

CUYAMA JOINT UNIFIED SCHOOL DISTRICT
BOARD MEETING **MINUTES**
Thursday, June 15, 2023, 6:00 P.M.
BOARD ROOM, CUYAMA ELEMENTARY SCHOOL
2300 Hwy 166, New Cuyama CA 93254

Join Zoom Meeting

<https://us06web.zoom.us/j/87421589471?pwd=ZnZad0pBYVJrTDZ4dHFQUl9vbnENSZz09>

Meeting ID: 874 2158 9471

Passcode: jd6Ug3

- I. The meeting will be called to order by Board President, Heather Lomax at **6:02P.M.**

Roll Call Vote:

Heather Lomax **P** Elaine Johnson **P** Whitney Goller **P** Jeffrey Mitchell **Ab**

Michael Funkhouser **P**

Alfonso Gamino **P** Superintendent

FLAG SALUTE: Led by **Whitney Goller**

II. PUBLIC FORUM:

Following recognition by the President, members of the public shall have an opportunity to address the Board of Trustees either before or during the Board's consideration of each item of business to be discussed. In order to efficiently manage the business of the Board, the Board President may limit the amount of time allocated for each individual speaker to 3 minutes and limit the total time allocated on a particular issue to 15 minutes, pursuant to board policy. Items not appearing on the agenda cannot, by law, be the subject of Board action. Such items may be placed on future agendas for full discussion and/or action.

Jennifer Stancliff- Mrs. Stancliff gave a brief speech of an update on Peddlers Fair, Mother's Day Dinner, Senior Prom Scarlet Nights 2022-2023, Final Activities. Every event was fun and successful. Current ASB has been discussing activities and events for the 2023-2024 school year.

Kendy Fetterman- Fetterman wanted to speak about Joanne and Alex leaving and wanted to address the concern. Also, she spoke about how awesome the FFA has done for the year.

Mr. Lebsack- Mr. Lebsack is happy that there will be 3 ag teachers this coming school year. He is glad that there can be three ag courses pathway for the students this coming school year.

III. Superintendent's Report

A. Summer School update-

This might be our last year of summer school unless the school district receives more summer school funding.

B. LCAP Update-

The final LCAP has been reviewed by SSC/DELAC. Matt Stowell, consultant will review the LCAP later in this board meeting.

C. Differentiated Assistance Plan progress-

The district is working on a Differentiated Assistance plan to assist students in the area of ELA and Math academic improvement and on improving chronic absenteeism in the district.

E. Graduations 2023-

All three graduations were great this year with decorations and presentation. Mrs. Goller assisted in decorating the gym for the high school graduation.

G. Other-

Campus is being kept up with maintenance staff focusing on keeping our grounds and getting them ready for the 2023-2024 school year.

IV. Board Reports

- **Board Member Whitney Goller asked if there will be a July Meeting. Mr. Gamino stated that the discussion will come up later in this meeting during the action items.**
- **Heather let the board members know that she will be gone in July, August, September, and October.**

V. Informational Item:

1. **Second Interim Financial Report Analysis and Recommendations letter from Steve Torres, Associate Superintendent, Administrative Services dates April 17, 2023. Pg. 1-4**

**VI. Public Hearing on Local Control Accountability Plan 2023-2024:
Public Hearing of the Local Control Accountability Plan 2023-2024: The Cuyama Joint Unified School District Board of Trustees opens this public hearing in accordance with**

the Local Control Funding Formula (LCFF) and prior to the adoption of the Local Control Accountability Plan. The Local Control Accountability Plan is available for review at the District Office at 2300 Highway 166, New Cuyama, CA 93254, during normal business hours or online on the CJUSD website under the June 15, 2023, Board agenda. (Notice of Hearing) **Pg. 5**

Opened Hearing at 6:25pm

Closed Hearing at 6:25pm

- VII. Public Hearing of the Cuyama Joint Unified School District 2023-2024 budget: Public Hearing of the 2023-2024 Cuyama Joint Unified School District Budget: The Cuyama Joint Unified School District Board of Trustees opens this public hearing of the 2023-2024 budget provided by Theresa King (Business Manager). The district budget is available for review at the District Office at 2300 Highway 166, New Cuyama, CA 93254, during business hours or online on the CJUSD website under the June 15, 2023, Board agenda. (Notice of Public Hearing) **Pg. 6**

Opened Hearing at 6:26pm

Closed Hearing at 6:26pm

VIII. **CONSENT AGENDA:**

The Board will consider the following consent calendar items. All items listed are considered to be routine and noncontroversial. Consent items will be considered first and may be approved by one motion if no member of the CJUSD Board wishes to comment or discuss. If comment or discussion is desired, the item will be removed from the consent agenda and considered in the listed sequence with an opportunity for any member of the public to address the CJUSD Board concerning the item before action is taken.

