



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

Pam Costa, President
Saul Hernandez, Vice President
Ben Avey, Clerk
Paula Villescaz, Member
Tanya Kravchuk, Member
Manuel Perez, Member
Zima Creason, Member

Board of Education Agenda
September 24, 2024

PUBLIC PARTICIPATION GUIDELINES

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

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

NOTICE OF TELECONFERENCING

Government Code section 54953 permits the Board of Education to conduct its meeting from a different location via teleconference provided that at least a quorum of the board members participate from a location within district boundaries. This meeting shall be conducted using teleconferencing at the following locations, which shall be accessible to the public: Sonesta ES Suites Anaheim Resort Area, 1855 S Manchester Avenue, Anaheim, California 92802 and Marriott Oakland City Center, 1001 Broadway, Oakland, California 94607. Members of the public shall be afforded the opportunity to address the Board of Education as permitted under Government Code section 54954.3 at the teleconference location. Voting at this meeting shall be by roll call.

A. OPEN SESSION/CALL TO ORDER/ANNOUNCEMENT OF CLOSED SESSION TOPICS

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

B. CLOSED SESSION - 6:00 p.m.

1. Student expulsion in one case (Education Code section 48918[f]).

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

D. APPROVAL OF MINUTES

1. Minutes - September 10, 2024, regular meeting

Action: The superintendent is recommending that the board approve the minutes for September 10, 2024, regular meeting, pages 2622 - 2624.

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

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

F. VISITOR COMMENTS - 6:50 p.m.

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

G. CONSENT CALENDAR - 7:20 p.m.

Action: The administration recommends that the consent calendar, G-1 through G-10, regarding regular business items, be approved. Any item may be removed for further discussion and separate action following consideration of remaining agenda items.

1. Personnel Report

The superintendent is recommending that the board approve the personnel report and related items – appointments, leaves of absence, separations and job description/salary range change.

2. Purchasing Report

The superintendent is recommending that the board approve the purchasing report - purchase orders, service agreements and contracts; change orders/amendments; and zero-dollar contracts.

3. Business/Financial Report

The superintendent is recommending that the board approve the business/financial report - warrants and payroll.

4. Gifts

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

5. Surplus Property

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

6. Revisions to Board Bylaws and Exhibits and Retirement of Board Policy

The superintendent is recommending that the board approve the revisions to Board Bylaw 9270 Conflict of Interest and Exhibit 9270; revisions to Board Bylaw 9320 Meetings and Notices; revisions to Board Bylaw 9323.2 Actions By The Board and adopt new Exhibit 9323.2; and the retirement of Board Policy 1120 Governing Board Meetings.

7. Consolidated Application for Funding 2024-2025

The superintendent is recommending that the board approve the submission of the 2024-2025 Consolidated Application for Funding to the California Department of Education (CDE) and State Board of Education (SBE).

8. Choices Charter School Proposition 28 Annual Report

The superintendent is recommending that the board approve the Choices Charter School Proposition 28 Annual Report.

9. Amendment No. 1 to Reimbursement Agreement for the El Camino Avenue at Kent Drive Traffic Signal Project with the County of Sacramento Department of Transportation

The superintendent is recommending that the board approve amendment No.1 to the reimbursement agreement between the San Juan Unified School District and the County of Sacramento Department of Transportation in order to cover the additional costs for the traffic signal project at El Camino Avenue and Kent Drive to aid in traffic mitigation at the new Katherine Johnson Middle School site (formerly Creekside).

10. Ratification of Committee Members

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

H. CONSENT CALENDAR (continued, if necessary)

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

I. BUSINESS ITEMS

1. Attendance Improvement Initiative Update (Oaxaca) - 7:25 p.m.

Report: The superintendent is recommending that the board receive an update regarding the district Attendance Improvement Initiative.

2. Land Acknowledgement Update (Oaxaca) - 7:45 p.m.

Discussion: The superintendent is recommending that the board receive an update regarding the steps that have been taken to develop a land acknowledgement for school and district use. Action anticipated: October 22, 2024.

3. Public Hearing: Sufficiency of Textbooks and Instructional Materials (Slavensky) - 8:00 p.m.

Public Hearing/Action: The superintendent is recommending that the board hold a public hearing to discuss and adopt Resolution No. 4151 stating that each pupil in each school in the district has sufficient textbooks and instructional materials in each subject that are consistent with the content and cycles of the curriculum framework adopted by the state board.

4. New Board Policy 1160 Political Processes (Thigpen) - 8:05 p.m.

Action: The superintendent is recommending that the board adopt new Board Policy 1160 Political Processes.

J. BOARD REPORTS - 8:10 p.m.

K. FUTURE AGENDA - 8:20 p.m.

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

1. Tentative future agenda items

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

L. CLOSED SESSION (continued, if necessary)

Announcement of topics/announcement of actions.

M. ADJOURNMENT - 8:25 p.m.

NOTE: The times indicated are approximate.

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

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

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

Mission Statement

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



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

Board of Education Minutes
September 10, 2024

Regular Meeting

Board of Education
6:30 p.m.

Open Session/Call to Order/Pledge of Allegiance (A)

The September 10 regular meeting was called to order by the president, Pam Costa. The board meeting was held in person and was also livestreamed on the district website. Four members of the Casa Roble Fundamental High School Jr. ROTC led the group in the Pledge of Allegiance.

Roll Call

Present:

Pam Costa, president
Saul Hernandez, vice president
Ben Avey, clerk
Paula Villescaz, member
Tanya Kravchuk, member
Manuel Perez, member
Zima Creason, member

Minutes Approved (B)

It was moved by Mr. Hernandez, seconded by Ms. Kravchuk, that the minutes of the August 27 regular meeting be approved. MOTION CARRIED 6-0-1 [AYES: Costa, Hernandez, Avey, Villescaz, Kravchuk, Creason; NOES: None; ABSTAIN: Perez].

Recognition: 2025 Certificated Employee of the Year (C-1)

Assistant Superintendent of Human Resources, Rebecca Toto Ed.D., introduced Melissa Oates as the 2025 Certificated Employee of the Year.

High School Student Council Reports (D-1)

High School Student Council representatives Morgan Reed and Maddie Hollander from Rio Americano High School and Madison Stewart and Jewel Semmens from Casa Roble Fundamental High School updated the board on the goals, activities and achievements at their respective schools.

Visitor Comments (E)

Martin Ross expressed support for Measure P.

B.J. Combs encouraged eligible students to register to vote.

Cody Moore expressed concerns regarding the districtwide dress code.

Consent Calendar Approved (F-1/F-7)

Mr. Perez pulled item F-8. It was moved by Ms. Villescaz, seconded by Mr. Hernandez, that the consent calendar items F-1 through F-7 be approved. MOTION CARRIED UNANIMOUSLY [Costa, Hernandez, Avey, Villescaz, Kravchuk, Perez, Creason].

Personnel (F-1)

Appointments, leaves of absence and separations – approved as submitted.

Purchasing Report (F-2)

Purchase orders, service agreements and contracts; construction and public works bids and contracts; and zero dollar contracts – approved as submitted.

Gifts (F-3)

Acceptance of gifts to Camp Winthers and Mesa Verde High School.

Resolution No. 4148: Gann Appropriation Limits (F-4)

Adoption of Resolution No. 4148 approving Gann Appropriation Limits for 2023-2024 and 2024-2025.

Capital Adult Education Regional Consortium Membership (F-5)

Approval of the official designation of new member Bryan Irwin, and the removal of Matt Strinden, to the Capital Adult Education Regional Consortium (CAERC) board.

CIF Superintendent's Designation of Athletic League Representatives (F-6)

Approval of California Interscholastic Federation (CIF) superintendent's designation of athletic league representatives for the 2024-2025 school year for Bella Vista High School, Encina High School and Mira Loma High School.

2024-2025 Head Start and Early Head Start COLA (F-7)

Approval of the Head Start and Early Head Start 2.35% Cost-of-Living Adjustment (COLA) for 2024-2025.

Consent Calendar Continued (G)**Certification of Absence: Manuel Perez (F-8)**

Certification that the August 27, 2024, regular meeting, absence of board member Manuel Perez occurred due to illness, pursuant to Education Code 35120(c) and Board Bylaw 9250.

It was moved by Ms. Villescaz, seconded by Mr. Avey, that the consent calendar item F-8 be approved. MOTION CARRIED 6-0-1 [AYES: Costa, Hernandez, Avey, Villescaz, Kravchuk, Creason; NOES: None; ABSTAIN: Perez].

Summer Learning Update (H-1)

Assistant Superintendent of Elementary Education and Programs, Amberlee Townsend-Snider; Assistant Superintendent of Secondary Education and Programs, Kristan Schnepp; Director of Career Technical Education (CTE), K-12 Counseling and College/Career Readiness, Brett Wolfe; and Interim Director of Office of Student Learning Assistance (OSLA), Crista Koch, gave a presentation regarding the student learning that took place during the summer of 2024. Ms. Townsend-Snider introduced the topic, shared enrollment data and spoke about the special education Extended School Year (ESY). Ms. Koch discussed the OSLA summer programs including Camp Kinder, Summer Boost, Camp Invention, the Newcomer Middle Grade Program and the summer intern program. Mr. Wolfe provided an overview of the middle school and high school summer programs that were offered. Ms. Schnepp outlined next steps for summer 2025. Board members made comments and posed questions, which staff addressed. Ms. Villescaz commented on future funding and the summer intern program. Mr. Avey spoke about the summer enrichment programs and shared thoughts on the timing of enrollment. Ms. Kravchuk emphasized the value of the summer intern program and asked clarifying questions regarding enrollment and how parents can advocate for summer enrichment programs at their schools. Mr. Hernandez inquired about the comedy class and credit recovery data. Ms. Costa expressed gratitude for Camp Kinder, the high school programs and the ESY program, noting that she hopes future funding will allow for as many programs as possible. Mr. Perez acknowledged the importance of the summer intern program.

2023-2024 Unaudited Actuals and 2024-2025 Budget Revisions (H-2)

Chief Financial Officer, Joel Ryan, presented the 2023-2024 unaudited actuals and 2024-2025 revised budget. Mr. Ryan explained what the unadjusted actuals are and he reviewed the significant changes to the 2024-2025 budget since it was adopted last June. Mr. Ryan discussed next steps. Board members made comments.

It was moved by Ms. Kravchuk, seconded by Mr. Avey, to accept the unadjusted actuals for 2023-2024 and approve the revisions to the 2024-2025 budget. MOTION CARRIED UNANIMOUSLY [Costa, Hernandez, Avey, Villescaz, Kravchuk, Perez, Creason].

New Board Policy 1160 Political Processes (H-3)

Executive Director of Labor Relations and Government Affairs, Daniel Thigpen, gave a presentation on newly proposed Board Policy 1160 Political Processes. Mr. Thigpen explained that the draft policy would help guide the district's government relations work and require the board to adopt overarching legislative priorities before each legislative session, in alignment with the district's strategic plan. Mr. Thigpen also proposed additional clarifying language to include in the policy regarding reporting requirements. Board members made comments and posed questions, which Mr. Thigpen addressed. Mr. Hernandez inquired about the process for a board member to add an item of interest to the board agenda, which Mr. Thigpen explained is outlined in the Governance Handbook. Ms. Kravchuk encouraged staying focused on the legislative priorities and adhering to the parameters to avoid veering off course. Ms. Kravchuk also asked a clarifying question regarding how different iterations of legislative bills would be evaluated, which Mr. Thigpen explained the opportunities to monitor and adjust support, if necessary. Ms. Villescaz noted the district's geographic proximity to the Capitol, acknowledged the potential to deviate from the course, but expressed confidence in the sufficient guardrails built into the policy. Ms. Villescaz also encouraged reviewing legislative priorities in alignment with the legislative two-year cycle. Ms. Creason expressed support for setting legislative priorities on a biannual basis and regular reporting requirements, and she welcomes the opportunity for the board to advocate as a unified body. Mr. Avey suggested starting by adopting legislative priorities that focus on areas of obvious consensus. Ms. Costa expressed satisfaction with having a document that will provide guidance for staff. Revisions to the board policy will be brought back to the board on September 24 for possible action.

Revisions to Board Bylaws and Exhibits and Retirement of Board Policy (H-4)

General Counsel Phanysha Gaddis discussed the revisions to Board Bylaw 9270 Conflict of Interest and Exhibit 9270; revisions to Board Bylaw 9320 Meetings and Notices; revisions to Board Bylaw 9323.2 Actions By The Board and new Exhibit 9323.2; and the retirement of Board Policy 1120 Governing Board Meetings. There being no questions from the board, action was scheduled for September 24.

California School Boards Association (CSBA) Directors-At-Large Nominations (H-5)

After hearing no recommendations, Ms. Costa stated that no action would be taken regarding the nomination of candidates to fill the director-at-large seats for Asian/Pacific Islander and Hispanic on the Board of Directors of the California School Boards Association (CSBA).

Board Reports (I)

Ms. Villescaz acknowledged that Bella Vista High School student, Julia Clauson, will be sworn in tomorrow as a new student member of the California State Board of Education.

Mr. Avey reported that he visited El Camino Fundamental High School and Barrett Middle School.

Future Agenda (J)

No items were added to the future agenda.

Adjournment (K)

At 8:02 p.m., there being no further business, the regular meeting was adjourned.

Pam Costa, Board President

Melissa Bassanelli, Secretary

Approved: _____
:sc

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

AGENDA ITEM:

G.1

MEETING DATE:

09/24/2024

SUBJECT: Personnel Report

DEPARTMENT: Human Resources

ACTION REQUESTED:

The superintendent is recommending that the board approve the personnel report and related items – appointments, leaves of absence, separations and job description/salary range change.

RATIONALE/BACKGROUND:

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

ATTACHMENT(S):

1. [Personnel Pages](#)

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 09/16/2024

FISCAL IMPACT:

N/A

PREPARED BY: Rebecca Toto, Ed.D., Assistant Superintendent, Human Resources

APPROVED BY: Melissa Bassanelli, Superintendent of Schools

1. APPOINTMENTS**MANAGEMENT**

Type	Name	Status	Assignment	Location	Effective Date (s)
New Hire	Valtierra, Laura	Prob	Behavior Support Specialist	Katherine Johnson	09/09/24

CERTIFICATED SUPERVISORY

Type	Name	Status	Assignment	Location	Effective Date (s)
Promotion	Waldron, Christie	Prob	Program Administrator, Special Education	Ralph Richardson	10/14/24

CERTIFICATED

Type	Name	Status	Assignment	Location	Effective Date (s)
New Hire	Whaley, Andrea	Prob	Nurse School	Health Services	08/30/24
Rehire	Brouillet, Denise	Temp	Tch-Resource Spec K/12	Sylvan	09/03/24
Rehire	Friedls, Christie	Prob	Tch-Elem Specialist-Art	Teaching And Learning	06/11/25 09/03/24

CLASSIFIED

Type	Name	Status	Assignment	Location	Effective Date (s)
New Hire	Kane, Patrick	Prob	Warehouse Delivery Driver	Nutrition Services	09/03/24
New Hire	Laurent, Ashley	Prob	Instructional Assistant III	Barrett	08/29/24
New Hire	Slagle, Wendy	Prob	Instructional Assistant I	Earl Legette	09/09/24
Rehire	Lewallyn, Lindsey	Prob	Expand Learn Prog Asst	Pupil Personnel Services	08/28/24
Rehire	Nikzad, Sadia	Prob	Instructional Assistant I	Earl Legette	09/09/24
Rehire	Vinson, Jeremy	Prob	Instructional Assistant I	Thomas Edison	08/29/24

2. LEAVES OF ABSENCE**CERTIFICATED SUPERVISORY**

Type	Name	Status	Assignment	Location	Effective Date (s)
Paid	Lee, Emma	Prob	Psychologist	Psych Services - Kenneth	08/19/24 02/14/25

CERTIFICATED

Type	Name	Status	Assignment	Location	Effective Date (s)
Paid	Facino, Shay	Prob	Teacher Kindergarten	Howe Avenue	09/09/24 03/11/25
Paid	Guante, Bienvenida	Prob	Teacher Combo 4-5	Whitney Avenue	09/09/24 12/20/24
Paid	Posner, Maxwell	Perm	Tch-Grad 7/8	Arden	08/15/24 09/30/24
Paid	Surgeon, Jeannice	Prob	Tch-Mild/Moderate K/12	Howe Avenue	08/13/24 09/30/24

CLASSIFIED

Type	Name	Status	Assignment	Location	Effective Date (s)
Paid	Adams, Sage	Prob	Expand Learn Prog Asst	Pupil Personnel Services	08/15/24 09/30/24
Paid	Apodaca, Renae	Perm	Nutrition Services Worker I	Mesa Verde	09/03/24 11/08/24
Paid	Blackburn, Chanelle	Perm	Ops Analyst Facil/maint/trans	Facilities	09/03/24 11/30/24
Paid	Espinoza, Jamie	Perm	Instructional Assistant III	Coyle Avenue	08/26/24 09/30/24
Paid	Lloret, Cortney	Perm	Inst Asst Alt Learning Center	Meraki	08/19/24 09/22/24
Paid	Mackey, Denise	Perm	Elem School Secretary	Sierra Oaks	08/15/24 11/11/24
Paid	Mendoza, Martha	Perm	Bus Driver	Transportation	08/09/24 09/30/24
Paid	Nichols, Lynda	Perm	Nutrition Services Worker I	Coleman	09/01/24 09/23/24
Paid	Paddeck-Cotton, Carrie	Perm	Inst Asst Health	Health Services	08/28/24 10/11/24
Paid	Ramirez, Margaret	Perm	Nutrition Services Worker I	Arcade	07/01/24 11/30/24
Paid	Scobee, Lori	Perm	Instructional Assistant III	Carriage	08/16/24 09/27/24
Unpaid	Lally, Randeep	Prob	Child Dev Assist-SA	Earl Legette ECE	08/20/24 06/30/25

3. SEPARATIONS**CLASSIFIED**

Type	Name	Status	Assignment	Location	Effective Date (s)
Resignation	Irwin, Kaleb	Perm	Lead Custodian	Casa Roble	09/03/24
Resignation	Martin, Tracy	Prob	Instructional Assistant I	Sierra Oaks	09/03/24

3. SEPARATIONS (Continued)**CLASSIFIED**

Type	Name	Status	Assignment	Location	Effective Date (s)
Resignation	Tisdale, Tyler	Perm	Expand Learn Prog Asst	Pupil Personnel Services	08/30/24
Resignation	Wharry, Kenneth	Perm	Expand Learn Prog Asst	Pupil Personnel Services	08/29/24

4. JOB DESCRIPTION / SALARY RANGE CHANGE**CERTIFICATED SUPERVISORY**

Class Title	Unit	New/Update	Old Salary Range	New Salary Range	Effective Date (s)
Vice Principal on Special Assignment	SJPEC	New	N/A	17	09/25/24

CLASSIFIED

Class Title	Unit	New/Update	Old Salary Range	New Salary Range	Effective Date (s)
Lead Plumber	CSEA	Update	38	45	07/01/23
Plumber	CSEA	Update	35	42	07/01/23



JOB DESCRIPTION

Position Code: CODE
Bargaining Group: SJPEC
Salary Range: Range 17
Work Days: 208
Page 1 of 3

POSITION TITLE: Vice Principal on Special Assignment

DEFINITION: Functions as itinerant administrative support at selected Title I schools

DIRECTLY RESPONSIBLE TO: Director of Secondary Education / Director of Elementary

SUPERVISION OVER: Certificated, Classified, and Volunteer personnel, as assigned by the Director of Secondary Education

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

- Provides rotating administrative support to up to four (4) assigned Title I schools.
- Supports the System of Professional Growth (SPG) practitioner evaluation process with administrative caseloads at assigned sites with historically high rates of temporary and probationary teachers including but not limited to classroom observations, utilization of various forms of evidence, reflective conversations, and the end of year summary.
- Provides support and coaching to assigned certificated staff directly related to instructional strategies, student supports, curriculum implementation, classroom management, lesson design and organization.
- Supports after-hours and non-instructional event supervision at assigned schools.
- Other duties and responsibilities subject to student, staff, and/or school site need.
- Attends and participates in all applicable district meetings including but not limited to vice principal meetings, districtwide leadership meetings, and others as determined by the district.
- Provides staffing or supervision coverage at an assigned school during regular school hours in the event of an absence, emergency, or other unforeseen circumstances.
- Participates in the supervision, organization and implementation of extra-curricular activities, as assigned, making certain that events are conducted in an orderly manner, disturbances are quelled, and safety and health precautions are followed.
- Performs other duties as assigned.

QUALIFICATIONS:

Education and Experience: Bachelor's degree and three years of successful full-time teaching in the San Juan Unified School District. California Teaching Credential, or other relevant Credential; Administrative Services Credential, or must show proof of a Certificate of Eligibility (Administrative Services) upon appointment to the position.

Licenses and Certifications:

- California Department of Motor Vehicles driver's license

Knowledge, Skills, and Abilities:

- Desired qualifications include candidates who have participated in San Juan Unified Leadership Development Programs such as: Cultivating Leaders, SPG Facilitator Training;
- Experience in instructional coaching and learning-focused conversations;
- previous site administrative experience; and experience serving at Title I schools.
- Knowledgeable in learning theories.
- Knowledge of child development and student behavioral needs.
- Knowledge of curriculum development.
- Knowledge of positive behavior supports and motivation theory.
- Knowledge of administration of district policies and local, state and federal laws pertaining to schools.
- Knowledge of staffing organization and selection and supervision of personnel.
- Skilled in effective communication including initiating individual and group discussions, listening, clarifying, facilitating interaction among group members.
- Ability to communicate effectively with a wide variety of people with varying educational and socio-cultural backgrounds.
- Ability to conduct research and analyze data.
- Ability to communicate clearly in written form to effectively convey ideas.
- Ability to lead and understand goal setting techniques including needs assessment and evaluation.
- Ability to conduct oneself in a professional manner and implement a high degree of self-restraint and composure in high stress situations.
- Ability to use good judgment and strategies in dealing with a variety of people, adversaries and advocates under varying situations and conditions.
- Ability to problem solve, collect information, establish facts, evaluate alternative solutions, and draw valid conclusions to make decisions and determine next steps.

WORKING CONDITIONS:

Environment:

- Indoor office environment,
- Subject to driving to conduct work.
- Continuous contact with staff, students, parents and the community.

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

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

Other Characteristics:

- Ability to work additional hours periodically and weekends on occasion
- Ability to travel for work related purposes..

