



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
October 8, 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.

A. OPEN SESSION/CALL TO ORDER/ANNOUNCEMENT OF CLOSED SESSION TOPICS-5:30 p.m.

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

B. CLOSED SESSION - 5:30 p.m.

1. Student expulsions in two cases (Education Code section 48918[f]).

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

D. APPROVAL OF MINUTES

1. Minutes - September 24, 2024, regular meeting

Action: The superintendent is recommending that the board approve the minutes for September 24, 2024, regular meeting, pages 2625 - 2628.

E. RECOGNITION - 6:35 p.m.

1. Week of the School Administrator

Action: The superintendent is recommending that the board adopt Resolution No. A-442, proclaiming the week of October 13-19, 2024, as the Week of the School Administrator.

F. ORGANIZATIONS/ANNOUNCEMENTS - 6:40 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)

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

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

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

Action: The administration recommends that the consent calendar, H-1 through H-11, 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 and separations.

2. Purchasing Report

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

3. Gifts

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

4. Surplus Property

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

5. Resolution No. 4149 Commit Fund Balance

The superintendent is recommending that the board adopt Resolution No. 4149 to Commit Fund Balance.

6. Northridge Elementary School 2024 Site Security Project CEQA Categorical Exemption

The superintendent is recommending that the board approve the California Environmental Quality Act (CEQA) notice of exemption for the Northridge Elementary School 2024 site security project.

7. Oakview Community Elementary School 2024 Site Security Project CEQA Categorical Exemption

The superintendent is recommending that the board approve the California Environmental Quality Act (CEQA) notice of exemption for the Oakview Community Elementary School 2024 site security project.

8. Cameron Ranch Elementary School 2024 Site Security Project CEQA Categorical Exemption

The superintendent is recommending that the board approve the California Environmental Quality Act (CEQA) notice of exemption for the Cameron Ranch Elementary School 2024 site security project.

9. Purchase Agreement for Districtwide Furniture (BP#25-202)

The superintendent is recommending that the board approve the purchase agreement for the purchase and delivery of districtwide furniture, as outlined in bid package 25-202, and award the contract to Jones Campbell Co., Inc. dba Campbell Keller, for a not to exceed price of \$40,227,940.06.

10. Lease-Leaseback Amendment No. 4 for Mariemont Elementary School Modernization and Interim Housing Project

The superintendent is recommending that the board adopt Resolution No. 4152, approving the fourth amendment to the lease for the Mariemont Elementary School Modernization & Interim Housing Project No. 130-9495-P1 & 130-9495-P2 between San Juan Unified School District and S+B James Construction California, Inc.

11. Ratification of Committee Member

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

I. CONSENT CALENDAR (continued, if necessary)

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

J. BUSINESS ITEMS

1. College and Career Readiness (Schnepp) - 7:25 p.m.

Report: The superintendent is recommending that the board hear an update on College and Career Readiness in San Juan Unified School District.

2. Strategic Plan Update (Allen) - 7:45 p.m.

Report: The superintendent is recommending that the board receive a report regarding rollout and implementation of the district's strategic plan.

3. Revisions to Board Policy 0420.41 Charter School Oversight and Exhibit 0420.41 Charter School Responsibilities (Oaxaca) - 8:05 p.m.

Discussion: The superintendent is recommending that the board discuss the proposed revisions to Board Policy 0420.41 Charter School Oversight and Exhibit 0420.41 Charter School Responsibilities. Action anticipated: 10/22/2024.

4. Intent to Convey Temporary Construction Easement at Northridge Elementary School to the Fair Oaks Water District (Camarda) - 8:10 p.m.

Action: The superintendent is recommending that the board adopt Resolution No. 4156, authorizing the intent to convey a temporary construction easement at Northridge Elementary School to the Fair Oaks Water District.

5. Variable Term Waivers (Toto) - 8:15 p.m.

Action: The superintendent is recommending that the board approve the submission of Variable Term Waivers to the California Commission on Teacher Credentialing (CTC) effective 08/01/2024-06/11/2025 for the individuals in the attached documents.

6. Assignment of Teachers Outside Regular Base Credential (Toto) - 8:20 p.m.

Action: The superintendent is recommending that the board adopt Resolution No. 4154 authorizing the assignment of 55 certificated employees who hold regular base credentials outside these authorizations

during the 2024-2025 school year per Education Code sections 44256(b), 44258.2, 44263 and 44865.

7. Provisional Internship Permits (Toto) - 8:25 p.m.

Action: The superintendent is recommending that the board approve the submission of four Provisional Internship Permits to the California Commission on Teacher Credentialing (CTC) effective 08/11/2024-06/11/2025 for Liberty Gawthorne, Vadym Golub, Logan Reis, and Amber Yamanaka.

8. Exemption to the Separation-From-Service Requirement (Toto) - 8:30 p.m.

Action: The superintendent is recommending that the board adopt Resolution No. 4155 approving the exemption to the separation-from-service requirement pursuant to Education Code section 24214.5 or 26812.

9. Williams Complaint Report (Gaddis) - 8:35 p.m.

Report: regarding an update on Williams-type complaints filed with the district during the time period from July 1, 2024, to September 30, 2024.

K. BOARD REPORTS - 8:40 p.m.

L. FUTURE AGENDA - 8:45 p.m.

1. Tentative future agenda items

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

M. CLOSED SESSION (continued, if necessary)

Announcement of topics/announcement of actions.

N. ADJOURNMENT - 8:50 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 24, 2024

Regular Meeting
Board of Education
6:00 p.m.

Open Session/Call to Order/Announcement of Closed Session Topics (A)

The September 24 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.

Closed Session Visitor Comments (A-1)

There were no closed session visitor comments.

Closed Session (B)

The meeting was then recessed with the board convening in closed session to consider a student expulsion in one case (Education Code section 48918[f]).

Reconvene Open Session/Pledge of Allegiance (C)

At 6:30 p.m., the meeting was called back to order by the president, Pam Costa. Four members of the Del Campo High School Jr. ROTC led the group in the Pledge of Allegiance. Ms. Costa acknowledged the passing of former San Juan Unified Superintendent Ray Tolleson.

Roll Call

Present:
Pam Costa, president
Saul Hernandez, vice president (*via teleconference*)
Ben Avey, clerk
Paula Villescaz, member
Tanya Kravchuk, member
Manuel Perez, member
Zima Creason, member (*via teleconference*)

Minutes Approved (D)

It was moved by Ms. Kravchuk, seconded by Mr. Perez, that the minutes of the September 10 regular meeting be approved. MOTION CARRIED UNANIMOUSLY [AYES: Costa, Hernandez, Avey, Villescaz, Kravchuk, Perez, Creason; NOES: None; ABSTAIN: None].

High School Student Council Reports (E-1)

High School Student Council representatives Julissa Rivera and Peyton Bonilla from Mesa Verde High School and Brenda Alcaide Navarro and Adriel Landeros Tapia from San Juan High School updated the board on the goals, activities and achievements at their respective schools.

Staff Reports (E-2)

Chief of Staff Trent Allen provided an update on enrollment numbers and the impact of attendance trends resulting from recent social media threats.

Closed Session/Expulsion Actions (E-6)

There were no closed session actions to report.

Visitor Comments (F)

BJ Combs encouraged eligible students to register to vote.

Violeta Caldera, on behalf of World Relief, spoke about the need for transportation for newcomer students.

Consent Calendar Approved (G-1/G-10)

It was moved by Mr. Avey, seconded by Ms. Villescaz, that the consent calendar items G-1 through G-10 be approved. MOTION CARRIED UNANIMOUSLY [AYES: Costa, Hernandez, Avey, Villescaz, Kravchuk, Perez, Creason; NOES: None].

Personnel (G-1)

Appointments, leaves of absence, separations and job description/salary range change – approved as submitted.

Purchasing Report (G-2)

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

Business/Financial Report (G-3)

Warrants and payroll – approved as submitted.

Gifts (G-4)

Acceptance of gifts to Encina High School, Laurel Ruff Transition School and Mesa Verde High School.

Surplus Property (G-5)

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

Rvisions to Board Bylaws and Exhibits and Retirement of Board Policy (G-6)

Approval of 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 adoption of new Exhibit 9323.2; and the retirement of Board Policy 1120 Governing Board Meetings.

Consolidated Application for Funding 2024-2025 (G-7)

Approval to submit the 2024-2025 Consolidated Application for Funding to the California Department of Education (CDE) and State Board of Education (SBE).

Choices Charter School Proposition 28 Annual Report (G-8)

Approval of Choices Charter School Proposition 28 annual report.

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 (G-9)

Approval of 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).

Ratification of Committee Members (G-10)

Ratification of the appointments of David Burbridge and Megan Leschly to the Community Advisory Committee (CAC) and Anna Stellmacher to the Facilities Committee.

Attendance Improvement Initiative Update (I-1)

Assistant Superintendent of Educational Services, Harvey Oaxaca, Ed.D.; Director of Student Support Services, Dominic Covello; and Multi-Tiered System of Supports Administrator on Special Assignment, Katie Knifton-Foley, provided an update on the district's Attendance Improvement Initiative for the 2024-2025 school year. Dr. Oaxaca introduced the topic and provided background information. Mr. Covello reviewed the district's attendance data, highlighting external factors that impact attendance. Mr. Covello also discussed the district's tier I universal actions and the strategic tier II and intensive tier III strategies which are effectively employed for chronically absent groups and individual students who are most in

need of support. Ms. Knifton-Foley shared information about the Attendance Academy intervention pilot program, which is expanding to additional school sites for the 2024-2025 school year. Dr. Oaxaca discussed next steps. Board members made comments. Ms. Villescaz spoke about the impact of social media threats on attendance. Ms. Costa commended the Attendance Academy and asked that a list of participating schools be sent to board members.

Land Acknowledgement Update (I-2)

Dr. Oaxaca introduced the topic and Director of Equity and Student Achievement Omar Field-Ridley who gave a presentation on the steps that have been taken to develop a land acknowledgement for district use at Board of Education meetings and high school graduations. Mr. Field-Ridley shared information about the purpose of the land acknowledgement, the process that has been implemented to collaboratively develop a land acknowledgement in partnership with local tribes and the district's American Indian Education Program Parent Advisory Committee (AIEP PAC), and the land acknowledgement statement that was developed. Dr. Oaxaca presented next steps.

Visitor Comments:

Pyrose Bernasconi expressed support for the land acknowledgement.

Yahmonee Hedrick shared his personal experiences as a former student and expressed support for the land acknowledgement.

Brianna Rose expressed support for the land acknowledgement.

Sequoia Coleman expressed support for the land acknowledgement.

Kelly Bencken expressed support for the land acknowledgement.

Kameiko Hostler expressed support for the land acknowledgement.

After public comment, board members engaged in discussion. Ms. Villescaz expressed her support for the land acknowledgement, encouraging genuine implementation rather than simply reciting words. Ms. Kravchuk shared that she researched land acknowledgments and recognizes their importance to the community. Ms. Kravchuk emphasized the need to consider the process, asking about the parameters for such acknowledgments and how decisions are made if other groups make a similar request, and she inquired about how the land acknowledgment could become more of a learning experience. Mr. Avey inquired about the district's current History-Social Science curriculum specifically related to the teaching of Native American history, which Director of Professional Learning and Innovation, Nicole Kukral, addressed. Mr. Avey made comments regarding educating students about America's past. While Mr. Avey expressed support for the land acknowledgement statement, he questioned how it should be implemented, whether it should be included only at the annual organizational meeting or at every board meeting. Ms. Creason expressed support for moving forward with the land acknowledgement, stating that implementing this is a simple, yet meaningful way to restore justice, and she expressed gratitude to the community for their efforts. Mr. Hernandez expressed his support for the land acknowledgment and noted his efforts to recognize the AIEP PAC. Mr. Hernandez wondered if the land acknowledgment might get diluted if it is read too frequently, and he suggested reading it at the first and last meetings of the year, as well as at high school graduations, and printing it in the agenda. Mr. Perez expressed support for the land acknowledgement statement, but shared that he is uncertain whether it should be implemented at every board meeting or just at the first and last meetings, and high school graduations. Superintendent Bassanelli explained how the item was originally agendized using the process outlined in the Governance Handbook. Ms. Kravchuk reiterated her concerns regarding how future requests from other groups would be handled. Mr. Avey said he believes it is at the discretion of the board to consider each request. Ms. Villescaz concurred that the same process would be repeated for future requests, unless new rules are adopted as part of the Governance Handbook. Ms. Villescaz expressed support for the implementation compromise regarding the cadence of meetings. Ms. Creason requested community feedback on the frequency change. Ms. Villescaz asked a question about the number of tribes listed in the resolution, which Indian Education School Community Worker, Samantha Manriquez, addressed. Ms. Costa thanked the community for its input, expressed support for the land acknowledgement statement and confirmed with Superintendent Bassanelli that enough information had been provided to proceed with fine-tuning the recommendation for further discussion and possible action on October 22.

The board took a recess at 8:25 p.m. due to a medical emergency in the board room. The meeting resumed at 8:52 p.m.

Public Hearing: Sufficiency of Textbooks and Instructional Materials (I-3)

Interim Deputy Superintendent of Schools and Student Support, Amy Slavensky, Ph.D., presented the topic. Ms. Costa declared the topic of sufficiency of textbooks and instructional materials a public hearing and invited the public to speak. There being no questions or comments from the public, Ms. Costa declared the public hearing closed. It was moved by Mr.

Avey, seconded by Ms. Kravchuk, to 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. MOTION CARRIED UNANIMOUSLY [AYES: Costa, Hernandez, Avey, Villescaz, Kravchuk, Perez, Creason; NOES: None].

New Board Policy 1160 Political Processes (I-4)

Executive Director of Labor Relations and Government Affairs, Daniel Thigpen, presented the proposed revisions to new Board Policy 1160 Political Processes, as discussed at the last board meeting. It was moved by Ms. Villescaz, seconded by Mr. Avey, to adopt new Board Policy 1160 Political Processes as presented. MOTION CARRIED UNANIMOUSLY [AYES: Costa, Hernandez, Avey, Villescaz, Kravchuk, Perez, Creason; NOES: None].

Board Reports (J)

Ms. Costa shared information about her visit to Mr. Waldo's political science class at El Camino Fundamental High School.

Future Agenda (K)

No items were added to the future agenda.

Closed Session Continued (L)

At 9:02 p.m., Ms. Costa announced that the board would return to closed session to continue item B-1, student expulsion in one case.

At 9:18 p.m., Mr. Avey reported that the board voted unanimously to reject as written one stipulated suspended expulsion and voted unanimously to enact a full expulsion in case number S-02.

Adjournment (M)

At 9:19 p.m., there being no further business, the regular meeting was adjourned.

Pam Costa, Board President

Melissa Bassanelli, Secretary

Approved: _____
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**SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION**

AGENDA ITEM:

E.1

MEETING DATE:

10/08/2024

SUBJECT: Week of the School Administrator

DEPARTMENT: Human Resources

ACTION REQUESTED:

Action: The superintendent is recommending that the board adopt Resolution No. A-442, proclaiming the week of October 13-19, 2024, as the Week of the School Administrator.

RATIONALE/BACKGROUND:

The State of California has proclaimed the second week in October as "Week of the School Administrator". Administrators throughout the state will be recognized for the work they do all year long on behalf of education. Attached to this document is a resolution proclaiming the week of October 13-19, 2024, as the Week of the School Administrator for the San Juan Unified School District.

ATTACHMENT(S):

1. [Resolution No. A-442 Week of the School Administrator](#)

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 09/30/2024

FISCAL IMPACT:

N/A

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

APPROVED BY: Melissa Bassanelli, Superintendent of Schools

Resolution No. A-442
WEEK OF THE SCHOOL ADMINISTRATOR
October 13 – 19, 2024

WHEREAS, leadership matters for California's public education system and the more than 6 million students it serves. School administrators are passionate, lifelong learners who believe in the value of quality public education. Providing quality service for student success is paramount for the profession; and

WHEREAS, the title "school administrator" is a broad term used to define many education leadership posts. Superintendents, assistant superintendents, principals, assistant principals, special education and adult education leaders, curriculum and assessment leaders, school business officials, classified educational leaders and other school district employees are considered administrators; and

WHEREAS, most school administrators began their careers as teachers. The average administrator has served in public education for more than a decade. Most of California's superintendents have served in education for more than 20 years. Such experience is beneficial in their work to effectively and efficiently lead public education and improve student achievement; and

WHEREAS, public schools operate with lean management systems. Across the nation, public schools employ fewer managers and supervisors than most public and private sector industries including transportation, food service, manufacturing, utilities, construction, publishing and public administration; and

WHEREAS, school leaders depend on a network of support from school communities – fellow administrators, teachers, parents, students, businesses, community members, board trustees, colleges and universities, community and faith-based organizations, elected officials and district and county staff and resources – to promote ongoing student achievement and school success; and

WHEREAS, research shows great schools are led by great principals, and great districts are led by great superintendents. These site leaders are supported by extensive administrative networks throughout the state. The future of California's public education system depends upon the quality of its leadership; now therefore

BE IT RESOLVED, by the San Juan Unified School District Board of Education, that it recognizes the week of October 13 - 19, 2024, as the Week of the School Administrator in honor of the many outstanding contributions and services provided by school administrators in the San Juan Unified School District; and

BE IT FURTHER RESOLVED that the district commends San Juan Unified School District administrators for their support of and their contributions to quality education for students.

Attested to this 8th day of October, 2024

Pam Costa, President

Saul Hernandez, Vice President

Melissa Bassanelli, Superintendent of Schools

Ben Avey, Clerk

Paula Villescaz, Member

Tanya Kravchuk, Member

Mael 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:

H.1

MEETING DATE:

10/08/2024

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 and separations.

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: 09/30/2024

FISCAL IMPACT:

N/A

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

APPROVED BY: Melissa Bassanelli, Superintendent of Schools

1. APPOINTMENTS**CERTIFICATED**

Type	Name	Status	Assignment	Location	Effective Date (s)
New Hire	Torrence, Walter	Prob	Counselor-9/12	San Juan	09/17/24
Rehire Rehire	Gordon, Alesha Saggadi, Amina	Temp Prob	Tch-Mod/Severe K/12 TCH-CDPT	Greer Early Childhood Education	09/11/24 09/11/24

CLASSIFIED

Type	Name	Status	Assignment	Location	Effective Date (s)
New Hire	Garcia, Natalie	Prob	Instructional Assistant I	Cottage	09/11/24
New Hire	Owen, Adryana	Prob	Instructional Assistant I	Earl Legette	09/10/24
New Hire	Shukur, Shukur	Prob	Instructional Assistant I	Cottage	09/13/24
New Hire	Smith, Bradley	Prob	Warehouse/Delivery	NS Central Dist Warehouse	09/13/24
Rehire Rehire	Beckham, Makai Potter-Clinton, Emilee	Perm Prob	Instructional Assistant I Instructional Assistant III	Dyer-Kelly Ralph Richardson Center	09/10/24 09/10/24

2. LEAVES OF ABSENCE**MANAGEMENT**

Type	Name	Status	Assignment	Location	Effective Date (s)
Paid	Broyles, Jeannie	Perm	Principal K-6	Northridge	09/23/24 10/04/24

CERTIFICATED

Type	Name	Status	Assignment	Location	Effective Date (s)
Paid	Gonzalez, David	Perm	Tch-Grad 9/12	Bella Vista	07/01/24 12/10/24
Paid	Lizarraga, Ruben	Perm	School Social Worker	Casa Roble	07/01/24 10/13/24
Paid	Paiz, Melina	Perm	Teacher Grade 3	Oakview	08/16/24 10/22/24

CLASSIFIED

Type	Name	Status	Assignment	Location	Effective Date (s)
Paid	Gardner, Penny	Perm	Nutrition Services Worker II	Grand Oaks	08/26/24 10/21/24
Paid	Hill, Cherie	Perm	Payroll Technician I	Payroll	09/10/24 10/11/24

3. SEPARATIONS**CERTIFICATED**

Type	Name	Status	Assignment	Location	Effective Date (s)
Resignation	Mastin, Christina	Perm	Tch-Site Resource-Elem	Coyle Avenue	09/16/24
Retirement	Gehrer, Tina	Perm	TCH-CDPT	Early Childhood Education	09/13/24
Deceased	Mitchell, Njea	Perm	TCH-CDPT	Early Childhood Education	09/10/24

CLASSIFIED

Type	Name	Status	Assignment	Location	Effective Date (s)
Resignation	Alaoui Hachim, Sara	Prob	Non-Instruct Support Aide	General Davie	9/12/2024
Resignation	Iralda, Gabriella	Prob	Instructional Assistant I	Dyer-Kelly	9/12/2024
Resignation	La Marr, Christopher	Prob	Instructional Assistant I	Earl Legette	9/17/2024
Resignation	Mc Intosh, Zak	Perm	Social Emotional Sup Tech	LSC Region 1	9/13/2024
Resignation	Rich, Shannon	Perm	Human Res Analyst (Conf)	Human Resources	9/18/2024
Resignation	Sanchez, Marco	Prob	Campus Safety Monitor	El Camino	9/16/2024
Resignation	Voluntad, Caitlyn	Prob	School Playground Rec Aide	Cameron Ranch	9/18/2024

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

AGENDA ITEM:

H.2

MEETING DATE:

10/08/2024

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; piggyback contract; zero dollar contract and bids/RFPs.

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 9/30/2024

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

September 11, 2024 - September 24, 2024

PO#	Date	Vendor Name	Description	Amount \$	Site/ Department
TBD	9/13/2024	California Firefighter Joint Apprenticeship Program	Firefighter Apprenticeship Program	\$ 1,118,885.00	SJ Adult Education
TBD	9/25/2024	Capitol Speech and Rehabilitation Services	Language and Speech Therapy Services	\$ 146,758.00	Special Ed
TBD	9/25/2024	Future Ford	9 vehicles for Nutrition Services - Bid 25-102	\$ 414,056.31	Nutrition Services

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

September 11, 2024 - September 24, 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
VR25-02249	9/20/2024	Campbell Keller Inc.	Outdoor furniture	\$ 2,042,608.51		\$ 99,993.80	\$ 2,142,602.31	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
Piggyback Contracts

September 11, 2024 - September 24, 2024

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

Fund	Date	Piggyback #, Title	Vendor Name	Description	Term
All	9/18/2024	CMAS NUMBER: 4-20-78-0089C	KYA Services LLC	CMAS provides for the purchase, warranty, removal, disposal, preparation, installation, maintenance, and repair of park and playground equipment, commercial flooring, roofing products, pre-engineered and prefabricated buildings and structures for storage solutions, hardware store products, lawn and garden equipment, heating, ventilation, and air conditioning (HVAC), energy-efficient lighting, power distribution equipment, complete daycare, preschool and classroom solutions, signs, and flags.	02/26/2020 through 02/10/2025
All	9/25/2024	Bid# 2963 School Bus Vehicles	Clovis Unified School District	Invitation for bid for school bus purchases	2024-2025

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

September 11, 2024 - September 24, 2024

Fund	Date	Site/ Department	Vendor Name	Description
ALL	9/5/2024	San Juan Adult Education	Sacramento County Office of Education	Capitol Adult Education Regional Consortium MOU

**Purchasing Contracts Board Report
Bids/RFPs**

September 11, 2024 - September 24, 2024

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

Fund	Date	Bid/RFP #	Vendor Name	Description	Amount \$	Responsibility
All	9/25/2024	Bid# 25-102	Future Ford of Sacramento	Nutrition Services Vehicles	\$414,056.31	213

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

AGENDA ITEM:

H.3

MEETING DATE:

10/08/2024

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:

Bella Vista High School: from Bella Vista ASB Track Club - for Lynx IDL-HRS 2D head on camera with carrying case, cabling and weatherproof hood: \$2,095; from Bella Vista Student Body - for two portable photo booth machines: \$1,538.58; from Bella Vista Student Body - for two 12.9" iPad Pro for use with portable photo booth machines: \$1,085.48.

Dyer-Kelly Elementary School: from The Bank of America Charitable Foundation: \$500.

ATTACHMENT(S):

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 09/30/2024

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:

H.4

MEETING DATE:

10/08/2024

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: 09/30/2024

FISCAL IMPACT:

N/A

PREPARED BY: Laura Fry, Manager, Business Support Services
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
La Vista	VASSANI	MDUFC7SS	Fridge	540N464070	eWaste
Ottomon	Promethean		Interactive Board	20186698/IWBRD07477730623	eWaste
Pasteur	HP	LaserJet	Printer	20186460	eWaste
Pasteur	HP	Compaq	DVD Player	1100015187	Recycled
Pasteur	HP	1740	Monitor	T25624	eWaste
Pasteur	HP		Monitor	T23580	eWaste
Pasteur	HP		Monitor	CND7201RDT	eWaste
Pasteur	HP		Computer	2UA6500SB6	eWaste
Pasteur	HP		Computer	20184166/MXL11925ZG	eWaste
Pasteur	ViewSonic		Monitor	QCN0712400814	eWaste
Pasteur	HP		Laptop	1300017189	eWaste
Pasteur	HP	LaserJet	Printer	20186457	eWaste
Pasteur	HP		Convertible Minitower	700004232	eWaste
Pasteur	HP	ProDesk	Computer	20196237	eWaste
Pasteur	HP	ProDesk	Computer	20196236	eWaste
Pasteur	HP	ProDesk	Computer	20258688	eWaste
Pasteur	HP	ProDesk	Computer	20196251	eWaste
Pasteur	HP	ProDesk	Computer	20196238	eWaste
Pasteur	HP	ProDesk	Computer	20196250	eWaste
Pasteur	HP	ProDesk	Computer	20258686	eWaste
Pasteur	HP	ProDesk	Computer	MXL2093QW6	eWaste
Pasteur	HP	ProDesk	Computer	MXL2093QW3	eWaste
Pasteur	HP	EliteDesk	Computer	10019195*	eWaste
Pasteur	HP	EliteDesk	Computer	10017930	eWaste
Pasteur	HP	EliteDesk	Computer	10019190	eWaste
Pasteur	HP	EliteDesk	Computer	10017935	eWaste
Pasteur	HP	EliteDesk	Computer	20171020	eWaste
Pasteur	HP	EliteDesk	Computer	10016155	eWaste
Pasteur	HP	EliteDesk	Computer	10019192	eWaste
Pasteur	HP	EliteDesk	Computer	10010002	eWaste
Pasteur	HP	EliteDesk	Computer	10017934	eWaste
Pasteur	HP	EliteDesk	Computer	10017933	eWaste
Pasteur	HP	EliteDesk	Computer	10017937	eWaste
Pasteur	HP		Monitor	6CM6320WG6	eWaste
Pasteur	HP		Monitor	3CQ6072NV0	eWaste
Pasteur	HP		Monitor	6CM513045Z	eWaste
Pasteur	HP		Monitor	CNC244PORV	eWaste
Pasteur	HP		Monitor	3CQ6072NTR	eWaste
Pasteur	HP		Monitor	6CM6320TMS	eWaste
Pasteur	HP		Monitor	3CQ6072NTR	eWaste
Pasteur	HP		Monitor	6CM6320WL3	eWaste
Pasteur	HP		Monitor	CNC251NS2Y	eWaste
Pasteur	HP		Monitor	CNK825136V	eWaste
Pasteur	HP		Monitor	6CM6320WL2	eWaste
Pasteur	HP		Monitor	6CM6320WD6	eWaste
Pasteur	HP		Monitor	6CM6320TMT	eWaste
Pasteur	HP		Monitor	3CQ6072NW6	eWaste
Pasteur	HP		Monitor	3CQ6072NY7	eWaste
Pasteur	HP		Monitor	6CM6320TMV	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
Pasteur	HP		Monitor	3CQ6072NWC	eWaste
Pasteur	HP		Monitor	6CM6320WD4	eWaste
Pasteur	HP		Monitor	6CM6320WD5	eWaste
Pasteur	Apple		Monitor	1100014411	eWaste

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

AGENDA ITEM:

H.5

MEETING DATE:

10/08/2024

SUBJECT: Resolution No. 4149 Commit Fund Balance

DEPARTMENT: Fiscal Services

ACTION REQUESTED:

The superintendent is recommending that the board adopt Resolution No. 4149 to Commit Fund Balance.

RATIONALE/BACKGROUND:

The objective of GASB 54 is to enhance the usefulness of fund balance information by providing clearer fund balance classification that can be more consistently applied and by clarifying existing governmental fund type definitions. The district has identified expenditures to support various programs and initiatives that can be met with current fund balance commitments.

On September 26, 2023, the board approved Resolution No. 4099 to commit funds. The amounts have been revised to reflect updated information and were increased to cover projected expenditures. Supplemental funds were increased to reflect the ending balance as of unaudited actuals.

ATTACHMENT(S):

1. [Resolution No. 4149 Commit Fund Balance](#)

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 09/30/2024

Board of Education: 05/24/2022, 09/27/2022; 09/26/2023

FISCAL IMPACT:

N/A

PREPARED BY: Joel Ryan, Chief Financial Officer

APPROVED BY: Melissa Bassanelli, Superintendent of Schools

SAN JUAN UNIFIED SCHOOL DISTRICT**RESOLUTION NO. 4149****RESOLUTION OF THE GOVERNING BOARD OF THE SAN JUAN UNIFIED SCHOOL DISTRICT TO COMMIT FUND BALANCE**

WHEREAS, the Governmental Standards Accounting Board (GASB) has issued Statement No. 54, establishing a hierarchy clarifying constraints that govern how a government entity can use amounts reported as fund balance; and

WHEREAS, the committed fund balance classification reflects amounts subject to specific internal constraints self-imposed by the Board; and

WHEREAS, once the committed fund-balance constraints are imposed, it requires the constraint to be revised, removed or redirected for other purposes by the Board in the same manner as the Board originally approved the commitment; and

WHEREAS, the Board has determined it has specific needs that it elects to fund with portions of its General Fund ending fund balance.

NOW, THEREFORE, BE IT RESOLVED, that the San Juan Unified School District Board of Education, hereby commits to utilizing portions of its general fund ending balance, as indicated by the committed fund classification in its financial statements, for the following purposes:

Purpose	Justification	Estimated Amount
Bus Replacement Plan	9-Year Bus Replacement Plan 2021-22 through 2029-30	\$12,338,209
Technology Device Refresh and Enhancements	Technology Plan	\$9,086,488
Carryover of unspent supplemental and concentration grants	Supplemental and concentration grant carryover (Ed Code 42238.07)	\$22,908,724
Textbook Adoptions	Textbook Adoptions through 2026-27	\$10,000,000

AND BE IT FURTHER RESOLVED, that such funds cannot be used for any purposes other than directed above, unless the Board adopts a successor resolution to revise or remove the constraint, or otherwise redirect the funds for other purposes.

Approved, passed and adopted by the Board of Education of the San Juan Unified School District on the 8th day of October, 2024:

AYES: _____

NOES: _____

ABSTENTIONS: _____

Pam Costa, President of the
Governing Board of the San Juan Unified
School District

Attested to: _____
Ben Avey, Clerk of the Governing Board
of the San Juan Unified School District

SUBJECT: Northridge Elementary School 2024 Site Security Project CEQA Categorical Exemption

DEPARTMENT: Operations

ACTION REQUESTED:

The superintendent is recommending that the board approve the California Environmental Quality Act (CEQA) notice of exemption for the Northridge Elementary School 2024 site security project.

RATIONALE/BACKGROUND:

The proposed project is located entirely within Northridge Elementary 5150 Cocoa Palm Way (APN: 249-0232-006), in Fair Oaks, California. The project area spans approximately 1.1 acres and is composed of 1,975.3 feet of primarily paved, landscaped, and recreational areas within the boundaries. The project scope generally includes the removal of several apparatuses; the replacement of asphalt on the hardcourt playground, and the addition of gates and site fencing along the school frontage, mostly adjacent to the northern and southern campus boundaries.

As the actions associated with the proposed project are not expected to result in a significant environmental impact, it is expected that this project is exempt under the Class XIV Categorical Exemption (Minor Additions to Schools), as described in the California Code of Regulations, Title 15, Section 15300 et seq.

ATTACHMENT(S):

1. [Northridge Elementary CEQA Exemption](#)

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 09/30/2024

FISCAL IMPACT:

N/A

PREPARED BY: Nicholas Arps, Director, Facilities, Construction and Modernization

APPROVED BY: Frank Camarda, Chief Operations Officer
Melissa Bassanelli, Superintendent of Schools

Memorandum



TO: Joshua Jacobson
 P: (916) 979-8626
 E: joshua.jacobson@sanjuan.edu

San Juan Unified School District
 6135 Sutter Avenue
 Carmichael, California 95608

FROM: Hunter Watkins *[initials]* Jennifer Peters *[initials]*
 Project Manager Program Manager
 Terracon Consultants, Inc.

DATE: March 12, 2024

RE: Northridge Elementary School 2024 Site Security Project
 CEQA Categorical Exemption
 Terracon Project No: NB247028

Project Information:

The proposed project is located entirely within Northridge Elementary School's campus at 5150 Cocoa Palm Way (APN: 249-0232-006), in Fair Oaks, California. The project area spans approximately 1.1 acres and is composed of 1,975.3 feet of primarily paved, landscaped, and recreational areas within the school's boundaries (**Exhibit 1**). Then project scope generally includes the removal of several apparatuses; the replacement of asphalt on the hardcourt playground, and the addition of gates and site fencing along the school frontage, mostly adjacent to the northern and southern campus boundaries.

As the actions associated with the proposed project are not expected to result in a significant environmental impact, it is expected that this project is exempt under the Class XIV Categorical Exemption (Minor Additions to Schools), as described in the California Code of Regulations, Title 15, Section 15300 et seq.

Legal Setting:

Categorical Exemptions (Cal. Code Regs. tit. 14 § 15300)

Projects that are not expected to result in a significant environmental impact may be Categorically Exempt from California Environmental Quality Act (CEQA) review. As described in Cal. Code Regs. tit. 14 § 15300, *Section 21084 of the Public Resources Code requires these guidelines to include a list of classes of projects which have been determined not to have a significant effect on the environment and which shall, therefore, be exempt from the provisions of CEQA. In response to that mandate, the Secretary for Resources has found that the following classes of projects listed in this article do not have a significant effect on the environment, and they are declared to be categorically exempt from the requirement for the preparation of environmental documents.*

Like many school-maintenance projects (that do not involve additional classrooms or student capacity), the proposed project is not expected to result in any significant environmental impacts under CEQA.



Table 1 provides an abbreviated CEQA checklist, explaining why the implementation of the proposed project would not result in any significant environmental impacts.

Table 1. Abbreviated CEQA Environmental Checklist

Impact Category	Description
Aesthetics	The project would not result in impacts related to scenic vistas, state-listed scenic highways. The proposed project would not require the installation of equipment that would be inconsistent with previous conditions; and would not result in an impact on Aesthetics.
Agriculture and Forestry Resources	The proposed project would not involve agricultural lands or Prime Farmland.
Air Quality	The proposed project would not result in the exposure of pollutants or odors to sensitive receptors. Although Sacramento County is in nonattainment status for PM-2.5 (2006) and 8-Hour Ozone (2015) criteria pollutants, the proposed project would not result in a significant net increase of such pollutants as the emissions would be associated with the limited use of construction equipment, nor would the project conflict with the Sacramento Metropolitan Air Quality Management District (SMAQMD)'s ability to comply with any applicable State Implementation Plan (SIP).
Biological Resources	The project area is not expected to provide habitat for federally- or state-listed species, nor would it affect a Habitat Conservation Plan (HCP), Natural Community Conservation Planning (NCCP), or other sensitive biological resources. The school campus is not expected to contain <i>Sambucus sp.</i> ; however, if present and if any are required to be removed, a pre-construction survey will be necessary to ensure habitat for Valley Elderberry Longhorn Beetle habitat is not present. Additional project commitments include a pre-construction nesting bird survey or limiting tree removal to outside of the migratory period to avoid non-compliance with the Migratory Bird Treaty Act. If active nests are to be found during a nesting bird survey, no-work buffer areas would be established in consultation with California Department of Fish and Wildlife (CDFW).
Cultural Resources	The project does not contain known historic properties and is not suspected to contain archeological artifacts as the area is previously disturbed. If archeological or cultural resources are discovered onsite, work would cease immediately until consultation and approval to continue work was provided by a qualified archeologist.



Energy	The proposed project would not result in an impact related to the wasteful or inefficient use of energy since the project will not require the use of equipment with an energy requirement during its operation.
Geology and Soils	The proposed project would not result in geological impacts. The project construction would take place on existing hardcourt and would not result in new construction in unsafe soils.
Greenhouse Gas Emissions	Although greenhouse gases would be emitted during project construction, it would not result in a significant impact on the environment, nor would it conflict with a plan, policy, or regulation aimed to reduce greenhouse gas emissions.
Hazards and Hazardous Materials	The proposed project would not involve the use or release of potentially hazardous substances. Abatement of Hazardous Materials Plan (AHMP) will be created prior to project construction to handle potential unexpected encounters with hazardous materials.
Hydrology and Water Quality	Local water quality impacts would be avoided by the usage of routing stormwater Best Management Practices (BMPs) during construction and material staging activities.
Land Use and Planning	The proposed project would not divide an established community, nor would it result in a conflict with a land use plan or zoning ordinance as the project does not modify the existing land use.
Mineral Resources	The proposed project would not require the extraction of Mineral Resources.
Noise	The proposed project would not result in the exposure of excessive noise levels. Construction would not take place during the school year. Further, measures such as limiting construction to daytime hours and complying with County noise ordinances would avoid temporary construction-related noise impacts. The project would not result in any permanent noise impacts.
Population and Housing	The proposed project would not involve housing or population growth.
Public Services	The proposed project would not negatively affect public services, but instead would improve the high school's ability to provide security for their students.



Recreation	The proposed project would not lead to the deterioration of existing recreational facilities, but instead would enhance existing recreational opportunities. The project would not involve the construction of new facilities that would result in an adverse physical environmental consequence.
Transportation	The proposed project would not have a significant effect on transportation, because construction would occur outside of the school year when student traffic patterns would not be affected by the work.
Tribal Cultural Resources	The proposed project would not have the capability to impact a listed or eligible resource as there are no known ties to the site; however, if resources are discovered during ground disturbing activities, work will cease immediately and federally and state recognized tribes will be contacted.
Wildfire	The proposed project does not involve Wildfire Hazards since the project will not increase fire loading.
Mandatory Findings of Significance	The proposed project does not have the potential to substantially degrade or reduce the habitat of a species or impact known resources. The project would not result in a cumulatively considerable contribution to a cumulative impact.

Exceptions (Cal. Code Regs. tit. 14 § 15300.2)

It should be noted that six (6) exceptions are described, which if applicable to a project, would disqualify the project from the usage of a Categorical Exemption. These exceptions are:

(a) *Location*. Classes 3, 4, 5, 6, and 11 are qualified by consideration of where the project is to be located – a project that is ordinarily insignificant in its impact on the environment may in a particularly sensitive environment be significant. Therefore, these classes are considered to apply all instances, except where the project may impact on an environmental resource of hazardous or critical concern where designated, precisely mapped, and officially adopted pursuant to law by federal, state, or local agencies.

(b) *Cumulative Impact*. All exemptions for these classes are inapplicable when the cumulative impact of successive projects of the same type in the same place, over time is significant.

(c) *Significant Effect*. A categorical exemption shall not be used for an activity where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances.

(d) *Scenic Highways*. A categorical exemption shall not be used for a project which may result in damage to scenic resources, including but not limited to, trees, historic buildings, rock outcroppings, or similar resources, within a highway officially designated as a state scenic highway. This does not apply to improvements which are required as mitigation by an adopted negative declaration or certified EIR.



(e) *Hazardous Waste Sites.* A categorical exemption shall not be used for a project located on a site which is included on any list compiled pursuant to Section 65962.5 of the Government Code.

(f) *Historical Resources.* A categorical exemption shall not be used for a project which may cause a substantial adverse change in the significance of a historical resource.

Categorical Exemption Class XIV – Minor Additions to Schools (Cal. Code Regs.tit. 14 § 15314)

Class 14 projects are described in § 15314 as “*minor additions to existing schools within existing school grounds where the addition does not increase original student capacity by more than 25% or ten classrooms, whichever is less.*” The project would take place entirely within Northridge Elementary School’s existing property and would not involve the addition of any new classrooms, nor would it affect the school’s student capacity. The proposed project fits the description provided in Cal. Code Regs. tit. 14 § 15314.

Summary:

The proposed project would not result in any significant impacts to the environment (please see **Table 1**). The activities that make up the proposed project (replacing existing asphalt, installation of gates and fencing, vegetation removal, landscaping, etc.) meet both the description of a Class 14-exempt project as well as the criteria listed in the Exceptions to CEQA Categorical Exemptions. The project area is not located on a hazard waste site or other environmental feature of critical concern. The proposed project would not result in a significant impact, nor would it result in a cumulatively considerable contribution to a significant cumulative impact.