1. Minutes of the Monday, May 8, 2023, Special Board Meeting. **Pg. 7-8**
2. Minutes of the Thursday, May 11, 2023, Regular Board Meeting. **Pg. 9-17**
3. Checks Board Report and Warrants May 1-31, 2023. **Pg. 18-47**
4. Field Trip: 9th -12th Grade CVHS students to Mechanics Bank Arena in Bakersfield for the Kern County College Night. Event will be held on September 11, 2023. Ag van will be requested to transport 9 students. **Pg. 48-49**
5. Facilities Use agreement: Sandra Uribe from Blue Sky Center requests to use the CVHS gym for Climate Resiliency Training. **Pg. 50-51**
6. Facilities Use agreement: Matt Klinchuch from the Cuyama Basin Water District Board of Directors Meeting requesting the use of the Elementary Board room to hold his Board of Directors meetings in 2023-2024. **Pg. 52-53**

Michael Funkhouser pulled item number 4.

4. Field Trip: 9th -12th Grade CVHS students to Mechanics Bank Arena in Bakersfield for the Kern County College Night. Event will be held on September 11, 2023. Ag van will be requested to transport 9 students. Pg. 48-49. Item #4 will be discussed separately under the section for Item(s) pulled from consent agenda.

Approved 1-3, 5 and 6.

Moved By: **Whitney Goller** 2nd By: **Michael Funkhouser**

Roll Call Vote:

Heather Lomax **Y** Elaine Johnson **Y** Whitney Goller **Y**

Jeffrey Mitchell **Ab** Michael Funkhouser **Y**

Moved and approved 4-0

IX. Action Items:

a. It is recommended that the board discuss and approve the June 15, 2023, Personnel Activity Report **Pg. 54-55**

The board discussed and approved the June 15, 2023, Personnel Activity Report.

Moved By: **Elaine Johnson** 2nd By: **Michael Funkhouser**

Roll Call Vote:

Heather Lomax **Y** Elaine Johnson **Y** Whitney Goller **Y**

Jeffrey Mitchell **Ab** Michael Funkhouser **Y**

Moved and approved 4-0

b. It is recommended that the board discuss whether to cancel the August 10, 2023, Regular Board meeting. The board will provide direction.

The board discussed whether to cancel the August 10, 2023, Regular Board meeting. The board kept the August board meeting and cancelled the July 13, 2023. A special board meeting will be held in July to approve the Ag Incentive grant.

Moved By: 2nd By:

Roll Call Vote:

Heather Lomax **Y** Elaine Johnson **Y** Whitney Goller **Y**

Jeffrey Mitchell **Ab** Michael Funkhouser **Y**

Moved and approved 4-0

- c. It is recommended that the board discuss and approve dress code proposed changes as listed or as may be amended for the 2023-2024 school year. These proposed dress code changes were discussed at the May 11, 2023, board meeting. The district needs board direction given by the school board. **Pg. 56-63**

Alfonso Gamino made a point regarding students wearing hats in class. High school staff would like to let high school students wear hats in the classroom. High school teachers do not have an issue with students wearing hats. Another worry for teachers is what is allowed for students to wear because today's stores are selling clothing to today's styles and it's hard for teachers to enforce students dress code if dress code guidelines are not up to date.

The board discussed and approved the dress code changes as listed or as may be amended for the 2023-2024 school year. These proposed dress code changes were discussed at the May 11, 2023, board meeting. The board discussed each 1-18 of the dress code policy. Items #1, 2 remain the same. Item #3 on hats will go with option #2 to make sure hats are not a distraction indoors, Item #4 and 5 remain the same. Item #6 will be written with the wording in option #4, item 7-8 remain the same, Item #9, 10, and 11 will be written as described in option #2 for each, item #12 is eliminated, item 13, 14, and 15 remain the same, item #16 will be written as described in option #2, and item #17 and 18 will be written as described in option #1.

