

Eureka City Schools Board of Education
2100 J Street - Eureka, CA 95501 | Frances H. Taplin Board Room

Regular Meeting
6:30 PM
November 17, 2022
AGENDA

A. CALL TO ORDER OF OPEN SESSION (5:15 p.m.)

B. PUBLIC COMMENT ON CLOSED SESSION ITEMS

C. CLOSED SESSION (Room 118)

- (1) Employee Discipline, Dismissal, Release, Complaint, Accept the Resignation of a Public Employee (GC § 54957)
- (2) Public Employment (Gov. Code §54957) - See Personnel Action Report Consent Agenda Item No. K(12)
- (3) Public Employee Appointment (Gov. Code §54957) - See Personnel Action Report Consent Agenda Item No. K(12)
- (4) Conference with Labor Negotiator Superintendent Van Vleck Regarding Eureka Teachers Association, Classified White and Blue Collar Units, and/or Unrepresented Employees (Confidential and Classified and Certificated Management) (GC § 54957.6)
- (5) Conference with Real Property Negotiator Superintendent Van Vleck Regarding Jacobs Building Property Concerning Price and/or Terms of Payment (GC § 54956.8) (Interested Parties: California Highway Patrol / Lead Negotiator: NaTonya Forbes)
- (6) Public Employment (Government Code §§ 54954.5(e) and 54957(b)(1)) Title: Teacher at Eureka High School

D. RECONVENING OF OPEN SESSION

E. REPORT OUT FROM CLOSED SESSION

F. PLEDGE OF ALLEGIANCE TO THE FLAG

G. ADJUSTMENT TO THE AGENDA

The Board of Trustees reserves the right to change the order in which agenda items are discussed and/or acted upon at this meeting. Subject to further action by the Board, this meeting will proceed as provided in this agenda. Items may be added to this agenda for discussion or action only as permitted by law.

- (7) Approval of Agenda

H. INFORMATION

- (8) Student Reports

(9) Superintendent's Reports

(10) Board Members' Reports

I. PUBLIC COMMENT ON NON-AGENDA ITEMS

*** IN ORDER TO ADDRESS THE BOARD, PLEASE COMPLETE THE GREEN SPEAKER'S FORM AT THE DOOR AND GIVE TO THE BOARD PRESIDENT.**

Individual speakers shall be allowed three (3) minutes to address the Board on each non-agenda or agenda item. The Board shall limit the total time for public input on each item to twenty (20) minutes (BB 9323(b)).

J. CONSENT CALENDAR

(11) Approval of Personnel Action Report No. 6

Referred to the Board by:

Renae Will, Executive Director of Personnel Services of Public Affairs

(12) Approval of October 2022 Warrants

Referred to the Board by:

Paul Ziegler, Assistant Superintendent of Business Services

(13) Approval of Notice of Scheduling of Organizational Meeting on December 15, 2022

Referred to the Board by:

Fred Van Vleck, Ed.D., Superintendent

(14) Resolution #22-23-009; The Eureka City School District Rescinding Resolution Numbers 21-22-028 (Adopting Level 1 Developer Fee Justification Study) and 21-22-030 (Establishing and Adopting School Facilities Fees)

Referred to the Board by:

Paul Ziegler, Assistant Superintendent of Business Services

(15) Approval of Declaration of Equipment as Surplus and Authorization to Sell

Referred to the Board by:

Paul Ziegler, Assistant Superintendent of Business Services

(16) Approval of Minutes from the Regular Meeting on October 27, 2022

Referred to the Board by:

Fred Van Vleck, Ed.D., Superintendent

(17) Approval of Agreement between Eureka City Schools (ECS) and Humboldt Office of Education (HCOE): 2022-23 Special Education Pupil Transportation

Referred to the Board by:

Paul Ziegler, Assistant Superintendent of Business Services

(18) Approval of the Williams Visit Report

Referred to the Board by:

Gary Storts, Assistant Superintendent of Educational Services

(19) Approval of the Corwin Professional Development Agreement

Referred to the Board by:

Gary Storts, Assistant Superintendent of Educational Services

- (20) Approval of Grant Intent to Apply: School Based Mental Health Services Program

Referred to the Board by:

Lisa Claussen, Director of Student Services

- (21) Approval of Field Trip Requests: Various Field Trips - Eureka High School

Referred to the Board by:

Renae Will, Executive Director of Personnel Services of Public Affairs

- (22) Approval of MOU with the Parent Institute for Quality Education (PIQE)

Referred to the Board by:

Gary Storts, Assistant Superintendent of Educational Services

- (23) Approval of Policy Updates from CSBA - June 2022 (Second Review)

Referred to the Board by:

Fred Van Vleck, Ed.D., Superintendent

- (24) Approval of Short Term Positions: English Learner Technician and Literacy Technician

Referred to the Board by:

Renae Will, Executive Director of Personnel Services of Public Affairs

- (25) Approval of Revised Classified Job Description: Administrative Assistant
Classified Personnel

Referred to the Board by:

Renae Will, Executive Director of Personnel Services of Public Affairs

- (26) Approval of Board Resolution No. 22-23-010 - Resolution Supporting Local
Tobacco Retail Licensing Policies to Prevent Youth Addiction to Nicotine

Referred to the Board by:

Lisa Ollivier, Trustee

K. DISCUSSION/ACTION

- (27) Selection of One Board Member Who Shall Have One Vote to Elect a Person to
the County Committee on School District Organization

Referred to the Board by:

Fred Van Vleck, Ed.D., Superintendent

- (28) Elementary Attendance Boundaries

Referred to the Board by:

Paul Ziegler, Assistant Superintendent of Business Services

L. DISCUSSION

- (29) Physical Fitness Test Results 2022

Referred to the Board by:

Gary Storts, Assistant Superintendent of Educational Services

M. CLOSED SESSION (continued)

N. RECONVENING OF OPEN SESSION (continued)

O. REPORT OUT FROM CLOSED SESSION (continued)

P. INFORMATIONAL ONLY ITEMS

(30) Information Only: December 2022 - Review of CDE Calendar of Events

(31) Updated List of Proposed Board Meeting Dates for 2023 (Note: Revised Date for February 2023)

Q. ADJOURNMENT

Notice: Documents and materials relating to an open session agenda that are provided to the Board less than 72 hours prior to a regular meeting will be available for public inspection and copying at the Eureka City Schools District Office, Superintendent's Office (Room 108), 2100 J Street, Eureka, CA 95501.

Notice: Eureka City Schools adheres to the Americans with Disabilities Act. Should you require special accommodations or auxiliary aids and services in order to participate in the Board meeting, please contact the Superintendent's Office (Room 108) in writing three days prior to the meeting at 2100 J Street, Eureka, CA 95501.

Notice: Regular Board meetings may be digitally recorded. Per Board policy, recordings may be erased or destroyed 30 days after the meeting.

Notice: The Governing Board reserves the right to take action on any item listed on this agenda.

AGENDA ITEM

Agenda Title: Approval of Personnel Action Report No. 6

Meeting Date: November 17, 2022

Item: Consent

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Governing Board is asked to approve Personnel Action Report No. 6.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

N/A

STRATEGIC PLAN/PRIORITY AREA:

Priority Area 7: Human Resources

HISTORY *(list previous staff or board action(s) with dates if possible)*

N/A

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

N/A

WHO *(list the name of the contact person(s), job title, and site location)*

Renae M. Will, Executive Director of Personnel Services and Public Affairs

ATTACHMENTS:

Description

- Personnel Report No. 6

**EUREKA CITY SCHOOLS
PERSONNEL REPORT NO. 6
November 17, 2022**

The following personnel are submitted to the Board of Education of the Eureka City Schools for approval:

CERTIFICATED PERSONNEL

RESIGNATIONS

Sonia, Edward	Assistant Principal/Athletic Director, 1.0 FTE, (EHS), eff. 11/3/22
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CHANGE OF STATUS

Dehart, Kaitlan	From: Parental Leave, 1.0 FTE To: Teacher, 1.0 FTE, (EHS), eff. 11/1/22
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Khattab, Omar	From: Teacher, 1.0 FTE, (EHS) To: Assistant Principal/Athletic Director, 1.0 FTE, (EHS), eff. 11/15/22
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LEAVES

Voss, Nanette	From: Teacher, 1.0 FTE, (EHS) To: Paid LOA, Fulbright Research Fellowship, eff. 1/13/23 – 4/15/23
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DAY-TO-DAY SUBSTITUTE TEACHERS

Cramer, Karen	Day to Day Substitute Teacher, (District), eff. 10/20/22 – 6/30/23
Devons, Amanda	Day to Day Substitute Teacher, (District), eff. 10/20/22 – 6/30/23
Garcia, Tassai	Day to Day Substitute Teacher, (District), eff. 10/25/22 – 6/30/23
Gunn, Stephen	Day to Day Substitute Teacher, (District), eff. 11/7/22 – 6/30/23
McCarty, Sydney	Day to Day Substitute Teacher, (District), eff. 10/20/22 – 6/30/23
McNally, Brendan	Day to Day Substitute Teacher, (District), eff. 8/28/22 – 6/30/23
Pitre, Anthony	Day to Day Substitute Teacher, (District), eff. 10/24/22 – 6/30/23
Schmidt, Janice	Day to Day Substitute Administrator, (District), eff. 10/25/22 – 6/30/23

COACHES

Lorenzen, Lacey	JV Volleyball Head Coach, (EHS), eff. 2022 – 2023
Monney, Alexandria	Girls Golf Head Coach, (EHS), eff. 2022 – 2023
Napoleon, Stephanie	Varsity Volleyball Head Coach, (EHS), eff. 2022 – 2023

CLASSIFIED PERSONNEL

RESIGNATIONS

Cabrero, Giselle	Family Support Coach (Zoe Barnum), 8 hrs/day, eff. 10/1/22
Jamerson, Keisha	Preschool Monitor (Lafayette), 3 hrs/day, eff. 10/15/22

ASSIGNMENTS

Arthur, Kenisha	Classroom Aide (Grant), 6 hrs/day, eff. 10/25/22
Dubaldi, Pamela	After-School Prog Asst (Lafayette), 3 hrs/day, eff. 10/24/22
Perry, Rebekah	After-School Prog Asst (Washington), 3 hrs/day, eff. 10/24/22
Silva, Richard	Instr Asst Spec Ed III (DW), 6 hrs/day, eff. 10/26/22

SPECIAL APPOINTMENTS

Alvarado Hofacker, Nicole	Paraprofessional Sub, eff. 10/19/22
McPherson, Alan	Monitor Sub, eff. 11/2/22
Simmons, Finley	Paraprofessional Sub, eff. 10/19/22

CHANGE OF STATUS

Bengtson, Mikaylah	From: After-School Prog Asst (Wash), 3 hrs/day To: After-School Prog Asst (Wash), 4.1 hrs/day, eff. 8/22/22
Bryant, Kristen	From: After-School Prog Asst (Laf), 3 hrs/day To: After-School Prog Asst (Laf), 4.1 hrs/day, eff. 8/22/22
Chairez, Hollie	From: After-School Prog Asst (Wash), 3 hrs/day To: After-School Prog Asst (Wash), 4.1 hrs/day, eff. 8/22/22
Haynes, Carly	From: After-School Prog Asst (Laf), 3 hrs/day To: After-School Prog Asst (Laf), 4.1 hrs/day, eff. 8/22/22
Haynes, Molly	From: After-School Prog Asst (Laf), 3 hrs/day To: After-School Prog Asst (Laf), 4.1 hrs/day, eff. 8/22/22
Hill, Sherry	From: School Bus Driver (CY), 5.5 hrs/day and Warehouse Del Driver (CY), 2 hrs/day To: School Bus Driver (CY), 5.75 hrs/day and Warehouse Del Driver (CY), 2 hrs/day, eff. 9/29/22
Koopman, Sara	From: After-School Prog Asst (AB), 3 hrs/day To: After-School Prog Asst (AB), 4 hrs/day, eff. 8/22/22
Lalica, Felise	From: After-School Prog Asst (Wash), 3 hrs/day To: After-School Prog Asst (Wash), 4.1 hrs/day, eff. 8/22/22

Langdon, Ruby	From: After-School Prog Asst (Wash), 3 hrs/day To: After-School Prog Asst (Wash), 4.1 hrs/day, eff. 8/22/22
Lilly-Garret, Cynthia	From: After-School Prog Asst (Wash), 3 hrs/day To: After-School Prog Asst (Wash), 4.1 hrs/day, eff. 8/22/22
Macmillan, Ken	From: Waste/Recycling Specialist (CY), 6 hrs/day To: Waste/Recycling Specialist (CY), 2.5 hrs/day and School Bus Driver (CY), 5.5, eff. 10/3/22
Needham, Evan	From: After-School Prog Asst (Grant), 3 hrs/day To: After-School Prog Asst (Grant), 2.4 hrs/day, eff. 8/22/22-9/5/22 To: After-School Prog Asst (Grant), 3.3 hrs/day, eff. 9/6/22-12/16/22
Perez, Melody	From: After-School Prog Asst (AB), 3 hrs/day To: After-School Prog Asst (AB), 4 hrs/day, eff. 8/22/22
Pratt, Gabriella	From: After-School Prog Asst (AB), 3 hrs/day To: After-School Prog Asst (AB), 4 hrs/day, eff. 8/22/22
Ross, David	From: Instr Asst Spec Ed III (DW), 6.75 hrs/day To: Instr Asst Spec Ed III (DW), 7 hrs/day, eff. 8/22/22
Spears, Shaunte'	From: After-School Prog Asst (Wash), 3 hrs/day To: After-School Prog Asst (Wash), 4.1 hrs/day, eff. 8/22/22
Stone, Lindsay	From: Instr Asst Spec Ed III (DW), 6.75 hrs/day To: Instr Asst Spec Ed III (DW), 7 hrs/day, eff. 8/22/22
Taylor, Lila	From: Lead After-School Prog Asst (Grant), 4 hrs/day To: Lead After-School Prog Asst (Grant), 3.2 hrs/day, eff. 8/22/22-10/10/22 To: Lead After-School Prog Asst (Grant), 2.8 hrs/day, eff. 10/11/22-10/25/22 To: Lead After-School Prog Asst (Grant), 3.2 hrs/day, eff. 10/25/22-12/16/22
Thao, Leo	From: After-School Prog Asst (Wash), 3 hrs/day To: After-School Prog Asst (Wash), 4.1 hrs/day, eff. 8/22/22
Vadas, Kathryn	From: After-School Prog Asst (Grant), 3 hrs/day To: After-School Prog Asst (Grant), 3.6 hrs/day, eff. 9/19/22-12/16/22

Vaughn-Fowler, Malea	From: After-School Prog Asst (Grant), 3 hrs/day To: After-School Prog Asst (Grant), 4.1 hrs/day, eff. 8/22/22
Vodden, Jared	From: After-School Prog Asst (Wash), 3 hrs/day To: After-School Prog Asst (Wash), 4.1 hrs/day, eff. 8/22/22

LEAVES

Freitas, Devon	From: English Learner Tech (Grant), 3.75 hrs/day To: Medical Leave, eff. 8/22/22-9/2/22
Lopez, Tomas	From: Custodian (EHS), 8 hrs/day To: Family and Medical Leave, eff. 9/28/22

AGENDA ITEM

Agenda Title: Approval of October 2022 Warrants

Meeting Date: November 17, 2022

Item: Consent

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Governing Board is asked to approve the attached list of warrants issued during the month of October 2022.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

Education Code section 17605 allows the District's Board to "adopt a rule, delegating to any officer or employee...the authority to purchase supplies, materials, apparatus, equipment, and services" that do not exceed the amount specified in section 20111 of the Public Contract Code. However, Education Code 35161 requires the Board to retain "ultimate responsibility over the performance of those powers or duties so delegated". As a result, it is recommended that the Governing Board ratify or approve actions taken by the designees.

STRATEGIC PLAN/PRIORITY AREA:

Applied to the "Fiscal Integrity of the District" portion of the Strategic Plan

HISTORY *(list previous staff or board action(s) with dates if possible)*

This issue was discussed at the February 27, 2014 Board meeting. It was agreed that the Warrant listings would come to the Board for review and approval on a monthly basis.

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

For October 2022, the District issued warrants totaled \$3,023,439.01.

WHO *(list the name of the contact person(s), job title, and site location)*

Paul Ziegler, Assistant Superintendent of Business Services

ATTACHMENTS:

Description

▢ October 2022 Warrants

Checks Dated 09/01/2022 through 09/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3000178621	09/01/2022	ACCURATE DRUG TESTING SERVICES	01-5864	OPEN PO:DOT driver's physical examination		100.00
3000178622	09/01/2022	ADVANCED SECURITY SYSTEMS	01-4381	BLANKET PO FOR MATERIALS AND SUPPLIES		120.18
3000178623	09/01/2022	Ally Haynes	01-5861	Fingerprinting		30.00
3000178624	09/01/2022	AMN HEALTHCARE ALLIED INC	01-5800	OPEN PO for SLP contracted service invoices		3,800.00
3000178625	09/01/2022	AT&T	01-5909	OPEN PO for 939 - Site phone bills		6,928.25
3000178626	09/01/2022	Austin, Jeffrey S	01-5861	Fingerprinting		30.00
3000178627	09/01/2022	AUTHOR FESTIVAL	73-4310	BOOKS FOR LIBRARY		15.27
3000178628	09/01/2022	Berti, Jessica L	01-5201	MILEAGE		3.13
3000178629	09/01/2022	Brandee Mitchell	01-5861	Fingerprinting		30.00
3000178630	09/01/2022	BRINK'S INCORPORATED *	01-5800	Open PO - Courier Service		305.74
3000178631	09/01/2022	Bryant, Kristen E	01-5861	Fingerprinting		30.00
3000178632	09/01/2022	BRYCE CHERPELIS DBA OAK BREWING LLC	01-4393	P.D. CLASSIFD REFRESH		1,156.50
3000178633	09/01/2022	Buchner, Roseann	01-4310	READING INTERVENTION		90.00
3000178634	09/01/2022	CAMPTON ELECTRIC	01-4381	BLANKET PO FOR MATERIALS		21.26
3000178635	09/01/2022	CASSARO'S CATERING	01-4393	YOUTH MENTAL HLTH TRAINING		1,311.00
3000178636	09/01/2022	CDW-G	01-4400	NEC REMOTES	421.65	
			01-4445	ORDER: Tech Misc Computers	15.16	
				ORDER: Tech Storage	993.24	
				ORDER: Tech Workstations	5,772.94	7,202.99
3000178637	09/01/2022	Chalmers, Ella M	01-5861	Fingerprinting		30.00
3000178638	09/01/2022	Charbonneau, Matthew J	01-5861	Fingerprinting		30.00
3000178639	09/01/2022	Chavez, Roberta E	01-5861	Fingerprinting		30.00
3000178640	09/01/2022	CRYSTAL CREAMERY	13-4710	BLANKET PO: Dairy purchases		4,841.44
3000178641	09/01/2022	Davis, Amy L	01-5861	Fingerprinting		30.00
3000178642	09/01/2022	Delgado, Maria F	01-5861	Fingerprinting		30.00
3000178643	09/01/2022	ECS REVOLVING FUND	23-6271	STORM WATER CERT. REIMB ECS REVOLVING		2,107.00
3000178644	09/01/2022	ENGLUND MARINE SUPPLY	01-4381	BLANKET PO FOR MATERIALS AND SUPPLIES		104.77
3000178645	09/01/2022	ENVOY PLAN SERVICES TSA CONSULTING	01-3901	Standing PO - Van Vleck Retirement Contribution		150.00
3000178646	09/01/2022	EUREKA ACE HARDWARE	01-4381	BLANKET PO: MAINT. SUPPLIES		42.19
3000178647	09/01/2022	EUREKA NAPA AUTO	01-4362	BPO: Transportation/Motor Pool parts for vehicles		185.81

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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Checks Dated 09/01/2022 through 09/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3000178648	09/01/2022	EUREKA OXYGEN	01-5623	12 FIRE EXT - A.B.		1,171.12
3000178649	09/01/2022	EUREKA READY MIX	01-4381	BLANKET PO FOR MATERIALS AND SUPPLIES		625.33
3000178650	09/01/2022	FASTENAL COMPANY	01-4381	BLANKET PO FOR MATERIALS AND SUPPLIES		147.28
3000178651	09/01/2022	Forbes, Garrett J	01-5861	Fingerprinting		35.00
3000178652	09/01/2022	Forbes, Kara T	01-5861	Fingerprinting		35.00
3000178653	09/01/2022	Fowler, Joseph R	01-4374	CUSTODIAL SUPPL		9.38
3000178654	09/01/2022	FRANZ FAMILY BAKERIES	13-4710	BLANKET PO: Bread purchases		376.58
3000178655	09/01/2022	Garrett, Misty S	01-5861	Fingerprinting		30.00
3000178656	09/01/2022	GOLD STAR FOODS	13-4710	BLANKET PO - Food purchases		4,189.06
3000178657	09/01/2022	GOSSELIN AND SONS	01-4363	BLANKET PO FOR MATERIALS AND SUPPLIES		63.06
3000178658	09/01/2022	Green, Megan E	01-5861	Fingerprinting		30.00
3000178659	09/01/2022	HAL LEONARD LLC DBA NOTEFLIGHT	01-4310	NOTEFLIGHT SOFTWARE		1,574.00
3000178660	09/01/2022	Haynes, Carly C	01-5861	Fingerprinting		30.00
3000178661	09/01/2022	Haynes, Molly J	01-5861	Fingerprinting		30.00
3000178662	09/01/2022	HENSELL MATERIALS	01-4377	Blanket PO for parts and materials	2.19	
			01-4381	Blanket PO for parts and materials	83.41	85.60
3000178663	09/01/2022	HUMBOLDT COMM SERVICES DIST	01-5530	WATER - GRANT/LAF/WINSHIP		3,560.27
3000178664	09/01/2022	Inder Singh	01-5861	Fingerprinting		30.00
3000178665	09/01/2022	Jamerson, Keisha	01-5861	Fingerprinting		30.00
3000178666	09/01/2022	Jared Vodden	01-5861	Fingerprinting		30.00
3000178667	09/01/2022	Jewell, Stacy L	01-4310	OFFICE SUPPLIES		87.18
3000178668	09/01/2022	JOSTEN'S	11-4310	DIPLOMA COVERS ADULT ED		520.49
3000178669	09/01/2022	Kamberg, Debra M	01-4392	P.D. REFRESHMENTS		34.13
3000178670	09/01/2022	Kenya Wolf	01-5861	Fingerprinting		30.00
3000178671	09/01/2022	Lance Oden	01-5861	Fingerprinting		30.00
3000178672	09/01/2022	LANGUAGE LINE SERVICES INC	01-5800	TRANSLATING		442.42
3000178673	09/01/2022	LEARNING WITHOUT TEARS	01-4310	CLASSROOM SUPPLIES		14,231.58
3000178674	09/01/2022	Lillian Kinsey	01-5861	Fingerprinting		30.00
3000178675	09/01/2022	Loren True-R-Buhr	01-5861	Fingerprinting		30.00
3000178676	09/01/2022	Lovio-Coley, Alysia	01-5861	Fingerprinting		30.00
3000178677	09/01/2022	Manzanera, Eduardo F	01-5861	Fingerprinting		30.00
3000178678	09/01/2022	McGibbon, Melinda R	01-4310	CIS SUPPLIES		67.25
3000178679	09/01/2022	MCGRAW HILL	01-4110	Curriculum - Ordered uder "EPO-00001"	97.94	
			01-4310	Please email PO aliyah.utush@mheducation.com	737.40	835.34

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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Checks Dated 09/01/2022 through 09/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3000178680	09/01/2022	MENDES SUPPLY	01-9320	VFS Restock		4,163.27
3000178681	09/01/2022	MILLER FARMS NURSERY	01-4377	BLANKET PO FOR MATERIALS AND SUPPLIES	233.20	
			01-4381	BLANKET PO FOR MATERIALS AND SUPPLIES	64.13	297.33
3000178682	09/01/2022	Mitchel Davis	01-5861	Fingerprinting		30.00
3000178683	09/01/2022	Omwake, Heather L	01-4310	PE STORAGE		159.42
3000178684	09/01/2022	Osuna, Sandra M	01-5210	AVID SUMMER INST TRAVEL		311.21
3000178685	09/01/2022	PIERSON BLDG CENTER	01-4381	Blanket PO for supplies and materials		83.34
3000178686	09/01/2022	PIONEER ATHETICS	01-4377			1,951.59
3000178687	09/01/2022	PPG ARCHITECTURAL FINISHES, IN	01-4381	BLANKET PO for Maintenance		70.04
3000178688	09/01/2022	Pratt, Gabriella	01-5861	Fingerprinting		30.00
3000178689	09/01/2022	PRO PACIFIC FRESH	13-4710	BLANKET PO: Food purchases		6,008.50
3000178690	09/01/2022	Rains, Elizabeth E	01-4310	CLASS SUPPLIES		16.39
3000178691	09/01/2022	RAMONE'S BAKERY & CAFE	01-4393	P.D. REFRESH		288.35
3000178692	09/01/2022	RECOLOGY HUMBOLDT COUNTY	01-4310	CARDBOARD RECYCLING		2,166.67
3000178693	09/01/2022	Saffold, Andrew P	01-5861	Fingerprinting		30.00
3000178694	09/01/2022	Santiago, Alexander	01-5633	BUS PARTS		27.30
3000178695	09/01/2022	Sara Kouzman	01-5861	Fingerprinting		30.00
3000178696	09/01/2022	SCHOOL SPECIALTY LLC	01-9320	VFS Restock		2,717.75
3000178697	09/01/2022	SHN CONSULTING ENGINEERS AND GEOLOGISTS	23-6271	Engineering Fees	602.50	
				INVOICE: Engineering Fees	7,292.30	7,894.80
3000178698	09/01/2022	Smit, Nicole L	01-4393	P.D. LUNCH		269.71
3000178699	09/01/2022	Starr, Maya A	01-5861	Fingerprinting		30.00
3000178700	09/01/2022	Steinbock, Christine A	01-5861	Fingerprinting		30.00
3000178701	09/01/2022	SYSCO	13-4396	OPEN PO: Food & Supplies	50.86	
			13-4710	OPEN PO: Food & Supplies	6,541.07	6,591.93
3000178702	09/01/2022	Thao, Leonardo C	01-5861	Fingerprinting		30.00
3000178703	09/01/2022	Transform Challenging Behavior Barb O'Neill	01-4310	Continued Ed Teachers Plag Grant		897.00
3000178704	09/01/2022	U.S. BANK CORPORATE PMT	01-5207	TRAINING - BREAKTHROUGH COACH	695.00	
			01-5210	CONF. TRAVEL REIMB. BY PERSONAL CK	73.99	
			01-6450	ACCTG SOFTWARE EHS MAIN OFF	349.99	
				ACCTG SOFTWARE MAIN OFFICE	42.50	1,161.48
3000178705	09/01/2022	U.S. BANK EQUIPMENT	01-5623	A.B. COPIER LEASE 500-0564851	1,072.75	
				No WINSHIP COPIER LEASE 500-0531060	347.89	1,420.64
3000178706	09/01/2022	VERIZON WIRELESS	01-4400	booster for tech ctr	204.83	

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Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3000178706	09/01/2022	VERIZON WIRELESS	01-5921	Open PO: ALL VERIZON LINES	50.75	
			01-5922	Open PO: ALL VERIZON LINES	1,559.05	1,814.63
3000178707	09/01/2022	Wenzel, Adrianna	01-5861	Fingerprinting		30.00
3000178708	09/01/2022	WEST COAST PAPER CO.	01-9320	ORDER - Bulk paper for Warehouse (Cooperative Bid)		58.56
3000178709	09/01/2022	WEST ED	01-5800	HEALTHY KIDS		3,023.00
3000178710	09/01/2022	WILLDAN ENERGY SOLUTIONS	01-6250	INVOICE: Contractor Fees		39,488.00
3000179165	09/08/2022	ACSA ASSOC OF CA SCHOOL ADMIN	01-5300	ACSA BOARD MBRSHIPS		1,000.00
3000179166	09/08/2022	ACSA ASSOC OF CA SCHOOL ADMIN	01-5300	ACSA Annual Memberships		3,890.08
3000179167	09/08/2022	ADVANCED SECURITY SYSTEMS	01-4381	BLANKET PO FOR MATERIALS AND SUPPLIES	379.87	
			01-5635	BLANKET PO FOR MATERIALS AND SUPPLIES	770.00	1,149.87
3000179168	09/08/2022	aVENMARG, KATHERINE	13-8699	REFUND LUNCH \$ ON ACCT		50.50
3000179169	09/08/2022	Behrens, Edith L	01-5201	MILEAGE		19.25
3000179170	09/08/2022	BSN SPORTS	01-4310	EHS CR ON OLD ORDER	342.97-	
				EHS CREDIT ON OLD ORDER	491.68-	
				EHS PE SUPPLIES ORIG PO22-00558	128.51	
				ORDER(INVOICE ZANE ASB!): Basketballs, score books	1,195.69	489.55
3000179171	09/08/2022	CALIF SCHOOLS DENTAL COALITION	68-9135	DENTAL OCT 2022		52,198.00
3000179172	09/08/2022	KEENAN & ASSOCIATES, ADMIN	67-9135	VISION OCT 2022		10,895.00
3000179173	09/08/2022	CALIF. SCHOOLS VISION COALITN				
3000179173	09/08/2022	KEENAN & ASSOCIATES, ADMIN				
3000179173	09/08/2022	CAMPTON ELECTRIC	01-4381	BLANKET PO FOR MATERIALS		96.96
3000179174	09/08/2022	CDW-G	01-4310	ORDER: Tech Accessories	4,290.11	
			01-4341	SYN APPS LICENSE	5,460.00	9,750.11
3000179175	09/08/2022	Chairez, Hollie A	01-5861	FINGERPRINTING		30.00
3000179176	09/08/2022	CITY OF EUREKA	11-5861	OPEN PO - CNA FINGERPRINTING		134.00
3000179177	09/08/2022	COALITION FOR ADEQUATE	01-5300	(Invoice) Annual Membership Fee		479.00
3000179178	09/08/2022	COASTAL BUSINESS SYS INC	01-5623	OPEN PO - Folding machine lease		315.25
3000179179	09/08/2022	CRAVEN, JOHN W D/B/A CRAVEN	23-6210	INVOICE: Inspector Fees		24,406.50
		CONSTRUCTION				
3000179180	09/08/2022	CRISIS PREVENTION INSTITUTE	01-5207	WINFIELD RECERTIFICATION		200.00
3000179181	09/08/2022	CRYSTAL CREAMERY	13-4710	BLANKET PO: Dairy purchases		8,026.89
3000179182	09/08/2022	DAN COLLINGS TREE SERVICE	01-4377	ZANE TREE REMOVAL		10,000.00
3000179183	09/08/2022	DOJ OFFICE OF THE ATTORNEY	01-5861	Open PO for Volunteer Fingerprinting		710.00
		GENERAL				

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3000179184	09/08/2022	DON'S RENT ALL	01-4381	BLANKET PO - Grounds	14.20	
			01-5623	BLANKET PO - Grounds	124.53	138.73
3000179185	09/08/2022	Doyle, Brian	01-5201	MILEAGE		10.50
3000179186	09/08/2022	Dutra, Laurie J	13-5201	MILEAGE		46.94
3000179187	09/08/2022	E.L.ACHIEVE INC.	01-4310	Email PO business@elachieve.org	517.95	
				Please email PO to business@elachieve.org	4,953.61	5,471.56
3000179188	09/08/2022	EUREKA ACE HARDWARE	01-4362	OPEN PO: Transp: Parts and supplies		60.77
3000179189	09/08/2022	EUREKA NAPA AUTO	01-4362	BPO: Transportation/Motor Pool parts for vehicles		205.98
3000179190	09/08/2022	EUREKA RUBBER STAMP CO	01-4381	BLANKET PO FOR MATERIALS AND SUPPLIES.		96.89
3000179191	09/08/2022	FRANZ FAMILY BAKERIES	13-4710	BLANKET PO: Bread purchases		471.72
3000179192	09/08/2022	Gast, Jamie K	01-5201	MILEAGE		32.19
3000179193	09/08/2022	GOLD STAR FOODS	13-4710	BLANKET PO - Food purchases		3,130.61
3000179194	09/08/2022	Grant, Janis	01-5201	MILEAGE		21.00
3000179195	09/08/2022	HEINEMANN	01-4310	CURRICULUM BOOKS		3,088.50
3000179196	09/08/2022	HERITAGE SCHOOLS, INC	01-5852	OPEN PO for invoicing		17,615.00
3000179197	09/08/2022	HSU SPONSORED PROGRAMS FOUND	01-5800	MSW HSU PROGRAM		21,866.30
3000179198	09/08/2022	Johnston, Jennifer J	01-4310	FOOD HANDLERS TOKENS		210.00
3000179199	09/08/2022	Khounsinvong, Chellyn N	13-5201	MILEAGE		22.00
3000179200	09/08/2022	Lenderman, Kristin M	13-5201	MILEAGE		22.25
3000179201	09/08/2022	MAC'S REFRIGERATION SERVICE	13-5800	OPEN PO for Emergency Refrigeration Repairs		144.96
3000179202	09/08/2022	McCarthy, Leonard R	13-5201	MILEAGE		17.50
3000179203	09/08/2022	MCGRAW HILL	01-4110	Curriculum - Ordered uder "EPO-00001"		996.99
3000179204	09/08/2022	McKay, Angela M	13-5201	MILEAGE		11.44
3000179205	09/08/2022	PACIFIC GAS AND ELECTRIC	01-5520	OPEN PO - ELECTRICITY COSTS - ALL SITES	35,508.07	
			12-5520	OPEN PO - ELECTRICITY COSTS - ALL SITES	407.79	35,915.86
3000179206	09/08/2022	Pelren, Harmony	01-5201	MILEAGE		17.50
3000179207	09/08/2022	PIERSON BLDG CENTER	01-4381	Blanket PO for supplies and materials		91.13
3000179208	09/08/2022	POWELL LANDSCAPE MATERIALS	01-4377	BLANKET PO FOR MATERIALS AND SUPPLIES		276.40
3000179209	09/08/2022	PPG ARCHITECTURAL FINISHES, IN	01-4381	BLANKET PO for Maintenance		1,316.59
3000179210	09/08/2022	PRO PACIFIC FRESH	13-4710	BLANKET PO: Food purchases		1,972.30
3000179211	09/08/2022	Ralston, Kevin R	13-5201	MILEAGE		37.44

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3000179212	09/08/2022	RAY MORGAN CO.	01-4310	COPIER STAPLES		64.46
3000179213	09/08/2022	REMIND 101	01-4310	Renewal: Digital subscription. See note		5,556.00
3000179214	09/08/2022	S & L FOOD SALES CO.	13-4396	Open PO: Food & Supplies	3,315.26	
			13-4710	Open PO: Food & Supplies	2,926.90	6,242.16
3000179215	09/08/2022	SCHMIDBAUER LUMBER CO	01-4381	BLANKET PO FOR MATERIALS AND SUPPLIES		876.48
3000179216	09/08/2022	SECURITY LOCK AND ALARM	01-4381	Security Lock and Alarm		25.00
3000179217	09/08/2022	SHN CONSULTING ENGINEERS AND GEOLOGISTS	23-6271	INVOICE: Engineering Fees		2,194.35
3000179218	09/08/2022	SISC III	01-9537	MEDICAL BENEFITS SEPT 2022		575,107.75
3000179219	09/08/2022	Sorden, Jeana S	13-5201	MILEAGE		12.69
3000179220	09/08/2022	STAPLES CREDIT	01-4310	zane office supplies		100.96
3000179221	09/08/2022	SYSCO	13-4396	OPEN PO: Food & Supplies	1,231.07	
			13-4710	OPEN PO: Food & Supplies	13,473.28	14,704.35
3000179222	09/08/2022	T-MOBILE	01-5921	Open PO - STUDENT HOTSPOTS		33,840.00
3000179223	09/08/2022	Temme, Christopher J	13-5201	MILEAGE		3.94
3000179224	09/08/2022	THRIFTY SUPPLY CO	01-4381	BLNKET PO FOR MAINT. SUPPLIES		801.67
3000179225	09/08/2022	Torres, Ben Joaquin	13-5201	MILEAGE		2.88
3000179226	09/08/2022	U.S. BANK BOND ADMIN	01-5884	OBLIGATION BONDS		550.00
3000179227	09/08/2022	U.S. BANK EQUIPMENT	01-5623	BRIDGES - COPIER LEASE 500-0589727	130.11	
				CORP YARD COPIER LEASE 500-0582294	117.35	
			11-5637	CNA COPIER LEASE 500-0589729	112.62	
			12-5623	OPEN PO - WCC COPIER LEASE 500-0559297	290.76	650.84
3000179228	09/08/2022	WELLNESS TOGETHER, INC	01-5207	2022 SMWC CONF. REG X 2		677.66
3000179229	09/08/2022	WEST ED	01-5800	INVOICE:		37,950.00
3000179230	09/08/2022	WILDWOOD SAW	01-4377	*Invoices* Wildwood Saw		467.30
3000179577	09/12/2022	A-Z BUS SALES INC.	01-4362	OPEN PO: Blue Bird school bus replacement parts		459.64
3000179578	09/12/2022	Amaro, Deirdre L	01-5201	MILEAGE		9.32
3000179579	09/12/2022	Amazon Capital Services	01-4310	CLASS SUPPLIES	34.61	
				ORDER Desk Chair from Amazon	174.79	
				ORDER materials	1,082.66	
				Order Shopping Cart	2,112.60	
				ORDER: 6th Grade Science and Math	181.53	
				ORDER: Bins for Community Schools Break Space	191.28	

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3000179579	09/12/2022	Amazon Capital Services		ORDER: Break/Recovery space for classrooms	2,486.84	
				ORDER: Calculators for Lifeskills class	175.98	
				ORDER: Calm Room equipment	4,579.44	
				ORDER: Clipboards for CS program	55.55	
				ORDER: Community Schools supplies	644.27	
				ORDER: Lifeskills classroom supplies	221.15	
				ORDER: PBIS Prizes	324.95	
				ORDER: PL Grant items	1,568.05	
				ORDER: Supplies for safety plan buckets	1,665.05	
				ORDER: Yuko Wenzel Classroom	89.09	
			01-5210	Order:Books for Mental Health grant	288.00	
			01-5888	ORDER CA Flag	106.94	15,982.78
3000179580	09/12/2022	AMN HEALTHCARE ALLIED INC	01-5800	OPEN PO for SLP contracted service invoices		3,800.00
3000179581	09/12/2022	ANIXTER INC	01-4381	BLANKET PO FOR MATERIALS AND SUPPLIES		2,572.67
3000179582	09/12/2022	Cabrero, Giselle V	01-5861	FINGERPRINTING		30.00
3000179583	09/12/2022	CDW-G	01-4310	ORDER: Chromebook Chargers	25,368.61	
				ORDER: Tech Accessories	1,054.26	
			01-4445	ORDER: See notes	6,574.90	32,997.77
3000179584	09/12/2022	CITY OF EUREKA	01-5530	AP OPEN PO - WA WATER (NP)	3,869.58	
				D.O. WATER	642.33	
				WATER - EHS	3,903.49	8,415.40
3000179585	09/12/2022	CITY OF EUREKA - ALARMS	01-5800	INVOICE: False Alarm Fee		50.00
3000179586	09/12/2022	Daugherty, Kimberly K	01-5861	FINGERPRINTING		30.00
3000179587	09/12/2022	Douglass, Samantha K	01-5861	FINGERPRINTING		30.00
3000179588	09/12/2022	ECS REVOLVING FUND	01-5950	POSTAL RETURNED MAIL ACCT		100.00
3000179589	09/12/2022	Evans, Ronda L	01-5201	MILEAGE		63.34
3000179590	09/12/2022	FASTENAL COMPANY	01-4381	BLANKET PO FOR MATERIALS AND SUPPLIES		54.18
3000179591	09/12/2022	Fowler, Joseph R	01-4310	FLOOR MATS		22.46
3000179592	09/12/2022	Gaiera, Heather A	01-5210	AVID CONF. MEALS		222.00
3000179593	09/12/2022	GOSSELIN AND SONS	01-4363	BLANKET PO FOR MATERIALS AND SUPPLIES		337.48
3000179594	09/12/2022	HEINEMANN	01-4310	FOUNTAS BOOKS	4,566.65	
				ORDER: ELA curriculum	2,319.38	6,886.03
3000179595	09/12/2022	JAMES MARTA & COMPANY LLP	01-5800	INVOICE: Auditor Fees		17,650.00

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3000179596	09/12/2022	Johnson, Jennifer L	01-5201	MILEAGE COMMUNITY		21.13
3000179597	09/12/2022	JONES, JULIE	01-5861	FINGERPRINTING		30.00
3000179598	09/12/2022	KEENAN SUPPLY	01-4381	BLANKET PO FOR MATERIALS AND SUPPLIES.		388.18
3000179599	09/12/2022	Latonio, Crystal M	01-5861	FINGERPRINTING		30.00
3000179600	09/12/2022	MANTANI, EDMOND	01-5861	FINGERPRINTING		30.00
3000179601	09/12/2022	MCGRAW HILL	01-4310	Please email PO aliyah.utush@mheducation.com		3,474.74
3000179602	09/12/2022	MCNALLY, BRENDAN	01-5861	FINGERPRINTING		30.00
3000179603	09/12/2022	MENDES SUPPLY	01-9320	VFS Restock		39,818.32
3000179604	09/12/2022	Merideth-Sutke, Michelle A	01-4310	CLASSROOM SUPPLIES		40.93
3000179605	09/12/2022	MISSION LINEN	12-5800	Open PO for Mission Linen biweekly rug service		18.31
3000179606	09/12/2022	PICK, JOHANNA	01-5861	FINGERPRINTING		30.00
3000179607	09/12/2022	PIERSON BLDG CENTER	01-4381	Blanket PO for supplies and materials		119.98
3000179608	09/12/2022	QUADIENT LEASING	01-5950	NO PURCHASING PREPAID POSTAGE		20,000.00
3000179609	09/12/2022	RAMONE'S BAKERY & CAFE	01-4393	P.D. REFRESHMENTS		502.19
3000179610	09/12/2022	RECOLOGY EEL RIVER FORTUNA TRANSFER	01-5800	A/P Open PO for E-Waste		35.20
3000179611	09/12/2022	ROBERTS, SHELBY	01-5861	FINGERPRINTING		30.00
3000179612	09/12/2022	SCHMIDBAUER LUMBER CO	01-4381	BLANKET PO FOR MATERIALS AND SUPPLIES		1,114.20
3000179613	09/12/2022	SCHOOL SPECIALTY LLC	01-4421	Tables for D.O. Board Room (already ordered)		6,172.32
3000179614	09/12/2022	SHAFER'S HARDWARE	01-4377	BLANKET PO: MAINT. SUPPLIES		41.04
3000179994	09/15/2022	Allen, Katherine D	01-5201	MILEAGE		14.88
3000179995	09/15/2022	AMERICAN STAR	01-4310	INVOICE: American Star		418.50
3000179996	09/15/2022	BANK OF MARIN	23-6250	Open PO for EHS Gym Project/Escrow		62,769.03
3000179997	09/15/2022	BICOASTAL MEDIA	01-5831	OPEN PO: ADVERTISING, FLAT MONTHLY AMOUNT		200.00
3000179998	09/15/2022	Boyd, Sarah J	01-5201	MILEAGE		10.38
3000179999	09/15/2022	BRINK'S INCORPORATED *	01-5800	Open PO - Courier Service		300.09
3000180000	09/15/2022	BROWN, MORGAN	01-5800	TRANSLATING		200.00
3000180001	09/15/2022	CALIF. DEPT. OF TAX & FEE ADMI	01-5881	Q1 2022 SALES/USE TX PEN/INT	113.55	
			01-9580	Q1 2022 REVISED SALES/USE TAX	2,337.00	2,450.55
3000180002	09/15/2022	CDW-G	01-4310	ORDER: Tech Accessories		30.33
3000180003	09/15/2022	CRISIS PREVENTION INSTITUTE	01-5300	CPI RECERTIFICATION		200.00
3000180004	09/15/2022	CRYSTAL CREAMERY	13-4710	BLANKET PO: Dairy purchases		5,051.22

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3000180005	09/15/2022	Dudley, Christopher L	01-4310	CLASSROOM POSTERS		78.66
3000180006	09/15/2022	EARTHLY EDIBLES	13-4710	OPEN PO: Local Fruits & Vegetables		180.00
3000180007	09/15/2022	FRANZ FAMILY BAKERIES	13-4710	BLANKET PO: Bread purchases		237.00
3000180008	09/15/2022	GOLD STAR FOODS	13-4710	BLANKET PO - Food purchases		2,427.12
3000180009	09/15/2022	Guerrero, Patricia D	01-4310	ART PENCILS		294.76
3000180010	09/15/2022	Hammons, Trevor	01-4310	NEW STUDENT ORIENTATION SUPPLIES		424.13
3000180011	09/15/2022	Haraldson, Andrew D	01-4310	CLASS POSTER		83.29
3000180012	09/15/2022	HCI AUDIOMETRICS INC.	01-5635	(invoice) Annual service of hearing equip		523.14
3000180013	09/15/2022	KARP, JARED	01-5861	FINGERPRINTING		30.00
3000180014	09/15/2022	LITERACY RESOURCES LLC Heggerty	01-4310	ORDER materials		1,153.44
3000180015	09/15/2022	MANTOVA'S TWO STREET MUSIC	01-4310	A/P Open PO for Elementary Music		841.23
3000180016	09/15/2022	MENDES SUPPLY	01-4376	BLANKET PO LAUNDRY	1,145.14	
			01-9320	VFS Restock	369.51	1,514.65
3000180017	09/15/2022	Miller, Heather J	01-5201	MILEAGE		155.51
3000180018	09/15/2022	MORGAN, JACOB	01-5861	FINGERPRINTING		30.00
3000180019	09/15/2022	POWELL, REENA	01-5861	FINGERPRINTING		30.00
3000180020	09/15/2022	PRO PACIFIC FRESH	13-4710	BLANKET PO: Food purchases		4,754.83
3000180021	09/15/2022	Rollings, Jacquelyn R	01-4310	OFFICE SUPPLIES		73.95
3000180022	09/15/2022	RYE, WILLIAM	01-5861	FINGERPRINTING		30.00
3000180023	09/15/2022	S & L FOOD SALES CO.	13-4710	Open PO: Food & Supplies		2,461.38
3000180024	09/15/2022	SAMMY'S BBQ & CATERING	01-4393	PD REFRESHMENTS		454.75
3000180025	09/15/2022	SCHOOL AND COLLEGE LEGAL SERV.	01-5207	OPEN PO for training registration		315.00
3000180026	09/15/2022	SCHOOL SPECIALTY LLC	01-9320	VFS Restock		23.20
3000180027	09/15/2022	SHAFER'S HARDWARE	01-4310	Open PO for Shafer's Hardware		89.44
3000180028	09/15/2022	SILKE COMMUNICATIONS	01-4310	INVOICE: Walkie-Talkies		4,016.21
3000180029	09/15/2022	SYSCO	13-4710	OPEN PO: Food & Supplies		796.14
3000180030	09/15/2022	THOMPSON BUILDERS	23-6250	Open PO for EHS Gym Project		1,192,611.61
3000180031	09/15/2022	U.S. BANK CORPORATE PMT	01-4310	BOARD MEMBER NAME PLATE	25.54	
				BOARD MEMBER PHOTO	240.90	
				BOARD PHOTOS	1.53	
				BOOKS	487.62	
				BSKETBALL BACKPKS	1,392.94	
				BUSINESS OFF. SUPPLIES	41.90	
				CURRICULUM	5,710.72	
				FRAN TAPLIN PLAQUE	1,037.78	
				MENTAL HEALTH GR MATERIALS	32.73	
				MENTAL HEALTH GRANT MATERIALS	1,465.53	

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3000180031	09/15/2022	U.S. BANK CORPORATE PMT		MENTAL HLTH GR SUPPLIES	628.26	
				OFFICE SUPPL	65.68	
				OFFICE SUPPLIES	461.32	
				PLAY EQUIPMENT	1,196.30	
				WINSH OFF SUPPL	150.68	
				WINSH OFFICE SUPPL	89.53	
				WINSHIP OFF SUPPL	193.94	
			01-4314	PSYCH ASSESSMENTS	250.00	
				PSYCH ASSESSMTS	1,094.93	
			01-4351	OFFICE SUPPLIES	777.72	
			01-4381	A.B. TABLETOP REPL	594.52	
			01-4393	BOARD MTG DINNER	136.02	
				CABINET MTG LUNCH	66.69	
				LUNCH MTG W/TRUSTEE	27.50	
				MEETING REFRESH	9.40	
				P.D. REFRESHMENTS	259.68	
				PD REFRESHMENTS	247.29	
			01-5207	BREAKTHROUGH COACH TRAINING	695.00	
				CAL APT CONF. REGISTRATION	490.00	
				CSBA REG. STUDENT BOARD MBR	100.00	
				CSBA STUDENT BD MBR REG REFUND	100.00-	
			01-5210	VL CONF PARKING	42.00	
				VL CONF TRVL	70.00	
				VL CONF.	1,611.24	
				VL CONF. TRVL AIRFARE	948.13	
			01-5300	EDJOIN SUBSCR	862.50	
				ROTARY MBRSH	470.00	
			01-5831	16 X \$20 ADVERTISEMT	320.00	
				FACEBOOK ADV.	400.00	
				FACEBOOK ADVERTISING	114.75	
				PRINTING - NEW EMPL FOLDERS	881.56	
			01-5881	TOLL BRIDGE FEE	14.35	
			01-5884	TOXIC	22.50	
			01-5950	CCSPP AMENDED GAN POSTAGE	7.85	
				CCSPP GAN POSTAGE	7.85	
			11-4310	BOOKS FOR ADULT ED	532.60	
			12-4310	SCHOOL SUPPLIES	19.22	

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Checks Dated 09/01/2022 through 09/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3000180031	09/15/2022	U.S. BANK CORPORATE PMT	13-4396	BEV. CONTAINER	565.96	
				DISTILLED WATER	9.78	
				POSTERS / PRINTS	530.96	
			13-4710	FOOD	142.32	
				FRESH FRUIT / VEG	199.63	
			23-6250	EHS SCI BLDG APPLIANCES	4,260.93	
				Unpaid Tax	483.52-	29,422.26
3000180032	09/15/2022	U.S. BANK EQUIPMENT	01-5623	EHS 2 COPIER LEASES		181.26
3000180033	09/15/2022	VADAS, KATHRYN	01-5861	FINGERPRINTING		30.00
3000180034	09/15/2022	VALLEY PACIFIC	01-4364	NO ACTION: FOR FUEL	5,887.96	
				Open PO for EHS Athletics Gas	1,381.27	
			01-4365	NO ACTION: FOR FUEL	3,690.52	10,959.75
3000180035	09/15/2022	VARSITY ICE CREAM	01-4310	NEW STUDENT ORIENTAITON TREATS		108.00
3000180036	09/15/2022	WILSON, JENNIFER	01-5861	FINGERPRINTING		30.00
3000180394	09/19/2022	'SPORT & CYCLE	01-4310	INVOICE: Sport & Cycle		3,087.44
3000180395	09/19/2022	ADVANCED SECURITY SYSTEMS	01-4381	BLANKET PO FOR MATERIALS AND SUPPLIES	8.62	
			01-5635	BLANKET PO FOR MATERIALS AND SUPPLIES	95.00	103.62
3000180396	09/19/2022	Amazon Capital Services	01-4310	ORDER: Break/Recovery space for classrooms	9.82-	
				SUMMER SCHOOL SUPPL	693.42	683.60
3000180397	09/19/2022	AMERICAN STAR	01-5851	Open PO for Security Services		3,038.00
3000180398	09/19/2022	BAKER, DOUGLAS	01-5861	FINGERPRINTING		30.00
3000180399	09/19/2022	BIG VALLEY SANITATION	13-5800	(INV) Grease trap pumping 2 times annually		142.00
3000180400	09/19/2022	Budesa, Alex R	01-4310	CLASS SUPPLIES		341.27
3000180401	09/19/2022	Camp, Jessica M	01-4310	CLASS SUPPLIES		102.70
3000180402	09/19/2022	CAMPTON ELECTRIC	01-4381	BLANKET PO FOR MATERIALS		513.58
3000180403	09/19/2022	CATALDO, CHRISTINE	01-5861	FINGERPRINTING		30.00
3000180404	09/19/2022	CDW-G	01-4445	ORDER: See notes		1,013.11
3000180405	09/19/2022	CITY OF EUREKA	01-5800	Open PO for POLICE SERVICES		4,606.44
3000180406	09/19/2022	DON'S RENT ALL	01-5623	BLANKET PO - Grounds		160.18
3000180407	09/19/2022	Eden, Daniel C	01-4393	ELAS REFRESH		104.56
3000180408	09/19/2022	EUREKA ACE HARDWARE	01-4381	BLANKET PO: MAINT. SUPPLIES		42.33
3000180409	09/19/2022	EUREKA GLASS CO.	01-4381	BLANKET PO FOR MATERIALS AND SUPPLIES.		508.58
3000180410	09/19/2022	EUREKA OXYGEN	01-5623	Open PO for tank rentals		193.00

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Checks Dated 09/01/2022 through 09/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3000180411	09/19/2022	EUREKA RUBBER STAMP CO	01-4381	BLANKET PO FOR MATERIALS AND SUPPLIES.		37.95
3000180412	09/19/2022	FASTENAL COMPANY	01-4381	BLANKET PO FOR MATERIALS AND SUPPLIES		212.57
3000180413	09/19/2022	FRANZ FAMILY BAKERIES	13-4710	BLANKET PO: Bread purchases		223.60
3000180414	09/19/2022	Gonsalves, Kari A	01-4393	PD REFRESH		30.55
3000180415	09/19/2022	GOSSELIN AND SONS	01-4377	BLANKET PO FOR MATERIALS AND SUPPLIES		75.00
3000180416	09/19/2022	Hammons, Trevor	01-4393	PD REFRESH		351.60
3000180417	09/19/2022	HUMBOLDT WASTE MANAGEMENT AUTH	01-5511	OPEN PO for Waste Disposal	7,408.90	
			01-5560	BLANKET PO: Green Waste Disposal	136.99	7,545.89
3000180418	09/19/2022	KARGES, VALENCIA	01-5861	FINGERPRINTING		30.00
3000180419	09/19/2022	KEENAN SUPPLY	01-4381	BLANKET PO FOR MATERIALS AND SUPPLIES.		217.48
3000180420	09/19/2022	Kiewel, Laura J	01-5950	POSTAGE		5.68
3000180421	09/19/2022	Lockard, Keri	01-4310	STUDENT SCHOOL SUPPLIES		362.12
3000180422	09/19/2022	MAC'S REFRIGERATION SERVICE	13-5800	OPEN PO for Emergency Refrigeration Repairs		110.00
3000180423	09/19/2022	MARSH, EVERETT	01-5861	FINGERPRINTING		30.00
3000180424	09/19/2022	MENDES SUPPLY	01-4376	BLANKET PO LAUNDRY		366.16
3000180425	09/19/2022	MILL YARD, THE	01-4381	BLANKET PO FOR MATERIALS AND SUPPLIES		433.62
3000180426	09/19/2022	MILLER FARMS NURSERY	01-4381	BLANKET PO FOR MATERIALS AND SUPPLIES		188.54
3000180427	09/19/2022	Miller, Heather J	01-4310	SPED SUPPLIES		53.97
3000180428	09/19/2022	MISSION LINEN	12-5800	Open PO for Mission Linen biweekly rug service		18.31
3000180429	09/19/2022	NORTH COAST REGION CATA	01-5207	FFA FALL ROADSHOW		600.00
3000180430	09/19/2022	OGBURN GILLETTE, LINDA	01-5861	FINGERPRINTING		30.00
3000180431	09/19/2022	PARADIGM HEALTH CARE SERVICES	01-5800	AP - OPEN PO FOR LEA BILLING		703.08
3000180432	09/19/2022	PIERSON BLDG CENTER	01-4377	Blanket PO for supplies and materials	83.86	
			01-4381	Blanket PO for supplies and materials	291.05	374.91
3000180433	09/19/2022	PLATT ELEC SUPPLY INC	01-4381	BLANKET PO FOR MAINTENEANCE SUPPLIES		84.53
3000180434	09/19/2022	POWELL LANDSCAPE MATERIALS	01-4377	BLANKET PO FOR MATERIALS AND SUPPLIES		528.50
3000180435	09/19/2022	PPG ARCHITECTURAL FINISHES, IN	01-4381	BLANKET PO for Maintenance		218.21
3000180436	09/19/2022	PRO PACIFIC FRESH	13-4710	BLANKET PO: Food purchases		4,615.07

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Checks Dated 09/01/2022 through 09/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3000180437	09/19/2022	RAMONE'S BAKERY & CAFE	01-4393	PD REFRESHMENTS		170.35
3000180438	09/19/2022	RAY MORGAN CO.	01-5637	105/106/107 RAY MORGAN MAINT AGR	149.46	
				BLANKET PO TECH MAINT AGR	65.11	
				BPO - WASH -RAY MORGAN MAINT AGR	299.07	
				BPO - WINSHIP RAY MORGAN MAINT	815.91	
				BPO LAF RAY MORGAN COPIER MAINT	847.32	
				BPO MFRC RAY MORGAN MAINT	65.11	
				BPO SUPER MAINT AGR	55.73	
				BPO ZANE - RAY MORGAN MAINT AGR	1,269.12	
				BUS SVCS COPIER AGR	809.17	
				EHS COPIER MAINT	702.29	
				OPEN PO: CORP SECRETARY COPIER MAINT	52.60	
				SEE NOTES: A/P OPEN PO: GRANT MAINT AGR	715.85	
				warehouse copier maint agr	27.64	5,874.38
3000180439	09/19/2022	Rice, Elizabeth N	12-4310	STUDENT SUPPLIES		9.37
3000180440	09/19/2022	S & L FOOD SALES CO.	13-4396	Open PO: Food & Supplies	2,814.86	
			13-4710	Open PO: Food & Supplies	3,243.72	6,058.58
3000180441	09/19/2022	SCHMIDBAUER LUMBER CO	01-4381	BLANKET PO FOR MATERIALS AND SUPPLIES		1,256.24
3000180442	09/19/2022	SECURITY LOCK AND ALARM	01-4381	Blanket PO		43.15
3000180443	09/19/2022	SHAFER'S HARDWARE	01-4377	BLANKET PO: MAINT. SUPPLIES		68.85
3000180444	09/19/2022	SHRED AWARE LLC	01-5800	Open PO		152.44
3000180445	09/19/2022	SYSCO	13-4396	OPEN PO: Food & Supplies	83.90	
			13-4710	OPEN PO: Food & Supplies	3,724.99	3,808.89
3000180446	09/19/2022	THRIFTY SUPPLY CO	01-4381	BLNKET PO FOR MAINT. SUPPLIES		385.73
3000180447	09/19/2022	UNITED RENTALS	01-5623	BLANKET PO FOR MATERIALS AND SUPPLIES		1,146.79
3000180448	09/19/2022	VALLEY PACIFIC	01-4361	TRANSP SUPPLIES		150.44
3000180449	09/19/2022	Wagner, Tammi Z	01-4393	PD REFRESH		16.44
3000180450	09/19/2022	WALKLEY, MEG	01-5800	SSW INTERN TRAINING/PLANNING		1,400.00
3000180451	09/19/2022	WESTERN CHAIN SAW	01-4377	BLANKET PO FOR MATERIALS AND SUPPLIES		135.17
3000180452	09/19/2022	Wirt, Whitney C	01-4310	PBIS AWARDS		26.54
3000180759	09/22/2022	AT&T	01-5922	OPEN PO - 831 - DISTRICT WAN		3,695.20
3000180760	09/22/2022	CASSARO'S CATERING	01-4393	INVOICE: Cassaro's Catering for PD		1,153.68
3000180761	09/22/2022	CDW-G	01-4381	LCD PROJ - PO22-00310		4,151.50

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Checks Dated 09/01/2022 through 09/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3000180762	09/22/2022	CITY OF EUREKA	01-5530	D.O. WATER	2,749.47	
				WATER - ALICE BIRNEY	1,417.37	
				WATER - EHS	8,524.02	
				WATER - TECH CENTER	467.51	
				WATER - ZANE	12,843.35	
				WATER - ZOE	1,199.39	
			12-5530	WATER - WINZLER CC	619.73	27,820.84
3000180763	09/22/2022	CRYSTAL CREAMERY	13-4710	BLANKET PO: Dairy purchases		9,416.03
3000180764	09/22/2022	DON'S RENT ALL	01-5623	BLANKET PO - Grounds		1,011.93
3000180765	09/22/2022	EUREKA NAPA AUTO	01-4362	BPO: Transportation/Motor Pool parts for vehicles		1,668.68
3000180766	09/22/2022	FRANZ FAMILY BAKERIES	13-4710	BLANKET PO: Bread purchases		195.12
3000180767	09/22/2022	GOLD STAR FOODS	13-4710	BLANKET PO - Food purchases		8,307.91
3000180768	09/22/2022	GOSSELIN AND SONS	01-4366	BLANKET PO FOR MATERIALS AND SUPPLIES		148.00
3000180769	09/22/2022	KEENAN SUPPLY	01-4381	BLANKET PO FOR MATERIALS AND SUPPLIES.		12.70
3000180770	09/22/2022	MAC'S REFRIGERATION SERVICE	13-5800	OPEN PO for Emergency Refrigeration Repairs		173.37
3000180771	09/22/2022	MCGRAW HILL	01-4310	Please email PO aliyah.utush@mheducation.com		741.79
3000180772	09/22/2022	MENDES SUPPLY	01-9320	po22-00325 stores	1,113.90	
				VFS Restock	217.63	1,331.53
3000180773	09/22/2022	NORTHCOAST PARTNERS INC D/B/A CRYSTAL SPRINGS BOTTLED WATER	01-5800	DO WATER	163.00	
				EHS WATER	68.00	
				GRANT WATER	90.00	
				LAF WATER	99.00	
				TECH WATER	59.00	
				WATER SERVICE	23.00	
				WINZLER WATER	19.50	
				ZANE WATER	77.00	598.50
3000180774	09/22/2022	PETTY CASH	13-4710	cafeteria petty cash replenish		295.92
3000180775	09/22/2022	PIERSON BLDG CENTER	01-4381	Blanket PO for supplies and materials		27.30
3000180776	09/22/2022	POWELL LANDSCAPE MATERIALS	01-4377	BLANKET PO FOR MATERIALS AND SUPPLIES		1,243.81
3000180777	09/22/2022	PPG ARCHITECTURAL FINISHES, IN	01-4381	BLANKET PO for Maintenance		45.66
3000180778	09/22/2022	PRESENCE LEARNING INC	01-5800	OPEN PO for Speech Services		7,636.13

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Checks Dated 09/01/2022 through 09/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3000180779	09/22/2022	PRO PACIFIC FRESH	13-4710	BLANKET PO: Food purchases		975.45
3000180780	09/22/2022	RAY MORGAN CO.	01-4310	Please order. See note.	1,089.22	
			01-5637	BPO - WASH -RAY MORGAN MAINT AGR	88.58	
				BPO ZANE - RAY MORGAN MAINT AGR	865.73	
				BPO:(2) ZOE AND LRNING	80.53	
				CTR//RMORGAN MAINT AGR		
				BUS SVCS COPIER AGR	281.85	
				EHS COPIER MAINT	819.63	
				SEE NOTES: A/P Open PO: A.B. MAINT AGR	88.70	
				SEE NOTES: A/P OPEN PO: GRANT MAINT AGR	152.79	3,467.03
3000180781	09/22/2022	S & L FOOD SALES CO.	13-4396	Open PO: Food & Supplies	599.98	
			13-4710	Open PO: Food & Supplies	2,110.05	2,710.03
3000180782	09/22/2022	SCHOOL NURSE SUPPLY	01-4310	OPEN PO for health supplies		870.48
3000180783	09/22/2022	SCHOOL SPECIALTY LLC	01-9320			733.55
3000180784	09/22/2022	SPURR	01-5511	Open PO Spurr All Sites	7,853.99	
			12-5511	Open PO Spurr All Sites	78.00	7,931.99
3000180785	09/22/2022	SYSCO	13-4396	OPEN PO: Food & Supplies	293.66	
			13-4710	OPEN PO: Food & Supplies	8,662.26	8,955.92
3000180786	09/22/2022	TCI TEACHERS' CURRICULUM INST	01-4310	Email PO to dmorrow@teachtci.com		151,654.20
3000180787	09/22/2022	U.S. BANK CORPORATE PMT	01-4310	ED TECH RESOURCES	323.05	
				ELEM SUMMER - SUPP	93.51	
				INDIAN ED SUPPL	1,172.47	
				OFFICE SUPPLIES	87.45	
				SUMMER SCH CURR	71.97	
				SUMMER SCH CURR EHS	77.32	
				SUMMER SCH CURR ELE	665.24	
				SUMMER SCH CURR ELEM	30.29	
				SUMMER SCH CURR REFUND	8.50-	
				SUMMER SCH EHS	38.19	
				SUMMER SCH SUPP	257.84	
				SUMMER SCH SUPP EHS	8,713.35	
				SUMMER SCH SUPP ELE	1,159.22	
				SUMMER SCH SUPP MS	1,191.91	
				SUMMER SCH SUPPL	3,803.98	
				SUMMER SCH SUPPL ELE	218.20	
				SUMMER SCH SUPPL MS	281.06	
			01-5210	AVID CONF H V.W	.01	

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Checks Dated 09/01/2022 through 09/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3000180787	09/22/2022	U.S. BANK CORPORATE PMT		AVID CONF HILTON DISPUTED	47.04	
				TRAVEL CHG FEE	100.00	
				VL CONF	1,554.90	
				VL CONF TRVL	41.87	
				VL CONF TRVL - REG	1,848.00	
				VL PUZZ REPAID CK #8729	36.50	
				VL SILVERS REPD CK #97	16.45	
				VL TRVL CHG FEE	175.00	
			73-4310	ASES GRANT WISH LIST	7.53	22,003.85
3000180788	09/22/2022	U.S. BANK EQUIPMENT	01-5623	A.B. COPIER LEASE 500-0564851	1,072.75	
				EHS 2 COPIER LEASES	1,735.66	
			01-5881	PENALTY/INT	98.19	2,906.60
3000181614	09/29/2022	Adams, Nikkole S	01-4310	CLASSROOM SUPPLIES		24.35
3000181615	09/29/2022	AMERICAN FIDELITY ADMIN. SERVICES	01-5800	Open PO for American Fidelity		769.25
3000181616	09/29/2022	ANIXTER INC	01-4381	BLANKET PO FOR MATERIALS AND SUPPLIES		6,334.57
3000181617	09/29/2022	CAMPTON ELECTRIC	01-4381	BLANKET PO FOR MATERIALS		143.94
3000181618	09/29/2022	CDW-G	01-4445	ORDER: Tech Misc Computers		905.68
3000181619	09/29/2022	Charles Mikeal Confer	01-5800	OPEN PO for Invoicing		675.00
3000181620	09/29/2022	CRISIS PREVENTION INSTITUTE	01-5207	Registration		3,499.00
3000181621	09/29/2022	CRYSTAL CREAMERY	13-4710	BLANKET PO: Dairy purchases		8,460.64
3000181622	09/29/2022	DAZEY'S ARCATA	01-4377	BLANKET PO FOR MATERIALS AND SUPPLIES		732.48
3000181623	09/29/2022	DOJ OFFICE OF THE ATTORNEY GENERAL	01-5861	Open PO for Volunteer Fingerprinting		2,353.00
3000181624	09/29/2022	FASTENAL COMPANY	01-4381	BLANKET PO FOR MATERIALS AND SUPPLIES		59.03
3000181625	09/29/2022	FED EX FREIGHT	01-4310	FREIGHT TO RETURN BOOKS		77.00
3000181626	09/29/2022	FRANZ FAMILY BAKERIES	13-4710	BLANKET PO: Bread purchases		108.00
3000181627	09/29/2022	Gast, Jamie K	01-4310	SPED SUPPLIES		44.97
3000181628	09/29/2022	HSU SPONSORED PROGRAMS FOUND	01-5800	MSW - HSU REIMB COSTS		60,336.10
3000181629	09/29/2022	Johnston, Jennifer J	01-4310	CULINARY SUPPLIES		266.61
3000181630	09/29/2022	MENDES SUPPLY	01-4381	*Invoice* Mendes	78,042.41	
				Washing Mach Hoses Mendes	129.76	78,172.17
3000181631	09/29/2022	MILLER FARMS NURSERY	01-4381	BLANKET PO FOR MATERIALS AND SUPPLIES		25.82
3000181632	09/29/2022	PARADIGM HEALTH CARE SERVICES	01-5800	AP - OPEN PO FOR LEA BILLING		200.00
3000181633	09/29/2022	RECOLOGY HUMBOLDT COUNTY	01-4310	OPEN PO: Recology Fee June 22-June 23		2,632.52

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Checks Dated 09/01/2022 through 09/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3000181634	09/29/2022	Rodriguez, Beverly K	73-4310	SCIENCE SUPPLIES		29.09
3000181635	09/29/2022	SCHMIDBAUER LUMBER CO	01-4381	BLANKET PO FOR MATERIALS AND SUPPLIES		422.40
3000181636	09/29/2022	SHAFER'S HARDWARE	01-4377	BLANKET PO: MAINT. SUPPLIES		24.65
3000181637	09/29/2022	Steeves, Robert L	01-4374	CUSTODIAL SUPPLIES		37.12
3000181638	09/29/2022	STOCKTON, TAFFY	01-5800	MHDG CONSULTING 88.25 HRS		8,825.00
3000181639	09/29/2022	THRIFTY SUPPLY CO	01-4381	BLNKET PO FOR MAINT. SUPPLIES		111.05
3000181640	09/29/2022	WILDWOOD SAW	01-4377	Wildwood Saw		402.52
3000181641	09/29/2022	Wilson, Holly R	01-4310	CLASS SUPPLIES		50.93
Total Number of Checks					354	<u><u>3,023,439.01</u></u>

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	GENERAL FUND	294	1,532,931.27
11	ADULT EDUCATION FUND	4	1,299.71
12	CHILD DEVELOPMENT FUND	8	1,461.49
13	CAFETERIA FUND	46	128,840.95
23	EUREKA CITY SCHOOLS ME/	7	1,296,244.22
67	SELF INSURANCE FUND-VISI	1	10,895.00
68	SELF INSURANCE FUND-DEI	1	52,198.00
73	FOUNDATION TRUST FUND	3	51.89
Total Number of Checks		354	3,023,922.53
Less Unpaid Tax Liability			483.52
Net (Check Amount)			<u><u>3,023,439.01</u></u>

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Page 17 of 17

AGENDA ITEM

Agenda Title: Approval of Notice of Scheduling of Organizational Meeting on December 15, 2022
Meeting Date: November 17, 2022
Item: Consent

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Governing Board is asked to approve the December 15, 2022 Board meeting as the annual organizational meeting.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

Per Education Code 35143(a), the Governing Board is required to schedule and notify the County Superintendent of their annual organizational meeting.