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

Board Approved: TBD

DRAFT



JOB DESCRIPTION

Position Code: 610
Bargaining Group: CSEA
Salary Range: 38 45
Work Calendar: 01
Page 1 of 3

POSITION TITLE: Lead Plumber

DEFINITION: Under general supervision, assembles, installs, and repairs pipes, fittings, and fixtures of water, gas, and drainage systems. This is the working lead level.

DIRECTLY RESPONSIBLE TO: Supervisor, Mechanical Maintenance

SUPERVISION OVER: N/A

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

1. Attends pre-construction meetings and inspects pre-construction blueprints in order to provide input for upcoming projects.
2. Establishes priorities for the shop; plans, assigns, inspects, and directs the work of district Plumbers.
3. Attends pre- and post-construction walkthroughs at sites for conformity with codes and regulations.
4. Conducts on-site surveys of work to be performed.
5. Computes time and material costs by estimating labor hours and ordering materials by telephone, fax, or online.
6. Coordinates with other shops and departments to complete work.
7. Ensures safety precautions are observed.
8. Coordinates backflow testing system district-wide and maintains associated records.
9. Assembles, installs, and repairs pipe fittings and pipes composed of copper, iron, steel, transite, glass, clay, and plastic
10. Installs and repairs a variety of valves including shutoff, wheel, gate, flow, angle stop, pressure relief, anti-siphon, double-check, and others.
11. Inspects, systems to detect malfunctions using a variety of diagnostic devices.
12. Repairs and maintains plumbing by repairing leaks or breaks, opening clogged lines and drains, replacing washers and other faucet parts, and taking other corrective action.
13. Installs, repairs, or replaces plumbing fixtures such as sinks, faucets, toilets, garbage disposals, urinals, water heaters, drinking fountains, fire hydrants, sump pumps, showers, backflow devices, and other fixtures.
14. Performs preventive maintenance tasks such as cleaning sewers, flushing out lines, adding root killer, inspection, and repairs.
15. Makes recommendations for new installations and modifications.
16. Performs soldering and braising.
17. Reads and interprets blueprints, diagrams, and schematics.
18. Operates a variety of hand and power tools, including gas powered sewer machines and gas powered hydro-jetters.
19. Maintains inventory of parts and supplies.
20. Initiates, modifies, and closes work orders in automated system.
21. Installs cleanouts on sewer lines.
22. Cuts and threads pipe.
23. Connects water, gas, and sewer lines to main utility sources.

24. Transports portable suction pumps to flooded sites.
25. Replaces fire sprinklers and sprinkler valves.
26. Installs and repairs swimming pool filler tubes.
27. Fabricates parts.
28. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Completion of formal apprenticeship program or on-the-job training; extensive journey level experience in commercial and/or residential plumbing.

Licenses and Certificates:

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

Knowledge, Skills, and Abilities:

- Knowledge of standard practices, methods, materials, tools, equipment, hazards, and safety precautions related to swimming pools and related equipment
- Knowledge of health regulations relating to the trade
- Knowledge of water columns and volumes and size of pipe needed to maintain pressure and velocity
- Knowledge and skill in use of computers and assorted software programs
- Ability to identify compatible pipe sizes, fittings, connections, materials and venting
- Ability to learn plumbing codes related to public facilities
- Ability to apply basic math concepts
- Ability to read and understand blueprints, codes, and chemical labels
- Ability to analyze and diagnose plumbing malfunctions
- Ability to understand and follow verbal and written instructions
- Ability to establish and maintain effective relationships with those contacted in the course of work
- Ability to communicate effectively both verbally and in writing with administrators, staff, students, and the community
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS:

Work Environment:

- Indoor and outdoor work environment
- Seasonal hot/cold weather
- Wet or humid conditions
- Loud noise from equipment
- Drive a vehicle to conduct work

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

- Inspect documents and other written materials with fine print
- Operate tools and equipment requiring repetitive hand movement and fine coordination

- Move about schools and facilities to conduct work, including climbing, balancing, crawling under buildings, bending, stretching, stooping, kneeling, crouching, working in enclosed spaces, and remaining in a stationary position for long periods of time
- Transport, move, and lift up objects weighing up to 75 pounds
- Ascend/descend ladders
- Communicate to exchange information in person, with small groups, and/or on the telephone

Hazards:

- Work near moving mechanical parts
- Work in high or precarious places
- Exposure to fumes and airborne particles
- Exposure to vibration

Other Characteristics:

- Willingness to respond to emergency calls at night and/or on weekends

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

Board Approved: 8/9/2017
Adopted: 6/1/1972
Revised: 6/29/1982
Revised: 3/17/1995
Revised: 12/20/2016
Revised: TBD



JOB DESCRIPTION

Position Code: 612
Bargaining Group: CSEA
Salary Range: 35 42
Work Calendar: 01
Page 1 of 3

POSITION TITLE: Plumber

DEFINITION: Under general supervision, assembles, installs, and repairs pipes, fittings, and fixtures of water, gas, and drainage systems.

DIRECTLY RESPONSIBLE TO: Supervisor, Mechanical Maintenance

SUPERVISION OVER: N/A

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

1. Assembles, installs, and repairs pipe fittings and pipes composed of copper, iron, steel, transite, glass, clay, and plastic.
2. Installs and repairs a variety of valves including shutoff, wheel, gate, flow, angle stop, pressure relief, anti-siphon, double-check, and others.
3. Inspects, systems to detect malfunctions using a variety of diagnostic devices.
4. Repairs, and maintains plumbing by repairing leaks or breaks, opening clogged lines and drains, replacing washers and other faucet parts, and taking other corrective action.
5. Installs, repairs, or replaces plumbing fixtures such as sinks, faucets, toilets, garbage disposals, urinals, water heaters, drinking fountains, fire hydrants, sump pumps, showers, backflow devices, and other fixtures.
6. Performs preventive maintenance tasks such as cleaning sewers, flushing out lines, adding root killer, inspection, and repairs.
7. Makes recommendations for new installations and modifications.
8. Performs soldering and braising.
9. Reads, and interprets blueprints, diagrams, and schematics.
10. Operates a variety of hand and power tools, including gas powered sewer machines and gas powered hydro-jetters.
11. Maintains inventory of parts and supplies.
12. Initiates, modifies, and closes work orders in automated system.
13. Installs cleanouts on sewer lines.
14. Cuts and threads pipe.
15. Connects water, gas, and sewer lines to main utility sources.
16. Transports portable suction pumps to flooded sites.
17. Replaces fire sprinklers and sprinkler valves.
18. Installs and repairs swimming pool filler tubes.
19. Fabricates parts.
20. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Completion of formal apprenticeship program or on-the-job training; extensive journey level experience in commercial and/or residential plumbing.

Licenses and Certificates:

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

Knowledge, Skills, and Abilities:

- Knowledge of standard practices, methods, materials, tools, equipment, hazards, and safety precautions related to swimming pools and related equipment
- Knowledge of health regulations relating to the trade
- Knowledge of water columns and volumes and size of pipe needed to maintain pressure and velocity
- Knowledge and skill in use of computers and assorted software programs
- Ability to identify compatible pipe sizes, fittings, connections, materials and venting
- Ability to learn plumbing codes related to public facilities
- Ability to apply basic math concepts
- Ability to read and understand blueprints, codes, and chemical labels
- Ability to analyze and diagnose plumbing malfunctions
- Ability to understand and follow verbal and written instructions
- Ability to establish and maintain effective relationships with those contacted in the course of work
- Ability to communicate effectively both verbally and in writing with administrators, staff, students, and the community
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS:

Work Environment:

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- Loud noise from equipment
- Drive a vehicle to conduct work

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

- Inspect documents and other written materials with fine print
- Operate tools and equipment requiring repetitive hand movement and fine coordination
- Move about schools and facilities to conduct work, including climbing, balancing, crawling under buildings, bending, stretching, stooping, kneeling, crouching, working in enclosed spaces, and remaining in a stationary position for long periods of time
- Transport, move, and lift up objects weighing up to 75 pounds
- Ascend/descend ladders
- Communicate to exchange information in person, with small groups, and/or on the telephone

Hazards:

- Work near moving mechanical parts
- Work in high or precarious places
- Exposure to fumes and airborne particles
- Exposure to vibration

Other Characteristics:

- Willingness to respond to emergency calls at night and/or on weekends

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

Board Approved: 8/9/2017
Adopted: 9/1/1972
Revised: 6/26/1982
Revised: 3/17/1995
Revised: 12/20/2016
Revised: TBD

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

AGENDA ITEM:

G.2

MEETING DATE:

09/24/2024

SUBJECT: Purchasing Report

DEPARTMENT: Fiscal Services

ACTION REQUESTED:

The superintendent is recommending that the board approve the purchasing report - purchase orders, service agreements and contracts; change orders/amendments; and zero-dollar contracts.

RATIONALE/BACKGROUND:

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

ATTACHMENT(S):

1. Purchasing Report

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet 09/16/2024

FISCAL IMPACT:

N/A

PREPARED BY: Laura Fry, Manager, Business Support Services

Cherie Chenoweth, Coordinator, Facilities Accounting Compliance

Joel Ryan, Chief Financial Officer

APPROVED BY: Melissa Bassanelli, Superintendent of Schools

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

Attachment 1

August 28, 2024 - September 10, 2024

PO#	Date	Vendor Name	Description	Amount \$	Site/ Department
TBD	9/3/2024	Navigate 360	Compass curriculum, subscription services	\$ 117,154.23	Student Support Services/MTSS
BPO25-01455	8/28/2024	Fiery Ginger Farm	Produce	\$ 300,000.00	Nutrition Services
VR25-03710	9/6/2024	County of Sacramento	Light signal at El Camino and Kent	\$ 1,000,000.00	Fiscal Services
TBD	9/10/2024	Renaissance Learning	Educational software subscription	\$ 312,920.79	AEP

Purchasing Contracts Board Report
Change Orders/Amendments

August 28, 2024 - September 10, 2024

Change Orders

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

Service Agreement Change Orders

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

Other Contract Change Orders

PO#	Date	Vendor Name	Description	Original PO Amount \$	Previous Approved C/O Totals \$	Current C/O for Approval Amount \$	New Contract Amount \$	Responsibility
VR24-09797	9/5/2024	Nacht & Lewis	AE design and construction throughout Winterstein Portables 153-9568-24 CIP project	\$ 37,935.00		\$ 375,750.00	\$ 413,685.00	216 - Facilities

Lease Amendments/Change Orders

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

General Contract Change Orders

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

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

August 28, 2024 - September 10, 2024

Fund	Date	Site/ Department	Vendor Name	Description
All	9/5/2024	PLI	Perfection Learning Corporation	Professional development learning for teachers
All	9/11/2024	San Juan Adult Center	Elicia Health Center	Adult Ed - CMA externship placement

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

AGENDA ITEM:

G.3

MEETING DATE:

09/24/2024

SUBJECT: Business/Financial Report

DEPARTMENT: Fiscal Services

ACTION REQUESTED:

The superintendent is recommending that the board approve the business/financial report - warrants and payroll.

RATIONALE/BACKGROUND:

In accordance with Education Code section 3460 Financial Report and Accountability, Fiscal Services will report the warrants and payroll expenditures for the prior month. In accordance with Education Code section 7400 Construction and Modernization of Facilities, Facilities accounting compliance will list any notices of completion for construction projects that have been finalized.

ATTACHMENT(S):

1. [Business Report](#)

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 09/16/2024

FISCAL IMPACT:

N/A

PREPARED BY:

Kristi Blandford, Director of Fiscal Services
Cherie Chenoweth, Coordinator, Facilities Accounting Compliance
Joel Ryan, Chief Financial Officer

APPROVED BY:

Melissa Bassanelli, Superintendent of Schools

SAN JUAN UNIFIED SCHOOL DISTRICT
Accounting Services

WARRANTS & PAYROLL

VENDOR AND CONTRACT WARRANTS		
	Fund	August 2024
01	General Fund	\$ 10,675,456.40
09	Charter Schools	\$ 86,795.95
10	Special Ed Pass-Thru	\$ -
11	Adult Education	\$ 51,814.13
12	Child Development	\$ 108,549.72
13	Food Service/Cafeteria	\$ 501,608.24
14	Deferred Maintenance	\$ 385,881.89
21	Building Fund	\$ 284,608.25
22	Measure S Building Fund	\$ -
23	Measure J Building Fund	\$ 75,022.79
24	Measure N Building Fund	\$ -
25	Capital Facilities	\$ -
26	Measure P Building Fund	\$ 7,181,634.29
35	State Schools Facilities Fund	\$ -
40	Sp Res FD -- Capital Outlay Proj	\$ -
67	Self Insurance	\$ 1,924,956.44
95	Student Body	\$ 76,186.08
TOTAL		\$ 21,352,514.18

PAYROLL AND BENEFITS		
	All Funds	August 2024
	Certificated Payroll	\$ 28,591,109.52
	Classified Payroll	\$ 14,860,455.70
	Benefits	\$ 11,063,610.53
TOTAL		\$ 54,515,175.75

GRAND TOTAL \$ 75,867,689.93

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

AGENDA ITEM:

G.4

MEETING DATE:

09/24/2024

SUBJECT: Gifts

DEPARTMENT: Administration

ACTION REQUESTED:

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

RATIONALE/BACKGROUND:

Acceptance of the following gifts:

Encina High School: from Cindy Stangl - apparel for clothes closet: \$150.

Laurel Ruff Transition School: from Cecilia Corral - for garden/landscaping class: \$100; from Tiffany Grady: \$250.

Mesa Verde High School: from Optimist Club of Country Club - for athletics: \$30,000.

ATTACHMENT(S):

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 09/16/2024

FISCAL IMPACT:

N/A

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

APPROVED BY: Melissa Bassanelli, Superintendent of Schools

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

AGENDA ITEM:

G.5

MEETING DATE:

09/24/2024

SUBJECT: Surplus Property

DEPARTMENT: Fiscal Services

ACTION REQUESTED:

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

RATIONALE/BACKGROUND:

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):

1. [Surplus Property Report](#)

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 09/16/2024

FISCAL IMPACT:

N/A

PREPARED BY: Joel Ryan, Chief Financial Officer

APPROVED BY: Melissa Bassanelli, Superintendent of Schools

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

Location/Site	Make	Model	Description	Fixed Asset / Serial #	Disposition
Arcade	HP	LaserJet P2035	Printer	201807775	eWaste
Arcade	HP	Laserjet P3015	Printer		eWaste
Arcade	HP	ML2525	Printer	20182148	eWaste
Arcade	HP	Photosmart C4280	Printer	20180497	eWaste
Arcade	HP	Q5912A	Printer	CNBC5840VG	eWaste
Arcade	Brother	MFC-8910DW	Printer	U63089F4N784099	eWaste
Arcade	Canon	Pixima TS3520	Printer	AGELO0052	eWaste
Arcade	HP	Pro Display P19A	Monitor	CNK51204W2	eWaste
Arcade	Samsung	Chromebook XE303C12-A01US	Laptop	20180941/HY3A91TD504190B	eWaste
Arcade	HP	LaserJet P2035	Printer	201807775	eWaste
Arcade	HP	Laserjet P3015	Printer		eWaste
Arcade	HP	ML2525	Printer	20182148	eWaste
Arcade	HP	Photosmart C4280	Printer	20180497	eWaste
Arcade	HP	Q5912A	Printer	CNBC5840VG	eWaste
Arcade	Brother	MFC-8910DW	Printer	U63089F4N784099	eWaste
Arcade	Canon	Pixima TS3520	Printer	AGELO0052	eWaste
Arcade	HP	Pro Display P19A	Monitor	CNK51204W2	eWaste
Arcade	Samsung	Chromebook XE303C12-A01US	Laptop	20180941/HY3A91TD504190B	eWaste
Arlington	Apple	Macbook Pro	Laptop	900010302	eWaste
Arlington	Apple	Macbook Pro	Laptop	900010297	eWaste
Arlington	Apple	Macbook Pro	Laptop	900010303	eWaste
Arlington	Apple	Macbook Pro	Laptop	900010301	eWaste
Arlington	Apple	Macbook Pro	Laptop	900010299	eWaste
Arlington	Apple	Macbook Pro	Laptop	900010298	eWaste
Arlington	Apple	Macbook Pro	Laptop	900003000	eWaste
Arlington	Apple	iPad Model A1219	Tablet	20189727/CQ32700c238	eWaste
Arlington	Apple	iPad Model A1219	Tablet	50000312/HW113282238	eWaste
Churchill	Elmo		Document Camera		Recycled
Churchill	Elmo		Document Camera	20176319	Recycled
Churchill			DVD Player	240136001482'	Recycled
Churchill	NEC		Projector		Recycled
Churchill	AVER	AverVision F50HD		5306411900245'	Recycled
Churchill	NEC		Projector		Recycled
Churchill	BENQ		Projector	PDR5E01399000	Recycled
Churchill	Leviton		8-Patch Cords		Recycled
Churchill			Computer/Tech Cords		Recycled
Mariemont	Sceptre	X20G-Naga III	Monitor	551RN201AA2259	eWaste
Mariemont	HP	Office Jet Pro 6830	Printer	20187167/TH654811X5	eWaste
Mariemont	Samsung	LH65BETHLGFGXGO	TV	0A73HCZ201448Y	eWaste
Mariemont	Toshiba		TV	20185242/A2516M46757K1	eWaste
Mariemont	Sharp	LC-70LE732U	TV	20187613/105831745	eWaste
Mariemont	Promethean	Interactive Panel	TV	20185246	eWaste
Orange Grove	Kyocera	Copystar 4501i	Copier	LCA4301238	eWaste
Ottomon	HP	EliteDesk 800 G1 SFF	Desktop Computer	10005263/MXL43934P9	eWaste
Ottomon	HP		Keyboard		Recycled
Ottomon	HP	1740	Monitor		eWaste
Woodside	Sanyo		TV	V6420209972240	eWaste
Woodside	Magnavox		TV	U28661800	eWaste
Woodside	HP		Printer	CNDJB42072	eWaste

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

Location/Site	Make	Model	Description	Fixed Asset / Serial #	Disposition
Woodside	Apple	iPad	Tablet	20175066	eWaste
Woodside	Apple	iPad	Tablet	20175079	eWaste
Woodside	Apple	iPad	Tablet	20175063	eWaste
Woodside	Apple	iPad	Tablet	20175081	eWaste
Woodside	Apple	iPad	Tablet	20175087	eWaste
Woodside	Apple	iPad	Tablet	20175064	eWaste

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

AGENDA ITEM:

G.6

MEETING DATE:

09/24/2024

SUBJECT: Revisions to Board Bylaws and Exhibits and Retirement of Board Policy

DEPARTMENT: Legal Services

ACTION REQUESTED:

The superintendent is recommending that the board approve the revisions to Board Bylaw 9270 Conflict of Interest and Exhibit 9270; revisions to Board Bylaw 9320 Meetings and Notices; revisions to Board Bylaw 9323.2 Actions By The Board and adopt new Exhibit 9323.2; and the retirement of Board Policy 1120 Governing Board Meetings.

RATIONALE/BACKGROUND:

Periodically, the board is asked to approve the district board bylaws as they are revised to align with California School Boards Association (CSBA) updates. Board Bylaw 9270 and Exhibit 9270 are required to be reviewed and updated every two years per the California Fair Political Practices Commission. Once action has been taken, Board Bylaw and Exhibit 9270 will be forwarded to the County of Sacramento for review and approval by the Sacramento County Board of Supervisors. Board Bylaws 9320 and 9323.3 are being updated and Exhibit 9323.3 is being created to align with CSBA revisions and updates. In addition, Board Policy 1120 is being deleted as it is obsolete with the language now found in Board Bylaw 9320.

ATTACHMENT(S):

1. [Board Bylaw 9270 revisions](#)
2. [Exhibit 9270 revisions](#)
3. [Board Bylaw 9320 revisions](#)
4. [Board Bylaw 9323.2 revisions](#)
5. [Exhibit 9323.2 new](#)
6. [Board Policy 1120 ^Governing Board Meetings retirement](#)

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 09/03/2024, 09/16/2024

Board of Education: 09/10/2024

FISCAL IMPACT:

N/A

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

APPROVED BY: Melissa Bassanelli, Superintendent of Schools

Board Policy Manual
San Juan Unified School District

Bylaw 9270: Conflict Of Interest

Status: ADOPTED

Original Adopted Date: 06/09/1992 | **Last Revised Date:** 09/13/2022 | **Last Reviewed Date:** 09/13/2022

The Governing Board desires to maintain the highest ethical standards and help ensure that decisions are made in the best interest of the district and the public. No board member, district employee, or other person in a designated position shall participate in the making of any decision for the district when the decision will or may be affected by their financial, family, or other personal interest or consideration.

In accordance with law, board members shall disclose any conflict of interest and, as necessary, shall abstain from participating in the decision.

Even if a prohibited conflict of interest does not exist, a board member shall abstain from voting on personnel matters that uniquely affect their relatives. However, a board member may vote on collective bargaining agreements and personnel matters that affect a class of employees to which their relative belongs. Relative means an adult who is related to the board member by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code section 35107(e)) A relationship within the third degree includes an individual's parents, grandparents, great-grandparents, children, grandchildren, great- grandchildren, brothers, sisters, aunts, uncles, nieces, nephews, and the similar family of the individual's spouse/registered domestic partner unless the individual is widowed or divorced.