Moved By: **Whitney Goller**

2nd By: **Elaine Johnson**

Roll Call Vote:

Heather Lomax **N** Elaine Johnson **Y** Whitney Goller **Y**

Jeffrey Mitchell **Ab** Michael Funkhouser **Y**

Moved and approved 3-1

- d. It is recommended that the board discuss and approve the Memorandum of Understanding (MOU) by and between the Cuyama Joint Unified School District and the Cuyama Unified Educators/California Teachers Association concerning Appendix A of the Cuyama Joint Unified School District Certificated Salary Schedule as it pertains to the non-credential salary in the July 1, 2021- June 30, 2023, Collective Bargaining Agreement. **Pg. 64-65**

The board discussed and approved the Memorandum of Understanding (MOU) by and between the Cuyama Joint Unified School District and the Cuyama Unified Educators/California Teachers Association concerning Appendix A of the Cuyama Joint Unified School District Certificated Salary Schedule as it pertains to the non-credential salary in the July 1, 2021- June 30, 2023, Collective Bargaining Agreement.

Moved By: **Michael Funkhouser**

2nd By: **Whitney Goller**

Roll Call Vote:

Heather Lomax **Y** Elaine Johnson **Y** Whitney Goller **Y**

Jeffrey Mitchell **Ab** Michael Funkhouser **Y**

Moved and approved 4-0

- e. It is recommended that the board sunshine the Cuyama Unified Educators (CUE/CTA) initial proposal to the Cuyama Joint Unified School District for negotiations dated May 31, 2023. **Pg. 66**

The board will sunshine the Cuyama Unified Educators (CUE/CTA) initial proposal to the Cuyama Joint Unified School District for negotiations dated May 31, 2023

Moved By: **Michael Funkhouser**

2nd By: **Whitney Goller**

Roll Call Vote:

Heather Lomax **Y** Elaine Johnson **Y** Whitney Goller **Y**

Jeffrey Mitchell **Ab** Michael Funkhouser **Y**

Moved and approved 4-0

- f. It is recommended that the board sunshine the Cuyama Joint Unified School District initial proposal to the Cuyama Unified Educators (CUE/CTA) for negotiations dated June 5, 2023. **Pg. 67**

The board will sunshine the Cuyama Joint Unified School District initial proposal to the Cuyama Unified Educators (CUE/CTA) for negotiations dated June 5, 2023.

Moved By: **Michael Funkhouser**

2nd By: **Elaine Johnson**

Roll Call Vote:

Heather Lomax **Y** Elaine Johnson **Y** Whitney Goller **Y**

Jeffrey Mitchell **Ab** Michael Funkhouser **Y**

- g. It is recommended that the board review and discuss the Local Control Accountability Plan (LCAP) 2023-2024. Mr. Matt Stowell (consultant) and Mr. Gamino (Superintendent) will present the LCAP in accordance with the LCFF which districts are required to develop, adopt, and update annually. This presentation includes the LCFF Budget Overview for Parents (BOP). The plan will move forward for action at the June 22, 2023, special board meeting. **Pg. Starting on Page 68**

The board reviewed and discussed the Local Control Accountability Plan (LCAP) 2023-2024. Mr. Matt Stowell (consultant) and Mr. Gamino (Superintendent) presented the LCAP in accordance with the LCFF which districts are required to develop, adopt, and update annually. This presentation included the LCFF Budget Overview for Parents (BOP) as well as the three goals in the plan for 2023-2024.

The board will review the finalized plan and approve the plan at the special board meeting of June 22, 2023, at 4:00 p.m. and come back to discuss on the next board meeting.

Moved By: **Whitney Goller**

2nd By: **Michael Funkhouser**

Roll Call Vote:

Heather Lomax **Y** Elaine Johnson **Y** Whitney Goller **Y**

Jeffrey Mitchell **Ab** Michael Funkhouser **Y**

Moved and approved 4-0

- h. Theresa King (Business Manager) will review and discuss the 2023-2024 budget and Balances in Excess of Minimum Reserve Requirements. The 2023-2024 Cuyama Joint Unified School District budget will move forward for action at the special board meeting set for June 22, 2023. **Pg. After LCAP final page**

Business Manager Theresa King reviewed discussed the 2023-2024 budget and Balances in Excess of Minimum Reserve Requirements with the board members. The 2023-2024 Cuyama Joint Unified School District budget will move forward for action at the special board meeting set for June 22, 2023, at 4:00 p.m.

