and no supervisor or administrator may impede or inhibit my reporting duties.

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I acknowledge and certify that as a document holder, I will fulfill all the duties required of a mandated reporter.

☐ **I agree**

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By submitting this waiver request the district is certifying that reasonable efforts to recruit a fully prepared teacher for the assignment(s) were made in the following order:

1. A candidate who is qualified to participate in an approved internship program in the region of the school district
2. An individual who is scheduled to complete initial preparation requirements within six months

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I understand that if my case is heard in a public meeting, all materials submitted to the Commission regarding my suitability, including grades and test scores, may be discussed.

I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all of the foregoing statements in this application are true and correct.

Signature of Applicant *(Sign full legal name as listed in #2)*	**Date**

15. EMPLOYING AGENCY CERTIFICATION *(To be signed by district or county superintendent, personnel administrator, NPS/NPA administrator, or designee.)*

The person for whom this waiver is requested will not be employed until he or she has been cleared by the Department of Justice under the provisions of Education Code Section 44332.6 and Section 44830.1 (AB1612). The employer acknowledges that the Commission's final approval of this individual's waiver will be determined by a fitness review covering, in part, criminal activity, including certain in-state and/or out-of-state convictions. If this waiver request is for service to special education children, the Special Education Local Planning Area (SELPA) has been notified of our intent to request this waiver.

I certify under penalty of perjury that the information provided in this report is accurate and complete.

Signature: _____

Title: _____

Date: _____

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1. EMPLOYING AGENCY (include mailing address)	County/District	Contact Person:
San Juan Unified School District 3738 Walnut Ave., Carmichael, CA 95608	CDS Code 34 67447	Baljit Jhatu, HR Analyst Telephone #: (916) 971-7669
NPS/NPA (list county code _____)		EMail: baljit.jhatu@sanjuan.edu

2. APPLICANT INFORMATION:

Social Security or Individual Tax Identification Number: ☐

All applicants must answer professional fitness questions (see #11). In addition, if fingerprint clearance is not on file at CTC, a completed Live Scan receipt (41-LS) must be submitted with this waiver request. If needed, a review by the Division of Professional Practices will be concluded before a waiver approval letter will be issued.

Full Legal Name Gabriella (First) _____ (Middle) Romano (Last)

Former Name(s) _____ Birth Date _____

Applicant's Mailing Address _____

_____

Phone# _____ Email _____

Waiver Title Professional Preparation Program for the Speech-Language Pathology Services Credential

(List the specific title and subject area of the credential that authorizes the assignment. Note that the subject must be one that is available under current regulations.)

Assignment Speech Language Pathologist

Indicate specific position and grade level *(e.g. chemistry teacher, grades 11-12)*

- For bilingual assignment list LANGUAGE: _____
- Is this a full time position? ☑ Yes ☐ No
- If not, indicate how many periods a day the individual will be teaching the waiver assignment(s) _____
- Is this a subsequent waiver? (see #9 for additional information) ☐ Yes ☑ No

3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED

Specific section(s) covering the assignment: EC §44265.3

4. EFFECTIVE DATES

Waivers are dated effective the beginning date of service. Provide the ending date of your school term, track or year below. A justification *must* be included if the expiration date extends beyond the term, track or year.

Effective Dates (mm/dd/yyyy): 08 / 01 / 2020 to 08 / 20 / 2020

Ending date of school term, track, or year: 06 / 30 / 2021

5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE SHORTAGE AREA FOR THE ASSIGNMENT

- ☐ Special Education
- ☐ Clinical or Rehabilitative Services
- ☑ Speech-Language Pathology Services
- ☐ Driver Education and Training
- ☐ 30-Day Substitute

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

No copies are necessary if this is a recognized high incidence area.

- ☑ Advertised in local/national newspapers
- ☐ Advertised in professional journals
- ☐ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☑ Contacted IHE placement centers
- ☐ Distributed job announcements
- ☑ Internet

Other _____

c. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports. and verification of experience.

Gabriella Romano was in process to complete her Speech Language Pathology program to obtain credential recommendation.

6. NON STATEWIDE NON SHORTAGE AREA WAIVER REQUESTS:

a. INDICATE THE LOW INCIDENCE AREA FOR THE ASSIGNMENT

- ☐ Administrative Services
- ☐ Single Subject Teaching (**all** subject areas)
- ☐ Designated Subjects – except driver education and training
- ☐ Teacher Librarian Services
- ☐ Multiple Subject Teaching
- ☐ Pupil Personnel Services: Counseling, Psychology, Social Work
- ☐ Reading Specialist/Certificate
- ☐ Teacher of English Learner Students

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

Copies of announcements, advertisements, web site registration, etc. **must** be attached.

The employer must verify **all** of the following:

- ☐ Distributed job announcements
- ☐ Contacted IHE placement centers
- ☐ Internet (i.e. www.edjoin.org)

Optional recruitment methods:

- ☐ Advertised in local/national newspaper
- ☐ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Advertised in professional journals

Other _____

c. PROVIDE DETAILED INFORMATION ABOUT THE RESULTS OF RECRUITMENT EFFORTS. BE SURE TO ANSWER EACH OF THE FOLLOWING QUESTIONS:

How many individuals credentialed in the authorization of the waiver request applied for the position? _____

How many individuals credentialed in the authorization of the waiver request were interviewed? _____

What were the results of those interviews? (Please indicate answers in numbers)

_____ Applicant(s) withdrew

_____ Candidate(s) declined job offer

_____ Candidate(s) found unsuitable for the assignment

d. PROVIDE THE SPECIFIC EMPLOYMENT CRITERIA FOR THE POSITION

What special skills and knowledge are needed to successfully perform in this position? These should also be described in your recruitment advertisements and announcements.

e. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL

List the requirements that the applicant must complete to be eligible for the credential along with the credential goal and target date by which he or she plans to complete those requirements

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE
Sac State - SLP Credential Program	08/20/20

8. LIST THE NAME AND POSITION OF THE PERSON ASSIGNED TO PROVIDE SUPPORT AND ASSISTANCE TO THE APPLICANT DURING THE TERM OF THIS WAIVER

By assigning this individual, the employing agency makes a commitment to provide orientation, guidance and assistance to the applicant, as feasible, in completing the requirement(s) listed above.

Name Pamela Flynn-Kunkel Position Peer Facilitator

9. SUBSEQUENT WAIVER REQUESTS

- Attach a copy of a personnel evaluation that verifies the applicant served satisfactorily in the position authorized by the previous waiver.
- Attach supporting documentation

10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?

Would the applicant have to travel more than 1 1/2 hours one-way to attend an institution with an approved program to meet the credential goal?