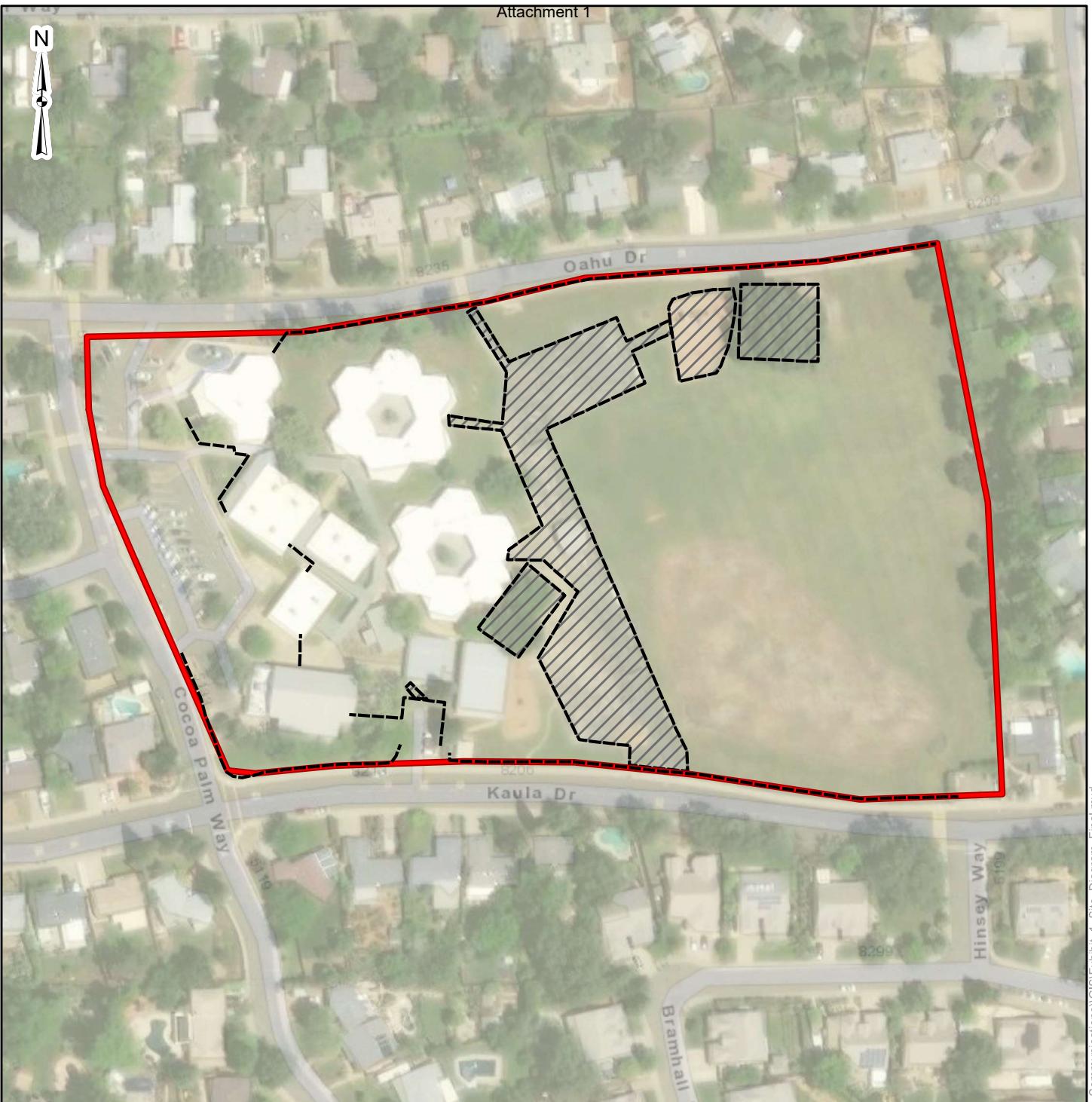
The long-term effects of the project are likely to be beneficial for the safety and functionality of the school. The project site is not in the vicinity of a Scenic Highway, and the project would not be expected to impact historical resources. No historic properties are known to exist in the project area; if artifacts were to be found during construction, work would stop immediately, and a qualified archeologist would be consulted with before work were to resume.

Avoidance and minimization measure would be incorporated to avoid impacts to biological resources. Such measures include limiting tree removal to outside of the nesting season (Feb 1 through Aug 31). Alternatively, if vegetation removal was needed during the nesting period, a nesting bird survey would be required. If nesting or migratory birds were found, the San Juan Unified School District would be responsible for establishing no-work buffers, as necessary, with the input of CDFW, before the commencement of construction or tree removal activities.

Considering the data summarized in this memorandum, it is Terracon’s opinion that the Northridge Elementary School 2024 Site Security and Hardcourt Project is Categorically Exempt from CEQA documentation.

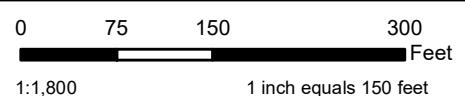
Enclosures:

- Exhibit 1 – Project Location
- Notice of Exemption (NOE) Form

**Legend**

■ Site Boundary (approx. 10 ac)

■ Approximate Project Area



DATA SOURCES:
ESRI WMS - World Aerial Imagery, OpenStreetMap

Project No.:	NB247028
Date:	Mar 2024
Drawn By:	AAG
Reviewed By:	JHW

Terracon
Explore with us
50 Goldenland Ct, Suite 100 Sacramento, CA 95834
PH. (916) 928-4690 terracon.com

SITE DIAGRAM

Northridge Elementary School
Site Security - Hardcourt Project

Exhibit

1

Notice of Exemption**Appendix E**

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

County Clerk
County of: Sacramento
600 8th Street
Sacramento, CA 95814

From: (Public Agency): San Juan United School District
3738 Walnut Avenue
Carmichael, CA 95608

(Address)

Project Title: Northridge Elementary School 2024 Site Security Project

Project Applicant: San Juan Unified School District

Project Location - Specific:

Northridge Elementary School, 5150 Cocoa Palm Way, Fair Oaks, CA 95628

Project Location - City: Fair Oaks Project Location - County: Sacramento

Description of Nature, Purpose and Beneficiaries of Project:

Removal of several apparatuses, replacement of asphalt on hardcourt playground, and addition of gates and site fencing along the school frontage.

Name of Public Agency Approving Project: San Juan Unified School District

Name of Person or Agency Carrying Out Project: San Juan Unified School District

Exempt Status: (check one):

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: Minor Additions to Schools (Class 14)
- Statutory Exemptions. State code number:

Reasons why project is exempt:

Project would not result in a significant environmental impact, is not disqualified by any of the exceptions to CEQA Exemptions, nor would the project result in any additional classrooms or student capacity.

Lead Agency
Contact Person: Joshua Jacobson Area Code/Telephone/Extension: (916) 979-8626

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____ Date: _____ Title: _____

Signed by Lead Agency Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: _____

SUBJECT: Oakview Community Elementary School 2024 Site Security Project CEQA Categorical Exemption

DEPARTMENT: Operations

ACTION REQUESTED:

The superintendent is recommending that the board approve the California Environmental Quality Act (CEQA) notice of exemption for the Oakview Community Elementary School 2024 site security project.

RATIONALE/BACKGROUND:

The proposed project is located entirely within Oakview Elementary 7229 Beech Avenue (APN: 213-0013-004), in Orangevale, California. The project area spans approximately 1.4 acres and includes 506 feet of primarily paved, landscaped, and recreational areas within boundaries. The project scope generally includes the replacement of asphalt on the hardcourt playground and fire road, repavement of bicycle rack area, removal of several fixtures, and the addition of gates and site fencing along the school frontage, particularly towards the eastern campus boundary.

As the actions associated with the proposed project are not expected to result in a significant environmental impact, it is expected that this project is exempt under the Class XIV Categorical Exemption (Minor Additions to Schools), as described in the California Code of Regulations, Title 15, Section 15300 et seq.

ATTACHMENT(S):

1. [Oakview CEQA Exemption](#)

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 09/30/2024

FISCAL IMPACT:

N/A

PREPARED BY: Nicholas Arps, Director, Facilities, Construction and Modernization

APPROVED BY: Frank Camarda, Chief Operations Officer
Melissa Bassanelli, Superintendent of Schools

Memorandum



TO: Joshua Jacobson
 P: (916) 979-8626
 E: joshua.jacobson@sanjuan.edu

San Juan Unified School District
 6135 Sutter Avenue
 Carmichael, California 95608

FROM: Hunter Watkins *H.W.* Jennifer Peters *J.P.*
 Project Manager Program Manager
 Terracon Consultants, Inc.

DATE: March 12, 2024

RE: Oakview Community Elementary School 2024 Site Security Project
 CEQA Categorical Exemption
 Terracon Project No: NB247027

Project Information:

The proposed project is located entirely within Oakview Elementary School's campus at 7229 Beech Avenue (APN: 213-0013-004), in Orangevale, California. The project area spans approximately 1.4 acres and includes 506 feet of primarily paved, landscaped, and recreational areas within the school's boundaries (**Exhibit 1**). The project scope generally includes the replacement of asphalt on the hardcourt playground and fire road, repavement of bicycle rack area, removal of several fixtures, and the addition of gates and site fencing along the school frontage, particularly towards the eastern campus boundary.

As the actions associated with the proposed project are not expected to result in a significant environmental impact, it is expected that this project is exempt under the Class XIV Categorical Exemption (Minor Additions to Schools), as described in the California Code of Regulations, Title 15, Section 15300 et seq.

Legal Setting:

Categorical Exemptions (Cal. Code Regs. tit. 14 § 15300)

Projects that are not expected to result in a significant environmental impact may be Categorically Exempt from the California Environmental Quality Act (CEQA) review. As described in Cal. Code Regs. tit. 14 § 15300, *Section 21084 of the Public Resources Code requires these guidelines to include a list of classes of projects which have been determined not to have a significant effect on the environment and which shall, therefore, be exempt from the provisions of CEQA. In response to that mandate, the Secretary for Resources has found that the following classes of projects listed in this article do not have a significant effect on the environment, and they are declared to be categorically exempt from the requirement for the preparation of environmental documents.*



Like many school-maintenance projects (that do not involve additional classrooms or student capacity), the proposed project is not expected to result in any significant environmental impacts under CEQA. **Table 1** provides an abbreviated CEQA checklist, explaining why the implementation of the proposed project would not result in any significant environmental impacts.

Table 1. Abbreviated CEQA Environmental Checklist

Impact Category	Description
Aesthetics	The project would not result in impacts related to scenic vistas, state-listed scenic highways. The proposed project would not require the installation of equipment that would be inconsistent with previous conditions; and would not result in an impact on Aesthetics.
Agriculture and Forestry Resources	The proposed project would not involve agricultural lands or Prime Farmland.
Air Quality	The proposed project would not result in the exposure of pollutants or odors to sensitive receptors. Although Sacramento County is in nonattainment status for PM-2.5 (2006) and 8-Hour Ozone (2015) criteria pollutants, the proposed project would not result in a significant net increase of such pollutants as the emissions would be associated with the limited use of construction equipment, nor would the project conflict with the Sacramento Metropolitan Air Quality Management District (SMAQMD)'s ability to comply with any applicable State Implementation Plan (SIP).
Biological Resources	The project area is not expected to provide habitat for federally- or state-listed species, nor would it affect a Habitat Conservation Plan (HCP), Natural Community Conservation Planning (NCCP), or other sensitive biological resources. The school campus is not expected to contain <i>Sambucus sp.</i> ; however, if present and if any are required to be removed, a pre-construction survey will be necessary to ensure habitat for Valley Elderberry Longhorn Beetle habitat is not present. Additional project commitments include a pre-construction nesting bird survey or limiting tree removal to outside of the migratory period to avoid non-compliance with the Migratory Bird Treaty Act. If active nests are to be found during a nesting bird survey, no-work buffer areas would be established in consultation with California Department of Fish and Wildlife (CDFW).
Cultural Resources	The project does not contain known historic properties and is not suspected to contain archeological artifacts as the project involves ground disturbance in areas previously disturbed. If archeological or cultural resources are discovered



	onsite, work would cease immediately until consultation and approval to continue work was provided by a qualified archeologist.
Energy	The proposed project would not result in an impact related to the wasteful or inefficient use of energy since the project will not require the use of equipment with an energy requirement during its operation.
Geology and Soils	The proposed project would not result in geological impacts. The project construction would take place on existing pavement and hardcourt and would not result in new construction in unsafe soils.
Greenhouse Gas Emissions	Although greenhouse gases would be emitted during project construction, it would not result in a significant impact on the environment, nor would it conflict with a plan, policy, or regulation aimed to reduce greenhouse gas emissions.
Hazards and Hazardous Materials	The proposed project would not involve the use or release of potentially hazardous substances. Abatement of Hazardous Materials Plan (AHMP) will be created prior to project construction to handle potential unexpected encounters with hazardous materials.
Hydrology and Water Quality	Local water quality impacts would be avoided by the usage of routing stormwater Best Management Practices (BMPs) during construction and material staging activities.
Land Use and Planning	The proposed project would not divide an established community, nor would it result in a conflict with a land use plan or zoning ordinance as the project does not modify the existing land use.
Mineral Resources	The proposed project would not require the extraction of Mineral Resources.
Noise	The proposed project would not result in the exposure of excessive noise levels. Construction would not take place during the school year. Further, measures such as limiting construction to daytime hours and complying with County noise ordinances would avoid temporary construction-related noise impacts. The project would not result in any permanent noise impacts.
Population and Housing	The proposed project would not involve housing or population growth.



Public Services	The proposed project would not negatively affect public services, but instead would improve the high school's ability to provide security for their students.
Recreation	The proposed project would not lead to the deterioration of existing recreational facilities, but instead it would enhance existing recreational opportunities. The project would not involve the construction of new facilities that would result in an adverse physical environmental consequence.
Transportation	The proposed project would not have a significant effect on transportation, because construction would occur outside of the school year when student traffic patterns would not be affected by the work.
Tribal Cultural Resources	The proposed project would not impact a listed or eligible resource as there are no known ties to the site; however, if resources are discovered during ground disturbing activities, work will cease immediately and federally and state recognized tribes will be contacted.
Wildfire	The proposed project does not involve Wildfire Hazards since the project will not increase fire loading.
Mandatory Findings of Significance	The proposed project does not have the potential to substantially degrade or reduce the habitat of a species or impact known resources. The project would not result in a cumulatively considerable contribution to a cumulative impact.

Exceptions (Cal. Code Regs. tit. 14 § 15300.2)

It should be noted that six (6) exceptions are described, which if applicable to a project, would disqualify the project from the usage of a Categorical Exemption. These exceptions are:

(a) *Location.* Classes 3, 4, 5, 6, and 11 are qualified by consideration of where the project is to be located – a project that is ordinarily insignificant in its impact on the environment may in a particularly sensitive environment be significant. Therefore, these classes are considered to apply all instances, except where the project may impact on an environmental resource of hazardous or critical concern where designated, precisely mapped, and officially adopted pursuant to law by federal, state, or local agencies.

(b) *Cumulative Impact.* All exemptions for these classes are inapplicable when the cumulative impact of successive projects of the same type in the same place, over time is significant.

(c) *Significant Effect.* A categorical exemption shall not be used for an activity where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances.

(d) *Scenic Highways.* A categorical exemption shall not be used for a project which may result in damage to scenic resources, including but not limited to, trees, historic buildings, rock outcroppings, or similar



resources, within a highway officially designated as a state scenic highway. This does not apply to improvements which are required as mitigation by an adopted negative declaration or certified EIR.

(e) *Hazardous Waste Sites.* A categorical exemption shall not be used for a project located on a site which is included on any list compiled pursuant to Section 65962.5 of the Government Code.

(f) *Historical Resources.* A categorical exemption shall not be used for a project which may cause a substantial adverse change in the significance of a historical resource.

Categorical Exemption Class XIV – Minor Additions to Schools (Cal. Code Regs. tit. 14 § 15314)

Class 14 projects are described in § 15314 as “*minor additions to existing schools within existing school grounds where the addition does not increase original student capacity by more than 25% or ten classrooms, whichever is less.*” The project would take place entirely within Oakview Community Elementary School’s existing property and would not involve the addition of any new classrooms, nor would it affect the school’s student capacity. The proposed project fits the description provided in Cal. Code Regs. tit. 14 § 15314.

Summary:

The proposed project would not result in any significant impacts to the environment (please see **Table 1**). The activities that make up the proposed project (replacing existing asphalt, installation of gates and fencing, vegetation removal, landscaping, etc.) meet both the description of a Class 14-exempt project as well as the criteria listed in the Exceptions to CEQA Categorical Exemptions. The project area is not located on a hazard waste site or other environmental feature of critical concern. The proposed project would not result in a significant impact, nor would it result in a cumulatively considerable contribution to a significant cumulative impact.

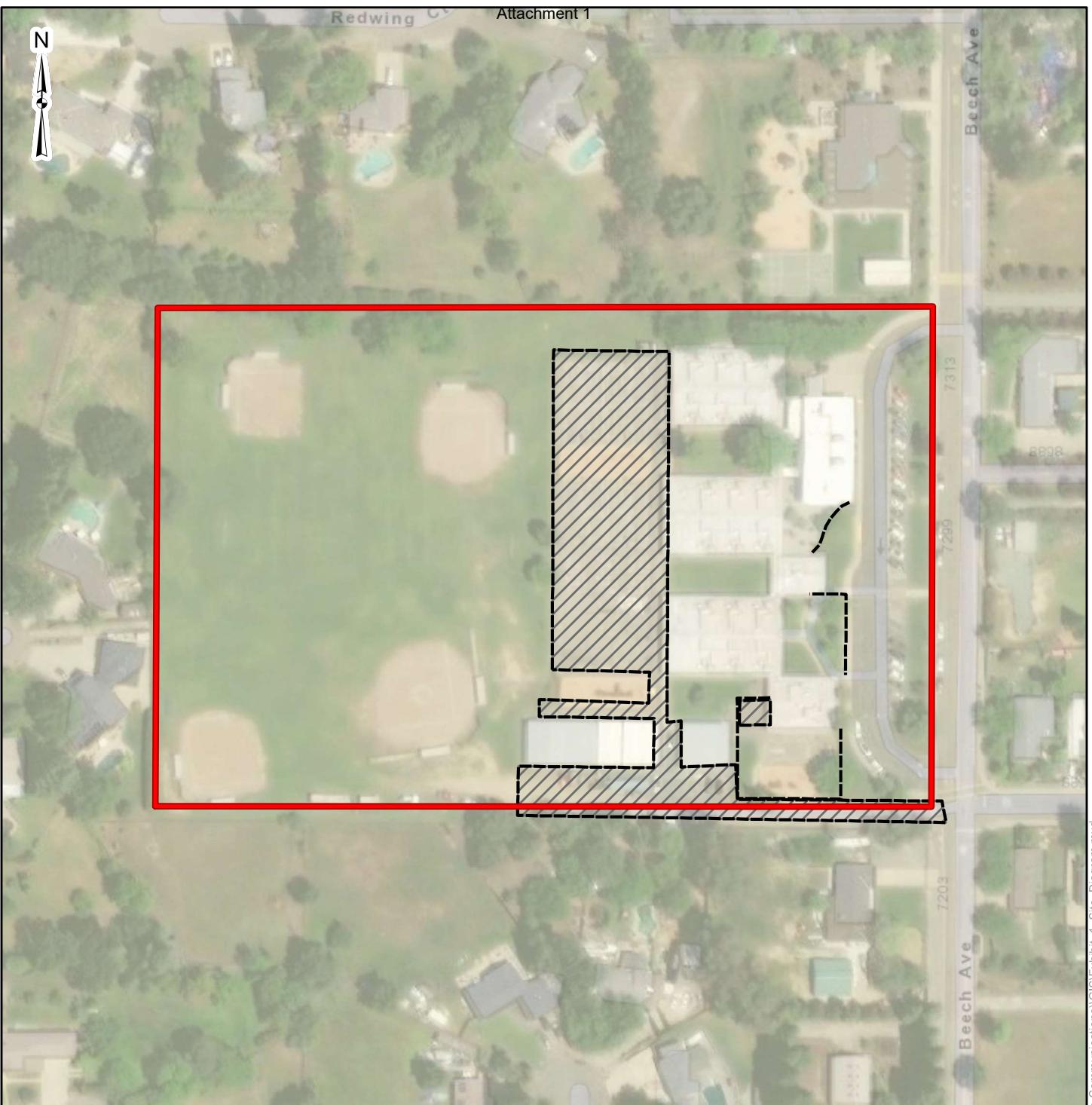
The long-term effects of the project are likely to improve the safety and functionality of the school. The project site is not in the vicinity of a Scenic Highway, and the project would not be expected to impact historical resources. No historic properties are known to exist in the project area; if artifacts were to be found during construction, work would stop immediately, and a qualified archeologist would be consulted with before work were to resume.

Avoidance and minimization measure would be incorporated to avoid impacts to biological resources. Such measures include limiting tree removal to outside of the nesting season (Feb 1 through Aug 31). Alternatively, if vegetation removal was needed during the nesting period, a nesting bird survey would be required. If nesting or migratory birds were found, the San Juan Unified School District would be responsible for establishing no-work buffers, as necessary, with the input of CDFW, before the commencement of construction or tree removal activities.

Considering the data summarized in this memorandum, it is Terracon’s opinion that the Oakview Elementary School 2024 Site Security and Hardcourt Project is Categorically Exempt from CEQA documentation.

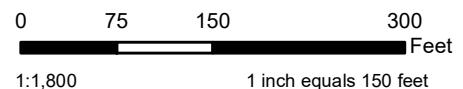
Enclosures:

- Exhibit 1 – Project Location
- Notice of Exemption (NOE) Form

**Legend**

 Site Boundary (approx. 9.5 ac)

 Approximate Project Area



DATA SOURCES:
ESRI WMS - World Aerial Imagery, OpenStreetMap

Project No.:	NB247027
Date:	Mar 2024
Drawn By:	AAG
Reviewed By:	JHW



SITE DIAGRAM	
Oakview Community Elementary School Site Security - Hardcourt Project	

Exhibit
1

Notice of Exemption**Appendix E**

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

County Clerk
County of: Sacramento
600 8th Street
Sacramento, CA 95814

From: (Public Agency): San Juan United School District
3738 Walnut Avenue
Carmichael, CA 95608

(Address)

Project Title: Oakview Community Elementary School 2024 Site Security Project

Project Applicant: San Juan Unified School District

Project Location - Specific:

Oakview Community Elementary School, 7229 Beech Avenue, Orangevale, CA 95662

Project Location - City: Orangevale Project Location - County: Sacramento

Description of Nature, Purpose and Beneficiaries of Project:

Replacement of asphalt on hardcourt playground and fire road, repavement, removal of several fixtures, and addition of gates and site fencing along the school frontage.

Name of Public Agency Approving Project: San Juan Unified School District

Name of Person or Agency Carrying Out Project: San Juan Unified School District

Exempt Status: (check one):

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: Minor Additions to Schools (Class 14)
- Statutory Exemptions. State code number:

Reasons why project is exempt:

Project would not result in a significant environmental impact, is not disqualified by any of the exceptions to CEQA Exemptions, nor would the project result in any additional classrooms or student capacity.

Lead Agency
Contact Person: Joshua Jacobson Area Code/Telephone/Extension: (916) 979-8626

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____ Date: _____ Title: _____

Signed by Lead Agency Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: _____

SUBJECT: Cameron Ranch Elementary School 2024 Site Security Project CEQA Categorical Exemption

DEPARTMENT: Operations

ACTION REQUESTED:

The superintendent is recommending that the board approve the California Environmental Quality Act (CEQA) notice of exemption for the Cameron Ranch Elementary School 2024 site security project.

RATIONALE/BACKGROUND:

The proposed project is located entirely within Cameron Ranch Elementary School's campus at 4333 Hackberry Lane (APNs: 230-0211-003), in Carmichael, California. The project area spans approximately 0.81 acres and includes 1,331.2 feet of primarily paved, landscaped, and recreational areas within the school's boundaries. The project scope generally includes the replacement of the hardcourt playground and the addition of gates and site fencing throughout the campus.

As the actions associated with the proposed project are not expected to result in a significant environmental impact, it is expected that this project is exempt under the Class XIV Categorical Exemption (Minor Additions to Schools), as described in the California Code of Regulations, Title 15, Section 15300 et seq.

ATTACHMENT(S):

1. [Cameron Ranch ES CEQA Exemption](#)

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 09/30/2024

FISCAL IMPACT:

N/A

PREPARED BY: Nicholas Arps, Director, Facilities, Construction and Modernization

APPROVED BY: Frank Camarda, Chief Operations Officer
Melissa Bassanelli, Superintendent of Schools

Memorandum



TO: Joshua Jacobson
 P: (916) 979-8626
 E: joshua.jacobson@sanjuan.edu

San Juan Unified School District
 6135 Sutter Avenue
 Carmichael, California 95608

FROM: Hunter Watkins *H. Watkins* Jennifer Peters *J. Peters*
 Project Manager
 Terracon Consultants, Inc.

DATE: March 12, 2024

RE: Cameron Ranch Elementary School 2024 Site Security Project
 CEQA Categorical Exemption
 Terracon Project No: NB247029

Project Information:

The proposed project is located entirely within Cameron Ranch Elementary School's campus at 4333 Hackberry Lane (APNs: 230-0211-003), in Carmichael, California. The project area spans approximately 0.81 acres and includes 1,331.2 feet of primarily paved, landscaped, and recreational areas within the school's boundaries (**Exhibit 1**). The project scope generally includes the replacement of the hardcourt playground and the addition of gates and site fencing throughout the campus.

As the actions associated with the proposed project are not expected to result in a significant environmental impact, it is expected that this project is exempt under the Class XIV Categorical Exemption (Minor Additions to Schools), as described in the California Code of Regulations, Title 15, Section 15300 et seq.

Legal Setting:

Categorical Exemptions (Cal. Code Regs. tit. 14 § 15300)

Projects that are not expected to result in a significant environmental impact may be Categorically Exempt from California Environmental Quality Act (CEQA) review. As described in Cal. Code Regs. tit. 14 § 15300, *Section 21084 of the Public Resources Code requires these guidelines to include a list of classes of projects which have been determined not to have a significant effect on the environment and which shall, therefore, be exempt from the provisions of CEQA. In response to that mandate, the Secretary for Resources has found that the following classes of projects listed in this article do not have a significant effect on the environment, and they are declared to be categorically exempt from the requirement for the preparation of environmental documents.*

Like many school-maintenance projects (that do not involve additional classrooms or student capacity), the proposed project is not expected to result in any significant environmental impacts under CEQA.



Table 1 provides an abbreviated CEQA checklist, explaining why the implementation of the proposed project would not result in any significant environmental impacts.

Table 1. Abbreviated CEQA Environmental Checklist

Impact Category	Description
Aesthetics	The project would not result in impacts related to scenic vistas, state-listed scenic highways. The proposed project would not require the installation of equipment that would be inconsistent with previous conditions; and would not result in an impact on Aesthetics.
Agriculture and Forestry Resources	The proposed project would not involve agricultural lands or Prime Farmland.
Air Quality	The proposed project would not result in the exposure of pollutants or odors to sensitive receptors. Although Sacramento County is in nonattainment status for PM-2.5 (2006) and 8-Hour Ozone (2015) criteria pollutants, the proposed project would not result in a significant net increase of such pollutants as the emissions would be associated with the limited use of construction equipment, nor would the project conflict with the Sacramento Metropolitan Air Quality Management District (SMAQMD)'s ability to comply with any applicable State Implementation Plan (SIP).
Biological Resources	The project area is not expected to provide habitat for federally- or state-listed species, nor would it affect a Habitat Conservation Plan (HCP), Natural Community Conservation Planning (NCCP), or other sensitive biological resources. The school campus is not expected to contain <i>Sambucus sp.</i> ; however, if present and if any are required to be removed, a pre-construction survey will be necessary to ensure habitat for Valley Elderberry Longhorn Beetle habitat is not present. Additional project commitments include a pre-construction nesting bird survey or limiting tree removal to outside of the migratory period to avoid non-compliance with the Migratory Bird Treaty Act. If active nests are to be found during a nesting bird survey, no-work buffer areas would be established in consultation with the California Department of Fish and Wildlife (CDFW).
Cultural Resources	The project does not contain known historic properties and is not suspected to contain archeological artifacts as the area is previously disturbed. If archeological or cultural resources are discovered onsite, work would cease immediately until consultation and approval to continue work is provided by a qualified archeologist.



Energy	The proposed project would not result in an impact related to the wasteful or inefficient use of energy since the project will not require the use of equipment with an energy requirement during its operation.
Geology and Soils	The proposed project would not result in geological impacts. The project construction would take place on existing hardcourt and would not result in new construction in unsafe soils.
Greenhouse Gas Emissions	Although greenhouse gases would be emitted during project construction, it would not result in a significant impact on the environment, nor would it conflict with a plan, policy, or regulation aimed to reduce greenhouse gas emissions.
Hazards and Hazardous Materials	The proposed project would not involve the use or release of potentially hazardous substances. Abatement of Hazardous Materials Plan (AHMP) will be created prior to project construction to handle potential unexpected encounters with hazardous materials.
Hydrology and Water Quality	Local water quality impacts would be avoided by the usage of routing stormwater Best Management Practices (BMPs) during construction and material staging activities.
Land Use and Planning	The proposed project would not divide an established community, nor would it result in a conflict with a land use plan or zoning ordinance as the project does not modify the existing land use.
Mineral Resources	The proposed project would not require the extraction of Mineral Resources.
Noise	The proposed project would not result in the exposure of excessive noise levels. Construction would not take place during the school year. Further, measures such as limiting construction to daytime hours and complying with County noise ordinances would avoid temporary construction-related noise impacts. The project would not result in any permanent noise impacts.
Population and Housing	The proposed project would not involve housing or population growth.
Public Services	The proposed project would not negatively affect public services, but instead would improve the high school's ability to provide security for their students.



Recreation	The proposed project would not lead to the deterioration of existing recreational facilities, but instead would enhance existing recreational opportunities. The project would not involve the construction of new facilities that would result in an adverse physical environmental consequence.
Transportation	The proposed project would not have a significant effect on transportation, because construction would occur outside of the school year when student traffic patterns would not be affected by the work.
Tribal Cultural Resources	The proposed project would not have the capability to impact a listed or eligible resource as there are no known ties to the site; however, if resources are discovered during ground disturbing activities, work will cease immediately and federally and state recognized tribes will be contacted.
Wildfire	The proposed project does not involve Wildfire Hazards since the project will not increase fire loading.
Mandatory Findings of Significance	The proposed project does not have the potential to substantially degrade or reduce the habitat of a species or impact known resources. The project would not result in a cumulatively considerable contribution to a cumulative impact.

Exceptions (Cal. Code Regs. tit. 14 § 15300.2)

It should be noted that six (6) exceptions are described, which if applicable to a project, would disqualify the project from the usage of a Categorical Exemption. These exceptions are:

(a) *Location.* Classes 3, 4, 5, 6, and 11 are qualified by consideration of where the project is to be located – a project that is ordinarily insignificant in its impact on the environment may in a particularly sensitive environment be significant. Therefore, these classes are considered to apply all instances, except where the project may impact on an environmental resource of hazardous or critical concern where designated, precisely mapped, and officially adopted pursuant to law by federal, state, or local agencies.

(b) *Cumulative Impact.* All exemptions for these classes are inapplicable when the cumulative impact of successive projects of the same type in the same place, over time is significant.

(c) *Significant Effect.* A categorical exemption shall not be used for an activity where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances.

(d) *Scenic Highways.* A categorical exemption shall not be used for a project which may result in damage to scenic resources, including but not limited to, trees, historic buildings, rock outcroppings, or similar resources, within a highway officially designated as a state scenic highway. This does not apply to improvements which are required as mitigation by an adopted negative declaration or certified EIR.



(e) *Hazardous Waste Sites.* A categorical exemption shall not be used for a project located on a site which is included on any list compiled pursuant to Section 65962.5 of the Government Code.

(f) *Historical Resources.* A categorical exemption shall not be used for a project which may cause a substantial adverse change in the significance of a historical resource.

Categorical Exemption Class XIV – Minor Additions to Schools (Cal. Code Regs.tit. 14 § 15314)

Class 14 projects are described in § 15314 as “*minor additions to existing schools within existing school grounds where the addition does not increase original student capacity by more than 25% or ten classrooms, whichever is less.*” The project would take place entirely within Cameron Ranch Elementary School’s existing property and would not involve the addition of any new classrooms, nor would it affect the school’s student capacity. The proposed project fits the description provided in Cal. Code Regs. tit. 14 § 15314.

Summary:

The proposed project would not result in any significant impacts to the environment (please see **Table 1**). The activities that make up the proposed project (hardcourt replace, installation of gates and fencing, vegetation removal, landscaping, etc.) meet both the description of a Class 14-exempt project as well as the criteria listed in the Exceptions to CEQA Categorical Exemptions. The project area is not located on a hazard waste site or other environmental feature of critical concern. The proposed project would not result in a significant impact, nor would it result in a cumulatively considerable contribution to a significant cumulative impact.

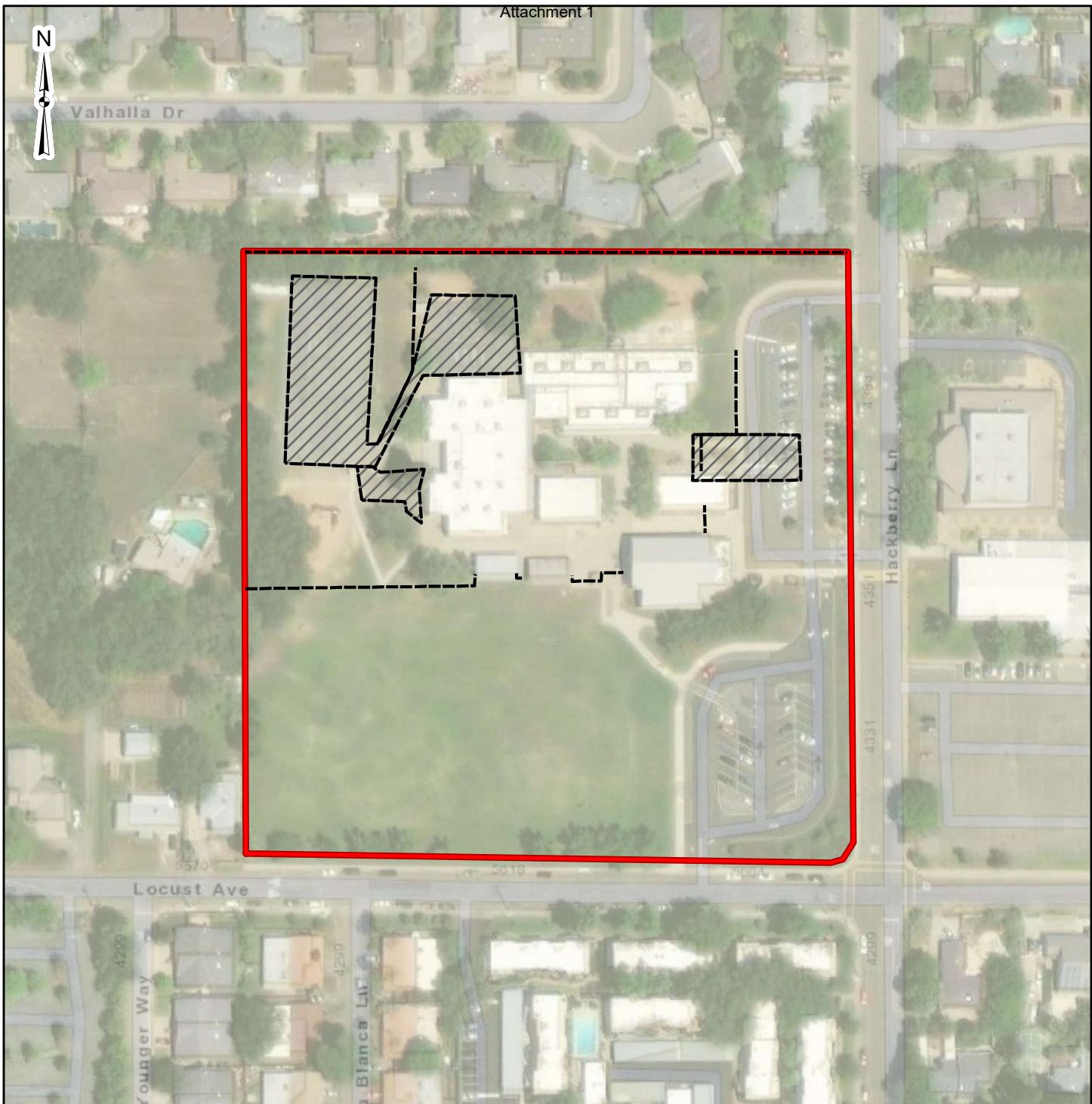
The long-term effects of the project are likely to improve the safety and functionality of the school. The project site is not in the vicinity of a Scenic Highway, and the project would not be expected to impact historical resources. No historic properties are known to exist in the project area; if artifacts were to be found during construction, work would stop immediately, and a qualified archeologist would be consulted with before work were to resume.

Avoidance and minimization measure would be incorporated to avoid impacts to biological resources. Such measures include limiting tree removal to outside of the nesting season (Feb 1 through Aug 31). Alternatively, if vegetation removal was needed during the nesting period, a nesting bird survey would be required. If nesting or migratory birds were found, the San Juan Unified School District would be responsible for establishing no-work buffers, as necessary, with the input of CDFW, before the commencement of construction or tree removal activities.

Considering the data summarized in this memorandum, it is Terracon’s opinion that the Cameron Ranch Elementary School 2024 Site Security and Hardcourt Project is Categorically Exempt from CEQA documentation.

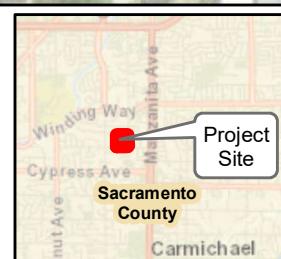
Enclosures:

- Exhibit 1 – Project Location
- Notice of Exemption (NOE) Form

**Legend**

Site Boundary (approx. 9 ac)

Approximate Project Area



0 75 150 300
Feet
1:1,800 1 inch equals 150 feet

DATA SOURCES:
ESRI WMS - World Aerial Imagery, OpenStreetMap

Project No.:	NB247029
Date:	Mar 2024
Drawn By:	AAG
Reviewed By:	JHW

Terracon
Explore with us
50 Goldenland Ct, Suite 100 Sacramento, CA 95834
PH. (916) 928-4690 terracon.com

SITE DIAGRAM
Cameron Ranch Elementary School Site Security - Hardcourt Project

Exhibit

1

Notice of Exemption**Appendix E**

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

County Clerk
County of: Sacramento
600 8th Street
Sacramento, CA 95814

From: (Public Agency): San Juan United School District
3738 Walnut Avenue
Carmichael, CA 95608

(Address)

Project Title: Cameron Ranch Elementary School 2024 Site Security Project

Project Applicant: San Juan Unified School District

Project Location - Specific:

Cameron Ranch Elementary School, 4333 Hackberry Lane, Carmichael, CA 95608

Project Location - City: Carmichael Project Location - County: Sacramento

Description of Nature, Purpose and Beneficiaries of Project:
Replacement of hardcourt playground and installation of gates and site fencing.

Name of Public Agency Approving Project: San Juan Unified School District

Name of Person or Agency Carrying Out Project: San Juan Unified School District

Exempt Status: (check one):

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: Minor Additions to Schools (Class 14)
- Statutory Exemptions. State code number:

Reasons why project is exempt:

Project would not result in a significant environmental impact, is not disqualified by any of the exceptions to CEQA Exemptions, nor would the project result in any additional classrooms or student capacity.

Lead Agency
Contact Person: Joshua Jacobson Area Code/Telephone/Extension: (916) 979-8626

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____ Date: _____ Title: _____

Signed by Lead Agency Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: _____

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

AGENDA ITEM:

H.9

MEETING DATE:

10/08/2024

SUBJECT: Purchase Agreement for Districtwide Furniture (BP#25-202)

DEPARTMENT: Operations

ACTION REQUESTED:

The superintendent is recommending that the board approve the purchase agreement for the purchase and delivery of districtwide furniture, as outlined in bid package 25-202, and award the contract to Jones Campbell Co., Inc. dba Campbell Keller, for a not to exceed price of \$40,227,940.06.

RATIONALE/BACKGROUND:

The purchase agreement ("Agreement") is a contract between the district and Campbell Keller, for the purchase and delivery of district wide furniture. The agreement will be effective until October 7, 2027, with two optional one-year extensions. The district will issue notices to proceed to trigger obligations under the agreement, based on project-specific needs.

