



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

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

PUBLIC PARTICIPATION GUIDELINES

Board of Education meetings are held in person in the board room located at 3738 Walnut Avenue, Carmichael, California. Alternatively, you can view the board meeting on YouTube from a computer, mobile device or tablet. The YouTube link can be found on the district's [YouTube channel](#) or by visiting <https://www.sanjuan.edu/boardmeeting> where the link will be posted approximately 15 minutes prior to the start of the meeting. The district has taken the following steps to assist the public in offering public comment:

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

The business to be considered at this board meeting is on the following agenda:

Board of Education Agenda
January 9, 2024

A. OPEN SESSION/CALL TO ORDER/WORKSHOP	4:00 p.m. - 5:00 p.m.
1. The Ralph M. Brown Act Material provided.	(Gaddis)
<p><u>Workshop/Discussion:</u> regarding a presentation on the requirements of the Ralph M. Brown Act.</p>	

B. ANNOUNCEMENT OF CLOSED SESSION TOPICS – 5:15 p.m.

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

C. CLOSED SESSION – 5:15 p.m.

1. Student enrollments in two cases and student expulsions in three cases (Education Code section 48918[f]).
2. Collective bargaining matters – discussion with negotiator Daniel Thigpen, Executive Director, Labor Relations and Government Affairs, regarding CSEA Chapter 127 General/Operations support, Chauffeurs/Teamsters Local No. 150 Transportation, Supervisors, Teachers and Certificated Supervisory units, and regarding non-represented groups: management and confidential units (Government Code section 54957.6).
3. Personnel matters (Government Code section 54957).
 - a. Superintendent's mid-year evaluation.

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

E. APPROVAL OF THE MINUTES – December 12, 2023, regular meeting, pages 2560-2564.

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

1. **High School Student Council Reports**
2. **Staff Reports**

- 3. Board-appointed/District Committees**
- 4. Employee Organizations**
- 5. Other District Organizations**
- 6. Closed Session/Expulsion Actions** (Government Code section 54957.1)

G. VISITOR COMMENTS – 6:50 p.m.

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

H. CONSENT CALENDAR – H-1/H-11 – 7:20 p.m.

Action: The administration recommends that the consent calendar, H-1 through H-11, regarding regular business items, be approved. Any item may be removed for further discussion and separate action following consideration of remaining agenda items.

1. *Personnel – appointments, leaves of absence and separations.
2. *Purchasing Report – purchase orders and service agreements, change orders and zero dollar contract.
3. *Business/Financial Report – notices of completion.
4. Acceptance of the following gifts: (# = donor's estimate)
Dewey Elementary School: from Dewey PFO – for Education Pro Elite poster maker: \$5,095 and for purchase of 15 picnic tables including removal of old and installation of new: \$23,353.78.
El Camino Fundamental High School: from Bernard Gould in honor of Mary Shay Gould – for 10 jackets: \$300(#).
Laurel Ruff Transition School: from Nancy Burke: \$50; from Jennifer and Arthur Schmaltz: \$20; from Tony Maniscalco: \$50; from Chris and Kathy Borris: \$25; from Kyle and Hanni Nelson: \$50; from Garrett Blair and Sara Bashor: \$25; from Dick and Maggie Strausberger: \$25; Kasio and Peter Stelmoszcryk: \$20; from Charles Henderson: \$15; from Luke Dingman: \$100; from Lori Smith: \$50; from Alice Rounay: \$25; from Noreen Davis: \$25; from Matt Davis: \$25; from Charles and Chanel Thomas: \$50 – for Walk for the Tigers fundraiser.
Lichen K-8 School: from Kyle Dmitrenko/Bev's Angel Project Inc. – for jackets and stuffed animals: \$300 and for various gifts for PBIS incentives: \$600 (#).
McKinney-Vento Program: from Annette Buckmaster: \$25; from classified retired workers: \$250.
5. *Approval to dispose of surplus property pursuant to Board Policy 3270 and Education Code sections 17545 and 17546.
6. *Adoption of Resolution No. 4111 approving the 2024-2025 Continued Funding Application for the California Department of Social Services.
7. *Approval of payment for student internships at SAFE Credit Union for three Mesa Verde High School students.
8. *Approval of the underwriter engagement agreement between the district and Raymond James & Associates Inc. and Stifel Nicolaus & Co.
9. *Approval of amendment no. 1 to the demographic and planning consulting agreement between the district and Davis Demographics MGT, LLC.
10. *Ratification of one member to the Special Education Community Advisory Committee.
11. *Ratification of one member to the Curriculum, Standards, Instructional and Student Services Committee.

*Material provided.

I. CONSENT CALENDAR (continued, if necessary)

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

J. BUSINESS ITEMS

1. Innovative School Update – 7:25 p.m.

Material provided.

(Allen)

Report: regarding an update on the Innovative School at Woodside K-8 School.

2. Amending District Graduation Requirements for the Class of 2024 – 7:45 p.m. (Schnepf)
Material provided. (Discussed: 12/12/2023)

Action: The superintendent is recommending that the board approve amending the district's graduation requirements for the Class of 2024 due to the disruption in education caused by COVID-19.

3. Chief Financial Officer Contract – 7:50 p.m. (Toto)
Material provided.

Action: The superintendent is recommending that the board ratify the employment contract for the chief financial officer.

4. Notice of Intent to Convey Permanent Easement at Arcade Fundamental Middle School – 7:55 p.m. (Camarda)
Material provided.

Action: The superintendent is recommending that the board adopt Resolution No. 4112, declaring the intent to convey a permanent easement at Arcade Fundamental Middle School to the Sacramento Municipal Utility District (SMUD) and to call a public hearing to be held on January 23, 2024.

5. Annual Policy Review – 8:00 p.m. (Gaddis)
Material provided.

Report: regarding the review of the following board policies (BP) as required by state and local law (annual policy review): BP 3430 Investing; BP 6145 Extracurricular and Cocurricular Activities; BP 6020 Parent Involvement; BP 5116.1 Intradistrict Open Enrollment.

6. Proposed Revisions to Board Policy 0410 Nondiscrimination in District Programs and Activities – 8:05 p.m. (Gaddis)
Material provided.

Discussion: regarding proposed revisions to Board Policy 0410 Nondiscrimination in District Programs and Activities. Action anticipated: 01/23/2024.

7. Proposed Revisions to Board Policy 1312.2 Complaints Concerning Instructional Materials – 8:10 p.m. (Gaddis)
Material provided.

Discussion: regarding proposed revisions to Board Policy 1312.2 Complaints Concerning Instructional Materials. Action anticipated: 01/23/2024.

8. Proposed Revisions to Board Policy 1312.3 Uniform Complaint Procedures – 8:15 p.m. (Gaddis)
Material provided.

Discussion: regarding proposed revisions to Board Policy 1312.3 Uniform Complaint Procedures. Action anticipated: 01/23/2024.

9. Proposed Revisions to Board Policy 5145.3 Nondiscrimination/Harassment – 8:20 p.m. (Gaddis)
Material provided.

Discussion: regarding proposed revisions to Board Policy 5145.3 Nondiscrimination/Harassment. Action anticipated: 01/23/2024.

10. Williams Complaint Report – 8:25 p.m. (Gaddis)
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.

K. BOARD REPORTS – 8:30 p.m.

L. FUTURE AGENDA – 8:40 p.m.

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

C. CLOSED SESSION (continued, if necessary)

Announcement of topics/announcement of actions.

M. ADJOURNMENT – 8:45 p.m.

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

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

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

NOTE: The times indicated are approximate.

Mission Statement

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

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

AGENDA ITEM: A-1

MEETING DATE: 01/09/2024

SUBJECT: Workshop: The Ralph M. Brown Act

CHECK ONE:

For Discussion:

For Action:

Report:

Workshop:

Recognition:

Emergency Action:

DEPARTMENT: Legal Services

ACTION REQUESTED:

The superintendent is recommending that the board receive a presentation on the requirements of the Ralph M. Brown Act.

RATIONALE/BACKGROUND:

California's Brown Act requires that elected officials adhere to certain practices and standards to ensure that deliberations are conducted openly and transparently to the community. This presentation will cover board members' responsibilities both individually and collectively under the Brown Act.

ATTACHMENT(S):

A: Brown Act PowerPoint

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 12/18/2023

FISCAL IMPACT:

Current Budget: \$ N/A

Additional Budget: \$ N/A

Funding Source: N/A

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

Current Year Only On-going

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

APPROVED BY: Melissa Bassanelli, Superintendent of Schools MAB

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UNDERSTANDING THE BROWN ACT

PRESENTED TO THE
SAN JUAN UNIFIED BOARD OF EDUCATION
TUESDAY, JANUARY 9, 2024

FHANYSHA GADDIS
GENERAL COUNSEL - SAN JUAN UNIFIED SCHOOL DISTRICT

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Understanding The Brown Act AGENDA

- ▶ Telephone.
- ▶ What is the intent/purpose of the Brown Act?
- ▶ Who is subject to the Brown Act?
- ▶ What does the Brown Act require boards to do?
- ▶ How are board members impacted by Brown Act?
- ▶ How board members can use social media in accordance with Brown Act?
- ▶ Handling Disruptive Behavior, Interruption and Threats.
- ▶ Consequences of Brown Act Violations.

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Understanding The Brown Act

- ▶ INTENT AND PURPOSE OF THE BROWN ACT
 - ▶ Definition
 - ▶ Who is Ralph M. Brown
 - ▶ CA Constitution (codified)
 - ▶ Right of the People

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Understanding The Brown Act

Intent of the Brown Act

- To keep the public informed of the actions, debates, and views of locally elected representatives
- To provide the procedural framework for local legislators to meet, debate, act, and listen collectively to their constituents.
- Found in Government Code sections 54950 through 54963.
- The Intent is to ensure:
 - deliberations and actions of a local agency legislative body are **open and public**,
 - meaningful **public access to local government decisions**, and
 - the public is **fully informed** and able to participate in decisions involving the public agency (section 54950).

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Understanding The Brown Act

Open and Public



Ralph M. Brown 1959

Photo courtesy The Metropolis

"The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know."
California Government Code §54950

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Understanding The Brown Act

Open Meetings – California Constitution

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

California Constitution, Article 1, section 3

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Understanding The Brown Act

Rights of the Public

- ▶ Right to be notified of items on agenda
- ▶ Right to attend without identifying oneself
- ▶ Right to record the meeting
- ▶ Right to speak before or during consideration of an item
- ▶ Right to see board materials
- ▶ Right to say anything, even if unrelated to agency business



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Understanding The Brown Act

- ▶ WHO IS SUBJECT TO THE BROWN ACT?
 - ▶ Legislative bodies
 - ▶ Board of Education (roles/conduct)

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Board Role and Conduct

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

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Understanding The Brown Act

Board Roles and Conduct

- ▶ Board members have collective, not individual authority.
- ▶ No individual board member has authority other than as conferred by a majority of the Board.
- ▶ Board bylaws
- ▶ **Subject to the Brown Act**

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Understanding The Brown Act

Who is subject to the Brown Act?

- ▶ Legislative bodies/local government, including anyone who has been elected but has not yet assumed office.
- ▶ Committees and subordinate bodies created by formal action of the Board of Education.
 - ▶ **NOT SUBJECT TO THE BROWN ACT**
 - ▶ Ad hoc committees are not subject to the Brown Act if composed exclusively of less than a quorum of board members
 - ▶ Board committees created by staff are not subject to the Brown Act, unless they include a quorum of board members

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Understanding The Brown Act

- ▶ HOW IS THE BOARD IMPACTED BY BROWN ACT?
 - ▶ Meeting requirements
 - ▶ During and post-pandemic
 - ▶ Serial meetings
 - ▶ Agenda

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Understanding The Brown Act

What constitutes a meeting?

- ▶ Any congregation of a majority of the members of the legislative body at the same time and place (including teleconference locations) to hear, discuss or deliberate on any matters within its jurisdiction.
- ▶ There need not be action taken or planned, for a "meeting" to occur (section 54952.2)

What this means: A majority may not consult outside an agency-convened meeting.

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Understanding The Brown Act

What is NOT a meeting?

The definition of meeting excludes:

- ▶ Appearance of a Board majority at a general conference open to the public involving a discussion of broad issues and attended by a broad spectrum of officials from a variety of governmental agencies
- ▶ Attendance at open and publicized meetings, organized to address a topic of local concern by a person or organization other than the local agency
- ▶ Individual contacts and conversations
- ▶ Social or ceremonial occasions
- ▶ Attendance by a Board majority at open and noticed meetings of another body of the same local agency or any other agency
- ▶ If a quorum (a simple majority) doesn't appear, there is no meeting under the Brown Act, and no action can be taken.

For these exclusions to apply, board members shall not discuss topics within the subject matter of the Committee "other than as part of the scheduled program."

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Understanding The Brown Act

Is this an
improper
meeting?

- ▶ 3 members meet for coffee and then two of those members each contact another member.



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Understanding The Brown Act

Meetings – Location, Logistics

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

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Understanding The Brown Act

Remote Meetings – Post-Pandemic

Three options to holding a meeting in 'person':

- ▶ Traditional teleconference requirements

Limited Duration

- ▶ AB 361- sunsets in January 1, 2024
- ▶ AB 2449-legislative body members to attend meetings from a remote location for "just cause" or in emergency situations

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Understanding The Brown Act

POST PANDEMIC PROVISIONS

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Understanding The Brown Act: OLD SCHOOL

Traditional Teleconference Requirements

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

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Understanding The Brown Act: NEW SCHOOL

AB 2449 – Remote Participation:

Effective January 1, 2023 – December 31, 2025

Advantages

- ▶ Remote participation without traditional requirements
- ▶ Not dependent on state of emergency or findings

Disadvantages

- ▶ Use limited to specific circumstances
- ▶ Creates new requirement for Board approval
- ▶ Requires technological capabilities

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Understanding The Brown Act

AB 2449 – Remote Participation

Any location without opening/disclosure of location.

Meeting requirements:

- ▶ Quorum must be in-person at open location in the district.
- ▶ Must allow public access via two-way audiovisual platform or two-way audio service/webcast.
- ▶ Must allow public comment via the remote platform as well as in-person (real time).

Member requirements when remote:

- ▶ Must be able to participate through both audio and video.
- ▶ Must identify any individual over 18 in the room with the member and relationship.

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Understanding The Brown Act

AB 2449 – When May It Be Used:

Two circumstances:

1. **Just cause**
 - Care for a family member, an illness, or a disability, or traveling on government business
 - Must notify Board of the "just cause," by providing a general description, at the earliest opportunity possible.
2. **Emergency circumstance**
 - Physical or family medical emergency that prevents a member from attending in-person.
 - Requires approval by Board after it is provided with a general description of the circumstances.

Limits:

- ▶ For "just cause," only two meetings a calendar year.
- ▶ For either reason, no more than:
 - Three consecutive months; or,
 - 20% of regular meetings in a calendar year if Board meets at least 10 times a year; no more than two meetings in a calendar year if the Board meets fewer than 10 times a year.

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Understanding The Brown Act

A meeting can occur no matter how inadvertent or informal the congregation of a majority of the committee.

A majority of board members shall not, outside a meeting:

- ▶ use a series of communications of any kind,
- ▶ directly or through intermediaries,
- ▶ to hear,
- ▶ discuss, or
- ▶ deliberate business that is within the subject matter jurisdiction of the committee.

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Permitted Communications

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

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Understanding The Brown Act

Serial meetings

- ▶ “[A] serial meeting is a series of communications, each of which involves less than a quorum of the legislative body, but which taken as a whole involves a majority of the body's members.” (Attorney General's Brown Act Handbook)
- ▶ A majority of the members of a legislative body shall not, outside a meeting authorized by this chapter, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body. (section 54952.2)
 - ▶ Includes communications through telephone, electronic mail, facsimile, internet, communication through an intermediary
- ▶ Common Serial Meeting Scenarios
 - ▶ Email/text messages in which a majority of board members is copied
 - ▶ Consecutive conversations through an intermediary to poll the Board
 - ▶ Telephone conference calls involving a majority of the Board
 - ▶ Internet chat rooms and blogs

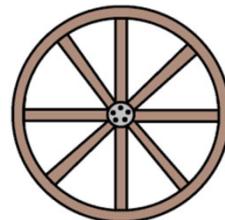
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Understanding The Brown Act

A to B to C to D:



A to B
A to C
A to D



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Understanding The Brown Act

Agenda Items

- ▶ A meeting opening
- ▶ A statement triggering roll call and ensure the board has a quorum present at the meeting.
- ▶ For regular meetings, an opportunity for the public to address the Board on matters within its jurisdiction which are not on the agenda.
- ▶ Descriptions of all items to be discussed.
- ▶ An opportunity for public to address the Board prior to, or during, consideration of any agenda item.
- ▶ A statement of adjournment.

Non-Agenda Items

- ▶ No action or discussion shall be undertaken on any item not appearing on the posted agenda
- ▶ Without taking action, board members or district staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda
- ▶ May ask a question for clarification
- ▶ Board members may make a brief announcement, or brief report on own activities

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Action and Vote Requirements

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

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Closed Session

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

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Closed Session Confidentiality

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

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Employee Contracts

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

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Understanding The Brown Act

HOW BOARD MEMBERS CAN USE SOCIAL MEDIA IN ACCORDANCE WITH BROWN ACT?

- ▶ Prohibitions

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Understanding The Brown Act

Social Media Prohibitions

A board member shall not respond directly to any communication regarding a matter that is within the subject matter jurisdiction of the legislative body that is made, posted, or shared by any other member.

Majority may not use social media to discuss among themselves business of a specific nature that is within the subject matter of the Board. 'Discuss among themselves' means communications made, posted, or shared on an internet-based social medial platform between members of a legislative body, including comments or use of digital icons that express reactions to communications made by other members of the legislative body (section 54952.2)

Includes communications made, posted, or shared between members of the Board, including comments or use of digital icons that express reaction to communications made by other members of the board(e.g., emoji, like, etc.)

What is allowed on Social Media (that is open and accessible to the public):

- ▶ Answering questions
- ▶ Providing information
- ▶ Soliciting information from the public

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Understanding The Brown Act

Social Media Takeaways:

Board members may use internet-based social media platforms open and accessible to the public to engage in separate conversations or communications to:

- ▶ Answer questions from the public
- ▶ Provide information to the public
- ▶ Solicit information from the public

Board members may use social media unrelated to board business

Board members may not directly respond to any communication "made, posted, or shared by" another board member regarding committee business

Board members must avoid otherwise permissible use of social media which results in a discussion between majority of Board members regarding business of a specific nature

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Understanding The Brown Act

- ▶ HANDLING DISRUPTIVE BEHAVIOR, INTERRUPTIONS, AND THREATS

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Understanding The Brown Act

Disruption, Interruption, Threats

- ▶ The Board president shall not permit any disturbance or willful interruption of Committee meetings.
- ▶ Persistent disruption by an individual or group or any conduct or statements that threaten the safety of any person(s) at the meeting shall be grounds to terminate the privilege of addressing the Committee.
- ▶ Clearing the Room (section 54957.9); Removal for not ceasing disruptive behavior. (section 54957.95)
- ▶ **Prior to removal**, the individual shall be **warned** that their behavior is disrupting the meeting and that failure to cease the disruptive behavior may result in removal. If, after being warned, the individual does not promptly cease the disruptive behavior, the board president, or designee, may have the individual removed from the meeting. (section 54957.95)
- ▶ When an individual's behavior constitutes **the use of force or a true threat of force**, the individual shall be removed from a Board meeting **without a warning**. (section 54957.95)
- ▶ The board may order the room cleared if necessary. In this case, members of the media not participating in the disturbance shall be allowed to remain, and individuals not participating in such disturbances may be allowed to remain at the discretion of the board. When the room is ordered cleared due to a disturbance, further board proceedings shall concern only matters appearing on the agenda. (Government Code section 54957.9)
- ▶ When disruptive conduct occurs, the board may decide to recess the meeting to help restore order, or if removing the disruptive individual(s) or clearing the room is infeasible, move the meeting to another location. The board may direct the superintendent or designee to contact local law enforcement as necessary.

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Understanding The Brown Act

- ▶ CONSEQUENCES FOR BROWN ACT VIOLATIONS

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Understanding The Brown Act

Consequences of Brown Act Violations

- ▶ Violations of the meeting notice and agenda provisions
 - ▶ may cause a **board action to be null and void** if judgment is found against the District/committee.
 - ▶ Any interested party or the Sacramento County District Attorney must demand in writing that the committee "**cure or correct**" the alleged violation prior to action being commenced.
 - ▶ Civil Actions
- ▶ Any committee member who attends a committee meeting where action is taken in violation of any provision of the Act, and where the member intends to **deprive the public of information to which the member knows or has reason to know the public is entitled**, is guilty of a **misdemeanor** (section 54959)

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Understanding The Brown Act

Q&A





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

Board of Education Minutes
December 12, 2023

Regular Meeting
Board of Education
5:00 p.m.

Open Session/Call to Order/Oath of Office/Election Results (A)

The December 12 regular meeting was called to order by the president, Zima Creason. The board meeting was held in person and was also streamed to the district's YouTube channel.

Superintendent Bassanelli announced that the Certificate of Facts for the special election held on November 7, 2023, has been received from the Sacramento County Registrar of Voters, and the oath of office was then administered to newly elected board member Manuel Perez.

Roll Call

Present:
Zima Creason, member
Pam Costa, member
Saul Hernandez, member
Ben Avey, member
Paula Villescaz, member
Tanya Kravchuk, member
Manuel Perez, member

Announcement of Closed Session Topics/Closed Session Visitor Comments (B)

There were no closed session visitor comments.

Closed Session (C)

The meeting was recessed at 5:13 p.m. with the board convening in closed session at 5:45 p.m. to discuss with negotiator Daniel Thigpen, Executive Director, Labor Relations and Government Affairs, regarding CSEA Chapter 127 General/Operations support, Chauffeurs/Teamsters Local No. 150 Transportation, Supervisors, Teachers and Certificated Supervisory units; and regarding non-represented groups: management and confidential units (Government Code section 54957.6) and to discuss one personnel matter – public employee appointment/employment – chief financial officer (Government Code section 54957).

Reconvene Open Session/Pledge of Allegiance (D)

At 6:30 p.m., the meeting was called back to order by the president, Zima Creason. Four members of the Casa Roble Fundamental High School Air Force Jr. ROTC led the group in the Pledge of Allegiance.

Organizational Meeting: Election of Officers/Board Representatives/Appointment of Secretary/Meeting Dates, Times, Location and Remuneration (E)

Election of Officers:

It was moved by Ms. Villescaz, seconded by Mr. Hernandez, that Ms. Costa be elected president. MOTION CARRIED UNANIMOUSLY [Creason, Costa, Hernandez, Avey, Villescaz, Kravchuk, Perez].

It was moved by Ms. Costa, seconded by Ms. Kravchuk, that Mr. Hernandez be elected vice president. MOTION CARRIED UNANIMOUSLY [Costa, Hernandez, Avey, Villescaz, Kravchuk, Perez, Creason].

It was moved by Mr. Hernandez, seconded by Ms. Kravchuk, that Mr. Avey be elected clerk. MOTION CARRIED UNANIMOUSLY [Costa, Hernandez, Avey, Villescaz, Kravchuk, Perez, Creason].

Board Representatives:

The board approved the selection of board representatives and alternates to the following committees:

- Citizens/Bond Oversight Committee — Ms. Villescaz; Mr. Perez, alt.
- Curriculum, Standards, Instructional and Student Services Committee — Ms. Costa; Ms. Kravchuk, alt.
- Facilities Committee — Mr. Hernandez; Mr. Avey, alt.
- Local Control and Accountability Plan (LCAP) Parent Advisory Committee (PAC) — Ms. Kravchuk; Ms. Villescaz, alt.
- Special Education Community Advisory Committee (CAC) — Mr. Avey; Ms. Kravchuk, alt.
- District English Learner Advisory Committee (DELAC) — Ms. Creason; Mr. Avey, alt.
- San Juan Education Foundation (SJEF) — alternating
- District Audit Committee — Mr. Hernandez, Mr. Avey and Ms. Costa
- California School Boards Association (CSBA) Delegate Assembly — Ms. Costa, Ms. Villescaz and Ms. Kravchuk

It was moved by Mr. Avey, seconded by Mr. Hernandez, to appoint Ms. Kravchuk to the CSBA Delegate Assembly for a two-year term from April 1, 2024 to March 31, 2026. MOTION CARRIED UNANIMOUSLY [Costa, Hernandez, Avey, Villescaz, Kravchuk, Perez, Creason].

- City of Citrus Heights Education and Community Programs Committee — Ms. Kravchuk (area 5), Mr. Perez (area 7) and Ms. Costa (board president)

Secretary to the Board:

It was moved by Mr. Hernandez, seconded by Ms. Creason, to appoint the superintendent as secretary to the board. MOTION CARRIED UNANIMOUSLY [Costa, Hernandez, Avey, Villescaz, Kravchuk, Perez, Creason].

Board Meeting Schedule:

It was moved by Ms. Creason, seconded by Mr. Avey, to approve the board meeting schedule for the second and fourth Tuesdays of the month at 6:30 p.m. and workshops as needed. MOTION CARRIED UNANIMOUSLY [Costa, Hernandez, Avey, Villescaz, Kravchuk, Perez, Creason].

Board Meeting Location:

It was moved by Ms. Kravchuk, seconded by Ms. Villescaz, to approve the board meeting location at 3738 Walnut Avenue, Carmichael. MOTION CARRIED UNANIMOUSLY [Costa, Hernandez, Avey, Villescaz, Kravchuk, Perez, Creason].

Board Member Remuneration:

It was moved by Ms. Creason, seconded by Ms. Villescaz, to approve board member remuneration in the amount of \$787.50, in accordance with Board Policy 9250 and Education Code section 35120. MOTION CARRIED UNANIMOUSLY [Costa, Hernandez, Avey, Villescaz, Kravchuk, Perez, Creason].

Minutes Approved (F)

It was moved by Ms. Villescaz, seconded by Mr. Avey, that the minutes of the November 14 regular meeting be approved. MOTION CARRIED 6-0-1 [AYES: Costa, Hernandez, Avey, Villescaz, Kravchuk, Creason; NOES: None; ABSTAIN: Perez].

High School Student Council Reports (G-1)

High School Student Council representatives Presley Crawford and Ria Chandra from La Entrada High School, Madison Robbins and Alex Palmer from El Sereno High School, and Aubrey Galindo and Wyatt Haro from Meraki High School updated the board on the goals, activities and achievements at their respective schools.

Closed Session/Expulsion Actions (G-6)

There were no closed session actions to report.

Visitor Comments (H)

Lidia Melendez spoke about a recent Family and Community Engagement conference and safety at Sylvan Middle School.

Lucero Soto shared information about a recent bilingual education conference.

Norma Martinez made comments about safety at Sylvan Middle School.

Marcus Munz expressed concerns regarding the long lunch lines at Arden Middle School.

Lucian Munz expressed concerns about the old water fountains at Rio Americano High School.

Consent Calendar Approved (I-1/I-17)

It was moved by Ms. Creason, seconded by Ms. Villescaz, that the consent calendar items I-1 through I-17 be approved. MOTION CARRIED UNANIMOUSLY [Costa, Hernandez, Avey, Villescaz, Kravchuk, Perez, Creason].

Personnel (I-1) - Appointments, leaves of absence, separations and job descriptions/salary range change – approved as submitted.

Purchasing Report (I-2)

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

Business/Financial Report (I-3)

Warrants and payroll – approved as submitted.

Gifts (I-4)

Acceptance of gifts to El Camino Fundamental High School, Encina Preparatory High School, Katherine Johnson Middle School, Laurel Ruff Transition School and Mesa Verde High School.

Surplus Property Report (I-5)

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

Adult Education Course Approval (I-6)

Approval of the 2023-2024 Adult Education courses.

Minimum Wage Increase: Short-Term Salary Schedule (I-7)

Approval of salary changes to reflect the January 1, 2024 minimum wage increase to \$16.00 per hour for certain job classifications on the short term, temporary salary schedule.

Early Head Start/Head Start Budget Modification/Carryover Funds (I-8)

Approval of Early Head Start and Head Start year 3 budget modification/carryover funds.

Resolution No. 4106: Emergency Contracting (I-9)

Adoption of Resolution No. 4106 authorizing emergency contracting.

Resolution No. 4107: Power to Contract (I-10)

Adoption of Resolution No. 4107 authorizing power to contract on behalf of San Juan Unified School District.

Resolution No. 4108: Delegating Signature Authorization (I-11)

Adoption of Resolution No. 4108 delegating signature authorization to the superintendent.

Bond Oversight Committee Membership (I-12)

Approval of Robin Marks as a committee member to the Bond Oversight Committee.

Facilities Committee Membership (I-13)

Ratification of Frank Cockrell and Zachary Morton as committee members to the Facilities Committee.

Curriculum, Standards, Instructional and Student Services Committee Membership (I-14)

Ratification of Susan Zimmer as a committee member to the Curriculum, Standards, Instructional and Student Services Committee.

Legal Services Agreement (I-15)

Approval of the legal services agreement between the district and Jones Hall for the potential November 2024 bond.

Warehouse Lease Agreement (I-16)

Approval of the lease agreement between the district and RDKJ Inc. for warehouse space located at 5227 Manzanita Avenue, Carmichael, California 95608 effective 12/17/2023-12/17/2025.

Consulting Services Agreement (I-17)

Approval of the consulting services agreement between the district and Isom Advisors, a Division of Urban Futures Inc.

Amending District Graduation Requirements for the Class of 2024 (K-1)

Assistant Superintendent of Secondary Education and Programs Kristan Schnepp gave a presentation regarding amending the district's graduation requirements for the Class of 2024. Ms. Schnepp provided historical context, noting that in 2016 the board approved increasing graduation requirements starting with the Class of 2023, which included additional courses in mathematics, science, and world language; however, with school closures occurring due to COVID-19, the disruption to students' education has impacted many of the current seniors and there is no state legislation to support the Class of 2024. Ms. Schnepp said that staff reviewed current data for seniors and gathered input from staff, students, and the community, and ultimately determined that there was a need to reduce the number of credits needed to graduate. Ms. Schnepp explained that the recommended graduation requirement for the Class of 2024 is 160 credits. Staff answered questions from the board. Board members made comments and posed questions regarding the block versus traditional schedules, the graduation advisory committee, the timing of the recommendation, current data and credit recovery options, acknowledging that it may take some time to get back to the board-adopted graduation requirements that were approved in 2016. After board discussion, it was agreed that the item would return for action as a business item on January 9.

2023-2024 First Interim and Budget/Financial Status Report (K-2)

Interim Chief Financial Officer Lisa Grant-Dawson and Director of Fiscal Services Kristi Blandford presented the 2023-2024 First Interim Report, certifying the First Interim Report as positive, with the understanding of the fiduciary responsibility to maintain fiscal solvency for the current and subsequent two fiscal years. The First Interim Report reflects actual revenue and expenditures through October 31, 2023, forecasts the remainder of the 2023-2024 fiscal year, and provides a multi-year budget projection for years 2024-2025 and 2025-2026. Board members made comments and expressed appreciation for the positive certification. It was moved by Ms. Villescaz, seconded by Mr. Perez, to approve the 2023-2024 First Interim Report with the positive certification of the district's ability to meet its financial obligations for the current fiscal year and subsequent two fiscal years. MOTION CARRIED UNANIMOUSLY [Costa, Hernandez, Avey, Villescaz, Kravchuk, Perez, Creason].

2022-2023 Audit Report (K-3)

Ms. Blandford shared that the completion of the 2022-2023 audit report is delayed because the district submitted a request for an extension to file the Annual Audit and Financial Statements with the California Department of Education (CDE). Ms. Blandford explained that the district previously filed a J-13A waiver form with the CDE for lost attendance days at Barrett Middle School and Grand Oaks Elementary School in January 2023 due to severe storms in the region, however, the CDE currently has more than 600 forms pending approval, and the district's waiver has not yet been approved. Ms. Blandford conveyed that the district's external audit firm, Crowe LLP, will provide a final audit report once the waiver is approved, which the anticipated timeframe is between December 2023 and March 2024.

Issuance and Sale of General Obligation Bonds (K-4)

Chief Operations Officer Frank Camarda presented information regarding the proposed issuance and sale of Measure P general obligation bonds to fund capital projects previously authorized by voters. Mr. Avey asked a clarifying question, which Mr. Camarda answered. It was moved by Ms. Villescaz, seconded by Mr. Avey, to adopt Resolution No. 4109, authorizing the issuance and sale of general obligation bonds, election of 2016, series 2024, in an aggregate principal amount not to exceed \$125,000,000 and approving related documents and actions. MOTION CARRIED UNANIMOUSLY [Costa, Hernandez, Avey, Villescaz, Kravchuk, Perez, Creason].

Advance Refunding of General Obligation Bonds (K-5)

Mr. Camarda presented the item. It was moved by Mr. Hernandez, seconded by Ms. Creason, to adopt Resolution No. 4110, authorizing the issuance and sale of 2024 general obligation bonds in an aggregate principal amount not to exceed \$120,000,000 to refund outstanding general obligation refunding bonds and approving related documents and actions. MOTION CARRIED UNANIMOUSLY [Costa, Hernandez, Avey, Villescaz, Kravchuk, Perez, Creason].

Board Reports (L)

Ms. Creason expressed appreciation for the support she received during her time as board president, and she thanked Ms. Costa for the example she set in governing as a board member and for her earlier kind comments.

Mr. Avey reported that he attended the Facilities Committee meeting, where there was a presentation from the facilities master plan consultants, and he shared that the committee will be bringing a recommendation to the board regarding non-permitted use of fields.

Future Agenda (M)

There were no items added to the future agenda.

Adjournment (N)

At 8:20 p.m., there being no further business, the regular meeting was adjourned.