☐ Yes ☑ No ☐ Not applicable (program completion is not a requirement)

11. PROFESSIONAL FITNESS QUESTIONS (to be answered by the applicant)

Answers to the following questions are required. **If you answer yes to any question, you must complete the corresponding *Professional Fitness Explanation Form*.**

Before granting your application, the Commission will review, at a minimum:

- Federal Bureau of Investigation criminal history (rap sheet)
- California Department of Justice criminal history (rap sheet)
- International database of teacher misconduct maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC)
- Previous reviews by the Commission
- Complaints from others
- Notifications from school districts
- Teacher preparation test score violations

You must disclose misconduct, even if:

- It happened a long time ago
- It happened in another state, federal court, military or jurisdiction outside the United States
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- You received a certificate of rehabilitation
- Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended

WARNING: You will be required to sign your application under penalty of perjury; by doing so you are also stating that you understand:

- That the information you provide is true and correct;
- That you understand any and all instructions related to your application;
- Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential;
- The Commission may reject your application if it is incomplete and it will be delayed.

a. Have you ever been:

- dismissed or,
- non-reelected or,
- suspended without pay for more than ten days, or
- retired or,
- resigned from, or otherwise left school employment

because of **allegations of misconduct** or while **allegations of misconduct** were pending?

☐ Yes ☐ No

b. Have you ever been convicted of any felony or misdemeanor in California or any other place? You must disclose:

- all criminal convictions
- misdemeanors and felonies
- convictions based on a plea of no contest or nolo contendere
- convictions dismissed pursuant to Penal Code Section 1203.4
- driving under the influence (DUI) or reckless driving convictions
- no matter how much time has passed

You do not have to disclose:

- misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.
- Infractions (DUI or reckless driving convictions are not infractions)

☐ Yes ☐ No

c. Are you currently the subject of any inquiry or investigation by any law enforcement agency or any licensing agency in California or any other state?

☐ Yes ☐ No

d. Are any criminal charges currently pending against you?

☐ Yes ☐ No

e. Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service, revoked, denied, suspended, publicly reproved, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

☐ Yes ☐ No

f. Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

☐ Yes ☐ No

12. CHILD ABUSE AND NEGLECT MANDATED REPORTING (to be answered by the applicant)

As a document holder authorized to work with children, it is part of my professional and ethical duty to report every instance of child abuse or neglect known or suspected to have occurred to a child with whom I have professional contact.

I understand that I must report immediately, or as soon as practicably possible, by telephone to a law enforcement agency or a child protective agency, and will send a written report and any evidence relating to the incident within 36 hours of becoming aware of the abuse or neglect of the child.

I understand that reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person is not a substitute for making a mandated report to a law enforcement agency or a child protective agency.

I understand that the reporting duties are individual and no supervisor or administrator may impede or inhibit my reporting duties.

I understand that once I submit a report, I am not required to disclose my identity to my employer.

I understand that my failure to report an instance of suspected child abuse or neglect as required by the Child Abuse and Neglect Reporting Act under Section 11166 of the Penal Code is a misdemeanor punishable by up to six months in jail or by a fine of one thousand dollars ($1,000), or by both that imprisonment and fine.

I acknowledge and certify that as a document holder, I will fulfill all the duties required of a mandated reporter.

☐ **I agree**

13. PUBLIC NOTICE -- CHECK THE BOX THAT APPLIES

☐ **Public School District:** Attached is a copy of the agenda item presented to the governing board of the school district in a public meeting showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or his or her designee in item #14 below, the person signing verifies that the board acted upon the item favorably.

By submitting this waiver request the district is certifying that reasonable efforts to recruit a fully prepared teacher for the assignment(s) were made in the following order:

1. A candidate who is qualified to participate in an approved internship program in the region of the school district
2. An individual who is scheduled to complete initial preparation requirements within six months

☐ **County Office of Education, State Agency, or Nonpublic, Nonsectarian School or Agency:** Attached is a dated copy of the notice that was posted at least 72 hours before the position was filled showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or administrator or his or her designee in item #14 below, the person signing verifies that there were no objections to this waiver request.

14. APPLICANT'S CERTIFICATION

I understand that in order to receive a subsequent waiver for this assignment I must pursue the completion of requirements to obtain full certification in the subject or area covered by this waiver request as specified in #7 above.

I understand that if my case is heard in a public meeting, all materials submitted to the Commission regarding my suitability, including grades and test scores, may be discussed.

I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all of the foregoing statements in this application are true and correct.

_____

Signature of Applicant **Date**
(Sign full legal name as listed in #2)

15. EMPLOYING AGENCY CERTIFICATION *(To be signed by district or county superintendent, personnel administrator, NPS/NPA administrator, or designee.)*

The person for whom this waiver is requested will not be employed until he or she has been cleared by the Department of Justice under the provisions of Education Code Section 44332.6 and Section 44830.1 (AB1612). The employer acknowledges that the Commission's final approval of this individual's waiver will be determined by a fitness review covering, in part, criminal activity, including certain in-state and/or out-of-state convictions. If this waiver request is for service to special education children, the Special Education Local Planning Area (SELPA) has been notified of our intent to request this waiver.

I certify under penalty of perjury that the information provided in this report is accurate and complete.

Signature: _____

Title: _____

Date: _____

Commission on Teacher Credentialing
Certification Division
ATTN: Waiver Unit
1900 Capitol Avenue
Sacramento, CA 95811-4213

CTC Use Only

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

CTC Use Only	
W	Z

VARIABLE TERM WAIVER REQUEST (WV1 Form)

Requests must be prepared by the employing agency, not the applicant. All materials must be typewritten or computer generated and sufficiently clear to photocopy. This form must be used for **first time and subsequent** waivers **only**.

1. **EMPLOYING AGENCY** (include mailing address)	County/District	Contact Person:
San Juan Unified School District 3738 Walnut Ave., Carmichael, CA 95608 NPS/NPA (list county code _____)	CDS Code 34 67447	Baljit Jhatu, HR Analyst Telephone #: (916) 971-7669 EMail: baljit.jhatu@sanjuan.edu

2. APPLICANT INFORMATION:

Social Security or Individual Tax Identification Number: [ ]

All applicants must answer professional fitness questions (see #11). In addition, if fingerprint clearance is not on file at CTC, a completed Live Scan receipt (41-LS) must be submitted with this waiver request. If needed, a review by the Division of Professional Practices will be concluded before a waiver approval letter will be issued.

Full Legal Name Mohammad (First) Rafiq (Middle) (Last)

Former Name(s) _____ Birth Date _____

Applicant's Mailing Address _____

_____

Phone# _____ Email _____

Waiver Title Requirements for Initial Issuance of the Provisional Internship Permit Single Subject Social Science

(List the specific title and subject area of the credential that authorizes the assignment. Note that the subject must be one that is available under current regulations.)