The board shall adopt a conflict of interest code that incorporates the provisions of 2 CCR 18730 by reference, specifies the district's designated positions, and provides the disclosure categories required for each position. The conflict of interest code shall be submitted to the district's code reviewing body for approval, in accordance with Government Code section 87303 and within the deadline for submission established by the code reviewing body. (~~Government Code section 87303~~)

Upon direction by the code reviewing body, the board shall review the district's conflict of interest code and submit any changes to the code reviewing body, or if no change is required, the board shall submit a written statement to that effect. (Government Code section 87306.5)

When a change in the district's conflict of interest code is necessitated due to changed circumstances, such as the creation of new designated positions, changes to the duties assigned to existing positions, amendments, or revisions, the amended code shall be submitted to the code reviewing body within 90 days after the changed circumstances necessitating the amendments

have become apparent. (Government Code section 87306)

When reviewing and preparing the district's conflict of interest code, the superintendent or designee shall provide officers, employees, consultants, and members of the community adequate notice and a fair opportunity to present their views. (Government Code section 87311)

Board members and designated employees shall annually file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories specified in the district's conflict of interest code. A board member who leaves office or a designated employee who leaves district employment shall, within 30 days, file a revised statement covering the period of time between the closing date of the last statement and the date of leaving office or district employment. (Government Code sections 87302, 87302.6)

Conflict of Interest under the Political Reform Act

A district official, including a board member, designated employee, or other person in a designated position shall not make, participate in making, or in any way use or attempt to use their official position to influence a governmental decision in which they know or have reason to know that they have a disqualifying conflict of interest. A disqualifying conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect," which is distinguishable from the effect on the public generally, on the board member, designated employee, or other person in a designated position, their immediate family, or any financial interest described in 2 CCR 18700. (Government Code sections 87100, 87101, 87103; 2 CCR 18700-18707)

~~A board member, designated employee, or other person in a designated position makes a governmental decision when, acting within the authority of their office or position, they authorize or direct any action on a matter, vote, or provide information or opinion on it, contact, or appear before a district official for the purpose of affecting the decision, or takes any other action specified in 2 CCR 18704.~~

~~However, a board member shall participate in the making of a contract in which they have a financial interest if their participation is required by the rule of necessity or legally required participation pursuant to Government Code section 87101 and 2 CCR 18705.~~

A district official makes a governmental decision when, within the authority of the office or position, the district official authorizes or directs any action on a matter, votes or provides information or opinion on it, contacts or appears before another district official for the purpose of affecting the decision, or takes any other action specified in 2 CCR 18704.

However, a district official shall participate in the making of a contract in which the district official has a financial interest if such participation is required by the rule of necessity or legally required participation pursuant to Government Code 87101 and 2 CCR 18705.

A board member who has a disqualifying conflict of interest on an agenda item that will be heard in an open meeting of the board shall abstain from voting on the matter. They may remain on the

dais, but their presence shall not be counted towards achieving a quorum for that matter. A board member with a disqualifying conflict of interest shall not be present during a closed session meeting of the board when the decision is considered and shall not obtain or review a recording or any other nonpublic information regarding the issue.

Conflict of Interest from Campaign Contributions

To avoid improper influence over the board's decision-making involving the issuance of a license, permit, or other entitlements for use, including a contract, district officers, which includes board members or agency heads, shall comply with Government Code section 84308, including the following: (Government Code section 84308)

- 1. A district officer is prohibited from accepting, soliciting, or directing a contribution of more than \$250 from any party or participant to a proceeding involving a license, permit, or other entitlement for use, including a contract, or from that person's agent, while the proceeding is pending before the board and for 12 months following the date a final decision is rendered in the proceeding, if the board member knows or has reason to know that the party or participant has a financial interest in the board's decision.*
2. Any district officer who received a contribution of more than \$250 from a party or participant in the preceding 12 months shall disclose that fact on the record of the proceeding prior to the board rendering a decision in the proceeding. If the district officer willfully or knowingly received the contribution and knows or has reason to know that the participant has a financial interest in the board's decision, the district officer shall not make, participate in making, or in any way attempt to use the official position to influence the board's decision.
3. A district officer who receives a contribution that would otherwise require disqualification as described in Item #2 above may participate in the proceeding if the contribution is returned within 30 days from the time the district officer knows or should have known about the contribution and the proceeding.
4. A district officer who unknowingly accepts, solicits, or directs a contribution of more than \$250 during the 12 months after the date of the board's final decision on the proceeding may cure the violation by returning the contribution, or the portion exceeding \$250, within 14 days of accepting, soliciting, or directing the contribution, provided the district officer did not knowingly or willfully accept, solicit, or direct the prohibited contribution. The district officer shall maintain records of curing the violation.

The provisions in Government Code *section 84308 as specified above do not apply to labor contracts, competitively bid contracts, and personal employment contracts. (Government Code section 84308)*

Conflict of Interest under Government Code section 1090 - Financial Interest in a Contract

Board members, employees, or district consultants shall not be financially interested in any contract made by the board on behalf of the district, including in the development, preliminary discussions, negotiations, compromises, planning, reasoning, and specifications and solicitations for bids. If a board member has such a financial interest in a contract made by the board, the contract is void. (Government Code section 1090)

Board members who willfully fail to disclose a remote interest in a contract may be subject to a fine or imprisonment pursuant to Government Code section 1097.

A board member shall not be considered to be financially interested in a contract in which they have only a "remote interest," as specified in Government Code section 1091, if the remote interest is disclosed during a board meeting and noted in the official board minutes. The affected board member shall not vote or debate on the matter or attempt to influence any other board member or district official to enter into the contract. (Government Code section 1091)

A board member shall not be considered to be financially interested in a contract in which their interest is a "noninterest" as defined in Government Code section 1091.5. Noninterest includes a board member's interest in being reimbursed for their actual and necessary expenses incurred in the performance of their official duties, in the employment of their spouse/registered domestic partner who has been a district employee for at least one year prior to the board member's election or appointment, or in any other applicable circumstance specified in Government Code section 1091.5.

Common Law Doctrine Against Conflict of Interest

A board member shall abstain from any official action in which their private or personal interest may conflict with their official duties.

Incompatible Offices and Activities

Board members shall not engage in any employment or activity or hold any office which is inconsistent with, incompatible with, in conflict with, or inimical to the board member's duties as an officer of the district. (Government Code sections 1099, 1126)

Gifts

Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code section 89503 and 2 CCR 18730.

The limitation on gifts does not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code section 89503) *In addition*, the limitation on gifts does not apply to informational materials such as books, reports, pamphlets, calendars, and periodicals. (Government Code section 82028)

Gifts of travel and related lodging and subsistence shall be subject to the current gift limitation except when: (Government Code section 89506)

1. The travel is in connection with a speech given by a board member or designated employee, provided the lodging and subsistence expenses are limited to the day immediately preceding, the day of, and the day immediately following the speech, and the travel is within the United States.

2. The travel is provided by a person or agency specified in Government Code section 89506, including a government, governmental agency or authority, bona fide public or private educational institution, as defined in Revenue and Taxation Code section 203, or nonprofit organization exempt from taxation under section 501(c)(3) of the Internal Revenue Code.

Gifts of travel exempted from the gift limitation, as described in items #1 and 2, above, shall nevertheless be reportable on the recipient's Statement of Economic Interest/Form 700 as required by law.

A gift of travel does not include travel provided by the district for board members and designated employees. (Government Code section 89506)

Honoraria

Board members and designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, in accordance with law. (Government Code sections 89501, 89502)

The term honorarium does not include: (Government Code section 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade, or profession is making speeches.
2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the district for donation into the general fund without being claimed as a deduction from income for tax purposes.

SAN JUAN UNIFIED SCHOOL DISTRICT

Adopted: June 9, 1992 Carmichael, California

Effective: September 1, 1992

Revised: August 24, 2021

Approved by Sacramento Board of Supervisors: December 7, 2021

Revised: September 13, 2022

Approved by Sacramento Board of Supervisors: December 13, 2022

Disclosure Statement Filing

Governing Board members and designated employees shall file an annual Statement of Economic Interest/Form 700 in accordance with the disclosure categories listed below. The Statement of Economic Interest shall be filed with the district's filing officer and/or, if so required, with the district's code reviewing body. The district's filing officer shall make the statements available for public review and inspection.

Disclosure Categories

Category 1: A person designated Category I shall disclose:

- a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.
- b. Investments or business positions in or income from sources which are engaged in the acquisition or disposal of real property within the district, are contractors or sub- contractors which are or have been within the past two years engaged in work or services of the type used by the district, or manufacture or sell supplies, books, machinery, or equipment of the type used by the district.

Category 2: A person designated Category 2 shall disclose:

- a. Investments or business positions in or income from sources which are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs.
- b. Investments or business positions in or income from sources which manufacture or sell supplies, books, machinery, or equipment of the type used by the district which the designated person manages or directs. For the purposes of this category, a principal's department is their entire school.

Designated Positions

Designated Position	Disclosure Category
Members of the San Juan Unified School District Governing Board	All
Members of the governing bodies of the charter schools	All
Superintendent of Schools	All

Deputy Superintendent, Schools and Student Support	All
General Counsel	All
Chief of Staff	All
Chief Operations Officer	All
Chief Financial Officer	All
Assistant Superintendent, Educational Services	All
Assistant Superintendent, Human Resources	All
Assistant Superintendent, Secondary Education and Programs	All
Assistant Superintendent, Elementary Education and Programs	All
Senior Director, Technology	All
<i>Executive Director, Labor Relations and Government Affairs</i>	All
<i>Manager, Business Support Services</i>	All
Director, Fiscal Services	All
Controller, Charter School	All
Director, Human Resources	1
Executive Director, Charter School	2
Supervisor, Procurement	2
Assistant Director, Special Education	2
Assistant Director, Assessment, Evaluation & Planning	2
Construction Manager	2
Procurement Technician	2
Director, Adult and Career & Technical Education	2
Director, Charter School	2

Director, Nutrition	2
Director, Student Support Services	2
Director, Equity and Student Achievement	2
Director, Elementary and K-8	2
Director, Facilities, Construction and Operations	2
Director, Family Engagement & Partnership Development	2
Director, Communication	2
Director, Continuous Learning Improvement/LCAP	2
Director, Professional Learning & Curriculum Innovation	2
Director, Admissions & Family Services	2
Director, Safe Schools	2
Director, Secondary Education	2
Director, Special Education	2
Director II, Special Education	2
Director, Student Learning Assistance	2
Director, Transportation	2
Director, Maintenance and Operations	2
Manager, Fiscal Services	2
Manager, Maintenance and Operations	2
Manager, Risk Management	2
Manager, Transportation	2
Construction Manager	2
Operations Analyst, Facilities, Maintenance and Modernization	2

Procurement Analyst	2
Procurement Specialist (Construction/Bond Program)	2
Program Manager	2
Program Manager, Human Resources	2
Program Manager, Multi-Tiered System of Support	2
Program Manager, Network & Telecommunications	2
Program Manager, Teaching and Learning	2
Program Manager, Technology Services	2
Program Manager, Title 1	2
Program Manager, English Learner Department	2
Director, Multi-Tiered System of Support	2
Risk Management Analyst	2
<u>Legal Analyst</u>	<u>2</u>

Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the superintendent or designee. The superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the district, makes a governmental decision whether to: (2CCR 18700.3)

1. Approve a rate, rule or regulation
2. Adopt or enforce a law
3. Issue, deny, suspend, or revoke a permit, license, application, certificate, approval, order, or similar authorization or entitlement
4. Authorize the district to enter into, modify, or renew a contract that requires district approval
5. Grant district approval to a contract that requires district approval and in which the district is a party, or to the specifications for such a contract
6. Grant district approval to a plan, design, report, study, or similar item
7. Adopt or grant district approval of district policies, standards, or guidelines

A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in 2CCR 18704, subsections (a) or (b), or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's conflict of interest code (2 CCR 18700.3).

SAN JUAN UNIFIED SCHOOL DISTRICT

Adopted: June 9, 1992 Carmichael, California

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Board Policy Manual
San Juan Unified School District

Bylaw 9320: Meetings And Notices

Status: ADOPTED

Original Adopted Date: 06/09/1992 | **Last Revised Date:** 11/08/2005 | **Last Reviewed Date:** 11/08/2005

The Board of Education recognizes that state open-meeting laws define a "meeting" as:

1. Any congregation of a majority of the members of the Board in the same time and place to hear, discuss or deliberate upon any item that is within the subject matter jurisdiction of the Board or district; and
2. Any use of direct communication, personal intermediaries or technological devices by a majority of Board members to develop a collective concurrence. (Government Code section 54952.2)

(cf. 9321 - Closed Sessions)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

Provided that the majority of the members do not discuss among themselves district business of a specific nature, attendance by a majority of the Board's members at any of the following events and individual contacts or conversations between a Board member and any other person are not subject to state open meeting laws:

1. Individual attendance of a board majority at conferences that are open to the public involving a discussion of general interest to the public or other school districts;
2. Attendance of a majority at an open and publicized meeting organized to address a topic of local community concern by a person or organization other than the school district;
3. Attendance of a majority at an open and noticed meeting of a board committee;
4. Attendance of a majority at a purely social or ceremonial occasion.
5. Attendance of a majority of the members of the Board at an open and noticed meeting of another body of the local agency. The Board members may discuss district business of a specific nature that is part of the scheduled meeting but may not otherwise discuss among themselves district business that is not a part of the scheduled meeting.

All meetings of the Board shall be open to the public, with the exception of closed sessions. Meetings shall be held in a facility that is accessible to all persons, including disabled persons, without charge. (Government Code sections 54953, 54954)

Meeting notices and agendas shall specify that an individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should contact the Superintendent or designee in writing.

Meetings of the Governing Board are conducted for the purpose of accomplishing district business. In accordance with applicable open meeting laws (Brown Act), the board shall hold its meetings in public and shall conduct closed sessions during such meetings only as authorized by law. To encourage community involvement in the schools, board meetings shall provide the opportunity for members of the public to directly address the board. All meetings shall be conducted in accordance with law and the board's bylaws, policies, and administrative regulations.

A board meeting exists whenever a majority of Board members gather at the same time and location, including teleconference location as permitted by Government Code 54953, to hear, discuss, deliberate, or take action upon any item within the subject matter jurisdiction of the board. (Government Code 54952.2)

In accordance with law and as specified in Board Bylaw 9012 - Board Member Electronic Communications, a majority of the board shall not, outside of an authorized meeting, use a series of communications of any kind, directly or through intermediaries, including social media and other electronic communications, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the board. (Government Code 54952.2)

However, the superintendent or designee may engage in separate conversations or communications with board members in order to answer questions or provide information regarding an item within the subject matter jurisdiction of the board, as long as that employee or district official does not communicate the comments or position of any board members to other board members. (Government Code 54952.2)

In order to help ensure the participation of individuals with disabilities at board meetings, the superintendent or designee shall provide appropriate disability-related accommodations or modifications upon request in accordance with the Americans with Disabilities Act. Any doubt about a request for accommodation shall be resolved in favor of accessibility. Notice of the procedure for receiving and resolving such requests for accommodation shall be given in each instance in which notice of the time of a meeting is otherwise given or the agenda for the meeting is otherwise posted. (Government Code 54953, 54953.2, 54954.1, 54954.2)

Regular Meetings

School Board meetings shall generally be held two times a month, although the Board may choose to have more or less meetings in any given month as they deem appropriate. When necessary, the day preceding a regular scheduled meeting shall also be deemed regular meetings so that the Board may meet in closed session concerning student discipline matters.

The times and dates of school board meetings will be established by the Board at the annual organizational meeting.

Should a fire, flood, earthquake or other emergency render the regular meeting place unsafe, meetings may be temporarily held at a place designated by the president or designee, who must notify all news media requesting notice of regular and special meetings. (Education Code section 35140, Government Code section 54954)

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public. Agendas shall also be made available to all district employees and sites on the district's computer network. No action shall be taken on any item not appearing on the posted agenda, except as allowed by law. (Government Code section 54954.2)

The agenda of each regular meeting shall be mailed to any owner of property in the district who requests it. Requests must be filed with the Board and shall contain the address of the property.

Requests are valid for one year from the date filed and must be renewed annually within 90 days after January 1 of each year. (Government Code section 54954.1)

Persons requesting notices shall pay an annual mailing fee to cover costs as determined by the Superintendent or designee. (Government Code section 54954.1)

Consistent with Government Code 54957.5 and Board Bylaw 9322 - Agenda/Meeting Materials, whenever agenda materials relating to an open session of a regular meeting are distributed to the Board less than 72 hours before the meeting, the Superintendent or designee shall make the materials available for public inspection at a public office or location designated for that purpose. The records shall be posted on the district website at the time the materials are distributed to all or a majority of the Board if distributed outside of business hours.

Special Meetings

Special meetings of the Board may be called by the presiding officer or a majority of the Board members on any topic within the subject matter jurisdiction of the board unless otherwise prohibited by law or as specified in BB 9323.2 - Actions by the Board. (Government Code 54956)

Notice of special meetings shall be delivered by mail, personally, or via facsimile transmission at least 24 hours before the meeting to all Board members, the Superintendent or designee, and to the local media who have requested such notice in writing. This notice also shall be posted at least 24 hours before the meeting in a location freely accessible to the public. This notice shall specify the time and place of the meeting and the business to be transacted; no other business shall be considered at these meetings.(Education Code section 35144, Government Code section 54956)

Any Board member may waive the 24-hour written notice requirement prior to the time of the meeting by filing a written waiver of notice with the clerk or secretary of the Board or by being present at the meeting at the time it convenes. (Education Code 35144; Government Code 54956)

Every notice of a special meeting shall provide an opportunity for members of the public to directly address the Board concerning any item that has been described in the meeting notice, before or after the item's consideration. (Government Code section 54954.3)

Public notice must be given at least 72 hours before any retreats, study sessions or training sessions held by the Board. All such meetings shall be held within district boundaries and action items shall not be included.

Emergency Special Meeting

~~The Board may hold a special meeting without complying with the 24 hour notice requirement in the case of an emergency situation. An emergency situation means:~~

- ~~1. A work stoppage or other activity which severely impairs public health, safety, or both, as determined by a majority of the members of the Board.~~
- ~~2. A crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the members of the Board.~~

In the case of an emergency situation for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the board may hold an emergency meeting without complying with the 24-hour notice and/or 24-hour posting requirement for special meetings pursuant to

Government Code 54956. (Government Code 54956.5)

The board may meet in closed session during emergency meetings so long as two-thirds of the members present at the meeting agree or, if less than two-thirds of the members are present, by unanimous vote of the members present. (Government Code 54956.5)

The board shall comply with all other requirements for special meetings during an emergency meeting. (Government Code 54956.5)

Except in the case of a dire emergency, the board president or designee shall give notice of the emergency special meeting by telephone at least one hour before the meeting to the local media that have requested notice of special meetings. If telephone services are not functioning, the notice requirement of one hour is waived, as soon after the meeting as possible, the board shall notify those media representatives of the meeting and shall describe the purpose of the meeting and any action taken by the board. In the case of a dire emergency, the board president or designee shall give such notice at or near the time notification is given to the other members of the board. (Government Code 54956.5)

The minutes of the meeting, a list of persons the board president or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for at least 10 days in a public place as soon after the meeting as possible. (Government Code 54956.5)

An emergency means a work stoppage, crippling activity, or other activity that severely impairs public health and/or safety as determined by a majority of the members of the Board. (Government Code 54956.5)

A dire emergency means a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring the board to provide one-hour notice before holding an emergency meeting may endanger the public health and/or safety as determined by a majority of the members of the board. (Government Code 54956.5)

No closed session may be held during an emergency special meeting. All other rules governing special meetings shall be observed, with the exception of the 24-hour notice requirement. The minutes of the meeting, a list of persons the president or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for at least ten days in a public place as soon after the meeting as possible. (Government Code section 54956.5)

Adjourned Meetings

A majority vote by the Board may adjourn any meeting to a later time and place which shall be specified in the order of adjournment. Within 24 hours after a meeting has been adjourned to a later time, a copy of the order of adjournment shall be posted at the meeting site.

If no members are present at any regular or adjourned regular meeting, the secretary or the clerk may declare the meeting adjourned to a later time and shall give notice in the same manner required for special meetings. (Government Code section 54955)

~~The Board shall hold an annual organizational meeting. This meeting shall be held within the 15-day period immediately following the first Friday in December. (Education Code section 35143)~~

~~At this meeting the Board shall:~~

- ~~1. Elect a Clerk, Vice President and a President from its members.~~
- ~~2. Establish the regular school board meeting dates and starting/ending times for the year.~~
- ~~3. Appoint representatives to the following organizations/committees:
 - a. Sacramento County Schools Boards Association (SCSBA)
 - b. California School Boards Association (CSBA)
 - c. California Association of Suburban School Districts (CALSSD)~~
- ~~(1) CALSSD Legislative Committee~~
- ~~d. District Audit Committee~~
- ~~e. Labor Management Council/Teachers (LMC)~~
- ~~f. Classified Labor Management Advisory Committee (CLMAC)~~
- ~~g. Administrative Forum~~
- ~~h. Board Advisory Committees~~
- ~~4. Determine locations of the Board meetings.~~

Location of Meetings

Unless the board is holding a teleconference meeting during a proclaimed state of emergency, all meetings shall be held within district boundaries, except to do any of the following: (Government Code 54954)

1. Comply with state or federal law or court order or attend a judicial or administrative proceeding to which the district is a party
2. Inspect real or personal property which cannot conveniently be brought into the district, provided that the topic of the meeting is limited to items directly related to the property
3. Participate in meetings or discussions of multiagency significance, provided these meetings are held within one of the other agencies' boundaries, with all participating agencies giving the notice required by law
4. Meet in the closest meeting facility if the district has no meeting facility within its boundaries or if its principal office is located outside the district
5. Meet with elected or appointed state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the district over which the state or federal officials have jurisdiction

6. Meet in or near a facility owned by the district but located outside the district, provided the meeting agenda is limited to items directly related to that facility
7. Visit the office of the district's legal counsel for a closed session on pending litigation, when doing so would reduce legal fees or costs
8. Attend conferences on nonadversarial collective bargaining techniques
9. Interview residents of another district regarding the Board's potential employment of an applicant for Superintendent of the district
10. Interview a potential employee from another district

All meetings, regardless of location, shall comply with the applicable notice and open meeting requirements. Additionally, no such meeting may be held in a facility that prohibits the admittance of any person on the basis of ancestry or any characteristic listed in Government Code 11135, which is inaccessible to individuals with disabilities, or where members of the public must make a payment or purchase in order to be admitted. (Government Code 54961)

If a fire, flood, earthquake, or other emergency renders the posted regular or special meeting location unsafe and the deadline for posting the location has passed, the meeting shall be held at a location designated by the board president or designee, who shall so inform all news media who have requested notice of meetings pursuant to Government Code 54956 by the most rapid available means of communication.

Traditional Teleconferencing

A board member may participate in any meeting by teleconference, which includes both audio or video/audio so long as the following conditions are met: (Government Code 54953)

1. All votes taken during the meeting are by rollcall
2. The meeting is conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency
3. The location of the board member participating by teleconference is open and accessible to the public during the meeting, except during closed session, such that members of the public may observe in person the board member participating by teleconference, may hear/listen to the meeting to the same extent as the board member participating by teleconference, and may make public comment during the same portion of the agenda as others members of the public from the same location as the board member participating by teleconference
4. The location of the board member participating by teleconference is noted in the agenda and the agenda is posted at the location of the board member participating by teleconference in advance of the meeting as statutorily required based on the type of meeting
5. At least a quorum of the members is within the district boundaries.