ATTACHMENT(S):

1. [BP 25-202 Purchase Agreement - Campbell Keller](#)
2. [25-202 Furniture Bid Tabulation](#)
3. [25-202 Limited Notice to Proceed Template](#)

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 09/30/2024

FISCAL IMPACT:

\$40,227,940.06

PREPARED BY: Cherie Chenoweth, Coordinator, Facilities Business and Compliance

APPROVED BY: Frank Camarda, Chief Operations Officer
Melissa Bassanelli, Superintendent of Schools

SAN JUAN UNIFIED SCHOOL DISTRICT

PURCHASE AGREEMENT

This Agreement is made this 8th day of October, 2024, by and between **San Juan Unified School District**, “District,” and **Jones-Campbell Co., Inc. DBA Campbell Keller**, “Vendor,” (“Agreement,” or “Contract”) with respect to the following recitals:

- A. District is a public school district organized and existing under the laws of the State of California.
- B. Vendor was the lowest responsible bidder for the District’s Bid Package #25-202 for the purchase and delivery of the items of equipment, materials, and supplies detailed in the Bid Package (defined below) provided by the District (“Items”).

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

1. Notice to Proceed. Vendor agrees that a Notice to Proceed shall trigger parties’ obligations to purchase and deliver Items as described in that particular Notice to Proceed for the specified project. The date of commencement of parties’ obligations is the date established in the Notice to Proceed. The date of commencement shall not be postponed by the failure to act of the Bidder or of persons or entities for whom the Bidder is responsible. District is only responsible for payment to Vendor for furniture identified in a Notice to Proceed. District is not responsible for payment to Vendor for furniture estimates included in the Bid Form.
2. Location for Delivery. Vendor agrees to deliver the Items to District at various locations within the District. Delivery locations will vary based on the installation location for the ordered items and be included in the Notice to Proceed.
3. Time for Delivery. Vendor shall satisfactorily and timely deliver the Items in full to the District as specified in the District’s bid package documents for BP #25-202 (“Bid Package”) and as identified in the Notice to Proceed, including but not limited to the Purchase Specifications and any addenda. Time is of the essence in this Contract. If Vendor fails to satisfactorily and timely deliver the Items, the District may purchase items from other sources and recover damages from Vendor as allowed by applicable law, including but not limited to the purchase cost in excess of the contract price (see next section) and other costs incurred due to the Vendor’s failure to timely deliver.
4. Liquidated Damages. Failure to complete the work within the time and in the manner provided for in this Contract for each individual Notice to Proceed shall subject the Vendor to liquidated damages. The actual occurrence of damages and the actual amount of the damages which the District would suffer if the Contract were not completed within the specified times set forth are dependent upon many circumstances and conditions which could prevail in various combinations and, from the nature of the case, it is

impracticable and extremely difficult to fix the actual damages. Damages which the District would suffer in the event of delay include, but are not limited to, loss of the use of the Contract, disruption of activities, costs of administration, supervision and the incalculable inconvenience and loss suffered by the public.

Accordingly, the Parties agree that the amount herein set forth shall be the amount of damages which the District shall directly incur upon failure of the Vendor to complete the Contract within the time specified: \$100 (per classroom only), for each calendar day by which completion of the Contract is delayed beyond the Completion Deadline as specified in the Notice to Proceed.

If the District accepts any items or makes any payment under this Agreement after a default by reason of delays, the payment or payments shall in no respect constitute a waiver or modification of any Agreement provisions regarding time of completion and liquidated damages.

5. Contract Term and Not-to-Exceed Price. The term of this Contract is Three (3) year(s) from the date of award of the Contract by the District's governing board ("Term"). For every satisfactory and timely delivery of ordered Items, District agrees to pay Vendor based on the unit prices and taxes listed by Vendor in the Bid Form for those Items, with such payment being made within forty-five (45) calendar days following receipt of Vendor's invoice or satisfactory and timely delivery, whichever is later. The District's total purchases from Vendor under this Contract may not exceed Forty Million Two-Hundred Twenty-Seven Thousand Nine-Hundred Forty Dollars and Six Cents (\$40,227,940.06). At any time during the Term, District may terminate the Contract for convenience effective upon Vendor's receipt of written notice of such termination; and such written notice may limit or delay the effective date of the termination. In addition, District may give written notice of termination of the Contract for cause in the event of a breach of the Contract by Vendor that Vendor failed to cure within seven (7) days after receiving a written demand for cure from District.
6. Renewal of Term. The District and Vendor may agree in writing to renew the term of this Agreement for up to two one-year extensions.
7. Termination. The District may terminate the Contract for the District's convenience and without cause at any time between Notices to Proceed. Upon receipt of written notice from the District of such termination for the District's convenience, the Vendor shall complete all obligations under any Notice to Proceed issued prior to the effective date of the termination. In case of such termination for the District's convenience, the Vendor shall be entitled to receive payment for Items described in a Notice to Proceed issued prior to the effective date of the termination.
8. Conformance to Contract Documents. Vendor agrees that the Items to be furnished pursuant to this Agreement ("Contract") shall conform to all of the requirements set forth in the Contract Documents, as defined below.
9. Indemnity. Vendor shall defend, indemnify, and hold harmless District and its agents, representatives, officers, consultants, employees, governing board, and members of its

governing board (collectively, the “District Parties”), from and against any and all claims, demands, liabilities, damages, losses, suits and actions, and expenses (including, but not limited to attorney fees and costs including fees of consultants) of any kind, nature, and description (collectively, the “Claims”) directly or indirectly arising out of, connected with, or resulting from any act, error, omission, negligence, breach of contract, or willful misconduct of Vendor, or Vendor’s employees, agents, or volunteers (collectively, the “Vendor Parties”), in the performance of, or failure to perform, Vendor’s obligations under this Contract or for any infringement of the patent rights, copyright or trademark of any person or persons in consequence of the use by the District of the Items supplied pursuant to this Contract.

10. Transportation Charges. Vendor agrees to deliver all Items prepaid unless otherwise specified. All costs for delivery and packaging of Items are the responsibility of Vendor unless otherwise stated in the Contract Documents, as defined below.
11. Inspection. All Items furnished must be in conformity with the Contract Documents and will be subject to inspection and approval by the District after delivery. District reserves the right to reject and return at the risk and expense of the Vendor any portion of the Items which may be defective or which fails to comply with the specifications in Contract Documents.
12. Warranty. The Vendor shall provide and maintain a comprehensive warranty program for all furniture delivered under this Agreement, matching the warranty terms and conditions offered by the furniture manufacturer. This program shall remain in effect for the entire duration of the manufacturer's warranty period.
 - A. The Vendor shall be solely responsible for handling all warranty claims, including but not limited to:
 1. Coordinating repairs or replacements directly with the manufacturer.
 2. Providing customer service and support to the District and its end-users.
 3. Managing all warranty paperwork and documentation.
 - B. The District shall have no obligation to participate in or oversee warranty claims, except to report issues to the Vendor. Upon request, Vendor shall provide District with periodic warranty performance reports.
13. Insurance. Without in any way limiting Vendor’s liability, or indemnification obligations set forth in Paragraph 6 above, Vendor shall secure and maintain throughout the Term of this Agreement the following insurance: (i) comprehensive general liability insurance with limits of not less than \$1,000,000 each occurrence and \$2,000,000 in the aggregate; (ii) commercial automobile liability insurance with limits not less than \$1,000,000 each occurrence and \$2,000,000 in the aggregate, if applicable; and (iii) worker’s compensation insurance as required by Labor Code section 3200, *et seq.*, if applicable. Neither Vendor nor any of the Vendor Parties shall commence performing any portion of the Contract until all required insurance has been obtained and certificates indicating the required coverages have been delivered to and approved by District. All insurance policies shall include an endorsement stating that District and District Parties are named additional insureds. All of

the policies shall be amended to provide that the insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days' prior written notice has been given to District. If such a notice is not given or even if District receives a notice, District may, at its sole option, terminate this Agreement. All insurance policies shall include an endorsement stating that it is primary to any insurance or self-insurance maintained by District and shall waive all rights of subrogation against District and/or the District Parties. A copy of the declarations page of Vendor's insurance policies shall be attached to this Agreement as proof of insurance.

14. Independent Contractor Status. Vendor is engaged in an independently established trade, occupation, or business to provide the Items required by this Agreement and is hereby retained to provide specialized services for District that are outside the usual course of District's business. Vendor is free from the control and direction of District in connection with the manner in which it provides the Items to District. Vendor understands and agrees that Vendor and the Vendor Parties shall not be considered officers, employees, agents, partners, or joint venturers of District, and are not entitled to benefits of any kind or nature normally provided to employees of District and/or to which District's employees are normally entitled.
15. Taxes. All payments made by District to Vendor pursuant to this Agreement shall be reported to the applicable federal and state taxing authorities as required. District will not withhold any money from amounts payable to Vendor, including FICA (social security), state or federal unemployment insurance contributions, or state or federal income tax or disability insurance. Vendor shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Vendor and the Vendor Parties and otherwise in connection with this Agreement.
16. Fingerprinting Notice and Acknowledgement. Vendor and the Vendor Parties shall at all times comply with the fingerprinting and criminal background investigation requirements of the California Education Code ("Education Code") section 45125.1, and shall complete and submit the Fingerprinting Notice and Acknowledgement Form.
17. Confidential Information. Vendor shall maintain the confidentiality of, and protect from unauthorized disclosure, any and all individual student information received from the District, including but not limited to student names and other identifying information. Vendor shall not use such student information for any purpose other than carrying out the obligations under this Agreement. Upon termination of this Agreement, Vendor shall turn over to District all educational records related to the services provided to any District student pursuant to this Agreement.
18. Assignment/Successors and Assigns. Vendor shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations under this Agreement without the prior written consent of District. Subject to the foregoing, this

Agreement shall be binding on the heirs, executors, administrators, successors, and assigns of the respective parties.

19. Severability. If any provision of this Agreement shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this Agreement.
20. Amendments. The terms of this Agreement shall not be waived, altered, modified, supplemented or amended in any manner whatsoever except by written agreement signed by both parties and approved by the District's governing board.
21. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California, excluding its choice of law rules. Any action or proceeding seeking any relief under or with respect to this Agreement shall be brought solely in the Superior Court of the State of California for the County of Sacramento, subject to transfer of venue under applicable State law, provided that nothing in this Agreement shall constitute a waiver of immunity to suit by the District.
22. Written Notice. Written notice shall be deemed to have been duly served by a Party if delivered in person, or sent by registered or certified or overnight mail, to the other Party's last business address known to the person who sends the notice.
23. Compliance with Law. Each and every provision of law and clause required by law to be inserted into this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein. Vendor shall comply with all applicable federal, state, and local laws, rules, regulations and ordinances, including but not limited to fingerprinting under Education Code section 45125.1, confidentiality of records, Education Code section 49406, and others. Vendor agrees that it shall comply with all legal requirements for the performance of duties under this Agreement and that failure to do so shall constitute material breach.
24. Non-Discrimination. There shall be no unlawful discrimination in the contracting of persons under this Agreement because of race, color, national origin, age, ancestry, religion, sex, or sexual orientation of such persons.
25. Attorneys' Fees. If any legal action is taken to interpret or enforce the terms of this Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees and other reasonable costs and expenses incurred in connection with that legal action.
26. Liability of District. Notwithstanding anything stated herein to the contrary, District shall not be liable for any special, consequential, indirect or incidental damages, including but not limited to lost profits in connection with this Agreement.
27. Time. Time is of the essence to this Agreement.

28. Waiver. No delay or omission by District in exercising any right under this Agreement shall operate as a waiver of that or any other right and no single or partial exercise of any right shall preclude the District from any or further exercise of any right or remedy.
29. Entire Agreement. This Agreement is intended by the parties as the final expression of their agreement with respect to such terms as are included herein and as the complete and exclusive statement of its terms and may not be contradicted by evidence of any prior agreement or of a contemporaneous oral agreement, nor explained or supplemented by evidence of consistent additional terms.
30. Execution of Other Documents. The parties to this Agreement shall cooperate fully in the execution of any and all other documents and in the completion of any additional actions that may be necessary or appropriate to give full force and effect to the terms and intent of this Agreement.
31. Execution in Counterparts. This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy, facsimile, or an original, with all signatures appended together, shall be deemed a fully executed agreement.
32. Warranty of Authority. The persons who have signed this Agreement warrant that they are legally authorized to do so on behalf of the respective parties, and by their signatures to bind the respective parties to this Agreement.
33. Forms. The following documents are incorporated into the Contract as the “Contract Documents”:
- Bid Security.
 - Fingerprinting Notice, Acknowledgement, and Certification
 - Iran Contracting Act Certification.
 - Russian Sanctions Certification.
 - Workers’ Compensation Certification.
 - Drug-Free Workplace Certification.
 - Non-Collusion Affidavit
- The bid package issued by the District for the Contract (“Bid Package”), which shall include, but not be limited to, the Invitation for Bids, the Instructions to Bidders, the Purchase Specifications, the Bid Form including Bid Form Worksheets, this Agreement, and all addenda.
34. Mediation. A party to this Agreement shall, as a condition precedent to initiating any litigation against the other party, demand mediation of any dispute. The parties shall endeavor to include any third-party claimant in the mediation. The parties shall select a mediator and schedule the mediation within thirty (30) days of the initial demand for mediation. If the parties cannot agree on a mediator, the mediator shall be appointed by JAMS. The parties to the mediation, including the parties to this Agreement, shall pay

equal shares of the mediator's fees. Each party shall bear its own attorney's fees related to the mediation.

35. Safety Regulations. All equipment and supplies furnished, and/or all work performed, shall meet all applicable safety regulations of the Division of Industrial Safety of the State of California, and Health & Safety code of the State of California.

IN WITNESS WHEREOF the parties have executed this Agreement on the date first hereinabove written.

SAN JUAN UNIFIED SCHOOL DISTRICT

By _____
Frank Camarda, Chief Operations Officer

JONES CAMPBELL CO., INC. DBA CAMPBELL KELLER

By _____
Craig Campbell, President

FINGERPRINTING NOTICE AND ACKNOWLEDGEMENT
FOR ALL CONTRACTS EXCEPT WHEN CONSTRUCTION EXCEPTION IS MET
(Education Code Section 45125.1)

Other than business entities performing construction, reconstruction, rehabilitation, or repair who have complied with Education Code section 45125.2, business entities entering into contracts with the District must comply with Education Code sections 45125.1. Such entities are responsible for ensuring full compliance with the law and should therefore review all applicable statutes and regulations. The following information is provided simply to assist such entities with compliance with the law:

1. You (as a business entity) shall ensure that each of your employees who interacts with pupils outside of the immediate supervision and control of the pupil's parent or guardian or a school employee has a valid criminal records summary as described in Education Code section 44237. (Education Code §45125.1(a).) You shall do the same for any other employees as directed by the District. (Education Code §45125.1(c).) When you perform the criminal background check, you shall immediately provide any subsequent arrest and conviction information it receives to the District pursuant to the subsequent arrest service. (Education Code §45125.1(a).)
2. You shall not permit an employee to interact with pupils until the Department of Justice has ascertained that the employee has not been convicted of a felony as defined in Education Code section 45122.1. (Education Code §45125.1(e).) See the lists of violent and serious felonies in ***Attachment A*** to this Notice.
3. Prior to performing any work or services under your contract with the District, and prior to being present on District property or being within the vicinity of District pupils, you shall certify in writing to the District under the penalty of perjury that neither the employer nor any of its employees who are required to submit fingerprints, and who may interact with pupils, have been convicted of a felony as defined in Education Code section 45122.1, and that you are in full compliance with Education Code section 45125.1. (Education Code §45125.1(f).) For this certification, you shall use the form in ***Attachment B*** to this Notice.
4. If you are providing the above services in an emergency or exceptional situation, you are not required to comply with Education Code section 45125.1, above. An "emergency or exceptional" situation is one in which pupil health or safety is endangered or when repairs are needed to make a facility safe and habitable. The District shall determine whether an emergency or exceptional situation exists. (Education Code §45125.1(b).)
5. If you are an individual operating as a sole proprietor of a business entity, you are considered an employee of that entity for purposes of Education Code section 45125.1, and the District shall prepare and submit your fingerprints to the Department of Justice as described in Education Code section 45125.1(a).

(Education Code §45125.1(h).)

I, as President of Jones Campbell Co., Inc., have read the foregoing and agree that Jones Campbell Co., Inc., DBA Campbell Keller will comply with the requirements of Education Code §45125.1 as applicable, including submission of the certificate mentioned above.

Dated: _____

Name: Craig Campbell

Signature: _____

Title: President

ATTACHMENT A**Violent and Serious Felonies**

Under Education Code sections 45122.1 and 45125.1, no employee of a contractor or subcontractor who has been convicted of or has criminal proceedings pending for a violent or serious felony may come into contact with any student. A violent felony is any felony listed in subdivision (c) of Section 667.5 of the Penal Code. Those felonies are presently defined as:

- (1) Murder or voluntary manslaughter.
- (2) Mayhem.
- (3) Rape as defined in paragraph (2) or (6) of subdivision (a) of Section 261 or paragraph (1) or (4) of subdivision (a) of Section 262.
- (4) Sodomy as defined in subdivision (c) or (d) of Section 286.
- (5) Oral copulation as defined in subdivision (c) or (d) of Section 288a.
- (6) Lewd or lascivious act as defined in subdivision (a) or (b) of Section 288.
- (7) Any felony punishable by death or imprisonment in the state prison for life.
- (8) Any felony in which the defendant inflicts great bodily injury on any person other than an accomplice which has been charged and proved as provided for in Section 12022.7, 12022.8, or 12022.9 on or after July 1, 1977, or as specified prior to July 1, 1977, in Sections 213, 264, and 461, or any felony in which the defendant uses a firearm which use has been charged and proved as provided in subdivision (a) of Section 12022.3, or Section 12022.5 or 12022.55.
- (9) Any robbery.
- (10) Arson, in violation of subdivision (a) or (b) of Section 451.
- (11) Sexual penetration as defined in subdivision (a) or (j) of Section 289.
- (12) Attempted murder.
- (13) A violation of Section 18745, 18750, or 18755.
- (14) Kidnapping.
- (15) Assault with the intent to commit a specified felony, in violation of Section 220.

- (16) Continuous sexual abuse of a child, in violation of Section 288.5.
- (17) Carjacking, as defined in subdivision (a) of Section 215.
- (18) Rape, spousal rape, or sexual penetration, in concert, in violation of Section 264.1.
- (19) Extortion, as defined in Section 518, which would constitute a felony violation of Section 186.22 of the Penal Code.
- (20) Threats to victims or witnesses, as defined in Section 136.1, which would constitute a felony violation of Section 186.22 of the Penal Code.
- (21) Any burglary of the first degree, as defined in subdivision (a) of Section 460, wherein it is charged and proved that another person, other than an accomplice, was present in the residence during the commission of the burglary.
- (22) Any violation of Section 12022.53.
- (23) A violation of subdivision (b) or (c) of Section 11418.

A serious felony is any felony listed in subdivision (c) Section 1192.7 of the Penal Code. Those felonies are presently defined as:

- (1) Murder or voluntary manslaughter; (2) Mayhem; (3) Rape; (4) Sodomy by force, violence, duress, menace, threat of great bodily injury, or fear of immediate and unlawful bodily injury on the victim or another person; (5) Oral copulation by force, violence, duress, menace, threat of great bodily injury, or fear of immediate and unlawful bodily injury on the victim or another person; (6) Lewd or lascivious act on a child under the age of 14 years; (7) Any felony punishable by death or imprisonment in the state prison for life; (8) Any felony in which the defendant personally inflicts great bodily injury on any person, other than an accomplice, or any felony in which the defendant personally uses a firearm; (9) Attempted murder; (10) Assault with intent to commit rape, or robbery; (11) Assault with a deadly weapon or instrument on a peace officer; (12) Assault by a life prisoner on a non-inmate; (13) Assault with a deadly weapon by an inmate; (14) Arson; (15) Exploding a destructive device or any explosive with intent to injure; (16) Exploding a destructive device or any explosive causing bodily injury, great bodily injury, or mayhem; (17) Exploding a destructive device or any explosive with intent to murder; (18) Any burglary of the first degree; (19) Robbery or bank robbery; (20) Kidnapping; (21) Holding of a hostage by a person confined in a state prison; (22) Attempt to commit a felony punishable by death or imprisonment in the state prison for life; (23) Any felony in which the defendant personally used a dangerous or deadly weapon; (24) Selling, furnishing, administering, giving, or offering to sell, furnish, administer, or give to a minor any heroin, cocaine, phencyclidine (PCP), or any methamphetamine-related drug, as described in paragraph (2) of subdivision (d) of Section 11055 of the Health and Safety Code, or any of the precursors of methamphetamines, as described in

subparagraph (A) of paragraph (1) of subdivision (f) of Section 11055 or subdivision (a) of Section 11100 of the Health and Safety Code; (25) Any violation of subdivision (a) of Section 289 where the act is accomplished against the victim's will by force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person; (26) Grand theft involving a firearm; (27) carjacking; (28) any felony offense, which would also constitute a felony violation of Section 186.22; (29) assault with the intent to commit mayhem, rape, sodomy, or oral copulation, in violation of Section 220; (30) throwing acid or flammable substances, in violation of Section 244; (31) assault with a deadly weapon, firearm, machine gun, assault weapon, or semiautomatic firearm or assault on a peace officer or firefighter, in violation of Section 245; (32) assault with a deadly weapon against a public transit employee, custodial officer, or school employee, in violation of Sections 245.2, 245.3, or 245.5; (33) discharge of a firearm at an inhabited dwelling, vehicle, or aircraft, in violation of Section 246; (34) commission of rape or sexual penetration in concert with another person, in violation of Section 264.1; (35) continuous sexual abuse of a child, in violation of Section 288.5; (36) shooting from a vehicle, in violation of subdivision (c) or (d) of Section 26100; (37) intimidation of victims or witnesses, in violation of Section 136.1; (38) criminal threats, in violation of Section 422; (39) any attempt to commit a crime listed in this subdivision other than an assault; (40) any violation of Section 12022.53; (41) a violation of subdivision (b) or (c) of Section 11418; and (42) any conspiracy to commit an offense described in this subdivision.

ATTACHMENT B**Form for Certification of Lack of Felony Convictions**

Note: This form must be submitted by the owner, or an officer, of the contracting entity before it may commence any work or services, and before it may be present on District property or be within the vicinity of District pupils.

Entity Name: Jones Campbell Co., Inc., DBA Campbell Keller
Date of Entity's Contract with District: October 8, 2024
Scope of Entity's Contract with District: BP 25-202 Furniture

I, Craig Campbell, am the President for Jones Campbell Co., Inc. DBA Campbell Keller ("Entity"), which entered a contract on October 8, 2024, with the District for BP 25-202 Furniture.

I certify that (1) pursuant to Education Code section 45125.1(f), neither the Entity, nor any of its employees who are required to submit fingerprints and who may interact with pupils, have been convicted of a felony as defined in Education Code section 45122.1; and (2) the Entity is in full compliance with Education Code section 45125.1, including but not limited to each employee who will interact with a pupil outside of the immediate supervision and control of the pupil's parent or guardian having a valid criminal background check as described in Education Code section 44237.

I declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge.

Date: _____, 2024

Signature: _____

Typed Name: Craig Campbell

Title: President

Entity: Jones Campbell Co., Inc. DBA Campbell Keller

WORKERS' COMPENSATION CERTIFICATE

Labor Code Section 3700, in relevant part, provides:

"Every employer except the state shall secure the payment of compensation in one or more of the following ways:

- (a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this state.
- (b) By securing from the Director of Industrial Relations a certificate of consent to self-insure either as an individual employer or as one employer in a group of employers. Said certificate may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his or her employees, ... "

I am aware of the provisions of the Labor Code Section 3700 which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract. I shall supply the Owner with certificates of insurance evidencing that Workers' Compensation Insurance is in effect and providing that the Owner will receive thirty (30) days' notice of cancellation.

Jones Campbell Co., Inc. DBA Campbell Keller
Name of Contractor

Signature

Craig Campbell
Print Name _____ Date _____

(In accordance with Article 5 (commencing at Section 1860], Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under the contract.)

DRUG-FREE WORKPLACE CERTIFICATION

The Drug-Free Workplace Act of 1990 (Government Code sections 8350 *et seq.*) requires that every person or organization awarded a contract or grant for the procurement of any property or services from any State agency must certify that it will provide a drug-free workplace by doing certain specified acts. In addition, the Act provides that each contract awarded by a State agency may be subject to suspension of payments or termination of the contract, or both, and the contractor may be subject to debarment from future contracting if the state agency determines that specified acts have occurred.

Pursuant to Government Code Section 8355, every person or organization awarded a contract or grant from a State agency shall certify that it will provide a drug-free workplace by doing all of the following:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the person's or organization's workplace and specifying actions which will be taken against employees for violations of the prohibition;
- (b) Establishing a drug-free awareness program to inform employees about all of the following:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The person's or organization's policy of maintaining a drug-free workplace;
 - (3) The availability of drug counseling, rehabilitation and employee-assistance programs;
 - (4) The penalties that may be imposed upon employees for drug abuse Violations;
- (c) Requiring that each employee engaged in the performance of the contract or grant be given a copy of the statement required by subdivision (a) and that, as a condition of employment on the contract or grant, the employee agrees to abide by the terms of the statement.

I, the undersigned, agree to fulfill the terms and requirements of Government Code Section 8355 listed above and will publish a statement notifying employees concerning (a) the prohibition of controlled substance at the workplace, (b) establishing a drug-free awareness program, and (c) requiring that each employee engaged in the performance of the contract or grant be given a copy of the statement required by Section 8355(a) and requiring that the employee agree to abide by the terms of that statement.

I also understand that if the Owner determines that I have either (a) made a false certification herein, or (b) violated this certification by failing to carry out the requirements of Section 8355, that the contract or grant awarded herein is subject to suspension of payments, termination, or both. I further understand that should I violate the terms of the Drug-Free Workplace Act of 1990, I may be subject to debarment in accordance with the requirements of Section 8350 *et seq.*

I acknowledge that I am aware of the provisions of Government Code Section 8350 *et seq.* and hereby certify that I will adhere to the requirements of the Drug-Free Workplace Act of 1990.

Jones Campbell Co., Inc. DBA Campbell Keller
Name of Contractor

Signature

Craig Campbell
Print Name _____ Date _____



San Juan Unified School District
 Facilities Business Department
 Bid Tabulation
Date: 8/30/2024 Bids Due: 9am
 Project: **Measure P Furniture**
 Bid Package Number: **25-202**

Company	Pre-Bid Mtg Proof	Bid Received by 9AM	Bid Form	Bid Form Worksheet (All Green Cells Complete)	Non-Collusion	Bid Bond	Iran Contracting Act Certification	Russian Sanction Certification	Total Base Bid
Jones-Campbell Co., Inc.	X	X	X	X	X	X	X	X	\$ 40,227,940.06
Sierra School Equipment Company	X	X	X	X	X	X	X	X	\$ 42,890,326.08



San Juan Unified School District

Facilities Business Department

5320 Hemlock Street, Sacramento, California 95841

Telephone 916- 971-7283

Internet Web Site: www.sanjuan.edu

Melissa Bassanelli, Superintendent of Schools
Frank Camarda, Chief Operations Officer

[Date]

Jones Campbell Co., Inc.
DBA Campbell Keller
Attn: Craig Keller
PO Box 277788
Sacramento, CA 95827

RE: Limited Notice to Proceed

Bid Package #25-202

Measure P – Furniture

Dear Mr. Campbell,

On behalf of the San Juan Unified School District, we are pleased to give you a Limited Notice to Proceed (LNTP) for **Bid Package #25-202 Measure P- Furniture, [Project Specific Site(s)]**. This LNTP is issued pursuant to the Purchase Agreement between San Juan Unified School District (“District”) and Jones Campbell Co., Inc. (“Vendor”), dated October 8, 2024, for the purchase and delivery of districtwide furniture as outlined in Bid Package 25-202 and specific to this LNTP. Please be informed that this LNTP does not constitute a commitment by the District to fund the project beyond the items/activities indicated herein.

Project Description:

[Brief description of the project, including scope of work and specific furniture items to be delivered].
See Exhibit A for additional information.

Project Commencement Date: [Start date for the project]

Completion Date: [Deadline for project completion]

Delivery Location: [List of delivery locations]

Delivery Schedule: [Timeline for delivery of furniture]

Contract Amount to Date (under LNTPs): [Total amount of all previous LNTPs issued to the Vendor]

LNTP Date	LNTP No. – Site/Scope	Amount

Additional Requirements: [Any additional requirements or conditions specific to this project]

Please acknowledge receipt of this Limited Notice to Proceed by signing and returning a copy to the District. By signing below, Vendor acknowledges receipt of this Limited Notice to Proceed and agrees to commence work on the project in accordance with the terms and conditions outlined herein.

We are looking forward to working with you on this project.

Very Truly Yours,

FOR THE SAN JUAN UNIFIED SCHOOL DISTRICT

Maria Mahon
Procurement Analyst Construction & Bond

cc: Cherie Chenoweth, Coordinator Facilities Business & Compliance

Attachments:

1. Exhibit A – List of Furniture Items / Sites

Limited Notice to Proceed Acknowledgement

<p><u>Jones Campbell Co., Inc. DBA Campbell Keller</u></p> <p>By: _____ Craig Campbell (Please print)</p> <p>President</p> <p>_____</p> <p>(Signature)</p>	<p><u>San Juan Unified School District</u></p> <p>By: _____ Nicholas Arps</p> <p>Its: Director of Facilities Construction & Modernization</p> <p>By: _____ Frank Camarda</p> <p>Its: Chief Operations Officer</p>
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**SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION**

AGENDA ITEM:

H.10

MEETING DATE:

10/08/2024

SUBJECT: Lease-Leaseback Amendment No. 4 for Mariemont Elementary School Modernization and Interim Housing Project

DEPARTMENT: Operations

ACTION REQUESTED:

The superintendent is recommending that the board adopt Resolution No. 4152, approving the fourth amendment to the lease for the Mariemont Elementary School Modernization & Interim Housing Project No. 130-9495-P1 & 130-9495-P2 between San Juan Unified School District and S+B James Construction California, Inc.

RATIONALE/BACKGROUND:

The board approves the revised total Facilities Lease in the amount of \$16,056,006.00 for the interim housing and modernization project and authorizes the issuance of lease amendment No. 4 to the facilities lease and authorizes district staff to issue a notice to proceed with construction.

ATTACHMENT(S):

1. [Resolution No. 4152](#)
2. [Facilities Lease Amendment No. 4](#)

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 09/30/2024

FISCAL IMPACT:

N/A

PREPARED BY: Nicholas Arps, Director, Facilities, Construction and Modernization

APPROVED BY: Frank Camarda, Chief Operations Officer
Melissa Bassanelli, Superintendent of Schools

RESOLUTION NO. 4152

**RESOLUTION BEFORE THE SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION APPROVING LEASE AMENDMENT No. 4 FOR THE
MARIEMONT ELEMENTARY SCHOOL MODERNIZATION & INTERIM HOUSING
PROJECT SJUSD PROJECT #130-9495-P1 & 130-9495-P2**

WHEREAS, sections 17406 of the Education Code authorize school districts, including the San Juan Unified School District (“District”), to use the lease-leaseback procurement process; and

WHEREAS, the District Board of Education (“Board”) previously approved the award of the Site Lease and Facilities Lease to S+B James Construction California, Inc. for this Project, which approval for the Facilities Lease per resolution 4062; and

WHEREAS, the approval of the Facilities Lease authorized only preconstruction services to be performed; no construction services were approved to commence; and no construction services have commenced; and

WHEREAS, S+B James Construction California, Inc. has completed the preconstruction services for the Modernization portion of the Project, including development of the Total Base Rent for this Project, and has provided the District with objectively verifiable information and a written rationale for this Total Base Rent, together with supporting documents;

WHEREAS, the District has carefully considered the information supporting the Total Base Rent for the Project; and

WHEREAS, the Division of the State Architect (“DSA”) has provided the required approvals for the Interim Housing Project.

NOW, THEREFORE, the San Juan Unified School District Board of Education does hereby resolve as follows:

Section 1. The foregoing recitals are hereby adopted as true and correct.

Section 2. The Board approves the Total Base Rent for Modernization in the amount of \$14,023,801.00, a revised Facilities Lease Agreement amount of \$16,056,006 as stated in Lease Amendment #3 to the Facilities Lease and authorizes District staff to issue a notice to proceed with construction.

MODERNIZATION #130-9495-P1	
Original Facilities Lease (Pre-Construction only)	\$65,470.00
Amendment #02 Increase to Pre-Construction only	\$402,047.00
Revised Total Pre-construction Services	\$467,517.00
Current Amendment #03 for final TBR	\$14,023,801.00
Revised Total Base Rent	\$14,023,801.00

INTERIM HOUSING #130-9495-P2	
Original Facilities Lease (Pre-Construction only)	\$17,295.00
Previously approved Amendment #01 for Final TBR	\$1,547,393.00
Amendment #4 for Exhibit C Lease Payment Schedule	\$0.00
Revised Total Base Rent	\$1,547,393.00

TOTAL REVISED FACILITIES LEASE AGREEMENT AMOUNT (Incl MOD PC + MOD TBR + IH PC + IH TBR)	\$16,056,006.00
---	------------------------

The foregoing findings and decision to award were made by the San Juan Unified School District Board of Education at a meeting of the Board on October 8, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

**Pam Costa, President,
San Juan Unified School District
Board of Education**

Attest:

**Ben Avey, Clerk
San Juan Unified School District
Board of Education**



San Juan Unified School District

Facilities Business Department

5320 Hemlock Street, Sacramento, California 95841

Telephone 916- 971-7283

Internet Web Site: www.sanjuan.edu

Melissa Bassanelli, Superintendent of Schools
Frank Camarda, Chief Operations Officer

Facilities Lease Amendment #04

Mariemont ES Modernization

DSA App. #02-121247

SJUSD Project #130-9495-P1

Mariemont ES Interim Housing

DSA App. #02-120913

SJUSD Project #130-9495-P2

Facilities Lease Agreement#305661 VR24-01597

Effective **October 8, 2024**, the Facilities Lease Agreement dated **January 24, 2023** between the San Juan Unified School District and **S+B James Construction California Inc.** for the **Mariemont ES Modernization/Interim Housing** is amended to **incorporate changes related to the Exhibit C Lease Payment Schedule for the Interim Housing project** as follows:

1. Section 4.2 Term of Facilities Lease is amended to be a total of Thirty-seven (37) months to include all phases combined for Interim Housing and Modernization (January 2023 – January 2026), consisting of the total time a) to perform Preconstruction Services b) to construct the Project, including punchlist, and project acceptance, in accordance with the Exhibit C Lease Payment Schedules and c) the post-construction lease period following completion of the Project, subject to the right of the District not to implement any construction Increment or to terminate earlier in accordance with this Facilities Lease.
2. The Interim Housing Exhibit C Lease Payment Schedule is amended to add three (3) construction months that run concurrent with the Modernization construction and post construction payments. The Modernization Exhibit C Lease Payment Schedule remains unchanged from the approved Amendment #3.

MODERNIZATION #130-9495-P1 bc 6270	
Original Facilities Lease (Pre-Construction only)	\$65,470.00
Amendment #02 Increase to Pre-Construction only	\$402,047.00
Revised Total Pre-construction Services	\$467,517.00
Amendment #03 for final TBR	\$14,023,801.00
Revised Total Base Rent	\$14,023,801.00

INTERIM HOUSING #130-9495-P2 bc 6270	
Original Facilities Lease (Pre-Construction only)	\$17,295.00
Amendment #01 for Final TBR	\$1,547,393.00
Amendment #4 for Exhibit C Lease Payment Schedule	\$0.00
Revised Total Base Rent	\$1,547,393.00

TOTAL REVISED FACILITIES LEASE AGREEMENT AMOUNT (Incl MOD PC + MOD TBR + IH PC + IH TBR)	\$16,056,006.00
---	------------------------

In all other respects, the terms and conditions of said Facilities Lease, including the exhibits thereto, remain in full force and effect.

San Juan Unified School District,
A school district organized and existing under the laws
of the State of California

S+B James Construction California, Inc.
A California Corporation

By: _____
Nicholas Arps
Title: Director of Facilities, Construction &
Modernization

By: _____
Silas Nigam
Title: President

By: _____
Frank Camarda
Title: Chief Operations Officer

Federal Tax Identification Number:
83-1570234

Mariemont ES Interim Housing		
AMENDMENT #04 Exhibit C Lease Payment Schedule		
A	B	C
Item No	Month	Lease Payment
PC	Preconstruction Services	\$17,295
1	May 2023 Lease Payment	\$85,139
2	June 2023 Lease Payment	\$85,139
3	July 2023 Lease Payment	\$85,139
4	August 2023 Lease Payment	\$85,139
5	September 2023 Lease Payment	\$85,139
6	October 2023 Lease Payment	\$85,139
7	November 2023 Lease Payment	\$85,139
8	December 2023 Lease Payment	\$85,139
9	January 2024 Lease Payment	\$85,139
10	February 2024 Lease Payment	\$85,139
11	March 2024 Lease Payment	\$85,139
12	April 2024 Lease Payment	\$85,139
13	May 2024 Lease Payment	\$85,139
14	June 2024 Lease Payment	\$85,139
15	July 2024 Lease Payment	\$34,055
16	August 2024 Lease Payment	\$34,055
17	September 2024 Lease Payment	\$34,055
18	October 2024 Lease Payment	\$34,055
19	November 2024 Lease Payment	\$34,055
20	December 2024 Post Construction Payment	\$12,100
21	January 2025 Post Construction Payment	\$12,100
22	February 2025 Post Construction Payment	\$12,100
23	March 2025 Post Construction Payment	\$12,100
24	April 2025 Post Construction Payment	\$12,100
25	May 2025 Post Construction Payment	\$12,102
Total Lease Payments and Preconstruction		\$1,452,118
Contingencies:		
	Contractor Contingency	\$37,000
	District Contingency	\$75,570
	Total Contingencies	\$112,570
	TOTAL BASE RENT and PRECONSTRUCTION	\$1,564,688

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

AGENDA ITEM:

H.11

MEETING DATE:

10/08/2024

SUBJECT: Ratification of Committee Member

DEPARTMENT: Administration

ACTION REQUESTED:

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

RATIONALE/BACKGROUND:

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

- Curriculum, Standards, Instructional and Student Services Committee (C&S)
 - Dimah Adnan (Avey)

ATTACHMENT(S):

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 09/30/2024

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:

J.1

MEETING DATE:

10/08/2024

SUBJECT: College and Career Readiness (Schnepp) - 7:25 p.m.

DEPARTMENT: Teaching and Learning

ACTION REQUESTED:

Report: The superintendent is recommending that the board hear an update on College and Career Readiness in San Juan Unified School District.

RATIONALE/BACKGROUND:

The purpose of this report is to update the board on San Juan Unified's progress toward college and career readiness for all students. College and career readiness has been identified as one of the seven indicators on the California School Dashboard. Over the last few years, San Juan Unified has been working to increase college and career readiness in both academic and social/emotional areas and will continue to create and expand opportunities for all students. This presentation will focus on two key components of college and career indicators, Career Technical Education (CTE) pathways and college credit courses, also known as Dual Enrollment (DE).