Assignment Intervention Teacher

Indicate specific position and grade level *(e.g. chemistry teacher, grades 11-12)*

- For bilingual assignment list LANGUAGE: _____
- Is this a full time position? ☑ Yes ☐ No
- If not, indicate how many periods a day the individual will be teaching the waiver assignment(s) _____
- Is this a subsequent waiver? (see #9 for additional information) ☐ Yes ☑ No

3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED

Specific section(s) covering the assignment: T5 §80021.1

4. EFFECTIVE DATES

Waivers are dated effective the beginning date of service. Provide the ending date of your school term, track or year below. A justification *must* be included if the expiration date extends beyond the term, track or year.

Effective Dates (mm/dd/yyyy): 09 / 21 / 2020 to 06 / 20 / 2021

Ending date of school term, track, or year: 06 / 30 / 2021

5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE SHORTAGE AREA FOR THE ASSIGNMENT

- ☐ Special Education
- ☐ Clinical or Rehabilitative Services
- ☐ Speech-Language Pathology Services
- ☐ Driver Education and Training
- ☐ 30-Day Substitute

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

No copies are necessary if this is a recognized high incidence area.

- ☐ Advertised in local/national newspapers
- ☐ Advertised in professional journals
- ☐ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Contacted IHE placement centers
- ☐ Distributed job announcements
- ☐ Internet

Other _____

c. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

6. NON STATEWIDE NON SHORTAGE AREA WAIVER REQUESTS:

a. INDICATE THE LOW INCIDENCE AREA FOR THE ASSIGNMENT

- ☐ Administrative Services
- ☑ Single Subject Teaching (**all** subject areas)
- ☐ Designated Subjects – except driver education and training
- ☐ Teacher Librarian Services
- ☐ Multiple Subject Teaching
- ☐ Pupil Personnel Services: Counseling, Psychology, Social Work
- ☐ Reading Specialist/Certificate
- ☐ Teacher of English Learner Students

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

Copies of announcements, advertisements, web site registration, etc. **must** be attached.

The employer must verify **all** of the following:

- ☑ Distributed job announcements
- ☑ Contacted IHE placement centers
- ☑ Internet (i.e. www.edjoin.org)

Optional recruitment methods:

- ☐ Advertised in local/national newspaper
- ☐ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Advertised in professional journals

Other _____

c. PROVIDE DETAILED INFORMATION ABOUT THE RESULTS OF RECRUITMENT EFFORTS. BE SURE TO ANSWER EACH OF THE FOLLOWING QUESTIONS:

How many individuals credentialed in the authorization of the waiver request applied for the position? 3

How many individuals credentialed in the authorization of the waiver request were interviewed? 3

What were the results of those interviews? (Please indicate answers in numbers)

_____ Applicant(s) withdrew

_____ Candidate(s) declined job offer

3 Candidate(s) found unsuitable for the assignment

d. PROVIDE THE SPECIFIC EMPLOYMENT CRITERIA FOR THE POSITION

What special skills and knowledge are needed to successfully perform in this position? These should also be described in your recruitment advertisements and announcements.

Be able to obtain a teaching authorization and be fluent in Farsi.

e. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

Mohammad Rafiq has close ties to El Camino and has provided coaching services, he also worked under a permit last year providing similar service.

7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL

List the requirements that the applicant must complete to be eligible for the credential along with the credential goal and target date by which he or she plans to complete those requirements

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE
CSET Exams	06/30/2021

8. LIST THE NAME AND POSITION OF THE PERSON ASSIGNED TO PROVIDE SUPPORT AND ASSISTANCE TO THE APPLICANT DURING THE TERM OF THIS WAIVER

By assigning this individual, the employing agency makes a commitment to provide orientation, guidance and assistance to the applicant, as feasible, in completing the requirement(s) listed above.

Name Randy Holcomb Position Principal

9. SUBSEQUENT WAIVER REQUESTS

- Attach a copy of a personnel evaluation that verifies the applicant served satisfactorily in the position authorized by the previous waiver.
- Attach supporting documentation

10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?

Would the applicant have to travel more than 1 1/2 hours one-way to attend an institution with an approved program to meet the credential goal?

☐ Yes ☑ No ☐ Not applicable (program completion is not a requirement)

11. PROFESSIONAL FITNESS QUESTIONS (to be answered by the applicant)

Answers to the following questions are required. **If you answer yes to any question, you must complete the corresponding *Professional Fitness Explanation Form*.**

Before granting your application, the Commission will review, at a minimum:

- Federal Bureau of Investigation criminal history (rap sheet)
- California Department of Justice criminal history (rap sheet)
- International database of teacher misconduct maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC)
- Previous reviews by the Commission
- Complaints from others
- Notifications from school districts
- Teacher preparation test score violations

You must disclose misconduct, even if:

- It happened a long time ago
- It happened in another state, federal court, military or jurisdiction outside the United States
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- You received a certificate of rehabilitation
- Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended

WARNING: You will be required to sign your application under penalty of perjury; by doing so you are also stating that you understand:

- That the information you provide is true and correct;
- That you understand any and all instructions related to your application;
- Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential;
- The Commission may reject your application if it is incomplete and it will be delayed.

a. Have you ever been:

- dismissed or,
- non-reelected or,
- suspended without pay for more than ten days, or
- retired or,
- resigned from, or otherwise left school employment

because of **allegations of misconduct** or while **allegations of misconduct** were pending?

☐ Yes ☐ No

b. Have you ever been convicted of any felony or misdemeanor in California or any other place? You must disclose:

- all criminal convictions
- misdemeanors and felonies
- convictions based on a plea of no contest or nolo contendere
- convictions dismissed pursuant to Penal Code Section 1203.4
- driving under the influence (DUI) or reckless driving convictions
- no matter how much time has passed

You do not have to disclose:

- misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.
- Infractions (DUI or reckless driving convictions are not infractions)

☐ Yes ☐ No

c. Are you currently the subject of any inquiry or investigation by any law enforcement agency or any licensing agency in California or any other state?

☐ Yes ☐ No

d. Are any criminal charges currently pending against you?

☐ Yes ☐ No

e. Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service, revoked, denied, suspended, publicly reproved, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

☐ Yes ☐ No

f. Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

☐ Yes ☐ No

12. CHILD ABUSE AND NEGLECT MANDATED REPORTING (to be answered by the applicant)

As a document holder authorized to work with children, it is part of my professional and ethical duty to report every instance of child abuse or neglect known or suspected to have occurred to a child with whom I have professional contact.

