



San Juan
Unified School District

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

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

COVID-19 PUBLIC PARTICIPATION GUIDELINES

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

NOTICE is hereby given that a **telephonic** meeting of the Board of Education of the San Juan Unified School District is hereby called by the board president, and will be held at **6:30 p.m.**, on Tuesday, **October 13, 2020**. The district is taking all necessary steps to prevent and mitigate the effects of COVID-19 on our community. Therefore, in the interest of public health, in compliance with California Governor Gavin Newsom's Executive Orders N-25-20 and N-35-20, the California State Public Health Officer's Order that included social-distancing guidelines and avoiding group gatherings, the Order issued by the Sacramento County Health Officer, directing all individuals to stay at home or at their residence and prohibiting all non-essential gatherings of any number, and all applicable provisions of federal and state law, this Board of Education meeting will be held telephonically. Staff and others presenting at the meeting will be calling in via the Zoom video conferencing platform from separate locations.

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

1. **Online Submission of Public Comment.** Public comments may be submitted using the comment form located on the district website at <http://www.sanjuan.edu/boardmeeting>. If you wish to submit a public comment on more than one agenda item, please submit a separate form for each item on which you are commenting. Comments received by 6:00 p.m., on October 13, 2020, will be provided to the members of the board in writing prior to the meeting. Comments received after 6:00 p.m., on October 13, 2020, may be read on the record during this meeting.

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

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

2. **Zoom Video Conferencing.** Members of the public can make public comments via the Zoom conferencing platform. Members of the public can access Zoom from a computer, mobile device or tablet at <http://www.sanjuan.edu/boardmeeting>. All public comments will be limited to two (2) minutes.
3. **Translation/Interpretation.** Translation and interpretation services will be made available upon request with advance notice. If you wish to utilize these services, please notify the district at (916) 971-7111, or stephanie.cunningham@sanjuan.edu by noon on October 12, 2020. This allows for the scheduling of appropriate translation staff and other resources.
4. **Disability Accommodations.** A person with a disability may contact the Board of Education office at (916) 971-7111, or email stephanie.cunningham@sanjuan.edu at least 48 hours before the scheduled board meeting to request receipt of an agenda and other distributed writings in an appropriate alternative format or to request disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public board meeting.

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

Board of Education Agenda (*REVISED*)
October 13, 2020

A. OPEN SESSION/CALL TO ORDER/ANNOUNCEMENT OF CLOSED SESSION TOPICS – 4:45 p.m.

B. CLOSED SESSION – 4:45 p.m.

1. Student enrollment in one case (Education Code section 48918[f]).
 2. Collective bargaining matters – discussion with negotiator Jim Shoemake, Assistant Superintendent, Schools and Labor Relations, regarding CSEA Chapter 127 General/Operations support, Chauffeurs/Teamsters Local No. 150 Transportation, Supervisors, Teachers and Certificated Supervisory units; and regarding non-represented groups: management and confidential units (Government Code section 54957.6).
 3. Conference with Legal Counsel - Potential Litigation pursuant to Government Code section 54956.9(d)(2).
Significant Exposure to Litigation Pursuant to paragraph 2 of Government Code section 54956.9(e)
One case related to threatened California Voting Rights Act (“CVRA”) action: Attorney Scott Rafferty alleges the District’s at large election method violates the CVRA and that the District is required to immediately take steps to make the transition to by trustee area elections.
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C. RECONVENE OPEN SESSION/PLEDGE OF ALLEGIANCE – 6:30 p.m.

D. APPROVAL OF THE MINUTES – September 22, 2020, regular meeting, pages 2272-2275.

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

1. Recognition

- a. Week of the School Administrator (Oropallo)
Action: Adoption of Resolution No. A-396 proclaiming the week of October 11-17 as the Week of the School Administrator.

2. High School Student Council Reports

3. Staff Reports

4. Board-appointed/District Committees

5. Employee Organizations

6. Other District Organizations

7. Closed Session/Expulsion Actions (Government Code section 54957.1)



F. VISITOR COMMENTS – 6:45 p.m.

Board Bylaw 9323 limits visitor comments to two (2) minutes per speaker, with no more than 30 minutes per single topic. Time will be extended for any speaker who uses an interpreter.

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

Action: The administration recommends that the consent calendar, G-1 through G-7, regarding regular business items, be approved. Any item may be removed for further discussion and separate action following consideration of remaining agenda items.

1. *Personnel – appointments, leaves of absence, separations and errata.

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

3. *Business/Financial Report – notices of completion.

4. Acceptance of the following gifts:

Earl LeGette Elementary School: from Intel PC Pals: \$14,900.

Howe Avenue Elementary: from Walmart – for school supplies: \$800; from Office Depot OfficeMax – for eGift card for Office Depot: \$2,212.54.

Laurel Ruff Transition School: from Customink LLC: \$1,191.43.

McKinney-Vento Program: from Kiwanis Club of Carmichael Foundation: \$750; from Rebecca and Christopher Cameron: \$250; from General Davie Jr.: \$60; from Carole and Stephen Girard: \$100; from Linda Martin: \$50; from Donna Miller: \$50; from Donna O’Neil: \$100; from Sharon and Robert Ruffner: \$200; from Vera Vaccaro: \$100 – for San Juan Food Closet.

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

6. *Approval of the proposed revisions to the SJUSD Use of School Facilities and Grounds Handbook and fees.
7. *Approval of the amendment to the 2020-2021 lease agreement for Choices Charter School at Billy Mitchell.
*Material provided.

H. CONSENT CALENDAR (continued, if necessary)

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

I. BUSINESS ITEMS

1. Update on Learning Model Continuum – 7:20 p.m.

(Kern)

Material provided.

Report: regarding an update on current efforts and planning to reinstate in-person learning.

2. Construction Update – 8:10 p.m.

(Camarda)

Material provided.

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

3. Public Hearing: Aspire Charter School Renewal Petitions – 8:40 p.m.

(Flagler)

Material provided.

Public Hearing: The superintendent is recommending that the board hold a public hearing regarding the charter school renewal petitions for Aspire Alexander Twilight College Preparatory Academy and Aspire Alexander Twilight Secondary Academy. Action anticipated: 12/15/2020.

4. Williams Complaint Report – 8:50 p.m.

(Simlick)

Material provided.

Report: regarding the status of Williams-type complaints filed with the district per Education Code section 35186(d), which requires each school district to publicly report, on a quarterly basis, summarized data on the nature and resolution of all Williams-type complaints.

5. Proposed Revisions to Board Policies 1312.3, 4119.1, 5145.7, 5131.2 – 8:55 p.m.

(Simlick)

Material provided.

Discussion: regarding proposed revisions to Board Policy 1312.3 Uniform Complaint Procedures, Board Policy 4119.1 Employee Sexual Harassment, Board Policy 5145.7 Student Sexual Harassment and Board Policy 5131.2 Bullying. Action anticipated: 10/27/2020.

J. BOARD REPORTS – 9:00 p.m.

K. FUTURE AGENDA – 9:10 p.m.

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

L. VISITOR COMMENTS – 9:15 p.m.

B. CLOSED SESSION (continued, if necessary)

Announcement of topics/announcement of actions.

M. ADJOURNMENT – 9:20 p.m.

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

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NOTE: The times indicated are approximate.

Mission Statement

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



San Juan
Unified School District

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

Board of Education Minutes
September 22, 2020

Regular Meeting
Board of Education
6:30 p.m.

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

The September 22 regular meeting was called to order by the president, Paula Villescaz. In the interest of public health, in compliance with California Governor Gavin Newsom's Executive Orders N-25-20 and N-35-20, the California State Public Health Officer's order that included social-distancing guidelines and avoiding group gatherings, the order issued by the Sacramento County Health Officer, directing all individuals to stay at home or at their residence and prohibiting all non-essential gatherings of any number and all applicable provisions of federal and state law, the September 22 regular meeting was conducted telephonically via the Zoom video conferencing platform and also streamed to YouTube. After the Pledge of Allegiance, Ms. Villescaz explained the two methods (electronically or on Zoom) available to submit public comments for tonight's meeting.

Roll Call

Present (via Zoom from separate locations):

Paula Villescaz, president

Michael McKibbin, Ed.D., vice president

Zima Creason, clerk

Pam Costa, member

Saul Hernandez, member

Minutes Approved (B)

It was moved by Mr. Hernandez, seconded by Ms. Creason, that the minutes of the September 8 regular meeting be approved. MOTION CARRIED UNANIMOUSLY [Villescaz, McKibbin, Creason, Costa, Hernandez].

High School Student Council Reports (C-1)

High School Student Council representatives Valery Toledo-Galan from San Juan High School and Tessa Loofbourrow from Rio Americano High School updated the board on the goals, activities and achievements at their respective schools.

Staff Reports (C-2)

Assistant Superintendent of Schools and Labor Relations Jim Shoemake shared several positive experiences related to the work of CSEA and Teamsters staff during distance learning. Superintendent Kern thanked both CSEA and Teamsters staff for their work during distance learning.

Board-appointed/District Committees (C-3)

Jennifer Morgan, chair of the Curriculum, Standards, Instructional and Student Services Committee (C&S), provided an update on the recent work of the committee.

Heather Gonzalez, vice chair of the Local Control and Accountability Plan Parent Advisory Committee (LCAP PAC), updated the board on the recent efforts of the committee.

Visitor Comments (D)

[via Zoom]:

Tom Nelson spoke about recent actions related to the LCAP PAC.

Scott Rafferty made comments related to the California Voting Rights Act (CVRA).

Zachary Yonker expressed support for applying for the elementary waiver.

Serena Henman raised concerns about information posted on the San Juan Instagram page.

Juan Yniguez made comments regarding the LCAP PAC chair.

Marina Gabel shared information regarding her son's experiences at Twin Lakes Elementary.

Niki Martasian expressed support for continuing with distance learning.

Joy Wake requested the reinstatement of the LCAP PAC chair.

[via electronic comment form]:

Amy Kassouni shared her thoughts regarding the LCAP PAC.

Carol York expressed thanks for putting children first.

Consent Calendar Approved (E-1/E-9)

It was moved by Dr. McKibbin, seconded by Ms. Costa, that the consent calendar items E-1 through E-9 be approved.
MOTION CARRIED UNANIMOUSLY [Villescaz, McKibbin, Creason, Costa, Hernandez].

Personnel (E-1)

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

Purchasing Report (E-2)

Purchase orders and service agreements and change orders — approved as submitted.

Business/Financial Report (E-3)

Notices of completion, warrants and payroll and budget revisions — approved as submitted.

Gifts (E-4)

Acceptance of gifts to Family and Community Engagement, Greer Elementary School and Rio Americano High School.

Disposal of Surplus Property (E-5)

Approval to dispose of surplus property pursuant to board policy 3270 and Education Code sections 17545 and 17546.

Board Policy 2300 Conflict of Interest Code (E-6)

Approval of Board Policy 2300 Conflict of Interest Code (Discussed: 09/08/2020).

Board Bylaw 9270 Conflict of Interest (E-7)

Approval of revisions to Board Bylaw 9270 (Discussed: 09/08/2020).

Grant: Special Needs School Transportation Camera Program Grant (E-8)

Approval to implement, if funded, the following grant: Special Needs School Transportation Camera Program Grant, 2021-2022.

Grant: Agricultural Career Technical Education Incentive Grant (E-9)

Approval to implement, if funded, the following grant: Agricultural Career Technical Education Incentive Grant, 2020, 2021.

Summary of Professional Learning Opportunities (G-1)

Senior Director of Professional Learning and Innovation Kristan Schnepp, Instructional Technology Program Specialist Nicole Naditz and SJTA President Bill Simmons provided an overview of the learning opportunities and the lesson bank design process that took place during the summer of 2020. Will Rogers Teacher Amy Day shared her experiences as a

lesson designer. Carmichael Elementary School Teacher Cheryl Russo provided a practitioner perspective by sharing her experiences about implementing the fifth-grade science and history lesson plans from the lesson bank.

Public Comment [via Zoom]:

D Fitzs inquired about the cost of the summer training and if the lesson bank has resources for high school teachers.

Mr. Hernandez said that teachers have told him that the lesson bank is a valuable resource. Ms. Costa shared that she was impressed with the diversity of the summer offerings and with the work of the practitioners who developed the lesson bank. Ms. Costa inquired about usage statistics and feedback related to the lesson bank, which Ms. Schnepf addressed. Ms. Creason thanked staff for the extent of the book study selections that were offered and for the work it took to create the lesson bank in such a short period of time. Ms. Creason stated she would be interested in hearing student feedback about the lessons and the different teaching methods that are taking place with distance learning. Dr. McKibbin and Ms. Villescaz asked several clarifying questions about the lesson bank, which staff, Mr. Simmons, Ms. Day and Ms. Russo answered. Superintendent Kern noted that the lesson bank concept offers many positive aspects that could be used in the future even after distance learning ends.

Instructional Materials Adoption (G-2)

Ms. Schnepf presented the topic, explaining that supplemental science materials are necessary for grades K-5 during distance learning in order to meet the requirements of the Williams Act. Board members made comments and posed questions. It was moved by Ms. Costa, seconded by Ms. Creason, to approve the use of supplemental science resources Mystery Science for use during distance learning. MOTION CARRIED UNANIMOUSLY [Villescaz, McKibbin, Creason, Costa, Hernandez].

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

Senior Director of Professional Learning and Innovation Kristan Schnepf presented the topic. Ms. Villescaz declared the topic of sufficiency of textbooks and instructional materials a public hearing and invited the public to speak.

Public Comment: [via Zoom]

D Fitzs stated that she does not agree that students have sufficient materials.

There being no further questions or comments from the public, Ms. Villescaz declared the public hearing closed. It was moved by Dr. McKibbin, seconded by Ms. Costa, to adopt Resolution No. 3009 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 [Villescaz, McKibbin, Creason, Costa, Hernandez].

Learning Continuity and Attendance Plan (G-4)

Senior Director of Professional Learning and Innovation Kristan Schnepf presented the Learning Continuity and Attendance Plan for adoption.

Public Comments [via Zoom]:

D Fitzs expressed support for the reopening of schools.

Marina Gabel made comments related to distance learning and the elementary waiver.

Melissa Watts expressed support for in-person learning.

Ms. Creason referenced the communication that was sent to families last week, noting that distance learning is challenging and that she is also personally impacted by it. Dr. McKibbin thanked the LCAP PAC and other committees for reviewing the plan and providing input.

It was moved by Ms. Creason, seconded by Dr. McKibbin, to adopt the Learning Continuity and Attendance Plan for 2020-2021. MOTION CARRIED UNANIMOUSLY [Villescaz, McKibbin, Creason, Costa, Hernandez].

Choices Charter School Learning Continuity and Attendance Plan (G-5)

Director of Admissions and Family Services Michele Flagler presented the Choices Charter School Learning Continuity and Attendance Plan for adoption. It was moved by Mr. Hernandez, seconded by Ms. Costa, to adopt the Choices Charter School Learning Continuity and Attendance Plan for 2020-2021. MOTION CARRIED UNANIMOUSLY [Villescaz, McKibbin, Creason, Costa, Hernandez].

CSBA Directors-at-Large Nominations (G-6)

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

Board Reports (H)

Mr. Hernandez reported that proposed changes to the Facilities Handbook will be presented at a future board meeting.

Ms. Costa shared that the recent C&S meeting was very positive, noting that committee members expressed appreciation for the amount of support being provided by school site staff and the committee suggested that the Learning Continuity and Attendance Plan be added to a prominent place on the district website for everyone to read.

Dr. McKibbin stated that he and Ms. Villescaz recently signed papers related to the bond sale.