Teleconferencing by Individual Board Member Due to Just Cause

Until January 1, 2026, when there is "just cause" preventing a board member from attending a board meeting in person, that board member may participate in that meeting by teleconference without: (Government Code 54953)

1. Including the location of the board member participating by teleconference in the agenda
2. Making the location of the board member participating by teleconference open and accessible to the public
3. Posting the agenda at the location of the board member participating by teleconference

A board member needing to participate by teleconference for just cause shall notify the board at the earliest possible opportunity, including at the start of a regular meeting, of the need to do so and include a general description of the circumstances relating to the need to appear by teleconference at the given meeting. (Government Code 54953)

For the board member to participate by teleconference under this section, all of the following are required: (Government Code 54953)

1. All votes taken during the meeting are by rollcall
2. At least a quorum of the board participates in person from a singular physical location clearly identified on the agenda
3. The board member participating by teleconference utilizes both audio and visual technology to participate in the meeting
4. The board member participating by teleconference publicly discloses, before any action is taken, whether any individual 18 years of age or older is present at the board member's location and the general nature of the member's relationship with each such individual
5. The public is able to access the meeting via a two-way audiovisual platform or a two-way audio service and a live webcast, with real-time public comment being allowed via the platform or service, in addition to public comment being available in person

The platform or service may require members of the public to register in order to make public comments so long as the platform or service is not controlled by the district

6. The agenda for the meeting includes information describing how members of the public can access the platform or service

If the platform or service is disrupted such that the public cannot access the meeting or give real-time public comment, the meeting may continue but the board may not take action on any agenda item until the disruption is resolved. (Government Code 54953)

A board member shall be permitted to participate by teleconference for just cause for no more than two meetings per calendar year. (Government Code 54953)

For purposes of this section, "just cause" may exist for any of the following: (Government Code 54953)

1. A childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires a Board member to participate remotely
2. A contagious illness prevents a Board member from attending in person

3. A Board member has a need related to a physical or mental disability not otherwise reasonably accommodated
4. A Board member is traveling while on official business of the Board or another state or local agency

Teleconferencing by Individual Board Member Due to Emergency Circumstances

Until January 1, 2026, when a physical or family medical emergency would prevent a board member from attending a board meeting in person, that board member may request to participate in such meeting by teleconference. The board member requesting to appear remotely shall submit the request as soon as possible and include a concise general description of the emergency that necessitated the request. The board member shall not be required to disclose any disability, medical diagnosis, or personal medical information exempt under existing law. (Government Code 54953)

If the request is received timely, it shall be added to the agenda as the first item of business at the meeting, even before any closed session items. If the request is not received timely, it shall be taken up by the board before the first item of business at the meeting. The request shall only be granted upon a vote by the majority of the Board. (Government Code 54953, 54954.2)

If the request is granted by the board, the board member may participate by teleconference without: (Government Code 54953)

1. Including the location of the board member participating by teleconference in the agenda
2. Making the location of the board member participating by teleconference open and accessible to the public
3. Posting the agenda at the location of the board member participating by teleconference

For the board member to participate by teleconference due to emergency circumstances, all of the following are required: (Government Code 54953)

1. All votes taken during the meeting are by rollcall
2. At least a quorum of the board participates in person from a singular physical location clearly identified on the agenda
3. The board member participating by teleconference utilizes both audio and visual technology to participate in the meeting
4. The board member participating by teleconference publicly discloses, before any action is taken, whether any individual 18 years of age or older is present at the board member's location and the general nature of the member's relationship with each such individual
5. The public is able to access the meeting via a two-way audiovisual platform or a two-way audio service and a live webcast, with real-time public comment being allowed via the platform or service, in addition to public comment being available in person

The platform or service may require members of the public to register in order to make public comments so long as the platform or service is not controlled by the district

6. The agenda for the meeting includes information describing how members of the public can access the platform or service

If the platform or service is disrupted such that the public cannot access the meeting or give real-time public comment, the meeting may continue but the board shall not take action on any agenda item until the disruption is resolved. (Government Code 54953)

In total, a board member may not participate by teleconference due to emergency circumstances alone, or together with teleconference due to just cause, as specified above, for more than 20 percent of the board's regular meetings or for more than three consecutive months. If the board meets less than 10 times in a calendar year, a board member may not appear remotely due to emergency circumstances for more than two meetings. (Government Code 54953)

Teleconference Meetings During a Proclaimed State of Emergency

The board may conduct a board meeting entirely by teleconference during a proclaimed state of emergency pursuant to Government Code 8625-8629 in any of the following circumstances: (Government Code 54953)

1. For the purpose of determining whether meeting in person would present imminent risks to the health or safety of attendees due to the emergency
2. When the board has been determined, pursuant to Item #1 above, that meeting in person would present imminent risks to the health or safety of attendees due to the emergency

The board may hold a meeting by teleconference during a proclaimed state of emergency without: (Government Code 54953):

1. Including the location of board members in the agenda
2. Making the locations of board members open and accessible to the public
3. Posting the agenda at the locations of board members

For the Board to hold such meeting, all of the following are required: (Government Code 54953)

1. All votes taken during the meeting are by rollcall
2. The public is able to access the meeting via a call-in service or an internet-based platform or service, with real-time public comment being allowed via the platform or service

If an internet-based platform or service is utilized, it may require members of the public to register in order to make public comments so long as the platform or service is not controlled by the district

3. The agenda for the meeting includes information describing how members of the public can access the platform or service

If the platform or service is disrupted such that the public cannot access the meeting or give real-time public comment, the meeting may continue but the board may not take action on any agenda item until the disruption is resolved. (Government Code 54953)

For any public comment period with a time limit, the board may not close that public comment period or the opportunity to register until the full time for public comment has elapsed. For any other public comment period, the board shall allow a reasonable amount of time to allow members of the public to provide public comment and to register to do so. (Government Code 54953)

The board may continue to conduct all meetings by teleconference throughout one or more 45-day periods so long as, prior to the beginning of each 45-day period, the board has reconsidered the circumstances of the state of emergency and determines that it continues to directly impact the ability of the Board to meet safely in person. (Government Code 54953)

Video Teleconferencing

The Board may use video teleconferences for Board meetings when receiving public comment or testimony and during Board deliberations. ~~The Board shall not use other technologies, including telephone conference calls, to conduct business.~~ If the Board elects to use video teleconferencing, agendas shall be posted at all video conference locations whenever they are posted elsewhere. (Government Code section 54953)

During the video teleconference, at least a quorum of the members of the Board shall participate from locations within district boundaries. All votes taken during a video teleconference meeting shall be by roll call. (Government Code section 54953)

Agendas shall be posted at all video teleconferencing locations and shall list all video teleconference locations whenever they are posted elsewhere. Additional video teleconference locations may be provided to the public.

All Board policies and administrative regulations shall apply equally to meetings that are video conferenced. The Superintendent or designee may assign personnel to monitor each video teleconference location and to facilitate public participation in the meeting.

Bylaw adopted: June 9, 1992
Effective: September 1, 1992
Revised: December 13, 1994
Revised: November 8, 2005

Board Policy Manual
San Juan Unified School District

Bylaw 9323.2: Actions By The Board

Status: ADOPTED

Original Adopted Date: 06/09/1992 | **Last Revised Date:** 10/25/2022 | **Last Reviewed Date:**
10/25/2022

The Governing Board shall act by a majority vote of all of the membership constituting the board unless otherwise required by law. (Education Code section 35164)

An 'action' by the board means: (Government Code section 54952.6)

1. A collective decision by a majority of the board members
2. A collective commitment or promise by a majority of the board members to make a positive or negative decision
3. A vote by a majority of the board members when sitting as the board upon a motion, proposal, resolution, order, or ordinance

The board shall not take action by secret ballot, whether preliminary or final. (Government Code section 54953)

Actions taken by the board in open session shall be recorded in the minutes of each board meeting. (Education Code section [35145](#))

Action on Non-Agenda Items

After publicly identifying the item, the board may take action on a subject not appearing on the posted meeting agenda under any of the following conditions: (Government Code section 54954.2)

1. When a majority of the board determines that an emergency situation exists, as defined in Government Code section 54956.5.
2. When two-thirds of the members present, or if less than two-thirds of the members are present then by the unanimous vote of all members present, determine that the need to take immediate action came to the attention of the district after the posting of the agenda.
3. When an item appeared on the agenda of, and was continued from, a meeting that occurred not more than five days earlier.
4. Until December 31, 2025, when a Board member requests to participate by teleconference due to emergency circumstances pursuant to Government Code 54953 so long as the timing of the request did not allow for sufficient time to place it on the agenda.

Challenging Board Actions

Before seeking to file a civil action to stop or prevent a Brown Act violation or to invalidate a prior action taken by the board, the district attorney's office or interested person shall first present a

demand to "cure and correct" the alleged violation to the district. If the district receives a proper demand from the district attorney's office or any interested person to "cure and correct" an alleged violation of the Brown Act, the board shall consult with legal counsel on if and how to respond as provided by law. (Government Code 54960-54960.5)

~~The district attorney's office or any interested person may file an action in court for the purpose of: (Government Code sections 54960, 54960.2)~~

~~Stopping or preventing the board's violation or threatened violation of the Brown Act~~

~~Determining the applicability of the Brown Act to ongoing or future threatened Board actions~~

~~Determining the applicability of the Brown Act to a past action of the board that is not specified in Government Code section 54960.1, provided that:~~

- ~~a. Within nine months of the alleged violation, a cease and desist letter is submitted to the board, clearly describing the past board action and the nature of the alleged violation.~~
- ~~b. The time for the board to respond has expired and the board has not provided an unconditional commitment to cease and desist from and not repeat the past action alleged to have violated the Brown Act.~~
- ~~c. The action is brought within the time required by Government Code section 54960.2.~~

~~Determining the validity, under state or federal law, of any board rule or action which penalizes any of its members or otherwise discourages their expression~~

~~Compelling the board to audio record its closed sessions because of a court's finding of the board's violation of any applicable Government Code provision~~

~~The district attorney or any interested person may file an action in court to nullify a board action which is alleged to be in violation of law regarding any of the following: (Government Code section 54960.1)~~

- ~~1. Open meeting and teleconferencing (Government Code section 54953)~~
- ~~2. Agenda posting (Government Code section 54954.2)~~
- ~~3. Closed session item descriptions (Government Code section 54954.5)~~
- ~~4. New or increased tax assessments (Government Code section 54954.6)~~
- ~~5. Special meetings (Government Code section 54956)~~
- ~~6. Emergency meetings (Government Code section 54956.5)~~

~~Prior to bringing any action to nullify a board action, the district attorney or other interested person shall present a demand to "cure and correct" the alleged violation. The demand shall clearly describe the challenged action and the nature of the alleged violation and shall be presented to the board in writing within 90 days of the date when the action was taken. If the alleged violation concerns action taken in an open session but in violation of Government Code section 54954.2 (agenda posting), the written demand must be made within 30 days of the date when the alleged action took place. (Government Code section 54960.1)~~

~~Within 30 days of receiving the demand, the Board shall do one of the following: (Government Code section 54960.1)~~

- ~~1. Cure or correct the challenged action and inform the demanding party in writing of its actions to cure or correct.~~

- ~~2. Determine not to cure or correct the alleged violation and inform the demanding party in writing of its decision to not cure or correct.~~
- ~~3. Take no action. If the board takes no action within the 30-day period, its inaction shall be considered a decision not to cure or correct the challenged action.~~

San Juan Unified School District

Exhibit 9323.2-E(1): Actions By The Board

Status:

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

RESTRICTIONS ON BOARD ACTIONS

This exhibit is a non-exhaustive list of the Governing Board actions that require more than a majority vote as well as restrictions and prohibitions on when the Board may take certain actions. Other such actions may exist and may be identified in the future.

Actions Requiring a Two-Thirds Vote of the Membership of the Board

1. Resolution declaring the Board's intention to sell or lease real property (Education Code 17466)
-
2. Resolution declaring the Board's intent to convey or dedicate property to the state or any political subdivision for the purposes specified in Education Code 17556 (Education Code 17557)
-
3. Resolution authorizing and directing the Board president, or any other presiding officer, secretary, or member, to execute a deed of dedication or conveyance of property to the state or a political subdivision (Education Code 17559)
-
4. Lease, for up to three months, of school property which has a residence on it and which cannot be developed for district purposes because funds are unavailable (Education Code 17481)
-
5. Request for temporary borrowing of funds needed for immediate requirements of the district to pay district obligations incurred before the receipt of district income for the fiscal year sufficient to meet the payment(s) (Government Code 53821)
-
6. Upon complying with Government Code 65352.2 and Public Resources Code 21151.2, action to render city or county zoning ordinances inapplicable to a proposed use of the property by the district so long the proposed use of property is not for nonclassroom facilities (Government Code 53094)
-

7. When the district is organized to serve only grades K-8, action to establish a community day school for any of grades K-8 (Education Code 48660)
8. When the district is organized to serve only grades K-8, has an average daily attendance (ADA) of 2,500 or less, or desires to operate a community day school to serve any of grades K-6 (and no higher grades) and seeks to situate a community day school on an existing school site, certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)
9. Decision to pursue the authorization and issuance of general obligation bonds pursuant to paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution and subdivision (b) of Section 18 of Article XVI of the California Constitution (Education Code 15266)
10. Resolution of necessity to proceed with an eminent domain action and, if the Board subsequently desires to use the property for a different use than stated in the resolution of necessity, a subsequent resolution so authorizing the different use (Code of Civil Procedure 1245.240, 1245.245)
11. When the district has a three-member Board and has adopted the procedures set forth in the Uniform Public Construction Cost Accounting Act (UPCCAA), action to respond to an emergency facilities condition without giving notice for bids to award contracts, including the repair or replacement of district facilities, the taking of any other action that is directly related to and immediately required by that emergency, the procurement of the necessary equipment, services, and supplies for those purposes, the delegation of authority to the Superintendent or designee to take such action, and the determination during a regular Board meeting of the need to continue the action (Public Contract Code 22035, 22050)

Actions Requiring a Two-Thirds Vote of the Board Members Present at the Meeting

1. Determination that there is a need to take immediate action and that the need for action came to the district's attention after the posting of the agenda. If less than two-thirds of the Board members are present at the meeting, a unanimous vote of all members present is required. (Government Code 54954.2)
2. Determination that a closed session is necessary during an emergency meeting. If less than two-thirds of the Board members are present, a unanimous vote of all members present is required. (Government Code 54956.5)

Actions Requiring a Four-Fifths Vote of the Membership of the Board

1. Resolution for district borrowing based on issuance of notes, tax anticipation warrants, or other evidences of indebtedness, in an amount up to 50 percent of the district's estimated income and revenue for the fiscal year or the portion not yet collected at the time of the borrowing (Government Code 53822, 53824)
2. Resolution for district borrowing, between July 15 and August 30 of any fiscal year, of up to 25 percent of the estimated income and revenue to be received by the district during that fiscal year from apportionments based on ADA for the preceding school year (Government Code 53823, 53824)
3. Declaration of an emergency in order to authorize the district to include a particular brand name or product in a bid specification (Public Contract Code 3400)
4. When the district has a five-member or seven-member Board and has adopted the procedures set forth in UPCCAA, action to respond to an emergency facilities condition without giving notice for bids to award contracts, including the repair or replacement of district facilities, the taking of any other action that is directly related to and immediately required by that emergency, the procurement of the necessary equipment, services, and supplies for those purposes, the delegation of authority to the Superintendent or designee to take such action, and the determination during a regular Board meeting of the need to continue the action (Public Contract Code 22035, 22050)
5. Resolution to award a contract for a public works project at \$212,500 or less to the lowest responsible bidder, when the district is using the informal process authorized under the UPCCAA for projects of \$200,000 or less, all bids received are in excess of \$200,000, and the Board determines that the district's cost estimate was reasonable (Public Contract Code 22034)

Actions Requiring a Four-Fifths Vote of the Board Members Present at the Meeting

1. Approval of the expenditure and transfer of necessary funds and use of district property or personnel to meet a national or local emergency created by war, military, naval, or air attack, or sabotage, or to provide for adequate national or local defense (Government Code 53790-53792)

Actions Requiring a Unanimous Vote of the Membership of the Board

1. Resolution authorizing and prescribing the terms of a lease of district property for extraction and taking of gas not associated with oil (Education Code 17510, 17511)
2. Authorization of the use of day labor or force account, or waiver of the competitive bid process pursuant to Public Contract Code 20111, when the Board determines that an emergency exists requiring the repair, alteration, work, or improvement to any facility to

permit the continuance of existing classes or to avoid danger to life or property, and upon approval of the County Superintendent of Schools (Public Contract Code 20113)

Actions Requiring a Unanimous Vote of the Board Members Present at the Meeting

1. Private sale of surplus property without advertisement in order to establish that such property is not worth more than \$2,500. Disposal of surplus property or donation to a charitable organization requires the unanimous vote of the Board members present to establish that the value of such property would not defray the cost of arranging its sale. (Education Code 17546)

Actions Required to Occur During a Regular Board Meeting

1. Termination of the Superintendent or an assistant superintendent without cause (Education Code 35150)
2. Discussion or action regarding the contract, salary, salary schedule, or other compensation of the Superintendent, assistant superintendent, or other management employee as described in Government Code 3511.1 (Government Code 54956)

Prohibitions on Certain Board Actions

1. Termination of the Superintendent or an assistant superintendent without cause within 30 days after the first convening of the Board after an election at which one or more Board members are elected or recalled (Education Code 35150)
2. When the District is disposing of surplus land and has received a notification from the Department of Housing and Community Development pursuant to Government Code 54230.5 with regard to the surplus land, final action to ratify or approve the proposed disposal of surplus land unless the district holds an open and public meeting in compliance with Government Code 54230.7 to review and consider the substance of the notice

Policy 1120: ^Governing Board Meetings

Status: ADOPTED

Original Adopted Date: 06/09/1992 | Last Revised Date: 09/01/1992 | Last Reviewed Date: 09/01/1992

~~Meetings of the Governing Board are conducted for the purpose of district business. As a matter of district policy and state law, meetings shall ordinarily be held in public. The Board may conduct closed meeting sessions to discuss certain matters which are confidential.~~

~~(cf. 9321 – Closed Meetings)~~

~~The Board encourages community involvement in the schools as an essential element of effective schools. The Board and administration shall seek the input of parents/guardians and interested community members on Board agenda items.~~

~~Board meetings shall be conducted in accordance with applicable laws and with Board Bylaws adopted by the Board to govern its actions and the actions of individual Board members.~~

~~(cf. 9320 – Meetings)~~

~~(cf. 9322 – Agenda/Meeting Materials)~~

~~(cf. 9323 – Meeting Conduct)~~

~~(cf. 9323.2 – Actions by Board)~~

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

AGENDA ITEM:

G.7

MEETING DATE:

09/24/2024

SUBJECT: Consolidated Application for Funding 2024-2025

DEPARTMENT: Teaching and Learning

ACTION REQUESTED:

The superintendent is recommending that the board approve the submission of the 2024-2025 Consolidated Application for Funding to the California Department of Education (CDE) and State Board of Education (SBE).

RATIONALE/BACKGROUND:

California Education Code section 6400b requires districts to annually submit to the SBE an application for funding through the following federal programs:

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

In addition, the Consolidated Application reflects an accounting of the federal dollars expended during the previous grant cycle. The Consolidated Application for Funding Report is available for review in the superintendent's office.

ATTACHMENT(S):

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 09/16/2024

FISCAL IMPACT:

Current Budget: \$ 21,100,000

Additional Budget: \$ N/A

Funding Source: Federal funds

(Unrestricted Base, Supplemental, other restricted, etc.) On-going

PREPARED BY: Crista Koch, Program Manager, Title I Program

APPROVED BY: Harvey Oaxaca, Ed.D., Assistant Superintendent of Educational Services
Amy Slavensky, Ph.D., Interim Deputy Superintendent, Schools & Student Support
Melissa Bassanelli, Superintendent of Schools

SUBJECT: Choices Charter School Proposition 28 Annual Report

DEPARTMENT: Teaching and Learning

ACTION REQUESTED:

The superintendent is recommending that the board approve the Choices Charter School Proposition 28 Annual Report.

RATIONALE/BACKGROUND:

Proposition 28 requires the Board of Education of a local education agency to approve, on an annual basis, a report that details the type of arts education programs funded by the program. The report must also include the following information which was funded by Proposition 28 in the fiscal year: the number of full-time equivalent teachers, classified personnel, teaching aides, the number of pupils served, and the number of schools providing arts education programs.

ATTACHMENT(S):

1. [Prop 28 Annual Report Choices Charter 2023-24](#)

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 09/16/2024

FISCAL IMPACT:

N/A

PREPARED BY: Brent Givens, Director, Choices Charter School
Brian T. Ginter, Director, Admissions and Family Services

APPROVED BY: F.J. "Harvey" Oaxaca, Ed.D., Assistant Superintendent of Educational Services
Amy L. Slavensky, Ph.D., Interim Deputy Superintendent, Schools & Student Support
Melissa Bassanelli, Superintendent of Schools

Proposition 28: Arts and Music in Schools Funding

Annual Report

Fiscal Year 2023-24

Name: San Juan Choices Charter

CDS Code: 3467447-3430758

Charter School Number: 275

Allocation Year: 2023-24

1. Narrative description of the Prop 28 arts education program(s) funded. (2500 character limit).

San Juan Choices Charter School is committed to increasing access to the arts for our students. Prop 28 spending ideas and funding decisions are made in collaboration with our art and technology teachers as well as our school administration and Site Leadership Team members. In the 2023-24 school year, Prop 28 funds were used to purchase art materials and supplies to support the following courses: Beginning Art, Art History, Beginning Drawing & Painting, Advanced Drawing & Painting, and Middle School Art. Looking ahead to the 2024-25 school year, we will continue to fund the purchase of art materials and supplies while additionally funding new sections of art and computer coding. We will also use this funding to send teaching staff to arts and technology-focused professional development and conferences as well as professional memberships, such as the California Art Education Association (CAEA).