Moved By: 2nd By:

Roll Call Vote:

Heather Lomax **Y** Elaine Johnson **Y** Whitney Goller **Y**

Jeffrey Mitchell **Ab** Michael Funkhouser **Y**

Moved and approved 4-0

X. ITEM(S) PULLED FROM CONSENT AGENDA:

1. Field Trip: 9th -12th Grade CVHS students to Mechanics Bank Arena in Bakersfield for the Kern County College Night. Event will be held on September 11, 2023. Ag van will be requested to transport 9 students. Pg. 48-49

The board discussed and approved the 9th -12th Grade CVHS field trip for students to Mechanics Bank Arena in Bakersfield for the Kern County College Night. The event will be held on September 11, 2023. Ag van will be requested to transport 9 students.

Moved By: **Whitney Goller** 2nd By: **Elaine Johnson**

Roll Call Vote:

Heather Lomax **Y** Elaine Johnson **Y** Whitney Goller **Y**

Jeffrey Mitchell **Ab** Michael Funkhouser **Y**

2. _____

Moved By: _____ 2nd By: _____

Roll Call Vote:

Heather Lomax _____ Elaine Johnson _____ Whitney Goller _____

Jeffrey Mitchell _____ Michael Funkhouser _____

3. _____

Moved By: _____

2nd By: _____

Roll Call Vote:

Heather Lomax _____ Elaine Johnson _____ Whitney Goller _____

Jeffrey Mitchell _____ Michael Funkhouser _____

XI. CLOSED SESSION: NONE

NOTE: The Brown Act permits the Board to consider certain matters in closed session, in limited circumstances. The Board will consider and may act upon any of the items described below in closed session. The Brown Act requires that the Board report out certain actions taken in closed session, which will be announced following the closed session. WITH LIMITED EXCEPTIONS, THE LAW REQUIRES THAT INFORMATION DISCLOSED IN CLOSED SESSION REMAIN CONFIDENTIAL.

The Board will adjourn into closed session at _____ p.m. (**no closed session**)

The Board returned to open session at: _____ p.m. (**no closed session**)

Report out from closed session

XII. ADJOURNMENT: Meeting adjourned at 9:04pm

Moved By: **Elaine Johnson** 2nd By: **Whitney Goller**

Roll Call Vote:

Heather Lomax **Y** Elaine Johnson **Y** Whitney Goller **Y**

Jeffrey Mitchell **Ab** Michael Funkhouser **Y**

Materials prepared in connection with an item on the regular session agenda may be reviewed in the Superintendent's office 72 hours in advance of the meeting and will be available for public inspection at the meeting. An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should contact the Superintendent or designee. (Government Code 54954.2)

**The next regularly scheduled School Board Meeting will be on
Thursday, August 10 2023; 6:00 p.m., Elementary School Board Room**

Materials related to an item on this Order of Business distributed to the Board of Education are available for public inspection at the district office and at: <https://cuyamaunified.org/board->

materials-2021-2022/ using the “Click Here” links next to the date: 08/10/2023.

USE OF RELAXED TELECONFERENCE PROCEDURES PER GOVERNOR’S COVID-19 EXECUTIVE ORDER: Notice of Teleconferencing Pursuant to Executive Order N-25-20 and

Government Code section 54953: In order to mitigate possible impacts relating to the Coronavirus (COVID-19), the Board will conduct this meeting via teleconference or videoconference, with one or more board members participating from remote locations.

Members of the public wishing to observe the meeting or make public comments as authorized under Government Code section 54954.3 may do so at the following location: 2300 Hwy 166, New Cuyama, CA 93254, or via electronic participation by accessing the link provided as the beginning of the agenda. Voting at this meeting shall be by roll call.

CUYAMA JOINT UNIFIED SCHOOL DISTRICT
BOARD MEETING MINUTES
Thursday, June 22, 2023, 4:00 P.M.
BOARD ROOM, CUYAMA ELEMENTARY SCHOOL
2300 Hwy 166, New Cuyama CA 93254

Join Zoom Meeting

<https://us06web.zoom.us/j/85938371688?pwd=T1dnb2lqV3ErR3lBejlldEtvZTdQQQT09>

Meeting ID: 859 3837 1688

Passcode: gXS9kP

- I. The meeting will be called to order by **Board Clerk, Elaine Johnson** at 4:03 P.M.