I understand that I must report immediately, or as soon as practicably possible, by telephone to a law enforcement agency or a child protective agency, and will send a written report and any evidence relating to the incident within 36 hours of becoming aware of the abuse or neglect of the child.

I understand that reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person is not a substitute for making a mandated report to a law enforcement agency or a child protective agency.

I understand that the reporting duties are individual and no supervisor or administrator may impede or inhibit my reporting duties.

I understand that once I submit a report, I am not required to disclose my identity to my employer.

I understand that my failure to report an instance of suspected child abuse or neglect as required by the Child Abuse and Neglect Reporting Act under Section 11166 of the Penal Code is a misdemeanor punishable by up to six months in jail or by a fine of one thousand dollars ($1,000), or by both that imprisonment and fine.

I acknowledge and certify that as a document holder, I will fulfill all the duties required of a mandated reporter.

☐ **I agree**

13. PUBLIC NOTICE -- CHECK THE BOX THAT APPLIES

☐ **Public School District:** Attached is a copy of the agenda item presented to the governing board of the school district in a public meeting showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or his or her designee in item #14 below, the person signing verifies that the board acted upon the item favorably.

By submitting this waiver request the district is certifying that reasonable efforts to recruit a fully prepared teacher for the assignment(s) were made in the following order:

1. A candidate who is qualified to participate in an approved internship program in the region of the school district
2. An individual who is scheduled to complete initial preparation requirements within six months

☐ **County Office of Education, State Agency, or Nonpublic, Nonsectarian School or Agency:** Attached is a dated copy of the notice that was posted at least 72 hours before the position was filled showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or administrator or his or her designee in item #14 below, the person signing verifies that there were no objections to this waiver request.

14. APPLICANT'S CERTIFICATION

I understand that in order to receive a subsequent waiver for this assignment I must pursue the completion of requirements to obtain full certification in the subject or area covered by this waiver request as specified in #7 above.

I understand that if my case is heard in a public meeting, all materials submitted to the Commission regarding my suitability, including grades and test scores, may be discussed.

I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all of the foregoing statements in this application are true and correct.

Signature of Applicant **Date**
(Sign full legal name as listed in #2)

15. EMPLOYING AGENCY CERTIFICATION *(To be signed by district or county superintendent, personnel administrator, NPS/NPA administrator, or designee.)*

The person for whom this waiver is requested will not be employed until he or she has been cleared by the Department of Justice under the provisions of Education Code Section 44332.6 and Section 44830.1 (AB1612). The employer acknowledges that the Commission's final approval of this individual's waiver will be determined by a fitness review covering, in part, criminal activity, including certain in-state and/or out-of-state convictions. If this waiver request is for service to special education children, the Special Education Local Planning Area (SELPA) has been notified of our intent to request this waiver.

I certify under penalty of perjury that the information provided in this report is accurate and complete.

Signature: _____

Title: _____

Date: _____

Commission on Teacher Credentialing
Certification Division
ATTN: Waiver Unit
1900 Capitol Avenue
Sacramento, CA 95811-4213

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

CTC Use Only

CTC Use Only
W Z

VARIABLE TERM WAIVER REQUEST (WV1 Form)

Requests must be prepared by the employing agency, not the applicant. All materials must be typewritten or computer generated and sufficiently clear to photocopy. This form must be used for **first time and subsequent** waivers **only**.

1. EMPLOYING AGENCY (include mailing address)	County/District	Contact Person:
San Juan Unified School District 3738 Walnut Ave., Carmichael, CA 95608	CDS Code 34 67447	Baljit Jhatu, HR Analyst Telephone #: (916) 971-7669
NPS/NPA (list county code _____)		EMail: baljit.jhatu@sanjuan.edu

2. APPLICANT INFORMATION:

Social Security or Individual Tax Identification Number: ☐

All applicants must answer professional fitness questions (see #11). In addition, if fingerprint clearance is not on file at CTC, a completed Live Scan receipt (41-LS) must be submitted with this waiver request. If needed, a review by the Division of Professional Practices will be concluded before a waiver approval letter will be issued.

Full Legal Name Rebecca (First) _____ (Middle) Wiley (Last)

Former Name(s) _____ Birth Date _____

Applicant's Mailing Address _____

_____

Phone# _____ Email _____

Waiver Title Professional Preparation Program for a Specialist Instruction Credential in ECSE

(List the specific title and subject area of the credential that authorizes the assignment. Note that the subject must be one that is available under current regulations.)

Assignment Teacher of Early Childhood Special Education

Indicate specific position and grade level *(e.g. chemistry teacher, grades 11-12)*

- For bilingual assignment list LANGUAGE: _____
- Is this a full time position? ☑ Yes ☐ No
- If not, indicate how many periods a day the individual will be teaching the waiver assignment(s) _____
- Is this a subsequent waiver? (see #9 for additional information) ☐ Yes ☑ No

3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED

Specific section(s) covering the assignment: EC §44265

4. EFFECTIVE DATES

Waivers are dated effective the beginning date of service. Provide the ending date of your school term, track or year below. A justification *must* be included if the expiration date extends beyond the term, track or year.

Effective Dates (mm/dd/yyyy): 08 / 11 / 2020 to 06 / 20 / 2020

Ending date of school term, track, or year: 06 / 30 / 2021

5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE SHORTAGE AREA FOR THE ASSIGNMENT

- [x] Special Education
- [ ] Clinical or Rehabilitative Services
- [ ] Speech-Language Pathology Services
- [ ] Driver Education and Training
- [ ] 30-Day Substitute

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

No copies are necessary if this is a recognized high incidence area.

- [ ] Advertised in local/national newspapers
- [ ] Advertised in professional journals
- [ ] Attended job fairs in California
- [ ] Attended recruitment out-of-state
- [x] Contacted IHE placement centers
- [x] Distributed job announcements
- [x] Internet

Other _____

c. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

Rebecca has many years of experience working with this population of students, she is passionate about special education, specifically early childhood special education and is enrolled in the program at Brandman University and is working towards becoming intern eligible.

6. NON STATEWIDE NON SHORTAGE AREA WAIVER REQUESTS:

a. INDICATE THE LOW INCIDENCE AREA FOR THE ASSIGNMENT

- ☐ Administrative Services
- ☐ Single Subject Teaching (**all** subject areas)
- ☐ Designated Subjects – except driver education and training
- ☐ Teacher Librarian Services
- ☐ Multiple Subject Teaching
- ☐ Pupil Personnel Services: Counseling, Psychology, Social Work
- ☐ Reading Specialist/Certificate
- ☐ Teacher of English Learner Students

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

Copies of announcements, advertisements, web site registration, etc. **must** be attached.