2. Number of full-time equivalent teachers (certificated). 16.0

3. Number of full-time equivalent personnel (classified). 4.0

4. Number of full-time equivalent teaching aides. 0.0

5. Number of students served. 261

6. Number of school sites providing arts education. 1

Date of Approval by Governing Board/Body 9/24/2024 12:00:00 AM

Annual Report Data URL

<https://www.choicescharter.org/resources/policies-required-notices>

Submission Date 9/5/2024 9:45:10 AM

SUBJECT: Amendment No. 1 to Reimbursement Agreement for the El Camino Avenue at Kent Drive Traffic Signal Project with the County of Sacramento Department of Transportation

DEPARTMENT: Operations

ACTION REQUESTED:

The superintendent is recommending that the board approve amendment No.1 to the reimbursement agreement between the San Juan Unified School District and the County of Sacramento Department of Transportation in order to cover the additional costs for the traffic signal project at El Camino Avenue and Kent Drive to aid in traffic mitigation at the new Katherine Johnson Middle School site (formerly Creekside).

RATIONALE/BACKGROUND:

The El Camino Avenue at Kent Drive traffic signal project includes construction of a traffic signal and associated appurtenances, including but not limited to construction of adjacent sidewalk ramps at El Camino Avenue and Kent Drive. The project will provide a mutual benefit to the county and district by improving the safety of routes to schools by installing a traffic signal for students crossing El Camino Avenue at Kent Drive.

On November 14, 2023, the board approved the original reimbursement agreement between the district and the County of Sacramento Department of Transportation for the traffic signal project at El Camino Avenue and Kent Drive to aid in traffic mitigation at the new Katherine Johnson Middle School. After putting the project out to bid, the County of Sacramento Department of Transportation notified the district that there would be additional costs, as outlined in amendment No. 1 to the agreement.

ATTACHMENT(S):

1. [Original Reimbursement Agreement with Sacramento County Department of Transportation](#)
2. [Amendment No. 1 to Agreement with Sacramento County Department of Transportation](#)

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Board of Education: 11/14/2023

Superintendent's Cabinet: 08/22/2023, 11/06/2023, 09/09/2024

FISCAL IMPACT:

\$200,000.00

PREPARED BY: Frank Camarda, Chief Operations Officer

APPROVED BY: Melissa Bassanelli, Superintendent of Schools

Contract No. 52565

**COUNTY OF SACRAMENTO
COMMUNITY SERVICES AGENCY**

**REIMBURSEMENT AGREEMENT FOR EL CAMINO AVENUE AT
KENT DRIVE TRAFFIC SIGNAL PROJECT**

THIS AGREEMENT is made and entered into on November 15, 2023 by and between SAN JUAN UNIFIED SCHOOL DISTRICT, a political subdivision of the State of California hereinafter referred to as "DISTRICT," and the COUNTY OF SACRAMENTO, a political subdivision of the State of California, hereinafter referred to as "COUNTY," through its Department of Transportation hereinafter "SacDOT." DISTRICT and COUNTY shall sometimes be referred to collectively as the "Parties."

RECITALS

A. The El Camino Avenue at Kent Drive Traffic Signal Project ("SacDOT Project") includes construction of a traffic signal and associated appurtenances, including but not limited to construction of adjacent sidewalk and ramps at El Camino Avenue and Kent Drive. This SacDOT Project was included in the budget approved by the Board of Supervisors for Fiscal Year 2023-2024 and the anticipated budget for Fiscal Year 2024-2025.

B. The SacDOT Project will provide a mutual benefit to the COUNTY and DISTRICT by improving the safety of routes to schools by installing a traffic signal for students crossing El Camino Avenue at Kent Drive.

C. Because the SacDOT Project will be constructed by the COUNTY, it is appropriate for DISTRICT to reimburse COUNTY for the costs associated with such work.

D. Pursuant to Sacramento County Code section 2.61.090, the Director of the Department of Transportation is authorized to execute a revenue agreement relating to a previously authorized project by the Board of Supervisors; and

E. The Parties therefore desire to enter into this Agreement to provide for this reimbursement obligation, consistent with the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual promises hereinafter set forth, COUNTY and DISTRICT agree as follows:

Contract No. 52565

1. INCORPORATION OF RECITALS

The foregoing recitals are true and correct and are hereby incorporated herein by this reference.

2. TERM

This Agreement shall be effective and commence as of the date first written above and shall remain in effect until all obligations covered by this Agreement are performed.

3. NOTICE

Any notice, demand, request, consent, or approval that either party hereto may or is required to give the other pursuant to this Agreement shall be in writing and shall be either personally delivered or sent by mail or email, addressed as follows:

To COUNTY:

Attn: Stephen White
County of Sacramento
Department of Transportation
4111 Branch Center Road
Sacramento, CA 95827
Email: whitest@saccounty.gov

To DISTRICT:

Attn: Frank Camarda
San Juan Unified School District
PO Box 477
Carmichael, CA 95609-0477
Email: frank.camarda@sanjuan.edu

Either party may change the address to which subsequent notice and/or other communications can be sent by giving written notice designating a change of address to the other party, which shall be effective upon receipt.

4. PROJECT SCOPE AND COUNTY OBLIGATIONS

- A. COUNTY shall design and install the SacDOT Project as more particularly described in Exhibit A, attached hereto and incorporated herein by reference.
- B. COUNTY shall award and administer the contract for the construction of the SacDOT Project in compliance with all applicable Federal, State, and COUNTY laws, regulations, and ordinances.
- C. COUNTY shall be responsible for obtaining all necessary permits, approvals, and property rights necessary to complete the SacDOT Project.
- D. The SacDOT Project shall be performed to the satisfaction of COUNTY and DISTRICT.

5. DISTRICT'S REIMBURSEMENT OBLIGATION.

- A. COUNTY shall contribute \$50,000 toward the costs for the design, administration, easement acquisition, construction management, and material

Contract No. 52565

testing for the SacDOT Project. DISTRICT shall pay the COUNTY, as reimbursement for actual costs incurred in excess of the COUNTY's \$50,000 contribution, for the design, administration, easement acquisition, construction inspection, and material testing cost of the SacDOT Project, estimated at \$367,500. DISTRICT shall also pay the COUNTY, as reimbursement for the actual construction contract costs of the SacDOT Project, estimated to be in the amount of \$575,000, as described in Exhibit A attached hereto and incorporated herein by reference. The total estimated reimbursement by the DISTRICT, excluding contingency, for the SacDOT Project is \$942,500.

- B. COUNTY shall send monthly invoices to the DISTRICT for actual costs incurred that month. Invoices shall include:
- i. The COUNTY contract number and the project name;
 - ii. Invoices for design work: the actual amounts expended and a description of the work accomplished during the invoice period;
 - iii. Invoices for construction work: the original approved reimbursement amount based on the engineer's estimated contract price or the contractor's bid price;
 - iv. The amounts invoiced to date, payments received to date;
 - v. The remaining balance, and
 - vi. The amount due for the next payment.

DISTRICT shall notify the COUNTY in writing within fourteen (14) days of receipt of invoice if there are any disputes regarding information on the invoice. DISTRICT shall pay the COUNTY the amount due within thirty (30) days of receipt of an undisputed invoice. DISTRICT shall send the payment via check or other approved method, to the address for COUNTY provided in section 3 of this Agreement.

- C. Design, Administration, Easement Acquisition, Construction Management, and Material Testing Costs. COUNTY has incurred costs to design, acquire easements, and prepare the SacDOT Project for bidding. COUNTY will also incur costs to administer the awarded construction contract, including construction management and material testing costs. DISTRICT shall reimburse COUNTY for actual design, administrative, easement acquisition, construction management, and material testing costs. As set forth in Exhibit A, the total design, administration, easement acquisition, construction inspection, and material testing costs for the DISTRICT portion of the SacDOT Project is estimated to be \$367,500.

- D. Construction Costs.
- i. The cost to construct the DISTRICT portion of the SacDOT Project is estimated to be \$575,000 as set forth in Exhibit A.
 - ii. A contingency amount of ten percent (10%) of the construction cost is established. As set forth in Exhibit A, the total contingency costs for the DISTRICT portion of the SacDOT Project is estimated to be \$57,500. The

Contract No. 52565

contingency amounts shall be added to the actual cost of construction, if necessary, to cover change orders pursuant to section 5(E) below.

- iii. Actual construction costs for the SacDOT Project shall be the actual quantities at the bid unit prices (i.e., price of the SacDOT Project as awarded to the lowest responsible bidder) plus or minus approved change orders affecting the SacDOT Project.

E. Change Orders. Except in cases where emergency work is necessary for vehicle or pedestrian safety, COUNTY shall submit to DISTRICT for approval, prior to commencement of change order work any proposed change orders which will affect the SacDOT Project.

F. COUNTY shall promptly submit a final invoice to DISTRICT upon satisfactory completion of installation and final acceptance of the SacDOT Project by the County Board of Supervisors. COUNTY'S final invoice shall be mailed or emailed to the address for DISTRICT provided in section 3 above, and include the following information:

- i. County contract number and project name
- ii. Date of invoice submission
- iii. Total cost of the SacDOT Project
- iv. Balance of reimbursement amount due from DISTRICT

6. CONDITIONS PRECEDENT TO THE DISTRICT'S REIMBURSEMENT OBLIGATION

Approval of Bid Amount. The DISTRICT shall review the bid for the SacDOT Project as the COUNTY determines the responsible bidder submitting the lowest responsive bid. If the bid amount of the lowest responsible and responsive bid for the SacDOT Project exceeds the Engineer's Estimate the COUNTY will provide written notice to the DISTRICT, and the DISTRICT will provide written notice to the COUNTY within five (5) working days to request that this Agreement be amended to adjust the reimbursement amount.

7. GOVERNING LAWS AND JURISDICTION

This Agreement shall be deemed to have been executed and to be performed within the State of California and shall be construed and governed by the internal laws of the State of California. Any legal proceedings arising out of or relating to this Agreement shall be brought in Sacramento County, California.

8. INDEMNIFICATION

Parties agree to defend and indemnify the other party, its agents, board members, directors, officers and employees ("Indemnities") and hold them harmless from all liabilities, obligations, losses, damages, penalties, actions, judgments, suits, claims, costs, expenses and disbursements of any kind (including, without limitation, reasonable attorneys' fees, costs and disbursements of counsel for the other party) which may be imposed on, incurred by, or asserted against any Indemnities at any time

Contract No. 52565

by reason of the party's act or omission in performance of or in connection with the Project or any of the transactions contemplated under this Agreement, unless due to the active negligence or willful misconduct of the other party, its agents, board members, directors, officers and employees. The provisions of this section shall survive any termination or expiration of this Agreement.

9. ASSIGNMENT

This Agreement is not assignable by DISTRICT in whole or in part, without the prior written consent of the COUNTY. COUNTY'S consent shall not be unreasonably withheld.

10. AMENDMENT AND WAIVER

Except as provided herein, no alteration, amendment, variation, or waiver of the terms of this Agreement shall be valid unless made in writing and signed by both parties. Waiver by either party of any default, breach or condition precedent shall not be construed as a waiver of any other default, breach or condition precedent, or any other right hereunder. No interpretation of any provision of this Agreement shall be binding upon the COUNTY unless agreed in writing by the Director of COUNTY's Department of Transportation and counsel for COUNTY.

11. SUCCESSORS

This Agreement shall bind the successors of the COUNTY and DISTRICT in the same manner as if they were expressly named.

12. TIME

Time is of the essence of this Agreement.

13. DISPUTES

In the event of any dispute arising out of or relating to the Agreement, the Parties shall attempt, in good faith, to promptly resolve the dispute mutually between themselves. If the dispute cannot be resolved within 15 calendar days of initiating such negotiations or such other time period as may be mutually agreed to by the Parties in writing, either party may pursue its available legal and equitable remedies, pursuant to the laws of the State of California. Nothing in the Agreement or provision shall constitute a waiver of any of the government claim filing requirements set forth in Title 1, Division 3.6, of the California Government Code or as otherwise set forth in local, state and federal law.

14. SEVERABILITY

If any term or condition of the Agreement or the application thereof to any person(s) or circumstance is held invalid or unenforceable, such invalidity or unenforceability shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition, or application; to this end the terms and conditions of the Agreement are declared severable.

Contract No. 52565

15. ENTIRE AGREEMENT

This Agreement and any attachments hereto, constitute the entire understanding between the COUNTY and DISTRICT concerning the subject matter contained herein.

16. EFFECTIVE DATE

This Agreement shall be deemed effective as of the date first written above.

17. BOARD APPROVAL

The effectiveness of this Agreement shall be contingent upon approval by the DISTRICT's Governing Board.

18. AUTHORITY TO EXECUTE

Each person executing this Agreement represents and warrants that he or she is duly authorized and has legal authority to execute and deliver this Agreement for or on behalf of the parties to this Agreement. Each party represents and warrants to the other that the execution and delivery of this Agreement and the performance of such party's obligations hereunder have been duly authorized.

19. COUNTERPARTS

This Agreement may be executed in counterparts and shall be deemed executed when it has been signed by both parties.

Signatures scanned and transmitted electronically shall be deemed original signatures for purposes of this Agreement, with such scanned signatures having the same legal effect as original signatures. This Agreement may be executed through the use of an electronic signature and will be binding on each party as if it were physically executed.

(Signature Page Follows)

Contract No. 52565

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the day and year first written above.

COUNTY OF SACRAMENTO, a political subdivision of the State of California

By _____ DocuSigned by:

Ron E. Vicari
F72B15EEF9DF431...
Ron E. Vicari, Director
Department of Transportation
Community Services Agency

Date: 11/27/2023

**SAN JUAN UNIFIED SCHOOL DISTRICT, a
political subdivision of the State of California**

By Frank Camarda

Name: Frank Camarda
Title: Chief Operations Officer
Date: November 15, 2023

Approve As To Form

 Fhanysha Gaddis (Oct 26, 2023 15:56 PDT)
Fhanysha Gaddis, Legal Services

Oct 26, 2023

Reviewed and Approved by
County Counsel Sacramento County:

DocuSigned by:

Amanda Moshier
Deputy County Counsel

11/17/2023

Date

EXHIBIT A

Scope of Work: The El Camino at Kent Drive Traffic Signal Project includes construction of a traffic signal and associated appurtenances, including but not limited to adjacent sidewalk, ramps, curb, gutter, median curb, asphalt paving, striping, signage, slurry seal, and lighting.

Estimated Project Costs (non-construction contract costs):

Environmental Studies (CEQA Clearance):	\$15,000
Design:	\$105,000
Survey:	\$45,000
Acquisition Costs (appraisals, legal, agent):	\$62,500
Easement Purchase Price:	\$75,000
Signal Controller Cabinet Purchase/Assembly:	\$25,000
Construction Management/Inspection:	\$75,000
Materials Testing:	\$15,000
SUB-TOTAL (non-construction contract costs):	\$417,500

Estimated Construction Contract Cost

Construction Contract:	\$575,000
SUB-TOTAL (construction contract cost):	\$575,000

TOTAL PROJECT COST:	\$992,550
----------------------------	------------------

County Contribution:	\$50,000
----------------------	----------

District Reimbursement (non-construction contract):	\$367,500
---	-----------

<u>District Reimbursement (construction contract): \$</u>	<u>\$575,000</u>
---	------------------

TOTAL District Reimbursement (without contingency):	\$942,500
--	------------------

Contingency (10% of construction cost):	\$57,500
---	----------

**COUNTY OF SACRAMENTO
COMMUNITY SERVICES AGENCY**

**FIRST AMENDMENT TO REIMBURSEMENT AGREEMENT FOR
EL CAMINO AVENUE AT KENT DRIVE TRAFFIC SIGNAL PROJECT**

THIS FIRST AMENDMENT is made and entered into on _____, by and between SAN JUAN UNIFIED SCHOOL DISTRICT, a political subdivision of the State of California hereinafter referred to as "DISTRICT" and the County of Sacramento, a political subdivision of the State of California, hereinafter referred to as "COUNTY," through its Department of Transportation hereinafter "SacDOT."

RECITALS

WHEREAS, COUNTY and DISTRICT previously entered into an Agreement on November 15, 2023 to address reimbursement obligations and responsibilities for the El Camino Avenue at Kent Drive Traffic Signal Project ("SacDOT Project") (hereinafter "Agreement"); and

WHEREAS, COUNTY and DISTRICT desire to formally amend said Agreement to revise the DISTRICT's estimated reimbursement obligations and the COUNTY's contribution for the SacDOT Project to cover the actual construction costs from August 29, 2024 low bid for the project from St. Francis Electric, Inc.

NOW, THEREFORE, the Agreement is amended as follows:

1. COUNTY'S CONTRIBUTION

- A. The COUNTY shall contribute an additional \$155,000 toward the construction cost of the traffic signal interconnect system, which will be installed with the SacDOT Project.

COUNTY's Contribution Summary		
	Contribution	Cumulative
Original Agreement	\$ 50,000	\$ 50,000
This First Amendment	\$ 155,000	\$ 205,000

2. DISTRICT'S REIMBURSEMENT OBLIGATION

- A. The DISTRICT'S reimbursement obligation is amended to add an additional estimated amount of \$200,000.
- B. The total estimated reimbursement amount by the DISTRICT is revised from \$1,000,000 to **\$1,200,000**.

DISTRICT's Estimated Reimbursement Summary			
	Reimbursement obligation	Contingency	Cumulative
Original Agreement	\$ 942,500	\$ 57,500	\$ 1,000,000
This First Amendment	\$ 200,000	\$0	\$ 1,200,000

2. REAFFIRMATION

Except as expressly stated herein, the Agreement shall remain in full force and effect.

3. ENTIRE AGREEMENT

The Agreement, as amended by this First Amendment, and any attachments hereto, constitute the entire understanding between the COUNTY and DISTRICT concerning the subject matter contained herein.

4. EFFECTIVE DATE

This First Amendment shall be deemed effective as of the date first written above.

5. AUTHORITY TO EXECUTE

Each person executing this First Amendment represents and warrants that they are duly authorized and have legal authority to execute and deliver this First Amendment for or on behalf of the parties to this First Amendment. Each party represents and warrants to the other that the execution and delivery of the First Amendment and the performance of such party's obligations hereunder have been duly authorized.

6. DUPLICATE COUNTERPARTS

This First Amendment may be executed in several counterparts, all of which together shall be deemed one and the same agreement. Electronic and scanned signatures shall be deemed original signatures for all purposes, including proof of terms herein, and shall be binding on each party.

(SIGNATURE PAGE FOLLOWS)

IN WITNESS WHEREOF, the parties hereto have executed this First Amendment to the Agreement as of the day and year first written above.

COUNTY OF SACRAMENTO, a political subdivision of the State of California

By: _____
Ron E. Vicari, Director
Department of Transportation
Community Services Agency

"COUNTY"

Date: _____

Signed under SCC § 2.61.090

Amendment Reviewed and Approved by County Counsel

By: _____
Amanda McDermott
Deputy County Counsel

Date: _____

Prepared by: _____

Ian Drake, Sr. Contract Services Officer
Department of General Services, Contract & Purchasing Services

Approve As To Form


Fhanysha Gaddis (Sep 18, 2024 10:44 PDT)

Sep 18, 2024

Fhanysha Gaddis, General Counsel
San Juan Unified School District

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

AGENDA ITEM: G.10

MEETING DATE: 09/24/2024

SUBJECT: Ratification of Committee Members

DEPARTMENT: Administration

ACTION REQUESTED:

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

RATIONALE/BACKGROUND:

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

- Community Advisory Committee
 - David Burbridge (Kravchuk)
 - Megan Leschly (Creason)
- Facilities Committee
 - Anna Stellmacher (Costa)

ATTACHMENT(S):

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 09/16/2024

FISCAL IMPACT:

N/A

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

APPROVED BY: Melissa Bassanelli, Superintendent of Schools

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

AGENDA ITEM:

I.1

MEETING DATE:

09/24/2024

SUBJECT: Attendance Improvement Initiative Update (Oaxaca) - 7:25 p.m.

DEPARTMENT: Teaching and Learning

ACTION REQUESTED:

Report: The superintendent is recommending that the board receive an update regarding the district Attendance Improvement Initiative.

RATIONALE/BACKGROUND:

The purpose of this report is to provide an update to the district's Attendance Improvement Initiative for the 2024-25 school year. Attendance data, post-pandemic, clearly shows students are missing more days of school than pre-pandemic levels (locally and statewide). Attendance patterns created during the pandemic, exacerbated by external factors such as weather emergencies, natural disasters and social media threats, have had an impact on student attendance.

The district's Attendance Improvement Initiative is based on multi-tiered system of supports (MTSS) framework. A major focus of the initiative is grounded in promoting tier I universal actions throughout the district, with schools creating welcoming, culturally responsive environments and building back overall student daily attendance and connections to school. Strategic tier II and intensive tier III strategies are effectively employed for chronically absent groups and individual students who are most in need of support.

ATTACHMENT(S):

1. [Presentation](#)

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 09/16/2024

FISCAL IMPACT:

N/A

PREPARED BY: Dominic Covello, Director, Student Support Services

APPROVED BY: F.J. "Harvey" Oaxaca, Ed.D., Assistant Superintendent, Educational Services
Amy Slavensky, Ph.D., Interim Deputy Superintendent, Schools & Student Support
Melissa Bassanelli, Superintendent of Schools



**San Juan Unified
SCHOOL DISTRICT**

Attendance Improvement Initiative 2024-25 Update

San Juan Unified School District

September 24, 2024

F.J. "Harvey" Oaxaca, Ed.D., Assistant Superintendent, Educational Services
Dominic Covello, Director, Student Support Services
Katie Knifton-Foley, Administrator on Special Assignment

Background

In 2020-21, at least 14.7 million students nationwide were chronically absent. Chronic absence doubled from pre-Covid-19 levels (16% to over 30%). At the same time, San Juan USD chronic absenteeism was over 35%.

Source: Attendance Works, 2024 and CDE DataQuest

As a result, the district launched an Attendance Improvement Initiative to improve post-Covid-19 attendance trends.

San Juan Unified School District

**MISS SCHOOL.
MISS OUT!**

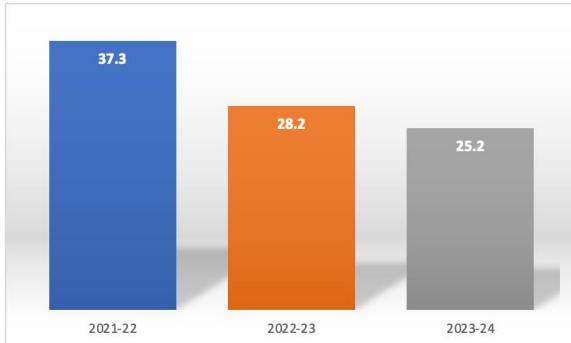
The first day of school is on Aug. 10. View the full school year calendar at www.sanjuan.edu/calendar.