Roll Call Vote:

Heather Lomax **Ab** Elaine Johnson **P** Whitney Goller **P** Jeffrey Mitchell **Ab**

Michael Funkhouser **P**

Alfonso Gamino **P** Superintendent

FLAG SALUTE: Led by **Whitney Goller**

II. **PUBLIC FORUM:**

Following recognition by the President, members of the public shall have an opportunity to address the Board of Trustees either before or during the Board's consideration of each item of business to be discussed. In order to efficiently manage the business of the Board, the Board President may limit the amount of time allocated for each individual speaker to 3 minutes and limit the total time allocated on a particular issue to 15 minutes, pursuant to board policy. Items not appearing on the agenda cannot, by law, be the subject of Board action. Such items may be placed on future agendas for full discussion and/or action.

III. **Superintendent's Report**

Mr. Gamino informed the Board about the TK/K orientation that will take place the week of June 26-30, 2023. The Early Learning Grant will pay for the program. Mrs. Nicole Furstenfeld, the 2023-2024, TK/K teacher will lead the Kindergarten classroom orientation.

IV. Board Reports **None**

V. Action Items:

a. It is recommended that the board review and approve the Local Control Accountability Plan (LCAP) 2023-2024. Mr. Matt Stowell (consultant) presented the LCAP at the June 15, 2023, board meeting in accordance with the LCFF which districts are required to develop, adopt, and update annually.

Moved By: **Whitney Goller**

2nd By: **Michael Funkhouser**

Roll Call Vote:

Heather Lomax **Ab** Elaine Johnson **Y** Whitney Goller **Y**

Jeffrey Mitchell **Ab** Michael Funkhouser **Y**

Mr. Matt Stowell, consultant presented the LCAP via Zoom to the board and he informed the board that he had added this year's projected budget to each of the action items. He also informed the board that sometimes SBCEO will request minor edits in the next couple of months but the edits are not anything major. SBCEO does make some minor edits each year that do not require to take the LCAP back to the board.

Approved 3-0

Superintendent Evaluation for 2022-2023: Mr. Stowell informed the board that he received feedback from board a couple of board members regarding Superintendent evaluation for 2022-2023. If the board members were ok with it, he will go ahead and forward the evaluation to the Superintendent, Alfonso Gamino. Board members were ok with Matt Stowell sending Mr. Gamino his final evaluation for 2022-2023.

b. It is recommended that the board review and approve the 2023-2024 budget. Business Manager Terri King reviewed the budget at the June 15, 2023, board meeting.

Moved By: **Whitney Goller**

2nd By: **Michael Funkhouser**

Roll Call Vote:

Heather Lomax **Ab** Elaine Johnson **Y** Whitney Goller **Y**

Jeffrey Mitchell **Ab** Michael Funkhouser **Y**

Elaine Johnson asked if the district will be looking at food waste and also doing more scratch cooking in the district.

Mr. Gamino: He mentioned that there will be food service meetings with the staff to work on aligning menu's over the next couple of years with the objective of doing more scratch cooking.

No changes to the budget report from last week's meeting.

Board approved 2023-2024 budget 3-0.

VI. CLOSED SESSION:

NOTE: The Brown Act permits the Board to consider certain matters in closed session, in limited circumstances. The Board will consider and may act upon any of the items described below in closed session. The Brown Act requires that the Board report out certain actions taken in closed session, which will be announced following the closed session. WITH LIMITED EXCEPTIONS, THE LAW REQUIRES THAT INFORMATION DISCLOSED IN CLOSED SESSION REMAIN CONFIDENTIAL.

A. Under California Government Code 54957 Certificated and Classified Personnel changes.

The Board will be asked to review and approve a number of transfers, reassignments, promotions, evaluations, terminations, resignations and hirings reported by the Superintendent.

The Board will adjourn into closed session at **4:25 p.m.**

The Board returned to open session at **6:50 p.m.**

Report out from closed session

Discussion, no action.

XII. ADJOURNMENT:

Moved By: **Whitney Goller**

2nd By: **Michael Funkhouser**

Roll Call Vote:

Heather Lomax **Ab** Elaine Johnson **Y** Whitney Goller **Y**

Jeffrey Mitchell **Ab** Michael Funkhouser **Y**

Approved 3-0

Meeting adjourned at 6:51 p.m.