The employer must verify **all** of the following:

- ☐ Distributed job announcements
- ☐ Contacted IHE placement centers
- ☐ Internet (i.e. www.edjoin.org)

Optional recruitment methods:

- ☐ Advertised in local/national newspaper
- ☐ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Advertised in professional journals

Other _____

c. PROVIDE DETAILED INFORMATION ABOUT THE RESULTS OF RECRUITMENT EFFORTS. BE SURE TO ANSWER EACH OF THE FOLLOWING QUESTIONS:

How many individuals credentialed in the authorization of the waiver request applied for the position? _____

How many individuals credentialed in the authorization of the waiver request were interviewed? _____

What were the results of those interviews? (Please indicate answers in numbers)

_____ Applicant(s) withdrew

_____ Candidate(s) declined job offer

_____ Candidate(s) found unsuitable for the assignment

d. PROVIDE THE SPECIFIC EMPLOYMENT CRITERIA FOR THE POSITION

What special skills and knowledge are needed to successfully perform in this position? These should also be described in your recruitment advertisements and announcements.

e. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL

List the requirements that the applicant must complete to be eligible for the credential along with the credential goal and target date by which he or she plans to complete those requirements

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE
CSET Exams	06/30/2021

8. LIST THE NAME AND POSITION OF THE PERSON ASSIGNED TO PROVIDE SUPPORT AND ASSISTANCE TO THE APPLICANT DURING THE TERM OF THIS WAIVER

By assigning this individual, the employing agency makes a commitment to provide orientation, guidance and assistance to the applicant, as feasible, in completing the requirement(s) listed above.

Name Joann Day Position Program Admin

9. SUBSEQUENT WAIVER REQUESTS

- Attach a copy of a personnel evaluation that verifies the applicant served satisfactorily in the position authorized by the previous waiver.
- Attach supporting documentation

10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?

Would the applicant have to travel more than 1 1/2 hours one-way to attend an institution with an approved program to meet the credential goal?

☐ Yes ☑ No ☐ Not applicable (program completion is not a requirement)

11. PROFESSIONAL FITNESS QUESTIONS (to be answered by the applicant)

Answers to the following questions are required. **If you answer yes to any question, you must complete the corresponding *Professional Fitness Explanation Form*.**

Before granting your application, the Commission will review, at a minimum:

- Federal Bureau of Investigation criminal history (rap sheet)
- California Department of Justice criminal history (rap sheet)
- International database of teacher misconduct maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC)
- Previous reviews by the Commission
- Complaints from others
- Notifications from school districts
- Teacher preparation test score violations

You must disclose misconduct, even if:

- It happened a long time ago
- It happened in another state, federal court, military or jurisdiction outside the United States
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- You received a certificate of rehabilitation
- Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended

WARNING: You will be required to sign your application under penalty of perjury; by doing so you are also stating that you understand:

- That the information you provide is true and correct;
- That you understand any and all instructions related to your application;
- Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential;
- The Commission may reject your application if it is incomplete and it will be delayed.

a. Have you ever been:

- dismissed or,
- non-reelected or,
- suspended without pay for more than ten days, or
- retired or,
- resigned from, or otherwise left school employment

because of **allegations of misconduct** or while **allegations of misconduct** were pending?

☐ Yes ☐ No

b. Have you ever been convicted of any felony or misdemeanor in California or any other place? You must disclose:

- all criminal convictions
- misdemeanors and felonies
- convictions based on a plea of no contest or nolo contendere
- convictions dismissed pursuant to Penal Code Section 1203.4
- driving under the influence (DUI) or reckless driving convictions
- no matter how much time has passed

You do not have to disclose:

- misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.
- Infractions (DUI or reckless driving convictions are not infractions)

☐ Yes ☐ No

c. Are you currently the subject of any inquiry or investigation by any law enforcement agency or any licensing agency in California or any other state?

☐ Yes ☐ No

d. Are any criminal charges currently pending against you?

☐ Yes ☐ No

e. Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service, revoked, denied, suspended, publicly reproved, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

☐ Yes ☐ No

f. Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

☐ Yes ☐ No

12. CHILD ABUSE AND NEGLECT MANDATED REPORTING (to be answered by the applicant)

As a document holder authorized to work with children, it is part of my professional and ethical duty to report every instance of child abuse or neglect known or suspected to have occurred to a child with whom I have professional contact.

I understand that I must report immediately, or as soon as practicably possible, by telephone to a law enforcement agency or a child protective agency, and will send a written report and any evidence relating to the incident within 36 hours of becoming aware of the abuse or neglect of the child.

I understand that reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person is not a substitute for making a mandated report to a law enforcement agency or a child protective agency.

I understand that the reporting duties are individual and no supervisor or administrator may impede or inhibit my reporting duties.

I understand that once I submit a report, I am not required to disclose my identity to my employer.

I understand that my failure to report an instance of suspected child abuse or neglect as required by the Child Abuse and Neglect Reporting Act under Section 11166 of the Penal Code is a misdemeanor punishable by up to six months in jail or by a fine of one thousand dollars ($1,000), or by both that imprisonment and fine.

I acknowledge and certify that as a document holder, I will fulfill all the duties required of a mandated reporter.

☐ **I agree**

13. PUBLIC NOTICE -- CHECK THE BOX THAT APPLIES

☐ **Public School District:** Attached is a copy of the agenda item presented to the governing board of the school district in a public meeting showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or his or her designee in item #14 below, the person signing verifies that the board acted upon the item favorably.

By submitting this waiver request the district is certifying that reasonable efforts to recruit a fully prepared teacher for the assignment(s) were made in the following order:

1. A candidate who is qualified to participate in an approved internship program in the region of the school district
2. An individual who is scheduled to complete initial preparation requirements within six months

☐ **County Office of Education, State Agency, or Nonpublic, Nonsectarian School or Agency:** Attached is a dated copy of the notice that was posted at least 72 hours before the position was filled showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or administrator or his or her designee in item #14 below, the person signing verifies that there were no objections to this waiver request.

14. APPLICANT'S CERTIFICATION

I understand that in order to receive a subsequent waiver for this assignment I must pursue the completion of requirements to obtain full certification in the subject or area covered by this waiver request as specified in #7 above.

I understand that if my case is heard in a public meeting, all materials submitted to the Commission regarding my suitability, including grades and test scores, may be discussed.

I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all of the foregoing statements in this application are true and correct.