Business to be conducted at this meeting will include election of the Board President and Board Clerk per Board protocol, scheduling the 2021 Board meetings, appointing a member to the County Committee on School District Organization and reviewing BP/AR 5116.1(a) Intradistrict Open Enrollment and BP/AR 6145(a) Extracurricular and Cocurricular Activities.

STRATEGIC PLAN/PRIORITY AREA:

Subject does not apply to a Strategic Plan Priority Area

HISTORY *(list previous staff or board action(s) with dates if possible)*

Annual scheduling.

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

N/A

WHO *(list the name of the contact person(s), job title, and site location)*

Fred Van Vleck, Ed.D. - Superintendent

AGENDA ITEM

Agenda Title: Resolution #22-23-009; The Eureka City School District Rescinding Resolution Numbers 21-22-028 (Adopting Level 1 Developer Fee Justification Study) and 21-22-030 (Establishing and Adopting School Facilities Fees)

Meeting Date: November 17, 2022

Item: Consent

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Governing Board is asked to approve Resolution #22-23-009; The Eureka City School District Rescinding Resolution Numbers 21-22-028 (Adopting Level 1 Developer Fee Justification Study) and 21-22-030 (Establishing and Adopting School Facilities Fees).

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

Due to changes in pertinent sections of Government Code and subsequent Assembly Bills, and uncertainty regarding the applicable standards and requirements that applied to a school district conducting an impact fee nexus study, the Governing Board is moving to resolve any outstanding uncertainty regarding compliance with Mitigation Fee Act procedural requirements. Rescinding Resolution Numbers 21-22-028 and 21-22-030 will resolve the procedural uncertainty and preserve the district's ability to engage in substantive consideration of adopting a Level I Developer Fee Justification in the future.

STRATEGIC PLAN/PRIORITY AREA:

Subject does not apply to a Strategic Plan Priority Area

HISTORY *(list previous staff or board action(s) with dates if possible)*

Resolution #21-22-028 and #21-22-030 were approved by the Board at the May 19, 2022 meeting.

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

Potential fiscal impact is undetermined at this time. The cost to prepare the original Developer Fee Justification Fee Study was \$6,675. Assumptions from the original

study estimated \$476,804 in annual collection of residential developer fees.

WHO *(list the name of the contact person(s), job title, and site location)*

Paul Ziegler, Assistant Superintendent of Business Services

ATTACHMENTS:

Description

- ▣ Resolution #22-23-009

RESOLUTION #22-23-009

RESOLUTION OF THE BOARD OF TRUSTEES OF THE EUREKA CITY SCHOOL DISTRICT RESCINDING RESOLUTION NUMBERS 21-22-028 (ADOPTING LEVEL 1 DEVELOPER FEE JUSTIFICATION STUDY) AND 21-22-030 (ESTABLISHING AND ADOPTING SCHOOL FACILITIES FEES)

WHEREAS, on May 19, 2022, the Eureka City School District Board of Trustees (“Board”) held a public hearing on the Developer Fee Justification Study and Proposal for Implementing School Facilities Fees;

WHEREAS, following the May 19, 2022 public hearing, the Board adopted Resolution #21-22-028: Adopting Level 1 Developer Fee Justification Study and Resolution #21-22-030: Establishing and Adopting School Facilities Fees;

WHEREAS, the California Mitigation Fee Act, Government Code §§ 66000 *et seq.* was amended by Assembly Bill 602 effective January 1, 2022;

WHEREAS, Government Code section 66016.5, as modified by California Assembly Bill 602, established specified standards and disclosure requirements applicable to local agencies conducting an impact fee nexus study in connection with the adoption of a new fee;

WHEREAS, Government Code section 66016.5, as modified by California Assembly Bill 602 defines local agency by reference to Government Code section 66000(c);

WHEREAS, AB 2536, approved by the Governor on July 19, 2022 and effective January 1, 2023 clarifies that the standards and requirements specified in section 66016.5 apply to a city, county or special district;

WHEREAS, the legislative history of AB 2536 indicates that the bill amends a drafting error in AB 602 to narrow the applicability of those requirements from local agency, as defined by section 66000, to a city, county or special district;

WHEREAS, there is uncertainty regarding the applicable standards and requirements that applied to a school district conducting an impact fee nexus study in connection with the adoption of a new fee between January 1, 2022 and January 1, 2023;

WHEREAS, the Board desires to resolve any outstanding uncertainty regarding compliance with Mitigation Fee Act procedural requirements; and

WHEREAS, the Board determines that rescinding Resolution Numbers 21-22-028 and 21-22-030 will resolve procedural uncertainty and reserve the Board’s ability to engage in substantive consideration of adoption of a Level 1 Developer Fee Justification Study at a later date if so desired.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Eureka City School District does hereby rescind District Resolution Numbers 21-22-028 and 21-22-030 and hereby finds, resolves, determines, and orders:

1. The recitals listed above are true and correct and the governing Board of Trustees of the Eureka City School District so finds and determines.
2. Resolution Number 21-22-028 is rescinded.
3. Resolution Number 21-22-030 is rescinded.
4. This Resolution shall not prevent the Board from engaging in substantive consideration of adoption of a Level 1 Developer Fee Justification Study at a future date consistent with applicable standards and requirements of the Mitigation Fee Act.
5. District administration is authorized and directed to take the steps necessary or appropriate to effect the terms of this Resolution to include providing notice of this Resolution to the City of Eureka and Humboldt County.

AGENDA ITEM

Agenda Title: Approval of Declaration of Equipment as Surplus and Authorization to Sell
Meeting Date: November 17, 2022
Item: Consent

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Governing Board is asked to authorize the District to sell and/or dispose of surplus school equipment that is no longer suitable or required for school use.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

The following equipment is obsolete and no longer suitable or required for school use at: Eureka High School; Two (2) table saws, #P111 and #P258, Miter saw, #P291 and ECS asset #010085, Griggio planer, model #PSA 630, Powermatic planer, model #209, Powermatic jointer, ECS asset #001358.

STRATEGIC PLAN/PRIORITY AREA:

Applied to the "Fiscal Integrity of the District" portion of the Strategic Plan

HISTORY *(list previous staff or board action(s) with dates if possible)*

Not applicable.

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

There is potential for revenue if items are sold at district surplus sales.

WHO *(list the name of the contact person(s), job title, and site location)*

Paul Ziegler, Assistant Superintendent of Business Services

AGENDA ITEM

Agenda Title: Approval of Minutes from the Regular Meeting on October 27, 2022
Meeting Date: November 17, 2022
Item: Consent

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Governing Board is asked to approve the minutes from the Special Meeting on October 6, 2022 and the Regular Meeting on October 6, 2022.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

Not applicable.

STRATEGIC PLAN/PRIORITY AREA:

Subject does not apply to a Strategic Plan Priority Area

HISTORY *(list previous staff or board action(s) with dates if possible)*

Not applicable.

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

Not applicable.

WHO *(list the name of the contact person(s), job title, and site location)*

Fred Van Vleck, Ed.D. - Superintendent

ATTACHMENTS:

Description

- ▣ Minutes - 10.27.22

Eureka City Schools | Board of Education

District Office - 2100 J Street - Eureka, CA 95501

Frances H. Taplin Board Room

Regular Meeting

6:30 PM

October 27, 2022

MINUTES

A. EMPLOYEE RECEPTION (4:30 p.m.)

B. CALL TO ORDER OF OPEN SESSION

President Ollivier called the open session to order at 5:00 p.m.

Members Present: Duncan, Johnson, Ollivier, Rebholtz

Members Absent: Fernandez

Staff Present: Van Vleck, Ziegler, Storts, Will, Claussen, Harris

C. BOARD RECOGNITION

- (1) Newly Hired, Newly Permanent Certificated and Classified Employees

Renae Will, Executive Director of Personnel and Public Affairs, provided an overview of the recognition and Site/Department Administrators introduced their newly hired and newly permanent certificated and classified employees.

D. PUBLIC COMMENT ON CLOSED SESSION ITEMS

Members Present: Duncan, Johnson, Ollivier, Rebholtz, Fernandez

Members Absent: None

Staff Present: Van Vleck, Ziegler, Storts, Will, Claussen, Harris

No public comment on closed session Items E(2) through E(5).

E. CLOSED SESSION (Closed to Public) (Room 118)

President Ollivier moved the meeting to closed session to discuss closed session Items E(2) through E(5).

- (2) Employee Discipline, Dismissal, Release, Appoint, Accept the Resignation of or Otherwise Affect the Employment Status of a Public Employee (GC § 54957)
- (3) Public Employment (Gov. Code §54957) - See Personnel Action Report Consent Agenda Item No. M(11)

- (4) Public Employee Appointment (Gov. Code §54957) - See Personnel Action Report Consent Agenda Item No. M(11)
- (5) Conference with Labor Negotiator Superintendent Van Vleck Regarding Eureka Teachers Association, Classified White and Blue Collar Units, and/or Unrepresented Employees (Confidential and Classified and Certificated Management) (GC § 54957.6)

F. RECONVENING OF OPEN SESSION

President Ollivier reconvened the meeting at 6:30 p.m.

Members Present: Duncan, Johnson, Ollivier, Fernandez, Rebholtz, Smith

Members Absent: None

Staff Present: Van Vleck, Ziegler, Storts, Will, Claussen, Harris

G. REPORT OUT FROM CLOSED SESSION

There was no action to report on closed session items.

H. PLEDGE OF ALLEGIANCE TO THE FLAG – Zane Middle School

Students the Leadership and ASB groups at Zane Middle School led the Board in the pledge of allegiance.

I. PUBLIC HEARING

- (6) Notice of Public Hearing - Compensation Increase for Classified, Certificated, Classified Management, Certificated Management, and Confidential Administrative Assistants and Approval of Revised Salary Schedules

No public comment.

J. ADJUSTMENTS TO THE AGENDA

- (7) Approval of the Agenda

No adjustments to the Agenda.

It was M/S by Duncan/Fernandez to approve the Agenda. Student Board Representative: yes 1, no 0, absent 0. Governing Board: yes 5, noes 0, absent 0. Motion carried.

K. INFORMATION

- (8) Student Reports – No student reports.
- (9) Superintendent's Report – Van Vleck thanked the Personnel Department for putting on the Employee Recognition. It was great to see all the new and permanent employees.

(10) Board Members' Reports

Smith notes she will be contacting the Leadership Teams at Zane and Winship, and the elementary schools, and will provide a report to the Board. Smith reported out on homecoming nominations, winners, and sporting events. Student Government is working on the Thanksgiving Baskets for the Marshall Family Resource Center. Students are looking forward to the holiday season.

Rebholtz attended the Multicultural Night at Zane, which was a fun event. She enjoyed seeing the students and heard some great presentations. She also attended the Homecoming Parade at Eureka High School and will be attending the Halloween event at Washington.

L. PUBLIC COMMENT ON NON-AGENDA ITEMS

No public comment.

M. CONSENT CALENDAR

It was M/S by Johnson/Duncan to approve the following Consent Calendar items:

- (11) Approval of Personnel Action Report No. 5
Referred to the Board by:
Renaë Will, Executive Director of Personnel Services of Public Affairs
- (12) Approval of Expanded Learning Opportunities Program Plan
Referred to the Board by:
Gary Storts, Assistant Superintendent of Educational Services
- (13) Approval of Eureka High School Science Building Project Contingency Fund
Referred to the Board by:
Paul Ziegler, Assistant Superintendent of Business Services
- (14) Approval of September 2022 Warrants
Referred to the Board by:
Paul Ziegler, Assistant Superintendent of Business Services
- (15) Agreement between Eureka City Schools (ECS) and Craven Construction Services for Inspection Services: Eureka High School Science Building Project
Referred to the Board by:
Paul Ziegler, Assistant Superintendent of Business Services
- (16) Approval of Independent Audit Agreement between James Marta & Company LLP and Eureka City Schools (ECS)
Referred to the Board by:

Paul Ziegler, Assistant Superintendent of Business Services

- (17) Approval of Measure S Bond Audit Agreement between James Marta & Company LLP and Eureka City Schools (ECS)
Referred to the Board by:
Paul Ziegler, Assistant Superintendent of Business Services
- (18) Approval of Measure T Bond Audit Agreement between James Marta & Company LLP and Eureka City Schools (ECS)
Referred to the Board by:
Paul Ziegler, Assistant Superintendent of Business Services
- (19) Approval of Declaration of Equipment as Surplus and Authorization to Sell
Referred to the Board by:
Paul Ziegler, Assistant Superintendent of Business Services
- (20) Approval of Minutes from the Special Meeting on October 6, 2022 and Regular Meeting on October 6, 2022
Referred to the Board by:
Fred Van Vleck, Ed.D., Superintendent
- (21) Approval of Resolution #22-23-008 American Indian Heritage Month November 2022
Referred to the Board by:
Gary Storts, Assistant Superintendent of Educational Services
- (22) Approval of the 2022-2023 Career and Technical Education Advisory Committee
Referred to the Board by:
Gary Storts, Assistant Superintendent of Educational Services
- (23) Approval of the Quarterly Report to the Governing Board as Mandated by the State, In Regards to the Williams Lawsuit
Referred to the Board by:
Gary Storts, Assistant Superintendent of Educational Services

Student Board Representative: yes 1, no 0, absent 0. Governing Board: yes 5, noes 0, absent 0. Motion carried.

N. DISCUSSION/ACTION

- (24) Approval of Compensation Increase for Classified, Certificated, Classified Management, Certificated Management, and Confidential Administrative Assistants and Approval of Revised Salary Schedules
Referred to the Board by:
Renaë Will, Executive Director of Personnel Services of Public Affairs

Will addressed the Board and requested they formally approve the 5% increase, which will apply to all employee groups, as well as the updated salary schedules.

Trustees thanked the staff for their hard work and appreciates the work being done throughout the District. One Trustee notes a specific appreciation for Superintendent Van Vleck and Assistant Superintendent Ziegler for the transparency and clarity on the available funds. The Board hopes this increase will help employees.

It was M/S by Duncan/Ollivier to approve the Compensation Increase for Classified, Certificated, Classified Management, Certificated Management, and Confidential Administrative Assistants and Approval of Revised Salary Schedules. Student Board Representative: aye 1, no 0, absent 0. Governing Board: ayes 5, noes 0, absent 0. Motion carried.

- (25) Approval of Change Order No. 4: EHS Gymnasium Project
Referred to the Board by:
Paul Ziegler, Assistant Superintendent of Business Services

Ziegler requests the Board approve a change order for approximately \$93k relating to the EHS gymnasium project. These are not contractor change orders and about \$63k are District requested upgrades/changes. Overall, it is impressive that there have been so few change orders with this large of a project. Van Vleck thanked Ziegler, Batini, and the ECS Team, for all their hard work. At this point, it is estimated substantial completion gymnasium will occur in late Winter/early Spring 2023.

It was M/S by Duncan/Fernandez to approve Change Order No. 4: EHS Gymnasium Project. Student Board Representative: aye 1, no 0, absent 0. Governing Board: ayes 5, noes 0, absent 0. Motion carried.

- (26) Master Facility Plan Update
Referred to the Board by:
Paul Ziegler, Assistant Superintendent of Business Services

Ziegler presented to the Board on the updated Master Facility Plan. Staff does a walk around and inspection at each site, which is how items/projects are identified in the Master Facility Plan. This plan is a "living plan" and changes on almost a monthly basis as it is updated/re-evaluated as staff move through the processes. The plan assumes a ten-year outlook. Some of the items, identified as "1" are still dependent on supplies, materials, availability, and findings. Not all costs are captured in the plan. Ziegler reviewed Priorities 1-7 and projected spending by site.

It was M/S by Johnson/Fernandez to approve Change Order No. 4: EHS Gymnasium Project. Student Board Representative: aye 1, no 0, absent 0. Governing Board: ayes 5, noes 0, absent 0. Motion carried.

O. DISCUSSION

- (27) Update on Community Schools
Referred to the Board by:
Fred Van Vleck, Ed.D., Superintendent

Van Vleck notes the District has a five-year grant for Community Schools. He introduced the Director of Community Schools, Ronda Evans, who presented to the Board. Evans reviewed the meaning of “community schools” which can be both a plan but also a philosophy. Community schools provide wraparound services for students and families. Each community school is a representation of the school site and the students attending the schools. The District currently has community schools at Alice Birney, Lafayette, and Grant, and will be applying for funding for Washington, Winship, Zane, and Zoe.

Evans reviewed the community schools model and impact on students. She reviewed the four pillars of community schools and the objectives at the Wellness Center. The Wellness Center, located on the EHS campus, is an example of a community school in action. Evans reviewed the timeline for opening the Wellness Center (the hub), a description of the community school classrooms (mini-Wellness Centers), the 6-month goals, and future projections.

- (28) Presentation on Eureka City Schools Bullying Prevention Update
Referred to the Board by:
Lisa Claussen, Director of Student Services

Claussen provided an update to the Board on supports and policies in place at ECS to help prevent bullying. Claussen reviewed Board policies, the ECS philosophy, relevant sections of the Strategic Plan, and information from the CA Health Kids Survey. Claussen notes some of the equity audit work by Prismatic has provided additional insight on bullying issues/concerns. Claussen reviewed the types of bullying, the distinction between amount/duration, etc. and the steps ECS has taken to help prevent bullying at the elementary, middle school, and high school levels. She also reviewed steps taken to prevent cyberbullying.

- (29) Equipment Replacement Needs
Referred to the Board by:
Paul Ziegler, Assistant Superintendent of Business Services

Ziegler provided the annual update to the Board on the District’s equipment replacement needs. He reviewed the status of the District’s school bus fleet and equipment relating to operations and maintenance, food services, and technology.

- (30) Transportation Update
Referred to the Board by:
Paul Ziegler, Assistant Superintendent of Business Services

There continues to be a bus driver shortage. The District is currently down to three bus drivers. The District can get by with nine bus drivers but it would be ideal to have 10-12. The District recently agreed on an MOU with the classified unit that includes a \$12,000 incentive program that applies to both current and new employees. Bus drivers have the opportunity be full-time employees and will be paid bus driver wages for all hours worked regardless of the work being that is performed. Ziegler reviewed the marketing efforts by the District including sponsored posts on social media, radio ads, banners, etc. If current recruitment efforts do not work, it is possible the District will consider creating a bus monitor position to provide support for the bus driver.

- (31) Elementary Attendance Boundaries
Referred to the Board by:
Paul Ziegler, Assistant Superintendent of Business Services

Ziegler presented to the Board regarding the elementary attendance boundaries. The District has not adjusted the elementary boundaries since 2013 when the 6th-grade classes were moved to the middle school sites. There is a lot of inter/intradistrict movement among the sites. Staff believes balancing the elementary schools is in the best interest of students and the District. If the Board is interested in seeing what options are available to move toward balancing our elementary sites, staff will bring options back to the Board in November for consideration. Ziegler noted that changing the boundaries will be based on projections and birthing patterns and family mobility around the city could impact the projections.

Board members note a need for equitable schools in terms of socio-economic and ethnicity. The District needs to look at the boundaries to make sure they are not creating an affluent school and ethnic concentrations. Ziegler conveyed, if the District changes the attendance boundaries, students and siblings will be grandfathered in if they are already attending a school outside of their school of residence (SOR).

Balancing boundaries can positively impact busing, as the routes can be more streamlined. The staff recognized there are concerns that families may choose to move their children out of the District if they cannot attend a school outside of their SOR. It also creates a concern if the District allows students to move into the District (on an interdistrict) and attend their school of choice but does not allow families within ECS to choose. There is also a concern in this model that it will force the creation of more combination classes.

The Board would like to discuss options involving a maximum number of students at each site, in an effort to balance the enrolment. Any changes to the boundaries need to be equitable. The Board would like to see the data to see the socioeconomic data for current students if they stayed at their SOR.

The Board requested staff to bring back two options for them to consider in the November meeting. In each of the options, the Board would like the number of students each site is projected to have, the projected socio-economic breakdown of each site, and the projected ethnic breakdown of each site. Option 1: Eliminate/minimize the intra-district transfers to build neighborhood schools. In this option, the boundaries will be developed to have a balance, plus or minus 10%, of 350 students. Some intra-districts will be allowed to balance out classes. Option 2: Balance out the attendance boundaries of the four elementary schools, however, continue to allow intra-district transfers. In this option, a maximum number classes at each site will be developed and intra-district transfers will be stopped once this maximum number of classes is achieved.

- (32) Annual Report to the Board on the English Learner Progress (as per BP 6174 (g))

Referred to the Board by:

Gary Storts, Assistant Superintendent of Educational Services

Storts addressed the Board and provided the annual report to the Board on English learner progress. He reviewed data from DataQuest showing stats for English Learner progress at all sites over a period of time. He also reviewed CAASPP data and noted growth, which is setting a positive trend. Storts notes an appreciation to the teachers and EL support staff who are supporting this positive growth. Data from ELPAC was also reviewed, showing summative data, performance levels, and matched student growth.

- (33) Policy Updates from CSBA - June 2022 (First Review)

Referred to the Board by:

Fred Van Vleck, Ed.D., Superintendent

This is the first review of these policies. The policies will come back to the Board on Consent.

P. CLOSED SESSION

Closed session did not continue.

Q. RECONVENING OF OPEN SESSION

Not applicable. Closed session did not continue.

R. REPORT OUT FROM CLOSED SESSION

Not applicable. Closed session did not continue.

S. INFORMATIONAL ONLY ITEMS

T. ADJOURNMENT

President Ollivier adjourned the meeting at 8:31 p.m.

Respectfully submitted,

Fred Van Vleck, Ed.D.
Secretary of the Board of Education

Micalyn Harris, Recording Secretary

AGENDA ITEM

Agenda Title: Approval of Agreement between Eureka City Schools (ECS) and Humboldt Office of Education (HCOE): 2022-23 Special Education Pupil Transportation

Meeting Date: November 17, 2022

Item: Consent

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Governing Board is asked to approve the continuing agreement with HCOE to provide transportation for special education students.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

HCOE provides a cooperative transportation agreement for special education students who have special needs or are handicapped and must cross district boundary lines. The district reimburses HCOE for the state unfunded cost.

STRATEGIC PLAN/PRIORITY AREA:

Subject does not apply to a Strategic Plan Priority Area

HISTORY *(list previous staff or board action(s) with dates if possible)*

Annual agreement since 1981.

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

Cost for 2022-23 services is determined according to the cost sharing formula (Attachment A). Per Attachment A, the projected district portion for 2022-23 is \$301,735.33.

WHO *(list the name of the contact person(s), job title, and site location)*

Paul Ziegler, Assistant Superintendent of Business Services

ATTACHMENTS:

Description

- ▢ Agreement

August 25, 2022

MEMORANDUM

TO: District Superintendents

FROM: Christine Marney, Director of Transportation

SUBJECT: 2022-2023 SPECIAL EDUCATION PUPIL TRANSPORTATION

Attached please find the Agreement to Transport Special Education Pupils for the upcoming year and a preliminary Special Education Transportation Cost Sharing Formula for planning purposes. There have been no changes to the language in the agreement or the cost formula.

Cost Containment

The Humboldt County Office of Education is committed to keeping transportation costs to a minimum while continuing to provide safe and efficient services.

Formula History

The cost sharing formula (Attachment A, the Agreement to Transport Special Education Pupils for the 2022-2023 fiscal year) is based on a formula that was developed a several years ago by a SELPA Ad Hoc Committee consisting of a group of district superintendents, business managers, transportation directors and SELPA staff. The committee's goal was to develop a formula that is reflective of the decentralized nature of program delivery and the fluctuating number of students being transported. The cost sharing formula continues to be based upon the number of students and the number of miles each student is transported. This formula treats these two criteria equally.

Contract Information

Our proposed budget projects the total costs to transport roughly 100 students to be about \$ 1,253,243 for 2022-2023. The projected unfunded cost is \$702,930.

The 2022-2023 numbers are based on the number of districts who plan to participate as of August 2022. **The costs are also based on the assumption that the school calendar, bell times and school locations will stay the same as in 2021-2022.** If any of the factors change, it could cause a change in the total cost of transportation.

As a reminder, we ask that you sign the contract regardless of whether you have Special Education students to transport as that may change throughout the year. You will NOT be charged unless you use this service to transport Special Education students.

We continue to believe that county-wide special education services provide the best economy of scale overall, and we are committed to this concept. Please review the Agreement and **return a completed contract by September 6, 2022 to Chelsey Morris.**

Please feel free to give Christine Marney a call at 707-445-7090 if you have questions.
Thank you.

CM:cm

Enclosures

c: Corey Weber

Carly Wallace

Humboldt County Office of Education

**AGREEMENT TO TRANSPORT SPECIAL EDUCATION PUPILS
2022-2023 Fiscal Year**

This Agreement is entered into this 27th day of October, 2022,
between the Humboldt County Office of Education, hereinafter referred to as "HCOE" and the
Eureka City School District, hereinafter referred to as "District."

WHEREAS, the HCOE and the District agree that it is mutually beneficial to consolidate all or some of their special education transportation programs such that the HCOE shall transport pupils on behalf of the District.

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

1. The HCOE agrees to provide transportation services for pupils residing in the District and attending special education schools and classes operated by the HCOE. Actual transportation may be provided under an agreement between the HCOE and a private contractor, another school district, or the HCOE itself.
2. The HCOE additionally may agree to provide for the transportation of special education pupils to schools or classes operated by districts.
3. The HCOE will serve as the contract agency in dealing with parents to establish systems, resolve problems and answer questions related to pupil transportation. The district agrees to provide student information necessary to complete and implement school bus routes and agrees to provide such information in a timely manner and by deadlines established by the HCOE. The district will designate one of its employees to serve as the contact person between the district and HCOE for matters related to this agreement.
4. The district will be responsible for filing any reports required by the California Department of Education related to pupil transportation. The HCOE agrees to provide the district with any information it possesses that is necessary for completion of the report.
5. For, and in consideration of these services, the district agrees to reimburse the HCOE for the unfunded cost of specified pupil transportation in accordance with the formula detailed in Attachment A. The HCOE will estimate the regular and extended school year transportation costs at the beginning of each fiscal year. Then, at the end of the second quarter, HCOE will distribute an updated Special Education Transportation Cost Sharing Formula spreadsheet with the most recent budgeted costs and district student counts. The district authorizes the HCOE to transfer quarterly from the general fund an amount equal to 1/4th of the estimated and then updated annual charge. On or about June 30, the HCOE will compute final charges using actual expenditure data and take action to refund any overpayment or bill for any underpayment.
6. The term of this agreement shall be for a one-year period beginning with the first day of the extended year of the 2022-2023 school year and ending on the last day of the regular school year that transportation is provided.

7. This contract may continue thereafter on a yearly basis unless written notification of intent not to renew is provided by either party prior to the 1st day of January of any year in which services are rendered, to be effective at the end of the current service period.
8. It is expressly understood and agreed by both parties herein that the HCOE, while engaged in carrying out and complying with any and all of the terms and conditions of the agreement, is an independent contractor and is not an agent or employee of the district.
9. In compliance with the provisions of Section 814 et al. of the Government Code of the State of California, each party herein agrees to indemnify and hold harmless the other party from all liability for damage, actual or alleged, to persons or property arising out of, or resulting from, negligent acts or omissions of the indemnifying party.
10. For purposes of this agreement, all students transported will be transported in accordance with the Humboldt County Office of Education Special Education Transportation Safety Plan.
11. For purposes of receiving monthly pupil reports for the Humboldt County Office of Education, Tiffany James will be the district contact person.

Name

**HUMBOLDT COUNTY OFFICE
OF EDUCATION**

By _____

Title _____

Date _____

Eureka City Schools

SCHOOL DISTRICT

By 

Title Asst. Superintendent

Date October 27, 2022

Contact Person Paul Ziegler

Humboldt County Office of Education

SPECIAL EDUCATION TRANSPORTATION**COST SHARING FORMULA**

The following formula will be used to compute the cost of transporting Special Education students which exceed the available revenues from the State and the prorated share of these unfunded costs for each participating district:

Total transportation program costs:

LESS state transportation aid and other income EQUALS an Unfunded Cost

The Unfunded Costs shall be prorated to each school district as follows:

50 % of Unfunded Cost divided up by students transported

50 % of Unfunded Cost divided by cost per mile

Annual miles are calculated as follows:

6 miles round trip per day minimum from district office to school site
(Figured by use of Google Maps) for the first student

PLUS

3 miles per day for each additional student

MULTIPLIED BY

200 days

Charges will be billed directly to the school district of residence for the student that incurs them as follows:

- Transportation of a student other than in a School Bus
- A one on one bus aide as required by Individualized Education Program team
- Other transportation-related costs required by the Individualized Education Program team

PUPIL COUNTS

On the first Wednesday of each month, the HCOE Transportation Department shall identify the total number of students assigned to HCOE school bus routes for each district. This shall be considered to be the monthly number of students transported for each district. The HCOE shall then use the number of students and days transported to calculate the amount due under the contract.

These counts shall be distributed to each district by the first Friday of the month for their review, approval and/or correction. All corrections shall be due back to the HCOE Transportation Supervisor within 10 working days of distribution. If no corrections are received by the tenth working day, the counts will be considered correct and district billings will be submitted to the HCOE business office for processing.

Special Education Transportation Cost Sharing Formula
Cost Sharing on Weighted Per Mile and Per Pupil Basis

Date: August 4, 2022
Student count as of August 2022
File: 2022/2023

Total Excess Cost = \$ 702,930.00

50% of Excess Cost:	\$ 351,465.00
Divided by Annual Miles:	134,000.00
Excess Cost by Mile:	\$ 2.62

50% of Excess Cost:	\$ 351,465.00
Divided by Students Transported:	100
Excess Cost Per Student	\$ 3,514.65

District	Total Students	50% of Cost Per Student	Estimated # Miles	50% of Cost Per Mile	Total Cost
Arcata Elem.	0	-		-	-
Bridgeville	0	-		-	-
Cuddeback	0	-		-	-
Cutten	5	17,573.25	5,000	13,114.37	30,687.62
Eureka USD	56	196,820.40	40,000	104,914.93	301,735.33
Ferndale USD	0	-	-	-	-
Fieldbrook	0	-		-	-
Fortuna Elem	15	52,719.75	20,000	52,457.46	105,177.21
Fortuna High	15	52,719.75	19,500	51,146.03	103,865.78
Freshwater	0	-	-	-	-
Green Point	0	-		-	-
Garfield	0	-		-	-
HCOE	0	-		-	-
Hydesville	1	3,514.65	3,500	9,180.06	12,694.71
Jacoby Creek	0	-		-	-
Klamath-Trinity	0	-		-	-
Kneeland	0	-		-	-
Loleta	0	-		-	-
Mattole	0	-		-	-
NUHCS	1	3,514.65	7,000	18,360.11	21,874.76
Pacific Union	1	3,514.65	12,500	32,785.91	36,300.56
Peninsula	1	3,514.65	9,500	24,917.29	28,431.94
Rio Dell	1	3,514.65	6,500	17,048.68	20,563.33
Scotia	1	3,514.65	4,000	10,491.49	14,006.14
South Bay	3	10,543.95	6,500	17,048.68	27,592.63
Trinidad	0	-		-	-
	100	\$ 351,465.00	134,000	\$ 351,465.01	\$ 702,930.01

AGENDA ITEM

Agenda Title: Approval of the Williams Visit Report

Meeting Date: November 17, 2022

Item: Consent

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Governing Board is being asked to receive summary results of our 2022 Williams compliance site visits at Alice Birney Elementary and Zane Middle School.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

The purpose of the on-site review as specified by California Education Code 1240 is three-fold; 1. To determine if students have sufficient standards-aligned instructional materials, 2. Determine if there is any facility condition that poses an emergency or urgent threat to pupil or staff safety, and 3. Determine if the school has provided accurate data on the annual school accountability report card related to the sufficiency of instructional materials and the safety, cleanliness, and adequacy of school facilities, including "good repair."

STRATEGIC PLAN/PRIORITY AREA:

Strategic Plan/Priority Areas 1,2, 12 & 14

HISTORY *(list previous staff or board action(s) with dates if possible)*

This is an annual review.

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

There is no cost associated with this item.

WHO *(list the name of the contact person(s), job title, and site location)*

Gary Storts, Assistant Superintendent Educational Services

ATTACHMENTS:

Description

- Williams Settlement Annual Report 2022

October 21, 2022

Lisa Ollivier, Board President
Eureka City Schools
2100 J Street
Eureka, CA 95501

Subject: 2022-2023 Williams Settlement Site Visit Report

Dear Ms. Ollivier and Board Members:

California Education Code Section 1240 requires that I, or HCOE staff on my behalf, visit schools identified in our county, review information in the areas noted below, and report to you the results of my visits and reviews. I am pleased to provide, for submission to the district's governing board at a regularly scheduled November meeting, the annual report for fiscal year 2022-2023. This report presents the results of the visit and review of Alice Birney Elementary and Zane Middle School.

The purpose of the visit(s), as specified in California Education Code 1240, was to:

1. Determine if students have *sufficient* standards-aligned instructional materials;
2. Determine if there is any facility condition that *poses an emergency or urgent threat to the health or safety of pupils or staff*; and
3. Determine if the school has provided accurate data on the annual school accountability report card related to the sufficiency of instructional materials and the safety, cleanliness, and adequacy of school facilities, including "good repair."

The law further requires that I annually monitor and review teacher misassignments and teacher vacancies. This information is publicly reported on the California Statewide Assignment Accountability System (CalSAAS) platform.

Before proceeding with the report, let me define some basic terms:

- *Sufficient textbooks or instructional materials* means each pupil, including English language learners, has a standards-aligned textbook or instructional materials, or both, to use in class and to take home.
- A school facility condition that poses an *emergency or urgent threat* is a *condition that poses a threat to the health or safety of pupils or staff while at school*. *Good Repair* means the school facilities are clean, safe and functional as determined pursuant to the school Facility Inspection Tool (FIT).

Alice Birney Elementary**Instructional Materials**

As reported on the schoolwide Instructional Materials survey completed by site administration, and verified on the site visit on September 15, 2022, as well as purchase invoices, instructional materials were found to be sufficient.

School Facilities

Humboldt County Office of Education (HCOE) staff reviewed the results of the FIT completed by school personnel and verified the accuracy of information reported. As reported on the school's annual FIT inspection, dated August 14, 2022, the school is in good repair with no conditions that pose an emergency or urgent threat to the health or safety of pupils or staff.

School Accountability Report Card

Information on the SARC was available on the website at the time of the visit and contained information for the required elements.

Teacher Misassignments

For the 2021-2022 school year, according to the Schools Identified for Williams Monitoring list, 0% of teachers were reported as misassigned. A review of 2021-2022 CalSAAS data found that all teachers were properly authorized.

Zane Middle School**Instructional Materials**

As reported on the schoolwide Instructional Materials survey completed by site administration, and verified on the site visit on September 15, 2022, as well as purchase invoices, digital licenses, and library inventory, instructional materials were found to be sufficient.

School Facilities

HCOE staff reviewed the results of the FIT completed by school personnel and verified the accuracy of information reported. As reported on the school's annual FIT inspection, dated September 1, 2022, the school is in fair repair with no conditions that pose an emergency or urgent threat to the health or safety of pupils or staff.

School Accountability Report Card

Information on the SARC was available on the website at the time of the visit and contained information for the required elements.

Teacher Misassignments

For the 2021-2022 school year, according to the Schools Identified for Williams Monitoring list, 0% of teachers were reported as misassigned. A review of 2021-2022 CalSAAS data found that all teachers were properly authorized.

Please extend to your governing board, administration and site staff my appreciation for their professionalism in addressing the compliance requirements for the Williams Settlement Legislation. If you need any clarification or assistance in regard to this report, please feel free to call me at (707) 445-7030.

Sincerely,



Michael Davies-Hughes
County Superintendent of Schools

Attachments: Williams Settlement Site Visit Form

cc: Fred Van Vleck, District Superintendent
Kristin Sobilo, Alice Birney Elementary
Tammi Wagner, Zane Middle School
Humboldt County Board of Education
Humboldt County Board of Supervisors

Eureka City Schools

A. Instructional Materials

Instructional Materials Review

- ☒ Inventory submitted by the end of first week of school
- ☒ Instructional materials inventory demonstrate sufficient materials for current enrollment (purchase orders and invoices provided to demonstrate sufficiency if needed)
- ☒ Sufficient district approved instructional materials verified on day of site visit
 - ☐ Science lab equipment reviewed (if required)

B. School Facilities

- ☒ COE received the LEAs self assessment on the Facilities Inspection Tool (FIT)

Alice Birney Elementary	Catherine L. Zane Middle
Date of inspection: 8/14/22	Date of inspection: 9/1/22
Rating: Good	Rating: Fair
Average Percentage: 93	Average Percentage: 88

- ☒ COE confirmed Facilities Inspection Tool (FIT) rating

C. School Accountability Report Card

- ☒ Link to current SARC posted on website
 - ☒ SARC was reviewed prior to visit and found to include required information
- *Current school year's SARC to be reviewed February 2023*

D. Teacher Misassignments

In collaboration with HCOE personnel and district staff:

- ☒ Teacher Misassignment review complete

Reference for Required Items (A-D)

The goal of the site visit, per Education Code [1240 \(E\)](#), is to verify:

- (i) Sufficient textbooks, as defined in [Section 60119](#) and as specified in subdivision (i).
- (ii) The condition of a facility that poses an emergency or urgent threat to the health or safety of pupils or staff, as described in school district policy or paragraph (1) of subdivision (c) of Section 17592.72.
- (iii) The accuracy of data reported on the school accountability report card with respect to the availability of sufficient textbooks and instructional materials, as defined by Section 60119, and the safety, cleanliness, and adequacy of school facilities, including good repair, as required by Sections 17014, 17032.5, 17070.75, and 17089.

The county superintendent will submit an annual report for the LEAs regularly scheduled November board meeting. It will include information gathered at the site visit and a report on teacher misassignment and vacancies. ([1240 \(2\) \(A\) \(ii\)](#))

Additional Support: Uniform Complaint Procedures ([Ed Code 35186](#) and [60119](#))

- ☒ The school has Williams Uniform Complaint information posted in all classrooms. ~~35186~~

AGENDA ITEM

Agenda Title: Approval of the Corwin Professional Development Agreement

Meeting Date: November 17, 2022

Item: Consent

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Governing Board is being asked to receive and approve the 22-23 Teacher Clarity professional development contract with Corwin Press Inc.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

Teacher Clarity will provide the foundation for future Eureka City Schools Visible Learning professional development efforts.

STRATEGIC PLAN/PRIORITY AREA:

All academic areas.

HISTORY *(list previous staff or board action(s) with dates if possible)*

This is the first time the Governing Board is asked to review this item.

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

The agreement is \$39,000.00 for services rendered in the 22-23 school year.

WHO *(list the name of the contact person(s), job title, and site location)*

Gary Storts, Assistant Superintendent Educational Services

ATTACHMENTS:

Description

- ▣ Corwin 22-23 Agreement



AGREEMENT FOR SERVICES AND PRODUCTS

This Agreement for Services and Products ("Agreement") is entered into on **October 21, 2022** (the "Effective Date"), by and between **Corwin Press, Inc.**, a SAGE Publications, Inc. company, with offices at 2455 Teller Road, Thousand Oaks, California 91320 ("Corwin") and **EUREKA CITY SCHOOLS**, with offices at **2100 J St, Eureka, California, 95501** ("Customer").

1. **Services.** Customer desires to contract with Corwin for services related to the Customer's professional learning or other expressed learning needs (the "Services"); and Corwin desires to provide such Services to the Customer as further described in the Investment and Timeline attached hereto as **Exhibit A**.
 - a. **Live Events (On-Site and Virtual).** For Services concerning on-site or live virtual development, including, without limitation, keynotes, workshop days, implementation days and coaching days (each, a "Live Event"), Corwin will establish and agree on final dates with Customer for dates not scheduled at the time the Agreement is signed which will be subject to speaker availability. Confirmation of such final dates will be communicated by email to Customer. For any on-site, in-person Event ("On-Site Event"), Customer shall: (1) employ appropriate safety measures to ensure the safety of the Event participants and speakers (e.g., to reduce the spread of COVID-19 or any other virus as applicable); and (2) inform its participants (a) of all risks associated with attending an On-Site Event, (b) that by participating in the On-Site Event, the participants will be deemed to have assumed all such risks, and (c) that Corwin shall have no liability whatsoever arising from or related to any Customer participant's attendance and participation in any On-Site Event. Customer may request to reschedule the date of a Live Event and, if approved by Corwin, Customer will reimburse Corwin for any additional costs or expenses incurred by Corwin and/or the speaker of such rescheduled Live Event. For the sake of clarity, a Live Event will include a Synchronous Webinar (as defined below) but not an Asynchronous Webinar (as defined below).
 - b. **Virtual Events (Synchronous Webinars and Asynchronous Webinars).** Services concerning a webinar presented live by a speaker shall each be considered a "Synchronous Webinar". In limited circumstances, Corwin may consider a Customer request that a certain Synchronous Webinar be recorded (each, a "Synchronous Recording"), provided that such request is received by Corwin no fewer than seven (7) business days from the commencement of a scheduled Synchronous Webinar. Notwithstanding the foregoing, Customer acknowledges and agrees that the approval of such request to record a Synchronous Webinar shall be made by Corwin in its sole discretion. Customer further acknowledges and agrees to inform each of its participants that their individual consent (which may include other terms and conditions from Corwin) will be required to participate in a Virtual Event and that, when requested by Corwin, Customer will be responsible for obtaining such consents from each participant prior to the Virtual Event and providing Corwin with copies of the consents. Services may also include access to (1) webinars which were recorded independent of this Agreement, (2) any pre-recorded virtual development keynotes, workshops, implementation, and coaching as approved by Corwin in its sole discretion, or (3) the recording that was recorded as the Synchronous Recording, subject to the terms herein (an "Asynchronous Webinar"). Synchronous Webinars and Asynchronous Webinars are collectively referred to herein in as "Virtual Events".
 - c. **Registrations for Virtual Events.** Prior to receiving the link to access the Virtual Event, participants will be required to register following the instructions provided by Corwin and/or the Customer. One registration by each participant will be required for each Virtual Event; however, if the Virtual Event is a Synchronous Webinar that is a multi-day event, each participant will only be required to register once for all of the days of that Synchronous Webinar. In addition, in the case of a Synchronous Webinar, Corwin will provide the Customer with registration and access information and the Customer will distribute such information to its participants within a reasonable timeframe prior to the first day of the Synchronous Webinar.
 - d. **Special Terms.** The Services shall be subject to any "**Special Terms**" attached to this Agreement for additional Corwin program offerings, including, without limitation, Surveys, Youth Equity Stewardship (YES!) Student Workshops, and Asynchronous Webinars.
2. **Products.** Customer desires to contract with Corwin for the furnishing of products related to the Customer's professional learning or other express learning needs (the "Products"); and Corwin desires to provide such Products to the Customer as further described in the attached **Exhibit A** and which shall be subject to any applicable **Special Terms** for certain Products including, without limitation e-Books.
3. **Term and Termination.** The term of this Agreement will commence on **November 1, 2022** and will remain in effect for one [1] year or until Corwin has completed the Services and/or delivered the Products described in **Exhibit A**. Either party may terminate this Agreement without cause upon sixty (60) calendar days' advance written notice subject to the following terms.
 - a. For all Live Events: (1) in the event of termination by Customer more than thirty (30) calendar days from the date of a scheduled Live Event, Corwin will be paid any expenses incurred by or on behalf of Corwin as of the effective date of termination including, without limitation, speakers' fees and costs, Corwin's non-refundable travel costs, and non-refundable venue deposits (collectively, "Corwin Expenses"); (2) in the event of termination by Customer within thirty (30) calendar days from the date of a scheduled Live Event, Corwin will be paid fifty percent (50%) of all amounts set forth in **Exhibit A** related to the cancelled Live Event and Corwin will be reimbursed for all Corwin Expenses; and (3) said

foregoing amounts and expenses due based on such early termination under (1) or (2) above by Customer will be paid in full by Customer to Corwin within ten (10) days of the termination date.

- b. Certain Services and/or Products may be subject to other termination and/or cancellation terms as set forth in the applicable **Special Terms** or as otherwise agreed in writing by Customer and Corwin.
- c. Notwithstanding anything herein to the contrary, should any Corwin program relating to the Services described in **Exhibit A** become unavailable or Corwin's ownership or rights to the Corwin program be subsequently modified or changed in any manner, and Corwin is unable to substitute other services related to the Corwin program on terms acceptable to Customer, Corwin shall have the right to immediately terminate this Agreement without any liability or penalty whatsoever.

4. **Rescheduling.** Customer hereby acknowledges and agrees that its reservation of dates for Live Events as set forth in **Exhibit A** prevents Corwin from booking the specified Corwin speakers for other customers on those same dates and can result in Corwin incurring expenses. Therefore, Customer agrees that, in the event of Customer's rescheduling of any Live Events, Corwin will be paid the following as damages within ten (10) days following notification by Customer to Corwin of its intent to reschedule the Live Events: in the event of Corwin's receipt of notice of Customer's intent to reschedule (1) an On-Site Event between thirty (30) and sixty (60) calendar days from the first date of a scheduled On-Site Event, Corwin will be paid twenty-five percent (25%) of the amounts listed on the **Exhibit A** for the rescheduled day(s); (2) an On-Site Event fewer than thirty (30) calendar days from the first date of a scheduled On-Site Event, Corwin will be paid fifty percent (50%) of the amounts listed on the **Exhibit A** for the rescheduled day(s); and (3) a Virtual Event fewer than fourteen (14) calendar days from the first date of a scheduled Virtual Event, Corwin will be paid twenty-five percent (25%) of the amounts listed on the **Exhibit A** for the rescheduled day(s).

5. **Compensation.** Corwin will be paid the amounts outlined in **Exhibit A**. Except as otherwise provided herein, Customer will pay Corwin all amounts due hereunder within thirty (30) days of receipt of invoice. To ensure invoices will be processed by Customer in a timely manner, if a purchase order ("PO") number is required by Customer's Accounts Payable department for the timely processing of invoices, Customer shall include such PO number in the space provided on the signature block below, or shall be responsible for providing such PO number to its contact at Corwin at least one (1) week prior to the first date of the Event. Customer's failure to provide a PO number to Corwin, if necessary, at least one (1) week prior to the Event shall not excuse Customer's obligation to pay Corwin within the timeframe set forth in this Section 5.

6. **Warranties.**

- a. Corwin represents and warrants (1) that it will perform the Services using qualified personnel and in accordance with applicable industry standards; and (2) that it will comply with any and all applicable rules, laws and regulations, court or administrative orders or decrees of any federal, provincial, local, or other governmental unit which has jurisdiction in such circumstance. Customer represents and warrants that it will comply with any and all applicable rules, laws and regulations, court or administrative orders or decrees of any federal, provincial, local, or other governmental unit which has jurisdiction in such circumstance. Certain Services and/or Products may be subject to other terms as set forth in the applicable **Special Terms**.
- b. EXCEPT AS OTHERWISE PROVIDED HEREIN, CORWIN PROVIDES ALL PRODUCTS AND SERVICES INCLUDING, WITHOUT LIMITATION, ANY WEBINARS AND EBOOKS, AND/OR ANY RELATED MATERIALS IN AN "AS-IS" CONDITION. EXCEPT AS EXPRESSLY SET FORTH HEREIN, CORWIN DOES NOT MAKE ANY OTHER REPRESENTATIONS OR WARRANTIES OF ANY KIND WHATSOEVER, EXPRESS, OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY WARRANTY CONCERNING THE AVAILABILITY OF A WEBINAR OR EBOOK OR THE USE OF ANY SERVICE OR PRODUCT FOR A PARTICULAR PURPOSE.

7. **Indemnification.** Each party will indemnify, defend, and hold harmless the other party, its affiliates, and their officers, directors, shareholders, employees, and agents from and against all obligations of any nature whatsoever (including all reasonable attorneys' fees) resulting from a party's failure to perform in accordance with any of the terms of this Agreement; provided however, that the foregoing will be subject to any applicable state immunity.

8. **Limitation of Liability.** NOTWITHSTANDING ANYTHING HEREIN TO THE CONTRARY, CORWIN SHALL NOT BE LIABLE FOR ANY INDIRECT, SPECIAL, INCIDENTAL, PUNITIVE OR CONSEQUENTIAL DAMAGES EVEN IF CORWIN HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN ADDITION, CORWIN SHALL NOT BE LIABLE FOR ANY DAMAGES OR LIABILITY THAT RESULT OR ARISE FROM THE CUSTOMER'S USE OR INABILITY TO ACCESS OR OTHERWISE USE THE PRODUCTS, SERVICES AND/OR ANY OTHER PART OF THE SERVICES (INCLUDING ANY PROVIDED BY THIRD PARTY PROVIDERS). BECAUSE SOME STATES OR JURISDICTIONS DO NOT ALLOW THE EXCLUSION OR LIMITATION OF LIABILITY FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES, THE ABOVE LIMITATION MAY NOT APPLY. TO THE EXTENT THE FOREGOING LIMITATIONS OF LIABILITY ARE, IN WHOLE OR IN PART, HELD TO BE INAPPLICABLE OR UNENFORCEABLE FOR ANY REASON, THEN THE AGGREGATE LIABILITY OF CORWIN FOR ANY REASON AND UPON ANY CAUSE OF ACTION (INCLUDING, WITHOUT LIMITATION, NEGLIGENCE, STRICT LIABILITY AND OTHER ACTIONS IN CONTRACT OR TORT) ARISING OUT OF OR IN ANY WAY RELATED TO THIS AGREEMENT SHALL BE LIMITED TO CUSTOMER'S DIRECT DAMAGES ACTUALLY INCURRED NOT TO EXCEED THE AMOUNTS RECEIVED BY CORWIN FROM CUSTOMER UNDER THIS AGREEMENT WITHIN THE TWELVE MONTH PERIOD PRECEDING CUSTOMER'S ASSERTION OF LIABILITY. IN ADDITION, IF CUSTOMER IS A COMPANY DOING BUSINESS IN CALIFORNIA, CUSTOMER HEREBY WAIVES CALIFORNIA CIVIL CODE §1542, WHICH SAYS: "A general release does not extend to claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known by him must have materially affected his settlement with the debtor" AND CUSTOMER HEREBY WAIVES ANY AND ALL SIMILAR STATE STATUTES OR OTHER RULES

OR REGULATIONS THAT MAY APPLY. THE EXCLUSIONS SET OUT HEREIN ONLY APPLY TO THE EXTENT PERMITTED BY APPLICABLE LAW.

9. Force Majeure. Notwithstanding any other provision of this Agreement, in the event that the performance of any obligation under this Agreement by Corwin is prevented due to an event of war, terrorism, government regulation or order, travel advisories or bans, national emergencies, epidemics, pandemics, disasters, civil disorders, acts of God, or any other event beyond Corwin's reasonable control (including the unavailability of a speaker for any Live Event) which would render the scheduled Live Event and/or the attendance of speakers of such scheduled Live Event impossible, illegal or impracticable, Corwin's nonperformance shall be excused and Corwin shall not be responsible to the Customer for failure or delay in performance of its obligations under this Agreement. Moreover, in the event a speaker becomes unavailable to attend a Live Event, Corwin may, at its sole discretion, substitute the unavailable speaker to another available speaker (subject to the Customer's consent) and/or reschedule the Live Event.

10. Notices. All notices required or permitted hereunder will be in writing and will be sent by registered or certified mail, return receipt requested, or by a U.S. nationally recognized overnight delivery service, to the party to whom such notice is directed, at its address as set forth above, or to such other address as such party will have designated by notice hereunder. Notices will be deemed given on the date received.

11. Ownership/Rights. Corwin will own or hold the necessary rights to any materials or other work product created, developed or distributed by Corwin, or the assigned speakers of an On-Site Event, Synchronous Webinar, or Asynchronous Webinar (collectively, "Event") under this Agreement including, without limitation, any Event handouts, materials, chat files or other transcripts of certain Synchronous Webinars and Asynchronous Webinars (to the extent such chat files or transcripts have been generated by the Synchronous Webinar or Asynchronous Webinar), or any survey data, results, reports or other related content or deliverables (collectively, "Materials"). No rights to any of the Materials shall be conveyed to Customer except as expressly set forth herein; provided, however, that Customer shall be permitted to use the Materials (in the format provided by Corwin) solely in connection with the Event related to the Services provided by Corwin hereunder or in connection with a Product if intended as further described in **Exhibit A**. Moreover, in no event shall Customer be permitted to alter, reproduce, distribute, or otherwise use any Materials provided by Corwin under this Agreement, in whole or in part, in any manner whatsoever. In the event that Customer photographs, audio tapes, video tapes, or otherwise records or broadcasts an Event, speaker, presentation or any of the Materials and/or Services provided by Corwin under this Agreement, in whole or in part, in any manner whatsoever, Customer shall abide by the terms and conditions of Corwin's Video License Agreement, which may be furnished to Customer upon request. Customer acknowledges and agrees that Corwin is the exclusive owner or holds all necessary rights to each Corwin program, Event and any related intellectual property and associated trademarks thereto, including, without limitation trademarks associated with Visible Learning Plus. Moreover, Customer's use of any and all Materials provided by Corwin to Customer in relation to a Corwin program, Event or otherwise shall be subject to the terms and conditions set forth herein and any other terms and conditions binding on Customer.

12. Subcontracting. Corwin may engage subcontractors to perform its obligations herein including, without limitation, speakers to deliver presentations at an Event related to the Services and/or any third-party platforms to deliver the Products and/or Services.

13. Additional Services. Customer agrees that any interest for additional Services relating to Customer's professional learning needs will be directed to and contracted with Corwin. For the avoidance of doubt, such Customer interest will not be directed to any Corwin speaker, trainer, or consultant.

14. Confidentiality; Open Records Statutes. Customer agrees that, except with the prior written consent of an authorized representative of Corwin, it may only disclose the terms of this Agreement to a third party who shall agree to maintain said terms as confidential and who has a legitimate business purpose to receive such information. Corwin acknowledges and agrees that the terms of this Agreement may be subject to any applicable state or federal open records statutes ("Open Records Statutes"). Customer hereby acknowledges and agrees that all Materials provided by Corwin and generated under this Agreement are Corwin proprietary and confidential content, and, therefore, may be subject to exemptions to the Open Records Statutes. Therefore, Customer agrees that, in the event Customer or any of its authorized representatives or agents are requested or required by law or compelled by legal process to disclose any Materials provided by Corwin under this Agreement to any other third party, including without limitation in response to any Open Record Statutes, it shall provide Corwin with prompt written notice of receipt of any such request or requirement and a copy thereof prior to the actual disclosure so that Corwin may avail itself of any applicable exemption to the Open Records Statute or seek an appropriate protective order and Corwin and Customer shall reasonably cooperate in responding to the request.

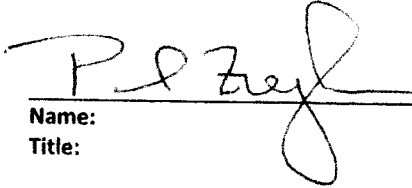
15. Miscellaneous. This Agreement (including the **Special Terms** and **Exhibit A**) constitutes the entire agreement between Corwin and Customer, and supersedes all prior agreements, representations, and understandings of the parties whether written or oral. No amendment, supplement, or modification of this Agreement will be effective unless executed in writing by both Corwin and Customer; provided however, that Live Event dates and Asynchronous Webinar access periods may be modified or otherwise agreed to by the parties (including, without limitation, additional fees that may be charged to Customer for such Live Event date and Asynchronous Webinar access period modifications to compensate Corwin for Corwin Expenses) via email in accordance with the terms of **Exhibit A**. In the event of a conflict between a term of this Agreement (including the **Special Terms** attached hereto) and a term of **Exhibit A**, the term of this Agreement will control; and in the event of a conflict between a term of this Agreement and a term of the **Special Terms**, the term of the **Special Terms** will control. Additionally, in the event of a conflict between a term of this Agreement and any ancillary Customer document, form, or agreement (even if executed by the parties subsequent to the execution of this Agreement), the term of this Agreement will control. The invalidity or unenforceability of any particular provision of this Agreement will not affect the other provisions, and this Agreement will be construed in all respects as if any invalid or unenforceable provision were

omitted. This Agreement shall be governed by the laws of the State of California without regard to conflicts of laws. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, will be settled by arbitration in Ventura County, California and administered by the American Arbitration Association in accordance with its then-existing Commercial Arbitration Rules. This Agreement may be executed in counterparts, each of which will be deemed the original, all of which together will constitute one and the same instrument. A faxed copy or other electronic copy will be deemed as an original.

[Signature Page Follows]

Accepted and agreed to by:

EUREKA CITY SCHOOLS


Name: _____
Title: _____Date: October 25, 2022

Corwin

DocuSigned by:

Liz McCarver,
Director, Corwin Learning SalesDate: 26-Oct-2022 | 8:55:40 AM PDT

Please provide the following information to ensure proper billing:

Billing Contact Name: Pam WoodwardTitle: Accounts PayableBilling Contact Email Address: woodwardp@eurekacity
schools.orgPhone: 707-441-2429

Purchase Order Number*: _____

*Pursuant to Section 5 of this Agreement, failure of Customer to provide Corwin with a PO number at least one (1) week prior to the first date of the Event shall not excuse Customer's obligation to pay Corwin within the timeframe set forth in Section 5. If no PO number has been entered above, please select one of the following options:

- ☒ Customer does not require a PO number to be referenced on invoices to make a timely payment of invoices.
☐ Customer does require a PO number to be referenced on invoices and is responsible for providing such number to Customer's Corwin contact at least one (1) week prior to the Event.

As you sign and return this document, please also forward a Purchase Order and if purchasing Books, a copy of your Tax ID Certificate. Thank You!

Exhibit A: See attached Investment and Timeline

Exhibit A

C-211022115328228

October 21, 2022

Investment and Timeline**CA - Eureka City Schools - Teacher Clarity Playbook - 2022-2023**

Currency: US Dollar

Resources	Author	Unit Price	Quantity	Discount	Resources Price	Total Price
Teacher Clarity Playbook - Workshop - Onsite						\$6,500.00
11/1/2022: <u>Olivia Amador-Valerio</u> - \$6,500.00						
Teacher Clarity Playbook - Workshop - Onsite						\$6,500.00
TBD 2023: <u>Olivia Amador-Valerio</u> - \$6,500.00						
F/F Collection - Workshop - Onsite						\$6,500.00
TBD 2023: <u>Olivia Amador-Valerio</u> - \$6,500.00						
F/F Collection - Workshop - Onsite						\$6,500.00
TBD 2023: <u>Olivia Amador-Valerio</u> - \$6,500.00						
F/F Collection - Workshop - Onsite						\$6,500.00
TBD 2023: <u>Olivia Amador-Valerio</u> - \$6,500.00						
Teacher Clarity Playbook - Workshop - Onsite						\$6,500.00
TBD 2023: <u>Olivia Amador-Valerio</u> - \$6,500.00						
Subtotal						\$39,000.00
Tax						See Below
Est. S&H						\$0.00
TOTAL						\$39,000.00

Proposal prepared for **EUREKA CITY SCHOOLS**Prepared by **Aaron Heintzman**, Senior Professional Learning Advisor

1 of 2



- *Pricing for Consulting Service Days are inclusive of all travel expenses.*
- *Investment above includes an estimate of Shipping Fees for books and resources and may vary based on rates that are applied at the time the order is shipped. A separate PO for books and resources will be requested and are required without a signed contract. Resources and books will be invoiced separately from professional development services. Books and resources will be shipped approximately 30 days prior to engagement; please notify Corwin with specific delivery requests. Expedited shipping will apply should the client request it.*
- *Copying and distribution of any handouts is the Client's responsibility.*
- *Consultant will hold above date(s) on his/her calendar for 30 days, at which time he/she may need to release the hold for another Client. Corwin recommends moving to contract within 30 days, if possible, so as to secure this date on his/her calendar.*
- *All payments indicated above are exclusive of all federal, state, local and foreign taxes, levies and assessments. The Client will be responsible for the payment of all such taxes, levies and assessments imposed by any taxing authority, and taxes will be included at the time of invoice; tax exempt form should be included with PO and signed contract, if applicable.*
- *This proposal for services is intended to be a working document and is subject to change based on client needs.*
- *For any Survey product, Corwin will send a link for Customer to complete a survey and Customer has two (2) weeks to complete the survey in order for Corwin to generate a report for Customer. If Customer does not complete the survey within the two-week period and/or if less than five (5) survey responses are received, the survey will be considered invalid/incomplete and the related survey Product will be forfeited and no refunds or credits will be granted.*
- *Evaluation Services including Surveys and Assessments will be billed upon the delivery of the Client's subsequent report.*

Proposal prepared for **EUREKA CITY SCHOOLS**
Prepared by **Aaron Heintzman**, Senior Professional Learning Advisor
2 of 2



Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

DO NOT HAVE 501 (C) (3)

2 Business name/disregarded entity name, if different from above

EUREKA CITY SCHOOLS A UNIFIED DISTRICT

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☒ Other (see instructions) ▶

PUBLIC SCHOOL

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

2100 J STREET

6 City, state, and ZIP code

EUREKA, CA 95501

7 List account number(s) here (optional)

TAXPAYER ID 690-93-1215

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - ____

or

Employer identification number

3 8 - 3 9 5 1 4 0 5

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign
Here**

Signature of
U.S. person ▶

[Handwritten Signature]

Date ▶ **October 25, 2022**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Certificate Of Completion

Envelope Id: CBAA5CECB28845F583AA57628C0DDF5F

Status: Completed

Subject: Complete with DocuSign: C-211022115328228.CA.EurekaCitySchools.TeacherClarityPlaybook.OliviaAma...

Source Envelope:

Document Pages: 8

Signatures: 1

Envelope Originator:

Certificate Pages: 1

Initials: 0

Russell Bushman

AutoNav: Enabled

2455 Teller Rd

Enveloped Stamping: Enabled

Thousand Oaks, CA 91320

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Russell.Bushman@corwin.com

IP Address: 24.11.4.13

Record Tracking

Status: Original

Holder: Russell Bushman

Location: DocuSign

10/26/2022 8:08:06 AM

Russell.Bushman@corwin.com

Signer Events

Liz McCarver

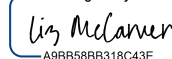
liz.mccarver@corwin.com

Director of Sales

Corwin

Security Level: Email, Account Authentication
(None)**Signature**

DocuSigned by:



A9BB58BB318C43E...