Pam Costa, Board President

Melissa Bassanelli, Secretary

Approved: _____
:sc

APPROVED: *RT YMB*

HUMAN RESOURCES

The following reports are submitted for board approval

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

Agenda for the January 9, 2024 Board Meeting

1. APPOINTMENTS

CERTIFICATED

Type	Name	Status	Assignment	Location	Effective Date (s)
New Hire	Bethune, Justin	Temp	Tch-Voc Educ/ROP 9/12	Mira Loma	11/30/23 06/05/24

CLASSIFIED

Type	Name	Status	Assignment	Location	Effective Date (s)
New Hire	Avalos Sanchez, Alba	Prob	Nutrition Services Worker I	Northridge	11/28/23
New Hire	Baizayee, Awrang Zaib	Prob	Bilingual Translator, Farsi	Central Enroll/family Svcs	12/05/23
New Hire	Buvert, Jeanette	Prob	Employee Benefits Specialist	Fiscal Services	12/12/23
New Hire	Campagnone, Sarah	Prob	School Playground Rec Aide	Green Oaks	11/29/23
New Hire	Chaney, Virginia	Prob	Nutrition Services Worker I	Casa Roble	12/05/23
New Hire	Fuimaono, Don	Prob	Expanded Learning Site Fac	Pupil Personnel Services	12/04/23
New Hire	Henderson, Dustin	Prob	Welder/Fabricator	M&O - Building Maintenance	11/29/23
New Hire	Heo, Moonsook	Prob	Bus Attendant 1	Transportation	12/01/23
New Hire	Hundley, Jacqueline	Prob	Nutrition Services Worker I	Howe Avenue	11/28/23
New Hire	Kasper, Monica	Prob	Nutrition Services Worker I	Howe Avenue	12/19/23
New Hire	Kienbaum, Timothy	Prob	Child Dev Assist-SA	Sierra Oaks ECE	12/04/23
New Hire	Leberfing, Lorna	Prob	Nutrition Services Worker I	El Camino	12/12/23
New Hire	McDonald, Wendy	Prob	School Playground Rec Aide	Gold River	01/09/24
New Hire	Teeter, Tara	Prob	Clerk	Starr King	12/01/23
New Hire	Tilton, Jessica	Prob	School Playground Rec Aide	Arlington Heights	12/05/23
New Hire	Toribio Flores, Hilda	Prob	Communication Specialist II	Superintendent's Office	12/04/23
New Hire	Torres, Jessica	Prob	School Playground Rec Aide	Trajan	12/11/23
New Hire	Wheeler, Ashley	Prob	Instructional Assistant III	Ralph Richardson	12/18/23
New Hire	Williams, Corinthian	Prob	Campus Monitor	Louis Pasteur	12/18/23
New Hire	Williams-Huhn, Justin	Prob	Campus Safety Monitor	Pasadena	11/28/23
Rehire	Charamuga, Katrina	Prob	Instructional Assistant II	Mariemont	12/07/23
Rehire	Friedls, Angelina	Prob	School Playground Rec Aide	Mission Avenue	12/04/23

2. LEAVES OF ABSENCE

CERTIFICATED SUPERVISORY

Type	Name	Status	Assignment	Location	Effective Date (s)
Paid	Roesser, Eric	Perm	Elem Sch Admin Specialist	Kingswood	11/06/23 12/21/23
Paid	Vignerie, Bryon A	Perm	Psychologist	Psych Services - Kenneth	11/27/23 01/07/24

CERTIFICATED

Type	Name	Status	Assignment	Location	Effective Date (s)
Paid	Bostanzoglou, Katina	Perm	Tch-Grad 9/12	Rio Americano	10/12/23 04/15/24
Paid	Collett, Catherine	Prob	Teacher Grade 2	Cameron Ranch	11/06/23 12/21/23
Paid	Givant, Linda	Perm	Tch-Grad 9/12	Del Campo	10/16/23 01/07/24
Paid	Hennagin, Baylee	Perm	Tch-Grad 9/12	Mesa Verde	11/27/23 03/08/24
Paid	Hustead, Jennifer	Perm	Tch-Trav Elem Clsmr-PE	Teaching and Learning	11/24/23 12/13/23
Paid	Johnson, Laurie	Perm	Tch-English Language Dev	Harry Dewey	11/04/23 12/12/23
Paid	Mackay-Logue, Susan	Perm	Teacher Grade 5	Woodside	11/16/23 01/16/24
Paid	Nelson, Jessica	Prob	Tch-Grad 7/8	Sylvan	11/27/23 12/21/23
Paid	Richards, Malcolm	Prob	Teacher Grade 3	Sierra Oaks	11/27/23 02/23/24
Unpaid	Jordan, Jenny	Perm	Tch-Trav Elem Clsmr-Art	Teaching and Learning	11/04/23 01/08/24
Unpaid	Lane-Lopez, Brittany	Perm	Teacher Grade 2	Grand Oaks	11/04/23 06/05/24
Unpaid	Stasyuk, Amelia	Prob	Speech & Lang Path Asst	Special Ed - Kenneth	11/03/23 04/10/24

CLASSIFIED

Type	Name	Status	Assignment	Location	Effective Date (s)
Paid	Barton, Michele	Perm	Nutrition Services Worker I	Casa Roble	10/12/23 01/05/24
Paid	Eskro, Aaron	Perm	Instructional Assistant I	Mission Avenue	11/06/23 02/08/24
Paid	Evans, Mark	Perm	Custodian	Encina	11/17/23 01/07/24
Paid	Nixon, Jeffery	Perm	Custodian	Lichen	09/06/23 01/05/24
Paid	Peeler, Michelle	Perm	Occupational Therapist	Special Ed - Kenneth	09/29/23 12/21/23
Paid	Rios, Jose	Perm	Elementary Head Custodian	Thomas Edison	10/16/23 12/22/23
Paid	Roper, Samantha	Perm	Nutrition Services Worker I	Mesa Verde	11/17/23 02/16/24
Paid	Severa, Erika	Perm	Instructional Assistant III	Cottage	09/14/23 12/15/23
Paid	Shields, Chris	Perm	Nutrition Services Worker I	Bella Vista	08/29/23 01/02/24
Paid	Suliman, Faisel	Perm	Custodian	Schweitzer	11/14/23 06/30/24
Paid	Voss, Virgil	Perm	Elementary Head Custodian	Northridge	08/30/23 12/15/23
Paid	Williams, Leah	Perm	State/Fed Rstrc Fnds Analyst	Student Learning Assistance	10/01/23 02/02/24

Agenda for the January 9, 2024 Board Meeting

2. LEAVES OF ABSENCE (Continued)

CLASSIFIED

Type	Name	Status	Assignment	Location	Effective Date (s)
Paid	Witherell, Betty	Perm	Custodian	San Juan	07/01/23 12/29/23
Unpaid	Lazrig, Noor Elhuda	Perm	Instructional Assistant I	Schweitzer	11/03/23 04/14/24

3. SEPARATIONS

CLASSIFIED

Type	Name	Status	Assignment	Location	Effective Date (s)
Resignation	Boushey, Danielle	Perm	Instructional Assistant III	Whitney Avenue	12/13/23
Resignation	Coe, Jessica	Perm	Instructional Assistant I	Dyer-Kelly	11/29/23
Resignation	Davidson, Elizabeth	Perm	Non-Instruct Support Aide	Sunrise ECE	11/30/23
Resignation	Gabasa, Monique	Perm	Lead Custodian	Mira Loma	11/30/23
Resignation	Garcia, Jasmin	Perm	Instructional Assistant III	Whitney Avenue	12/07/23
Resignation	Mellow, Judy	Perm	Instructional Assistant II	Sylvan	12/01/23
Resignation	Moeava, Ingrid	Perm	Nutrition Services Supv III	Nutrition Services	01/03/24
Resignation	Palmer, Clarence	Prob	Nutrition Services Worker I	Casa Roble	12/08/23
Resignation	Powell, Janice	Perm	Intermed Clerk Typist	Center for Teacher Support	01/09/24
Resignation	Santiago, Sarina	Prob	Instructional Assistant III	Del Campo	11/28/23
Resignation	Staropoli, Terri	Prob	Nutrition Services Worker I	Mira Loma	11/28/23
Retirement	Atchinson, Debra	Perm	Bus Driver	Transportation	12/29/23
Retirement	Carlson, John	Perm	Groundskeeper/Gardener	M&O - Building Maintenance	12/31/23
Retirement	Packard, Stacey	Perm	Adm Asst VII (Conf)	Teaching and Learning	12/30/23
Retirement	Rondoni, Karen	Perm	Child Development Assist-SA	Mission ECE	12/18/23
Retirement	Schendel, Catherine	Perm	Clerk	Ottomon	12/29/23
Retirement	Stemwedel, Gary	Perm	Lead Electrician	M&O - Building Maintenance	12/29/23
Retirement	Welch, Terese	Perm	Adm & Fam Services Tech	Central Enroll/family Svcs	12/29/23
Retirement	Whitaker, Bryan	Perm	Middle Sch Head Custodian	Carnegie	12/29/23
Dismissal	CL #582	Prob	Instructional Assistant II	Teaching and Learning	11/03/23

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

**AGENDA ITEM: H-2
MEETING DATE: 01/09/2024**

APPROVED:

Lisa Grant-Dawson
Interim CFO

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	NA	
Piggyback Contracts	NA	
Zero Dollar Contract	✓	3
Bids/RFPs	NA	
Other	NA	
ERRATA	NA	

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

November 29, 2023 - December 12, 2023

PO#	Date	Vendor Name	Description	Amount \$	Site/ Department
PO24-02886	12/1/2023	The Town Project	Coaching for staff and Sacramento Waldorf School focusing on developing a racial equity lens and restorative justice implementation plan. Contract through 9/30/2024	\$ 13,600.00	304 - OSLA
TBD	12/1/2023	KIME Performance Physical Therapy	Testing for all athletes accompanied by an app based program customized to their sport. Contract through 10/31/2024	\$ 7,500.00	Student Body Funds
TBD	12/1/2023	Mission Oaks Recreation and Park District	Soccer program for students in 1st through 6th grade for students at Cottage, Starr King, Edison, Howe and Dyer-Kelly	\$ 125,000.00	412 - OSLA

Purchasing Contracts Board Report
Change Orders/Amendments

November 29, 2023 - December 12, 2023

Change Orders

PO#	Date	Vendor Name	Description	Original PO Amount \$	Previous Approved C/O Totals \$	Current C/O for Approval Amount \$	New Contract Amount \$	Responsibility
BPO24-00137	12/4/2023	Highland Beef	Additional supplies needed	\$ 50,000.00	\$ -	\$ 22,846.00	\$ 72,846.00	Nutrition Services
BPO24-00416	12/13/2023	Individual Foods	Additional supplies needed	\$ 150,000.00		\$ 300,000.00	\$ 450,000.00	Nutrition Services
BPO24-00383	12/13/2023	UBEO West	Additional supplies needed	\$ 1,200.00		\$5,000.00	\$ 6,200.00	Nutrition Services

Service Agreement Change Orders

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

Other Contract Change Orders

PO#	Date	Vendor Name	Description	Original PO Amount \$	Previous Approved C/O Totals \$	Current C/O for Approval Amount \$	New Contract Amount \$	Responsibility
308672 VR24-TBD	12/11/2023	Statewide Educational Wrap Up Program	Builders Risk Insurance policy for Coleman MOD project 106-9495-P1	\$ 412,809.22		\$ 93,227.00	\$ 506,036.22	216 - Facilities
306732 VR24-TBD	12/11/2023	Statewide Educational Wrap Up Program	Builders Risk Insurance policy for Mariemont MOD project 130-9495-P1	\$ 325,089.71		\$ 102,956.10	\$ 428,045.81	216 - Facilities

Lease Amendments/Change Orders

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

General Contract Change Orders

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

Purchasing Contracts Board Report
Board Pre-Approval
Zero Dollar

November 29, 2023 - December 12, 2023

Fund	Date	Site/ Department	Vendor Name	Description
	2/9/2024	CTE	Arrive Alive California, Inc.	Real DUI Court Schools Program

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

**AGENDA ITEM: H-3
MEETING DATE: 01/09/2024**

APPROVED:

Lisa Grant-Dawson
Interim CFO

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
RJ Commercial Flooring Company, Inc.	PO#307283 VR24-01061 Provide all labor, materials, equipment, tools, transportation and incidentals for sitewide flooring at Del Campo High School, 4925 Dewey Drive, Fair Oaks, CA 95628, located in the San Juan Unified School District. Vendor: RJ Commercial Flooring Company, Inc.	10/31/2023	11/15/2023

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

AGENDA ITEM: H-5

MEETING DATE: 01/09/2024

SUBJECT: Surplus Property

CHECK ONE:

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

DEPARTMENT: Business Support Services

ACTION REQUESTED:

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

RATIONALE/BACKGROUND:

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

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

ATTACHMENT(S):

A: List of Surplus Property

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 12/18/2023

FISCAL IMPACT:

Current Budget: \$ _____ N/A _____

Additional Budget: \$ _____ N/A _____

Funding Source: _____ N/A _____

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

Current Year Only Ongoing

LCAP/STRATEGIC PLAN:

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

Action: _____ N/A _____

Strategic Plan: _____ N/A _____

PREPARED BY: Lisa Grant-Dawson, Interim Chief Financial Officer 

APPROVED BY: Melissa Bassanelli, Superintendent of Schools 

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

Location/Site	Make	Model	Description	Fixed Asset / Serial #	Disposition
Barrett			16-Keyboards		Recycled
Barrett	HP		Printer	20188917	eWaste
Garfield	HP	Laser Jet 500 M551	Printer	20173705 / CNDCG6V16N	eWaste
Mariemont	Samsung		TV	LH65QBNEBGC/07S3HCZM100266W	eWaste
Mariemont	Samsung		TV	LH75BETHLGFXGO/0A7AHCAR601649F	eWaste
Mariemont	Samsung		TV	LH65QBNEBGC/GO/ 07S3HCZM100250Z	eWaste
Mariemont	Promethean	ActivPanel Touch APT2-70	Interactive Whiteboard	20187559	eWaste
Mariemont	Promethean		Interactive Whiteboard	20187566	eWaste
Mariemont	Promethean		Interactive Whiteboard	20187554	eWaste
Mesa Verde			Office Desks		Recycled / Disposed
Mesa Verde			Office Chairs		Recycled / Disposed
Mesa Verde			Office File Cabinets		Recycled / Disposed
Mesa Verde			Office Tables		Recycled / Disposed
Mesa Verde			Office Modular Furniture		Recycled / Disposed
Mesa Verde			Cafeteria Tables		Recycled / Disposed
Mesa Verde			Cafeteria Chairs		Recycled / Disposed
Ottomon	Apple	iPad	Tablet	20183030	eWaste
Ottomon	Apple	iPad	Tablet	20183031	eWaste
Ottomon	Apple	iPad	Tablet	20183032	eWaste
Ottomon	Apple	iPad	Tablet	20183034	eWaste
Ottomon	Apple	iPad	Tablet	20183035	eWaste

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

AGENDA ITEM: H-6
MEETING DATE: 01/09/2024

SUBJECT: Continued Funding Application (CFA)
for California Department of Social Services (CDSS)

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

DEPARTMENT: Early Childhood Education (ECE)

ACTION REQUESTED:

The superintendent is recommending that the board adopt Resolution No. 4111 approving the 2024-2025 Continued Funding Application for the California Department of Social Services.

RATIONALE/BACKGROUND:

CDSS requires all agencies with a board of directors to submit formal board approval of the Continued Funding Application package.

ATTACHMENT(S):

A: CDSS CFA 24-25

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 12/18/2023

FISCAL IMPACT:

Current Budget: \$1,712,697

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: Lisa Teal, Program Manager, Early Childhood Education
Amberlee Townsend-Snider, Assistant Superintendent, Elementary/K-8 & Programs ^{KS}

APPROVED BY: Amy L. Slavensky, Ph.D., Interim Deputy Superintendent, Schools and Student Support ^{AS}
Melissa Bassanelli, Superintendent of Schools *MBS*

CONTINUED FUNDING APPLICATION FISCAL YEAR 2024-25

1. Introduction

Contractors who wish to be considered for continued funding for Fiscal Year (FY) 2024-25 must read the accompanying instructions and fully and accurately complete this application for continued funding. Please note that contractors have no vested right to a subsequent contract. Failure to respond to this application by the noted due date shall constitute notice to the Child Care and Development Division (CCDD) of the intent to discontinue services at the end of the current contract year unless the contractor has received a written notice of extension of time from the CCDD. If this application is returned to the CCDD by the due date, but is not fully and accurately completed, continued funding for FY 2024-25, may not be awarded, or funding may be delayed. Completion of this Continued Funding Application (CFA) does not guarantee a renewal of funding. Any contractors who are approved for continued funding will be expected to execute a contract with the California Department of Social Services (CDSS) and comply with all applicable federal and state laws as well as all Funding Terms and Conditions and applicable Program Requirements incorporated into the contract.

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

Instructions to complete this application may be accessed on the Child Care and Development [CFA web page](#).

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

2. Section I – Contractor Information

1. Legal Name of Contractor

San Juan Unified School District

2. Contractor “Doing Business As” (DBA)

San Juan Unified School District

3. Headquartered County

Sacramento

4. Vendor Number

6744

5. Contact Person Completing Application

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

Full Name

Robin Hoppe

Title

Content Specialist

Telephone Number (999-999-9999)

916-971-5927

Email Address

rhoppe@sanjuan.edu

6. Executive Director Information

Full Name

Melissa Bassanelli

Telephone Number (999-999-9999)

916-971-7104

Email Address

Mbassanelli@sanjuan.edu

7. Program Director Information

Full Name

Lisa Teal

Telephone Number (999-999-9999)

916-971-5912

Email Address

lisa.teal@sanjuan.edu

8. Legal Business Address

Street Address

3738 Walnut Ave

City

Carmichael

Zip Code

95608

9. Mailing Address (if different from above)

Street Address

PO Box 477

City

Carmichael

Zip Code

95608

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

94-6002533

3. Section II – Contract Types

Check all applicable boxes indicating the programs the contractor intends to continue to administer for FY 2024-25. The contractor agrees to continue implementation of these programs with funds provided by the CDSS.

11. Center-Based Programs:

General Child Care and Development (CCTR) – Birth to Age 3

General Child Care and Development (CCTR) – TK through Age 13

12. Alternative Payment Programs:

Not applicable

13. Other Programs:

Not applicable

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

Not applicable

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

15. Does the contractor have a board of directors, board of trustees, board of education, or any other governing board?

Yes

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

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

First Name

Pam

Last Name

Costa

Title

President

Telephone Number (999-999-9999)

916-971-7700

Email Address

boardmembers@sanjuan.edu

Address

3738 Walnut Ave Carmichael, CA 95608

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

No

First Name

Saul

Last Name

Hernandez

Title

Vice President

Telephone Number (999-999-9999)

916-971-7700

Email Address

boardmembers@sanjuan.edu

Address

3738 Walnut Ave Carmichael, CA 95608

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

No

First Name

Ben

Last Name

Avey

Title

Clerk

Telephone Number (999-999-9999)

916-971-7700

Email Address

boardmembers@sanjuan.edu

Address

3738 Walnut Ave Carmichael, CA 95608

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

No

First Name

Paula

Last Name

Villescaz

Title

Member

Telephone Number (999-999-9999)

916-971-7700

Email Address

boardmembers@sanjuan.edu

Address

3738 Walnut Ave Carmichael, CA 95608

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

No

First Name

Tanya

Last Name

Kravchuk

Title

Member

Telephone Number (999-999-9999)

916-971-7700

Email Address

boardmembers@sanjuan.edu

Address

3738 Walnut Ave Carmichael, CA 95608

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

No

First Name

Manuel

Last Name

Perez

Title

Member

Telephone Number (999-999-9999)

916-971-7700

Email Address

boardmembers@sanjuan.edu

Address

3738 Walnut Ave Carmichael, CA 95608

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

No

First Name

Zima

Last Name

Creason

Title

Member

Telephone Number (999-999-9999)

916-971-7700

Email Address

boardmembers@sanjuan.edu

Address

3738 Walnut Ave Carmichael, CA 95608

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

No

5. Section IV – Board Resolution

17. Please make one selection:

My agency has an existing board approval for this CFA or has an existing agency policy/delegation authority that permits the authorized representative to sign this CFA on behalf of the agency's board.

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Social Services for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for Fiscal Year 2024-25.

RESOLUTION

18. BE IT RESOLVED that the Governing Board of San Juan Unified School District (Vendor #: 6744) authorizes entering into local agreement with the State of California and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

Signature of Contractor's Authorized Representative



Signature of: Lisa Teal

Title of Contractor's Authorized Representative

Program Manager

Date of Signature

12/04/2023

PASSED AND ADOPTED by the Governing Board of San Juan Unified School District of Sacramento County, California.

Resolution passed and adopted on:

19. I, [Your Name] _____, Clerk of the Governing Board of San Juan Unified School District, of Sacramento County, California certify that the foregoing is a full, true and correct copy of the resolution adopted by the said Board on [Meeting Date] _____ at a regular public place of meeting and the resolution on file in the office of said Board.

Clerk Signature

Signature of: Ben Avey

Meeting Date:

Date of Signature:

6. Section V – Subcontractor Certification

20. The following types of contracts operate with the use of subcontractors (check all that apply). For each contract type selected, submit a separate Subcontract Certification form **CCD 30B** (upload the file in Section IX). The form is available on the [CFA web page](#).

Not applicable – San Juan Unified School District does not subcontract any of its programs.

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

Signature of Contractor's Authorized Representative



Signature of: Lisa Teal

Title of Contractor's Authorized Representative

Program Manager

Date of Signature

12/04/2023

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

916-971-5912

Authorized Representative's Email Address

lisa.teal@sanjuan.edu

7. Section VI – Contractor Certifications

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

Personnel Certification

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

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

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

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

Yes

Contractors with Subcontracts

Applies only to agencies with subcontracts.

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

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

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

23. I subcontract part of my subsidized funding.

No

Board of Directors

Applies only to agencies with a Board of Directors.

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

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

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

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

Yes

Program and Fiscal Operations

Applies to all applying agencies.

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

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

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

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

All subcontractors' audits and fiscal reporting and submission requirements.

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

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

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

Operational and programmatic requirements.

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

Signature of Contractor's Authorized Representative



Signature of: Lisa Teal

Title of Contractor's Authorized Representative

Program Manager

Date of Signature

12/04/2023

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

916-971-5912

Authorized Representative's Email Address

lisa.teal@sanjuan.edu

8. Section VII – Certification of Contractor Information in the CDMIS

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

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

Executive Director/Superintendent information

Program Director information

Sites and Licenses and/or Office information

Family Child Care Home summary information

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

27. By providing a signature at the end of this section, I certify that the above requirements have been met by my agency.

Signature of Program Director/Authorized Representative



Signature of: Lisa Teal

Date Signed

12/04/2023

9. Section VIII – Contract Requirements

28. Are you a public agency

Yes – My organization is a city, county, special district, school district, community college district, county superintendent of schools, or a federal agency.

29. Do you represent a K-12 school or a K-12 school district?

Yes

10. Section IX – Required Contract Attachments

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

30. [Fiscal Year 2024-25 Program Calendar \(CCD 33\)](#)

Required for all contractors. Complete one calendar for each contract type and upload below.

[CCD33_2024.25_School.Age.pdf](#)

[CCD33_2024.25_Infant_Toddler.pdf](#)

Has the Minimum Days of Operation (MDO) changed from the previous year's Program Calendar?

Yes

If there are any changes to the MDO, contractors are required to provide a brief explanation in the space provided (bottom left corner) on the Program Calendar form.

Check below to confirm this has been completed.

I have provided a brief explanation for any MDO changes on the Program Calendar(s).

31. Verification of School District Name and Address:[California School Directory](#)

Required for all school districts. Save the contractor's information page and upload below.

[Verification of School District Name and Address.San Juan Unified School District24.25CCTR.pdf](#)

11. Section X – Self-Certifications

Check the boxes to self-certify that your agency meets the requirements below.

32. Contractors must self-certify that they are not listed as a delinquent tax payor on the Franchise Tax Board's [Corporate Income Tax List Top 500 Tax Delinquencies](#)

By checking this checkbox, the applicant certifies that their agency meets this requirement.

33. Contractors must self-certify that they are not listed as a delinquent tax payor on the Department of Tax & Fee Administration's [Top 500 Sales & Use Delinquencies in California](#)

By checking this checkbox, the applicant certifies that their agency meets this requirement.

34. Contractors must self-certify that they are not on the list of sanctioned entities in response to Russian Aggression in Ukraine. Contractors may search the U.S. Treasury's [Office of Foreign Assets Control Sanctions List Search](#).

By checking this checkbox, the applicant certifies that their agency meets this requirement.

12. Section X – Self-Certifications (Cont'd)

35. Federal Certifications

Check the box at the end of the page to self-certify that your agency meets the requirements below.

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

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

LOBBYING

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

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

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

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

DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

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

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period proceeding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and

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

DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 45 CFR Part 76, Subpart F, for grantees, as defined at 45 CFR Part 76, Sections 76.605 and 76.610-A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- (b) Establishing an on-going drug-free awareness program to inform employees about-
 - (1) The danger of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants, and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W., (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted:
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;

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

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

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

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

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

ENVIRONMENTAL TOBACCO SMOKE ACT

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

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

By checking this checkbox, the applicant certifies that their agency will comply with the above certifications.

13. Section X – Self-Certifications (Cont'd)

36. Contractor Certification Clauses

Check the box at the end of the page to self-certify that your agency meets the requirements below.

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

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

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

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

- (1) the dangers of drug abuse in the workplace;
- (2) the person's or organization's policy of maintaining a drug-free workplace;
- (3) any available counseling, rehabilitation and employee assistance programs; and,
- (4) penalties that may be imposed upon employees for drug abuse violations.

(c) Every employee who works on the proposed Agreement will:

- (1) receive a copy of the company's drug-free workplace policy statement; and,
- (2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

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

NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations

Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

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

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lesser of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State. Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

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

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

The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

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

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

DOING BUSINESS WITH THE STATE OF CALIFORNIA

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

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

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

- (a) No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
- (b) No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

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

- (a) For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.
- (b) For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.
- (c) If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)
- (d) Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

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

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

CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA: When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

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

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

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

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

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

By checking this checkbox, the authorized representative certifies under penalty of perjury that they are duly authorized to legally bind the prospective contractor to the clause(s) listed above. This certification is made under the laws of the State of California.

14. Review

Would you like to receive a copy of your responses for review purposes prior to submitting your application? If you select "Yes" and click "Next," an email will your current responses (attached as a PDF) will be sent to this email address: rhoppe@sanjuan.edu.

Yes

15. Submission Page

Signature Check: Please ensure that the following sections are complete prior to submitting the application.

37. Section IV – Board Resolution

38. Section V – Subcontractor Certification

39. Section VI – Contractor Certifications

40. Section VII - Certification of Contractor Information in the Child Development Management Information System (CDMIS) Database

By signing this CFA, San Juan Unified School District is indicating that it wishes to automatically renew the current contract for FY 2024-25 and, if approved, is willing to, and does accept, all terms and conditions of the contract, which will be provided to the contractor no later than July 1, 2024. The San Juan Unified School District may reject the FY 2024-25 contract by providing the CDSS with a written notice of rejection no later than June 30, 2024.

Contractors that wish to reject the terms of the FY 2024-25 contract must provide written notice that the terms of the contract are rejected by emailing ChildCareContracts@dss.ca.gov and their [Program Quality and Improvement Assigned Consultant](#) on or before June 30, 2024. The email should come from the Executive Director/Superintendent of the contracting entity or their authorized representative and state that the terms of the FY 2024-25 contract, if applicable, are rejected. Contractors providing such notice to the CDSS of the rejection of the terms of the contract(s) will not have a contract(s) in effect for FY 2024-25.

41. Final Signature

AGREEMENT: By signing this application electronically, I, the authorized designee, agree that my electronic signature is the legally binding equivalent to my handwritten signature.

Signature of the Contractor's Authorized Representative

Signature of:

Title of Contractor's Authorized Representative

Date of Signature

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

Authorized Representative's Email Address

FISCAL YEAR 2024-25 PROGRAM CALENDAR

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

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

		S	M	T	W	T	F	S
JULY	2024		1	2	3	4	5	6
DAYS OF OPERATION	0	7	8	9	10	11	12	13
		14	15	16	17	18	19	20
		21	22	23	24	25	26	27
		28	29	30	31			

		S	M	T	W	T	F	S
AUGUST	2024			1	2	3		
DAYS OF OPERATION	9	4	5	6	7	8	9	10
		11	12	13	14	15	16	17
		18	19	20	X	21	X	22
		25	26	X	27	X	28	X
				29	X	30	X	31

		S	M	T	W	T	F	S
SEPTEMBER	2024		1	2	3	X	4	X
DAYS OF OPERATION	19	8	9	X	10	X	11	X
		15	16	X	17	X	18	X
		22	23	X	24	X	25	X
		29	30	X				

		S	M	T	W	T	F	S
OCTOBER	2024		1	X	2	X	3	X
DAYS OF OPERATION	21	6	7	X	8	X	9	X
		13	14	X	15	X	16	X
		20	21	X	22	X	23	X
		27	28	X	29	X	30	X

		S	M	T	W	T	F	S
NOVEMBER	2024			1	X	2		
DAYS OF OPERATION	15	3	4	X	5	X	6	X
		10	11	X	12	X	13	X
		17	18	X	19	X	20	X
		24	25	X	26	X	27	X

		S	M	T	W	T	F	S
DECEMBER	2024		1	X	2	X	3	X
DAYS OF OPERATION	14	8	9	X	10	X	11	X
		15	16	X	17	X	18	X
		22	23	X	24	X	25	X
		29	30	X	31			

SECOND QUARTER SUBTOTAL 50

		S	M	T	W	T	F	S	
JANUARY	2025			1	X	2	X	3	X
DAYS OF OPERATION	21	5	6	X	7	X	8	X	
		12	13	X	14	X	15	X	
		19	20	X	21	X	22	X	
		26	27	X	28	X	29	X	

		S	M	T	W	T	F	S
FEBRUARY	2025			1				
DAYS OF OPERATION	14	2	3	X	4	X	5	X
		9	10	X	11	X	12	X
		16	17	X	18	X	19	X
		23	24	X	25	X	26	X

		S	M	T	W	T	F	S
MARCH	2025			1				
DAYS OF OPERATION	18	2	3	X	4	X	5	X
		9	10	X	11	X	12	X
		16	17	X	18	X	19	X
		23	24	X	25	X	26	X

THIRD QUARTER SUBTOTAL 53

		S	M	T	W	T	F	S	
APRIL	2025			1	X	2	X	3	X
DAYS OF OPERATION	16	6	7	X	8	X	9	X	
		13	14	X	15	X	16	X	
		20	21	X	22	X	23	X	

		S	M	T	W	T	F	S
MAY	2025			1	X	2	X	3
DAYS OF OPERATION	20	4	5	X	6	X	7	X
		11	12	X	13	X	14	X
		18	19	X	20	X	21	X

		S	M	T	W	T	F	S
JUNE	2025			1	X	2	X	3
DAYS OF OPERATION	6	8	9	X	10	X	11	X
		15	16	X	17	X	18	X
		22	23	X	24	X	25	X

FOURTH QUARTER SUBTOTAL 42

TOTAL DAYS OF OPERATION 173

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

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

FISCAL YEAR 2024-25 PROGRAM CALENDAR

CONTRACTOR NAME	VENDOR NUMBER	COUNTY NAME	CONTRACT TYPE																																																																					
San Juan Unified School District	6744	Sacramento California Center	Based School-Age																																																																					
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FOURTH QUARTER SUBTOTAL <u>61</u>																																																																								
TOTAL DAYS OF OPERATION <u>241</u>																																																																								

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

We have aligned our Program Calendar to coincide with the days our school district is operational.

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

San Juan Unified

County	Sacramento
District	San Juan Unified List of active district's schools
CDS Code	34 67447 0000000
District Address	3738 Walnut Ave. Carmichael, CA 95608-3056 Google Map
Mailing Address	PO Box 477 Carmichael, CA 95609-0477
Phone Number	(916) 971-7700
Fax Number	(916) 971-7070
Email	nroux@sanjuan.edu
Web Address	www.sanjuan.edu
Superintendent	Melissa Bassanelli Superintendent mbassanelli@sanjuan.edu
Chief Business Official	TBD Chief Financial Officer (916) 971-7248
Status	Active
District Type	Unified School District
Low Grade	P
High Grade	Adult
NCES/Federal District ID	0634620
CDS Coordinator (Contact for Data Updates)	Marea Touray (916) 971-7200 Request Data Update(s)
Last Updated	January 6, 2023

Directory Disclaimer

The California School Directory and related public school and district data files (collectively referred to as the "Directory"), contain information about California schools, districts, and school/district administrators that is voluntarily self-reported by local education agencies (LEAs) to the California Department of Education (CDE) as a public convenience. Because the information is voluntarily self-reported, the Directory does not contain information for every LEA and the information that is in the Directory may be outdated or have errors, omissions, typos and other inaccuracies. Therefore, information, or the absence of information, in the Directory should not be relied upon for any purpose and should be used only to contact the LEA. The CDE makes no representation or warranty, express or implied, with respect to Directory information.

For information regarding LEA accreditation, please visit the US Department of Education's [Accreditation and Quality Assurance](#)  web page.



RESOLUTION

This resolution is adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Social Services for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for 2024– 2025, the Continuing Funding Application, and all related contract documents.

RESOLUTION NO. 4111

BE IT RESOLVED that the Governing Board of San Juan Unified School District authorizes that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

NAME

TITLE

SIGNATURE

Lisa Teal _____ Program Manager _____

PASSED AND ADOPTED THIS _____ day of _____ (month, year), by the Governing Board of San Juan Unified School District of Sacramento County, in the State of California.

I, _____, Clerk of the Governing Board of San Juan Unified School District, of Sacramento, County, in the State of California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a Board of Education meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

Ben Avey

(Date)

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

AGENDA ITEM: H-7

MEETING DATE: 01/09/2024

SUBJECT: High School Internship Payment

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: Division of Teaching and Learning

ACTION REQUESTED:

The superintendent is recommending that the board approve the payment for three student internships at SAFE Credit Union.

RATIONALE/BACKGROUND:

Pursuant to Education Code section 44015 and Administrative Regulation 1150, expenses per individual award shall not exceed \$200 unless expressly approved by the Governing Board.

The SAFE Credit Union Internship was established in Sacramento County for students to pursue interests in business, finance and community. Traditionally, the internship has been for students in the Business Academy at Mesa Verde High School. The internship is primarily located at the SAFE Credit Union corporate office in Folsom and at a branch in Rancho Cordova. Students work for three weeks and receive a payment in the amount of \$500. This past summer, three students participated in the internship program: Mustafa Al Hilfi, Nohemy Garcia Perez and Nicole Vasques.