ATTACHMENT(S):

1. [College and Career Readiness Presentation](#)
2. [College and Career Indicator \(CCI\)](#)
3. [Aviation Interiors](#)
4. [Dual Enrollment Courses](#)
5. [Dual Enrollment for American River College - General Education Courses](#)
6. [CTE Catalog](#)

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 09/30/2024

FISCAL IMPACT:

2024-25 CTE Budget: \$5,249,588

PREPARED BY: Brett Wolfe, Director, College and Career Readiness, CTE and K-12 Counseling

APPROVED BY: Kristan Schnepp, Assistant Superintendent, Secondary Education and Programs
Amy L. Slavensky, Ph.D., Interim Deputy Superintendent, Schools & Student Support
Melissa Bassanelli, Superintendent of Schools



College and Career Readiness

San Juan Unified School District
Board of Education
October 8, 2024

1



College and Career Indicators

- Advanced Placement Exams
- A–G Completion
- **Career Technical Education Pathway Completion**
- **College credit course (also known as Dual Enrollment)**
- International Baccalaureate exams
- Leadership/Military Science
- Pre-apprenticeships
- Smarter balanced summative assessments in English language Arts/Literacy and mathematics (Grade 11)
- State and federal job programs
- State Seal of Biliteracy
- Transition classroom and work-based learning experiences



2



San Juan Unified
SCHOOL DISTRICT

Prepared



College/Career Indicator (CCI): Measures of Career Readiness

Graduates classified as Prepared must meet at least one of the criteria:

Leadership/Military Science

- Complete two years of Leadership/Military Science and receive a score of Level 3 or higher in one subject area on both English language arts/literacy (ELA) and mathematics and a score of Level 2 "Standard Nearly Met" or higher in the other

Career Technical Education (CTE) Pathway

- Complete a CTE Pathway with a grade of C- or better in the capstone course and meet one of the additional criteria below:

Registered Pre-Apprenticeship Complete a registered pre-apprenticeship

State and Federal Job Programs

- Complete one of the following programs and complete one semester, two quarters, or two trimesters of a CTE course with a C- or better: Workforce Innovation and Opportunity Act (WIOA), Job Corps, YouthBuild, California Conservation Corps (CCC), and Regional Occupational Centers and Programs (ROCP)

Transition Classroom and Work-Based Learning

- Experiences (for students with Individualized Education Programs [IEPs] who earn a Certificate of Completion) Complete at least 100 hours of work experience and the equivalent of four semester courses of college and career exploration/preparation designed to prepare a student with an IEP for employment and independent living

3

Attachment 2



San Juan Unified
SCHOOL DISTRICT

Approaching
Prepared



College/Career Indicator (CCI): Measures of Career Readiness

Graduates classified as Approaching Prepared must meet at least one of the criteria:

Leadership/Military Science

Complete two years of Leadership/Military Science

CTE Pathway

Complete a CTE Pathway with a grade of C- or better in the capstone course

Non-Registered Pre-Apprenticeship

Complete a non-registered pre-apprenticeship

State and Federal Job Programs

Complete one of the programs (i.e., WIOA, Job Corp, YouthBuild, CCC, or ROCP)

Transition Classroom or Work-Based Learning Experiences (available only to students with IEPs who earn a Special Education Certificate of Completion)

Complete at least 100 hours of work experience or the equivalent of four semester courses of college and career exploration/preparation designed to prepare a student with an IEP for employment and independent living

4



College and Career Readiness

College/Career Indicator (CCI)

- Measures of Career Readiness
 - Prepared
 - Approaching Prepared
- Graduation Rate and CCI



5

	San Juan Unified School District	State
Prepared	40.5%	43.9%
Graduation	86.7%	86.4%



San Juan Unified
SCHOOL DISTRICT

Career Technical Education

Career and Technical Education (CTE) is a type of education that prepares students for careers by providing them with academic, technical, and real-world skills and knowledge.



6

CAREER TECHNICAL EDUCATION

WHAT PATH WILL YOU TAKE?

Pathways Available To You

AGRICULTURE & NATURAL RESOURCES

- Agribusiness Management & Marketing
- Floral Design

ARTS, MEDIA & ENTERTAINMENT

- Broadcasting & Video Production
- Professional Theatre
- Design, Visual & Media Arts
- Multimedia Production

BUILDING & CONSTRUCTION TRADES

- Woodworking
- Construction Academy
- Construction

BUSINESS & FINANCE

- Business Academy



EDUCATION, CHILD DEVELOPMENT & FAMILY SERVICES

- Education

ENGINEERING & ARCHITECTURE

- Engineering & Design

HEALTH SCIENCE & MEDICAL TECHNOLOGY

- Dental Careers
- SCORE Health Academy
- Medical Careers

HOSPITALITY, TOURISM & RECREATION

- Culinary
- Bakery

INFORMATION & COMMUNICATION TECHNOLOGY

- Computer Science
- Cybersecurity

MANUFACTURING & PRODUCT DEVELOPMENT

- Eagle Polytechnic Institute Engineering (EPI) Academy
- Manufacturing Metals
- Robotics

MARKETING, SALES & SERVICES

- Entrepreneurship / Self-Employment

PUBLIC SERVICES

- Emergency Medical Response
- Public Safety

TRANSPORTATION

- Aviation
- Automotive

7

Career Technical Education - Completer

For purposes of the CCI, a CTE completer is a student who:

- Obtains at least 300 hours of instruction
- Completes a concentrator (intermediate) and capstone (advanced) course



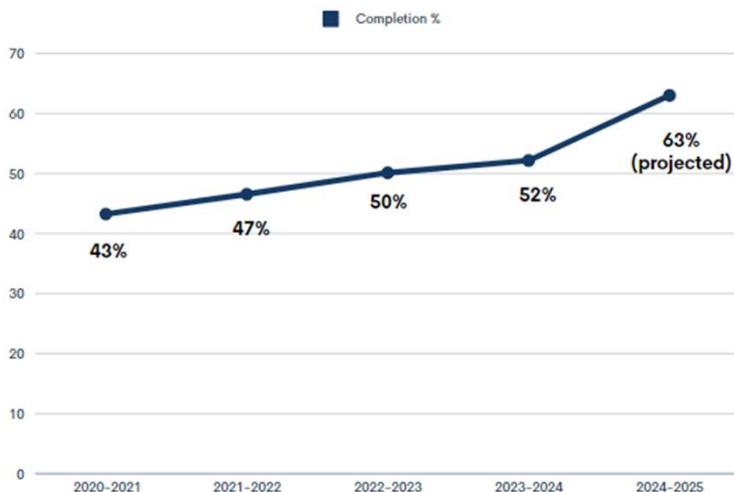
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San Juan Unified
SCHOOL DISTRICT

Career Technical Education

CTE Completer Percentage (12th Grade)



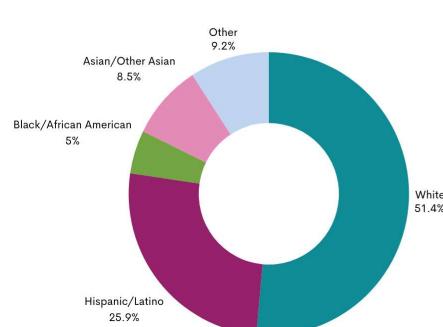
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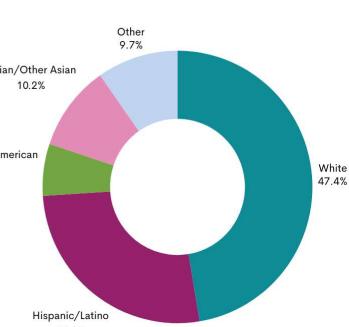
San Juan Unified
SCHOOL DISTRICT

Career Technical Education

CTE Participants (Current)



San Juan Unified Demographics (Current)



(12th grade students)

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San Juan Unified
SCHOOL DISTRICT

Career Technical Education

Students with Disabilities

San Juan Unified



15.7%

Students in CTE



9.4%

(12th grade students)

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San Juan Unified
SCHOOL DISTRICT

Career Technical Education

2024-25 CTE Funding

2024-25 Total CTE Budget:
\$5,249,588

- | Funding Source | Percentage |
|---|------------|
| LCFF (Base) | 39.8% |
| Title IV | 13.0% |
| Career Technical Education Incentive Grant (CTEIG) | 30.9% |
| Agricultural Career Technical Education Incentive Grant | 9.3% |
| Perkins | 6.1% |
| California Partnership Academies (CPA) | 0.2% |
| Strong Workforce Program (SWP) | 0.5% |
| Donations | 0.2% |

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Career Technical Education Highlight

Pathway Highlight

- Aviation, Mira Loma High School
- \$1,000,000 grant from the Strong Workforce Program
- Teacher Justin Bethune
- Partners:
 - Sacramento City College
 - California Aerospace Museum
- Modernized Facility
 - Expected completion fall 2025

Attachment 3



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Next Steps

CTE

- Increase enrollment of students who have historically been underrepresented or marginalized
- Increase enrollment of students with disabilities
- Increase total enrollment
- Increase middle school exposure to CTE
- Strengthen existing pathways

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College Credit Course/Dual Enrollment

Dual enrollment enables high school students to take college courses, taught by college professors, at a high school campus. These courses not only count towards a high school diploma but also allow students to get a head start on higher post-secondary education goals.

2016
Legislation changed dual enrollment by creating incentives for community colleges to partner with school districts.

2020
San Juan Unified entered into a partnership with American River College (ARC) to offer a college pathway to our students.

2020-2021
San Juan and ARC offered **3 courses** across seven high schools with courses taken outside of the day.

2021-2024
Students supported with teacher facilitators in all schools and the number of courses grew to **20 courses**.

BEYOND
Continue our partnerships, including SJTA, ARC, and PLI to solidify practice and increase support for all.

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College Credit Course/Dual Enrollment



Using the College /Career Indicator, students are **prepared** with earning a high school diploma and:

Passing two semesters of a college course with a C- or better (can be a CTE DE course)

OR

Completing a CTE pathway and passing at least one semester of a college course

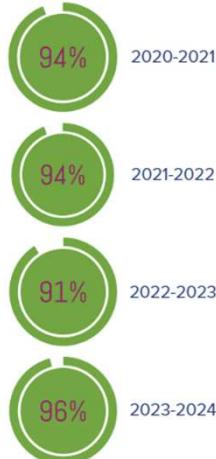
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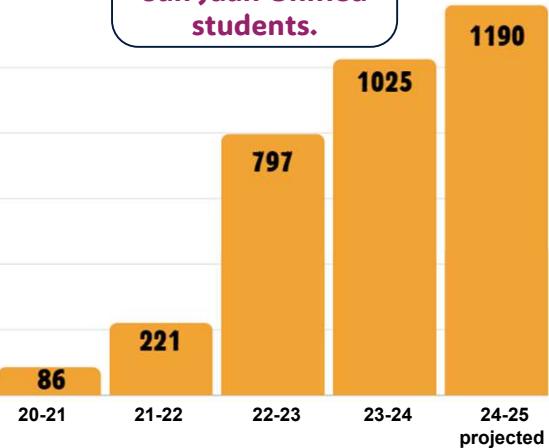
San Juan Unified
SCHOOL DISTRICT

College Credit/Dual Enrollment

Success Rate
Grades awarded that received high school and college credit.



Number of college courses taken by San Juan Unified students.



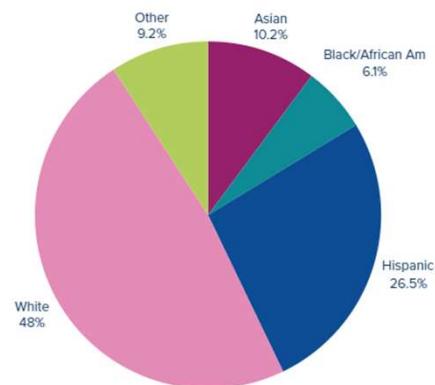
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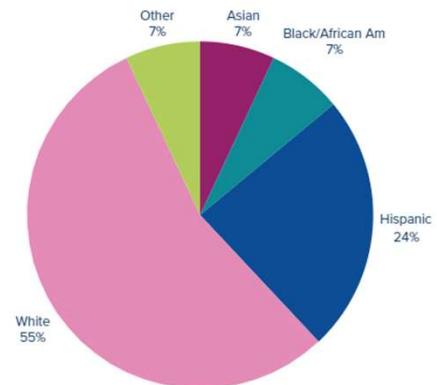
San Juan Unified
SCHOOL DISTRICT

Demographic Comparison of Dual Enrollment (DE) Students

San Juan Unified 9-12 grade



Students Enrolled in DE 23-24



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College Credit/Dual Enrollment

Below are a few of the most popular ARC courses for San Juan Unified students and the type of credit they award:

	Units	SJSUD Credits	Credit Type	Transfer	IGETC	CSU
DEAF 310	4	13	World Language- Meets the 2 year graduation requirement through competency met.	CSU/UC	Area 6: Language Other Than English	Area C2: Humanities
ENGWR 300: College Composition	3	10	English 11 or 12	CSU/UC	Area 1A: English Composition	Area A2: Written Communication
PSYC 300: General Principles	3	10	Social Studies Elect	CSU/UC	Area 4: Social & Behavioral Sciences	Area D: Social and Behavioral Science

Here are a few courses available in our CTE Pathways:

ADJ300: Introduction to Administration of Justice	MKT300: Principles of Marketing
AT103: Basic Automotive Skills	FT300: Fire Protection

Attachment 4, 5

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Next Steps

Dual Enrollment

- Increase exposure to college and course enrollment for priority student groups:
 - First generation college students
 - Socioeconomically disadvantaged
 - Students with disabilities
 - Foster youth
- Streamline teacher/facilitator training and support
- Expand and enhance collaborations:
 - Project 1300
 - San Juan Teachers Association (SJTA)
 - American River College (ARC)
 - Interdepartmental teams



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College/Career Indicator (CCI): Measures of Career Readiness

The CCI shows how well local educational agencies (LEAs) and schools are preparing high school students for success after graduation, whether in postsecondary education or in a career. For this reason, the CCI consists of both college- and career-readiness measures. This flyer contains the career-readiness measures. For college-readiness measures, please access the California Department of Education (CDE) CCI Measures of College Readiness document at <https://www.cde.ca.gov/ta/ac/cm/documents/ccicollege.pdf>.

Career readiness means completing rigorous coursework and engaging in learning experiences that are designed to prepare students for the workforce. Several measures have been approved by the State Board of Education as indicating career readiness, as shown below. For each measure, specific criteria are used to determine whether a student is “Prepared” or “Approaching Prepared.”



Prepared

Graduates classified as Prepared must meet at least one of the criteria:

- **Leadership/Military Science**

Complete two years of Leadership/Military Science and receive a score of Level 3 or higher in one subject area on both English language arts/literacy (ELA) and mathematics and a score of Level 2 “Standard Nearly Met” or higher in the other

- **Career Technical Education (CTE) Pathway**

Complete a CTE Pathway with a grade of C- or better in the capstone course and meet one of the additional criteria below:

- Smarter Balanced Summative Assessments: receive a score of Level 3 or higher in one subject area (ELA or mathematics) and a score of Level 2 or higher in the other
- Complete one semester, two quarters, or two trimesters of College Credit Courses, outside of the completed CTE Pathway, with a grade of C- or better in academic/CTE subjects where college credits are awarded for each course

- **Registered Pre-Apprenticeship**

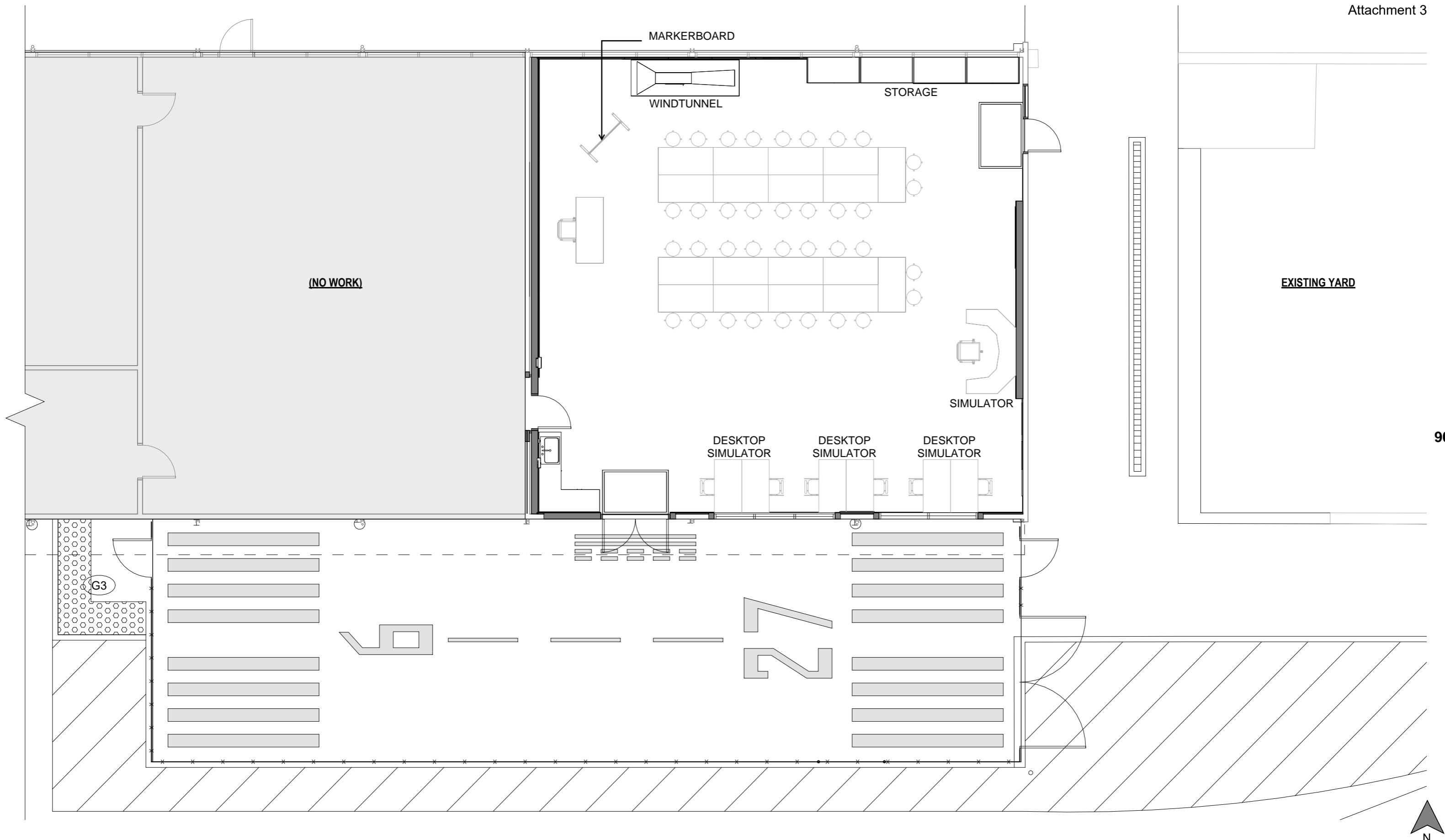
Complete a registered pre-apprenticeship

- **Non-Registered Pre-Apprenticeship (not applicable starting with the 2024 Dashboard)**
Complete a non-registered pre-apprenticeship and meet one of the additional criteria below:
 - Non-Dashboard Alternative School Status (DASS) schools: complete a CTE pathway
 - DASS schools: complete a CTE pathway or complete one semester, two quarters, or two trimesters of a CTE course with a C- or better
- **State and Federal Job Programs**
Complete one of the following programs and complete one semester, two quarters, or two trimesters of a CTE course with a C- or better: Workforce Innovation and Opportunity Act (WIOA), Job Corps, YouthBuild, California Conservation Corps (CCC), and Regional Occupational Centers and Programs (ROCP)
- **Transition Classroom and Work-Based Learning Experiences (available only to students with Individualized Education Programs [IEPs] who earn a Special Education Certificate of Completion)**
Complete at least 100 hours of work experience **and** the equivalent of four semester courses of college and career exploration/preparation designed to prepare a student with an IEP for employment and independent living

Approaching Prepared

Graduates classified as Approaching Prepared must meet at least one of the criteria:

- **Leadership/Military Science**
Complete two years of Leadership/Military Science
- **CTE Pathway**
Complete a CTE Pathway with a grade of C- or better in the capstone course
- **Non-Registered Pre-Apprenticeship**
Complete a non-registered pre-apprenticeship
- **State and Federal Job Programs**
Complete one of the programs (i.e., WIOA, Job Corp, YouthBuild, CCC, or ROCP)
- **Transition Classroom or Work-Based Learning Experiences (available only to students with IEPs who earn a Special Education Certificate of Completion)**
Complete at least 100 hours of work experience **or** the equivalent of four semester courses of college and career exploration/preparation designed to prepare a student with an IEP for employment and independent living





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San Juan Unified
American River College
Career Technical Education (CTE)
Dual Enrollment Courses
Fall 2024

HM300- Introduction to Hospitality - Becoming a Chef

ADMJ300 - Introduction to Administration of Justice

AT103- Basic Automotive Skills

BUS300- Introduction to Business

BUS350 - Small Business Management /
Entrepreneurship

MKT300 - Principles of Marketing

FT300 - Fire Protection Organization

Dual Enrollment Course List from American River College - General Education

Course Name	Course Title	Course Description	Course Type	Units
DEAF 310	American Sign Language I	This is the first course in a series of five courses in American Sign Language (ASL). The instructional activities are based on an immersion approach, in which the learners develop language competency in source and target language. It focuses on non-speech communication. Topics include grammatical features such as adjective descriptors, differentiation between cardinal/ordinal numbers, contrastive structure, temporal aspect markers and temporal sequencing, conversational skills, narrative skills, and discussions with peers. This course is formerly known as SILA 305.	Lecture	4
DEAF 312	American Sign Language II	This is the second in a series of five courses in American Sign Language (ASL). The emphasis is on nonverbal communication. Topics include grammatical features such as adjective descriptors, differentiation between cardinal/ordinal numbers, contrastive structure, temporal aspect markers and temporal sequencing, conversational skills, narrative skills, and discussions with peers. This course is formerly known as SILA 306.	Lecture	4
ENGWR 300	College Composition	This first-year writing course includes the reading, research, synthesis, and critical thinking skills essential for successful completion of a college program. Students will develop college-level writing skills as well as an awareness of their audience and individual writing voices through a variety of written assignments (5,000 written words). The course will emphasize workshop, collaboration, and reflection on the writers process. This course satisfies the writing competency requirement for graduation. This course is not open to students who have successfully completed ENGWR 480. <i>High school transcript evaluations required to verify minimum cumulative, unweighted GPA of 2.60.</i>	Lecture	3
ENGWR 302	Advanced Composition and Critical Thinking	This course develops analytical skills through writing and discussion. It examines methods by which people are persuaded to think, believe, and act. It also includes analyses of arguments or expressions of opinions for their validity and soundness. Assigned readings include a variety of essays and a book-length text. In addition, this course focuses on critically assessing, developing, and effectively expressing and supporting opinions. Essays written for the course (5,000 words minimum) draw from the texts to present carefully reasoned arguments. At least one essay includes citations from secondary sources, documented according to current MLA format. This course is not open to students who have successfully completed ENGWR 482.	Lecture	3
ETHNS 300	Introduction to Ethnic Studies	This course introduces the diverse institutional, cultural, and historical issues relating to the past and present life circumstances and intersectional identities of the four core Ethnic populations of Asian Americans, Chicana/o Americans, African Americans, and Native/Indigenous Americans within the United States.	Lecture	3

HCD 310	College Success	This course covers the skills and knowledge necessary for college success, as well as personal issues that are commonly encountered by many college students. Topics include motivation, self-discipline, learning styles, memory development, time management, communication skills, goal-setting, career planning, study skills and techniques, and critical thinking skills. Campus resources, college regulations, and information competency are also addressed. This course is highly recommended for first time college students and/or continuing college students who would benefit. Field trips may be required.	Lecture	3
HEED 300	Health Science	This course focuses on factors which influence the health status of both the individual and the community. Topics include personal fitness, nutrition, sexuality, sexually transmitted disease, drug dependence including alcohol and tobacco, as well as diseases related to lifestyle.	Lecture	3
HIST 307	History of World Civilizations to 1500	This course surveys global societies from prehistory to the 1500s, with a particular emphasis on the dynamic interaction and comparison of diverse peoples, ethnicities, and cultures. Special attention is given to the social, political, economic, cultural, and religious influences that have shaped human history.	Lecture	3
HIST 308	History of World Civilizations, 1500 to Present	This course is a survey of world history from the 16th century to the present, with particular emphasis on the increased integration of peoples and cultures as the result of the continuing process of globalization. The focus is on the revolutionary transformations of human society and human social relations caused by such new ideas as scientific racism, nationalism, imperialism, and constitutional government. It also covers important trends of the past five-hundred years including the increasing prevalence of migration, the changing nature of warfare, the harnessing of fossil fuels, the growing integration of global economies, and the scientific and technological breakthroughs that are continuing to revolutionize humanity's understanding of and relationship with the natural world. Through this focus it is possible to better understand the forces that have shaped world society over the past five-hundred years and that continue to shape the world today. These analyses are set within the context of such historical concepts as cause and effect, multiple causation, multiple frames of reference, and historical interpretation from evidence.	Lecture	3
HIST 310	History of the United States (To 1877)	This course is a survey of United States history from its European, African, and Native American backgrounds to 1877. It examines the origin and development of many of this nation's political, social, economic, and intellectual institutions including their influences upon contemporary American life. It also emphasizes such historical concepts as cause and effect, multiple causation, historical context, and historical interpretation. This course is not open to students who have completed HIST 483.	Lecture	3

HIST 311	History of the United States (1865 - Present)	This course is a survey of United States History from 1865 to the present. It analyzes many of America's political, social, economic, and intellectual institutions, including their influences upon contemporary life. This course also examines this nation's increasing involvement in world affairs. These analyses are set within the context of such historical concepts as evidence, cause and effect, multiple causation, and historical interpretation. This course is not open to students who have completed HIST 484.	Lecture	3
MUFHL 308	Introduction to Music: Rock and Roll	This course examines social, political, cultural, and economic issues as they relate to the history of Rock and Roll music. It includes guided listening and video presentations to show the evolution of Rock from its roots to current stylistic trends. This course requires no previous musical study.	Lecture	3
MUFHL 330	World Music	This course is an introduction to folk, dance, ceremonial, and popular music from around the world. Guided listening presentations show how traditional forms and styles have led to the urban, professional music popular in many countries today known as "World Beat." It addresses concepts of ethnicity, ethnocentrism, racism, ageism, class differences, and gender issues. It compares the music of the Americas, Africa, Asia, India, Europe, and the Middle East. No previous musical experience is required.	Lecture	3
PSYC 300	General Principles	This course provides a broad overview of general principles of psychology. Topics include the scientific method, statistics, biological determinants, as well as general processes of behavior, such as development, learning, language, intelligence, perception, motivation, emotion, personality, and mental health. This course is not open to students who have taken PSYC 480.	Lecture	3
SOC 300	Introductory Sociology	This course examines principles and basic concepts in sociology. It includes the study of institutions, culture, social organization, group interaction, social stratification, economy, politics, social movements, and urbanization. This course is not open to students who have completed SOC 480.	Lecture	3
SPAN 401	Elementary Spanish	This course introduces the language and culture of the Spanish-speaking world. It includes the development of listening, speaking, reading, and writing Spanish with emphasis on the communicative skills, as well as the fundamentals of Spanish pronunciation and grammar.	Lecture	4
SPAN 402	Elementary Spanish	This course provides continued development of the language and explores history and culture of the Spanish-speaking world. It includes further development of listening, speaking, reading, and writing Spanish with emphasis on communicative skills, as well as the fundamentals of Spanish pronunciation and grammar. Language acquisition is approached through a historical and cultural perspective.	Lecture	4

STAT 300	Introduction to Probability and Statistics	This course is an introduction to probability and statistics. Topics include elementary principles and applications of descriptive statistics, counting principles, elementary probability principles, probability distributions, estimation of parameters, hypothesis testing, linear regression and correlation, and Analysis of Variance (ANOVA). Applications use data from various disciplines including business, social sciences, psychology, life and health sciences, and education. Statistical analysis using a computer statistics package or graphing calculator is required. <i>High school transcript evaluations required to verify minimum cumulative, unweighted GPA of 3.00.</i>	Lecture	4
TAFILM 300	Introduction to Film	This course explores the artistic, business, and social elements of film. It examines components of film making, such as acting, directing, cinematography, writing, and editing. Films are analyzed to evaluate film making techniques and the impact of cinematic art and entertainment on society. This course is formerly known as TA 310.	Lecture	3



Career Technical Education

SAN JUAN UNIFIED
SCHOOL DISTRICT

Get hands-on learning
and job-ready skills
that prepare you
for success.



**Purpose is discovered
through exploration of
passions and principles —
What inspires you? What
guides you? CTE is here
to help you along your
journey of discovery.**



Contents

- 1. CTE Program Overview**
- 3. CTE Pathways & Locations**
- 4. Agriculture & Natural Resources**
- 5. Arts, Media & Entertainment**
- 6. Building & Construction Trades**
- 7. Business & Finance**
- 8. Education, Child Development & Family Services**
- 9. Engineering & Architecture**
- 10. Health Science & Medical Technology**
- 11. Hospitality, Tourism & Recreation**
- 12. Information & Communication Technologies**
- 13. Manufacturing & Product Development**
- 14. Marketing, Sales & Services**
- 15. Public Services**
- 16. Transportation**
- 17. Notes & Contacts**





San Juan Unified School District

Mission:

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.

Vision:

We will inspire each student to make a positive impact in their world by honoring the unique identity of each person and upholding inclusive and equitable practices that lead to individual and collective growth, achievement and educational justice.

In alignment with San Juan Unified School District's strategic plan, Career Technical Education is committed to providing high-quality, equitable, supportive instruction and social-emotional learning to ensure that all learners are provided with resources, enrichment, and advanced opportunities, including career exploration and real-world experiences, in preparation for post-secondary education, career, and life.

CTE Options

SAN JUAN UNIFIED SCHOOL DISTRICT HAS MORE THAN 30 PATHWAYS ACROSS 13 INDUSTRY SECTORS AT OUR HIGH SCHOOLS.

STUDENTS CAN COMPLETE A PATHWAY AT THEIR SCHOOL OR APPLY FOR A SPOT IN ONE OF OUR "OPEN-TO-ALL" PATHWAYS AT ANOTHER HIGH SCHOOL WITHIN THE DISTRICT – SUBJECT TO AVAILABILITY.

What is CTE?

Career Technical Education (CTE) is a program of study that teaches students real-world skills and knowledge for specific jobs or careers. Suppose you're interested in becoming a chef, an emergency responder, a programmer, a nurse, or an engineer. CTE programs like culinary arts, emergency medical services, computer science, nursing, or engineering offer courses and hands-on experiences related to these careers.

CTE is all about hands-on learning, providing a sneak peek into what working in those careers might be like before you even graduate high school. Imagine cooking in a professional kitchen, learning emergency life-saving skills, writing computer programs, caring for patients, or understanding how buildings are designed and built. Our CTE programs also collaborate with businesses and colleges, allowing you to meet professionals in your field of interest, participate in work-based learning, and even earn college credits while still in high school.

CTE serves as a bridge that connects your school learning with the practical skills you need for a job, making learning more exciting and directly applicable to your future career. This connection ensures what you learn in CTE is theoretical, practical, and relevant to your chosen career path.

What is a CTE Pathway?

CTE courses are scheduled as part of a pathway that typically include an introductory, concentrator, and capstone course.

- 1. INTRODUCTORY COURSE:** Introduces students to the industry sector, fundamental skills, and safety.
- 2. CONCENTRATOR COURSE:** Builds upon the introductory course and teaches more advanced skills.
- 3. CAPSTONE COURSE:** This cumulative course builds upon previous courses with additional experiential and work-based learning opportunities. Upon completion, students are prepared to enter the workforce or continue coursework through post-secondary education.



How can I complete a CTE pathway?

Students must complete at least 300 hours of CTE coursework, including a concentrator and a capstone course. Students work with their school counselors to plan a sequence of courses in their four-year plan!



CTE Completers will:

1. Apply appropriate technical skills and academic knowledge.
2. Communicate clearly, effectively, and with reason.
3. Develop an education and career plan aligned with personal goals.
4. Apply technology to enhance productivity.
5. Utilize critical thinking to make sense of problems and persevere in solving them.
6. Practice personal health and understand financial literacy.
7. Act as a responsible citizen in the workplace and the community.
8. Model integrity, ethical leadership, and effective management.
9. Work productively in teams while integrating cultural and global competence.
10. Demonstrate creativity and innovation.
11. Employ valid and reliable research strategies.
12. Understand the environmental, social, and economic impacts of decisions.



California Department of Education. (2021). Career and technical education model curriculum standards.

CAREER TECHNICAL EDUCATION

WHAT PATH WILL YOU TAKE?

Pathways Available To You



AGRICULTURE & NATURAL RESOURCES

- Agribusiness Management & Marketing
- Floral Design



ARTS, MEDIA & ENTERTAINMENT

- Broadcasting & Video Production
- Professional Theatre
- Design, Visual & Media Arts
- Multimedia Production



BUILDING & CONSTRUCTION TRADES

- Woodworking
- Construction Academy
- Construction



BUSINESS & FINANCE

- Business Academy



EDUCATION, CHILD DEVELOPMENT & FAMILY SERVICES

- Education



ENGINEERING & ARCHITECTURE

- Engineering & Design



HEALTH SCIENCE & MEDICAL TECHNOLOGY

- Dental Careers
- SCORE Health Academy
- Medical Careers



HOSPITALITY, TOURISM & RECREATION

- Culinary
- Bakery



INFORMATION & COMMUNICATION TECHNOLOGY

- Computer Science
- Cybersecurity



MANUFACTURING & PRODUCT DEVELOPMENT

- Eagle Polytechnic Institute Engineering (EPI) Academy
- Manufacturing Metals
- Robotics



MARKETING, SALES & SERVICES

- Entrepreneurship / Self-Employment



PUBLIC SERVICES

- Emergency Medical Response
- Public Safety



TRANSPORTATION

- Aviation
- Automotive

High Schools in San Juan Unified School District



Bella Vista High School

- Computer Science
- Engineering & Design



Casa Roble High School

- Agribusiness Management & Marketing
- Automotive
- Floral Design
- SCORE Health Academy
- Woodworking



Del Campo High School

- Broadcasting & Video Production
- Construction Academy
- Design, Visual & Media Arts
- Emergency Medical Response
- Entrepreneurship / Self-Employment



El Camino High School

- Broadcasting & Video Production
- Eagle Polytechnic Institute (EPI) Academy
- Medical Careers
- Manufacturing Metals
- Professional Theatre



Encina High School

- Construction
- Dental Careers
- Education



Mesa Verde High School

- Business Academy
- Professional Theatre
- Public Safety



Meraki High School

- Broadcasting & Video Production



Mira Loma High School

- Aviation
- Cybersecurity
- Medical Careers



Rio Americano High School

- Medical Careers
- Robotics



Career Technical Education

SAN JUAN UNIFIED SCHOOL DISTRICT

AGRICULTURE & NATURAL RESOURCES



The Agriculture and Natural Resources industry sector teaches students about the food we eat, the materials we use, and the energy we need. Students learn about agriculture, which involves growing crops and raising animals and natural resources, which are the things we get from the Earth that we use to make products and power our lives.

CTE PATHWAYS

Agribusiness Management & Marketing

Casa Roble Fundamental High School

Introduction to California Agriculture

California Agriculture

Agribusiness Management & Marketing



Floral Design

Casa Roble Fundamental High School

Introduction to California Agriculture

Floral Design

Advanced Floral Design



Career Opportunities

High School Diploma

- Farm Worker
- Nursery Worker
- Landscaper
- Animal Caretaker
- Groundskeeper
- Agricultural Equipment Operator
- Forestry Technician
- Pest Control Worker

Associate's Degree

- Agricultural Technician
- Horticulturist
- Environmental Science Technician
- Veterinary Technician
- Irrigation Specialist
- Soil and Plant Scientist
- Agricultural Business Manager
- Wildlife Technician

Bachelor's or Graduate Degree

- Agricultural Engineer
- Environmental Scientist
- Farm Manager
- Conservation Scientist
- Plant Pathologist
- Animal Scientist
- Environmental Consultant
- Natural Resource Manager



ARTS, MEDIA & ENTERTAINMENT



The Arts, Media, and Entertainment industry sector nurtures creativity and technical skills. Students explore visual arts, digital media, and performing arts, gaining hands-on experience for careers in creative industries.

CTE PATHWAYS

Design, Visual, & Media Arts

Del Campo High School

- Animation I
- Animation II
- Animation III

Professional Theatre

El Camino Fundamental High School

Mesa Verde High School

- Introduction to Professional Theatre
- Professional Theatre
- Writing for the Stage (MVHS only)
- Stage Directing & Production

Broadcast & Video Production

Del Campo High School

El Camino Fundamental High School

Meraki High School

- Introduction to Media Arts
- Video Production
- Broadcast & Video Production



Multimedia Production

San Juan High School

- Introduction to Media Arts
- Digital Media
- Advanced Digital Media

Career Opportunities

High School Diploma

- Production Assistant
- Camera Operator
- Broadcast Technician
- Event Coordinator
- Social Media Coordinator
- Theater Usher
- Music Retail Associate
- Radio DJ

Associate's Degree

- Film and Video Editor
- Graphic Designer
- Sound Technician
- Public Relations Assistant
- Multimedia Specialist
- Art Director Assistant
- Marketing Coordinator
- Camera Assistant

Bachelor's or Graduate Degree

- Film Director
- Creative Director
- Screenwriter
- Art Director
- Media Producer
- Public Relations Manager
- Talent Agent
- Broadcast Journalist



BUILDING & CONSTRUCTION TRADES



The Building and Construction industry sector equips students with skills in carpentry, electrical, and plumbing. Hands-on training prepares them for careers in construction, emphasizing safety, craft, and sustainability.

CTE PATHWAYS

Woodworking

Casa Roble Fundamental High School

Fine Woodworking I

Fine Woodworking II

Wood Specialties

Construction

Encina High School

San Juan High School

Woodworking

Construction Technology

Advanced Construction Technology

Construction Academy

Del Campo High School

Construction & Remodeling Skills

Construction & Remodeling Skills II

Advanced Construction Technology



Career Opportunities

High School Diploma

- Construction Laborer
- Carpenter's Apprentice
- Electrician's Helper
- Plumber's Helper
- Painter
- Mason
- Roofing Technician
- Concrete Finisher

Associate's Degree

- Construction Manager
- Electrical Technician
- HVAC Technician
- Plumbing Technician
- Building Inspector
- Estimator
- Project Coordinator
- Drafting Technician

Bachelor's or Graduate Degree

- Construction Engineer
- Architectural Designer
- Civil Engineer
- Building Project Manager
- Structural Engineer
- Surveyor
- Urban Planner
- Environmental Health and Safety Specialist



BUSINESS & FINANCE



The Business and Finance industry sector equips students with skills in accounting, marketing, and entrepreneurship. Hands-on learning prepares them for careers in business, emphasizing financial literacy, management, and ethics.

CTE PATHWAYS

Business Academy

Mesa Verde High School

Business Tech I

Virtual Enterprise

Small Business Entrepreneurship



Career Opportunities

High School Diploma

- Bank Teller
- Insurance Sales Agent
- Administrative Assistant
- Retail Sales Associate
- Customer Service Representative
- Data Entry Clerk
- Collection Agent
- Sales Support Specialist

Associate's Degree

- Financial Analyst
- Accounting Clerk
- Human Resources Assistant
- Insurance Underwriter
- Payroll Specialist
- Office Manager
- Loan Officer
- Real Estate Agent

Bachelor's or Graduate Degree

- Financial Planner
- Investment Banker
- Management Consultant
- Certified Public Accountant (CPA)
- Business Analyst
- Financial Manager
- Marketing Manager
- Risk Manager



EDUCATION, CHILD DEVELOPMENT & FAMILY SERVICES



The Education, Child Development, and Family Services industry sector prepares students for careers where they can make a positive impact on the lives of children, families, and communities. This sector prepares students to have careers that focus on education, teaching, childcare, family support, and community services.

CTE PATHWAYS

Education

Encina High School

Careers in Education I

Careers in Education II



Career Opportunities

High School Diploma

- Instructional Aide
- Bilingual Instructional Assistant / Translator
- Child Care Worker
- Nanny
- Recreation Aide
- Family Support Worker
- School / Community Intervention Assistant
- Campus Monitor

Associate's Degree

- Preschool Teacher
- Certified Childcare Provider
- Paraprofessional
- Family Support Specialist
- Early Intervention Specialist
- At-Risk Youth Counselor
- School / Community Intervention Specialist
- Child Development Assistant

Bachelor's or Graduate Degree

- Elementary or Secondary School Teacher
- Special Education Teacher
- School Counselor
- Social Worker
- Child Life Specialist
- Youth Program Director
- Child Protective Services (CPS) Caseworker
- Administrator (Vice Principal, Principal, Director)
- Superintendent

ENGINEERING & ARCHITECTURE



The Engineering and Architecture industry sector develops skills in design, drafting, and problem-solving. Students engage in hands-on projects, preparing for careers in engineering, architecture, and related fields.

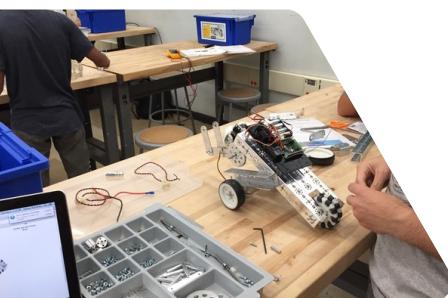
CTE PATHWAYS

Engineering & Design

Bella Vista High School

Engineering Design I

Engineering Design II



Career Opportunities

High School Diploma

- CAD Technician
- Construction Laborer
- Surveying Technician
- Architectural Drafting Assistant
- Engineering Technician
- Mechanical Assembler
- Electrical Installer
- Structural Steel Worker

Associate's Degree

- Civil Engineering Technician
- Mechanical Engineering Technician
- Electrical Engineering Technician
- Architectural Technician
- Survey Technician
- Construction Inspector
- Drafting Designer
- Building Code Inspector

Bachelor's or Graduate Degree

- Civil Engineer
- Mechanical Engineer
- Electrical Engineer
- Architect
- Structural Engineer
- Urban Planner
- Environmental Engineer
- Construction Project Manager



HEALTH SCIENCE & MEDICAL TECHNOLOGY



The Health Science and Medical Technology industry sector trains students in patient care, medical research, and healthcare technology. Hands-on learning prepares them for careers in medicine, nursing, and allied fields.