EVERY DAY COUNTS AND EVERY MINUTE MATTERS...

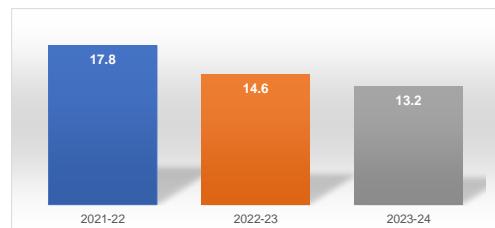


District Attendance Data

San Juan Unified Chronic Absenteeism %
(% of students absent 10%+ days for any reason)



Average # School Days Missed
(for students with 1+ absences)



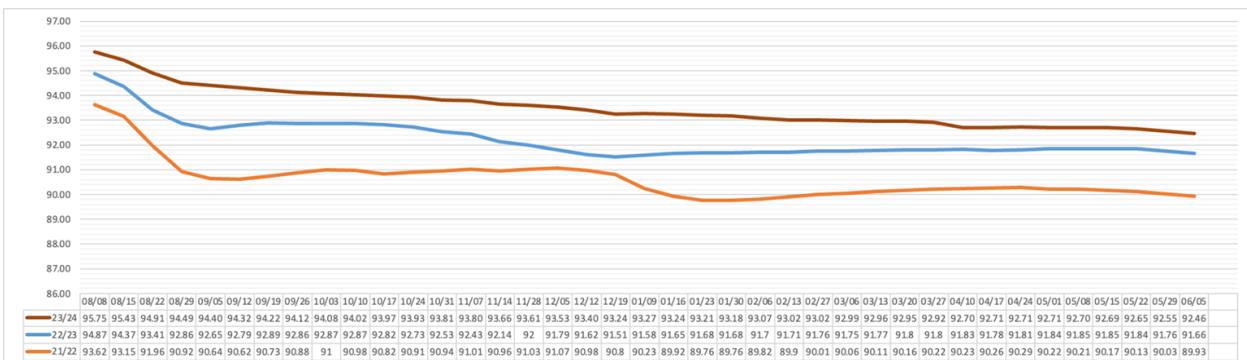
In the past 3 years, chronic absenteeism rates have been reduced by 12.1% districtwide (~4,700 students)

3



District Attendance Data

3-Year Comparison Average Daily Attendance



End of Year Districtwide Attendance %

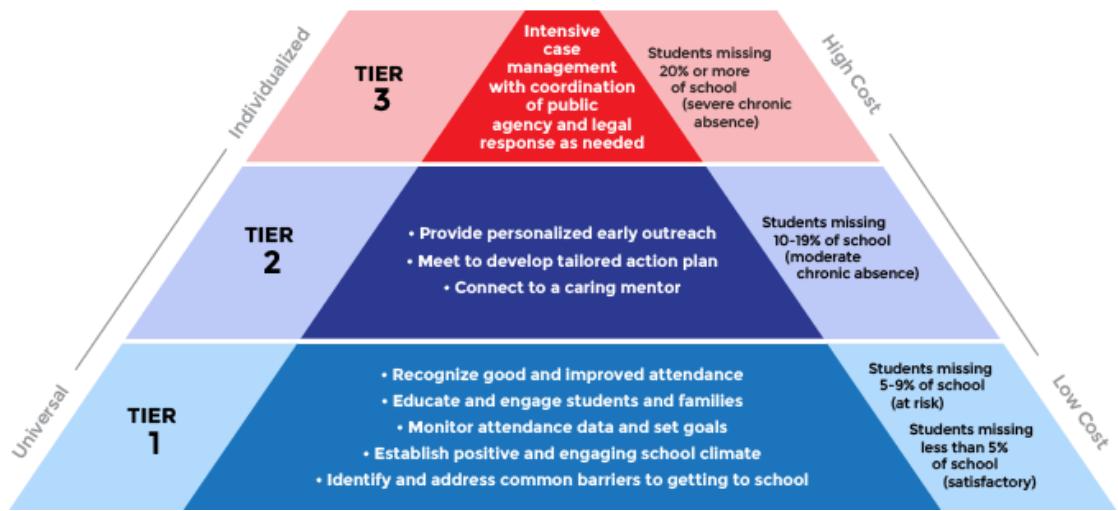
2021-22	2022-23	2023-24
89.93%	91.66%	92.46%

4

Background: Attendance Improvement Initiative

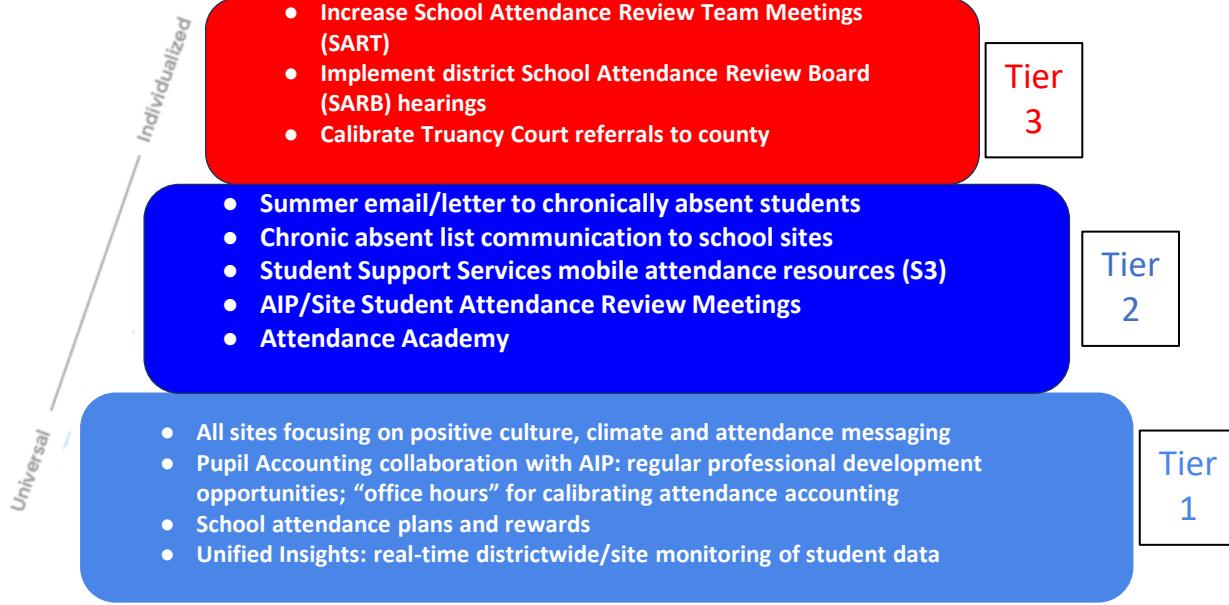


Improving attendance requires a tiered approach that begins with prevention.



5

Review: San Juan Unified Tiered Model for Attendance Initiative



6

2023-24 San Juan Unified Attendance Academy: Tier 2 Attendance Improvement Pilot



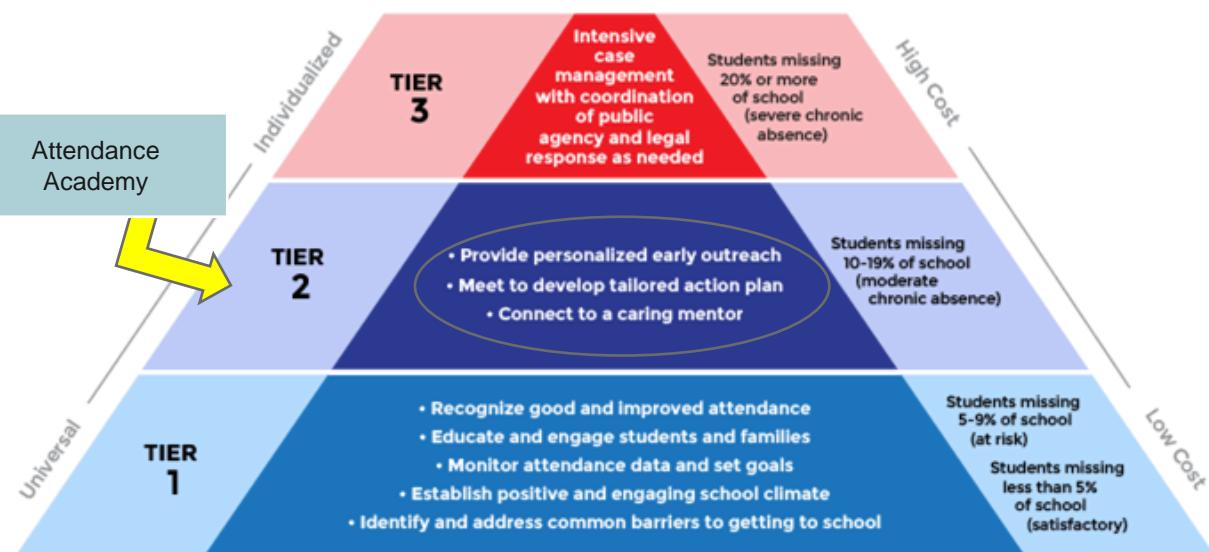
PURPOSE:

- Build **relationships** and **connections** with students and families
- Address any **barriers** to support students being on time and consistently attending school
- **Review** and **track** attendance weekly
- Set goals and foster **accountability**
- **Monitor** progress and **educate** students on the value of attendance

Attendance Academy	
Intervention Pilot	
	Begins October 3rd ----- through November 14th
	Participating schools will receive \$500 for attendance incentives and an additional \$1000 upon completion for successfully improving student participants attendance!!
Who?	What?
<input type="checkbox"/> 3-5 Facilitators at each site, facilitators can be: <input type="checkbox"/> A Trusted Adult (must have access to Q) <input type="checkbox"/> School Community Intervention (SCIS/SCIA) <input type="checkbox"/> Counselor <input type="checkbox"/> Teacher <input type="checkbox"/> Social Worker	<input type="checkbox"/> 8-10 Students will meet weekly with a designated staff member in order to: <input type="checkbox"/> Build Relationships <input type="checkbox"/> Review & Track Attendance <input type="checkbox"/> Set Goals <input type="checkbox"/> Address any barriers to support student being on time & consistently attending school
Where?	When?
<input type="checkbox"/> Space selected on school site by facilitator to meet with students	<input type="checkbox"/> 1x per week <input type="checkbox"/> 15-20 minutes each session <input type="checkbox"/> Consistently for 6 weeks
Additional Information	
Contact: katie.knifton@sanjuan.edu	
• Facilitators will be provided curriculum instructions (Very User Friendly) • Facilitators must attend a 30 minute zoom meeting prior to Oct 3rd with Katie Knifton where they can ask any questions & receive digital materials. Hard copies will be sent to each site as well.	

7

2023-24 San Juan Unified Attendance Academy Pilot



8



(Cohort 1: October 3, 2023- November 14, 2023)

Students

- The pilot started with 200 students and ended with 174 participants.
- 1 Elementary School
- 1 K-8 School
- 2 Middle Schools
- 2 High Schools

Facilitators

- 21 Facilitators including
 - Administrators (5)
 - Social Workers (4)
 - Counselors (2)
 - School Community Intervention Specialist (8)
 - Clerk (2)

Demographics

- English Learner - 9.8%
- Special Education - 11.5%
- Homeless -18.4%
- African American/Black - 37.4%
- Foster Youth -.01 %

(Cohort 2: March 11, 2024- April 26, 2024)

Students

- Cohort 2 had 256 students
- 1 Elementary School
- 2 K-8 Schools
- 2 Middle Schools
- 2 High Schools

Facilitators

- 41 Facilitators including
 - Principals (3)
 - Vice Principals (7)
 - Social Workers (3)
 - Counselors (11)
 - School Community Intervention Specialist (11)
 - Clerk (4)
 - Psychologist (1)
 - Intervention Teacher (1)

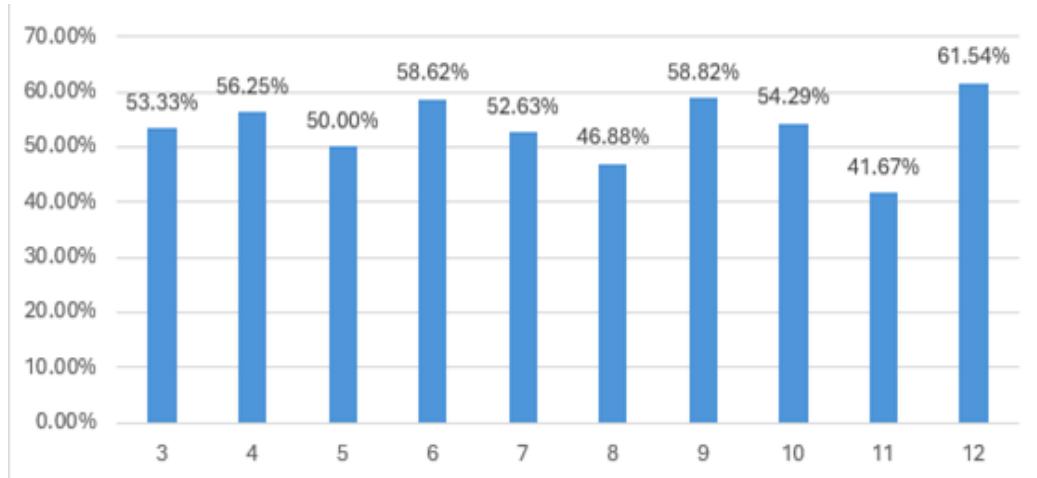
Demographics

- English Learner - 22.7%
- Special Education - 15.6%
- Homeless -17.2%
- African American/Black - 28.5%

9

2023-24 Attendance Academy Pilot

Percentage of students in the pilot with improved attendance by grade level



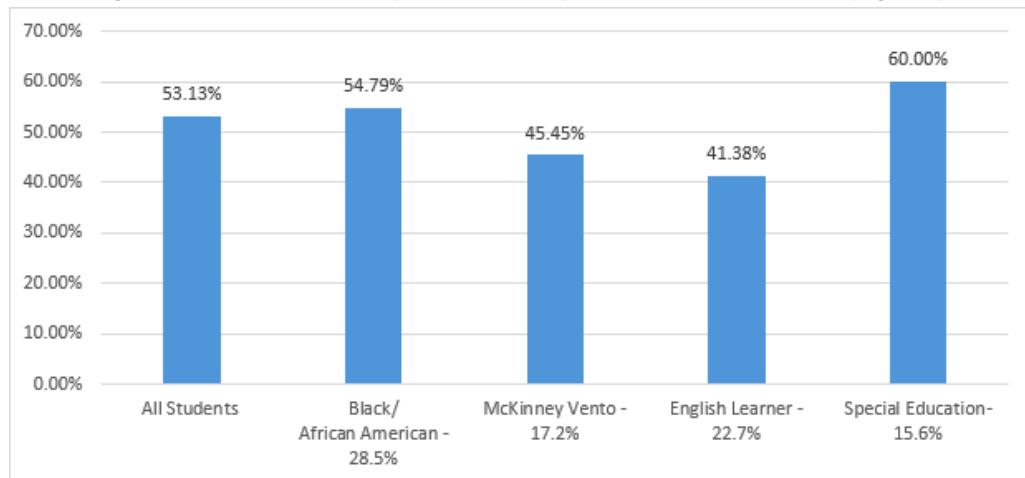
Per students who improved: average rate of attendance improvement was 10.8%

10



2023-24 Attendance Academy Pilot

Percentage of students in the pilot with improved attendance by group



Consistency is key: Facilitators that met with students 5+ times averaged 74.85% improved student attendance.
Facilitators that met with students less than 5x averaged 43.5% improved student attendance.

11

Attendance Academy Parent Survey Responses

What has the school done to help your family the most?



"Encouraging my student to go"

"Being very supportive talking to the boys about the importance of being in time"

"Offering to help students; being understanding"

"Working with student to set goals"

"Starting this program to get kids involved in their own attendance"

"Communication and willingness to provide support & resources"

"Offering little rewards for being present and on time"

12

Student Support Center Attendance Academy 2024-25



- Expansion beyond pilot supported by Student Support Center counselors and school social workers
- Unified Insights dashboard data utilized to identify students who were trending chronic or nearly chronic in 2023-2024
- Data brought back to school site teams for consultation before students are added to the intervention
- Attendance Academy interventions planned:
 - 29 school sites
 - 28 practitioners (counselors, school social workers)
 - 318 students

13

Districtwide Attendance Improvement: Next Steps



- ➔ Reinforce Tier 1 school climate and culture - creating warm, welcoming school environments and a sense of belonging for all students
- ➔ Monitor expansion of Attendance Academy across district (facilitator/student participation and attendance patterns)
- ➔ Commit to focusing on gradual attendance improvement: systemic attendance/behavior change is not immediate
- ➔ Monitor districtwide attendance rates for students overloaded from school of residence (reported transportation related absences)

14

Questions?



San Juan Unified
SCHOOL DISTRICT

15

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

AGENDA ITEM:

I.2

MEETING DATE:

09/24/2024

SUBJECT: Land Acknowledgement Update (Oaxaca) - 7:45 p.m.

DEPARTMENT: Teaching and Learning

ACTION REQUESTED:

Discussion: The superintendent is recommending that the board receive an update regarding the steps that have been taken to develop a land acknowledgement for school and district use. Action anticipated: October 22, 2024.

RATIONALE/BACKGROUND:

At the May 14, 2024 board of education meeting, the board heard a report and had discussion about the practice of using a land acknowledgement at board of education meetings and high school graduations. This report includes: (a) information about the purpose of land acknowledgements, (b) the process that has been implemented to collaboratively develop a land acknowledgement in partnership with local tribes and the district's American Indian Education parent advisory committee, (c) the product that was developed, and (d) recommendations for next steps.

ATTACHMENT(S):

1. [Presentation](#)
2. [Resolution](#)

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 09/16/2024

FISCAL IMPACT:

N/A

PREPARED BY: Omar Field-Ridley, Director, Equity and Student Achievement

APPROVED BY: F.J. "Harvey" Oaxaca, Ed.D., Assistant Superintendent, Educational Services
Amy Slavensky, Ph.D., Interim Deputy Superintendent, Schools & Student Support
Melissa Bassanelli, Superintendent of Schools



LAND ACKNOWLEDGEMENT UPDATE

PURPOSE, PROCESS, PRODUCT, NEXT
STEPS

Board of Education ~ September 24, 2024

F.J. "Harvey" Oaxaca, Assistant Superintendent, Educational Services
Omar Field-Ridley, Director, Equity and Student Achievement

1

THANK YOU
TO OUR
AMERICAN
INDIAN
EDUCATION
COMMUNITY



- Adam Dalton, Tribal Leader, Jackson Rancheria Band of Miwuk Indians
- Calvin Hedrick, Mountain Maidu, Director of The 5th Direction
- Rhonda Morningstar Pope Flores, Chair, Buena Vista Rancheria of Me-Wuk Indian
- Tracy Tripp, Vice Chairperson, Lone Band of Miwok Indians

- Kelly Bencken, San Juan Unified American Indian Education Program Parent Advisory Committee member
- Chrystal Bernasconi, San Juan Unified American Indian Education Program Parent Advisory Committee member
- Hattie Coleman, San Juan Unified American Indian Education Program Parent Advisory Committee member
- Kimberly Hanks, San Juan Unified American Indian Education Program Parent Advisory Committee member
- Samantha Manriquez, San Juan Unified American Indian Education Program Coordinator
- Bernadette Smith, San Juan Unified American Indian Education Program Parent Advisory Committee member

2

PURPOSE, PROCESS, PRODUCT, NEXT STEPS



NEXT STEPS FROM THE MAY 14, 2024 BOARD REPORT

- Collaboratively develop a land acknowledgement
- Tailor the land acknowledgement for district use
- Begin planning for implementation

3

Why a land acknowledgement?

A land acknowledgement is a powerful way of showing respect, honoring the truth and taking a step toward correcting the practices that erase indigenous people's history and culture.

A land acknowledgement is a public recognition and invitation to uplift the lives and stories of the Indigenous Peoples who have been displaced from their homeland.



01 RECOGNIZE

02 HONOR

03 EDUCATE

04 CONNECT

4

PURPOSE



STRATEGIC PLAN

- **Strategic Direction II:** Prioritize Equitable Practices
- **Strategic Direction IV:** Engage students, families, and community as valued educational partners

CORE VALUES

- **Belonging:** We create a community that cultivates welcoming and inclusive environments with genuine respect for our diversity of cultures, identities and abilities.
- **Voice:** We honor and affirm all voices of our school community and encourage them to share their perspectives to help improve and shape what we do and how we do it.
- **Championing:** We support and advocate for those in our San Juan Unified community who are disproportionately impacted or marginalized by circumstances beyond their control.

5

PURPOSE



8 POINT COMMITMENT

1. **Improve school culture to be more inclusive and provide diverse representation at all sites**
2. Build our collective capacity to have courageous conversations and interrupting both implicit and explicit racial inequities
3. **Expand and prioritize family and student voice**
4. Embed equity training within robust offerings of professional development
5. Integrate anti-racist/anti-bias instruction within our curriculum
6. **Systematize site/department level conversations around equitable practices as well as anti-racist/ anti-bias actions.**
7. Increase workforce diversity through retention, career development and recruitment
8. Establish a Networked Improvement Community (NIC) to create equitable access to schools, programs, and rigorous coursework

6

PROCESS



SAN JUAN UNIFIED LAND ACKNOWLEDGEMENT

- May 14, 2024 board of education report
- Expanded consultation and collaboration
- Activated student voice
- Co-constructed land acknowledgement
- September 24, 2024 board presentation and staff recommendation

7

PRODUCT



SAN JUAN UNIFIED LAND ACKNOWLEDGEMENT

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

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

8

RECOMMENDATIONS

IMPLEMENTATION

01

Recite the Land Acknowledgement at board meetings and at high school graduations

02

LAND ACKNOWLEDGEMENT

Board action: October 22, 2024

Board recital: November 19, 2024

9

NEXT STEPS: PENDING BOARD ADOPTION

INCLUSION

01

Engage new American Indian Education Program Parent Advisory Committee members
Elicit more student voice
Engage neighboring districts
Invite additional tribes

03

CULTURAL HUMILITY

Provide districtwide professional learning opportunities to learn about the purpose

LAND ACKNOWLEDGEMENT

02

Begin recitals at November 19, 2024 board meeting
Begin recitals at 2025 high school graduations

04

COMMUNICATION

Expand messaging to schools and the community

10



THANK YOU

Questions?