_____

Signature of Applicant **Date**
(Sign full legal name as listed in #2)

15. EMPLOYING AGENCY CERTIFICATION *(To be signed by district or county superintendent, personnel administrator, NPS/NPA administrator, or designee.)*

The person for whom this waiver is requested will not be employed until he or she has been cleared by the Department of Justice under the provisions of Education Code Section 44332.6 and Section 44830.1 (AB1612). The employer acknowledges that the Commission's final approval of this individual's waiver will be determined by a fitness review covering, in part, criminal activity, including certain in-state and/or out-of-state convictions. If this waiver request is for service to special education children, the Special Education Local Planning Area (SELPA) has been notified of our intent to request this waiver.

I certify under penalty of perjury that the information provided in this report is accurate and complete.

Signature: _____

Title: _____

Date: _____

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: I-6

MEETING DATE: 10/27/2020

SUBJECT: Assignment of Teachers Outside Regular Base Credential

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

DEPARTMENT: Human Resources

ACTION REQUESTED:
The superintendent is recommending the board adopt Resolution No. 3011 authorizing the assignment of ninety (90) certificated employees who hold regular base credentials outside these authorizations during the 2020-2021 school year per Education Code sections 44256(b), 44258.2, 44263 and 44865.

RATIONALE/BACKGROUND:
Per the California Education Code sections cited above, a teacher may be authorized by action of the governing board to teach subjects beyond their credential provided they hold a valid credential, have a prerequisite number of college units in the subject area, and agree to the assignment. Several schools have identified teachers who meet the requirements to teach additional subjects (listed on the attachment). The schools and the district see these assignments as beneficial to the instructional program and therefore to student academic success.

ATTACHMENT(S):
A: 2020-2021 Board Resolutions

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 10/19/2020

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: Baljit Jhatu, Analyst, Human Resources
Deann Carlson, Director, Certificated Personnel, Human Resources

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

2020-2021 Board Resolutions

NAME	SITE	BASE CREDENTIAL	AUTHORIZATION(S) COVERED BY RESOLUTION	FTE
Education Code 44263 allows the holder of a Single Subject or Multiple Subject Credential to teach high school with 9 upper division/or combination of 18 units in added area of authorization.				
Bartholomew, Patricia	Casa Roble	M/S; Intro Home Economics	Home Economics	1.00
Beauchamp, Maria	Del Campo	M/S, Intro Business	Business (computers)	1.00
Cardoso, Todd	El Camino	M/S; Intro Math	Math	1.00
Desmond, John	Casa Roble	S/S Social Science, Intro Math	Math	1.00
Edwards, Neal	Casa Roble	S/S Life Science, Computer Concepts & Applications, Intro general science, Intro physical science, Intro music	Biology	1.00
Horner, Christopher	Casa Roble	M/S, Intro Business, Intro Math	Math	0.67
Ohori, Megumi	Mira Loma	M/S; Intro Math	Math	1.00
Peoples, Leslie	Mesa Verde	M/S; Intro Math	Math	0.33
Wohlenberg, Erich	Del Campo	Multiple Subject	Physical Education	0.67
			Total FTE:	7.67
EDUCATION CODE 44256(b) allows the holder of a Multiple Subject credential to teach in grades Eight and below with 6 upper division/or combination of 12 units in added area of authorization.				
Antler, Vania	Churchill	Multiple Subject	French	1.00
Barber, Lindsay	Barrett	M/S; Intro English, Intro PE	Social Science	0.20
Holzknecht, David	Lichen K-8	Multiple Subject	English	0.20
Honegger, L. Colleen	Barrett	Multiple Subject	Social Science	0.67
Honegger, L. Colleen	Barrett	Multiple Subject	English	0.33
Tamburrino, Jill	Carnegie	Multiple Subject	Social Science	1.00
Tulga, Kathryn	Arden	Multiple Subject	English	0.20
			Total FTE:	3.60
EDUCATION CODE 44258.2 allows the holder of a Single Subject credential to teach in grades Eight and below with 6 upper division/or combination of 12 units in added area of authorization.				
Lofgren, John	Arcade	S/S Business	Math	1.00
Randall, Jeffrey	Arcade	S/S Social Science, Psychology	Math	1.00
Steinhauser, Maria	Orangevale Open	S/S English	Social Science	0.40
			Total FTE:	2.40

Key: M/S = Multiple Subject
S/S= Single Subject
Std Elem= Standard Elementary
Std Sec=Standard Secondary

EDUCATION CODE 44865 provides that a teacher with a valid teaching credential issued by the State Board of Education or the Commission for Teacher Preparation and Licensing, based on a bachelor's degree, student teaching, and special fitness to perform, shall be deemed qualifying for assignment as a teacher in the following assignments, provided that the assignment of a teacher to a position for which qualifications are prescribed by this section shall be made with the consent of the teacher:

a) Home Teacher *b) Classes organized primarily for adults* *c) Hospital Classes* *d) Necessary small high school*

e) Continuation schools *f) Alternative Schools* *g) Opportunity schools* *h) Juvenile courts schools*

i) County community schols *j) District community day schools*

NAME	SITE	BASE CREDENTIAL	AUTHORIZATION(S) COVERED BY RESOLUTION	FTE
Anderson, Burke	La Entrada East	S/S Social Science; M/S	d)	1.00
Austin, Kim	La Entrada East	S/S History, Intro Social science	d)	1.00
Timm, Gina	La Entrada East	S/S Life Science; Chemistry	d)	1.00
Ferrari, Jerilynn	La Entrada West	S/S Business; Intro Math	d)	1.00
Goldfried, Monique	La Entrada West	S/S English	d)	1.00
Werly, Scott	La Entrada West	M/S; Intro English; Literature; Drama	d)	1.00
Adams, Deborah	El Sereno	Std Sec Home Ec; Sociology	f)	0.67
Ball, Rita	El Sereno	S/S English; Civics	f)	1.00
Bullock, John	El Sereno	S/S Math; Forestry; Horticulture	f)	1.00
Cox, Steve	El Sereno	M/S; S/S Social Science	f)	1.00
Feliz, Marc	El Sereno	Multiple Subject	f)	1.00
Frederick, Donnamarie	El Sereno	S/S Life Science	f)	1.00
Gladdis, Frith	El Sereno	S/S PE; Health Science	f)	1.00
Hedrick, Peter	El Sereno	S/S French; Social Science	f)	1.00
Kelsay, Diana	El Sereno	M/S; S/S English	f)	1.00
Maynard, Ronald	El Sereno	S/S Spanish	f)	1.00
Moore, Kimberly	El Sereno	S/S Math	f)	1.00
Myers, Robert	El Sereno	S/S Social Science	f)	1.00
Pierce, Anna	El Sereno	S/S English; M/S	f)	1.00
Polston, Matthew	El Sereno	S/S English; Physical Education	f)	1.00
Props, Sharon	El Sereno	S/S Business; PE	f)	1.00
Sohal-Gosal, Mandy	El Sereno	S/S English	f)	1.00
Taurone, Cynthia	El Sereno	S/S Home Ec, Business	f)	1.00
Wilson, David	El Sereno	S/S Social Science	f)	1.00
Avera, Laura	Home School	Multiple Subject	a)	1.00
Bailey, Shawna	Home School	Multiple Subject	a)	1.00
Campo, Erin	Home School	Multiple Subject	a)	1.00
Chapman, Amanda	Home School	M/S; Mild/Mod	a)	1.00
Cordell, Camille	Home School	Multiple Subject	a)	1.00
Duarte, Shalley	Home School	Multiple Subject	a)	1.00
Ennis, Tamra	Home School	Multiple Subject	a)	1.00
Ferenz, Alexander	Home School	Multiple Subject	a)	1.00
Freeman, Molly	Home School	Multiple Subject	a)	1.00
Gilmore, Florence	Home School	Multiple Subject	a)	1.00
Grundel, Fay	Home School	Multiple Subject	a)	1.00