Signature Adoption: Pre-selected Style

Using IP Address: 73.95.230.118

Signed using mobile

Timestamp

Sent: 10/26/2022 8:10:56 AM

Viewed: 10/26/2022 8:55:25 AM

Signed: 10/26/2022 8:55:40 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent

Hashed/Encrypted

10/26/2022 8:10:56 AM

Certified Delivered

Security Checked

10/26/2022 8:55:25 AM

Signing Complete

Security Checked

10/26/2022 8:55:40 AM

Completed

Security Checked

10/26/2022 8:55:40 AM

Payment Events**Status****Timestamps**

AGENDA ITEM

Agenda Title: Approval of Grant Intent to Apply: School Based Mental Health Services Program
Meeting Date: November 17, 2022
Item: Consent

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Governing Board is asked to approve the Grant Intent to Apply: School-Based Mental Health Services Program.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

The grant is focused on increasing the number of credentialed mental health services providers providing school-based mental health services to students.

STRATEGIC PLAN/PRIORITY AREA:

Priority Area 3: Mental and Socio-emotional Wellness

HISTORY *(list previous staff or board action(s) with dates if possible)*

There is no history associated with this item.

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

The intent is to apply for \$5.2 million for a 5 year period. The grant would be in effect: January 1, 2023 through December 31, 2027.

WHO *(list the name of the contact person(s), job title, and site location)*

Lisa Claussen, Director of Student Services

ATTACHMENTS:

Description

- Intent to Apply

GRANT INTENT TO APPLY

Grant Name: School-Based Mental Health Services Program

Start/End Date: January 1, 2023 – December 31, 2027

Responsible School/Dept. Student Services

Grant Description: The School-Based Mental Health Services program is designed to increase mental health supports for children and youth in our schools. We plan on applying for \$5.2 million for 5 years.

The grant will support School Social Workers and other school-based mental health providers earn their masters degree and California PPS credentials. The program will support placement of graduate students in ECS schools as part of their masters program practicum/internships. The project will fund a credentialed clinician at the ECS Wellness Center on the Eureka High School campus. It will also support embedded Social Workers on all 8 campuses through the expansion of the Wellness Center program. It will also help sustain ECS' current School Social Worker training program by continuing to support ECS' two Licensed Clinical Social Workers (starting in 2024 when ECS' current grant ends).

FUNDING

Type	Source	Amount
<input checked="" type="checkbox"/> Federal	US Dept of Ed Office of Elementary and Secondary Education	\$5,200,000.00
<input type="checkbox"/> State		
<input type="checkbox"/> Local		
<input checked="" type="checkbox"/> Match	25% match require – in kind is allowed. Planned in kind match of current staff salaries, occupancy costs, and administrative costs. No new costs will be incurred with the match	
Other		
TOTAL		

BUDGET SUMMARY

Staffing Information:

	FTE	Classification/Position Title	Amount
X Existing Staff <input type="checkbox"/> New Staff	<u>.25</u>	<u>Project Director</u>	\$366,884.83 (+ fringe)
X Existing Staff <input type="checkbox"/> New Staff	<u>.75</u>	<u>Project Coordinator</u>	\$458,246.96 (+ fringe)
X Existing Staff X New Staff	<u>4.0</u>	<u>Mental Health Service Providers</u>	\$1,852,638.30 (+ fringe)

Grant Non-Salary Costs: Supplies, Contracted work, Grant Evaluation, Furniture and materials, Professional Development, Conference and Travel

Reimbursements:

Indirect Cost: 6.89 % \$ _____
 Other Direct \$ _____

APPROVED: _____
 ECS Administration

AGENDA ITEM

Agenda Title: Approval of Field Trip Requests: Various Field Trips - Eureka High School
Meeting Date: November 17, 2022
Item: Consent

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Governing Board is asked to approve the following field trip requests from Eureka High School:

1. Cross Country Trip to Hayward, CA (November 19, 2022)
2. Girls Basketball Trip to Pinole, CA (November 25-26, 2022)
3. Girls Basketball Trip to Grants Pass, OR (December 1-3, 2022)
4. 2022 AVID College Trip (December 6-8, 2022)
5. Girls Basketball Trip to Santa Rosa, CA (December 8-10, 2022)
6. Girls Basketball Trip to San Francisco, CA (December 28-30, 2022)
7. Boys Basketball Trip to Santa Rosa, CA (December 28-30, 2022)

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

See attached Field Trip Request Forms.

STRATEGIC PLAN/PRIORITY AREA:

Priority Area 11: Extracurricular Activities

HISTORY *(list previous staff or board action(s) with dates if possible)*

Annual trips.

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

See attached Field Trip Request Forms.

WHO *(list the name of the contact person(s), job title, and site location)*

Robert Standish, Principal at EHS

Renae Will, Director of Personnel and Public Affairs

ATTACHMENTS:

Description

- ▯ Field Trip Request Forms -- 7 Total

Field Trip Request Form

(Overnight / Out-of-Town or State)

CONSENT ITEM

WHAT:

The Governing Board is asked to approve the following Field Trip:

Cross Country trip to Hayward, CA.

WHY (briefly explain why approval is important; and, if applicable, how it is connected to the Site, District or Strategic Plan):

This will be a great experience for our student athletes.

HISTORY:

☒

Annual Trip

☐

First Year Attending

☐

Other: _____

HOW MUCH:

\$800 rental vans

\$400 fuel

\$600 motel

Name: Will Zerlang

Dates of Trip: November 19

Destination: Hayward, CA

Club/Organization: Cross Country

What means of transportation: Rental Vans/Parents

Number of students participating: 16-20

Briefly describe the details of the trip (chaperone, lodging, etc.):

Cross Country will be going to a tournament in Hayward, CA. They will be driven and chaperoned by coaches and parents. The team will be staying in a motel for the night(s) of the tournament.

Eureka City Schools
School-Sponsored Student/s Overnight Trip Checklist

Date Completed (dd/mm/yy)	Requests for Out-of-State, Out-of-Country or Overnight Travel Must Be Board Approved Prior to Travel	Teacher/ Staff (initial)	Site Principal (initial)
10/19/22	Principal establishes a process for approving a staff member's request to conduct a school-sponsored trip.	ES	RS
10/19/22	Staff shall consider: <ul style="list-style-type: none"> • Student safety; • Objectives of instruction; • Most effective use of instructional time; • Distance from school; • District and student expense; • Transportation requirements; • Supervision requirements. 	ES	RS
10/19/22	Staff affirm that no student will be excluded from participation because of lack of sufficient funds (total cost per student and funding sources must be included).	ES	RS
10/19/22	Staff notified parents and students that students are under jurisdiction of the district and subject to district and school rules and regulations.	ES	RS
10/19/22	Staff hold parent information meeting for staff, chaperones, parents/guardians and students to discuss safety and importance of safety-related rules.	ES	RS
10/19/22	Staff ensures adequate supervision reviewed by site administrator (adults/students ratio). List of chaperones must be provided to District Office, including designating if employee or parent/guardian. If a non-staff chaperone, chaperone must have been cleared through the District's volunteer process.	ES	RS
10/19/22	During travel, staff will have school's first aid kit in his/her possession or immediately available.	ES	RS

Date Completed (dd/mm/yy)	Requests for Out-of-State, Out-of-Country or Overnight Travel Must Be Board Approved Prior to Travel	Teacher/ Staff (initial)	Site Principal (initial)
10/19/22	Staff obtains parent permission. If trip also involves water activities, specific permission for water activities must be obtained. If students will be in water, including motel pools, there must be a lifeguard at all times the students are in the water. Lifeguard can be a chaperone if they have the certification or one obtained through a local agency and the person has passed the agency requirements. Trip must not include activities identified as "hazardous" by our local JPA which includes but is not limited to rock climbing (walls) and/or zip lines.	ES	RS
10/19/22	Transportation information must include how and who is transporting students. If by chartered bus, Director of Transportation must be notified.	ES	RS
10/19/22	Parent permission letter for travel out-of-country obtained for each student (District Letter form letter).	N/A	N/A
10/19/22	Forms JPA 1 signed and on file at the school prior to departing on out-of-country school sponsored activity.	ES	RS
10/19/22	Staff complete checklist form including requested information, and Board "Field Trip Request Form" and submit to Superintendent's Assistant a minimum of 10 days prior to the Board meeting in which approval is being requested. (Board meeting dates can be obtained by calling the Superintendent's Assistant or looking on the ECS website.)	ES	RS
10/19/22	District shall provide or make available medical and/or hospital insurance for students injured while participating in any excursion.	ES	RS
10/19/22	Students must have travel insurance for travel out of lower 48 states.	N/A	N/A
10/19/22	Staff, students and parents have been notified that the District may cancel or postpone student travel at any time if the State Department/Homeland Security or Federal Government indicates such travel presents unreasonable risk.	ES	RS

APPROVED:

Site Principal: Rob Standish

Date: 10/19/22

Teacher/Staff: Ed Sonia

Date: 10/19/22

Director of Personnel:

Date:

Field Trip Request Form

(Overnight / Out-of-Town or State)

CONSENT ITEM

WHAT:

The Governing Board is asked to approve the following Field Trip:

Girls Basketball trip to Pinole, CA

WHY (briefly explain why approval is important; and, if applicable, how it is connected to the Site, District or Strategic Plan):

This will be a great experience for our student athletes

HISTORY:



Annual Trip



First Year Attending



Other: _____

HOW MUCH:

\$500 rental vans

\$300 fuel

\$1,000 motel

Name: Cliff Napoleon

Dates of Trip: November 25-26

Destination: Pinole, CA

Club/Organization: Girls Basketball

What means of transportation: Rental Vans/Parents

Number of students participating: 12-15

Briefly describe the details of the trip (chaperone, lodging, etc.):

Girls Basketball will be going to a tournament in Pinole, CA. They will be driven and chaperoned by coaches and parents. The team will be staying in a motel for the night(s) of the tournament.

Eureka City Schools
School-Sponsored Student/s Overnight Trip Checklist

Date Completed (dd/mm/yy)	Requests for Out-of-State, Out-of-Country or Overnight Travel Must Be Board Approved Prior to Travel	Teacher/ Staff (initial)	Site Principal (initial)
10/19/22	Principal establishes a process for approving a staff member's request to conduct a school-sponsored trip.	ES	RS
10/19/22	Staff shall consider: <ul style="list-style-type: none"> • Student safety; • Objectives of instruction; • Most effective use of instructional time; • Distance from school; • District and student expense; • Transportation requirements; • Supervision requirements. 	ES	RS
10/19/22	Staff affirm that no student will be excluded from participation because of lack of sufficient funds (total cost per student and funding sources must be included).	ES	RS
10/19/22	Staff notified parents and students that students are under jurisdiction of the district and subject to district and school rules and regulations.	ES	RS
10/19/22	Staff hold parent information meeting for staff, chaperones, parents/guardians and students to discuss safety and importance of safety-related rules.	ES	RS
10/19/22	Staff ensures adequate supervision reviewed by site administrator (adults/students ratio). List of chaperones must be provided to District Office, including designating if employee or parent/guardian. If a non-staff chaperone, chaperone must have been cleared through the District's volunteer process.	ES	RS
10/19/22	During travel, staff will have school's first aid kit in his/her possession or immediately available.	ES	RS

Date Completed (dd/mm/yy)	Requests for Out-of-State, Out-of-Country or Overnight Travel Must Be Board Approved Prior to Travel	Teacher/ Staff (initial)	Site Principal (initial)
10/19/22	Staff obtains parent permission. If trip also involves water activities, specific permission for water activities must be obtained. If students will be in water, including motel pools, there must be a lifeguard at all times the students are in the water. Lifeguard can be a chaperone if they have the certification or one obtained through a local agency and the person has passed the agency requirements. Trip must not include activities identified as "hazardous" by our local JPA which includes but is not limited to rock climbing (walls) and/or zip lines.	ES	RS
10/19/22	Transportation information must include how and who is transporting students. If by chartered bus, Director of Transportation must be notified.	ES	RS
10/19/22	Parent permission letter for travel out-of-country obtained for each student (District Letter form letter).	N/A	N/A
10/19/22	Forms JPA 1 signed and on file at the school prior to departing on out-of-country school sponsored activity.	ES	RS
10/19/22	Staff complete checklist form including requested information, and Board "Field Trip Request Form" and submit to Superintendent's Assistant a minimum of 10 days prior to the Board meeting in which approval is being requested. (Board meeting dates can be obtained by calling the Superintendent's Assistant or looking on the ECS website.)	ES	RS
10/19/22	District shall provide or make available medical and/or hospital insurance for students injured while participating in any excursion.	ES	RS
10/19/22	Students must have travel insurance for travel out of lower 48 states.	N/A	N/A
10/19/22	Staff, students and parents have been notified that the District may cancel or postpone student travel at any time if the State Department/Homeland Security or Federal Government indicates such travel presents unreasonable risk.	ES	RS

APPROVED:

Site Principal: Rob Standish

Date: 10/19/22

Teacher/Staff: Ed Sonia

Date: 10/19/22

November 17, 2022 Director of Personnel: _____

Date: _____

Field Trip Request Form

(Overnight / Out-of-Town or State)

CONSENT ITEM

WHAT:

The Governing Board is asked to approve the following Field Trip:

Girls Basketball trip to Grants Pass, OR.

WHY (briefly explain why approval is important; and, if applicable, how it is connected to the Site, District or Strategic Plan):

This will be a great experience for our student athletes

HISTORY:

☐

Annual Trip

☒

First Year Attending

☐

Other: _____

HOW MUCH:

\$400 rental vans

\$300 fuel

\$1,000 motel

Name: Cliff Napoleon

Dates of Trip: December 1-3

Destination: Grants Pass, OR

Club/Organization: Girls Basketball

What means of transportation: Rental Vans/Parents

Number of students participating: 12-15

Briefly describe the details of the trip (chaperone, lodging, etc.):

Girls Basketball will be going to a tournament in Grants Pass, OR. They will be driven and chaperoned by coaches and parents. The team will be staying in a motel for the night(s) of the tournament.

Eureka City Schools
School-Sponsored Student/s Overnight Trip Checklist

Date Completed (dd/mm/yy)	Requests for Out-of-State, Out-of-Country or Overnight Travel Must Be Board Approved Prior to Travel	Teacher/ Staff (initial)	Site Principal (initial)
10/24/22	Principal establishes a process for approving a staff member's request to conduct a school-sponsored trip.	ES	RS
10/24/22	Staff shall consider: <ul style="list-style-type: none"> • Student safety; • Objectives of instruction; • Most effective use of instructional time; • Distance from school; • District and student expense; • Transportation requirements; • Supervision requirements. 	ES	RS
10/24/22	Staff affirm that no student will be excluded from participation because of lack of sufficient funds (total cost per student and funding sources must be included).	ES	RS
10/24/22	Staff notified parents and students that students are under jurisdiction of the district and subject to district and school rules and regulations.	ES	RS
10/24/22	Staff hold parent information meeting for staff, chaperones, parents/guardians and students to discuss safety and importance of safety-related rules.	ES	RS
10/24/22	Staff ensures adequate supervision reviewed by site administrator (adults/students ratio). List of chaperones must be provided to District Office, including designating if employee or parent/guardian. If a non-staff chaperone, chaperone must have been cleared through the District's volunteer process.	ES	RS
10/24/22	During travel, staff will have school's first aid kit in his/her possession or immediately available.	ES	RS

Date Completed (dd/mm/yy)	Requests for Out-of-State, Out-of-Country or Overnight Travel Must Be Board Approved Prior to Travel	Teacher/ Staff (initial)	Site Principal (initial)
10/24/22	Staff obtains parent permission. If trip also involves water activities, specific permission for water activities must be obtained. If students will be in water, including motel pools, there must be a lifeguard at all times the students are in the water. Lifeguard can be a chaperone if they have the certification or one obtained through a local agency and the person has passed the agency requirements. Trip must not include activities identified as "hazardous" by our local JPA which includes but is not limited to rock climbing (walls) and/or zip lines.	ES	RS
10/24/22	Transportation information must include how and who is transporting students. If by chartered bus, Director of Transportation must be notified.	ES	RS
10/24/22	Parent permission letter for travel out-of-country obtained for each student (District Letter form letter).	N/A	N/A
10/24/22	Forms JPA 1 signed and on file at the school prior to departing on out-of-country school sponsored activity.	ES	RS
10/24/22	Staff complete checklist form including requested information, and Board "Field Trip Request Form" and submit to Superintendent's Assistant a minimum of 10 days prior to the Board meeting in which approval is being requested. (Board meeting dates can be obtained by calling the Superintendent's Assistant or looking on the ECS website.)	ES	RS
10/24/22	District shall provide or make available medical and/or hospital insurance for students injured while participating in any excursion.	ES	RS
10/24/22	Students must have travel insurance for travel out of lower 48 states.	N/A	N/A
10/24/22	Staff, students and parents have been notified that the District may cancel or postpone student travel at any time if the State Department/Homeland Security or Federal Government indicates such travel presents unreasonable risk.	ES	RS

APPROVED:

Site Principal: Rob Standish

Date: 10/24/22

Teacher/Staff: Ed Sonia

Date: 10/24/22

Director of Personnel: _____

Date: _____

Field Trip Request Form

(Overnight / Out-of-Town or State)

CONSENT ITEM

WHAT:

The Governing Board is asked to approve the following Field Trip:

2022 AVID College Trip

WHY (briefly explain why approval is important; and, if applicable, how it is connected to the Site, District or Strategic Plan):

The AVID program is largely composed of students who will become first-generation college students. Many of these learners would not otherwise have the opportunity to visit college campuses. On the AVID College Trip students gain valuable first-hand experiences of campus-life and college-going culture prior to making their final selections and decisions.

HISTORY:

☒

Annual Trip

☐

First Year Attending

☐

Other: _____

HOW MUCH:

\$11,500 from AVID Class of 2023 Club funds

Name: Julia White

Dates of Trip: **December 6th-8th**

Destination: San Francisco B

Club/Organization: AVID Class of 2023

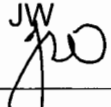


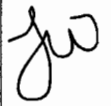
What means of transportation: 6, 5-seat Enterprise rental vehicles

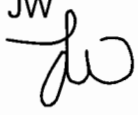
Number of students participating: 24

Briefly describe the details of the trip (chaperone, lodging, etc.):

6 EHS employee-chaperones (certificated and classified) including 1 administrator. Lodging: San Francisco Wharf Hosteling International. College Tours: San Francisco State University, Laney College, San Jose State University

Eureka City Schools
School-Sponsored Student/s Overnight Trip Checklist

Date Completed (dd/mm/yy)	Requests for Out-of-State, Out-of-Country or Overnight Travel Must Be Board Approved Prior to Travel	Teacher/ Staff (initial)	Site Principal (initial)
10/28/22	Principal establishes a process for approving a staff member's request to conduct a school-sponsored trip.	JW 	RS
10/28/22	Staff shall consider: <ul style="list-style-type: none"> • Student safety; • Objectives of instruction; • Most effective use of instructional time; • Distance from school; • District and student expense; • Transportation requirements; • Supervision requirements. 	JW 	RS
10/28/22	Staff affirm that no student will be excluded from participation because of lack of sufficient funds (total cost per student and funding sources must be included).	JW 	RS
11/02/22	Staff notified parents and students that students are under jurisdiction of the district and subject to district and school rules and regulations.	JW	RS
11/07/22	Staff hold parent information meeting for staff, chaperones, parents/guardians and students to discuss safety and importance of safety-related rules.	JW	RS
10/28/22	Staff ensures adequate supervision reviewed by site administrator (adults/students ratio). List of chaperones must be provided to District Office, including designating if employee or parent/guardian. If a non-staff chaperone, chaperone must have been cleared through the District's volunteer process.	JW 	RS
nurse conta	During travel, staff will have school's first aid kit in his/her possession or immediately available.	JW	RS

Date Completed (dd/mm/yy)	Requests for Out-of-State, Out-of-Country or Overnight Travel Must Be Board Approved Prior to Travel	Teacher/ Staff (initial)	Site Principal (initial)
11/04/22	Staff obtains parent permission. If trip also involves water activities, specific permission for water activities must be obtained. If students will be in water, including motel pools, there must be a lifeguard at all times the students are in the water. Lifeguard can be a chaperone if they have the certification or one obtained through a local agency and the person has passed the agency requirements. Trip must not include activities identified as "hazardous" by our local JPA which includes but is not limited to rock climbing (walls) and/or zip lines.	JW	RS
10/28/22	Transportation information must include how and who is transporting students. If by chartered bus, Director of Transportation must be notified.	JW 	RS
N/A	Parent permission letter for travel out-of-country obtained for each student (District Letter form letter).		
N/A	Forms JPA 1 signed and on file at the school prior to departing on out-of-country school sponsored activity.	JW	RS
11/07/22	Staff complete checklist form including requested information, and Board "Field Trip Request Form" and submit to Superintendent's Assistant a minimum of 10 days prior to the Board meeting in which approval is being requested. (Board meeting dates can be obtained by calling the Superintendent's Assistant or looking on the ECS website.)	JW	RS
	District shall provide or make available medical and/or hospital insurance for students injured while participating in any excursion.	JW	RS
N/A	Students must have travel insurance for travel out of lower 48 states.		
11/07/22	Staff, students and parents have been notified that the District may cancel or postpone student travel at any time if the State Department/Homeland Security or Federal Government indicates such travel presents unreasonable risk.	JW	RS

APPROVED:

Site Principal: Rob Standish

Date: 11/1/2022

Teacher/Staff: Julia White

Date: 11/1/2022

Director of Personnel: _____

Date: _____

Field Trip Request Form

(Overnight / Out-of-Town or State)

CONSENT ITEM

WHAT:

The Governing Board is asked to approve the following Field Trip:

Girls Basketball trip to Santa Rosa, CA.

WHY (briefly explain why approval is important; and, if applicable, how it is connected to the Site, District or Strategic Plan):

This will be a great experience for our student athletes.

HISTORY:



Annual Trip



First Year Attending



Other: _____

HOW MUCH:

\$600 rental vans

\$500 fuel

\$1,600 motel

Name: Cliff Napoleon

Dates of Trip: December 8-10

Destination: Santa Rosa, CA

Club/Organization: Girls Basketball

What means of transportation: Rental vans/Parents

Number of students participating: 12-15

Briefly describe the details of the trip (chaperone, lodging, etc.):

Girls Basketball will be going to a tournament in Santa Rosa, CA. They will be driven and chaperoned by coaches and parents. The team will be staying in a motel for the night(s) of the tournament.

Eureka City Schools
School-Sponsored Student/s Overnight Trip Checklist

Date Completed (dd/mm/yy)	Requests for Out-of-State, Out-of-Country or Overnight Travel Must Be Board Approved Prior to Travel	Teacher/ Staff (initial)	Site Principal (initial)
10/25/22	Principal establishes a process for approving a staff member's request to conduct a school-sponsored trip.	ES	RS
10/25/22	Staff shall consider: <ul style="list-style-type: none"> • Student safety; • Objectives of instruction; • Most effective use of instructional time; • Distance from school; • District and student expense; • Transportation requirements; • Supervision requirements. 	ES	RS
10/25/22	Staff affirm that no student will be excluded from participation because of lack of sufficient funds (total cost per student and funding sources must be included).	ES	RS
10/25/22	Staff notified parents and students that students are under jurisdiction of the district and subject to district and school rules and regulations.	ES	RS
10/25/22	Staff hold parent information meeting for staff, chaperones, parents/guardians and students to discuss safety and importance of safety-related rules.	ES	RS
10/25/22	Staff ensures adequate supervision reviewed by site administrator (adults/students ratio). List of chaperones must be provided to District Office, including designating if employee or parent/guardian. If a non-staff chaperone, chaperone must have been cleared through the District's volunteer process.	ES	RS
10/25/22	During travel, staff will have school's first aid kit in his/her possession or immediately available.	ES	RS

Date Completed (dd/mm/yy)	Requests for Out-of-State, Out-of-Country or Overnight Travel Must Be Board Approved Prior to Travel	Teacher/ Staff (initial)	Site Principal (initial)
10/25/22	Staff obtains parent permission. If trip also involves water activities, specific permission for water activities must be obtained. If students will be in water, including motel pools, there must be a lifeguard at all times the students are in the water. Lifeguard can be a chaperone if they have the certification or one obtained through a local agency and the person has passed the agency requirements. Trip must not include activities identified as "hazardous" by our local JPA which includes but is not limited to rock climbing (walls) and/or zip lines.	ES	RS
10/25/22	Transportation information must include how and who is transporting students. If by chartered bus, Director of Transportation must be notified.	ES	RS
10/25/22	Parent permission letter for travel out-of-country obtained for each student (District Letter form letter).	N/A	N/A
10/25/22	Forms JPA 1 signed and on file at the school prior to departing on out-of-country school sponsored activity.	ES	RS
10/25/22	Staff complete checklist form including requested information, and Board "Field Trip Request Form" and submit to Superintendent's Assistant a minimum of 10 days prior to the Board meeting in which approval is being requested. (Board meeting dates can be obtained by calling the Superintendent's Assistant or looking on the ECS website.)	ES	RS
10/25/22	District shall provide or make available medical and/or hospital insurance for students injured while participating in any excursion.	ES	RS
10/25/22	Students must have travel insurance for travel out of lower 48 states.	N/A	N/A
10/25/22	Staff, students and parents have been notified that the District may cancel or postpone student travel at any time if the State Department/Homeland Security or Federal Government indicates such travel presents unreasonable risk.	ES	RS

APPROVED:

Site Principal: Rob Standish

Date: 10/25/22

Teacher/Staff: Ed Sonia

Date: 10/25/22

Director of Personnel: _____

Date: _____

Field Trip Request Form

(Overnight / Out-of-Town or State)

CONSENT ITEM

WHAT:

The Governing Board is asked to approve the following Field Trip:

Girls Basketball trip to San Francisco, CA.

WHY (briefly explain why approval is important; and, if applicable, how it is connected to the Site, District or Strategic Plan):

This will be a great experience for our student athletes.

HISTORY:

☒

Annual Trip

☐

First Year Attending

☐

Other: _____

HOW MUCH:

\$600 rental vans

\$400 fuel

\$1,300 motel

Name: Cliff Napoleon

Dates of Trip: December 28-30

Destination: San Francisco, CA

Club/Organization: Girls Basketball

What means of transportation: Rental Vans/Parents

Number of students participating: 12-15

Briefly describe the details of the trip (chaperone, lodging, etc.):

Girls Basketball will be going to a tournament in San Francisco, CA. They will be driven and chaperoned by coaches and parents. The team will be staying in a motel for the night(s) of the tournament.

Eureka City Schools
School-Sponsored Student/s Overnight Trip Checklist

Date Completed (dd/mm/yy)	Requests for Out-of-State, Out-of-Country or Overnight Travel Must Be Board Approved Prior to Travel	Teacher/ Staff (initial)	Site Principal (initial)
10/25/22	Principal establishes a process for approving a staff member's request to conduct a school-sponsored trip.	ES	RS
10/25/22	Staff shall consider: <ul style="list-style-type: none"> • Student safety; • Objectives of instruction; • Most effective use of instructional time; • Distance from school; • District and student expense; • Transportation requirements; • Supervision requirements. 	ES	RS
10/25/22	Staff affirm that no student will be excluded from participation because of lack of sufficient funds (total cost per student and funding sources must be included).	ES	RS
10/25/22	Staff notified parents and students that students are under jurisdiction of the district and subject to district and school rules and regulations.	ES	RS
10/25/22	Staff hold parent information meeting for staff, chaperones, parents/guardians and students to discuss safety and importance of safety-related rules.	ES	RS
10/25/22	Staff ensures adequate supervision reviewed by site administrator (adults/students ratio). List of chaperones must be provided to District Office, including designating if employee or parent/guardian. If a non-staff chaperone, chaperone must have been cleared through the District's volunteer process.	ES	RS
10/25/22	During travel, staff will have school's first aid kit in his/her possession or immediately available.	ES	RS

Date Completed (dd/mm/yy)	Requests for Out-of-State, Out-of-Country or Overnight Travel Must Be Board Approved Prior to Travel	Teacher/ Staff (initial)	Site Principal (initial)
10/25/22	Staff obtains parent permission. If trip also involves water activities, specific permission for water activities must be obtained. If students will be in water, including motel pools, there must be a lifeguard at all times the students are in the water. Lifeguard can be a chaperone if they have the certification or one obtained through a local agency and the person has passed the agency requirements. Trip must not include activities identified as "hazardous" by our local JPA which includes but is not limited to rock climbing (walls) and/or zip lines.	ES	RS
10/25/22	Transportation information must include how and who is transporting students. If by chartered bus, Director of Transportation must be notified.	ES	RS
10/25/22	Parent permission letter for travel out-of-country obtained for each student (District Letter form letter).	N/A	N/A
10/25/22	Forms JPA 1 signed and on file at the school prior to departing on out-of-country school sponsored activity.	ES	RS
10/25/22	Staff complete checklist form including requested information, and Board "Field Trip Request Form" and submit to Superintendent's Assistant a minimum of 10 days prior to the Board meeting in which approval is being requested. (Board meeting dates can be obtained by calling the Superintendent's Assistant or looking on the ECS website.)	ES	RS
10/25/22	District shall provide or make available medical and/or hospital insurance for students injured while participating in any excursion.	ES	RS
10/25/22	Students must have travel insurance for travel out of lower 48 states.	N/A	N/A
10/25/22	Staff, students and parents have been notified that the District may cancel or postpone student travel at any time if the State Department/Homeland Security or Federal Government indicates such travel presents unreasonable risk.	ES	RS

APPROVED:

Site Principal: Rob Standish

Date: 10/25/22

Teacher/Staff: Ed Sonia

Date: 10/25/22

Director of Personnel: _____

Date: _____

Field Trip Request Form

(Overnight / Out-of-Town or State)

CONSENT ITEM

WHAT:

The Governing Board is asked to approve the following Field Trip:

Boys Basketball trip to Santa Rosa, CA.

WHY (briefly explain why approval is important; and, if applicable, how it is connected to the Site, District or Strategic Plan):

This will be a great experience for our student athletes.

HISTORY:



Annual Trip



First Year Attending



Other: _____

HOW MUCH:

\$500 rental vans

\$400 fuel

\$1,000 motel

Name: Jimmy Rodgers

Dates of Trip: December 28-30

Destination: Santa Rosa, CA

Club/Organization: Boys Basketball

What means of transportation: Rental Vans/Parents

Number of students participating: 12-15

Briefly describe the details of the trip (chaperone, lodging, etc.):

Boys Basketball will be going to a tournament in Santa Rosa, CA. They will be driven and chaperoned by coaches and parents. The team will be staying in a motel for the night(s) of the tournament.

Eureka City Schools
School-Sponsored Student/s Overnight Trip Checklist

Date Completed (dd/mm/yy)	Requests for Out-of-State, Out-of-Country or Overnight Travel Must Be Board Approved Prior to Travel	Teacher/ Staff (initial)	Site Principal (initial)
11/1/22	Principal establishes a process for approving a staff member's request to conduct a school-sponsored trip.	ES	RS
11/1/22	Staff shall consider: <ul style="list-style-type: none"> • Student safety; • Objectives of instruction; • Most effective use of instructional time; • Distance from school; • District and student expense; • Transportation requirements; • Supervision requirements. 	ES	RS
11/1/22	Staff affirm that no student will be excluded from participation because of lack of sufficient funds (total cost per student and funding sources must be included).	ES	RS
11/1/22	Staff notified parents and students that students are under jurisdiction of the district and subject to district and school rules and regulations.	ES	RS
11/1/22	Staff hold parent information meeting for staff, chaperones, parents/guardians and students to discuss safety and importance of safety-related rules.	ES	RS
11/1/22	Staff ensures adequate supervision reviewed by site administrator (adults/students ratio). List of chaperones must be provided to District Office, including designating if employee or parent/guardian. If a non-staff chaperone, chaperone must have been cleared through the District's volunteer process.	ES	RS
11/1/22	During travel, staff will have school's first aid kit in his/her possession or immediately available.	ES	RS

Date Completed (dd/mm/yy)	Requests for Out-of-State, Out-of-Country or Overnight Travel Must Be Board Approved Prior to Travel	Teacher/ Staff (initial)	Site Principal (initial)
11/1/22	Staff obtains parent permission. If trip also involves water activities, specific permission for water activities must be obtained. If students will be in water, including motel pools, there must be a lifeguard at all times the students are in the water. Lifeguard can be a chaperone if they have the certification or one obtained through a local agency and the person has passed the agency requirements. Trip must not include activities identified as "hazardous" by our local JPA which includes but is not limited to rock climbing (walls) and/or zip lines.	ES	RS
11/1/22	Transportation information must include how and who is transporting students. If by chartered bus, Director of Transportation must be notified.	ES	RS
11/1/22	Parent permission letter for travel out-of-country obtained for each student (District Letter form letter).	N/A	N/A
11/1/22	Forms JPA 1 signed and on file at the school prior to departing on out-of-country school sponsored activity.	ES	RS
11/1/22	Staff complete checklist form including requested information, and Board "Field Trip Request Form" and submit to Superintendent's Assistant a minimum of 10 days prior to the Board meeting in which approval is being requested. (Board meeting dates can be obtained by calling the Superintendent's Assistant or looking on the ECS website.)	ES	RS
11/1/22	District shall provide or make available medical and/or hospital insurance for students injured while participating in any excursion.	ES	RS
11/1/22	Students must have travel insurance for travel out of lower 48 states.	N/A	N/A
11/1/22	Staff, students and parents have been notified that the District may cancel or postpone student travel at any time if the State Department/Homeland Security or Federal Government indicates such travel presents unreasonable risk.	ES	RS

APPROVED:

Site Principal: Rob Standish

Date: 11/1/22

Teacher/Staff: Ed Sonia

Date: 11/1/22

Director of Personnel: _____

Date: _____

AGENDA ITEM

Agenda Title: Approval of MOU with the Parent Institute for Quality Education (PIQE)
Meeting Date: November 17, 2022
Item: Consent

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Governing Board is asked to receive and approve the 22-23 MOU between PIQE and Eureka City Schools.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

PIQE provides a caliber of support to Eureka City School district that is vital to our community of district English learners ongoing success.

STRATEGIC PLAN/PRIORITY AREA:

Strategic plan/priority areas 1, 6 and 17.

HISTORY *(list previous staff or board action(s) with dates if possible)*

This is the second year that this program will be offered at Eureka City Schools.

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

The MOU represents a \$37,500.00 agreement between Eureka City Schools and the Parent Institute for Quality Education.

WHO *(list the name of the contact person(s), job title, and site location)*

Gary Storts, Assistant Superintendent Educational Services

ATTACHMENTS:

Description

- 22-23 SY MOU with PIQE



SERVICES ACCEPTANCE MEMORANDUM OF UNDERSTANDING

To: Dr. Fred Van Vleck, Ed.D., Superintendent
From: Gabriela Rios, Executive Director
Date: October 26, 2022

NOW, THEREFORE, in consideration of the recitals and mutual obligations of the parties herein expressed, The Parent Institute for Quality Education (PIQE) and **Eureka City Unified School District** agree as follows:

RECITALS

- A. Scope of Services: PIQE will provide its **Signature Family Engagement in Education K-12** for the parents of the children enrolled in the school identified above. PIQE will recruit parents by phone, provide an Orientation session, a series of weekly training sessions, organize and conduct a Question-and-Answer forum with the school's leadership team, culminating in a graduation ceremony with certificates provided to parents who attend four or more sessions. The program is designed to develop skills and techniques which will empower parents to address the educational needs of their school-aged children.
- B. Scope of Services: PIQE will provide its **Social Emotional Learning Program (SEL)** for the parents/guardians of the students enrolled in the school above mentioned. PIQE will recruit parents by phone, provide a series of weekly training sessions, organize and conduct a Question-and-Answer forum with the school's leadership team, culminating in a graduation ceremony with certificates provided to parents who attend four or more sessions. The program is designed to introduce the importance of social emotional learning health and its impact on student's success in school and life.
- C. Scope of Services: PIQE will provide its **Family Literacy P-3rd Program (P3)** for the parents/guardians of the students enrolled in the school above mentioned. PIQE will recruit parents by phone, provide an Orientation session, a series of weekly training sessions, organize and conduct a Q&A forum with the school's leadership team, culminating in a graduation ceremony with certificates provided to parents who attend four or more sessions. The program is designed to introduce the five elements of literacy equipping families with strategies to support literacy at home.

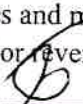
Parent Institute for Quality Education
22 West 35th St., Suite 201, National City, CA 91950
Telephone: 619.420.4499
www.piqe.org

- D. Time of Class: Morning _____ Evening 6:00 pm ✓ _____
- E. Type of Class: **Virtual (V)** _____ ✓ _____, Hybrid (H) _____, In-Person (P) _____
- F. Virtual – PIQE will offer online through the Zoom platform during the evenings starting with the Orientation and finishing with a Graduation ceremony.
- G. Virtual and Hybrid Services: For virtual services, PIQE will support families to get on to the Zoom platform and with online connectivity and navigation.
- H. Session Dates: **February 2023 – June 2023**
- I. Compensation: a flat fee of \$12,500 per program = \$37,500.00 total for a class of up to 50 parents. Any additional class will be \$3000.00 for up to 30 parents at the same school and the same program. The minimum number of parents to open a class in any language is 15.
- J. Cancellation: A class that does not have the minimum number of parents needed to keep the class open might be cancelled by mutual agreement on or before class #3; no classes can be cancelled on or after class #4 in case this happens, the school would have to pay the cost of the agreed class referred in the compensation described above.
- K.

Location: **Virtual**

School funding: 01-3010-0-0001-1000-4310-900-0000

In addition, where the PIQE program is provided in person, the school will make childcare arrangements to have it available to families as well as provide refreshments to the parents.

Copyright Protections: PIQE owns all products and all content in the program(s), including without limitation the information, materials, text, graphics, protocols and the selection and organization thereof ("content"). The content is protected by copyright laws of the United States and other countries and may not be used, copied, distributed, displayed, modified, reproduced, published, posted or reverse engineered in whole or in part without the prior written permission of PIQE. Initials: 

Parent Institute for Quality Education
22 West 35th St., Suite 201, National City, CA 91950
Telephone: 619.420.4499
www.piqe.org

I accept these services at **Eureka City Unified School District** under the terms and conditions noted.



Dr. Fred Van Vleck, Ed.D., Superintendent

10/28/22

Date

Parent Institute Representative:



Gabriela Rios, Executive Director, PIQE

Parent Institute for Quality Education
22 West 35th St., Suite 201, National City, CA 91950
Telephone: 619.420.4499
www.piqe.org

AGENDA ITEM

Agenda Title: Approval of Policy Updates from CSBA - June 2022 (Second Review)
Meeting Date: November 17, 2022
Item: Consent

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Governing Board is being asked to approve the policy updates from CSBA - June 2022.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

From time to time, relatively minor changes occur that affect the text of CSBA sample board policies, administrative regulations, and board bylaws but do not warrant reissuing the entire sample because the changes are limited. It is recommended that districts review the revisions and incorporate them in district materials as appropriate. Although the revisions are minor, the district should still use its normal adoption process to adopt the board policies, administrative regulations, and/or board bylaws affected by these revisions. The following Board Policies, Administrative Regulations and Board Bylaws have various changes due to changes in laws, new laws, court decisions, and clarification.

STRATEGIC PLAN/PRIORITY AREA:

Governance and Policy updating is not reflected in the Strategic Plan Priority Area

HISTORY *(list previous staff or board action(s) with dates if possible)*

This is the final reading of these policies.

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

There is no revenue or expense related to this agenda item.

WHO *(list the name of the contact person(s), job title, and site location)*

Fred Van Vleck, Ed.D., Superintendent

ATTACHMENTS:

Description

- Checklist.Final Policies - for Board Approval

CSBA UPDATE CHECKLIST – June 2022

District Name: Eureka City Schools

Contact Name: Micalyn Harris Phone: 707.441.2400 Email: harrismicalyn@eurekacityschools.org

POLICY	TITLE	OPTIONS/BLANKS	ADOPT DATE
BP 0420.41	Charter School Oversight		11/17/22
E(1) 0420.41	Charter School Oversight		11/17/22
E(1) 1113	District and School Web Sites		11/17/22
AR 1312.4	Williams Uniform Complaint Procedures		11/17/22
E(2) 1312.4	Williams Uniform Complaint Procedures		Adopt 11/17/22
BP 3110	Transfer of Funds		11/17/22
AR 3517	Facilities Inspection		11/17/22
E(1) 3517	Facilities Inspection	NEW EXHIBIT	Adopt 11/17/22
BP 3523	Electronic Signatures	NEW POLICY	Adopt 11/17/22
AR 3523	Electronic Signatures	NEW REGULATION	Adopt 11/17/22
BP 3550	Food Service/Child Nutrition Program		11/17/22
AR 3550	Food Service/Child Nutrition Program		11/17/22
BP 3551	Food Service Operations/Cafeteria Fund	OPTION 1: <input type="checkbox"/> OPTION 2: <input checked="" type="checkbox"/>	11/17/22

CSBA UPDATE CHECKLIST – June 2022

District Name: _____

POLICY	TITLE	OPTIONS/BLANKS	ADOPT DATE
AR 3551	Food Service Operations/Cafeteria Fund 11/17/22		11/17/22
BP 3553	Free and Reduced Price Meals		11/17/22
AR 3553	Free and Reduced Price Meals		11/17/22
AR 4112.2	Certification		11/17/22
AR 4161.8	Family Care and Medical Leave	OPTION 1: <input type="checkbox"/> OPTION 2: <input type="checkbox"/> OPTION 3: <input checked="" type="checkbox"/> OPTION 4: <input type="checkbox"/> AND OPTION 1: <input checked="" type="checkbox"/> OPTION 2: <input type="checkbox"/>	Adopt 11/17/22
AR 4261.8	Family Care and Medical Leave	OPTION 1: <input type="checkbox"/> OPTION 2: <input type="checkbox"/> OPTION 3: <input checked="" type="checkbox"/> OPTION 4: <input type="checkbox"/> AND OPTION 1: <input checked="" type="checkbox"/> OPTION 2: <input type="checkbox"/>	Adopt 11/17/22

CSBA UPDATE CHECKLIST – June 2022

District Name: _____

POLICY	TITLE	OPTIONS/BLANKS	ADOPT DATE
AR 4361.8	Family Care and Medical Leave	OPTION 1: <input type="checkbox"/> OPTION 2: <input type="checkbox"/> OPTION 3: <input checked="" type="checkbox"/> OPTION 4: <input type="checkbox"/> AND OPTION 1: <input checked="" type="checkbox"/> OPTION 2: <input type="checkbox"/>	Adopt 11/17/22
AR 6173.1	Education for Foster Youth		11/17/22

Policy 0420.41: Charter School Oversight

Status: ADOPTED

Original Adopted Date: 10/01/2013 | Last Revised Date: 06/01/2022 | Last Reviewed Date: 06/01/2022

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

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

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

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

Waivers

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

Provision of District Services

The charter school may purchase administrative or other services from the district or any other source. (Education Code 47613)

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

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

Material Revisions to Charter

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

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

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

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

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

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

Fees/Charges for Supervisorial Oversight

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

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

Technical Assistance/Intervention

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

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

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

In accordance with law, the Board may deny a charter school's renewal petition or may revoke a charter based on the charter school's poor performance, especially with regard to inadequate academic achievement of all numerically significant subgroups of students served by the charter school.

Complaints

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

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

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

School Closure

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

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

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

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

State References

5 CCR 11700-11705

Description

Independent study

5 CCR 11960-11969.10

Charter schools

5 CCR 4600-4670

Uniform complaint procedures

Bus. Code 7583.45

Training for security officers

CA Constitution Article 16, Section 8.5

Public finance; school accountability report card -

https://simb.l.eboardsofutions.com/SU/5WGQeQCp_#sFH2Cp_PCVLEpzQ==

CA Constitution Article 9, Section 5

Common school system -

<https://simb.l.eboardsofutions.com/SU/5LDHgacpLGqiftuxZapslshQg==>

Corp. Code 5110-6910

Nonprofit public benefit corporations -

<https://simb.l.eboardsofutions.com/SU/up9YZpTJb4gRf50Hwlsish9Og==>

Ed. Code 1006

Prohibition against school district employees serving on county board of education -

Ed. Code 17070.10-17079.30	Leroy F. Greene School Facilities Act - https://simb.jeboardsofeducation.com/SU/fu4PsUtUAb4qYYOY9breHg==
Ed. Code 17280-17317	Field Act; approval of plans and supervision of construction
Ed. Code 17365-17374	Field Act; fitness for occupancy; liability of board members
Ed. Code 215	Suicide prevention policies
Ed. Code 215.5	Student identification cards; inclusion of safety hotlines
Ed. Code 220	Prohibition of discrimination
Ed. Code 221.61	Posting of Title IX information on web site
Ed. Code 221.9	Sex equity in competitive athletics
Ed. Code 222	Reasonable accommodations; lactating students
Ed. Code 222.5	Pregnant and parenting students; notification of rights
Ed. Code 231.5-231.6	Sexual harassment policy
Ed. Code 234.4	Mandated policy on bullying prevention
Ed. Code 234.6	Bullying and harassment prevention information
Ed. Code 234.7	Student protections relating to immigration and citizenship status
Ed. Code 32282	School safety plans
Ed. Code 32283.5	Bullying; online training
Ed. Code 33479-33479.9	The Eric Parades Sudden Cardiac Arrest Prevention Act
Ed. Code 35179.4-35179.6	Interscholastic athletic programs, safety; swimming pool safety that is not part of interscholastic athletic program
Ed. Code 35183.1	Graduation ceremonies; tribal regalia or recognized object of religious/cultural significance
Ed. Code 35292.6	Stocking of menstrual products
Ed. Code 35330	Field trips and excursions; student fees
Ed. Code 38001.5	Training for security officers
Ed. Code 38080-38086	School meals
Ed. Code 39831.3	Transportation safety plan
Ed. Code 39843	Disciplinary action against bus driver; report to Department of Motor Vehicles
Ed. Code 41024	Report of expenditure of state facility funds
Ed. Code 42100	Annual statement of receipts and expenditures
Ed. Code 44030.5	Reporting change in employment status due to alleged misconduct
Ed. Code 44237	Criminal record summary
Ed. Code 44258.9	Monitoring of teacher assignments
Ed. Code 44691	Information on detection of child abuse; annual training
Ed. Code 44830.1	Certificated employees; conviction of a violent or serious felony
Ed. Code 45122.1	Classified employees; conviction of a violent or serious felony
Ed. Code 45125.1	Criminal records summary; employees of contracting entity
Ed. Code 46015	Accommodations for pregnant and parenting students; parental leave
Ed. Code 46390-46393	Emergency average daily attendance
Ed. Code 47600-47616.7	Charter Schools Act of 1992
Ed. Code 47634.2	Nonclassroom-based instruction
Ed. Code 47640-47647	Special education funding for charter schools

Ed. Code 47651	Apportionment of funds; charter schools
Ed. Code 48000	Minimum age of admission for kindergarten; transitional kindergarten
Ed. Code 48010-48011	Minimum age of admission (first grade)
Ed. Code 48206.3-48208	Students with temporary disabilities; individual instruction
Ed. Code 48850-48859	Education of foster youth and homeless students
Ed. Code 48901.1	Suspension and expulsion; willful defiance
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations
Ed. Code 48913.5	Suspended students; homework assignments
Ed. Code 48950	Speech and other communication
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 49005-49006.4	Seclusion and restraint
Ed. Code 49011	Student fees
Ed. Code 49014	Public School Fair Debt Collection Act
Ed. Code 49061	Definitions, directory information
Ed. Code 49062.5	Student records, name or gender change
Ed. Code 49070	Challenging student records
Ed. Code 49073.2	Privacy of student and parent/guardian personal information; minutes of board meeting
Ed. Code 49076.7	Student records; data privacy; social security numbers
Ed. Code 49110	Authority to issue work permits
Ed. Code 49381	Human trafficking prevention
Ed. Code 49414	Epinephrine auto-injectors
Ed. Code 49414.3	Administration of opioid antagonist
Ed. Code 49428	Notification of mental health services
Ed. Code 49430-49434	The Pupil Nutrition, Health, and Achievement Act of 2001
Ed. Code 49431.9	Prohibition of advertisement of non-nutritious foods
Ed. Code 49475	Health and safety; concussions and head injuries
Ed. Code 49501.5	Free breakfast and lunch to all students
Ed. Code 49557.5	Child Hunger Prevention and Fair Treatment Act of 2017
Ed. Code 49564	Meals for needy students
Ed. Code 49564.3	Provision of federal universal meal service
Ed. Code 49700-49701	Education of children of military families
Ed. Code 51224.7	Mathematics placement policy
Ed. Code 51225.1-51225.2	Exemption from local graduation requirements; acceptance of coursework
Ed. Code 51225.3	High school graduation requirements
Ed. Code 51225.6	Instruction in cardiopulmonary resuscitation
Ed. Code 51225.7-51225.8	Completion and submission of the Free Application for Federal Student Aid and California Dream Act Application
Ed. Code 51413	Diploma of graduation without passage of high school exit examination
Ed. Code 51745-51749.6	Independent study
Ed. Code 51925-51929	Mandatory mental health education
Ed. Code 51930-51939	California Healthy Youth Act

Ed. Code 52052	Accountability; numerically significant student subgroups
Ed. Code 52060-52077	Local control and accountability plan
Ed. Code 52075	Uniform complaint procedures
Ed. Code 56026	Special education
Ed. Code 56040.3	Availability of assistive technology device
Ed. Code 56145-56146	Special education services in charter schools
Ed. Code 56365-56366.12	Nonpublic, nonsectarian schools
Ed. Code 60600-60648.5	Assessment of academic achievement
Ed. Code 64000	Categorical programs included in consolidated application
Ed. Code 64001	School plan for student achievement; consolidated application programs
Ed. Code 65000-65001	School site councils
Ed. Code 69432.9-69432.92	Cal Grant program; notification of grade point average and high school graduation
Gov. Code 1090-1099	Prohibitions applicable to specified officers
Gov. Code 3540-3549.3	Educational Employment Relations Act
Gov. Code 3555-3559	Public employee communication, information and orientation
Gov. Code 54950-54963	The Ralph M. Brown Act
Gov. Code 6250-6270	California Public Records Act
Gov. Code 81000-91014	Political Reform Act of 1974
H&S Code 104420	Tobacco Use Prevention Education grant program
H&S Code 104559	Tobacco-free schools
Lab. Code 1198.5	Personnel records related to performance and grievance
Lab. Code 3074.2	Notice of college and career fairs
Pen. Code 1192.7	Definition of serious felony
Pen. Code 667.5	Definition of violent felony
Veh. Code 28160	Child safety alert system

Federal References

20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
20 USC 6311	State plan
20 USC 7221-7221j	Charter schools
34 CFR 200.1-200.78	Accountability
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act

Management Resources References

Attorney General Opinion	104 Ops.Cal.Atty.Gen. 66 (2021)
Attorney General Opinion	101 Ops.Cal.Atty.Gen. 92 (2018)
Attorney General Opinion	78 Ops.Cal.Atty.Gen. 297 (1995)
Attorney General Opinion	89 Ops.Cal.Atty.Gen. 166 (2006)
Attorney General Opinion	80 Ops.Cal.Atty.Gen. 52 (1997)
CA Department of Education Publication	California School Accounting Manual

California Dept. of Pesticide Reg. Publication School District Integrated Pest Management Plan Template

California Interscholastic Federation Publication Pursuing Victory with Honor, 1999

Court Decision Ridgecrest Charter School v. Sierra Sands Unified School District, (2005) 130 Cal.App.4th 986

CSBA Publication Charter Schools: A Guide for Governance Teams, rev. 2016

CSBA Publication Charter Schools in Focus, Issue 2: Ensuring Effective Oversight, Governance Brief, October 2017

CSBA Publication Uncharted Waters: Recommendations for Prioritizing Student Achievement and Effective Governance in California's Charter Schools, September 2018

U.S. DOE Guidance Charter Schools Program: Title V, Part B of the ESEA, Nonregulatory Guidance, January 2014

Website U.S. Department of Agriculture - <https://simbli.eboardso lutions.com/SU/RslshJVkZjGiBHO8TX9tA3tqQ==>

Website National Suicide Prevention Lifeline - <https://simbli.eboardso lutions.com/SU/yAd89LtBVSINaH2a mpq2Q==>

Website National Domestic Violence Hotline - <https://simbli.eboardso lutions.com/SU/d1fBFpjosh4vvBXfU68zMWg==>

Website California State Teachers Retirement System - <https://simbli.eboardso lutions.com/SU/dDkW9gdO2YplusqCvo1qG2vslshw==>

Website California Public Employees Retirement System - <https://simbli.eboardso lutions.com/SU/BtrWsDRenb5z2ZZethXOCw==>

Website California Department of General Services, Office of Administrative Hearings - <https://simbli.eboardso lutions.com/SU/hkXUvTmkSbRSTlh3V79tXg==>

Website California Commission on Teacher Credentialing - <https://simbli.eboardso lutions.com/SU/Eg0pluss7NDrgK1KmPo9Mggp μsA==>

Website California Commission on Peace Officer Standards and Training - <https://simbli.eboardso lutions.com/SU/T42f3slyPIGPzJCTWmplusqxA==>

Website California Bureau of Security and Investigative Services - <https://simbli.eboardso lutions.com/SU/7cVjGFeMAXplusS8 dHUhceYQ==>

Website California State Controller - <https://simbli.eboardso lutions.com/SU/P16GQ6rhv8os qGW j7phA==>

Website California Department of Pesticide Regulation - <https://simbli.eboardso lutions.com/SU/oAOBdj0jGZedpcKSjhJiw==>

Website California Student Aid Commission - <https://simbli.eboardso lutions.com/SU/YTrTI0NffiZjZQWb3fewg==>

Website National Association of Charter School Authorizers - <https://simbli.eboardso lutions.com/SU/9nzhOGSX2VVH42kMjN06kg==>

Website California Charter Schools Association - <https://simbli.eboardso lutions.com/SU/ap μshtDM8p μszN2tpwTckx11kA==>

Website California Department of Education, Charter Schools - <https://simbli.eboardso lutions.com/SU/PdGgkCs2YZ3fwPslshslshoGe7iQ==>

Website California Interscholastic Federation - <https://simbli.eboardso lutions.com/SU/QthhhDMKp μsJ3akAI8GRP72g==>

Website California Office of the Attorney General - <https://simbli.eboardso lutions.com/SU/5qNs1sh5DoKuytasYcv9khGiA==>

Website CSBA- <https://simbli.eboardso lutions.com/SU/W3QxkK2FPsDsQBnM ENxGg==>

Website	U.S. Department of Education - https://simbli.eboardsojutions.com/SU/XcSsJimosIsh3XhJKy4tplus7wpµsA==
Cross References	Description
0420.4	Charter School Authorization - https://simbli.eboardsojutions.com/SU/0i0m3LfdUnEuoDDGxB2mQ==
0420.4	Charter School Authorization - https://simbli.eboardsojutions.com/SU/6aKw9KbSgexgJfcQrYo5eQ==
0420.42	Charter School Renewal - https://simbli.eboardsojutions.com/SU/uuLbZeec3V3u1wMajµdHg==
0420.43	Charter School Revocation - https://simbli.eboardsojutions.com/SU/ohXLQZµCr9Y37KSqCta5dA==
0460	Local Control And Accountability Plan - https://simbli.eboardsojutions.com/SU/fwFbmaz5QUQOAdµDbzBBg==
0460	Local Control And Accountability Plan - https://simbli.eboardsojutions.com/SU/N8bGSx8fXaµLgcLPJYKR9w==
0500	Accountability - https://simbli.eboardsojutions.com/SU/PDWiti8tEaGKnqJbgZ4Q3g==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsojutions.com/SU/yvGJj2X8PyrSmBYInybbQA==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsojutions.com/SU/qu1ox8qD0SpMJPXqVt6gag==
1312.3-E PDF(1)	Uniform Complaint Procedures - https://simbli.eboardsojutions.com/SU/BsIshPMK886oDyrBoOyAftUdg==
1312.3-E PDF(2)	Uniform Complaint Procedures - https://simbli.eboardsojutions.com/SU/HDsIshuPXC0G3OsIshr71TMVpµus4Jw==
1431	Waivers - https://simbli.eboardsojutions.com/SU/9BuYxzx0B2µrRqC5µthA==
6162.51	State Academic Achievement Tests - https://simbli.eboardsojutions.com/SU/NdqSEfNslshhwaBKplusUkKH040A==
6162.51	State Academic Achievement Tests - https://simbli.eboardsojutions.com/SU/oZbkKwYtcu0mkplusF9H7PNfQ==
7160	Charter School Facilities - https://simbli.eboardsojutions.com/SU/plussx0ytUqrR6vrkEezQAµg==
7160	Charter School Facilities - https://simbli.eboardsojutions.com/SU/WxGxcu8vOqvCeGbLR3x1KA==

Exhibit 0420.41-E(t): Charter School Oversight

Status: ADOPTED

Original Adopted Date: 07/01/2017 | Last Revised Date: 06/01/2022 | Last Reviewed Date: 06/01/2022

REQUIREMENTS FOR CHARTER SCHOOLS

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

Governance

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

Operations

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

Admission/Enrollment

6. Adhere to all laws establishing the minimum age for public school attendance (Education Code 47610)
7. Serve students who are California residents and who, if over 19 years of age, are continuously enrolled in a public school and making "satisfactory progress" toward a high school diploma as defined in 5 CCR 11965 (Education Code 47612)
8. Serve students with disabilities in the same manner as such students are served in other district schools (Education Code 47646, 56145)
9. Admit all students who wish to attend the charter school, according to the following criteria and procedures:
 - a. Admission to the charter school shall not be determined according to the student's or parent/guardian's place of residence within the state, except that any existing public school converting partially or entirely to a charter school shall adopt and maintain a policy giving admission preference to students who reside within that school's former attendance area. (Education Code 47605)

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

- b. If the number of students who wish to attend the charter school exceeds the school's capacity, attendance shall be determined by a public random drawing, with preference extended to students currently attending the charter school and students who reside in the district, except as provided for in Education Code 47614.5. (Education Code 47605)
 - c. Other admission preferences may be permitted by the Board of the district on an individual school basis consistent with law. (Education Code 47605)
- 10. Not discourage a student from enrolling or seeking to enroll in the charter school, nor encourage a current student from disenrolling, for any reason, including, but not limited to, the student's academic performance, nationality, race, ethnicity, or sexual orientation or because the student is a student with disabilities, academically low achieving, an English learner, neglected or delinquent, homeless, economically disadvantaged, or a foster youth. The charter school shall not request or require a student's records to be submitted before enrollment. The charter school shall post on its web site the California Department of Education's (CDE) notice of these requirements and shall provide the notice to parents/guardians or students age 18 and older when the parent/guardian or student inquires about enrollment, before conducting an enrollment lottery, and before disenrollment of a student. (Education Code 47605)
- 11. Comply with the requirements of Education Code 48850-48859 regarding enrollment, identification, and placement of homeless children and unaccompanied youth (Education Code 48850, 48851, 48852.5, 48852.6; 42 USC 11431-11435)
- 12. Comply with the requirements of Education Code 48850-48859 regarding the enrollment and placement of foster youth (Education Code 48853.5, 48859)
- 13. Allow a student who is enrolled in the charter school but receiving individual instruction at home or a hospital due to a temporary disability to return to the charter school when well enough to do so, provided the student returns during the school year in which the individual instruction was initiated (Education Code 48207.3)

Nondiscrimination

- 14. Not discriminate against any student on the basis of the characteristics listed in Education Code 220 (Education Code 47605)
- 15. Adopt policy that is consistent with the model policy developed by the California Attorney General addressing the charter school's response to immigration enforcement, notify parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, prohibit the collection of information or documents regarding the immigration status of students or their family members, and fulfill other requirements of Education Code 234.7
- 16. Post specified information related to the prohibition against discrimination under Title IX of the Education Amendments of 1972 in a prominent and conspicuous location on the school web site or on the web site of the charter operator (Education Code 221.61)
- 17. If the charter school offers competitive athletics, annually post on the school's web site or on the web site of the charter operator the total enrollment of the school classified by gender, the number of students who participate in competitive athletics classified by gender, and the number of boys' and girls' teams classified by sport and by competition level (Education Code 221.9)
- 18. Provide specified accommodations to pregnant and parenting students, including, but not limited to, the provision of parental leave and reasonable accommodations on campus to a lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding. The charter school shall notify pregnant and parenting students and parents/guardians of the rights and options available to pregnant and parenting students. (Education Code 222, 222.5, 46015)
- 19. If a direct-funded charter school, adopt and implement uniform complaint procedures to resolve complaints of unlawful discrimination or alleged violation of a state or federal law or regulation governing educational programs, in accordance with 5 CCR 4600-4670 (5 CCR 4600)

Tuition and Fees

20. Not charge tuition (Education Code 47605)
21. Not charge student fees for any activity that is an integral component of the educational program, except as authorized by those Education Code provisions that explicitly apply to charter schools
22. Not bill, nor take any negative action against, a student or former student for a debt owed to the charter school. The school shall provide an itemized invoice for any amount owed by the parent/guardian on behalf of a student or former student before pursuing payment of the debt and shall provide a receipt to the parent/guardian for each payment made to the school. (Education Code 49014)

School Plans

23. Adopt a local control and accountability plan (LCAP) and update the plan by July 1 each year, after holding a public hearing, consulting with specified stakeholders, and using the template adopted by the State Board of Education (SBE). As part of the LCAP adoption and annual update to the LCAP, the governing body of the charter school shall separately adopt a local control funding formula budget overview for parents/guardians, based on the template developed by the SBE. (Education Code 47604.33, 47606.5, 52064, 52064.1)
24. If the charter school applies for federal and/or state categorical program funding through the state's consolidated application, establish a school site council to develop and annually review a school plan for student achievement, unless the school chooses to use its LCAP for this purpose (Education Code 64000-64001, 65000-65001)
25. Develop a comprehensive safety plan in accordance with Education Code 32282 and review and update the plan by March 1 each year (Education Code 47605)
26. Develop a transportation safety plan that includes procedures to ensure that a student is not left unattended on a school bus, student activity bus, youth bus, or child care motor vehicle and procedures for designating an adult chaperone, other than the driver, to accompany students on a school activity bus. In addition, ensure that each school bus, student activity bus, youth bus, or child care motor vehicle is equipped with a child safety alert system that requires the driver to either manually contact or scan the device, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting, unless the student activity bus is exempted by law. (Education Code 39831.3; Vehicle Code 28160)

Curriculum and Instruction

27. Offer at least the number of instructional minutes required by law for the grade levels provided by the charter school (Education Code 47612.5)
28. If the charter school offers a kindergarten program, also offer a transitional kindergarten (TK) program to students in accordance with Education Code 48000
29. If the charter school serves students in grade 9, adopt a fair, objective, and transparent mathematics placement policy with specified components (Education Code 51224.7)
30. If the charter school serves students in any of grades 7-12, provide comprehensive sexual health education and human immunodeficiency virus (HIV) prevention education at least once in junior high or middle school and once in high school (Education Code 51931, 51934)
31. If the charter school serves students in any of grades 6-12, identify and implement methods of informing parents/guardians of human trafficking prevention resources (Education Code 49381)
32. If the charter school serves students in middle or high school and offers one or more courses in health education, include in those courses instruction in mental health, as specified (Education Code 51925-51929)
33. If the charter school serves students in grade 12, comply with the requirements for student completion and submission of the Free Application for Federal Student Aid and California Dream Act Application (Education Code 51225.7, 51225.8)
34. If the charter school is planning to hold a college or career fair, the charter school shall notify each apprenticeship program in the same county as the charter school with the planned date, time, and location of

the fair (Labor Code 3074.2)

35. If the charter school provides independent study, meet the requirements of Education Code 51745-51749.6, except that the school may offer courses required for graduation solely through independent study as an exception to Education Code 51745(e) (Education Code 47612.5, 51747.3; 5 CCR 11705)
36. Develop a plan for offering independent study to affected students pursuant to Education Code 46393 if the governing body of the charter school submits an affidavit pursuant to Education Code 46392 necessitated by an emergency condition that resulted in a school closure (Education Code 46392, 46393)
37. Accept and provide full or partial credit for coursework satisfactorily completed by a foster youth, homeless student, former juvenile court school student, child of a military family, migrant student, or a student participating in a newcomer program while attending another school (Education Code 51225.2)
38. Meet all statewide standards and conduct any statewide assessments applicable to noncharter public schools (Education Code 47605, 47612.5, 60605)

Special Education

39. Provide assistive technology devices in a student's home or other settings if the individualized education program team determines that such access is necessary. The charter school shall also provide an assistive technology device or comparable device to a student who enrolls in another local educational agency, for two months after the student leaves the charter school or until alternative arrangements can be made, whichever occurs first. (Education Code 56040.3)
40. If the charter school is an independent member of a special education local plan area and has a master contract with a nonpublic, nonsectarian school:
 - a. Pay the full amount of the tuition or fees for students with disabilities enrolled in programs or services provided pursuant to that contract (Education Code 56365)
 - b. Conduct at least one onsite visit to the nonpublic, nonsectarian school prior to a student's placement and at least once each school year (Education Code 56366.1)

High School Graduation

41. Exempt a foster youth, homeless student, former juvenile court school student, child of a military family, or migrant student who transfers between schools after the second year of high school, or a student participating in a newcomer program for newly immigrant students in grades 11-12, from any of the charter school's graduation requirements that exceed state requirements, unless the charter school determines that the student is reasonably able to complete the requirements by the end of the fourth year of high school (Education Code 51225.1, 51225.2)
42. Grant a high school diploma to any student who completed grade 12 in the 2003-04 through 2014-15 school year and met all applicable graduation requirements other than the passage of the high school exit examination (Education Code 51413)
43. Require students to meet the state minimum course requirements for graduation as specified in Education Code 51225.3, as well as any additional graduation requirements required by the governing body (Education Code 51225.3)

Student Expression

44. Allow a student to wear traditional tribal regalia or recognized objects of religious or cultural significance as an adornment at school graduation ceremonies, unless the charter school determines that an item is likely to cause a substantial disruption of, or material interference with, the ceremony (Education Code 35183.1)
45. Provide students the right to exercise freedom of speech and of the press including, but not limited to, the use of bulletin boards; the distribution of printed materials or petitions; the wearing of buttons, badges, and other insignia; and the right of expression in official publications (Education Code 48907, 48950)