**San Juan Unified School District
Resolution No. 4153
Adoption of Land Acknowledgement**

WHEREAS, San Juan Unified recognizes and respects Indigenous Peoples as traditional stewards of this land and the enduring relationship that exists between Indigenous Peoples and their traditional territories; and

WHEREAS, the ancestors of Indigenous Peoples were the original inhabitants, explorers, and settlers of this area long before the arrival of Europeans in North America on the lands that have become the United States; and

WHEREAS, there are currently 110 federally recognized Indian tribes in California and several additional tribes petitioning for federal recognition through the Bureau of Indian Affairs, as well as many unrecognized tribes; and

WHEREAS, California is home to more people of Indigenous heritage than any other state in the country; and

WHEREAS, San Juan Unified is located on the ancestral land of the Nisenan and Miwok peoples; and

WHEREAS, a land acknowledgement expresses gratitude for the contributions of those from unceded ancestral lands, honors their ongoing connection to the land, and recognizes their history.

NOW, THEREFORE, BE IT RESOLVED, that San Juan Unified adopts a land acknowledgement to show respect for the Nisenan and Miwok peoples by expressing gratitude for their contributions, honoring their connection to the land, and recognizing their history as stated below:

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

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

THEREFORE, BE IT FURTHER RESOLVED, the San Juan Unified School District will use the official land acknowledgement statement at the opening of San Juan Unified Board of Education meetings and high school graduation ceremonies.

Attested to this 22nd day of October 2024.

Melissa Bassanelli, Superintendent of Schools

Pam Costa, President

Saul Hernandez, Vice President

Ben Avey, Clerk

Paula Villescaz, Member

Tanya Kravchuk, Member

Manuel Perez, Member

Zima Creason, Member

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

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

AGENDA ITEM:

I.3

MEETING DATE:

09/24/2024

SUBJECT: Public Hearing: Sufficiency of Textbooks and Instructional Materials (Slavensky) - 8:00 p.m.

DEPARTMENT: Teaching and Learning

ACTION REQUESTED:

Public Hearing/Action: The superintendent is recommending that the board hold a public hearing to discuss and adopt Resolution No. 4151 stating that each pupil in each school in the district has sufficient textbooks and instructional materials in each subject that are consistent with the content and cycles of the curriculum framework adopted by the state board.

RATIONALE/BACKGROUND:

Educational Code Section 60119 requires an annual public hearing and resolution regarding sufficient textbooks and/or instructional materials. Public notice of this hearing was provided per education code provisions.

After reviewing textbooks throughout the district, Professional Learning and Curriculum Innovation is able to certify that the district does have sufficient textbooks in each subject this year. Instructional materials funds and lottery funds are used to purchase basic TK-12 textbooks and instructional materials in all curriculum areas. Attached are the TK-12 board adopted textbooks and instructional materials. Also attached is a brief explanation of the methods followed to ensure sufficient textbooks and instructional materials.

ATTACHMENT(S):

1. [Resolution No. 4151](#)
2. [Public Notice](#)
3. [TK-12 board-adopted textbook and instructional materials](#)
4. [Explanation of the methods followed to ensure sufficient textbooks and instructional materials](#)

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 09/16/2024

FISCAL IMPACT:

N/A

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

APPROVED BY: Amy L. Slavensky, Ph.D., Interim Deputy Superintendent, Schools & Student Support
Melissa Bassanelli, Superintendent of Schools

Resolution No. 4151
Public Hearing Re: Education Code 60119
TK-12 Instructional Materials Fund

WHEREAS, the Governing Board of San Juan Unified School District, in order to comply with the requirements of Education Code Section 60119, held a public hearing on September 24, 2024, at 6:30 p.m., which is on or before the eighth week of school and which did not take place during or immediately following school hours, and;

WHEREAS, the Governing Board provided at least 10 days notice of the public hearing posted in at least three public places within the District that stated the time, place, and purpose of the hearing, and;

WHEREAS, the Governing Board encouraged participation by parents, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

WHEREAS, information provided at the public hearing and to the Governing Board at the public meeting detailed the extent to which textbooks and instructional materials were provided to all students, including English Learners, in the District, and;

WHEREAS, the definition of “sufficient textbooks or instructional materials” means that each pupil has a textbook or instructional materials, or both, to use in class and to take home, and;

WHEREAS, sufficient textbooks and instructional materials were provided to each student, including English learners, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects: mathematics, science, history-social science, and English/language arts, including the English language development component of an adopted program, and;

WHEREAS, sufficient textbooks or instructional materials were provided to each pupil enrolled in foreign language or health classes, and;

WHEREAS, sufficient laboratory science equipment was provided for science laboratory classes offered in grades 9-12, inclusive;

THEREFORE, BE IT RESOLVED that in the 2024/2025 school year, the San Juan Unified School District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

IN WITNESS WHEREOF, the passage of the foregoing resolution in the manner and form prescribed by law, we, the members of said Governing Board present and voting hereon, have hereunto set our hands this 24th day of September 2024.

Pam Costa, President

Saul Hernandez, Vice President

Ben Avey, Clerk

Paula Villescaz, Member

Tanya Kravchuk, Member

Manuel Perez, Member

Zima Creason, Member

ATTEST:

Melissa Bassanelli, Secretary

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

PUBLIC NOTICE

NOTICE OF INTENT TO HOLD A PUBLIC HEARING TO DETERMINE WHETHER EACH PUPIL IN EACH SCHOOL IN THE SAN JUAN UNIFIED SCHOOL DISTRICT HAS, OR WILL HAVE PRIOR TO THE END OF THE FISCAL YEAR, SUFFICIENT TEXTBOOKS OR INSTRUCTIONAL MATERIALS, OR BOTH, IN EACH SUBJECT, THAT ARE CONSISTENT WITH THE CONTENT AND CYCLES OF THE CURRICULUM FRAMEWORK ADOPTED BY THE STATE BOARD

The San Juan Unified School District, to comply with Education Code section 60119, is holding a public hearing to determine whether each pupil in each school in the District has, or will have prior to the end of the fiscal year, sufficient textbooks or instructional materials, or both, in each subject that are consistent with the content and cycles of the curriculum framework adopted by the State Board of Education.

The public hearing before the Board of Trustees regarding this issue will be held on September 24, 2024, starting at 6:30 p.m. in the Board Room at the San Juan Unified School District office located at 3738 Walnut Avenue, Carmichael, CA.

Posted at: San Juan Unified School District Office
 Sylvan Public Library
 Arden Public Library

September 10 through September 24, 2024



Williams Required Board Adopted Textbooks

Transitional Kindergarten

Subject	ISBN	Title	Type	Publisher	Course	Adopted
ELA	Various	Benchmark - Ready to Advance - Consumable Textbooks Units 1-10 - Grade TK	5 Booklets	Benchmark		2017
Science	978-1-83892-485-0	TWIG - Grade TK - Worksheet set	Worksheets	Twig		2020

Uses Kindergarten materials for other subjects

Kindergarten

Subject	ISBN	Title	Type	Publisher	Course	Adopted
Math	Various	enVision MATH: Common Core, Lvl K	Newspaper	Pearson		2015
Math - DI	Various	enVision MATH: Common Core: En español, Lvl K	Newspaper	Pearson		2015
ELA	Various	Benchmark - Advance - My Shared Readings Consumable Textbooks Units 1-10 - Grade K	5 Booklets	Benchmark		2017
ELA - DI	Various	Benchmark - Adelante - Mis Lecturas Compartidas Units 1-10 - Grade K	5 Booklets	Benchmark		2017
History	n/a	California Studies Weekly - Grade K	Newspaper	Studies Weekly		2019
Science	978-1-78916-116-8	Grade Kindergarten, Module 1, Student TwigBook: My Big Nature Adventure	Workbook	Twig		2020
Science	978-1-78916-117-5	Grade Kindergarten, Module 2, Student TwigBook: Marble Run Engineer	Workbook	Twig		2020
Science	978-1-78916-118-2	Grade Kindergarten, Module 3, Student TwigBook: Be Prepared	Workbook	Twig		2020
Science	978-1-78916-119-9	Grade Kindergarten, Module 4, Student TwigBook: I Can	Workbook	Twig		2020

First Grade

Subject	ISBN	Title	Type	Publisher	Course	Adopted
Math	Various	enVision MATH: Common Core, Lvl 1	Newspaper	Pearson		2015
Math - DI	Various	enVision MATH: Common Core: En español, Lvl 1	Newspaper	Pearson		2015
ELA	Various	Benchmark - Advance - My Shared Readings Consumable Textbooks Units 1-10 - Grade 1	5 Booklets	Benchmark		2017
ELA - DI	Various	Benchmark - Adelante - Mis Lecturas Compartidas Units 1-10 - Grade 1	5 Booklets	Benchmark		2017
History	n/a	California Studies Weekly - Grade 1	Newspaper	Studies Weekly		2019
Science	978-1-78916-120-5	Grade 1, Module 1, Student TwigBook: Museum of Leafology	Workbook	Twig		2020
Science	978-1-78916-121-2	Grade 1, Module 2, Student TwigBook: Animal Reporters	Workbook	Twig		2020
Science	978-1-78916-122-9	Grade 1, Module 3, Student TwigBook: Shadow Town	Workbook	Twig		2020
Science	978-1-78916-123-6	Grade 1, Module 4, Student TwigBook: Patterns in the Sky	Workbook	Twig		2020

Second Grade

Subject	ISBN	Title	Type	Publisher	Course	Adopted
Math	Various	enVision MATH: Common Core, Lvl 2	Newspaper	Pearson		2015
Math - DI	Various	enVision MATH: Common Core: En español, Lvl 2	Newspaper	Pearson		2015
ELA	Various	Benchmark - Advance - Texts for Close Reading Consumable Textbooks Units 1-10 - Grade 2	10 Booklets	Benchmark		2017
ELA - DI	Various	Benchmark - Adelante - Textos para La Lectura Atenta Units 1-10 - Grade 2	10 Booklets	Benchmark		2017
History	n/a	California Studies Weekly - Grade 2	Newspaper	Studies Weekly		2019
Science	978-1-78916-124-3	Grade 2, Module 1, Student TwigBook: My Journey West	Workbook	Twig		2020
Science	978-1-78916-125-0	Grade 2, Module 2, Student TwigBook: Masters of Materials	Workbook	Twig		2020
Science	978-1-78916-126-7	Grade 2, Module 3, Student TwigBook: Save the Island	Workbook	Twig		2020
Science	978-1-78916-127-4	Grade 2, Module 4, Student TwigBook: A Garden for Life	Workbook	Twig		2020

Third Grade

Subject	ISBN	Title	Type	Publisher	Course	Adopted
Math	9780328784035	enVision MATH: Common Core, Lvl 3	Textbook	Pearson		2015
Math - DI	9780328803934	enVision MATH: Common Core: En español, Lvl 3	Textbook	Pearson		2015
ELA	Various	Benchmark - Advance - Texts for Close Reading Consumable Textbooks Units 1-10 - Grade 3	10 Booklets	Benchmark		2017
ELA - DI	Various	Benchmark - Adelante - Textos para La Lectura Atenta Units 1-10 - Grade 3	10 Booklets	Benchmark		2017
History	n/a	California Studies Weekly - Grade 3	Newspaper	Studies Weekly		2019

Science	978-1-78916-128-1	Grade 3, Module 1, Student TwigBook: The Ultimate Playground	Workbook	Twig		2020
Science	978-1-78916-129-8	Grade 3, Module 2, Student TwigBook: Welcome to the Biome	Workbook	Twig		2020
Science	978-1-78916-130-4	Grade 3, Module 3, Student TwigBook: How to Survive an Ice Age	Workbook	Twig		2020
Science	978-1-78916-131-1	Grade 3, Module 4, Student TwigBook: Weather Warning HQ	Workbook	Twig		2020

Fourth Grade

Subject	ISBN	Title	Type	Publisher	Course	Adopted
Math	9780328784042	enVision MATH: Common Core, Lvl 4	Textbook	Pearson		2015
Math - DI	9780328803941	enVision MATH: Common Core: En español, Lvl 4	Textbook	Pearson		2015
ELA	Various	Benchmark - Advance - Texts for Close Reading Consumable Textbooks Units 1-10 - Grade 4	10 Booklets	Benchmark		2017
ELA - DI	Various	Benchmark - Adelante - Textos para La Lectura Atenta Units 1-10 - Grade 4	10 Booklets	Benchmark		2017
History	n/a	California Studies Weekly - Grade 4	Newspaper	Studies Weekly		2019
Science	978-1-78916-132-8	Grade 4, Module 1, Student TwigBook: Egg Racers	Workbook	Twig		2020
Science	978-1-78916-133-5	Grade 4, Module 2, Student TwigBook: Sparks Energy Inc.	Workbook	Twig		2020
Science	978-1-78916-134-2	Grade 4, Module 3, Student TwigBook: Time-Traveling Tour Guides	Workbook	Twig		2020
Science	978-1-78916-135-9	Grade 4, Module 4, Student TwigBook: Earthquake Engineering	Workbook	Twig		2020
Science	978-1-78916-136-6	Grade 4, Module 5, Student TwigBook: Super Survivors	Workbook	Twig		2020

Fifth Grade

Subject	ISBN	Title	Type	Publisher	Course	Adopted
Math	9780328784059	enVision MATH: Common Core, Lvl 5	Textbook	Pearson		2015
Math - DI	9780328803958	enVision MATH: Common Core: En español, Lvl 5	Textbook	Pearson		2015
ELA	Various	Benchmark - Advance - Texts for Close Reading Consumable Textbooks Units 1-10 - Grade 5	10 Booklets	Benchmark		2017
ELA - DI	Various	Benchmark - Adelante - Textos para La Lectura Atenta Units 1-10 - Grade 5	10 Booklets	Benchmark		2017
History	n/a	California Studies Weekly - Grade 5	Newspaper	Studies Weekly		2019
Science	978-1-78916-137-3	Grade 5, Module 1, Student TwigBook: Matter Mysteries Hotline	Workbook	Twig		2020
Science	978-1-78916-138-0	Grade 5, Module 2, Student TwigBook: Yellowstone: Uncovered	Workbook	Twig		2020
Science	978-1-78916-139-7	Grade 5, Module 3, Student TwigBook: H2O Response Team	Workbook	Twig		2020
Science	978-1-78916-140-3	Grade 5, Module 4, Student TwigBook: Galactic Guidebook	Workbook	Twig		2020

Sixth Grade

Subject	ISBN	Title	Type	Publisher	Course	Adopted
Math	9780544207004	Go Math: Middle School Grade 6	Textbook	Houghton Mifflin Harcourt	Math 6 CC	2015
ELA	n/a	Amplify ELA/ELD Grade 6 California Edition Digital	Digital Textbook	Amplify Education	English 6, Honors English 6, IBMY English 6	2017
ELA	9781416914075	M. C. Higgins, the Great	Novel	Amplify Education	English 6, Honors English 6, IBMY English 6	2017
ELA	9781671007804	Amplify ELA Grade 6 Anthology	Textbook	Amplify Education	English 6, Honors English 6, IBMY English 6	2017
ELA	None	Amplify ELA Grade 6 Solo Workbook	Consumable Textbook	Amplify Education	English 6, Honors English 6, IBMY English 6	2017
History	9780076755905	Impact California Social Studies - World History and Geography - Ancient Civilizations - Grade 6	Textbook	McGraw-Hill	Ancient History MS, Honors Social Studies 6, IBMY History 6	2019
Science	n/a	Amplify Science - Grade 6 - Earth Science - Investigation Notebook	Consumable Textbook	Amplify Education	NGSS Science 6, Honors NGSS Science 6, NGSS IBMY Science 6, CC 6th Grade	2019

Seventh Grade

Subject	ISBN	Title	Type	Publisher	Course	Adopted
Math	9780544202610	Go Math: Middle School Grade 7	Consumable Textbook	Houghton Mifflin Harcourt	Math 7 CC	2015
Math	9780544247963	Go Math: Middle School Accelerated Grade 7	Consumable Textbook	Houghton Mifflin Harcourt	Math 7 XL	2015
ELA	n/a	Amplify ELA/ELD Grade 7 California Edition Digital	Digital Textbook	Amplify Education	English 7, Honors English 7, IBMY English 7	2017
ELA	9781620140109	Summer of the Mariposas	Novel	Amplify Education	English 7, Honors English 7, IBMY English 7	2017
ELA	9780679755333	A Raisin in the Sun	Novel	Amplify Education	English 7, Honors English 7, IBMY English 7	2017
ELA	9780000000101	Amplify ELA Grade 7 Anthology	Textbook	Amplify Education	English 7, Honors English 7, IBMY English 7	2017
ELA	9780000000118	Amplify ELA Grade 7 Solo Workbook	Consumable Textbook	Amplify Education	English 7, Honors English 7, IBMY English 7	2017
History	9780076755974	Impact California Social Studies - World History and Geography - Medieval and Early Modern Times	Textbook	McGraw-Hill	World History MS, Honors Social Studies 7, IBMY History 7	2019
Science	n/a	Amplify Science - Grade 7 - Life Science - Investigation Notebook	Consumable Textbook	Amplify Education	NGSS Science 7, Honors NGSS Science 7, NGSS IBMY Science 7	2019

Eighth Grade

Subject	ISBN	Title	Type	Publisher	Course	Adopted
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Math	9780544206984	Go Math: Middle School Grade 8	Consumable Textbook	Houghton Mifflin Harcourt	Math 8 CC	2015
ELA	n/a	Amplify ELA/ELD Grade 8 California Edition Digital	Digital Textbook	Amplify Education	English 8, Honors English 8, IBMY English 8	2017
ELA	9780061862977	Gris Grimly's Frankenstein	Novel	Amplify Education	English 8, Honors English 8, IBMY English 8	2017
ELA	9780000000125	Amplify ELA Grade 8 Anthology	Textbook	Amplify Education	English 8, Honors English 8, IBMY English 8	2017
ELA	9780000000132	Amplify ELA Grade 8 Solo Workbook	Consumable Textbook	Amplify Education	English 8, Honors English 8, IBMY English 8	2017
History	9780076755974	Grade 8	Textbook	McGraw-Hill	8	2019
Science	n/a	Amplify Science - Grade 8 - Physical Science - Investigation Notebook	Textbook	Amplify Education	NGSS Science 8, Honors NGSS Science 8, NGSS IBMY Science 8	2019

High School

Subject	ISBN	Title	Type	Publisher	Course	Adopted
Math	9780357431948	Calculus for AP	Textbook	Cengage	AP Calculus	2021
Math	978013759231-9	Elementary Statistics: Picturing the World	Textbook	Pearson	Statistics (non AP)	2019
Math	9781936948123	Foundations in Personal Finance	Consumable Textbook	Ramsey Education	Financial Math	2018
Math	9781644322147	Big Ideas Integrated Math 1	Textbook	Cengage	Integrated Math 1	2019
Math	9781644322529	Big Ideas Integrated Math 2	Textbook	Cengage	Integrated Math 2, 2+	2019
Math	9781644322901	Big Ideas Integrated Math 3	Textbook	Cengage	Integrated Math 2+, 3	2019
Math	9780021400966	Mathematics for Business and Personal Finance	Textbook	McGraw-Hill	Financial Math	2018
Math	9781921972089	Mathematics for the International Student - Mathematics SL	Textbook	Haese Mthematics	IB Math Analysis SL	2017
Math	9781107661738	Mathematics Higher Level for the IB Diploma	Textbook	Cambridge University Press	IB Math Analysis HL	2017
Math	9781107691407	Mathematics Studies Standard Level for the IB Diploma	Textbook	Cambridge University Press	IB Math Applications SL	2017
Math	9781319269296	The Practice of Statistics for the AP Exam	Textbook	Bedford, Freeman, and Worth	AP Statistics	2020
Math	978013742377-4	Precalculus	Textbook	Pearson	Precalculus, Integrated Math 3+	2022
ELA	978-1-4573-0465-1	SpringBoard English Language Arts California - Grade 9	Consumable Textbook	CollegeBoard	English 1, Honors English 1, MYP 4, English I (Transition)	2023
ELA	978-1-4573-0466-8	SpringBoard English Language Arts California - Grade 10	Consumable Textbook	CollegeBoard	English 2, Honors English 2, MYP 5, English II (Transition)	2023
ELA	978-1-4573-0467-5	SpringBoard English Language Arts California - Grade 11	Consumable Textbook	CollegeBoard	English 3, Honors English 3, English III (Transition)	2023
ELA	978-1-4573-0468-2	SpringBoard English Language Arts California - Senior English	Consumable Textbook	CollegeBoard	English 4, English IV (Transition)	2023
ELA	N/A	ERWC Binder	Printed materials for		CSU Expository Reading and Writing (ERWC)	
ELA	9780894108570	Men in the Sun, Ghassan Kanafani (IB Diploma Programme)	Novel	Lynne Rienner Publishers	IB English 1	2023
ELA	978-0375714832	The Complete Persepolis, Marjane Satrapi (IB Diploma Programme)	Novel	Pantheon	IB English 1	2023
ELA	978-0060505592	Paradise of the Blind, Duong Thu Houn (IB Diploma Programme)	Novel	William Morrow Paperbacks	IB English 1	2023
ELA	9780679720201	The Stranger, Albert Camus (IB Diploma Programme)	Novel	Vintage	IB English 1	2023
ELA	978-0679750154	The Sailor Who Fell From Grace with the Sea, Yukio Mishima (IB Diploma Programme)	Novel	Vintage	IB English 1	2023
ELA	978-0385490818	The Handmaid's Tale, Margaret Atwood (IB Diploma Programme)	Novel	Knopf Doubleday Publishing Group	IB English 1	2023
ELA	978-0374531386	Slouching Toward Bethlehem, Joan Didion (IB Diploma Programme)	Novel	Farrar, Straus and Giroux	IB English 2	2023
ELA	978-1883011529	Collected Essays, James Baldwin (IB Diploma Programme)	Novel	Library of America	IB English 2	2023
ELA	9780140481341	Death of a Salesman, Arthur Miller (IB Diploma Programme)	Novel	Penguin Books	IB English 2	2023
ELA	9781319409258	The Language of Composition	Textbook	Bedford, Freeman, and Worth	AP Language and Composition	2023
ELA	9.78132E+12	Literature & Composition	Textbook	Bedford, Freeman, and Worth	AP Literature and Composition	2023
History	9781337090155	The American Pageant - AP Edition	Textbook	Cengage Learning	AP United States History	2017
History	9780076755806	Impact California Social Studies - United States History and Geography - Continuity and Change	Textbook	McGraw-Hill	United States History	2019
History	9780198354895	History of the Americas: 1880 - 1981 (IB Diploma Programme)	Textbook	Oxford University Press	IB History of the Americas	2023
History	9781111841454	A History of Latin America	Textbook	Cengage	IB History of the Americas	2023
History	9780076755769	Impact California Social Studies - World History, Culture and Geography - The Modern World	Textbook	McGraw-Hill	World History	2019
History	9780199736348	The Twentieth-Century World and Beyond: An International History Since 1900, (various editions)	Textbook	Oxford University Press	IB Global Studies	2011
History	9781319022723	Ways of the World A Global History with Sources - For the AP Course	Textbook	Bedford, Freeman, and Worth	AP World History	2018
Government	9780134586571	Government in America People, Politics, and Policy - AP Edition	Textbook	Pearson	AP Government	2018
Government	9780076755639	Principles of American Democracy - Impact California Social Studies	Textbook	McGraw-Hill	Government	2018
Elective	9781609804169	A Different Mirror for Young People: A History of Multicultural America	Textbook	Triangle Square	Ethnic Studies	2023
Elective	979876573003	Our Stories in Our Voices	Textbook	Kendall Hunt	Ethnic Studies	2023
Elective	978-1382004992	Oxford IB Diploma Programme: IB Economics Course Book	Textbook	Oxford University Press	IB Economics	2020
Elective	9781319113278	Krugman's Economics for the AP Course	Textbook	Bedford	AP Microeconomics	2019
Elective	9780393624618	Essentials of Cultural Anthropology: A Toolkit for a Global Age	Textbook	Norton	Cultural Anthropology	2018
Economics	9.78008E+12	Impact California - Principles of Economics	Textbook	McGraw-Hill	Economics	2023
Elective	9781583714263	National Geographic World Cultures and Geography	Textbook	National Geographic	Geography	2017
Elective	9781531129200	AMSCO AP Human Geography	Textbook	Perfection Learning Corp	AP Human Geography	2019
Elective	9781319221638	A History of Western Society	Textbook	Bedford	AP European History	2020
Elective	9780393614091	Principles of Macroeconomics	Textbook	Norton	AP Macroeconomics	2018
Elective	9781324070870	The Real World, 9th High School Edition	Textbook	Norton	Sociology	2024