Ms. Villescaz shared information about the County of Sacramento's Re-Envision West Arden Arcade project.

Future Agenda (I)

Ms. Villescaz requested that an update on the continuum of learning plan be added to the future agenda.

Visitor Comments (J)

Visitor Comments: [via Zoom]

D Fitzs expressed support for ending distance learning and having in-person board meetings.

Tom Nelson shared information regarding the County of Sacramento's Re-Envision West Arden Arcade project.

Marina Gabel shared additional information regarding her son's experiences at Twin Lakes Elementary.

Adjournment (K)

At 8:48 p.m., there being no further business, the regular meeting was adjourned.

Paula Villescaz, President

Kent Kern, Executive Secretary

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

AGENDA ITEM: E-1 (a)

MEETING DATE: 10/13/2020

SUBJECT: Week of the School Administrator

CHECK ONE:

For Discussion:

For Action:

Report:

Workshop:

Recognition:

Emergency Action:

DEPARTMENT: Human Resources

ACTION REQUESTED:

The superintendent is recommending that the board adopt Resolution No. A-396, proclaiming the week of October 11 - 17, 2020, 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 11 - 17, 2020, as the Week of the School Administrator for the San Juan Unified School District.

BOARD COMMITTEE ACTION/COMMENT: N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 10/05/2020

FISCAL IMPACT:

Current Budget: \$ N/A

LCAP/STRATEGIC PLAN:

Goal: N/A Focus: N/A

Additional Budget: \$ N/A

Action: N/A

Funding Source: N/A

Strategic Plan: N/A

(Unrestricted Base, Supplemental, other restricted, etc.)

Current Year Only On-going

PREPARED BY: Paul Oropallo, Assistant Superintendent, Human Resources *PAO*

APPROVED BY: Kent Kern, Superintendent of Schools *KK*

Resolution No. A-396
WEEK OF THE SCHOOL ADMINISTRATOR
October 11 - 17, 2020

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 11 - 17, 2020, 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 13th day of October, 2020

Paula Villescaz, President

Michael McKibbin, Ed.D., Vice President

Kent Kern, Superintendent of Schools

Zima Creason, Clerk

Pam Costa, Member

Saul Hernandez, Member

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

HUMAN RESOURCES

The following reports are submitted for board approval

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

Agenda for the October 13, 2020 Board Meeting

1. APPOINTMENTS

CERTIFICATED

Type	Name	Status	Assignment	Location	Effective Date (s)
New Hire	Baccelli, Elizabeth	Temp	Teacher Grade 2	Starr King	09/03/20 06/09/21
New Hire	Buda, Alejandra	Temp	Tch-Child Develop Permit	Early Childhood Education	10/01/20 06/30/21
New Hire	Christianson, Kelly	Temp	Teacher Combo K-1	Whitney Avenue	09/08/20 06/09/21
New Hire	Curtis, Brenna	Temp	Tch-English Lang Develop	Greer	08/31/20 06/09/21
New Hire	Kandagatla, Snitha	Temp	Tch-Child Develop Permit	Early Childhood Education	09/21/20 06/09/21
New Hire	Kester, Andrea	Temp	Teacher Combo K-1	Trajan	09/02/20 06/09/21
New Hire	Kropp, Nathanael	Temp	Tch-Alternative Education	Home School Program	08/31/20 06/09/21
New Hire	Martinez, Fenecia	Prob	Teacher Combo K-1	Pasadena	09/03/20
New Hire	Paulsen, Jeffrey	Temp	Teacher Combo 4-5	Starr King	09/08/20 06/09/21
New Hire	Ramirez, Sarah	Temp	Teacher Grade 3	Dyer-Kelly	09/14/20 06/09/21
New Hire	Vasquez, Lauren	Temp	Tch-Alternative Education	Home School Program	09/30/20 06/09/21
New Hire	Walberg, John	Temp	Tch-Trav Elem Clsmr-PE	Teaching and Learning	08/11/20 06/09/21
New Hire	Yttrup, Brenda	Temp	Tch-Alternative Education	Home School Program	08/28/20 06/09/21
Rehire	Campos-Friar, Pamela	Temp	Teacher Grade 7/8	Churchill	09/11/20 06/09/21
Rehire	Duarde, Shalley	Temp	Tch-Alternative Education	Home School Program	09/08/20 06/09/21
Rehire	Gallagher, Ross	Prob	Counselor 7/8	Sylvan	08/11/20
Rehire	Murillo Lujano, Javier	Temp	Teacher Grade 9/12	San Juan	08/11/20 06/09/21
Rehire	Newton-Nedich, Cynthia	Temp	Tch-Alternative Education	Home School Program	09/16/20 06/09/21
Rehire	Northcutt, Kevin	Temp	Teacher Grade 7/8	Sylvan	09/24/20 06/09/21
Rehire	Prince, Keenan	Temp	Teacher Combo 4-5	Kingswood	09/18/20 11/30/20
Rehire	Rafiq, Mohammad	Temp	Tch-Site Resource	El Camino	09/21/20 06/09/21
Rehire	Saylor, Stephanie	Temp	Teacher Grade 9/12	Del Campo	09/14/20 06/09/21

CLASSIFIED

Type	Name	Status	Assignment	Location	Effective Date (s)
New Hire	Biggs, Monica	Prob	Middle School Secretary	Arcade	09/14/20
New Hire	Clason, Anne	Prob	Secretary	Teaching and Learning	09/22/20
New Hire	Eskro, Barbara	Prob	Intermediate Clerk Typist	Fiscal Services	09/21/20
New Hire	Smart, Jason	Prob	Custodian	Northridge	09/08/20
New Hire	Whitmore-Hoey, Katelyn	Prob	Intermediate Clerk Typist	Mesa Verde	09/09/20
Rehire	Cole, Megan	Perm	Instructional Assistant I	Cottage	09/21/20

2. LEAVES OF ABSENCE

CERTIFICATED

Type	Name	Status	Assignment	Location	Effective Date (s)
Unpaid	Kalfountzos, Catherine	Perm	Lang/Speech/Hearing Spec	Special Education – Kenneth	08/20/20 12/03/20
Unpaid	Matteson, Tracy	Perm	Teacher Grade 2	Unassigned	07/02/20 09/30/23
Unpaid	Price, Kirsten	Perm	Tch-Trav Elem Clsmr-Music	Teaching and Learning	08/11/20 06/09/21

CLASSIFIED

Type	Name	Status	Assignment	Location	Effective Date (s)
Unpaid	Thibodeau, Macy	Perm	Instructional Assistant III	Mariemont	09/28/20 11/20/20

3. SEPARATIONS

CERTIFICATED

Type	Name	Status	Assignment	Location	Effective Date (s)
Retirement	Eberly, Becky	Perm	Tch-(SH) Severely Hndcp	Ralph Richardson	09/01/20
Suspension	CE-319	Perm	Teacher Elementary K/8	Teaching and Learning	10/14/20

CLASSIFIED

Type	Name	Status	Assignment	Location	Effective Date (s)
Deceased	Landry, Ted	Perm	Custodian	Bella Vista	09/13/20
Deceased	Piring, Jamie	Perm	Instructional Assistant II	Mariemont	09/22/20
Deceased	Terrell, Vincent	Perm	Elementary Head Custodian	Orangevale-Filbert Avenue	09/15/20
Resignation	Hamad, Gada	Perm	Nutrition Services Worker I	Greer	09/22/20
Resignation	Harvey, Lauren	Perm	Nutrition Services Worker I	Del Campo	09/18/20
Resignation	Kalinin, Marciane	Prob	Nutrition Services Worker II	Nutrition Services	09/25/20
Resignation	Naslund, Greg	Perm	Supv, Building Maintenance	Maintenance and Operations	10/09/20

Agenda for the October 13, 2020 Board Meeting

3. SEPARATIONS (Continued)

CLASSIFIED

Type	Name	Status	Assignment	Location	Effective Date (s)
Resignation	Rhodes, Julianna	Prob	Instructional Assistant III	Arlington Heights ECE	09/11/20
Resignation	Wheeler, Kimberly	Prob	School Bus Driver Instructor	Transportation	09/24/20
Retirement	Kovisto, Laurie	Perm	IA-Multi/Severely Hndcp	Ralph Richardson	09/30/20
Retirement	Waterman, Sandra	Perm	IA-Multi/Severely Hndcp	Ralph Richardson	09/25/20
Termination	Ames, Vanessa	Prob	Nutrition Services Worker I	Carnegie	09/22/20
Termination	Fowler, Ricky	Perm	Groundskeeper/Gardener	Maintenance and Operations	08/18/20

4. ERRATA

CLASSIFIED

Type	Name	Status	Assignment	Location	Effective Date (s)
Unpaid	Sinnott, Carrie	Perm	IA-Multi/Severely Hndcp	Ralph Richardson	05/29/20 03/31/21

*To correct misclassified district-initiated termination on 8/25/20 board pages. Employee's unpaid leave status has been extended.

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

AGENDA ITEM : G-2
MEETING DATE: 10/13/2020

APPROVED: KS KH
Kent Stephens

Purchasing Contracts Report

The following reports are submitted for board approval/ratification:

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



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

September 9, 2020 - September 29, 2020

PO#	Date	Vendor Name	Description	Amount \$	Site/ Department
102374	9/21/2020	CDW - Educational Sales	Chromebooks	\$ 2,046,368.38	230 - Technology Services
102375	9/21/2020	AT&T	Phone Services	\$ 411,600.00	230 - Technology Services
102376	9/21/2020	Enterprise Fleet Management Trust	Vehicle Lease Program	\$ 125,000.00	230 - Technology Services
102487	9/18/2020	AT&T	Phone Services	\$ 97,196.00	230 - Technology Services
102555	9/29/2020	Odyssey Learning Center Inc.	Language and Speech Therapy	\$ 330,000.00	101 - Special Education
102496	9/29/2020	Ka Lee Ramirez	Professional Development Workshops Contract: 8/15/2020-9/30/2021	\$ 10,000.00	304 - Student Learning Assistance
102557	9/29/2020	Ginna Mevers	Social Emotional Learning Contract: 8/6/2020-9/30/2021	\$ 1,500.00	304 - Student Learning Assistance
TBD	9/29/2020	Hanover Research	Assessment Services	\$ 15,750.00	106 - Assessment Evaluation and Planning
TBD	9/29/2020	Gates of Learning	High School Independent Learning and Homeschool Program Contract: 7/1/2021-6/30/2022	\$ 59,019.31	102 - Student Support Services
TBD	9/29/2020	Teaching Strategies	Teaching Strategies Subscription	\$ 60,531.07	305 - Early Childhood Education
TBD	9/29/2020	Georgie Horton	NPS supplemental instruction at St. Philomene Contract: 7/26/2020 - 7/26/2021	\$ 10,100.00	304 - Student Learning Assistance
102400	9/29/2020	Right Response	Subscription Services Contract: 9/10/2020 - 9/30/2021	\$ 84,393.00	230 - Technology Services



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

September 9, 2020 - September 22, 2020

Change Orders

PO#	Date	Vendor Name	Description	Original PO Amount \$	Previous Approved C/O Totals \$	Current C/O for Approval Amount \$	New Contract Amount \$	Responsibility
6888	9/16/2020	Campbell Keller	C/O#1 additional furniture need for Casa Full Site Furniture 209-9306-J1 project	\$ 1,146,355.80	\$ -	\$ 35,761.07	\$ 1,182,116.87	216 - Facilities
							\$ -	

Service Agreement Change Orders

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

Contract Consultant Amendments/Change Orders

PO#	Date	Vendor Name	Description	Original PO Amount \$	Previous Approved C/O Totals \$	Current C/O for Approval Amount \$	New Contract Amount \$	Responsibility
907401	9/21/2020	Lionakis	C/O#4 additional scope for Arden New Construction 002-951-P1 project	\$ 1,866,200.00	\$ 230,453.00	\$ 141,005.00	\$ 2,237,658.00	216 - Facilities
6818	9/28/2020	Verde Design	C/O#1 additional structural design for Mesa Verde Outdoor Learning project 210-9513-P1	\$ 675,605.00	\$ -	\$ 7,590.00	\$ 683,195.00	216 - Facilities

General Contract Change Orders

PO#	Date	Vendor Name	Description	Original PO Amount \$	Previous Approved C/O Totals \$	Current C/O for Approval Amount \$	New Contract Amount \$	Responsibility
7083	9/28/2020	Richard Hartman DBA RBH Construction Inc	CCD 3 & 4 Additional scope for Del Paso Portable project 111-9568-P1	\$ 266,260.00	\$ -	\$ 6,969.00	\$ 273,229.00	216 - Facilities



**Purchasing Contracts Board Report
Construction and Public Works Bids and Contracts**

September 9, 2020 - September 22, 2020

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

General Contract

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

Other Contracts

Fund	Date	PO#	Bid #	Vendor Name	Description	Amount \$	Responsibility
23	9/14/2020	102271	Piggyback	Campbell Keller	Site wide furniture for Cowan	\$ 174,059.10	216 - Facilities
23	9/23/2020	102457	Piggyback	Campbell Keller	Site wide furniture for Dewey	\$ 229,519.36	216 - Facilities

New Addendum to Master Agreements

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



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

September 9, 2020 - September 29, 2020

Fund	Date	Site/ Department	Vendor Name	Description
	09/29/2020	Benefits	American Fidelity	Benefit enrollment platform for open enrollment and new hires. Contract date 7/12/2020 - 07/14/2021, renewable up to five years.
	09/29/2020	College and Career Readiness	K-12 Strong Workforce North Far Regional Consortium	Implementation of the Strong Work Force program.

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

**AGENDA ITEM: G-3
MEETING DATE: 10/13/2020**

APPROVED:

KS *KL*

Kent Stephens

Business and Financial Report

The following reports are submitted for board approval/ratification:

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

Notices of Completion - Board of Education

CONTRACTOR	PROJECT	DATE OF ACCEPTANCE	DATE RECORDED
Clark & Sullivan Construction	PO# 708812 Provide all labor, materials, equipment, tools, transportation and incidentals for the design and build a brand new school, parking lot, outdoor learning and upgrade underground utility at Dyer-Kelly Elementary School, 3101 Bell Street, Sacramento CA 95821, located in the San Juan Unified School District. Vendor: Clark & Sullivan Construction	8/28/2020	9/8/2020
Triamid Construction	PO# 906969 Provide all labor, materials, equipment, tools, transportation and incidentals for Modular Housing at Winterstein aka Gateway Charter School, 900 Morse Avenue, Sacramento CA 95864, located in the San Juan Unified School District. Vendor: Triamid Construction	9/1/2020	9/8/2020

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

AGENDA ITEM: G-5

MEETING DATE: 10/13/2020

SUBJECT: Surplus Property

CHECK ONE:

- | | |
|-------------------|-------------------------------------|
| For Discussion: | <input type="checkbox"/> |
| For Action: | <input checked="" type="checkbox"/> |
| Report: | <input type="checkbox"/> |
| Workshop: | <input type="checkbox"/> |
| Recognition: | <input type="checkbox"/> |
| Emergency Action: | <input type="checkbox"/> |

DEPARTMENT: Business Support Services

ACTION REQUESTED:

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

RATIONALE/BACKGROUND:

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

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

ATTACHMENT(S):

A: List of Surplus Property

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 10/05/2020

FISCAL IMPACT:

Current Budget: \$ _____ N/A

Additional Budget: \$ _____ N/A

Funding Source: _____ N/A

(unrestricted base, supplemental, other restricted, etc.)