46. Require its teachers to hold a certificate, permit, or other document issued by the Commission on Teacher Credentialing (CTC) as required for the teacher's certificated assignment. Teachers employed by the charter school during the 2019-20 school year shall have until July 1, 2025 to obtain the required certificate required. (Education Code 47605, 47605.4)
47. If the charter school offers TK, require credentialed teachers first assigned to a TK class to meet one of three specified criteria establishing qualification for the position by August 1, 2023, and to maintain adult to student ratios as specified in Education Code 48000 (Education Code 48000)
48. Review potential misassignments and vacant positions in the charter school, including data from CTC, respond to the County Superintendent of Schools when necessary to show that an employee is legally authorized for an assignment, and correct any misassignments if notified by the County Superintendent that an assignment is not legally authorized (Education Code 44258.9)
49. Not hire any person who has been convicted of a violent or serious felony except as otherwise provided by law, and, if the charter school contracts with an entity for specified services, verify that any employee of that entity who interacts with students outside of the immediate supervision and control of the student's parent/guardian or a school employee has a valid criminal records summary, unless an exception applies (Education Code 44830.1, 45122.1, 45125.1)
50. Report to CTC any change in a certificated employee's employment status (dismissal, nonreelection, resignation, suspension, unpaid administrative leave for more than 10 days, retirement, or other decision not to employ or reemploy) as a result of an allegation of misconduct or while an allegation of misconduct is pending (Education Code 44030.5)
51. If the charter school chooses to make the state teachers' retirement plan and/or the public employees retirement system available to its employees, meet the requirements of Education Code 47611 (Education Code 47610)
52. Meet the requirements of Government Code 3540-3549.3 related to collective bargaining in public education employment (Education Code 47611.5)
53. If the charter school employs security officers and/or security officers work on the charter school campus, provide the latest course of training developed by the Bureau of Security and Investigative Services of the Department of Consumer Affairs in consultation with the Commission on Peace Officer Standards and Training, as specified (Education Code 38001.5; Business and Professions Code 7583.45)

Parent/Guardian Involvement

54. On a regular basis, consult with parents/guardians and teachers regarding the charter school's educational programs (Education Code 47605)
55. Notify parents/guardians of applicant students and currently enrolled students that parental involvement is not a requirement for acceptance to, or continued enrollment at, the charter school (Education Code 47605)
56. If 15 percent or more of the students at the charter school speak a single primary language other than English, provide all notices, reports, statements, or records sent to parents/guardians in English and in the primary language (Education Code 48985)

Nutrition

57. Provide breakfast and/or lunch free of charge during each school day to students requesting a meal regardless of the student's free or reduced-price meal eligibility. If the charter school participates in the National School Lunch Program and School Breakfast Program and is a very high poverty school, as defined, the charter school shall apply to operate a federal universal meal service provision, and upon approval, apply such service (Education Code 49501.5, 49564.3)
58. Not promote any food or beverage during the school day that does not comply with state nutritional standards pursuant to Education Code 49430-49434, and not participate in a corporate incentive program that offers free or discounted non-nutritious foods or beverages as rewards for students who reach certain

academic goals (Education Code 49431.9)

Student Health

59. Adopt a policy on suicide prevention, intervention, and postvention for grades 7-12, and an age-appropriate policy for grades K-6, and review the policy at least every five years (Education Code 215)
60. If the charter school serves grades 7-12 and issues student identification cards, print the telephone numbers of the National Suicide Prevention Lifeline and the National Domestic Violence Hotline on the identification cards (Education Code 215.5)
61. Notify students and parents/guardians at least twice during the school year on how to initiate access to available student mental health services on campus or in the community (Education Code 49428)
62. Provide annual training on child abuse and neglect reporting requirements to employees and persons working on the charter school's behalf who are mandated reporters, within the first six weeks of each school year or within six weeks of employment (Education Code 44691)
63. If the charter school offers an athletic program, annually provide information sheets about concussions/head injuries and sudden cardiac arrest to athletes and their parents/guardians, which must be signed and returned to the school before the athlete initiates practice or competition. In the event that an athlete is suspected of sustaining a concussion or head injury, passes out, or faints during or immediately after participation in an athletic activity, the student shall be immediately removed from the activity for the remainder of the day and shall not be permitted to return to the activity until the student is evaluated by a licensed health care provider and receives written clearance to do so. (Education Code 33479-33479.5, 49475)
64. If the charter school offers an interscholastic athletic program, develop and post a written emergency action plan that describes procedures to be followed in the event of sudden cardiac arrest and other medical emergencies, acquire at least one automated external defibrillator (AED) for the school, and make the AED available at on-campus athletic activities or events (Education Code 35179.4, 35179.6)
65. If the charter school sponsors or hosts an on-campus event in or around a swimming pool that is not part of an interscholastic athletic program, provide for the presence of at least one adult with a valid certification of cardiopulmonary resuscitation training throughout the duration of the event (Education Code 35179.6)
66. Provide school nurses or other voluntary, trained personnel with emergency epinephrine auto-injectors of the type required pursuant to Education Code 49414 (Education Code 49414)
67. If the charter school chooses to make an opioid antagonist available to persons suffering, or reasonably believed to be suffering, from an opioid overdose, comply with the requirements of Education Code 49414.3, including, but not limited to, providing training to personnel who volunteer to administer the opioid antagonist

Student Conduct/Discipline

68. Adopt a policy on bullying and cyberbullying prevention, post specified information on bullying and harassment prevention, and annually make CDE's online training module on bullying prevention available to school site certificated employees and other employees who have regular interaction with students (Education Code 234.4, 234.6, 32283.5)
69. Adopt and display a written policy on sexual harassment, include the policy as part of any orientation for new and continuing students, and post a poster notifying students of the policy (Education Code 231.5, 231.6)
70. Prohibit seclusion and behavioral restraint of students as a means of discipline, and only use such methods to control student behavior that poses a clear and present danger of serious physical harm to a student or others that cannot be immediately prevented by a less restrictive response (Education Code 49005-49006.4)
71. Neither recommend for expulsion a student in grades K-12 nor suspend a student in grades K-8 for disrupting school activities or otherwise willfully defying the authority of school personnel in the performance of their duties (Education Code 48901.1)

72. Upon request, provide a student who is suspended for two or more days with the homework assigned during

the period of suspension (Education Code 47606.2, 48913.5)

Student and Parent/Guardian Records

73. Not collect or solicit social security numbers or the last four digits of social security numbers from students or their parents/guardians unless otherwise required to do so by state or federal law (Education Code 49076.7)
74. Upon written request, not include the directory information of a student or the personal information of a parent/guardian, as defined, in the minutes of a meeting of the governing body (Education Code 49073.2)
75. If a student subject to compulsory full-time education is expelled or leaves the charter school without graduating or completing the school year for any reason, notify the Superintendent of the school district of the student's last known address within 30 days and, upon request, provide that district with a copy of the student's cumulative record, including a transcript of grades or report card, and health information (Education Code 47605)
76. If the charter school serves high school students, submit to the Student Aid Commission (CSAC), for use in the Cal Grant program, the grade point average (GPA) of all students in grade 12 and verification of high school graduation or its equivalent for students who graduated in the prior academic year. However, such information shall not be submitted when students opt out or are permitted by the rules of CSAC to provide test scores in lieu of the GPA. (Education Code 69432.9, 69432.92)
77. Upon receipt of government-issued documentation of a change of name or gender or, if such documentation is not available, upon request in accordance with the procedure in Education Code 49070, update, and reissue if requested, a former student's records to include the student's updated legal name or gender (Education Code 49062.5, 49070)

Facilities

78. Comply with the California Building Standards Code as adopted and enforced by the local building enforcement agency with jurisdiction over the area in which the charter school is located, unless the charter school facility meets either of the following conditions: (Education Code 47610, 47610.5)
 - a. The facility complies with the Field Act pursuant to Education Code 17280-17317 and 17365-17374.
 - b. The facility is exclusively owned or controlled by an entity that is not subject to the California Building Standards Code, including, but not limited to, the federal government.
79. If the charter school serves students in any of grades 6-12, stock the school's restrooms at all times with an adequate supply of menstrual products available and accessible free of cost in all women's restrooms, all-gender restrooms, and in at least one men's restroom (Education Code 35292.6)

Finance

80. Promptly respond to all reasonable inquiries from the district, the county office of education, or the Superintendent of Public Instruction (SPI), including, but not limited to, inquiries regarding the charter school's financial records (Education Code 47604.3)
81. Maintain written contemporaneous records that document all student attendance and make these records available for audit and inspection (Education Code 47612.5)
82. Identify and report to the SPI any portion of the charter school's average daily attendance that is generated through nonclassroom-based instruction, including, but not limited to, independent study, home study, work study, and distance and computer-based education (Education Code 47612.5, 47634.2; 5 CCR 11963.2)
83. Annually prepare and submit financial reports to the Board and the County Superintendent in accordance with the following reporting cycle:
 - a. By July 1, a preliminary budget for the current fiscal year. For a charter school in its first year of operation, financial statements submitted with the charter petition pursuant to Education Code 47605(g) will satisfy this requirement. (Education Code 47604.33)

- b. By December 15, an interim financial report for the current fiscal year reflecting changes through October 31. (Education Code 47604.33)
 - c. By March 15, a second interim financial report for the current fiscal year reflecting changes through January 31. (Education Code 47604.33)
 - d. By September 15, a final unaudited report for the full prior year. The report submitted to the Board shall include an annual statement of all the charter school's receipts and expenditures for the preceding fiscal year. (Education Code 42100, 47604.33)
 - e. By December 15, a copy of the charter school's annual, independent financial audit report for the preceding fiscal year, unless the charter school's audit is encompassed in the district's audit. The audit report shall also be submitted to the State Controller and COE. (Education Code 47605)
84. If the charter school receives state facilities funding pursuant to the Leroy F. Greene School Facilities Act (Education Code 17070.10-17079.30), annually report a detailed list of all expenditures of state funds, and of the school's matching funds for completed projects, and submit an audit of completed facilities projects within one year of project completion (Education Code 41024)

Accountability

85. Annually adopt a school accountability report card (Education Code 47612; California Constitution, Article 16, Section 8.5)

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

State References	Description
5 CCR 11700-11705	Independent study
5 CCR 11960-11969.10	Charter schools
5 CCR 4600-4670	Uniform complaint procedures
Bus. Code 7583.45	Training for security officers
CA Constitution Article 16, Section 8.5	Public finance; school accountability report card - https://simb.jeboardsojutions.com/SU/5WGQeQCp_#sFH2Cp_PCVLEpzQ==
CA Constitution Article 9, Section 5	Common school system - https://simb.jeboardsojutions.com/SU/5LDHgacpLGqiftuxZapsIshQg==
Corp. Code 5110-6910	Nonprofit public benefit corporations - https://simb.jeboardsojutions.com/SU/up9YZpTJb4gRf50HwIsh9Og==
Ed. Code 1006	Prohibition against school district employees serving on county board of education - https://simb.jeboardsojutions.com/SU/Qnj8_KKU84qMv8ZX5ZPu1w==
Ed. Code 17070.10-17079.30	Leroy F. Greene School Facilities Act - https://simb.jeboardsojutions.com/SU/fu4PsUtUAb4qYYOY9breHg==
Ed. Code 17280-17317	Field Act; approval of plans and supervision of construction
Ed. Code 17365-17374	Field Act; fitness for occupancy; liability of board members
Ed. Code 215	Suicide prevention policies
Ed. Code 215.5	Student identification cards; inclusion of safety hotlines
Ed. Code 220	Prohibition of discrimination
Ed. Code 221.61	Posting of Title IX information on web site
Ed. Code 221.9	Sex equity in competitive athletics
Ed. Code 222	Reasonable accommodations; lactating students

Ed. Code 222.5	Pregnant and parenting students; notification of rights
Ed. Code 231.5-231.6	Sexual harassment policy
Ed. Code 234.4	Mandated policy on bullying prevention
Ed. Code 234.6	Bullying and harassment prevention information
Ed. Code 234.7	Student protections relating to immigration and citizenship status
Ed. Code 32282	School safety plans
Ed. Code 32283.5	Bullying; online training
Ed. Code 33479-33479.9	The Eric Parades Sudden Cardiac Arrest Prevention Act
Ed. Code 35179.4-35179.6	Interscholastic athletic programs, safety; swimming pool safety that is not part of interscholastic athletic program
Ed. Code 35183.1	Graduation ceremonies; tribal regalia or recognized object of religious/cultural significance
Ed. Code 35292.6	Stocking of menstrual products
Ed. Code 35330	Field trips and excursions; student fees
Ed. Code 38001.5	Training for security officers
Ed. Code 38080-38086	School meals
Ed. Code 39831.3	Transportation safety plan
Ed. Code 39843	Disciplinary action against bus driver; report to Department of Motor Vehicles
Ed. Code 41024	Report of expenditure of state facility funds
Ed. Code 42100	Annual statement of receipts and expenditures
Ed. Code 44030.5	Reporting change in employment status due to alleged misconduct
Ed. Code 44237	Criminal record summary
Ed. Code 44258.9	Monitoring of teacher assignments
Ed. Code 44691	Information on detection of child abuse; annual training
Ed. Code 44830.1	Certificated employees; conviction of a violent or serious felony
Ed. Code 45122.1	Classified employees; conviction of a violent or serious felony
Ed. Code 45125.1	Criminal records summary; employees of contracting entity
Ed. Code 46015	Accommodations for pregnant and parenting students; parental leave
Ed. Code 46390-46393	Emergency average daily attendance
Ed. Code 47600-47616.7	Charter Schools Act of 1992
Ed. Code 47634.2	Nonclassroom-based instruction
Ed. Code 47640-47647	Special education funding for charter schools
Ed. Code 47651	Apportionment of funds; charter schools
Ed. Code 48000	Minimum age of admission for kindergarten; transitional kindergarten
Ed. Code 48010-48011	Minimum age of admission (first grade)
Ed. Code 48206.3-48208	Students with temporary disabilities; individual instruction
Ed. Code 48850-48859	Education of foster youth and homeless students
Ed. Code 48901.1	Suspension and expulsion; willful defiance
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations
Ed. Code 48913.5	Suspended students; homework assignments
Ed. Code 48950	Speech and other communication
Ed. Code 48985	Notices to parents in language other than English

Ed. Code 49005-49006.4	Seclusion and restraint
Ed. Code 49011	Student fees
Ed. Code 49014	Public School Fair Debt Collection Act
Ed. Code 49061	Definitions, directory information
Ed. Code 49062.5	Student records, name or gender change
Ed. Code 49070	Challenging student records
Ed. Code 49073.2	Privacy of student and parent/guardian personal information; minutes of board meeting
Ed. Code 49076.7	Student records; data privacy; social security numbers
Ed. Code 49110	Authority to issue work permits
Ed. Code 49381	Human trafficking prevention
Ed. Code 49414	Epinephrine auto-injectors
Ed. Code 49414.3	Administration of opioid antagonist
Ed. Code 49428	Notification of mental health services
Ed. Code 49430-49434	The Pupil Nutrition, Health, and Achievement Act of 2001
Ed. Code 49431.9	Prohibition of advertisement of non-nutritious foods
Ed. Code 49475	Health and safety; concussions and head injuries
Ed. Code 49501.5	Free breakfast and lunch to all students
Ed. Code 49557.5	Child Hunger Prevention and Fair Treatment Act of 2017
Ed. Code 49564	Meals for needy students
Ed. Code 49564.3	Provision of federal universal meal service
Ed. Code 49700-49701	Education of children of military families
Ed. Code 51224.7	Mathematics placement policy
Ed. Code 51225.1-51225.2	Exemption from local graduation requirements; acceptance of coursework
Ed. Code 51225.3	High school graduation requirements
Ed. Code 51225.6	Instruction in cardiopulmonary resuscitation
Ed. Code 51225.7-51225.8	Completion and submission of the Free Application for Federal Student Aid and California Dream Act Application
Ed. Code 51413	Diploma of graduation without passage of high school exit examination
Ed. Code 51745-51749.6	Independent study
Ed. Code 51925-51929	Mandatory mental health education
Ed. Code 51930-51939	California Healthy Youth Act
Ed. Code 52052	Accountability; numerically significant student subgroups
Ed. Code 52060-52077	Local control and accountability plan
Ed. Code 52075	Uniform complaint procedures
Ed. Code 56026	Special education
Ed. Code 56040.3	Availability of assistive technology device
Ed. Code 56145-56146	Special education services in charter schools
Ed. Code 56365-56366.12	Nonpublic, nonsectarian schools
Ed. Code 60600-60648.5	Assessment of academic achievement
Ed. Code 64000	Categorical programs included in consolidated application
Ed. Code 64001	School plan for student achievement; consolidated application programs

Ed. Code 65000-65001	School site councils
Ed. Code 69432.9-69432.92	Cal Grant program; notification of grade point average and high school graduation
Gov. Code 1090-1099	Prohibitions applicable to specified officers
Gov. Code 3540-3549.3	Educational Employment Relations Act
Gov. Code 3555-3559	Public employee communication, information and orientation
Gov. Code 54950-54963	The Ralph M. Brown Act
Gov. Code 6250-6270	California Public Records Act
Gov. Code 81000-91014	Political Reform Act of 1974
H&S Code 104420	Tobacco Use Prevention Education grant program
H&S Code 104559	Tobacco-free schools
Lab. Code 1198.5	Personnel records related to performance and grievance
Lab. Code 3074.2	Notice of college and career fairs
Pen. Code 1192.7	Definition of serious felony
Pen. Code 667.5	Definition of violent felony
Veh. Code 28160	Child safety alert system

Federal References

20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
20 USC 6311	State plan
20 USC 7221-7221j	Charter schools
34 CFR 200.1-200.78	Accountability
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act

Management Resources References

Description	
104 Ops.Cal.Atty.Gen. 66 (2021)	Attorney General Opinion
101 Ops.Cal.Atty.Gen. 92 (2018)	Attorney General Opinion
78 Ops.Cal.Atty.Gen. 297 (1995)	Attorney General Opinion
89 Ops.Cal.Atty.Gen. 166 (2006)	Attorney General Opinion
80 Ops.Cal.Atty.Gen. 52 (1997)	Attorney General Opinion
California School Accounting Manual	CA Department of Education Publication
Student v. Horizon Instructional Systems Charter School, (2012) OAH Case No. 2011060763	CA Office of Administrative Hearings Decision
Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 20-01, July 23, 2020	California Department of Education
School District Integrated Pest Management Plan Template	California Dept. of Pesticide Reg. Publication
Pursuing Victory with Honor, 1999	California Interscholastic Federation Publication
Ridgecrest Charter School v. Sierra Sands Unified School District, (2005) 130 Cal.App.4th 986	Court Decision
Charter Schools: A Guide for Governance Teams, rev. 2016	CSBA Publication
Charter Schools in Focus, Issue 2: Ensuring Effective Oversight, Governance Brief, October 2017	CSBA Publication

U.S. DOE Guidance	Charter Schools Program: Title V, Part B of the ESEA, Nonregulatory Guidance, January 2014
Website	U.S. Department of Agriculture - https://simbli.eboardsofjutions.com/SU/RslshJVkZjGiBHO8TX9tA3tqQ==
Website	National Suicide Prevention Lifeline - https://simbli.eboardsofjutions.com/SU/yAd89LtBVSINaH2a_mpg2Q==
Website	National Domestic Violence Hotline - https://simbli.eboardsofjutions.com/SU/d1fBFpjosh4vvBXfU68zMWg==
Website	California State Teachers Retirement System - https://simbli.eboardsofjutions.com/SU/dDkW9gdO2YplusqCVo1qG2vslshw==
Website	California Public Employees Retirement System - https://simbli.eboardsofjutions.com/SU/BtrWsDRenb5z2ZZethXOCw==
Website	California Department of General Services, Office of Administrative Hearings - https://simbli.eboardsofjutions.com/SU/hkXUvTmkSbRSTlh3V79tXg==
Website	California Commission on Teacher Credentialing - https://simbli.eboardsofjutions.com/SU/Eg0pluss7NDrgK1KmPo9Mgqp_muA==
Website	California Commission on Peace Officer Standards and Training - https://simbli.eboardsofjutions.com/SU/T42f3slyPIGPzJCTWmplusqxA==
Website	California Bureau of Security and Investigative Services - https://simbli.eboardsofjutions.com/SU/7cVjGFeMAXplusS8_pHUhceYQ==
Website	California State Controller - https://simbli.eboardsofjutions.com/SU/P16GQ6rhv8os_qGW_j7phA==
Website	California Department of Pesticide Regulation - https://simbli.eboardsofjutions.com/SU/oAOBdj0jGZedpcKSjhJiw==
Website	California Student Aid Commission - https://simbli.eboardsofjutions.com/SU/YTrTI0NffiZjZQWhb3fewg==
Website	National Association of Charter School Authorizers - https://simbli.eboardsofjutions.com/SU/9nzhOGSX2VVH42kMJnO6kg==
Website	California Charter Schools Association - https://simbli.eboardsofjutions.com/SU/ap_muhtDM8p_muN2tpwTckx11kA==
Website	California Department of Education, Charter Schools - https://simbli.eboardsofjutions.com/SU/PdGgkCs2YZ3fwPslshslshoGe7iQ==
Website	California Interscholastic Federation - https://simbli.eboardsofjutions.com/SU/QthhhDMKp_muJ3akAl8GRP72g==
Website	California Office of the Attorney General - https://simbli.eboardsofjutions.com/SU/5qNslsh5DoKuytasYcv9khGiA==
Website	CSBA- https://simbli.eboardsofjutions.com/SU/W3QxkK2FPsDsQBnM_jENxGg==
Website	U.S. Department of Education - https://simbli.eboardsofjutions.com/SU/XcSsJimosish3XhJKy4tplus7wp_muA==

Cross References

0420.4	Charter School Authorization - https://simbli.eboardsofjutions.com/SU/0i0m3LfdUnEuoDDGxB2mQ==
0420.4	Charter School Authorization - https://simbli.eboardsofjutions.com/SU/6aKw9KbSgexgJfcQrYo5eQ==
0420.42	Charter School Renewal - https://simbli.eboardsofjutions.com/SU/uulbZeec3V3u1wMaj_βdHg==
0420.43	Charter School Revocation - https://simbli.eboardsofjutions.com/SU/ohXLQZ_jCr9Y37KSqCta5dA==

0460	Local Control And Accountability Plan - https://simbli.eboardsojutions.com/SU/fwFbmaz5QUQOAd_7DbzBBg==
0460	Local Control And Accountability Plan - https://simbli.eboardsojutions.com/SU/N8bGSx8fXa_lgcLPJYKR9w==
0500	Accountability - https://simbli.eboardsojutions.com/SU/PDWiti8tEaGKmqJbgZ4Q3g==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsojutions.com/SU/yvGJj2X8PyrSmBYInybbQA==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsojutions.com/SU/qu1ox8qD0SpMJPXqvT6gag==
1312.3-E PDF(1)	Uniform Complaint Procedures - https://simbli.eboardsojutions.com/SU/BslshPMK886oDyrBoOyAftUdg==
1312.3-E PDF(2)	Uniform Complaint Procedures - https://simbli.eboardsojutions.com/SU/HDslshuPXC0G3Oslshr71TMVp_us4Jw==
1431	Waivers - https://simbli.eboardsojutions.com/SU/9BuYxx0B2_1rRqC5_jdthA==
6162.51	State Academic Achievement Tests - https://simbli.eboardsojutions.com/SU/NdqSEfNslshhwaBKplusUkKH040A==
6162.51	State Academic Achievement Tests - https://simbli.eboardsojutions.com/SU/oZbkKwYtcu0mkp_usF9H7PNfQ==
7160	Charter School Facilities - https://simbli.eboardsojutions.com/SU/plussx0ytUqrR6vrkEezQAiqg==
7160	Charter School Facilities - https://simbli.eboardsojutions.com/SU/WxGxcu8vOqvCeGbLR3x1KA==

Exhibit 1113-E(t): District And School Web Sites

Status: ADOPTED

Original Adopted Date: 10/01/2020 | Last Revised Date: 06/01/2022 | Last Reviewed Date: 06/01/2022

MATERIALS REQUIRED TO BE POSTED ON DISTRICT WEB SITE

Materials to Prominently Display

The following must be posted in a prominent location on the district's web site, such as on the home page when required by law:

1. The district's local control and accountability plan (LCAP), any updates or revisions to the LCAP, and the local control funding formula budget overview (Education Code 52064.1, 52065). See AR 0460 - Local Control and Accountability Plan.
2. A direct link to the current board agenda containing the time and location of the meeting and a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session, or a link to the district's agenda management platform where the current agenda shall be the first available (Government Code 54954.2, 54956). Post at least 72 hours before a regular board meeting or 24 hours before a special meeting. See BB 9320 - Meetings and Notices and BB 9322 - Agenda/Meeting Materials.
3. The district's policy on student suicide prevention including, for grades K-6, the age appropriateness of the policy (Education Code 234.6). See BP 5141.52 - Suicide Prevention.
4. The district's policies and procedures prohibiting discrimination, harassment, student sexual harassment, intimidation, bullying, and cyberbullying, including a section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media (Education Code 234.6). See AR 5131.2 - Bullying and AR 5145.3 - Nondiscrimination/Harassment.
5. The district's policy on preventing and responding to hate violence, if the district has adopted such a policy (Education Code 234.6). See BP 5145.9 - Hate-Motivated Behavior.
6. The definition of discrimination and harassment based on sex as described in Education Code 230, including the rights set forth in Education Code 221.8 (Education Code 234.6). See AR 5145.3 - Nondiscrimination/Harassment.
7. Information regarding Title IX prohibitions against discrimination based on a student's sex, gender, gender identity, pregnancy, and parental status, including the name and contact information of the Title IX Coordinator, the rights of students and the public as specified in Education Code 221.8, the responsibilities of the district under Title IX, web links to information about those rights and responsibilities on the web sites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights, a description of how to file a complaint of noncompliance under Title IX with specified components, and a link to Title IX information posted on the California Department of Education's (CDE) web site (Education Code 221.6, 221.61, 234.6; 34 CFR 106.8). See AR 5145.3 - Nondiscrimination/Harassment and AR 5145.7 - Sexual Harassment.
8. A link to statewide COE-compiled resources, including community-based organizations, that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying and to their families (Education Code 234.5, 234.6). See AR 5145.3 - Nondiscrimination/Harassment.
9. Posters published by the California Department of Fair Employment and Housing (DFEH) including, "California Law Prohibits Workplace Discrimination and Harassment," and for districts with five or more employees, "Transgender Rights in the Workplace," "Your Rights and Obligations as a Pregnant Employee," and "Family Care and Medical Leave and Pregnancy Disability Leave" (Government Code 12950). See AR 4030 - Nondiscrimination in Employment and AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave.
10. If the district has formed a community facilities district (Mello-Roos district) for the acquisition or improvement of school facilities, a copy of the annual report for the fiscal year if requested pursuant to Government Code 53343.1, the report provided to the California Debt and Investment Advisory Commission pursuant to

Government Code 53359.5, and the report provided to the State Controller's office pursuant to Government Code 12463.2 (Government Code 53343.2). Post within seven months after the last day of the fiscal year. See BP 7212 - Mello-Roos Districts.

Other Postings

The following materials are also required to be posted on the district web site. However, there are no specific requirements related to where they are posted on the web site.

1. The Special Education Local Plan Area's approved comprehensive local plan for special education, annual budget plan, annual service plan, and annual assurances support plan and any updates or revisions to the plans (Education Code 56205.5). See AR 0430 - Comprehensive Local Plan for Special Education.
2. The district's nondiscrimination policy and regulation, including the complaint procedure and the compliance coordinator's contact information (34 CFR 100.6, 106.8). See BP 0410 - Nondiscrimination in District Programs and Activities and AR 4030 - Nondiscrimination in Employment.
3. Training materials used to train the Title IX Coordinator, investigator(s), decisionmaker(s), and any person(s) who facilitate an informal resolution process in response to a Title IX sexual harassment complaint (34 CFR 106.45). See AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures and AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.
4. Contact information for the district's liaison(s) for homeless students and other persons as required by Education Code 48852.6, and information regarding the educational rights and resources available to persons experiencing homelessness (Education Code 48852.6). See AR 6173 - Education for Homeless Children.
5. For all schools offering competitive athletics, the total enrollment of the school classified by gender, the number of students enrolled at the school who participate in competitive athletics classified by gender, and the number of boys' and girls' teams classified by sport and by competition level (Education Code 221.9). The information shall be posted at the end of the school year on the school's web site or, if the school does not have a web site, on the district's web site. See AR 6145.2 - Athletic Competition.
6. If the district has interdistrict attendance agreement(s), the procedures and timelines for requesting an interdistrict transfer permit, including, but not limited to, a link to the board's policy on interdistrict attendance, the date that the district will begin accepting applications, reasons that the district may approve/deny the request, the process for appeal, that failure to meet timelines will be deemed an abandonment of the request, and the condition under which an existing interdistrict transfer permit may be revoked or rescinded (Education Code 46600.2). See AR 5117 - Interdistrict Transfer.
7. If the district has elected to be a school district of choice, application information including, at a minimum, any applicable form, the timeline for a transfer, and an explanation of the selection process (Education Code 48301). See AR 5117 - Interdistrict Transfer.
8. For districts that offer grade 9, the district's policy and protocols related to student placement in mathematics courses (Education Code 51224.7). See AR 6152.1 - Placement in Mathematics Courses.
9. The section(s) of the district's employee code of conduct addressing interactions with students (Education Code 44050). Post these section(s) or a link to them on each school's web site or, if a school does not have its own web site, on the district's web site in a manner that is accessible to the public without a password. See BP 4119.21/4219.21/4319.21 - Professional Standards and BP 4119.24/4219.24/4319.24 - Maintaining Appropriate Adult-Student Interactions.
10. The district's meal payment collection policy and procedures (U.S. Department of Agriculture (USDA) Memorandum SP 46-2016). See BP/AR 3551 - Food Services Operations/Cafeteria Fund.
11. If the district includes information about the free and reduced-priced meal program on its web site, a nondiscrimination statement about the district's status as an equal opportunity provider and the address of the agency with responsibility to handle complaints made against the district (USDA FNS Instruction 113-1). For the required wording of the statement, see E 3555 - Nutrition Program Compliance.

12. The school's or district's integrated pest management plan, whenever a school chooses to use a pesticide not exempted pursuant to Education Code 17610.5 (Education Code 17611.5). Post on the school's web site.

the school does not have a web site, then on the district's web site. See AR 3514.2 Integrated Pest Management.

13. When the California Environmental Quality Act requires an environmental impact report, negative declaration, or mitigated negative declaration, those environmental review documents, public notice of the preparation and availability of such documents within a reasonable period of time prior to certification of the environmental impact report, adoption of a negative declaration, or determination that a proposed subsequent project will have no additional significant effect on the environment, and specified notices when written requests for notices have been filed (Public Resources Code 21082.1, 21092, 21092.2).
14. When a citizens' oversight committee is formed after the approval of a bond under the 55 percent majority threshold, the committee's minutes, documents received, and reports issued (Education Code 15280). See AR 7214 - General Obligation Bonds.
15. Copy of each school's school accountability report card, on or before February 1 of each year (Education Code 35258). See BP 0510 - School Accountability Report Card.
16. Results of the Western Association of Schools and Colleges (WASC) or other accrediting agency's inspection of a school, within 60 days of receiving the results. (This notification could be made in writing to parents/guardians instead of or in addition to posting the results on the district's web site.) In addition, if a school loses its WASC or other agency's accreditation, the district and school shall post on their web sites a notice of the loss of accreditation and potential consequences (Education Code 35178.4). See BP 6190 - Evaluation of the Instructional Program.

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

State References

Description

Bus. Code 22580-22582	Privacy Rights for California Minors in the Digital World - https://simbj.eboardsolutions.com/SU/XpZUgtS77ETvzOJMtcapFA==
Bus. Code 22584-22585	Student Online Personal Information Protection Act - https://simbj.eboardsolutions.com/SU/FnauJhplusaffvcCQodyGJjng==
Bus. Code 22586-22587	Early Learning Personal Information Protection Act - https://simbj.eboardsolutions.com/SU/HVBisqFqyGv3GFCOYAFARQ==
Ed. Code 35182.5	Contracts for advertising
Ed. Code 35258	Internet access to school accountability report cards
Ed. Code 48852.6	Information regarding homelessness
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 49061	Definitions, directory information
Ed. Code 49073	Release of directory information
Ed. Code 60048	Commercial brand names, contracts or logos
Gov. Code 11135	Nondiscrimination; accessibility to state web sites - https://simbj.eboardsolutions.com/SU/PcUFWMcCJnzBrKAL0EtfQ==
Gov. Code 12950	California Department of Fair Employment and Housing posters
Gov. Code 3307.5	Publishing identity of public safety officers
Gov. Code 6254.21	Publishing addresses and telephone numbers of officials
Gov. Code 6254.24	Definition of public safety official
Pen. Code 14029.5	Prohibition against publishing personal information of person in witness protection program
Pub. Res. Code 21082.1	California Environmental Quality Act environmental review documents

Pub. Res. Code 21092
 Pub. Res. Code 21092.2

California Environmental Quality Act environmental review documents
 California Environmental Quality Act environmental review documents

Federal References

16 CFR 312.1-312.12
 17 USC 101-122
 17 USC 504
 20 USC 1232g
 29 USC 705
 29 USC 794
 34 CFR 104.1-104.61
 34 CFR 99.1-99.67
 42 USC 12101-12213

Description

Children's Online Privacy Protection Act
 Subject matter and scope of copyright
 Penalties for copyright infringement
 Family Educational Rights and Privacy Act (FERPA) of 1974
 Definitions; Vocational Rehabilitation Act
 Rehabilitation Act of 1973; Section 504
 Nondiscrimination on the basis of disability
 Family Educational Rights and Privacy
 Americans with Disabilities Act

Management Resources References

CA Dept of Fair Employment and Housing Publication
 CA Dept of Fair Employment and Housing Publication
 CA Dept of Fair Employment and Housing Publication
 CA Dept of Fair Employment and Housing Publication
 Court Decision
 Court Decision
 U.S. Department of Agriculture Publication
 U.S. Department of Justice Publication
 U.S. DOE Office For Civil Rights Publication
 U.S. DOE Office for Civil Rights Publication
 Website
 Website
 Website
 Website
 Website
 Website
 Website

Description

Family Care and Medical Leave and Pregnancy Disability Leave
 California Law Prohibits Workplace Discrimination and Harassment
 Transgender Rights in the Workplace
 Your Rights and Obligations as a Pregnant Employee
 Aaris v. Las Virgenes Unified School District, (1998) 64 Cal.App.4th 1112
 City of San Jose v. Superior Court, (2017) 2 Cal.5th 608
 Unpaid Meal Charges: Local Meal Charge Policies, SP 46-2016, July 2016
 Accessibility of State and Local Government Websites to People with Disabilities, June 2003
 Dear Colleague Letter, May 26, 2011
 Joint Dear Colleague Letter: Electronic Book Readers, June 29, 2010
 Governor's Office of Planning and Research, The California Environmental Quality Act - <https://simb.jeboardsofutions.com/SU/n5xh7yqpDOayPSDToPda0A==>
 California Department of Education, Web Accessibility Standards - <https://simb.jeboardsofutions.com/SU/ZXERSvILs5TmSYSTnRi4NA==>
 California School Public Relations Association - <https://simb.jeboardsofutions.com/SU/csB0m6f7E6wVaFPfZWZFcw==>
 U.S. Department of Justice, Civil Rights Division, Disability Rights Section - <https://simb.jeboardsofutions.com/SU/9sZBTKSxS65pFY07h6ktA==>
 World Wide Web Consortium, Web Accessibility Initiative - <https://simb.jeboardsofutions.com/SU/bidXfpUpJusS7mVvEQmsT1yhA==>
 CSBA- <https://simb.jeboardsofutions.com/SU/W3QxkK2FPsDsQBnM ENxGg==>
 U.S. Department of Education, Office for Civil Rights - <https://simb.jeboardsofutions.com/SU/xmCPrTcoZ p111WmbX10Vg==>
 California Department of Fair Employment and Housing - <https://simb.jeboardsofutions.com/SU/RRvNseNogm jnMLyl8K40jw==>

Cross References**Description**

0000	Vision - https://simbli.eboardsojutions.com/SU/KljZfslsh88rWzvlh7AJ98iog==
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsojutions.com/SU/rpJusplusaBQeAE4bUpZiBFBO9dQ==
0440	District Technology Plan - https://simbli.eboardsojutions.com/SU/c3TEEZEDFLVMDh05wl0TCQ==
0440	District Technology Plan - https://simbli.eboardsojutions.com/SU/xvf0pluskxWXJhSWU_B3QBmhA==
0460	Local Control And Accountability Plan - https://simbli.eboardsojutions.com/SU/fwFbmaz5QUQOAd_7DbzBBg==
0460	Local Control And Accountability Plan - https://simbli.eboardsojutions.com/SU/N8bGSx8fXa_lgcLPJYKR9w==
0500	Accountability - https://simbli.eboardsojutions.com/SU/PDWiti8tEaGKnqJbgZ4Q3g==
0510	School Accountability Report Card - https://simbli.eboardsojutions.com/SU/tZgonRHxkvRwnPrVQ1WmBg==
1100	Communication With The Public - https://simbli.eboardsojutions.com/SU/m4slshfz41M67B2WioVNfzUDg==
1112	Media Relations - https://simbli.eboardsojutions.com/SU/slH_jpeliH_slshJABaNkEITAw==
1114	District-Sponsored Social Media - https://simbli.eboardsojutions.com/SU/oxipJus18K0ELhbFRHpReJLZw==
1114	District-Sponsored Social Media - https://simbli.eboardsojutions.com/SU/yjVorBCGm2rPCjkELGVV5A==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsojutions.com/SU/yvGJj2X8PyrSmBYInybbQA==
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1312.3-E PDF(2)	Uniform Complaint Procedures - https://simbli.eboardsojutions.com/SU/HDslshuPXC0G3Oslishr71TMVpJus4Jw==
1325	Advertising And Promotion - https://simbli.eboardsojutions.com/SU/TPq9ClqZ7jLx8c5I0jsyog==
1340	Access To District Records - https://simbli.eboardsojutions.com/SU/xf1Aslshslsh7GO4WA2Z2wFHc4ng==
1340	Access To District Records - https://simbli.eboardsojutions.com/SU/gcCBzkrVuucd9EFSdBmQQ==
3290	Gifts, Grants And Bequests - https://simbli.eboardsojutions.com/SU/v0uP5OYKyNQGAvasIshoK4zOw==
3311	Bids - https://simbli.eboardsojutions.com/SU/HcK7HUZF9A9DpJusJHCDH4Q==
3311	Bids - https://simbli.eboardsojutions.com/SU/ry0hLBz8DRvRct6kukvHHA==
3513.3	Tobacco-Free Schools - https://simbli.eboardsojutions.com/SU/YcXDckQsxwpNcLpvl3ATIA==
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3515.3	District Police/Security Department - https://simbli.eboardsojutions.com/SU/a_jawUcBgaoPCgRAFFsBZWa==
3515.3	District Police/Security Department - https://simbli.eboardsojutions.com/SU/islshVvU1K0PPplusBixIN5IS77w==
3515.7	Firearms On School Grounds - https://simbli.eboardsojutions.com/SU/oslshFhmBWrrp6toa9Ebffmbg==
3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsojutions.com/SU/x6NWrx0FV0TusDr7guOmSQ==
3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsojutions.com/SU/UzirPzb2Tud8LJ2LDo5W5w==
3516.5	Emergency Schedules - https://simbli.eboardsojutions.com/SU/GJMMbkTekoVslshhcp_jusb8hSlGA==
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4030	Nondiscrimination In Employment - https://simbli.eboardsojutions.com/SU/vx943OTXDnJq9P0DHTilzg==
4040	Employee Use Of Technology - https://simbli.eboardsojutions.com/SU/3Md2dslshuyFrpXYhjStkTrQw==
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4119.23	Unauthorized Release Of Confidential/Privileged Information - https://simbli.eboardsojutions.com/SU/2wFCPnGtM48_3kp_qsPslsh_0slshSw==
4131	Staff Development - https://simbli.eboardsojutions.com/SU/700vA0ysAx5YXC8kTtgs9Q==
4132	Publication Or Creation Of Materials - https://simbli.eboardsojutions.com/SU/A6_lhj3LSheVqArWU9OaXjA==
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4232	Publication or Creation of Materials - https://simbli.eboardsojutions.com/SU/sOOi3RNQ8O2UrE6Qdbsubg==
4261.8	Family Care And Medical Leave - https://simbli.eboardsojutions.com/SU/nBLZm9LwJchMFF3Yja1slshFg==
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4361.8	Family Care And Medical Leave - https://simbli.eboardsojutions.com/SU/qfxyeo_l1L04rJjMbB8XNA==
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5125.1	Release Of Directory Information - https://simbli.eboardsojutions.com/SU/jYtwXJDslshkuKNsmoetBdSzQ==
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6173	Education For Homeless Children - https://simbli.eboardsojutions.com/SU/vD4ZxTp_jusVHjDJcdnxYRslshO3g==
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6173-E PDF(2)	Education For Homeless Children - https://simbli.eboardsojutions.com/SU/D7vRHZxzslshBORslshzL7tOwPgW==
6190	Evaluation Of The Instructional Program - https://simbli.eboardsojutions.com/SU/okRYD9py3tHKzr20XkWFZg==
7214	General Obligation Bonds - https://simbli.eboardsojutions.com/SU/dOKQx4NVWCSLFmUtiJEp_jusXw==
7214	General Obligation Bonds - https://simbli.eboardsojutions.com/SU/UHc8Hs9xMjvZltK9cKSrUw==
9010	Public Statements - https://simbli.eboardsojutions.com/SU/cOm032UPylms8FYn6ghPXA==
9012	Board Member Electronic Communications - https://simbli.eboardsojutions.com/SU/Xl4RzcjJBhPgiahBeuSCA==
9310	Board Policies - https://simbli.eboardsojutions.com/SU/GplusMEzk1NsVWNthQXAx4LFQ==
9320	Meetings And Notices - https://simbli.eboardsojutions.com/SU/Y0cKfotkIMiw5r0OyNix2A==
9322	Agenda/Meeting Materials - https://simbli.eboardsojutions.com/SU/rPzCGxop9p_jusD3iWn6mhcw==

Regulation 1312.4: Williams Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 11/01/2010 | Last Revised Date: 06/01/2022 | Last Reviewed Date: 06/01/2022

Types of Complaints

The district shall use the procedures described in this administrative regulation only to investigate and resolve the following:

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that: (Education Code 35186; 5 CCR 4681)
 - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
 - b. A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
 - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
 - d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that: (Education Code 35186; 5 CCR 4682)

- a. A semester begins and a teacher vacancy exists.
- b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.
- c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. (Education Code 35186; 5 CCR 4600)

Beginning of the year or semester means the time period from the first day students attend classes for a year-long course or semester-long course though not later than 20 business days afterwards.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

3. Complaints regarding the condition of school facilities, including any complaint alleging that: (Education Code 35186; 5 CCR 4683)

- a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate. (Education Code 17592.72)

- b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers. (Education Code 35292.5)

Open restroom means the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary for student safety or to make repairs. (Education Code 35292.5)

In any school serving any of grades 6-12, a complaint may be filed alleging noncompliance with the requirement of Education Code 35292.6 to, at all times, stock and make available and accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom. (Education Code 35292.6)

Forms and Notices

The Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the district's complaint form in order to file a complaint. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall ensure that the district's complaint form specifies the location for filing a complaint and contains a space to indicate whether the complainant desires a response to the complaint. A complainant may add as much text to explain the complaint as desired. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall post in each classroom in each school a notice containing the components specified in Education Code 35186. (Education Code 35186)

Filing of Complaint

A complaint alleging any condition(s) specified in the section "Types of Complaints" above shall be filed with the principal or designee at the school in which the complaint arises. A complaint about problems beyond the authority of the principal shall be forwarded to the Superintendent or designee in a timely manner, but not to exceed 10 working days. Complaints may be filed anonymously. (Education Code 35186; 5 CCR 4680)

Investigation and Response

The principal or a designee of the Superintendent shall make all reasonable efforts to investigate any problem within the principal's or designee's authority. (Education Code 35186; 5 CCR 4685)

The principal or Superintendent's designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186; 5 CCR 4685)

If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the principal or Superintendent's designee shall send written resolution of the complaint to the mailing address of the complainant as indicated on the complaint within 45 working days of the initial filing of the complaint. If the principal makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 35186; 5 CCR 4680, 4685)

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 35186)

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Governing Board at a regularly scheduled meeting. (Education Code 35186; 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in Item #3a in the section "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code 35186; 5 CCR 4686)

Reports

On a quarterly basis, the Superintendent or designee shall report, to the Board at a regularly scheduled Board meeting and to the County Superintendent of Schools, summarized data on the nature and resolution of all complaints. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. (Education Code 35186; 5 CCR 4686)

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

State References

	Description
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4680-4687	Williams uniform complaint procedures
Ed. Code 1240	County superintendent of schools, duties - https://simbli.eboardsolutions.com/SU/zxiNbLNKXQ1Z3w2H1beZIA==
Ed. Code 17592.72	Urgent or emergency repairs; School Facility Emergency Repair Account
Ed. Code 234.1	Student protections relating to discrimination, harassment, intimidation, and bullying
Ed. Code 33126	School accountability report card
Ed. Code 35186	Williams uniform complaint procedures
Ed. Code 35292.5-35292.6	Restrooms; maintenance and cleanliness
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 60119	Hearing on sufficiency of instructional materials

Federal References

	Description
20 USC 6314	Title I schoolwide program

Management Resources References

	Description
Website	State Allocation Board, Office of Public School Construction - https://simbli.eboardsolutions.com/SU/UxUcDGuszWNedr16Dp8wuQ==
Website	California Department of Education, Williams Case - https://simbli.eboardsolutions.com/SU/lgEokvI5m4hnKA9yXFZS8A==
Website	California County Superintendents Educational Services Association - https://simbli.eboardsolutions.com/SU/Wyr1WplusZPL9SDth52_MoLrg==
Website	CSBA- https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnM_ENxGg==

Cross References

	Description
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/fwFbmaz5QUQOAd_7DbzBBg==
	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/N8bGSx8fXa_LgcLPJYKR9w==

1100	Communication With The Public - https://simbli.eboardsojutions.com/SU/m4slshfz41M6782WioVNfzUDg==
1250	Visitors/Outsiders - https://simbli.eboardsojutions.com/SU/fQeslYtQfPyCw4jPFcug3A==
1250	Visitors/Outsiders - https://simbli.eboardsojutions.com/SU/tWaslsh7PMJ3L8KcyZCNmtCCg==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsojutions.com/SU/4tJdaJKloaYSSEbRROY_Jaw==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsojutions.com/SU/WiQNe3KFNC05p9ip_jusYuECZQ==
1312.2-E PDF(1)	Complaints Concerning Instructional Materials - https://simbli.eboardsojutions.com/SU/M8iCyliEBtdadBi4mgLAsw==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsojutions.com/SU/yvGJj2X8PyrSmBYlNybbQA==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsojutions.com/SU/qu1ox8qD0SpMJPXqVt6gag==
1312.3-E PDF(1)	Uniform Complaint Procedures - https://simbli.eboardsojutions.com/SU/BslshPMK886oDyrBoOyAftUdg==
1312.3-E PDF(2)	Uniform Complaint Procedures - https://simbli.eboardsojutions.com/SU/HDslshuPXC0G3Oslshr71TMVp_jus4Jw==
1340	Access To District Records - https://simbli.eboardsojutions.com/SU/xf1Aslshslsh7GO4WA2Z2wFHc4ng==
1340	Access To District Records - https://simbli.eboardsojutions.com/SU/gcCBzehrVuucd9EFStBmQQ==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsojutions.com/SU/4xVQspytceRtGBj5E9mJGQ==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsojutions.com/SU/CPwhCGZXgC6KkTGvm_jglw==
3514	Environmental Safety - https://simbli.eboardsojutions.com/SU/FREeZf6a8MvAoYS87Pslsh_p_jusw==
3514	Environmental Safety - https://simbli.eboardsojutions.com/SU/BSLtfUgO3jNM_j5qQwVEu7A==
3514.2	Integrated Pest Management - https://simbli.eboardsojutions.com/SU/b5iETQeqP351rst21A1Vxg==
3517	Facilities Inspection - https://simbli.eboardsojutions.com/SU/FwTPOhVrxliNJslshEW1LnHQ==
3517-E(1)	Facilities Inspection - https://simbli.eboardsojutions.com/SU/pluswdSb1sGBbeWLETQ8P8yIQ==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsojutions.com/SU/08qN2Jp_jusCipasRtU7nhp_jus2qg==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsojutions.com/SU/Qo9sz5aT68knWPK2vi8Djg==
4112.2	Certification - https://simbli.eboardsojutions.com/SU/NtHKleuKt9J8bge0adj3gg==
4112.2	Certification - https://simbli.eboardsojutions.com/SU/tUslshewyAvQp_juseaA5VjOFaFlw==
4112.22	Staff Teaching English Learners - https://simbli.eboardsojutions.com/SU/fPplusf4CbbT2rsQorgRhGQ==
4113	Assignment - https://simbli.eboardsojutions.com/SU/BhXFYknfTIZslshK6TX1rcPNw==

4113	Assignment - https://simbli.eboardsoptions.com/SU/BHJLvtOUWp_μspJ20aXCvNAPQ==
4144	Complaints - https://simbli.eboardsoptions.com/SU/gUFnuw70JWGezEp60OAEOW==
4144	Complaints - https://simbli.eboardsoptions.com/SU/slshuuXup_μs3vKAp_μsjaXKpilZpQQ==
4244	Complaints - https://simbli.eboardsoptions.com/SU/dpWU08slsh6hjddsVYvxoi_pg==
4244	Complaints - https://simbli.eboardsoptions.com/SU/T94gjCe5she2_μLWxwooVA==
4344	Complaints - https://simbli.eboardsoptions.com/SU/0m0xiT7oKn9m9TLZp_μszeRyA==
4344	Complaints - https://simbli.eboardsoptions.com/SU/35PWlyWDSzczCYbz2slshslshaWog==
6142.92	Mathematics Instruction - https://simbli.eboardsoptions.com/SU/fTMquy4qCooO0o5vPBAIDA==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsoptions.com/SU/OknJQUnz7OqdbiwOmRU3OQ==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsoptions.com/SU/fXBcLMA6WABwBGWhEn0Y9Q==
6161.1-E PDF(1)	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsoptions.com/SU/b1DLaOxc8rcgTsfp_μsV89zg==
6161.2	Damaged Or Lost Instructional Materials - https://simbli.eboardsoptions.com/SU/pzjgEGaCof7djCAI2snnsQ==
9000	Role Of The Board - https://simbli.eboardsoptions.com/SU/8aBslshkYpCeLkOFFduR9FE4g==
9012	Board Member Electronic Communications - https://simbli.eboardsoptions.com/SU/Xl4RzcjBhPgIahBeu5CA==
9200	Limits Of Board Member Authority - https://simbli.eboardsoptions.com/SU/9D6eWnslshmj4aK9zGITm6Ow==
9322	Agenda/Meeting Materials - https://simbli.eboardsoptions.com/SU/rPzCGxop9p_μsp_μscD3iWn6mhcw==

Exhibit 1312.4-E(2): Williams Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 11/01/2010 | Last Revised Date: 06/01/2022 | Last Reviewed Date: 06/01/2022

**K-12 COMPLAINT FORM:
WILLIAMS UNIFORM COMPLAINT PROCEDURES**

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, or teacher vacancy or misassignment. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? ☐ Yes ☐ No

Contact information: (if response is requested)

Name:-----

Address:

Phone number: Day: _____ Evening: _____

E-mail address, if any: _____

Date problem was observed: _____

Location of the problem that is the subject of this complaint:

School name/address:

Course title/grade level and teacher name:-----

Room number/name of room/location of facility:-----

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or district for the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

1. Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)

- ☐ A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
- ☐ A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
- ☐ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- ☐ A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4682)

- ☐ A semester begins and a teacher vacancy exists. A *teacher vacancy* is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.
- ☐ A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.
- ☐ A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facilities conditions: (Education Code 17592.72, 35186, 35292.5, 35292.6; 5 CCR 4683)

- A condition exists that poses an emergency or urgent threat to the health or safety of students or staff including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; and any other condition deemed appropriate by the district.
- A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers.
- For a school serving any of grades 6-12, the school has not, at all times, stocked and made available and accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom.
- The school has not kept all restrooms open during school hours when students are not in classes and has not kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when temporary closing of the restroom is necessary for student safety or to make repairs.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of students or staff.

Please file this complaint at the following location:

(principal or designee)

(address)

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

(Signature)

(Date)

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

State References

5 CCR 4600-4670

5 CCR 4680-4687

Ed. Code 1240

Description

Uniform complaint procedures

Williams uniform complaint procedures

County superintendent of schools, duties -

<https://simb.leboardsofeducation.com/SU/zxiNbLNKXQ1Z3w2H1beZlA==>

Ed. Code 17592.72	Urgent or emergency repairs; School Facility Emergency Repair Account
Ed. Code 234.1	Student protections relating to discrimination, harassment, intimidation, and bullying
Ed. Code 33126	School accountability report card
Ed. Code 35186	Williams uniform complaint procedures
Ed. Code 35292.5-35292.6	Restrooms; maintenance and cleanliness
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 60119	Hearing on sufficiency of instructional materials

Federal References

20 USC 6314

Description

Title I schoolwide program

Management Resources References

Website

Description

State Allocation Board, Office of Public School Construction - <https://simbli.eboardsofutions.com/SU/UxUcDGuszWNedr16Dp8wuQ==>

Website

California Department of Education, Williams Case - <https://simbli.eboardsofutions.com/SU/IgEokvI5m4hnKA9yXFZS8A==>

Website

California County Superintendents Educational Services Association - https://simbli.eboardsofutions.com/SU/Wyr1WplusZPL9SDth52_MoLrg==

Website

CSBA- https://simbli.eboardsofutions.com/SU/W3QxkK2FPsDsQBnM_JENxGg==

Cross References

0460

Description

Local Control And Accountability Plan - https://simbli.eboardsofutions.com/SU/fwFbmaz5QUQOAd_7DbzBBg==

0460

Local Control And Accountability Plan - https://simbli.eboardsofutions.com/SU/N8bGSx8fXa_lLgcLPJYKR9w==

1100

Communication With The Public - <https://simbli.eboardsofutions.com/SU/m4slshfz41M67B2WioVNFzUDg==>

1250

Visitors/Outsiders - <https://simbli.eboardsofutions.com/SU/fQeslYtQfPyCw4jPFcug3A==>

1250

Visitors/Outsiders - <https://simbli.eboardsofutions.com/SU/tWaslsh7PMJ3L8KcyZCNmtCCg==>

1312.2

Complaints Concerning Instructional Materials - https://simbli.eboardsofutions.com/SU/4tJdaJKloaYSSEbRROY_Jaw==

1312.2

Complaints Concerning Instructional Materials - https://simbli.eboardsofutions.com/SU/WiQNe3KFNCO5p9ip_lusYuECZQ==

1312.2-E PDF(1)

Complaints Concerning Instructional Materials - <https://simbli.eboardsofutions.com/SU/M8iCylIEBtdadBi4mgLAsw==>

1312.3

Uniform Complaint Procedures - <https://simbli.eboardsofutions.com/SU/yvGJj2X8PyrSmBYlNybbQA==>

1312.3

Uniform Complaint Procedures - <https://simbli.eboardsofutions.com/SU/qu1ox8qD0SpMJPXqVt6gag==>

1312.3-E PDF(1)

Uniform Complaint Procedures - <https://simbli.eboardsofutions.com/SU/BslshPMK886oDyrBoOyAftUdg==>

1312.3-E PDF(2)

Uniform Complaint Procedures - https://simbli.eboardsofutions.com/SU/HDslshuPXC0G3OsIshr71TMVp_lus4Jw==

1340

Access To District Records - <https://simbli.eboardsofutions.com/SU/xf1Aslshslsh7GO4WA2Z2wFHcpg==>

1340	Access To District Records - https://simbli.eboardsojutions.com/SU/gcCBzehrVuucd9EFStBmQQ==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsojutions.com/SU/4xVQspytcRtGBj5E9mJGQ==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsojutions.com/SU/CPwhCGZXgC6KkTGvmjglw==
3514	Environmental Safety - https://simbli.eboardsojutions.com/SU/FREeZf6a8MvAoYS87Pslshpμsw==
3514	Environmental Safety - https://simbli.eboardsojutions.com/SU/BSLtfUgO3jNMj5qQwVEu7A==
3514.2	Integrated Pest Management - https://simbli.eboardsojutions.com/SU/b5iETQeqP351rst21A1Vxg==
3517	Facilities Inspection - https://simbli.eboardsojutions.com/SU/FwTPOhvRxliNJJslshEW1LnHQ==
3517-E(1)	Facilities Inspection - https://simbli.eboardsojutions.com/SU/pluswdSb1sGBbeWLETQ8P8yIQ==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsojutions.com/SU/08qN2JpμsCipasRtU7nhpμs2qg==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsojutions.com/SU/Qo9sz5aT68knWPk2vi8Djg==
4112.2	Certification - https://simbli.eboardsojutions.com/SU/NtHKleuKt9J8bge0adj3gg==
4112.2	Certification - https://simbli.eboardsojutions.com/SU/tUslshewyAvQpμseaA5VjOFaFlw==
4112.22	Staff Teaching English Learners - https://simbli.eboardsojutions.com/SU/fPplusf4CbbT2rsQorgRhGQ==
4113	Assignment - https://simbli.eboardsojutions.com/SU/BhXFYknfTIZslshK6TX1rcPNw==
4113	Assignment - https://simbli.eboardsojutions.com/SU/BHJLvtOUWpμspJ20aXCvNAPQ==
4144	Complaints - https://simbli.eboardsojutions.com/SU/gUFnuw70jWGezEp60OAEOW==
4144	Complaints - https://simbli.eboardsojutions.com/SU/slshuuXupμs3vKApμsjaXKpilZpQQ==
4244	Complaints - https://simbli.eboardsojutions.com/SU/dpWU08slsh6hjddsVYvxoijag==
4244	Complaints - https://simbli.eboardsojutions.com/SU/T94gjCe5she2jLWxwoVA==
4344	Complaints - https://simbli.eboardsojutions.com/SU/0m0xiT7oKn9m9TLZpμszeRyA==
4344	Complaints - https://simbli.eboardsojutions.com/SU/35PWlyWDSzczCYbz2slshslshaWog==
6142.92	Mathematics Instruction - https://simbli.eboardsojutions.com/SU/ftMquy4qCooO0o5vPBAIDA==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsojutions.com/SU/OknJQUnz7OqdbiwOmRU3OQ==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsojutions.com/SU/fXBcLMA6WABwBGWhEn0Y9Q==
6161.1-E PDF(1)	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsojutions.com/SU/b1DLaOxc8rcgTsfopμsV89zg==

6161.2	Damaged Or Lost Instructional Materials - https://simbli.eboardsoptions.com/SU/pzjgEGaCof7djCAI2snnsQ==
9000	Role Of The Board - https://simbli.eboardsoptions.com/SU/8aBslshkYpCelkOFduR9FE4g==
9012	Board Member Electronic Communications - https://simbli.eboardsoptions.com/SU/XI4RzcjjBhPgIahBeuSCA==
9200	Limits Of Board Member Authority - https://simbli.eboardsoptions.com/SU/9D6eWnslshmjc4aK9zGITm6Ow==
9322	Agenda/Meeting Materials - https://simbli.eboardsoptions.com/SU/rPzCGxop9p μsp μscD3iWn6mhcw==

Policy 3110: Transfer Of Funds

Status: ADOPTED

Original Adopted Date: 06/01/2022 | Last Reviewed Date: 06/01/2022

The Governing Board recognizes its responsibility to monitor the district's fiscal practices to ensure accountability regarding the expenditure of public funds and compliance with legal requirements.

The total amount budgeted by the district for each major classification of expenditures, as listed in the California Department of Education's budget forms, shall be the maximum amount which the district may expend for that classification for the school year. (Education Code 42600)

However, when it is in the best interest of the district, the Board may:

1. At any time, adopt a written resolution providing for transfers from the designated fund balance or the unappropriated fund balance to any expenditure classification or between classifications. The resolution shall be filed with the County Superintendent of Schools and the County Auditor. (Education Code 42600)
2. Direct the temporary transfer of monies held in any district fund or account to another fund or account as necessary for the payment of obligations. Such borrowing shall occur only when the fund or account receiving the money will earn sufficient income during the current fiscal year to repay the amount transferred. No more than 75 percent of the maximum amount held in any fund or account during the current fiscal year may be transferred. Amounts transferred shall be repaid in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year. (Education Code 42603)
3. At the close of a school year, request that the County Superintendent make transfers between the designated fund balance or the unappropriated fund balance and any expenditure classification(s), or balance any expenditure classifications of the district budget as necessary for the payment of obligations incurred during that school year. (Education Code 42601)
4. If any special reserve funds that are maintained for capital outlay or other purposes pursuant to Education Code 42842 are not actually encumbered for ongoing expenses, transfer those monies into the general fund for the general operating purposes of the district. If any monies remain in the special reserve fund at the conclusion of a project, the Board may submit a written request to the County Superintendent, Auditor, and Treasurer to discontinue the special reserve fund and transfer those monies to the district's general fund. (Education Code 42841-42843)
5. Transfer monies between other funds or accounts when authorized by law.

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

State References

Description

Ed. Code 16095	Transfer of district funds to district state school building fund - https://simbjeboardsofutions.com/SU/DckNigplus9tDnTa0uS0C6Kdw==
Ed. Code 41301	Section A state school fund allocation schedule
Ed. Code 42125	Designated and unappropriated fund balances
Ed. Code 42238-42251	Apportionments to districts
Ed. Code 42238.01-42238.07	Local control funding formula
Ed. Code 42600	District budget limitation on expenditure
Ed. Code 42601	Transfers between funds to permit payment of obligations at close of year
Ed. Code 42603	Transfer of monies held in any fund or account to another fund; repayment
Ed. Code 42840-42843	Special reserve fund
Ed. Code 5200	Districts governed by boards of education
Ed. Code 52616.4	Expenditures from adult education fund

Ed. Code 78

Definition, governing board

Management Resources References

CA Department of Education Publication

Website

Website

Website

Description

California School Accounting Manual

California Department of Education -

<https://simbj.eboardsojutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==>

CSBA-

<https://simbj.eboardsojutions.com/SU/W3QxkK2FPsDsQBnM ENxGg==>

Fiscal Crisis and Management Assistance Team -

<https://simbj.eboardsojutions.com/SU/1KDBnXPjUs9GCiDTyFvbLOOxQ==>

Cross References

0460

Local Control And Accountability Plan -

<https://simbj.eboardsojutions.com/SU/fwFbmaz5QUQOAd j7DbzBBg==>

0460

Local Control And Accountability Plan -

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<https://simbj.eboardsojutions.com/SU/cp jUsZbQcQ4TXPVaA1 FqU7LQ==>

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3100

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3300

Expenditures And Purchases -

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3350

Travel Expenses -

<https://simbj.eboardsojutions.com/SU/3iS9Ww7bWuqEabgSwrFJplusg==>

3400

Management Of District Assets/Accounts -

<https://simbj.eboardsojutions.com/SU/qQg2Qs0VtgXvS1coVhS0Pg==>

3400

Management Of District Assets/Accounts -

<https://simbj.eboardsojutions.com/SU/EEPE8KLEmi83u81NRq4qNw==>

3460

Financial Reports And Accountability -

<https://simbj.eboardsojutions.com/SU/0csifafQslshei8bwlwWEsitQ==>

3460

Financial Reports And Accountability -

<https://simbj.eboardsojutions.com/SU/IP5i9D5BpfgONQiUrXYkrQ==>

3470

Debt Issuance And Management -

<https://simbj.eboardsojutions.com/SU/uaUO1PslshiQVjou0LbEBFgPg==>

3551

Food Service Operations/Cafeteria Fund -

<https://simbj.eboardsojutions.com/SU/aWC2AHy6NLmMLvqBaeqp7g==>

3551

Food Service Operations/Cafeteria Fund -

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Regulation 3517: Facilities Inspection

Status: ADOPTED

Original Adopted Date: 06/01/2022 | Last Reviewed Date: 06/01/2022

The Superintendent or designee shall inspect school facilities to ensure that they are maintained in good repair. At a minimum, the Superintendent or designee shall assess those facility conditions specified on the facilities inspection tool developed by the Office of Public School Construction, including, but not limited to, the following: (Education Code 17002, 35292.5)

1. **Gas Leaks:** Gas systems and pipes appear and smell safe, functional, and free of leaks.
2. **Mechanical Systems:** Heating, ventilation, and air conditioning systems, as applicable, are functional and unobstructed; appear to supply an adequate amount of air to all classrooms, work spaces, and facilities; and maintain interior temperatures within normally acceptable ranges.
3. **Windows and Doors:** Windows and doors are intact, functional, and open, close, and lock as designed, unless there is a valid reason they should not function as designed.
4. **Fences and Gates:** Fences and gates are intact, functional, and free of holes and other conditions that could present a safety hazard to students, staff, or others. Locks and other security hardware function as designed.
5. **Interior Surfaces (walls, floors, ceilings):** Interior surfaces are free of safety hazards from tears, holes, missing floor and ceiling tiles, torn carpet, water damage, or other cause. Ceiling tiles are intact. Surfaces display no evidence of mold or mildew.
6. **Hazardous Materials:** Hazardous and flammable materials are stored properly. No evidence of peeling, chipping, or cracking paint is apparent. No indicators of mold, mildew, or asbestos exposure are evident. There does not appear to be evidence of hazardous materials that may pose a threat to the health and safety of students or staff.
7. **Structures:** Posts, beams, supports for portable classrooms and ramps, and other structures appear intact, secure, and functional as designed. Ceilings and floors are not sloping or sagging beyond their intended design. There is no visible evidence of severe cracks, dry rot, mold, or damage that undermines structural components.
8. **Fire Safety and Emergency Equipment:** Fire sprinklers, fire extinguishers, emergency alarm systems, and all emergency equipment and systems appear to be functioning properly. Fire alarm pull stations are clearly visible. Fire extinguishers are current and placed in all required areas, including every classroom and assembly area. Emergency exits are clearly marked and unobstructed.
9. **Electrical Systems:** Electrical systems, components, and equipment, including switches, junction boxes, panels, wiring, outlets, and light fixtures, are securely enclosed, properly covered and guarded from student access, and appear to be working properly.
10. **Lighting:** Interior and exterior lighting appears to be adequate and working properly. Lights do not flicker, dim, or malfunction, and there is no unusual hum or noise from light fixtures.
11. **Pest/Vermin Infestation:** No visible or odorous indicators of pest or vermin infestation are evident.
12. **Drinking Fountains:** Interior and exterior drinking fountains are functional, accessible, and free of leaks. Drinking water pressure is adequate. Fountain water is clear and without unusual taste or odor, and moss, mold, or excessive staining is not evident.
13. **Restrooms:** Restrooms are fully operational, maintained and cleaned regularly, and stocked at all times with supplies (including toilet paper, soap, and paper towels or functional hand dryers) in accordance with Education Code 35292.5. The school keeps all restrooms open during school hours when students are not in classes and keeps a sufficient number of restrooms open during school hours when students are in classes, except when necessary to temporarily close a restroom for student safety or to repair the facility.