Materials prepared in connection with an item on the regular session agenda may be reviewed in the Superintendent's office 72 hours in advance of the meeting and will be available for public inspection at the meeting. An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should contact the Superintendent or designee. (Government Code 54954.2)

**The next regularly scheduled School Board Meeting will be on
Thursday, August 10, 2023; 6:00 p.m., Elementary School Board Room**

Materials related to an item on this Order of Business distributed to the Board of Education are available for public inspection at the district office and at: <https://cuyamaunified.org/board-materials-2021-2022/> using the "Click Here" links next to the date: 08/10/2023.

***USE OF RELAXED TELECONFERENCE PROCEDURES PER GOVERNOR'S COVID-19
EXECUTIVE ORDER:*** Notice of Teleconferencing Pursuant to Executive Order N-25-20 and

Government Code section 54953: In order to mitigate possible impacts relating to the Coronavirus (COVID-19), the Board will conduct this meeting via teleconference or videoconference, with one or more board members participating from remote locations. Members of the public wishing to observe the meeting or make public comments as authorized under Government Code section 54954.3 may do so at the following location: 2300 Hwy 166, New Cuyama, CA 93254, or via electronic participation by accessing the link provided as the beginning of the agenda. Voting at this meeting shall be by roll call.

Checks Dated 06/01/2023 through 06/30/2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
01-743893	06/02/2023	Callaway, Eric T	01-8699		9.00
01-743894	06/02/2023	Dumbrigue, Joanne L	01-4300	315.18	
			01-5200	149.34	464.52
01-743895	06/02/2023	Lebsack, Kevin D	01-5200		228.15
01-743896	06/02/2023	Armstrong Locksmith	01-5640		187.00
01-743897	06/02/2023	Berchtold Equipment Company	01-4300		165.42
01-743898	06/02/2023	Community Partners for YouthWell	01-4300		270.00
01-743899	06/02/2023	CSBA	01-5800		10,135.00
01-743900	06/02/2023	Ewell Ed Services, Inc.	01-5800		88.00
01-743901	06/02/2023	James Herrera	01-5100		440.00
01-743902	06/02/2023	Jordano's Food Service	13-4710		3,481.97
01-743903	06/02/2023	Jostens	01-5800		21.77
01-743904	06/02/2023	One Circle Foundation	01-4200		3,318.21
01-743905	06/02/2023	Pacific Gas & Electric	01-5520		111.18
01-743906	06/02/2023	Quill Corporation	01-4300		27.99
01-743907	06/02/2023	Southern California Gas Co.	01-5510		1,873.56
01-743908	06/02/2023	VISA	01-4300	90.92	
			01-5640	245.00	335.92
01-744883	06/09/2023	Dumbrigue, Joanne L	01-5200		113.97
01-744884	06/09/2023	Victorino De Mora, Angelica	01-8699		9.95
01-744885	06/09/2023	Wilson, Angela	01-4300		101.27
01-744886	06/09/2023	Applied Technology Group, Inc.	01-5900		250.00
01-744887	06/09/2023	B&B Surplus, Inc	01-4300		3,290.80
01-744888	06/09/2023	Bakersfield Athletic Supply	01-8699		1,557.04
01-744889	06/09/2023	Brown & Reich Petroleum, Inc.	01-4381	684.49	
			01-4384	567.95	1,252.44
01-744890	06/09/2023	CollegeBoard	01-5800		840.00
01-744891	06/09/2023	Flinn Scientific Inc.	01-4300		850.75
01-744892	06/09/2023	Jordano's Food Service	13-4300	586.49	
			13-4710	3,064.21	3,650.70
01-744893	06/09/2023	Kern County Supt. Of Schools	01-4380	2,023.68	
			01-5640	175.82	2,199.50
01-744894	06/09/2023	Melissa Terrones	01-5800		221.00
01-744895	06/09/2023	Pitney Bowes	01-5600	84.66	
			01-5800	86.60	171.26
01-744896	06/09/2023	Sonova USA Inc.	01-4300		1,021.63
01-744897	06/09/2023	Tyack's Tires, Inc.	01-4383		806.65
01-744898	06/09/2023	VISA	01-4300	702.40	
			01-5200	77.26	779.66
01-744899	06/09/2023	Waldrop's Auto Parts	01-4380	18.14	
			01-4400	1,088.68	1,106.82
01-744900	06/09/2023	Leyland, Rachel I	01-4300		288.67
01-744901	06/09/2023	VISA	01-4300	139.80	
			01-5200	768.68	908.48
01-746349	06/16/2023	Lebsack, Kevin D	01-4300		626.55
01-746350	06/16/2023	Brown & Reich Petroleum, Inc.	01-4381	1,057.19	