Current Year Only Ongoing

LCAP/STRATEGIC PLAN:

Goal: _____ N/A Focus: _____ N/A

Action: _____ N/A

Strategic Plan: _____ N/A

PREPARED BY:

Susan Kane, Director, Business Support Services

Kent Stephens, Deputy Superintendent

KS

APPROVED BY:

Kent Kern, Superintendent of Schools

KK

Board of Education Agenda Item**Surplus Property****October 13th Meeting Date**

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

Location/Site	Make	Model	Description	Serial #	Disposition
Arden			Chairs, desks, locker, baskets, misc.		Recycled
Barrett	RCA 32"	#32LA30RQ	TV	1564-32LA30R-C101217	Ewaste
Barrett	HP	P1102W	Printer	VNB3Z20968	Ewaste
Barrett	HP 5550	VCVRA0101	Printer	MY3691S0BS	Ewaste
Barrett	Compaq	KB-0133	Keyboard	B56980HHCOH2CO	Ewaste
Barrett	Sony	SLV-D380P	DVD-player	2175854	Ewaste
Barrett	Phillips	DVP3345VBF7	DVD-player	SG1A1137002297	Ewaste
Barrett	Sony	SLV-D100	DVD-player	282142	Ewaste
Barrett	Quasar	MQ5575YH	Microwave oven	NM51519207	Ewaste
Barrett	Samsung	VM3105	VHS TV	3CAC100438	Ewaste
Barrett	HP	WINDOWS	Computer	MXL82409C9	Ewaste
Barrett	Zenith	C27C35T	TV	021-23190234	Ewaste
Barrett			1 Box of Batteries		Recycled
Cameron Ranch			60 Student chairs, 6 tables from 4ft - 6ft.		Recycled
Cameron Ranch			1 Large kidney table, four drawer file cabinets	9	Recycled
Cameron Ranch			2 Two drawer file cabinets, medium bookshelves	4	Recycled
Cameron Ranch			1 Teacher's desk, 1 office chair, small cart	1	Recycled
Carnegie	Apple	iBook G4	Laptop	600002439	Ewaste
Carnegie	Apple	iBook G4	Laptop	600002446	Ewaste
Carnegie	Apple	iBook G4	Laptop	600002441	Ewaste
Carnegie	Apple	iBook G4	Laptop	600002435	Ewaste
Carnegie	Apple	iBook G4	Laptop	600002437	Ewaste
Carnegie	Apple	iBook G4	Laptop	600009029	Ewaste
Carnegie	Apple	iBook G4	Laptop	600002439	Ewaste
Carnegie	Apple	iBook G4	Laptop	600002439	Ewaste
Carnegie	Apple	iBook G4	Laptop	000004824	Ewaste
Carnegie	Apple	iBook G4	Laptop	000004868	Ewaste
Carnegie	Apple	iBook G4	Laptop	00009960E	Ewaste
Churchill			106 Boxes of Instructional Material		Recycled
Churchill	HP		Printer		Ewaste
Churchill	HP		Printer		Ewaste
Churchill	HP		Printer	20176216	Ewaste
Churchill	HP		Printer	20175009	Ewaste
Churchill	Samsung	Chromebook	Laptop	10000357	Ewaste
Churchill	Samsung	Chromebook	Laptop	10000356	Ewaste
Churchill	Samsung	Chromebook	Laptop	10000375	Ewaste
Churchill	Samsung	Chromebook	Laptop	10000361	Ewaste
Churchill	Samsung	Chromebook	Laptop	10000351	Ewaste
Churchill	Samsung	Chromebook	Laptop	10000359	Ewaste
Churchill	Samsung	Chromebook	Laptop	10000372	Ewaste
Churchill	Samsung	Chromebook	Laptop	20176088	Ewaste
Churchill	Samsung	Chromebook	Laptop	10000355	Ewaste
Churchill	HP		8 Keyboards		Ewaste
Churchill			4 Monitors		Ewaste
Churchill	Apple		Monitor		Ewaste
Churchill	HP	Compaq	Desktop PC	MXL22800Q3	Ewaste
Churchill	HP	Compaq	Desktop PC	MXL22800Q1	Ewaste
Churchill	HP	Compaq	Desktop PC	MXL22800PG	Ewaste
Churchill	HP	Compaq	Desktop PC	2UA21011P9	Ewaste
Churchill	HP	Compaq	Desktop PC	MXL22800N8	Ewaste
Churchill	HP	Compaq	Desktop PC	MXL1520PMV	Ewaste

Board of Education Agenda Item**Surplus Property****October 13th Meeting Date**

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

Location/Site	Make	Model	Description	Serial #	Disposition
Grand Oaks			Older library books in paper supply boxes		Recycled
Green Oaks			50 Boxes of Instructional Material		Recycled
Green Oaks	Magnabox	MS3652 S427	TV	78646657	Ewaste
Kenneth			90 Banquet chairs, 6 office chairs		Recycled
Kenneth			3 Large and one small metal filing cabinet		Recycled
Kenneth			14 Tables & desks		Recycled
La Vista			Large Heavy Furniture		Recycled
Marvin Marshall	Apple	iMac	Desktop PC	YM0040N8dWY	Ewaste
Marvin Marshall	Apple	iMac	Desktop PC	YM0040LCDWY	Ewaste
Mira Loma			7 Large filing cabinets		Recycled
Mira Loma			25 Student desks		Recycled
Mira Loma			2 Teacher's desks		Recycled
Mira Loma			1 Large book shelf		Recycled
Mira Loma			2 Teacher's desks		Recycled
Mira Loma			5 Tables		Recycled
Mira Loma			1 Science mobile countertop		Recycled
Mira Loma			2 Large filing cabinets		Recycled
Mira Loma			8 Large filing cabinets		Recycled
Mira Loma			1 Half size filing cabinet		Recycled
Mira Loma	Canon		Upright printer	KPB49921	Ewaste
Mira Loma	Zenth		8 TV's	A27B33W	Ewaste
Mira Loma	HP		4 Printers	T26081	Ewaste
Mira Loma	HP		4 Computer Modems	T18837	Ewaste
Mira Loma			4 Tables, 4 full size filing cabinets		Recycled
Mira Loma			1 Wide cabinet, 2 large art tables		Recycled
Mira Loma			2 Desks, 1 bookshelf		Recycled
			Approx. 170 chairs, 50 desks, 18 tables and 8 mats		Recycled
Starr King	Whirlpool	ESTATE	Oven/Stove	41446	Ewaste
Starr King	Bretford	TL474LL/A	COW Cart		Ewaste
Starr King	GE	FCM7DUAWW	Freezer	ZM286647	Ewaste
Starr King			24 Boxes of Instructional Material		Recycled
Starr King			2 File cabinets, rolling desk, 2 easels, large cabinet, 2 chalkboards on wheels		Recycled
Technology Services	HP	Probook 450 G2	Laptop	CND54157G4	Ewaste
Thomas Edison	Elmo		Promethean Board	20184767	Ewaste
Thomas Edison	Apple	iMac	Laptop	20184870	Ewaste
Thomas Edison	HP	Laserjet 1022	Printer	20184979	Ewaste
Thomas Edison	Samsung	Chromebook	Laptop	20184506	Ewaste
Thomas Edison	Samsung	Chromebook	Laptop	20184495	Ewaste
Thomas Edison	Apple	MacBook	Laptop	601002021	Ewaste
Thomas Edison	Apple	MacBook	Laptop	601000761	Ewaste
Thomas Edison	Apple	MacBook	Laptop	900010696	Ewaste
Thomas Edison	Apple	MacBook	Laptop	800007259	Ewaste
Thomas Edison	Apple	MacBook	Laptop	601002041	Ewaste
Thomas Edison	Apple	MacBook	Laptop	601000630	Ewaste
Thomas Edison	Apple	MacBook	Laptop	800007320	Ewaste
Thomas Edison	Apple	MacBook	Laptop	601000651	Ewaste
Thomas Edison	Apple	MacBook	Laptop	601002019	Ewaste
Thomas Edison	Apple	MacBook	Laptop	701005656	Ewaste
Thomas Edison	Apple	MacBook	Laptop	701005652	Ewaste

Board of Education Agenda Item**Surplus Property****October 13th Meeting Date**

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

Location/Site	Make	Model	Description	Serial #	Disposition
Thomas Edison	Apple	MacBook	Laptop	701005650	Ewaste
Thomas Edison	Apple	MacBook	Laptop	701005690	Ewaste
Thomas Edison	Apple	MacBook	Laptop	601000922	Ewaste
Thomas Edison	Apple	MacBook	Laptop	701005683	Ewaste
Thomas Edison	Apple	MacBook	Laptop	701005681	Ewaste
Thomas Edison	Apple	MacBook	Laptop	701005653	Ewaste
Thomas Edison	Apple	MacBook	Laptop	800007121	Ewaste
Thomas Edison	Apple	MacBook	Laptop	701005657	Ewaste
Thomas Edison	Apple	MacBook	Laptop	601000894	Ewaste
Thomas Edison	Apple	MacBook	Laptop	701005658	Ewaste
Thomas Edison	Apple	MacBook	Laptop	20184974	Ewaste
Thomas Edison	Apple	MacBook	Laptop	20184977	Ewaste
Thomas Edison	Apple	MacBook	Laptop	601000874	Ewaste
Thomas Edison	Apple	MacBook	Laptop	601000917	Ewaste
Thomas Edison	Apple	MacBook	Laptop	20184913	Ewaste
Thomas Edison	Apple	MacBook	Laptop	900010693	Ewaste
Thomas Edison	Apple	MacBook	Laptop	900010694	Ewaste
Thomas Edison	Apple	MacBook	Laptop	900010695	Ewaste
Thomas Edison	Apple	MacBook	Laptop	601000995	Ewaste
Thomas Edison	Apple	MacBook	Laptop	601002022	Ewaste
Thomas Edison	Apple	MacBook	Laptop	800007159	Ewaste
Thomas Edison	Apple	MacBook	Laptop	800007230	Ewaste
Thomas Edison	Apple	MacBook	Laptop	601002020	Ewaste
Thomas Edison	Apple	MacBook	Laptop	800008029	Ewaste
Thomas Edison	Apple	MacBook	Laptop	601000931	Ewaste
Thomas Edison	Apple	MacBook	Laptop	601002032	Ewaste
Thomas Edison	Apple	MacBook	Laptop	601000766	Ewaste
Thomas Edison	Samsung	Chromebook	Laptop	20184501	Ewaste
Thomas Edison	Samsung	Chromebook	Laptop	20184514	Ewaste
Thomas Edison	Samsung	Chromebook	Laptop	20184497	Ewaste
Thomas Edison	Samsung	Chromebook	Laptop	20184509	Ewaste
Thomas Edison	Samsung	Chromebook	Laptop	10002148	Ewaste
Thomas Edison	Samsung	Chromebook	Laptop	20184523	Ewaste
Thomas Edison	Samsung	Chromebook	Laptop	20184498	Ewaste
Thomas Edison	Samsung	Chromebook	Laptop	20184511	Ewaste
Thomas Edison	Samsung	Chromebook	Laptop	20184508	Ewaste
Thomas Edison	Samsung	Chromebook	Laptop	20184492	Ewaste
Thomas Edison	Samsung	Chromebook	Laptop	20184515	Ewaste
Thomas Edison	Samsung	Chromebook	Laptop	20184493	Ewaste
Thomas Edison	Samsung	Chromebook	Laptop	20184513	Ewaste
Thomas Edison	Samsung	Chromebook	Laptop	20184520	Ewaste
Thomas Edison	Samsung	Chromebook	Laptop	20184496	Ewaste
Thomas Edison	Samsung	Chromebook	Laptop	20184507	Ewaste
Thomas Edison	Samsung	Chromebook	Laptop	20184499	Ewaste
Thomas Edison	Samsung	Chromebook	Laptop	20184517	Ewaste
Thomas Edison	Samsung	Chromebook	Laptop	20184491	Ewaste
Thomas Edison	Samsung	Chromebook	Laptop	10000768	Ewaste
Thomas Edison	Samsung	Chromebook	Laptop	20184519	Ewaste
Thomas Edison	Samsung	Chromebook	Laptop	20184505	Ewaste
Thomas Edison	Samsung	Chromebook	Laptop	20184502	Ewaste
Thomas Edison	Samsung	Chromebook	Laptop	20184504	Ewaste
Thomas Edison	Samsung	Chromebook	Laptop	20184512	Ewaste

Board of Education Agenda Item**Surplus Property****October 13th Meeting Date**

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

Location/Site	Make	Model	Description	Serial #	Disposition
Thomas Edison	Samsung	Chromebook	Laptop	20184503	Ewaste
Thomas Edison	Samsung	Chromebook	Laptop	20184494	Ewaste
Thomas Edison	Samsung	Chromebook	Laptop	20184500	Ewaste
Thomas Edison	Samsung	Chromebook	Laptop	20184522	Ewaste
Thomas Edison	Samsung	Chromebook	Laptop	10000492	Ewaste
Thomas Edison	Samsung	Chromebook	Laptop	20184518	Ewaste
Thomas Edison	Samsung	Chromebook	Laptop	20184521	Ewaste
Thomas Edison	Samsung	Chromebook	Laptop	20184510	Ewaste
Thomas Edison	Samsung	Chromebook	Laptop	20184516	Ewaste
Thomas Edison	Apple	Macbook	Laptop	601000835	Ewaste
Whitney			Metal Chair Rack		Discarded

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

AGENDA ITEM: G-6

MEETING DATE: 10/13/2020

SUBJECT: Proposed Revisions to the Use of School Facilities and Grounds Handbook and Fees

CHECK ONE:

- For Discussion:
For Action:
Report:
Workshop:
Recognition:
Emergency Action:

DEPARTMENT: Facilities

ACTION REQUESTED:

The superintendent is recommending that the board approve the proposed updates to the Use of School Facilities and Grounds Handbook and fees.

RATIONALE/BACKGROUND:

The Board of Education recognizes that San Juan Unified School District facilities and grounds are a community resource to be used primarily for school programs and activities. The board authorizes the use of school facilities and grounds by community groups for purposes provided for in the Civic Center Act (Ed. Code, §38130 et seq.) when such use does not interfere with school activities.

The board authorizes the use of district facilities or grounds for events on Monday through Friday (excluding holidays) without charge to school- or district-related organizations, associations, clubs or other groups whose activities are directly related to, or for the benefit of, district schools or students, and to certain other groups as described in Board Policy 3513. Other organizations or groups requesting the use of school facilities under the Civic Center Act or district-related groups seeking use of facilities or grounds on Saturday, Sunday or holidays shall be charged at least direct costs.

Portions of the Use of Facilities Handbook and fees were last updated in May of 2019.

ATTACHMENT(S):

A: Proposed Revisions to the Use of School Facilities and Grounds Handbook and fees

BOARD COMMITTEE ACTION/COMMENT:

Facilities Committee: 11/06/2018; 12/04/2018; 09/01/2020

PREVIOUS STAFF/BOARD ACTION:

Board of Education: 01/08/2019, 05/28/2019

Superintendent's Cabinet: 12/17/2018, 05/20/2019, 10/05/2020

FISCAL IMPACT:

Current Budget: N/A

Additional Budget: N/A

Funding Source: N/A

(Unrestricted Base, Supplemental, other restricted, etc.)