Elective	9780314140777	Street Law: A Course in Practical Law	Textbook	Glencoe/McGraw-Hill	Street Law	2001
Elective	9781464113079	Myers' Psychology for AP	Textbook	Bedford, Freeman, and Worth	AP Psychology	2016
Elective	9780393877571	<i>Psychology in Your Life, 4th High School Edition</i>	Textbook	Norton	Psychology	2024
Science	9781643058634	CA NGSS 3D HS The Living Earth STEMscopedia	Textbook	Accelerate Learning	Biology: Living Earth (and Honors)	2022
Science	9780135214763	AP Biology: Campbell in Focus	Textbook	Savvas	AP Biology and IB Biology	2021
Science	9780136646099	Campbell Biology: Concepts and Connections, 10th Edition (Mira Loma only)	Textbook	Savvas	Honors MYP Biology	2022
Science	9780983239604	Biotechnology: A Laboratory Skills Course	Textbook	Bio-Rad Laboratories	Biotechnology and Bioethics	2013
Science	vol 1: 9781418306809 vol 2: 9781418306984	CA Experience Chemistry (2 volume consumable student set)	Textbook	Savvas	Chemistry in the Earth System (and Honors)	2022
Science	9780357867532	Chemistry (AP Edition) 10th edition	Textbook	Cengage	AP Chemistry and IB Chemistry	2021
Science	9780358750437	Hein, Foundations of College Chemistry, Sixteenth Edition	Textbook	Wiley	Honors MYP Chemistry	2022
Science	9781937492137	Pasco Essential Physics	Textbook	Pearson	Physics of the Universe (and Honors)	2023
Science	9780134683300	College Physics: Explore and Apply (2019). 2nd edition.	Textbook	Savvas	AP Physics and IB Physics	2021
Science	9781975076511	Physics: High School (Mira Loma Only)	Textbook	OpenStax	Honors MYP Physics and MYP Conceptual Physics	2022
Science	9780357865354	Environmental Science: Sustaining your World	Textbook	Cengage	Environmental Science	2022
Science	9780357436325	Exploring Environmental Science for AP Updated	Textbook	Cengage	AP Environmental Science	2021
Science	9780136874034	Human Anatomy and Physiology	Textbook	Savvas	Anatomy and Physiology (and Honors)	2023
Science	9780357543627	Forensic Science: Fundamentals & Investigations	Textbook	Cengage	Forensic Science	2023
Science	9781305633810	Essentials of Physical Anthropology	Textbook	Cengage	Biological Anthropology	2023
Science	9780137302260	Physics for Scientists and Engineers: A Strategic Approach with Modern Physics 5e, AP Edition ©2022	Textbook	Savvas	AP Physics C: Mechanics	2024
Health	9781685840402	Essential Health Skills (2023)	Textbook	Goodheart Wilcox	High School Health	2022

World Language

Subject	ISBN	Title	Type	Publisher	Adopted
Chinese	9781622911332	Integrated Chinese Simplified Characters 1 Textbook 4th edition	Textbook	Cheng and Tsui	MYP Chinese 3
Chinese	9781622911325	Integrated Chinese Traditional Characters 1 Textbook 4th edition	Textbook	Cheng and Tsui	MYP Chinese 3
Chinese	9781622911394	Integrated Chinese Simplified Characters 2 Textbook 4th edition	Textbook	Cheng and Tsui	MYP Chinese 4
Chinese	9781622911387	Integrated Chinese Traditional Characters 2 Textbook 4th edition	Textbook	Cheng and Tsui	MYP Chinese 4
Chinese	9781622911592	Integrated Chinese Simplified and Traditional Characters 3 Textbook 4th edition	Textbook	Cheng and Tsui	IB Chinese 1
Chinese	9781622911509	Integrated Chinese Simplified and Traditional Characters 4 Textbook 4th edition	Textbook	Cheng and Tsui	IB Chinese 2 SL, HL
Chinese	9780887274350	Masterwork's Chinese Companion	Textbook	Cheng and Tsui	IB Chinese 2 HL
Chinese	9781876739065	Ni Hao 1 - Chinese Language Course Introductory Level	Textbook	Cheng and Tsui	MYP Chinese 1
Chinese	9780887273636	Ni Hao 1 - Textbook an Introduction to Chinese Introductory Level - Traditional Character Edition	Textbook	Cheng and Tsui	MYP Chinese 1
Chinese	9781876739485	Ni Hao 2 - Chinese Language Course Elementary Level	Textbook	Cheng and Tsui	MYP Chinese 2
Chinese	9780887274855	Ni Hao 2 - Textbook Elementary Level - Traditional Character Edition	Textbook	Cheng and Tsui	MYP Chinese 2
French	9781938026874	Thèmes	Textbook	Vista Higher Learning	AP French Language
French	9780547871790	Chemins 1	Textbook	Vista Higher Learning	French 1
French	9780547871677	Chemins 2	Textbook	Vista Higher Learning	French 2
French	9780547871691	Chemins 3	Textbook	Vista Higher Learning	French 3
French	9781447980599	Chemins 4	Textbook	Vista Higher Learning	French 4
French	9780198390060	IB Prepared: French B	Textbook	Oxford University Press	IB French 1, 2
Japanese	9781622910564	Adventures in Japanese 1	Textbook	Cheng and Tsui	Japanese 1
Japanese	9781622910663	Adventures in Japanese 2	Textbook	Cheng and Tsui	Japanese 2, IB Japanese 1
Japanese	9781622910700	Adventures in Japanese 3	Textbook	Cheng and Tsui	Japanese 3, IB Japanese 2
Japanese	9781622911950	できる！ - Dekiru! An AP Japanese Preparation Course	Textbook	Cheng and Tsui	AP Japanese Language, IB Japanese 1, 2
Spanish	9781533838865	Qué Chévere 1	Textbook	Carnegie Learning	Spanish 1
Spanish	9781533838889	Qué Chévere 2	Textbook	Carnegie Learning	Spanish 2
Spanish	9780133693744	Encuentros Maravillosos	Textbook	Pearson	IB Spanish 1, 2
Spanish	9781533838902	Qué Chévere 3	Textbook	Carnegie Learning	Spanish 3
Spanish	9781533849878	Qué Chévere 4	Textbook	Carnegie Learning	Spanish 4
Spanish	9781543394948	Temas, 3rd edition	Textbook	Vista Higher Learning	AP Spanish Language and Culture
Spanish	9781543354881	Temas para español B	Textbook	Vista Higher Learning	IB Spanish 1, 2
Spanish	9781942400318	Aluzejo	Textbook	Wayside	AP Spanish Literature
Spanish	9780357426081	El Mundo Hispano 21 - español para el siglo 21 - Curso Intermedio	Textbook	Cengage Learning	Spanish for Heritage Learners 2, 3
Sign Language	9781881133209	Master ASL! - Level One	Textbook	Sign Media Inc.	American Sign Language 1, 2
Sign Language	978188272992	ASL Grammatical Aspects Guide	Textbook	Sign Enhancers Inc.	American Sign Language 3, 4

Textbook and Instructional Materials Sufficiency

Sufficiency of textbooks and instructional materials at all school sites is maintained through Business Support Services. All school sites utilize the Follett system to manage and track their textbook assets. This system has the ability to check out textbooks, facilitate the Williams reporting process, and view textbook inventory (site and district-wide). All textbook requests are placed through the Follett system and fulfilled through the central process at the district textbook warehouse. If the textbook is not available in the textbook warehouse, unused copies are located at another school site through the Follett system by comparing class enrollment to the site inventory of the associated textbook. Minimal quantities of textbooks are kept in stock in the warehouse.

Charter schools are not required to participate in the Williams requirements.

SUBJECT: New Board Policy 1160 Political Processes (Thigpen) - 8:05 p.m.

DEPARTMENT: Labor Relations and Government Affairs

ACTION REQUESTED:

Action: The superintendent is recommending that the board adopt new Board Policy 1160 Political Processes.

RATIONALE/BACKGROUND:

On Sept. 10, 2024, the Board of Education reviewed and discussed a draft of a proposed new board policy that communicates the intent and purpose for advocacy and requires the board to regularly adopt legislative priorities to guide advocacy work. This step was the continuation of a broader dialogue that began in August, when board members discussed the district's government relations goals and ways the district can expand its voice to strengthen public policy that impacts student success.

This updated draft Board Policy 1160: Political Processes incorporates revisions board members requested on Sept. 10. It is modeled after similar versions of a policy that has been adopted by large school districts locally and across the state, with provisions specific to San Juan Unified's local context and in alignment with California School Boards Association (CSBA) recommendations and Government Code 53060.5.

ATTACHMENT(S):

1. [Updated Draft BP 1160 Political Processes](#)

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 09/03/2024, 09/16/2024
Board of Education: 08/27/2024, 09/10/2024

FISCAL IMPACT:

N/A

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

APPROVED BY: Melissa Bassanelli, Superintendent of Schools

Policy 1160: Political Processes

Status:

Original Adopted Date:

The Governing Board has a responsibility to actively advocate fiscal and public policy that supports the district's schools and students. The Board shall be proactive in defining the district's legislative priorities based on the district's strategic plan and the needs of the district and community. The Board's advocacy efforts shall be conducted in accordance with legal requirements.

Legislation

The Board's responsibility as an advocate for the district is to establish legislative priorities based on the district's strategic plan. The Superintendent or designee shall work to establish and maintain ongoing relationships with elected officials, community leaders, and the media in order to communicate district positions and concerns.

Before each two-year legislative session commences, the Board and Superintendent shall develop a set of legislative priorities that will define focus areas for district advocacy efforts. Based on these priorities, the Superintendent or designee may implement advocacy strategies including but not limited to: communicating positions on specific legislation, regulations, or budget proposals, development of key messages and talking points, public testimony, and outreach to the media. In order to strengthen legislative advocacy efforts, the Superintendent or designee may work with organizations and coalitions and may join associations whose representatives lobby on behalf of their members in accordance with Government Code 53060.5.

The district shall inform the Board and public about its advocacy activities no less than twice annually. If the Superintendent or designee anticipates the district will be taking a formal position on pending legislation, the Board shall be notified in writing in a timely manner.

The district may provide to the community fair and impartial information about legislative issues affecting schools and students. However, informational materials about legislation shall not urge the public to lobby the legislature, Governor, or state agencies on behalf of the district.

As necessary, the Superintendent or designee may bring to the board for discussion and action draft legislative or regulatory proposals (including but not limited to district-sponsored legislation) which serve the district's interests.

Board Member Request for Action or Information on Legislation

Requests by individual Board members shall follow the procedures established in the board-adopted Governance Handbook.

**SAN JUAN UNIFIED SCHOOL DISTRICT
TENTATIVE BOARD AGENDA ITEMS
2024-2025**

K
09/24/2024

OCTOBER 8

Recognition: Week of the School Administrator (Oct. 13-19) – A	Toto
College and Career Readiness – R	Schnepf
Strategic Plan Update – R	Allen
Variable Term Waivers – A	Toto
Assignment of Teachers Outside Regular Base Credential – A	Toto
Provisional Internship Permits – A	Toto
Exemption to the Separation-From-Service Requirement – A	Toto
Williams Complaint Report – R	Gaddis
*Amendment No. 4 Mariemont Elementary School LLB Modernization and Interim Housing Project – A	Camarda
*Purchase Agreement for Districtwide Furniture (BP#25-202) – A	Camarda
*Resolution: Commit Fund Balance – A	Ryan

OCTOBER 22

Recognition: National School Psychology Week (Nov. 11-15) – A	Slavensky
2023-2024 End of Year Data Summary – R	Slavensky
Resolution: Land Acknowledgement – A [Discussed: 05/14/24, 09/24/24]	Oaxaca
Cell Phone Policy – D	Allen
Legislative Priorities for 2025-2026 – D/A	Thigpen
Amendments to Use of Facilities Handbook – A	Camarda
*CTE Advisory Committee Roster 2024-2025 – A	Schnepf

NOVEMBER 19 (3rd Tuesday)

Board reception honoring outgoing board members (before board meeting)

La Entrada/Adult Education Graduation Requirements – D	Schnepf
Universal Prekindergarten (UPK) Update – R	Townsend-Snider
Dress Code Update – R	Schnepf
Set Annual Organizational Meeting – A	Board
*Resolution: CSPP Continued Funding Application Designated Personnel 2025-2026 – A	Townsend-Snider
*2024-25 Meal Price Increases – A	Camarda

DECEMBER 17 (3rd Tuesday)

Board reception/swearing-in (before board meeting)

Annual Organizational Meeting – A	Board
System of Professional Growth – R	Slavensky
2023-2024 Audit Report – A	Ryan
2024-2025 First Interim & Budget/Financial Status Report – A	Ryan
Bond Update – R	Camarda
*Continued Funding Application CSPP & CCTR – A	Townsend-Snider
*Minimum Wage Increase (Short Term, Temporary) – A	Toto

JANUARY 14

English Language Development (ELD) Update – R	Oaxaca
The Brown Act – D	Gaddis
Title IX Board Policies – D	Gaddis
BP 0410 Nondiscrimination in District Programs and Activities	
BP 1312.3 Uniform Complaint Procedures	
BP 4030 Nondiscrimination in Employment	
BP 4033 Lactation Accommodation	

BP 4119.11/4219.11/4319.11 Sex Discrimination and Sex-Based Harassment
BP 5145.3 Nondiscrimination/Harassment
BP 5145.7 Sex Discrimination and Sex-Based Harassment
BP 5146 Married/Pregnant/Parenting Students

Annual Policy Review – D Gaddis
BP 3430 Investing and Debt Management
BP 5116.1 Intradistrict Open Enrollment
BP 6145 Extracurricular/Cocurricular Activities
BP 6020 Parent Involvement
Williams Complaint Report – R Gaddis
Governance Handbook Annual Update – D Allen
*Resolution: Emergency Contracting – A Ryan
*Resolution: Authorized Signature - Power to Contract on Behalf of the District – A Ryan
*Resolution: Delegating Signature Authorization to the Superintendent – A Ryan

JANUARY 28

Recognition: 2025 Classified Employees of the Year – A Toto
Recognition: National School Counseling Week (Feb. 3-7) – A Schnepf
Katherine Johnson Middle School Transition Update – R Schnepf
Maintenance Update – R Camarda
*Title IX Board Policies – A [Discussed 01/14/25] Gaddis
BP 0410 Nondiscrimination in District Programs and Activities
BP 1312.3 Uniform Complaint Procedures
BP 4030 Nondiscrimination in Employment
BP 4033 Lactation Accommodation
BP 4119.11/4219.11/4319.11 Sex Discrimination and Sex-Based Harassment
BP 5145.3 Nondiscrimination/Harassment
BP 5145.7 Sex Discrimination and Sex-Based Harassment
BP 5146 Married/Pregnant/Parenting Students
*Annual Policy Review – A [Discussed 01/14/25] Gaddis
BP 3430 Investing and Debt Management
BP 5116.1 Intradistrict Open Enrollment
BP 6145 Extracurricular/Cocurricular Activities
BP 6020 Parent Involvement
*School Accountability Report Cards (SARCs) – A Slavensky
*LCAP Federal Addendum Annual Revision – A Slavensky
*Governance Handbook Annual Update – A [Discussed 01/14/25] Allen

FEBRUARY 11

Recognition: National School Social Work Week (Mar. 2-8) – A Oaxaca
Mid-Year LCAP Update 2024-2025 – R Slavensky
Choices Charter School Mid-Year LCAP Update 2023-2024 – R Ginter
Technology Update – R Skibitzki
*Resolution: Biennial Federal Surplus Property Participation Renewal – A Ryan

FEBRUARY 25

Recognition: Arts Education Month (March) – A Slavensky
Proposition 28: Arts Education – R Slavensky
Recommendation for Reductions in PKS & Criteria for Tie Break (Certificated TK-12) – D Toto
Recommendation for Reductions in PKS & Criteria for Tie Break (Certificated ECE) – D Toto
Recommendation for Reductions in PKS & Criteria for Tie Break (Certificated Adult Ed) – D Toto
Notice of Intent to Reduce Classified Positions – D Toto
2025 CSBA Delegate Assembly Election – A Board
*Early Head Start/Head Start Budget Modification/Carryover Funds – A Townsend-Snider

MARCH 11

Second Interim Budget Report – R Ryan
Facilities Master Plan – D Camarda
Resolutions: Reductions in PKS & Criteria for Tie Break (Certificated TK-12) – A [Discussed 02/25/25] Toto
Resolutions: Reductions in PKS & Criteria for Tie Break (Certificated ECE) – A [Discussed 02/25/25] Toto
Resolutions: Reductions in PKS & Criteria for Tie Break (Certificated Adult Ed) – A [Discussed 02/25/25] Toto
Resolution: Notice of Intent to Reduce Classified Positions – A [Discussed 02/25/25] Toto
*Audit Reports for Measures J, N, P and S – A Ryan

MARCH 25

Recognition: Week of the Young Child (Apr. 5-11) – A Townsend-Snider
Recognition: Adult Education Week – A Schnepf
Instructional Technology – R Slavensky
Transportation Update – R Camarda
3280 and 7-11 Committees – D Camarda
*Head Start and Early Head Start Grant Application 2025-2026 – A Townsend-Snider

APRIL 8

Recognition: School Bus/Van Driver Appreciation Day (Apr. 22) – A Toto
Instructional Materials Adoptions – D Slavensky
New High School Courses – D Slavensky
Accelerated Programs – D Slavensky
Williams Complaint Report – R Gaddis
Proposed Board Meeting Dates for 2025-2026 – A Board

APRIL 22

Recognition: National Nurses Week and National School Nurse Day (May 6-12 & May 7) – A Oaxaca
Recognition: California Day of the Teacher (May 14) – A Toto
Multi-Tiered System of Supports (MTSS) – R Oaxaca
Innovative School Update – R Townsend-Snider
*Instructional Materials Adoptions – A [Discussed 04/08/25] Slavensky
*New High School Courses – A [Discussed 04/08/25] Slavensky

MAY 13

Recognition: National Speech Pathologist Day (May 18) – A Slavensky
Recognition: Classified School Employee Week (May 18-24) – A Toto
District TK-12 Mathematics Update – R Slavensky
Nutrition Services Update – R Camarda
Hearing Officer's Recommendation-2025 RIF (if applicable) – A Gaddis

MAY 27

Recognition: National Science Bowl (if applicable) – A Schnepf
Recognition: Science Olympiad (if applicable) – A Schnepf
Recognition: Academic Decathlon (if applicable) – A Schnepf
Restorative Practices/Student Discipline – R Oaxaca
Equity Plan – D Oaxaca
*Head Start/Early Head Start SETA Grant Resolution 2025-2026 – A Townsend-Snider
*Facility Lease Amendments – A Camarda

JUNE 10

Public Hearing: LCAP – D Slavensky
Public Hearing: LCAP/Choices Charter School – D Ginter
Public Hearing: Adoption of the 2025-2026 Budget – D Ryan
Strategic Plan Update – R Allen
Temporary Interfund Borrowing of Cash – A Ryan

*CIF Superintendent Designation of Representatives 2025-2026 – A

Schnepf

*ECE Program Self-Evaluation for CDE – A

Townsend-Snider

*Head Start/Early Head Start COLA Funding Allocation 2025-2026 – A

Townsend-Snider

JUNE 24

California School Dashboard Local Indicators – R

Slavensky

LCAP – A [Public Hearing 06/10/25]

Slavensky

Choices Charter School California School Dashboard Local Indicators – R

Ginter

LCAP Choices Charter School – A [Public Hearing 06/10/25]

Ginter

Adoption of the 2025-2026 Budget – A [Public Hearing 06/10/25]

Ryan

Facilities Update – R

Camarda

Bond Oversight Committee Update – R

Camarda

*2024-2025 Actuarial Report (OPEB) – A

Ryan

*Charter School 2023-2024 Audit Reports (AAT, CMP, GIS, GV, OFY, VIE) – A

Ryan

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