CTE PATHWAYS

Dental Careers

Encina High School

Dental Careers Front Office

Dental Careers Clinical

Dental Radiation & Safety Certification

SCORE Health Academy

Casa Roble Fundamental High School

Introduction to Medical Careers

Medical Careers

Medical Assistant Administrative

Medical Assistant Clinical

Medical Careers

El Camino Fundamental High School

Mira Loma High School

Rio Americano High School

Introduction to Medical Careers

Medical Careers

Medical Assistant Administrative

Medical Assistant Clinical



Career Opportunities

High School Diploma

- Medical Assistant
- Health Aide
- Pharmacy Technician
- Dental Assistant
- Medical Records Clerk
- Patient Transporter
- Certified Nursing Assistant (CNA)
- Laboratory Technician
(Entry-Level)

Associate's Degree

- Registered Nurse
- Radiologic Technologist
- Dental Hygienist
- Physical Therapist Assistant
- Medical Laboratory Technician
- Respiratory Therapist
- Occupational Therapy Assistant
- Health Information Technician

Bachelor's or Graduate Degree

- Physician
- Nurse Practitioner
- Health Services Administrator
- Clinical Psychologist
- Public Health Analyst
- Pharmacist
- Physical Therapist
- Healthcare Consultant



HOSPITALITY, TOURISM & RECREATION



The Hospitality, Tourism, and Recreation industry sector prepares students for careers in hotels, restaurants, and travel. Hands-on experience in customer service, event planning, and management emphasizes professionalism and creativity.

CTE PATHWAYS

Culinary

San Juan High School

Food Science

Culinary I

Culinary II

Bakery

San Juan High School

Food Science

Bakery I

Bakery II



Career Opportunities

High School Diploma

- Hotel Front Desk Clerk
- Restaurant Server
- Tour Guide
- Housekeeper
- Event Staff
- Concierge
- Travel Agent Assistant
- Reservation Specialist

Associate's Degree

- Hospitality Management Assistant
- Travel and Tourism Specialist
- Event Coordinator
- Restaurant Manager
- Guest Services Manager
- Recreation Director
- Sales Coordinator
- Catering Manager

Bachelor's or Graduate Degree

- Hotel General Manager
- Tourism Director
- Event Planner
- Resort Manager
- Travel and Tourism Consultant
- Restaurant Operations Manager
- Sports Management Director
- Hospitality Marketing Manager

INFORMATION & COMMUNICATION TECHNOLOGIES



The Information and Communications Technologies industry sector trains students in IT, networking, and cybersecurity. Hands-on projects prepare them for careers in technology, emphasizing problem-solving, innovation, and digital literacy.

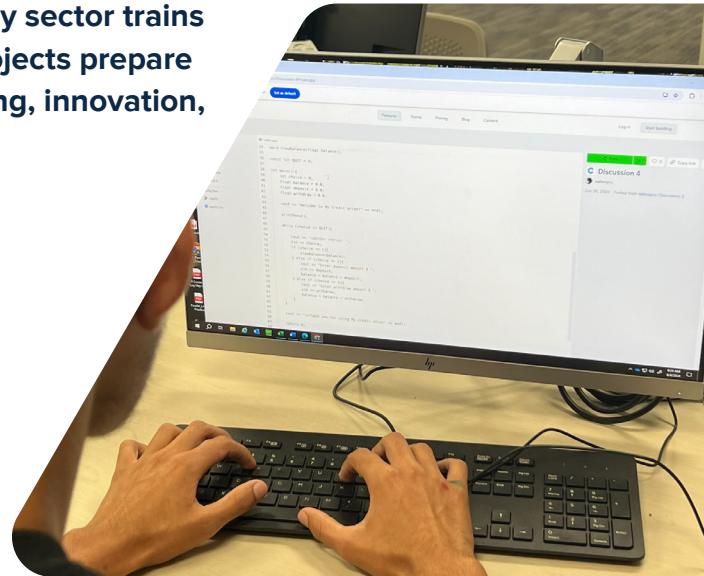
CTE PATHWAYS

Computer Science

Bella Vista High School

AP Computer Science Principles: Information Support and Services (ISS)

AP Computer Science Principles A



Cybersecurity

Mira Loma High School

Exploring Computer Science CTE

AP Computer Science Principles

Cybersecurity

Career Opportunities

High School Diploma

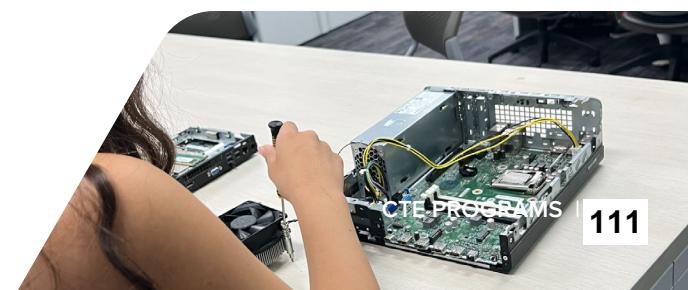
- IT Support Specialist
- Help Desk Technician
- Network Installer
- Computer Repair Technician
- Data Entry Clerk
- Web Content Coordinator
- Technical Support Specialist
- Telecommunications Installer

Associate's Degree

- Network Administrator
- Database Administrator
- Computer Programmer
- Cybersecurity Technician
- Systems Analyst
- Web Developer
- IT Project Coordinator
- Information Systems Technician

Bachelor's or Graduate Degree

- Software Developer
- IT Manager
- Data Scientist
- Systems Engineer
- Network Architect
- Cybersecurity Analyst
- Artificial Intelligence Specialist
- IT Consultant



MANUFACTURING & PRODUCT DEVELOPMENT



The Manufacturing and Product Development industry sector teaches skills in design, engineering, and production. Students engage in hands-on projects, preparing for careers in manufacturing, robotics, and product innovation.

CTE PATHWAYS

Eagle Polytechnic Institute (EPI) Academy

El Camino Fundamental High School

Pre-Engineering I

Pre-Engineering II

Pre-Engineering III

Manufacturing Metals

El Camino Fundamental High School

Metals I

Metals II

Metals III

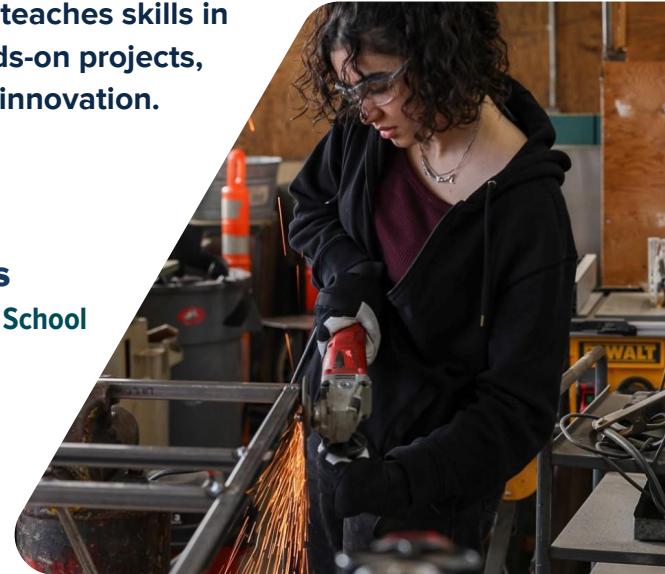
Robotics

Rio Americano High School

Introduction to Engineering Design & Manufacturing Technology

Engineering Design & Manufacturing Technology

Robotics



Career Opportunities

High School Diploma

- Machine Operator
- Assembly Line Worker
- Quality Control Inspector
- Production Assistant
- Warehouse Worker
- Maintenance Technician
- Packaging Specialist
- Forklift Operator

Associate's Degree

- Industrial Technician
- Manufacturing Engineer
- Quality Assurance Specialist
- Production Planner
- Mechanical Designer
- Supply Chain Coordinator
- Automation Technician
- Process Improvement Specialist

Bachelor's or Graduate Degree

- Manufacturing Engineer
- Industrial Engineer
- Product Development Manager
- Operations Manager
- Supply Chain Manager
- Process Engineer
- Quality Control Manager
- Production Director



MARKETING, SALES & SERVICES



The Marketing, Sales, and Services industry sector equips students with skills vital for success in business. This pathway prepares individuals for diverse roles in marketing, sales, and customer relations.

CTE PATHWAYS

Entrepreneurship/Self-Employment

Del Campo High School

Introduction to Business

Entrepreneurship

Social Entrepreneurship

Advanced Entrepreneurship



Career Opportunities

High School Diploma

- Retail Sales Associate
- Customer Service Representative
- Telemarketer
- Sales Assistant
- Brand Ambassador
- Store Manager
- Marketing Assistant
- Sales Clerk

AA, AS Degree or Certificated

- Marketing Coordinator
- Sales Representative
- Customer Service Manager
- Social Media Manager
- Market Research Analyst
- Promotions Specialist
- Account Manager
- E-commerce Specialist

Bachelor's or Graduate Degree

- Marketing Manager
- Sales Director
- Brand Manager
- Market Research Director
- Advertising Executive
- Public Relations Manager
- Business Development Manager
- Strategic Planner



PUBLIC SERVICES



The Public Services industry sector prepares students for careers in law enforcement, firefighting, and emergency medical services. It focuses on public safety skills, leadership, and community service, to ensure readiness.

CTE PATHWAYS

Emergency Medical Response

Del Campo High School

Fire Control Tech I

Fire Control Tech II

Fire Control Tech III

Fire Tech Explorer

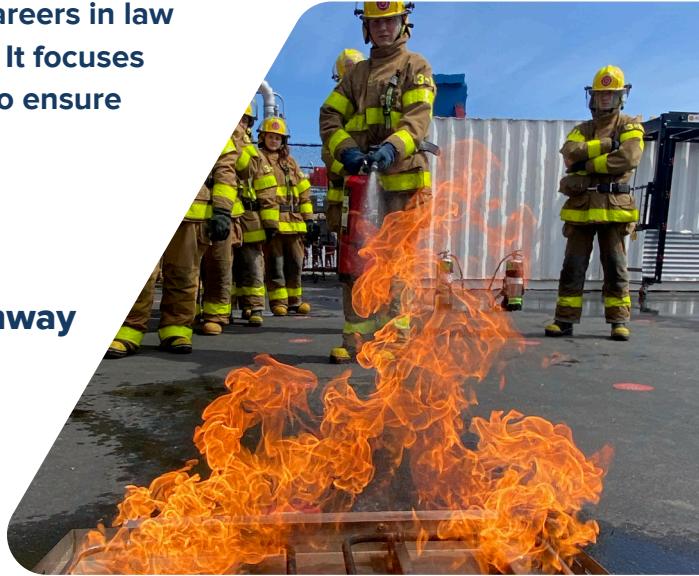
Public Safety Pathway

Mesa Verde High School

Introduction to Public Safety

Public Safety

Advanced Public Safety



Career Opportunities

High School Diploma

- Security Guard
- Police Dispatcher
- Firefighter Trainee
- Correctional Officer
- Emergency Medical Technician (EMT)
- Loss Prevention Specialist
- Court Clerk
- Private Investigator

Associate's Degree

- Paramedic
- Police Officer
- Fire Inspector
- Criminal Justice Specialist
- Forensic Technician
- Probation Officer
- Security Systems Technician
- Emergency Management Coordinator

Bachelor's or Graduate Degree

- Criminal Investigator
- FBI Agent
- Fire Chief
- Homeland Security Specialist
- Forensic Scientist
- Emergency Management Director
- Police Chief
- Legal Analyst



TRANSPORTATION



The Transportation industry sector prepares students for careers in automotive technology, aviation, and logistics. It covers vehicle maintenance, repair, and operations, ensuring students gain practical, job-ready skills.

CTE PATHWAYS

Automotive

Casa Roble Fundamental High School

San Juan High School

Introduction to Automotive Technology

Maintenance Light Repair (MLR) I

Maintenance Light Repair (MLR) II

Advanced Automotive Mechanics for the Automotive Professional



Aviation

Mira Loma High School

Aviation

Aviation Piloting



Career Opportunities

High School Diploma

- Truck Driver
- Bus Driver
- Delivery Driver
- Automotive Service Technician
- Transportation Coordinator
- Warehouse Associate
- Shipping and Receiving Clerk
- Forklift Operator

Associate's Degree

- Aircraft Mechanic
- Logistics Coordinator
- Transit Maintenance Technician
- Fleet Manager
- Automotive Service Manager
- Traffic Manager
- Marine Technician
- Transportation Planner

Bachelor's or Graduate Degree

- Logistics Manager
- Supply Chain Analyst
- Transportation Engineer
- Fleet Operations Manager
- Maritime Operations Manager
- Air Traffic Controller
- Urban Transit Planner
- Transportation Consultant





CTE Annual Public Notification

The San Juan Unified School District does not discriminate on the basis of race, color, national origin, sex, or disability, or any other basis protected by law or regulation in its program or activities and provides equal access to the Boy Scouts of America and other designated youth groups.

San Juan Unified School District offers classes in the following career and technical education program areas: Agriculture, Arts, Media, and Entertainment, Building and Construction Trades, Business and Finance, Computer Science, Emergency Response, Engineering Design, Entrepreneurship, Hospitality and Tourism, Information Technology, Patient Care, Public Safety, Performing Arts, Manufacturing, Cybersecurity, and Transportation under its open admissions policy. For more information about CTE course offerings and admissions criteria, contact the CTE Director:

Brett Wolfe, College and Career Readiness Director

7322 Sunrise Blvd., Citrus Heights, CA 95610, (916) 971-7762, brett.wolfe@sanjuan.edu.

Lack of English language proficiency will not be a barrier to admission and participation in career and technical education programs. The following people have been designated to handle inquiries regarding the nondiscrimination policies.

**If you, or your student, have been subjected to discrimination,
you should contact your school site principal and/or:**

Title IX Coordinator – Sterling Williams

3738 Walnut Ave., Carmichael, CA 95608, (916) 971-7110, LegalServices@sanjuan.edu

Title II/ADA Coordinator – Michelle Fischer

3738 Walnut Ave., Carmichael, CA 95608, (916) 971-7036, michelle.fischer@sanjuan.edu

Section 504 Coordinator – Dominic Covello

3700 Garfield Ave., Carmichael, CA 95608, (916) 971-7220, dcovello@sanjuan.edu



**San Juan Unified
SCHOOL DISTRICT**



**Career Technical
Education**

SAN JUAN UNIFIED
SCHOOL DISTRICT



Need More Information?

Visit: sanjuan.edu/cte | Call: 916.971.7163

Department of College & Career Readiness
7322 Sunrise Blvd., Citrus Heights, CA 95610



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

AGENDA ITEM:

J.2

MEETING DATE:

10/08/2024

SUBJECT: Strategic Plan Update (Allen) - 7:45 p.m.

DEPARTMENT: Administration

ACTION REQUESTED:

Report: The superintendent is recommending that the board receive a report regarding rollout and implementation of the district's strategic plan.

RATIONALE/BACKGROUND:

In the 2023-24 school year, San Juan Unified engaged in a year long process to develop a strategic plan based on the voices and needs of its students, families, staff and community. Through an intensive engagement process, a plan was drafted and refined identifying the values that form the foundation of our mission, the vision that we hope to make real for our students and the strategic directions that address our most immediate and pressing needs to achieve our goal. After the drafting and revision process, the board adopted the plan in May of 2024.

Work to implement the plan began over the summer and has continued into the start of the 2024-25 school year. The first element of implementation has been to share the plan through the use of collateral materials, inclusion of the plan as one of the district's guiding documents and introducing the plan to staff and students in a variety of settings. The second element of implementation has been to operationalize the plan by connecting actions to its strategic directions, launching initiatives across the organization aligned to the plan and problems of practice, and prioritizing specific outcome goals under each strategic direction.

In addition to these efforts to align and implement actions to the strategic plan, staff are currently working to identify metrics for determining success of the plan as a whole. While each individual effort has specific metrics, staff are also working to consider what indicators will help identify if we are making progress toward our vision and which indicators can help us determine if changes in our efforts or strategies are needed as conditions change.

ATTACHMENT(S):

1. [Presentation](#)
2. [2024-29 Strategic Plan](#)
3. [Appendix A: Strategic Directions and Identified Outcome Goals for 2024-25](#)
4. [Appendix B: Key Takeaways from Student Leaders Strategic Plan Core Values](#)

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Board of Education: 05/14/2024, 05/28/2024

Superintendent's Cabinet: 05/06/2024, 05/20/2024, 09/30/2024

FISCAL IMPACT:

Current Budget

\$7,500 - Base (Ongoing)

Efforts aligned to the plan are funded individually.

PREPARED BY: Trent Allen, APR, Chief of Staff

APPROVED BY: Melissa Bassanelli, Superintendent of Schools



Growing Together

Strategic Plan

Update

Board of Education
Oct. 8, 2024

1

Agenda

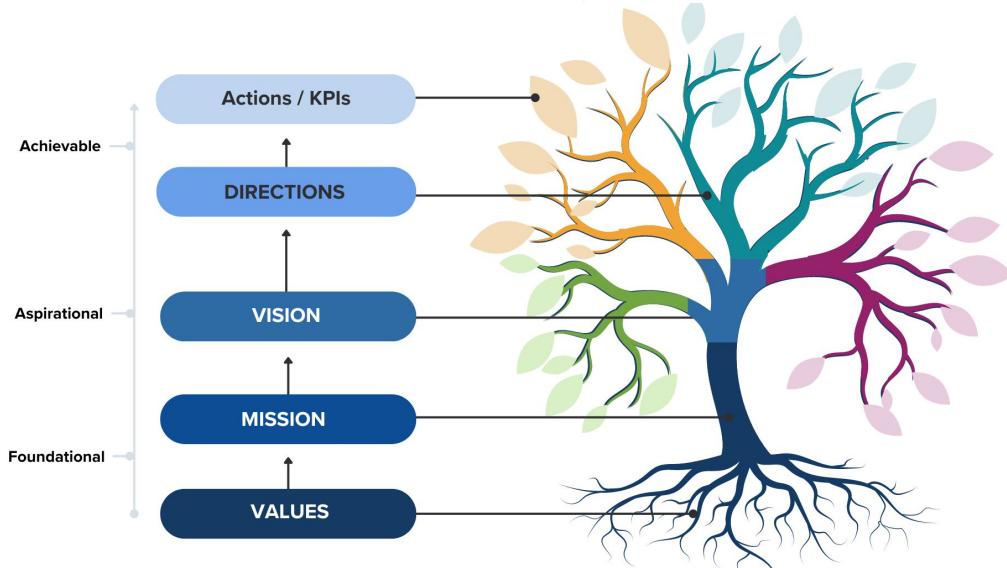


- 01 The Plan
- 02 Sharing the Plan
- 03 Living the Plan
- 04 Measuring our Actions

2



3



4

Sharing the Plan

Strategies to Connect

Just as we worked to collect voice for the creation of the plan, we are working to share the plan and develop an understanding of how it impacts daily activities with our entire community.



5

Student Voice - Core Values



Resilience & Voice	Belonging & Relevance	Social & Emotional Intelligence	Championing & Innovation	Creating Change
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6

STRATEGIC PLAN CORE VALUES



SSAC



GROUP 1: RESILIENCE | VOICE
Walking through challenges
Using our voice is inherently resilient →
Being heard is important.
Sharing what AND how the change happens
Sharing experiences to help others by encouraging people to use their voice.
Everyone needs the opportunity to use their voice and be heard.
Honoring diverse voices



GROUP 2: BELONGING AND RELEVANCE

Belonging unifies various themes, providing the foundation for resilience and change. Relevance is essential for fostering innovation. Together, belonging and relevance create an environment conducive to learning, ensuring individuals feel included and motivated to participate.

GROUP 3: VOICE IN STUDENT GOVERNMENT

Many students fear judgment and struggle to voice their opinions. Student government plays a crucial role in providing a platform for students to express themselves, offering a support system where students can confidently share their thoughts without fear.



GROUP 4: ACCESSIBLE EDUCATION

Providing equal educational opportunities and developing a space for particular school endeavors are priorities. Setting incentivizing and motivating goals ensures all students have the access they need. Core values include relevance, resilience, and belonging.

HONORING DIVERSE VOICES

Recognizing and celebrating diverse voices enriches the community. It creates a broad spectrum of perspectives is considered, leading to more inclusive and comprehensive decision-making processes that reflect the community's diverse makeup.



GROUP 5: CHAMPIONING AND INNOVATION
The SSAC champion supports the fight against unequal treatment. SSAC addresses the lack of voices, emphasizing the importance of every voice. Voices lead to substantial change, creating long-term impact. Innovation starts now, centered around belonging, resilience, relevance, emotional intelligence, and championing.

CREATING CHANGE

Having a voice influences both what changes and how they occur. By being vocal, individuals can drive more inclusive decision-making processes, ensuring that changes are aligned with the needs and vision, thus making change more meaningful and effective.



Superintendent's Student Advisory Council (SSAC)

7

STRATEGIC PLAN CORE VALUES

DISTRICT STUDENT COUNCIL



Belonging: The Ch. BSLU, GSA, AbM girls boys, Folklorico dancing, Musical night.

Resilience: Dental Program, P/T, Credit Recovery, Driver's Ed (Assets), Dual Enrollment.

Voice: Student Senate, School Site Council.

Social-Emotional Intelligence: Peers for Peers, Says UGANC, P/T.



Belonging: School Spirit (Wendy Raiders) Culture Fair, Club Leadership, Freshmen Outreach.

Voice: Social Media Platform (Other Activities).

Innovation: Changing events (Power vs. Powder).

Resilience: CTE Programs (Med & Engineering), Civics.



Belonging: Working through challenges rather than pulling away in the face of difficulty.

Social and Emotional Intelligence: Inviting underclassmen in better ways regarding spirited activities. People struggles with social & emotional intelligence compared to upperclassmen.

Belonging: Embracing diverse cultures on campus.

Example: Culture Fest & Fashion Show.

ADVISORS

Cultivate Welcoming: Activities that inspire students to participate.

Genuine involvement with multiple styles & structures inside activity planning.

Using spirit, fun, joy, and laughter to encourage participation throughout the whole campus.

Including all voices on campus when planning school activities.



Belonging: Listen to everyone's voice and opinion.

Create an environment fitting for everyone.

Letting other clubs & programs have a say in events & activities besides student government.

Letting all students have equal opportunity to take rigorous courses.

Resilience: Being kind, be courageous, be a honest.

Championing... Advocating for all!

District Student Council

8

Key Takeaways From Students



Voice & Resilience

Encouraging students to express their opinions, especially in difficult situations, builds resilience and fosters change.



Belonging

Creating an inclusive environment where students feel represented and connected is key to their success and innovation.



Championing

Ensuring marginalized students are heard and supported through student groups and councils while advocating for their needs.



Social & Emotional Intelligence

Prioritizing programs that develop social and emotional skills, helping students manage stress and adversity.



Innovation

When students feel safe and included, they are more likely to thrive and innovate, especially when reinforced by inclusivity initiatives like clubs, events, and community efforts.



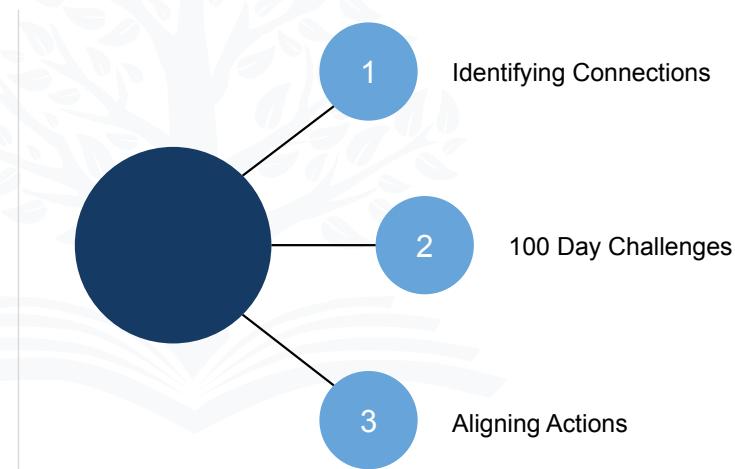
Relevance

Education must align with real-world skills and opportunities to have a lasting impact, making learning actionable and beneficial for students' future.

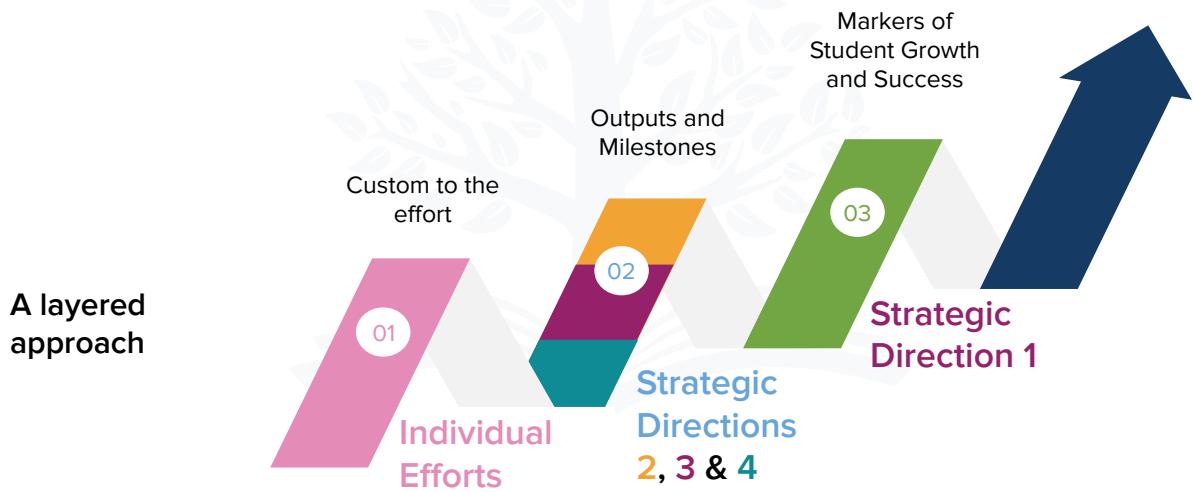
Living the Plan

Operationalizing

Ensuring alignment of efforts to the directions called out in the Strategic Plan has been a priority for the start of the year.



Measuring Our Success



11

Strategic Plan Update

Questions & Comments

12



GROWING TOGETHER

COLLECTIVELY STRONG. INDIVIDUALLY NURTURED.



SAN JUAN UNIFIED SCHOOL DISTRICT
2024-29 STRATEGIC PLAN



San Juan Unified
SCHOOL DISTRICT

SAN JUAN UNIFIED SCHOOL DISTRICT

Growing Together throughout San Juan Unified

Collectively Strong.
Individually Nurtured.

The San Juan Unified Board of Education recognizes that high-quality education for all students requires vision, structure, accountability and advocacy. This commitment led the district to refresh its strategic plan so that we can respond to new challenges and continually improve our approach to educating the students of our diverse San Juan Unified community.



The Growing Together Strategic Plan builds on initiatives already underway and sets a path forward for the next five years. Simply put, this plan outlines the what, the how and the why of the work we do every day in San Juan Unified.

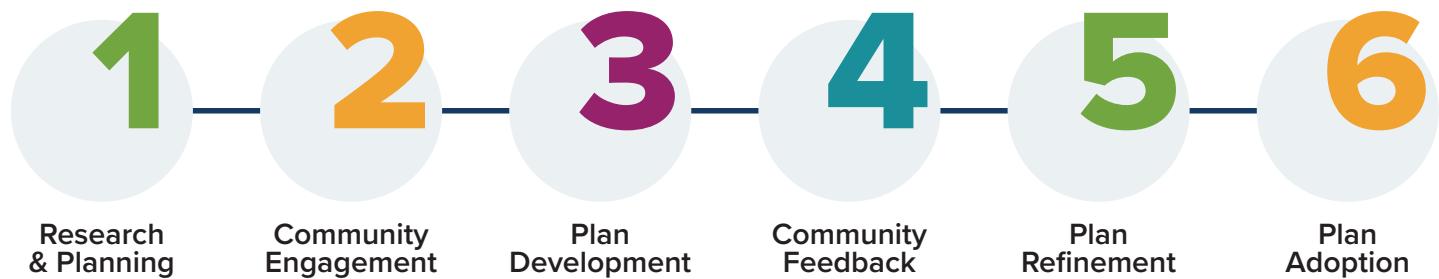




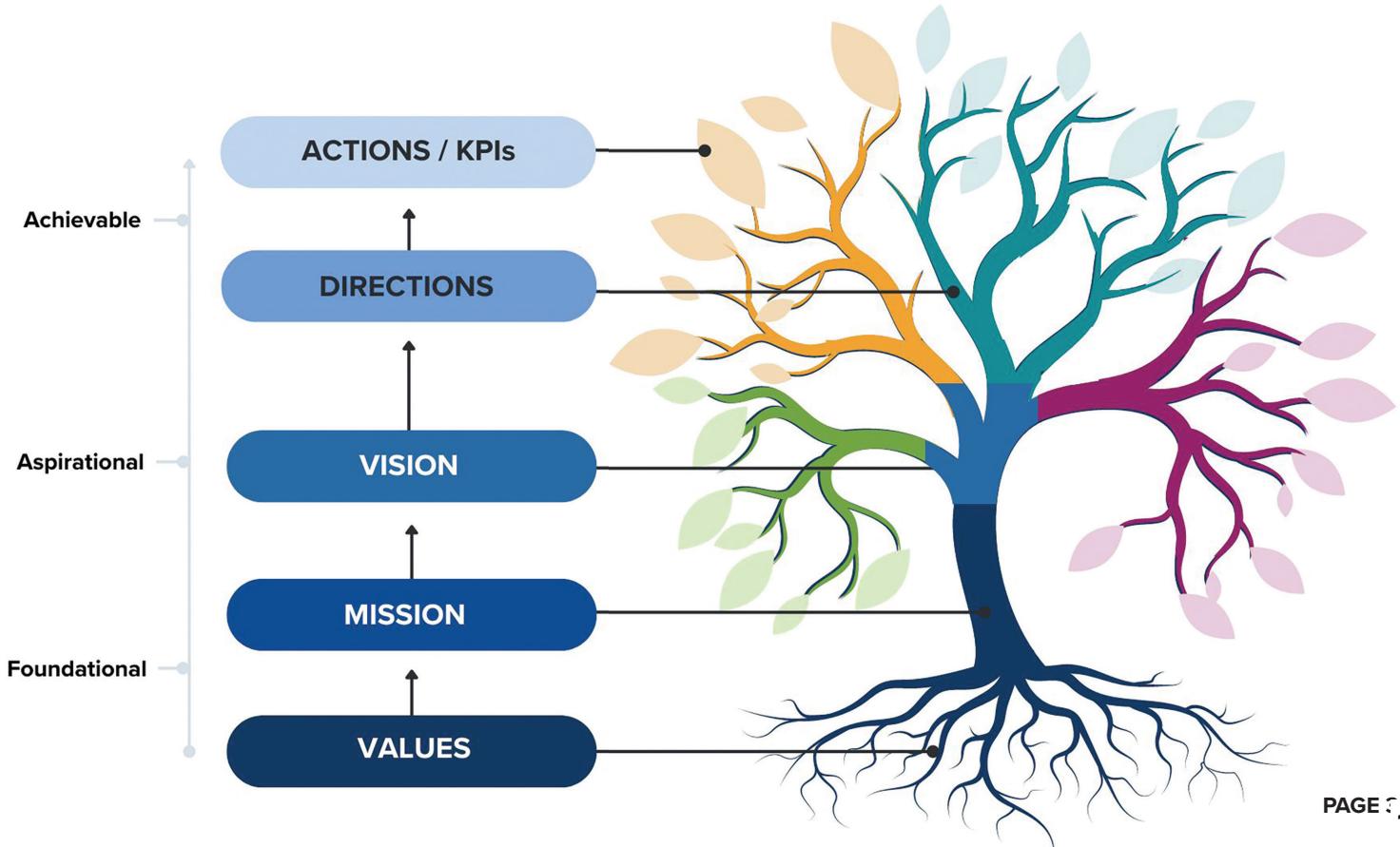
DEVELOPMENT OF THE 2024-29 STRATEGIC PLAN

A Collaborative Creation Process

A plan created by and for all members of the San Juan Unified community. To learn more about the process, visit sanjuan.edu/strategicplan.



STRATEGIC PLANNING ELEMENTS



MISSION, VISION AND VALUES

Mission

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.

Vision

We will inspire each student to make a positive impact in their world by honoring the unique identity of each person and upholding inclusive and equitable practices that lead to individual and collective growth, achievement and educational justice.

Core Values

Belonging

We create a community that cultivates welcoming and inclusive environments with genuine respect for our diversity of cultures, identities and abilities.

Relevance

We design experiences and environments where each learner can explore and apply skills and knowledge that align with evolving careers and workplaces.

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.

Social and Emotional Intelligence

We build a culture that teaches, models and applies social and emotional intelligence in all interactions with each other.

Resilience

We create nurturing schools and programs that inspire each learner to continue to persevere, gain strength and develop the confidence to excel beyond challenges.

Championing

We support and advocate for those in our San Juan Unified community who are disproportionately impacted or marginalized by circumstances beyond their control.

Innovation

We embrace and encourage creative thinking and learning environments that transform ideas into actionable solutions.





GUIDING OUR WORK

In addition to our Strategic Plan, San Juan Unified uses the following to guide the implementation of our work:

8-Point Commitment to Educational Justice

San Juan Unified strives to provide a physically and psychologically safe learning environment for every student, every day. While developing policies, establishing standard practices, creating new and analyzing current programs and making decisions, San Juan Unified uses an equity lens to target and eliminate barriers for all students. Learn about San Juan Unified's 8-Point Commitment to Educational Justice at sanjuan.edu/8Point.

Local Control and Accountability Plan (LCAP)

San Juan Unified's LCAP describes the services the district provide to improve student outcomes, with a focus on English learner, low-income and foster youth students. Learn more about San Juan Unified's LCAP at sanjuan.edu/LCAP.

STRATEGIC DIRECTIONS

In addition to our continued commitment to high expectations and academic achievement for all students, the following focus areas will guide the work of the San Juan Unified School District over the next five years.

Our Strategic Directions are broad objectives or focus areas that impact the future by:

- using existing strengths and opportunities within our organization,
- overcoming impeding perceptions, beliefs, assumptions and habits, as well as outmoded patterns, structures and policies, and
- catalyzing movement in the direction of our district's vision.



DIRECTION I

Advance and Support Student Success

Deliver high quality, equitable and supportive academic instruction and social-emotional learning for every student in preparation for post-secondary education, career and life.

DIRECTION II

Prioritize Equitable Practices

Integrate our commitment to educational justice throughout San Juan Unified by ensuring all students, families and staff members have fair access, opportunity and resources to learn, grow and thrive regardless of background, identity or ability.

DIRECTION III

Enhance Employee Systems and Supports

Innovate and strengthen systems to prioritize employee wellness and cultivate a thriving workforce.

DIRECTION IV

Engage Students, Families and Community as Valued Educational Partners

Expand meaningful engagement opportunities with students, families and community members to amplify all voices, provide equitable access, and create safe and welcoming environments throughout the district.



DIRECTION



Attachment 2

Advance and Support Student Success

Deliver high quality, equitable and supportive academic instruction and social-emotional learning for every student in preparation for post-secondary education, career and life.

Outcomes

1. Evidence-based instruction aligned to state standards and frameworks is provided, ensuring equitable access for all students, including student groups identified by data as high priority
2. Culturally responsive academic, behavioral and social emotional supports and interventions are implemented for all students
3. A variety of rich learning experiences and a broad course of study are provided and accessible to all students, from preschool to adult
4. Resources, enrichment and advanced opportunities, including career exploration and real-world experiences, are provided to all learners, ensuring preparation for post-secondary education, career and life
5. Data-guided instruction and equitable grading practices informed by a comprehensive assessment system are used to support academic achievement at all levels
6. Physically and emotionally safe, welcoming, inclusive, joyful and culturally responsive classrooms and school environments are cultivated throughout San Juan Unified



DIRECTIONS



Prioritize Equitable Practices

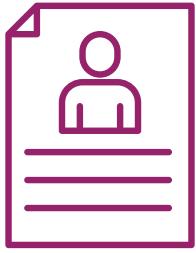
Integrate our commitment to educational justice throughout San Juan Unified by ensuring all students, families and staff members have fair access, opportunity and resources to learn, grow and thrive regardless of background, identity or ability.

Outcomes

1. The collaborative design of a district-wide equity plan that builds awareness our 8-Point Commitment to Educational Justice is prioritized and applied in all parts of our system
2. A shared understanding and implementation of equitable practices is established throughout the San Juan Unified community
3. Initiatives and actions recognize and address the needs of students groups identified by data as high priority
4. All identities, perspectives and lived experiences are recognized, included and honored
5. Input is consistently gathered and multiple sources of information are analyzed to evaluate progress and achievement of equitable learning outcomes
6. Progress and growth are celebrated, and barriers and gaps are transparently and efficiently addressed
7. Professional development opportunities are systemically expanded and accessible for all district employees



DIRECTION



Enhance Employee Systems and Supports

Innovate and strengthen systems to prioritize employee wellness and cultivate a thriving workforce

Outcomes

1. Employee voices are sought out and honored to ensure a work environment where each individual feels valued, heard and respected
2. Each employee will thrive personally and professionally through prioritized creative strategies that support well-being
3. Timely, transparent and accessible communication with all employees is prioritized, increasing trust, meaningful relationships and connectedness
4. Internal practices and procedures are streamlined and regularly evaluated to increase efficiencies and balance workloads
5. Onboarding, mentorships and professional growth opportunities for all employees are enhanced so that each staff member is prepared both for their current role and future advancement in the district
6. San Juan Unified is known as an innovative, evolving, collaborative and desirable district that attracts and retains high quality staff representative of our diverse community



DIRECTION



Engage Students, Families and Community as Valued Educational Partners

Expand meaningful engagement opportunities with students, families and community members to amplify all voices, provide equitable access, and create safe and welcoming environments throughout the district

Outcomes

1. Relationships with and among students, families, community and staff are strengthened in order to increase trust, partnership and student success
2. Community partnerships that help students and families access resources to support mental health as well as social-emotional, physical and academic needs, are enhanced
3. Safe and supportive environments for all students, staff and families are cultivated through positive and collaborative partnerships
4. Opportunities to expand advocacy, mentorship and civic engagement are created for all students and families
5. Student, family and community voices are sought out and honored to ensure welcoming and supportive learning experiences for all
6. Restorative practices that are reflective of our diverse student community and incorporates their voice are grown and applied
7. Student and family opportunities are created to build autonomy and life skills, explore career options and participate in real-world experiences
8. Family-centered activities that celebrate and honor student progress and success are developed and implemented
9. Barriers that limit access to programs and services for students and families are addressed, with an emphasis on groups identified by data as high priority





*Follow our progress on the
Growing Together Strategic Plan at
sanjuan.edu/strategicplan*

San Juan Unified is a diverse school district serving students and families in a 75-square-mile area covering the communities of Arden-Arcade, Carmichael, Citrus Heights, Fair Oaks, Gold River and Orangevale in eastern Sacramento County. Created in 1960 with the merger of six school districts, San Juan Unified has a rich tradition of helping students find academic success and achievement.

San Juan Unified serves more than 40,000 preschool, TK-12 and adult learners at 68 schools and employs more than 5,000 professionals.