ATTACHMENT(S):

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 12/18/2023

FISCAL IMPACT:

Current Budget: \$ 1,500

Additional Budget: \$ N/A

Funding Source: SAFE Credit Union

Current Year Only Ongoing

LCAP/STRATEGIC PLAN:

Goal: N/A Focus: N/A

Action: N/A

Strategic Plan: N/A

PREPARED BY: Kristan Schnepp, Assistant Superintendent, Secondary Education and Programs **KS**

APPROVED BY: Amy L. Slavensky, Ph.D., Interim Deputy Superintendent, Schools and Student Support
Melissa Bassanelli, Superintendent of Schools **AS** *MPS*

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

AGENDA ITEM: H-8

MEETING DATE: 01/09/2024

SUBJECT: Approval of Raymond James & Associates, Inc.
and Stifel Nicolaus & Co. Agreement

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

DEPARTMENT: Facilities

ACTION REQUESTED:

The superintendent is recommending that the board approve the underwriter engagement agreement between the district and Raymond James & Associates, Inc. ("Raymond James") and Stifel Nicolaus & Co. ("Stifel")

RATIONALE/BACKGROUND:

The district plans to issue general obligation bonds, general obligation refunding bonds, or a series of general obligation bonds to finance various capital improvements under Measure P. The district desires and is authorized by law to retain the services of Raymond James and Stifel in connection with the issuance of the bonds, and Raymond James and Stifel have agreed to be retained by the district and to provide the district the services described in the agreement. Raymond James and Stifel agrees to act as underwriter, subject to the conditions in the agreement.

ATTACHMENT(S):

A: Raymond James and Stifel Underwriter Engagement Agreement

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 12/18/2023

FISCAL IMPACT:

Current Budget: \$ N/A

Additional Budget: N/A

Funding Source: Bond Proceeds

(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, Chief Operations Officer 
Lisa Grant-Dawson, Interim Chief Financial Officer

APPROVED BY: Melissa Bassanelli, Superintendent of Schools 

AGREEMENT FOR UNDERWRITER SERVICES

This document will serve as an underwriter services agreement (the “Agreement”) between the San Juan Unified School District and any political subdivision created on its behalf (the “District”) and Raymond James & Associates, Inc. (“Raymond James”) and Stifel Nicolaus & Co. (“Stifel”) (Raymond James and Stifel collectively referred to as the “Underwriters”). The District deems it in its best interest to engage and retain the Underwriters, as qualified underwriting firms for the issuance of various type of Securities such as General Obligation Bonds, Certificates of Participation/Leases, Tax and Revenue Anticipation Notes and any other financing vehicles deemed permitted by prevailing federal and state laws (“Securities, Bond(s), GO Bonds, COPS or TRANS.”)

During the term of this Agreement, in our capacity as Underwriters, Raymond James and Stifel proposes to undertake certain activities, including, as appropriate, the following:

Services to be Provided

- (a) Advising District as to the form and structure of the Bonds and prevailing interest rates and market conditions for comparable securities.
- (b) Assisting in the preparation of a Public Offering Memorandum or other applicable information and offering material (the “Memorandum”). Responsibility for the contents of such Memorandum shall be solely that of District and any issuer of the Bonds.
- (c) Reviewing all related Bond documents.
- (d) Managing, structuring, arranging for and participating in all discussions with nationally recognized rating agencies for obtaining ratings on the Bonds, if appropriate.
- (e) Assisting in presentations to potential issuers.
- (f) Marketing and underwriting the Bonds.
- (g) Submitting a Bond Purchase Contract for the purchase of the Bonds, subject to internal approvals as described below.

Compensation and Underwriting Percentage

- 1) The Underwriters shall be engaged as the District's underwriters for a negotiated sale of the Bonds. As the District's underwriter, the Underwriter shall be paid in the form of a discount on each series of the Bonds sold and delivered. Compensation to the Underwriter is contingent on the issuance of the Bonds. If the bond election is unsuccessful or if the Bonds are never issued, no compensation is due to the Underwriter. Further, as Bonds are sold Raymond James will serve as the bookrunner and be allocated 70% liability and Stifel will be allocated 30% liability designations as “group net” of any par amounts of Bonds issued on each transaction whereby the Underwriters will provide underwriting services. Commencing with the first issuance of bonds of an Election of 2024 general obligation bond measure authorization or the next general obligation bond measure authorization (collectively, “Future Bond Authorization”), Raymond James will serve as the bookrunner and be allocated 60% liability and Stifel will be allocated 40%

liability designations as “group net” of any par amounts of Future Bond Authorization issued on each transaction whereby the Underwriters will provide underwriting services.

The underwriting commission will be determined based on the principal amount and structure of each series of bonds, exclusive of reasonable out-of-pocket expenses of the Underwriters.

2) In addition, District agrees to pay Underwriters’ out-of-pocket expenses, which shall include, but not be limited to, travel, delivery and similar charges and fees and expenses of underwriter’s legal counsel. The District will also be responsible for all fees, costs and expenses payable to third parties including by way of example but not limitation, District’s and/or issuer’s counsel, any other attorneys, bond counsel, financial advisor, auditors, feasibility consultants, printers, rating agencies and bond trustee.

General Provisions

1) The District understands that the consummation of the transaction will be based upon, among other things, the truth, accuracy and completeness of the information included in the Memorandum or otherwise provided to Underwriters. The District agrees that all such information will be true, correct and complete, and that it will update such information during the course of the underwriting, as appropriate, and that all projections provided to the Underwriters will have been prepared in good faith and based upon reasonable assumptions. The District acknowledges and agrees that the Underwriters will rely upon such information and projections without independent verification. Any bond purchase agreement entered into between the Underwriters and District will contain customary indemnification and contribution provisions to indemnify the Underwriters and their affiliates and their officers, directors, employees and agents and any person controlling any of the foregoing.

2) District acknowledges and agrees that this Agreement does not constitute a guarantee by the Underwriters to underwrite the Bonds. It is understood that the Underwriters’ obligations under this Agreement are to use reasonable efforts throughout the term of this Agreement to perform the services described herein. The District acknowledges and agrees that the Underwriters are being retained to act solely as underwriter for the Bonds, and not as an agent or advisor, and that this Agreement is not intended to confer rights or benefits on any member, affiliate, shareholder or creditor of District or any other person or entity or to provide District or any other person with any assurances that the transaction will be consummated. The Underwriters shall act as an independent contractor under this Agreement, and not in any other capacity, including as a fiduciary. The Underwriters will enter into a definitive agreement to underwrite the Bonds if and only if the security, structure, disclosure and other aspects of the issue are satisfactory in all respects to the Underwriters. Without limiting the generality of the foregoing, the approval of the Underwriters management and its appropriate internal credit committee(s), based upon independent internal credit review and analysis of the Bonds and the Financing, will be required for the Underwriters to serve as investment banker and underwriters for the Bonds. The District acknowledges and agrees that if either the Underwriters management or the appropriate Underwriter internal credit committee does not approve such underwriting, the Underwriters’ obligations under this Agreement will terminate immediately, with no liability to the Underwriters. Upon such termination District shall be obligated to pay any unreimbursed out-of-pocket expenses described above.

3) You should be aware that the Underwriters or their affiliates may have trading and other business relationships with other participants in the proposed transaction, including with potential purchasers of the Bonds. These relationships include, but may not be limited to, trading lines, frequent purchases and sales of securities and other engagements through which the Underwriters may have, among other things, an economic interest. In addition, you should be aware that the primary role of an underwriter is to purchase, or arrange for the placement of, securities in an arm's-length commercial transaction between the issuer and the underwriters and that the Underwriters have financial and other interests that differ from those of the District. Notwithstanding the foregoing, **the Underwriters will not receive any compensation with respect to the Bonds other than as disclosed above or otherwise disclosed to District.** The Underwriters are involved in a wide range of activities from which conflicting interests or duties may arise. Information which is held elsewhere within each of the Underwriters, but of which none of the Underwriters' personnel involved in the proposed transaction actually has knowledge, will not for any purpose be taken into account in determining the Underwriters' responsibilities to you.

4) This Agreement will become effective upon its acceptance by District and shall remain in effect unless terminated by either party.

5) The District may terminate this Agreement with or without cause upon 30 days' written notice without liability to District except that Either Underwriter shall be entitled to the prompt payment of any unreimbursed out-of-pocket expenses described above, and District shall remain obligated to each Underwriter as provided in paragraph 2 of the Compensation section above.

6) No opinion or advice of the Underwriters shall be reproduced, disseminated, quoted or referred to at any time without the prior written consent of each Underwriter. Upon the completion of the financing, we will be entitled to advertise the transaction in publications and at times selected by us at our own expense.

7) No waiver, amendment or other modification of this Agreement shall be effective unless in writing and signed by each party hereto.

8) Any dispute between the parties hereto concerning or arising under this Agreement shall be resolved by arbitration under the commercial arbitration rules of the American Arbitration Association. TO THE FULLEST EXTENT ALLOWABLE UNDER THE LAW EACH PARTY HERETO WAIVES ITS RIGHT TO A JURY TRIAL IN RESOLVING ANY SUCH DISPUTE.

We look forward to working with you and other members of your financing team on this important assignment.

Please sign below to evidence acceptance of the terms of this Agreement and return one executed copy to me.

Sincerely yours,

RAYMOND JAMES & ASSOCIATES, INC.

By: 

Name: Randy Merritt

Title: Managing Director

STIFEL NICOLAUS & Co.

By: _____

Name: Frank Vega

Title: Managing Director

Accepted and agreed to:

SAN JUAN UNIFIED SCHOOL DISTRICT

Approve As To Form

By: _____

Dec 6, 2023



Phanysha Gaddis
General Counsel

Name: _____

Title: _____

Dated: _____, 2023

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

AGENDA ITEM: H-9

MEETING DATE: 01/09/2024

SUBJECT: Approval of Amendment No.1 to Davis Demographics MGT, LLC Agreement

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

DEPARTMENT: Facilities

ACTION REQUESTED:

The superintendent is recommending that the board approve amendment No. 1 to the agreement between San Juan Unified School District and Davis Demographics MGT, LLC ("Davis").

RATIONALE/BACKGROUND:

Amendment No. 1 is made effective November 30, 2023, and amends the demographic and planning consulting agreement, originally executed September 8, 2021. Upon the execution of this amendment, the terms of the amendment are incorporated into the agreement in their entirety. The purpose of this amendment is to reflect an increase to the contract value.

ATTACHMENT(S):

A: Amendment No. 1

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 12/18/2023

FISCAL IMPACT:

Current Budget: \$16,000

Additional Budget: \$N/A

Funding Source: Capital Facilities Fund

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

Current Year Only On-going

LCAP/STRATEGIC PLAN:

Goal: N/A Focus: N/A

Action: N/A

Strategic Plan: N/A

PREPARED BY:

Frank Camarda, Chief Operations Officer 

APPROVED BY:

Melissa Bassanelli, Superintendent of Schools 

**AMENDMENT NO. 1
DATED NOVEMBER 30, 2023
TO THE
DEMOGRAPHIC AND PLANNING CONSULTING AGREEMENT
EXECUTED SEPTEMBER 8, 2021**

This **AMENDMENT NO. 1** ("Amendment"), made as of November 30, 2023, ("Amendment Effective Date"), is entered into by and between **San Juan Unified School District** ("Client"), and **Davis Demographics MGT, LLC**, ("Davis"), and amends Demographic and Planning Consulting Agreement ("Agreement"), executed September 8, 2021. Upon the execution of this Amendment, the terms of this Amendment are incorporated into the Agreement in their entirety by this reference.

WHEREAS, the parties now wish to amend the Agreement to reflect an increase to the contract value.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and, in the Agreement, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree to amend the Agreement as follows:

A not to exceed amount of \$16,000 shall be added to the Agreement for any additional services that may be provided under the Agreement at the rates thereunder.

All other terms and conditions of the Agreement will remain in full force and effect. In the event of a conflict between any term of this Amendment and the terms of the Agreement, the terms of this Amendment shall control.

IN WITNESS WHEREOF, the parties have executed and delivered this Amendment as of the Effective Date, whereupon this Amendment shall become effective as of such Effective Date.

DAVIS DEMOGRAPHICS MGT, LLC

SAN JUAN UNIFIEDSCHOOL DISTRICT

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

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

SUBJECT: Ratification of Special Education
Community Advisory Committee Member

DEPARTMENT: Administration

AGENDA ITEM: H-10

MEETING DATE: 01/09/2024

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"/> |

ACTION REQUESTED:

The superintendent is recommending that the board ratify the selection of Nicole Harrigan to serve as a committee member on the Special Education Community Advisory Committee (CAC).

RATIONALE/BACKGROUND:

Board member Paula Villescaz has appointed Nicole Harrigan to serve on the CAC through July 2025. Per the committee bylaws, each individual board member shall appoint committee members subject to ratification by a majority vote of the board.

ATTACHMENT(S):

N/A

BOARD COMMITTEE ACTION/COMMENT:

N/A

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

APPROVED BY: Melissa Bassanelli, Superintendent of Schools *M.B.*

:sc

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

AGENDA ITEM: H-11

MEETING DATE: 01/09/2024

SUBJECT: Ratification of Curriculum, Standards,
Instructional and Student Services Committee Member

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

DEPARTMENT: Administration

ACTION REQUESTED:

The superintendent is recommending that the board ratify the selection of Maggie Cooper to serve as a committee member on the Curriculum, Standards, Instructional and Student Services (C&S) Committee.

RATIONALE/BACKGROUND:

Board member Manuel Perez has appointed Maggie Cooper to serve on the C&S committee through July 2025. Per the committee bylaws, each individual board member shall appoint committee members subject to ratification by a majority vote of the board.

ATTACHMENT(S):

N/A

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 12/18/2023

FISCAL IMPACT:

Current Budget: \$ N/A

Additional Budget: \$ N/A

Funding Source: N/A

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

Current Year Only: Ongoing:

LCAP/STRATEGIC PLAN:

Goal: N/A

Focus: N/A

Action: N/A

Strategic Plan: N/A

APPROVED BY: Melissa Bassanelli, Superintendent of Schools M.B.

:sc

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

AGENDA ITEM: J-1

MEETING DATE: 01/09/2024

SUBJECT: Innovative School Update

CHECK ONE:

For Discussion:

For Action:

Report:

Workshop:

Recognition:

Emergency Action:

DEPARTMENT: Division of Teaching and Learning

ACTION REQUESTED:

The superintendent is recommending that the board receive an update on the Innovative Schools program at Woodside K-8 school.

RATIONALE/BACKGROUND:

The purpose of this report is to provide the board with an update on the ongoing prototype progress that is occurring with the Innovative Schools program at Woodside K-8 school. The presentation will include the focus areas for prototyping in preparation for the launch of the program in the 2024-2025 school year, and information about the schools identified goals, objectives, tactics, and metrics for measuring growth within these areas.

ATTACHMENT(S):

A: Presentation

B: Communication Plan

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet 12/18/2023

FISCAL IMPACT:

Current Budget: \$ N/A

Additional Budget: \$ N/A

Funding Source: N/A

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

Current Year Only On-going

LCAP/STRATEGIC PLAN:

Goal: N/A Focus: N/A

Action: N/A

Strategic Plan: N/A

PREPARED BY: Amberlee Townsend-Snider, Assistant Superintendent, Elementary Education and Programs ATS

APPROVED BY: Amy L. Slavensky, Ph.D., Interim Deputy Superintendent of Schools and Student Supports AS
Melissa Bassanelli, Superintendent of Schools *MBS*

Innovative School Update

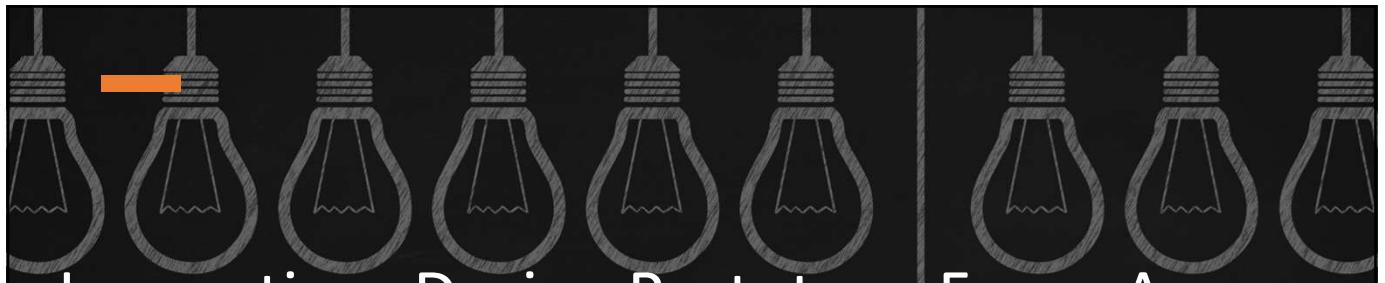


Woodside Innovation Statement

Innovation is not an event it is a practice...

Innovation is a purposeful, creative, and dynamic process that involves a cycle of problem solving, experimentation, and continuous improvement to discover a new or better way of doing things. It requires a mindset that seeks out multiple perspectives and is flexible and adaptable.

2



Innovation- Design Prototype Focus Areas

- Belonging and Wellness
- Experiential Learning
- Leadership and Connection



3



Belonging and Wellness



- Reimagining classroom spaces to promote community
- Peer Mentoring Group
- Cross grade level outdoor learning activities
- Multiple club opportunities for students

4

2



Experiential Learning Learning by Doing

- Exploration of number sense using water tables (TK-2)
- Use of Readers Theatre to support phonics and fluency development (TK-2)
- Writing using nature as inspiration (3-5)
- Innovating current units of study using social justice framework and essential questions (3-5 and middle school)
- Student led research projects (Middle School Science)
- Growing together in the garden

5



Leadership and Connection

- Developing mentor student leadership skills to support positive school culture
- Future work with the community to develop student leadership opportunities
- Professional growth that creates a campus wide mindset that supports continuous improvement and innovation



6



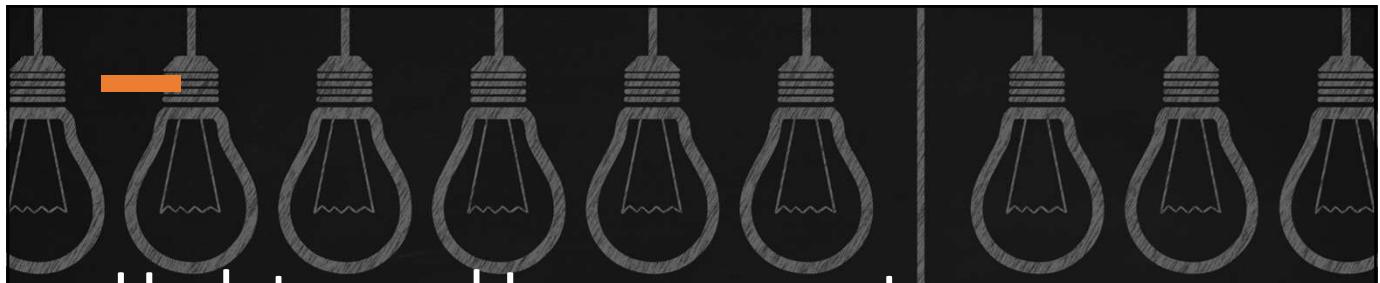
Design Input:

What We Learned From

- Staff
- Community
- Students
- Families

Professional Growth

- Building skills in using a design thinking approach to improve classroom practices
- Using data to develop instructional focus areas that connect with prototype experiences
- Identifying essential questions to guide school and classroom activities/unit planning



Updates and Improvements

- Design Lab
- Interactive panels with new doc cams in every classroom
- Student led mural painting on playground
- Daily clubs for student engagement
- Expansion of PTO
- Administrative and staff support for initial planning phase

9

Community Outreach, Connections and Innovation

- CHASEN
- Kiwanis
- Heights Church
- Rotary Club
- Citrus Heights City Council
- National Night Out
- Sunday Funday
- Woodside spring & fall festivals
- Cocoa, Crafts & Community Night
- Blankets for foster youth project
- Woodside PTO & Site Council
- Weekly family newsletter



10

GET TO KNOW WOODSIDE

A mini experience for community, staff & families



11

Communication Plan Highlights

- 
- A hand-drawn diagram on a notepad featuring a large cloud-shaped bubble containing the words "SOCIAL MEDIA". The diagram includes various social media-related terms like "LIST", "CONNECT", "click", "cloud", "Tweet", "Post!", "Follow!", "SHARE", "Download", and "friends online". Arrows and lines connect the words to form a network-like structure.
- Build community, understanding, and support of the Innovative School
 - Create continuous information/awareness flow, about the Innovative School Program
 - Engage incoming and current families around upcoming school opportunities
 - Increase parent participation and engagement at Woodside
 - Provide engaging experiences at community events
 - Build confidence and capacity in staff throughout the design process
 - Build community at Woodside K-8

12

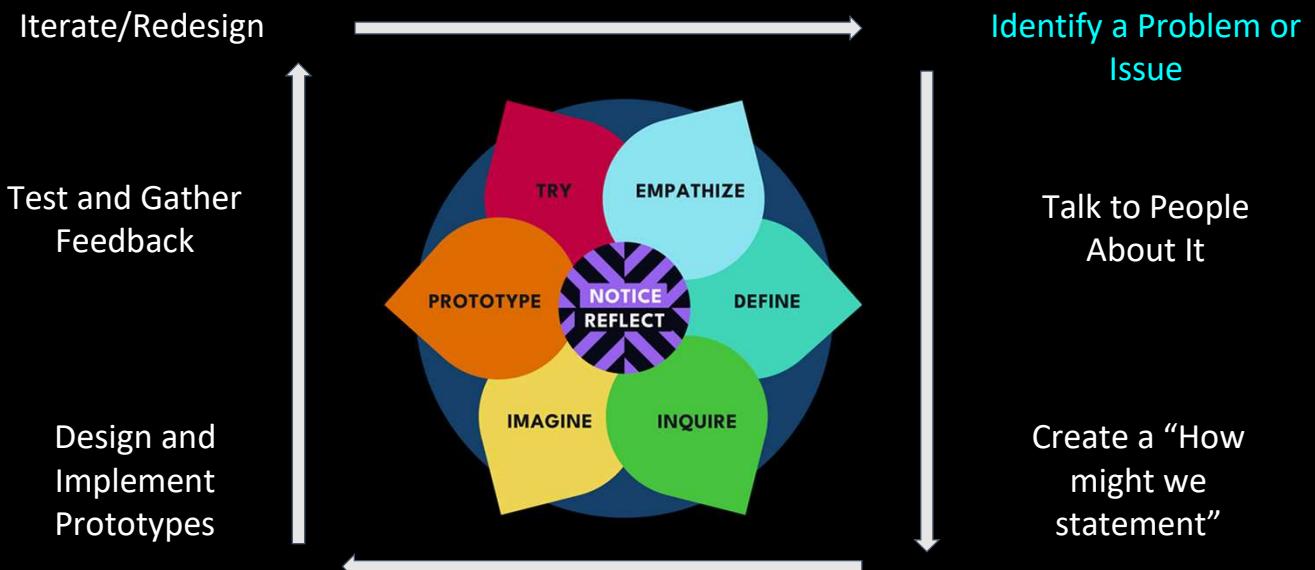
Timeline of Events & Next Steps

August 2023	Sept/Oct 2023	Nov/Dec 2023	January 2024	February 2024	March/ April 2024	May/June 2024
Woodside Staff Design Experience Verify focus areas identified based on data gathered Design Team builds prototypes around belonging and wellness	Testing of Belonging Prototypes Design team iterates prototypes based on feedback Data Review to identify focus areas for experiential learning prototypes	Collaborate with staff begin to design experiential learning prototypes and planning for December event Technology refresh and facilities assessment	Testing of experiential learning prototypes, gather feedback from staff and students make modifications to the prototypes based on feedback	Experiential learning prototypes continue Begin development of leadership and connection prototypes in collaboration with staff, students and community	Testing of leadership and connection prototypes Development of metrics for program monitoring in 2024	Make modification to all prototypes based on feedback Plan for the 2024-25 school year including school opening, professional development and review of feedback from students, parents and community

August 2024 - Innovative School Launch

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Continuous Improvement Within the Design Process



14



Thank You
&
Questions

Innovative School Communication Plan

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Background

San Juan Unified School District has a history of creating themed or programmatically focused schools to meet the needs and interests of students, families, and staff members. In 2017, the district created Meraki High School after a design process charged with recreating the secondary education experience for the modern learner. Similarly, the district launched an effort to reimagine what was possible in elementary education and launched an innovative school effort seeking to create a new learning experience at an elementary or K-8 school in the district.

In the 2022-23 school year, Woodside K-8 was selected to be the home of the district's innovative school program, with development work happening in the 2023-24 school year prior to the full launch in 2024-25.

The selection of Woodside K-8 was made after an extensive process that included

- Creation of an innovative team of teacher practitioners to engage staff and community members in developing a program based on the selected school's needs.
- 18 community meetings offering site staff, family members, and others the opportunity to share their hopes and needs for their school.
- A review of enrollment, attendance, and demographic data of each school, consideration of levels of community support available at each school, and consideration of school facilities.

School staff, supported by the innovative school team, have begun to develop an educational model that embraces innovation itself rather than settling on a specific theme or educational model with the intent of continually ideating, prototyping and refining practices as the needs of students, families and staff members change over time. The design process will focus on three key areas:

- SELF - Belonging & Wellness
- BETWEEN - Experiential Learning
- BEYOND - Leadership and Connection.

The school staff, innovative schools team, and the sponsorship team seek assistance in clearly communicating the program's opportunities with key audiences.

Research

Woodside currently has 400 students enrolled at the school, down from 484 students in the 2018-19 school year. Additionally, 137 students currently transfer/open enroll into Woodside, while 214 students open enroll out of the Woodside attendance area and into another San Juan Unified school.

The school serves a diverse population of students and families, with 14% of its population speaking Spanish, 2.75% speaking Russian, and 2.25% speaking Ukrainian.

Woodside's student attendance rate in the 2022-23 school year was 91.16%, and the chronic absenteeism rate was 32.5%.

The [2023 district climate survey](#) found that

- 69.23% of participating Woodside staff would recommend their school to other families, 68.8% of participating Woodside parents would recommend their school to other families, while only 42.94% of participating Woodside students would recommend their school.
 - Woodside's percentages are lower than the district average. Districtwide, 77.34% of staff would recommend their school to families, while 81.31% of parents and 60.34% of students would recommend their school.
 - Lichen K-8, another K-8 school in Citrus Heights, had 79.31% of staff recommending their school to families, while 71.48% of parents and 47.13% of students would recommend their school. Woodside's percentages are lower than Lichen K-8 responses.

- Only 53.37% of participating students are interested in what they are learning, and only 47.24% of students feel that they have access to classes and activities that meet their interests and talents. Similarly, 77.17% of participating parents think students are interested in what they're learning, and 68.25% think students have access to classes and activities that meet their interests and talents.
 - Districtwide, 53.04% of students are interested in what they're learning (similar to Woodside students), and 56.76% say they have access to classes and activities that meet their interests (higher than Woodside students).
 - Districtwide, 80.66% of parents think students are interested in what they're learning (higher than Woodside parents), and 79% think students have access to classes and activities that meet their interests (higher than Woodside parents).
 - At Lichen K-8, 48.84% of students are interested in what they're learning (lower than Woodside students), and 20.93% say that they have access to classes and activities that meet their interests (lower than Woodside students).
 - At Lichen K-8, 78.08% of parents say students are interested in what they're learning (similar to Woodside parents), and 77.10% say that they have access to classes and activities that meet their interests (higher than Woodside parents).
- Only 39.38% of participating students feel that the school seeks input when making important decisions, while 61.42% of participating parents and 92.31% of staff feel that way.
 - In 2022, 53.2% of Woodside parents indicated that the school seeks input, and 92.3% of staff felt that way. Students were not asked in 2022.
 - Districtwide, 46.96% of students felt that their school seeks input when making decisions (higher than Woodside), while 71.84% of parents felt that way (higher than Woodside) and 81.18% of staff (lower than Woodside).
 - At Lichen K-8, 55.81% of students felt that their school seeks input when making decisions (higher than Woodside), while 77.22% of parents feel that way (higher than Woodside) and 96.55% of staff feel that way (higher than Woodside).

In the 2022-23 school year, 125 volunteer applications were received for Woodside, 117 of which were parents/guardians or family members, and seven were community members. Of the 125 applications, 100 were completed and approved. Currently, no active volunteers are in classrooms, but volunteers have signed up to help with special events (usually through the PTO) and field trips.

Woodside is currently partnering with Heights Church, Project Optimism, and SAYS. The school also has ties with Foundations Church (usually through donations).

Research Findings/Considerations

- Efforts should reflect the diverse population of students and families served by Woodside K-8.
- The school's attendance, chronic absenteeism rates, and climate survey results indicate opportunities to create stronger student and family engagement with the learning environment.
- Woodside K-8 has the potential to benefit from community support.

Audiences

Families	
	Current Woodside TK-5 families
	Current Woodside Middle school families (6-8)
	Pre-TK/preschool-age families
	Families enrolled in other options
Staff/Internal	
	Current staff at Woodside <ul style="list-style-type: none">• Classified• Certificated
	District leadership (managers, cabinet, employee group leaders)
	Board of Education members

Current Woodside Students	
	TK-5 students
	Middle school students (6-8)
Community	
	Citrus Heights residents who reside near the school or within its attendance area but do not have students
	Citrus Heights Area Seven Eight Nine (CHASEN) - neighborhood association
	City of Citrus Heights staff (city manager, economic development director, chief of police)
	Citrus Heights City Council Members
	Citrus Heights Collaborative / Connect Citrus Heights
	Business partners (individually and through Citrus Heights Chamber of Commerce)

Goal

Build community understanding and support of the innovative school program at Woodside TK-8 so that the school's students have an impactful and engaging educational experience.

Objective(s)

1. The percentage of Woodside staff, parents, and students that recommend their school will each increase by 5% in the 2024-25 climate survey, compared to the 2022-23 survey results.

2. Student enrollment will increase at Woodside by 5% (427 students) by August 2024 compared to August 2023 (407 students).
3. 100% of Woodside staff will have engaged in innovative design work during the 2023-24 school year.
4. By August 2024, Woodside will have 15 active parent/guardian and community volunteers in the classroom or supporting schoolwide projects.
5. Woodside will add 5 new community partners in support of the school (beyond just donations) by August 2024.

Key Messages

- Families and Students:
 - Woodside K-8 is designed to meet the needs of its community
Woodside K-8 is your neighborhood school, but it's not like every other school. We work with our students and families to design our curriculum and programs, and we're committed to constantly improving and being responsive to the community it serves.
 - You belong at Woodside K-8
The staff at Woodside K-8 are working hard to create a learning environment where every student can feel they belong and have support to learn while also seeing the impact they can have on the world around them.
 - We believe in learning by doing
The best way to learn is to experience it first-hand. At Woodside K-8, we work to immerse students in tangible experiences, in and out of the classroom, aimed at igniting a passion for discovery.
- Staff:
 - Your voice and ideas matter
The staff at Woodside TK-8 will work collaboratively on creating and adapting curriculum that is customized to the needs of Woodside students. You don't have to be afraid to do things differently or try something new.
 - Woodside staff will be supported
Through professional development, training, and collaboration with district leaders; Woodside staff will be supported through the design and implementation of the innovative school program.
 - We're all in this together, and you belong at Woodside
We're all in this together as we design our new innovative program. Trying something new can be uncomfortable, but you are a part of a learning community that stands with you.

- Community:
 - We need you
Schools thrive with the support and engagement of their community. At Woodside K-8, you will have the opportunity to be a part of our school's growth and innovation through new and creative ways.
 - Help us build future leaders
Woodside K-8 promotes civic engagement in Citrus Heights and needs the support of the business community to help our students gain real-world knowledge and experiences.
 - Woodside will be a source of pride for the City of Citrus Heights
The innovative school program is a symbol of new growth for the City of Citrus Heights that is cultivated from the long-standing legacy of the school in northeast Citrus Heights.

Strategies and Tactics

Strategy 1: Create continuous information/awareness flow about the innovative school program

	Description	Audience(s)	Resources	Timeline
Tactic 1.1	Provide communications training to Woodside staff and Innovative School Design Team on key messaging to implement in staff-led tactics.	Staff	Time	Spring 2024
Tactic 1.2	Develop street-facing banner incorporating key messages: “Designing an innovative school for you”	Families Students Staff Community	Communication staff time to design Banner cost	Fall 2023 - Completed
Tactic 1.3	Develop yard signs (for families) and water bottle stickers (students, staff) incorporating key messages for students and families	Families Students Staff	Communication staff to design Printing costs	Spring 2024 - In progress
Tactic 1.4	Create and continually update a webpage on Woodside's website about the program, including a timeline, updates and videos	Families Community	Staff time	October 2023 - Completed & Ongoing

Tactic 1.5	Develop regular video updates on the Innovative School design process; share through Woodside's website, social media, newsletters, as well as district channels	Community Families Staff	Staff time	Ongoing
Tactic 1.6	Continue Innovative Design Newsletter Updates in Woodside's existing e-newsletter	Parents Families Staff	Staff time	Ongoing
Tactic 1.7	Regularly participate and provide updates at parent group meetings (PTA/PTO, ELAC, etc.)	Families	Staff time	Ongoing
Tactic 1.8	Regularly update Woodside's web calendar with upcoming events and meeting opportunities	Parents Families	Staff time	Ongoing

Tactic 1.9	Develop a steady bank of Woodside focused photos to post on social media	All	Staff time	Ongoing
Tactic 1.10	Have a dedicated page on Woodside website dedicated to information about the school, involvement in the community and photos	All	Staff time	Fall 2024

Strategy 2: Engage incoming TK-Kinder families and existing elementary and middle school students and families around the program offerings to excite them about the opportunities.

	Description	Audience(s)	Resources	Timeline
Tactic 2.1	Develop a mailer to send to all residential addresses within Woodside boundaries promoting the Innovative School at Woodside	Potential families Guardians Community	Staff time and printing costs	Spring 2024
Tactic 2.2	Place digital and printed ads in local media outlets promoting the Innovative School at Woodside	Potential families Guardians Community	Staff time and ad costs	Spring 2024
Tactic 2.3	Place paid for ads on social media promoting the Innovative School at Woodside	Potential families Guardians	Staff time and ad costs	Spring 2024
Tactic 2.4	Develop a short event/assembly for the Middle School Design Club to present to elementary students and 6-7 grade students about the program and its offerings	Students	Staff time	Ongoing

Tactic 2.5	Develop and Host an Innovative School showcase at Woodside's "Crafts and Cocoa" night highlighting the new innovations and creative curriculum coming to Woodside.	Students Families Community	Staff time Students	Dec. 14, 2023
Tactic 2.6	Develop a "Made at Woodside" awards/recognition event to encourage school pride, longevity, and involvement amongst students, staff, and teachers. Incorporate a "community pattern of the year" recognition.	Students Staff Community	Staff time	2024-25 school year
Tactic 2.7	Create regular newsletter stories and social media posts highlighting former students' and staff's journeys through Woodside and the benefits of their time at a K-8. #WhyIchoseWoodside	Students Families Staff	Staff time	2024-25 school year

Strategy 3: Increase parent participation and engagement at Woodside.