Current Year Only Ongoing:

LCAP/STRATEGIC PLAN:

Goal: N/A Focus: N/A

Action: N/A

Strategic Plan: N/A

PREPARED BY: Frank Camarda, Assistant Superintendent Operations, Facilities and Transportation 

APPROVED BY: Kent Kern, Superintendent of Schools 



San Juan
Unified School District

Use of School Facilities and Grounds Handbook

916-971-5790 | CivicPermits@sanjuan.edu

| Updated January, 2019September, 2020



Contents

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Use of Facilities Permit Request Application Process	8
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Use of School Facilities and Grounds

Thank you for your interest in using San Juan Unified School District ("SJUSD") facilities and grounds. SJUSD works with hundreds of community organizations to make available school buildings/grounds for public, literary, scientific, recreational, or educational meetings, or for the discussion of matters of general or public interest.

The handbook is designed to help users of SJUSD facilities and grounds to determine if their event/program qualifies to use school facilities or grounds, how to submit a Facilities or Grounds Use application, an overview of the fee structure, review of the insurance requirements and other important information. We encourage you to read the entire handbook before submitting your application.

We hope you find this information helpful in processing your application request. If you have any suggestions for improvement, please email us at CivicPermits@sanjuan.edu.

This facilities and grounds handbook follows the applicable law as defined in the California Education Code sections 10900 through 10914.5 and sections 38130 through 38138, referred to as the "Civic Center Act".

Types of Facility and Grounds Use

School facilities and grounds, subject to SJUSD policies and regulations, may be made available to citizens and community groups as a civic center for the following purposes (Education Code § 38131.):

1. Public, literary, scientific, recreational, educational or public agency meetings.
2. The discussion of matters of general or public interest.
3. The conduct of religious services for temporary periods, on a one-time basis or renewal basis, by any church or religious organization.
4. Child care programs to provide supervision and activities for children of preschool and elementary school age.
5. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies.
6. Supervised recreational activities including, but not limited to, sports league activities that are arranged for and supervised by entities, including religious organizations or churches, and in which youths may participate regardless of religious belief or denomination.
7. A community youth center.
8. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization.
9. Other purposes deemed appropriate by the governing board.
10. State laws prohibit the use of school facilities and grounds for subversive, immoral, offensive, or harmful purposes. State laws also limit the use of the school facilities and grounds for denominational or sectarian activities. The use of the school facilities and grounds shall not be granted to persons, forums, corporations, groups, clubs, or associations which:
 - (a) May, by use, be reasonably expected to expose the property of SJUSD to damage through riot, mob action, or violence of any kind.
 - (b) Use the property in a manner which will be adverse to the best interest of SJUSD.
 - (c) Use of facilities and grounds for a purpose not consistent with the Civic Center Act and/or adopted Board Policies.

11. Groups or persons using school facilities and grounds under the provisions of this policy shall be liable for any property damages caused by the activity. The Board shall charge the amount necessary to repair the damages and may deny the group further use of the school facilities and grounds (Education Code § 38134).

User Group Classification

The priorities for renting facilities and grounds will be determined by SJUSD for any Facilities or Grounds Use requests other than SJUSD instructional and related activities based on the following classifications. Additional fees beyond rental fees may be required for all users. (See "Schedule of Fees," p. 7.)

Category 1: Civic and Program Partner Events

Events that are Monday through Friday (excluding holidays, for weekend and holiday use see category 2) will generally have no charge. These events support a direct relationship to SJUSD programs for youth; and have no gate fee, event admission, or fundraising component. Category 1 includes:

- Activities and programs of SJUSD directly related to SJUSD's instructional and educational program
- Activities or events designed to serve the youth and citizens of SJUSD, which are planned and directed by school-related programs, including parent clubs
- Events that do not require payment of membership fees, event fees, or gate fees
- Public meetings/hearings or elections
- Student based charitable fund-raising events (funds must be run through student body)
- Community advisory councils
- Events by Boy Scouts, Girl Scouts, or community colleges and their related organizations
- Supervised recreational activities including, but not limited to, local youth sports known as recreational, supervised by entities, including religious organizations or churches, and in which youth may participate regardless of religious belief or denomination (such as little league, softball league, football league, and other league sports)
- Events by service organizations park district with Joint use agreements

SJUSD FEES:

Application fee

Nutrition Service fee (if applicable)

Category 2: Community Event

Activities under this category will be charged a fee based on the direct cost to SJUSD. Please note, Category 1 events that are held on Saturday, Sunday or holidays will be charged a direct cost fee. Category 2 includes:

- Charitable fund-raising activities run through the Associated Student Body ("ASB"), which are beneficial to SJUSD programs and require net receipts of admission fees or gate fees to be expended for the welfare of SJUSD students only. *
- Events run by organizations, agencies, associations, clubs, or groups that use school facilities or grounds and whose primary purpose is to provide programs and/or services without serving as a funding source for the organization, agency, association, club, or group
- Events with no direct ties to SJUSD programs
- Local recreational youth programs on Saturday or Sunday
- Athletic events, competitions, or performances for youth (not known as recreational-type programs)
- Community events, church events, theater/music /dance practices and programs
- Events by service organizations park districts with joint use agreements **
- PTA, boosters and other affiliation group events on Saturday, Sunday, or holidays **

SJUSD FEES:

Application fee

HVAC fee

Nutrition Service fee

Custodial fee

Stadium: lighting, sound system, scoreboards

Performing Arts Center: sound system, lighting

Scoreboards

Direct use fee

* No direct use fee

** No direct use fee except pools, performing arts centers, stadiuums, and turf fields/tracks.

Category 3: Fair Market Event

Organizations, agencies, associations, clubs, persons, or groups that use SJUSD facilities or grounds for business purposes or revenue generation. *These events are not necessarily youth focused and provide no direct support to SJUSD programs.*

- Events requiring payment of membership fees, event participation fees, or gate fees
- Fundraising events where the funding is not run through the ASB
- 3rd party athletic events, competitions, performances, and tournaments not run through the ASB, elementary school parent teacher organizations, or any organization with direct ties to SJUSD where all funds benefit SJUSD only
- Adult-focused programs
- For profit events or personal finance-generating events
- Activities by organizations, agencies, associations, clubs, persons, or groups selling any product or service, or conducting any other type of commercial business or function
- Events by organizations, agencies, associations, clubs, persons, or groups where admission fees are charged or contributions are solicited and the net receipts are not expended for the welfare of SJUSD students or for charitable purposes

SJUSD FEES:

Application fee

HVAC fee

Nutrition Service fee

Custodial fee

Stadium: lighting, sound system, scoreboards

Performance Art Center: sound system, lighting

Scoreboards

Fair Market fee

Schedule of Fees

An annual **non-refundable** application fee of \$20.00, per applicant and per school, is required. Certain rental fees do not apply to Category 1 events.

Facility	Category 2 Direct Cost per hour	Category 3 Fair Market Cost per hour	Utility Lights/HVAC Cost per hour
Aquatic Center (March-October)	\$55.00	\$120.00	n/a
Aquatic Center (November-February)	\$80.00	\$160.00	n/a
Athletic Field – Recreational Only		\$6.00	
Athletic Field (Elementary or Middle School)	\$12.00	\$24.00	n/a
Athletic Field (Jr. Varsity High School)	\$17.00	\$33.00	n/a
Athletic Field (Varsity High School)	\$22.00	\$44.00	n/a
Cafeteria (High School)	\$29.00	\$60.00	\$10.00
Classrooms	\$13.00	\$31.00	\$5.00
Concession Stands	\$15.00 <ins>\$20.00</ins>	\$30.00 <ins>\$40.00</ins>	n/a
Flex Room (Small)	\$20.00	\$40.00	\$10.00
Flex Room (Large)	\$25.00	\$50.00	\$15.00
Gym (Small)	\$33.00	\$66.00	\$20.00
Gym (Large)	\$55.00	\$110.00	\$25.00
Harcourt	\$4.00	\$8.00	n/a ←
Kitchens	\$15.00	\$30.00	n/a
Library/Music Room/Dance Room	\$17.00	\$39.00	\$5.00
Locker Rooms	\$15.00	\$30.00	n/a
Multipurpose Room (Elementary School)	\$29.00	\$58.00	\$10.00
Multipurpose Room (Middle School)	\$33.00	\$66.00	\$10.00
<u>Outdoor Flex Space (Small)</u>	<u>\$17.00</u>	<u>\$33.00</u>	<u>n/a</u>
<u>Outdoor Flex Space (Large)</u>	<u>\$22.00</u>	<u>\$44.00</u>	<u>n/a</u>
Parking Lot	\$17.00	\$33.00	n/a
Restrooms	\$10.00	\$20.00	n/a
Stadiums	\$80.00	\$150.00	\$25.00
Tennis Court Complex	\$17.00	\$33.00	n/a
Turf Fields/Track	\$50.00	\$100.00	n/a

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Additional Fees (three-hour minimum):

Site Supervisor \$50.00 per hour

Custodian: ~~\$43.50~~ per hour

Nutrition Services: \$32.50 per hour

Audio Visual Technician: \$50.00 per hour

Contracted Audio Visual Technician: \$120.00 per hour

Utility cost, if applicable

Accepted Payment Types:

Cash is only accepted for the application fee, all other payments must be made in Check form to San Juan Unified School

SJUSD Rev. ~~01/19/09/20~~

Use of School Facilities and Grounds Handbook

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Insurance Requirements

SJUSD requires a certificate of insurance showing the policy is written on a per occurrence basis without aggregate limits. San Juan Unified School District must be listed as the certificate holder and as the additional insured with a copy of the endorsement attached. A copy of the certificate and endorsement must be uploaded into Civic Permits before a permit is approved.

Each Occurrence	\$1,000,000
Damage to Rented Premises/Fire Damage	minimum \$100,000
Medical Expenses	Any coverage
Personal & Adv. Injury	Any coverage
General Aggregate	\$2,000,000
Products Comp/Op Aggregate	\$1,000,000

Food Handling Requirements

All Snack bar use will require a Manager Certification and each person working in the snack bar will need a food handling certificate to be uploaded into the Civic Permit system prior to use. Each person working in the snack bar will be required to have their food handling certificate on them. Any violations and/or fines assessed to the school district will be charged to the user group, and may affect future use of the facilities.

Pursuant to SB 602 enacted into law in 2010 and SB 303 in 2011, Health and Safety Code 113790 et seq., ("California Food Handler Card Law"), food handlers, as defined, will be required to obtain a food handler card after taking a food safety training course and passing an assessment. This document was compiled by a stakeholder working group comprised of members of the California Retail Food Safety Coalition (CRFSC), the California Conference of Directors of Environmental Health (CCDEH), the California Restaurant Association (CRA) and the American National Standards Institute (ANSI).

To view the Food Handler Card Law, visit: Senate Bill 303 or go to http://www.leginfo.ca.gov/pub/11-12/bill/sen/sb_0301-0350/sb_303_bill_20110906_chaptered.

If you are looking to take the Manager Certification and Food Handling Certificate below is a link.

<https://www.servsafe.com/ServSafe-Food-Handler>

Use of Facilities Permit Request Application Process

To request the use of a SJUSD facility or grounds, an authorized representative of the requesting organization, agency, association, club, or group must create an account in Civic Permits. Civic Permits is an online system that SJUSD partners with to facilitate the permitting process for SJUSD (<https://www.sanjuan.edu/civicpermits>). Once an account is created, an authorized representative must submit all dates, times and locations of use requested and upload the required insurance documents, written authorization from group (if applicable), statement indicating that the group will uphold the state and federal constitutions and do not intend to use school premises or facilities to commit unlawful acts, and life guard

certificate(s) (if renting a pool). If applicable, all fees must be paid **BEFORE** the permit will be approved and usage of our facilities is permitted. An **APPROVED** use permit must be present at all times during the event.

The Facilities Business Department is responsible for processing the permits, scheduling site supervisor, custodial and nutrition service workers, calculating fees, and creating an invoice in Civic Permits.

When fees have been paid and the proper required documentation is received, the Facilities Business Department will approve the permit in Civic Permits. The user must print out its permit and have the permit on-hand during the event.

A potential user must submit its permit request through Civic Permits at least fourteen (14) working days prior to event. If requests are turned in less than 14 working days prior, there is no guarantee rental will be approved. Permit requests can only be made 6 months in advance.

Approval or Denial of a Use of Facilities Permit

Approval of Permit

Once a permit request is submitted, it is sent to the site Use of Facilities administrator for review.

- **If Site Supervisor is needed, the permit requested is passed on to supervisor for approval.**
• If Custodial is needed, the permit request is passed on to Custodial at the site for approval.
• If Nutrition services are needed, the permit request is passed on to Nutrition service worker at the site for approval.
• If athletic space is needed, the permit request is passed on to the site's Athletic director for space availability.

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Once all site staff have reviewed the permit request, it is processed through the Facilities Business Department for final approval.

- Insurance is checked
- Event eligibility is determined
- Invoice is created
- Approval is granted

Denial of Permit

The Facilities Business Department cannot approve any requests if:

- the request is incomplete or has not met the conditions outlined in "User Groups Use of Facilities and Grounds Application Procedures" section of the manual;
- the request to reserve space contains a material misrepresentation or materially false statement;
- the request is not received sufficiently in advance of the proposed event or activity to permit necessary evaluation and to determine the appropriate location. In general, if the request is received at least fourteen (14) business days prior to the proposed event, timing should not be a factor;
- the use or activity intended by the request is prohibited by law or proposes behaviors or conduct proscribed as prohibited in this policy;
- the applicant has previously damaged facilities or grounds and has not paid for repairs;
- the applicant has a previously committed significant or repeated violation of these policies;
- the use or activity would present an unreasonable health or safety danger; or
- the request to use facilities or grounds conflicts with a preexisting reservation and no reasonable alternative time or place is available.
- If the request is to hold birthdays, weddings, or funerals.

Permit Must Be On-Hand During Event

If approved, the user must print out its permit in Civic Permits and have the permit on-hand during the event.

Important Facility and Grounds Use Information

Access

Entry for the rental group on the day and time of scheduled use requires the presence of the user group or a designated and approved representative.

- A representative of the user group, approved by both the user group and the Facilities Business Department, must be present throughout the user group's entire use of the facility or grounds.
- The user group may not enter the facility or grounds before the rental is scheduled to begin. This includes, but is not limited to the following purposes: catering, set-up, loading equipment or scenery, dressing room and restroom use.
- If the user group must have equipment delivered or picked-up at times other than their scheduled use, arrangements must be made in advance with the Facilities Business Department. The user group will be billed for the time involved in the delivery/pick-up. Delivery vehicles should make deliveries to the loading dock area.

Advertising (non-school affiliated organizations)

No signage, posters, flyers or advertisements for any event may be posted in or on the facilities or grounds without the prior approval of the Facilities Business Department. If permission is granted, the user group is responsible for installing and removing the promotional materials.

Animals

Animals of all types and kinds are prohibited on all District facilities and grounds except as provided below:

- Service animals accompanying a disabled person (or service animals in training) are uniformly and automatically exempted from this policy in accordance with the Americans with Disabilities Act, 28 CFR Part 35 et seq., and applicable state law.
- It is the express intention of SJUSD that this policy meets requirements of the California Vehicle Code § 21113.

Appeals Process

This process will allow the user to request a change in event category. An appeal may be submitted to the Facilities Business Department for review. The request must be in writing and state why you feel your category should be changed. You will be notified within ten (10) business days of SJUSD's decision.

Availability

Facilities not available for public use or rental use include computer labs and weight rooms. SJUSD does not rent facilities or grounds on weekends before and during school holidays.

Cafeteria Use

Use of school kitchens may be granted to eligible groups when such use will not interfere with the regular school nutrition services program. **When the kitchen area is used, a nutrition services employee must be assigned to ensure sanitation, safety, and proper operation of equipment.** This employee will act in a supervisory capacity only. The user group is responsible for preparation and cleanup. (See "Schedule of Fees," p. 7.)