Board of Education

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Saul Hernandez VICE PRESIDENT (AT-LARGE)

Ben Avey CLERK (AREA 6)

Paula Villescaz MEMBER (AT-LARGE)

Tanya Kravchuk MEMBER (AREA 5)

Manuel Perez MEMBER (AREA 7)

Zima Creason MEMBER (AREA 3)

Superintendent's Cabinet

Melissa Bassanelli
SUPERINTENDENT OF SCHOOLS

Amy L. Slavensky, Ph.D.,
INTERIM DEPUTY SUPERINTENDENT
SCHOOLS AND STUDENT SUPPORT

Fhanysha Clark Gaddis, J.D., MPP
GENERAL COUNSEL

Trent Allen, APR
CHIEF OF STAFF

Frank Camarda
CHIEF OPERATIONS OFFICER

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ELEMENTARY EDUCATION AND PROGRAMS

Daniel Thigpen
EXECUTIVE DIRECTOR
LABOR RELATIONS AND GOVERNMENT
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Peter Skibitzki
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Connect With Us

Website: sanjuan.edu

Socials: @SanJuanUnified

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San Juan Unified School District
3738 WALNUT AVENUE
CARMICHAEL, CA 95608
(916) 971-7700





Strategic Direction 1

Identified Outcome Goals 24-25

Outcome Goal 1

Evidence-based instruction aligned to state standards and frameworks is provided, ensuring equitable access for all students, including student groups identified by data as high priority

Outcome Goal 2

Culturally responsive academic, behavioral and social emotional supports and interventions are implemented for all students

Outcome Goal 4

Resources, enrichment and advanced opportunities, including career exploration and real-world experiences, are provided to all learners, ensuring preparation for post-secondary education, career and life

Outcome Goal 6

Physically and emotionally safe, welcoming, inclusive, joyful and culturally responsive classrooms and school environments are cultivated throughout San Juan Unified

Strategic Direction 2

Identified Outcome Goals 24-25



Outcome Goal 1

The collaborative design of a district-wide equity plan that builds awareness of our 8-pt Commitment to Educational Justice is prioritized and applied in all parts of our system

Outcome Goal 2

A shared understanding and implementation of equitable practices is established throughout the San Juan Unified community

Outcome Goal 7

Professional development opportunities are systemically expanded and accessible for all district employees



Strategic Direction 3

Identified Outcome Goals 24-25

Outcome Goal 1

Employee voices are sought out and honored to ensure a work environment where each individual feels valued, heard and respected

Outcome Goal 4

Internal practices and procedures are streamlined and regularly evaluated to increase efficiencies and balance workloads

Outcome Goal 3

Timely, transparent and accessible communication with all employees is prioritized, increasing trust, meaningful relationships and connectedness

Strategic Direction 4

Identified Outcome Goals 24-25



Outcome Goal 1

Relationships with and among students, families, community and staff are strengthened in order to increase trust, partnership and student success

Outcome Goal 3

Safe and supportive environments for all students, staff and families are cultivated through positive and collaborative partnerships

Outcome Goal 2

Community partnerships that help students and families access resources to support mental health as well as social-emotional, physical and academic needs, are enhanced

Outcome Goal 6

Restorative practices that are reflective of our diverse student community and incorporates their voice are grown and applied

Key Takeaways from Student Leaders Strategic Plan Core Values



VOICE AND RESILIENCE



Using one's voice, especially in difficult situations, builds resilience and fosters change. When students feel empowered to express their opinions and experiences, they become more resilient. This empowerment is crucial for advocating for meaningful, lasting change and fighting against inequality.

BELONGING



A sense of belonging is the foundation for success, innovation, and resilience. Environments where students feel safe and included enable them to thrive. Clubs, events, and initiatives that promote inclusivity ensure all students feel represented and connected to their school community.

RELEVANCE AND INNOVATION



Education must be relevant and tied to real-world skills and future opportunities to be impactful. Schools focus on curriculums and programs that align with students' needs, making education actionable and immediately beneficial for their future careers and life choices.

SOCIAL AND EMOTIONAL INTELLIGENCE



Schools are prioritizing the development of social and emotional skills to help students navigate challenges. Programs focusing on emotional well-being, peer support, and kindness are integral, enabling students to manage stress and adversity effectively, just as they would academic challenges.

CHAMPIONING AND ADVOCACY



There is a focus on championing equality and ensuring all students, especially marginalized ones, are heard. Student groups and councils are platforms to address unequal treatment and provide support, fostering a sense of collective responsibility and advocacy within the school.

ACCESSIBILITY FOR ALL



Ensuring equal access to educational opportunities is a common theme across schools. Pathways for engaging in rigorous courses, vocational training, and other programs ensure inclusivity. Measurable goals and specific programs help all students develop crucial skills for their future.

CULTURAL INCLUSIVITY



Celebrating cultural diversity fosters belonging and school spirit. Events like Culture Fairs and International Nights promote inclusivity, enabling students to engage with and learn about different cultures, building a connected and diverse school community.

CREATING SAFE EXPRESSION ENVIRONMENTS



Fear of judgment holds students back from using their voice. Hence, fostering safe environments for expression is essential. When students feel safe to share their thoughts without fear, their resilience and capacity for advocating constructive change are significantly enhanced.

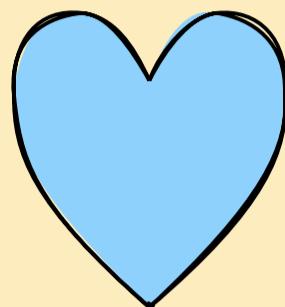
STRATEGIC PLAN CORE VALUES



SUPERINTENDENT'S
STUDENT ADVISORY COUNCIL

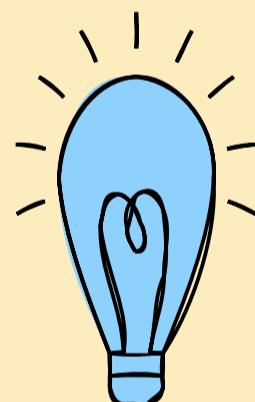


SSAC



GROUP 1: RESILIENCE I VOICE

Pathways through challenges
Using our voice is inherently resilient → fighting for something
Shaping what AND how the change happens
Sharing experiences to help others and inspiring people to use their voice
Everyone needs the opportunity to use their voice and be heard
Honoring diverse voice



GROUP 5: CHAMPIONING AND INNOVATION

Championing supports the fight against unequal treatment. SSAC addresses the lack of voices, emphasizing the importance of every voice. Voices lead to substantial change, driving long-term impacts. Innovation starts now, centered around belonging, resilience, relevance, emotional intelligence, and championing.

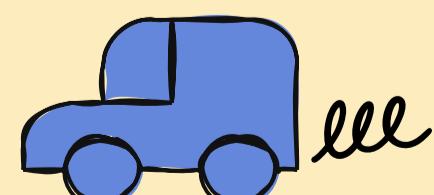
GROUP 2: BELONGING AND RELEVANCE

Belonging unifies various themes, providing the foundation for resilience and championing. Relevance is essential for fostering innovation. Together, belonging and relevance create an environment conducive to learning, ensuring individuals feel included and motivated to participate.



GROUP 6: ACCESSIBLE EDUCATION

Providing equal educational opportunities and developing skills for post-high school endeavors are priorities. Setting incentivizing and measurable goals ensures all students have the access they need. Core values include relevance, resilience, and belonging to support these objectives.



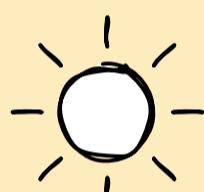
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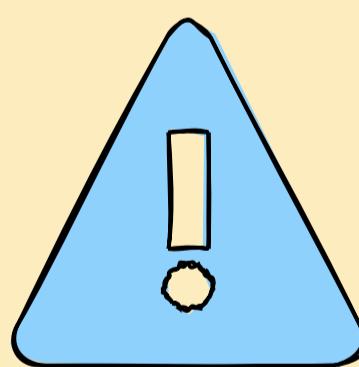
GROUP 4: SOCIAL AND EMOTIONAL INTELLIGENCE

Emotional and societal needs are fundamental for meaningful education. The ability to be heard and seen in any setting enhances social and emotional intelligence, reinforcing the importance of considering everyone's voice in educational contexts.



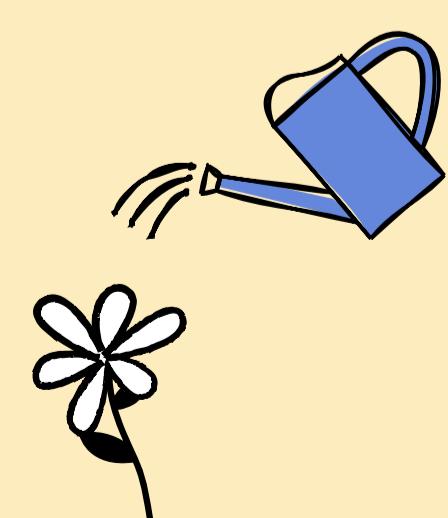
HONORING DIVERSE VOICES

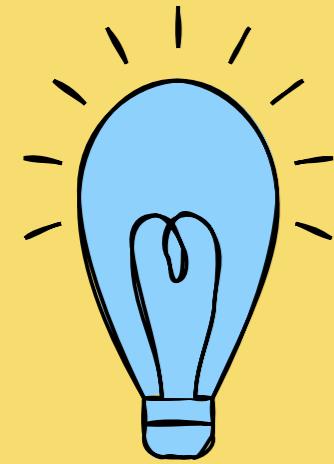
Recognizing and celebrating diverse voices enriches the community. It ensures a broad spectrum of perspectives is considered, leading to more inclusive and comprehensive decision-making processes that reflect the community's diverse makeup.



CREATING CHANGE

Having a voice influences both what changes and how they occur. By being vocal, individuals can directly impact decision-making processes, ensuring that changes are aligned with their needs and views, thus making change more meaningful and effective.





STRATEGIC PLAN CORE VALUES

DISTRICT STUDENT COUNCIL



Belonging:
The Clubs: BSU, GSA, AtoM
girls/boys,
Folklorico dancing,
International night

Relevance:
Dental Program
IVT
Construction Program
Credit Recovery
Driver's Ed (Assets)
Dual Enrollment

Voice:
Student Senate
School Site Council

Social/Emotional Intelligence:
Peers for Peers
Says
UCAN
IVT



Belonging:
School Spirit (Rowdy Raiders)
Culture Fair
Club Rush
Freshmen Outreach

Voice: Social Media Platform
(Other Activities).

Innovation: Changing events
(Power vs. Powder).

Resilience:
CTE Programs (Med &
Engineering).
Civitas.



Belonging: Fostering an inclusive and diverse environment for all students, regardless of their background.

Innovation: Collaborating to develop and execute new and advanced learning environments and ideas.

Voice: Creating an environment where the entirety of our student body has the opportunity to share their opinions and ideas.



MESA VERDE

Belonging:
We want our students & staff to feel safe, and comfortable at every event we produce. Everyone should feel like they have a belonging at our school.

Voice:
In order for our school to have a voice, they need to feel like they belong.

We want to hear the ideas from our students so they have fun as well at our events.



Resilience: Working through challenges rather than pulling away in the face of difficulty.

Social and Emotional Intelligence:
Involving underclassmen in better ways regarding spirited activities despite struggles with social & emotional intelligence compared to upperclassmen.

Belonging:
Embracing diverse cultures on campus.
Example: Culture Fest & Fashion Show.

ADVISORS



Belonging: Creating a welcoming environment/safe place.

Relevance: Creating events to connect with peers & learn ideas.

Voice: Creating a platform to allow students to share thoughts.

Social and Emotional Intelligence: Be kind, be courageous, be a bronco!

Resilience: Having a support system (Rowdy Rooters).



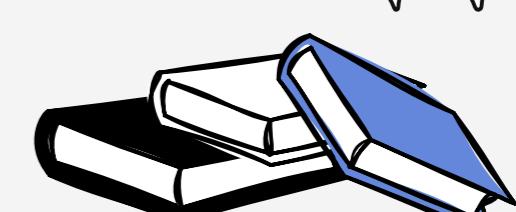
Listen to everyone's voice and opinion.

Create an environment fitting for everyone.

Letting other clubs & programs have a say in events & activities besides student government.

Letting all students have equal opportunity to take rigorous courses.

Championing... Advocating for all!



Cultivate Welcoming:
Activities that inspire students to participate.

Genuine involvement with multiple styles & structures inside activity planning.

Using spirit, fun, joy, and laughter to encourage participation throughout the whole campus.

Including all voices on campus when planning school activities.

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

AGENDA ITEM:

J.3

MEETING DATE:

10/08/2024

SUBJECT: Revisions to Board Policy 0420.41 Charter School Oversight and Exhibit 0420.41 Charter School Responsibilities (Oaxaca) - 8:05 p.m.

DEPARTMENT: Teaching and Learning

ACTION REQUESTED:

Discussion: The superintendent is recommending that the board discuss the proposed revisions to Board Policy 0420.41 Charter School Oversight and Exhibit 0420.41 Charter School Responsibilities. Action anticipated: 10/22/2024.

RATIONALE/BACKGROUND:

The proposed changes reflect policy reorganization, new laws and education codes that affect the oversight process for school districts.

ATTACHMENT(S):

1. [Board Policy 0420.41](#)
2. [Exhibit 0420.41](#)

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 09/30/2024

FISCAL IMPACT:

N/A

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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

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Policy 0420.41: Charter School Oversight

Status: ADOPTED

Original Adopted Date: 02/25/2014 | **Last Revised Date:** 10/11/2022 | **Last Reviewed Date:** 10/11/2022

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

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

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

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

Monitoring Charter School Performance

Any charter school authorized by the Board shall be monitored by the Superintendent or designee to determine whether the charter school complies with all legal requirements applicable to charter schools, including all reports required of charter schools by law, as specified in Education Code 47604.32. Any violations of law shall be reported to the Board.

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

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

Waivers

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

Provision of District Services

Upon approval by the Board of an appropriate agreement, the charter school may purchase administrative or other services from the district or any other source. (Education Code section 47613)

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

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

Material Revisions to Charter

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

If an approved charter school proposes to expand operations to one or more additional sites or grade levels, whether concurrently with or unrelated to a renewal, the charter school shall request a material revision to its charter and shall notify the board of those additional locations or grade levels. The board shall consider approval of the additional locations or grade levels at an open meeting. (Education Code sections 47605, 47607)

The board shall have the authority to determine whether a proposed change in charter school operations constitutes a material revision of the approved charter.

The Board may deny a proposed material revision if it finds that the proposed material revision would render the charter school demonstrably unlikely to serve the interests of the entire community in which the school is located or proposes to locate. In making this finding, the Board shall consider all of the following: (Education Code 47605)

1. The fiscal impact of the proposed expansion on the district
2. The extent to which the expansion would substantially undermine existing services, academic offerings, or programmatic offerings
3. Whether the expansion would duplicate a program currently offered within the district that has sufficient capacity for the students proposed to be served within reasonable proximity to where the charter school intends to locate

Additionally, the Board may deny a proposed material revision if it finds that the district is not positioned to absorb the fiscal impact of the proposed material revision. The Board shall make this finding if the district has a qualified interim certification pursuant to Education Code 42131 and the County Superintendent of Schools, in consultation with the County Office Fiscal Crisis and Management Assistance Team, certifies that approving the charter school would result in the district having a negative interim certification pursuant to Education Code 42131, the district has a negative interim certification pursuant to Education Code 42131, or the district is under state receivership. (Education Code 47605)

Location of Charter Schools

Except when permitted to operate outside district boundaries pursuant to Education Code 47605 and 47605.1, a charter school shall be located within district boundaries.

Monitoring Charter School Performance

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

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

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

Fees/Charges for Supervisorial Oversight

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

1. Actual costs up to one percent of the charter school's revenue ~~if the district provides the charter school with facilities under Education Code 47614 and charges the charter school a pro-rata share of the facilities cost~~
2. Actual costs up to three percent of the charter school's revenue if the district provides the charter school substantially rent-free facilities. ~~If the district provides the charter school with facilities under Education Code 47614 and charges the charter school a pro-rata share of the facilities costs calculated pursuant to 5 CCR 11969.7, the district may only charge the charter school for the actual costs of supervisorial oversight up to one percent of the charter school's revenue.~~
3. Actual costs if the district is assigned supervisorial oversight responsibility for the charter school by SBE when authorized on appeal

Technical Assistance/Intervention

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

1. Assisting the charter school to identify its strengths and weaknesses in regard to the state priorities applicable to the charter school pursuant to Education Code section 47605. This shall include working collaboratively with the charter school to review performance data on the state and local indicators included in the California School Dashboard and other relevant local data and to identify effective, evidence-based programs or practices that address any areas of weakness.
2. Working collaboratively with the charter school to secure assistance from an academic, programmatic, or fiscal expert or team of experts to identify and implement effective programs and practices that are designed to improve performance in any areas of weakness identified by the charter school. Another service provider, including, but not limited to, a school district, county office of education, or charter school, may be solicited to act as a partner to the charter school in need of technical assistance.
3. Obtaining from the charter school timely documentation demonstrating that it has completed the activities described in Items #1 and 2 or substantially similar activities or has selected another service provider to work with the charter school to complete the activities described in Items #1 and 2 or substantially similar activities, and ongoing communication with the Board to assess the charter school's progress in improving student outcomes.

In addition, if, in three out of four consecutive school years, a charter school fails to improve outcomes for three or more numerically significant student subgroups, or for all of the student

subgroups if the school has fewer than three subgroups, in regard to one or more state or school priorities identified in the charter, the County Superintendent may request that the Superintendent of Public Instruction (SPI), with SBE approval, assign the California Collaborative for Educational Excellence to provide advice and assistance to the charter school pursuant to Education Code section 52074. (Education Code sections 47607.3; 52072)

In accordance with law, the board may deny a charter school's renewal petition or may revoke a charter based on the charter school's poor performance, especially with regard to inadequate academic achievement of all numerically significant subgroups of students served by the charter school. ([Education Code 47607, 47607.2](#))

Complaints

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

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

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

School Closure

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

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

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

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REQUIREMENTS FOR CHARTER SCHOOLS

This exhibit is a non-exhaustive list of legal requirements that apply to charter schools and may be used by districts to monitor a charter school's compliance with law. Other legal requirements may exist and may be identified in the future.

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

Governance

1. Comply with the Ralph M. Brown Act (Government Code sections 54950-54963), California Public Records Act (Government Code sections 6250-6270), conflict of interest laws (Government Code sections 1090-1099), and Political Reform Act (Government Code sections 81000-91014), including the adoption of a conflict of interest code pursuant to Government Code 87300 (Education Code section 47604.1)
2. Except as otherwise authorized by Government Code section 54954, hold the meetings of its governing body within the physical boundaries of the county in which the charter school is located or, if a nonclassroom-based charter school that does not have a facility or operates one or more resource centers, hold governing body meetings within the physical boundaries of the county in which the greatest number of students enrolled in the charter school reside.
2. In addition, a two-way teleconference location shall be established at the school site and/or resource center, as applicable. (Education Code section 47604.1)
3. The charter school's executive director or any of the charter school's employees shall not serve as a member of the county board of education in the county where the charter school is located (Education Code section 1006; Government Code section 1099)
- 3.4. If the charter school is attended by high school students and the governing body receives student petition to appoint a student member to the governing body, appoint one or more student members in accordance with Education Code 47604.2

Operations

- 4.5. Not be operated as, or be operated by, a for-profit corporation, a for-profit educational management organization, or a for-profit charter management organization (Education Code section 47604)
- 5.6. Be nonsectarian in its programs, admission policies, employment practices, and all other operations (Education Code section 47605)

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Admission/Enrollment

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

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

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

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

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

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

- b. If the number of students who wish to attend the charter school exceeds the school's capacity, attendance shall be determined by a public random drawing, with preference extended to students currently attending the charter school and students who reside in the district, except as provided for in Education Code section 47614.5. (Education Code section 47605)
- c. Other admission preferences may be permitted by the board of the district on an individual school basis consistent with law. (Education Code section 47605)

e. Preferences shall not result in limited enrollment access for students with disabilities, academically low-achieving students, English learners, neglected or delinquent students, students experiencing homelessness, foster youth, students who are economically disadvantaged, or on the basis of nationality, race, ethnicity, or sexual orientation. Mandatory parental volunteer hours shall not be the basis of a preference or a criterion for admission or continued enrollment. (Education Code 47605)

11. Not discourage a student from enrolling or seeking to enroll in the charter school, nor encourage a current student from disenrolling, for any reason, including, but not limited to, the student's academic performance, nationality, race, ethnicity, or sexual orientation or because the student is a student with disabilities, academically low achieving, an English learner, neglected or delinquent, homeless, economically disadvantaged, or a foster youth.

10. -The charter school shall not request or require a student's records to be submitted before enrollment. The charter school shall post on its web site the California Department of Education's (CDE) notice of these requirements and shall provide the notice to parents/guardians or students age 18 and older when the parent/guardian or student inquires about enrollment, before conducting an enrollment lottery, and before disenrollment of a student. (Education Code section 47605)

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

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

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

Nondiscrimination

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

14.16. Not discriminate in the use, selection, or rejection of textbooks, instructional materials, library books, or similar educational resources (Education Code 243)

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

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

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

20. Provide specified accommodations to pregnant and parenting students, including, but not limited to, the provision of parental leave and reasonable accommodations on campus to a lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding.

18. The charter school shall notify pregnant and parenting students and parents/guardians of the rights and options available to pregnant and parenting students. (Education Code sections 222, 222.5, 46015)

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

19.22. If the charter school serves high school students and participates in the California Interscholastic Federation, post the standardized incident form developed by CDE to track racial discrimination, harassment, or hazing that occurs at high school sporting games or events on the charter school's website on or before April 1, 2025, and, upon CDE's request, submit information related to any completed standardized incident forms received by the charter school (Ed. Code 33353)

Tuition and Fees

20.23. Not charge tuition (Education Code section 47605)

21.24. Not charge student fees for any activity that is an integral component of the

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educational program, except as authorized by those Education Code provisions that explicitly apply to charter schools ([Education Code 49010, 49011](#))

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

School Plans

26. Adopt a local control and accountability plan (LCAP) and update the plan by July 1 each year, after holding a public hearing, consulting with specified stakeholders, and using the template adopted by the State Board of Education (SBE).

23.27. As part of the LCAP adoption

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and annual update to the LCAP, the governing body of the charter school shall separately adopt a local control funding formula budget overview for parents/guardians, based on the template developed by the SBE. (Education Code sections 47604.33, 47606.5, 52064, 52064.1)

28. Present a report on the annual update to the LCAP and the local control funding formula budget overview for parents/guardians on or before February 28 of each year, at a regularly scheduled meeting of the governing body of the charter school (Education Code 47606.5)

24.28. If the charter school applies for federal and/or state categorical program funding through the state's consolidated application, establish a school site council to develop and annually review a school plan for student achievement, unless the school chooses to use its LCAP for this purpose (Education Code sections 64000-64001, 65000-65001)

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

30. Develop a transportation safety plan that includes procedures to ensure that a student is not left unattended on a school bus, student activity bus, youth bus, or child care motor vehicle and procedures for designating an adult chaperone, other than the driver, to accompany students on a school activity bus.

26. In addition, ensure that each school bus, student activity bus, youth bus, or child care motor vehicle is equipped with a child safety alert system that requires the driver to either manually contact or scan the device, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting, unless the student activity bus is exempted by law. (Education Code section 39831.3; Vehicle Code section 28160)

Curriculum and Instruction

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

27.32. If the charter school serves students in any of grades K-6, unless grade 6 is maintained as part of a middle school that participates in physical education, provide one or more periods of recess that total 30 minutes on regular instructional days and at least 15 minutes on early release days as required by law (Education Code 49056)

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

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

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section 51224.7)

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

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

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

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

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

34.39. **If a charter school offers instruction in any of grades 9-12, and provides on-campus access to employers, not prohibit access to the military services (Education Code 49603)**

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

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

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

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

Special Education

44. Provide assistive technology devices in a student's home or other settings if the individualized education program team determines that such access is necessary.

39. The charter school shall also provide an assistive technology device or comparable device to a student who enrolls in another local educational agency, for two months after the student leaves the charter school or until alternative arrangements can be made, whichever occurs first. (Education Code section 56040.3)

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

- a. Pay the full amount of the tuition or fees for students with disabilities enrolled in

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programs or services provided pursuant to that contract (Education Code section 56365)

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

High School Graduation

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

41.47. In accordance with Education Code 51225.31, exempt an eligible student with disabilities from all coursework and other requirements adopted by the charter school board that are in addition to the statewide course requirements specified in Education Code 51225.3, and award such student a high school diploma (Education Code 51225.31)

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

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

Student Expression

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

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

Staffing

52. Require its teachers to hold a certificate, permit, or other document issued by the Commission on Teacher Credentialing (CTC) as required for the teacher's certificated assignment.

46. Teachers employed by the charter school during the 2019-20 school year shall have until July 1, 2025 to obtain the required certificate required. (Education Code sections 47605, 47605.4)

53. If the charter school offers TK, require credentialed teachers first assigned to a TK class to meet one of three specified criteria establishing qualification for the position by August 1, 2023, and to maintain adult to student ratios as specified in Education Code

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section 48000 (Education Code section48000)

47.54. Correct any misassignments if notified by the district that an assignment of a charter school employee is not legally authorized (Education Code 44258.9)

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

49.55. Not hire any person who has been convicted of a violent or serious felony except as otherwise provided bylaw, and, if the charter school contracts with an entity for specified services, verify that any employee of that entity who interacts with students outside of the

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immediate supervision and control of the student's parent/guardian or a school employee has a valid criminal records summary, unless an exception applies (Education Code sections 44830.1, 45122.1, 45125.1)

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

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

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

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

53.60. If the charter school provides transportation to students under contract, require drivers to submit and clear tuberculosis risk assessment, unless otherwise exempt by law (Education Code 49406)

Parent/Guardian Involvement

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

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

56.63. If 15 percent or more of the students at the charter school speak a single primary language other than English, provide all notices, reports, statements, or records sent to parents/guardians in English and in the primary language (Education Code section 48985)

Nutrition

64. Provide nutritionally adequate breakfast and or lunch free of charge during each school day to students requesting a meal regardless of the student's free or reduced-price

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meal eligibility, including, if the charter school offers independent study, to a student enrolled in independent study on any school day in which the student is scheduled for in-person educational activities of two or more hours (Education Code 49501.5)

If the charter school participates in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) and is a very high poverty school, as defined, the charter school shall apply to operate a federal universal meal service provision, and upon approval, apply such service (Education Code sections 49501.5, 49564.3)

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

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

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Student Health

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

59.66. Each charter school that serves students in any of grades 6-12 shall create and prominently display an age appropriate and culturally relevant poster that identifies approaches and resources about student mental health (Education Code 49428.5)

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

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

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

70. If the charter school offers an athletic program, annually provide information sheets about concussions/head injuries and sudden cardiac arrest to athletes and their parents/guardians, which must be signed and returned to the school before the athlete initiates practice or competition.

63. In the event that an athlete is suspected of sustaining a concussion or head injury, passes out, or faints during or immediately after participation in an athletic activity, the student shall be immediately removed from the activity for the remainder of the day and shall not be permitted to return to the activity until the student is evaluated by a licensed health care provider and receives written clearance to do so. (Education Code sections 33479-33479.5, 49475)

64.71. If the charter school offers an interscholastic athletic program, develop and post a written emergency action plan that describes procedures to be followed in the event of sudden cardiac arrest and other medical emergencies, acquire at least one automated external defibrillator (AED) for the school, and make the AED available at on-campus athletic activities or events (Education Code sections 35179.4, 35179.6)

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

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

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

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Student Conduct/Discipline

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

68.76. Prohibit the denial of recess to a student unless the student's participation poses an immediate threat to the student's physical safety or to the physical safety of one or more of the student's peers (Education Code 49056)

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

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

70.79. Until June 30, 2029, neither recommend for expulsion nor suspend a student in grades K-12 for disrupting school activities or otherwise willfully defying the authority of school personnel in the performance of their duties (Education Code 48901.1)

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

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

Student and Parent/Guardian Records

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

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

75.83. If a student subject to compulsory full-time education is expelled or leaves the charter school without graduating or completing the school year for any reason, notify the superintendent of the school district of the student's last known address within 30 days and,

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upon request, provide that district with a copy of the student's cumulative record, including a transcript of grades or report card, and health information (Education Code section 47605)

84.75. If the charter school serves high school students, submit to the Student Aid Commission (CSAC), for use in the Cal Grant program, the grade point average (GPA) of all students in grade 12 and verification of high school graduation or its equivalent for students who graduated in the prior academic year.

However, such information shall not be submitted when students opt out or are permitted by the rules of CSAC to provide test scores in lieu of the GPA. (Education Code sections 69432.9, 69432.92)

77. 85. Upon receipt of government-issued documentation of a change of name or gender or, if such documentation is not available, upon request in accordance with the procedure in

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Education Code section 49070, update, and reissue if requested, a former student's records to include the student's updated legal name or gender (Education Code sections 49062.5, 49070)

Facilities

~~78.~~ 86. Comply with the California Building Standards Code as adopted and enforced by the local building enforcement agency with jurisdiction over the area in which the charter school is located, unless the charter school facility meets either of the following conditions: (Education Code sections 47610, 47610.5)

- a. The facility complies with the Field Act pursuant to Education Code sections 17280-17317 and 17365-17374.
- b. The facility is exclusively owned or controlled by an entity that is not subject to the California Building Standards Code, including, but not limited to, the federal government.

~~79.~~ 87. If the charter school serves students in any of grades 6-12, stock the school's restrooms at all times with an adequate supply of menstrual products available and accessible free of cost in all women's restrooms, all gender restrooms, and in at least one men's restroom (Education Code section 35292.6)

Finance

~~80.~~ 88. Promptly respond to all reasonable inquiries from the district, the county office of education, or the Superintendent of Public Instruction (SPI), including, but not limited to, inquiries regarding the charter school's financial records (Education Code section 47604.3)

~~81.~~ 89. Maintain written contemporaneous records that document all student attendance and make these records available for audit and inspection (Education Code section 47612.5)

~~82.~~ 90. Identify and report to the SPI any portion of the charter school's average daily attendance that is generated through nonclassroom-based instruction, including, but not limited to, independent study, home study, work study, and distance and computer-based education (Education Code sections 47612.5, 47634.2; 5 CCR 11963.2)

~~83.~~ 91. Annually prepare and submit financial reports to the board and the County Superintendent in accordance with the following reporting cycle:

- a. By July 1, a preliminary budget for the current fiscal year. For a charter school in its first year of operation, financial statements submitted with the charter petition pursuant

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to Education Code section 47605(g) will satisfy this requirement. (Education Code section 47604.33)

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

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- c. By March 15, a second interim financial report for the current fiscal year reflecting changes through January 31. (Education Code section 47604.33)
- d. By September 15, a final unaudited report for the full prior year. The report submitted to the board shall include an annual statement of all the charter school's receipts and expenditures for the preceding fiscal year. (Education Code sections 42100, 47604.33)
- e. By December 15, a copy of the charter school's annual, independent financial audit report for the preceding fiscal year, unless the charter school's audit is encompassed in the district's audit. The audit report shall also be submitted to the State Controller and CDE. (Education Code section 47605)

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

Accountability

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

SUBJECT: Intent to Convey Temporary Construction Easement at Northridge Elementary School to the Fair Oaks Water District (Camarda) - 8:10 p.m.

DEPARTMENT: Operations

ACTION REQUESTED:

Action: The superintendent is recommending that the board adopt Resolution No. 4156, authorizing the intent to convey a temporary construction easement at Northridge Elementary School to the Fair Oaks Water District.

RATIONALE/BACKGROUND:

The Fair Oaks Water District (FOWD) will be drilling a new production well at Northridge Elementary School in the coming months. This well is to be constructed on a FOWD-owned parcel adjacent to the existing well site, located in the southeast corner of the school. The new well and all related facilities will replace FOWD's existing production well, which is scheduled for retirement once construction of the new well is complete.

The FOWD is requesting a Temporary Construction Easement for the area surrounding the well site per the map and property bounds that are attached with this item. The easement is intended to provide additional working space around the site and will also be used as a staging area for materials and equipment. This area is to be enclosed with temporary construction fencing that is screened for safety and security purposes. The temporary construction easement would be required for the duration of the project, which is anticipated to be completed on December 31, 2025. This schedule is subject to change and could be extended depending on key project milestones.

ATTACHMENT(S):

1. [Easement Exhibit](#)
2. [Temporary Easement Agreement](#)
3. [Resolution No. 4156](#)

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 09/30/2024

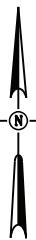
FISCAL IMPACT:

N/A

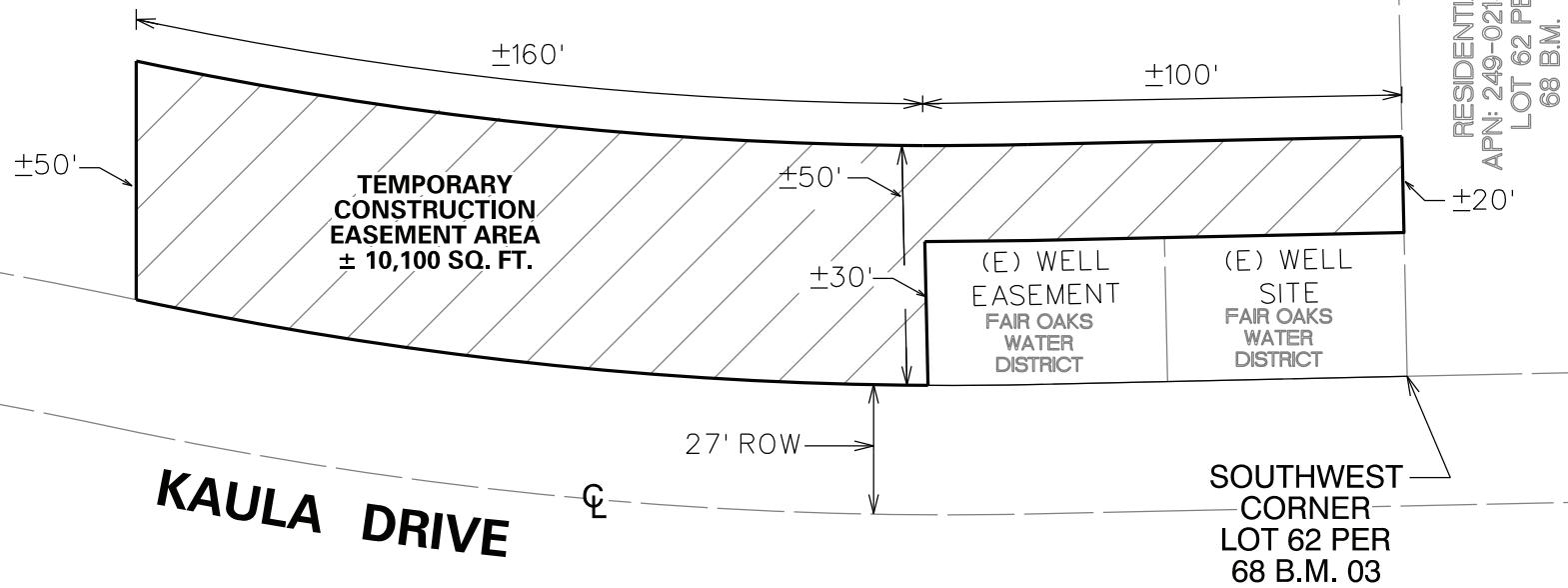
PREPARED BY: Colin Bross, Director, Maintenance and Operations

APPROVED BY: Frank Camarda, Chief Operations Officer
Melissa Bassanelli, Superintendent of Schools

NORTHRIDGE ELEMENTARY
SAN JUAN UNIFIED
SCHOOL DISTRICT
APN: 249-0232-006
52 R.O.S. 5



0' 20' 40'
SCALE 1"=40'



REVISED TEMPORARY CONSTRUCTION EASEMENT EXHIBIT NORTHRIDGE WELL

FAIR OAKS WATER DISTRICT
FAIR OAKS, CA
AUGUST 2024



FILE: SE-2595-08 Northridge Well Project\Exhibit's\ - TEMP EASEMENT.dgn
DATE: 9/4/2024
7777 Greenback Lane
Suite 104
Citrus Heights, CA 95610
Tel. (916) 722-1800
Fax (916) 722-4595
CIVIL - WATER RESOURCES - SURVEYING



WHEN RECORDED RETURN TO:
San Juan Unified School District
3738 Walnut Ave.
Carmichael, CA 95608-3056

Okay to Accept by

Signature & Date: _____

Print Name & Dept.: _____

APN: _____

THIS SPACE FOR RECORDER'S USE ONLY

TEMPORARY CONSTRUCTION EASEMENT

San Juan Unified School District, a political subdivision of the State of California (hereinafter referred to as "Owner" or "Grantor") does hereby grant to Fair Oaks Water District, a water district in the State of California, ("Grantee"), a Temporary Construction Easement (hereinafter referred to as "TCE") for purposes of performing activities related to and incidental to the construction of the Temporary Construction Easement at Northridge Elementary School for Northridge Well Drilling and Construction (hereinafter referred to as "Project"), and other Project-related purposes upon, over and across portion of Northridge Elementary School located at 5150 Cocoa Palm Way, Fair Oaks, CA 95628, as specifically described in Exhibit A ("Easement Area"), which is incorporated herein by reference.

Possession and use of the TCE area by the Grantee may commence on authorized execution of the agreement by the Grantee ("Commencement Date"). This TCE shall expire [REDACTED] days after the Commencement Date or completion of Project-related construction activities on the Easement Area ("Completion Date"), whichever occurs first.

COVENANTS, TERMS, CONDITIONS AND RESTRICTIONS

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Owner and Grantee covenant and agree as follows:

1. **Ownership of the Underlying Property.** Owner reserves the rights and incidents of ownership of the underlying fee interest in the Easement Area, provided that such incidents of ownership shall not hinder, conflict or interfere with, or otherwise frustrate the exercise of Grantee's rights hereunder.

2. **Scope and Duration.** The TCE granted in this Agreement is for construction only and shall have a duration only as necessary for the completion of all construction activities related to the Project referenced herein. Upon termination of the TCE as described herein, the easement shall be deemed vacated and shall be extinguished. Grantee shall make every effort to return the underlying property to a condition similar to that which existed before the commencement of this TCE, other than the installation of improvements related to the Project. Upon the Completion Date or earlier termination of this TCE, the parties hereto each agree to cooperate to cause a termination of this TCE to be filed of record in the Official Records of Sacramento County.

3. **Easement Non-Assignable.** This TCE includes any and all construction activities, whether performed by Grantee or Grantee's agents, including its building contractors and other independent contractors.

Grantee may not assign its rights under this TCE, however, Grantee may authorize construction activities on its behalf pursuant to this TCE.

4. Compliance with Law. Grantee shall use due care in the construction, operation, use, and maintenance of the Easement Area, and all fixtures and appurtenances located within the Easement Area. Grantee and its contractors and subcontractors shall comply with the requirements of Education Code Sections 45125.1 and 45125.2 during the term and use of the Easement and Easement Area. All work performed by or on behalf of Grantee in connection with the Project shall be performed in a good, workmanlike manner and the. Grantee shall keep the Property free and clear of mechanics' liens or any other liens resulting from work performed by or on behalf of Grantee. Grantee shall comply with all applicable laws, ordinance and regulations, including but not limited to all applicable regulatory, environmental and safety requirements at the Grantee's sole cost and expense. Grantee shall comply with all applicable State and Federal laws and regulations, including the requirement to pay prevailing wages.

5. Maintenance and Use of the Easement Area. Grantee shall, at its sole cost and expense, maintain and keep the Easement Area in good order and condition. Grantee's use of the Easement Area as described in this TCE shall not interfere with the Owner's regular operation of its property located at 5150 Cocoa Palm Way, Fair Oaks, CA 95628. In the event that such interference does occur, and the Grantee does not remedy the interference within ten (10) days of receiving written notice from the Owner of such interference, the Owner shall have the right to terminate the TCE immediately.

6. Inspection. Owner shall retain the right at all times to enter upon the Easement Area to inspect the same and determine if Grantee's activities are consistent with this TCE.

7. Permits. Grantee shall, at its own cost and expense, secure all permits and other authorization required by law for its use of the TCE, including the construction of all improvements related to the Project, and agrees to conform to the provisions of those permits and authorizations.

8. Attorneys' Fees. Notwithstanding Section 11 of this TCE, in any action at law or in equity, including any actions seeking declaratory relief, to enforce any of the provisions or rights under this TCE, the unsuccessful party or parties, as determined by the court in a final judgment or decree, shall pay the successful party or parties all costs, expenses and reasonable attorneys' fees incurred by the successful party or parties.

9. Reservation. Owner hereby reserves the right to use the Easement Area, and to grant such further and additional rights and other interests therein, for purposes not inconsistent with the rights of Grantee under this TCE.

10. Notices. All notices and other communications provided for herein shall be in writing and shall be sent to the address set forth below (or such other address as a party may hereafter designate for itself by notice to the other parties as required hereby) of the party for whom such notice or communication is intended. Any such notice or communication shall be sufficient if sent by registered or certified mail, return receipt requested, postage prepaid; by hand delivery; by overnight courier service; or by facsimile with confirmation sent by other approved method within one (1) calendar day. Any such notice or communication shall be effective when received by the addressee:

Owner: San Juan Unified School District
3738 Walnut Ave.
Carmichael, CA 95608-3056
Telephone: 916-971-5740

Grantee: Blake Chetcuti
District Engineer
Fair Oaks Water District

Telephone: (916) 844-3520

11. **Indemnification.**

(a) Grantee shall indemnify, defend, and hold harmless Owner, its Board, Board members, officers, employees, agents, representatives, and invitees, from and against any action, cause of action, suit, expense, demand, loss, damage, claim, cost, judgment, injury or liability whatsoever (collectively, "Liability"), resulting from Grantee's exercise of its rights under this TCE, including its access to and ingress and egress on the Easement Area. Notwithstanding the foregoing, Grantee shall not be required to indemnify any such parties from Liability caused by the sole negligent act or willful misconduct of Owner, its Board, Board members, officers, employees, agents, representatives, and invitees.