	Description	Audience(s)	Resources	Timeline
Tactic 3.1	Host pop-up fingerprinting and volunteer sign-up clinic at Woodside through FACE Mobile	Woodside parents	Staff Time FACE Mobile	2023-24
Tactic 3.2	Host monthly coffee chats with principal and staff with parents	Woodside parents/guardians	Staff time Cost of coffee	Spring 2024 Ongoing
Tactic 3.3	Continue and build on menu of volunteer activities/opportunities at Woodside, featuring a QR code/link to volunteer page on district website	Woodside parents/guardians	Staff time	2024-25
Tactic 3.4	Regularly Include a “volunteer shout-out” in the Woodside newsletter.	Woodside parents/guardians	Staff time	2024-25

Strategy 4: Provide engaging experiences at community events to build understanding and excitement of Woodside/Innovative School

	Description	Audience(s)	Resources	Timeline
Tactic 4.1	Host booth that allows parents, students, and community members to be a part of the design process at Sunday Funday event	Community members	Staff time \$30 booth fee Activities/supplies	Sept. 24, 2023 Subsequent events in future years
Tactic 4.2	Participate in CHASEN community meetings and present updates	Community members	Staff time	Sept. 19, 2023 Third Tuesday of each month
Tactic 4.3	Sponsor a CHASEN block party and host an Innovative Schools Booth to advertise Woodside and other Citrus Heights schools.	Community members	Staff time Activities/supplies	2024-25
Tactic 4.4	Regularly participate in Connect CH Meetings to provide updates and collect ideas about the Innovative School. Document these presentations and collect video feedback for regular video updates.	Community organizations local businesses City staff	Staff time	Every other month

Tactic 4.5	Provide regular updates to Citrus Heights City Council and key staff	Community members, Citrus Heights City Staff, City Council	Staff time	Ongoing
Tactic 4.6	Invite Citrus Heights staff, key community member, or elected official to the Principal For a Day at Woodside K-8	Community members, Citrus Heights City Staff, City Council	Staff time	As scheduled
Tactic 4.7	Provide local media outlets regular updates and invitations around the innovative school program. (Include social media updates, videos, event invites, etc.)	Community members	Staff time	Ongoing - as opportunities arise
Tactic 4.8	Participate and attend the National Night Out event by CHASEN in August to share the new Innovative School and Curriculum for the upcoming school year. Offer to sponsor.	Community members	Staff time CHASEN Sponsorship fees	August 2024

Strategy 5: Build confidence and capacity in staff throughout the design process.

	Description	Audience(s)	Resources	Timeline
Tactic 5.1	Regular participation by Design Team in collaborative Thursdays with Woodside staff	Staff	Staff time	Ongoing
Tactic 5.2	Invite/encourage Woodside staff attend (or view from home) the Jan. 9, 2024 board meeting presentation	Staff	Staff time	Jan. 9, 2024
Tactic 5.3	Invite board member/district leadership participation at key events (ie, Open House, etc.)	Staff	Staff time	Ongoing - during key events
Tactic 5.4	Host a cabinet meeting at Woodside K-8 and develop an activity for cabinet members to participate in the innovative design process and present cabinet with a problem that has been an ongoing issue for Woodside staff.	Woodside staff and students	Staff time	Spring 2024

Tactic 5.5	Advertise “Design Leadership” training opportunities to staff through the Woodside staff newsletter and direct communications.	Staff	Staff time	Winter 2023
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Strategy 6: Build community at Woodside TK-8				
	Description	Audience(s)	Resources	Timeline
Tactic 6.1	Develop a permanent, collaborative art display mural that represents the Woodside K-8 innovative school program	Students Families Staff Community	Staff time Supply cost	Completed
Tactic 6.2	Develop a Community newsletter for community members to stay up-to-date on opportunities to be involved with the Innovative School and how they can support the teachers and students.	Citrus Heights Community	Staff time	Ongoing

Evaluation

- Compare the percentage of Woodside staff, parents and students that recommend their school in the 2024-25 climate survey to the 2022-23 survey results (Objective: will each increase by 5%)
- Compare student enrollment at Woodside in August 2024 to enrollment in August 2023 (Objective: increase enrollment at Woodside by 5% (427 students) by August 2024 compared to August 2023 (407 students))
- Measure how many Woodside staff members engaged in innovative design work (Objective: 100% of Woodside staff will have engaged in the innovative design work during the 2023-24 school year.)
- Measure how many active volunteers are on Woodside campus (Objective: By August 2024, Woodside will have 15 active parent/guardian and community volunteers in the classroom or supporting schoolwide projects.)
- Measure how many community partners support the school (Objective: Woodside will add 5 new community partners in support of the school (beyond just donations) by August 2024.)

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

AGENDA ITEM: J-2

MEETING DATE: 01/09/2024

SUBJECT: Amending District Graduation Requirements
for the Class of 2024

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

DEPARTMENT: Division of Teaching and Learning

ACTION REQUESTED:

The superintendent is recommending that the board approve the district's graduation requirements for the Class of 2024 due to the disruption in education caused by COVID-19. This recommendation is for the 2023-2024 school year.

RATIONALE/BACKGROUND:

In 2016 the board approved to increase graduation requirements starting with the Class of 2023. The increased graduation requirements project included a plan to communicate the new requirements to family, students, and the community as well as a plan to support students with a tiered approach to meeting the increased requirements. These increased requirements included additional courses in mathematics, science, and world language; however, with school closures occurring due to COVID-19, the disruption to students' education has impacted many of our current seniors. In order to mitigate these hardships, California built in support for the Classes of 2021 and 2022 by adopting Assembly Bill 104 (AB 104) which reverted to the state minimum graduation requirement of 130 credits. Additionally, the board approved amended graduation requirements for the Class of 2023.

In order to support the Class of 2024 in meeting San Juan Unified's graduation requirements, staff reviewed current data for seniors, gathered input from staff, students, and the community, and determined there was a need to reduce the number of credits needed to graduate. The recommended graduation requirements would include 160 credits.

ATTACHMENT(S):

N/A

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Board of Education: 12/12/2023

Superintendent's Cabinet: 12/04/2023, 12/18/2023

Curriculum, Standards, Instructional and Student Services Committee: 12/06/2023

FISCAL IMPACT:

Current Budget: \$ N/A

Additional Budget: \$ N/A

Funding Source: N/A

LCAP/STRATEGIC PLAN:

Goal: N/A

Focus: N/A

Action: N/A

Strategic Plan: N/A

PREPARED BY: Kristan Schnepp, Assistant Superintendent, Secondary Education and Programs ^{KS}

APPROVED BY: Amy L. Slavensky, Ph.D., Interim Deputy Superintendent, Schools and Student Support ^{AS}
Melissa Bassanelli, Superintendent of Schools *YMB*

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

AGENDA ITEM: J-3

MEETING DATE: 01/09/2024

SUBJECT: Chief Financial Officer Contract

CHECK ONE:

For Discussion:

For Action:

Report:

Workshop:

Recognition:

Emergency Action:

DEPARTMENT: Human Resources

ACTION REQUESTED:

The superintendent is recommending that the board approve the attached employment contract for the Chief Financial Officer.

RATIONALE/BACKGROUND:

Per current legislation, the Chief Financial Officer contract for Joel Ryan must be brought to the board for approval.

ATTACHMENT(S):

A: Employment Contract

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 12/18/2023

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



APPROVED BY: Melissa Bassanelli, Superintendent of Schools



**SAN JUAN UNIFIED SCHOOL DISTRICT
EMPLOYMENT CONTRACT
CHIEF FINANCIAL OFFICER**

This Employment Contract is made and entered into effective January 29, 2024, by and between the Board of Education, San Juan Unified School District, located in Sacramento County, State of California, hereinafter referred to as "Board" or "District," and Joel Ryan, hereinafter referred to as "Ryan."

The District and Ryan mutually agree as follows:

1. TERM OF EMPLOYMENT CONTRACT

The District hereby employs Ryan as Chief Financial Officer, subject to the terms and conditions stated herein. Ryan hereby accepts such employment and agrees to perform the duties of said office during the term of this Employment Contract. The term of this Employment Contract shall be for a period of two (2) years, beginning January 29, 2024, and terminating December 31, 2026, unless terminated earlier pursuant to this Employment Contract. This term may be extended by mutual agreement of the parties, so long as the term does not exceed four (4) years, pursuant to Education Code section 35031. Continuation of this Employment Contract shall be subject to satisfactory job performance and evaluations.

2. SALARY

A. Ryan shall be paid an annual base salary of two hundred and thirty-eight thousand and eight hundred and sixty-three dollars (\$238,863), paid in twelve (12) equal monthly installments.

B. As an employee under contract, Ryan shall not be eligible to receive Continuing Education benefits afforded to other District management personnel.

C. Ryan shall be entitled to the same longevity provisions as are provided to other District management personnel upon meeting the years of District service requirement, and which shall be calculated using their base salary.

D. Ryan shall be entitled to receive, and be paid in the same manner, any cost of living adjustments ("COLA") that are provided to the District's administrators/management employees (San Juan Administrators Association - "SJAA") during the term of this Employment contract. Other salary improvements may be considered and determined annually by the Board, based upon recommendations of the Superintendent or designee. Such salary increases shall not be deemed to constitute a new contract nor an extension of the term of the existing contract.

E. Ryan shall receive a one-time allocation of two thousand dollars (\$2,000) for the purpose of "moving expenses." Moving expenses are limited to: "gas, rental trucks, short-term storage, packing, insurance related to moving vehicles, and moving personnel." Ryan assumes all risks and liabilities associated with the allocation of fees related to the one-time allocation. Ryan shall provide invoices reflecting the allocation was used exclusively for moving expenses, as defined above.

3. FRINGE BENEFITS

A. Ryan shall be afforded all health and welfare fringe benefits of employment which are granted to the District's management personnel, including any health and welfare benefit improvements provided to other District management personnel generally, during the term of this contract.
B. Ryan

Ryan.CFO.2024-2026

is required to have a personal automobile to conduct District business. As an employee under contract, Ryan shall not receive reimbursement for any travel or mileage expenses they incur for attendance within District boundaries at meetings, luncheons, dinners, ceremonies, and other events as required in the official performance of the duties and responsibilities of their office. Ryan will continue to be entitled to reimbursement for actual and necessary conference or meeting expenses, as well as reimbursement for all approved travel, mileage, and related expenses that are incurred outside of District boundaries, in accordance with District procedures for District management personnel. C. Ryan shall be covered by PERS, and the District shall make whatever contributions are required by law.

- D. Ryan shall be covered by the District's workers' compensation insurance and liability insurance.
- E. Ryan shall be provided a District credit card to make such business-related purchases as are authorized by District procedures.

4. DUTIES AND RESPONSIBILITIES

- A. Ryan shall serve under the primary supervision of the Superintendent or designee, as the Chief Financial Officer. They shall faithfully fulfill the duties and responsibilities of the job description for said position, which may from time-to-time be modified by the Board of Education.
- B. All powers and duties which are lawfully delegated to Ryan are to be performed and executed by them in accordance with direction from the Superintendent or designee, policies and regulations adopted by the Board, California law, and subject to the approval of the Board.
- C. Ryan shall render 225 working days during the twelve (12) months of full and regular service to the District for the period covered by this Employment Contract, exclusive of vacation and holidays.
- D. Ryan shall endeavor to maintain and improve their professional competence by all available means, including subscription to and reading of appropriate periodicals, maintenance of membership in appropriate professional organizations, and attendance at professional meetings at local and state levels. Upon approval of the Superintendent or designee, the expense of said subscriptions, memberships in, and attendance at such professional meetings, is to be at District expense. Ryan shall request permission from the Superintendent or designee to attend meetings requiring two (2) or more days away from the County of Sacramento and shall periodically report to the Superintendent or designee their appraisal of any meetings they attend.

5. OUTSIDE PROFESSIONAL ACTIVITIES

With prior approval of the Superintendent or designee, Ryan may undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations. These outside professional activities may be performed for consideration, provided they do not interfere with or conflict with Ryan's performance of duties under this Employment Contract. It is understood that should such activities cause Ryan to be away from their duties on normal workdays and they receive outside compensation or honorariums for such activities, such time will be taken as part of their vacation or as unpaid leave.

6. VACATION HOLIDAYS AND LEAVES OF ABSENCE

- A. Ryan shall be entitled to twenty (20) annual vacation days per year with pay. Ryan shall obtain approval of the Superintendent or designee prior to taking vacation days. Ryan shall be entitled to

accrue unused vacation year to year, subject to Board Policy and Administrative Regulation 4313.3, which permit no more than forty (40) days vacation to carry over into the next year. Exceptions to this amount may be made for good cause as determined by the Superintendent or designee. In the event of termination of employment, Ryan shall be entitled to full compensation for any remaining unused and uncompensated vacation at the salary rate then in effect.

B. Ryan shall be entitled to any holidays designated by the Board of Education as days on which the District office is closed, and any other holidays granted generally to twelve (12) month District management personnel.

C. Ryan shall be entitled to the same leaves of absence upon the same terms as other District management personnel.

7. EVALUATION

The Superintendent or designee shall annually evaluate Ryan's job performance and the effectiveness of their working relationships with the Superintendent or designee, the Governing Board, other staff, and members of the public. Their evaluation shall be based on the position description for Chief Financial Officer, and upon an annual set of goals established by Ryan and agreed upon by the Superintendent or designee, and in accordance with District policies and procedures.

At the conclusion of each year's annual evaluation, the Superintendent or designee shall determine in writing on Ryan's evaluation form whether or not their evaluation is "satisfactory" or "unsatisfactory" so that a clear and affirmative decision is made. If the Superintendent or designee determines that Ryan's evaluation is "satisfactory," the term of this Employment Contract shall be extended one (1) year; if the Superintendent or designee determine Ryan's evaluation is "unsatisfactory," the term of this Employment Contract will remain the same.

8. CHANGES IN OR TERMINATION OF CONTRACT

A. This Employment Contract may be changed or terminated by mutual consent of the parties hereto in the manner provided for in Education Code sections 35031 and 35032.

B. Additional amendments may be added to the contract by mutual consent of Ryan and the Board at any time during the period of this Employment Contract.

C. Ryan shall, during the term of this contract, notify the Superintendent or designee prior to being interviewed for any other employment.

D. This Employment Contract may be terminated by the Board for breach of contract, or for failure by Ryan to satisfactorily perform any of the duties and responsibilities of their position. Termination for these reasons shall not occur until a written statement identifying the allegations has first been served upon Ryan and they have had a reasonable opportunity to respond to the Board by way of explanation. A decision not to renew this contract shall not be governed by this provision.

E. Should Ryan be unable to serve in their position due to physical and/or mental condition and upon expiration of sick leave entitlements as provided by statute and Board policies and this contract, and upon written evaluation by a licensed physician designated by the District indicating this inability of Ryan to further serve in their position, this contract may be terminated by the Board.

F. In the event the parties mutually agree to terminate this contract prior to its expiration date, the parties shall negotiate the terms and conditions upon which the contract shall be terminated. Regardless of the term of this Employment Contract, the maximum cash settlement that may be negotiated shall not exceed the monthly salary of the employee multiplied by the number of months left on the unexpired term of the Employment Contract, not to exceed eighteen (18) months.

9. GENERAL PROVISIONS

This Employment Contract is subject to all applicable laws of the State of California, rules and regulations of the State Board of Education, and rules, regulations, and policies of the Board, all of which are made a part of the terms and conditions of this Employment Contract as though set forth herein.

This Employment Contract is the full and complete agreement between the parties hereto.

Date: Dec 12, 2023

Joel Ryan

Joel Ryan

Ratified by the Board of Education:

Date:

Reviewed and Approved as to
Form:

 Phanysha Gaddis (Dec 12, 2023 14:51 PST)

Phanysha Gaddis
General Counsel

Date: Dec 12, 2023



Melissa Basanelli
Superintendent
San Juan Unified School District

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

AGENDA ITEM: J-4

MEETING DATE: 01/09/2024

SUBJECT: Intent to Convey Easement at
Arcade Fundamental Middle School to the
Sacramento Municipal Utility District

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

DEPARTMENT: Facilities

ACTION REQUESTED:

The superintendent is recommending that the board adopt Resolution No. 4112 declaring the intent to convey a permanent easement at Arcade Fundamental Middle School to the Sacramento Municipal Utility District (SMUD), and to call a public hearing to be held on January 23, 2024.

RATIONALE/BACKGROUND:

SMUD is requesting the granting of a permanent utility easement at Arcade Fundamental Middle School, on a portion of APN 255-0070-005-0000, for the purposes of construction, placement, inspection, removal, replacement, maintenance, and use of electrical and communication facilities consisting of underground conduits, wires, cables, and surface or pole mounted transformers, cross-arms or braces, guy lines, guy line stubs and all related appurtenances.

ATTACHMENT(S):

- A: Resolution No. 4112
B: SMUD Easement Documentation and Legal Description
C: Aerial Exhibit

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 12/18/2023

FISCAL IMPACT:

Current Budget: N/A
Additional Budget: N/A
Funding Source: N/A
(Unrestricted Base, Supplemental, other restricted, etc.)
Current Year Only On-going

LCAP/STRATEGIC PLAN:

Goal: N/A Focus: N/A
Action: N/A

Strategic Plan: N/A

PREPARED BY:

Nicholas Arps, Director, Facilities, Construction and Modernization 

APPROVED BY:

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

**SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
RESOLUTION OF INTENTION TO CONVEY EASEMENT TO THE
SACRAMENTO MUNICIPAL UTILITY DISTRICT AT ARCADE FUNDAMENTAL
MIDDLE SCHOOL**

Resolution No. 4112

WHEREAS, San Juan Unified School District (“District”) owns real property located at 3500 Edison Ave, Sacramento, California, in the County of Sacramento, State of California, bearing Assessor’s Parcel Number 255-0070-005-0000 and commonly known as Arcade Fundamental Middle School;

WHEREAS, the Sacramento Municipal Utility District (SMUD) has requested that the District convey to SMUD, a permanent easement (“Easement”) for utility purposes, over an area of real property on APN 255-0070-005-0000 for the purpose of construction, placement, inspection, removal, replacement, maintenance, and use of electrical and communication facilities consisting of underground conduits, wires, cables, and surface or pole mounted transformers, cross-arms or braces, guy lines, guy line stubs and all related appurtenances; as generally described and depicted in Exhibit A (“Easement Area”);

WHEREAS, the purpose of the Easement is for SMUD to construct, maintain, and operate certain electrical and communication facilities; and

WHEREAS, pursuant to Education Code section 17557, before so conveying property, a school district’s governing board must adopt a resolution in an open meeting by a two-thirds vote of all of its members declaring the intention to convey the property.

NOW, THEREFORE, the Board of Education of the San Juan Unified School District hereby finds, determines, declares, orders, and resolves as follows:

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

2. Intent to Dedicate; Terms and Conditions. Pursuant to Education Code section 17556 et seq., it is the intention of the District to convey to SMUD the Easement generally described and depicted in the attached Exhibit A for the purposes described herein.

3. Public Hearing. On the 23rd of January 2024, at the hour of 6:30 p.m., or as soon thereafter as the matter can be heard, the District’s Board of Education shall hold a public hearing upon the question of making the conveyance of the Easement to SMUD pursuant to Education Code sections 17558 and 17559, at which time any interested person may appear and be heard thereon.

4. Notice of Adoption. Notice of adoption of this Resolution shall be given by posting a true copy of this Resolution in three (3) public places in the District not less than ten (10) days

Attachment A

before the date of the public hearing described above. Notice of said public hearing shall be given by publishing the notice in a newspaper of general circulation published in the District or in a newspaper published that has general circulation within the District not less than five (5) days before the date of the public hearing described above.

PASSED AND ADOPTED on the 9th of January 2024, at a regular meeting of the Board of Education by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

SAN JUAN UNIFIED SCHOOL DISTRICT

By: _____

Pam Costa, President

Board of Education

San Juan Unified School District

ATTESTED TO:

By: _____

Ben Avey, Clerk

Board of Education

San Juan Unified School District

RECORD AT REQUEST OF AND RETURN TO:
 Sacramento Municipal Utility District
 Attention: Real Estate Services – B 209
 P. O. Box 15830
 Sacramento, CA 95852-1830

No Fee Document – Per Govt. Code Sec. 6103 & 27383
 No County Transfer Tax Per R & T Code 11922

SMUD BY: *Gujean Kim* RJD

SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

APN: 255-0070-005-0000

R/W: UO-2023/313
 SO # 30182644

GRANT OF EASEMENT

San Juan Unified School District of Sacramento County, a political subdivision of the State of California, who acquired title as Arcade School District of Sacramento County, Grantor, hereby grants to SACRAMENTO MUNICIPAL UTILITY DISTRICT, a municipal utility district, Grantee, its successors and assigns, the right from time to time to construct, place, inspect, remove, replace, maintain and use electrical and communication facilities consisting of underground conduits, wires, cables, and surface or pole mounted transformers, cross-arms or braces, guy lines, guy line stubs and all related appurtenances thereto within the following described route.

The easement being granted herein is contained and located on a portion of that certain real property, situated in Sacramento County, California, designated by the above referenced Assessor's Parcel Number and more fully described as follows:

As described in that certain Grant Deed dated July 24, 1922 and recorded in the office of Recorder of Sacramento County on July 25, 1922 in Book 604 of Deeds at Page 439.

Said right includes the trimming and removal by Grantee of any trees or foliage along the Easement Area considered necessary for the complete enjoyment thereof and the right of ingress to and egress from said Easement Area for the purpose of exercising and performing all rights and privileges granted herein. In addition, the Easement Area shall be kept clear of any building or other structure and Grantor will not drill or operate any well within the Easement Area.

The route of said easement is described in EXHIBIT A and shown on EXHIBIT B attached hereto and made a part hereof.

Date: _____, 20_____

Grantor: **San Juan Unified School District of Sacramento County**

Sign: _____

Print: _____

Title: _____

R/W: UO-2023/313

EXHIBIT "A"
SMUD EASEMENT
R/W UO-2023/313

A portion of Lot 1 as shown on the Plat of "Arcade Park" filed in Book 16 of Maps, Page 27 in the office of the Sacramento County Recorder, located in Rancho Del Paso Section 40, in the unincorporated area of Sacramento County, State of California described as follows:

A 5.00-foot-wide strip of land, the centerline of which is described as follows:

Commencing at a county spike and washer marking the intersection of Annadale Lane and Edison Avenue from which an iron pipe marking the centerline of Edison Avenue bears North 89°09'15" West 653.13 feet, thence, from said Point of Commencement South 30°27'48" West 39.80 feet to the Point of Beginning; Thence, from said Point of Beginning North 89°09'15" West 5.80 feet;

Thence, South 12.46 feet;

Thence, South 45°00'00" East 135.87 feet;

Thence, South 00°50'45" West 209.58 feet to a point hereinafter referred to as Point 'A'.

Together with a 9.00-foot-wide strip of land, the centerline of which is described as follows:

Beginning at said Point 'A', thence, from said Point of Beginning South 00°50'45" West 5.50 feet to a point hereinafter referred to as Point 'B'; Thence, continuing South 00°50'45" West 5.50 feet.

Together with a 5.00-foot-wide strip of land, the centerline of which is described as follows:

Beginning at said Point 'B', thence, from said Point of Beginning North 89°09'15" West 9.67 feet to a point hereinafter referred to as Point 'C'.

Together with a 15.00-foot-wide strip of land, the centerline of which is described as follows:

Beginning at said Point 'C', thence, from said Point of Beginning North 89°09'15" West 13.75 feet.

The above-described easement contains 2,150 square feet, more or less.



Braden Barnum

11-14-2023

EXHIBIT "B"

R/W UO-2023/313

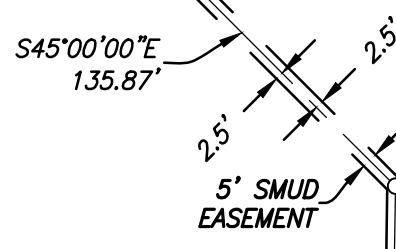
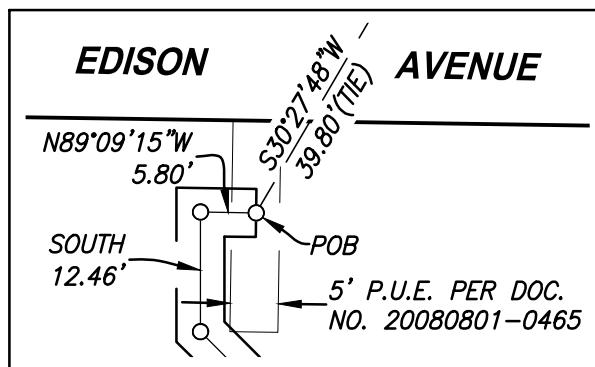
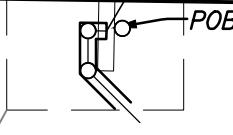
IRON PIPE
SCALE
1" = 60'

EDISON AVENUE
N89°09'15"W 653.13'

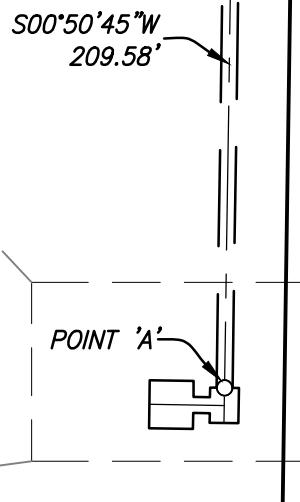
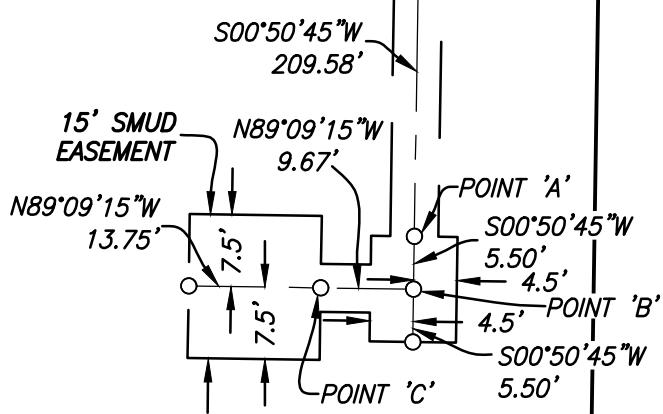
ANNADALE LANE

POINT OF
COMMENCEMENT:
COUNTY SPIKE
& WASHER

S30°27'48"W
39.80'(TIE)



ARCADE MIDDLE SCHOOL
SAN JUAN UNIFIED SCHOOL DISTRICT
A PORTION OF LOT 1, 16 B.M. 27



SMUD EASEMENT
A PORTION OF LOT 1, 16 B.M. 27
RANCHO DEL PASO SECTION 40
COUNTY OF SACRAMENTO, CALIFORNIA

CenterPoint Engineering, Inc.

Civil Engineering & Land Surveying
4230 Rocklin Rd., Suite 200 • Rocklin, CA • 95677
Phone: 916-773-4006 Fax: 916-773-4498

FILE: K:\263700\SURVEY\SMUD LEGAL & PLAT\EXHIBIT B.DWG

DRAWN BY:	BB
CHECKED BY:	AE
SHEET:	1 OF 1
DATE:	11-14-2023



Braden Barnum

**CALIFORNIA ALL-PURPOSE
CERTIFICATE OF ACKNOWLEDGMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA }

COUNTY OF }
 }

On _____ before me, _____, Notary Public

Date _____ (here insert name and title of the officer)

personally appeared _____

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Notary Public

This is to certify that SACRAMENTO MUNICIPAL UTILITY DISTRICT, a municipal utility district, hereby accepts for public purposes the interest in real property conveyed by the foregoing deed or grant and consents to the recordation thereof. The undersigned officer is authorized to execute this acceptance and consent pursuant to authority conferred by Resolution No. 89-6-11, adopted by said District's Board of Directors on June 20, 1989.

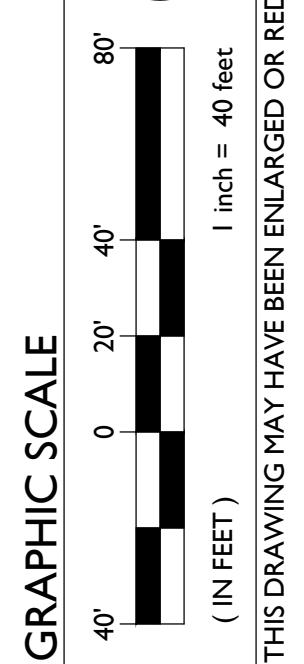
Blandon Granger, Supervisor
Real Estate Services

Date

SMUD
ESMT

NORTH

GRAPHIC SCALE



THIS DRAWING MAY HAVE BEEN ENLARGED OR REDUCED.

FILENAME: \22-001\civil\dwg\increment 2\22-001-2cr10-2cr-103.dwg



WARREN CONSULTING ENGINEERS INC.

1117 WINDFIELD WAY, SUITE 110

EL DORADO HILLS, CA 95864

SAN JUAN UNIFIED SCHOOL DISTRICT

3538 Walnut Street | (916) 985-1870

CARMICHAEL, CA 95608

ELEV = 78.28 (NAVD88) (FOR REFERENCE)

DATE = 07-06-2022

DRAWN: AT

CHECKED: GV

REVIEWED: A/T

APPROVED: DATE

REVISIONS: NO.

DESCRIPTION:

AEC/CF APPROVAL:

HORIZONTAL SCALE:

PROJECT:

AS NOTED

JOB NO.:

VERTICAL SCALE:

N/A

ELEVATION:

PARTIAL DEMOLITION PLAN

ARCADIA MIDDLE SCHOOL

IMPROVEMENTS

3500 Edison Ave

Carmichael, CA 95608

ELEV = 80.80 (NAVD88) (FOR REFERENCE)

DATE = 07-06-2022

DRAWN: AT

CHECKED: GV

REVIEWED: A/T

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AS NOTED

JOB NO.:

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DESCRIPTION:

AEC/CF APPROVAL:

HORIZONTAL SCALE:

PROJECT:

AS NOTED

JOB NO.:</

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

AGENDA ITEM: J-5

MEETING DATE: 01/09/2024

SUBJECT: Annual Policy Review

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 receive a report on the following policies; no policy revisions are recommended at this time.

- BP 3430 Investing and Debt Management (Attachment A). The county's investment policy, on which the district's board policy is based, is included (Attachment B) for the board's review.
BP 6145 Extracurricular/Cocurricular Activities (Attachment C)
BP 6020 Parent Involvement (Attachment D)
BP 5116.1 Intradistrict Open Enrollment (Attachment E)

RATIONALE/BACKGROUND:

Board Bylaw 9310, in accordance with state and local law, requires an annual review of certain board policies.

- Government Code section 53646 recommends an annual review of the district's investing policy (BP 3430, last updated by the board on February 15, 2022). To do so necessitates a review of Sacramento County's investment policy (on which the district's board policy is based).
- Title 20 United States Code section 6318 requires an annual review of the district's parental involvement policy (BP 6020, last updated by the board on February 9, 2021).
- Education Code section 35160.5 requires that the Board of Education annually review policies pertaining to student participation in extracurricular/cocurricular activities (BP 6145, last updated by the board on February 9, 2021) and open enrollment (BP 5116.1, last updated by the board on February 15, 2022).

ATTACHMENT(S):

- Attachment A/B: BP 3430 – Investing and Debt Management
Attachment C: BP 6145 – Extracurricular/Cocurricular Activities
Attachment D: BP 6020 – Parent Involvement
Attachment E: BP 5116.1 – Intradistrict Open Enrollment

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 12/18/2023

FISCAL IMPACT:

Current Budget: \$ N/A

Additional Budget: \$ N/A

Funding Source: N/A

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

Current Year Only Ongoing

LCAP/STRATEGIC PLAN:

Goal: N/A Focus: N/A

Action: N/A

Strategic Plan: N/A

PREPARED BY: Fhanysha C. Gaddis, General Counsel *FCG*

APPROVED BY: Melissa Bassanelli, Superintendent of Schools *MBS*

Board Policy Manual
San Juan Unified School District

Printed: 10/11/2023 03:27 PM

Policy 3430: Investing

Status:
ADOPTED

Original Adopted Date: 06/09/1992 | **Last Revised Date:** 02/15/2022 | **Last Reviewed Date:** 01/10/2023

Investing

The superintendent or designee may invest as permitted by law all or part of the special reserve fund of the district or any surplus monies not required for the immediate necessities of the district. Such investments must be made with care, skill, prudence and diligence. (Education Code section 41015; Government Code sections 16430, 53601, 53609, 53635)

The Governing Board recognizes that the district's chief fiscal officer has fiduciary responsibility for any funds invested outside the county treasury and is subject to prudent investor standards for investment decisions. As such, the chief fiscal officer shall act with care, skill, prudence, and diligence under the prevailing circumstances, including but not limited to the general economic conditions and the anticipated needs of the district. The investment objectives shall be to first safeguard the principal of the funds, then to meet the district's liquidity needs and, third, to achieve a return on the funds. (Government Code sections 53600.3, 53600.5) County treasury investment reports shall be shared with the board quarterly. Reports of funds invested outside the county treasury shall be provided to the board monthly.

The board recognizes the importance of overseeing investments made with district funds, including investments by the county treasurer. The superintendent or designee shall maintain ongoing communication with any county committee established for the purpose of overseeing county investments. In addition, the superintendent or designee shall keep the board informed about county policies that guide the investment of these funds.

The superintendent or designee may annually provide to the board and any oversight committee a statement of the district's investment policy which the board shall consider at a public meeting. Any changes in the policy shall also be considered by the board at a public meeting. In accordance with law and administrative regulations, the superintendent or designee may also provide the board quarterly reports with specified components, including a statement of how the district portfolio compares with the district's investment policy. (Government Code section 53646)

Debt Management

This debt policy sets forth a set of comprehensive guidelines for short-term and long-term debt. It is the objective of this policy to incorporate the new Local Debt Policy requirements of Government Code section 8855(i) into the district's previously existing policy.

The district's capital planning goals and objectives (Government Code section 8855(i)(1)(D)) are as follows:

1. The district shall obtain financing only when necessary or desirable as determined by the Board of Education.
2. The district will identify the appropriate timing and amount of debt or other financing needs as required.
3. The district will pursue efficient debt issuance strategies and obtain favorable interest rates and other costs in issuing the debt.

The superintendent or designee, chief financial officer, and director of accounting will have the primary responsibility for developing financing recommendations and ensuring the implementation of this debt policy. The responsibilities include:

1. Reviewing the district's capital improvement program and consider the need for financing to maintain the progress on the capital improvement program.
2. Developing a Request for Proposal (RFP) that will be used in the selection of bond counsel, financial advisor and/or underwriter if necessary.