In addition, any school serving any of grades 6-12 shall, at all times, stock and make available and accessible

free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom. The district shall post in a prominent and conspicuous location a notice regarding this requirement that includes an email address and telephone number for a designated individual responsible for maintaining the requisite supply of menstrual products. (Education Code 35292.6)

14. Sewers: The sanitary sewer system controls odors as designed, displays no signs of stoppage, backup, or flooding in school facilities or on school grounds, and appears to be functioning properly.
15. Roofs: Roofs, gutters, roof drains, and downspouts appear to be functioning properly and are free of visible damage and evidence of disrepair when observed from the ground from inside and outside the building
16. Drainage: School grounds do not exhibit signs of drainage problems, such as visible evidence of flooded areas, eroded soil, water damage to asphalt playgrounds or parking areas, or clogged storm drain inlets.
17. Playground/School Grounds: Playground equipment (exterior fixtures, seating, tables, and equipment), school grounds, fields, walkways, and parking lot surfaces are functional and free of significant cracks, trip hazards, holes, deterioration that affects functionality or safety, and other health and safety hazards.
18. Overall Cleanliness: School grounds, buildings, common areas, and individual rooms appear to have been cleaned regularly and are free of accumulated refuse and unabated graffiti. Restrooms, drinking fountains, and food preparation or serving areas appear to have been cleaned each day that school is in session.

In addition, to ensure the health and safety of students, the Superintendent or designee shall provide for the testing of drinking water on campus and of the soil and painted surfaces of school facilities for the presence of lead and/or other harmful substances, in accordance with state and federal standards.

The Superintendent or designee shall ensure that any necessary repairs or removal of hazards identified during the inspection are made in a timely and expeditious manner.

An assessment of the safety, cleanliness, and adequacy of school facilities, including any needed maintenance to ensure good repair as defined in Education Code 17002, shall be reported on the school accountability report card. (Education Code 33126)

Any complaint alleging a school facility condition that poses an emergency or urgent threat to the health or safety of students or staff, or alleging that a school restroom is not clean, maintained, stocked, or kept open, shall be addressed in accordance with AR 1312.4 - Williams Uniform Complaint Procedures.

The Superintendent or designee shall provide the Governing Board with regular reports regarding the district's facility inspections and updates of any visits to district schools by the County Superintendent of Schools to review school facilities.

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

State References

2 CCR 1859.300-1859.330

Ed. Code 1240

Ed. Code 17002

Ed. Code 17070.10-17077.10

Description

Emergency Repair Program -
<https://simbj.eboardsolutions.com/SU/ZtX55Ue9ctaSCHdnkNBQAw==>

County superintendent of schools, duties -
<https://simbj.eboardsolutions.com/SU/zxiNbLNKXQ1Z3w2H1beZIA==>

State School Building Lease-Purchase Law, including definition of good repair -
<https://simbj.eboardsolutions.com/SU/SWCTtYtHLbJV2oTkKpjsAVTw==>

Leroy F. Greene School Facilities Act of 1998 -
<https://simbj.eboardsolutions.com/SU/fu4PsUtUAb4qYYOY9breHg==>

Property maintenance and control

Ed. Code 17592.72	Urgent or emergency repairs; School Facility Emergency Repair Account
Ed. Code 33126	School accountability report card
Ed. Code 35186	Complaints regarding teacher vacancy or misassignment
Ed. Code 35292.5-35292.6	Restrooms; maintenance and cleanliness

Federal References

20 USC 6314
42 USC 300f-300j-27

Description

Schoolwide programs
Safe Drinking Water Act

Management Resources References

Description

State Allocation Board, Public School Construction Facility Inspection Tool: School Facility Conditions Evaluation

Website https://simb.jeboardsofeducation.com/SU/FJy7Gf2djxDp_juso3aMdrnckQ==

Website <https://simb.jeboardsofeducation.com/SU/lgEokvI5m4hnKA9yXFZS8A==>

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Cross References

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1312.4-E(l)	
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3511.1	

Description

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[Plan - School Accountability Report Card - Fbmaz5QUQOAd 7DbzBBg==](#)

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[Williams Uniform Complaint Procedures - 8dN8bGSx8fXa 1gcLPJYKR9w==](#)

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[Williams Uniform Complaint Procedures - ZgonRHxkvRwnPrVQ1WmBg==](#)

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[Williams Uniform Complaint Procedures - 4sSLEmfPDpDFCTIDy3T6A==](#)

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[User Agreements - Jutions.com/SU/jNRJER1z7850ts phkvFYJ15Q==](#)

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Integrated Waste Management -
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3514	Environmental Safety - https://simbli.eboardsojutions.com/SU/BSLtfUgO3jNM_fqQwVEu7A==
3514.2	Integrated Pest Management - https://simbli.eboardsojutions.com/SU/b5iETQeqP351rst21A1Vxg==
3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsojutions.com/SU/x6NWrx0FV0TusDr7guOmSQ==
3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsojutions.com/SU/UzirPzb2Tud8LJ2LDo5W5w==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsojutions.com/SU/08qN2JplusCipasRtU7nhp_us2qg==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsojutions.com/SU/Qo9sz5aT68knWPK2vi8Djg==
6117	Year-Round Schedules - https://simbli.eboardsojutions.com/SU/PGJ0eo0EaMcrbETUgSfnfg==
7110	Facilities Master Plan - https://simbli.eboardsojutions.com/SU/H0PXuOCfbfbkp_ussVfoH3BEA==
7111	Evaluating Existing Buildings - https://simbli.eboardsojutions.com/SU/goJJck1h6pJu8MfDmEnYslshg==
9000	Role Of The Board - https://simbli.eboardsojutions.com/SU/8aBslshkYpCelkOFfduR9FE4g==

Exhibit 3517-E(1): Facilities Inspection

Status: ADOPTED

Original Adopted Date: 06/01/2022 | Last Reviewed Date: 06/01/2022

NOTICE REGARDING MENSTRUAL PRODUCTS

Education Code 35292.6 requires that:

- a. On or before the start of the 2022-23 school year, a public school, including a school operated by a school district, county office of education, or charter school, maintaining any combination of classes from grades 6 to 12, inclusive, shall stock the school's restrooms at all times with an adequate supply of menstrual products, available and accessible, free of cost, in all women's restrooms and all-gender restrooms, and in at least one men's restroom.
- b. A public school described in subdivision (a) shall not charge for any menstrual products provided to pupils.
- c. A public school described in subdivision (a) shall post a notice regarding the requirements of this section in a prominent and conspicuous location in every restroom required to stock menstrual products, available and accessible, free of cost, pursuant to this section. This notice shall include the text of this section and contact information, including an email address and telephone number, for a designated individual responsible for maintaining the requisite supply of menstrual products.
- d. For purposes of this section, "menstrual products" means menstrual pads and tampons for use in connection with the menstrual cycle.
- e. This section shall become operative on July 1, 2022.

The name and contact information for the individual responsible for maintaining the requisite supply of menstrual products is:

(name and/or title/position)

(telephone number)

(email address)

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

State References

Description

2 CCR 1859.300-1859.330

Emergency Repair Program -
<https://simbi.eboardsofeducation.com/SU/ZtX55Ue9ctaSCHdnkNBQAw==>

Ed. Code 1240

County superintendent of schools, duties -
<https://simbi.eboardsofeducation.com/SU/zxiNbLNKXQ1Z3w2H1beZIA==>

Ed. Code 17002

State School Building Lease-Purchase Law, including definition of good repair -
<https://simbi.eboardsofeducation.com/SU/SWCTtYtHLbJV2oTkKpJusAVTw==>

Ed. Code 17070.10-17077.10

Leroy F. Greene School Facilities Act of 1998 -
<https://simbi.eboardsofeducation.com/SU/fu4PsUtUAb4qYYOY9breHg==>

Ed. Code 17565-17591

Property maintenance and control

Ed. Code 17592.72

Urgent or emergency repairs; School Facility Emergency Repair Account

Ed. Code 33126
Ed. Code 35186
Ed. Code 35292.5-35292.6

School accountability report card
Complaints regarding teacher vacancy or misassignment
Restrooms; maintenance and cleanliness

Federal References

20 USC 6314
42 USC 300f-300j-27

Description

Schoolwide programs
Safe Drinking Water Act

Management Resources References

Description

State Allocation Board, Public School Construction Facility Inspection Tool: School Facility Conditions Evaluation

Website https://simbjeboardsofutions.com/SU/FJy7Gf2dJxDp_u3o3aMdrnckQ==

Website <https://simbjeboardsofutions.com/SU/lgEokvI5m4hnKA9yXFZS8A==>

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Cross References

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Description

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[Plans - School Accountability Report Card - Fbmaz5QUQOAd 7DbzBBg==](#)

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[Williams Uniform Complaint Procedures - 8bGSx8fXa 1gcLPJYKR9w==](#)

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[Williams Uniform Complaint Procedures - ZgonRHxkvRwnPrVQ1WmBg==](#)

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[Williams Uniform Complaint Procedures - 4sSLEmfPDpDFCTIDy3T6A==](#)

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[Joint Use Agreements - jutions.com/SU/jNRJER1z7850ts phkvFYJ15Q==](#)

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[Concepts And Roles - jutions.com/SU/cqrHyp jsslsHVG7skrok5E8EbRw==](#)
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[Integrated Waste Management -](#)
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3514.2	Integrated Pest Management - https://simbli.eboardsoptions.com/SU/b5iETQeqP351rst21A1Vxg==
3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsoptions.com/SU/x6NWrx0FV0TusDr7guOmSQ==
3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsoptions.com/SU/UzirPzb2Tud8LJ2LDo5W5w==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsoptions.com/SU/08qN2JplusCipasRtU7nhp_us2qg==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsoptions.com/SU/Qo9sz5aT68knWPK2vi8Djg==
6117	Year-Round Schedules - https://simbli.eboardsoptions.com/SU/PGJ0eo0EaMcrbETUgSfnfg==
7110	Facilities Master Plan - https://simbli.eboardsoptions.com/SU/H0PXuOCfbfbkp_ussVfoH3BEA==
7111	Evaluating Existing Buildings - https://simbli.eboardsoptions.com/SU/goJJck1h6pJu8MfDmEnYslshg==
9000	Role Of The Board - https://simbli.eboardsoptions.com/SU/8aBslshkYpCelkOFfduR9FE4g==

Policy 3523: Electronic Signatures

Status: ADOPTED

Original Adopted Date: 06/01/2022 | Last Reviewed Date: 06/01/2022

The Governing Board believes that the use of electronic records and signatures is a convenient paperless option that can increase efficiency in commercial and administrative transactions, reduce costs, and contribute to environmental sustainability in district operations. The Board authorizes the use of electronic signatures in district operations when authorized by law.

The Superintendent or designee shall ensure that any electronic signature utilized by the district conforms with criteria described in law and that the level of security is sufficient for the transaction being conducted. (Government Code 16.5; 2 CCR 22003, 22005)

The Superintendent or designee shall retain electronic records in accordance with law and regulations, and as specified in BP/AR 3580 - District Records.

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

State References

	Description
2 CCR 22000-22005	Public entity use of electronic signatures - https://simbi.eboardsolutions.com/SU/jjoxXkopjnsI5sKsUaPslhQplusYg==
5 CCR 16020-16022	Records, general provisions
5 CCR 16023-16027	District records, retention and destruction
5 CCR430	Individual student records; definition
5 CCR432	Student records
Civ. Code 1633.1-1633.17	Uniform Electronic Transactions Act
Civ. Code 1798.29	District records; breach of security - https://simbi.eboardsolutions.com/SU/LBkkDX8OjBFu9JpjsO9hdW9w==
Ed. Code 35252-35255	Records and reports
Ed. Code 44031	Personnel file contents and inspection
Ed. Code 49060-49079.7	Student records
Ed. Code 8234	Electronic signatures; child care and development programs
Gov. Code 16.5	Electronic signatures
Gov. Code 6252-6265	Inspection of public records
Gov. Code 811.2	Definition of public entity

Federal References

	Description
15 USC 7001-7006	Electronic Records and Signatures in Commerce Act
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1400-1482	Individuals with Disabilities Education Act
34 CFR 300-300.818	Assistance to states for the education of students with disabilities
34 CFR 99.1-99.8	Family Educational Rights and Privacy Act

Management Resources References

	Description
CA Department of Education Publication	Management Bulletin 17-13, October 2017

3510	Green School Operations - https://simbj.eboardsojutions.com/SU/K0GKzAB8i2S6wgj_LPFfUw==
3580	District Records - https://simbj.eboardsojutions.com/SU/8fsDj9HykDCItBSvVLEIIA==
3580	District Records - https://simbj.eboardsojutions.com/SU/gX132ogfrNalpqF5dbh66Q==
5148	Child Care And Development - https://simbj.eboardsojutions.com/SU/gV15kvM64fYni0slshEytQg3A==
5148	Child Care And Development - https://simbj.eboardsojutions.com/SU/IPj7b2rD5MZYxu_LH90nRA==
5148.3	Preschool/Early Childhood Education - https://simbj.eboardsojutions.com/SU/3WD3cPzZ5cHkLGieytbEKA==
5148.3	Preschool/Early Childhood Education - https://simbj.eboardsojutions.com/SU/yUGzYIAmdf85jnh2JwXT6Q==
6159.1	Procedural Safeguards And Complaints For Special Education - https://simbj.eboardsojutions.com/SU/S0PIFWQ0dcwNeAZdN9bmYQ==
6159.1	Procedural Safeguards And Complaints For Special Education - https://simbj.eboardsojutions.com/SU/3gc3YUKeG1b3e7zDpoTL3Q==

Regulation 3523: Electronic Signatures

Status: ADOPTED

Original Adopted Date: 06/01/2022 | Last Reviewed Date: 06/01/2022

When authorized by law, electronic signatures may be used in the operation of district business and/or administration.

In any business transaction, an electronic signature shall only be used when each party has agreed to conduct the transaction by electronic means. In other district operations, the Superintendent or designee may require the use of an electronic signature. (Civil Code 1633.5; 15 USC 7001)

A *digital signature* is defined as an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature. (Government Code 16.5)

An *electronic signature* consists of an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record. (Civil Code 1633.2)

In order for an electronic signature to be used, the electronic signature shall be: (Government Code 16.5; 2 CCR 22002)

1. Unique to the person using it
2. Capable of verification
3. Under the sole control of the person using it
4. Linked to data in such a manner that if the data are changed the electronic signature is invalidated
5. Conform to 2 CCR 22000-22005

Prior to accepting an electronic signature, the Superintendent or designee shall ensure the following: (2 CCR 22005)

1. That the signature is created by acceptable technology pursuant to 2 CCR 22003
2. That the level of security used to identify the signer of the document and to transmit the signature is sufficient for the transaction being conducted
3. That, if a certificate is a required component of the electronic signature, the certificate format used by the signer is sufficient for the security and interoperability needs of the district.

If a notarized signature is required with respect to an electronic signature, the electronic signature of the notary public together with all of the other information required by law to be included in a notarization shall accompany the electronic signature. (Civil Code 1633.11)

If a statement is required to be signed under penalty of perjury, the electronic signature shall include all of the information to which the declaration pertains together with a declaration under penalty of perjury by the person who submits the electronic signature that the information is true and correct. (Civil Code 1633.11)

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

State References

2 CCR 22000-22005

5 CCR 16020-16022

Description

Public entity use of electronic signatures -
<https://simb.leboardsofutions.com/SU/jjoxXkopJsnlSsKsUaPslshQplusYg==>

Records, general provisions

5 CCR 16023-16027	District records, retention and destruction
5 CCR430	Individual student records; definition
5 CCR432	Student records
Civ. Code 1633.1-1633.17	Uniform Electronic Transactions Act
Civ. Code 1798.29	District records; breach of security - https://simbj.eboardsofjudgments.com/SU/LBkkDX8O_BFu9Jp_muO9hdW9w==
Ed. Code 35252-35255	Records and reports
Ed. Code 44031	Personnel file contents and inspection
Ed. Code 49060-49079.7	Student records
Ed. Code 8234	Electronic signatures; child care and development programs
Gov. Code 16.5	Electronic signatures
Gov. Code 6252-6265	Inspection of public records
Gov. Code 811.2	Definition of public entity

Federal References

15 USC 7001-7006
20 USC 1232g
20 USC 1400-1482
34 CFR 300-300.818
34 CFR 99.1-99.8

Description

Electronic Records and Signatures in Commerce Act
Family Educational Rights and Privacy Act (FERPA) of 1974
Individuals with Disabilities Education Act
Assistance to states for the education of students with disabilities
Family Educational Rights and Privacy Act

Management Resources References

CA Department of Education Publication

Description

Management Bulletin 17-13, October 2017

Cross References

3510
3580
3580
5148
5148
5148.3
5148.3
6159.1
6159.1

Description

Green School Operations -
https://simbj.eboardsofjudgments.com/SU/K0GKzAB8i2S6wgj_lPpfUw==

District Records -
https://simbj.eboardsofjudgments.com/SU/8fsD_j9HykDCltBSvVLEIIA==

District Records -
<https://simbj.eboardsofjudgments.com/SU/gX132ogfrNalpqF5dbh66Q==>

Child Care And Development -
<https://simbj.eboardsofjudgments.com/SU/gV15kvM64fYni0slshEytQg3A==>

Child Care And Development -
https://simbj.eboardsofjudgments.com/SU/IPj7b2rD5MZYxu_lH90nRA==

Preschool/Early Childhood Education -
<https://simbj.eboardsofjudgments.com/SU/3WD3cPzZScHkLGieytbEKA==>

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<https://simbj.eboardsofjudgments.com/SU/yUGzYIAmdf85jnh2JwXT6Q==>

Procedural Safeguards And Complaints For Special Education -
https://simbj.eboardsofjudgments.com/SU/S0P_FWQ0dcwNeAZdN9bmYQ==

Procedural Safeguards And Complaints For Special Education -
<https://simbj.eboardsofjudgments.com/SU/3gc3YUKeG1b3e7zDpoTL3Q==>

Policy 3550: Food Service/Child Nutrition Program

Status: ADOPTED

Original Adopted Date: 06/01/2022 | Last Reviewed Date: 06/01/2022

The Governing Board recognizes that adequate, nourishing food is essential to student health and well-being, development, and ability to learn. The Superintendent or designee shall develop strategies to increase students' access to and participation in the district's food service programs and maintain fiscal integrity of the programs in accordance with law.

Foods and beverages available through the district's food service program shall:

1. Be carefully selected so as to contribute to students' nutritional well-being and the prevention of disease
2. Meet or exceed nutrition standards specified in law
3. Be prepared in ways that will appeal to students, retain nutritive quality, and foster lifelong healthful eating habits
4. Be served in age-appropriate portions
5. Be provided at no cost to students who request a meal

At the beginning of each school year, the Superintendent or designee shall communicate information related to the district's food service programs to the public through available means, including, but not limited to, the district's web site, social media, flyers, and school publications.

The district's food service program shall give priority to serving unprocessed foods and fresh fruits and vegetables.

District schools are encouraged to establish school gardens and/or farm-to-school projects to increase the availability of safe, fresh, seasonal fruits and vegetables for school meals and to support the district's nutrition education program.

To the extent possible, the school meal program shall be coordinated with the nutrition education program, instructional program for teachers, parents/guardians and food service employees, available community resources, and other related district programs.

To encourage student participation in school meal programs, schools may offer multiple choices of food items within a meal service, provided all food items meet nutrition standards and all students are given an opportunity to select any food item.

The Superintendent or designee may invite students and parents/guardians to participate in the selection of foods of good nutritional quality for school menus.

Students shall be allowed adequate time and space to eat meals. To the extent possible, school, recess, and transportation schedules shall be designed to promote participation in school meal programs.

The Superintendent or designee shall periodically review the adequacy of school cafeterias and facilities for food preparation and consumption.

In accordance with law, the Superintendent or designee shall develop and maintain a food safety program in order to reduce the risk of foodborne hazards at each step of the food preparation and service process.

The Superintendent or designee shall annually report to the Board on student participation in the district's nutrition

programs and the extent to which the district's food service program meets state and federal nutrition standards for foods and beverages. In addition, the Superintendent or designee shall provide all necessary and available documentation required for the Administrative Review conducted by the California Department of Education (COE) to ensure the food service program's compliance with federal requirements related to nutrition standards, meal patterns, provision of drinking water, school meal environment, food safety, and other areas as required by the COE.

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

State References

	Description
5 CCR 15510	Mandatory meals for needy students
5 CCR 15530-15535	Nutrition education
5 CCR 15550-15565	School lunch and breakfast programs
5 CCR 15575-15578	Requirements for foods and beverages outside the federal meals program
Ed. Code 35182.5	Contracts for advertising
Ed. Code 38080-38103	Cafeteria; establishment and use
Ed. Code 45103.5	Contracts for management consulting services; restrictions
Ed. Code 48432.3	Voluntary enrollment in continuation education
Ed. Code 49430-49434	Pupil Nutrition, Health, and Achievement Act of 2001
Ed. Code 49490-49494	School breakfast and lunch programs
Ed. Code 49500-49505	School meals
Ed. Code 49501.5	California Universal Meals Program
Ed. Code 49510-49520	Nutrition
Ed. Code 49530-49536	Child Nutrition Act
Ed. Code 49540-49546	Child care food program
Ed. Code 49547-49548.3	Comprehensive nutrition services
Ed. Code 49550-49562	Meals for needy students
Ed. Code 49570	National School Lunch Act
Ed. Code 51795-51797	School instructional gardens
H&S Code 113700-114437	California Retail Food Code; sanitation and safety requirements

Federal References

	Description
42 USC 1751-1769j	National School Lunch Program
42 USC 1758b	Local wellness policy
42 USC 1761	Summer Food Service Program and Seamless Summer Feeding Option
42 USC 1769a	Fresh Fruit and Vegetable Program
42 USC 1771-1793	Child Nutrition Act
42 USC 1772	Special Milk Program
42 USC 1773	School Breakfast Program
7 CFR 210.1-210.31	National School Lunch Program
7 CFR 215.1-215.18	Special Milk Program
7 CFR 220.2-220.22	National School Breakfast Program
7 CFR 245.1-245.13	Eligibility for free and reduced-price meals and free milk

Management Resources References

	Description
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CA Project Lean Publication	Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006
California Department of Education Publication	Healthy Children Ready to Learn, January 2005
California Department of Education Publication	Professional Standards in the School Nutrition Programs, Management Bulletin SNP-13-2020, Updated January 2022
CSBA Publication	Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009
CSBA Publication	Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. October 2007
CSBA Publication	Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007
CSBA Publication	Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006
U.S. Department of Agriculture Publication	School Breakfast Toolkit
U.S. Department of Agriculture Publication	Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS Instruction 113-1, November 2005
U.S. Department of Agriculture Publication	Dietary Guidelines for Americans, 2005
U.S. Department of Agriculture Publication	Food Buying Guide for Child Nutrition Programs, December 2007
U.S. Department of Agriculture Publication	Fresh Fruit and Vegetable Program: Handbook for Schools, December 2010
U.S. Department of Agriculture Publication	Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles, June 2005
Website	U.S. Department of Agriculture, Food and Nutrition Service - https://simbli.eboardsolutions.com/SU/Wry6HD6BSTBkfn7BqpµsR7BQ==
Website	California Farm Bureau Federation - https://simbli.eboardsolutions.com/SU/9DOFpf6z2oylYGKzj0qKA==
Website	Nourish California - https://simbli.eboardsolutions.com/SU/5GeuVdU7HE4aLG3NFy4PTg==
Website	California Project LEAN (Leaders Encouraging Activity and Nutrition) - https://simbli.eboardsolutions.com/SU/lzuCbbhn3rBrfeZTSNnVCw==
Website	Centers for Disease Control and Prevention - https://simbli.eboardsolutions.com/SU/UUirqrktk65µlµsLWpµsApdRjg==
Website	National Alliance for Nutrition and Activity - https://simbli.eboardsolutions.com/SU/GZJffQ4Hi71GbK8µLPjKsg==
Website	California School Nutrition Association - https://simbli.eboardsolutions.com/SU/KnWOpY7WknrOcdh5fJ85QQ==
Website	California Department of Education, Nutrition Services Division - https://simbli.eboardsolutions.com/SU/O5xpn2rTFL2uz0BsishµrGXQ==
Website	California Department of Public Health - https://simbli.eboardsolutions.com/SU/pµsKghL3cnZRJOzDybcVsugA==
Website	California Healthy Kids Resource Center - https://simbli.eboardsolutions.com/SU/Ve9Yf61snLK7fRzOPU1xiQ==
Website	CSBA- https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMµENxGg==

Cross References

0470

0500

November 17, 2022

Description

COVID-19 Mitigation Plan - <https://simbli.eboardsolutions.com/SU/UonRXG6LPiZi7EgvpµsqAd8g==>

Accountability - <https://simbli.eboardsolutions.com/SU/PDWiti8tEaGKnqJbgZ4Q3g==>

1312.4	Williams Uniform Complaint Procedures - https://simbli.eboardsofeducation.com/SU/K4sSLEmfPDpDFCTjDy3T6A==
1312.4-E(1)	Williams Uniform Complaint Procedures - https://simbli.eboardsofeducation.com/SU/jNRJER1z7850tslshkvfYJ15Q==
1312.4-E(2)	Williams Uniform Complaint Procedures - https://simbli.eboardsofeducation.com/SU/cqrHypjusslshVG7skrok5E8EbRw==
1325	Advertising And Promotion - https://simbli.eboardsofeducation.com/SU/TPq9ClqZ7jlx8c5j0jsyog==
1340	Access To District Records - https://simbli.eboardsofeducation.com/SU/xf1Aslshslsh7GO4WA2Z2wFHc4ng==
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3000	Concepts And Roles - https://simbli.eboardsofeducation.com/SU/cplusZbQcQ4TXPVaA1FqU7LQ==
3260	Fees And Charges - https://simbli.eboardsofeducation.com/SU/46smJEFyHQTgoxbzQIEJJA==
3260	Fees And Charges - https://simbli.eboardsofeducation.com/SU/FeWbTzBdYgA9xdZd3xUExA==
3510	Green School Operations - https://simbli.eboardsofeducation.com/SU/K0GKzAB8i2S6wgjLPfUw==
3514	Environmental Safety - https://simbli.eboardsofeducation.com/SU/FREeZf6a8MvAoYS87Pslshpjsuw==
3514	Environmental Safety - https://simbli.eboardsofeducation.com/SU/BSLtfUgO3jNMj5qQwVEu7A==
3517	Facilities Inspection - https://simbli.eboardsofeducation.com/SU/FwTPOhvRxliNJJsishEW1LnHQ==
3517-E(1)	Facilities Inspection - https://simbli.eboardsofeducation.com/SU/pluswdSb1sGBbeWLETQ8P8ylQ==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsofeducation.com/SU/aWC2AHy6NLmMLvqBaeqp7g==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsofeducation.com/SU/NsIKZ3UxVB4jy5gghITWg==
3552	Summer Meal Program - https://simbli.eboardsofeducation.com/SU/wzUihV3gK9PplusFxGH4ItOEw==
3552	Summer Meal Program - https://simbli.eboardsofeducation.com/SU/byXci7oy4EQvJziSatzag==
3553	Free And Reduced Price Meals - https://simbli.eboardsofeducation.com/SU/Y07Pj5plus2xHEiLURmRHYzQ==
3553	Free And Reduced Price Meals - https://simbli.eboardsofeducation.com/SU/0Q5co4sXK4An7L2TouWocg==
3554	Other Food Sales - https://simbli.eboardsofeducation.com/SU/XA2ZvkzJLpjsuwEugplusbBS1IVw==
3554	Other Food Sales - https://simbli.eboardsofeducation.com/SU/npjszuymEvcWm0UjgsNn6laQ==
3555	Nutrition Program Compliance - https://simbli.eboardsofeducation.com/SU/XKe0wQEvO2cheo7acL3BFA==
3555-E PDF(1)	Nutrition Program Compliance - https://simbli.eboardsofeducation.com/SU/ukhuacwucDP1t5CkuDdS3w==
3580	District Records - https://simbli.eboardsofeducation.com/SU/8fsDj9HykDCItBSvVLEIIA==

3580	District Records - https://simbli.eboardsojutions.com/SU/gX132ogfrNalpqF5dbh66Q==
4131	Staff Development - https://simbli.eboardsojutions.com/SU/700vA0ysAx5YXC8kTtgs9Q==
4141.6	Concerted Action/Work Stoppage - https://simbli.eboardsojutions.com/SU/TtH8mfb4Zwc222YN76OTdg==
4141.6	Concerted Action/Work Stoppage - https://simbli.eboardsojutions.com/SU/nCKbnj3vsF4vwC2CzN850A==
4231	Staff Development - https://simbli.eboardsojutions.com/SU/FAuFrJnjbCVy3kgsTslshNU6g==
4241.6	Concerted Action/Work Stoppage - https://simbli.eboardsojutions.com/SU/8ghHTloULRupEkUU4HVtdg==
4241.6	Concerted Action/Work Stoppage - https://simbli.eboardsojutions.com/SU/W5ExJpμss6yHnOMElqyCk9Q==
5030	Student Wellness - https://simbli.eboardsojutions.com/SU/CvzKiϱplusCH4n5fpμsjplusβljA==
5141.27	Food Allergies/Special Dietary Needs - https://simbli.eboardsojutions.com/SU/MS09fvkpcfTxfXADdn7slshBg==
5141.27	Food Allergies/Special Dietary Needs - https://simbli.eboardsojutions.com/SU/pbePTFFyvpXAZJEa77Eu6w==
5148	Child Care And Development - https://simbli.eboardsojutions.com/SU/gV15kvM64fYni0slshEytQg3A==
5148	Child Care And Development - https://simbli.eboardsojutions.com/SU/IPi7b2rD5MZYxuϱLH90nRA==
5148.2	Before/After School Programs - https://simbli.eboardsojutions.com/SU/ZCXkdpn0NOWtDDYWmvGMPw==
5148.2	Before/After School Programs - https://simbli.eboardsojutions.com/SU/6TCxij5d2ShJygXCj1JXQ==
5148.3	Preschool/Early Childhood Education - https://simbli.eboardsojutions.com/SU/3WD3cPzZ5cHkLGieytbEKA==
5148.3	Preschool/Early Childhood Education - https://simbli.eboardsojutions.com/SU/yUGzYIAmdf85jnh2JwXT6Q==
6142.8	Comprehensive Health Education - https://simbli.eboardsojutions.com/SU/26yNHUwMmAXRvJ1b3jpT2g==
6142.8	Comprehensive Health Education - https://simbli.eboardsojutions.com/SU/tbwOϱmdoEz4Q1Vjo8rYnϱQ==
6173	Education For Homeless Children - https://simbli.eboardsojutions.com/SU/zsjkyhfKApϱusFQR21mnjd3hw==
6173	Education For Homeless Children - https://simbli.eboardsojutions.com/SU/vD4ZxTplusVHjDJcdnxYRslshO3g==
6173-E PDF(1)	Education For Homeless Children - https://simbli.eboardsojutions.com/SU/WeRWxD20iReBezfn3aKzplusQ==
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6176	Weekend/Saturday Classes - https://simbli.eboardsojutions.com/SU/gT9qUoycslshwAqFdyaRaQF4w==
7110	Facilities Master Plan - https://simbli.eboardsojutions.com/SU/H0PXuOCfbfbkpϱussVfoH3BEA==

Regulation 3550: Food Service/Child Nutrition Program

Status: ADOPTED

Original Adopted Date: 06/01/2022 | Last Reviewed Date: 06/01/2022

Nutrition Standards for School Meals

Meals, food items, and beverages provided through the district's food services program shall: (Education Code 49501.5, 49553; 42 USC 1758, 1773)

1. Comply with National School Lunch and/or Breakfast Program standards for meal patterns, nutrient levels, and calorie requirements for the ages/grade levels served, as specified in 7 CFR 210.10 or 220.8 as applicable
2. Not be deep fried, par fried, or flash fried, as defined in Education Code 49430 and 49430.7

Drinking Water

The district shall provide access to free, fresh drinking water during meal times in food service areas at all district schools, including, but not limited to, areas where reimbursable meals under the National School Lunch or Breakfast Program are served or consumed. (Education Code 38086; 42 USC 1758)

Special Milk Program

Any school that does not participate in the National School Lunch or Breakfast Program may participate in the Special Milk Program to provide all enrolled students with reasonably priced milk. (7 CFR 215.7)

Food Safety

The Superintendent or designee shall ensure that the district's food service program meets the applicable sanitation and safety requirements of the California Retail Food Code as set forth in Health and Safety Code 113700-114437.

For all district schools participating in the National School Lunch and/or School Breakfast Program, the Superintendent or designee shall implement a written food safety program for the storage, preparation, and service of school meals which complies with the national Hazard Analysis and Critical Control Point (HACCP) system. The district's HACCP plan shall include, but is not limited to, a determination of critical control points and critical limits at each stage of food production, monitoring procedures, corrective actions, and recordkeeping procedures. (42 USC 1758; 7 CFR 210.13, 220.7)

The Superintendent or designee shall ensure that food service directors, managers, and staff complete an annual continuing education or training as required by law. Each new employee, including a substitute, or volunteer shall complete initial food safety training prior to handling food. For each employee, the Superintendent or designee shall document the date, trainer, and subject of each training.

The Superintendent or designee shall assign staff to maintain records and logs documenting food safety activities, including, but not limited to, records of food deliveries, time and temperature monitoring during food production, equipment temperature (freezer, cooler, thermometer calibration), corrective actions, verification or review of safety efforts, and staff training.

Inspection of Food Facilities

All food preparation and service areas shall be inspected in accordance with Health and Safety Code 113725-113725.1 and applicable county regulations.

Each school participating in the National School Lunch and/or Breakfast Program shall, during each school year, obtain a minimum of two food safety inspections conducted by the county environmental health agency. (42 USC 1758; 7 CFR 210.13, 220.7)

The Superintendent or designee shall retain records from the most recent food safety inspection. All schools shall post a notice indicating that the most recent inspection report is available to any interested person upon request. (Health and Safety Code 113725.1; 42 USC 1758; 7 CFR 210.13, 210.15, 220.7)

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

State References

State References	Description
5 CCR 15510	Mandatory meals for needy students
5 CCR 15530-15535	Nutrition education
5 CCR 15550-15565	School lunch and breakfast programs
5 CCR 15575-15578	Requirements for foods and beverages outside the federal meals program
Ed. Code 35182.5	Contracts for advertising
Ed. Code 38080-38103	Cafeteria; establishment and use
Ed. Code 45103.5	Contracts for management consulting services; restrictions
Ed. Code 48432.3	Voluntary enrollment in continuation education
Ed. Code 49430-49434	Pupil Nutrition, Health, and Achievement Act of 2001
Ed. Code 49490-49494	School breakfast and lunch programs
Ed. Code 49500-49505	School meals
Ed. Code 49501.5	California Universal Meals Program
Ed. Code 49510-49520	Nutrition
Ed. Code 49530-49536	Child Nutrition Act
Ed. Code 49540-49546	Child care food program
Ed. Code 49547-49548.3	Comprehensive nutrition services
Ed. Code 49550-49562	Meals for needy students
Ed. Code 49570	National School Lunch Act
Ed. Code 51795-51797	School instructional gardens
H&S Code 113700-114437	California Retail Food Code; sanitation and safety requirements

Federal References

Federal References	Description
42 USC 1751-1769j	National School Lunch Program
42 USC 1758b	Local wellness policy
42 USC 1761	Summer Food Service Program and Seamless Summer Feeding Option
42 USC 1769a	Fresh Fruit and Vegetable Program
42 USC 1771-1793	Child Nutrition Act
42 USC 1772	Special Milk Program
42 USC 1773	School Breakfast Program
7 CFR 210.1-210.31	National School Lunch Program
7 CFR 215.1-215.18	Special Milk Program
7 CFR 220.1-220.22	National School Breakfast Program

Management Resources References**Description**

CA Project Lean Publication	Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006
California Department of Education Publication	Healthy Children Ready to Learn, January 2005
California Department of Education Publication	Professional Standards in the School Nutrition Programs, Management Bulletin SNP-13-2020, Updated January 2022
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CSBA Publication	Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007
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U.S. Department of Agriculture Publication	Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS Instruction 113-1, November 2005
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U.S. Department of Agriculture Publication	Fresh Fruit and Vegetable Program: Handbook for Schools, December 2010
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Website	California Farm Bureau Federation - https://simb.jeboardsofutions.com/SU/9DOOfPd6z2oylYGKzj0qKA==
Website	Nourish California - https://simb.jeboardsofutions.com/SU/5GeuVdU7HE4aLG3NFy4PTg==
Website	California Project LEAN (Leaders Encouraging Activity and Nutrition) - https://simb.jeboardsofutions.com/SU/lzuCbbhn3rBrfeZTSNnVCw==
Website	Centers for Disease Control and Prevention - https://simb.jeboardsofutions.com/SU/UUirqrktk65pµlulWpµsApdRjg==
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Website	California School Nutrition Association - https://simb.jeboardsofutions.com/SU/KnWOpY7WknrOcdh5fJ85QQ==
Website	California Department of Education, Nutrition Services Division - https://simb.jeboardsofutions.com/SU/O5xpn2rTFL2uz0BslshprGXQ==
Website	California Department of Public Health - https://simb.jeboardsofutions.com/SU/pµsKghL3cnZRJOzDybcVsugA==
Website	California Healthy Kids Resource Center - https://simb.jeboardsofutions.com/SU/Ve9Yf61snLK7fRzOPU1xiQ==
Website	CSBA- https://simb.jeboardsofutions.com/SU/W3QxkK2FPsDsQBnMµENxGg==

Cross References**Description**

0500	Accountability - https://simbli.eboardsojutions.com/SU/PDWiti8tEaGKnqJbgZ4Q3g==
1312.4	Williams Uniform Complaint Procedures - https://simbli.eboardsojutions.com/SU/K4sSLEmfDPdDFCTjDy3T6A==
1312.4-E(1)	Williams Uniform Complaint Procedures - https://simbli.eboardsojutions.com/SU/jNRJER1z7850tslshkvfYJ15Q==
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3510	Green School Operations - https://simbli.eboardsojutions.com/SU/K0GKzAB8i2S6wgjJLPfUw==
3514	Environmental Safety - https://simbli.eboardsojutions.com/SU/FREeZf6a8MvAoYS87Pslshpμsw==
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3517	Facilities Inspection - https://simbli.eboardsojutions.com/SU/FwTPOhvRxliNJJsishEW1LnHQ==
3517-E(1)	Facilities Inspection - https://simbli.eboardsojutions.com/SU/pluswdSb1sGBbeWLETQ8P8ylQ==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsojutions.com/SU/aWC2AHy6NLmMLvqBaeqp7g==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsojutions.com/SU/NsIKZ3UxVB4jy5gghITWg==
3552	Summer Meal Program - https://simbli.eboardsojutions.com/SU/wzUihV3gK9PplusFxGH4ItOEw==
3552	Summer Meal Program - https://simbli.eboardsojutions.com/SU/byXci7oy4EQvJziZSatkag==
3553	Free And Reduced Price Meals - https://simbli.eboardsojutions.com/SU/Y07Pj5plus2xHEiLURmRHYzQ==
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3554	Other Food Sales - https://simbli.eboardsojutions.com/SU/XA2ZvkzJLpμswEugplusbBS1IVw==
3554	Other Food Sales - https://simbli.eboardsojutions.com/SU/npμszuymEvcWm0UjgsNn6laQ==
3555	Nutrition Program Compliance - https://simbli.eboardsojutions.com/SU/XKe0wQEvO2cheo7acL3BFA==
3555-E PDF(1)	Nutrition Program Compliance - https://simbli.eboardsojutions.com/SU/ukhuacwucDP1t5CkuDdS3w==

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4131	Staff Development - https://simbli.eboardsojutions.com/SU/700vA0ysAx5YXC8kTtgs9Q==
4141.6	Concerted Action/Work Stoppage - https://simbli.eboardsojutions.com/SU/TtH8mfb4Zwc222YN76OTdg==
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4231	Staff Development - https://simbli.eboardsojutions.com/SU/FAuFrJnjbCy3kgsTslshNU6g==
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5030	Student Wellness - https://simbli.eboardsojutions.com/SU/CvzKiηplusCH4n5fpμsplusβljA==
5141.27	Food Allergies/Special Dietary Needs - https://simbli.eboardsojutions.com/SU/MS09fvkpcfTxfXADdn7slshBg==
5141.27	Food Allergies/Special Dietary Needs - https://simbli.eboardsojutions.com/SU/pbePTFFyvpXAZJEa77Eu6w==
5148	Child Care And Development - https://simbli.eboardsojutions.com/SU/gV15kvM64fYni0slshEytQg3A==
5148	Child Care And Development - https://simbli.eboardsojutions.com/SU/IPi7b2rD5MZYxuηLH90nRA==
5148.2	Before/After School Programs - https://simbli.eboardsojutions.com/SU/ZCXkdpn0NOWtDDYWmvGMPw==
5148.2	Before/After School Programs - https://simbli.eboardsojutions.com/SU/6TCzxi5d2ShJygXCj1JXQ==
5148.3	Preschool/Early Childhood Education - https://simbli.eboardsojutions.com/SU/3WD3cPzZ5cHkLGieybtEKA==
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6142.8	Comprehensive Health Education - https://simbli.eboardsojutions.com/SU/26yNHUwMmAXRvJ1b3jpT2g==
6142.8	Comprehensive Health Education - https://simbli.eboardsojutions.com/SU/tbwOηmdoEz4Q1Vjo8rYnQ==
6173	Education For Homeless Children - https://simbli.eboardsojutions.com/SU/zsjkyhfKApηusFQR21mnjd3hw==
6173	Education For Homeless Children - https://simbli.eboardsojutions.com/SU/vD4ZxTplusVHjDJcdnxYRslshO3g==
6173-E PDF(1)	Education For Homeless Children - https://simbli.eboardsojutions.com/SU/WeRWxD20iReBezFN3aKzplusQ==
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6176	Weekend/Saturday Classes - https://simbli.eboardsojutions.com/SU/gT9qUoycsIshwAqFdyaRaqF4w==
7110	Facilities Master Plan - https://simbli.eboardsojutions.com/SU/H0PXuOCfbfbkpηussVfoH3BEA==

Policy 3551: Food Service Operations/Cafeteria Fund

Status: ADOPTED

Original Adopted Date: 06/01/2022 | Last Reviewed Date: 06/01/2022

The Governing Board intends that school food services shall be a self-supporting, nonprofit program. To ensure program quality and cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of foods and supplies, the planning of menus, and the auditing of all food service accounts for the district.

The Superintendent or designee shall ensure that food service director(s) possess the qualifications required by 7 CFR 210.30 and California Department of Education (COE) standards.

At least once each year, food service administrators, other appropriate personnel who conduct or oversee administrative procedures, and other food service personnel shall receive training provided by CDE. (42 USC 1776)

Meal Sales

Any student who requests a meal shall be served a nutritionally adequate breakfast and lunch free of charge, each school day. (Education Code 49501.5)

As permitted by law, additional or second meals, adult meals, and other nonprogram foods, such as smart snack compliant food and beverages sold in vending machines, may be sold to students. (Education Code 38082, 49501.5)

Meals may be sold to district employees, Board members, and employees or members of the fund or association maintaining the cafeteria. (Education Code 38082)

In addition, meals may be sold to nonstudents, including parents/guardians, volunteers, students' siblings, or other individuals, who are authorized by the Superintendent or designee to be on campus. Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture (USDA) foods.

Meal prices, as recommended by the Superintendent or designee and approved by the Board, shall be based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760.

The Superintendent or designee shall establish strategies and procedures for the collection of meal payments. Such procedures shall conform with 2 CFR 200.426 and any applicable CDE guidance. The Superintendent or designee shall clearly communicate these procedures to students and parents/guardians, and shall make this policy and the accompanying administrative regulation available to the public pursuant to Education Code 49557.5.

Cafeteria Fund and Account

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of food services and for reasonable and necessary indirect program costs as allowed by law.

The wages, salaries, and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)

Contracts with Outside Services

With Board approval, the district may enter into a contract for food service consulting services or management services in one or more district schools. (Education Code 45103.5; 42 USC 1758; 7 CFR 210.16)

Procurement of Foods, Equipment and Supplies

To the maximum extent practicable, foods purchased for use in school meals by the district or by any entity purchasing food on its behalf shall be domestic commodities or products. Domestic commodity or product means an agricultural commodity that is produced in the United States and a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States. (42 USC 1760; 7 CFR 210.21)

A nondomestic food product may be purchased for use in the district's food service program only as a last resort when the product is not produced or manufactured in the United States in sufficient and reasonably available quantities of a satisfactory quality, or when competitive bids reveal the costs of a United States product are significantly higher than the nondomestic product. In such cases, the Superintendent or designee shall retain documentation justifying the use of the exception.

Furthermore, the district shall accept a bid or price for an agricultural product grown in California before accepting a bid or price for an agricultural product grown outside the state, if the quality of the California-grown product is comparable and the bid or price does not exceed the lowest bid or price of a product produced outside the state. (Food and Agriculture Code 58595)

Bid solicitations and awards for purchases of equipment, materials, or supplies in support of the district's child nutrition program, or for contracts awarded pursuant to Public Contract Code 2000, shall be consistent with the federal procurement standards in 2 CFR 200.318-200.326. Awards shall be let to the most responsive and responsible party. Price shall be the primary consideration, but not the only determining factor, in making such an award. (Public Contract Code 20111)

Program Monitoring and Evaluation

The Superintendent or designee shall present to the Board, at least annually, financial reports regarding revenues and expenditures related to the food service program.

The Superintendent or designee shall provide all necessary documentation required for the Administrative Review conducted by COE to ensure compliance of the district's food service program with federal requirements.

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

State References

5 CCR 15550-15565

Ed. Code 38080-38086

Ed. Code 38090-38095

Ed. Code 38100-38103

Ed. Code 42646

Description

School lunch and breakfast programs

School meals

Cafeterias, funds and accounts

Cafeterias, allocation of charges

Alternate payroll procedure

Ed. Code 45103.5	Contracts for management consulting services; restrictions
Ed. Code 49490-49493	School breakfast and lunch programs
Ed. Code 49500-49505	School meals
Ed. Code 49550-49564.5	Meals for needy students
Ed. Code 49554	Contract for services
Ed. Code 49580-49581	Food recovery program
F&A Code 58595	Preference for California-grown agricultural products
H&S Code 113700-114437	California Retail Food Code; sanitation and safety requirements
Pub. Cont. Code 2000-2002	Responsive bidders
Pub. Cont. Code 20111	Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

Federal References

2 CFR 200	Appendix VII Indirect cost proposals
2 CFR 200.318-200.326	Procurement standards
2 CFR 200.400-200.475	Cost principles
2 CFR 200.56	Indirect costs, definition
42 USC 1751-1769j	School Lunch Program
42 USC 1771-1793	Child nutrition
42 USC 1773	School Breakfast Program
7 CFR 210.1-210.31	National School Lunch Program
7 CFR 210.1-210.33	National School Lunch Program
7 CFR 220.1-220.21	National School Breakfast Program
7 CFR 220.1-220.22	National School Breakfast Program
7 CFR 245.8	Nondiscrimination practices for students eligible for free and reduced price meal and free milk
7 CFR 250.1-250.70	USDA foods

Management Resources References

CA Department of Education Publication	U.S. Department of Agriculture Publication
California Department of Education Publication	U.S. Department of Agriculture Publication
California Department of Education Publication	
California Department of Education Publication	
California Department of Education Publication	
California Department of Education Publication	
U.S. Department of Agriculture Publication	
U.S. Department of Agriculture Publication	

Description

California School Accounting Manual

Pricing of Adult Meals in the National School Lunch and School Breakfast Programs, NSD Management Bulletin, SNP-04-2021, August 2021

Procuring and Monitoring of Food Service Management Contracts, NSD Management Bulletin, SNP-13-2015, January 2015

Cafeteria Funds--Allowable Uses, NSD Management Bulletin, NSD-SNP-05- 2020, February 2020

Food Distribution Program Administrative Manual

Storage and Inventory Management of U.S. Department of Agriculture Foods, NSD Management Bulletin, FDP-01-2018, January 2018

Indirect Costs: Guidance for State Agencies and School Food Authorities SP 60-2016, September 2016

Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program, SP-38-2017, June 2017

Discretionary Elimination of Reduced Price Charges in the School Meal Programs, SP 17-2014, January 2014

Unpaid Meal Charges: Local Meal Charge Policies, SP-46-2016, July 2016

U.S. Dept of Agriculture Publication

Website

Website

Website

School Meals - FAQs

U.S. Department of Agriculture, Food and Nutrition Service -

https://simbli.eboardsojutions.com/SU/Wry6HD6BSTBkfn7Bqp_µsR7BQ==

California Department of Education, Nutrition Services Division -

https://simbli.eboardsojutions.com/SU/O5xpn2rTFL2uz0Bslsh_prGXQ==

California School Nutrition Association -

<https://simbli.eboardsojutions.com/SU/KnWOpY7WknrOcdh5fJ85QQ==>

Cross References

0410

Nondiscrimination In District Programs And Activities -

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District And School Web Sites -

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1113-E(1)

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<https://simbli.eboardsojutions.com/SU/jyplusBDTDZP2PfaNjU1b1FQ==>

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Transfer Of Funds -

<https://simbli.eboardsojutions.com/SU/g7jG6Z2VGWY4vyMKAjslshXplusA==>

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Federal Grant Funds -

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Fees And Charges -

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<https://simbli.eboardsojutions.com/SU/FeWbTzBdYgA9xdZd3xUExA==>

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Expenditures And Purchases -

<https://simbli.eboardsojutions.com/SU/mVe0QYRtN4WLxpjXZCEPuQ==>

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Bids -

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Bids - <https://simbli.eboardsojutions.com/SU/ry0hLBz8DRvRct6kukvHHA==>

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Contracts -

https://simbli.eboardsojutions.com/SU/fXvC3hMz5b6WCslsh8VCWp_µs8QQ==

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Revolving Funds -

<https://simbli.eboardsojutions.com/SU/JslshEYCCuajlw6avqMYfuJug==>

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Management Of District Assets/ Accounts -

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Financial Reports And Accountability -

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3512	Equipment - https://simbli.eboardsojutions.com/SU/ezslshZHMnYpMuscHnfpO2vztUslshg==
3512-E PDF(1)	Equipment - https://simbli.eboardsojutions.com/SU/vT6eQv7UTk9IiR0gVpMsiBg==
3515.6	Criminal Background Checks For Contractors - https://simbli.eboardsojutions.com/SU/geomrY9Sslshaklhn9ZPpMsbA==
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3553	Free And Reduced Price Meals - https://simbli.eboardsojutions.com/SU/Y07PjSpMsb2xHEiLURmRHYzQ==
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3580	District Records - https://simbli.eboardsojutions.com/SU/8fsDpHykDCItBSvVLEIIA==
3580	District Records - https://simbli.eboardsojutions.com/SU/gX132ogfrNalpqFSdbh66Q==
4112.4	Health Examinations - https://simbli.eboardsojutions.com/SU/sILMslshxLI2YOPYoMMU2U7w==
4212	Appointment And Conditions Of Employment - https://simbli.eboardsojutions.com/SU/xFxNaSMhpQ8wsNQbau8LA==
4212.4	Health Examinations - https://simbli.eboardsojutions.com/SU/RQiwSkZCOMkqEEHCUVaIA==
4231	Staff Development - https://simbli.eboardsojutions.com/SU/FAuFrJnMsbV3y3kgsTslshNU6g==
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5145.6	Parental Notifications - https://simbli.eboardsoptions.com/SU/SuvNxTtIUJ0XfaηLui15AA==
5145.6-E PDF(1)	Parental Notifications - https://simbli.eboardsoptions.com/SU/3aQzL6ew2HslshlwsIsh02DTEyMg==

Regulation 3551: Food Service Operations/Cafeteria Fund

Status: ADOPTED

Original Adopted Date: 06/01/2022 | Last Reviewed Date: 06/01/2022

Payments for Meals

The Superintendent or designee shall maintain a system for accurately recording payments received and tracking meals provided to each student.

At the beginning of the school year, the Superintendent or designee shall communicate the district's meal payment policies through multiple methods, including, but not limited to:

1. Explaining the meal charge policy within registration materials provided to parents/guardians at the start of the school year
2. Including the policy in print versions of student handbooks, if provided to parents/guardians annually
3. Providing the policy whenever parents/guardians are notified regarding the application process for free and reduced-price meals, such as in the distribution of eligibility forms at the start of the school year
4. Posting the policy on the district's web site

Reimbursement Claims

The Superintendent or designee shall maintain records of the number of meals served each day by school site and by category of free and reduced-price meals. The Superintendent or designee shall submit reimbursement claims for school meals to the California Department of Education (CDE) using the online Child Nutrition Information and Payment System.

Donation of Leftover Food

To minimize waste and reduce food insecurity, the district may provide sharing tables where students and staff may return appropriate unused cafeteria food items to be made available to students during the course of a regular school meal time. If food on the sharing tables is not taken by a student, the school cafeteria may donate the food to a food bank or any other nonprofit charitable organization. (Health and Safety Code 114079)

Food that may be donated includes prepackaged, nonpotentially hazardous food with the packaging still intact and in good condition, whole uncut produce that complies with Health and Safety Code 113992, unopened bags of sliced fruit, unopened containers of milk that are immediately stored in a cooling bin maintained at 41 degrees Fahrenheit or below, and perishable prepackaged food if it is placed in a proper temperature-controlled environment. The preparation, safety, and donation of food shall be consistent with Health and Safety Code 113980. (Health and Safety Code 114079)

Cafeteria Fund and Account

All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. (Education Code 38090, 38093)

The cafeteria fund shall be used only for those expenditures authorized by the Governing Board as necessary for the operation of school cafeterias in accordance with Education Code 38100-38103, 2 CFR Part 200 Appendix VII, and the California School Accounting Manual.

The district may use cafeteria funds to supplement the provision of a nutritionally adequate breakfast and/or lunch to district students when permitted by law.

the purpose of and basis for the expenditure. (Education Code 38101)

Indirect costs charged to the food service program shall be based on either the district's prior year indirect cost rate as approved by COE or the statewide average approved indirect cost rate for the second prior fiscal year, whichever is less. (Education Code 38101)

Net cash resources in the nonprofit school food service shall not exceed three months' average expenditures. (7 CFR 210.14, 220.7)

U.S. Department of Agriculture Foods

The district shall provide facilities for the storage and control of foods received through the U.S. Department of Agriculture (USDA) that protect against theft, spoilage, damage, or other loss. Such storage facilities shall maintain donated foods in sanitary conditions, at the proper temperature and humidity, and with adequate air circulation. The district shall comply with all federal, state, or local requirements related to food safety and health and procedures for responding to a food recall, as applicable, and shall obtain all required health inspections. (7 CFR 250.14)

The Superintendent or designee shall maintain inventories of USDA foods in accordance with 7 CFR 250.59 and COE procedures, and shall ensure that foods are used before their expiration dates.

USDA donated foods shall be used in school lunches as far as practicable. USDA foods also may be used in other nonprofit food service activities, including, but not limited to, school breakfasts or other meals, a la carte foods sold to students, meals served to adults directly involved in the operation and administration of the food service and to other school staff, and training in nutrition, health, food service, or general home economics instruction for students, provided that any revenues from such activities accrue to the district's nonprofit food service account. (7 CFR 250.59)

Contracts with Outside Services

The term of any contract for food service management or consulting services shall not exceed one year. Any renewal of the contract or further requests for proposals to provide such services shall be considered on a year-to-year basis. (Education Code 45103.5; 7 CFR 210.16)

Any contract for management of the food service operation shall be approved by COE and comply with the conditions in Education Code 49554 and 7 CFR 210.16 as applicable. The district shall retain control of the quality, extent, and general nature of its food services. (Education Code 49554; 42 USC 1758; 7 CFR 210.16)

Any contract for consulting services shall not result in the supervision of food service classified staff by the management consultant, nor shall it result in the elimination of any food service classified staff or position or have any adverse effect on the wages, benefits, or other terms and conditions of employment of classified food service staff or positions. All persons providing consulting services shall be subject to applicable employment conditions related to health and safety as listed in Education Code 45103.5. (Education Code 45103.5)

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

State References

5 CCR 15550-15565

Ed. Code 38080-38086

Ed. Code 38090-38095

Ed. Code 38100-38103

Ed. Code 42646

Ed. Code 45103.5

Description

School lunch and breakfast programs

School meals

Cafeterias, funds and accounts

Cafeterias, allocation of charges

Alternate payroll procedure

Contracts for management consulting services; restrictions

Ed. Code 49490-49493	School breakfast and lunch programs
Ed. Code 49500-49505	School meals
Ed. Code 49550-49564.5	Meals for needy students
Ed. Code 49554	Contract for services
Ed. Code 49580-49581	Food recovery program
F&A Code 58595	Preference for California-grown agricultural products
H&S Code 113700-114437	California Retail Food Code; sanitation and safety requirements
Pub. Cont. Code 2000-2002	Responsive bidders
Pub. Cont. Code 20111	Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

Federal References

2 CFR 200	Appendix VII Indirect cost proposals
2 CFR 200.318-200.326	Procurement standards
2 CFR 200.400-200.475	Cost principles
2 CFR 200.56	Indirect costs, definition
42 USC 1751-1769j	School Lunch Program
42 USC 1771-1793	Child nutrition
42 USC 1773	School Breakfast Program
7 CFR 210.1-210.31	National School Lunch Program
7 CFR 210.1-210.33	National School Lunch Program
7 CFR 220.1-220.21	National School Breakfast Program
7 CFR 220.1-220.22	National School Breakfast Program
7 CFR 245.8	Nondiscrimination practices for students eligible for free and reduced price meal and free milk
7 CFR 250.1-250.70	USDA foods

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Pricing of Adult Meals in the National School Lunch and School Breakfast Programs, NSD Management Bulletin, SNP-04-2021, August 2021

Procuring and Monitoring of Food Service Management Contracts, NSD Management Bulletin, SNP-13-2015, January 2015

Cafeteria Funds--Allowable Uses, NSD Management Bulletin, NSD-SNP-05- 2020, February 2020

Food Distribution Program Administrative Manual

Storage and Inventory Management of U.S. Department of Agriculture Foods, NSD Management Bulletin, FDP-01-2018, January 2018

Indirect Costs: Guidance for State Agencies and School Food Authorities SP 60-2016, September 2016

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Discretionary Elimination of Reduced Price Charges in the School Meal Programs, SP 17-2014, January 2014

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Policies, SP-46-2016, July 2016 School Meals - FAQs

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Policy 3553: Free And Reduced Price Meals

Status: ADOPTED

Original Adopted Date: 06/01/2022 | Last Reviewed Date: 06/01/2022

The Governing Board recognizes that adequate nutrition is essential to the development, health and well-being, and learning of all students. The Superintendent or designee shall facilitate and encourage the participation of all students in the district's food service program.

Each school day, the district shall provide, free of charge, a nutritionally adequate breakfast and lunch for any student who requests a meal. (Education Code 49501.5)

To provide optimal nutrition and ensure that schools receive maximum federal meal reimbursement, the Superintendent or designee shall assess the eligibility of district schools to operate a federal universal meal service provision, such as Provision 2 or the Community Eligibility Provision, pursuant to 42 USC 1759a. The Superintendent or designee shall submit an application to operate a federal universal meal provision to the California Department of Education (COE) on behalf of any district school that meets the definition of a "high poverty school." (Education Code 49564.3)

The Superintendent or designee shall ensure that meals served under the school nutrition program meet applicable state and/or federal nutritional standards in accordance with law, Board policy, and administrative regulation.

The Board shall approve, and shall submit to COE for approval, a plan that ensures that students eligible to receive free or reduced-price meals are not treated differently from other students and that meets other requirements specified in Education Code 49557.

Confidentiality/Release of Records

All applications and records related to eligibility for the free and reduced-price meal program shall be confidential and may not be disclosed except as provided by law and authorized by the Board or pursuant to a court order. (Education Code 49558)

The Board authorizes designated employees to use records pertaining to an individual student's eligibility for the free and reduced-price meal program for the following purposes: (Education Code 49558)

1. Disaggregation of academic achievement data
2. Identification of students eligible for services under the federal Elementary and Secondary Education Act pursuant to 20 USC 6301-6576
3. Facilitation of targeted educational services and supports to individual students based on the local control accountability plan

If a student transfers from the district to another district, charter school, county office of education program, or private school, the Superintendent or designee may share the student's meal eligibility information to the other educational agency to assist that other educational agency in ensuring that the student continues to receive school meals.

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to another school district, charter school, or county office of education that is serving a student living in the same household for purposes related to program eligibility and data used in local control funding formula (LCFF) calculations. (Education Code 49558)

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to the Superintendent of Public Instruction for purposes of determining allocations under the LCFF and for assessing accountability of that funding. (Education Code 49558)

The Superintendent or designee may release information on the school lunch program application to the local agency that determines eligibility for participation in the Medi-Cal program if the student has been approved for free meals or, if included in the agreement with the local agency, for reduced-price meals. The Superintendent or designee also may release information on the school lunch application to the local agency that determines eligibility for CalFresh or another nutrition assistance program authorized under 7 CFR 210.1 if the student has been approved for free or reduced-price meals. Information may be released for these purposes only if the student's parent/guardian consents to the sharing of information and the district has entered into a memorandum of understanding with the local agency which, at a minimum, includes the roles and responsibilities of the district and local agency and the process for sharing the information. After sharing information with the local agency for purposes of determining eligibility for that program, no further information shall be shared unless otherwise authorized by law. (Education Code 49557.2, 49557.3, 49558)

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

State References

	Description
5 CCR 15510	Mandatory meals for needy students
5 CCR 15530-15535	Nutrition education
5 CCR 15550-15565	School lunch and breakfast programs
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 49430-49434	Pupil Nutrition, Health, and Achievement Act of 2001
Ed. Code 49490-49494	School breakfast and lunch programs
Ed. Code 49500-49505	School meals
Ed. Code 49501.5	California Universal Meals Program
Ed. Code 49510-49520	Nutrition
Ed. Code 49530-49536	Child Nutrition Act
Ed. Code 49547-49548.3	Comprehensive nutrition services
Ed. Code 49550-49564.5	Meals for needy students
Ed. Code 49564.3	High-poverty schools; universal meal service

Federal References

	Description
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 6301-6576	Title I Improving the Academic Achievement of the Disadvantaged
42 USC 1751-1769j	School Lunch Program
42 USC 1771-1791	Child nutrition
42 USC 1773	School Breakfast Program
7 CFR 210.1-210.31	National School Lunch Program
7 CFR 220.10-220.21	National School Breakfast Program
7 CFR 245.1-245.13	Eligibility for free and reduced-price meals and free milk

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	Description
California Department of Education Publication	Clarification on the Sharing of Individual Student Eligibility Information for Local Control and Accountability Plan Purposes, Management Bulletin SNP-02-2018, May 2018

CSBA Publication	Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, rev. 2012
U.S. Department of Agriculture Publication	Provision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002
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1340	Access To District Records - https://simb.jeboardsofutions.com/SU/xf1Aslshslsh7GO4WA2Z2wFHc4ng==
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Regulation 3553: Free And Reduced Price Meals

Status: ADOPTED

Original Adopted Date: 06/01/2022 | Last Reviewed Date: 06/01/2022

Applications

The Superintendent or designee shall ensure that the district's application form for free and reduced-price meals and related materials include the statements specified in Education Code 49557 and 7 CFR 245.5. The district's application packet shall include the notifications and information listed in Education Code 49557.2.

The application form and related information shall be distributed in paper form to all parents/guardians at the beginning of each school year and shall be available to students at all times during the school day. (Education Code 48980, 49520; 42 USC 1758; 7 CFR 245.5)

In addition, the district application form for free and reduced price meals may be available online. The online application form shall require completion of only those questions necessary for determining eligibility, contain clear instructions for families that are homeless or migrant, and comply with other requirements specified in Education Code 49557.

An application form and related information shall also be provided whenever a new student is enrolled.

At the beginning of each school year, the Superintendent or designee shall send a public release, containing the same information supplied to parents/guardians and including eligibility criteria, to local media, the local unemployment office, and any major employers in the district attendance area contemplating large layoffs. Copies of the public release shall be made available upon request to any interested person. (7 CFR 245.5)

Eligibility

The Superintendent or designee shall determine students' eligibility for the free and reduced-price meal program based on the criteria specified in 42 USC 1758 and 1773 and 7 CFR 245.1-245.13 and made available by the California Department of Education.

Participants in the CalFresh, California Work Opportunity and Responsibility to Kids (CalWORKS), and Medi-Cal programs shall be directly certified for enrollment in the free and reduced-price meal program without further application. Participants in other state or federal programs may be directly certified when authorized by law. (Education Code 49561, 49562; 42 USC 1758; 7 CFR 245.6)

Verification of Eligibility

Not later than November 15 of each year, the Superintendent or designee shall verify the eligibility of a sample of household applications approved for the school year in accordance with the sample sizes and procedures specified in 42 USC 1758 and 7 CFR 245.6a. (42 USC 1758; 7 CFR 245.6a)

If the review indicates that the initial eligibility determination is correct, the Superintendent or designee shall verify the approved household application. If the review indicates that the initial eligibility determination is incorrect, the Superintendent or designee shall: (42 USC 1758; 7 CFR 245.6a)

1. If the eligibility status changes from reduced price to free, make the increased benefits immediately available and notify the household of the change in benefits
2. If the eligibility status changes from free to reduced price, first verify the application, then notify the household of the correct eligibility status, and, when required by law, send a notice of adverse action as described below
3. If the eligibility status changes from free or reduced price to paid, send the household a notice of adverse action as described below

If as a result of verification activities, the eligibility of a household that is receiving free or reduced-price benefits cannot be confirmed, or if the household fails to cooperate with verification efforts, the Superintendent or designee shall reduce or terminate benefits, as applicable, and shall properly document and retain on file in the district the reasons for the household's ineligibility. At least 10 days prior to the actual reduction or termination, the Superintendent or designee shall send a notice of adverse action to the household. The notice shall advise the household of: (7 CFR 245.6a)

1. The change and the reasons for the change
2. The right to appeal, when the appeal must be filed to ensure continued benefits while awaiting a hearing and decision, and instructions on how to appeal
3. The right to reapply at any time during the school year

Confidentiality/Release of Records

The Superintendent designates the following district employee(s) to disclose a student's name and eligibility status from individual meal records only for the purpose of disaggregation of academic achievement data and/or the provision of services under the federal Elementary and Secondary Education Act pursuant to 20 USC 6301-6576.

Assistant Superintendent, Educational Services

In permitting the disclosure of student records for such purposes, the Superintendent or designee shall ensure that: (Education Code 49558)

1. No individual indicators of participation in the free and reduced-price meal program are maintained in the permanent records of any student if not otherwise allowed by law.
2. Information regarding individual student participation in the free and reduced-price meal program is not publicly released.
3. All other confidentiality provisions required by law are met.
4. Information collected regarding individual students certified to participate in the free and reduced-price meal program is destroyed when no longer needed for its intended purpose.

Nondiscrimination Plan

In implementing the district's food service programs for students who are eligible to receive free or reduced-price meals, the district shall ensure the following: (Education Code 49557; 42 USC 1758)

1. The names of the students shall not be published, posted, or announced in any manner, or used for any purpose other than the National School Lunch and School Breakfast Programs, unless otherwise provided by law.
2. There shall be no overt identification of any of the students by the use of special tokens or tickets or by any other means.
3. The students shall not be required to work for their meals.
4. The students shall not be required to use a separate dining area, go through a separate serving line or entrance, or consume their meals at a different time.