Cancellations

Please notify the Facilities Business Department of an event cancellation one week prior to the event. Failure to notify may result in forfeiture of fees associated with the event/use.

Complaints

Any complaints regarding a permitted user's event that are directly in violation of any of the articles of the Use of School Facilities and Grounds Handbook, Board Policy 1330, or Administrative Regulation 1330, may result in suspension or revocation of use permits.

Compliments/Comments

Any compliments, comments, or concerns regarding your event may be submitted via email or telephonically to our Facilities Business Department.

Concession Stands

Prior to use and after use, the site supervisor/custodian with the permit holder, will inspect all equipment and cleanliness.
All damage and extra cleaning required after use is at the expense of the permit holder.

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Custodial

See "Schedule of Fees," p. 7.

Damages

Applicant will be financially liable for any damage or loss of equipment during facilities or grounds usage. All labor needed to fix or reverse damage will be charged to the user group at cost plus 15%.

Decorations

Any decorating, covering up, or changes to the facility or grounds shall be approved prior to the event. Installation and removal of decorations shall be the sole responsibility of the user.

- All decorations must be flameproof or fire retardant and may not be hung from light fixtures, ceilings, heat detectors, emergency lights, exit signs, acoustical ceiling tiles or applied to the floor.
- The use of cellophane, all tapes, nails, staples, screws, and similar materials is not allowed on walls, ceilings, theater seats, furniture, or floors. Insufficient removal of any items will result in additional cleaning charges.
- All plants, trees, and shrubs must be in waterproof containers and must be carefully placed so as not to damage floors, tables, or block fire exits.
- Rice, birdseed, confetti, hay bales, and similar items are not permitted on any SJUSD facilities or grounds, or surrounding sidewalks and parking lots.

SJUSD Representative

SJUSD personnel shall be assigned to a user group commensurate with the type of permit category, hours of operation and use of District facilities and grounds.

Employees

Individuals not working in their capacity as a SJUSD employee who wish to rent SJUSD facilities must go through the normal use permit process. The schedule of fees is applicable to the potential user requesting the facility.

Equipment

No structures may be erected (including tents) or assembled on school premises, nor may any extraordinary electrical, mechanical, or other equipment be brought thereon.

Field Use

User groups who use outside facilities or grounds shall have the option of using SJUSD restroom facilities or renting Porta-Potties.

- If rental is for a period in excess of four hours, the user group will be required to pay for the use of restroom facilities or Porta-Potties.
- If choosing to use SJUSD restroom facilities, a SJUSD representative must be present during the entire event and the appropriate fees for this service must be paid prior to the event.
- If the user group chooses to rent Porta-Potties, the user group assumes full responsibility for them.
- The user group must show proof of Porta-Potties rental to the site administrator at least one working day prior to the event.
- The user group must also inform custodial of the delivery and removal dates for the Porta-Potties.

The user group must secure the Porta-Potties to the greatest extent possible. This includes adding a

padlock and chaining to the fence to avoid tipping.

Use of SJUSD Operated Stadiums

All stadium events are subject to the SJUSD's Stadium Governing Committee's approval. Potential user groups may use the track when such use does not impair the condition for student use, does not conflict with use by schools of the SJUSD and is consistent with the SJUSD's stadium guidelines outlined in Administrative Regulation 3513. The stadium governing committee shall be the determining body regarding the use of the track and stadium stands by potential user groups. Vehicles of all types, except authorized vehicles, are prohibited from using the track at any time.

Fireworks

Fireworks sales, displays or use are strictly prohibited on school grounds.

Fire Safety

At no time may the maximum occupancy be exceeded. The use of smoke machines, fog, haze, etc. is not allowed on any facility since the use of such items interferes with the building's fire detection system. All scenery, props and draperies must be flame-proofed before installation. The use of any pyrotechnics or open flame at any time is strictly prohibited on SJUSD properties. All grills or similar items must be at least 20 feet away from any structure.

Gambling

Gambling on the premises is prohibited. Gambling shall be defined as any game of skill, chance or raffle, played with cards or any other device for money or any other representative item of value.

Key Control

Key control is mandatory. Under no circumstances is a non-SJUSD individual or a student authorized to be in possession of keys to SJUSD facilities or grounds unless authorized. Control of keys shall remain in sole care, custody and control of approved individuals. Grand master keys must be secured to the greatest extent possible and never loaned to students or non-SJUSD individuals. If keys on loan are lost, it is the user group's responsibility to pay to re-key the entire facility.

Pool Use:

Lifeguard certificate is required and must be added to civic center permits prior to usage.

Priority

SJUSD reserves the right to change requested dates/times at any time when that use will interfere with regular school programs/activities.

Revocation of Permit

Any violations of law, SJUSD policy and/or procedure will result in the immediate revocation of the use permit and removal of the user group from SJUSD property.

- Applications will also be denied if past history of use by an organization has resulted in:
 - Violation of Board Policy
 - Inconvenience for school use
 - Damages to property
 - Consistent lack of supervision
 - Adverse behavior
 - Non-payment of fees
- The user group shall be responsible for the orderly conduct of all persons using the facility or grounds during the event. SJUSD reserves the right to remove, or have removed, any person behaving in an unlawful, disrespectful, or objectionable manner. Fights, vandalism, or destructive behavior on the part of any member of a user group or its audience will be grounds for immediate cancellation of the event and all future events by the user group. In this case, all fees will be forfeited.
- Smoking/tobacco products, consumption of alcoholic beverages and use of weapons, including knives, firearms, or explosives are not permitted on District property.

School Equipment

A use permit does not authorize the use of certain SJUSD, or student body equipment. Arrangements for supervision and operation of any equipment shall be made by the applicant with the school administrator. SJUSD recommends "checking in and out" equipment with the site representative to ensure equipment is in working order before and after the event.

Summer Use

Requests for summer use of facilities and grounds must be submitted to the site administrator beginning May 15th and before the end of the school year.

Yearly Renewal

Applications are valid for a period of one year, ending on the last day of the SJUSD's fiscal period, June 30th. USE PERMITS MUST BE RENEWED EACH YEAR.

Waiver of Rental Fees

Rental Fees can only be waived by the Facilities Business Department. Site Supervisor, Custodial, Nutrition Service, and utilities fees still apply.

The Performing Arts Rental Policies and Procedures

Theater Rental Rates:

	Category 2 Direct Cost per hour	Category 3 Fair Market Cost per hour	Utility/Lights Cost per hour	HVAC Cost per hour
Facility Rental Fee	\$125.00	\$250.00	\$25.00	\$25.00
Black Box Theatre	\$29.00	\$60.00	\$10.00	\$10.00
Audio Visual Technician*	\$120.00	\$120.00	n/a	n/a
<u>Site Supervisor*</u>	<u>\$50.00</u>	<u>\$50.00</u>	<u>n/a</u>	<u>n/a</u>
Custodial/Supplies*	\$4 3 .50	\$4 3 .50	n/a	n/a
Nutrition Services*	32.50	32.50	n/a	n/a

* 3-Hour Minimum Required, Per Day

Contracted Audio Visual Technician: \$120.00 per hour

Equipment Rental:

	Category 2 Direct Cost	Category 3 Fair Market Cost
Grand Piano – Per Day	\$200.00	\$200.00
Chairs – Per Item, Per Day	\$1.00	\$1.00
Music Stands – Per Item, Per Day	\$1.00	\$1.00

Theater Rules

Important Information

It is the responsibility of the user to ensure a safe environment by following and enforcing SJUSD theater rules.

General Safety

- No running is permitted in the theater or the theater lobby.
- No feet are permitted on the theater chairs.
- No sitting on tables or counters.
- No leaning against or standing on handrails.

Fire Safety

- At no time may the maximum seating occupancy in the theater auditorium be exceeded. Seating occupancy is as follows:
 - Mesa Verde High School– 665
 - Rio Americano High School– 356
 - San Juan High School – 759
 - El Camino Fundamental High School– 605
- The user group will not obstruct or restrict the use of any doors, exits, hallways or aisles in the facility.

Facility Use

- Food and beverages are permitted in the lobby and the green room only. No food or beverage is permitted in the audience seating area or on the stage. Bottled water is the only exception to this rule.
- Receptions involving the serving of food and drink prior to or following events require approval from the Facilities Business Department and must be arranged in advance. Additional charges will apply if additional cleaning is required.
- The SJUSD retains the right to all concessions within its facilities and grounds. If a user group is granted permission to sell concessions or merchandise the following rules and restrictions will apply:
 - Advance notice of intent to sell concessions must be given to the Facilities Business Department no less than fourteen (14) days prior to the event.
 - All items for sale must be approved by the Facilities Business Department in advance.
 - All items for sale must be related to the event. No merchandising or retail sales of items unrelated to an event or performance is allowed.
 - The SJUSD reserves the right to restrict or not permit the sale of any items at the sole discretion of the Facilities Business Department.

Coordination

- The user group or its designated representative must coordinate the needs of all aspects of the user group's event with the Facilities Business Department.
- To ensure protection of all in-house equipment and the professional presentation of events, all user groups are required to utilize the theater technical staff for their events, at the rates outlined in the Theater Rental Rates.
- No changes or modifications to the fixed equipment or facilities may be made, nor may any equipment be removed from the theater or altered. Any structural or electrical changes may be made only by theater staff with the Facilities Business Department's approval and only by qualified staff or

licensed contractors. All labor needed to make such changes and reverse them will be charged to the user group at the technical staff rate or, in the case of an outside contractor, cost plus 15%.

- All scenic units, props, and electrical equipment, etc. provided by the user group are subject to a safety inspection by the Facilities Business Department or its designated representative. The SJUSD reserves the right to prohibit the use of any scenery, property, or equipment that is deemed to be unsafe. Equipment judged to be unsafe must be brought up to minimum standards or be removed from the premises.
- Specialized needs for lights or sound must be arranged at least two weeks in advance with the Facilities Business Department. A three-hour daily minimum is required for use of technician.
- No tripods, cable, or equipment of any kind will be allowed in the audience seating area without the prior approval of the Facilities Business Department. Under no circumstances shall the view of the audience be obstructed.
- The theater facility will not be used for long-term storage of sets, props or costumes. Run-of-event storage will be provided as available and by prior arrangement with the Facilities Business Department. Items left in the facility after the rental becomes the property of the SJUSD unless previous arrangements have been made with the Facilities Business Department. The SJUSD assumes no responsibility for stored or abandoned property or materials at any time. The user group will be responsible for any costs associated with the removal and/or disposal of abandoned property or materials.
- All sound checks on performance days must be conducted at least sixty (60) minutes before the show. No exceptions to this rule will be permitted.
- No user group or member is permitted in the theater control booth without the permission of theater staff.
- For reasons of safety, no one with the user group under the age of 18 years may be onstage without adult supervision. User groups with large numbers of children must maintain a minimum ratio of one adult for every ten children on the stage. If a minor's presence is not immediately required on the stage for rehearsal or performance they should be waiting in the green room or dressing rooms and not on the stage.

Important Reminders

It is the responsibility of the facility or grounds user to be familiar with board policy and administrative regulation for facility use and the articles of this handbook.

SJUSD sites may not allow use of their facilities or grounds without an APPROVED permit.

User groups are not authorized to use the facilities or grounds without an APPROVED permit.

All use requests must be processed through Civic Permits on the San Juan Unified School District Website. Facilities cannot be reserved at school site.

If you have any questions or need clarification please contact the Facilities Business Department at 916-971-5790 or email @ CivicPermits@sanjuan.edu

Annual Review of the Use of Facilities Policy

The Use of School Facilities and Grounds handbook is reviewed annually by SJUSD staff and the SJUSD's Facilities Committee.

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

AGENDA ITEM: G-7

MEETING DATE: 10/13/2020

SUBJECT: Lease Agreement Amendment for Choices Charter School

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

DEPARTMENT: Facilities

ACTION REQUESTED:

The superintendent is recommending that the board approve the 2020-2021 lease amendment for Choices Charter School at the Billy Mitchell campus.

RATIONALE/BACKGROUND:

Pursuant to Proposition 39 regulations for charter school groups have requested district facilities and the district has responded to the request as required in providing the charter school with facilities and equipment.

Proposition 39 prescribes that charter schools which have made a timely request for facilities under the provisions of Proposition 39 may only be charged a pro rata share of the district's unrestricted general fund expenditures from the prior year (2019-2020) for the in-district students the charter school will be providing services to. Out of district students may be charged "market rate" fees.

This amendment to the charter school lease updates the facility fees for the 2020-2021 school year.

The term of the agreement extends the lease, through June 30, 2021 with the option to renew for four consecutive years and the agreement and amendment have been drafted in accordance with education code sections 11969 and 47600 et seq.

ATTACHMENT(S):

A: Lease Amendment for Choices Charter School

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet 10/05/2020

FISCAL IMPACT:

Current Budget: N/A

Additional Budget: N/A

Funding Source: N/A

(Unrestricted Base, Supplemental, other restricted, etc.)

Current Year Only Ongoing:

LCAP/STRATEGIC PLAN:

Goal: N/A Focus: N/A

Action: N/A

Strategic Plan: N/A

PREPARED BY:

Frank Camarda, Assistant Superintendent of Operations, Facilities and Transportation



APPROVED BY:

Kent Kern, Superintendent of Schools



**AMENDMENT TO FACILITY LEASE AGREEMENT
BILLY MITCHELL CAMPUS**

This AMENDMENT to the Lease Agreement is made by and between San Juan Unified School District ("District") and Choices Charter Schools ("Choices" or "Charter School" or "Tenant"), and is dated as of this 13th day of October, 2020.

WITNESSETH:

WHEREAS, the District and Tenant have previously executed the facility lease agreement, dated June 30, 2016 (the "Lease") pursuant to the terms of which Tenant has leased from the District the portion of Billy Mitchell Elementary School Site, located at 4425 Laurelwood Way, Sacramento, California 95864 ("School Site") containing the building thereon, contiguous school grounds and non-exclusive use of the school parking lot, restrooms, playground and playing fields thereon , as shown in Exhibit A of the Lease amendment.

WHEREAS, District and Tenant executed an amendment to the facility lease agreement on March 29, 2019 extending the term of the lease and updating the facilities costs for the 2019-2020 academic year.

WHEREAS, the District and Tenant have agreed to make certain modifications to the Lease, which modifications will supersede and replace the language as referenced.

NOW, THEREFORE, in consideration of the mutual promises contained herein and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, effective October 13th, 2020, the parties agree as follows:

1. **TERM:** Section 2 of the Lease, shall be deleted in its entirety and replaced with the following:

"The Term of the Lease shall commence on the Effective Date of the Amendment and shall end on June 30, 2021. At District's absolute and sole discretion, the Term may be extended on an annual basis by mutual written agreement of the parties for up to four additional years. Each year, Tenant shall provide the District written notice by April 1st if it desires to extend the Lease. The Parties shall then execute a further amendment to extend the Term of the Lease."

2. **FACILITIES COSTS:** Section 4.a. is amended to strike the first paragraph and inserting in lieu thereof the following:

a. **Facilities Costs:** Choices shall pay a pro rata share of the District's facilities costs as provided in 5 C.C.R. Section 11969.7 (referred to herein as "pro rata share charge"). The pro rata charges for the 2020-2021 school year are provided as Exhibit B of the 2020-2021 lease amendment, attached hereto and included herein. The pro rata share amount shall be paid monthly. The obligation to begin paying the pro rata share charge shall begin on the date of possession, July 1, 2020, and shall end on June 30, 2021.

3. **AUTHORITY:** The Parties represent that the individual(s) signing this Amendment on its behalf

are duly authorized and have legal capacity to sign this Amendment and bind the Parties to its terms. Each Party acknowledges that the other Party has relied upon this representation and warranty in entering into this Amendment.