3. Selecting the financing participants for each debt issue, ensuring the debt issue is integrated with the district's overall financing program, approving the structure of each debt issue, and reviewing and approving all documentation for each issue.
4. Overseeing the preparation of the information for the official statement for debt issues.
5. Meeting as necessary in preparation for a financing or to review changes in state or federal laws or regulations.
6. Preparing all information for the bond rating agencies and making presentations as necessary.
7. Administering post debt issuance responsibilities, including the investment and expenditure of the debt proceeds, compliance with annual reporting requirements, and taking steps to help ensure that debt payments are made on time.
8. Ensuring that the arbitrage requirements are monitored and that the appropriate reports are filed with the federal government.
9. Implementing and managing internal control procedures to ensure that the proceeds of proposed debt will be directed to the intended use. (Government Code section 8855(i)(1)(E))

Bond Counsel

The district will seek the legal advice of the bond counsel on questions involving state and federal law on proposed and outstanding debt issuances. Bond counsel will prepare the resolutions, legal documents, and opinions necessary for delivery of a valid debt issuance. The bond counsel will determine the district's compliance with all applicable laws and procedures for issuing debt. At the district's discretion, bond counsel may also serve as disclosure counsel, and prepare the documents traditionally performed in this capacity including delivery of the Official Statement, Bond Purchase Agreement, and Notice of Sale, and Continuing Disclosure Agreement. The bond counsel will perform other services as defined by the contract approved by the district.

Financial Advisor/Underwriter

District staff will seek the advice of a financial advisor and/or underwriter when necessary. The financial advisor will advise on the structuring of the debt obligations that will be issued, inform the district of the options available for each issue, advise the district as to how choices will impact the marketability of the district's obligations, and provide other services as defined by the contract approved by the district.

Use of Short- and Long-Term Debt

The district's debt policy for the use of Short-Term Operating Debt and Long-Term Capital Debt (Government Code section 8855(i)(1)(A)) is provided below.

1. Short-Term Debt

Internal interim financing - In order to defer the issuance of debt obligations, when sufficient non-restricted funds are on hand, consideration will be given to appropriating them to provide interim financing for large construction projects. When the debt obligation is subsequently issued, the non-restricted funds will be repaid.

External interim financing - Expenditures associated with the day-to-day operations of the district will be covered by current revenues. However, because the district does not receive its revenues in equal installments each month and the largest expenditures occur in equal amounts, the district may experience temporary cash shortfalls. To finance these temporary cash shortfalls, the district may incur short-term operating debt, typically, tax and revenue anticipation notes (TRANS). The district will base the amount of the short-term operating debt on cash flow projections for the fiscal year and will comply with applicable federal and state regulations. The district will pledge operating revenues to repay the debt, which will be repaid in one year or less. The district will minimize the cost of the short-term borrowings to the extent possible and may participate in pooled TRANS to meet this goal.

2. Long-term Capital Debt

Prior to issuing debt, the district will examine the relationship of the debt to be issued with the consideration to its capital improvement plan. (Government Code section 8855(i)(1)(C)) It will consider the following factors as part of its evaluation:

- a. The district will not use long-term obligations for operating purposes.
- b. The weighted average maturity will not exceed 120 percent of the remaining expected useful life of the project financed.
- c. The district will structure debt in a manner that maximizes debt proceeds, minimizes interest costs, and allows for future debt issuances. The debt structure will also reflect the financing needs and projected ability to make debt payments through the repayment of the debt issued.
- d. The district will not issue unfunded long-term debt in excess of 3 percent of annual general fund revenues, unless there is a dedicated tax levy, surplus property sale, fixed lease payments from another public agency or redevelopment revenue stream committed to service the debt.

Types of Debt

Described below are the types of debt that may be issued under this debt policy. (Government Code section 8855(i)(1)(B))

1. General obligation bonds, lease revenue bonds, certificates of participation, lease purchase transactions, land secured financings, and bond, lease or grant anticipation notes that may be issued to finance significant capital improvements. The district will primarily rely on the issuance of general obligation bonds to fund its capital projects. All projects financed by general obligation bonds will be determined by the district's project list approved by the voters, the constraints of applicable law, and district's priorities.

Whenever the option exists to offer an issue either for competition or negotiation, the superintendent or designee, the chief financial officer, and director of fiscal services will undertake an analysis of the options to aid in the decision-making process.

2. Refundings

The district will consider refunding debt whenever an analysis indicates the potential for present value savings of approximately four percent of the principal being refunded or at least \$200,000. The financial advisor will compute the economic gain or loss on the refunding and the superintendent or designee, the chief financial officer, and director of fiscal services will verify the computation.

3. Capital Leases

Capital leasing is an option for the acquisition of equipment or other assets with a cost of less than \$500,000.

The district will not consider leasing when there are available funds on hand for the acquisition unless the interest expense associated with the lease is less than the interest that can be earned by investing the funds on hand or when other factors such as budget constraints override the economic consideration.

When a lease is arranged with a private sector entity, the district will seek a tax-exempt rate. When a lease is arranged with a government or other tax-exempt entity, the district will try to obtain an explicitly defined taxable rate so that the lease will not be counted in the district's total annual borrowings subject to arbitrage rebate.

The lease agreement will permit the district to refinance the lease at no more than reasonable cost. A lease that can be called at will is preferable to one that can merely be accelerated.

Method of Sale

When feasible and economical, the district may issue bonds either by competitive or negotiated sale. Whenever the option exists to offer an issue either for competition or negotiation, the superintendent or designee, the chief financial officer, and director of fiscal services will undertake an analysis of the options to aid in the decision-making process.

District staff may use a private placement by obtaining at least three competitive proposals. In evaluating the proposals, the net present value of the competitive bids will be compared, taking into account how and when the payments are made. If required by statute, the purchase price of equipment will be competitively bid.

Bond Rating

District staff will monitor its credit ratings, and provide all information relevant for the purposes of obtaining, maintaining, and improving its credit ratings.

Arbitrage Liability Management

The district will make every effort to minimize the cost of the arbitrage rebate and yield restriction while strictly complying with the law. The federal arbitrage law is intended to discourage entities from issuing tax exempt obligations unnecessarily. In complying with the spirit of the law, the district will not issue obligations except for identifiable projects with very good prospects of timely initiation. Obligations will be issued as closely in time as feasible to the time contracts are awarded so as to minimize the time the debt proceeds are unspent.

The district's bond counsel and financial advisor will review, in advance, all arbitrage rebate payments and forms sent to the IRS.

adopted: June 9, 1992

revised: May 27, 1997

revised: February 28, 2006

revised: February 27, 2007

revised: January 27, 2009

revised: March 22, 2011

revised: January 28, 2014

revised: January 24, 2017

revised: February 9, 2021

revised: February 15, 2022

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Ed. Code 41001

Description

Deposit of money in county treasury -

<https://simbli.eboardsolutions.com/SU/kYHEVEq49aXOJnufyQhbwA==>

Ed. Code 41002

General fund deposits and exceptions -

<https://simbli.eboardsolutions.com/SU/bG4GAKVZxBk8IXj0slshMIPpA==>

Ed. Code 41002.5

Deposit of certain funds in insured institutions -

<https://simbli.eboardsolutions.com/SU/x6cCONSmHMco7DmeXEu1Yw==>

Ed. Code 41003

Funds received from rental of real property -

<https://simbli.eboardsolutions.com/SU/QBnff86cNYjM0slsh2OHJukeQ==>

Ed. Code 41015

Authorization of and limitation investment of district funds -

<https://simbli.eboardsolutions.com/SU/F5ULiislshobUSFdALXMZJaplusQ==>

Ed. Code 41017

Deposit of miscellaneous receipts -

<https://simbli.eboardsolutions.com/SU/UApPdQtPNknOultDnplusMfhQ==>

Ed. Code 41018

Disposition of money received -

<https://simbli.eboardsolutions.com/SU/3Tu60OZqr1n9LV8bFI0pLg==>

Ed. Code 42840-42843	Special reserve fund - https://simbli.eboardsolutions.com/SU/fWwqBH5CNyvUQnryv1EZ6Q==
Gov. Code 16430	Eligible securities for investment of surplus money - https://simbli.eboardsolutions.com/SU/UrfY2HcSLUZRL3O8AQtVMQ==
Gov. Code 17581.5	Mandates contingent upon state funding - https://simbli.eboardsolutions.com/SU/Xj6hZE8fDo90LM9JHY5V3g==
Gov. Code 27000.3	Fiduciary for deposits in county treasury - https://simbli.eboardsolutions.com/SU/r4wBeCaRd3JRxtFhMDoYYQ==
Gov. Code 27130-27137	County treasury oversight committees - https://simbli.eboardsolutions.com/SU/bAWeah3SIJfe6Ep6naTxqw==
Gov. Code 53600-53609	Investment of surplus - https://simbli.eboardsolutions.com/SU/dZb7FsIshUYs5cpluswPozAGwW8g==
Gov. Code 53630-53686	Deposit of funds - https://simbli.eboardsolutions.com/SU/fjOUmKPD7xb0Lpi5plusdqaplusw==

Gov. Code 53635 Local agency funds; deposit or investment -
<https://simbli.eboardsolutions.com/SU/Gst8bF5tKvseElwslaOPplusg==>

Gov. Code 53646 Treasurer reports and statements of investment policy -
<https://simbli.eboardsolutions.com/SU/imIChzDbEYS3liu1qoFBJA==>

Gov. Code 53852.5 Investment term for funds designated for repayment of notes
<https://simbli.eboardsolutions.com/SU/deHLvNleFCjTsqvJ8Mmmfw==>

Gov. Code 53859.02 Borrowing by local agency -
<https://simbli.eboardsolutions.com/SU/jhpcKis9HaplusjxID83O0TUw==>

Management Resources References

	Description
CDIAC Publication	Local Agency Investment Guidelines, 2002, rev. 2004
Website	CSBA District and County Office of Education Legal Services https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	California Debt and Investment Advisory Commission - https://simbli.eboardsolutions.com/SU/fcZCPxWNlpluspmohqEYyP0w==

Cross References

1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/VpmY5dBSFWLE6fitdNcyzQ==
3000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/wWjq8r5yLIFLu64MVMaymQ==
3290	Gifts, Grants And Bequests - https://simbli.eboardsolutions.com/SU/6vcaT7EXplusEpSnsIshrKy2FSLA==
3400	Management Of District Assets/Accounts - https://simbli.eboardsolutions.com/SU/sIshfMwPpj1bq2bhWSisIshvDyWQ==
3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/yQ0j8SvzyY278zNt8q3kDg==
3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/plus550ofSC4wYdplusCP1YZeznw==
3460-E PDF(1)	Financial Reports And Accountability - Periodic Financial Reports https://simbli.eboardsolutions.com/SU/L8f1Hm3XBijDJ6rudcAzCA==
3530	Risk Management/Insurance - https://simbli.eboardsolutions.com/SU/OcbCATzdHLCKRKFtdhZfJw==
9130	Board Committees - https://simbli.eboardsolutions.com/SU/xqUHgw6ltNk5lplusnfTcV32w==
9270	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/Jdl4b5DqQYysIshWqMb3yjViQ==
9270-E PDF(1)	Conflict Of Interest -

<https://simbli.eboardsolutions.com/SU/0XLkPZ2bwKhQBdSslshvBgxmA==>



SACRAMENTO COUNTY

**Annual Investment Policy
of the Pooled Investment Fund**

CALENDAR YEAR 2023

*Approved by the
Sacramento County Board of Supervisors*

December 6, 2022
Resolution No. 2022-1002

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SACRAMENTO COUNTY

Annual Investment Policy

of the Pooled Investment Fund

CALENDAR YEAR 2023

I. Authority

Under the Sacramento County Charter, the Board of Supervisors established the position of Director of Finance and by ordinance will annually review and renew the Director of Finance's authority to invest and reinvest all the funds in the County Treasury.

II. Policy Statement

This Investment Policy (Policy) establishes cash management and investment guidelines for the Director of Finance, who is responsible for the stewardship of the Sacramento County Pooled Investment Fund. Each transaction and the entire portfolio must comply with California Government Code and this Policy. All portfolio activities will be judged by the standards of the Policy and its investment objectives. Activities that violate its spirit and intent will be considered contrary to the Policy.

III. Standard of Care

The Director of Finance is the Trustee of the Pooled Investment Fund and therefore, a fiduciary subject to the prudent investor standard. The Director of Finance, employees involved in the investment process, and members of the Sacramento County Treasury Oversight Committee (Oversight Committee) shall refrain from all personal business activities that could conflict with the management of the investment program. All individuals involved will be required to report all gifts and income in accordance with California state law. When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the Director of Finance shall act with care, skill, prudence, and diligence to meet the aims of the investment objectives listed in Section IV, Investment Objectives.

IV. Investment Objectives

The Pooled Investment Fund shall be prudently invested in order to earn a reasonable return, while awaiting application for governmental purposes. The specific objectives for the Pooled Investment Fund are ranked in order of importance.

A. Safety of Principal

The preservation of principal is the primary objective. Each transaction shall seek to ensure that capital losses are avoided, whether they be from securities default or erosion of market value.

B. Liquidity

As a second objective, the Pooled Investment Fund should remain sufficiently flexible to enable the Director of Finance to meet all operating requirements that may be reasonably anticipated in any depositor's fund.

C. Public Trust

In managing the Pooled Investment Fund, the Director of Finance and the authorized investment traders should avoid any transactions that might impair public confidence in Sacramento County and the participating local agencies. Investments should be made with precision and care, considering the probable safety of the capital as well as the probable income to be derived.

D. Maximum Rate of Return

As the fourth objective, the Pooled Investment Fund should be designed to attain a market average rate of return through budgetary and economic cycles, consistent with the risk limitations, prudent investment principles and cash flow characteristics identified herein. For comparative purposes, the State of California Local Agency Investment Fund (LAIF) will be used as a performance benchmark. The Pooled Investment Fund quarterly performance benchmark target has been set at or above LAIF's yield. This benchmark was chosen because LAIF's portfolio structure is similar to the Pooled Investment Fund.

V. Pooled Investment Fund Investors

The Pooled Investment Fund investors are comprised of Sacramento County, school and community college districts, districts directed by the Board of Supervisors, and independent special districts and joint powers authorities whose treasurer is the Director of Finance. Any local agencies not included in this category are subject to California Government Code section 53684 and are referred to as outside investors.

VI. Implementation

In order to provide direction to those responsible for management of the Pooled Investment Fund, the Director of Finance has established this Policy and will provide it to the Oversight Committee and render it to legislative bodies of local agencies that participate in the Pooled Investment Fund. In accordance with California Government Code section 53646, et seq., the Board of Supervisors shall review and approve this Policy annually at a public meeting.

This Policy provides a detailed description of investment parameters used to implement the investment process and includes the following: investable funds; authorized instruments; prohibited investments; credit requirements; maximum maturities and concentrations; repurchase agreements; Community Reinvestment Act Program; criteria

and qualifications of broker/dealers and direct issuers; investment guidelines, management style and strategy; Approved Lists; and calculation of yield and costs.

VII. Internal Controls

The Director of Finance shall establish internal controls to provide reasonable assurance that the investment objectives are met and to ensure that the assets are protected from loss, theft, or misuse. To assist in implementation and internal controls, the Director of Finance has established an Investment Group and a Review Group.

The Investment Group, which is comprised of the Director of Finance and his/her designees, is responsible for maintenance of the investment guidelines and Approved Lists. These guidelines and lists can be altered daily, if needed, to adjust to the ever-changing financial markets. The guidelines can be more conservative or match the policy language. In no case can the guidelines override the Policy.

The Review Group, which is comprised of the Director of Finance and his/her designees, is responsible for the monthly review and appraisal of all the investments purchased by the Director of Finance and staff. This review includes bond proceeds, which are invested separately from the Pooled Investment Fund and are not governed by this Policy.

The Director of Finance shall establish a process for daily, monthly, quarterly, and annual review and monitoring of the Pooled Investment Fund activity. The following articles, in order of supremacy, govern the Pooled Investment Fund:

1. California Government Code
2. Annual Investment Policy
3. Current Investment Guidelines
4. Approved Lists (see page 9, Section IX.K)

The Director of Finance shall review the daily investment activity and corresponding bank balances.

Monthly, the Review Group shall review all investment activity and its compliance to the corresponding governing articles and investment objectives.

All securities purchased, with the exception of bank deposits, money market mutual funds, and LAIF, shall be delivered to the independent third-party custodian selected by the Director of Finance. This includes all collateral for repurchase agreements. All trades, where applicable, will be executed by delivery versus payment by the designated third-party custodian.

VIII. Sacramento County Treasury Oversight Committee

In accordance with California Government Code section 27130 et seq., the Board of Supervisors, in consultation with the Director of Finance, has created the Sacramento County Treasury Oversight Committee (Oversight Committee). Annually, the Oversight

Committee shall cause an audit to be conducted on the Pooled Investment Fund. The meetings of the Oversight Committee shall be open to the public and subject to the Ralph M. Brown Act.

A member of the Oversight Committee may not be employed by an entity that has contributed to the campaign of a candidate for the office of local treasurer, or contributed to the campaign of a candidate to be a member of a legislative body of any local agency that has deposited funds in the county treasury, in the previous three years or during the period that the employee is a member of the Oversight Committee. A member may not directly or indirectly raise money for a candidate for local treasurer or a member of the Sacramento County Board of Supervisors or governing board of any local agency that has deposited funds in the county treasury while a member of the Oversight Committee. Finally, a member may not secure employment with, or be employed by bond underwriters, bond counsel, security brokerages or dealers, or financial services firms, with whom the treasurer is doing business during the period that the person is a member of the Oversight Committee or for one year after leaving the committee.

The Oversight Committee is not allowed to direct individual investment decisions, select individual investment advisors, brokers or dealers, or impinge on the day-to-day operations of the Department of Finance treasury and investment operations.

IX. Investment Parameters

A. Investable Funds

Total Investable Funds (TIF) for purposes of this Policy are all Pooled Investment Fund moneys that are available for investment at any one time, including the estimated bank account float. Included in TIF are funds of outside investors, if applicable, for which the Director of Finance provides investment services. Excluded from TIF are all funds held in separate portfolios.

The Cash Flow Horizon is the period in which the Pooled Investment Fund cash flow can be reasonably forecasted. This Policy establishes the Cash Flow Horizon to be one (1) year.

Once the Director of Finance has deemed that the cash flow forecast can be met, the Director of Finance may invest funds in securities with maturities beyond one year. These securities will be referred to as the Core Portfolio.

B. Authorized Investments

Authorized investments shall match the general categories established by the California Government Code sections 53601 et seq. and 53635 et seq. Authorized investments shall include, in accordance with California Government Code section 16429.1, investments into LAIF. Authorization for specific instruments within these general categories, as well as narrower portfolio concentration and maturity limits, will be established and maintained by the Investment Group as part of the Investment

Guidelines. As the California Government Code is amended, this Policy shall likewise become amended.

C. Prohibited Investments

No investments shall be authorized that have the possibility of returning a zero or negative yield if held to maturity except for securities issued by, or backed by, the United States government during a period of negative market interest rates.

Prohibited investments shall include inverse floaters, range notes, and interest only strips derived from a pool of mortgages.

All legal investments issued by a tobacco-related company are prohibited. A tobacco-related company is defined as an entity that makes smoking products from tobacco used in cigarettes, cigars, or snuff or for smoking in pipes. The tobacco-related issuers restricted from any investment are any component companies in the Dow Jones U.S. Tobacco Index or the NYSE Arca Tobacco Index.

D. Credit Requirements

Except for municipal obligations and Community Reinvestment Act (CRA) bank deposits and certificates of deposit, the issuer's short-term credit ratings shall be at or above A-1 by Standard & Poor's, P-1 by Moody's, and, if available, F1 by Fitch, and the issuer's long-term credit ratings shall be at or above A by Standard & Poor's, A2 by Moody's, and, if available, A by Fitch. There are no credit requirements for Registered State Warrants. All other municipal obligations shall be at or above a short-term rating of SP-1 by Standard & Poor's, MIG1 by Moody's, and, if available, F1 by Fitch.

Community Reinvestment Act Program Credit Requirements

Maximum Amount	Minimum Requirements		
Up to the FDIC- or NCUSIF-insured limit for the term of the deposit	<u>Banks</u> — FDIC Insurance Coverage <u>Credit Unions</u> — NCUSIF Insurance Coverage <i>Credit unions are limited to a maximum deposit of the NCUSIF-insured limit since they are not rated by nationally recognized rating agencies and are not required to provide collateral on public deposits.</i>		
Over the FDIC- or NCUSIF-insured limit	<i>(Any 2 of 3 ratings)</i> S&P: A-2 Moody's: P-2 Fitch: F-2 <i>OR</i> Collateral is required	Through a private sector entity that assists in the placement of deposits to achieve FDIC insurance coverage of the full deposit and accrued interest.	

Eligible banks must have Community Reinvestment Act performance ratings of “satisfactory” or “outstanding” from their federal regulator. In addition, deposits greater than the federally-insured amount must be collateralized. Banks must either have a letter of credit issued by the Federal Home Loan Bank of San Francisco or place securities worth between 110% and 150% of the value of the deposit with the Federal Reserve Bank of San Francisco, the Home Loan Bank of San Francisco, or a trust bank.

Since credit unions do not have Community Reinvestment Act performance ratings, they must demonstrate a commitment to community reinvestment lending and charitable activities comparable to what is required of banks.

All commercial paper and medium-term note issues must be issued by corporations operating within the United States and having total assets in excess of one billion dollars (\$1,000,000,000).

The Investment Group may raise these credit standards as part of the Investment Guidelines and Approved Lists. Appendix A provides a Comparison and Interpretation of Credit Ratings by Standard & Poor’s, Moody’s, and Fitch.

E. Maximum Maturities

Due to the nature of the invested funds, no investment with limited market liquidity should be used. Appropriate amounts of highly-liquid investments, such as U.S. Treasury and Agency obligations, should be maintained to accommodate unforeseen withdrawals.

The maximum maturity, determined as the term from the date of ownership to the date of maturity, for each investment shall be established as follows:

U.S. Treasury and Agency Obligations.....	5 years
Washington Supranational Obligations ¹	5 years
Municipal Notes	5 years
Registered State Warrants	5 years
Bankers Acceptances	180 days
Commercial Paper.....	270 days
Negotiable Certificates of Deposit	180 days
CRA Bank Deposit/Certificates of Deposit.....	1 year
Repurchase Agreements.....	1 year
Reverse Repurchase Agreements.....	92 days
Medium-Term Corporate Notes	180 days
Collateralized Mortgage Obligations.....	180 days

¹ The International Bank for Reconstruction and Development, International Finance Corporation, and Inter-American Development Bank.

The Investment Group may reduce these maturity limits to a shorter term as part of the Investment Guidelines and the Approved Lists.

The ultimate maximum maturity of any investment shall be five (5) years. The dollar-weighted average maturity of all securities shall be equal to or less than three (3) years.

F. Maximum Concentrations

No more than 80% of the portfolio may be invested in issues other than U.S. Treasury and Agency obligations. The maximum allowable percentage for each type of security is set forth as follows:

U.S. Treasury and Agency Obligations	100%
Municipal Notes.....	80%
Registered State Warrants.....	80%
Bankers Acceptances	40%
Commercial Paper	40%
Washington Supranational Obligations	30%
Negotiable Certificates of Deposit and CRA Deposit/Certificates of Deposit	30%
Repurchase Agreements	30%
Reverse Repurchase Agreements	20%
Medium-Term Corporate Notes.....	30%
Money Market Mutual Funds.....	20%
Collateralized Mortgage Obligations	20%
Local Agency Investment Fund (LAIF).....	(per State limit)

The Investment Group may reduce these concentrations as part of the Investment Guidelines and the Approved Lists.

Excluding U.S. Treasury and Agency obligations, no more than 10% of the portfolio, may be invested in securities of a single issuer including its related entities.

Where a percentage limitation is established above, for the purpose of determining investment compliance, that maximum percentage will be applied on the date of purchase.

G. Repurchase Agreements

Under California Government Code section 53601, paragraph (j) and section 53635, the Director of Finance may enter into Repurchase Agreements and Reverse Repurchase Agreements. The maximum maturity of a Repurchase Agreement shall be one year. The maximum maturity of a reverse repurchase agreement shall be 92 days, and the proceeds of a reverse repurchase agreement may not be invested beyond the expiration of the agreement. The reverse repurchase agreement must be "matched to maturity" and meet all other requirements in the code.

All repurchase agreements must have an executed Sacramento County Master Repurchase Agreement on file with both the Director of Finance and the

Broker/Dealer. Repurchase Agreements executed with approved broker-dealers must be collateralized with either: (1) U.S. Treasury and Agency obligations with a market value of 102% for collateral marked to market daily; or (2) money market instruments on the Approved Lists of the County that meet the qualifications of the Policy, with a market value of 102%. Since the market value of the underlying securities is subject to daily market fluctuations, investments in repurchase agreements shall be in compliance if the value of the underlying securities is brought back up to 102% no later than the next business day. Use of mortgage-backed securities for collateral is not permitted. Strictly for purposes of investing the daily excess bank balance, the collateral provided by the Sacramento County's depository bank can be U.S. Treasury and Agency obligations valued at 110%, or mortgage-backed securities valued at 150%.

H. Community Reinvestment Act Program

The Director of Finance has allocated within the Pooled Investment Fund, a maximum of \$90 million for the Community Reinvestment Act Program to encourage community investment by financial institutions, which includes community banks and credit unions, and to acknowledge and reward local financial institutions that support the community's financial needs. The Director of Finance may increase this amount, as appropriate, while staying within the investment policy objectives and maximum maturity and concentration limits. The eligible banks and savings banks must have Community Reinvestment Act performance ratings of "satisfactory" or "outstanding" from each financial institution's regulatory authority. The minimum credit requirements are located on page 5 of Section IX.D.

I. Criteria and Qualifications of Brokers/Dealers and Direct Issuers

All transactions initiated on behalf of the Pooled Investment Fund and Sacramento County shall be executed through either government security dealers reporting as primary dealers to the Market Reports Division of the Federal Reserve Bank of New York or direct issuers that directly issue their own securities that have been placed on the Approved List of brokers/dealers and direct issuers. Further, these firms must have an investment grade rating from at least two national rating services, if available.

Brokers/Dealers and direct issuers that have exceeded the political contribution limits, as contained in Rule G-37 of the Municipal Securities Rulemaking Board, within the preceding four-year period to the Director of Finance, any member of the Board of Supervisors, or any candidate for the Board of Supervisors, are prohibited from the Approved List of brokers/dealers and direct issuers.

Each broker/dealer and direct issuer will be sent a copy of this Policy and a list of those persons authorized to execute investment transactions. Each firm must acknowledge receipt of such materials to qualify for the Approved List of brokers/dealers and direct issuers.

Each broker/dealer and direct issuer authorized to do business with Sacramento County shall, at least annually, supply the Director of Finance with audited financial statements.

J. Investment Guidelines, Management Style and Strategy

The Investment Group shall issue and maintain Investment Guidelines specifying authorized investments, credit requirements, permitted transactions, and issue maturity and concentration limits consistent with this Policy.

The Investment Group shall also issue a statement describing the investment management style and current strategy for the entire investment program. The management style and strategy can be changed to accommodate shifts in the financial markets, but at all times they must be consistent with this Policy and its objectives.

K. Approved Lists

The Investment Group, named by the Director of Finance, shall issue and maintain various Approved Lists. These lists are:

1. Approved Domestic Banks for all legal investments.
2. Approved Foreign Banks for all legal investments.
3. Approved Commercial Paper and Medium Term Note Issuers.
4. Approved Money Market Mutual Funds.
5. Approved Firms for Purchase or Sale of Securities (Brokers/Dealers and Direct Issuers).
6. Approved Banks / Credit Unions for the Community Reinvestment Act Program.

L. Calculation of Yield and Costs

The costs of managing the investment portfolio, including but not limited to: investment management; accounting for the investment activity; custody of the assets; managing and accounting for the banking; receiving and remitting deposits; oversight controls; and indirect and overhead expenses are charged to the investment earnings based upon actual labor hours worked in respective areas. Costs of these respective areas are accumulated by specific cost accounting projects and charged to the Pooled Investment Fund on a quarterly basis throughout the fiscal year.

The Department of Finance will allocate the net interest earnings of the Pooled Investment Fund quarterly. The net interest earnings are allocated based upon the average daily cash balance of each Pooled Investment Fund participant.

X. Reviewing, Monitoring and Reporting of the Portfolio

The Review Group will prepare and present to the Director of Finance at least monthly a comprehensive review and evaluation of the transactions, positions, performance of the Pooled Investment Fund and compliance to the California Government Code, Policy, and Investment Guidelines.

Quarterly, the Director of Finance will provide to the Board of Supervisors, the Oversight Committee, and to any local agency participant that requests a copy, a detailed report on the Pooled Investment Fund. The report will also be posted on the Department of Finance website. Pursuant to California Government Code section 53646, the report will list the type of investments, name of issuer, maturity date, par and dollar amount of the investment. For the total Pooled Investment Fund, the report will list average maturity, the market value, and the pricing source. Additionally, the report will show any funds under the management of contracting parties, a statement of compliance to the Policy and a statement of the Pooled Investment Fund's ability to meet the expected expenditure requirements for the next six months.

XI. Withdrawal Requests for Pooled Fund Investors

The Director of Finance will honor all requests to withdraw funds for normal cash flow purposes that are approved by the Director of Finance at a one dollar net asset value. Any requests to withdraw funds for purposes other than immediate cash flow needs, such as for external investing, are subject to the consent of the Director of Finance. In accordance with California Government Code Sections 27133(h) and 27136, such requests for withdrawals must first be made in writing to the Director of Finance. When evaluating a request to withdraw funds, the Director of Finance will take into account the effect of a withdrawal on the stability and predictability of the Pooled Investment Fund and the interests of other depositors. Any withdrawal for such purposes will be at the market value of the Pooled Investment Fund on the date of the withdrawal.

XII. Limits on Honoraria, Gifts, and Gratuities

In accordance with California Government Code Section 27133(d), this Policy establishes limits for the Director of Finance; individuals responsible for management of the portfolios; and members of the Investment Group and Review Group who direct individual investment decisions, select individual investment advisors and broker/dealers, and conduct day-to-day investment trading activity. The limits also apply to members of the Oversight Committee. Any individual who receives an aggregate total of gifts, honoraria and gratuities in excess of \$50 in a calendar year from a broker/dealer, bank or service provider to the Pooled Investment Fund must report the gifts, dates and firms to the designated filing official and complete the appropriate State forms.

No individual may receive aggregate gifts, honoraria, and gratuities from any single source in a calendar year in excess of the amount specified in Section 18940.2(a) of Title 2, Division 6 of the California Code of Regulations. This limitation was \$520 for the

period January 1, 2021, to December 31, 2022. The limitation for January 1, 2023, to December 31, 2024 will be adjusted for inflation by the State Fair Political Practices Commission by January 2023. Any violation must be reported to the State Fair Political Practices Commission.

XIII. Terms and Conditions for Outside Investors

Outside investors may invest in the Pooled Investment Fund through California Government Code Section 53684. Their deposits are subject to the consent of the Director of Finance. The legislative body of the local agency must approve the Sacramento County Pooled Investment Fund as an authorized investment and execute a Memorandum of Understanding. Any withdrawal of these deposits must be made in writing 30 days in advance and will be paid based upon the market value of the Pooled Investment Fund. If the Director of Finance considers it appropriate, the deposits may be returned at any time to the local agency.

Appendix A

Comparison and Interpretation of Credit Ratings

Long Term Debt & Individual Bank Ratings			
Rating Interpretation	Moody's	S&P	Fitch
<i>Best-quality grade</i>	Aaa	AAA	AAA
<i>High-quality grade</i>	Aa1	AA+	AA+
	Aa2	AA	AA
	Aa3	AA-	AA-
<i>Upper Medium Grade</i>	A1	A+	A+
	A2	A	A
	A3	A-	A-
<i>Medium Grade</i>	Baa1	BBB+	BBB+
	Baa2	BBB	BBB
	Baa3	BBB-	BBB-
<i>Speculative Grade</i>	Ba1	BB+	BB+
	Ba2	BB	BB
	Ba3	BB-	BB-
<i>Low Grade</i>	B1	B+	B+
	B2	B	B
	B3	B-	B-
<i>Poor Grade to Default</i>	Caa	CCC+	CCC
<i>In Poor Standing</i>	-	CCC	-
	-	CCC-	-
<i>Highly Speculative Default</i>	Ca	CC	CC
	C	-	-
<i>Default</i>	-	-	DDD
	-	-	DD
	-	D	D

Short Term / Municipal Note Investment Grade Ratings			
Rating Interpretation	Moody's	S&P	Fitch
<i>Superior Capacity</i>	MIG-1	SP-1+/SP-1	F1+/F1
<i>Strong Capacity</i>	MIG-2	SP-2	F2
<i>Acceptable Capacity</i>	MIG-3	SP-3	F3

Appendix A

Short Term / Commercial Paper Investment Grade Ratings

Rating Interpretation	Moody's	S&P	Fitch
<i>Superior Capacity</i>	P-1	A-1+/A-1	F1+/F1
<i>Strong Capacity</i>	P-2	A-2	F2
<i>Acceptable Capacity</i>	P-3	A-3	F3

Policy 6145: Extracurricular And Cocurricular Activities

Status:
ADOPTED

Original Adopted Date: 06/09/1992 | Last Revised Date: 02/09/2021 | Last Reviewed Date: 01/10/2023

(Excluding 9th through 12th Grade Athletics Activities/Interscholastic Competition)

The Governing Board recognizes that extracurricular and cocurricular activities enrich the educational and social development and experiences of students and enhance students' feelings of connectedness with the schools. The district shall encourage and support student participation in extracurricular and cocurricular activities without compromising the integrity and purpose of the educational program.

Perequisites for student participation in extracurricular and cocurricular activities shall be limited to those that have been demonstrated to be essential to the success of the activity. No extracurricular or cocurricular program or activity shall be provided or conducted separately on the basis of any actual or perceived characteristic listed as a prohibited category of discrimination in state or federal law, nor shall any student's participation in an extracurricular or cocurricular activity be required or refused on those bases. (5 CCR 4925)

Any complaint alleging unlawful discrimination in the district's extracurricular or cocurricular programs or activities shall be filed in accordance with BP/AR 1312.3 - Uniform Complaint Procedures.