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

State References

Description

5 CCR 15510
 5 CCR 15530-15535
 5 CCR 15550-15565
 Ed. Code 48980
 Ed. Code 49430-49434
 Ed. Code 49490-49494
 Ed. Code 49500-49505
 Ed. Code 49501.5
 Ed. Code 49510-49520
 Ed. Code 49530-49536
 Ed. Code 49547-49548.3
 Ed. Code 49550-49564.5
 Ed. Code 49564.3

Mandatory meals for needy students
 Nutrition education
 School lunch and breakfast programs
 Parent/Guardian notifications
 Pupil Nutrition, Health, and Achievement Act of 2001
 School breakfast and lunch programs
 School meals
 California Universal Meals Program
 Nutrition
 Child Nutrition Act
 Comprehensive nutrition services
 Meals for needy students
 High-poverty schools; universal meal service

Federal References

20 USC 1232g
 20 USC 6301-6576
 42 USC 1751-1769j
 42 USC 1771-1791
 42 USC 1773
 7 CFR 210.1-210.31
 7 CFR 220.10-220.21
 7 CFR 245.1-245.13

Description

Family Educational Rights and Privacy Act (FERPA) of 1974
 Title I Improving the Academic Achievement of the Disadvantaged
 School Lunch Program
 Child nutrition
 School Breakfast Program
 National School Lunch Program
 National School Breakfast Program
 Eligibility for free and reduced-price meals and free milk

Management Resources References

Website

California Department of Education Publication

 CSBA Publication

 CSBA Publication

 U.S. Department of Agriculture Publication

 U.S. Dept of Agriculture Publication

 Website

 Website

 Website

 Website

Description

Clarification on the Sharing of Individual Student Eligibility Information for Local Control and Accountability Plan Purposes, Management Bulletin SNP- 02-2018, May 2018

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, 2012

Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, rev. 2012

Provision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002

Eligibility Manual for School Meals: Determining and Verifying Eligibility, July 2017

U.S. Department of Agriculture,

<https://simbji.eboardsofutions.com/SU/Wry6HD6BSTBkfn7BqpJsR7BQ==>

Food and Nutrition Service -

<https://simbji.eboardsofutions.com/SU/5GeuVdU7HE4aLG3NFy4PTg==>

Nourish California -

California Project LEAN (Leaders

<https://simbji.eboardsofutions.com/SU/lzuCbbhn3rBrfeZTSNnVCw==>

Encouraging Activity and Nutrition) -

<https://simbji.eboardsofutions.com/SU/O5xpn2rTFL2uz0BslshprGXQ==>

California Department of Education,

<https://simbji.eboardsofutions.com/SU/W3QxkK2FPsDsQBnMjENxGg==>

Nutrition Services Division - CSBA-

Cross References	Description
0200	Goals For The School District - https://simb.ji.eboardsojutions.com/SU/9j90oJApXGvO9isj1lyD8g==
0410	Nondiscrimination In District Programs And Activities - https://simb.ji.eboardsojutions.com/SU/rp μsp μsaBQeAE4bUpZiBFBO9dQ==
0460	Local Control And Accountability Plan - https://simb.ji.eboardsojutions.com/SU/fwFbmaz5QUQOAdj7DbzBBg==
0460	Local Control And Accountability Plan - https://simb.ji.eboardsojutions.com/SU/N8bGSx8fXa μLgcLPJYKR9w==
0470	COVID-19 Mitigation Plan - https://simb.ji.eboardsojutions.com/SU/UonRXG6LPiZi7Egvp μusqAd8g==
1340	Access To District Records - https://simb.ji.eboardsojutions.com/SU/xf1Aslshslsh7GO4WA2Z2wFHc4ng==
1340	Access To District Records - https://simb.ji.eboardsojutions.com/SU/gcCBzehrVuucd9EFStBmQQ==
1400	Relations Between Other Governmental Agencies And The Schools - https://simb.ji.eboardsojutions.com/SU/vJHizKctUNwjEfGnHx4CA==
3100	Budget - https://simb.ji.eboardsojutions.com/SU/jyvp μusBDTDZP2PfaNjtUb1FQ==
3100	Budget- https://simb.ji.eboardsojutions.com/SU/msAckulxwNnup μus45O6T7slshw==
3250	Transportation Fees - https://simb.ji.eboardsojutions.com/SU/52vnhtEZtk37HQDb8atpZw==
3250	Transportation Fees - https://simb.ji.eboardsojutions.com/SU/83aLjBFLBolAUBqRh8Lwmg==
3260	Fees And Charges - https://simb.ji.eboardsojutions.com/SU/46smJEFyHQTgoxbzQIEJJA==
3260	Fees And Charges - https://simb.ji.eboardsojutions.com/SU/FeWbTzBdYgA9xdZd3xUExA==
3550	Food Service/Child Nutrition Program - https://simb.ji.eboardsojutions.com/SU/08qN2Jp μusCipasRtU7nhplus2qg==
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3551	Food Service Operations/Cafeteria Fund - https://simb.ji.eboardsojutions.com/SU/aWC2AHy6NLmMLvqBaeqp7g==
3551	Food Service Operations/Cafeteria Fund - https://simb.ji.eboardsojutions.com/SU/NsIKZ3UxVB4jy5glgHITWg==
3552	Summer Meal Program - https://simb.ji.eboardsojutions.com/SU/wzUihV3gK9PplusFxGH4It0Ew==
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3554	Other Food Sales - https://simb.ji.eboardsojutions.com/SU/XA2ZvkzJLp μuswEugplusbBS1IVw==
3554	Other Food Sales - https://simb.ji.eboardsojutions.com/SU/np μszuymEvcWm0U μgsNn6laQ==
3555	Nutrition Program Compliance - https://simb.ji.eboardsojutions.com/SU/XKe0wQEvO2cheo7acL3BFA==
3555-E PDF(1)	Nutrition Program Compliance - https://simb.ji.eboardsojutions.com/SU/ukhuacwucDP1t5CkuDdS3w==

4119.23	Unauthorized Release Of Confidential/Privileged Information - https://simb.ji.eboardsofjutions.com/SU/2wFCPnGtM483kpqsPslsh0slshSw==
4219.23	Unauthorized Release Of Confidential/Privileged Information - https://simb.ji.eboardsofjutions.com/SU/DzT84jciN31dA5odXslshEoA==
4319.23	Unauthorized Release Of Confidential/Privileged Information - https://simb.ji.eboardsofjutions.com/SU/X3ta8p18sp0xmJVp0sXplusnZQ==
5030	Student Wellness - https://simb.ji.eboardsofjutions.com/SU/CvzKi0pp0sCH4n5fp0sjplus01jA==
5117	Interdistrict Attendance - https://simb.ji.eboardsofjutions.com/SU/be8UrO5tYpPBjYfPslshJOslshgg==
5117	Interdistrict Attendance - https://simb.ji.eboardsofjutions.com/SU/YpwmrnK3MFpslshPeaNfGkpoQ==
5125	Student Records - https://simb.ji.eboardsofjutions.com/SU/Jw4xw3nB7slshn7ptplustrREa5A==
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5141.6	School Health Services - https://simb.ji.eboardsofjutions.com/SU/KxDBTjjskEd0R2Gj3BFRPw==
5141.6	School Health Services - https://simb.ji.eboardsofjutions.com/SU/0vHj1CrosCLEPopp0sArHjplusg==
5145.3	Nondiscrimination/Harassment - https://simb.ji.eboardsofjutions.com/SU/m3D8kgCbYf75xXSrW6Y27Q==
5145.3	Nondiscrimination/Harassment - https://simb.ji.eboardsofjutions.com/SU/2yjABQdVf4fFrislsho9qlzfg==
5145.6	Parental Notifications - https://simb.ji.eboardsofjutions.com/SU/SuvNxTtUJ0Xfa0Lui15AA==
5145.6-E PDF(1)	Parental Notifications - https://simb.ji.eboardsofjutions.com/SU/3aQzL6ew2Hslshlwslsh02DTEyMg==
5148	Child Care And Development - https://simb.ji.eboardsofjutions.com/SU/gV15kvM64fYni0s0shEytQg3A==
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5148.2	Before/After School Programs - https://simb.ji.eboardsofjutions.com/SU/ZCXkdpn0NOWtDDYWmvGMPw==
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6162.51	State Academic Achievement Tests - https://simb.ji.eboardsofjutions.com/SU/NdqSEfNslshhwaBKplusUkKH040A==
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6171	Title I Programs - https://simb.ji.eboardsofjutions.com/SU/p4BMACj6yFUh6jSJgfA2gA==
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6173	Education For Homeless Children - https://simb.ji.eboardsofjutions.com/SU/zsjkyhfKAplusFQR21mnjd3hw==
6173	Education For Homeless Children - https://simb.ji.eboardsofjutions.com/SU/vD4ZxTp0sVHjDJcdnxYRslshO3g==
6173-E PDF(1)	Education For Homeless Children - https://simb.ji.eboardsofjutions.com/SU/WeRWxD20iReBezfn3aKzplusQ==

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6173.1	Education For Foster Youth - https://simbj.eboardsojutions.com/SU/hwZQyTeELAOlr5Chn5ZTpg==
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6175	Migrant Education Program - https://simbj.eboardsojutions.com/SU/roleyXGgp5 03jc jK5slshG1A==
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6176	Weekend/Saturday Classes - https://simbj.eboardsojutions.com/SU/gT9qUoycslshwAqFdyaRaqF4w==
6177	Summer Learning Programs - https://simbj.eboardsojutions.com/SU/ezqaj3pDRTAp jus4B051JJGzw==

Regulation 4112.2: Certification

Status: ADOPTED

Original Adopted Date: 06/01/2022 | Last Reviewed Date: 06/01/2022

Verification of Credentials

The Superintendent or designee shall verify that each employee in a position requiring certification qualifications possesses a valid certification document issued by the Commission on Teacher Credentialing (CTC). Such verification shall occur not later than 60 days after the commencement of employment or the renewal of a credential. (Education Code 44857)

The Superintendent or designee shall verify that any person who is employed by the district while CTC is processing the application for certification possesses a temporary certificate based on a demonstration of basic skills and completion of a criminal background check. (Education Code 44332, 44332.5, 44332.6)

The Superintendent or designee shall maintain records of the appropriate certification of all employees serving in certificated positions.

Basic Skills Proficiency

The district shall not initially hire a person in a position requiring certification, on a permanent, temporary, or substitute basis, unless that person has demonstrated basic skills proficiency in reading, writing, and mathematics or is specifically exempted from the requirement by law. (Education Code 44252, 44252.6, 44830)

A person may demonstrate basic skills proficiency in reading, writing, and mathematics by:

1. Passage of the California Basic Educational Skills Test (CBEST) (Education Code 44252.5)
2. Passage of the California Subject Examinations for Teachers plus Writing Skills Examination
3. Passage of the California State University (CSU) Early Assessment Program or the CSU Placement Examinations (Education Code 44252)
4. Achieving a qualifying score on the Scholastic Aptitude Test or the American College Test (Education Code 44252)
5. Achieving a qualifying score on College Board Advanced Placement Examinations
6. Passage of a basic skills examination from another state
7. Qualifying coursework (Education Code 44252)
8. Qualifying coursework and exams (Education Code 44252)

The district may hire a certificated employee who has not taken a test of basic skills proficiency if the employee has not yet been afforded the opportunity to take the test, provided that the employee takes the test at the earliest opportunity. The employee may remain employed by the district pending the receipt of the test results. (Education Code 44830)

An out-of-state prepared teacher shall meet the basic skills requirement within one year of being issued a California preliminary credential by CTC unless the teacher has completed a basic skills proficiency test in another state, passed a basic skills proficiency test developed and administered by the district, by cooperating districts or by the county office of education (COE), or is otherwise exempted by law. The district shall develop a basic skills proficiency test, which shall be at least equivalent to the district test required for high school graduation, for purposes of assessing out-of-state prepared teachers pending completion of the basic skills requirement. (Education Code 44252, 44274.2; 5 CCR 80071.4, 80413.3)

Any person holding or applying for a "designated subjects special subjects" credential which does not require possession of a bachelor's degree shall pass a district proficiency test in lieu of meeting the state basic skills proficiency requirement. (Education Code 44252, 44830)

The district may charge a fee to cover the costs of developing, administering, and grading the district proficiency test. (Education Code 44252, 44830)

Short-Term Staff Permit

The district may request that CTC issue a short-term staff permit (STSP) to a qualified applicant whenever there is a need to immediately fill a classroom based on unforeseen circumstances, including, but not limited to: (5 CCR 80021)

1. Enrollment adjustments requiring the addition of another teacher
2. Inability of the teacher of record to finish the school year due to approved leave or illness
3. The applicant's need for additional time to complete preservice requirements for enrollment into an approved internship program
4. Inability of the applicant to enroll in an approved internship program due to timelines or lack of space in the program
5. Unavailability of a third-year extension of an internship program or the applicant's withdrawal from an internship program

The Superintendent or designee shall ensure that the applicant possesses a bachelor's or higher degree from a regionally accredited college or university, has met the basic skills proficiency requirement unless exempted by state law or regulations, and has satisfied the coursework/experience requirements specified in 5 CCR 80021 for the multiple subject, single subject, or education specialist STSP as appropriate. (5 CCR 80021)

When requesting issuance of an STSP, the Superintendent or designee shall submit to CTC: (5 CCR 80021)

1. Verification that the district has conducted a local recruitment for the permit being requested
2. Verification that the district has provided the permit holder with orientation to the curriculum and to instruction and classroom management techniques and has assigned a mentor teacher for the term of the permit
3. Written justification for the permit signed by the Superintendent or designee

The holder of an STSP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit. (5 CCR 80021)

Provisional Internship Permit

Before requesting that CTC issue a provisional internship permit (PIP), the district shall conduct a diligent search for a suitable credentialed teacher or intern, including, but not limited to, distributing job announcements, contacting college and university placement centers, and advertising in print or electronic media. (5 CCR 80021.1)

Whenever a suitable credentialed teacher cannot be found after a diligent search, the Superintendent or designee may request that CTC issue a PIP to an applicant who possesses a bachelor's or higher degree from a regionally accredited college or university, has met the basic skills proficiency requirement unless exempted by state law or regulations, and has satisfied the coursework/experience requirements specified in 5 CCR 80021.1 for the multiple subject, single subject, or education specialist PIP as appropriate. (5 CCR 80021.1)

When submitting the request for a PIP, the district shall provide verification of all of the following: (5 CCR 80021.1, 80026.5)

1. A diligent search has been conducted for a suitable credentialed teacher or suitable qualified intern as evidenced by documentation of the search.
2. Orientation, guidance, and assistance shall be provided to the permit holder as specified in 5 CCR 80026.5.

The orientation shall include, but not be limited to, an overview of the curriculum the permit holder is expected to teach and effective instruction and classroom management techniques at the permit holder's assigned level. The permit holder also shall receive guidance and assistance from an experienced educator who is a certificated district employee or a certificated retiree from a California district or COE and who has completed at least three years of full-time classroom teaching experience.

3. The district shall assist the permit holder in developing a personalized plan through a district-selected assessment that would lead to subject-matter competence related to the permit.
4. The district shall assist the permit holder to seek and enroll in subject-matter training, such as workshops or seminars and site-based courses, along with training in test-taking strategies, and shall assist the permit holder in meeting the credential subject-matter competence requirement related to the permit.
5. A notice of intent to employ the applicant in the identified position has been made public.

The district shall submit a copy of the agenda item presented at an open Governing Board meeting which shall state the name of the applicant, the assignment in which the applicant will be employed including the name of the school, subject(s), and grade(s) that the applicant will be teaching, and that the applicant will be employed on the basis of a PIP. The district also shall submit a signed statement from the Superintendent or designee that the agenda item was acted upon favorably.

6. The candidate has been apprised of steps to earn a credential and enroll in an intern program.

The holder of a PIP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit. (5 CCR 80021.1)

Teaching Permit for Statutory Leave

Whenever there is an anticipated need for the district to temporarily fill the teaching assignment of a teacher of record who will be on sick leave, differential sick leave, industrial accident or illness leave, pregnancy disability leave, or family care and medical leave under the federal Family and Medical Leave Act or California Family Rights Act, the Superintendent or designee may request that CTC issue a Teaching Permit for Statutory Leave (TPSL) to a qualified individual who will be serving as the interim teacher of record. Prior to submitting an application to CTC, the district shall provide the applicant with 45 hours of preparation in the content areas listed in 5 CCR 80022. (5 CCR 80022)

A request for the TPSL shall only be submitted if the district has made reasonable efforts to hire a substitute with a full teaching credential that matches the setting and/or subject for the statutory leave position and no such candidate is available. (5 CCR 80022)

The district shall verify to CTC that it will provide the interim teacher: (5 CCR 80022)

1. An orientation to the assignment before or during the first month of service in the statutory leave assignment
2. An average of two hours of mentoring, support, and/or coaching per week through a system of support coordinated and/or provided by a mentor who possesses a valid life or clear credential that would also authorize service in the statutory leave assignment
3. Lesson plans for the first four weeks of the assignment as well as continued assistance in the development of curriculum, lesson planning, and individualized education programs

The holder of the TPSL may serve as the interim teacher of record for up to the full length of the leave(s) during the school year. (5 CCR 80022)

The Superintendent or designee shall maintain documentation on the assignment in accordance with 5 CCR 80022 and annually report data on the use of the TPSL to the County Superintendent of Schools for assignment monitoring pursuant to Education Code 44258.9. (5 CCR 80022)

The Superintendent or designee may annually request renewal of the TPSL, provided that no substitute with a full teaching credential is available for the assignment. The application for each reissuance shall include verification that the interim teacher has completed an additional 45 hours of preparation and the district is continuing to provide mentoring in accordance with items #2-3 above. (5 CCR 80022)

Long-Term Emergency Permits

As necessary, the Superintendent or designee may request that CTC issue an emergency resource specialist permit, emergency teacher librarian services permit, emergency crosscultural language and academic development permit (CLAD), or emergency bilingual authorization permit. (5 CCR 80024.3.1, 80024.6, 80024.7, 80024.8)

The Superintendent or designee shall provide any first-time recipient of an emergency teaching permit with an orientation which, to the extent reasonably feasible, shall occur before beginning a teaching assignment. The Superintendent or designee may vary the nature, content, and duration of the orientation to match the amount of training and experience previously completed by the emergency permit teacher. The orientation shall include, but not be limited to, the curriculum the teacher is expected to teach and effective techniques of classroom instruction and classroom management at the assigned grade-level span. The emergency permit holder also shall receive guidance and assistance from an experienced educator who is a certificated district employee or a certificated retiree from a California district or COE and who has completed at least three years of full-time classroom teaching experience. (5 CCR 80026.5)

Substitute Teaching Permits

The district may employ a person whose credential or permit authorizes substitute teaching services, provided that:

1. A person holding an emergency 30-day substitute teaching permit, STSP, PIP, TPSL, or any valid teaching or services credential that requires at least a bachelor's degree and completion of the CBEST, shall not serve as a substitute for more than 30 days for any one teacher during the school year or as a substitute in a special education classroom for more than 20 days for any one teacher during the school year. (5 CCR 80025, 80025.3, 80025.4)
2. A person with an emergency career substitute teaching permit shall not serve as a substitute for more than 60 days for any one teacher during the school year. (5 CCR 80025.1)
3. A person with an emergency substitute teaching permit for prospective teachers shall not serve as a substitute for more than 30 days for any one teacher during the school year and not more than 90 days total during the school year. (5 CCR 80025.2)
4. A person with an emergency designated subjects 30-day substitute teaching permit for career technical education shall teach only in a program of technical, trade, or vocational education and shall not serve as a substitute for more than 30 days for any one teacher during the school year. (5 CCR 80025.5)

Before employing a person with an emergency substitute permit pursuant to item #1 or 4 above, the Superintendent or designee shall prepare and keep on file a signed Statement of Need for the school year. The Statement of Need shall describe the situation or circumstances that necessitate the use of a 30-day substitute permit holder and state either that a credentialed person is not available or that the available credentialed person does not meet the district's specified employment criteria. (5 CCR 80025, 80025.5)

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

State References

5 CCR 80001-80674.6

Ed. Code 32340-32341

Description

Commission on Teacher Credentialing

Unlawful issuance of a credential

Ed. Code 35186

Ed. Code 44066

Ed. Code 44200-
44418

Ed. Code 44250-
44277

4112.6	Personnel Files - https://simbli.eboardsofeducation.com/SU/slshc7i5jiVl8pLyA79vr9rhw==
4113	Assignment - https://simbli.eboardsofeducation.com/SU/BhXFYknfTIZslshK6TX1rcPNw==
4113	Assignment - https://simbli.eboardsofeducation.com/SU/BHJLvtOUWpluspJ20aXCvNAPQ==
4114	Transfers - https://simbli.eboardsofeducation.com/SU/mFpPJXC1QmDM_c74Qi4ETg==
4117.14	Postretirement Employment - https://simbli.eboardsofeducation.com/SU/xvIGEj_slgZpfUxnfhwzJQ==
4117.3	Personnel Reduction - https://simbli.eboardsofeducation.com/SU/42Hj6RreDPO0Nvlww41j4g==
4119.21	Professional Standards - https://simbli.eboardsofeducation.com/SU/RUg2Aozy5p_ψsrWMBTJVd_ψyg==
4119.21-E PDF(1)	Professional Standards - https://simbli.eboardsofeducation.com/SU/vF87GYLXytUMmUN2SXjO0g==
4121	Temporary/Substitute Personnel - https://simbli.eboardsofeducation.com/SU/UQVHOa8Qzs52Adry5FhGeA==
4121	Temporary/Substitute Personnel - https://simbli.eboardsofeducation.com/SU/Eytslsh362LVdh2oTivuLm8gA==
4131	Staff Development - https://simbli.eboardsofeducation.com/SU/700vA0ysAx5YXC8kTgs9Q==
4131.1	Teacher Support And Guidance - https://simbli.eboardsofeducation.com/SU/o63bybiWnOwM5kCYo8bBLg==
4131.1	Teacher Support And Guidance - https://simbli.eboardsofeducation.com/SU/z_gKbGQaVplusdRicem83xUUw==
4161.1	Personal Illness/Injury Leave - https://simbli.eboardsofeducation.com/SU/wmtZ2H4oDc4Hcr89slshN1zcw==
4161.11	Industrial Accident/Illness Leave - https://simbli.eboardsofeducation.com/SU/HD5z3OhqJS1829uMir9NEw==
4161.3	Professional Leaves - https://simbli.eboardsofeducation.com/SU/zWpMj61a8hznXqi20AMUCA==
4161.8	Family Care And Medical Leave - https://simbli.eboardsofeducation.com/SU/R0ajur05Y0LDobGfDwFO7A==
4211	Recruitment And Selection - https://simbli.eboardsofeducation.com/SU/1n85hkOTllxsQq8EGSzpLA==
4212.5	Criminal Record Check - https://simbli.eboardsofeducation.com/SU/zlCQLKslshYYocj135d8hWslshpQ==
4212.5-E PDF(1)	Criminal Record Check - https://simbli.eboardsofeducation.com/SU/sDVasU4nkvGVxDODtvXKqg==
4212.6	Personnel Files - https://simbli.eboardsofeducation.com/SU/Kp3DemXWMRr4slshb8EnhyJPw==
4219.21	Professional Standards - https://simbli.eboardsofeducation.com/SU/577ui4NZDgpHKGSNJp_ψssQbA==
4219.21-E PDF(1)	Professional Standards - https://simbli.eboardsofeducation.com/SU/52slshZb5LuY0skwfJSoBbV0Q==
4222	Teacher Aides/Paraprofessionals - https://simbli.eboardsofeducation.com/SU/711NKzp_ψscCS9QZsJCydYEA==
4222	Teacher Aides/Paraprofessionals - https://simbli.eboardsofeducation.com/SU/jKXUUgTR98mNmDdapRslshHp_ψsw==

4261.11	Industrial Accident/Illness Leave - https://simbli.eboardsoptions.com/SU/4NdayG8LNJp_usn9rWReq8arA==
4261.8	Family Care And Medical Leave - https://simbli.eboardsoptions.com/SU/nBLZm9LwJchMFF3Yja1slshFg==
4311	Recruitment And Selection - https://simbli.eboardsoptions.com/SU/1tX2Hep_qsXbGq_peJplussFnMQA==
4312.5	Criminal Record Check - https://simbli.eboardsoptions.com/SU/87h9kHh1nis8QFmawLNjVQ==
4312.5-E PDF(1)	Criminal Record Check - https://simbli.eboardsoptions.com/SU/4ekuJY8p_usKIIYnslshRBAHkptw==
4312.6	Personnel Files - https://simbli.eboardsoptions.com/SU/fiFVux1oWapNdGxQ1UZ7Fg==
4317.14	Postretirement Employment - https://simbli.eboardsoptions.com/SU/v39zADRG_BT_2D_Pop_usjQcw==
4319.21	Professional Standards - https://simbli.eboardsoptions.com/SU/53YbPV2hoKqYj7h7jg34plusA==
4319.21-E PDF(1)	Professional Standards - https://simbli.eboardsoptions.com/SU/u6TpxPrp_usLKIUDjY7bpOkaw==
4361.1	Personal Illness/Injury Leave - https://simbli.eboardsoptions.com/SU/VCSQ7zJplus5y1nFHLGslshrl5oA==
4361.11	Industrial Accident/Illness Leave - https://simbli.eboardsoptions.com/SU/SsWihs2DRXblzgW5Ap_us4xw==
4361.8	Family Care And Medical Leave - https://simbli.eboardsoptions.com/SU/qfxyeo_j1L04rJjMbB8XNA==
5145.6	Parental Notifications - https://simbli.eboardsoptions.com/SU/SuvNxTtIUJ0Xfa_Lui15AA==
5145.6-E PDF(1)	Parental Notifications - https://simbli.eboardsoptions.com/SU/3aQzL6ew2Hslshlwsish02DTEyMg==
5148	Child Care And Development - https://simbli.eboardsoptions.com/SU/gV15kvM64fyNi0slshEytQg3A==
5148	Child Care And Development - https://simbli.eboardsoptions.com/SU/IPi7b2rD5MZYxu_LH90nRA==
6142.7	Physical Education And Activity - https://simbli.eboardsoptions.com/SU/ZmslshJWRRG_hooOnK0kYc_2w==
6142.7	Physical Education And Activity - https://simbli.eboardsoptions.com/SU/7Tuzch26C948slshkHXr3eriw==
6146.1	High School Graduation Requirements - https://simbli.eboardsoptions.com/SU/plus2yglNOrozRrjEUY1zO9qQ==
6146.1	High School Graduation Requirements - https://simbli.eboardsoptions.com/SU/S5uBuYQ9RoSFW1PcOZAtxg==
6146.2	Certificate Of Proficiency/High School Equivalency - https://simbli.eboardsoptions.com/SU/ciTmP_us79VZe95z6A99iDmRQ==
6146.2	Certificate Of Proficiency/High School Equivalency - https://simbli.eboardsoptions.com/SU/kon9_huDv3XhBqmyROfdAw==
6146.2-E PDF(1)	Certificate Of Proficiency/High School Equivalency - https://simbli.eboardsoptions.com/SU/oac3s_shgc169eoLd8U7bc6aQ==
6158	Independent Study - https://simbli.eboardsoptions.com/SU/JF5AJy2WqeTljHrNpb_inEQ==
6158	Independent Study - https://simbli.eboardsoptions.com/SU/Z18D4sZXp7p_qsST_h3MOU21w==

6162.51	State Academic Achievement Tests - https://simbli.eboardsojutions.com/SU/NdqSEfNslshhwaBKplusUkKH040A==
6162.51	State Academic Achievement Tests - https://simbli.eboardsojutions.com/SU/oZbkKwYtcu0mkp_jusF9H7PNfQ==
6163.1	Library Media Centers - https://simbli.eboardsojutions.com/SU/QOUjppuymAwZwqqwJNVcdg==
6164.2	Guidance/Counseling Services - https://simbli.eboardsojutions.com/SU/Ba6VUEQG9hX91drdoa1Sjg==
6170.1	Transitional Kindergarten - https://simbli.eboardsojutions.com/SU/aCnQ5oW06Lvo9J_JEC8t1zQ==
6172	Gifted And Talented Student Program - https://simbli.eboardsojutions.com/SU/wTI8EVvu0t0484S390RuGw==
6172	Gifted And Talented Student Program - https://simbli.eboardsojutions.com/SU/G268_3K6kr8FEbTmbKV2A==
6178	Career Technical Education - https://simbli.eboardsojutions.com/SU/rwiNrLDQwuDqO6bbGPQasIshA==
6178	Career Technical Education - https://simbli.eboardsojutions.com/SU/Y6yhFPjUKKuJyXslshaa40i7w==
6178.1	Work-Based Learning - https://simbli.eboardsojutions.com/SU/avQYbt3iAAr7wkf1xeEMuA==
6178.1	Work-Based Learning - https://simbli.eboardsojutions.com/SU/wLcNslshgmplusmQlg9zvVgyC_MQ==
6183	Home And Hospital Instruction - https://simbli.eboardsojutions.com/SU/splusGW8slshHtohMvCGn2HgfrFA==
6200	Adult Education - https://simbli.eboardsojutions.com/SU/DZM1Ty9otkp_jusv0slshplusEqTiy9A==
6200	Adult Education - https://simbli.eboardsojutions.com/SU/lyPOFCCBmrlwCn4VXvTqslshg==

Regulation 4161.8: Family Care And Medical Leave

Status: ADOPTED

Original Adopted Date: 06/01/2022 | Last Reviewed Date: 06/01/2022

The district shall not deny any eligible employee the right to family care or medical leave pursuant to the Family and Medical Leave Act (FMLA) or the California Family Rights Act (CFRA), or to Pregnancy Disability Leave (PDL), when an employee is disabled by a pregnancy, childbirth, or related medical condition. The district shall not interfere with, restrain, or deny the exercise of an employee's right to any such leave, nor shall the district discharge, discriminate against, or retaliate against an employee for taking such leave, opposing or challenging an unlawful employment practice in relation to any of these laws, or being involved in any related inquiry or proceeding. (Government Code 12945, 12945.2; 2 CCR 11094; 29 USC 2615)

Definitions

The words and phrases defined below shall have the same meaning throughout this administrative regulation except where a different meaning is otherwise specified.

Child means a biological, adopted, or foster child; a stepchild; a legal ward; or a person to whom the employee stands in loco parentis. For purposes of CFRA leave, child also includes a child of a registered domestic partner. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611)

Eligible employee, for FMLA and CFRA purposes, means an employee who has been employed with the district for at least 12 months and who has at least 1,250 hours of service with the district during the 12 months immediately preceding the leave. However, these requirements shall not apply when an employee applies for PDL. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611; 29 CFR 825.110)

Eligible family member means an employee's child, parent, or spouse. For purposes of leave to care for a family member with a serious health condition pursuant to CFRA, eligible family member includes an employee's child, parent, parent-in-law, spouse, registered domestic partner, grandparent, grandchild, or sibling. (Government Code 12945.2; 2 CCR 11087; 29 USC 2612)

Employee disabled by pregnancy means an employee whose health care provider states that the employee is: (2 CCR 11035)

1. Unable because of pregnancy to perform any one or more of the essential functions of the job or to perform any of them without undue risk to the employee or other persons or to the pregnancy's successful completion
2. Suffering from severe "morning sickness" or needs to take time off for prenatal or postnatal care, bed rest, gestational diabetes, pregnancy-induced hypertension, preeclampsia, postpartum depression, childbirth, loss or end of pregnancy, recovery from childbirth or loss or end of pregnancy, or any other pregnancy-related condition

Parent means a biological, foster, or adoptive parent; a parent-in-law; a stepparent; a legal guardian; or another person who stood in loco parentis to the employee when the employee was a child. However, for FMLA purposes, parent does not include a spouse's parents. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611; 29 CFR 825.122)

Serious health condition means an illness, injury (including, but not limited to, on-the-job injuries), impairment, or physical or mental condition of the employee or an eligible family member of the employee that involves either inpatient care or continuing treatment, including treatment for substance abuse, as follows: (Government Code 12945.2; 2 CCR 11087, 11097; 29 USC 2611, 2612; 29 CFR 825.113-825.115)

1. Inpatient care in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity

A person is considered an inpatient when formally admitted to a health care facility with the expectation of remaining overnight and occupying a bed, even if it later develops that the person can be discharged or transferred to another facility and does not actually remain overnight.

health condition, its treatment, or the recovery that it requires.

2. Continuing treatment or continuing supervision by a health care provider, including one or more of the following:
 - a. A period of incapacity of more than three consecutive full days
 - b. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition
 - c. Any period of incapacity due to pregnancy or for prenatal care under FMLA
 - d. Any period of incapacity which is permanent or long term due to a condition for which treatment may not be effective
 - e. Any period of absence to receive multiple treatments, including recovery, by a health care provider

Spouse means a partner in marriage as defined in Family Code 300, including same sex partners in marriage. For purposes of CFRA leave, spouse also includes a registered domestic partner within the meaning of Family Code 297-297.5. (Family Code 297, 297.5, 300; 2 CCR 11087; 29 CFR 825.122)

Eligibility/Purposes of Leave

The district shall grant FMLA or CFRA leave to eligible employees for any of the following reasons: (Government Code 12945.2; 29 USC 2612; 29 CFR 825.112, 825.126, 825.127)

1. The birth of a child of the employee or placement of a child with the employee in connection with the employee's adoption or foster care of the child (parental leave)
2. The care of an eligible family member with a serious health condition
3. The employee's own serious health condition that makes the employee unable to perform the job functions of the position
4. A qualifying exigency arising out of the fact that the employee's spouse, child, parent, or, for CFRA leave only, a registered domestic partner, is a military member on covered active duty or call to covered active duty (or has been notified of an impending call or order to covered active duty)
5. The care of a covered servicemember with a serious injury or illness when the employee is a spouse, child, parent, or next of kin of the covered servicemember

In addition, the district shall grant PDL to any employee who is disabled by pregnancy, childbirth, or other related medical condition. (Government Code 12945; 2 CCR 11037)

Terms of Leave

An eligible employee shall be entitled to a total of 12 work weeks of FMLA or CFRA leave during any 12-month period, except in the case of leave to care for a covered servicemember as provided under "Military Caregiver Leave" below. To the extent allowed by law, CFRA and FMLA leaves shall run concurrently. (Government Code 12945.2; 29 USC 2612)

The 12-month period shall be measured forward from the date the employee's first family care and medical leave begins. (29 CFR 825.200)

In addition, any employee who is disabled by pregnancy, childbirth, or other related condition shall be entitled to PDL for the period of the disability not to exceed four months. For a part-time employee, the four months shall be calculated on a proportional basis. (Government Code 12945; 2 CCR 11042)

PDL shall run concurrently with FMLA leave for disability caused by an employee's pregnancy. At the end of the employee's FMLA leave for disability caused by pregnancy, or at the end of four months of PDL, whichever occurs first, a CFRA-eligible employee may request to take CFRA leave of up to 12 work weeks, for the reason of the birth

of a child or to bond with or care for the child. (Government Code 12945, 12945.2; 2 CCR 11046, 11093)

Leave taken for the birth or placement of a child must be concluded within the 12-month period beginning on the date of the birth or placement of the child. Such leave does not need to be taken in one continuous period of time. (2 CCR 11090; 29 USC 2612)

Each eligible employee shall be granted up to 12 work weeks for family care and medical leave related to the birth or placement of a child, regardless of whether both parents of the child work for the district.

Use/Substitution of Paid Leave

During any otherwise unpaid period of FMLA or CFRA leave, except leave for an employee's own serious health condition, an employee shall use accrued paid leave, including, but not limited to, vacation leave, personal leave, or family leave. If the leave is for the employee's own serious health condition, the employee shall use accrued paid leave, including but not limited to, vacation leave, personal leave, or sick leave. During an unpaid period of PDL, the employee shall use any accrued sick leave and may elect to use any vacation time or other accrued personal time off. (Government Code 12945, 12945.2; 2 CCR 11044, 11092; 29 USC 2612)

The district and employee may also come to agreement regarding the use of any additional paid or unpaid time off instead of using the employee's CFRA leave. (2 CCR 11092)

Intermittent Leave/Reduced Work or Leave Schedule

PDL and family care and medical leave for the serious health condition of an employee or eligible family member may be taken intermittently or on a reduced work or leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition. However, the district shall limit leave increments to the shortest period of time that the district's payroll system uses to account for absences or use of leave provided it is not to be greater than one hour. (Government Code 12945.2; 2 CCR 11042, 11090; 29 USC 2612)

The basic minimum duration of leave for the birth, adoption, or foster care placement of a child shall be two weeks. However, the district shall grant a request for such leave of less than two weeks on any two occasions. (2 CCR 11090; 29 USC 2612)

The district may require an employee to transfer temporarily to an available alternative position under any of the following circumstances: (2 CCR 11041, 11090; 29 USC 2612)

1. The employee needs intermittent leave or leave on a reduced work schedule that is foreseeable based on a planned medical treatment for the employee or family member.
2. A medical certification is provided by the employee's health care provider that, because of pregnancy, the employee has a medical need to take intermittent leave or leave on a reduced work schedule.

3. The district agrees to permit intermittent leave or leave on a reduced work schedule due to the birth, adoption, or foster care placement of the employee's child.

The alternative position must have equivalent pay and benefits and must better accommodate recurring periods of leave than the employee's regular job, and the employee must be qualified for the position. Transfer to an alternative position may include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work or leave schedule. (2 CCR 11041, 11090; 29 USC 2612)

Request for Leave

The district shall consider an employee's request for PDL or family care and medical leave only if the employee provides at least verbal notice sufficient to make the district aware of the need to take the leave and the anticipated timing and duration of the leave. (2 CCR 11050, 11091)

For family care and medical leave, the employee need not expressly assert or mention FMLA/CFRA to satisfy this requirement. However, the employee must state the reason the leave is needed (e.g., birth of child, medical treatment). If more information is necessary to determine whether the employee is eligible for family care and medical leave, the Superintendent or designee shall inquire further and obtain the necessary details of the leave to be taken. (2 CCR 11091)

The district shall respond to requests for leave as soon as practicable, but no later than five business days after receiving the employee's request. (2 CCR 11091)

Based on the information provided by the employee, the Superintendent or designee shall designate the leave, paid or unpaid, as FMLA/CFRA qualifying leave and shall give notice of such designation to the employee. Failure of an employee to respond to permissible inquiries regarding the leave request may result in denial of CFRA protection if the district is unable to determine whether the leave is CFRA qualifying. (2 CCR 11091; 29 CFR 825.300)

When an employee is able to foresee the need for PDL or family care and medical leave at least 30 days in advance of the leave, the employee shall provide the district with at least 30 days advance notice before the leave. When the 30 days' notice is not practicable because of a lack of knowledge of when leave will be required to begin, a change in circumstances, a medical emergency, or other good cause, the employee shall provide the district with notice as soon as practicable. Failure of an employee to provide required notice may result in a denial of leave. (2 CCR 11050, 11091)

In all instances, the employee shall consult with the Superintendent or designee and make a reasonable effort to schedule, subject to the health care provider's approval, any planned appointment or medical treatment or supervision so as to minimize disruption to district operations. (Government Code 12945.2; 2 CCR 11050, 11091)

Certification of Health Condition

Within five business days of an employee's request for family care and medical leave for the serious health condition of the employee or an eligible family member, the Superintendent or designee shall request that the employee provide certification by a health care provider of the need for leave. Upon receiving the district's request, the employee shall provide the certification within 15 calendar days, unless either the Superintendent or designee provides additional time or it is not practicable under the particular circumstances, despite the employee's diligent, good faith efforts. (2 CCR 11087, 11091; 29 CFR 825.305)

The certification shall include the following: (Government Code 12945.2; 2 CCR 11087; 29 USC 2613)

1. The date on which the serious health condition began
2. The probable duration of the condition
3. If the employee is requesting leave to care for an eligible family member with a serious health condition, both of the following:

- a. Statement that the serious health condition warrants the participation of the employee to provide care, such as by providing psychological comfort, arranging for third party care, or directly providing or participating in the medical care of the eligible family member during a period of the treatment or supervision
 - b. Estimated amount of time the health care provider believes the employee needs to care for the eligible family member
4. If the employee is requesting leave because of the employee's own serious health condition, a statement that due to the serious health condition, the employee is unable to work at all or is unable to perform one or more essential job functions of the position
5. If the employee is requesting leave for intermittent treatment or on a reduced work or leave schedule for planned medical treatment, a statement of the medical necessity for the leave, the dates on which treatment is expected to be given, the duration of such treatment, and the expected duration of the leave

The Superintendent or designee shall not request any genetic information related to an employee except as authorized by law in accordance with the California Genetic Information Nondiscrimination Act of 2011. (Government Code 12940)

When an employee has provided sufficient medical certification to enable the district to determine whether the employee's leave request is FMLA/CFRA-eligible, the Superintendent or designee shall notify the employee within five business days whether the leave is FMLA/CFRA-eligible. The Superintendent or designee may also retroactively designate leave as FMLA/CFRA leave as long as appropriate notice is given to the employee and there is no harm or injury to the employee. (2 CCR 11091; 29 CFR 825.301)

If the Superintendent or designee has a good faith objective reason to doubt the validity of a certification that accompanies a request for leave for the employee's own serious health condition, the Superintendent or designee may require the employee to obtain a second opinion from a district-approved health care provider, at district expense. If the second opinion is contrary to the first, the Superintendent or designee may require the employee to obtain a third medical opinion from a third health care provider approved by both the employee and the district, again at district expense. The opinion of the third health care provider shall be final and binding. (Government Code 12945.2; 2 CCR 11091; 29 USC 2613)

Certification for PDL

The Superintendent or designee shall request that an employee who is requesting PDL provide certification by a health care provider of the need for leave at the time the employee gives notice of the need for PDL, or within two business days of giving the notice. If the need for PDL is unforeseen, the Superintendent or designee shall request the medical certification within two business days after the leave commences. The Superintendent or designee may request certification at some later date if the Superintendent or designee has reason to question the appropriateness of the leave or its duration. (2 CCR 11050)

For PDL that is foreseeable and for which at least 30 days' notice has been given, the employee shall provide the medical certification before the leave begins. When this is not practicable, the employee shall provide the certification within the time frame specified by the Superintendent or designee which must be at least 15 calendar days after the request, unless it is not practicable under the particular circumstances despite the employee's diligent, good faith efforts. (2 CCR 11050)

Medical certification for PDL purposes shall include a statement that the employee needs to take the leave because the employee is disabled by pregnancy, childbirth, or a related medical condition, the date on which the employee became disabled because of pregnancy, and the estimated duration of the leave. (2 CCR 11050)

If additional PDL or family care and medical leave is needed when the time estimated by the health care provider expires, the district may require the employee to provide recertification in the manner specified for the leave. (Government Code 12945.2; 2 CCR 11050; 29 USC 2613)

Release to Return to Work

Upon expiration of an employee's PDL or family care and medical leave taken for the employee's own serious health condition, the employee shall present certification from the health care provider of the employee's ability to resume work. The certification shall address the employee's ability to perform the essential job functions of the position.

Rights to Reinstatement

Upon granting an employee's request for PDL or FMLA/CFRA leave, the Superintendent or designee shall guarantee to reinstate the employee in the same or a comparable position when the leave ends. (Government Code 12945.2; 2 CCR 11043, 11089; 29 USC 2614)

The district may refuse to reinstate an employee to the same or a comparable position if the FMLA/CFRA leave was fraudulently obtained by the employee. (2 CCR 11089; 29 CFR 825.216)

The district may refuse to reinstate an employee to the same position after taking PDL if, at the time the reinstatement is requested, the employee would not otherwise have been employed in that position for legitimate business reasons unrelated to the employee's PDL. (2 CCR 11043)

Maintenance of Benefits/Failure to Return from Leave

During the period when an employee is on PDL or family care and medical leave, the employee shall maintain employee status with the district and the leave shall not constitute a break in service for purposes of longevity, seniority under any collective bargaining agreement, or any employee benefit plan. (Government Code 12945.2; 2 CCR 11092; 29 USC 2614)

For up to a maximum of four months for PDL and 12 work weeks for other family care and medical leave, the district shall continue to provide an eligible employee the group health plan coverage that was in place before the employee took the leave. The employee shall reimburse the district for premiums paid during the leave if the employee fails to return to district employment after the expiration of all available leaves and the failure is for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the employee's control. (Government Code 12945.2; 2 CCR 11044, 11092; 29 USC 2614; 29 CFR 825.213)

In addition, during the period when an employee is on PDL or family care and medical leave, the employee shall be entitled to continue to participate in other employee benefit plans including life insurance, short-term or long-term disability insurance, accident insurance, pension and retirement plans, and supplemental unemployment benefit plans to the same extent and under the same conditions as would apply to an unpaid leave taken for any other purpose.

However, for purposes of pension and retirement plans, the district shall not make plan payments for an employee during any unpaid portion of the leave period and the leave period shall not be counted for purposes of time accrued under the plan. (Government Code 12945.2; 2 CCR 11044, 11092)

Military Family Leave Resulting from Qualifying Exigencies

An eligible employee may take up to 12 work weeks of unpaid FMLA/CFRA leave, during each 12-month period established by the district in the section entitled "Terms of Leave" above, for one or more qualifying exigencies while the employee's child, parent, spouse, or, for purposes of CFRA leave, registered domestic partner, who is a military member is on covered active duty or on call to covered active duty status. (Government Code 12945.2; 29 USC 2612; 29 CFR 825.126)

Covered *active duty* means, for members of the Regular Armed forces, duty during the deployment of a member of the regular Armed Forces to a foreign country or, for members of the Reserve components of the Armed forces, duty during the deployment of a member of the National Guard or Reserves to a foreign country under a call or an order to active duty in support of a contingency operation pursuant to law. Deployment to a foreign country includes deployment to international waters. (29 USC 2611; 29 CFR 825.126)

Qualifying exigencies include time needed to: (29 CFR 825.126)

1. Address issues arising from short notice deployment of up to seven calendar days from the date of receipt of call or order of short notice deployment

to the covered active duty or call to covered active duty status

3. Arrange child care or attend school activities arising from the covered active duty or call to covered active duty, such as arranging for alternative child care, enrolling or transferring a child to a new school, or attending meetings
4. Make or update financial and legal arrangements to address a military member's absence
5. Attend counseling provided by someone other than a health care provider
6. Spend time (up to 15 calendar days of leave per instance) with a military member who is on short-term, temporary, rest and recuperation leave during deployment
7. Attend to certain post-deployment activities, such as arrival ceremonies or reintegration briefings
8. Care for a military member's parent who is incapable of self-care when the care is necessitated by the military member's covered active duty
9. Address any other event that the employee and district agree is a qualifying exigency

The employee shall provide the Superintendent or designee with notice of the need for the qualifying exigency leave as soon as practicable, regardless of how far in advance such leave is foreseeable. (29 CFR 825.302)

An employee who is requesting leave for qualifying exigencies shall provide the Superintendent or designee with a copy of the military member's active duty orders, or other documentation issued by the military, and the dates of the service. In addition, the employee shall provide the Superintendent or designee with certification of the qualifying exigency necessitating the leave. The certification shall contain the information specified in 29 CFR 825.309.

The employee's qualifying exigency leave may be taken on an intermittent or reduced work or leave schedule basis. (29 CFR 825.302)

During the period of qualified exigency leave, the district's rule regarding an employee's use of accrued vacation leave and any other accrued paid or unpaid time off, as specified in the section "Use/Substitution of Paid Leave" above, shall apply.

Military Caregiver Leave

The district shall grant an eligible employee up to a total of 26 work weeks of leave during a single 12-month period, measured forward from the first date the leave is taken, to care for a covered servicemember with a serious illness or injury. In order to be eligible for such military caregiver leave, the employee must be the spouse, child, parent, or next of kin of the covered servicemember. This 26-week period is inclusive of the 12 work weeks of leave that may be taken for other FMLA qualifying reasons. (29 USC 2611, 2612; 29 CFR 825.127)

Covered servicemember may be: (29 CFR 825.127)

1. A current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list for a serious injury or illness
2. A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran

Child of a covered servicemember means the covered servicemember's biological, adopted, or foster child, stepchild, legal ward, or child for whom the covered servicemember stood in loco parentis, and who is of any age. (29 CFR 825.127)

Parent of a covered servicemember means the covered servicemember's biological, adopted, step, or foster parent, or any other individual who stood in loco parentis to the covered servicemember (except "parents in law"). (29 CFR 825.127)

Next of kin means the nearest blood relative to the covered servicemember, other than the spouse, parent, or child, unless designated in writing by the covered servicemember. (29 USC 2611, 2612; 29 CFR 825.127)

Outpatient status means the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients. (29 USC 2611; 29 CFR 825.127)

Serious injury or illness means: (29 USC 2611; 29 CFR 825.127)

1. For a current member of the Armed Forces, an injury or illness incurred by the member in the line of duty on active duty, or that existed before the beginning of the member's active duty and was aggravated by the member's service in the line of duty while on active duty in the Armed Forces, and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.
2. For a veteran, an injury or illness incurred or aggravated by the member's service in the line of duty on active duty in the Armed Forces, including the National Guard or Reserves, that manifested itself before or after the member became a veteran and that is at least one of the following:
 - a. A continuation of a serious injury or illness incurred or aggravated while the veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating
 - b. A physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs (VA) Service-Related Disability Rating of 50 percent or greater, based wholly or partly on that physical or mental condition
 - c. A physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of one or more disabilities related to the servicemember's military service or that would do so but for treatment received by the veteran
 - d. An injury, including a psychological injury, on the basis of which the veteran has been enrolled in the VA's Program of Comprehensive Assistance for Family Caregivers

The employee shall provide reasonable and practicable notice of the need for the leave in accordance with the procedures in the section entitled "Request for Leave" above.

An employee requesting leave to care for a covered servicemember with a serious injury or illness shall provide the Superintendent or designee with certification from an authorized health care provider of the servicemember that contains the information specified in 29 CFR 825.310.

The leave may be taken intermittently or on a reduced work or leave schedule when medically necessary. An employee taking military caregiver leave in combination with other family care and medical leaves pursuant to this administrative regulation shall be entitled to a combined total of 26 work weeks of leave during a single 12-month period. When both spouses work for the district and both wish to take such leave, the spouses are limited to a maximum combined total of 26 work weeks during a single 12-month period. (29 USC 2612)

During the period of military caregiver leave, the district's rule regarding an employee's use of accrued vacation leave and other accrued paid or unpaid time off, as specified in the section "Use/Substitution of Paid Leave" above, shall apply.

Notifications

The Superintendent or designee shall provide the following notifications regarding state and federal law related to PDL or FMLA/CFRA leave:

1. General Notice: Information explaining the provisions of the Fair Employment and Housing Act/PDL and FMLA/CFRA and employees' rights and obligations shall be posted in a conspicuous place on district premises, or electronically, and shall be included in employee handbooks. (2 CCR 11049, 11095; 29 USC 2619)
2. The general notice shall also explain an employee's obligation to provide the Superintendent or designee with at least 30 days' notice of the need for the requested leave, when the need is reasonably foreseeable at least 30 days prior to the start of the leave. (2 CCR 11049, 11050, 11091)
3. Eligibility Notice: When an employee requests leave, including PDL, or when the Superintendent or designee acquires knowledge that an employee's leave may be for an FMLA/CFRA qualifying reason, the Superintendent or designee shall, within five business days, provide notification to the employee of eligibility to take such leave. (2 CCR 11049, 11091; 29 CFR 825.300)
4. Rights and Responsibilities Notice: Each time the eligibility notice is provided to an employee, the Superintendent or designee shall provide written notification explaining the specific expectations and obligations of the employee, including any consequences for a failure to meet those obligations. Such notice shall include, as applicable: (29 CFR 825.300)
 - a. A statement that the leave may be designated and counted against the employee's annual FMLA/CFRA leave entitlement and the appropriate 12-month entitlement period, if qualifying
 - b. Any requirements for the employee to furnish medical certification of a serious health condition, serious injury or illness, or qualifying exigency arising out of active duty or call to active duty status and the consequences of failing to provide the certification
 - c. The employee's right to use paid leave, whether the district will require use of paid leave, conditions related to any use of paid leave, and the employee's entitlement to take unpaid leave if the employee does not meet the conditions for paid leave
 - d. Any requirements for the employee to make premium payments necessary to maintain health benefits, the arrangement for making such payments, and the possible consequences of failure to make payments on a timely basis
 - e. The employee's right to maintenance of benefits during the leave and restoration to the same or an equivalent job upon return from leave
 - f. The employee's potential liability for health insurance premiums paid by the district during the employee's unpaid FMLA leave should the employee not return to service after the leave

Any time the information provided in the above notice changes, the Superintendent or designee shall, within five business days of receipt of an employee's first notice of need for leave, provide the employee with a written notice referencing the prior notice and describing any changes to the notice. (29 CFR 825.300)

5. Designation Notice: When the Superintendent or designee has information (e.g., sufficient medical certification) to determine whether the leave qualifies as FMLA/CFRA leave, the Superintendent or designee shall, within five business days, provide written notification designating the leave as FMLA/CFRA qualifying or, if the leave will not be so designated, the reason for that determination. (2 CCR 11091; 29 CFR 825.300)

If the amount of leave needed is known, the notice shall include the number of hours, days, or weeks that will be counted against the employee's FMLA/CFRA entitlement. If it is not possible to provide that number at the time of the designation notice, notification shall be provided of the amount of leave counted against the employee's entitlement upon request by the employee and at least once in every 30-day period if leave was taken in that period. (29 CFR 825.300)

6. If the district requires paid leave to be used during an otherwise unpaid family care and medical leave, the notice shall so specify. If the district requires an employee to present a release to return to work certification that addresses the employee's ability to perform the essential functions of the job, the notice shall also specify that requirement. (2 CCR 11091, 11097; 29 CFR 825.300)

Any time the information provided in the designation notice changes, the Superintendent or designee shall,

within five business days, provide the employee with written notice referencing the prior notice and describing any changes to the notice. (29 CFR 825.300)

Records

The Superintendent or designee shall maintain records pertaining to an individual employee's use of FMLA or CFRA leave or PDL in accordance with law. (Government Code 12946; 29 USC 2616; 42 USC 2000ff-1; 29 CFR 825.500)

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

State References

2 CCR 11035-11051

2 CCR 11087-11098

Ed. Code 44965

Fam. Code 297-297.5

Fam. Code 300

Gov. Code 12926

Gov. Code 12940

Gov. Code 12945

Gov. Code 12945.1-12945.2

Gov. Code 12945.6

Gov. Code 12946

Description

Unlawful sex discrimination: pregnancy, childbirth and related medical conditions -

<https://simbli.eboardsofjudicialbranch.org/SU/GpUsgYNhBpUjs6hJmWMyAuhwJw==>

California Family Rights Act -

<https://simbli.eboardsofjudicialbranch.org/SU/abM0slshHCKrMbGbopUjsCdDiUjg==>

Granting of leaves of absence for pregnancy and childbirth

Rights, protections, benefits under the law; registered domestic partners

Definition of marriage

Definitions

Unlawful discriminatory employment practices

Unlawful discrimination based on pregnancy, childbirth, or related medical conditions

California Family Rights Act

Parental leave

Fair employment and Housing Act: discrimination prohibited

Federal References

1 USC 7

29 CFR 825.100-825.702

29 USC 2601-2654

42 USC 2000ff-2000ff-11

Description

Definition of marriage and spouse -

<https://simbli.eboardsofjudicialbranch.org/SU/zna14bZkEoCQ5UjKxeKqGw==>

Family and Medical Leave Act of 1993

Family Care and Medical Leave Act

Genetic Information Nondiscrimination Act of 2008

Management Resources References

Court Decision

Court Decision

Court Decision

U.S. Department of Labor Publication

Website

Website

Description

Faust v. California Portland Cement Company, (2007) 150 Cal.App.4th 864

Tellis v. Alaska Airlines, (9th Cir., 2005) 414 F.3d 1045

United States v. Windsor, (2013) 699 F.3d 169

Military Family Leave Provisions of the FMLA Frequently Asked Questions and Answers

U.S. Department of Labor, FMLA -

<https://simbli.eboardsofjudicialbranch.org/SU/gTctHyc7Ra9nNTUgNmxAhw==>

California Department of Fair Employment and Housing -

<https://simbli.eboardsofjudicialbranch.org/SU/RRvNseNogmInMLyI8K40jw==>

0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsojutions.com/SU/rplusp_usaBQeAE4bUpZiBFBO9dQ==
0470	COVID-19 Mitigation Plan - https://simbli.eboardsojutions.com/SU/UonRXG6LPiZi7EgvplusqAd8g==
1113	District And School Web Sites - https://simbli.eboardsojutions.com/SU/tuHL5JjVCCjJcBx3RI3Hfw==
1113	District And School Web Sites - https://simbli.eboardsojutions.com/SU/ZEoW4ZKHcT3nfqLxRTR1fw==
1113-E(l)	District And School Web Sites - https://simbli.eboardsojutions.com/SU/i5TLslsh83D1np_usoytHT_ pM6ew==
2121	Superintendent's Contract - https://simbli.eboardsojutions.com/SU/fcslsh1ixO2EdCt2pz2NabYqA==
4030	Nondiscrimination In Employment - https://simbli.eboardsojutions.com/SU/z8saAb1i9vjlsishyJNjIXOrA==
4030	Nondiscrimination In Employment - https://simbli.eboardsojutions.com/SU/vx943OTXDnJq9P0DHTi_pg==
4032	Reasonable Accommodation - https://simbli.eboardsojutions.com/SU/DZueYkp_usHoNslsh53DXisishi6mLw==
4033	Lactation Accommodation - https://simbli.eboardsojutions.com/SU/mBwCbA6CkbzZwslshCYfb2JvQ==
4112.2	Certification - https://simbli.eboardsojutions.com/SU/NtHKleuKt9J8bge0adj3gg==
4112.2	Certification - https://simbli.eboardsojutions.com/SU/tUslshewyAvQp_mu seaA5VjOFaFlw==
4112.4	Health Examinations - https://simbli.eboardsojutions.com/SU/slLMslshxL_pYOPYoMMU2U7w==
4112.42	Drug And Alcohol Testing For School Bus Drivers - https://simbli.eboardsojutions.com/SU/slshnzMWdvaZpZNpZp_usoEf8_LQ==
4112.42	Drug And Alcohol Testing For School Bus Drivers - https://simbli.eboardsojutions.com/SU/plusx1slshGxTJQKJXLOKryP8gp_usg==
4112.9	Employee Notifications - https://simbli.eboardsojutions.com/SU/lzO_qlshnwrwcp_usn8Lp_usKslshvswf==
4112.9-E PDF(1)	Employee Notifications - https://simbli.eboardsojutions.com/SU/BjEd40hv6bJfiro_KsHpQQ==
4113.4	Temporary Modified/Light-Duty Assignment - https://simbli.eboardsojutions.com/SU/slshxtjrQ1xiXTp_us25crk5NJUg==
4117.3	Personnel Reduction - https://simbli.eboardsojutions.com/SU/42Hj6RreDPO0Nvlww41j4g==
4141	Collective Bargaining Agreement - https://simbli.eboardsojutions.com/SU/wSbp_usNslshzmwtp8Du1J7fxoGg==
4154	Health And Welfare Benefits - https://simbli.eboardsojutions.com/SU/8w7jXCSa7Dmj2OhsA1O4mg==
4154	Health And Welfare Benefits - https://simbli.eboardsojutions.com/SU/bUKajshf9NH4tnZ_p9utk7g==
4161	Leaves - https://simbli.eboardsojutions.com/SU/EEXMgObslshqslshikqtJJUX7v5g==
4161	Leaves - https://simbli.eboardsojutions.com/SU/1j87G85jaeaw3FbkyNX3fw==
4161.1	Personal Illness/Injury Leave - https://simbli.eboardsojutions.com/SU/wmtZ2H4oDc4HcrB9slshN1zwc==

4161.2	Personal Leaves - https://simbli.eboardsojutions.com/SU/Kzco4u58yip_us7nknYGxazpw==
4161.9	Catastrophic Leave Program - https://simbli.eboardsojutions.com/SU/BTEFJvZiOBp_us6SWmBBKtR6w==
4161.9	Catastrophic Leave Program - https://simbli.eboardsojutions.com/SU/wpNf7h_kpJRy32hChSplus3g==
4212.4	Health Examinations - https://simbli.eboardsojutions.com/SU/RQiw5kZ_cOmqqEEHCuVAIA==
4212.42	Drug And Alcohol Testing For School Bus Drivers - https://simbli.eboardsojutions.com/SU/QgJTzWzNHPacaieY2R44UQ==
4212.42	Drug And Alcohol Testing For School Bus Drivers - https://simbli.eboardsojutions.com/SU/vRslshw9XAfld9jXuR4KOLkg==
4212.9	Employee Notifications - https://simbli.eboardsojutions.com/SU/mHaW9EbnocL5Pl6rr10dMw==
4212.9-E PDF(1)	Employee Notifications - https://simbli.eboardsojutions.com/SU/U68jKBBwiztUHegltPjM0w==
4213.4	Temporary Modified/Light-Duty Assignment - https://simbli.eboardsojutions.com/SU/EJKpCtBBQ0p_usCkHrwgQkplus8w==
4217.3	Layoff/Rehire - https://simbli.eboardsojutions.com/SU/sq9gotNKC5av6iep_usWoePKA==
4241	Collective Bargaining Agreement - https://simbli.eboardsojutions.com/SU/Hi_pt0mq6toKw0vAGRcktA==
4254	Health And Welfare Benefits - https://simbli.eboardsojutions.com/SU/A1ITc070p_usq5qXGSvtT8tew==
4254	Health And Welfare Benefits - https://simbli.eboardsojutions.com/SU/4MRmnj4J0iqDWVDL3OkzA==
4259	Employee Assistance Programs - https://simbli.eboardsojutions.com/SU/fRGxOc7Yplus8ZsrZ44_plusJCUQ==
4261	Leaves - https://simbli.eboardsojutions.com/SU/NEon3h0paWxSWoNITTqbmA==
4261	Leaves - https://simbli.eboardsojutions.com/SU/cns2ox14MXb4vgIRIm84fA==
4261.1	Personal Illness/Injury Leave - https://simbli.eboardsojutions.com/SU/7_jGWMkFdeFkQBbHk7qxzig==
4261.2	Personal Leaves - https://simbli.eboardsojutions.com/SU/plusoUkP9So5AiiHJbMKt2vPQ==
4261.9	Catastrophic Leave Program - https://simbli.eboardsojutions.com/SU/XaDfarslshi31XF2rlnR8Mq0Q==
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4312.42	Drug And Alcohol Testing For School Bus Drivers - https://simbli.eboardsojutions.com/SU/CgnDx1BIZbUtFWHVgyEOgA==
4312.42	Drug And Alcohol Testing For School Bus Drivers - https://simbli.eboardsojutions.com/SU/GVplusn4gQA3_kplus4knVTn0OUw==
4312.9	Employee Notifications - https://simbli.eboardsojutions.com/SU/CqOQlb4XnDnSONdYu7jm2Q==
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4313.4	Temporary Modified/Light-Duty Assignment - https://simbli.eboardsojutions.com/SU/h5utOK43t9JhsHtXAGV7Gg==

4354	Health And Welfare Benefits - https://simbli.eboardsoptions.com/SU/6BM2yTUYAw67Fp_ψsFDpsplus_NA==
4354	Health And Welfare Benefits - https://simbli.eboardsoptions.com/SU/rplumwwksFJs_ψfmMFbAX0vQ==
4359	Employee Assistance Programs - https://simbli.eboardsoptions.com/SU/TKcq760n9RZaplusN_RYWW1VUQ==
4361	Leaves - https://simbli.eboardsoptions.com/SU/37Bp9HjmWAwCtBvKgLwUOQ==
4361	Leaves - https://simbli.eboardsoptions.com/SU/m93RQnCPLYUeeeBo4hULBQ==
4361.1	Personal Illness/Injury Leave - https://simbli.eboardsoptions.com/SU/VCSQ7zJplus5y1nFHLGslshr15oA==
4361.2	Personal Leaves - https://simbli.eboardsoptions.com/SU/TDKNlItBccHR4p_ψsREe5i0rA==
4361.9	Catastrophic Leave Program - https://simbli.eboardsoptions.com/SU/cX8w9EvJ4JHXiwxYWYQ4qA==
4361.9	Catastrophic Leave Program - https://simbli.eboardsoptions.com/SU/la3YVHip_ψsFMTKp_ψs4EgUYZ3ow==

Regulation 4261.8: Family Care And Medical Leave

Status: ADOPTED

Original Adopted Date: 06/01/2022 | Last Reviewed Date: 06/01/2022

The district shall not deny any eligible employee the right to family care or medical leave pursuant to the Family and Medical Leave Act (FMLA) or the California Family Rights Act (CFRA), or to Pregnancy Disability Leave (PDL), when an employee is disabled by a pregnancy, childbirth, or related medical condition. The district shall not interfere with, restrain, or deny the exercise of an employee's right to any such leave, nor shall the district discharge, discriminate against, or retaliate against an employee for taking such leave, opposing or challenging an unlawful employment practice in relation to any of these laws, or being involved in any related inquiry or proceeding. (Government Code 12945, 12945.2; 2 CCR 11094; 29 USC 2615)

Definitions

The words and phrases defined below shall have the same meaning throughout this administrative regulation except where a different meaning is otherwise specified.

Child means a biological, adopted, or foster child; a stepchild; a legal ward; or a person to whom the employee stands in loco parentis. For purposes of CFRA leave, child also includes a child of a registered domestic partner. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611)

Eligible employee, for FMLA and CFRA purposes, means an employee who has been employed with the district for at least 12 months and who has at least 1,250 hours of service with the district during the 12 months immediately preceding the leave. However, these requirements shall not apply when an employee applies for PDL. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611; 29 CFR 825.110)

Eligible family member means an employee's child, parent, or spouse. For purposes of leave to care for a family member with a serious health condition pursuant to CFRA, eligible family member includes an employee's child, parent, parent-in-law, spouse, registered domestic partner, grandparent, grandchild, or sibling. (Government Code 12945.2; 2 CCR 11087; 29 USC 2612)

Employee disabled by pregnancy means an employee whose health care provider states that the employee is: (2 CCR 11035)

1. Unable because of pregnancy to perform any one or more of the essential functions of the job or to perform any of them without undue risk to the employee or other persons or to the pregnancy's successful completion
2. Suffering from severe "morning sickness" or needs to take time off for prenatal or postnatal care, bed rest, gestational diabetes, pregnancy-induced hypertension, preeclampsia, postpartum depression, childbirth, loss or end of pregnancy, recovery from childbirth or loss or end of pregnancy, or any other pregnancy-related condition

Parent means a biological, foster, or adoptive parent; a parent-in-law; a stepparent; a legal guardian; or another person who stood in loco parentis to the employee when the employee was a child. However, for FMLA purposes, parent does not include a spouse's parents. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611; 29 CFR 825.122)

Serious health condition means an illness, injury (including, but not limited to, on-the-job injuries), impairment, or physical or mental condition of the employee or an eligible family member of the employee that involves either inpatient care or continuing treatment, including treatment for substance abuse, as follows: (Government Code 12945.2; 2 CCR 11087, 11097; 29 USC 2611, 2612; 29 CFR 825.113-825.115)

1. Inpatient care in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity

A person is considered an inpatient when formally admitted to a health care facility with the expectation of remaining overnight and occupying a bed, even if it later develops that the person can be discharged or transferred to another facility and does not actually remain overnight.

health condition, its treatment, or the recovery that it requires.