(b) Owner shall indemnify, defend, and hold harmless Grantee, its Council members, officers, employees, agents, representatives, and invitees, from and against any action, cause of action, suit, expense, demand, loss, damage, claim, cost, judgment, injury or liability whatsoever, including reasonable attorney's fees, resulting from any interference by Owner with Grantee's rights under this TCE, or any damage to the Facilities caused by Owner resulting from the negligence or willful misconduct of Owner or any of Owner's Board, Board members, officers, employees, agents, representatives and/or invitees. Notwithstanding the foregoing, Owner shall not be required to indemnify any such parties from Liability caused by the sole negligent act or willful misconduct of Grantee, its Council, Council members, officers, employees, agents, representatives, and invitees.

12. **Assumption of Risk.** Grantee hereby assumes all risk of damage to any property of Grantee or any property under the control or custody of Grantee while upon the Easement Area or rights of way of Owner or in proximity thereto.

13. **Insurance.** Grantee shall, at all times until the termination of this TCE, maintain (or cause to be maintained) liability insurance insuring against bodily injury, property damage and personal injury liability arising out of Grantee's activities under this TCE, with a combined single liability limit of not less than \$2 million (subject to the Consumer Price Index) per occurrence, such insurance to be a Commercial General Liability form with at least the following coverages: (i) deleting any employee exclusion on personal injury coverage; (ii) providing for blanket contractual liability coverage, broad form property damage coverage, products completed operations, and owner's protective coverage; and (iii) providing for coverage of employers automobile non-ownership liability through Grantee's automobile liability policy. Each policy of insurance maintained by Grantee hereunder shall name Owner, and its boards, commissions, officers, employees and agents as additional insureds. All such insurance shall be primary and noncontributory; shall provide for severability of interests or that an act or omission of an insured or additional insured which would void or otherwise reduce coverage shall not reduce or void the coverage as to the other insureds or additional insureds, as the case may be;

and shall afford coverage for all claims based on acts, omissions, injury and damage that occurred or arose (or the onset of which occurred or arose) in whole or in part during the policy period.

Grantee shall provide, or cause to be provided, Workers' Compensation insurance as required by the laws of the State of California. In addition, Grantee shall provide the Owner with proof that all contractors and subcontractors have Workers' Compensation insurance and employer liability coverage.

Each policy of insurance hereunder shall provide that it may not be cancelled or non-renewed without at least thirty (30) days prior written notice to Owner. Each insurance policy under this Section 13 shall be issued by a financially sound company or companies licensed to do business in the State of California. Grantee shall furnish to Owner, within seven business days of the effective date of each policy of insurance carried under this Section 13, a certificate affirming that: (i) such insurance is in full force and effect, (ii) Owner is designated as an additional insured as required, (iii) the policy of insurance contains a required waiver of subrogation; and (iv) such insurance may not be cancelled or non-renewed without at least thirty (30) days prior written notice to Owner. Any insurance required to be maintained hereunder may be maintained under a so-called "blanket policy," insuring other persons at other locations, so long as the amount and coverage of insurance required to be provided hereunder is not thereby diminished.

14. Governing Law. This TCE shall be construed and governed in accordance with the laws of the State of California, without regard to principles of conflicts of law.

15. Amendment. No amendment, supplement or modification of this TCE shall be binding unless executed in writing by the parties.

16. Warrant of Signature Authority. The Grantor warrants the signature appearing on this instrument of real property has the legal and requisite signatory authority for the conveyance of Grantor's real property interest. Further, the Parties acknowledge and agree that this Grantee, which is a public entity, is relying on said warrant of signature authority when accepting this real property instrument for recordation.

17. Invalidity of Provisions. If any provision of this Easement shall be invalid or unenforceable, the remainder of this Easement shall not be affected thereby, and each provision of this Easement shall be valid or enforceable to the fullest extent permitted by law.

18. Exhibits. All "Section" and "Exhibit" references are to the Sections and Exhibits of this Easement. All references to "parties" are to the parties to this Easement. This instrument shall be interpreted as a whole, and not strictly for or against either party hereto, in order to effectuate the intent of the parties. The captions preceding the text of each Section are included only for the convenience of reference and shall be disregarded in the construction and interpretation of this instrument.

19. Recordation. This TCE shall be recorded in the Official Records of Sacramento County, State of California. The parties shall execute all other documents necessary to memorialize or implement the terms and provisions of this TCE or to memorialize the termination of this TCE.

20. No Waiver. The waiver by any party of any term, condition or provision of this TCE shall not be construed as a waiver of any other or subsequent term, condition or provision of this TCE.

21. Entire Agreement. This TCE embodies the entire agreement and understanding between the parties relating to the subject matter hereof and supersedes all prior agreements, representations and memoranda. No other representations, warranties or covenants have been made, relied upon or have survived the execution of this TCE.

22. **Counterparts.** This TCE may be executed on one or more counterpart versions, which, when taken together shall constitute one original version of the TCE. Photocopies of this TCE or of execution signatures on this Easement, or copies made by comparable means (including copies made by facsimile), shall be equivalent to originals.

IN WITNESS WHEREOF, the parties hereto have executed this Easement as of _____ day of
_____, 20_____.

FAIR OAKS WATER DISTRICT

a political subdivision of the State of California

By: _____
Name: _____
Title: _____

**SAN JUAN UNIFIED SCHOOL
DISTRICT:**

a political subdivision of the State of California

By: _____
Name: _____
Title: _____

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF _____)

COUNTY OF _____)

On _____ before me, _____, notary public,
date _____ name of notary officerpersonally appeared _____,
name(s) of signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capaGrantee(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature of Notary

-----OPTIONAL SECTION-----**CAPAGRANTEE CLAIMED BY SIGNER**

Though statute does not require the Notary to fill in the data below, doing so may prove invaluable to persons relying on the document.

- INDIVIDUAL
 CORPORATE OFFICER(S)

- Title(s)
 PARTNER(S) LIMITED
 GENERAL
 ATTORNEY-IN-FACT
 TRUSTEE(S)
 GUARDIAN/CONSERVATOR
 OTHER: _____

SIGNER IS REPRESENTING:
Name of Person(s) or entity(ies)

OPTIONAL SECTION:

TITLE OR TYPE OF DOCUMENT: _____

DATA REQUESTED HERE IS
NOT REQUIRED BY LAW.

NUMBER OF PAGES _____ DATE _____

SIGNER(S) OTHER THAN NAMED ABOVE _____

**SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
RESOLUTION OF INTENT TO CONVEY TEMPORARY CONSTRUCTION
EASEMENT TO THE FAIR OAKS WATER DISTRICT
AT NORTHRIDGE ELEMENTARY SCHOOL**

Resolution No. 4156

WHEREAS, San Juan Unified School District (“District”) owns real property located at 5150 Cocoa Palm Way, Fair Oaks, CA 95628, bearing Assessor’s Parcel Number (“APN”) 249-0232-006 and commonly known as Northridge Elementary School;

WHEREAS, The Fair Oaks Water District (FOWD) is requesting the granting of a temporary easement at Northridge Elementary School, on a portion of APN 249-0232-006, for the purposes of well drilling and construction on all real property situated in the County of Sacramento Exhibit A (“Easement Area”);

WHEREAS, the purpose of the Easement is for the FOWD well drilling and construction; and

WHEREAS, pursuant to Education Code section 17557, before so conveying property, a school district’s governing board must adopt a resolution in an open meeting by a two-thirds vote of all of its members declaring the intention to convey the property.

NOW, THEREFORE, the Board of Education of the San Juan Unified School District hereby finds, determines, declares, orders, and resolves as follows:

1. Recitals. The foregoing recitals are hereby adopted as true and correct.

2. Intent to Dedicate; Terms and Conditions. Pursuant to Education Code section 17556 et seq., it is the intention of the District to convey to the County the Easement generally described and depicted in the attached Exhibit A for the purposes described herein.

3. Public Hearing. On the 22nd of October 2024, at the hour of 6:30 p.m., or as soon thereafter as the matter can be heard, the District’s Board of Education shall hold a public hearing upon the question of making the conveyance of the Easement to the County pursuant to Education Code sections 17558 and 17559, at which time any interested person may appear and be heard thereon.

4. Notice of Adoption. Notice of adoption of this Resolution shall be given by posting a true copy of this Resolution in three (3) public places in the District not less than ten (10) days before the date of the public hearing described above. Notice of said public hearing shall be given by publishing the notice in a newspaper of general circulation published in the District or in a newspaper published that has general circulation within the District not less than five (5) days before the date of the public hearing described above.

PASSED AND ADOPTED on the 8th of October 2024, at a regular meeting of the Board of Education by the following vote:

AYES: _____
NOES: _____
ABSENT: _____
ABSTAIN: _____

SAN JUAN UNIFIED SCHOOL DISTRICT

By: _____
Pam Costa, President
Board of Education
San Juan Unified School District

ATTESTED TO:

By: _____
Ben Avey, Clerk
Board of Education
San Juan Unified School District

SUBJECT: Variable Term Waivers (Toto) - 8:15 p.m.

DEPARTMENT: Human Resources

ACTION REQUESTED:

Action: The superintendent is recommending that the board approve the submission of Variable Term Waivers to the California Commission on Teacher Credentialing (CTC) effective 08/01/2024-06/11/2025 for the individuals in the attached documents.

RATIONALE/BACKGROUND:

California is experiencing an unprecedented teacher shortage and finding fully credentialed teachers has been a challenge. As a result, the district needs to apply for the following Variable Term Waivers.

A Variable Term Waiver for the Crosscultural, Language & Academic Development (CLAD) is necessary to provide an authorization for the individuals in the attached documents to provide services to English learners. They are each still in progress in completing their program requirements through Yolo-Solano Center for Teacher Credentialing or San Diego County Office of Education. Syler Apis, Justin Bethune, and Christopher Tayamen are all initial waiver requests. Erica Carruth, Michael DiSalvo, and Spencer Murrish are all subsequent waiver requests.

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

In addition to the CCSD/CLAD waivers cited above, three Variable Term Waivers are necessary to provide subject instruction and various services credentials.

Diana Coughran is working to become eligible for a Preliminary Single Subject in World Languages: Spanish credential. Diana is working to take the California Subject Examinations for Teachers to meet subject-matter competency.

Azadeh Khazaei is currently enrolled in a Master of Arts in Education with an emphasis in School Counseling in Pupil Personnel Services credential program through Alliant International University and is working towards a Clear Pupil Personnel Services credential specializing in School Counseling.

April Maple is currently enrolled in a Pupil Personnel Services Credential in School Social Work program through California State University, Sacramento, and is working towards a Clear Pupil Personnel Services Credential in School Social Work.

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

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

ATTACHMENT(S):

1. [Variable Term Waivers List](#)

2. WV1 Apis, Syler VTW CCSD
3. WV1 Bethune, Justin VTW CCSD
4. WV1 Carruth, Erica VTW CCSD subsequent
5. WV1 DiSalvo, Michael VTW CCSD subsequent
6. WV1 Murrish, Spencer VTW CCSD subsequent
7. WV1 Tayamen, Christopher VTW CCSD
8. WV1 Coughran, Diana VTW SS Spanish
9. WV1 Khazaei, Azadeh VTW PPS
10. WV1 Maple, April VTW PPS

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 09/30/2024

FISCAL IMPACT:

N/A

PREPARED BY: Lisa Ellington, Analyst, Human Resources

APPROVED BY: Rebecca Toto, Ed. D., Assistant Superintendent, Human Resources
Melissa Bassanelli, Superintendent of Schools

VARIABLE TERM WAIVER

<u>Type</u>	<u>Name</u>	<u>Effective Date(s)</u>
CCSD/CLAD	Syler Apis	08/13/2024 – 06/11/2025
CCSD/CLAD	Justin Bethune	08/13/2024 – 06/11/2025
CCSD/CLAD	Erica Carruth	08/13/2024 – 06/11/2025
CCSD/CLAD	Michael DiSalvo	08/13/2024 – 06/11/2025
CCSD/CLAD	Spencer Murrish	08/13/2024 – 06/11/2025
CCSD/CLAD	Christopher Tayamen	08/13/2024 – 06/11/2025
Single Subject	Diana Coughran	08/13/2024 – 06/11/2025
Pupil Personnel Services	Azadeh Khazaei	08/01/2024 – 06/11/2025
Pupil Personnel Services	April Maple	08/06/2024 – 06/11/2025



Commission on Teacher Credentialing
Certification Division
ATTN: Waiver Unit
651 Bannon Street, Suite 601
Sacramento, CA 95811

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

CTC Use Only

W CTC Use Only
Z

VARIABLE TERM WAIVER REQUEST (WV1 Form)

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

1. EMPLOYING AGENCY (include mailing address) San Juan Unified School District 3738 Walnut Avenue Carmichael, CA 95608	County/District CDS Code 34 67447	Contact Person: Lisa Ellington Telephone #: 9169717244 EMail: lisa.ellington@sanjuan.edu
NPS/NPA (list county code _____)		

2. APPLICANT INFORMATION:

Social Security or Individual Tax Identification Number: _____

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

Full Legal Name Syler Apis
First Middle Last

Former Name(s) _____ Birth Date _____

Applicant's Mailing Address _____

Phone# _____ Email _____

Waiver Title Certificate or Credential to Provide Instruction to English Learner Students

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

Assignment Designated Subjects CTE- Arts, Media, and Entertainment

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

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

3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED

Specific section(s) covering the assignment: Ed Code 44253.11

4. EFFECTIVE DATES

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

Effective Dates (mm/dd/yyyy): 8 / 13 / 2024 **to** 6 / 11 / 2025

Ending date of school term, track, or year: 6 / 30 / 2025

5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE SHORTAGE AREA FOR THE ASSIGNMENT

- | | |
|--|--|
| <input type="checkbox"/> Special Education | <input type="checkbox"/> Driver Education and Training |
| <input type="checkbox"/> Clinical or Rehabilitative Services | <input type="checkbox"/> 30-Day Substitute |
| <input type="checkbox"/> Speech-Language Pathology Services | |

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

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

- | | |
|--|---|
| <input type="checkbox"/> Advertised in local/national newspapers | <input checked="" type="checkbox"/> Contacted IHE placement centers |
| <input type="checkbox"/> Advertised in professional journals | <input checked="" type="checkbox"/> Distributed job announcements |
| <input checked="" type="checkbox"/> Attended job fairs in California | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Attended recruitment out-of-state | |

Other _____

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

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

6. NON STATEWIDE NON SHORTAGE AREA WAIVER REQUESTS:

a. INDICATE THE LOW INCIDENCE AREA FOR THE ASSIGNMENT

- | | |
|---|--|
| <input type="checkbox"/> Administrative Services | <input type="checkbox"/> Multiple Subject Teaching |
| <input type="checkbox"/> Single Subject Teaching (all subject areas) | <input type="checkbox"/> Pupil Personnel Services: Counseling, Psychology, Social Work |
| <input type="checkbox"/> Designated Subjects – except driver education and training | <input type="checkbox"/> Reading Specialist/Certificate |
| <input type="checkbox"/> Teacher Librarian Services | <input checked="" type="checkbox"/> Teacher of English Learner Students |

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

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

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

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

Optional recruitment methods:

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

Other _____

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

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

How many individuals credentialled in the authorization of the waiver request were interviewed? 0 _____

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

- 0.00 Applicant(s) withdrew
- 0.00 Candidate(s) declined job offer
- 0.00 Candidate(s) found unsuitable for the assignment

d. PROVIDE THE SPECIFIC EMPLOYMENT CRITERIA FOR THE POSITION

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

A minimum of 3 years of work experience directly related to the industry sector is required to be eligible for a Preliminary Designated Subjects Career Technical Education credential in Arts, Media, and Entertainment. Candidate must either hold proper credential or be willing to apply and complete a CTE program. All candidates must hold an English Learner authorization.

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

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

Syler is an excellent candidate to teach Arts, Media, and Entertainment. She has been working as an Animation Intern teaching art, drawing, animation creativity to middle school students following California and CTE standards. She has proficient skills in drawing, animation, design software. Syler has gained experience through working with industry experts as well.

7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL

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

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE
Clear CTE credential through Yolo-Solano County	06/30/2027
Once the clear is earned, it will have the English	
Learner authorization embedded.	

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

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

Name Greg Snyder Position Principal

9. SUBSEQUENT WAIVER REQUESTS

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

10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?

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

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

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

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

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

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

You must disclose misconduct, even if:

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



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

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

a. Have you ever been:

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

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

Yes

No

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

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

You do not have to disclose:

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

Yes

No

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

Yes

No

d. Are any criminal charges currently pending against you?

Yes

No

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

Yes

No

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

Yes

No

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

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

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

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

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

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

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

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

I agree

13. PUBLIC NOTICE -- CHECK THE BOX THAT APPLIES

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

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

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

County Office of Education, State Agency, or Nonpublic, Nonsectarian School or Agency: Attached is a dated copy of the notice that was posted at least 72 hours before the position was filled showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or administrator or his or her designee in item #15 below, the person signing verifies that there were no objections to this waiver request.

14. APPLICANT'S CERTIFICATION

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

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

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

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

Date

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

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

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

Signature: _____

Title: _____

Date: _____



Commission on Teacher Credentialing
Certification Division
ATTN: Waiver Unit
651 Bannon Street, Suite 601
Sacramento, CA 95811

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

CTC Use Only

W CTC Use Only
Z

VARIABLE TERM WAIVER REQUEST (WV1 Form)

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

1. EMPLOYING AGENCY (include mailing address) San Juan Unified School District 3738 Walnut Avenue Carmichael, CA 95608	County/District CDS Code 34 67447	Contact Person: Lisa Ellington Telephone #: 9169717244 EMail: lisa.ellington@sanjuan.edu
NPS/NPA (list county code _____)		

2. APPLICANT INFORMATION:

Social Security or Individual Tax Identification Number: _____

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

Full Legal Name Justin Bethune
First Middle Last

Former Name(s) _____ Birth Date _____

Applicant's Mailing Address _____

Phone# _____ Email _____

Waiver Title Certificate or Credential to Provide Instruction to English Learner Students

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

Assignment Designated Subjects CTE- Transportation

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

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

3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED

Specific section(s) covering the assignment: Ed Code 44253.11

4. EFFECTIVE DATES

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

Effective Dates (mm/dd/yyyy): 8 / 13 / 2024 **to** 6 / 11 / 2025

Ending date of school term, track, or year: 6 / 30 / 2025

5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE SHORTAGE AREA FOR THE ASSIGNMENT

- | | |
|--|--|
| <input type="checkbox"/> Special Education | <input type="checkbox"/> Driver Education and Training |
| <input type="checkbox"/> Clinical or Rehabilitative Services | <input type="checkbox"/> 30-Day Substitute |
| <input type="checkbox"/> Speech-Language Pathology Services | |

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

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

- | | |
|--|---|
| <input type="checkbox"/> Advertised in local/national newspapers | <input checked="" type="checkbox"/> Contacted IHE placement centers |
| <input type="checkbox"/> Advertised in professional journals | <input checked="" type="checkbox"/> Distributed job announcements |
| <input checked="" type="checkbox"/> Attended job fairs in California | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Attended recruitment out-of-state | |

Other _____

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

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

6. NON STATEWIDE NON SHORTAGE AREA WAIVER REQUESTS:

a. INDICATE THE LOW INCIDENCE AREA FOR THE ASSIGNMENT

- | | |
|---|--|
| <input type="checkbox"/> Administrative Services | <input type="checkbox"/> Multiple Subject Teaching |
| <input type="checkbox"/> Single Subject Teaching (all subject areas) | <input type="checkbox"/> Pupil Personnel Services: Counseling, Psychology, Social Work |
| <input type="checkbox"/> Designated Subjects – except driver education and training | <input type="checkbox"/> Reading Specialist/Certificate |
| <input type="checkbox"/> Teacher Librarian Services | <input checked="" type="checkbox"/> Teacher of English Learner Students |

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

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

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

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

Optional recruitment methods:

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

Other _____

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

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

How many individuals credentialled in the authorization of the waiver request were interviewed? 0 _____

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

- 0.00 Applicant(s) withdrew
- 0.00 Candidate(s) declined job offer
- 0.00 Candidate(s) found unsuitable for the assignment

d. PROVIDE THE SPECIFIC EMPLOYMENT CRITERIA FOR THE POSITION

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

A minimum of 3 years of work experience directly related to the industry sector is required to be eligible for a Preliminary Designated Subjects Career Technical Education credential in Transportation. Candidate must either hold proper credential or be willing to apply and complete a CTE program. All candidates must hold an English Learner authorization.

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

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

Justin is an excellent candidate to teach Transportation. He will be teaching a CTE course with a focus in Aviation, and brings over 7 years of experience within the industry. Justin has worked with Virgin America as an In Flight Team Member, and has traveled over 1400 flights. He also has worked with APP Jet Center, and as a Camp Counselor for Aviation School through Culver Military Academy working with students. Justin also holds a Bachelor's Degree in International Area Studies.

7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL

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

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE
Clear CTE credential through Yolo-Solano County	06/30/2027
Once the clear is earned, it will have the English	
Learner authroization embedded.	

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

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

Name Kaden Bahner Position Principal

9. SUBSEQUENT WAIVER REQUESTS

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

10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?

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

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

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

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

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

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

You must disclose misconduct, even if:

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



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

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

a. Have you ever been:

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

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

Yes

No

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

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

You do not have to disclose:

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

Yes

No

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

Yes

No

d. Are any criminal charges currently pending against you?

Yes

No

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

Yes

No

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

Yes

No

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

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

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

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

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

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

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

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

I agree

13. PUBLIC NOTICE -- CHECK THE BOX THAT APPLIES

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

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

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

County Office of Education, State Agency, or Nonpublic, Nonsectarian School or Agency: Attached is a dated copy of the notice that was posted at least 72 hours before the position was filled showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or administrator or his or her designee in item #15 below, the person signing verifies that there were no objections to this waiver request.

14. APPLICANT'S CERTIFICATION

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

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

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

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

Date

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

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

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

Signature: _____

Title: _____

Date: _____



Commission on Teacher Credentialing
Certification Division
ATTN: Waiver Unit
651 Bannon Street, Suite 601
Sacramento, CA 95811

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

CTC Use Only

W CTC Use Only
Z

VARIABLE TERM WAIVER REQUEST (WV1 Form)

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

1. EMPLOYING AGENCY (include mailing address) San Juan Unified School District 3738 Walnut Avenue Carmichael, CA 95608	County/District CDS Code 34 67447	Contact Person: Lisa Ellington Telephone #: 9169717244 EMail: lisa.ellington@sanjuan.edu
NPS/NPA (list county code _____)		

2. APPLICANT INFORMATION:

Social Security or Individual Tax Identification Number: _____

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

Full Legal Name Erica Carruth
First Middle Last

Former Name(s) _____ Birth Date _____

Applicant's Mailing Address _____

Phone# _____ Email _____

Waiver Title Certificate or Credential to Provide Instruction to English Learner Students

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

Assignment Designated Subjects CTE- Health Science and Medical Technology

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

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

3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED

Specific section(s) covering the assignment: Ed Code 44253.11

4. EFFECTIVE DATES

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

Effective Dates (mm/dd/yyyy): 8 / 13 / 2024 **to** 6 / 11 / 2025

Ending date of school term, track, or year: 6 / 30 / 2025

5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE SHORTAGE AREA FOR THE ASSIGNMENT

- | | |
|--|--|
| <input type="checkbox"/> Special Education | <input type="checkbox"/> Driver Education and Training |
| <input type="checkbox"/> Clinical or Rehabilitative Services | <input type="checkbox"/> 30-Day Substitute |
| <input type="checkbox"/> Speech-Language Pathology Services | |

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

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

- | | |
|--|---|
| <input type="checkbox"/> Advertised in local/national newspapers | <input checked="" type="checkbox"/> Contacted IHE placement centers |
| <input type="checkbox"/> Advertised in professional journals | <input checked="" type="checkbox"/> Distributed job announcements |
| <input checked="" type="checkbox"/> Attended job fairs in California | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Attended recruitment out-of-state | |

Other _____

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

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

6. NON STATEWIDE NON SHORTAGE AREA WAIVER REQUESTS:

a. INDICATE THE LOW INCIDENCE AREA FOR THE ASSIGNMENT

- | | |
|---|--|
| <input type="checkbox"/> Administrative Services | <input type="checkbox"/> Multiple Subject Teaching |
| <input type="checkbox"/> Single Subject Teaching (all subject areas) | <input type="checkbox"/> Pupil Personnel Services: Counseling, Psychology, Social Work |
| <input type="checkbox"/> Designated Subjects – except driver education and training | <input type="checkbox"/> Reading Specialist/Certificate |
| <input type="checkbox"/> Teacher Librarian Services | <input checked="" type="checkbox"/> Teacher of English Learner Students |

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

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

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

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

Optional recruitment methods:

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

Other _____

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

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

How many individuals credentialled in the authorization of the waiver request were interviewed? 0

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

- 0.00 Applicant(s) withdrew
- 0.00 Candidate(s) declined job offer
- 0.00 Candidate(s) found unsuitable for the assignment

d. PROVIDE THE SPECIFIC EMPLOYMENT CRITERIA FOR THE POSITION

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

A minimum of 3 years of work experience directly related to the industry sector is required to be eligible to apply for a Preliminary Designated Subjects Career Technical Education credential in Health Science and Medical Technology. Candidate must either hold proper credential or be willing to apply and complete a CTE program. All candidates must hold an English Learner authorization.

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

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

7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL

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

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE
Clear CTE credential through Yolo-Solano County	06/30/2026
Once the clear is earned it will have the English	
Learner authorization embedded.	

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

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

Name Evelyn Welborn Position Principal

9. SUBSEQUENT WAIVER REQUESTS

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

10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?

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

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

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

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

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

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

You must disclose misconduct, even if:

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



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

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

a. Have you ever been:

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

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

Yes

No

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

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

You do not have to disclose:

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

Yes

No

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

Yes

No

d. Are any criminal charges currently pending against you?

Yes

No

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

Yes

No

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

Yes

No

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

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

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

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

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

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

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

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

I agree

13. PUBLIC NOTICE -- CHECK THE BOX THAT APPLIES

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

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

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

County Office of Education, State Agency, or Nonpublic, Nonsectarian School or Agency: Attached is a dated copy of the notice that was posted at least 72 hours before the position was filled showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or administrator or his or her designee in item #15 below, the person signing verifies that there were no objections to this waiver request.

14. APPLICANT'S CERTIFICATION

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

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

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

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

Date

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

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

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

Signature: _____

Title: _____

Date: _____



Commission on Teacher Credentialing
Certification Division
ATTN: Waiver Unit
651 Bannon Street, Suite 601
Sacramento, CA 95811

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

CTC Use Only

W CTC Use Only
Z

VARIABLE TERM WAIVER REQUEST (WV1 Form)

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

1. EMPLOYING AGENCY (include mailing address) San Juan Unified School District 3738 Walnut Avenue Carmichael, CA 95608	County/District CDS Code 34 67447	Contact Person: Lisa Ellington Telephone #: 9169717244 EMail: lisa.ellington@sanjuan.edu
NPS/NPA (list county code _____)		

2. APPLICANT INFORMATION:

Social Security or Individual Tax Identification Number: _____

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

Full Legal Name Michael DiSalvo
First Middle Last

Former Name(s) _____ Birth Date _____

Applicant's Mailing Address _____

Phone# _____ Email _____

Waiver Title Certificate or Credential to Provide Instruction to English Learner Students

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

Assignment Designated Subjects CTE- Arts, Media, and Entertainment

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

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

3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED

Specific section(s) covering the assignment: Ed Code 44253.11

4. EFFECTIVE DATES

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

Effective Dates (mm/dd/yyyy): 8 / 13 / 2024 **to** 6 / 11 / 2025

Ending date of school term, track, or year: 6 / 30 / 2025

5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE SHORTAGE AREA FOR THE ASSIGNMENT

- | | |
|--|--|
| <input type="checkbox"/> Special Education | <input type="checkbox"/> Driver Education and Training |
| <input type="checkbox"/> Clinical or Rehabilitative Services | <input type="checkbox"/> 30-Day Substitute |
| <input type="checkbox"/> Speech-Language Pathology Services | |

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

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

- | | |
|--|---|
| <input type="checkbox"/> Advertised in local/national newspapers | <input checked="" type="checkbox"/> Contacted IHE placement centers |
| <input type="checkbox"/> Advertised in professional journals | <input checked="" type="checkbox"/> Distributed job announcements |
| <input checked="" type="checkbox"/> Attended job fairs in California | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Attended recruitment out-of-state | |

Other _____

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

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

6. NON STATEWIDE NON SHORTAGE AREA WAIVER REQUESTS:

a. INDICATE THE LOW INCIDENCE AREA FOR THE ASSIGNMENT

- | | |
|---|--|
| <input type="checkbox"/> Administrative Services | <input type="checkbox"/> Multiple Subject Teaching |
| <input type="checkbox"/> Single Subject Teaching (all subject areas) | <input type="checkbox"/> Pupil Personnel Services: Counseling, Psychology, Social Work |
| <input type="checkbox"/> Designated Subjects – except driver education and training | <input type="checkbox"/> Reading Specialist/Certificate |
| <input type="checkbox"/> Teacher Librarian Services | <input checked="" type="checkbox"/> Teacher of English Learner Students |

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

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

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

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

Optional recruitment methods:

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

Other _____

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

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

How many individuals credentialed in the authorization of the waiver request were interviewed? 0 _____

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

- 0.00 Applicant(s) withdrew
- 0.00 Candidate(s) declined job offer
- 0.00 Candidate(s) found unsuitable for the assignment

d. PROVIDE THE SPECIFIC EMPLOYMENT CRITERIA FOR THE POSITION

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

A minimum of 3 years of work experience directly related to the industry sector is required to be eligible to apply for a Preliminary Designated Subjects Career Technical Education credential in Arts, Media and Entertainment.

Candidate must either hold proper credential or be willing to apply and complete a CTE program. All candidates must hold an English Learner authorization.

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

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

7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL

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

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE
Clear CTE credential through Yolo-Solano County	06/30/2026
Once the clear is earned it will have the English	
Learner authorization embedded.	

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

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

Name Evelyn Welborn Position Principal

9. SUBSEQUENT WAIVER REQUESTS

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

10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?

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

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

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

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

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

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

You must disclose misconduct, even if:

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



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

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

a. Have you ever been:

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

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

Yes

No

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

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

You do not have to disclose:

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

Yes

No

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

Yes

No

d. Are any criminal charges currently pending against you?

Yes

No

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

Yes

No

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

Yes

No

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

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

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

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

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

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

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

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

I agree

13. PUBLIC NOTICE -- CHECK THE BOX THAT APPLIES

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

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

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

County Office of Education, State Agency, or Nonpublic, Nonsectarian School or Agency: Attached is a dated copy of the notice that was posted at least 72 hours before the position was filled showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or administrator or his or her designee in item #15 below, the person signing verifies that there were no objections to this waiver request.

14. APPLICANT'S CERTIFICATION

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

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

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

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

Date

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

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

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

Signature: _____

Title: _____

Date: _____



Commission on Teacher Credentialing
Certification Division
ATTN: Waiver Unit
651 Bannon Street, Suite 601
Sacramento, CA 95811

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

CTC Use Only

W CTC Use Only
Z

VARIABLE TERM WAIVER REQUEST (WV1 Form)

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

1. EMPLOYING AGENCY (include mailing address) San Juan Unified School District 3738 Walnut Avenue Carmichael, CA 95608	County/District CDS Code 34 67447	Contact Person: Lisa Ellington Telephone #: 9169717244 EMail: lisa.ellington@sanjuan.edu
NPS/NPA (list county code _____)		

2. APPLICANT INFORMATION:

Social Security or Individual Tax Identification Number: _____

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

Full Legal Name Spencer Murrish
First Middle Last

Former Name(s) _____ Birth Date _____

Applicant's Mailing Address _____

Phone# _____ Email _____

Waiver Title Certificate or Credential to Provide Instruction to English Learner Students

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

Assignment Designated Subjects CTE- Business and Finance

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

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

3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED

Specific section(s) covering the assignment: Ed Code 44253.11

4. EFFECTIVE DATES

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

Effective Dates (mm/dd/yyyy): 8 / 13 / 2024 **to** 6 / 11 / 2025

Ending date of school term, track, or year: 6 / 30 / 2025

5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE SHORTAGE AREA FOR THE ASSIGNMENT

- | | |
|--|--|
| <input type="checkbox"/> Special Education | <input type="checkbox"/> Driver Education and Training |
| <input type="checkbox"/> Clinical or Rehabilitative Services | <input type="checkbox"/> 30-Day Substitute |
| <input type="checkbox"/> Speech-Language Pathology Services | |

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

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

- | | |
|--|---|
| <input type="checkbox"/> Advertised in local/national newspapers | <input checked="" type="checkbox"/> Contacted IHE placement centers |
| <input type="checkbox"/> Advertised in professional journals | <input checked="" type="checkbox"/> Distributed job announcements |
| <input checked="" type="checkbox"/> Attended job fairs in California | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Attended recruitment out-of-state | |

Other _____

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

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

6. NON STATEWIDE NON SHORTAGE AREA WAIVER REQUESTS:

a. INDICATE THE LOW INCIDENCE AREA FOR THE ASSIGNMENT

- | | |
|---|--|
| <input type="checkbox"/> Administrative Services | <input type="checkbox"/> Multiple Subject Teaching |
| <input type="checkbox"/> Single Subject Teaching (all subject areas) | <input type="checkbox"/> Pupil Personnel Services: Counseling, Psychology, Social Work |
| <input type="checkbox"/> Designated Subjects – except driver education and training | <input type="checkbox"/> Reading Specialist/Certificate |
| <input type="checkbox"/> Teacher Librarian Services | <input checked="" type="checkbox"/> Teacher of English Learner Students |

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

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

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

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

Optional recruitment methods:

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

Other _____

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

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

How many individuals credentialled in the authorization of the waiver request were interviewed? 0 _____

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

- 0.00 Applicant(s) withdrew
- 0.00 Candidate(s) declined job offer
- 0.00 Candidate(s) found unsuitable for the assignment

d. PROVIDE THE SPECIFIC EMPLOYMENT CRITERIA FOR THE POSITION

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

A minimum of 3 years of work experience directly related to the industry sector is required to be eligible to apply for a Preliminary Designated Subjects Career Technical Education credential in Business and Finance.

Candidate must either hold proper credential or be willing to apply and complete a CTE program. All candidates must hold an English Learner authorization.

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

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

7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL

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

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE
Clear CTE credential through Yolo-Solano County	06/30/2026
Once the clear is earned it will have the English	
Learner authorization embedded.	

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

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

Name Jennifer Petersen Position Principal

9. SUBSEQUENT WAIVER REQUESTS

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

10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?

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

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

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

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

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

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

You must disclose misconduct, even if:

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



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

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

a. Have you ever been:

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

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

Yes

No

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

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

You do not have to disclose:

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

Yes

No

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

Yes

No

d. Are any criminal charges currently pending against you?

Yes

No

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

Yes

No

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

Yes

No

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

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

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

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

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

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2. An individual who is scheduled to complete initial preparation requirements within six months

County Office of Education, State Agency, or Nonpublic, Nonsectarian School or Agency: Attached is a dated copy of the notice that was posted at least 72 hours before the position was filled showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or administrator or his or her designee in item #15 below, the person signing verifies that there were no objections to this waiver request.

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

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

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

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

Date

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

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

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

Signature: _____

Title: _____

Date: _____



Commission on Teacher Credentialing
Certification Division
ATTN: Waiver Unit
651 Bannon Street, Suite 601
Sacramento, CA 95811

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

CTC Use Only

W CTC Use Only
Z

VARIABLE TERM WAIVER REQUEST (WV1 Form)

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

1. EMPLOYING AGENCY (include mailing address) San Juan Unified School District 3738 Walnut Avenue Carmichael, CA 95608	County/District CDS Code 34 67447	Contact Person: Lisa Ellington Telephone #: 9169717244 EMail: lisa.ellington@sanjuan.edu
NPS/NPA (list county code _____)		

2. APPLICANT INFORMATION:

Social Security or Individual Tax Identification Number: _____

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

Full Legal Name Christopher Tayamen
First Middle Last

Former Name(s) _____ Birth Date _____

Applicant's Mailing Address _____

Phone# _____ Email _____

Waiver Title Certificate or Credential to Provide Instruction to English Learner Students

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

Assignment Designated Subjects Special Subjects Reserve Officers Training Corps

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

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

3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED

Specific section(s) covering the assignment: Ed Code 44253.11

4. EFFECTIVE DATES

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

Effective Dates (mm/dd/yyyy): 8 / 13 / 2024 **to** 6 / 11 / 2025

Ending date of school term, track, or year: 6 / 30 / 2025

5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE SHORTAGE AREA FOR THE ASSIGNMENT

- | | |
|--|--|
| <input type="checkbox"/> Special Education | <input type="checkbox"/> Driver Education and Training |
| <input type="checkbox"/> Clinical or Rehabilitative Services | <input type="checkbox"/> 30-Day Substitute |
| <input type="checkbox"/> Speech-Language Pathology Services | |

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

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

- | | |
|--|---|
| <input type="checkbox"/> Advertised in local/national newspapers | <input checked="" type="checkbox"/> Contacted IHE placement centers |
| <input type="checkbox"/> Advertised in professional journals | <input checked="" type="checkbox"/> Distributed job announcements |
| <input checked="" type="checkbox"/> Attended job fairs in California | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Attended recruitment out-of-state | |

Other _____

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

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

6. NON STATEWIDE NON SHORTAGE AREA WAIVER REQUESTS:

a. INDICATE THE LOW INCIDENCE AREA FOR THE ASSIGNMENT

- | | |
|---|--|
| <input type="checkbox"/> Administrative Services | <input type="checkbox"/> Multiple Subject Teaching |
| <input type="checkbox"/> Single Subject Teaching (all subject areas) | <input type="checkbox"/> Pupil Personnel Services: Counseling, Psychology, Social Work |
| <input type="checkbox"/> Designated Subjects – except driver education and training | <input type="checkbox"/> Reading Specialist/Certificate |
| <input type="checkbox"/> Teacher Librarian Services | <input checked="" type="checkbox"/> Teacher of English Learner Students |

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

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

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

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

Optional recruitment methods:

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

Other _____

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

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

How many individuals credentialled in the authorization of the waiver request were interviewed? 0 _____

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

- 0.00 Applicant(s) withdrew
- 0.00 Candidate(s) declined job offer
- 0.00 Candidate(s) found unsuitable for the assignment

d. PROVIDE THE SPECIFIC EMPLOYMENT CRITERIA FOR THE POSITION

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

A minimum of 4 years of experience verified by the branch of the military service, in this case the United States Air Force to be eligible for a Preliminary Designated Special Subjects Reserve Officers in Training Corps credential. Candidate must either hold proper credential or be willing to apply and complete a Designated Subjects program. All candidates must hold an English Learner authorization.

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

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

Master Sgt. Christopher Tayamen is an excellent candidate to teach ROTC. He has served in the United State Air Force for 20 years, retiring in 2020. He has vast military experience with specialties as an Air Force instructor working on Boeing aircrafts. He has also served as a Military Training Leader to help train and develop new recruits. Sgt. Tayamen has also collaborated with training staff to implement curriculum. He holds a Bachelor's degree in Business Management.

7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL

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

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE
Clear Designated Special Subjects program through	06/30/2029
San Diego County Office of Education.	
Once the clear is earned it will have the English	
Learner authorization embedded.	

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

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

Name Greg Snyder Position Principal

9. SUBSEQUENT WAIVER REQUESTS

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

10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?

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

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

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

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

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

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

You must disclose misconduct, even if:

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



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

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

a. Have you ever been:

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

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

Yes

No

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

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

You do not have to disclose:

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

Yes

No

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

Yes

No

d. Are any criminal charges currently pending against you?

Yes

No

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

Yes

No

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

Yes

No

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

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

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

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

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

I agree

13. PUBLIC NOTICE -- CHECK THE BOX THAT APPLIES

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

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

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

County Office of Education, State Agency, or Nonpublic, Nonsectarian School or Agency: Attached is a dated copy of the notice that was posted at least 72 hours before the position was filled showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or administrator or his or her designee in item #15 below, the person signing verifies that there were no objections to this waiver request.