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 1 of 3

043 - Cuyama Joint Unified School District

Generated for Gloria Morales-Lerena (43MORALES), Jul 3 2023

11:59AM

Checks Dated 06/01/2023 through 06/30/2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
01-746350	06/16/2023	Brown & Reich Petroleum, Inc.	01-4384	420.08	1,477.27
01-746351	06/16/2023	CANON FINANCIAL SERVICES, INC.	01-5600	1,296.35	
			01-5800	1,194.57	2,490.92
01-746352	06/16/2023	Cuyama Community Services Dist	01-5530		556.16
01-746353	06/16/2023	Dell Technologies	01-4400		6,594.72
01-746354	06/16/2023	Dubuque Bank & Trust	01-7438	4,398.05	
			01-7439	23,575.87	27,973.92
01-746355	06/16/2023	Jordano's Food Service	13-4710		3,747.96
01-746356	06/16/2023	Lincoln Electric	01-4300		875.85
01-746357	06/16/2023	Linde Gas & Equipment Inc.	01-4300		2,412.45
01-746358	06/16/2023	Marborg Disposal	01-5570		741.60
01-746359	06/16/2023	MidWay Driller	01-5800		561.00
01-746360	06/16/2023	Old Cuyama Do It Best	01-4300	392.17	
			01-8590	73.75	465.92
01-746361	06/16/2023	Pacific Gas & Electric	01-5520		12.22
01-746362	06/16/2023	RingCentral Inc.	01-5910		1,585.66
01-746363	06/16/2023	Santa Barbara County Ed Office	01-5200	35.00	
			01-7142	99,702.00	99,737.00
01-746364	06/16/2023	Verizon Business	01-5910		21.49
01-747137	06/23/2023	Cortes, Alleigh B	01-5800		70.67
01-747138	06/23/2023	Dumbrigue, Joanne L	01-5200		402.17
01-747139	06/23/2023	King, Kierin N	01-4300		26.60
01-747140	06/23/2023	Ricci, Kathleen A	01-5800		40.00
01-747141	06/23/2023	Amazon Capital Services	01-4300		400.72
01-747142	06/23/2023	Home Depot Credit Services	01-4300	1,888.29	
			01-5800	20.00	1,908.29
01-747143	06/23/2023	Midway Laboratory, Inc	01-5800		25.00
01-747144	06/23/2023	Pacific Gas & Electric	01-5520		79.56
01-747145	06/23/2023	Pacific Gas & Electric	01-5520		26.29
01-747146	06/23/2023	Purchase Power	01-5900		338.94
01-747147	06/23/2023	Quill Corporation	01-4300	3,287.33	
			01-5800	591.45	
			13-4300	129.16	4,007.94
01-747148	06/23/2023	Santa Barbara County Ed Office	01-5800		8,238.00
01-748225	06/30/2023	Dumbrigue, Joanne L	01-5200		1,024.48
01-748226	06/30/2023	Adobe Inc.	01-5800		3,694.80
01-748227	06/30/2023	Alameda County of Ed	01-5200		700.00
01-748228	06/30/2023	AUS West Lockbox	01-5550		416.14
01-748229	06/30/2023	Farm Supply Company	01-4300		2,835.52
01-748230	06/30/2023	Flinn Scientific Inc.	01-4300		1,255.67
01-748231	06/30/2023	Frontier Communications	01-5910		374.04
01-748232	06/30/2023	Imperial Bag & Paper CO LLC	01-4300		1,619.09
01-748233	06/30/2023	Lakeshore Learning Materials	01-4300		211.03
01-748234	06/30/2023	Old Cuyama Do It Best	01-4300	776.19	
			01-4380	34.19	
			01-8590	150.30	960.68

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 2 of 3

Checks Dated 06/01/2023 through 06/30/2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
01-748235	06/30/2023	Pacific Gas & Electric	01-5520		241.88
01-748236	06/30/2023	Southern California Gas Co.	01-5510		511.89
01-748237	06/30/2023	Urban Futures, Inc.	01-5800		2,050.00
01-748238	06/30/2023	VISA	01-4300	877.96	
			01-5800	1,348.00	2,225.96
Total Number of Checks			77		<u>224,144.53</u>

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	74	213,134.74
13	Cafeteria Spec Rev Fund	4	11,009.79
	Total Number of Checks	77	224,144.53
	Less Unpaid Tax Liability		.00
	Net (Check Amount)		<u>224,144.53</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.