2. Continuing treatment or continuing supervision by a health care provider, including one or more of the following:
 - a. A period of incapacity of more than three consecutive full days
 - b. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition
 - c. Any period of incapacity due to pregnancy or for prenatal care under FMLA
 - d. Any period of incapacity which is permanent or long term due to a condition for which treatment may not be effective
 - e. Any period of absence to receive multiple treatments, including recovery, by a health care provider

Spouse means a partner in marriage as defined in Family Code 300, including same sex partners in marriage. For purposes of CFRA leave, spouse also includes a registered domestic partner within the meaning of Family Code 297-297.5. (Family Code 297, 297.5, 300; 2 CCR 11087; 29 CFR 825.122)

Eligibility/Purposes of Leave

The district shall grant FMLA or CFRA leave to eligible employees for any of the following reasons: (Government Code 12945.2; 29 USC 2612; 29 CFR 825.112, 825.126, 825.127)

1. The birth of a child of the employee or placement of a child with the employee in connection with the employee's adoption or foster care of the child (parental leave)
2. The care of an eligible family member with a serious health condition
3. The employee's own serious health condition that makes the employee unable to perform the job functions of the position
4. A qualifying exigency arising out of the fact that the employee's spouse, child, parent, or, for CFRA leave only, a registered domestic partner, is a military member on covered active duty or call to covered active duty (or has been notified of an impending call or order to covered active duty)
5. The care of a covered servicemember with a serious injury or illness when the employee is a spouse, child, parent, or next of kin of the covered servicemember

In addition, the district shall grant PDL to any employee who is disabled by pregnancy, childbirth, or other related medical condition. (Government Code 12945; 2 CCR 11037)

Terms of Leave

An eligible employee shall be entitled to a total of 12 work weeks of FMLA or CFRA leave during any 12-month period, except in the case of leave to care for a covered servicemember as provided under "Military Caregiver Leave" below. To the extent allowed by law, CFRA and FMLA leaves shall run concurrently. (Government Code 12945.2; 29 USC 2612)

The 12-month period shall be measured forward from the date the employee's first family care and medical leave begins. (29 CFR 825.200)

In addition, any employee who is disabled by pregnancy, childbirth, or other related condition shall be entitled to PDL for the period of the disability not to exceed four months. For a part-time employee, the four months shall be calculated on a proportional basis. (Government Code 12945; 2 CCR 11042)

PDL shall run concurrently with FMLA leave for disability caused by an employee's pregnancy. At the end of the employee's FMLA leave for disability caused by pregnancy, or at the end of four months of PDL, whichever occurs first, a CFRA-eligible employee may request to take CFRA leave of up to 12 work weeks, for the reason of the birth

of a child or to bond with or care for the child. (Government Code 12945, 12945.2; 2 CCR 11046, 11093)

Leave taken for the birth or placement of a child must be concluded within the 12-month period beginning on the date of the birth or placement of the child. Such leave does not need to be taken in one continuous period of time. (2 CCR 11090; 29 USC 2612)

Each eligible employee shall be granted up to 12 work weeks for family care and medical leave related to the birth or placement of a child, regardless of whether both parents of the child work for the district.

Use/Substitution of Paid Leave

During any otherwise unpaid period of FMLA or CFRA leave, except leave for an employee's own serious health condition, an employee shall use accrued paid leave, including, but not limited to, vacation leave, personal leave, or family leave. If the leave is for the employee's own serious health condition, the employee shall use accrued paid leave, including but not limited to, vacation leave, personal leave, or sick leave. During an unpaid period of PDL, the employee shall use any accrued sick leave and may elect to use any vacation time or other accrued personal time off. (Government Code 12945, 12945.2; 2 CCR 11044, 11092; 29 USC 2612)

The district and employee may also come to agreement regarding the use of any additional paid or unpaid time off instead of using the employee's CFRA leave. (2 CCR 11092)

Intermittent Leave/Reduced Work or Leave Schedule

PDL and family care and medical leave for the serious health condition of an employee or eligible family member may be taken intermittently or on a reduced work or leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition. However, the district shall limit leave increments to the shortest period of time that the district's payroll system uses to account for absences or use of leave provided it is not to be greater than one hour. (Government Code 12945.2; 2 CCR 11042, 11090; 29 USC 2612)

The basic minimum duration of leave for the birth, adoption, or foster care placement of a child shall be two weeks. However, the district shall grant a request for such leave of less than two weeks on any two occasions. (2 CCR 11090; 29 USC 2612)

The district may require an employee to transfer temporarily to an available alternative position under any of the following circumstances: (2 CCR 11041, 11090; 29 USC 2612)

1. The employee needs intermittent leave or leave on a reduced work schedule that is foreseeable based on a planned medical treatment for the employee or family member.
2. A medical certification is provided by the employee's health care provider that, because of pregnancy, the employee has a medical need to take intermittent leave or leave on a reduced work schedule.

3. The district agrees to permit intermittent leave or leave on a reduced work schedule due to the birth, adoption, or foster care placement of the employee's child.

The alternative position must have equivalent pay and benefits and must better accommodate recurring periods of leave than the employee's regular job, and the employee must be qualified for the position. Transfer to an alternative position may include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work or leave schedule. (2 CCR 11041, 11090; 29 USC 2612)

Request for Leave

The district shall consider an employee's request for PDL or family care and medical leave only if the employee provides at least verbal notice sufficient to make the district aware of the need to take the leave and the anticipated timing and duration of the leave. (2 CCR 11050, 11091)

For family care and medical leave, the employee need not expressly assert or mention FMLA/CFRA to satisfy this requirement. However, the employee must state the reason the leave is needed (e.g., birth of child, medical treatment). If more information is necessary to determine whether the employee is eligible for family care and medical leave, the Superintendent or designee shall inquire further and obtain the necessary details of the leave to be taken. (2 CCR 11091)

The district shall respond to requests for leave as soon as practicable, but no later than five business days after receiving the employee's request. (2 CCR 11091)

Based on the information provided by the employee, the Superintendent or designee shall designate the leave, paid or unpaid, as FMLA/CFRA qualifying leave and shall give notice of such designation to the employee. Failure of an employee to respond to permissible inquiries regarding the leave request may result in denial of CFRA protection if the district is unable to determine whether the leave is CFRA qualifying. (2 CCR 11091; 29 CFR 825.300)

When an employee is able to foresee the need for PDL or family care and medical leave at least 30 days in advance of the leave, the employee shall provide the district with at least 30 days advance notice before the leave. When the 30 days' notice is not practicable because of a lack of knowledge of when leave will be required to begin, a change in circumstances, a medical emergency, or other good cause, the employee shall provide the district with notice as soon as practicable. Failure of an employee to provide required notice may result in a denial of leave. (2 CCR 11050, 11091)

In all instances, the employee shall consult with the Superintendent or designee and make a reasonable effort to schedule, subject to the health care provider's approval, any planned appointment or medical treatment or supervision so as to minimize disruption to district operations. (Government Code 12945.2; 2 CCR 11050, 11091)

Certification of Health Condition

Within five business days of an employee's request for family care and medical leave for the serious health condition of the employee or an eligible family member, the Superintendent or designee shall request that the employee provide certification by a health care provider of the need for leave. Upon receiving the district's request, the employee shall provide the certification within 15 calendar days, unless either the Superintendent or designee provides additional time or it is not practicable under the particular circumstances, despite the employee's diligent, good faith efforts. (2 CCR 11087, 11091; 29 CFR 825.305)

The certification shall include the following: (Government Code 12945.2; 2 CCR 11087; 29 USC 2613)

1. The date on which the serious health condition began
2. The probable duration of the condition
3. If the employee is requesting leave to care for an eligible family member with a serious health condition, both of the following:

- a. Statement that the serious health condition warrants the participation of the employee to provide care, such as by providing psychological comfort, arranging for third party care, or directly providing or participating in the medical care of the eligible family member during a period of the treatment or supervision
 - b. Estimated amount of time the health care provider believes the employee needs to care for the eligible family member
4. If the employee is requesting leave because of the employee's own serious health condition, a statement that due to the serious health condition, the employee is unable to work at all or is unable to perform one or more essential job functions of the position
5. If the employee is requesting leave for intermittent treatment or on a reduced work or leave schedule for planned medical treatment, a statement of the medical necessity for the leave, the dates on which treatment is expected to be given, the duration of such treatment, and the expected duration of the leave

The Superintendent or designee shall not request any genetic information related to an employee except as authorized by law in accordance with the California Genetic Information Nondiscrimination Act of 2011. (Government Code 12940)

When an employee has provided sufficient medical certification to enable the district to determine whether the employee's leave request is FMLA/CFRA-eligible, the Superintendent or designee shall notify the employee within five business days whether the leave is FMLA/CFRA-eligible. The Superintendent or designee may also retroactively designate leave as FMLA/CFRA leave as long as appropriate notice is given to the employee and there is no harm or injury to the employee. (2 CCR 11091; 29 CFR 825.301)

If the Superintendent or designee has a good faith objective reason to doubt the validity of a certification that accompanies a request for leave for the employee's own serious health condition, the Superintendent or designee may require the employee to obtain a second opinion from a district-approved health care provider, at district expense. If the second opinion is contrary to the first, the Superintendent or designee may require the employee to obtain a third medical opinion from a third health care provider approved by both the employee and the district, again at district expense. The opinion of the third health care provider shall be final and binding. (Government Code 12945.2; 2 CCR 11091; 29 USC 2613)

Certification for PDL

The Superintendent or designee shall request that an employee who is requesting PDL provide certification by a health care provider of the need for leave at the time the employee gives notice of the need for PDL, or within two business days of giving the notice. If the need for PDL is unforeseen, the Superintendent or designee shall request the medical certification within two business days after the leave commences. The Superintendent or designee may request certification at some later date if the Superintendent or designee has reason to question the appropriateness of the leave or its duration. (2 CCR 11050)

For PDL that is foreseeable and for which at least 30 days' notice has been given, the employee shall provide the medical certification before the leave begins. When this is not practicable, the employee shall provide the certification within the time frame specified by the Superintendent or designee which must be at least 15 calendar days after the request, unless it is not practicable under the particular circumstances despite the employee's diligent, good faith efforts. (2 CCR 11050)

Medical certification for PDL purposes shall include a statement that the employee needs to take the leave because the employee is disabled by pregnancy, childbirth, or a related medical condition, the date on which the employee became disabled because of pregnancy, and the estimated duration of the leave. (2 CCR 11050)

If additional PDL or family care and medical leave is needed when the time estimated by the health care provider expires, the district may require the employee to provide recertification in the manner specified for the leave. (Government Code 12945.2; 2 CCR 11050; 29 USC 2613)

Release to Return to Work

Upon expiration of an employee's PDL or family care and medical leave taken for the employee's own serious health condition, the employee shall present certification from the health care provider of the employee's ability to resume work. The certification shall address the employee's ability to perform the essential job functions of the position.

Rights to Reinstatement

Upon granting an employee's request for PDL or FMLA/CFRA leave, the Superintendent or designee shall guarantee to reinstate the employee in the same or a comparable position when the leave ends. (Government Code 12945.2; 2 CCR 11043, 11089; 29 USC 2614)

The district may refuse to reinstate an employee to the same or a comparable position if the FMLA/CFRA leave was fraudulently obtained by the employee. (2 CCR 11089; 29 CFR 825.216)

The district may refuse to reinstate an employee to the same position after taking PDL if, at the time the reinstatement is requested, the employee would not otherwise have been employed in that position for legitimate business reasons unrelated to the employee's PDL. (2 CCR 11043)

Maintenance of Benefits/Failure to Return from Leave

During the period when an employee is on PDL or family care and medical leave, the employee shall maintain employee status with the district and the leave shall not constitute a break in service for purposes of longevity, seniority under any collective bargaining agreement, or any employee benefit plan. (Government Code 12945.2; 2 CCR 11092; 29 USC 2614)

For up to a maximum of four months for PDL and 12 work weeks for other family care and medical leave, the district shall continue to provide an eligible employee the group health plan coverage that was in place before the employee took the leave. The employee shall reimburse the district for premiums paid during the leave if the employee fails to return to district employment after the expiration of all available leaves and the failure is for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the employee's control. (Government Code 12945.2; 2 CCR 11044, 11092; 29 USC 2614; 29 CFR 825.213)

In addition, during the period when an employee is on PDL or family care and medical leave, the employee shall be entitled to continue to participate in other employee benefit plans including life insurance, short-term or long-term disability insurance, accident insurance, pension and retirement plans, and supplemental unemployment benefit plans to the same extent and under the same conditions as would apply to an unpaid leave taken for any other purpose.

However, for purposes of pension and retirement plans, the district shall not make plan payments for an employee during any unpaid portion of the leave period and the leave period shall not be counted for purposes of time accrued under the plan. (Government Code 12945.2; 2 CCR 11044, 11092)

Military Family Leave Resulting from Qualifying Exigencies

An eligible employee may take up to 12 work weeks of unpaid FMLA/CFRA leave, during each 12-month period established by the district in the section entitled "Terms of Leave" above, for one or more qualifying exigencies while the employee's child, parent, spouse, or, for purposes of CFRA leave, registered domestic partner, who is a military member is on covered active duty or on call to covered active duty status. (Government Code 12945.2; 29 USC 2612; 29 CFR 825.126)

Covered *active duty* means, for members of the Regular Armed forces, duty during the deployment of a member of the regular Armed Forces to a foreign country or, for members of the Reserve components of the Armed forces, duty during the deployment of a member of the National Guard or Reserves to a foreign country under a call or an order to active duty in support of a contingency operation pursuant to law. Deployment to a foreign county includes deployment to international waters. (29 USC 2611; 29 CFR 825.126)

Qualifying exigencies include time needed to: (29 CFR 825.126)

1. Address issues arising from short notice deployment of up to seven calendar days from the date of receipt of call or order of short notice deployment

to the covered active duty or call to covered active duty status

3. Arrange child care or attend school activities arising from the covered active duty or call to covered active duty, such as arranging for alternative child care, enrolling or transferring a child to a new school, or attending meetings
4. Make or update financial and legal arrangements to address a military member's absence
5. Attend counseling provided by someone other than a health care provider
6. Spend time (up to 15 calendar days of leave per instance) with a military member who is on short-term, temporary, rest and recuperation leave during deployment
7. Attend to certain post-deployment activities, such as arrival ceremonies or reintegration briefings
8. Care for a military member's parent who is incapable of self-care when the care is necessitated by the military member's covered active duty
9. Address any other event that the employee and district agree is a qualifying exigency

The employee shall provide the Superintendent or designee with notice of the need for the qualifying exigency leave as soon as practicable, regardless of how far in advance such leave is foreseeable. (29 CFR 825.302)

An employee who is requesting leave for qualifying exigencies shall provide the Superintendent or designee with a copy of the military member's active duty orders, or other documentation issued by the military, and the dates of the service. In addition, the employee shall provide the Superintendent or designee with certification of the qualifying exigency necessitating the leave. The certification shall contain the information specified in 29 CFR 825.309.

The employee's qualifying exigency leave may be taken on an intermittent or reduced work or leave schedule basis. (29 CFR 825.302)

During the period of qualified exigency leave, the district's rule regarding an employee's use of accrued vacation leave and any other accrued paid or unpaid time off, as specified in the section "Use/Substitution of Paid Leave" above, shall apply.

Military Caregiver Leave

The district shall grant an eligible employee up to a total of 26 work weeks of leave during a single 12-month period, measured forward from the first date the leave is taken, to care for a covered servicemember with a serious illness or injury. In order to be eligible for such military caregiver leave, the employee must be the spouse, child, parent, or next of kin of the covered servicemember. This 26-week period is inclusive of the 12 work weeks of leave that may be taken for other FMLA qualifying reasons. (29 USC 2611, 2612; 29 CFR 825.127)

Covered servicemember may be: (29 CFR 825.127)

1. A current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list for a serious injury or illness
2. A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran

Child of a covered servicemember means the covered servicemember's biological, adopted, or foster child, stepchild, legal ward, or child for whom the covered servicemember stood in loco parentis, and who is of any age. (29 CFR 825.127)

Parent of a covered servicemember means the covered servicemember's biological, adopted, step, or foster parent, or any other individual who stood in loco parentis to the covered servicemember (except "parents in law"). (29 CFR 825.127)

Next of kin means the nearest blood relative to the covered servicemember, other than the spouse, parent, or child, unless designated in writing by the covered servicemember. (29 USC 2611, 2612; 29 CFR 825.127)

Outpatient status means the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients. (29 USC 2611; 29 CFR 825.127)

Serious injury or illness means: (29 USC 2611; 29 CFR 825.127)

1. For a current member of the Armed Forces, an injury or illness incurred by the member in the line of duty on active duty, or that existed before the beginning of the member's active duty and was aggravated by the member's service in the line of duty while on active duty in the Armed Forces, and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.
2. For a veteran, an injury or illness incurred or aggravated by the member's service in the line of duty on active duty in the Armed Forces, including the National Guard or Reserves, that manifested itself before or after the member became a veteran and that is at least one of the following:
 - a. A continuation of a serious injury or illness incurred or aggravated while the veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating
 - b. A physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs (VA) Service-Related Disability Rating of 50 percent or greater, based wholly or partly on that physical or mental condition
 - c. A physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of one or more disabilities related to the servicemember's military service or that would do so but for treatment received by the veteran
 - d. An injury, including a psychological injury, on the basis of which the veteran has been enrolled in the VA's Program of Comprehensive Assistance for Family Caregivers

The employee shall provide reasonable and practicable notice of the need for the leave in accordance with the procedures in the section entitled "Request for Leave" above.

An employee requesting leave to care for a covered servicemember with a serious injury or illness shall provide the Superintendent or designee with certification from an authorized health care provider of the servicemember that contains the information specified in 29 CFR 825.310.

The leave may be taken intermittently or on a reduced work or leave schedule when medically necessary. An employee taking military caregiver leave in combination with other family care and medical leaves pursuant to this administrative regulation shall be entitled to a combined total of 26 work weeks of leave during a single 12-month period. When both spouses work for the district and both wish to take such leave, the spouses are limited to a maximum combined total of 26 work weeks during a single 12-month period. (29 USC 2612)

During the period of military caregiver leave, the district's rule regarding an employee's use of accrued vacation leave and other accrued paid or unpaid time off, as specified in the section "Use/Substitution of Paid Leave" above, shall apply.

Notifications

The Superintendent or designee shall provide the following notifications regarding state and federal law related to PDL or FMLA/CFRA leave:

1. General Notice: Information explaining the provisions of the Fair Employment and Housing Act/PDL and FMLA/CFRA and employees' rights and obligations shall be posted in a conspicuous place on district premises, or electronically, and shall be included in employee handbooks. (2 CCR 11049, 11095; 29 USC 2619)
2. The general notice shall also explain an employee's obligation to provide the Superintendent or designee with at least 30 days' notice of the need for the requested leave, when the need is reasonably foreseeable at least 30 days prior to the start of the leave. (2 CCR 11049, 11050, 11091)
3. Eligibility Notice: When an employee requests leave, including PDL, or when the Superintendent or designee acquires knowledge that an employee's leave may be for an FMLA/CFRA qualifying reason, the Superintendent or designee shall, within five business days, provide notification to the employee of eligibility to take such leave. (2 CCR 11049, 11091; 29 CFR 825.300)
4. Rights and Responsibilities Notice: Each time the eligibility notice is provided to an employee, the Superintendent or designee shall provide written notification explaining the specific expectations and obligations of the employee, including any consequences for a failure to meet those obligations. Such notice shall include, as applicable: (29 CFR 825.300)
 - a. A statement that the leave may be designated and counted against the employee's annual FMLA/CFRA leave entitlement and the appropriate 12-month entitlement period, if qualifying
 - b. Any requirements for the employee to furnish medical certification of a serious health condition, serious injury or illness, or qualifying exigency arising out of active duty or call to active duty status and the consequences of failing to provide the certification
 - c. The employee's right to use paid leave, whether the district will require use of paid leave, conditions related to any use of paid leave, and the employee's entitlement to take unpaid leave if the employee does not meet the conditions for paid leave
 - d. Any requirements for the employee to make premium payments necessary to maintain health benefits, the arrangement for making such payments, and the possible consequences of failure to make payments on a timely basis
 - e. The employee's right to maintenance of benefits during the leave and restoration to the same or an equivalent job upon return from leave
 - f. The employee's potential liability for health insurance premiums paid by the district during the employee's unpaid FMLA leave should the employee not return to service after the leave

Any time the information provided in the above notice changes, the Superintendent or designee shall, within five business days of receipt of an employee's first notice of need for leave, provide the employee with a written notice referencing the prior notice and describing any changes to the notice. (29 CFR 825.300)

5. Designation Notice: When the Superintendent or designee has information (e.g., sufficient medical certification) to determine whether the leave qualifies as FMLA/CFRA leave, the Superintendent or designee shall, within five business days, provide written notification designating the leave as FMLA/CFRA qualifying or, if the leave will not be so designated, the reason for that determination. (2 CCR 11091; 29 CFR 825.300)

If the amount of leave needed is known, the notice shall include the number of hours, days, or weeks that will be counted against the employee's FMLA/CFRA entitlement. If it is not possible to provide that number at the time of the designation notice, notification shall be provided of the amount of leave counted against the employee's entitlement upon request by the employee and at least once in every 30-day period if leave was taken in that period. (29 CFR 825.300)

6. If the district requires paid leave to be used during an otherwise unpaid family care and medical leave, the notice shall so specify. If the district requires an employee to present a release to return to work certification that addresses the employee's ability to perform the essential functions of the job, the notice shall also specify that requirement. (2 CCR 11091, 11097; 29 CFR 825.300)

Any time the information provided in the designation notice changes, the Superintendent or designee shall,

within five business days, provide the employee with written notice referencing the prior notice and describing any changes to the notice. (29 CFR 825.300)

Records

The Superintendent or designee shall maintain records pertaining to an individual employee's use of FMLA or CFRA leave or PDL in accordance with law. (Government Code 12946; 29 USC 2616; 42 USC 2000ff-1; 29 CFR 825.500)

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

State References

2 CCR 11035-11051

2 CCR 11087-11098

Ed. Code 44965

Fam. Code 297-297.5

Fam. Code 300

Gov. Code 12926

Gov. Code 12940

Gov. Code 12945

Gov. Code 12945.1-12945.2

Gov. Code 12945.6

Gov. Code 12946

Description

Unlawful sex discrimination: pregnancy, childbirth and related medical conditions -

<https://simbli.eboardsofjudicialbranch.com/SU/GpUsgYNhBpUjs6hJmWMyAuhwJw==>

California Family Rights Act -

<https://simbli.eboardsofjudicialbranch.com/SU/abM0slshHCKrMbGbopUjsCdDiPg==>

Granting of leaves of absence for pregnancy and childbirth

Rights, protections, benefits under the law; registered domestic partners

Definition of marriage

Definitions

Unlawful discriminatory employment practices

Unlawful discrimination based on pregnancy, childbirth, or related medical conditions

California Family Rights Act

Parental leave

Fair employment and Housing Act: discrimination prohibited

Federal References

1 USC 7

29 CFR 825.100-825.702

29 USC 2601-2654

42 USC 2000ff-2000ff-11

Description

Definition of marriage and spouse -

<https://simbli.eboardsofjudicialbranch.com/SU/zna14bZkEoCQ5JLKxeKqGw==>

Family and Medical Leave Act of 1993

Family Care and Medical Leave Act

Genetic Information Nondiscrimination Act of 2008

Management Resources References

Court Decision

Court Decision

Court Decision

U.S. Department of Labor Publication

Website

Website

Description

Faust v. California Portland Cement Company, (2007) 150 Cal.App.4th 864

Tellis v. Alaska Airlines, (9th Cir., 2005) 414 F.3d 1045

United States v. Windsor, (2013) 699 F.3d 169

Military Family Leave Provisions of the FMLA Frequently Asked Questions and Answers

U.S. Department of Labor, FMLA -

<https://simbli.eboardsofjudicialbranch.com/SU/gTctHyc7Ra9nNTUgNmxAhw==>

California Department of Fair Employment and Housing -

<https://simbli.eboardsofjudicialbranch.com/SU/RRvNseNogmInMLy18K40jw==>

0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsojutions.com/SU/rplusp_usaBQeAE4bUpZiBFBO9dQ==
0470	COVID-19 Mitigation Plan - https://simbli.eboardsojutions.com/SU/UonRXG6LPiZi7EgvplusqAd8g==
1113	District And School Web Sites - https://simbli.eboardsojutions.com/SU/tuHL5JjVCCjJcBx3RI3Hfw==
1113	District And School Web Sites - https://simbli.eboardsojutions.com/SU/ZEoW4ZKHcT3nfqLxRTR1fw==
1113-E(l)	District And School Web Sites - https://simbli.eboardsojutions.com/SU/i5TLslsh83D1np_usoytHT_ pM6ew==
2121	Superintendent's Contract - https://simbli.eboardsojutions.com/SU/fcslsh1ixO2EdCt2pz2NabYqA==
4030	Nondiscrimination In Employment - https://simbli.eboardsojutions.com/SU/z8saAb1i9vjlsishyJNjIXOrA==
4030	Nondiscrimination In Employment - https://simbli.eboardsojutions.com/SU/vx943OTXDnJq9P0DHTi_ pg==
4032	Reasonable Accommodation - https://simbli.eboardsojutions.com/SU/DZueYkp_ usHoNslsh53DXisishi6mLw==
4033	Lactation Accommodation - https://simbli.eboardsojutions.com/SU/mBwCbA6CkbzZwslshCYfb2JvQ==
4112.2	Certification - https://simbli.eboardsojutions.com/SU/NtHKleuKt9J8bge0adj3gg==
4112.2	Certification - https://simbli.eboardsojutions.com/SU/tUslshewyAvQp_ useaA5VjOFaFlw==
4112.4	Health Examinations - https://simbli.eboardsojutions.com/SU/slLMslshxL_ pYOPYoMMU2U7w==
4112.42	Drug And Alcohol Testing For School Bus Drivers - https://simbli.eboardsojutions.com/SU/slshnzMWdvaZpZNpZp_ usEf8_ LQ==
4112.42	Drug And Alcohol Testing For School Bus Drivers - https://simbli.eboardsojutions.com/SU/plusx1slshGxTJQKJXLOKryP8gp_ usg==
4112.9	Employee Notifications - https://simbli.eboardsojutions.com/SU/lzO_ qslshnwrcwp_ usn8Lp_ usKslshvswf==
4112.9-E PDF(1)	Employee Notifications - https://simbli.eboardsojutions.com/SU/BjEd40hv6bJfiro_ KsHpQQ==
4113.4	Temporary Modified/Light-Duty Assignment - https://simbli.eboardsojutions.com/SU/slshxtjrQ1xiXTp_ us25crk5NJUg==
4117.3	Personnel Reduction - https://simbli.eboardsojutions.com/SU/42Hj6RreDPO0Nvlww41j4g==
4141	Collective Bargaining Agreement - https://simbli.eboardsojutions.com/SU/wSbp_ usNslshzmwtp8Du1J7fxoGg==
4154	Health And Welfare Benefits - https://simbli.eboardsojutions.com/SU/8w7jXCSa7Dmj2OhsA1O4mg==
4154	Health And Welfare Benefits - https://simbli.eboardsojutions.com/SU/bUKajshf9NH4tnZ_ putk7g==
4161	Leaves - https://simbli.eboardsojutions.com/SU/EEXMgObslshqslshiKqtJJUX7v5g==
4161	Leaves - https://simbli.eboardsojutions.com/SU/1j87G85jaeaw3FbkyNX3fw==
4161.1	Personal Illness/Injury Leave - https://simbli.eboardsojutions.com/SU/wmtZ2H4oDc4HcrB9slshN1zcw==

4161.2	Personal Leaves - https://simbli.eboardsoptions.com/SU/Kzco4u58yip_us7nknYGxazpw==
4161.9	Catastrophic Leave Program - https://simbli.eboardsoptions.com/SU/BTEFJvZiOBp_us6SWmBBKtR6w==
4161.9	Catastrophic Leave Program - https://simbli.eboardsoptions.com/SU/wpNf7h_kpJRy32hChSplus3g==
4212.4	Health Examinations - https://simbli.eboardsoptions.com/SU/RQiw5kZ_cOmqqEEHCuVAIA==
4212.42	Drug And Alcohol Testing For School Bus Drivers - https://simbli.eboardsoptions.com/SU/QgTxWzNHPacaieY2R44UQ==
4212.42	Drug And Alcohol Testing For School Bus Drivers - https://simbli.eboardsoptions.com/SU/vRslshvw9XAfld9jXuR4KOLkg==
4212.9	Employee Notifications - https://simbli.eboardsoptions.com/SU/mHaW9EbnocL5Pl6rr10dMw==
4212.9-E PDF(1)	Employee Notifications - https://simbli.eboardsoptions.com/SU/U68jKBBwiztUHegltPjM0w==
4213.4	Temporary Modified/Light-Duty Assignment - https://simbli.eboardsoptions.com/SU/EJKpCtBBQ0p_usCkHrwgQkplus8w==
4217.3	Layoff/Rehire - https://simbli.eboardsoptions.com/SU/sq9gotNKC5av6iep_usWoePKA==
4241	Collective Bargaining Agreement - https://simbli.eboardsoptions.com/SU/Hi_pt0mq6toKw0vAGRcktA==
4254	Health And Welfare Benefits - https://simbli.eboardsoptions.com/SU/A1ITc070p_usq5qXGSvtT8tew==
4254	Health And Welfare Benefits - https://simbli.eboardsoptions.com/SU/4MRmnj4J0iqDWVDL3OkzA==
4259	Employee Assistance Programs - https://simbli.eboardsoptions.com/SU/fRGxOc7Yplus8ZsrZ44_plusJCUQ==
4261	Leaves - https://simbli.eboardsoptions.com/SU/NEon3h0paWxSWoNITTqbmA==
4261	Leaves - https://simbli.eboardsoptions.com/SU/cns2ox14MXb4vgIRIm84fA==
4261.1	Personal Illness/Injury Leave - https://simbli.eboardsoptions.com/SU/7_jGWMkFdeFkQBbHk7qxzig==
4261.2	Personal Leaves - https://simbli.eboardsoptions.com/SU/plusoUkP9So5AiiHJbMKt2vPQ==
4261.9	Catastrophic Leave Program - https://simbli.eboardsoptions.com/SU/XaDfarslshi31XF2rlnR8Mq0Q==
4261.9	Catastrophic Leave Program - https://simbli.eboardsoptions.com/SU/qCplusa1C9mz1xTAweVcBslshpQg==
4312.4	Health Examinations - https://simbli.eboardsoptions.com/SU/obiSk8rTaSgKJ7TuV2j8Xw==
4312.42	Drug And Alcohol Testing For School Bus Drivers - https://simbli.eboardsoptions.com/SU/CgnDx1BIZbUtFWHVgyEOgA==
4312.42	Drug And Alcohol Testing For School Bus Drivers - https://simbli.eboardsoptions.com/SU/GVplusn4gQA3_kplus4knVTn0OUw==
4312.9	Employee Notifications - https://simbli.eboardsoptions.com/SU/CqOQlb4XnDnSONdYu7jm2Q==
4312.9-E PDF(1)	Employee Notifications - https://simbli.eboardsoptions.com/SU/Lslshgs_lshO92fRVoPUpuUergz7w==
4313.4	Temporary Modified/Light-Duty Assignment - https://simbli.eboardsoptions.com/SU/h5utOK43t9JhsHtXAGV7Gg==

4354	Health And Welfare Benefits - https://simbli.eboardsoptions.com/SU/6BM2yTUYAw67Fp_u\$FDpsplus_NA==
4354	Health And Welfare Benefits - https://simbli.eboardsoptions.com/SU/rplasmwwksFJs_jufmMFbAX0vQ==
4359	Employee Assistance Programs - https://simbli.eboardsoptions.com/SU/TKcq760n9RZaplusNRYWW1VUQ==
4361	Leaves - https://simbli.eboardsoptions.com/SU/37Bp9HjmWAwCtBvKgLwUOQ==
4361	Leaves - https://simbli.eboardsoptions.com/SU/m93RQnCPLYUeeeBo4hULBQ==
4361.1	Personal Illness/Injury Leave - https://simbli.eboardsoptions.com/SU/VCSQ7zJplus5y1nFHLGslshr15oA==
4361.2	Personal Leaves - https://simbli.eboardsoptions.com/SU/TKNlItBccHR4p_µsREe5i0rA==
4361.9	Catastrophic Leave Program - https://simbli.eboardsoptions.com/SU/cX8w9EvJ4JHXiwxYWyQ4qA==
4361.9	Catastrophic Leave Program - https://simbli.eboardsoptions.com/SU/la3YVHip_µsFMTKp_µs4EgUYZ3ow==

Regulation 4361.8: Family Care And Medical Leave

Status: ADOPTED

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The district shall not deny any eligible employee the right to family care or medical leave pursuant to the Family and Medical Leave Act (FMLA) or the California Family Rights Act (CFRA), or to Pregnancy Disability Leave (PDL), when an employee is disabled by a pregnancy, childbirth, or related medical condition. The district shall not interfere with, restrain, or deny the exercise of an employee's right to any such leave, nor shall the district discharge, discriminate against, or retaliate against an employee for taking such leave, opposing or challenging an unlawful employment practice in relation to any of these laws, or being involved in any related inquiry or proceeding. (Government Code 12945, 12945.2; 2 CCR 11094; 29 USC 2615)

Definitions

The words and phrases defined below shall have the same meaning throughout this administrative regulation except where a different meaning is otherwise specified.

Child means a biological, adopted, or foster child; a stepchild; a legal ward; or a person to whom the employee stands in loco parentis. For purposes of CFRA leave, child also includes a child of a registered domestic partner. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611)

Eligible employee, for FMLA and CFRA purposes, means an employee who has been employed with the district for at least 12 months and who has at least 1,250 hours of service with the district during the 12 months immediately preceding the leave. However, these requirements shall not apply when an employee applies for PDL. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611; 29 CFR 825.110)

Eligible family member means an employee's child, parent, or spouse. For purposes of leave to care for a family member with a serious health condition pursuant to CFRA, eligible family member includes an employee's child, parent, parent-in-law, spouse, registered domestic partner, grandparent, grandchild, or sibling. (Government Code 12945.2; 2 CCR 11087; 29 USC 2612)

Employee disabled by pregnancy means an employee whose health care provider states that the employee is: (2 CCR 11035)

1. Unable because of pregnancy to perform any one or more of the essential functions of the job or to perform any of them without undue risk to the employee or other persons or to the pregnancy's successful completion
2. Suffering from severe "morning sickness" or needs to take time off for prenatal or postnatal care, bed rest, gestational diabetes, pregnancy-induced hypertension, preeclampsia, postpartum depression, childbirth, loss or end of pregnancy, recovery from childbirth or loss or end of pregnancy, or any other pregnancy-related condition

Parent means a biological, foster, or adoptive parent; a parent-in-law; a stepparent; a legal guardian; or another person who stood in loco parentis to the employee when the employee was a child. However, for FMLA purposes, parent does not include a spouse's parents. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611; 29 CFR 825.122)

Serious health condition means an illness, injury (including, but not limited to, on-the-job injuries), impairment, or physical or mental condition of the employee or an eligible family member of the employee that involves either inpatient care or continuing treatment, including treatment for substance abuse, as follows: (Government Code 12945.2; 2 CCR 11087, 11097; 29 USC 2611, 2612; 29 CFR 825.113-825.115)

1. Inpatient care in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity

A person is considered an inpatient when formally admitted to a health care facility with the expectation of remaining overnight and occupying a bed, even if it later develops that the person can be discharged or transferred to another facility and does not actually remain overnight.

health condition, its treatment, or the recovery that it requires.

2. Continuing treatment or continuing supervision by a health care provider, including one or more of the following:
 - a. A period of incapacity of more than three consecutive full days
 - b. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition
 - c. Any period of incapacity due to pregnancy or for prenatal care under FMLA
 - d. Any period of incapacity which is permanent or long term due to a condition for which treatment may not be effective
 - e. Any period of absence to receive multiple treatments, including recovery, by a health care provider

Spouse means a partner in marriage as defined in Family Code 300, including same sex partners in marriage. For purposes of CFRA leave, spouse also includes a registered domestic partner within the meaning of Family Code 297-297.5. (Family Code 297, 297.5, 300; 2 CCR 11087; 29 CFR 825.122)

Eligibility/Purposes of Leave

The district shall grant FMLA or CFRA leave to eligible employees for any of the following reasons: (Government Code 12945.2; 29 USC 2612; 29 CFR 825.112, 825.126, 825.127)

1. The birth of a child of the employee or placement of a child with the employee in connection with the employee's adoption or foster care of the child (parental leave)
2. The care of an eligible family member with a serious health condition
3. The employee's own serious health condition that makes the employee unable to perform the job functions of the position
4. A qualifying exigency arising out of the fact that the employee's spouse, child, parent, or, for CFRA leave only, a registered domestic partner, is a military member on covered active duty or call to covered active duty (or has been notified of an impending call or order to covered active duty)
5. The care of a covered servicemember with a serious injury or illness when the employee is a spouse, child, parent, or next of kin of the covered servicemember

In addition, the district shall grant PDL to any employee who is disabled by pregnancy, childbirth, or other related medical condition. (Government Code 12945; 2 CCR 11037)

Terms of Leave

An eligible employee shall be entitled to a total of 12 work weeks of FMLA or CFRA leave during any 12-month period, except in the case of leave to care for a covered servicemember as provided under "Military Caregiver Leave" below. To the extent allowed by law, CFRA and FMLA leaves shall run concurrently. (Government Code 12945.2; 29 USC 2612)

The 12-month period shall be measured forward from the date the employee's first family care and medical leave begins. (29 CFR 825.200)

In addition, any employee who is disabled by pregnancy, childbirth, or other related condition shall be entitled to PDL for the period of the disability not to exceed four months. For a part-time employee, the four months shall be calculated on a proportional basis. (Government Code 12945; 2 CCR 11042)

PDL shall run concurrently with FMLA leave for disability caused by an employee's pregnancy. At the end of the employee's FMLA leave for disability caused by pregnancy, or at the end of four months of PDL, whichever occurs first, a CFRA-eligible employee may request to take CFRA leave of up to 12 work weeks, for the reason of the birth of a child or to bond with or care for the child. (Government Code 12945, 12945.2; 2 CCR 11046, 11093)

Leave taken for the birth or placement of a child must be concluded within the 12-month period beginning on the date of the birth or placement of the child. Such leave does not need to be taken in one continuous period of time. (2 CCR 11090; 29 USC 2612)

Each eligible employee shall be granted up to 12 work weeks for family care and medical leave related to the birth or placement of a child, regardless of whether both parents of the child work for the district.

Use/Substitution of Paid Leave

During any otherwise unpaid period of FMLA or CFRA leave, except leave for an employee's own serious health condition, an employee shall use accrued paid leave, including, but not limited to, vacation leave, personal leave, or family leave. If the leave is for the employee's own serious health condition, the employee shall use accrued paid leave, including but not limited to, vacation leave, personal leave, or sick leave. During an unpaid period of PDL, the employee shall use any accrued sick leave and may elect to use any vacation time or other accrued personal time off. (Government Code 12945, 12945.2; 2 CCR 11044, 11092; 29 USC 2612)

The district and employee may also come to agreement regarding the use of any additional paid or unpaid time off instead of using the employee's CFRA leave. (2 CCR 11092)

Intermittent Leave/Reduced Work or Leave Schedule

PDL and family care and medical leave for the serious health condition of an employee or eligible family member may be taken intermittently or on a reduced work or leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition. However, the district shall limit leave increments to the shortest period of time that the district's payroll system uses to account for absences or use of leave provided it is not to be greater than one hour. (Government Code 12945.2; 2 CCR 11042, 11090; 29 USC 2612)

The basic minimum duration of leave for the birth, adoption, or foster care placement of a child shall be two weeks. However, the district shall grant a request for such leave of less than two weeks on any two occasions. (2 CCR 11090; 29 USC 2612)

The district may require an employee to transfer temporarily to an available alternative position under any of the following circumstances: (2 CCR 11041, 11090; 29 USC 2612)

1. The employee needs intermittent leave or leave on a reduced work schedule that is foreseeable based on a planned medical treatment for the employee or family member.
2. A medical certification is provided by the employee's health care provider that, because of pregnancy, the employee has a medical need to take intermittent leave or leave on a reduced work schedule.

3. The district agrees to permit intermittent leave or leave on a reduced work schedule due to the birth, adoption, or foster care placement of the employee's child.

The alternative position must have equivalent pay and benefits and must better accommodate recurring periods of leave than the employee's regular job, and the employee must be qualified for the position. Transfer to an alternative position may include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work or leave schedule. (2 CCR 11041, 11090; 29 USC 2612)

Request for Leave

The district shall consider an employee's request for PDL or family care and medical leave only if the employee provides at least verbal notice sufficient to make the district aware of the need to take the leave and the anticipated timing and duration of the leave. (2 CCR 11050, 11091)

For family care and medical leave, the employee need not expressly assert or mention FMLA/CFRA to satisfy this requirement. However, the employee must state the reason the leave is needed (e.g., birth of child, medical treatment). If more information is necessary to determine whether the employee is eligible for family care and medical leave, the Superintendent or designee shall inquire further and obtain the necessary details of the leave to be taken. (2 CCR 11091)

The district shall respond to requests for leave as soon as practicable, but no later than five business days after receiving the employee's request. (2 CCR 11091)

Based on the information provided by the employee, the Superintendent or designee shall designate the leave, paid or unpaid, as FMLA/CFRA qualifying leave and shall give notice of such designation to the employee. Failure of an employee to respond to permissible inquiries regarding the leave request may result in denial of CFRA protection if the district is unable to determine whether the leave is CFRA qualifying. (2 CCR 11091; 29 CFR 825.300)

When an employee is able to foresee the need for PDL or family care and medical leave at least 30 days in advance of the leave, the employee shall provide the district with at least 30 days advance notice before the leave. When the 30 days' notice is not practicable because of a lack of knowledge of when leave will be required to begin, a change in circumstances, a medical emergency, or other good cause, the employee shall provide the district with notice as soon as practicable. Failure of an employee to provide required notice may result in a denial of leave. (2 CCR 11050, 11091)

In all instances, the employee shall consult with the Superintendent or designee and make a reasonable effort to schedule, subject to the health care provider's approval, any planned appointment or medical treatment or supervision so as to minimize disruption to district operations. (Government Code 12945.2; 2 CCR 11050, 11091)

Certification of Health Condition

Within five business days of an employee's request for family care and medical leave for the serious health condition of the employee or an eligible family member, the Superintendent or designee shall request that the employee provide certification by a health care provider of the need for leave. Upon receiving the district's request, the employee shall provide the certification within 15 calendar days, unless either the Superintendent or designee provides additional time or it is not practicable under the particular circumstances, despite the employee's diligent, good faith efforts. (2 CCR 11087, 11091; 29 CFR 825.305)

The certification shall include the following: (Government Code 12945.2; 2 CCR 11087; 29 USC 2613)

1. The date on which the serious health condition began
2. The probable duration of the condition
3. If the employee is requesting leave to care for an eligible family member with a serious health condition, both of the following:

- a. Statement that the serious health condition warrants the participation of the employee to provide care, such as by providing psychological comfort, arranging for third party care, or directly providing or participating in the medical care of the eligible family member during a period of the treatment or supervision
 - b. Estimated amount of time the health care provider believes the employee needs to care for the eligible family member
- 4. If the employee is requesting leave because of the employee's own serious health condition, a statement that due to the serious health condition, the employee is unable to work at all or is unable to perform one or more essential job functions of the position
- 5. If the employee is requesting leave for intermittent treatment or on a reduced work or leave schedule for planned medical treatment, a statement of the medical necessity for the leave, the dates on which treatment is expected to be given, the duration of such treatment, and the expected duration of the leave

The Superintendent or designee shall not request any genetic information related to an employee except as authorized by law in accordance with the California Genetic Information Nondiscrimination Act of 2011. (Government Code 12940)

When an employee has provided sufficient medical certification to enable the district to determine whether the employee's leave request is FMLA/CFRA-eligible, the Superintendent or designee shall notify the employee within five business days whether the leave is FMLA/CFRA-eligible. The Superintendent or designee may also retroactively designate leave as FMLA/CFRA leave as long as appropriate notice is given to the employee and there is no harm or injury to the employee. (2 CCR 11091; 29 CFR 825.301)

If the Superintendent or designee has a good faith objective reason to doubt the validity of a certification that accompanies a request for leave for the employee's own serious health condition, the Superintendent or designee may require the employee to obtain a second opinion from a district-approved health care provider, at district expense. If the second opinion is contrary to the first, the Superintendent or designee may require the employee to obtain a third medical opinion from a third health care provider approved by both the employee and the district, again at district expense. The opinion of the third health care provider shall be final and binding. (Government Code 12945.2; 2 CCR 11091; 29 USC 2613)

Certification for PDL

The Superintendent or designee shall request that an employee who is requesting PDL provide certification by a health care provider of the need for leave at the time the employee gives notice of the need for PDL, or within two business days of giving the notice. If the need for PDL is unforeseen, the Superintendent or designee shall request the medical certification within two business days after the leave commences. The Superintendent or designee may request certification at some later date if the Superintendent or designee has reason to question the appropriateness of the leave or its duration. (2 CCR 11050)

For PDL that is foreseeable and for which at least 30 days' notice has been given, the employee shall provide the medical certification before the leave begins. When this is not practicable, the employee shall provide the certification within the time frame specified by the Superintendent or designee which must be at least 15 calendar days after the request, unless it is not practicable under the particular circumstances despite the employee's diligent, good faith efforts. (2 CCR 11050)

Medical certification for PDL purposes shall include a statement that the employee needs to take the leave because the employee is disabled by pregnancy, childbirth, or a related medical condition, the date on which the employee became disabled because of pregnancy, and the estimated duration of the leave. (2 CCR 11050)

If additional PDL or family care and medical leave is needed when the time estimated by the health care provider expires, the district may require the employee to provide recertification in the manner specified for the leave. (Government Code 12945.2; 2 CCR 11050; 29 USC 2613)

Release to Return to Work

Upon expiration of an employee's PDL or family care and medical leave taken for the employee's own serious health condition, the employee shall present certification from the health care provider of the employee's ability to resume work. The certification shall address the employee's ability to perform the essential job functions of the position.

Rights to Reinstatement

Upon granting an employee's request for PDL or FMLA/CFRA leave, the Superintendent or designee shall guarantee to reinstate the employee in the same or a comparable position when the leave ends. (Government Code 12945.2; 2 CCR 11043, 11089; 29 USC 2614)

The district may refuse to reinstate an employee to the same or a comparable position if the FMLA/CFRA leave was fraudulently obtained by the employee. (2 CCR 11089; 29 CFR 825.216)

The district may refuse to reinstate an employee to the same position after taking PDL if, at the time the reinstatement is requested, the employee would not otherwise have been employed in that position for legitimate business reasons unrelated to the employee's PDL. (2 CCR 11043)

Maintenance of Benefits/Failure to Return from Leave

During the period when an employee is on PDL or family care and medical leave, the employee shall maintain employee status with the district and the leave shall not constitute a break in service for purposes of longevity, seniority under any collective bargaining agreement, or any employee benefit plan. (Government Code 12945.2; 2 CCR 11092; 29 USC 2614)

For up to a maximum of four months for PDL and 12 work weeks for other family care and medical leave, the district shall continue to provide an eligible employee the group health plan coverage that was in place before the employee took the leave. The employee shall reimburse the district for premiums paid during the leave if the employee fails to return to district employment after the expiration of all available leaves and the failure is for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the employee's control. (Government Code 12945.2; 2 CCR 11044, 11092; 29 USC 2614; 29 CFR 825.213)

In addition, during the period when an employee is on PDL or family care and medical leave, the employee shall be entitled to continue to participate in other employee benefit plans including life insurance, short-term or long-term disability insurance, accident insurance, pension and retirement plans, and supplemental unemployment benefit plans to the same extent and under the same conditions as would apply to an unpaid leave taken for any other purpose.

However, for purposes of pension and retirement plans, the district shall not make plan payments for an employee during any unpaid portion of the leave period and the leave period shall not be counted for purposes of time accrued under the plan. (Government Code 12945.2; 2 CCR 11044, 11092)

Military Family Leave Resulting from Qualifying Exigencies

An eligible employee may take up to 12 work weeks of unpaid FMLA/CFRA leave, during each 12-month period established by the district in the section entitled "Terms of Leave" above, for one or more qualifying exigencies while the employee's child, parent, spouse, or, for purposes of CFRA leave, registered domestic partner, who is a military member is on covered active duty or on call to covered active duty status. (Government Code 12945.2; 29 USC 2612; 29 CFR 825.126)

Covered *active duty* means, for members of the Regular Armed forces, duty during the deployment of a member of the regular Armed Forces to a foreign country or, for members of the Reserve components of the Armed forces, duty during the deployment of a member of the National Guard or Reserves to a foreign country under a call or an order to active duty in support of a contingency operation pursuant to law. Deployment to a foreign county includes deployment to international waters. (29 USC 2611; 29 CFR 825.126)

Qualifying exigencies include time needed to: (29 CFR 825.126)

1. Address issues arising from short notice deployment of up to seven calendar days from the date of receipt of call or order of short notice deployment

to the covered active duty or call to covered active duty status

3. Arrange child care or attend school activities arising from the covered active duty or call to covered active duty, such as arranging for alternative child care, enrolling or transferring a child to a new school, or attending meetings
4. Make or update financial and legal arrangements to address a military member's absence
5. Attend counseling provided by someone other than a health care provider
6. Spend time (up to 15 calendar days of leave per instance) with a military member who is on short-term, temporary, rest and recuperation leave during deployment
7. Attend to certain post-deployment activities, such as arrival ceremonies or reintegration briefings
8. Care for a military member's parent who is incapable of self-care when the care is necessitated by the military member's covered active duty
9. Address any other event that the employee and district agree is a qualifying exigency

The employee shall provide the Superintendent or designee with notice of the need for the qualifying exigency leave as soon as practicable, regardless of how far in advance such leave is foreseeable. (29 CFR 825.302)

An employee who is requesting leave for qualifying exigencies shall provide the Superintendent or designee with a copy of the military member's active duty orders, or other documentation issued by the military, and the dates of the service. In addition, the employee shall provide the Superintendent or designee with certification of the qualifying exigency necessitating the leave. The certification shall contain the information specified in 29 CFR 825.309.

The employee's qualifying exigency leave may be taken on an intermittent or reduced work or leave schedule basis. (29 CFR 825.302)

During the period of qualified exigency leave, the district's rule regarding an employee's use of accrued vacation leave and any other accrued paid or unpaid time off, as specified in the section "Use/Substitution of Paid Leave" above, shall apply.

Military Caregiver Leave

The district shall grant an eligible employee up to a total of 26 work weeks of leave during a single 12-month period, measured forward from the first date the leave is taken, to care for a covered servicemember with a serious illness or injury. In order to be eligible for such military caregiver leave, the employee must be the spouse, child, parent, or next of kin of the covered servicemember. This 26-week period is inclusive of the 12 work weeks of leave that may be taken for other FMLA qualifying reasons. (29 USC 2611, 2612; 29 CFR 825.127)

Covered servicemember may be: (29 CFR 825.127)

1. A current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list for a serious injury or illness
2. A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran

Child of a covered servicemember means the covered servicemember's biological, adopted, or foster child, stepchild, legal ward, or child for whom the covered servicemember stood in loco parentis, and who is of any age. (29 CFR 825.127)

Parent of a covered servicemember means the covered servicemember's biological, adopted, step, or foster parent, or any other individual who stood in loco parentis to the covered servicemember (except "parents in law"). (29 CFR 825.127)

Next of kin means the nearest blood relative to the covered servicemember, other than the spouse, parent, or child, unless designated in writing by the covered servicemember. (29 USC 2611, 2612; 29 CFR 825.127)

Outpatient status means the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients. (29 USC 2611; 29 CFR 825.127)

Serious injury or illness means: (29 USC 2611; 29 CFR 825.127)

1. For a current member of the Armed Forces, an injury or illness incurred by the member in the line of duty on active duty, or that existed before the beginning of the member's active duty and was aggravated by the member's service in the line of duty while on active duty in the Armed Forces, and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.
2. For a veteran, an injury or illness incurred or aggravated by the member's service in the line of duty on active duty in the Armed Forces, including the National Guard or Reserves, that manifested itself before or after the member became a veteran and that is at least one of the following:
 - a. A continuation of a serious injury or illness incurred or aggravated while the veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating
 - b. A physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs (VA) Service-Related Disability Rating of 50 percent or greater, based wholly or partly on that physical or mental condition
 - c. A physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of one or more disabilities related to the servicemember's military service or that would do so but for treatment received by the veteran
 - d. An injury, including a psychological injury, on the basis of which the veteran has been enrolled in the VA's Program of Comprehensive Assistance for Family Caregivers

The employee shall provide reasonable and practicable notice of the need for the leave in accordance with the procedures in the section entitled "Request for Leave" above.

An employee requesting leave to care for a covered servicemember with a serious injury or illness shall provide the Superintendent or designee with certification from an authorized health care provider of the servicemember that contains the information specified in 29 CFR 825.310.

The leave may be taken intermittently or on a reduced work or leave schedule when medically necessary. An employee taking military caregiver leave in combination with other family care and medical leaves pursuant to this administrative regulation shall be entitled to a combined total of 26 work weeks of leave during a single 12-month period. When both spouses work for the district and both wish to take such leave, the spouses are limited to a maximum combined total of 26 work weeks during a single 12-month period. (29 USC 2612)

During the period of military caregiver leave, the district's rule regarding an employee's use of accrued vacation leave and other accrued paid or unpaid time off, as specified in the section "Use/Substitution of Paid Leave" above, shall apply.

Notifications

The Superintendent or designee shall provide the following notifications regarding state and federal law related to PDL or FMLA/CFRA leave:

1. General Notice: Information explaining the provisions of the Fair Employment and Housing Act/PDL and FMLA/CFRA and employees' rights and obligations shall be posted in a conspicuous place on district premises, or electronically, and shall be included in employee handbooks. (2 CCR 11049, 11095; 29 USC 2619)
2. The general notice shall also explain an employee's obligation to provide the Superintendent or designee with at least 30 days' notice of the need for the requested leave, when the need is reasonably foreseeable at least 30 days prior to the start of the leave. (2 CCR 11049, 11050, 11091)
3. Eligibility Notice: When an employee requests leave, including PDL, or when the Superintendent or designee acquires knowledge that an employee's leave may be for an FMLA/CFRA qualifying reason, the Superintendent or designee shall, within five business days, provide notification to the employee of eligibility to take such leave. (2 CCR 11049, 11091; 29 CFR 825.300)
4. Rights and Responsibilities Notice: Each time the eligibility notice is provided to an employee, the Superintendent or designee shall provide written notification explaining the specific expectations and obligations of the employee, including any consequences for a failure to meet those obligations. Such notice shall include, as applicable: (29 CFR 825.300)
 - a. A statement that the leave may be designated and counted against the employee's annual FMLA/CFRA leave entitlement and the appropriate 12-month entitlement period, if qualifying
 - b. Any requirements for the employee to furnish medical certification of a serious health condition, serious injury or illness, or qualifying exigency arising out of active duty or call to active duty status and the consequences of failing to provide the certification
 - c. The employee's right to use paid leave, whether the district will require use of paid leave, conditions related to any use of paid leave, and the employee's entitlement to take unpaid leave if the employee does not meet the conditions for paid leave
 - d. Any requirements for the employee to make premium payments necessary to maintain health benefits, the arrangement for making such payments, and the possible consequences of failure to make payments on a timely basis
 - e. The employee's right to maintenance of benefits during the leave and restoration to the same or an equivalent job upon return from leave
 - f. The employee's potential liability for health insurance premiums paid by the district during the employee's unpaid FMLA leave should the employee not return to service after the leave

Any time the information provided in the above notice changes, the Superintendent or designee shall, within five business days of receipt of an employee's first notice of need for leave, provide the employee with a written notice referencing the prior notice and describing any changes to the notice. (29 CFR 825.300)

5. Designation Notice: When the Superintendent or designee has information (e.g., sufficient medical certification) to determine whether the leave qualifies as FMLA/CFRA leave, the Superintendent or designee shall, within five business days, provide written notification designating the leave as FMLA/CFRA qualifying or, if the leave will not be so designated, the reason for that determination. (2 CCR 11091; 29 CFR 825.300)

If the amount of leave needed is known, the notice shall include the number of hours, days, or weeks that will be counted against the employee's FMLA/CFRA entitlement. If it is not possible to provide that number at the time of the designation notice, notification shall be provided of the amount of leave counted against the employee's entitlement upon request by the employee and at least once in every 30-day period if leave was taken in that period. (29 CFR 825.300)

6. If the district requires paid leave to be used during an otherwise unpaid family care and medical leave, the notice shall so specify. If the district requires an employee to present a release to return to work certification that addresses the employee's ability to perform the essential functions of the job, the notice shall also specify that requirement. (2 CCR 11091, 11097; 29 CFR 825.300)

within five business days, provide the employee with written notice referencing the prior notice and describing any changes to the notice. (29 CFR 825.300)

Records

The Superintendent or designee shall maintain records pertaining to an individual employee's use of FMLA or CFRA leave or PDL in accordance with law. (Government Code 12946; 29 USC 2616; 42 USC 2000ff-1; 29 CFR 825.500)

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

State References

2 CCR 11035-11051

2 CCR 11087-11098

Ed. Code 44965

Fam. Code 297-297.5

Fam. Code 300

Gov. Code 12926

Gov. Code 12940

Gov. Code 12945

Gov. Code 12945.1-12945.2

Gov. Code 12945.6

Gov. Code 12946

Description

Unlawful sex discrimination: pregnancy, childbirth and related medical conditions - <https://simbli.eboardsofjudicialbranch.org/SU/Gp4sgYNhBp4ps6h4mWMyAuhwJw==>

California Family Rights Act - <https://simbli.eboardsofjudicialbranch.org/SU/abM0slshHCKrMbGbop4sCdDi4pg==>

Granting of leaves of absence for pregnancy and childbirth

Rights, protections, benefits under the law; registered domestic partners

Definition of marriage

Definitions

Unlawful discriminatory employment practices

Unlawful discrimination based on pregnancy, childbirth, or related medical conditions

California Family Rights Act

Parental leave

Fair employment and Housing Act: discrimination prohibited

Federal References

1 USC 7

29 CFR 825.100-825.702

29 USC 2601-2654

42 USC 2000ff-2000ff-11

Description

Definition of marriage and spouse - <https://simbli.eboardsofjudicialbranch.org/SU/zna4bZkEoCQ54KxeKqGw==>

Family and Medical Leave Act of 1993

Family Care and Medical Leave Act

Genetic Information Nondiscrimination Act of 2008

Management Resources References

Court Decision

Court Decision

Court Decision

U.S. Department of Labor Publication

Website

Website

Description

Faust v. California Portland Cement Company, (2007) 150 Cal.App.4th 864

Tellis v. Alaska Airlines, (9th Cir., 2005) 414 F.3d 1045

United States v. Windsor, (2013) 699 F.3d 169

Military Family Leave Provisions of the FMLA Frequently Asked Questions and Answers

U.S. Department of Labor, FMLA - <https://simbli.eboardsofjudicialbranch.org/SU/gTctHyc7Ra9nNTUgNmxAhw==>

California Department of Fair Employment and Housing - <https://simbli.eboardsofjudicialbranch.org/SU/RRvNseNogm4hMLy8K40jw==>

0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsoptions.com/SU/rplupjusaBQeAE4bUpZiBFBO9dQ==
0470	COVID-19 Mitigation Plan - https://simbli.eboardsoptions.com/SU/UonRXG6LPiZi7EgyplusqAd8g==
1113	District And School Web Sites - https://simbli.eboardsoptions.com/SU/tuHL5JjVCCjJcBx3RI3Hfw==
1113	District And School Web Sites - https://simbli.eboardsoptions.com/SU/ZEoW4ZKHcT3nfqLxRTR1fw==
1113-E(1)	District And School Web Sites - https://simbli.eboardsoptions.com/SU/i5TLslsh83D1npψsoyHTµM6ew==
2121	Superintendent's Contract - https://simbli.eboardsoptions.com/SU/fcslsh1ixO2EdCt2pz2NabYqA==
4030	Nondiscrimination In Employment - https://simbli.eboardsoptions.com/SU/z8saAb1i9vjslshyJNjIXOrA==
4030	Nondiscrimination In Employment - https://simbli.eboardsoptions.com/SU/vx943OTXDnJq9P0DHTiµg==
4032	Reasonable Accommodation - https://simbli.eboardsoptions.com/SU/DZueYkpµsHoNslsh53DXisshi6mLw==
4033	Lactation Accommodation - https://simbli.eboardsoptions.com/SU/mBwCbA6CkbzZwslshCYfb2JvQ==
4112.2	Certification - https://simbli.eboardsoptions.com/SU/NtHKleuKt9J8bge0adj3gg==
4112.2	Certification - https://simbli.eboardsoptions.com/SU/tUslshewyAvQpµseaA5VjOFaFlw==
4112.4	Health Examinations - https://simbli.eboardsoptions.com/SU/slLMslshxLµYOPYoMMU2U7w==
4112.42	Drug And Alcohol Testing For School Bus Drivers - https://simbli.eboardsoptions.com/SU/slshnzMWdvaZpZNpZpµsoEf8µLQ==
4112.42	Drug And Alcohol Testing For School Bus Drivers - https://simbli.eboardsoptions.com/SU/plusx1slshGxTJQKJXLOKrYP8gpµsg==
4112.9	Employee Notifications - https://simbli.eboardsoptions.com/SU/lzOµslshnwrwpµsn8LpµsKslshvsw==
4112.9-E PDF(1)	Employee Notifications - https://simbli.eboardsoptions.com/SU/BjEd40hv6bJfiroKsHpQQ==
4113.4	Temporary Modified/Light-Duty Assignment - https://simbli.eboardsoptions.com/SU/slshxtjrQ1xiXTpµus25crk5NJUg==
4117.3	Personnel Reduction - https://simbli.eboardsoptions.com/SU/42Hj6ReDPO0Nvlww41j4g==
4141	Collective Bargaining Agreement - https://simbli.eboardsoptions.com/SU/wSbpµusNslshzmwtp8Du1J7fxoGg==
4154	Health And Welfare Benefits - https://simbli.eboardsoptions.com/SU/8w7jXCSa7Dmj2OhsA1O4mg==
4154	Health And Welfare Benefits - https://simbli.eboardsoptions.com/SU/bUKajshf9NH4tnZµputk7g==
4161	Leaves - https://simbli.eboardsoptions.com/SU/EEXMgObslshqslshiKqtJJUX7vSg==
4161	Leaves - https://simbli.eboardsoptions.com/SU/1j87G85jaeaw3FbkyNX3fw==
4161.1	Personal Illness/Injury Leave - https://simbli.eboardsoptions.com/SU/wmtZ2H4oDc4HcrB9slshN1zcw==
4161.2	Personal Leaves - https://simbli.eboardsoptions.com/SU/Kzco4u58yipµus7nknYGxazpw==

4161.9	Catastrophic Leave Program - https://simbli.eboardsoptions.com/SU/BTEFJvZiOBp_us6SWmBBKtR6w==
4161.9	Catastrophic Leave Program - https://simbli.eboardsoptions.com/SU/wpNf7h_kpJRY32hChSplu3g==
4212.4	Health Examinations - https://simbli.eboardsoptions.com/SU/RQiw5kZ_pOmkgEEHCuVAlA==
4212.42	Drug And Alcohol Testing For School Bus Drivers - https://simbli.eboardsoptions.com/SU/QgjTxWzNHPacaieY2R44UQ==
4212.42	Drug And Alcohol Testing For School Bus Drivers - https://simbli.eboardsoptions.com/SU/vRslshvW9XAfld9jXuR4KOLkg==
4212.9	Employee Notifications - https://simbli.eboardsoptions.com/SU/mHaW9EbnocL5Pl6rr10dMw==
4212.9-E PDF(1)	Employee Notifications - https://simbli.eboardsoptions.com/SU/U68jKBBwiztUHegltPjM0w==
4213.4	Temporary Modified/Light-Duty Assignment - https://simbli.eboardsoptions.com/SU/EJKpCtBBQ0p_usCkHrwgQkplus8w==
4217.3	Layoff/Rehire - https://simbli.eboardsoptions.com/SU/sq9gotNKCSav6iep_usWoePKA==
4241	Collective Bargaining Agreement - https://simbli.eboardsoptions.com/SU/Hi_idT0mq6toKw0vAGRcktA==
4254	Health And Welfare Benefits - https://simbli.eboardsoptions.com/SU/A1ITc070p_usq5qXGSvT8tew==
4254	Health And Welfare Benefits - https://simbli.eboardsoptions.com/SU/4MRmnj4J0iqDWVDL3OkzA==
4259	Employee Assistance Programs - https://simbli.eboardsoptions.com/SU/fRGxOc7Yplus8ZsrZ44_plusJCUQ==
4261	Leaves - https://simbli.eboardsoptions.com/SU/NEon3h0paWxSWoNITTqbmA==
4261	Leaves - https://simbli.eboardsoptions.com/SU/cns2ox14MXb4vgIRlm84fA==
4261.1	Personal Illness/Injury Leave - https://simbli.eboardsoptions.com/SU/7_gWMkFdeFkQBbHk7qzxig==
4261.2	Personal Leaves - https://simbli.eboardsoptions.com/SU/plusoUkP9So5AliHJbMKt2vPQ==
4261.9	Catastrophic Leave Program - https://simbli.eboardsoptions.com/SU/XaDfarslshi31XF2rlnR8Mq0Q==
4261.9	Catastrophic Leave Program - https://simbli.eboardsoptions.com/SU/qCplusa1C9mz1xTAweVcBslshpQg=
4312.4	Health Examinations - https://simbli.eboardsoptions.com/SU/obiSk8rTaSgKJ7TuV2j8Xw==
4312.42	Drug And Alcohol Testing For School Bus Drivers - https://simbli.eboardsoptions.com/SU/CgnDx1BIzBtUfFWHVgyEOgA==
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4312.9	Employee Notifications - https://simbli.eboardsoptions.com/SU/CqOQlb4XnDnSONdYu7jm2Q==
4312.9-E PDF(1)	Employee Notifications - https://simbli.eboardsoptions.com/SU/Lslshgs_lshO92fRVOPUpuUergz7w==
4313.4	Temporary Modified/Light-Duty Assignment - https://simbli.eboardsoptions.com/SU/h5utOK43t9JhsHtXAGV7Gg==

4354	Health And Welfare Benefits - https://simbli.eboardsoptions.com/SU/6BM2yTUYAw67Fp_u\$FDpsplus_NA==
4354	Health And Welfare Benefits - https://simbli.eboardsoptions.com/SU/rplusmwwksFJs_ufmMFbAX0vQ==
4359	Employee Assistance Programs - https://simbli.eboardsoptions.com/SU/TKcq760n9RZaplusNRYWW1VUQ==
4361	Leaves - https://simbli.eboardsoptions.com/SU/37Bp9HjmWAwCtBvKgLwUOQ==
4361	Leaves - https://simbli.eboardsoptions.com/SU/m93RQnCPLYUeeeBo4hULBQ==
4361.1	Personal Illness/Injury Leave - https://simbli.eboardsoptions.com/SU/VCSQ7zJplus5y1nFHLGslshr15oA==
4361.2	Personal Leaves - https://simbli.eboardsoptions.com/SU/TDKNIltBccHR4p_usREe5i0rA==
4361.9	Catastrophic Leave Program - https://simbli.eboardsoptions.com/SU/cX8w9EvJ4JHXiwYWyQ4qA==
4361.9	Catastrophic Leave Program - https://simbli.eboardsoptions.com/SU/la3YVHip_#sFMTKp_us4EgUYZ3ow==

Regulation 6173.1: Education For Foster Youth

Status: ADOPTED

Original Adopted Date: 06/01/2022 | Last Reviewed Date: 06/01/2022

Definitions

Foster youth, foster child, or student in foster care means any of the following: (Education Code 42238.01, 48853.5)

1. A child who is the subject of a petition filed pursuant to Welfare and Institutions Code 300, whether or not the child has been removed from the child's home by the juvenile court pursuant to Welfare and Institutions Code 319 or 361.
2. A child who is the subject of a petition filed pursuant to Welfare and Institutions Code 602, has been removed from the child's home by the juvenile court pursuant to Welfare and Institutions Code 727, and is in foster care as defined by Welfare and Institutions Code 727.4(d).
3. A nonminor who is under the transition jurisdiction of a juvenile court, as described in Welfare and Institutions Code 450, and satisfies the criteria specified in Education Code 42238.01.
4. A dependent child of the court of an Indian tribe, consortium of tribes, or tribal organization who is the subject of a petition filed in the tribal court pursuant to the court's jurisdiction in accordance with the tribe's law
5. A child who is the subject of a voluntary placement agreement, as defined in Welfare and Institutions Code 11400

Person holding the right to make educational decisions means a responsible adult appointed by a court pursuant to Welfare and Institutions Code 361 or 726.