Key: M/S = Multiple Subject
S/S= Single Subject
Std Elem= Standard Elementary
Std Sec=Standard Secondary

NAME	SITE	BASE CREDENTIAL	AUTHORIZATION(S) COVERED BY RESOLUTION	FTE
Holzknecht, David	Home School	Multiple Subject	a)	1.00
Jackson, Karen	Home School	Multiple Subject	a)	1.00
Jennings, Dawn	Home School	Multiple Subject	a)	1.00
Kenner, Stacy	Home School	Multiple Subject	a)	1.00
Kropp, Nathaniel	Home School	Multiple Subject	a)	1.00
Lusson, Kathleen	Home School	Multiple Subject	a)	1.00
Martinez, Barbara	Home School	Multiple Subject	a)	1.00
Moon, Elizabeth	Home School	M/S; S/S English	a)	1.00
Newton-Nedich, Cynthia	Home School	M/S; S/S Biology	a)	1.00
O'Briant, Corin	Home School	Multiple Subject	a)	1.00
Popazivanov, Zoran	Home School	Multiple Subject	a)	1.00
Reeves, Raytese	Home School	M/S; Mod/Sev	a)	1.00
Rios Acuna, Olivia	Home School	Multiple Subject	a)	1.00
Smith, Anne	Home School	Multiple Subject	a)	1.00
Snyder Furze, Tracy	Home School	Multiple Subject	a)	1.00
Stone, Jodi	Home School	Multiple Subject	a)	1.00
Takamoto, Deborah	Home School	Multiple Subject	a)	1.00
Tang, Serina	Home School	Multiple Subject	a)	1.00
Vasquez, Lauren	Home School	Multiple Subject	a)	1.00
Vick, Kaitlin	Home School	Multiple Subject	a)	1.00
Westbrook, Steven	Home School	M/S; S/S Biology; Social Science	a)	1.00
Wilson, Mandy	Home School	Multiple Subject	a)	1.00
Yilmaz, Irina	Home School	M/S; S/S French; Spanish, English, Russian	a)	1.00
Yttrup, Brenda	Home School	Multiple Subject	a)	1.00
Ballisty, Jane	Home and Hospital	Standard Elementary	a) & c)	0.60
Beardsley, Margaret	Home and Hospital	S/S Math	a) & c)	0.60
Jagerson, Stacey	Home and Hospital	Multiple Subject	a) & c)	0.60
Meyer-Johanson, Janeen	Home and Hospital	M/S; LH	a) & c)	0.60
Newman, Cara	Home and Hospital	Multiple Subject	a) & c)	0.60
Seekins, Billie	Home and Hospital	M/S; Intro English, Home Ec, Health	a) & c)	0.60
Townsend, Rita	Home and Hospital	S/S English	a) & c)	0.60
Bebout, Michelle	Meraki	S/S English	f)	1.00
Cox, Glenda	Meraki	M/S Intro English; Intro Science; S/S Fndtnl Math	f)	1.00
DeJager, Daniel	Meraki	S/S Physical Education; Literature; Intro English; Intro Science	f)	1.00
Leister, Jon	Meraki	S/S Social Science; Intro Computers	f)	1.00
Watson, Christopher	Meraki	S/S Physical Education; Life Sci; Intro Physical Sci	f)	1.00
			Total FTE:	67.87

Key: M/S = Multiple Subject
S/S= Single Subject
Std Elem= Standard Elementary
Std Sec=Standard Secondary

SAN JUAN UNIFIED SCHOOL DISTRICT

RESOLUTION NO. 3011
ASSIGNMENT OF TEACHERS UNDER THE LICENSING OF CERTIFICATED PERSONNEL LAW

WHERAS, Education Code Sections 44256(b), 44258.2, 44263, and 44865 adopted by the California Legislature as part of the licensing of certificated personnel provides that the governing board of a school district may annually adopt a resolution authorizing the holder of certain teaching credentials to teach courses assigned which are not listed on his or her base teaching credential provided that the teacher has completed a pre-requisite number of college units at an accredited institution in the subject to which he or she is assigned; and

WHEREAS, many situations arise in which assignment to teach such subject is both necessary and desirable for the efficient operation of the school;

NOW, THEREFORE, BE IT RESOLVED that for the 2020-2021 school year, the superintendent of the San Juan Unified School District, shall be authorized to assign teachers in accordance with the procedures enumerated below.

A. A holder of a single/multiple subject teaching credential, standard elementary/secondary teaching credential, or other teaching credential may be assigned to teach courses other than those authorized by subject matter designated on his/her credential.

B. Only the teachers listed with this resolution and those subsequently reported to the Board of Education during the 2020-2021 school year may be assigned in accordance with the provision cited.

IN WITNESS WHEREOF, on a motion by Board Member _____, seconded by _____, the foregoing Resolution was passed and adopted by the Board of Education of the San Juan Unified School District, Carmichael, California, this 27th day of October, 2020.

_____
Paula Villescaz,
President

_____
Michael McKibbin, Ed.D.,
Vice President

_____
Zima Creason,
Clerk

_____
Pam Costa,
Member

_____
Saul Hernandez,
Member

Members of the Board of Education of the San Juan Unified School District,
a political subdivision of the State of California

Attested:

_____

Kent Kern, Executive Secretary

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: **I-7**

MEETING DATE: **10/27/2020**

SUBJECT: District Committee Members Code of Conduct

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

DEPARTMENT: Administration

ACTION REQUESTED:
The board liaisons to the Local Control Accountability Plan Parent Advisory Committee (LCAP PAC) are requesting that district staff establish a districtwide policy on the use of social media and a code of conduct policy for committee members. This policy would apply to members of all district committees.