14. APPLICANT'S CERTIFICATION

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

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

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

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

Date

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

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

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

Signature: _____

Title: _____

Date: _____



Commission on Teacher Credentialing
Certification Division
ATTN: Waiver Unit
651 Bannon Street, Suite 601
Sacramento, CA 95811

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

CTC Use Only

W CTC Use Only
Z

VARIABLE TERM WAIVER REQUEST (WV1 Form)

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

1. EMPLOYING AGENCY (include mailing address) San Juan Unified School District 3738 Walnut Avenue Carmichael, CA 95608	County/District CDS Code 34 67447	Contact Person: Lisa Ellington Telephone #: 9169717244 EMail: lisa.ellington@sanjuan.edu
NPS/NPA (list county code _____)		

2. APPLICANT INFORMATION:

Social Security or Individual Tax Identification Number: _____

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

Full Legal Name Diana Coughran
First Middle Last

Former Name(s) _____ Birth Date _____

Applicant's Mailing Address _____

Phone# _____ Email _____

Waiver Title Requirements for Initial Issuance of the Provisional Internship Permit

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

Assignment Spanish Teacher 9/12th

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

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

3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED

Specific section(s) covering the assignment: T5 80021.1

4. EFFECTIVE DATES

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

Effective Dates (mm/dd/yyyy): 8 / 13 / 2024 **to** 6 / 11 / 2025

Ending date of school term, track, or year: 6 / 30 / 2025

5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE SHORTAGE AREA FOR THE ASSIGNMENT

- | | |
|--|--|
| <input type="checkbox"/> Special Education | <input type="checkbox"/> Driver Education and Training |
| <input type="checkbox"/> Clinical or Rehabilitative Services | <input type="checkbox"/> 30-Day Substitute |
| <input type="checkbox"/> Speech-Language Pathology Services | |

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

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

- | | |
|--|---|
| <input type="checkbox"/> Advertised in local/national newspapers | <input checked="" type="checkbox"/> Contacted IHE placement centers |
| <input type="checkbox"/> Advertised in professional journals | <input checked="" type="checkbox"/> Distributed job announcements |
| <input checked="" type="checkbox"/> Attended job fairs in California | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Attended recruitment out-of-state | |

Other _____

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

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

6. NON STATEWIDE NON SHORTAGE AREA WAIVER REQUESTS:

a. INDICATE THE LOW INCIDENCE AREA FOR THE ASSIGNMENT

- | | |
|---|--|
| <input type="checkbox"/> Administrative Services | <input type="checkbox"/> Multiple Subject Teaching |
| <input checked="" type="checkbox"/> Single Subject Teaching (all subject areas) | <input type="checkbox"/> Pupil Personnel Services: Counseling, Psychology, Social Work |
| <input type="checkbox"/> Designated Subjects – except driver education and training | <input type="checkbox"/> Reading Specialist/Certificate |
| <input type="checkbox"/> Teacher Librarian Services | <input type="checkbox"/> Teacher of English Learner Students |

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

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

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

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

Optional recruitment methods:

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

Other _____

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

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

How many individuals credentialled in the authorization of the waiver request were interviewed? 0 _____

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

- 0.00 Applicant(s) withdrew
- 0.00 Candidate(s) declined job offer
- 0.00 Candidate(s) found unsuitable for the assignment

d. PROVIDE THE SPECIFIC EMPLOYMENT CRITERIA FOR THE POSITION

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

Candidate needs to minimally meet the requirements to earn a Preliminary Single Subject credential in World Languages: Spanish. This requires passage of subject matter competency, and meeting the requirements of a California Commission-approved teacher preparation program.

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

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

Diana has been serving as a substitute Guest Teacher within our District since 2022. She is proficient in Spanish for speaking, reading, and writing. Diana holds a Bachelor's degree in Psychology.

7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL

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

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE
Pursuing California Subject Matter Exams in	06/30/2025
Spanish to meet subject-matter competency.	

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

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

Name David Levis Position Principal

9. SUBSEQUENT WAIVER REQUESTS

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

10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?

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

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

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

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

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

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

You must disclose misconduct, even if:

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



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

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

a. Have you ever been:

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

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

Yes

No

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

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

You do not have to disclose:

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

Yes

No

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

Yes

No

d. Are any criminal charges currently pending against you?

Yes

No

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

Yes

No

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

Yes

No

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

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

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

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

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

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

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

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

I agree

13. PUBLIC NOTICE -- CHECK THE BOX THAT APPLIES

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

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

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County Office of Education, State Agency, or Nonpublic, Nonsectarian School or Agency: Attached is a dated copy of the notice that was posted at least 72 hours before the position was filled showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or administrator or his or her designee in item #15 below, the person signing verifies that there were no objections to this waiver request.

14. APPLICANT'S CERTIFICATION

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

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

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

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

Date

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

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

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

Signature: _____

Title: _____

Date: _____



Commission on Teacher Credentialing
Certification Division
ATTN: Waiver Unit
651 Bannon Street, Suite 601
Sacramento, CA 95811

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

CTC Use Only

W CTC Use Only
Z

VARIABLE TERM WAIVER REQUEST (WV1 Form)

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

1. EMPLOYING AGENCY (include mailing address) San Juan Unified School District 3738 Walnut Avenue Carmichael, CA 95608	County/District CDS Code 34 67447	Contact Person: Lisa Ellington Telephone #: 9169717244 EMail: lisa.ellington@sanjuan.edu
NPS/NPA (list county code _____)		

2. APPLICANT INFORMATION:

Social Security or Individual Tax Identification Number: _____

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

Full Legal Name Azadeh Khazaei
First Middle Last

Former Name(s) _____ Birth Date _____

Applicant's Mailing Address _____

Phone# _____ Email _____

Waiver Title Professional Preparation Program for a Pupil Personnel Services Credential

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

Assignment School Counselor

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

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

3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED

Specific section(s) covering the assignment: Ed Code 44266

4. EFFECTIVE DATES

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

Effective Dates (mm/dd/yyyy): 8 1 / 2024 **to** 6 11 / 2025

Ending date of school term, track, or year: 6 30 / 2025

5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE SHORTAGE AREA FOR THE ASSIGNMENT

- | | |
|--|--|
| <input type="checkbox"/> Special Education | <input type="checkbox"/> Driver Education and Training |
| <input type="checkbox"/> Clinical or Rehabilitative Services | <input type="checkbox"/> 30-Day Substitute |
| <input type="checkbox"/> Speech-Language Pathology Services | |

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

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

- | | |
|--|---|
| <input type="checkbox"/> Advertised in local/national newspapers | <input checked="" type="checkbox"/> Contacted IHE placement centers |
| <input type="checkbox"/> Advertised in professional journals | <input checked="" type="checkbox"/> Distributed job announcements |
| <input checked="" type="checkbox"/> Attended job fairs in California | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Attended recruitment out-of-state | |

Other _____

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

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

6. NON STATEWIDE NON SHORTAGE AREA WAIVER REQUESTS:

a. INDICATE THE LOW INCIDENCE AREA FOR THE ASSIGNMENT

- | | |
|---|---|
| <input type="checkbox"/> Administrative Services | <input type="checkbox"/> Multiple Subject Teaching |
| <input type="checkbox"/> Single Subject Teaching (all subject areas) | <input checked="" type="checkbox"/> Pupil Personnel Services: Counseling, Psychology, Social Work |
| <input type="checkbox"/> Designated Subjects – except driver education and training | <input type="checkbox"/> Reading Specialist/Certificate |
| <input type="checkbox"/> Teacher Librarian Services | <input type="checkbox"/> Teacher of English Learner Students |

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

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

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

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

Optional recruitment methods:

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

Other _____

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

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

How many individuals credentialled in the authorization of the waiver request were interviewed? 0 _____

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

- 0.00 Applicant(s) withdrew
- 0.00 Candidate(s) declined job offer
- 0.00 Candidate(s) found unsuitable for the assignment

d. PROVIDE THE SPECIFIC EMPLOYMENT CRITERIA FOR THE POSITION

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

A Clear or Intern Pupil Personnel Services credential with the authorization in School Counseling is required for this position along with a Master's degree in school counseling or a related field. Experience working in school districts and/or working with school-aged students providing social-emotional and academic counseling support is preferred. Candidates should be knowledgeable about the effects of social, cultural, ethnic, and emotional forces in children which may affect the learning process.

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

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

Azadeh is an excellent candidate to serve as a High School Counselor. She is currently enrolled at Alliant University pursuing her Master's degree in School Counseling with a Pupil Personnel Services Credential. She has served previously as a Parent/Family Support Ambassador with San Juan Unified supporting the families at Encina. Azadeh also holds a Master's degree in Clinical Psychology from Iran.

7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL

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

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE
Emrolled at Alliant International University	06/30/2025
pursuing a Master's degree and PPS School	
Counseling credential program	

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

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

Name Greta Scholtes Position Principal

9. SUBSEQUENT WAIVER REQUESTS

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

10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?

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

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

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

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

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

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

You must disclose misconduct, even if:

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



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

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

a. Have you ever been:

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

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

Yes

No

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

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

You do not have to disclose:

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

Yes

No

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

Yes

No

d. Are any criminal charges currently pending against you?

Yes

No

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

Yes

No

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

Yes

No

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

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

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

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

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

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

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

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

I agree

13. PUBLIC NOTICE -- CHECK THE BOX THAT APPLIES

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

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

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

County Office of Education, State Agency, or Nonpublic, Nonsectarian School or Agency: Attached is a dated copy of the notice that was posted at least 72 hours before the position was filled showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or administrator or his or her designee in item #15 below, the person signing verifies that there were no objections to this waiver request.

14. APPLICANT'S CERTIFICATION

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

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

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

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

Date

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

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

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

Signature: _____

Title: _____

Date: _____



Commission on Teacher Credentialing
Certification Division
ATTN: Waiver Unit
651 Bannon Street, Suite 601
Sacramento, CA 95811

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

CTC Use Only

W CTC Use Only
Z

VARIABLE TERM WAIVER REQUEST (WV1 Form)

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

1. EMPLOYING AGENCY (include mailing address) San Juan Unified School District 3738 Walnut Avenue Carmichael, CA 95608	County/District CDS Code 34 67447	Contact Person: Lisa Ellington Telephone #: 9169717244 EMail: lisa.ellington@sanjuan.edu
NPS/NPA (list county code _____)		

2. APPLICANT INFORMATION:

Social Security or Individual Tax Identification Number: _____

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

Full Legal Name April Maple
First Middle Last

Former Name(s) _____ Birth Date _____

Applicant's Mailing Address _____

Phone# _____ Email _____

Waiver Title Professional Preparation Program for a Pupil Personnel Services Credential

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

Assignment School Social Worker

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

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

3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED

Specific section(s) covering the assignment: Ed Code 44266

4. EFFECTIVE DATES

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

Effective Dates (mm/dd/yyyy): 8 6 / 2024 **to** 6 11 / 2025

Ending date of school term, track, or year: 6 30 / 2025

5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE SHORTAGE AREA FOR THE ASSIGNMENT

- | | |
|--|--|
| <input type="checkbox"/> Special Education | <input type="checkbox"/> Driver Education and Training |
| <input type="checkbox"/> Clinical or Rehabilitative Services | <input type="checkbox"/> 30-Day Substitute |
| <input type="checkbox"/> Speech-Language Pathology Services | |

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

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

- | | |
|--|---|
| <input type="checkbox"/> Advertised in local/national newspapers | <input checked="" type="checkbox"/> Contacted IHE placement centers |
| <input type="checkbox"/> Advertised in professional journals | <input checked="" type="checkbox"/> Distributed job announcements |
| <input checked="" type="checkbox"/> Attended job fairs in California | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Attended recruitment out-of-state | |

Other _____

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

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

6. NON STATEWIDE NON SHORTAGE AREA WAIVER REQUESTS:

a. INDICATE THE LOW INCIDENCE AREA FOR THE ASSIGNMENT

- | | |
|---|---|
| <input type="checkbox"/> Administrative Services | <input type="checkbox"/> Multiple Subject Teaching |
| <input type="checkbox"/> Single Subject Teaching (all subject areas) | <input checked="" type="checkbox"/> Pupil Personnel Services: Counseling, Psychology, Social Work |
| <input type="checkbox"/> Designated Subjects – except driver education and training | <input type="checkbox"/> Reading Specialist/Certificate |
| <input type="checkbox"/> Teacher Librarian Services | <input type="checkbox"/> Teacher of English Learner Students |

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

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

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

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

Optional recruitment methods:

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

Other _____

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

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

How many individuals credentialled in the authorization of the waiver request were interviewed? 0

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

- | | |
|---------------|--|
| <u>0.00</u> | Applicant(s) withdrew |
| <u>0.00</u> | Candidate(s) declined job offer |
| <u> </u> | Candidate(s) found unsuitable for the assignment |

d. PROVIDE THE SPECIFIC EMPLOYMENT CRITERIA FOR THE POSITION

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

A Pupil Personnel Services credential with an authorization in School Social Work is required for this position along with a Master's degree in social work or a related field. Experience working with Foster Youth, Foster Family Agencies, Child Protective Services, and/or group homes is preferred. Candidates should be knowledgeable about the effects of social, cultural, ethnic, and emotional forces in children which may affect the learning process.

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

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

April is an excellent candidate to serve as a School Social Worker. She is actively pursuing a Clear Pupil Personnel Services credential in School Social Work and anticipates completion in December 2024, with an issuance of her credential by January 2025 through Sacramento State University. She has previously served as a School Community Intervention Assistant at Katherine Johnson Middle School.

7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL

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

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE
Enrolled at CSU, Sacramento in the Pupil Personnel Services Credential in School Social Work program	01/31/2025

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

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

Name Damon Smith Position Principal

9. SUBSEQUENT WAIVER REQUESTS

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

10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?

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

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

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

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

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

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

You must disclose misconduct, even if:

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



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

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

a. Have you ever been:

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

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

Yes

No

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

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

You do not have to disclose:

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

Yes

No

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

Yes

No

d. Are any criminal charges currently pending against you?

Yes

No

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

Yes

No

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

Yes

No

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

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

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

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

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

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

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

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

I agree

13. PUBLIC NOTICE -- CHECK THE BOX THAT APPLIES

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

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

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

County Office of Education, State Agency, or Nonpublic, Nonsectarian School or Agency: Attached is a dated copy of the notice that was posted at least 72 hours before the position was filled showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or administrator or his or her designee in item #15 below, the person signing verifies that there were no objections to this waiver request.

14. APPLICANT'S CERTIFICATION

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

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

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

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

Date

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

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

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

Signature: _____

Title: _____

Date: _____

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

AGENDA ITEM:

J.6

MEETING DATE:

10/08/2024

SUBJECT: Assignment of Teachers Outside Regular Base Credential (Toto) - 8:20 p.m.

DEPARTMENT: Human Resources

ACTION REQUESTED:

Action: The superintendent is recommending that the board adopt Resolution No. 4154 authorizing the assignment of 55 certificated employees who hold regular base credentials outside these authorizations during the 2024-2025 school year per Education Code sections 44256(b), 44258.2, 44263 and 44865.

RATIONALE/BACKGROUND:

Per the California Education Code sections cited above, a teacher may be authorized by action of the governing board to teach subjects beyond their credential provided they hold a valid credential, have a prerequisite number of college units in the subject area, and agree to the assignment. Several schools have identified teachers who meet the requirements to teach additional subjects (listed on the attachment). The schools and the district see these assignments as beneficial to the instructional program and therefore to student academic success.

ATTACHMENT(S):

1. [Resolution No. 4154 Assignment of Teachers Outside Base Credential](#)

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 09/30/2024

FISCAL IMPACT:

N/A

PREPARED BY: Lisa Ellington, Analyst, Human Resources

APPROVED BY: Rebecca Toto, Ed. D., Assistant Superintendent, Human Resources
Melissa Bassanelli, Superintendent of Schools

2024-2025 Board Resolutions

NAME	SITE	BASE CREDENTIAL	AUTHORIZATION(S) COVERED BY RESOLUTION	FTE
Education Code 44263 allows the holder of a Single Subject or Multiple Subject Credential to teach high school with 9 upper division/or combination of 18 units in added area of authorization.				
Cardoso, Todd	El Camino	M/S; Intro Math	Math	1.00
Edwards, Neal	Casa Roble	S/S Life Science, Computer Concepts & Applications, Intro general science, Intro physical science, Intro music	Biology	1.00
Horner, Christopher	Casa Roble	M/S, Intro Business, Intro Math	Math	0.67
Ohori, Megumi	Mira Loma	M/S; Intro Math	Math	1.00
Peoples, Leslie	Mesa Verde	M/S; Intro Math	Math	0.17
			Total FTE:	3.84
EDUCATION CODE 44256(b) allows the holder of a Multiple Subject credential to teach in grades Eight and below with 6 upper division/or combination of 12 units in added area of authorization.				
Honegger, L. Colleen	Barrett	Multiple Subject	Social Science	0.60
Tamburrino, Jill	Carnegie	Multiple Subject	Social Science	1.00
			Total FTE:	1.60
EDUCATION CODE 44258.2 allows the holder of a Single Subject credential to teach in grades Eight and below with 6 upper division/or combination of 12 units in added area of authorization.				
Randall, Jeffrey	Arcade	S/S Social Science, Psychology	Math	1.00
Steinhaus, Maria	Orangevale Open	S/S English	Social Science	0.40
			Total FTE:	1.40

2024-2025 Board Resolutions

NAME	SITE	BASE CREDENTIAL	AUTHORIZATION(S) COVERED BY RESOLUTION	FTE
EDUCATION CODE 44865 provides that a teacher with a valid teaching credential issued by the State Board of Education or the Commission for Teacher Preparation and Licensing, based on a bachelor's degree, student teaching, and special fitness to perform, shall be deemed qualifying for assignment as a teacher in the following assignments, provided that the assignment of a teacher to a position for which qualifications are prescribed by this section shall be made with the consent of the teacher:				
a) Home Teacher	b) Classes organized primarily for adults	c) Hospital Classes	d) Necessary small high school	
e) Continuation schools	f) Alternative Schools	g) Opportunity schools	h) Juvenile courts schools	
i) County community schools		j) District community day schools		
Austin, Kim	La Entrada	S/S History, Intro Social science	d)	1.00
Burgess, Tima	La Entrada	S/S Intro Math; Social Science	d)	1.00
Goldfried, Monique	La Entrada	S/S English	d)	1.00
Lim, Heewon	La Entrada	S/S Math	d)	1.00
Moon, David	La Entrada	Ed Spec Mild/Mod; ASD	d)	1.00
Timm, Gina	La Entrada	S/S Life Science; Chemistry	d)	1.00
Twilla, Deborah	La Entrada	Multiple Subject; Math	d)	1.00
Werly, Scott	La Entrada	M/S; Intro English; Literature; Drama	d)	1.00
Velasco, Martha	La Entrada	PPS School Counseling	d)	1.00
Adams, Deborah	EI Sereno	Std Sec Home Ec; Sociology	f)	0.67
Barone, Kevin	EI Sereno	S/S Math	f)	1.00
Bess, Julie	EI Sereno	S/S Life Science	f)	1.00
Bullock, John	EI Sereno	S/S Math; Forestry; Horticulture	f)	1.00
Cermak, Scott	EI Sereno	M/S, Intro English; S/S English	f)	1.00
Fielden, Karina	EI Sereno	S/S English, Spanish	f)	1.00
Gladdis, Frith	EI Sereno	S/S PE; Health Science	f)	1.00
Hedrick, Peter	EI Sereno	S/S French; Social Science	f)	1.00
Moore, Kimberly	EI Sereno	S/S Math	f)	1.00
Morninglight, Jessie	EI Sereno	PPS School Counseling	f)	1.00
Muraoka, Kasey	EI Sereno	Multiple Subject	f)	1.00
Myers, Robert	EI Sereno	S/S Social Science	f)	1.00
Pierce, Anna	EI Sereno	S/S English; M/S	f)	1.00
Polston, Matthew	EI Sereno	S/S English; Physical Education	f)	1.00
Sy, Kristle	EI Sereno	S/S Physics	f)	1.00
Taurone, Cynthia	EI Sereno	S/S Home Ec, Business	f)	1.00
Wilson, David	EI Sereno	S/S Social Science	f)	1.00
Avera, Laura	Home School	Multiple Subject	a)	1.00
Cermak, Scott	Home School	Multiple Subject	a)	1.00
Cordell, Camille	Home School	Multiple Subject	a)	1.00
Freire, Suzanne	Home School	Multiple Subject	a)	1.00
Frost, Janneh	Home School	Multiple Subject	a)	1.00
Hassett, Kevin	Home School	Multiple Subject	a)	1.00
Reeves, Raytese	Home School	Multiple Subject; Ed Spec Mod/Sev	a)	1.00
Torres, Alma	Home School	Multiple Subject	a)	1.00
Wilson, Mandy	Home School	Multiple Subject	a)	1.00

Key: M/S = Multiple Subject

S/S= Single Subject

Std Elem= Standard Elementary

Std Sec=Standard Secondary

2024-2025 Board Resolutions

NAME	SITE	BASE CREDENTIAL	AUTHORIZATION(S) COVERED BY	RESOLUTION	FTE
Ballisty, Jane	Home and Hospital	Standard Elementary	a) & c)		0.60
Beardsley, Margaret	Home and Hospital	S/S Math	a) & c)		0.60
Jagerson, Stacey	Home and Hospital	Multiple Subject	a) & c)		0.60
Newman, Cara	Home and Hospital	Multiple Subject	a) & c)		0.60
Seekins, Billie	Home and Hospital	M/S; Intro English, Home Ec, Health	a) & c)		0.60
Townsend, Rita	Home and Hospital	S/S English	a) & c)		0.60
Bebout, Michelle	Meraki	S/S English	f)		1.00
Cox, Glenda	Meraki	M/S Intro English; Intro Science; S/S Fndtnl Math	f)		1.00
Evans, Scott	Meraki	S/S Life Science; PPS School Counseling	f)		1.00
Leister, Jon	Meraki	S/S Social Science; Intro Computers	f)		1.00
Watson, Christopher	Meraki	S/S Physical Education; Life Sci; Intro Physical Sci	f)		1.00
			Total FTE:		43.27

SAN JUAN UNIFIED SCHOOL DISTRICT

**RESOLUTION NO. 4154
ASSIGNMENT OF TEACHERS UNDER THE LICENSING
OF CERTIFICATED PERSONNEL LAW**

WHEREAS, Education Code Sections 44256(b), 44258.2, 44263, and 44865 adopted by the California Legislature as part of the licensing of certificated personnel provides that the governing board of a school district may annually adopt a resolution authorizing the holder of certain teaching credentials to teach courses assigned which are not listed on his or her base teaching credential provided that the teacher has completed a pre-requisite number of college units at an accredited institution in the subject to which he or she is assigned; and

WHEREAS, many situations arise in which assignment to teach such subject is both necessary and desirable for the efficient operation of the school;

NOW, THEREFORE, BE IT RESOLVED that for the 2024-2025 school year, the Superintendent of the San Juan Unified School District, shall be authorized to assign teachers in accordance with the procedures enumerated below.

- A. A holder of a single/multiple subject teaching credential, standard elementary/secondary teaching credential, or other teaching credential may be assigned to teach courses other than those authorized by subject matter designated on his/her credential.
- B. Only the teachers listed with this resolution and those subsequently reported to the Board of Education during the 2024-2025 school year may be assigned in accordance with the provision cited.

IN WITNESS WHEREOF, on a motion by Board Member _____, seconded by _____, the foregoing Resolution was passed and adopted by the Board of Education of the San Juan Unified School District, Carmichael, California, this 8th day of October 2024.

Pam Costa, President

Saul Hernandez, Vice President

Ben Avey, Clerk

Paula Villescaz, Member

Tanya Kravchuk, Member

Manuel Perez, Member

Zima Creason, Member

Members of the Board of education of the San Juan Unified School District, a political subdivision of the State of California

Attested:

Melissa Bassanelli, Executive Secretary

SUBJECT: Provisional Internship Permits (Toto) - 8:25 p.m.

DEPARTMENT: Human Resources

ACTION REQUESTED:

Action: The superintendent is recommending that the board approve the submission of four Provisional Internship Permits to the California Commission on Teacher Credentialing (CTC) effective 08/11/2024-06/11/2025 for Liberty Gawthorne, Vadym Golub, Logan Reis, and Amber Yamanaka.

RATIONALE/BACKGROUND:

California is experiencing an unprecedented teacher shortage and finding fully credentialed teachers has been a challenge. As a result, the district needs to apply for the following Provisional Internship Permits.

A Provisional Internship Permit is necessary to provide an authorization for Liberty Gawthorne to teach an assignment which requires an authorization for Multiple Subject for the 2024-2025 school year at Starr King K-8 School. Ms. Gawthorne is pursuing enrollment in an intern program to become intern eligible.

A Provisional Internship Permit is necessary to provide an authorization for Vadym Golub to teach an assignment which requires an authorization for Education Specialist Instruction in Extensive Support Needs for the 2024-2025 school year at Ralph Richardson Center. Mr. Golub is pursuing enrollment in an intern program to become intern eligible.

A Provisional Internship Permit is necessary to provide an authorization for Logan Reis to teach a Single Subject in English assignment which requires an authorization for the 2024-2025 school year at Mesa Verde High School. Mr. Reis is pursuing enrollment in an intern program to become intern eligible.

A Provisional Internship Permit is necessary to provide an authorization for Amber Yamanaka to teach an assignment which requires an authorization for Education Specialist Instruction in Extensive Support Needs for the 2024-2025 school year at Del Campo High School. Ms. Yamanaka is pursuing enrollment in an intern program to become intern eligible.

Aspects of the CL-857 are intentionally left blank (applicant's personal information and board approval) and will be completed upon submission to the CTC.

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

ATTACHMENT(S):

1. [Provisional Internship Permit List](#)
2. [PIP Gawthorne, Liberty](#)
3. [PIP Golub, Vadym](#)
4. [PIP Reis, Logan](#)
5. [PIP Yamanaka, Amber](#)

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 09/30/2024

FISCAL IMPACT:

N/A

PREPARED BY:

Lisa Ellington, Analyst, Human Resources

APPROVED BY:

Rebecca Toto, Ed. D., Assistant Superintendent, Human Resources
Melissa Bassanelli, Superintendent of Schools

PROVISIONAL INTERNSHIP PERMIT

Type	Name	Effective Date(s)
Multiple Subject	Liberty Gawthorne	08/13/2024 – 06/11/2025
Education Specialist Extensive Support Needs	Vadym Golub	09/25/2024 – 06/11/2025
Single Subject English	Logan Reis	08/13/2024 – 06/11/2025
Education Specialist Extensive Support Needs	Amber Yamanaka	08/13/2024 – 06/11/2025



State of California
Commission on Teacher
Credentialing Certification Division

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

VERIFICATION OF REQUIREMENTS **For the Provisional Internship Permit**

This form must be completed by the employing agency and submitted with each application for a Provisional Internship Permit.

Name of Applicant Liberty Gawthorne

SSN

Name of Employing Agency San Juan Unified School District

County/District/CDS Code 34 67447

Multiple Subject

Single Subject - Specify subject(s): _____

Education Specialist - Specify specialty area(s): _____

By submitting this form, the employing agency named above verifies that items 1-6 have been completed.

1. A diligent search has been conducted for a suitable credentialed teacher or qualified intern teacher by the following methods and verification of such recruitment efforts is attached:

Required recruitment methods (provide photocopies of **all** of the following 3 methods):

- Distributed job announcements
- Contacted college or university placement centers
- Advertised on the Internet

Optional recruitment methods (in addition to the required methods above):

- Advertised in professional journals
- Attended job fairs in California
- Attended recruitment out-of-state
- Contacted California teacher recruitment centers
- Advertised in local/national newspapers
- Other (explain) _____

2. The permit holder will be provided orientation, guidance and assistance during the valid period of the permit
3. Public notice of intent to employ the applicant in the identified position has been given and meets the following criteria (check the box that applies):

Public School District

Public notice was presented as an action item on the governing board agenda and acted upon favorably. A copy of the agenda item is attached.

The agenda item included the applicant's name, assignment, including subject(s) grade level(s), school site, and a statement that the applicant will be employed on the basis of a Provisional Internship Permit.

County Offices of Education, Nonpublic Schools, Statewide Agencies, and Charter Schools

Public notice was posted at least 72 hours before the position was filled. A copy of the dated notice is attached.

Public notice included the applicant's name, assignment, including subject(s) grade level(s), school site, and a statement that the applicant will be employed on the basis of a Provisional Internship Permit.

Public notice included a signed statement from the superintendent or administrator confirming there were no objections to the issuance of the permit.

4. The permit holder will be provided assistance in developing a personalized plan through an agency-defined assessment that would lead to meeting subject matter competence related to the permit
5. The permit holder will be provided assistance to seek and enroll in subject matter training, such as workshops or seminars and site-based courses along with training in test-taking strategies and will assist the permit holder in meeting subject matter competence related to the permit
6. The candidate has been apprised of the steps required to earn a credential and enroll in an intern program

- I understand that I must complete core academic area subject matter to enroll in an intern program for the Education Specialist Instruction Preliminary Credential (academic areas include art, English, foreign language, mathematics, music, science, social science, and multiple subjects)

Applicant Signature _____

Employing Agency Certification

This form must be signed by the District/County Superintendent, Personnel Administrator, NPS/NPA Administrator, or Designee.

I certify under penalty of perjury that the information provided on this form is true and correct.

Signature _____

Title _____

Date _____



State of California
Commission on Teacher
Credentialing Certification Division

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

VERIFICATION OF REQUIREMENTS **For the Provisional Internship Permit**

This form must be completed by the employing agency and submitted with each application for a Provisional Internship Permit.

Name of Applicant Vadym Golub

SSN _____

Name of Employing Agency San Juan Unified School District

County/District/CDS Code 34 67447

Multiple Subject

Single Subject - Specify subject(s): _____

Education Specialist - Specify specialty area(s): Extensive Support Needs

By submitting this form, the employing agency named above verifies that items 1-6 have been completed.

1. A diligent search has been conducted for a suitable credentialed teacher or qualified intern teacher by the following methods and verification of such recruitment efforts is attached:

Required recruitment methods (provide photocopies of **all** of the following 3 methods):

- Distributed job announcements
- Contacted college or university placement centers
- Advertised on the Internet

Optional recruitment methods (in addition to the required methods above):

- Advertised in professional journals
- Attended job fairs in California
- Attended recruitment out-of-state
- Contacted California teacher recruitment centers
- Advertised in local/national newspapers
- Other (explain) _____

2. The permit holder will be provided orientation, guidance and assistance during the valid period of the permit
3. Public notice of intent to employ the applicant in the identified position has been given and meets the following criteria (check the box that applies):

Public School District

Public notice was presented as an action item on the governing board agenda and acted upon favorably. A copy of the agenda item is attached.

The agenda item included the applicant's name, assignment, including subject(s) grade level(s), school site, and a statement that the applicant will be employed on the basis of a Provisional Internship Permit.

County Offices of Education, Nonpublic Schools, Statewide Agencies, and Charter Schools

Public notice was posted at least 72 hours before the position was filled. A copy of the dated notice is attached.

Public notice included the applicant's name, assignment, including subject(s) grade level(s), school site, and a statement that the applicant will be employed on the basis of a Provisional Internship Permit.

Public notice included a signed statement from the superintendent or administrator confirming there were no objections to the issuance of the permit.

4. The permit holder will be provided assistance in developing a personalized plan through an agency-defined assessment that would lead to meeting subject matter competence related to the permit
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Applicant Signature _____

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I certify under penalty of perjury that the information provided on this form is true and correct.

Signature _____

Title _____

Date _____



State of California
Commission on Teacher
Credentialing Certification Division

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

VERIFICATION OF REQUIREMENTS **For the Provisional Internship Permit**

This form must be completed by the employing agency and submitted with each application for a Provisional Internship Permit.

Name of Applicant Logan Reis

SSN

Name of Employing Agency San Juan Unified School District

County/District/CDS Code 34 67447

Multiple Subject

Single Subject - Specify subject(s): English

Education Specialist - Specify specialty area(s):

By submitting this form, the employing agency named above verifies that items 1-6 have been completed.

1. A diligent search has been conducted for a suitable credentialed teacher or qualified intern teacher by the following methods and verification of such recruitment efforts is attached:

Required recruitment methods (provide photocopies of **all** of the following 3 methods):

- Distributed job announcements
- Contacted college or university placement centers
- Advertised on the Internet

Optional recruitment methods (in addition to the required methods above):

- Advertised in professional journals
- Attended job fairs in California
- Attended recruitment out-of-state
- Contacted California teacher recruitment centers
- Advertised in local/national newspapers
- Other (explain)

2. The permit holder will be provided orientation, guidance and assistance during the valid period of the permit
3. Public notice of intent to employ the applicant in the identified position has been given and meets the following criteria (check the box that applies):

Public School District

Public notice was presented as an action item on the governing board agenda and acted upon favorably. A copy of the agenda item is attached.

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Public notice was posted at least 72 hours before the position was filled. A copy of the dated notice is attached.

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Applicant Signature _____

Employing Agency Certification

This form must be signed by the District/County Superintendent, Personnel Administrator, NPS/NPA Administrator, or Designee.

I certify under penalty of perjury that the information provided on this form is true and correct.

Signature _____

Title _____

Date _____



State of California
Commission on Teacher
Credentialing Certification Division

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

VERIFICATION OF REQUIREMENTS **For the Provisional Internship Permit**

This form must be completed by the employing agency and submitted with each application for a Provisional Internship Permit.

Name of Applicant Amber Yamanaka

SSN

Name of Employing Agency San Juan Unified School District

County/District/CDS Code 34 67447

Multiple Subject

Single Subject - Specify subject(s):

Education Specialist - Specify specialty area(s): Extensive Support Needs

By submitting this form, the employing agency named above verifies that items 1-6 have been completed.

1. A diligent search has been conducted for a suitable credentialed teacher or qualified intern teacher by the following methods and verification of such recruitment efforts is attached:

Required recruitment methods (provide photocopies of **all** of the following 3 methods):

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Optional recruitment methods (in addition to the required methods above):

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- Attended recruitment out-of-state
- Contacted California teacher recruitment centers
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Applicant Signature _____

Employing Agency Certification

This form must be signed by the District/County Superintendent, Personnel Administrator, NPS/NPA Administrator, or Designee.

I certify under penalty of perjury that the information provided on this form is true and correct.

Signature _____

Title _____

Date _____

SUBJECT: Exemption to the Separation-From-Service Requirement (Toto) - 8:30 p.m.

DEPARTMENT: Human Resources

ACTION REQUESTED:

Action: The superintendent is recommending that the board adopt Resolution No. 4155 approving the exemption to the separation-from-service requirement pursuant to Education Code section 24214.5 or 26812.

RATIONALE/BACKGROUND:

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

ATTACHMENT(S):

1. [Resolution No. 4155 Exemption to the Separation-From-Service-Requirement](#)

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 09/30/2024

FISCAL IMPACT:

N/A

PREPARED BY: Lisa Ellington, Analyst, Human Resources

APPROVED BY: Rebecca Toto, Ed. D., Assistant Superintendent, Human Resources
Melissa Bassanelli, Superintendent of Schools

San Juan Unified School District

**RESOLUTION FOR EXEMPTION TO THE SEPARATION-FROM-SERVICE
REQUIREMENT PURSUANT TO SECTION 24214.5 OR 26812 OF
THE EDUCATION CODE**

Resolution No. 4155

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

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

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

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

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

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

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

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

AND BE IT FURTHER RESOLVED that the Board wishes to meet this critical need by hiring Andrew Avilla and Gregory Grigsby, members or participants who retired for service less than 180 days ago or who will retire;

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

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

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

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

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

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

PASSED AND ADOPTED by the Governing Board of the San Juan Unified School District, on this 8th DAY OF October IN THE YEAR 2024.

AYES: NOES: ABSENT:

I, Ben Avey, Clerk of the San Juan Unified School District Board of Education, County of Sacramento, do hereby certify the foregoing to be a full, true and correct copy of a resolution adopted by the said Board at a regular meeting hereof held at its regular meeting place on October 8, 2024, which action is contained in the minutes of the meeting of said Board.

Ben Avey
Clerk of the San Juan Unified School District Board of Education
County of Sacramento

October 8, 2024

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

AGENDA ITEM:

J.9

MEETING DATE:

10/08/2024

SUBJECT: Williams Complaint Report (Gaddis) - 8:35 p.m.

DEPARTMENT: Legal Services

ACTION REQUESTED:

Report: regarding an update on Williams-type complaints filed with the district during the time period from July 1, 2024, to September 30, 2024.

RATIONALE/BACKGROUND:

The Williams legislation embodied in Education Code section 35186(d) requires each school district to publicly report, on a quarterly basis, summarized data on the nature and resolution of all Williams-type complaints filed with the district.

The district received one Williams Complaint on July 19, 2024, alleging the district did not provide Chromebooks/assisted technology for all students including students who need speak-to-text. The complaint was investigated and was found that students who needed Augmentative and Alternative Communication ("ACC") or Assistive Technology ("AT") during the extended school year were receiving those services as required by their Individualized Education Program ("IEP").

ATTACHMENT(S):

1. [Williams UCP 1st Quarter Report](#)

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 09/30/2024

FISCAL IMPACT:

N/A

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

APPROVED BY: Melissa Bassanelli, Superintendent of Schools



San Juan Unified
SCHOOL DISTRICT

Legal Services

Melissa Bassanelli
Superintendent of Schools

Fhanysha Clark Gaddis,
J.D., MPP
General Counsel

WILLIAMS UNIFORM COMPLAINT PROCESS (UCP)

Quarterly Report

Year covered by this report: 2024

Quarter covered by this report: Quarter 1 (July - September)

Sufficiency of textbooks

Number of complaints:	1
Number resolved:	1
Number unresolved:	0

School facilities issues

Number of complaints:	0
Number resolved:	n/a
Number unresolved:	n/a

Vacancy or misassignment of teachers

Number of complaints:	0
Number resolved:	n/a
Number unresolved:	n/a

Respectfully submitted:

Fhanysha C. Gaddis, J.D., MPP
General Counsel

ADDRESS

3738 Walnut Avenue
Carmichael, CA 95608

PHONE

(916) 971-7110

WEBSITE

www.sanjuan.edu

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

L
10/08/2024

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
 Public Hearing: Visions In Education Charter School Renewal Petition – D Oaxaca
 Cell Phone Policy – D Allen
 Legislative Priorities for 2025-2026 – D/A Thigpen
 Amendments to Use of Facilities Handbook – A Camarda
 *Revisions to Board Policy and Exhibit 0420.41 Charter School Oversight – A [Discussed: 10/08/24] Oaxaca
 *CTE Advisory Committee Roster 2024-2025 – A Schnepf
 *Conveyance of Temporary Construction Easement at Northridge ES to FOWD – A [Discussed: 10/08/24] Camarda

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
 Public Hearing: Visions In Education Charter School Renewal Petition – A [Discussed: 10/22/24] Oaxaca
 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	Oaxaca
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
Recognition: Adult Education Week – A
Instructional Technology – R
Transportation Update – R
3280 and 7-11 Committees – D
*Head Start and Early Head Start Grant Application 2025-2026 – A

Townsend-Snider
Schnepf
Slavensky
Camarda
Camarda
Townsend-Snider

APRIL 8

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

Toto
Slavensky
Slavensky
Slavensky
Gaddis
Board

APRIL 22

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

Oaxaca
Toto
Oaxaca
Townsend-Snider
Slavensky
Slavensky

MAY 13

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

Slavensky
Toto
Slavensky
Camarda
Gaddis

MAY 27

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

Schnepf
Schnepf
Schnepf
Oaxaca
Oaxaca
Townsend-Snider
Camarda

JUNE 10

Public Hearing: LCAP – D
Public Hearing: LCAP/Choices Charter School – D
Public Hearing: Adoption of the 2025-2026 Budget – D
Strategic Plan Update – R
Temporary Interfund Borrowing of Cash – A
*CIF Superintendent Designation of Representatives 2025-2026 – A
*ECE Program Self-Evaluation for CDE – A
*Head Start/Early Head Start COLA Funding Allocation 2025-2026 – A

Slavensky
Oaxaca
Ryan
Allen
Ryan
Schnepf
Townsend-Snider
Townsend-Snider

JUNE 24

California School Dashboard Local Indicators – R
LCAP – A [Public Hearing 06/10/25]
Choices Charter School California School Dashboard Local Indicators – R
LCAP Choices Charter School – A [Public Hearing 06/10/25]

Slavensky
Slavensky
Oaxaca
Oaxaca

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

Ryan

Camarda

Camarda

Facilities Update – R

Ryan

Bond Oversight Committee Update – R

Ryan

*2024-2025 Actuarial Report (OPEB) – A

Ryan

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

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