Unless specifically authorized by law, no student shall be charged a fee for their participation in educational activities, including extracurricular and cocurricular activities and materials or equipment related to such activities. (Education Code sections 49010, 49011)

Eligibility Requirements

To be eligible to participate in extracurricular and cocurricular activities, students in grades 7 through 12 must demonstrate satisfactory educational progress in the previous grading period including but not limited to: (Education Code section 35160.5)

1. Maintenance of a minimum 2.0 grade point average on a 4.0 scale in all enrolled classes
2. Maintenance of minimum progress toward meeting high school graduation requirements

The superintendent or designee may grant ineligible students a probationary period not to exceed one semester. Students granted probationary eligibility must meet the required standards by the end of the probationary period in order to remain eligible for participation. (Education Code section 35160.5)

Any decision regarding the eligibility of a homeless student, foster youth, or a child of an active duty military family for extracurricular or cocurricular activities shall be made by the superintendent or designee in accordance with Education Code sections 48850 and 49701.

The superintendent or designee may revoke a student's eligibility for participation in extracurricular and cocurricular activities when the student's poor citizenship is serious enough to warrant loss of this privilege.

Student Conduct at Extracurricular/Cocurricular Events

When attending or participating in extracurricular and cocurricular activities on or off campus, district students are subject to district policies and regulations relating to student conduct. Students who violate district policies and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, or denial of participation in extracurricular or cocurricular activities in accordance with board policy and administrative regulation. When appropriate, the superintendent or designee shall notify local law enforcement.

Annual Policy Review

The board shall annually review this policy and the implementing regulations (Education Code section 35160.5).

adopted: June 9, 1992
revised: March 23, 2010
revised: March 22, 2011
revised: January 22, 2013
revised: January 27, 2015
revised: February 11, 2020
revised: February 9, 2021

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
5 CCR 350	Fees not permitted
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
5 CCR 5531	Supervision of extracurricular activities of students
CA Constitution Article 9, Section 5	Common school system - https://simbli.eboardsolutions.com/SU/5LDHgacplGqiftuxZapslshQg==
Ed. Code 35145	Public meetings - https://simbli.eboardsolutions.com/SU/2zbplusTYPnqJITCLZ5nGLiuA==
Ed. Code 35160.5	Intradistrict open enrollment - https://simbli.eboardsolutions.com/SU/T5wvD8YODaGaQmMjFQ7XplusQ==
Ed. Code 35179	Interscholastic athletics; associations or consortia - https://simbli.eboardsolutions.com/SU/OJbxS0WigHwrza8FNK7WHw==
Ed. Code 35181	Governing board authority to set policy on responsibilities of students https://simbli.eboardsolutions.com/SU/aMhrosfuwlgvxetzOUpGwQ==
Ed. Code 48850	Academic achievement of students in foster care and homeless children https://simbli.eboardsolutions.com/SU/kahTjEslshqqJWzcHfpAXfcwA==
Ed. Code 48930-48938	Student organizations - https://simbli.eboardsolutions.com/SU/YWnyB8PFuJslsh4plusF8pUMSQg==
Ed. Code 49010-49013	Student fees - https://simbli.eboardsolutions.com/SU/dajBvwak5yr7i9e1yKfzsA==
Ed. Code 49024	Activity Supervisor Clearance Certificate - https://simbli.eboardsolutions.com/SU/bPKibplusdM71m5nBUYCqYkKg==
Ed. Code 49700-49703	Education of children of military families - https://simbli.eboardsolutions.com/SU/88A0O9clQssHHF6TkCPUIA==

Federal References

42 USC 2000h-2-2000h-6	Title IX of the Civil Rights Act of 1964
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Management Resources References

California Department of Education Publication	Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 1202, April 24, 2013
California Task Force Report to the Legislature	Compact on Educational Opportunity for Military Children: Preliminary Final Report, March 2009 10-11 Information on Assembly Bill 346 Concerning the Activity Supervisor

Commission on Teacher Credentialing Publication	Clearance Certificate (ASCC), July 20, 2010
Court Decision	Hartzell v. Connell, (1984) 35 Cal. 3d 899
Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDsIshXk6R5akQ==
Website	California Association of Directors of Activities - https://simbli.eboardsolutions.com/SU/uSHY99hpxsIshRWydclnB4gpA==
Website	California Interscholastic Federation - Website https://simbli.eboardsolutions.com/SU/QthhhDMKplusJ3akAI8GRP72g==
Website	Commission on Teacher Credentialing - Website https://simbli.eboardsolutions.com/SU/cxWNiqRUulsaq7efc7aH4Q==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	California Department of Education - Website https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==

Cross References	Description
0410 https://simbli.eboardsolutions.com/SU/WopdHqREXIjIXLNplusPg3Q0Q==	Nondiscrimination In District Programs And Activities -
1230 https://simbli.eboardsolutions.com/SU/SprGvT4JLyiowaplusmxivSSQ==	School-Connected Organizations -
1240 https://simbli.eboardsolutions.com/SU/qFyhC51HaVsQFQzFLm0YRw==	Volunteer Assistance -
1240 https://simbli.eboardsolutions.com/SU/gp4G3BPHWAehbbQHFpaZ5w==	Volunteer Assistance -
1312.3 https://simbli.eboardsolutions.com/SU/bHklgUHHaYmkGwztWWsIsh5kA==	Uniform Complaint Procedures -
1312.3 https://simbli.eboardsolutions.com/SU/xpzgbMCJXon7uCU56P7ITg==	Uniform Complaint Procedures -
1330 https://simbli.eboardsolutions.com/SU/WA5jNQ7yKMplusElCtKHB9yIA==	Use Of School Facilities -
1330 https://simbli.eboardsolutions.com/SU/R4y7mrxxXxUfq3QplusiifBPg==	Use Of School Facilities -
3260 https://simbli.eboardsolutions.com/SU/6pfzjiLGrQ8mSOCfwx6B0Q==	Fees And Charges -
3260 https://simbli.eboardsolutions.com/SU/plusmbxVI90S92DTGplusypaYusIshA==	Fees And Charges -
3452 https://simbli.eboardsolutions.com/SU/w1GGiMbgoFRvKCMi9MCDww==	Student Activity Funds -
3452 https://simbli.eboardsolutions.com/SU/x52k4UvAWQdLwCWyw2Qo6A==	Student Activity Funds -
3514 https://simbli.eboardsolutions.com/SU/cplus4Amby55hkTJL64AgB9w==	Environmental Safety -

Other Food Sales -
3554 <https://simbli.eboardsolutions.com/SU/R2h8v6BAvE7I5aZ4yxmXZw==>

Other Food Sales -
3554 <https://simbli.eboardsolutions.com/SU/9ynxQ6SStYdtslshSILzjAF0A==>

Temporary Athletic Team Coaches -
4127 <https://simbli.eboardsolutions.com/SU/tFslshGeYr4IFkWQMDxaPda7Q==>

Temporary Athletic Team Coaches -
4127 <https://simbli.eboardsolutions.com/SU/4WslshjRx5UPBhhsIshDdc3EvLUQ==>

Concerted Action/Work Stoppage -
4141.6 <https://simbli.eboardsolutions.com/SU/uutFzmmOdMu6x7A4jSavYg==>

Criminal Record Check -
4212.5 <https://simbli.eboardsolutions.com/SU/hKRmzbpxfekDETzsU6kf2w==>

Temporary Athletic Team Coaches -
4227 <https://simbli.eboardsolutions.com/SU/jibgSBE1lsIshHI1WQeUjAYOA==>

Temporary Athletic Team Coaches -
4227 <https://simbli.eboardsolutions.com/SU/dQBCGplusplusB7rrtgX2a0MjTjQ==>

Temporary Athletic Team Coaches -
4327 <https://simbli.eboardsolutions.com/SU/NsH9CF0fRmN9i6L7KNcpxA==>

Temporary Athletic Team Coaches -
4327 <https://simbli.eboardsolutions.com/SU/2fDbSTiKeplusTjplusRaUGPcyTw==>

Absences And Excuses -
5113 <https://simbli.eboardsolutions.com/SU/rgTxSVxmuryHBYd5esIshYWDg==>

Absences And Excuses -
5113 <https://simbli.eboardsolutions.com/SU/zcplusNG5PZWVJr4OJghPOe8Q==>

Grades/Evaluation Of Student Achievement -
5121 <https://simbli.eboardsolutions.com/SU/4TnFJnon86RpwCRf3f3vPg==>

Grades/Evaluation Of Student Achievement -
5121 <https://simbli.eboardsolutions.com/SU/EVqiOEvWGhdQWslshDTGuRV7w==>

Conduct -
5131 <https://simbli.eboardsolutions.com/SU/kxlhIZLAe9BjlQjn6XIMIA==>

Bus Conduct -
5131.1 <https://simbli.eboardsolutions.com/SU/ZAcAA2sgv885slshCnYEuPGUA==>

Bus Conduct -
5131.1 <https://simbli.eboardsolutions.com/SU/b3qPVUIZZ2h7TsIsh2KVqa2ow==>

Infectious Diseases -
5141.22 <https://simbli.eboardsolutions.com/SU/G1Vg8GN7sV8ny68xDfz4cA==>

Infectious Diseases -
5141.22 <https://simbli.eboardsolutions.com/SU/PdRreVZguea3oDj4B2TMcg==>

Infectious Diseases -
5141.22-E(1) <https://simbli.eboardsolutions.com/SU/U6MEL1TPyQ3cckcesASJWg==>

Discipline -
5144 <https://simbli.eboardsolutions.com/SU/bQUksIshJpBO6o0SmsIsh077IHyg==>

Discipline -
5144 <https://simbli.eboardsolutions.com/SU/Wjoj4MaVdQbsIshTA3L2OkQRA==>

- Suspension And Expulsion/Due Process -
5144.1 <https://simbli.eboardsolutions.com/SU/cwPGLauOjFzk55ZTt7n7tw==>
- Suspension And Expulsion/Due Process -
5144.1 <https://simbli.eboardsolutions.com/SU/a41kLIP0Iz66er7IUzH0hA==>
- Suspension And Expulsion/Due Process (Students With Disabilities) -
5144.2 <https://simbli.eboardsolutions.com/SU/5nIRQjfLKhEgShHA8JVpcw==>
- Nondiscrimination/Harassment -
5145.3
<https://simbli.eboardsolutions.com/SU/nBVtjbNlvzN3sOVCaplus661g==>
- Sexual Harassment -
5145.7 <https://simbli.eboardsolutions.com/SU/sj4AaOzURMrry6slsh6YH6PsQ==>
- Sexual Harassment -
5145.7 <https://simbli.eboardsolutions.com/SU/7EIRrYUGqfJ2Xpbplusk0qn1Q==>
- Title IX Sexual Harassment Complaint Procedures -
5145.71 <https://simbli.eboardsolutions.com/SU/PiUTOof6MocYDXloslshYBjRA==>
- Parent Involvement -
6020 <https://simbli.eboardsolutions.com/SU/ilrjNDQqsawhbAlxg22q7A==>
- Parent Involvement -
6020
<https://simbli.eboardsolutions.com/SU/NDTB0WoNZSfKeslshEwC1zKxQ==>
- Physical Education And Activity -
6142.7
<https://simbli.eboardsolutions.com/SU/5aSAIpzDz1o8n1Coon72fQ==>
- Physical Education And Activity -
6142.7
<https://simbli.eboardsolutions.com/SU/8DWER4EGmBhOZ0H3fBGJ7g==>
- Courses Of Study -
6143 <https://simbli.eboardsolutions.com/SU/cGjlHpgYAwd5JZV8Lvlpw==>
- International Exchange -
6145.6
<https://simbli.eboardsolutions.com/SU/POSoHPT7VVrFrmmZ4O9d9Q==>
- International Exchange -
6145.6 <https://simbli.eboardsolutions.com/SU/GQkaAd7slshcossNS7Cj0gtwA==>
- International Exchange -
6145.6-E PDF(1) <https://simbli.eboardsolutions.com/SU/ERyLLj6Rwhl6Ng3f2uzvbg==>
- High School Graduation Requirements -
6146.1 <https://simbli.eboardsolutions.com/SU/rIKyEc1ZIT7ldEoV7BuERg==>
- High School Graduation Requirements -
6146.1 <https://simbli.eboardsolutions.com/SU/X4me583m5gX0lw2TnR7auw==>
- High School Graduation Requirements -
6146.1-E PDF(1) <https://simbli.eboardsolutions.com/SU/CZza21YcqpoPf2NA2GcmPg==>
- School-Sponsored Trips -
6153 <https://simbli.eboardsolutions.com/SU/slshHOSXhogVXaowLcXaeSOIQ==>
- School-Sponsored Trips -
6153 <https://simbli.eboardsolutions.com/SU/RkozuRNQix9Z3ispHxikLw==>
- School-Sponsored Trips -
6153-E PDF(1) <https://simbli.eboardsolutions.com/SU/Sv7TH6alNhEf4d1EOHBawg==>
- Identification And Education Under Section 504 -
6164.6 <https://simbli.eboardsolutions.com/SU/azageV8fvchGVKfm4dy3GA==>

Identification And Education Under Section 504 -

6164.6 <https://simbli.eboardsolutions.com/SU/sH1iPYdXUsIsh3HWQAbFp93lg==>

Education For Homeless Children -

6173 <https://simbli.eboardsolutions.com/SU/QON4isIshqu8QBcREMvSbb64g==>

Education For Homeless Children -

6173 <https://simbli.eboardsolutions.com/SU/qAhB7THpArSiJyy4xAWAFQ==>

Career Technical Education -

6178 <https://simbli.eboardsolutions.com/SU/vib2K2L2SpluslPrImo1MpZyQ==>

Board Policies -

9310

<https://simbli.eboardsolutions.com/SU/TI5plusrTSuGFirplusKoLxaK5mw==>

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Policy 6020: Parent Involvement

Status:
ADOPTED

Original Adopted Date: 06/09/1992 | **Last Revised Date:** 02/09/2021 | **Last Reviewed Date:** 01/10/2023

The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent/guardian involvement in the education of their children contributes greatly to student achievement and a positive school environment. The superintendent or designee shall work with parents/guardians and family members to jointly develop and agree upon policy and strategies to meaningfully involve parents/guardians and family members in district and school activities at all grade levels; advisory, decision-making and advocacy roles, and activities to support learning at school and at home.

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

The district's local control and accountability plan (LCAP) shall include goals and strategies for parent/guardian involvement and family engagement, including district efforts to seek parent/guardian input in district and school site decision making and to promote parent/guardian participation in programs for English learners, foster youth, students eligible for free and reduced-price meals, and students with disabilities. (Education Code sections 42238.02, 52060)

The superintendent or designee shall regularly evaluate and report to the board on the effectiveness of the district's parent/guardians and family engagement efforts, including, but not limited to, input from parents/guardians, family members, and school staff on the adequacy of involvement opportunities and on barriers that may inhibit participation.

Title I Schools

The superintendent or designee shall involve parents/guardians and family members in establishing district expectations and objectives for meaningful parent/guardian and family engagement in schools supported by Title I funding, developing strategies that describe how the district will carry out each activity listed in 20 USC 6318, as contained in accompanying administrative regulation, and implementing and evaluating such programs activities, and procedures. As appropriate, the superintendent or designee shall conduct outreach to all parents/guardians and family members. (Education Code section 11503; 20 USC 6318)

When the district's Title I, Part A allocation exceeds the amount specified in 20 USC 6318, the board shall reserve at least one percent of the funding to implement parent/guardian and family engagement activities and shall distribute at least 90 percent of those reserved funds to eligible schools, with priority given to high-need schools as defined in 20 USC 6631. The superintendent or designee shall involve parents/guardians and family members of participating students in decisions regarding how the district's Title I funds will be allotted for parent/guardian and family engagement activities. (20 USC 6318)

Expenditures of such funds shall be consistent with the activities specified in this policy and shall include at least one of the following: (20 USC 6318)

1. Support for schools and nonprofit organizations in providing professional development for district and school staff regarding parent/guardian and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents/guardians and family members

2. Support for programs that reach parents/guardians and family members at home, in the community, and at school
3. Dissemination of information on best practices focused on parent/guardian and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents/guardians and family members
4. Collaboration or the provision of sub grants to schools to enable collaboration, with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement
5. Any other activities and strategies that the district determines are appropriate and consistent with this policy.

The district's board policy and administrative regulation containing parent/guardian and family engagement strategies shall be incorporated into the district's LCAP in accordance with 20 USC 6312. (20 USC 6318)

The superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent/guardian and family engagement policy in accordance with 20 USC 6318.

District and school-level parent/guardian and family engagement policies and administrative regulations shall be distributed to parents/guardians of students participating in Title I programs and shall be available to the local community. Parents/guardians shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand. (20 USC 6318)

Non-Title I Schools

The superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code section 11502. (Education Code section 11504)

adopted: June 9, 1992
revised: December 12, 2006
revised: February 27, 2007
revised: March 22, 2011
revised: September 24, 2013
revised: January 24, 2017
revised: April 9, 2019
revised: February 9, 2021

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References	Description
5 CCR 18275	Child care and development programs; parent involvement and education
Ed. Code 11500-11505	Programs to encourage parent involvement - https://simbli.eboardsolutions.com/SU/pOjGQ1tCJZivtQX3mhj9slshQ==
Ed. Code 48985	Notices to parents in language other than English - https://simbli.eboardsolutions.com/SU/LHS9yg0UBYa76W1AygydnA==

Ed. Code 51101	Parents Rights Act of 2002 - https://simbli.eboardsolutions.com/SU/rH6Qy7FBIX2piKQlQ5tH2Q==
Ed. Code 52060-52077	Local control and accountability plan - https://simbli.eboardsolutions.com/SU/kilplusPzLslshlt7rP0BfXZYJuQ==
Ed. Code 54444.1-54444.2	Parent advisory councils; services to migrant children - https://simbli.eboardsolutions.com/SU/56YV98b2cqpluspQnlpp2KrGg==
Ed. Code 56190-56194	Community advisory committee; special education - https://simbli.eboardsolutions.com/SU/ilc0A6CVQDeSyKBFIWIQrA==
Ed. Code 64001	School plan for student achievement; consolidated application programs - https://simbli.eboardsolutions.com/SU/upluszkLmgwIL58sIshU3z7Tsm3w==
Lab. Code 230.8	Time off to visit child's school - https://simbli.eboardsolutions.com/SU/XZfQTH7IC97oltryjC7Mhw==
Federal References	Description
20 USC 6311	State plan
20 USC 6312	Local educational agency plan
20 USC 6314	Schoolwide programs
20 USC 6318	Parent and family engagement
20 USC 6631	Teacher and school leader incentive program; purposes and definitions
28 CFR 35.104	Definitions, auxiliary aids and services
28 CFR 35.160	Effective communications for individuals with disabilities
Management Resources References	Description
California Department of Education Publication	Family Engagement Framework: A Tool for California School Districts, 2014
California Department of Education Publication	Title I School-Level Parental Involvement Policy
U.S. Department of Education Publication	Parental Involvement: Title I, Part A, Non-Regulatory Guidance, April 23, 2004
Website	CSBA District and County Office of Education Legal Services https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	California Department of Education, Family, School, Community Partnerships - https://simbli.eboardsolutions.com/SU/gOko5w3EpF8hJ3HfHCrajw==
Website	California Parent Center - https://simbli.eboardsolutions.com/SU/SnHrx9ctplusKV24Z6XOw4Xmw==
Website	California State Parent Teacher Association - https://simbli.eboardsolutions.com/SU/WpQSM7bTSBIBBwMA6DJ5JA==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	National PTA - https://simbli.eboardsolutions.com/SU/I0uMlplus4a7UJ3SkFXp8LBZg==
Website	Parent Information and Resource Centers - https://simbli.eboardsolutions.com/SU/V6BU3uH7jnXncfaRQmHrfA==
Website	Parents as Teachers National Center - https://simbli.eboardsolutions.com/SU/R4SbrGxTkRplusFThqYqdyWtQ==
Website	U.S. Department of Education - https://simbli.eboardsolutions.com/SU/XcsSjimosIsh3XhJKy4tplus7wplusA==

Cross References	Description
0000	Vision - https://simbli.eboardsolutions.com/SU/LYvNfplus1XSFKaM9ISTKf9Uw==
	Philosophy -
0100	https://simbli.eboardsolutions.com/SU/6VTSRZ6nOs4VN6hBnxJeUg==
	Nondiscrimination In District Programs And Activities -
0410	https://simbli.eboardsolutions.com/SU/WopdHqREXijXLNplusPg3Q0Q==
	School Plans/Site Councils -
0420	https://simbli.eboardsolutions.com/SU/PljS5IRplusAisAvnZYoUlbaYA==
	School Plans/Site Councils -
0420	https://simbli.eboardsolutions.com/SU/qmQcplus8WplusQtO6CBBtmslshTZYQ==
	Comprehensive Local Plan For Special Education
0430	https://simbli.eboardsolutions.com/SU/HfAWNdtxgVpAaslshgL3soNag==
	Local Control And Accountability Plan -
0460	https://simbli.eboardsolutions.com/SU/Dplus89btsDPPdn786FnNvFRA==
	Accountability -
0500	https://simbli.eboardsolutions.com/SU/TOo59wX9EwVvgM3JBcplusivA==
	Concepts And Roles -
1000	https://simbli.eboardsolutions.com/SU/sM6KnLxuUtpE38cwT46Gqw==
	Communication With The Public -
1100	https://simbli.eboardsolutions.com/SU/BWTi8a2HELcqU4PzfzbGslshQ==
	Citizen Advisory Committees -
1220	https://simbli.eboardsolutions.com/SU/VpmY5dBSFWLE6fitdNcyzQ==
	School-Connected Organizations -
1230	https://simbli.eboardsolutions.com/SU/SprGvT4JLyioawplusmxiVSSQ==
	Volunteer Assistance -
1240	https://simbli.eboardsolutions.com/SU/qFyhC51HaVsQFQzFLm0YRw==
	Volunteer Assistance -
1240	https://simbli.eboardsolutions.com/SU/gp4G3BPHWAehbbQHFpaZ5w==
	Visitors/Outsiders -
1250	https://simbli.eboardsolutions.com/SU/kpvVf9m1bPrE8i1KikAM1g==
	Visitors/Outsiders -
1250	https://simbli.eboardsolutions.com/SU/SyOOh6wBo2ugSZKOHZLzHg==
	Relations Between Other Governmental Agencies And The Schools -
1400	https://simbli.eboardsolutions.com/SU/fGVkBWqAW5f7R0efuJslshE8Q==
	Representative And Deliberative Groups -
2230	https://simbli.eboardsolutions.com/SU/0aBslshgtjlIVpr5ooCFyEqpg==
	Representative And Deliberative Groups -
2230	https://simbli.eboardsolutions.com/SU/UZbqKrtp4EtAXISplus8S1Hkw==
	Budget -
3100	https://simbli.eboardsolutions.com/SU/KodWF92sZkFvDh43N6WxnA==
	Budget - https://simbli.eboardsolutions.com/SU/bbMIUoKDvtXZn1sIL6gDRw==
	Sale Or Lease Of District-Owned Real Property -
3280	https://simbli.eboardsolutions.com/SU/kaFls0kgFrbfX7WXmvRaw==

Evaluation/Supervision -
4115 <https://simbli.eboardsolutions.com/SU/IPThyWQDqbU9Fq62DS07iA==>
Staff Development -
4131 <https://simbli.eboardsolutions.com/SU/Y7plusilztj3ftUgCbuaRe6Zw==>
Staff Development -
4231 <https://simbli.eboardsolutions.com/SU/KplusvmMR0UfwuQLmVUf43MxQ==>
Evaluation/Supervision -
4315 <https://simbli.eboardsolutions.com/SU/tWCSDdquGtslshlsPlDsO5ptEA==>
Evaluation/Supervision -
4315 <https://simbli.eboardsolutions.com/SU/0130Rxt92WkSyb5eSXsIshl4A==>
Student Wellness -
5030 <https://simbli.eboardsolutions.com/SU/XB4qqm09nNbD1afuplus62TPQ==>
Absences And Excuses -
5113 <https://simbli.eboardsolutions.com/SU/rgTxSVxmuryHBYd5esIshYWDg==>
Absences And Excuses -
5113 <https://simbli.eboardsolutions.com/SU/zcplusNG5PZWvJr4OJghPOe8Q==>
Grades/Evaluation Of Student Achievement -
5121 <https://simbli.eboardsolutions.com/SU/4TnFJnon86RpwCRf3f3vPg==>
Grades/Evaluation Of Student Achievement -
5121 <https://simbli.eboardsolutions.com/SU/EVqiOEvWGhdQWsIshDTGuRV7w==>
Promotion/Acceleration/Retention -
5123 <https://simbli.eboardsolutions.com/SU/voSB6LplussHboLkRBeAW01Zg==>
Promotion/Acceleration/Retention -
5123 <https://simbli.eboardsolutions.com/SU/PNUc0tCnv8auOQa5JaRIsIshA==>
Infectious Diseases -
5141.22 <https://simbli.eboardsolutions.com/SU/G1Vg8GN7sV8ny68xDfz4cA==>
Infectious Diseases -
5141.22 <https://simbli.eboardsolutions.com/SU/PdRreVZguea3oDj4B2TMCg==>
Infectious Diseases -
5141.22-E(1) <https://simbli.eboardsolutions.com/SU/U6MEL1TPyQ3cckcesASJWg==>
Safe Routes To School Program -
5142.2 <https://simbli.eboardsolutions.com/SU/Novslshe783SZxb17uhH6bEqA==>
Safe Routes To School Program -
5142.2 <https://simbli.eboardsolutions.com/SU/Qsc2uF6yAmgM82J9qmLuSw==>
Parent/Guardian Notifications -
5145.6 <https://simbli.eboardsolutions.com/SU/votoBYnV8Ga5SvvgKEJA2A==>
Parent/Guardian Notifications -
5145.6-E PDF(1) <https://simbli.eboardsolutions.com/SU/X1D4bBsIshM84B9W7088bplusZKg==>
Child Care And Development -
5148 <https://simbli.eboardsolutions.com/SU/pDJcnHIJlkfyjqkjo0Sf3A==>
Concepts And Roles -
6000 <https://simbli.eboardsolutions.com/SU/evue5SX2HpF4zJLBVaAI2g==>
Academic Standards -
6011 <https://simbli.eboardsolutions.com/SU/UimY2kkxdCIJbWhqLGbLmg==>
Comprehensive Health Education -

- 6142.8
<https://simbli.eboardsolutions.com/SU/slsh87FncZHVmDf2IJbWZYAo==>
 Extracurricular And Cocurricular Activities -
- 6145
<https://simbli.eboardsolutions.com/SU/nLrOUFeKneG8YVZ3hrxhMA==>
 Extracurricular And Cocurricular Activities -
- 6145 <https://simbli.eboardsolutions.com/SU/eYMFVhUjB3CkdppluslXhbwdQ==>
 Homework/Makeup Work -
- 6154 <https://simbli.eboardsolutions.com/SU/BuoWFThfj5A3yplusplusyp9Cmw==>
 Homework/Makeup Work -
- 6154 <https://simbli.eboardsolutions.com/SU/KHJclupcr6melDkyfsIshslshspA==>
 Selection And Evaluation Of Instructional Materials -
- 6161.1
<https://simbli.eboardsolutions.com/SU/plus6Qiex9sOn5ZeFpj41Fmw==>
 Selection And Evaluation Of Instructional Materials -
- 6161.1 <https://simbli.eboardsolutions.com/SU/XHxOBLNNZallHvl5jKzKIQ==>
 Student Assessment -
- 6162.5
<https://simbli.eboardsolutions.com/SU/hWCRIBB3hs677ohOo8Jn0g==>
 State Academic Achievement Tests -
- 6162.51 <https://simbli.eboardsolutions.com/SU/IQEa4hWDNXggiG9n7jCD4w==>
 State Academic Achievement Tests -
- 6162.51 <https://simbli.eboardsolutions.com/SU/ngmeuc3z6f0bMKrsB4Plaw==>
 Title I Programs -
- 6171 <https://simbli.eboardsolutions.com/SU/vD626a0TjlEtmfVhgNKSeg==>
 Title I Programs -
- 6171
<https://simbli.eboardsolutions.com/SU/GtMOKslshcsIshQBwrLZxeplus4fq3A==>
 Gifted And Talented Student Program -
- 6172 <https://simbli.eboardsolutions.com/SU/PwMDSVidLbeoTnicQ36pJw==>
 Gifted And Talented Student Program -
- 6172
<https://simbli.eboardsolutions.com/SU/o6tfgLWF6RMMVUEMplusysPwQ==>
 Education For English Learners -
- 6174
<https://simbli.eboardsolutions.com/SU/TA5tgNhGwkGceC12b9oa5Q==>
 Education For English Learners -
- 6174 <https://simbli.eboardsolutions.com/SU/2RM4ppluseT2oklzSkuWSdDKQ==>
 Summer Learning Programs -
- 6177 <https://simbli.eboardsolutions.com/SU/L6eu08FjplusWPYFAz6XAJQWQ==>
 Summer Learning Programs -
- 6177 <https://simbli.eboardsolutions.com/SU/luXCCUOZ8meCgcelj16OJw==>
 Career Technical Education -
- 6178 <https://simbli.eboardsolutions.com/SU/vib2K2L2SpluslPrImo1MpZyQ==>
 Continuation Education -

6184 <https://simbli.eboardsolutions.com/SU/zVL6GvVL4ElzYPyEQIs8nA==>

Continuation Education -

6184 <https://simbli.eboardsolutions.com/SU/yYn0894SuE2KhvMISJkUvw==>

Limits Of Board Member Authority -

9200 <https://simbli.eboardsolutions.com/SU/Lh7GpslshzrsLkEilpVEslsh0Azw==>

Board Policies -

9310

<https://simbli.eboardsolutions.com/SU/TI5plusrTSuGFirplusKoLxaK5mw==>

Policy 5116.1: Intradistrict Open Enrollment

Status:
ADOPTED

Original Adopted Date: 10/26/2010 | Last Revised Date: 02/15/2022 | Last Reviewed Date: 01/10/2023

The Governing Board desires to provide enrollment options that meet the diverse needs and interests of district students and parents/guardians, while maximizing the efficient use of district facilities and resources. The superintendent or designee shall establish procedures for the selection and transfer of students among district schools in accordance with law, board policy, and administrative regulation.

The parent/guardian of any student who resides within district boundaries may apply to enroll their child in any district school, regardless of the location of residence within the district. (Education Code section 35160.5)

The board shall annually review this policy. (Education Code sections 35160.5, 48980)

In order to ensure that priorities for enrollment in district schools are implemented in accordance with law, applications for intradistrict open enrollment shall be submitted between the first Monday in December and the third Friday in January of the school year preceding the school year for which the transfer is requested.

Enrollment Priorities

No student who currently resides in the attendance area of a school shall be displaced by students transferring from outside the attendance area. (Education Code section 35160.5)

The superintendent or designee shall grant priority for enrollment of a student in a district school outside of the student's attendance area, if the student:

1. Is a victim of a violent crime while on school grounds. (20 USC 7912)
2. Is enrolled in a district school designated by the California Department of Education ("CDE") as "persistently dangerous." (20 USC 7912; 5 CCR 11992)
3. Is a victim of an act of bullying committed by another district student, as determined through an investigation or following the parent's/guardian's submission of a written complaint with the school, district, or local law enforcement agency pursuant to Educa on Code sec on 234.1. (Educa on Code sec on 46600) If the district school requested by the student is at maximum capacity, the superintendent or designee shall accept an intradistrict transfer request for another district school. (Education Code section 46600)
4. Is currently enrolled in a district school identified by CDE for comprehensive support and improvement, with priority given to the lowest academically achieving students from low-income families as determined pursuant to 20 USC 6313(a)(3). (20 USC 6311)
5. Is experiencing special circumstances that might be harmful or dangerous to the student in the current attendance area, including, but not limited to, threats of bodily harm or threats to the emotional stability of the student. Any such student may transfer to a district school that is at capacity and otherwise closed to transfers. To grant priority under these special circumstances, the superintendent or designee must have received either: (Education Code section 35160.5)
 - a. A written statement from a representative of an appropriate state or local agency, including, but not necessarily limited to, a law enforcement official, a social worker, or a properly licensed or registered professional, including, but not limited to, a psychiatrist, psychologist, or marriage and family therapist, clinical social worker, or professional clinical counselor.
 - b. A court order, including a temporary restraining order and injunction.

6. Is a sibling of another student already attending that school.
7. has a parent/guardian whose primary place of employment is that school.

Application and Selection Process

Except for the enrollment priorities listed above, the superintendent or designee shall use a random, unbiased selection process to determine which students shall be admitted whenever a district school receives admission requests that are in excess of the school's capacity. A school's capacity shall be calculated in a nonarbitrary manner using student enrollment and available space. (Education Code section 35160.5)

Enrollment decisions shall not be based on a student's academic or athletic performance. However, existing entrance criteria may be used for enrolling students in specialized schools or programs provided that the criteria are uniformly applied to all applicants. In addition, academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students. (Education Code section 35160.5)

Transportation

In general, the district shall not be obligated to provide transportation for students who attend school outside of their attendance area.