RATIONALE/BACKGROUND:
This fall, members of the San Juan Unified community, including students, raised concerns regarding the social media behavior of a community member who also serves on a district advisory committee. Based on the information shared, and the authority given to the superintendent pursuant to Board Policy 2210, it was determined that an investigation into the concern was necessary and appropriate. The district does not currently have a policy guiding the code of conduct for committee members or a districtwide policy on the use of social media.

Board Policy 2210: The Superintendent or designee shall have the power to act, within the parameters of law, in cases where action must be taken and where the Governing Board has not provided guidelines for administrative action. If the action necessitates addition or revision of policies, the Superintendent or designee shall make the necessary recommendations to the Board.

It shall be the duty of the Superintendent or designee to keep the Board president apprised of any action taken as soon as practicable after its occurrence.

BOARD COMMITTEE ACTION/COMMENT:
N/A

PREVIOUS STAFF/BOARD ACTION:
N/A

FISCAL IMPACT:
N/A

APPROVED BY: Kent Kern, Superintendent of Schools KK

SAN JUAN UNIFIED SCHOOL DISTRICT
TENTATIVE BOARD AGENDA ITEMS
2020-2021

NOVEMBER 17 *(3rd Tuesday)*

Special Education Update – R	Calvin
Family and Community Engagement Update – R	Allen
Public Hearing: Learning Continuity and Attendance Plan – A	Schnepp
Board Policy 0415 Equity – A [Discussed 10/27/20]	Calvin
Set Annual Organizational Meeting – A	Board
*2020-2021 School Plan for Student Achievement (SPSAs) – A	Calvin

NOVEMBER 26 (canceled)

DECEMBER 15 *(3rd Tuesday)*

Board Reception/Swearing-In (before board meeting)

Annual Organizational Meeting – A	Board
2019-2020 Audit Report – A	Stephens
2020-2021 First Interim & Budget/Financial Status Report – A	Stephens
Public Hearing No. 2: Aspire Charter School Renewal Petition – A [Public Hearing No. 1 - 10/13/20]	Flagler
Minimum Wage Increase – A	Oropallo
Governance Handbook Annual Update – D/A	Board

DECEMBER 24 (canceled)

JANUARY 12

Equity Update – R	Calvin
Williams Complaint Report – R	Simlick
*Resolution: Emergency Contracting – A	Stephens
*Resolution: Authorized Signature - Power to Contract on Behalf of the District – A	Stephens
*Resolution: Delegating Signature Authorization to the Superintendent – A	Stephens

JANUARY 26

Recognition: 2021 Classified Employees of the Year – A	Oropallo
Recognition: National School Counseling Week (Feb. 1-5) – A	Messer
Mitigating Learning Loss - Assessment Practices Update – R	Bassanelli
Annual Policy Review – D	Simlick
BP 3430 Investing and Debt Management	
BP 5116.1 Intradistrict Open Enrollment	
BP 6145 Extracurricular/Cocurricular Activities	
BP 6020 Parent Involvement and Family Engagement	
*School Accountability Report Cards (SARCs) – A	Schnepp

FEBRUARY 9

Recommendation for Reductions in PKS & Criteria for Tie Break (Certificated TK-12) – D	Oropallo
Recommendation for Reducing/Discontinuing CCS & Criteria for Tie Break (Certificated ECE) – D	Oropallo
Notice of Intent to Reduce Classified Positions – D	Oropallo
*Annual Policy Review [Discussed 01/26/21] – A	Simlick
BP 3430 Investing and Debt Management	
BP 5116.1 Intradistrict Open Enrollment	
BP 6145 Extracurricular/Cocurricular Activities	
BP 6020 Parent Involvement and Family Engagement	
*Audit Report for Measures J, N, P and S – A	Stephens

FEBRUARY 23

Recognition: Arts Education Month (March) – A	Townsend
Resolutions: Reductions in PKS & Criteria for Tie Break (Certificated TK-12) – A [Discussed 02/09/21]	Oropallo
Resolution: Reducing/Eliminating CCS & Criteria for Tie Break (Certificated ECE) – A [Discussed 02/09/21]	Oropallo
Resolution: Notice of Intent to Reduce Classified Positions – A [Discussed 02/09/21]	Oropallo
2021 CSBA Delegate Assembly Election – A	Board
*Consolidated Application, Winter Report 2021 (Part II) – A	Calvin

MARCH 9

Recognition: National School Social Work Week (Mar. 7-13) – A	Calvin
Second Interim Budget Report – R	Stephens

MARCH 23

Recognition: Week of the Young Child (Apr. 12-16) – A	Townsend
New Course Adoptions – D	Schnepp
*Head Start and Early Head Start Grant Application 2021-2022 – A	Townsend

APRIL 13

Recognition: School Bus Driver's Appreciation Day (Apr. 27) – A	Oropallo
Williams Complaint Report – R	Simlick
Proposed Board Meeting Dates for 2021-2022 – A	Kern
*New Course Adoptions [Discussed 03/23/21] – A	Schnepp

APRIL 27

Recognition: California Day of the Teacher (May 13) – A	Oropallo
Recognition: National Nurses Week and National School Nurse Day (May 6-12 & May 13) – A	Calvin
School Climate: Parent-Staff-Student Voice – R	Schnepp

MAY 11

Recognition: Classified School Employee Week (May 16-22) – A	Oropallo
Hearing Officer's Recommendation-2021 RIF (if applicable) – A	Simlick
*Approval of CTE 2021 Advisory Committee Roster – A	Messer

MAY 25

Recognition: National Science Bowl (if applicable) – A	Messer/Shoemake
Recognition: Science Olympiad (if applicable) – A	Messer/Shoemake
Recognition: Academic Decathlon (if applicable) – A	Messer
*Head Start/Early Head Start Contract Resolution FY 2021-2022 – A	Townsend

JUNE 8

Public Hearing: LCAP – D	Schnepp
Public Hearing: LCAP/Choices Charter School – D	Flagler
Public Hearing: Adoption of the 2021-2022 Budget – D	Stephens
Temporary Interfund Borrowing of Cash – A	Stephens
*CIF Superintendent Designation of Representatives 2021-2022 – A	Messer

JUNE 22

LCAP [Public Hearing 06/08/21] – A	Schnepp
LCAP/Choices Charter School – A [Public Hearing 06/08/21]	Flagler
Adoption of the 2021-2022 Budget – A [Public Hearing 06/08/21]	Stephens
*Consolidated Application, Spring Report 2020-2021 – A	Calvin
*2020-2021 Actuarial Report (OPEB) – A	Oropallo
*Charter School 2019-2020 Audit Reports (Aspire, Atkinson, CMP, GIS, GV, OFY) – A	Stephens