4. MODIFICATION: Except as modified by the terms of this Amendment all other terms and conditions of the Lease shall remain in full force and effect.

5. BOARD APPROVAL: The effectiveness of this Amendment shall be contingent upon approval by the District's Governing Board as required by law.

6. COUNTERPARTS: The Parties may sign this Amendment in counterparts, each of which is an original and all of which taken together form one single document.

Except as modified by the terms of this Amendment, all other terms and conditions of the Lease shall remain in full force and effect.

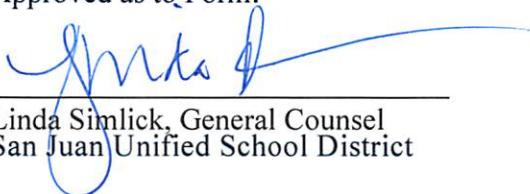
IN WITNESS WHEREOF, District and Tenant have executed this Lease, through their respective officers or representatives, duly authorized, as of the day and year shown below.

Date: _____

Date: _____

San Juan Unified School District

Approved as to Form:



Linda Simlick, General Counsel
San Juan Unified School District

Choices Charter

Approved and ratified this 13th day of October, 2020 by the San Juan Unified School District Board of Education by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

**Paula Villescaz, President
San Juan Unified School District
Board of Education**

Attest:

**Zima Creason, Clerk
San Juan Unified School District
Board of Education**

EXHIBIT B

**San Juan Unified School District
Leased Facilities
Cost Calculations (July 2020-June 2021)**

Charter: Choices
Facility: 4225 Laurelwood Drive, Sacramento, CA 95864

Proposition 39 Space Allocation Calculation

In-District ADA Projections per Request For Facilities dated: N/A

Grades TK-3: 0 Grades 4-8: 0 Total: 0

Classrooms Required to Meet ADA Identified in Request for Facilities Letter:

Grades TK-3: 0 Grades 4-8: 0 Total: 0

Sq. Ft. Assigned to Meet Request for Facilities Letter: 12,699

Prop. 39 Annual Space Fee Per Sq. Ft.: \$ 7.74

Prop. 39 Annual Space Fee: \$ **98,290.00**

"Market Rate" Space Allocation Calculation

Market Rate Sq. Ft. Assigned to Meet Request for Facilities Letter: 5,965

Market Rate Space Annual Fee Per Sq. Ft. \$ 16.74

Market Rate Space Annual Fee: \$ **99,846.00**

Annual Fee \$ **198,136.00**

Monthly Fee (rounded to nearest dollar) \$ **16,511.00**

EXHIBIT B

San Juan Unified School District
Leased Facilities
Space Assignment (July 2020-June 2021)

Charter:	Choices		IN District	75%	
Site:	4225 Laurelwood Drive, Sacramento, CA 95864			Non District	25%

Room	Area (Ext.)	Design	2020-2021 Use		
			In Use	Prop 39	"Market"
2 (21.0)	970	Classroom	Yes	728	243
4 (23.0)	964	Classroom	Yes	723	241
5 (24.0)	964	Classroom	Yes	723	241
6 (25.0)	964	Classroom	Yes	723	241
26.0	469	Office/Support	Yes	352	117
27.0	209	Office/Support	Yes	157	52
28.0	379	Office/Support	Yes	284	95
28.1	30	Office/Support	Yes	23	8
28.2	38	Office/Support	Yes	29	10
29.0	135	Office/Support	Yes	101	34
30.0	577	Office/Support	Yes	433	144
30.1	240	Office/Support	Yes	180	60
31.0	618	Office/Support	Yes	464	155
7 (36.0)	983	Classroom	Yes	737	246
8 (37.0)	985	Classroom	Yes	739	246
9 (38.0)	964	Classroom	Yes	723	241
10 (39.0)	964	Classroom	Yes	723	241
11 (40.0)	972	Classroom	Yes	729	243
12 (41.0)	967	Classroom	Yes	725	242
42.0	317	Restrooms	Yes	728	79
45.0	323	Restrooms	Yes	723	81
11.0	259	Office/Support	Yes	723	65
16.0	323	Restrooms	Yes	723	81
18.0	314	Restrooms	Yes	352	79
10.0, 10.1, 10.2, 12.0, 12.1, 12.2	4,016	MPR, Kitchen Shared	Yes	157	1004
Enclosed Hallway	2,957	Hallway Shared	Shared	0	1479
TOTAL	20,901			12699	5965

Shared space is charged at 75%

Total Prop. 39 Sq. Ft.	12,699
Total Market Rate Sq. Ft.	5,965

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

SUBJECT: Update on Learning Model Continuum

DEPARTMENT: Administration

AGENDA ITEM: I-1

MEETING DATE: 10/13/2020

CHECK ONE:

- | | |
|-------------------|-------------------------------------|
| For Discussion: | <input type="checkbox"/> |
| For Action: | <input type="checkbox"/> |
| Report: | <input checked="" type="checkbox"/> |
| Workshop: | <input type="checkbox"/> |
| Recognition: | <input type="checkbox"/> |
| Emergency Action: | <input type="checkbox"/> |

ACTION REQUESTED:

The superintendent and his executive cabinet will update the board on current efforts and planning to reinstate in-person learning.

RATIONALE/BACKGROUND:

In March, San Juan Unified and other districts throughout the state moved to distance learning models in an effort to slow the spread of the COVID-19 virus. In July, the district presented a range of instructional models to implement as health conditions changed, including a hybrid in-person learning model to implement when safe. On September 29, 2020, Sacramento County was moved to the red or substantial tier of the state's COVID-19 risk rating system. If the county is able to remain in the red tier for at least two weeks, state regulations preventing in-person learning will be lifted, and Sacramento County health officials will likely rescind or modify local health orders related to school operations in a manner that allows for a return of in-person instruction.

District and school staff continue to work collaboratively with employee groups and seek feedback from parents, guardians, students and community to ensure that plans to return for in-person learning present the safest and most instructionally sound options possible. As surrounding counties have allowed for schools to return to in-person learning, district staff have considered lessons learned and potential difficulties that might be encountered so that possible solutions can be adopted in San Juan Unified's efforts prior to students and staff returning to classrooms.

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Board of Education: 09/22/20 (Summary of Professional Learning Opportunities; Instructional Materials Adoption; Learning Continuity and Attendance Plan)

Board of Education: 09/08/20 (Learning Continuity and Attendance Plan)

Board of Education: 08/25/20 (Start of School)

Board of Education: 08/11/20 (Preparing for Start of School Update)

Board of Education, Special Meeting: 07/16/20 (Providing a Continuum of Safe Instructional Choices to Support Student Learning)

Board of Education: 06/09/20 (COVID-19 Operations Update)

Board of Education: 04/14/20 (COVID-19 Update)

FISCAL IMPACT:

Current Budget: \$ N/A

Additional Budget: \$ N/A

Funding Source: N/A

(Unrestricted Base, Supplemental, other restricted, etc.)

Current Year Only: On-going:

LCAP/STRATEGIC PLAN:

Goal: N/A

Focus: N/A

Action: N/A

Strategic Plan: N/A

PREPARED BY: Kent Kern, Superintendent of Schools

KK

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

AGENDA ITEM: I-2

MEETING DATE: 10/13/2020

SUBJECT: Construction Update

CHECK ONE:

For Discussion:

For Action:

Report:

Workshop:

Recognition:

Emergency Action:

DEPARTMENT: Facilities

ACTION REQUESTED:

The superintendent is recommending that the board receive an update on current construction projects for Bond Measures J, N and P.

RATIONALE/BACKGROUND:

In an effort to share progress, staff is presenting a report of projects that are in various stages of progress.

ATTACHMENT(S):

A: PowerPoint Presentation

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 10/05/2020

FISCAL IMPACT:

Current Budget: \$ N/A

Additional Budget: \$ N/A

Funding Source: Measures J, N & P

(Unrestricted base, supplemental, other restricted, etc.)

Current Year Only Ongoing

LCAP/STRATEGIC PLAN:

Goal: N/A Focus: N/A

Action: N/A

Strategic Plan: N/A

PREPARED BY:

Frank Camarda, Assistant Superintendent of Operations, Facilities and Transportation 
Nicholas Arps, Director of Construction and Modernization
Keith Reid, Communication Specialist

APPROVED BY:

Kent Kern, Superintendent of Schools 

BOND CONSTRUCTION UPDATE

October 2020



1

MASTER PLAN SUMMARY OF PRIORITIES

- 3.3.1 High Schools (stadium upgrades, performing arts, science classrooms, flexible environments, library, HVAC gyms)
 - 3.3.2 Middle Schools (gymnasiums, locker rooms, cafeterias, performing arts, playfields, science classrooms)
 - 3.3.3 K-8 Schools (gymnasiums, classrooms wings 7-8, art rooms, replace portables, field upgrades)
 - 3.3.4 Elementary Schools (replace portables, multi-purpose rooms, HVAC upgrades, parking & drop offs, fencing, library)
-



2

READY TO OCCUPY WHEN STUDENTS RETURN

- **Casa Roble Fundamental High School - Student Union & Administration Building**
 - Fully complete including senior quad and amphitheater
 - **Mira Loma High School – Science Building**
 - Substantially complete
 - Punch walk items & landscaping remain
 - **Del Paso Manor Elementary – New Campus**
 - Still completing demolition of old campus and construction of new parking lot
 - **Cottage Elementary classroom addition**
-



3



CASA ROBLE FUNDAMENTAL HIGH SCHOOL

- 17,191 square-feet
- New administrative offices to streamline student services
- Student Union collaboration space
- Library
- Intervention center

4

MIRA LOMA

- Classrooms
 - (1,400 – 1,700 square feet)
 - Biology (6)
 - Chemistry (2)
 - Physics
 - Earth science
- Other features
 - Flex space (2,066 square feet)
 - Outdoor learning space (3,729 square feet)
 - Solar panels on roof
 - 27,200 total square feet



5



DEL PASO MANOR – NEW CAMPUS

6



COTTAGE ELEMENTARY – CLASSROOM ADDITION

- 4 new classrooms
 - Montessori program
 - English Language Development
 - Music
 - Art

7

INFRASTRUCTURE PROJECTS

- Under construction
 - Mira Loma High - HVAC, Boiler Room Upgrade, Painted both gyms interior
 - San Juan High - Painted gyms, Roofing, HVAC
 - Encina Prep - Roofing, HVAC, paint large gym, locker, weight rooms

Completed

- Casa Roble Fundamental - Remodel - Demo, paint, Roof, Gutters, HVAC.
- Rio Americano High – Gym roof
- Bella Vista High - HVAC, locker rooms, gyms weights



8



ARDEN MIDDLE SCHOOL - NEW CAMPUS

- Two-story building with same design as Dyer-Kelly
- Specialized science classrooms for middle school
- Music rooms/PE lockers
- Shifts the campus off the corner of Arden & Watt into the center of the property

9



DEL CAMPO HIGH SCHOOL - SCIENCE

- 21st Century Science Classrooms
- Library/Media Common space
- Curb appeal – new front door to campus

10

DEL CAMPO – CTE MODERNIZATION

- Media Broadcasting
- Fabrication Lab
- Fire Academy w/ apparatus bay and outdoor drill area
- Computer Science



11

BARRETT MIDDLE SCHOOL - MODERNIZATION

- In design phase
- Recently held neighbor meeting, and working on traffic concerns
- Submittal to DSA
- Groundbreaking in 2021



12



WINTERSTEIN ELEMENTARY MODERNIZATION

- Modernized classrooms
- Path of travel and courtyard improvements
- Modernized multipurpose room
- An example of the district's effort to modernize campuses occupied by charter schools

13

LITTLEJOHN ELEMENTARY MODERNIZATION



- Path of travel and courtyard improvements
- Modernized administration office
- Modernized multipurpose room and kitchen
- New landscaping
- An example of the district's effort to modernize campuses occupied by charter schools

14

QUESTIONS?

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

AGENDA ITEM: I-3

MEETING DATE: 10/13/2020

SUBJECT: Public Hearing: Aspire Charter School
Renewal Petitions

CHECK ONE:

- For Discussion:
For Action:
Report:
Workshop:
Recognition:
Emergency Action:

DEPARTMENT: Admissions and Family Services

ACTION REQUESTED:

The superintendent is recommending that the board hold a public hearing for Aspire Alexander Twilight College Preparatory Academy (ATCPA) and Aspire Alexander Twilight Secondary Academy (ATSA) charter renewal petitions. The terms for these charters will expire on June 30, 2021, unless approved for renewal by the Board of Education.

Action Anticipated: December 15, 2020.

RATIONALE/BACKGROUND:

ATCPA and ATSA have been in operation since September 2009, which includes eight of the eleven years as independent charters authorized by the San Juan Unified School District. ATCPA serves students in grades TK-5 and ATSA serves students in grades 6-12.

California Education Code section 47605 requires the Board of Education to hold a public hearing on the provisions of a charter school petition within sixty (60) days of receipt. Following a review of the petition and the public hearing, the Board of Education shall either grant or deny the charter within ninety (90) days of receipt of the petition or extend, if both parties agree, by an additional thirty (30) days. Petitioners for ATCPA and ATSA submitted petitions on September 22, 2020. Legal notice of the public hearing was placed in the *Carmichael Times* for two consecutive weeks starting October 2, 2020. The board is scheduled to take action on December 15, 2020, to either grant or deny each petition.

A copy of each charter petition is available for review in the Board of Education office.

ATTACHMENT(S):

- A: ATCPA and ATSA Joint PowerPoint Presentation
B: ATCPA and ATSA Principal Information

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 10/05/2020

FISCAL IMPACT:

Current Budget: \$ N/A

Additional Budget: \$ N/A

Funding Source: N/A

LCAP/STRATEGIC PLAN:

Goal: N/A Focus: N/A

Action: N/A

Strategic Plan: N/A

PREPARED BY: Michele Flagler, Director, Admissions and Family Services

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

San Juan Unified School District Charter Renewal Hearing



Aspire Twilight College Preparatory Academy (ATCPA)
and
Aspire Alexander Twilight Secondary Academy (ATSA)

October 13, 2020



ASPIRE'S MISSION

To open and operate small, high-quality charter schools in low-income neighborhoods, in order to:

- ▷ Increase the academic performance of underserved students
- ▷ Develop effective educators
- ▷ Share successful practices with other forward-thinking educators
- ▷ Catalyze change in public schools

ABOUT ASPIRE PUBLIC SCHOOLS

Aspire is one of the highest-performing low-income school districts in the nation.