School of origin means the school that the foster youth attended when permanently housed or the school in which the foster youth was last enrolled. If the school the foster youth attended when permanently housed is different from the school in which the foster youth was last enrolled, or if there is another school that the foster youth attended within the preceding 15 months and with which the foster youth is connected, the district liaison for foster youth shall determine, in the best interests of the foster youth, which school shall be deemed the school of origin. This determination shall be made in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the foster youth. (Education Code 48853.5)

Best interests of a foster youth means that, in making educational and school placement decisions for a foster youth, consideration is given to, among other factors, the proximity to the school at the time of placement, appropriateness of the educational setting, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the foster youth's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code 48850, 48853; 20 USC 6311)

District Liaison

The Superintendent designates the following position as the district's liaison for foster youth: (Education Code 48853.5)

Coordinator of Marshall Family Resource Center (MFRC)
2100 J Street
Eureka, CA 95501
(707) 441-2516

The liaison for foster youth shall:

1. Ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of students in foster care (Education Code 48853.5)
2. Ensure proper transfer of credits, records, and grades when students in foster care transfer from one school to another or from one district to another (Education Code 48645.5, 48853.5)

When a student in foster care is enrolling in a district school, the liaison shall contact the school last attended by the student to obtain, within two business days, all academic and other records. When a foster youth is transferring to a new school, the liaison shall provide the student's records to the new school within two business days of receiving the new school's request. (Education Code 48853.5)

3. Notify a foster youth's attorney and the representative of the appropriate county child welfare agency, when required by law for a foster youth who is undergoing any expulsion or other disciplinary proceeding including a manifestation determination for a foster youth who is a student with a disability, prior to a change in the foster youth's placement. (Education Code 48853.5, 48911, 48915.5, 48918.1)
4. As needed, make appropriate referrals to ensure that students in foster care receive necessary special education services and services under Section 504 of the federal Rehabilitation Act of 1973
5. As needed, ensure that students in foster care receive appropriate school-based services, such as counseling and health services, supplemental instruction, and after-school services
6. Develop protocols and procedures for creating awareness for district staff, including principals, school registrars, and attendance clerks, of the requirements for the proper enrollment, placement, and transfer of foster youth
7. Collaborate with the county office of education, county placing agency, county child welfare agency, county probation department, juvenile court, and other appropriate agencies to help coordinate instruction, counseling, tutoring, mentoring vocational training, and other related services for the district's foster youth
8. Monitor the educational progress of foster youth and provide reports to the Superintendent or designee and the Governing Board based on indicators identified in the district's local control and accountability plan

The Superintendent or designee shall regularly monitor the liaison's caseload, as well as additional duties outside of the foster youth program, to ensure that adequate time and resources are provided to meet the needs of foster youth in the district.

Enrollment

A student placed in a licensed children's institution or foster family home within the district shall attend programs operated by the district unless one of the following circumstances applies: (Education Code 48853, 48853.5)

1. The student has an individualized education program requiring placement in a nonpublic, nonsectarian school or agency or in another local educational agency.
2. The parent/guardian or other person holding the right to make educational decisions for the student determines that it is in the best interests of the student to be placed in another education program and submits a written statement to the district indicating that determination and an awareness of the following:
 - a. The student has a right to attend a regular public school in the least restrictive environment.
 - b. The alternate education program is a special education program, if applicable.
 - c. The decision to unilaterally remove the student from the district school and to place the student in an alternate education program may not be financed by the district.
 - d. Any attempt to seek reimbursement for the alternate education program may be at the expense of the parent/guardian or other person holding the right to make educational decisions for the student.

3. At the initial placement or any subsequent change in placement, the student exercises the right to continue in the school of origin, as defined above. In any such circumstance, the following shall apply:
 - a. The student may continue in the school of origin for the duration of the court's jurisdiction.
 - b. If the court's jurisdiction over a grade K-8 student is terminated prior to the end of a school year, the student may continue in the school of origin for the remainder of the school year.
 - c. If the court's jurisdiction is terminated while the student is in high school, the student may continue in the school of origin through graduation.
 - d. If the student is transitioning between school grade levels, the student shall be allowed to continue in the district in the same attendance area to provide the student the benefit of matriculating with the student's peers in accordance with the established feeder patterns of school in the district. A student who is transitioning to a middle school or high school shall be allowed to enroll in the school designated for matriculation in another school district.

The role of the liaison shall be advisory with respect to placement decisions and determination of the school of origin. (Education Code 48853.5)

The district liaison may, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the foster youth, recommend that the foster youth's right to attend the school of origin be waived and the foster youth be enrolled in any school that students living in the attendance area in which the foster youth resides are eligible to attend. All decisions shall be made in accordance with the foster youth's best interests. (Education Code 48853.5)

Prior to making any recommendation to move a foster youth from the school of origin, the liaison shall provide the foster youth and the person holding the right to make educational decisions for the youth with a written explanation of the basis for the recommendation and how the recommendation serves the youth's best interests. (Education Code 48853.5)

If the liaison, in consultation with the foster youth and the person holding the right to make educational decisions for the foster youth, agrees that the best interests of the foster youth would be served by a transfer to a school other than the school of origin, the principal or designee of the new school shall immediately enroll the foster youth, regardless of whether the foster youth: (Education Code 48853.5)

1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended
2. Does not have clothing normally required by the school, such as school uniforms
3. Is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, and medical records, including, but not limited to, immunization records or other documentation

If the foster youth or a person holding the right to make educational decisions for the foster youth disagrees with the liaison's enrollment recommendation, an appeal may be filed with the Superintendent. The Superintendent shall make a determination within 30 calendar days of receipt of the appeal. Within 30 calendar days of receipt of the Superintendent's decision, the foster youth or the person holding the right to make educational decisions for the foster youth may appeal that decision to the Board. The Board shall consider the issue at its next regularly scheduled meeting. The Board's decision shall be final.

If any dispute arises regarding the request of a foster youth to remain in the school of origin, the foster youth has the right to remain in the school of origin pending resolution of the dispute. (Education Code 48853.5)

Transportation

The Superintendent or designee shall collaborate with the local child welfare agency to determine how transportation will be provided, arranged, and funded in a cost-effective manner to enable a foster youth to remain in the school of origin, for the duration of the time spent in foster care, when it is in the foster youth's best interest to do so. Such transportation costs may be paid by either the child welfare agency or the district, or shared by both.

Effect of Absences on Grades

The grades of a student in foster care shall not be lowered for any absence from school that is due to either of the following circumstances: (Education Code 49069.5)

1. A decision by a court or placement agency to change the student's placement, in which case the grades shall be calculated as of the date the student left school
2. A verified court appearance or related court-ordered activity

Transfer of Coursework and Credits

When a foster youth transfers into a district school, the district shall accept and issue full credit for any coursework that the foster youth has satisfactorily completed while attending another public school, a juvenile court school, or a nonpublic, nonsectarian school or agency and shall not require the foster youth to retake the course. (Education Code 51225.2)

If the entire course was not completed at the previous school, the foster youth shall be issued partial credit for the coursework completed and shall be required to take the uncompleted portion of the course. However, the district may require the foster youth to retake the portion of the course completed if, in consultation with the holder of educational rights for the foster youth, the district finds that the foster youth is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a foster youth in any particular course, the foster youth shall be enrolled in the same or equivalent course, if applicable, to enable the completion of the entire course. (Education Code 51225.2)

Partial credits shall be awarded on the basis of 0.5 credits for every seven class periods attended per subject. If the school is on a block schedule, each block schedule class period attended shall be equal to two regular class periods per subject. Partial credits and grades earned by a student shall be included on the student's official transcript within two business days of the district's notification of the student's transfer, as required under Education Code 49069.5.

In no event shall the district prevent a foster youth from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California. (Education Code 51225.2)

Applicability of Graduation Requirements

To obtain a high school diploma, a foster youth shall complete all courses required by Education Code 51225.3 and fulfill any additional graduation requirements prescribed by the Board.

However, when a foster youth who has completed the second year of high school transfers into the district from another school district or transfers between high schools within the district, the foster youth shall be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of the fourth year of high school. Within 30 calendar days of the foster youth's transfer, the Superintendent or designee shall notify the foster youth, the person holding the right to make educational decisions for the foster youth, and the foster youth's social worker of the availability of the exemption and whether the foster youth qualifies for it. If the Superintendent or designee fails to provide this notification, the student shall be eligible for the exemption once notified, even if the notification occurs after the student is no longer a foster youth. (Education Code 51225.1)

To determine whether a foster youth is in the third or fourth year of high school, the district shall use either the number of credits the foster youth has earned as of the date of the transfer or the length of school enrollment, whichever qualifies the foster youth for the exemption. (Education Code 51225.1)

The Superintendent or designee shall notify any foster youth who is granted an exemption and the person holding the right to make educational decisions for the foster youth how any requirements that are waived will affect the foster youth's ability to gain admission to a postsecondary educational institution and shall provide information

transfer opportunities available through the California Community Colleges. (Education Code 51225.1)

The district shall not require or request a foster youth to transfer schools in order to qualify for an exemption and shall not grant any request made by a foster youth or any person acting on behalf of a foster youth for a transfer solely to qualify the foster youth for an exemption. (Education Code 51225.1)

If a foster youth is exempted from local graduation requirements, the exemption shall continue to apply after the termination of the court's jurisdiction over the student while still enrolled in school or if the foster youth transfers to another school or school district. (Education Code 51225.1)

Upon making a finding that a foster youth is reasonably able to complete district graduation requirements within the fifth year of high school, the Superintendent or designee shall: (Education Code 51225.1)

1. Inform the foster youth and the person holding the right to make educational decisions for the foster youth of the option to remain in school for a fifth year to complete the district's graduation requirements and how that **will** affect the foster youth's ability to gain admission to a postsecondary educational institution
2. Provide information to the foster youth about transfer opportunities available through the California Community Colleges
3. Upon agreement with the foster youth or, if under 18 years of age, the person holding the right to make educational decisions for the foster youth, permit the foster youth to stay in school for a fifth year to complete the district's graduation requirements

Eligibility for Extracurricular Activities

A foster youth whose residence changes pursuant to a court order or decision of a child welfare worker shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities. (Education Code 48850)

Notification and Complaints

Information regarding the educational rights of foster youth shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

Any complaint alleging that the district has not complied with requirements regarding the education of foster youth may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures. If the district finds merit in a complaint, the district shall provide a remedy to the affected student. A complainant not satisfied with the district's decision may appeal the decision to the California Department of Education (CDE) and shall receive a written decision regarding the appeal within 60 days of CDE's receipt of the appeal. If CDE finds merit in an appeal, the district shall provide a remedy to the affected student. (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

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

State References

5 CCR 4600-4670

Ed. Code 32228-32228.5

Ed. Code 42238.01-42238.07

Ed. Code 42920-42925

Ed. Code 48645-48646

Ed. Code 48850-48859

Description

Uniform complaint procedures

Student safety and violence prevention

Local control funding formula

Foster children educational services

Juvenile court schools

Education of foster youth and homeless students

Ed. Code 48915.5	Recommended expulsion; homeless student with disabilities
Ed. Code 48918.1	Notice of recommended expulsion
Ed. Code 49061	Definitions, directory information
Ed. Code 49069.5	Students in foster care; grades and credits
Ed. Code 49076	Access to student records
Ed. Code 51225.1	Exemption from district graduation requirements
Ed. Code 51225.2	Course credits
Ed. Code 51225.3	High school graduation
Ed. Code 52060-52077	Local control and accountability plan
Ed. Code 56055	Rights of foster parents pertaining to foster child's education
H&S Code 120341	Foster youth; school placement and immunization records
H&S Code 1522.41	Training and certification of group home administrators
H&S Code 1529.2	Training of licensed foster parents
W&I Code 16000-16014	Foster care placement
W&I Code 300	Minors subject to jurisdiction
W&I Code 309	Investigation and release of child
W&I Code 317	Appointment of legal counsel
W&I Code 361	Limitations on parental control
W&I Code 366.27	Educational decision by relative providing living arrangements
W&I Code 602	Minors violating law; ward of court
W&I Code 726	Limitations on parental control
W&I Code 727	Order of care; ward of court

Federal References

20 USC 1415	Procedural safeguards
20 USC 6311	State plan
29 USC 794	Rehabilitation Act of 1973; Section 504
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act
42 USC 670-679b	Federal assistance for foster care programs

Management Resources References

Alliance for Children's Rights Publication

California Child Welfare Council Publication

Cities, Counties and Schools Partnership Pub.

CSBA Publication

CSBA Publication

U.S. Department of Education Publication

Description

Website

Website

Website

Description

Foster Youth Education Toolkit, December 2016

Partial Credit Model Policy and Practice Recommendations

Our Children: Emancipating Foster

Youth, A Community Action Guide Our

Foster Youth: What School Boards Can

Do, May 2016

Foster Youth: Supports for Success, Governance Brief, May 2016

Ensuring Educational Stability for Children in Foster Care, Non-Regulatory Guidance, June 2016

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National Center for Youth Law -

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https://simbi.eboardsolutions.com/SU/Aslsh_ID5FbeFAQXuxyslshDHYfTg==

https://simbi.eboardsolutions.com/SU/36_IC5WMizFGQ20OYRkL2Lw==

Website	California Department of Education, Foster Youth Services - https://simbli.eboardsofeducation.com/SU/R0UWcbkrRcgV9asNsishPZxnQ==
Website	California Department of Social Services, Foster Youth Ombudsman Office - https://simbli.eboardsofeducation.com/SU/L9RgojMb4Z3K9vdKFUJ0A==
Website	California Foster Youth Education Task Force - https://simbli.eboardsofeducation.com/SU/XrG7Kxmibs5cwWnsme2Pcg==
Website	California Youth Connection - https://simbli.eboardsofeducation.com/SU/aT1cPCjxh5QKjXBbA1VSplusQ==
Website	Cities Counties and Schools Partnership - https://simbli.eboardsofeducation.com/SU/vkMU6AgLdg2x1CfasX4n3w==
Website	CSBA- https://simbli.eboardsofeducation.com/SU/W3QxkK2FPsDsQBnMfENxGg==
Website	California Child Welfare Council - https://simbli.eboardsofeducation.com/SU/8BOjNMN9mtFkcAjmEbYOgA==

Cross References

	Description
0200	Goals For The School District - https://simbli.eboardsofeducation.com/SU/9j90oJApxGvO9isfIyD8g==
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsofeducation.com/SU/rpJusplusaBQeAE4bUpZiBFBO9dQ==
0415	Equity - https://simbli.eboardsofeducation.com/SU/ZGZhZ17ATfHJBPQ13JpJus7cw==
0450	Comprehensive Safety Plan - https://simbli.eboardsofeducation.com/SU/FQOZDcYoBERqzRucs3xsMA==
0450	Comprehensive Safety Plan - https://simbli.eboardsofeducation.com/SU/BxazplusxgNXNREplusOnkNfqtQ==
0460	Local Control And Accountability Plan - https://simbli.eboardsofeducation.com/SU/fwFbmaz5QUQOAdfJDbzBBg==
0460	Local Control And Accountability Plan - https://simbli.eboardsofeducation.com/SU/N8bGSx8fXaLgcLPJYKR9w==
0470	COVID-19 Mitigation Plan - https://simbli.eboardsofeducation.com/SU/UonRXG6LPiZi7EgvplusqAd8g==
0500	Accountability - https://simbli.eboardsofeducation.com/SU/PDWiti8tEaGKnqJbgZ4Q3g==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsofeducation.com/SU/yvGJj2X8PyrSmBYInybbQA==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsofeducation.com/SU/qu1ox8qD0SpMJPXqVt6gag==
1312.3-E PDF(1)	Uniform Complaint Procedures - https://simbli.eboardsofeducation.com/SU/BsishPMK886oDyrBoOyAftUdg==
1312.3-E PDF(2)	Uniform Complaint Procedures - https://simbli.eboardsofeducation.com/SU/HDslshuPXC0G3Oslshr71TMVpJus4Jw==
1400	Relations Between Other Governmental Agencies And The Schools - https://simbli.eboardsofeducation.com/SU/vJHizKctUNWjEfGnHx4CA==
3100	Budget- https://simbli.eboardsofeducation.com/SU/jyvplusBDTDZP2PfaNjU1b1FQ==
3100	Budget- https://simbli.eboardsofeducation.com/SU/msAckulxvwNnuplus45O6T7slshw==
3260	Fees And Charges - https://simbli.eboardsofeducation.com/SU/46smJEFyHQTgoxbzQIEJJA==

3260	Fees And Charges - https://simbli.eboardsojutions.com/SU/FeWbTzBdYgA9xdZd3xUEXA==
3515.4	Recovery For Property Loss Or Damage - https://simbli.eboardsojutions.com/SU/HJyfNTq3yl0UnDK53CpBA==
3515.4	Recovery For Property Loss Or Damage - https://simbli.eboardsojutions.com/SU/ViR6wN5wOiTu0tZp μs7Ly9Jw==
3540	Transportation - https://simbli.eboardsojutions.com/SU/i4mopT2oTbCBYG μK4cvZA==
3541	Transportation Routes And Services - https://simbli.eboardsojutions.com/SU/x9xslshKxLvYXXvWxrp μus6eUEMg==
3553	Free And Reduced Price Meals - https://simbli.eboardsojutions.com/SU/Y07P j\$μus2xHEiLURmRHYzQ==
3553	Free And Reduced Price Meals - https://simbli.eboardsojutions.com/SU/0QSco4sXK4An7L2TouWocg==
4131	Staff Development - https://simbli.eboardsojutions.com/SU/700vA0ysAxSYXC8kTtgs9Q==
4231	Staff Development - https://simbli.eboardsojutions.com/SU/FAuFrJn μcVv3kgsTs μshNU6g==
4331	Staff Development - https://simbli.eboardsojutions.com/SU/3B j\$FE9slshf2Aln j\$Fw7ag==
5111	Admission - https://simbli.eboardsojutions.com/SU/anOITqnoRUahom8fk0HKg==
5111	Admission - https://simbli.eboardsojutions.com/SU/kL6uH8p μspCp μusLjBXFB1jSXpw==
5111.1	District Residency - https://simbli.eboardsojutions.com/SU/IAL6e5elvtWslKJ80f5lYg==
5111.1	District Residency - https://simbli.eboardsojutions.com/SU/VlddiUvh6orgSjaY4wvt7Q==
5113.1	Chronic Absence And Truancy - https://simbli.eboardsojutions.com/SU/HwSC1aEnixhuUFVOE9Vntg==
5113.1	Chronic Absence And Truancy - https://simbli.eboardsojutions.com/SU/D2Llg7JcgumhuWnRL02bAw==
5113.11	Attendance Supervision - https://simbli.eboardsojutions.com/SU/Lz97LnzWjMXSu91JfHK6HA==
5116.1	Intradistrict Open Enrollment - https://simbli.eboardsojutions.com/SU/d1Mc4bRclktSpluszH31JyCw==
5116.1	Intradistrict Open Enrollment - https://simbli.eboardsojutions.com/SU/rvdq3uaJjEsMqYOiftOcQ==
5117	Interdistrict Attendance - https://simbli.eboardsojutions.com/SU/be8UrO5tYpPBjYf PsishJOslshgg==
5117	Interdistrict Attendance - https://simbli.eboardsojutions.com/SU/YpwmmrK3MFpslshPeaNfGkpoQ==
5121	Grades/Evaluation Of Student Achievement - https://simbli.eboardsojutions.com/SU/nENSjPbgmplusPXhUNTnXJeuw==
5121	Grades/Evaluation Of Student Achievement - https://simbli.eboardsojutions.com/SU/ μKtdZAFomXslsh9Lp2J NpFAA==
5123	Promotion/ Acceleration/Retention - https://simbli.eboardsojutions.com/SU/XslshULwDF51O6sneMXV7plus0g==
5123	Promotion/ Acceleration/Retention - https://simbli.eboardsojutions.com/SU/i6Ui8m0wR1VPgjslshfiBUglA==

5125	Student Records - https://simbli.eboardsofjutions.com/SU/Jw4xw3nB7slshn7ptp_justrREa5A==
5125	Student Records - https://simbli.eboardsofjutions.com/SU/9slshJjOjwllKjNef0pjUBtbg==
5125.2	Withholding Grades, Diploma Or Transcripts - https://simbli.eboardsofjutions.com/SU/NJ9Z2gAgJ2ETo56oMd09lg==
5131	Conduct - https://simbli.eboardsofjutions.com/SU/pBUFdJ0Eye0pz1R21VtlYQ==
5131.2	Bullying - https://simbli.eboardsofjutions.com/SU/Sw0juMy0rrG_gPDYU2Rvw==
5131.2	Bullying - https://simbli.eboardsofjutions.com/SU/MwcrPaiVN3oQ15PFbAoQPA==
5131.6	Alcohol And Other Drugs - https://simbli.eboardsofjutions.com/SU/WDkn56oiRIRHg1DFvsZyxA==
5131.6	Alcohol And Other Drugs - https://simbli.eboardsofjutions.com/SU/7ep_jus9F20al43StxVcQXvoig==
5132	Dress And Grooming - https://simbli.eboardsofjutions.com/SU/B9HD448o_p91HLEE38JkOvA==
5132	Dress And Grooming - https://simbli.eboardsofjutions.com/SU/W81oZyMAXizsteV3a4DjpA==
5137	Positive School Climate - https://simbli.eboardsofjutions.com/SU/Ufqvo2274QHBLOiceWSBp_juSA==
5138	Conflict Resolution/Peer Mediation - https://simbli.eboardsofjutions.com/SU/vYnT58jV6Sc5PaNDJcoXJg==
5141.22	Infectious Diseases - https://simbli.eboardsofjutions.com/5U/slshSHDzymYLN8DwMplltWdsg==
5141.22	Infectious Diseases - https://simbli.eboardsofjutions.com/SU/DdkxP6_jp0oUT7dmBE1eK0g==
5141.26	Tuberculosis Testing - https://simbli.eboardsofjutions.com/SU/i1U_pKL4dMNcvJfW_pQslsh3A==
5141.31	Immunizations - https://simbli.eboardsofjutions.com/SU/Whslsh3slshDAkvapt4AefESXBvQ==
5141.31	Immunizations - https://simbli.eboardsofjutions.com/SU/xlV11kQJSp_jusf7slshAnBIYIJPA==
5141.32	Health Screening For School Entry - https://simbli.eboardsofjutions.com/SU/hEaw6ayxlna5XjXFnm5V5w==
5141.6	School Health Services - https://simbli.eboardsofjutions.com/SU/KxDBTjskEd_JR2Gj3BFRPw==
5141.6	School Health Services - https://simbli.eboardsofjutions.com/SU/0vHj1CrosCLePopp_juArHjplusg==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsofjutions.com/SU/blwduf15hDWIR2tslshXyaklQ==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsofjutions.com/SU/sj4cx1G3eeeEC_CNif6t2w==
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities) - https://simbli.eboardsofjutions.com/SU/VfqT4dag9OryfRHQPXk58A==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsofjutions.com/SU/m3D8kgCbYf75xXSrW6Y27Q==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsofjutions.com/SU/2yjABQdVf4fFrislsho9qlzfg==
5145.6	Parental Notifications - https://simbli.eboardsofjutions.com/SU/SuvNxTtlUJ0Xfa_jLui15AA==

5145.6-E PDF(1)	Parental Notifications - https://simbli.eboardsofeducation.com/SU/3aQzL6ew2Hslshlwsish02DTEyMg==
5145.9	Hate-Motivated Behavior - https://simbli.eboardsofeducation.com/SU/zXaTq9y3Bf8fOrt8zzpcyw==
5147	Dropout Prevention - https://simbli.eboardsofeducation.com/SU/nRgafK7e25QslshoATTaX0j5w==
5148.2	Before/ After School Programs - https://simbli.eboardsofeducation.com/SU/ZCXkdpn0NOWtDDYWmvGMPw==
5148.2	Before/ After School Programs - https://simbli.eboardsofeducation.com/SU/6TCxij5d2ShJygXCj1JXQ==
5148.3	Preschool/Early Childhood Education - https://simbli.eboardsofeducation.com/SU/3WD3cPzZ5cHkLGieytbEKA==
5148.3	Preschool/Early Childhood Education - https://simbli.eboardsofeducation.com/SU/yUGzYIAmdf85jnh2JwXT6Q==
6000	Concepts And Roles - https://simbli.eboardsofeducation.com/SU/qvPcbSrShZR2J5Nk8zHSg==
6011	Academic Standards - https://simbli.eboardsofeducation.com/SU/Tpqls1ybpqlsF7QGkEsphLEej7PvA==
6020	Parent Involvement - https://simbli.eboardsofeducation.com/SU/8BBpLRHFpN4Ze3pDgijtlg==
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6145	Extracurricular And Cocurricular Activities - https://simbli.eboardsofeducation.com/SU/TkiGKzMnAo9vQwZU56wqVw==
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6145.2	Athletic Competition - https://simbli.eboardsofeducation.com/SU/WjFHslshd0qO8WHJq9f7Kfh5Q==
6145.2	Athletic Competition - https://simbli.eboardsofeducation.com/SU/3b046reWKA4At9vT9uKSHg==
6146.1	High School Graduation Requirements - https://simbli.eboardsofeducation.com/SU/plus2yglNOrozRjEUY1zO9qQ==
6146.1	High School Graduation Requirements - https://simbli.eboardsofeducation.com/SU/S5uBuYQ9RoSFW1PcOZAtxg==
6146.3	Reciprocity Of Academic Credit - https://simbli.eboardsofeducation.com/SU/rdkgdyDZ2KnybshslshopFL8Q==
6146.3	Reciprocity Of Academic Credit - https://simbli.eboardsofeducation.com/SU/xXvuy2muzpaSVMrtWFWi3A==
6159	Individualized Education Program - https://simbli.eboardsofeducation.com/SU/nRtcKBP3haQcPUiLWOYqgA==
6159	Individualized Education Program - https://simbli.eboardsofeducation.com/SU/jBIWJmfAP00e3xnVhUQNYg==
6159.2	Nonpublic, Nonsectarian School And Agency Services For Special Education - https://simbli.eboardsofeducation.com/SU/ueu2nVzHClsgslsh5OpJus8osvjg==
6159.2	Nonpublic, Nonsectarian School And Agency Services For Special Education - https://simbli.eboardsofeducation.com/SU/8tj64Eb0rA04NXwDCLkGbQ==
6159.3	Appointment Of Surrogate Parent For Special Education Students - https://simbli.eboardsofeducation.com/SU/kwKWaBk8WZGBdRWcmfUQoA==
6159.3	Appointment Of Surrogate Parent For Special Education Students - https://simbli.eboardsofeducation.com/SU/WsbHcd1QtVwHGqMaJ6QN9g==

6159.4	Behavioral Interventions For Special Education Students - https://simbli.eboardsojutions.com/SU/vvWadBTd0I5EqM9eM3Rxhw==
6162.51	State Academic Achievement Tests - https://simbli.eboardsojutions.com/SU/NdqSEfNslshwaBKpjsUkKH040A==
6162.51	State Academic Achievement Tests - https://simbli.eboardsojutions.com/SU/oZbkKwYtcu0mkplusF9H7PNfQ==
6164.2	Guidance/Counseling Services - https://simbli.eboardsojutions.com/SU/Ba6VUEQG9hX91drdoa1Sjg==
6164.4	Identification And Evaluation Of Individuals For Special Education - https://simbli.eboardsojutions.com/SU/MpjswGPjV8eNplusf364PI8EJHA==
6164.4	Identification And Evaluation Of Individuals For Special Education - https://simbli.eboardsojutions.com/SU/jrd2Nai88MoJUAYcGFTZtA==
6164.6	Identification And Education Under Section 504 - https://simbli.eboardsojutions.com/SU/6plusOTTGd6ABIAeBaW0zV0xg==
6164.6	Identification And Education Under Section 504 - https://simbli.eboardsojutions.com/SU/CGPb7slshjqY11jjsv4hclqQ==
6172	Gifted And Talented Student Program - https://simbli.eboardsojutions.com/SU/wTl8EVvu0t0484S390RuGw==
6172	Gifted And Talented Student Program - https://simbli.eboardsojutions.com/SU/G268j3K6kr8FEbTmbKV2aA==
6173	Education For Homeless Children - https://simbli.eboardsojutions.com/SU/zsjkyhfKApjsFQR21mnjd3hw==
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6173-E PDF(1)	Education For Homeless Children - https://simbli.eboardsojutions.com/SU/WeRWxD20iReBezfn3aKzplusQ==
6173-E PDF(2)	Education For Homeless Children - https://simbli.eboardsojutions.com/SU/D7vRHZxZslshBORslshzL7tOwPgW==
6174	Education For English Learners - https://simbli.eboardsojutions.com/SU/jFQfShfeGbUO7DlybnDn5w==
6174	Education For English Learners - https://simbli.eboardsojutions.com/SU/f8BiOLVWS3pu1GqJeOV2ug==
6177	Summer Learning Programs - https://simbli.eboardsojutions.com/SU/eqqaj3pDRTAplus4805IJGzw==
6179	Supplemental Instruction - https://simbli.eboardsojutions.com/SU/zi8aQRQAs4kCAuX1Bu2Mslshg==
6190	Evaluation Of The Instructional Program - https://simbli.eboardsojutions.com/SU/okRYD9py3tHKzr20XkWFZg==
9320	Meetings And Notices - https://simbli.eboardsojutions.com/SU/Y0cKfotklMiw5r0OyNix2A==

AGENDA ITEM

Agenda Title: Approval of Short Term Positions: English Learner Technician and Literacy Technician
Meeting Date: November 17, 2022
Item: Consent

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

Specify the following positions as short term. These positions are funded by Site Funds:

English Learner Technician (Washington), 4 hrs/day, eff. 11/28/22 - 6/15/23

Literacy Technician (Lafayette), 3 hrs/day, eff. 11/28/22 - 6/15/23 (2 positions)

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

Assembly Bill 500, which amended Ed Code 45103 and 88003, requires the Board specify positions as short term when the criteria qualifies for such a designation.

STRATEGIC PLAN/PRIORITY AREA:

Priority Area 7: Human Resources

HISTORY *(list previous staff or board action(s) with dates if possible)*

N/A

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

English Learner Technician

Literacy Technician

These positions are Range 9, \$18.26 - \$29.01/hr

WHO *(list the name of the contact person(s), job title, and site location)*

Rena M. Will, Executive Director of Personnel and Public Affairs

AGENDA ITEM

Agenda Title: Approval of Revised Classified Job Description: Administrative Assistant Classified Personnel
Meeting Date: November 17, 2022
Item: Consent

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Board is asked to approve the revised job description for the Administrative Assistant Classified Personnel. This is a current classified position with minor modifications.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

In recognition of the need for marketing and social media skills, the Administrative Assistant Classified Personnel job description was updated.

STRATEGIC PLAN/PRIORITY AREA:

Priority Area 7: Human Resources

HISTORY *(list previous staff or board action(s) with dates if possible)*

N/A

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

N/A

WHO *(list the name of the contact person(s), job title, and site location)*

Renae M. Will, Executive Director of Personnel Services and Public Affairs

ATTACHMENTS:

Description

- ▣ Admin Asst Classified JD - Revisions for Review
- ▣ Admin Asst Classified JD - Final Version for Approval

ADMINISTRATIVE ASSISTANT CLASSIFIED PERSONNEL

Purpose Statement

The job of Administrative Assistant Classified Personnel is done for the purpose/s of ensuring that personnel procedures conform to District policies; preparing marketing and social media for the District; providing a wide variety of complex secretarial support to assigned administrator; maintaining records of employee status; and processing applicants including recruitment, selection and salary Placement of classified personnel.

Essential Functions:

- Prepares and composes marketing and social media for the District (e.g. creating social media and radio campaigns, monitoring marketing budget, designing and ordering materials).
- Assists in planning, organizing and developing programs (e.g. disciplinary hearings, classification studies, fingerprint process, etc.) for the purpose of ensuring compliance with District, state and/or federal employment requirements and meeting the educational objectives of the District.
- Composes documents (e.g. letters, agenda, minutes, bulletins, reports, etc.) for the purpose of documenting events, providing and/or requesting information.
- Coordinates employment process (e.g. recruitment, interviewing, interview questions, panel materials, scores tests, etc.) for the purpose of complying with all district, state and federal regulations.
- Enrolls new employees (e.g. payroll, benefits, salary placement, etc.) for the purpose of providing information regarding employee benefits and practices and processing employee compensation.
- Evaluates employment transcripts for the purpose of assessing classified applicant eligibility and salary placement.
- Informs personnel regarding a variety of procedures and program requirements for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with established fiscal guidelines.
- Interprets classified contracts with administrators for the purpose of providing accurate information.
- Maintains a variety of employment files (applicants, seniority and eligibility lists, test scores, etc.) and records, compiling pertinent employee information (e.g. salary, probationary period, eligibility, layoffs, etc.) for the purpose of ensuring accuracy of employee's compensation, maintaining eligibility for position and complying with all federal/state/district regulations.
- Monitors a variety of processes (e.g. application, eligibility, etc.) for the purpose of ensuring efficient processing of applicants and employees in addressing position requirements and adhering to legal and/or administrative requirements.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.

- Prepares various reports and related documents (e.g. agenda items, change of status, leave of absence, recruitment packages, conference schedules, etc.) for the purpose of providing documentation and information to others.
- Processes documentation (e.g. applications, salary schedules, changes in employment status, etc.) for the purpose of disseminating information to appropriate parties.
- Processes paperwork pertaining to classified layoffs (e.g. employee layoff notices, reduction of hours, Board resolutions, scheduling layoff meetings, follow-up, etc.) for the purpose of ensuring that district policies and contractual agreement are met.
- Researches employment laws and regulations for the purpose of implementing procedures to maintain compliance with current legal requirements.
- Responds to inquiries (e.g. employment requests, surveys, testing procedures, etc.) for the purpose of providing information and/or direction.
- Schedules testing, interviews, etc. for the purpose of processing classified applicants efficiently.
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.

Job Requirements: Minimum Qualifications

SKILLS are required to perform multiple, highly complex, technical tasks with an occasional need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; preparing and maintaining accurate records and reports; planning and managing projects; developing effective working relationships; administering District policies and procedures and personnel processes; analyzing; effective listening; facilitating meetings; interpersonal aptitude; leadership; managing staff/performance; monitoring activities; and personnel administration. Use of technology to manage data and information.

KNOWLEDGE is required to perform high-level math skills; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: personnel processes; pertinent codes, District policies, regulations and/or laws; English grammar, punctuation, spelling, vocabulary; office equipment/software; and office practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment and software. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: quick and accurate decision making; communicating with diverse groups; meeting deadlines and schedules; working with detailed information; working as part of a team; working with multiple projects; dealing with frequent interruptions and changing priorities; maintaining confidentiality; and facilitating communication

between persons with frequently divergent positions.

Responsibility

Responsibilities include: working under limited supervision focusing primarily on results; providing information and/or advising other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units is required to perform the job's functions. There is an opportunity to impact the District's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Experience/Education

- Job related experience within specialized field with increasing levels of responsibility is required.
- Community College or Vocational School Degree with study in job related area or job related experience. **Four year degree preferred.**
- Experience and confidence in managing several social media accounts including Facebook and Instagram
- Creative awareness/interest in designing materials to promote Eureka City Schools (banners, flyers, brochures)
- Experience or interest in learning marketing design programs (i.e., InDesign, Canva, etc.)
- Experience creating ads for open positions and marketing campaigns (including radio ads, print ads, social media ad accounts/sponsored posts, etc.)
- Strong proofreading skills

Required Testing

Pre-employment Proficiency Exam

FLSA Status: Non Exempt

Certificates & Licenses

- * CPR/First Aid Certificate
- * CPI Training

Clearances

DOJ and FBI Criminal Justice/Fingerprint Clearance

Salary Grade: Confidential Assistant Salary Schedule, Class II

* To be completed within the first 6 months or 130 work days of employment.

ADMINISTRATIVE ASSISTANT CLASSIFIED PERSONNEL

Purpose Statement

The job of Administrative Assistant Classified Personnel is done for the purpose/s of ensuring that personnel procedures conform to District policies; preparing marketing and social media for the District; providing a wide variety of complex secretarial support to assigned administrator; maintaining records of employee status; and processing applicants including recruitment, selection and salary Placement of classified personnel.

Essential Functions:

- Prepares and composes marketing and social media for the District (e.g. creating social media and radio campaigns, monitoring marketing budget, designing and ordering materials).
- Assists in planning, organizing and developing programs (e.g. disciplinary hearings, classification studies, fingerprint process, etc.) for the purpose of ensuring compliance with District, state and/or federal employment requirements and meeting the educational objectives of the District.
- Composes documents (e.g. letters, agenda, minutes, bulletins, reports, etc.) for the purpose of documenting events, providing and/or requesting information.
- Coordinates employment process (e.g. recruitment, interviewing, interview questions, panel materials, scores tests, etc.) for the purpose of complying with all district, state and federal regulations.
- Enrolls new employees (e.g. payroll, benefits, salary placement, etc.) for the purpose of providing information regarding employee benefits and practices and processing employee compensation.
- Evaluates employment transcripts for the purpose of assessing classified applicant eligibility and salary placement.
- Informs personnel regarding a variety of procedures and program requirements for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with established fiscal guidelines.
- Interprets classified contracts with administrators for the purpose of providing accurate information.
- Maintains a variety of employment files (applicants, seniority and eligibility lists, test scores, etc.) and records, compiling pertinent employee information (e.g. salary, probationary period, eligibility, layoffs, etc.) for the purpose of ensuring accuracy of employee's compensation, maintaining eligibility for position and complying with all federal/state/district regulations.
- Monitors a variety of processes (e.g. application, eligibility, etc.) for the purpose of ensuring efficient processing of applicants and employees in addressing position requirements and adhering to legal and/or administrative requirements.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.

- Prepares various reports and related documents (e.g. agenda items, change of status, leave of absence, recruitment packages, conference schedules, etc.) for the purpose of providing documentation and information to others.
- Processes documentation (e.g. applications, salary schedules, changes in employment status, etc.) for the purpose of disseminating information to appropriate parties.
- Processes paperwork pertaining to classified layoffs (e.g. employee layoff notices, reduction of hours, Board resolutions, scheduling layoff meetings, follow-up, etc.) for the purpose of ensuring that district policies and contractual agreement are met.
- Researches employment laws and regulations for the purpose of implementing procedures to maintain compliance with current legal requirements.
- Responds to inquiries (e.g. employment requests, surveys, testing procedures, etc.) for the purpose of providing information and/or direction.
- Schedules testing, interviews, etc. for the purpose of processing classified applicants efficiently.
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.

Job Requirements: Minimum Qualifications

SKILLS are required to perform multiple, highly complex, technical tasks with an occasional need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; preparing and maintaining accurate records and reports; planning and managing projects; developing effective working relationships; administering District policies and procedures and personnel processes; analyzing; effective listening; facilitating meetings; interpersonal aptitude; leadership; managing staff/performance; monitoring activities; and personnel administration. Use of technology to manage data and information.

KNOWLEDGE is required to perform high-level math skills; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: personnel processes; pertinent codes, District policies, regulations and/or laws; English grammar, punctuation, spelling, vocabulary; office equipment/software; and office practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment and software. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: quick and accurate decision making; communicating with diverse groups; meeting deadlines and schedules; working with detailed information; working as part of a team; working with multiple projects; dealing with frequent interruptions and changing priorities; maintaining confidentiality; and facilitating communication

between persons with frequently divergent positions.

Responsibility

Responsibilities include: working under limited supervision focusing primarily on results; providing information and/or advising other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units is required to perform the job's functions. There is an opportunity to impact the District's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Experience/Education

- Job related experience within specialized field with increasing levels of responsibility is required.
- Community College or Vocational School Degree with study in job related area or job related experience. Four year degree preferred. Experience and confidence in managing several social media accounts including Facebook and Instagram
- Creative awareness/interest in designing materials to promote Eureka City Schools (banners, flyers, brochures)
- Experience or interest in learning marketing design programs (i.e., InDesign, Canva, etc.)
- Experience creating ads for open positions and marketing campaigns (including radio ads, print ads, social media ad accounts/sponsored posts, etc.)
- Strong proofreading skills

Required Testing

Pre-employment Proficiency Exam

FLSA Status: Non Exempt

Certificates & Licenses

- * CPR/First Aid Certificate
- * CPI Training

Clearances

DOJ and FBI Criminal Justice/Fingerprint Clearance

Salary Grade: Confidential Assistant Salary Schedule, Class II

* To be completed within the first 6 months or 130 work days of employment.

AGENDA ITEM

Agenda Title: Approval of Board Resolution No. 22-23-010 - Resolution Supporting Local Tobacco Retail Licensing Policies to Prevent Youth Addiction to Nicotine

Meeting Date: November 17, 2022

Item: Consent

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Governing Board is asked to approve Board Resolution No. 22-23-010 - Supporting Local Tobacco Retail Licensing Policies to Prevent Youth Addiction to Nicotine.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

Eureka City Schools Board supports the development and implementation of policies in the City of Eureka and throughout Humboldt County to reduce access to nicotine products and reduce illegal sales of these products to young people.

STRATEGIC PLAN/PRIORITY AREA:

HISTORY *(list previous staff or board action(s) with dates if possible)*

Not applicable.

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

Not applicable.

WHO *(list the name of the contact person(s), job title, and site location)*

Lisa Ollivier, Board President

ATTACHMENTS:

Description

- ▣ Board Resolution No. 22-23-010

Eureka City Schools | Board Resolution No. 22-23-010

Resolution Supporting Local Tobacco Retail Licensing Policies to Prevent Youth Addiction to Nicotine

WHEREAS, in 2018 the U.S. Surgeon General noted the rapid increase in young people smoking and declared the use of e-cigarettes an epidemic among youth; and

WHEREAS, the availability of flavored electronic smoking products at tobacco retailers has increased in the north coast region; and

WHEREAS, 11th grade current use of e-cigarettes in Eureka City Schools is higher than statewide rates and 18% of Freshman have tried e-cigarettes; and

WHEREAS, nicotine is highly addictive, especially for young people, and can lead to difficulty concentrating, interfere with learning and classroom activities, and hurt peer and family relationships; and

WHEREAS, high rates of illegal sales of nicotine products to minors have been documented at stores in Eureka and throughout Humboldt County; and

WHEREAS, good education and tobacco-free campus policies can help prevent youth uptake of smoking, but this is only part of the picture; and

WHEREAS, Tobacco Retail Licensing policies are a simple, cost effective and sustainable way to protect young people from becoming addicted to nicotine.

NOW, THEREFORE, BE IT PROCLAIMED that the Eureka City Schools Board supports the development and implementation of policies in the City of Eureka and throughout Humboldt County to reduce access to nicotine products and reduce illegal sales of these products to young people.

Adopted this 17th day of November 2022.

Lisa Ollivier, Board President
Eureka City Schools

Date

AGENDA ITEM

Agenda Title: Selection of One Board Member Who Shall Have One Vote to Elect a Person to the County Committee on School District Organization

Meeting Date: November 17, 2022

Item: Discussion/Action

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Governing Board is asked discuss and then select one Board Member who shall have one vote to elect a person to the County Committee on School District Organization.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

This is an annual item.

STRATEGIC PLAN/PRIORITY AREA:

HISTORY *(list previous staff or board action(s) with dates if possible)*

This is an annual item.

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

Not applicable.

WHO *(list the name of the contact person(s), job title, and site location)*

Fred Van Vleck, Superintendent

ATTACHMENTS:

Description

- Letter from HCOE

November 1, 2022

TO: District Superintendents
FROM: Michael Davies-Hughes, Humboldt County Superintendent of Schools
SUBJECT: Election of County Committee on School District Organization Members

The Humboldt County Committee on School District Organization is composed of eleven members, two for each of the Supervisorial Areas and one member at large. The County Committee responds to petitions for school district reorganization, including unifications, formations, dissolutions, lapsations, annexations, and boundary alterations. Additionally, the County Committee has the power to establish trustee areas, rearrange the boundaries of trustee areas, abolish trustee areas, adopt one of the alternative methods of electing governing board members, and increase or decrease the number of members of the governing board in any school district or community college district.

There are vacant positions in Supervisorial Areas 1, 2, and 4, as well as terms ending for a member in Supervisorial Area 5 and the member at large. Members of the County Committee are elected by representatives of each district board during an annual meeting held between October 1 and December 1. This year the meeting will be held on November 29 at 5:30 PM in the Annex Conference Room. In order to ensure each district representative is able to participate in the election process, we will provide the option of voting by absentee ballot.

The selection of County Committee members is a two step process. The first step is for school district governing boards to take action to select one board member to serve on a delegation that will then elect members of the County Committee. The second step is for the County Superintendent to convene a meeting of the delegation that will elect County Committee members to vacant positions, or to positions that have expired terms.

Members of school district governing boards may serve concurrently as a school district trustee and County Committee member. No county superintendent of schools, employee of the office of a county superintendent of schools, employee of a school district, or employee of a community college district shall be a member of the County Committee.

During your November board meeting, please select one board member as a representative to serve on the delegation that will elect members of the County Committee. We ask that you provide the name and contact information of your delegate representative to Natalie Carrigan via email at ncarrigan@hcoe.org.

Thank you for your prompt attention to this matter.

Sincerely,



Michael Davies-Hughes, Humboldt County Superintendent of Schools

AGENDA ITEM

Agenda Title: Elementary Attendance Boundaries

Meeting Date: November 17, 2022

Item: Discussion/Action

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Governing Board is asked to approve a change in Elementary attendance boundaries.

[Note: Maps will be attached to the Board item prior to the meeting.]

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

Approving changes to the district's Elementary attendance boundaries, and providing direction regarding intra-district transfers and target numbers of students per campus, will allow the district to assign resources more equally across the four campuses. It will also reduce the gap between the percentage of unduplicated students and promote more equitable ethnic distribution at the four schools.

STRATEGIC PLAN/PRIORITY AREA:

Subject does not apply to a Strategic Plan Priority Area

HISTORY *(list previous staff or board action(s) with dates if possible)*

Middle school attendance boundaries were reconfigured in November 2019. Elementary school attendance boundaries were last re-zoned in December 2013. The Governing Board received a report regarding elementary boundaries at the October 27, 2022 Board meeting.

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

The fiscal impact of changes in the elementary attendance boundaries, whether positive or negative, are undetermined.

WHO *(list the name of the contact person(s), job title, and site location)*

Paul Ziegler, Assistant Superintendent of Business Services

ATTACHMENTS:

Description

▯ Presentation

ELEMENTARY ATTENDANCE BOUNDARIES

November 17, 2022

Presented by:

PAUL ZIEGLER

ASSISTANT SUPERINTENDENT

ELEMENTARY ENROLLMENT BOUNDARY ADJUSTMENT OPTIONS

Option 1: New Boundaries: No/Limited Intra-District Transfers

Option 2: New Boundaries: Allow Intra-District Transfers

Option 3: Maintain Status Quo

Enrollment By School Presently Attended

Site	# Students	% Students
Alice Birney	389	29%
Grant	248	18%
Lafayette	239	17%
Washington	497	36%
*TOTAL	1,373	100%

** Information as of October 18, 2022 - includes 109 out of district students*

ENROLLMENT as of October 2022

Site	Current Enrollment	% of Total	New Boundaries	% of Total	% Change
Alice Birney	373	30%	301	25%	-5%
Grant	231	18%	289	23%	5%
Lafayette	225	18%	305	25%	7%
Washington	435	34%	327	27%	-7%
*TOTAL	1,264	100%	1,222	100%	

** Current Enrollment excludes Inter-District transfers, includes Foster and Homeless Youth*

NON-TRANSPORT ZONE

Site	Current Enrollment	% of Total	New Boundaries	% of Total	% Change
Alice Birney	259	36%	292	28%	-8%
Grant	83	12%	128	12%	0%
Lafayette	155	22%	303	29%	7%
Washington	217	30%	327	31%	1%
TOTAL	714	100%	1,050	100%	

UNDUPLICATED COUNT

(English Learners, Foster Youth, Students from Low Income Households)

Site	Current Enrollment	% of Total	New Boundaries	% of Total	% Change
Alice Birney	344	33%	257	26%	-7%
Grant	193	19%	236	23%	4%
Lafayette	192	19%	255	26%	7%
Washington	300	29%	245	25%	-4%
TOTAL	1,029	100%	993	100%	

UNDUPLICATED Pupil Percentage

Site	Current Enrollment	New Boundaries	Change in %
Alice Birney	92%	85%	-7%
Grant	84%	82%	-2%
Lafayette	85%	84%	-1%
Washington	69%	75%	6%
TOTAL	81%	81%	

Ethnic Diversity - CURRENT ENROLLMENT

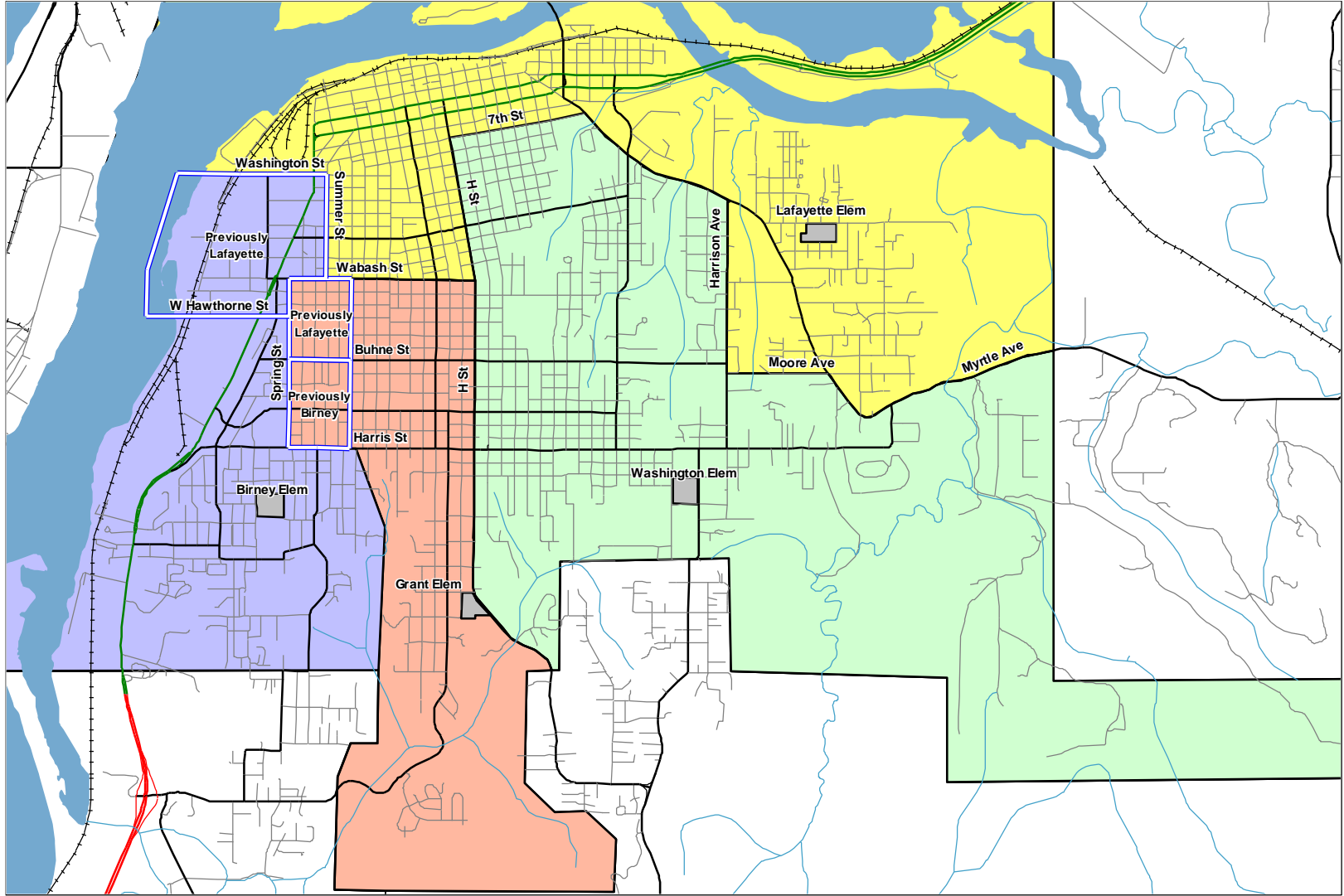
Site	*Current Enrollment	Hispanic	% of Total	Hmong	% of Total	Multiple	% of Total	White	% of Total	Other	% of Total
Alice Birney	373	117	31%	42	11%	54	14%	102	27%	58	16%
Grant	231	56	24%	31	13%	32	14%	99	43%	13	6%
Lafayette	225	76	34%	24	11%	26	12%	79	35%	20	9%
Washington	435	106	24%	31	7%	50	11%	214	49%	34	8%
TOTAL	1,264	355	28%	128	10%	162	13%	494	39%	125	10%

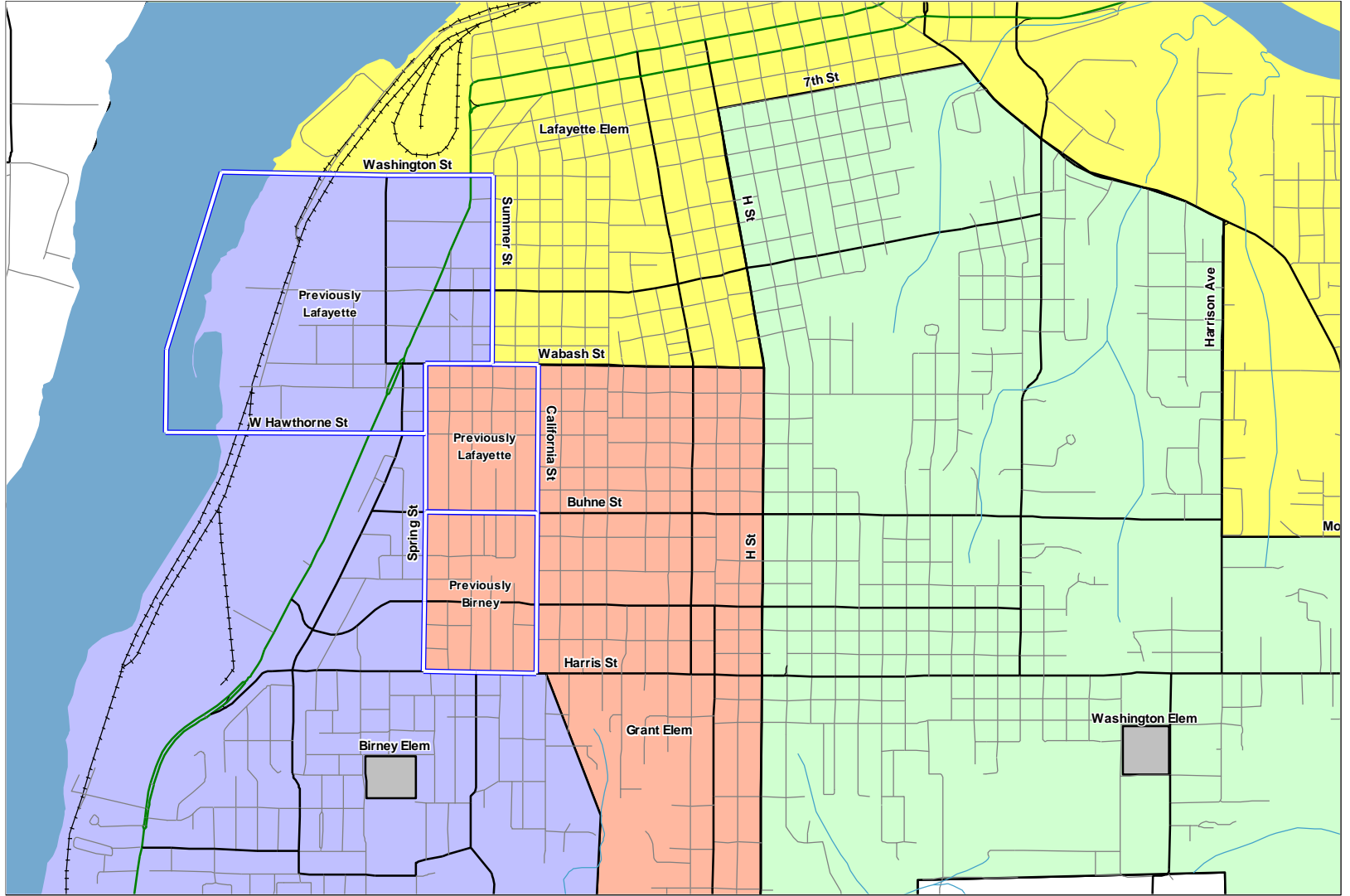
** Current Enrollment excludes Inter-District transfers, includes Foster and Homeless Youth*

Ethnic Diversity - NEW BOUNDARIES

Site	*Current Enrollment	Hispanic	% of Total	Hmong	% of Total	Multiple	% of Total	White	% of Total	Other	% of Total
Alice Birney	301	63	21%	48	16%	42	14%	112	37%	36	12%
Grant	289	90	31%	19	7%	42	15%	112	39%	26	9%
Lafayette	305	105	34%	23	8%	37	12%	102	33%	38	12%
Washington	327	85	26%	36	11%	36	11%	151	46%	19	6%
TOTAL	1,222	343	28%	126	10%	157	13%	477	39%	119	10%

** Current Enrollment excludes Inter-District transfers, includes Foster and Homeless Youth*





Option 1: New Boundaries: No/Limited Intra-District Transfers

Pros:

- More balanced enrollment across the four elementary sites for both enrollment numbers and enrollment composition
 - Non-transport zones; unduplicated counts; ethnic diversity
- More equitable distribution of resources across sites
- Preserves the Neighborhood school concept
- Increase non-transport zones, as well as need to transport students to sites that are not School of Residence

Cons:

- Limited School of Choice options
- Potential of losing students to other districts/charter schools
- Less ability to manage class sizes
- Potentially more combination classes
- Inter-Districts would likely be allowed to attend the School of Choice

Option 2: New Boundaries: Allow Intra-District Transfers

Pros:

- More balanced enrollment across the four elementary sites for both enrollment numbers and enrollment composition
 - Non-transport zones; unduplicated counts; ethnic diversity
- More equitable distribution of resources across sites
- Increases School of Choice options
- Increased ability to manage class sizes
- Potentially fewer combination classes
- Increase non-transport zones

Cons:

- Runs counter to the Neighborhood school concept
- If not managed properly, could potentially lead to unbalanced enrollment across sites
- Continue transporting students to sites that are not School of Residence
- There will still be more intra-districts denied than if we do nothing

AGENDA ITEM

Agenda Title: Physical Fitness Test Results 2022

Meeting Date: November 17, 2022

Item: Discussion

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Governing Board is being asked to review the 2021-2022 physical fitness test results for students in grades five, seven and nine.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

With the "epidemic" of childhood obesity in our nation it is important that we support the physical health of students. The Physical Fitness Test (PFT) provides a "snapshot" of student fitness. The State Board of Education designated the FITNESSGRAM® as the physical health test for students in California public schools. This program was developed by the Cooper Institute and the main goal of the test is to help students start lifelong habits of regular physical activity.

STRATEGIC PLAN/PRIORITY AREA:

Priority area 10

HISTORY *(list previous staff or board action(s) with dates if possible)*

The statewide physical fitness testing program was first authorized in 1976 and reestablished in 1995 as part of the California Assessment of Academic Achievement Act (Assembly Bill {AB} 265 which added EC Section 60800). In February 1996, the State Board of Education designated FITNESSGRAM® as the required physical fitness test that LEAs shall administer to California students in grades five, seven, and nine.

This is an annual report to the Board made each Fall.

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

There is no cost associated with this item.

WHO*(list the name of the contact person(s), job title, and site location)*

Gary Storts, Assistant Superintendent, Educational Services

ATTACHMENTS:

Description

- ▣ Physical Fitness Test Results 2022 Presentation

Eureka City Schools

Spring 2022 Physical Fitness Test Results

Board Report for November 17th, 2022

Physical Fitness Testing

The PFT is the physical fitness test for students in California schools. The main goal of the test is to help students in starting life-long habits of regular physical activity.

Grades Tested

- Grade 5
- Grade 7
- Grade 9

Purpose of the Test

- Lifetime Habits
- Assess present levels for planning
- Curriculum Design
- Parent Understanding
- Monitor Change

The Test consists of Five Fitness Areas:

1. Aerobic capacity
2. Abdominal Strength
3. Upper Body Strength
4. Trunk Extensor Strength
5. Flexibility

COVID-19 Interrupted PFT Testing in 2019-2021



Strategic Plan (Priority Area #9)

Eureka City Schools

Number of students: 851

Number of students fully tested: 548

Average Aerobic Capacity: 81%

Average Abdominal Strength: 74%

Average Trunk Extension: 72%

Average Upper Body Strength: 81%

Average Flexibility: 75%

PFT Summary of Results:

5th Grade: 92% Average

7th Grade: 77% Average

9th Grade: 75% Average

PFT Summary of Results by Site:

Alice Birney: 86.4% Average

Grant: 91.8% Average

Lafayette: 89.8% Average

Washington: 97.5% Average

Winship MS: 61% Average

Zane MS: 93.5% Average

Zoe Barnum/ CIS: 62.6% Average

Eureka High School: 84.7% Average



QUESTIONS?

AGENDA ITEM

Agenda Title: Information Only: December 2022 - Review of CDE Calendar of Events
Meeting Date: November 17, 2022
Item: Information Only

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

December 2022

National Special Education Day (12/2/2022)

The CDE encourages you to annually recognize December 2nd as National Special Education Day. National Special Education Day is dedicated to honoring the federal special education law instituted on December 2, 1972, and the students, teachers, and administration striving to make special education possible for special students.

Computer Science Education Week (12/5/2022)

The CDE encourages you to recognize December 5–11, 2022 as Computer Science Education Week. Computer Science Education Week is celebrated Monday through Sunday each year during the week of the 9th.

National Pearl Harbor Remembrance Day (12/7/2022)

The CDE encourages you to annually recognize December 7th as National Pearl Harbor Remembrance Day (36 United States Code 129).

Hanukkah Begins** (12/18/2022)

Hanukkah begins on the evening of December 18, 2022.

December 25 Christmas* (12/25/2022)

December 25 each year is designated as a public school holiday (California Education Code Section 37220).

Hanukkah Ends** (12/26/2022)

Hanukkah ends on the evening of December 26, 2022.

Kwanzaa Begins* (12/26/2022)

Kwanzaa begins on December 26, 2022.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

Information only.

STRATEGIC PLAN/PRIORITY AREA:

Subject does not apply to a Strategic Plan Priority Area

HISTORY *(list previous staff or board action(s) with dates if possible)*

Not applicable.

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

Not applicable.

WHO *(list the name of the contact person(s), job title, and site location)*

Not applicable.

AGENDA ITEM

Agenda Title: Updated List of Proposed Board Meeting Dates for 2023 (Note:
Revised Date for February 2023)

Meeting Date: November 17, 2022

Item:

ATTACHMENTS:

Description

- ▣ Proposed Board Meeting Dates - 2023

EUREKA CITY SCHOOLS

Governing Board Meeting Dates

Proposed 2023 Dates Reviewed by Cabinet: March 9, 2022
Proposed Dates Sent to Executive for Conflict Check: March 9, 2022, August 16, 2022
Board Review: March 31, 2022, August 25, 2022, November 17, 2022
Tentative Date for Board Adoption: December 15, 2022

All Meetings Begin at 6:30 p.m. (Regular Session)

BOARD MEETING DATES – 2023
January 12, 2023
February 2, 2023
March 9, 2023
March 30, 2023
April 26, 2023 (Wednesday)
May 11, 2023
June 1, 2023
June 22, 2023*
June 27, 2023 (Tuesday)**
August 3, 2023
August 24, 2023
September 14, 2023
October 5, 2023
October 26, 2023
November 16, 2023
December 14, 2023***

* Regular Meeting: Public Hearing on Budget/LCAP

** Regular Meeting: Adoption of Budget/LCAP

*** Regular Meeting: Organization Meeting

Board Adopted: TBA