However, upon parent/guardian request, the district shall provide transportation assistance to any student who is eligible for free or reduced-price meals and whose enrollment in a district school outside the student's attendance area is a result of being the victim of bullying. (Education Code section 46600)

adopted: October 26, 2010
effective: October 27, 2010
revised: March 22, 2011
revised: January 28, 2014
revised: October 11, 2016
revised: February 12, 2019
revised: February 9, 2021
revised: February 15, 2022

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References	Description
5 CCR 11992-11994	Definition of persistently dangerous schools
Ed. Code 200	Equal rights and opportunities in state educational institutions - https://simbli.eboardsolutions.com/SU/KWqy0PGOGuyslshWQKiF8OQug==
Ed. Code 35160.5	District policies; rules and regulations - https://simbli.eboardsolutions.com/SU/T5wvD8YODaGaQmMjFQ7XplusQ==
Ed. Code 35291-35291.5	Rules - https://simbli.eboardsolutions.com/SU/x70F3bNKbY1cKTjvdslshoC4A==
Ed. Code 35351	Assignment of students to particular schools - https://simbli.eboardsolutions.com/SU/kQWsPgFI9CsQwiNv8Bdx7A==
Ed. Code 46600-46611	Interdistrict attendance agreements
Ed. Code 48200	Compulsory attendance - https://simbli.eboardsolutions.com/SU/XDwykjotG6pwzm7ZAW7xxA==
Ed. Code 48204	Residency requirements for school attendance - https://simbli.eboardsolutions.com/SU/HqJj3DBOrZilTRB4sIsh7hYFg==
Ed. Code 48300-48316	Student attendance alternatives; school district of choice program https://simbli.eboardsolutions.com/SU/8mggUppWu6f117Bg4H4yfg==
Ed. Code 48980	Parent/Guardian notifications - https://simbli.eboardsolutions.com/SU/cpMsBKX1tOwUiWgEwSKp5g==

Federal References	Description
20 USC 6311	State plan
20 USC 6313	Eligibility of schools and school attendance areas; funding allocation
20 USC 7912	Transfers from persistently dangerous schools
Management Resources References	Description
Attorney General Opinion	85 Ops.Cal.Atty.Gen. 95 (2002)
California Department of Education Publication	Every Student Succeeds Act - Update #8, July 14, 2017
California Department of Education Publication	Public School Choice FAQs
Crawford v. Huntington Beach Union High School District (2002)	98
Court Decision	
Cal.App.4th 1275	
U.S. Department of Education Publication	Unsafe School Choice Option, May 2004
CSBA District and County Office of Education Legal Services -	
Website	
https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==	
California Department of Education -	
Website	
https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==	
CSBA -	
Website	
https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==	
U.S. Department of Education -	
Website	
https://simbli.eboardsolutions.com/SU/XcSsJimoslsh3XhJKy4tplus7wplusA==	
Cross References	Description
Uniform Complaint Procedures -	
1312.3	
https://simbli.eboardsolutions.com/SU/bHklgUHHaYmkGwztWWsIsh5kA==	
Uniform Complaint Procedures -	
1312.3	
https://simbli.eboardsolutions.com/SU/xpzgbMCJXon7uCU56P7ITg==	
Transportation -	
3540	
https://simbli.eboardsolutions.com/SU/scjk9pA7sIsha7EO6MBDUJS8w==	

Admission -

5111

<https://simbli.eboardsolutions.com/SU/LdvaFjc0cbdwHfgPhvjplus2w==>

Admission -

5111

<https://simbli.eboardsolutions.com/SU/u4s1e4plusTvplusrFcEOMVkslsh5ZA==>

District Residency -

5111.1

<https://simbli.eboardsolutions.com/SU/plusz6ZaX7QhnEPOwegplusYDylw==>

District Residency -

5111.1

<https://simbli.eboardsolutions.com/SU/T7HPewAXrNzc7gr5MUgihg==>

School Attendance Boundaries -

5116

<https://simbli.eboardsolutions.com/SU/zTfTe2DiQplusmSAZV9xdhkSw==>

Involuntary Student Transfers -

5116.2

<https://simbli.eboardsolutions.com/SU/nxL2kEch6aX9TfuJOkPSkw==>

Interdistrict Attendance -

5117

<https://simbli.eboardsolutions.com/SU/oaOEV7uZd4AEIvKXIRH1tg==>

Interdistrict Attendance -

5117

<https://simbli.eboardsolutions.com/SU/pZQLB9VpyRecsulswkBWXA==>

Bullying -

5131.2

<https://simbli.eboardsolutions.com/SU/F3rJiBawCs1rYV3uu2slshYbg==>

Bullying -

5131.2

<https://simbli.eboardsolutions.com/SU/P0SaZB8b2XpiRZWcqXropw==>

Weapons And Dangerous Instruments -

5131.7

<https://simbli.eboardsolutions.com/SU/6GMdAd9Pqkiotsy5C3P9plusQ==>

Weapons And Dangerous Instruments -

5131.7

<https://simbli.eboardsolutions.com/SU/T1Ig2aFxOsIshSInDy7Wne3KQ==>

Parent/Guardian Notifications -

5145.6

<https://simbli.eboardsolutions.com/SU/votoBYnV8Ga5SgvKEJA2A==>

Parent/Guardian Notifications -

5145.6-E PDF(1) <https://simbli.eboardsolutions.com/SU/X1D4bBslshM84B9W7088bplusZKg==>

Identification And Education Under Section 504 -

6164.6 <https://simbli.eboardsolutions.com/SU/azageV8fvchGVKfm4dy3GA==>

Identification And Education Under Section 504 -

6164.6 <https://simbli.eboardsolutions.com/SU/sH1iPYdXUsIsh3HWQAbFp93lg==>

Role Of The Board -

9000 <https://simbli.eboardsolutions.com/SU/up3sHs2LlomFyrzmslshec4Yw==>

Board Policies -

9310

<https://simbli.eboardsolutions.com/SU/TI5plusrTSuGFirplusKoLxaK5mw==>

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

AGENDA ITEM: J-6

MEETING DATE: 01/09/2024

SUBJECT: Board Policy 0410 Revisions

CHECK ONE:

For Discussion:

For Action:

Report:

Workshop:

Recognition:

Emergency Action:

DEPARTMENT: Legal Services

ACTION REQUESTED:

The superintendent is recommending that the board discuss the proposed revisions to Board Policy 0410 Nondiscrimination in District Programs and Activities.

Action Anticipated: 01/23/2024

RATIONALE/BACKGROUND:

The revisions are suggested because California School Boards Association (CSBA) has updated the language for Board Policy 0410 Nondiscrimination in District Programs and Activities. In order to align the district's policy with CSBA, revisions are being suggested.

ATTACHMENT(S):

A: Proposed revisions to Board Policy 0410 Nondiscrimination in District Programs and Activities

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 12/18/2023

PREPARED BY: Fhanysha C. Gaddis, General Counsel, J.D., MPP *FCG*

APPROVED BY: Melissa Bassanelli, Superintendent of Schools *MBS*

Board Policy Manual
San Juan Unified School District

Printed: 11/13/2023 12:59 PM

Policy 0410: Nondiscrimination In District Programs And Activities

Status:
ADOPTED

Original Adopted Date: 06/09/1992 | Last Revised Date: 04/25/2023 | Last Reviewed Date: 04/25/2023

This policy shall apply to all acts related to a school activity or school attendance and to all acts of the governing board and the superintendent in enacting policies and procedures that govern the district.

The governing board is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, reproductive health decision-making, physical or mental disability, medical condition, sex (including sexual harassment), sexual orientation, gender, gender identity, gender expression, veteran or military status, genetic information, or affiliation with the Boys Scouts of America; a perception of one or more such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. ~~The board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.~~

All individuals shall be treated equitably in the receipt of district and school services. Personally identifiable information collected in the implementation of any district program, including, but not limited to, student and family information for the free and reduced-price lunch program, transportation, or any other educational program, shall be used only for the purposes of the program, except when the superintendent or designee authorizes its use for another purpose in accordance with law. Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on race, gender, sexual orientation, religion, ethnicity, national origin, or immigration status or any other category identified above.

District programs and activities shall be free of any discriminatory use, selection, or rejection of textbooks, instructional materials, library books, or similar educational resources.

The use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library shall not be rejected or prohibited by the board or district on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. (Education Code 243)

District programs and activities shall be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

Physical education classes shall be conducted in the coeducational, inclusive manner prescribed by law. The district shall provide instruction in physical education that provides equal access and equal opportunities for participation for all students in grades 1-12 regardless of gender, gender expression, sexual orientation, and mental or physical disability. (Education Code sections 220, 221.5, 33352; 5 CCR 4900, 4930, 4931, 4940, 4960; 34 CFR 106.33, 106.34, 300.108)

The superintendent or designee shall annually review district programs and activities to ensure the removal of any derogatory or discriminatory name, image, practice, or other barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities, including the use of facilities. They superintendent or designee shall take prompt,

reasonable actions to remove any identified barrier. The superintendent or designee shall report the findings and recommendations to the board after each review.

All allegations of unlawful discrimination in district programs and activities shall be brought, investigated and resolved in accordance with the procedures specified in ARBoard Policy 1312.3 - Uniform Complaint Procedures.

Pursuant to 34 CFR 104.8 and 34 CFR 106.9, the superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in the annual parental notification distributed pursuant to Education Code section 48980 and, as applicable, in announcements, bulletins, catalogs, handbooks, application forms, or other materials distributed by the district. The notification shall also be posted on the district's web site and social media and in district schools and offices, including staff lounges, student government meeting rooms, and other prominent locations as appropriate.

In addition, the annual parental notification shall inform parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, including information on educational rights issued by the California Attorney General. Alternatively, such information may be provided through any other cost-effective means determined by the superintendent or designee. (Education Code section 234.7)

The district's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. In addition, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language.

Access for Individuals with Disabilities

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities

Act ("ADA") and any implementing standards and/or regulations. When structural changes to existing district facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.

The superintendent or designee shall ensure that the district provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to district and school web sites, notetakers, written materials, taped text, and Braille or large-print materials.

Individuals with disabilities shall notify the superintendent, or designee, or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to the school-sponsored function, program, or meeting.

The below individual-position is hereby designated as the district's ADA/Title II coordinator. The coordinator shall receive and address requests for accommodation submitted by individuals with disabilities, and disabilities and shall investigate and resolve complaints regarding their access to district programs, services, activities, or facilities.

Manager, Risk Management
San Juan Unified School District

3738 Walnut Avenue
Carmichael, CA 95608
(916) 971-7036

The below position is designated as the district's Equity Compliance Officer and is responsible for coordinating the district's responses to complaints and for complying with state and federal civil rights laws.²

General Counsel, Legal Services
San Juan Unified School District
3738 Walnut Avenue
Carmichael, CA 95608
(916) 971-7110
LegalServices@sanjuan.edu

The below position is designated as the district's Title IX Coordinator and is responsible for coordinating the district's responses to Title IX complaints and for complying with federal Title IX regulations.²

Legal Analyst/Title IX Coordinator, Legal Services
San Juan Unified School District
3738 Walnut Avenue
Carmichael, CA 95608
(916) 971-7110
TitleIX@sanjuan.edu

The below position is designated as the district's Section 504 and is responsible for coordinating the district's responses to Section 504 complaints and for complying with federal Section 504 regulations.²

Director, Student Support Services
San Juan Unified School District
3738 Walnut Avenue
Carmichael, CA 95608
(916) 971-7110

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References	Description
5 CCR 4600-4670	Uniform complaint procedures
	Nondiscrimination in elementary and secondary educational programs
5 CCR 4900-4965	receiving state or federal financial assistance
Prohibition of discrimination -	Ed. Code 200-262.4
	https://simblieboardsolutions.com/SU/ytTLsIshoozWGUAbNL6kKkgxQ==
Parent/Guardian notifications -	

Gov. Code 8310.3

<https://simbli.eboardsolutions.com/SU/ieDxfpzwHLuflv9SQwuY6g==>

Definition of hate crime -

Pen. Code 422.55

<https://simbli.eboardsolutions.com/SU/EXmP7bT1slshj3qOjaM9qTkHA==>

Crimes; harassment -

Pen. Code 422.6

<https://simbli.eboardsolutions.com/SU/vVSJrxnKuuauWDfn4F58wg==>

Federal References	Description
20 USC 1400-1482	Individuals with Disabilities Education Act
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
Strengthening Career and Technical Education for the 21st Century Act -	
20 USC 2301-2414	

<https://simbli.eboardsolutions.com/SU/9yof5kixbBlok9FzhxqqWg==>

20 USC 6311	State plan
20 USC 6312	Local educational agency plan
28 CFR 35.101-35.190	Americans with Disabilities Act

Nondiscrimination on the basis of disability, public accommodations,

28 CFR 36.303

auxiliary aids, and services

29 USC 794 Rehabilitation Act of 1973; Section 504

34 CFR 100.1-100.13	Nondiscrimination in federal programs; effectuating Title VI
34 CFR 104.1-104.39	Section 504 of the Rehabilitation Act of 1973
34 CFR 106.1-106.82	Discrimination on the basis of sex; effectuating Title IX
42 USC 12101-12213	Americans with Disabilities Act
42 USC 2000d-2000d-7	Title VI, Civil Rights Act of 1964
42 USC 2000e-2000e-17	Title VII, Civil Rights Act of 1964, as amended

Management Resources References	Description
CA Civil Rights Department Publication	California Law Prohibits Workplace Discrimination and Harassment https://simbli.eboardsolutions.com/SU/SZR7LKID5MOFlwkdy7EQ6w==
CA Department of Health Care Services Publication	Policy and Procedures Letter No. 21-017R, December 2021
CA Department of Health Care Services Publication	Policy and Procedures Letter No. 23-004, February 2023
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0415	Equity - https://simbli.eboardsolutions.com/SU/tLG0ugVOwdC0LuATPGxIfw== Communication With The Public -
1100 https://simbli.eboardsolutions.com/SU/BWTi8a2HELcqU4PzfzbGslshQ==	School-Connected Organizations - https://simbli.eboardsolutions.com/SU/SprGvT4JLyiowaplusmxivSSQ==
1230 https://simbli.eboardsolutions.com/SU/qFyhC51HaVsQFQzFLm0YRw==	Volunteer Assistance - Volunteer Assistance -
1240	https://simbli.eboardsolutions.com/SU/gp4G3BPHWAehbbQHFpaZ5w== Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/u1sr5f14HjcR6plusbslshVsl3Lg==
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1312.4 https://simbli.eboardsolutions.com/SU/777nLbwnCsIsh4cZrHhxgplus6AA==	Advertising And Promotion - https://simbli.eboardsolutions.com/SU/p9W4Cyl9p331nSKJslshAb8fA==
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3541.2	https://simbli.eboardsolutions.com/SU/TTwXujifGkslshYFM0OS7FNRg==	Food Service Operations/Cafeteria Fund -
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	Selection And Evaluation Of Instructional Materials -
6161.1	https://simbli.eboardsolutions.com/SU/plus6Qiex9sOn5ZeFpj41Fmw==
	Selection And Evaluation Of Instructional Materials -
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	Student Assessment -
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	Library Media Centers -
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	Governing Board Elections -
9220	https://simbli.eboardsolutions.com/SU/byXt1vsIsh1plusxyzNAxe2Zbsww==
	Meetings And Notices -
9320	https://simbli.eboardsolutions.com/SU/nKOg6bjRIP0xA7bc0U3X7A==
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9320-E PDF(1)	https://simbli.eboardsolutions.com/SU/HciJGWibHsIshdxo379sPpHtw==
	Agenda/Meeting Materials -
9322	https://simbli.eboardsolutions.com/SU/meSrfLc7LLplusEP7nbRb2bXw==
	Agenda/Meeting Materials -

9322

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

AGENDA ITEM: J-7

MEETING DATE: 01/09/2024

SUBJECT: Board Policy 1312.2 Revisions

CHECK ONE:

For Discussion:

For Action:

Report:

Workshop:

Recognition:

Emergency Action:

DEPARTMENT: Legal Services

ACTION REQUESTED:

The superintendent is recommending that the board discuss the proposed revisions to Board Policy 1312.2 Complaints Concerning Instructional Materials.

Action Anticipated: 01/23/2024

RATIONALE/BACKGROUND:

The revisions are suggested because California School Boards Association (CSBA) has updated the language for Board Policy 1312.2 Complaints Concerning Instructional Materials. In order to align the district's policy with CSBA, revisions are being suggested.

ATTACHMENT(S):

A: Proposed revisions to Board Policy 1312.2 Complaints Concerning Instructional Materials

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 12/18/2023

PREPARED BY: Fhanysha C. Gaddis, General Counsel, J.D., MPP *fCG*

APPROVED BY: Melissa Bassanelli, Superintendent of Schools *M.B*

Board Policy Manual
San Juan Unified School District

Printed: 11/13/2023 01:06 PM

Policy 1312.2: Complaints Concerning Instructional Materials

Status: ADOPTED

Original Adopted Date: 06/09/1992

~~The Governing Board takes great care in the adoption of instructional materials and is aware that all adopted materials may not be acceptable to all students, their parents/guardians, or other district residents.~~

~~The Superintendent or designee is directed to implement procedures which will permit proper consideration of any complaints against the use of any instructional materials or library/media materials, including textbooks, supplementary textbooks, library books, and other instructional materials and equipment.~~

~~The Board believes the Superintendent or designee is well qualified to consider complaints concerning instructional materials. Complainants are advised to consider and accept the Superintendent or designee's decision as final. However, if the complainant finds the decision of the Superintendent or designee unsatisfactory, he/she may appeal the decision within 30 days of request.~~

~~The Board will not allow political party affiliation, racial prejudice, a desire to suppress ideas, or an intent to deny students access to ideas with which the Board disagrees, to influence its decision in any such case.~~

~~(cf. 1312.4 – Complaints Concerning Categorical Aid Programs)~~

The Governing Board uses a comprehensive process to adopt district instructional materials that is based on selection criteria established by law and board policy and includes opportunities for the involvement of district staff, parents/guardians, and community members, and, as appropriate, students. Complaints concerning the content or use of instructional materials, including textbooks, supplementary instructional materials, library materials, or other instructional materials and equipment, shall be properly and fairly considered using established complaint procedures.

Parents/guardians are encouraged to discuss any concerns regarding instructional materials with their child's teacher and/or the school principal. If the situation remains unresolved, a complaint may be filed using the process specified in the accompanying administrative regulation and exhibit.

The district shall accept complaints concerning instructional materials only from staff, district residents, or the parents/guardians of children enrolled in a district school. (Education Code section 35160)

However, a complaint related to the use or prohibited use of any existing textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library that alleges unlawful discrimination based on a violation of Education Code section 243 shall be filed, investigated, and resolved in accordance with Board Policy 1312.3 - Uniform Complaint Procedures.

When deliberating upon challenged materials, the superintendent, or any designee or committee established by the superintendent to review the materials, shall consider the degree to which the materials aligned with the criteria for instructional materials as specified in law, Board policy, and administrative regulation. In addition, such deliberations may consider the educational philosophy and vision of the district; the educational suitability of the materials including the manner in which the materials support the curriculum and appropriateness for the student's age; the professional opinions of teachers of the subject and of other competent authorities and/or experts; reviews of the materials by reputable bodies; the stated objectives in using the materials; community standards; the allegations in the complaint, including the extent to which the objections are based on the dislike of ideas contained

in the materials; and the impact that keeping or removing the materials would have on student well-being.

The superintendent, or any designee or committee established by the Superintendent to review the materials, shall not prohibit the continued use of an appropriately adopted textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library on the basis that it contains inclusive and/or diverse perspectives, as specified in Education Code section 243.

If the complainant finds the superintendent's or review committee's decision unsatisfactory, the complainant may appeal the decision to the board.

Any challenged instructional material that is reviewed by the district shall not be subject to further reconsideration for 12 months, unless required by law.

Complaints related to the sufficiency of textbooks or instructional materials shall be resolved as specified in Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References	Description
5 CCR 4600-4670	Uniform complaint procedures
Ed. Code 1240	County superintendent of schools; duties - https://simbli.eboardsolutions.com/SU/zxiNbLNKXQ1Z3w2H1beZIA==
Ed. Code 18111	Exclusion of books by Governing board that are sectarian, partisan, or denominational character - https://simbli.eboardsolutions.com/SU/fAcJGqFGsvKfW1GDcogDzw==
Ed. Code 220	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/UuY0xi20LPENZCvpYu9MBA==
Ed. Code 242	Access to information about educational laws and policies regarding right to accurate and inclusive curriculum - https://simbli.eboardsolutions.com/SU/qvasflzIx0uHd0XoTnf4uw==
Ed. Code 243	Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials - https://simbli.eboardsolutions.com/SU/1BiVCh1vc8qbgObiAPSFnw==
Ed. Code 35010	Control of district; prescription and enforcement of rules - https://simbli.eboardsolutions.com/SU/OQVSppplusCEZXMHIMKVyv3kBA==
Ed. Code 35160	Powers and duties of school boards - https://simbli.eboardsolutions.com/SU/FFplus3PC2rsgGxvplus8DVSSrkQ==
Ed. Code 35186	Williams uniform complaint procedures - https://simbli.eboardsolutions.com/SU/MDiv2vFqYgd1u6vWMYFnA==
Ed. Code 44805	Teacher enforcement of course of studies; use of textbooks, rules and regulations - https://simbli.eboardsolutions.com/SU/aspZQpXuVHqirxKV3DzJNw==
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations https://simbli.eboardsolutions.com/SU/KDSjnurLBlr2KdV5numJiQ==
Ed. Code 48950	Speech and other communication - https://simbli.eboardsolutions.com/SU/Q5itwgUPIoTFejGslshDadJ4g==
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups -

	https://simbli.eboardsolutions.com/SU/oZPEg6h3Qnnndu4eQsmHFg==
Ed. Code 51501	Nondiscriminatory subject matter - https://simbli.eboardsolutions.com/SU/txGfKL89VkvCw7IFg8Emtw==
Ed. Code 51511	Religious matters properly included in courses of study - https://simbli.eboardsolutions.com/SU/iTw7dJByJNReEy9XCHThhg==
Ed. Code 51933	Sexual health education and HIV prevention materials - https://simbli.eboardsolutions.com/SU/lzCkLi03Eyn6g8fhsFib0Q==
Ed. Code 60000-60005	Instructional materials; legislative intent - https://simbli.eboardsolutions.com/SU/0UKX3BpLit7eis8ERdhYqg==
Ed. Code 60040-60052	Requirements for instructional materials - https://simbli.eboardsolutions.com/SU/vqD4yC2hSBZ9a219bpluseiDA==
Ed. Code 60119	Public hearing on sufficiency of textbooks and instructional materials - https://simbli.eboardsolutions.com/SU/wgpZKRQ3ptU4Chh5FQUMmw==
Ed. Code 60200-60213	Elementary school materials - https://simbli.eboardsolutions.com/SU/5jFbFwrbBUT7yMqHe2X3Bg==
Ed. Code 60226	Requirements for publishers and manufacturers - https://simbli.eboardsolutions.com/SU/8bqvmpLmM6YiYL21AdslshNdw==
Ed. Code 60400-60411	High school textbooks and instructional materials - https://simbli.eboardsolutions.com/SU/0SOZiU7DE6w54kslshsplusKofsIhg==
Ed. Code 60510-60511	Donation or sale of obsolete instructional materials - https://simbli.eboardsolutions.com/SU/fyTf3BXojSgWwlshDMhlYgzg==

Management Resources References	Description
California Department of Education Publication	Instructional Materials, FAQ - https://simbli.eboardsolutions.com/SU/6g5DV5psnbEiqKAP9oXYzg==
California Department of Education Publication	Standards for Evaluating Instructional Materials for Social Content, 2013 - https://simbli.eboardsolutions.com/SU/PXAMC00s1hli78ftFNM1JQ==
Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Department of Justice -	
Website	https://simbli.eboardsolutions.com/SU/kYMplusPKVwKTngiVfOT4AD8Q==
California Department of Education, Curriculum and Instruction Resources -	
Website	

<https://simbli.eboardsolutions.com/SU/rse1wvWcofD1nr0Z7Xplus7vw==>

CSBA -

Website

<https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==>

U.S. Department of Education, Office for Civil Rights -

Website

<https://simbli.eboardsolutions.com/SU/xmCPrTcoZle111WmbX10Vg==>

Cross References	Description
Nondiscrimination In District Programs And Activities -	
0410	
https://simbli.eboardsolutions.com/SU/WopdHqREXljXLNplusPg3Q0Q==	
Communication With The Public -	
1100	
https://simbli.eboardsolutions.com/SU/BWTi8a2HELcqU4PzfzbGslshQ==	
Visitors/Outsiders -	
1250	
https://simbli.eboardsolutions.com/SU/kpvVf9m1bPrE8i1KikAM1g==	
Visitors/Outsiders -	
1250	
https://simbli.eboardsolutions.com/SU/SyOOh6wBo2ugS7K0HZLzHg==	
Complaints Concerning District Employees -	
1312.1	
https://simbli.eboardsolutions.com/SU/8q6EnBVmDAGAVs0bc9XUEA==	
Complaints Concerning District Employees -	
1312.1	
	https://simbli.eboardsolutions.com/SU/UMiEtVF63li3NiabcAJP5w==
	Uniform Complaint Procedures -
1312.3	https://simbli.eboardsolutions.com/SU/bHklgUHHaYmkGwztWWsIsh5kA==
	Uniform Complaint Procedures -
1312.3	https://simbli.eboardsolutions.com/SU/xpzgbMCJXon7uCU56P7ITg==
	Williams Uniform Complaint Procedures -
1312.4	https://simbli.eboardsolutions.com/SU/eH9WvTAuWFZgZErw3RJfsw==
	Nondiscrimination/Harassment -
5145.3	
	https://simbli.eboardsolutions.com/SU/nBVtjbNlvzN3sOVCaplus661g==
	Concepts And Roles -

Nondiscrimination In District Programs And Activities -

0410

<https://simbli.eboardsolutions.com/SU/WopdHqREXljXLNplusPg3Q0Q==>

Communication With The Public -

1100

<https://simbli.eboardsolutions.com/SU/BWTi8a2HELcqU4PzfzbGslshQ==>

Visitors/Outsiders -

1250

<https://simbli.eboardsolutions.com/SU/kpvVf9m1bPrE8i1KikAM1g==>

Visitors/Outsiders -

1250

<https://simbli.eboardsolutions.com/SU/SyOOh6wBo2ugS7K0HZLzHg==>

Complaints Concerning District Employees -

1312.1

<https://simbli.eboardsolutions.com/SU/8q6EnBVmDAGAVs0bc9XUEA==>

Complaints Concerning District Employees -

1312.1

<https://simbli.eboardsolutions.com/SU/UMiEtVF63li3NiabcAJP5w==>

Uniform Complaint Procedures -

1312.3

<https://simbli.eboardsolutions.com/SU/bHklgUHHaYmkGwztWWsIsh5kA==>

Uniform Complaint Procedures -

1312.3 <https://simbli.eboardsolutions.com/SU/xpzgbMCJXon7uCU56P7ITg==>

Williams Uniform Complaint Procedures -

1312.4 <https://simbli.eboardsolutions.com/SU/eH9WvTAuWFZgZErw3RJfsw==>

Nondiscrimination/Harassment -

5145.3

<https://simbli.eboardsolutions.com/SU/nBVtjbNlvzN3sOVCaplus661g==>

Concepts And Roles -

6000 <https://simbli.eboardsolutions.com/SU/evue5SX2HpE4zJLBVaAI2g==>

Curriculum Development And Evaluation -

6141 <https://simbli.eboardsolutions.com/SU/xaL5al7EhEegk43WsUKB2A==>

Courses Of Study -

6143 <https://simbli.eboardsolutions.com/SU/cGljIHpgYAwd5JZV8Lvlpw==>

Controversial Issues -

6144 <https://simbli.eboardsolutions.com/SU/XgtxKTX7auE3gyVdyslshlpwQ==>

Controversial Issues -

6144

<https://simbli.eboardsolutions.com/SU/slshd1vpeJsEWk3W2fXwFDsIshxw==>

Selection And Evaluation Of Instructional Materials -

6161.1

<https://simbli.eboardsolutions.com/SU/plus6Qiex9sOn5ZeFpj41Fmw==>

Selection And Evaluation Of Instructional Materials -

6161.1 <https://simbli.eboardsolutions.com/SU/XHxOBLNNZallHvI5jKzKIQ==>

Damaged Or Lost Instructional Materials -

6161.2 <https://simbli.eboardsolutions.com/SU/IObtZlaEh6Lq0NYn33JhYw==>

Damaged Or Lost Instructional Materials -

6161.2 <https://simbli.eboardsolutions.com/SU/slshOJJxHW2GqKH8So2oWF7slshA==>

Library Media Centers -

6163.1 <https://simbli.eboardsolutions.com/SU/6XkgrbrPTcnVFplusX8T0zoYA==>

Library Media Centers -

6163.1 <https://simbli.eboardsolutions.com/SU/tSLjSGnWHTihzOW2uNadbw==>

Role Of The Board -

9000 <https://simbli.eboardsolutions.com/SU/up3sHs2LlomFyrzmslshec4Yw==>

Governance Standards -

9005 <https://simbli.eboardsolutions.com/SU/V9C2i8AF3LX2Rqjy8d0Yyg==>

Board Member Electronic Communications -

9012 <https://simbli.eboardsolutions.com/SU/J7isevJj0LgLKR5Uffslshzzw==>

Limits Of Board Member Authority -

9200 <https://simbli.eboardsolutions.com/SU/Lh7GpslshzrsLkEilpVEslsh0Azw==>

Agenda/Meeting Materials -

9322 <https://simbli.eboardsolutions.com/SU/meSrfLc7LLplusEP7nbRb2bXw==>

Agenda/Meeting Materials -

9322

<https://simbli.eboardsolutions.com/SU/HtplusjzpyWHTriQ8jkfh5Lug==>

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

AGENDA ITEM: J-8

MEETING DATE: 01/09/2024

SUBJECT: Board Policy 1312.3 Revisions

CHECK ONE:

For Discussion:

For Action:

Report:

Workshop:

Recognition:

Emergency Action:

DEPARTMENT: Legal Services

ACTION REQUESTED:

The superintendent is recommending that the board discuss the proposed revisions to Board Policy 1312.3 Uniform Complaint Procedures.

Action Anticipated: 01/23/2024

RATIONALE/BACKGROUND:

The revisions are suggested because California School Boards Association (CSBA) has updated the language for Board Policy 1312.3 Uniform Complaint Procedures. In order to align the district's policy with CSBA, revisions are being suggested.

ATTACHMENT(S):

A: Proposed revisions to Board Policy 1312.3 Uniform Complaint Procedures

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 12/18/2023

PREPARED BY: Fhanysha C. Gaddis, General Counsel, J.D., MPP *FCG*

APPROVED BY: Melissa Bassanelli, Superintendent of Schools *MB*

Board Policy Manual
San Juan Unified School District

Printed: 11/13/2023 03:10 PM

Policy 1312.3: Uniform Complaint Procedures

Status:
ADOPTED

Original Adopted Date: 09/08/1992 | Last Revised Date: 10/27/2020 | Last Reviewed Date: 10/27/2020

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 resolution of complaints whenever possible. To resolve complaints which may require a more formal 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 complaints regarding the following programs and activities:the following complaints:

1. Accommodations for pregnant and parenting students (Education Code 46015)
2. Adult education programs (Education Code 8500-8538, 52334.7, 52500-52617)
3. After School Education and Safety programs (Education Code 8482-8484.65)
4. Agricultural career technical education (Education Code 52460-52462)
5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)
6. Child care and development programs (Education Code 8200-8488)
7. Compensatory education (Education Code 54400)
8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)
9. Course periods without educational content (Education Code 51228.1-51228.3)
10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

Discrimination includes, but is not limited to, the board's refusal to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library, on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. A complaint alleging such unlawful discrimination may, in addition to or in lieu of being filed with the district, be directly filed with the Superintendent of Public Instruction ("SPI"). (Education Code 243)

11. Educational and graduation requirements for students in foster care, students experiencing homelessness, students from military families, students formerly in a juvenile court school, students who are migratory, and students participating in a newcomer program (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)
12. Every Student Succeeds Act (Education Code 52059.5; 20 USC 6301 et seq.)
13. Local control and accountability plan (Education Code 52075)
14. Migrant education (Education Code 54440-54445)
15. Physical education instructional minutes (Education Code 51210, 51222, 51223)
16. Student fees (Education Code 49010-49013)
17. Reasonable accommodations to a lactating student (Education Code 222)
18. Regional occupational centers and programs (Education Code 52300-52334.7)
19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)
20. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)
21. State preschool programs (Education Code 8207-8225)
22. State preschool health and safety issues in license-exempt programs (Education Code 8212)
23. 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
24. Any other state or federal educational program the SPI or designee deems appropriate

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 Career Technical Education
- 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
- Every Student Succeeds Act (Federal)
- Migrant Education
- Regional Occupational Centers and Programs
- School Safety Plans
- Special Education Programs
- State Preschool Programs

~~Any other district implemented state categorical program that is not funded through the local control funding formula pursuant to Education Code section 64000~~

- ~~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).~~
- ~~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).~~
- ~~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).~~
- ~~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).~~
- ~~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).~~

- ~~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)~~
- ~~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).~~
- ~~12. Any complaint alleging district noncompliance with the physical education instructional minutes requirement for students in elementary school (Education Code sections 51210, 51222, 51223).~~
- ~~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)~~
- ~~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.~~
- ~~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~~ for resolving a complaint ~~in a manner~~ that is acceptable to all parties. An ADR process 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. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the superintendent or designee shall keep 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.

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 related to UCP, including the steps and timelines specified in this policy and the accompanying administrative regulation.

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.

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be investigated and resolved by the specified agency or through an alternative process: 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 Protective Services Division and/or the appropriate law enforcement agency. (5 CCR 4611)
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.~~ (5 CCR 4611)
- 2.3. Any complaint alleging that a student, while in an education program or activity in which the district exercises substantial control over the context and respondent, was subjected to sexual harassment as defined in 34 CFR 106.30 shall be addressed through the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as specified in Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures.
4. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in Administrative Regulation 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Civil Rights Department of Fair Employment and Housing.
- 3.5. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education (FAPE), failure or refusal to implement a due process hearing order to which the district is subject, or a physical safety concern that interferes with the district's provision of FAPE shall be submitted to the California Department of Education (CDE) in accordance with Administrative Regulation 6159.1 - Procedural Safeguards and Complaints for Special Education. (5 CCR 3200-3205)
- 4.6. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with Board Policy 3555 - Nutrition Program Compliance. (5 CCR 15580-15584) Any complaint alleging fraud shall be referred to the Legal, Audits and Compliance Branch of the California Department of Education.
7. Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with Board Policy 3555 - Nutrition Program Compliance. (5 CCR 15582)
8. 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 Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures. (Education Code section 8235.5, 35186)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References	Description
2 CCR 11023	Harassment and discrimination prevention and correction - https://simbli.eboardsolutions.com/SU/haAgKnrQhVJbslsh34hY5zslsh5Q==
5 CCR 15580-15584	Child nutrition programs complaint procedures
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9124 <https://simbli.eboardsolutions.com/SU/uVGrFw0KAwq8Q9GduHB5eA==>

Limits Of Board Member Authority -

9200 <https://simbli.eboardsolutions.com/SU/Lh7GpslshzsLkEilpVEslsh0Azw==>

Closed Session -

9321 <https://simbli.eboardsolutions.com/SU/AMSWHxwoTyM7iMSZmLouig==>

Agenda/Meeting Materials -

9322 <https://simbli.eboardsolutions.com/SU/meSrfLc7LLplusEP7nbRb2bXw==>

Agenda/Meeting Materials -

9322

<https://simbli.eboardsolutions.com/SU/HtplusjzpyWHTriQ8jkfh5Lug==>

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

AGENDA ITEM: J-9

MEETING DATE: 01/09/2024

SUBJECT: Board Policy 5145.3 Revisions

CHECK ONE:

For Discussion:

For Action:

Report:

Workshop:

Recognition:

Emergency Action:

DEPARTMENT: Legal Services

ACTION REQUESTED:

The superintendent is recommending that the board discuss the proposed revisions to Board Policy 5145.3 Nondiscrimination/Harassment.