3



OUR MOTTO: *College for Certain*



We have national scale and top-tier results

- ▷ Over 16,000 students in 38 schools
- ▷ As we've grown, our results have increased
- ▷ California's **highest-performing**, high-poverty TK-12 school system

We have an efficient, scalable financial model

- ▷ Minimal private funds leveraged for public funds
- ▷ We are tuition free and open enrollment

Our kids go on to college

- ▷ Aspire-wide, 76% of the class of 2019 matriculated to either a 2-year or 4-year college and 75% either graduated or are currently enrolled in higher education
- ▷ High quality teachers lead to student achievement

4



ASPIRE TWILIGHT COLLEGE PREPARATORY ACADEMY

Students

- ▷ **439** students in grades K-5
- ▷ **86.60%** socioeconomic disadvantaged (SED)
- ▷ **55.10%** Latino/a
- ▷ **21.40%** African-American
- ▷ **6.40%** White
- ▷ **3.00%** Asian/Indian
- ▷ **31.40%** English Language Learner (ELL)

Campus

- ▷ Located in Arden-Arcade (95821)
 - ▷ Facilities purchased in 2009
 - ▷ Shared site (ATCPA/ATSA)
 - ▷ Total students served on site: approximately 960



5



OUR UNIQUE TK-5 PROGRAM

- ▷ Eureka math guided by Common Core State Standards (CCSS) math instructional shifts
- ▷ Social-Emotional Learning (SEL) -RULER/Second Step
- ▷ ELL education curriculum - grades K-5
- ▷ ELL achieve-designed English Language Development (ELD) - grades TK-5
- ▷ Technology, physical education and science specialty classes
- ▷ Full inclusion model serving mild/moderate Special Education (SPED) students



6



OUR PERFORMANCE- ATCPA Impact and Results

**ATCPA 2018-19
Smarter
Balanced
Assessment
Consortium
(SBAC) year-
over-year
percent
increase (met/
exceeded):**

ELA: 1.29%

Math: 2.12%

2018-19 TARGET SUBGROUP COMPARISON DATA:
ATCPA AND "SIMILAR SCHOOLS" IN SJUSD

■ AA ■ EL ■ ELO ■ HI ■ SWD



7



ASPIRE TWILIGHT SECONDARY ACADEMY

Students

- ▷ **513** students in grades 6-12
- ▷ **86.50%** SED
- ▷ **59.80%** Latino/a
- ▷ **19.10%** African-American
- ▷ **6.20%** White
- ▷ **3.10%** Asian/Indian
- ▷ **25.70%** ELL

Campus

- ▷ Located in Arden-Arcade
- ▷ Facilities purchased in 2009
- ▷ Shared site (ATCPA/ATSA)
- ▷ Total students served on site: approximately 960



8



OUR UNIQUE 6-12 PROGRAM

- ▶ Eureka math, CPM Integrated Math aligned to CCSS math instruction
- ▶ SEL - RULER
- ▶ Engage NY curriculum
- ▶ Project Lead the Way coding course 6-8
- ▶ English 3D designated ELD
- ▶ Full inclusion co-teaching model serving mild/moderate SPED students
- ▶ Advanced Placement (AP) courses
- ▶ A-G graduation requirements
- ▶ American River College partnership offering 9-12 college courses



9

OUR PERFORMANCE- ATSA Impact and Results - Compared to Similar Neighboring Schools

School Name	Student Group	# of Students Distance From Standard (DFS) Math	DFS- Math	# of Students DFS- English Language Arts (ELA)	DFS- ELA
ATSA	EL	115	-109.3	116	-77.3
ATSA	RFP	51	-50.7	52	-37.1
ATSA	SWD	42	-158.6	43	-124.4
El Camino Fundm'l High	EL	25	-162.4	16	-49.4
El Camino Fundm'l High	RFP	15	-113.3	1	
El Camino Fundm'l High	SWD	22	-211.8	145	-30.3
Encina Prep High	EL	230	-202.6	5	
Encina Prep High	RFP	55	-137.0	6	
Encina Prep High	SWD	78	-207.2	468	-133.0
Arcade Fundm'l Mid	EL	153	-121.8	14	4.9
Arcade Fundm'l Mid	RFP	64	-77.8	2	
Arcade Fundm'l Mid	SWD	42	-114.3	293	-52.7
					10



FAMILY ENGAGEMENT

ATCPA

- ▷ English Learner Advisory Committee (ELAC) /School Site Council (SSC)/family council meetings
- ▷ Coffee with the principal
- ▷ Unity week, family literacy night, harvest festival
- ▷ Parent training - SEL, home/school instructional support
- ▷ Saturday school - family community outreach

ATSA

- ▷ Pastries with the principal
- ▷ Apps with the assistant principal
- ▷ Family movie night, game night
- ▷ Family luncheon and family fiesta
- ▷ Multicultural week
- ▷ Parent training - SEL, distance learning, instructional support
- ▷ Exhibition ceremony
- ▷ Saturday school - family community outreach
- ▷ Open house
- ▷ Promotion, graduation, awards



11

BUILDING STRONG CULTURE

Aspire Twilight College Preparatory Academy:

- ▷ **Wellness Team** supports collaboration, data analysis and action planning to support the needs of students in SPED/Response to Intervention (RtI).
- ▷ **Behavior Support Team** supports implementation of Positive Behavioral Interventions and Supports (PBIS) and restorative practices facilitating positive engagement in learning.
- ▷ **Attendance Support Team** building systems to monitor, share data and provide support for students with attendance concerns.

Aspire Twilight Secondary Academy:

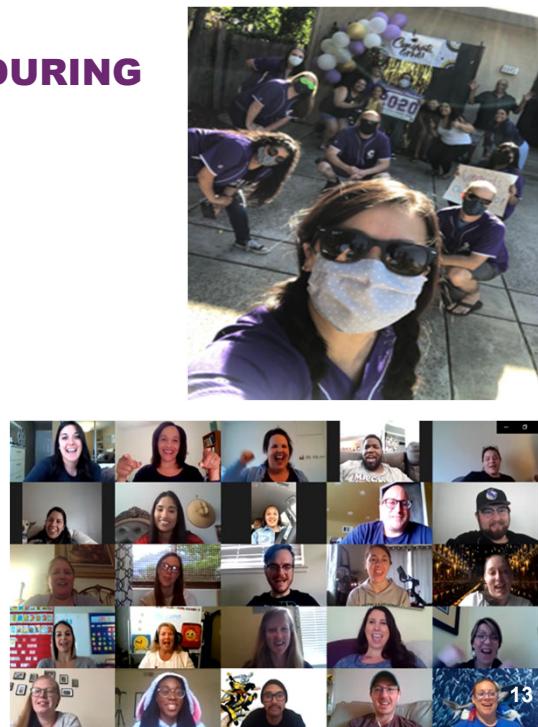
- ▷ **Parent Survey** - 80.40% - I feel welcomed and connected to my child's school.
- ▷ **Parent Survey** - 79.00%- The school provides a safe environment for my child.
- ▷ **Multi-Tiered System of Supports (MTSS)** Team-building systems to implement, monitor, share data, reflect and support PBIS, restorative practices, trauma-informed practices, culturally responsive practices.

12



SUPPORTING OUR SCHOLARS DURING DISTANCE LEARNING

- ▷ Office hours, homework helper, virtual clubs and enrichments, parent support
- ▷ Over 80% of students have received Aspire-issued laptops
- ▷ Distance learning attendance rate year to date : 96%
- ▷ Aspire Foundation Relief Fund distributed \$7,000 to ATSA families in need



OUR COMMITMENT TO DEVELOPING EDUCATORS

- ▷ Frequent coaching from principal, assistant principal, lead teachers through observation and feedback, lesson internalization, teach backs and student work analysis stack audits
- ▷ Lead teachers and induction mentors provide regular observation and feedback
- ▷ Grade-level and content collaborative teams to focus on intellectual preparatory cycles and MTSS
- ▷ Equity-centered professional development
- ▷ New teachers on the block club
- ▷ Leadership team training through Relay Graduate School of Education
- ▷ Book studies on *Culturally Responsive Teaching, Grading for Equity, Me and White Supremacy, Onward*



14



THANKS!

Please visit us at Aspire Twilight Secondary Academy!

Contact Cynthia Cuellar to arrange a visit.

- ▶ 916 979-1788 ext 2
- ▶ cynthia.cuellar@aspirepublicschools.org

Please visit us at Aspire Twilight College Preparatory Academy!

Contact Pamela Shabazz to arrange a visit.

- ▶ 916 979-1788
- ▶ pamela.shabazz@aspirepublicschools.org

PRINCIPAL ISABELLE MCDANIEL

Alexander Twilight College Preparatory Academy

- ▷ 2.3 years with Aspire
- ▷ Entering third year as principal of ATCPA; previously served as principal at Berkeley Unified School District, Early Childhood Education Centers
- ▷ Previous coordinator of educational support at Creative Arts Charter School
- ▷ Graduate/B.A., U.C. Santa Cruz
- ▷ Teaching credential/Mills College
- ▷ M.A./administrative credential/ U.C. Berkeley



Principal McDaniel with Scholars

PRINCIPAL LISA NGUYEN GEIGLE

Alexander Twilight Secondary Academy

- ▷ 13 years in education
- ▷ 11 years with Aspire
- ▷ 4th year as principal at ATSA
- ▷ Founding teacher of ATSA
- ▷ 3rd year as mentor principal of Sacramento cluster
- ▷ 3rd year member of Aspire Central Valley, equity working group
- ▷ Relay Graduate School of Education
- ▷ Graduate/B.A., U.C. Riverside
- ▷ Teaching credentials/M.A., C.S.U. Fullerton



Principal Geigle and graduates

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

AGENDA ITEM: I-4

MEETING DATE: 10/13/2020

SUBJECT: Williams Complaint Report

CHECK ONE:

For Discussion:

For Action:

Report:

Workshop:

Recognition:

Emergency Action:

DEPARTMENT: Legal Services

ACTION REQUESTED:

The superintendent is recommending the board receive a report regarding Williams-type complaints filed with the district during the time period from July 1, 2020, to September 30, 2020.

RATIONALE/BACKGROUND:

The Williams legislation embodied in Education Code section 35186(d) requires each school district to publicly report, on a quarterly basis, summarized data on the nature and resolution of all Williams-type complaints filed with the district.

ATTACHMENT(S):

A: Williams Act 1st Quarterly Report

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 10/05/2020

FISCAL IMPACT:

Current Budget: \$ N/A

Additional Budget: \$ N/A

Funding Source: N/A

(Unrestricted Base, Supplemental, other restricted, etc.)

Current Year Only On-going

LCAP/STRATEGIC PLAN:

Goal: N/A Focus: N/A

Action: N/A

Strategic Plan: N/A

PREPARED BY: Linda C. T. Simlick, General Counsel *LTS*

APPROVED BY: Kent Kern, Superintendent of Schools *KK*



San Juan Unified School District

Legal Services

3738 Walnut Avenue, Carmichael, California 95608
P.O. Box 477, Carmichael, California 95609-0477
Telephone (916) 971-7110; FAX (916) 971-7704
Internet Web Site: www.sanjuan.edu

Kent Kern, Superintendent of Schools
Linda C. T. Simlick, General Counsel

WILLIAMS UNIFORM COMPLAINT PROCESS (UCP) Quarterly Report

Year covered by this report: 2020

Quarter covered by this report: Quarter 1 (July-September)

Sufficiency of textbooks

Number of complaints:	0
Number resolved:	0
Number unresolved:	0

School facilities issues

Number of complaints:	0
Number resolved:	n/a
Number unresolved:	n/a

Vacancy or misassignment of teachers

Number of complaints:	0
Number resolved:	n/a
Number unresolved:	n/a

Respectfully submitted:

Linda C. T. Simlick
General Counsel

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

AGENDA ITEM: I-5

MEETING DATE: 10/13/2020

SUBJECT: Board Policy Revisions

CHECK ONE:

For Discussion:

For Action:

Report:

Workshop:

Recognition:

Emergency Action:

DEPARTMENT: Legal Services

ACTION REQUESTED:

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

Action anticipated: 10/27/2020.

RATIONALE/BACKGROUND:

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

ATTACHMENT(S):

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

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 10/05/2020

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

LCTS

APPROVED BY: Kent Kern, Superintendent of Schools

KK

San Juan USD

Board Policy

Uniform Complaint Procedures

BP 1312.3

Community Relations

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

Complaints Subject to UCP

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

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

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

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

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

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

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

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

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

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

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

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

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

(cf. 0460 - Local Control and Accountability Plan)

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

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

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

(cf. 6173 - Education for Homeless Children)

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

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

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

51223).

(cf. 6142.7 - Physical Education)

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

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

13.15. Any other complaint as specified in a district policy.

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

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

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records; Confidentiality)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

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

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

(cf. 4131/4231 - Staff Development)

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

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

(cf. 3580 - District Records)

Non-UCP Complaints

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

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, ~~the County~~ Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging employment discrimination ~~/ or~~ harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.
4. Any complaint alleging fraud shall be referred to the Legal, Audits and Compliance Branch of the California Department of Education.

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

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

222 Reasonable accommodations; lactating students

8200-8498 Child care and development programs

8500-8538 Adult basic education

18100-18203 School libraries

32289 School safety plan, uniform complaint procedures 35186

Williams uniform complaint procedures

46015 Parental leave for students

48853-48853.5 Foster youth

48985 Notices in language other than English

49010-49013 Student fees

49060-49079 Student records, especially:

49069.5 Records of foster youth

49069.5 Rights of parents

49490-49590 Child nutrition programs

49701 Interstate Compact on Educational Opportunity for Military Children

51210 Courses of study grades 1-6

51222 Physical education, secondary schools

51223 Physical education, elementary schools

51225.1-51225.2 Foster youth, homeless children, former juvenile court school students, military-connected students, migrant students, and newly arrived immigrant students; course credits; graduation requirements~~Foster youth and homeless children; course credits; graduation requirements~~

51226-51226.1 Career technical education

51228.1-51228.3 Course periods without educational content

52060-52077 Local control and accountability plan, especially:

52075 Complaint for lack of compliance with local control and accountability plan requirements

52160-52178 Bilingual education programs

52300-52490 Career technical education

52500-52616.24 Adult schools

52800-52870 School-based program coordination

54400-54425 Compensatory education programs

54440-54445 Migrant education

54460-54529 Compensatory education programs

56000-56867 Special education programs~~59000-~~

59300 Special schools and centers 64000-64001

Consolidated application process; school plan for student achievement

65000-65001 School site councils

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state

12900-12996 Fair Employment and Housing Act

HEALTH AND SAFETY CODE

1596.792 California Child Day Care Act; general provisions and definitions

1596.7925 California Child Day Care Act; health and safety regulations

PENAL CODE

422.55 Hate crime; definition

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 2

11023 Harassment and discrimination prevention and correction

CODE OF REGULATIONS, TITLE 5

3080 Application of section

4600-4687 Uniform complaint procedures; Williams uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX of the Education Amendments of 1972

6301-6577 Title I basic programs

6801-6871 Title III language instruction for limited English proficient and immigrant students

~~7101-7184 Safe and Drug Free Schools and Communities Act~~

~~7201-7283g Title V promoting informed parental choice and innovative programs 7301-7372~~

~~Title V rural and low income school programs~~

~~12101-12213 Title II equal opportunity for individuals with disabilities~~

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age Discrimination Act of 1975

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints CODE

OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy Act

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

110.25 Notification of nondiscrimination on the basis of age

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Uniform Complaint Procedure 2020-21 Program Instrument

Sample UCP Board Policies and Procedures

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter, September 22, 2017

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014

Questions and Answers on Title IX and Sexual Violence, April 2014

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013

Dear Colleague Letter: Sexual Violence, April 2011

Dear Colleague Letter: Harassment and Bullying, October 2010

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov> Family

Policy Compliance Office: <http://familypolicy.ed.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

U.S. Department of Justice: <http://www.justice.gov>

Policy SAN JUAN UNIFIED SCHOOL DISTRICT

adopted: September 8, 1992 Carmichael, California

All revisions approved by the Board of Education on the below date(s)

revised: January 11, 2005

revised: March 14, 2006

revised: December 11, 2012

revised: March 28, 2017

revised: May 14, 2019

revised:

San Juan USD

Board Policy

Sexual Harassment

BP 4119.11 4219.11,4319.11

Personnel

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

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

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

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

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

(cf. 4030 - Nondiscrimination in Employment)

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

(cf. 4117.4 – Dismissal)

(cf. 4118 – Suspension/Disciplinary Action)

(cf. 4218 – Dismissal/Suspension/Disciplinary Action)

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

1. Providing training to employees in accordance with law and administrative regulation;
2. Publicizing and disseminating the district's sexual harassment policy to employees and others to whom the policy may apply;
3. Ensuring prompt, thorough, and fair investigation of complaints;
4. Taking timely and appropriate corrective/remedial action(s), which may require interim

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

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

Sexual Harassment Reports and Complaints

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

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

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

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

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

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

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

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

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act, especially:

12940 Prohibited discrimination

12950 Sexual harassment; distribution of information

12950.1 Sexual harassment training

LABOR CODE

1101 Political activities of employees

1102.1 Discrimination: sexual orientation

CODE OF REGULATIONS, TITLE 2

11009 Employment discrimination

11021 Retaliation

11023 Harassment and discrimination prevention and correction

11024 Sexual harassment training and education

11034 Terms, conditions, and privileges of employment

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs ~~receiving state financial assistance~~

UNITED STATES CODE, TITLE 20

1681-1688 Title IX ~~of the Education Amendments of 1972~~ prohibition against discrimination

UNITED STATES CODE, TITLE 42

2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended

CODE OF FEDERAL REGULATIONS, TITLE 34

106.1-106.9 Nondiscrimination on the basis of sex in education programs or activities

106.51-106.~~8264~~ Nondiscrimination on the basis of sex in employment in education program or activities

COURT DECISIONS

Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026

Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275

Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257

Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989

Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998

Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57

Management Resources:

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS

Promising Practices for Preventing Harassment, November 2017

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

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

Policy SAN JUAN UNIFIED SCHOOL DISTRICT

adopted: August 11, 1992 Carmichael, California

revised: October 12, 2004

revised: October 28, 2008

revised: June 25, 2019

revised: , 2020

San Juan USD

Board Policy

Sexual Harassment

BP 5145.7

Students

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

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

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

[\(cf. 0410 - Nondiscrimination in District Programs and Activities\)](#)

[\(cf. 5131 - Conduct\)](#)

[\(cf. 5131.2 - Bullying\)](#)

[\(cf. 5145.3 - Nondiscrimination/Harassment\)](#)

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

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

[\(cf. 1312.1 - Complaints Concerning District Employees\)](#)

[\(cf. 1312.3 - Uniform Complaint Procedures\)](#)

[\(cf. 5141.4 - Child Abuse and Neglect \(Prevention and Reporting Procedures\)\)](#)

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

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

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

(cf. 0410 Nondiscrimination in District Programs and Activities)

(cf. 1312.1 Complaints Concerning District Employees)

(cf. 4118 Suspension/Disciplinary Action)

(cf. 5131 Conduct)

(cf. 5131.2 Bullying)

(cf. 5137 Positive School Climate)

(cf. 5141.4 Child Abuse Prevention and Reporting)

(cf. 5144.1 Suspension and Expulsion/Due Process)

(cf. 5145.3 Nondiscrimination/Harassment)

(cf. 6142.1 Sexual Health and HIV/AIDS Prevention Instruction)

Instruction/Information

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to respond to stop any harassment, prevent

recurrence, and address any continuing effect on students

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

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

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

Disciplinary Actions

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

(cf. 5144 - Discipline)

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

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

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

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

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

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

Record-Keeping

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

(cf. 3580 - District Records)

Complaint Process and Disciplinary Actions

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

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

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

~~(cf. 5144—Discipline)~~

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

~~(cf. 5144.2—Suspension and Expulsion/Due Process (Students with Disabilities))~~

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

~~(cf. 4117.7/4317.7—Employment Status Report)~~

~~(cf. 4118—Dismissal/Suspension/Disciplinary Action)~~

~~(cf. 4218—Dismissal/Suspension/Disciplinary Action)~~

~~(cf. 4119.11/4219.11/4319.11—Sexual Harassment)~~

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

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

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

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

~~Record Keeping~~

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

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

(cf. 3580—District Records)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900 Grounds for suspension or expulsion

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

48985 Notices, report, statements and records in primary language

CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships

1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

12950.1 Sexual harassment training

CODE OF REGULATIONS, TITLE 5

4600-4670 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1092 Definition of sexual assault

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX of the Education Amendments of 1972, Discrimination

UNITED STATES CODE, TITLE 34

12291 Definition of dating violence, domestic violence, and stalking

UNITED STATES CODE, TITLE 42

1983 Civil action for deprivation of rights

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

106.1-106.71 Nondiscrimination on the basis of sex in education programs

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130

Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736

Davis v. Monroe County Board of Education, (1999) 526 U.S. 629

Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274

Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473

Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

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Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

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Q&A on Campus Sexual Misconduct, September 2017

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Sexual Harassment: It's Not Academic, September 2008

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

WEB SITES

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California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Policy SAN JUAN UNIFIED SCHOOL DISTRICT

adopted: June 9, 1992 Carmichael, California

revised: December 13, 1994

revised: October 12, 2004

revised: June 11, 2019

revised: , 2020

San Juan USD

Board Policy

Bullying

BP 5131.2
Students

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

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

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

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

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

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

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

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

(cf. 1312.3 - Uniform Complaint Procedures)

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

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5117 - Interdistrict Attendance)

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

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

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

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

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

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

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

(cf. 5145.2 - Freedom of Speech/Expression)

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

(cf. 0420 - School Site Councils)

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

Bullying Prevention

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

(cf. 6164.2—Guidance Services)

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

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

(cf. 4131, 4231—Staff Development)

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

Intervention

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

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

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

Complaints and Investigation

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

~~comply with state or federal law or regulations, including allegations of unlawful discrimination, harassment, intimidation, and/or bullying against any protected group as identified under Education Code sections 200 and 220 and Government Code section 11135, as identified in BP/AR 1312.3.~~

~~(cf. 1312.1—Complaints Concerning School Personnel)~~

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

~~(cf. 5131—Students)~~

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

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

~~(cf. 5145.12—Search and Seizure)~~

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

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

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

Discipline

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

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

[\(cf. 5144.1 Suspension and Expulsion/Due Process\)](#)

[\(cf. 5131 Conduct\)](#)

[\(cf. 5145.2 Freedom of Speech/Expression\)](#)

[\(cf. 5144 Discipline\)](#)

[\(cf. 5144.1 Suspension and Expulsion/Due Process\)](#)

[\(cf. 5144.2 Suspension and Expulsion/Due Process \(Individuals with Exceptional Needs\)\)](#)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

[32261 Interagency School Safety Demonstration Act of 1985](#)

32282 Comprehensive safety plan

[32283.5 Bullying; online training](#)

35181 Governing board policy on responsibilities of students

35291-35291.5 Rules

48900-48925 Suspension or expulsion

48985 Translation of notices

[52060-52077 Local control and accountability plan](#)

PENAL CODE

[422.55 Definition of hate crime](#)

647 Use of camera or other instrument to invade person's privacy; misdemeanor

647.7 Use of camera or other instrument to invade person's privacy; punishment

653.2 Electronic communication devices, threats to safety

[CODE OF REGULATIONS, TITLE 5](#)

[4600-4670 Uniform complaint procedures](#)

UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

[CODE OF FEDERAL REGULATIONS, TITLE 28](#)

[35.107 Nondiscrimination on basis of disability; complaints](#)

[CODE OF FEDERAL REGULATIONS, TITLE 34](#)

[104.7 Designation of responsible employee for Section 504](#)

[106.8 Designation of responsible employee for Title IX](#)

[110.25 Notification of nondiscrimination on the basis of age](#)

COURT DECISIONS

[Wynar v. Douglas County School District, \(2013\) 728 F.3d 1062](#)

J.C. v. Beverly Hills Unified School District (2010) 711 F.Supp.2d 1094

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[Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011](#)

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[Bullying Module](#)

[California's Social and Emotional Learning: Guiding Principles, 2018](#)

[Social and Emotional Learning in California: A Guide to Resources, 2018](#)

[Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008](#)

[Bullying at School, 2003](#)

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[Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California K-12 Schools in Responding to Immigration Issues, April 2018](#)

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[Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014](#)

[Guidance to America's Schools: Bullying of Students with Disabilities, October 2014](#)

[Dear Colleague Letter: Guidance on Schools' Obligations to Protect Students from Student-on-Student Harassment on the Basis of Sex; Race, Color and National Origin; and Disability, October 26, 2010](#)

[Dear Colleague Letter: Harassment and Bullying, October 2010](#)

WEB SITES

CSBA: <http://www.csba.org>

[California Department of Education, Safe Schools Office: http://www.cde.ca.gov/ls/ss](#)

[California Office of the Attorney General: http://oag.ca.gov](#)

[Center on Great Teachers and Leaders: http://gtlcenter.org](#)

[California Cybersafety for Children: http://www.cybersafety.ca.gov](#)

[California Department of Education, Safe Schools Office: http://www.cde.ca.gov/ls/ss](#)

[Center for Safe and Responsible Internet Use: http://cyberbully.org](#)

[National School Boards Association:](#)

[Collaborative for Academic Social and Emotional Learning: http://casel.org](#)

[Common Sense Media: http://www.commonsensemedia.org](#)

[National School Safety Center: http://www.schoolsafety.us](#)

[Partnership for Children and Youth: http://www.partnerforchildren.org](#)

[U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/about/offices/list/ocr](#)

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

SAN JUAN UNIFIED SCHOOL DISTRICT
TENTATIVE BOARD AGENDA ITEMS
2020-2021

OCTOBER 27

Recognition: School Psychology Awareness Week (Nov. 16-20) – A	Calvin
K-8 Homeschool and Independent Study Update – R	Messer
Encina Middle School Redesign Update – R	Shoemake
Board Policy 0415 Equity Policy – D	Calvin
Resolution: PARS Supplementary Retirement Plan – A	Oropallo
Assignment of Teachers Outside Regular Base Credential – A	Oropallo
Revisions to BP 1312.3 Uniform Complaint Procedures – A [Discussed 10/13/20]	Simlick
Revisions to BP 4119.11 Employee Sexual Harassment – A [Discussed 10/13/20]	Simlick
Revisions to BP 5145.7 Student Sexual Harassment – A [Discussed 10/13/20]	Simlick
Revisions to BP 5131.2 Bullying – A [Discussed 10/13/20]	Simlick

NOVEMBER 17 (3rd Tuesday)

Special Education Update – R	Calvin
Family and Community Engagement Update – R	Allen
Public Hearing: Learning Continuity and Attendance Plan – A	Schnupp
Board Policy 0415 Equity Policy – A [Discussed 10/27/20]	Calvin
Set Annual Organizational Meeting – A	Board
*2020-2021 School Plan for Student Achievement (SPSAs) – A	Calvin

NOVEMBER 26 (canceled)**DECEMBER 15 (3rd Tuesday)****Board Reception/Swearing-In (before board meeting)**

Annual Organizational Meeting – A	Board
2019-2020 Audit Report – A	Stephens
2020-2021 First Interim & Budget/Financial Status Report – A	Stephens
Public Hearing No. 2: Aspire Charter School Renewal Petition – A [Public Hearing No. 1 - 10/13/20]	Flagler
Minimum Wage Increase – A	Oropallo
Governance Handbook Annual Update – D/A	Board

DECEMBER 24 (canceled)**JANUARY 12**

Equity Update – R	Calvin
Williams Complaint Report – R	Simlick
*Resolution: Emergency Contracting – A	Stephens
*Resolution: Authorized Signature - Power to Contract on Behalf of the District – A	Stephens
*Resolution: Delegating Signature Authorization to the Superintendent – A	Stephens

JANUARY 26

Recognition: 2021 Classified Employees of the Year – A	Oropallo
Recognition: National School Counseling Week (Feb. 1-5) – A	Messer
Mitigating Learning Loss - Assessment Practices Update – R	Bassanelli
Annual Policy Review – D	Simlick
BP 3430 Investing and Debt Management	
BP 5116.1 Intradistrict Open Enrollment	
BP 6145 Extracurricular/Cocurricular Activities	
BP 6020 Parent Involvement and Family Engagement	
*School Accountability Report Cards (SARCs) – A	Schnupp

FEBRUARY 9

Recommendation for Reductions in PKS & Criteria for Tie Break (Certificated TK-12) – D	Oropallo
Recommendation for Reducing/Discontinuing CCS & Criteria for Tie Break (Certificated ECE) – D	Oropallo
Notice of Intent to Reduce Classified Positions – D	Oropallo
*Annual Policy Review [Discussed 01/26/21] – A	Simlick
BP 3430 Investing and Debt Management	
BP 5116.1 Intradistrict Open Enrollment	
BP 6145 Extracurricular/Cocurricular Activities	
BP 6020 Parent Involvement and Family Engagement	
*Audit Report for Measures J, N, P and S – A	Stephens

FEBRUARY 23

Recognition: Arts Education Month (March) – A	Townsend
Resolutions: Reductions in PKS & Criteria for Tie Break (Certificated TK-12) – A [Discussed 02/09/21]	Oropallo
Resolution: Reducing/Eliminating CCS & Criteria for Tie Break (Certificated ECE) – A [Discussed 02/09/21]	Oropallo
Resolution: Notice of Intent to Reduce Classified Positions – A [Discussed 02/09/21]	Oropallo
2021 CSBA Delegate Assembly Election – A	Board
*Consolidated Application, Winter Report 2021 (Part II) – A	Calvin

MARCH 9

Recognition: National School Social Work Week (Mar. 7-13) – A	Calvin
Second Interim Budget Report – R	Stephens

MARCH 23

Recognition: Week of the Young Child (Apr. 12-16) – A	Townsend
New Course Adoptions – D	Schnepp
*Head Start and Early Head Start Grant Application 2021-2022 – A	Townsend

APRIL 13

Recognition: School Bus Driver's Appreciation Day (Apr. 27) – A	Oropallo
Williams Complaint Report – R	Simlick
Proposed Board Meeting Dates for 2021-2022 – A	Kern
*New Course Adoptions [Discussed 03/23/21] – A	Schnepp

APRIL 27

Recognition: California Day of the Teacher (May 13) – A	Oropallo
Recognition: National Nurses Week and National School Nurse Day (May 6-12 & May 13) – A	Calvin
School Climate: Parent-Staff-Student Voice – R	Schnepp

MAY 11

Recognition: Classified School Employee Week (May 16-22) – A	Oropallo
Hearing Officer's Recommendation-2021 RIF (if applicable) – A	Simlick
*Approval of CTE 2021 Advisory Committee Roster – A	Messer

MAY 25

Recognition: National Science Bowl (if applicable) – A	Messer/Shoemake
Recognition: Science Olympiad (if applicable) – A	Messer/Shoemake
Recognition: Academic Decathlon (if applicable) – A	Messer
*Head Start/Early Head Start Contract Resolution FY 2021-2022 – A	Townsend

JUNE 8

Public Hearing: LCAP – D	Schnepp
Public Hearing: LCAP/Choices Charter School – D	Flagler
Public Hearing: Adoption of the 2021-2022 Budget – D	Stephens
Temporary Interfund Borrowing of Cash – A	Stephens
*CIF Superintendent Designation of Representatives 2021-2022 – A	Messer

JUNE 22

LCAP [Public Hearing 06/08/21] – A	Schnepp
LCAP/Choices Charter School – A [Public Hearing 06/08/21]	Flagler
Adoption of the 2021-2022 Budget – A [Public Hearing 06/08/21]	Stephens
*Consolidated Application, Spring Report 2020-2021 – A	Calvin
*2020-2021 Actuarial Report (OPEB) – A	Oropallo
*Charter School 2019-2020 Audit Reports (Aspire, Atkinson, CMP, GIS, GV, OFY) – A	Stephens