Action Anticipated: 01/23/2024

RATIONALE/BACKGROUND:

The revisions are suggested because California School Boards Association (CSBA) has updated the language for Board Policy 5145.3 Nondiscrimination/Harassment. In order to align the district's policy with CSBA, revisions are being suggested.

ATTACHMENT(S):

A: Proposed revisions to Board Policy 5145.3 Nondiscrimination/Harassment

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 12/18/2023

PREPARED BY: Fhanysha C. Gaddis, General Counsel, J.D., MPP *JCG*

APPROVED BY: Melissa Bassanelli, Superintendent of Schools *MAB*

Board Policy Manual
San Juan Unified School District

Printed: 11/13/2023 04:05 PM

Policy 5145.3: Nondiscrimination/Harassment

Status:
ADOPTED

Original Adopted Date: 04/28/2015 | Last Revised Date: 04/25/2023 | Last Reviewed Date: 04/25/2023

This policy shall apply to all acts constituting unlawful discrimination or harassment related to school activity or to school attendance occurring within a district school, to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school, and to all acts of the Governing Board and the superintendent in enacting policies and procedures that govern the district.

The governing board desires to provide a welcoming, safe, and supportive school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment (including sexual harassment), intimidation, and bullying targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, national origin, nationality, immigration status, ethnicity, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or affiliation with the Boys Scouts of America, or association with a person or group with one or more of these actual or perceived characteristics.

~~This policy shall apply to all acts related to school activity or to school attendance occurring within a district school. (Education Code section 234.1) This policy shall also apply to acts which occur off campus or outside of schoolrelated or school-sponsored activities but which may have an impact or create a hostile environment at school.~~

Unlawful discrimination, including discriminatory harassment (including sexual harassment), intimidation, or bullying or the creation of a hostile environment, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also includes the creation of a hostile environment through occurs when prohibited conduct that is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the above identified categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

Because unlawful discrimination may occur when disciplining students, including suspension and expulsion, the superintendent or designee shall ensure that staff enforce discipline rules fairly, consistently and in a non-discriminatory manner, as specified in Board Policy and Administrative Regulation 5144 - Discipline, Board Policy and Administrative Regulation 5144.1 - Suspension and Expulsion/Due Process, and Administrative Regulation 5144.2 - Suspension and Expulsion/Due Process (Students With Disabilities).

The board also prohibits any form of retaliation against any individual who files, reports or participates in the reporting of unlawful discrimination, files or, or otherwise participates in the filing of a complaint, or investigates or participates in the, reporting, or investigation of a complaint or report alleging unlawful

discrimination, ~~including discriminatory harassment, intimidation, or bullying~~. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. In addition, the superintendent or designee shall post the district's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the district's website in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation. (Education Code sections 234.1, 234.6)

The superintendent or designee shall provide training and/or information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. The superintendent or designee shall report their findings and recommendations to the board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment (including sexual harassment), intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment (including sexual harassment), intimidation, bullying, or retaliation, in violation of law, board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code section 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment (including sexual harassment), intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

All allegations of unlawful discrimination in district programs and activities shall be brought, investigated, and resolved in accordance with Board Policy 1312.3 - Uniform Complaint Procedures.

~~The district designates the individuals identified below as the employees responsible for coordinating the district's efforts to comply with applicable state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints alleging unlawful discrimination targeting a student, including discriminatory harassment (including sexual harassment), intimidation, or bullying, based on the student's actual or perceived race, color, ancestry, nationality, national origin, ethnicity, immigration status, ethnicity, ethnic group identification, ethnicity, age, religion, marital status, parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. (Education Code section 234.1; 5 CCR 4621)~~

~~The Equity Compliance Officer may be contacted at:~~

~~General Counsel, Legal Services
3738 Walnut Avenue
Carmichael, CA 95608
(916) 971-
7110LegalServices@sanjuan.edu(<https://simbli.eboardsolutions.com/SU/vpDMIZadCZGHG7qPxIkxeA==>)~~

~~The Title IX Coordinator may be contacted at:~~

~~Legal Analyst/Title IX Coordinator, Legal Services
3738 Walnut Avenue
Carmichael, CA 95608
(916) 971-7110TitleIX@sanjuan.edu(<https://simbli.eboardsolutions.com/SU/vpDMIZadCZGHG7qPxIkxeA==>)~~

~~The Section 504 Coordinator may be contacted at:~~

~~Director, Student Support Services
3738 Walnut Avenue
Carmichael, CA 95608
(916) 971-7110~~

~~The Title II/ADA Coordinator may be contacted at:~~

~~Manager, Risk Management
3738 Walnut Avenue
Carmichael, CA 95608
(916) 971-7036~~

~~Process for Initiating and Responding to Complaints~~

~~The general counsel or designee may assign other staff to investigate based on the nature of the complaint as directed under BP/AR 1312.3, Uniform Complaint Procedures.~~

~~Any student who feels that they have been subjected to unlawful discrimination, including discriminatory harassment (including sexual harassment), intimidation, or bullying is strongly encouraged to immediately contact the general counsel, the principal, or any other district employee. Any student who observes any such incident is strongly encouraged to report the incident to the general counsel or principal, or any other district employee whether or not the victim files a complaint. Any district employee who observes an incident of unlawful discrimination, including discriminatory harassment (including sexual harassment), intimidation, or bullying shall report the incident to their supervisor, the general counsel, or principal, whether or not the victim files a complaint. In addition, the district employee shall immediately intervene when safe to do so. (Education Code section 234.1)~~

~~Upon receiving a complaint of unlawful discrimination, including discriminatory harassment (including sexual harassment), intimidation, or bullying, the general counsel or designee shall immediately investigate the complaint in accordance with AR 1312.3, Uniform Complaint Procedures.~~

~~The general counsel shall ensure that the student and parent handbook clearly describes the district's nondiscrimination policy, procedures for filing a complaint regarding unlawful discrimination, including discriminatory harassment (including sexual harassment), intimidation, or bullying, and the resources that may be available to students who feel that they have been the victim of any such behavior. The district's policy shall also be posted on the district web site or any other location that is easily accessible to students.~~

Record-Keeping

The superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References	Description
5 CCR 432	Student records
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
Civ. Code 1714.1	Liability of parent or guardian for act of willful misconduct by a minor https://simbli.eboardsolutions.com/SU/NSknepFduiYWusJFnU3r9Q==
Ed. Code 200-262.4	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/ytTLsIshoozWGUAbNL6kKkgxQ==
Ed. Code 48900.3	Suspension or expulsion for act of hate violence - https://simbli.eboardsolutions.com/SU/TbEb6tizJ9UiTrGDceluHw==
Ed. Code 48900.4	Suspension or expulsion for harassment, threats, or intimidation https://simbli.eboardsolutions.com/SU/MUr3O32UqydHbdf2IUJrQw==
Ed. Code 48904	Liability of parent/guardian for willful student misconduct https://simbli.eboardsolutions.com/SU/HuoUSHfesn0eJY8nP1JfrA==
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations https://simbli.eboardsolutions.com/SU/KDSjnurlBIR2KdV5numJiQ==
Ed. Code 48950	Speech and other communication - https://simbli.eboardsolutions.com/SU/Q5itwgUPIoTFejGslshDadJ4g==
Ed. Code 48985	Notices to parents in language other than English - https://simbli.eboardsolutions.com/SU/LHS9yg0UBYa76W1AygydnA==
Ed. Code 49020-49023	Athletic programs - ID9M5yIWFTGKE0KglNhCAg==">https://simbli.eboardsolutions.com/SU>ID9M5yIWFTGKE0KglNhCAg==
Ed. Code 49060-49079	Student records - https://simbli.eboardsolutions.com/SU/48PbpM8vuGlgyF7weQSbw==
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups https://simbli.eboardsolutions.com/SU/oZPEg6h3Qnnndu4eQsmHFg==
Ed. Code 51500	Prohibited instruction or activity - https://simbli.eboardsolutions.com/SU/8PfotgQddGHWag4KsriB4A==
Ed. Code 51501	Nondiscriminatory subject matter - https://simbli.eboardsolutions.com/SU/txGfKL89VkvCW7IFg8Emtw==
Ed. Code 60010	Instructional materials; definition - https://simbli.eboardsolutions.com/SU/GjXRejOBcjgfie5LOpBxYg==
Ed. Code 60040-60052	Requirements for instructional materials - https://simbli.eboardsolutions.com/SU/vqD4yC2hSBZ9a219bpluseiDA==
Gov. Code 11135	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/PcUFWeMcCJnzBrKAL0EtfQ==
Pen. Code 422.55	Definition of hate crime - https://simbli.eboardsolutions.com/SU/EXmP7bT1sIshj3qOjaM9qTkHA==
Pen. Code 422.6	Crimes; harassment - https://simbli.eboardsolutions.com/SU/vVSJrxnKuuauWDfn4F58wg==
Federal References	Description
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex

28 CFR 35.107	Nondiscrimination on basis of disability; complaints
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 100.3	Prohibition of discrimination on basis of race, color or national origin
34 CFR 104.7	Section 504; Designation of responsible employee and adoption of grievances procedures
34 CFR 104.8	Notice of Nondiscrimination on the Basis of Handicap
34 CFR 106.45	Grievance process for formal complaints of sexual harassment
34 CFR 106.8	Designation of coordinator; dissemination of policy, and adoption of grievance procedures
34 CFR 110.25	Prohibition of discrimination based on age
34 CFR 99.31	Disclosure of personally identifiable information
42 USC 12101-12213	Americans with Disabilities Act
42 USC 2000d-2000e-17	Title VI and Title VII Civil Rights Act of 1964, as amended
42 USC 2000h-2-2000h-6	Title IX of the Civil Rights Act of 1964
42 USC 6101-6107	Age Discrimination Act of 1975

Management Resources References	Description
34 CFR 106.30	Discrimination on the basis of sex; definitions Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration CA Office of the Attorney General Publication Issues, April 2018 - https://simbli.eboardsolutions.com/SU/ooeCURkNWJynAeTollv07A==
California Department of Education Publication FLASH #158: Guidance for Changing a Student's Gender in CALPADS, July	California Longitudinal Pupil Achievement Data System (CALPADS) Update 2019
Court Decision	Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567
Court Decision	Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130
CSBA Publication	Legal Guidance on Rights of Transgender and Gender Nonconforming Students in Schools, October 2022 - https://simbli.eboardsolutions.com/SU/TJrCO83d42yQSTw6naAD0w==
U.S DOE, Office for Civil Rights Publication	Resolution Agreement Between the Arcadia USD, US Dept of Ed, OCR, & the US DOJ, CRD, (2013) OCR 09-12-1020, DOJ 169-12C-70 https://simbli.eboardsolutions.com/SU/NaeV6aYv62hond0k7HLI0A==
U.S. Dept. of Health & Human Services Publication	Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, August 2013 - https://simbli.eboardsolutions.com/SU/P2mNU6eB2VziOaQ4D8TM7A==
U.S. DOE & U.S. DOJ Civil Rights Divisions Pub Student Discipline, May 2023	Dear Colleague Letter: Resource on Confronting Racial Discrimination in https://simbli.eboardsolutions.com/SU/LIGBefta2t7tACr08i6nPQ==
U.S. DOE Publication	Guidance on Constitutionally Protected Prayer and Religious Expression in Public Elementary and Secondary Schools, May 2023 https://simbli.eboardsolutions.com/SU/VWFslshigsQkSkP3T1Y0DZtTA==
	Enforcement of Title IX of the Education Amendments of 1972 With Respect to Discrimination Based on Sexual Orientation and Gender Identity in Light of

U.S. DOE, Office for Civil Rights Publication

U.S. DOE, Office for Civil Rights Publication	Bostock v. Clayton County, June 2021 - https://simbli.eboardsolutions.com/SU/1dwptNmRoj4jSlzbrh5VYw==
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Addressing Discrimination Against Jewish Students, May 2023 - https://simbli.eboardsolutions.com/SU/xVlb6kX0bql7lYg7N7lxDA==
U.S. DOE, Office for Civil Rights Publication	U.S. Department of Education Toolkit: Creating Inclusive and Nondiscriminatory School Environments for LGBTQI+ Students, June 2023 https://simbli.eboardsolutions.com/SU/181OMF0JQSSH58t4UvJ1jg==
U.S. DOE, Office for Civil Rights Publication	Questions and Answers on the Title IX Regulations on Sexual Harassment, June 2022 - https://simbli.eboardsolutions.com/SU/TXPOa8rms9nR7xqDSKJ9gg==
U.S. DOE, Office for Civil Rights Publication	Supporting Students with Disabilities and Avoiding the Discriminatory Use of Student Discipline under Section 504 of the Rehabilitation Act of 1973, July 2022 - https://simbli.eboardsolutions.com/SU/XqCZNrPgr9KaYtLHZjrtSw==
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Race and School Programming, August 2023 https://simbli.eboardsolutions.com/SU/cplusK5pMWRslshwixY9DsNmPYYA==
U.S. DOE, Office for Civil Rights Publication	Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016
Website	CSBA District and County Office of Education Legal Services https://simbli.eboardsolutions.com/SU/UdykszdmPETuDsIshXk6R5akQ==
Website	First Amendment Center - https://simbli.eboardsolutions.com/SU/jzlfta62CjSCuo68JOXF1w==
Website	California Office of the Attorney General - https://simbli.eboardsolutions.com/SU/5qNsIsh5DoKuytasYcv9khGiA==
Website	California Safe Schools Coalition - https://simbli.eboardsolutions.com/SU/WemZSI34fz0YvWHUM4trDg==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==
Website	U.S. Department of Education, Office for Civil Rights - https://simbli.eboardsolutions.com/SU/xmCPrTcoZle111WmbX10Vg==
Cross References	Description
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/WopdHqREXijlXLNplusPg3Q0Q==
0415	Equity - https://simbli.eboardsolutions.com/SU/tLG0ugVOwdCOLuATPGxIfw==
1240	Volunteer Assistance - https://simbli.eboardsolutions.com/SU/qFyhC51HaVsQFQzFLm0YRw==
1240	Volunteer Assistance - https://simbli.eboardsolutions.com/SU/gp4G3BPHWAehbbQHFpaZ5w==
1312.1	Complaints Concerning District Employees - https://simbli.eboardsolutions.com/SU/8q6EnBVmDAGAVs0bq9XUEA==
1312.1	Complaints Concerning District Employees - https://simbli.eboardsolutions.com/SU/UMiEtVF63li3NiabcAJP5w==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/u1sr5f14HjcR6plusbslshVsl3Lg==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/GvNQsIshrTrQ7sAwN22HQplusslshoA==
1312.2-E PDF(1)	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/zq8YBce0slsh5xwU8DErlGlag==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/bHklgUHHaYmkGwztWWsIsh5kA==

	Uniform Complaint Procedures -
1312.3	https://simbli.eboardsolutions.com/SU/xpzgbMCJXon7uCU56P7ITg==
	Williams Uniform Complaint Procedures -
1312.4	https://simbli.eboardsolutions.com/SU/eH9WvTAuWFZgZErw3RJfsw==
	Access To District Records -
1340	https://simbli.eboardsolutions.com/SU/vOvfgNYkxjPRH3slshfYYROWw==
	Access To District Records -
1340	https://simbli.eboardsolutions.com/SU/wER8CbSefFuHpvWBOlzLgA==
	Risk Management/Insurance -
3530	https://simbli.eboardsolutions.com/SU/OcbCATzdHLCKRKFtdhZfJw==
	Free And Reduced Price Meals -
3553	https://simbli.eboardsolutions.com/SU/FZOcUxDutMGqslshUs7FhBv3Q==
	District Records -
3580	https://simbli.eboardsolutions.com/SU/ZIBN0S0dcQgx7hbD6UrPAA==
	District Records -
3580	https://simbli.eboardsolutions.com/SU/rXsIshRKUuciJVD0pmAD8JKFQ==
	Personnel Files -
4112.6	https://simbli.eboardsolutions.com/SU/plusrkNIjqrfbxEsgBM4bBXsg==
	Personnel Files -
4112.6	https://simbli.eboardsolutions.com/SU/blfsUB4G9jkkYUc14dIE6Q==
	Employee Notifications -
4112.9	https://simbli.eboardsolutions.com/SU/jojo7Vnv1GeqEwRx3ae6Dw==
	Dismissal/Suspension/Disciplinary Action -
4118	https://simbli.eboardsolutions.com/SU/6pxZczet6eWV4YTXyBGPA==
	Professional Standards -
4119.21	https://simbli.eboardsolutions.com/SU/Bbr9eqMclzrhumVfrfoCfw==
	Professional Standards -
4119.21-E PDF(1)	https://simbli.eboardsolutions.com/SU/kUYbQi1hodiz9WoqpKsIsh1qA==
	Unauthorized Release Of Confidential/Privileged Information -
4119.23	https://simbli.eboardsolutions.com/SU/KZ7BVY0V50kPC0iAvCiOIA==
	Staff Development -
4131	https://simbli.eboardsolutions.com/SU/Y7plusilztj3ftUgCbuaRe6Zw==
	Personnel Files -
4212.6	https://simbli.eboardsolutions.com/SU/GpWiplusG6Pqa6plusEeGFIGmnqQ==
	Personnel Files -
4212.6	https://simbli.eboardsolutions.com/SU/G9NiDatMrCYmrprsGUBlw==
	Employee Notifications -
4212.9	https://simbli.eboardsolutions.com/SU/2OBwVyasIshyvD0vP1VOluY1g==
	Dismissal/Suspension/Disciplinary Action -
4218	https://simbli.eboardsolutions.com/SU/lva7NBX7urE561qIY3FvZQ==
	Professional Standards -
4219.21	https://simbli.eboardsolutions.com/SU/LjeFsYaOdU8AabsIshpluscliq3A==
	Professional Standards -
4219.21-E PDF(1)	https://simbli.eboardsolutions.com/SU/vMTac2jrBSy87bLOsZLbw==
	Unauthorized Release Of Confidential/Privileged Information -
4219.23	https://simbli.eboardsolutions.com/SU/sishSRNJtwzFgkUTZAagVYzOA==

Staff Development -

4231 <https://simbli.eboardsolutions.com/SU/KplusvmMR0UfwuQLmVUf43MxQ==>

Personnel Files -

4312.6

<https://simbli.eboardsolutions.com/SU/Xhi0Y79uiINFFj8slsh4VZEeg==>

Personnel Files -

4312.6

<https://simbli.eboardsolutions.com/SU/MTtBslshyislhRGGeui6qlCad8g==>

Professional Standards -

4319.21

<https://simbli.eboardsolutions.com/SU/EFV7NcT0HiKzedyyXIqWcQ==>

Professional Standards -

4319.21-E PDF(1) <https://simbli.eboardsolutions.com/SU/S9SoLkSNfb46leHj1YcF8w==>

Unauthorized Release Of Confidential/Privileged Information -

4319.23 <https://simbli.eboardsolutions.com/SU/qF9Tdw5CgMB8mZ3nqE0Tjw==>

Concepts And Roles -

5000 <https://simbli.eboardsolutions.com/SU/9XuJa3ZVXcM8wTp7slshslsh9bow==>

Student Wellness -

5030 <https://simbli.eboardsolutions.com/SU/XB4qqm09nNbD1afuplus62TPQ==>

Admission -

5111 <https://simbli.eboardsolutions.com/SU/LdvaFjc0cbdwhfgPhvjplus2w==>

Admission -

5111 <https://simbli.eboardsolutions.com/SU/u4s1e4plusTvplusrFcEOMVkslsh5ZA==>

Student Records -

5125

<https://simbli.eboardsolutions.com/SU/AyD9BtGtdFVWKpLLJRFKkg==>

Student Records -

5125 <https://simbli.eboardsolutions.com/SU/FjngwutA6C28FKEKsuA26g==>

Release Of Directory Information -

5125.1 <https://simbli.eboardsolutions.com/SU/myTQ6Vdfz09E9ffncytUbg==>

Release Of Directory Information -

5125.1

<https://simbli.eboardsolutions.com/SU/NSeedsZoE4To8VfBVTM3fw==>

5131

Conduct -

<https://simbli.eboardsolutions.com/SU/kxlhlZLae9BjlQjn6XIMIA==>

Bullying -

5131.2 <https://simbli.eboardsolutions.com/SU/F3rJiBawCs1rYV3uu2slshYbg==>

Bullying -

5131.2

<https://simbli.eboardsolutions.com/SU/P0SaZB8b2XpiRZWcqXRopw==>

Dress And Grooming -

5132

<https://simbli.eboardsolutions.com/SU/gkbtrSGh1QFV7gFPSsVHNw==>

Dress And Grooming -

5132 <https://simbli.eboardsolutions.com/SU/4vboFuMaxHEJK4Qg2rbOOA==>

Infectious Diseases -

5141.22 <https://simbli.eboardsolutions.com/SU/G1Vg8GN7sV8ny68xDFz4cA==>

Infectious Diseases -

5141.22 <https://simbli.eboardsolutions.com/SU/PdRreVZguea3oDj4B2TMCG==>

Infectious Diseases -

5141.22-E(1) <https://simbli.eboardsolutions.com/SU/U6MEL1TPyQ3cckcesASJWg==>

Child Abuse Prevention And Reporting -

5141.4 <https://simbli.eboardsolutions.com/SU/v7StAUnbvAg7U2ppk779NQ==>

Child Abuse Prevention And Reporting -

5141.4 <https://simbli.eboardsolutions.com/SU/GeKymcboeBtAjDadu50HCA==>

Suicide Prevention -

5141.52 <https://simbli.eboardsolutions.com/SU/pWujzq3oL6VBAEuYLpfh4g==>

Suicide Prevention -

5141.52 <https://simbli.eboardsolutions.com/SU/kkh0plusvWZPBJ5f5ExvySEJQ==>

Discipline -

5144

<https://simbli.eboardsolutions.com/SU/bQUkslshJpBO6o0Smslsh077IHyg==>

Discipline -

5144

<https://simbli.eboardsolutions.com/SU/Wjoj4MaVdQbslshTA3L2OkQRA==>

Suspension And Expulsion/Due Process -

5144.1 <https://simbli.eboardsolutions.com/SU/cwPGLauOjFvk55ZTt7n7tw==>

Suspension And Expulsion/Due Process -

5144.1 <https://simbli.eboardsolutions.com/SU/a41kLIP0Iz66er7IUzH0hA==>

Suspension And Expulsion/Due Process (Students With Disabilities) -

5144.2 <https://simbli.eboardsolutions.com/SU/5nIRQjfLKhEgShHA8JVpcw==>

Search And Seizure -

5145.12 <https://simbli.eboardsolutions.com/SU/qpi4pluseie4KibnC6fVuV5Rg==>

Search And Seizure -

5145.12 <https://simbli.eboardsolutions.com/SU/8GC5RWET1c9WO79hCV5tSw==>

Freedom Of Speech/Expression -

5145.2 <https://simbli.eboardsolutions.com/SU/DUlnYpe5I4p9Q8m2elOrbg==>

Freedom Of Speech/Expression -

5145.2 <https://simbli.eboardsolutions.com/SU/mY12bjacjpSXu2nMbt2LuQ==>

Parent/Guardian Notifications -

5145.6 <https://simbli.eboardsolutions.com/SU/votoBYnV8Ga5SvgyKEJA2A==>

Parent/Guardian Notifications -

5145.6-E PDF(1) <https://simbli.eboardsolutions.com/SU/X1D4bBsIshM84B9W7088bplusZKg==>

Sexual Harassment -

5145.7 <https://simbli.eboardsolutions.com/SU/sj4AaOzURMrry6sIsh6YH6PsQ==>

Sexual Harassment -

5145.7 <https://simbli.eboardsolutions.com/SU/7EIRrYUGqfJ2Xpbplusk0qn1Q==>

Title IX Sexual Harassment Complaint Procedures -

5145.71 <https://simbli.eboardsolutions.com/SU/PiUTOof6MocYDXloslshYBjRA==>

Hate-Motivated Behavior -

5145.9

<https://simbli.eboardsolutions.com/SU/mtmRaPICsIPBD5vKpluslq0SQ==>

Married/Pregnant/Parenting Students -

5146 <https://simbli.eboardsolutions.com/SU/izBRe1vcplusslshKaqcBbslshpc9Q==>

Sexual Health And HIV/AIDS Prevention Instruction -

6142.1 <https://simbli.eboardsolutions.com/SU/Wf1On20kl8gHjF9EY1iAWA==>

Sexual Health And HIV/AIDS Prevention Instruction -

- 6142.1 <https://simbli.eboardsolutions.com/SU/6lMyXdZFsKCCiGAg06plust3g==>
Comprehensive Health Education -
- 6142.8 <https://simbli.eboardsolutions.com/SU/slsh87FncZHVmDf2IJbWZYAog==>
Courses Of Study -
- 6143 <https://simbli.eboardsolutions.com/SU/cGljIHpgYAwd5JZV8Lvpw==>
Controversial Issues -
- 6144 <https://simbli.eboardsolutions.com/SU/XgtxKTX7auE3gyVdyslshlpwQ==>
Controversial Issues -
- 6144 <https://simbli.eboardsolutions.com/SU/slshd1vpeJsEWk3W2fXwFDsIshxw==>
Extracurricular And Cocurricular Activities -
- 6145 <https://simbli.eboardsolutions.com/SU/nLrOUFeKneG8YVZ3hrxhMA==>
Extracurricular And Cocurricular Activities -
- 6145 <https://simbli.eboardsolutions.com/SU/eYMFVhUjB3CkdpplusIxhbwdQ==>
School-Sponsored Trips -
- 6153 <https://simbli.eboardsolutions.com/SU/slshHOSXhogVXaowLcXaeSOIQ==>
School-Sponsored Trips -
- 6153 <https://simbli.eboardsolutions.com/SU/RkozuRNQix9Z3ispHxikLw==>
School-Sponsored Trips -
- 6153-E PDF(1) <https://simbli.eboardsolutions.com/SU/Sv7TH6alNhEf4d1EOHBawg==>
Selection And Evaluation Of Instructional Materials -
- 6161.1 <https://simbli.eboardsolutions.com/SU/plus6Qiex9sOn5ZeFpj41Fmw==>
Selection And Evaluation Of Instructional Materials -
- 6161.1 <https://simbli.eboardsolutions.com/SU/XHxOBLNNZallHvl5jKzKIQ==>
Library Media Centers -
- 6163.1 <https://simbli.eboardsolutions.com/SU/6XkgrbrPTcnVFplusX8T0zoYA==>
Library Media Centers -
- 6163.1 <https://simbli.eboardsolutions.com/SU/tSLjSGnWHtihzOW2uNadbw==>
Student Use Of Technology -
- 6163.4 <https://simbli.eboardsolutions.com/SU/mcb4CM0pluswtPl2xonsSHvow==>
Student Use Of Technology -
- 6163.4-E PDF(1) <https://simbli.eboardsolutions.com/SU/J8oZot5MZNjuGplusLnKk8dVA==>
Guidance/Counseling Services -
- 6164.2 <https://simbli.eboardsolutions.com/SU/VNt371916pP8aoletK3LDA==>

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

AGENDA ITEM: J-10

MEETING DATE: 01/09/2024

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 October 1, 2023, to December 31, 2023.

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 2nd Quarterly Report

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 12/18/2023

FISCAL IMPACT:

Current Budget: \$ N/A

Additional Budget: \$ N/A

Funding Source: N/A

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

Current Year Only On-going

LCAP/STRATEGIC PLAN:

Goal: N/A Focus: N/A

Action: N/A

Strategic Plan: N/A

PREPARED BY: Fhanysha C. Gaddis, General Counsel, J.D., MPP *JCG*

APPROVED BY: Melissa Bassanelli, Superintendent of Schools *MAB*



San Juan Unified
SCHOOL DISTRICT

Legal Services

Melissa Bassanelli
Superintendent of Schools

Fhanysha Clark Gaddis,
J.D., MPP
General Counsel

WILLIAMS UNIFORM COMPLAINT PROCESS (UCP)

Quarterly Report

Year covered by this report: 2023
Quarter covered by this report: Quarter 2 (October - December)
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: Fhanysha C. Gaddis, J.D., MPP
General Counsel

ADDRESS
3738 Walnut Avenue
Carmichael, CA 95608

PHONE
(916) 971-7110

WEBSITE
www.sanjuan.edu

**SAN JUAN UNIFIED SCHOOL DISTRICT
TENTATIVE BOARD AGENDA ITEMS
2023-2024**

JANUARY 20 (special meeting)

California School Boards Association Good Beginnings Workshop – D

Board

JANUARY 23

- | | |
|--|--------------|
| Recognition: 2024 Classified Employees of the Year – A | Toto |
| Recognition: National School Counseling Week (Feb. 5-9) – A | Schnepp |
| Family and Community Engagement Update – R | Allen |
| Arcade Fundamental Middle School Name Change – D | Schneppe |
| Public Hearing: Conveyance of Easement at Arcade Fundamental MS to SMUD – A [Discussed 01/09/24] | Camarda |
| *School Accountability Report Cards (SARCs) – A | Slavensky |
| *LCAP Federal Addendum Annual Revision – A | Calvin |
| *Resolution: Federal Surplus Property Participation Renewal – A | Grant-Dawson |
| *BP 0410 Nondiscrimination in District Programs and Activities – A [Discussed 01/09/24] | Gaddis |
| *BP 1312.2 Complaints Concerning Instructional Materials – A [Discussed 01/09/24] | Gaddis |
| *BP 1312.3 Uniform Complaint Procedures – A [Discussed 01/09/24] | Gaddis |
| *BP 5145.3 Nondiscrimination/Harassment – A [Discussed 01/09/24] | Gaddis |

FEBRUARY 13

- | | |
|---|-----------|
| Strategic Planning Update – R | Allen |
| Bond Opinion Research Results – R | Camarda |
| Mid-Year LCAP Update 2023-2024 – R | Slavensky |
| Choices Charter School Mid-Year LCAP Update 2023-2024 – R | Ginter |
| Arcade Fundamental Middle School Name Change – A [Discussed 01/23/24] | Schneppe |
| Recommendation for Reductions in PKS & Criteria for Tie Break (Certificated TK-12) – D | Toto |
| Recommendation for Reductions in PKS & Criteria for Tie Break (Certificated ECE) – D | Toto |
| Recommendation for Reductions in PKS & Criteria for Tie Break (Certificated Adult Ed) – D | Toto |
| Notice of Intent to Reduce Classified Positions – D | Toto |

FEBRUARY 27

- | | |
|--|-----------|
| Recognition: Arts Education Month (March) – A | Slavensky |
| Recognition: National School Social Work Week (Mar. 3-9) – A | Calvin |
| Instructional Materials Update – R | Slavensky |
| Bond Program Update – R | Camarda |
| Resolutions: Reductions in PKS & Criteria for Tie Break (Certificated TK-12) – A [Discussed 02/13/24] | Toto |
| Resolutions: Reductions in PKS & Criteria for Tie Break (Certificated ECE) – A [Discussed 02/13/24] | Toto |
| Resolutions: Reductions in PKS & Criteria for Tie Break (Certificated Adult Ed) – A [Discussed 02/13/24] | Toto |
| Resolution: Notice of Intent to Reduce Classified Positions – A [Discussed 02/13/24] | Toto |
| 2024 CSBA Delegate Assembly Election – A | Board |

MARCH 19 (3rd Tuesday)

- | | |
|--|-----------------|
| Elevating Youth Voice – R | Calvin |
| District K-12 Mathematics Update – R | Slavensky |
| Nutrition Services Update – R | Camarda |
| 2023-2024 Second Interim Budget Report – R | TBD |
| *Resolution: Election Order – A | Board |
| *2024-2025 Transportation Plan – A | Camarda |
| *Head Start and Early Head Start Grant Application 2022-2023 – A | Townsend-Snider |
| *Audit Report for Measures J, N, P and S – A | TBD |

APRIL 9

- Recognition: Week of the Young Child (Apr. 1-5) – A Townsend-Snider
Recognition: School Bus Driver's Appreciation Day (Apr. 23) – A Toto
Instructional Materials Adoptions – D Slavensky
New High School Courses – D Slavensky
Universal Prekindergarten Planning and Implementation Update – R Townsend-Snider
Williams Complaint Report – R Gaddis
Proposed Board Meeting Dates for 2024-2025 – A Board

APRIL 23

- Recognition: California Day of the Teacher (May 8) – A Toto
Recognition: National Nurses Week and National School Nurse Day (May 6-12 & May 8) – A Calvin
Expanded Learning Opportunities Update (Secondary) – R Schnepf
Technology Update – R Skibitzki
Safety and Safe Schools Update – R Allen
*Instructional Materials Adoptions – A [Discussed 04/09/24] Slavensky
*New High School Courses – A [Discussed 04/09/24] Slavensky

MAY 14

- Recognition: National Speech Pathologist Day (May 18) – A Calvin
Recognition: Classified School Employee Week (May 19-25) – A Toto
English Learner Update – R Calvin
Expanded Learning Opportunities Update (Elementary) – R Townsend-Snider
Hearing Officer's Recommendation-2024 RIF (if applicable) – A Gaddis
*Approval of CTE 2024 Advisory Committee Roster – A Schnepf
*Head Start/Early Head Start COLA Funding Allocation 2024-2025 – A Townsend-Snider
*Resolution: CSPP Continued Funding Application Designated Personnel 2024-2025 – A Townsend-Snider

MAY 28

- Recognition: National Science Bowl (if applicable) – A Schnepf
Recognition: Science Olympiad (if applicable) – A Schnepf
Recognition: Academic Decathlon (if applicable) – A Schnepf
Expanded Learning Opportunities Program (ELO-P) Update – R Calvin
*Head Start/Early Head Start Contract Resolution FY 2024-2025 – A Townsend-Snider

JUNE 11

- Public Hearing: LCAP – D Slavensky
Public Hearing: LCAP Choices Charter School – D Ginter
Public Hearing: Adoption of the 2024-2025 Budget – D TBD
Temporary Interfund Borrowing of Cash – A TBD
Early Literacy Support Block Grant Annual Report – R Townsend-Snider
*CIF Superintendent Designation of Representatives 2024-2025 – A Schnepf
*ECE Program Self-Evaluation for CDE – A Townsend-Snider

JUNE 25

- California School Dashboard Local Indicators – R Slavensky
LCAP – A [Public Hearing 06/11/24] Slavensky
Choices Charter School California School Dashboard Local Indicators – R Ginter
LCAP Choices Charter School – A [Public Hearing 06/11/24] Ginter
Adoption of the 2024-2025 Budget – A [Public Hearing 06/11/24] TBD
*2023-2024 Actuarial Report (OPEB) – A TBD
*Charter School 2022-2023 Audit Reports (AAT, CMP, GIS, GV, OFY, VIE) – A TBD
*2024-2025 School Plan for Student Achievement (SPSAs) – A Calvin

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