043 - Cuyama Joint Unified School District

Generated for Gloria Morales-Lerena (43MORALES), Jul 3 2023

11:59AM

ESCAPE ONLINE
Page 3 of 3

ReqPay05a

Payment Register

Scheduled 02/21/2023 - 06/28/2023				Bank Account COUNTY - County-AP						
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Employee										
Callaway, Eric T (000008)										
PO BOX 232										
Maricopa, CA 93252										
2022/23	05/12/23		State dated check reissued	230512EC	05/31/23	Paid	Cleared	9.00		9.00
Check #	01-743893		2023 01- 0000- 0- 0000- 0000- 8699- 000- 0000- STLD							
			Batchld AP06022023			Check Date 06/02/23	PO#			000323
			Total Invoice Amount					9.00		
Direct Employee										
Cortes, Alleigh B (000139)										
P.O. Box 325										
New Cuyama, CA 93254										
2022/23	06/13/23		Mileage for dropping off board packets	230613AC	06/22/23	Paid	Printed	70.87		70.87
Check #	01-747137		2023 01- 0000- 0- 0000- 2700- 5800- 000- 0000- 0000							
			Batchld AP06232023			Check Date 06/23/23	PO#			000327
			Total Invoice Amount					70.87		
Direct Employee										
Dumbrigue, Joanne L (000141)										
1009 River Ranch Dr. Apt. C										
Bakersfield, CA 93312										
2022/23	05/18/23		Mileage Promoting Resilience with Ricky Robertson	230518JD	05/31/23	Paid	Cleared	149.34		149.34
Check #	01-743894		2023 01- 9010- 0- 1110- 3110- 5200- 000- 0000- SELF							
			Batchld AF06022023			Check Date 06/02/23	PO#			000323
2022/23	05/18/23		Books for study	230518JDD	05/31/23	Paid	Cleared	315.18		315.18
Check #	01-743894		2023 01- 9010- 0- 1110- 3110- 4300- 000- 0000- SELF							
			Batchld AF06022023			Check Date 06/02/23	PO#			000323
			Total Invoice Amount					464.52		
Direct Employee										
Dumbrigue, Joanne L (000141)										
1009 River Ranch Dr. Apt. C										
Bakersfield, CA 93312										
2022/23	06/07/23		Mileage from HS to tobacco Summit	230607JD	06/07/23	Paid	Cleared	113.97		113.97
Check #	01-744883		2023 01- 9010- 0- 1110- 3110- 5200- 000- 0000- SELF							
			Batchld AF06092023			Check Date 06/09/23	PO#			000324
			Total Invoice Amount					113.97		

Selection Sorted by AP Check Order Option, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 6/1/2023, Ending Check/Advice Date = 6/30/2023, Page Break by Check/Advice? = N, Zero? = Y)

043 - Cuyama Joint Unified School District

Generated for Gloria Morales-Lerena (43MORALESGL), Jul 3 2023

12:04PM

ESCAPE ONLINE

Page 1 of 39

ReqPay05a

Payment Register

Scheduled 02/21/2023 - 06/28/2023

Bank Account COUNTY - County-AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Employee	2022/23	05/24/23	Dumbrigue, Joanne L (000141) 1009 River Ranch Dr. Apt. C Bakersfield, CA 93312	230524JD	06/22/23	Paid	Printed	402.17		402.17

Check #	01-747138	2023	01-9010-0-1110-3110-5200-000-0000-SELF	Batchld	AP06232023	Check Date 06/23/23	PO#		Register # 000327	
Total Invoice Amount								402.17		

Direct Employee	2022/23	06/17/23	Dumbrigue, Joanne L (000141) 1009 River Ranch Dr. Apt. C Bakersfield, CA 93312	3374219851	06/28/23	Paid	Printed	512.24		512.24
Check #	01-748225	2023	01-9010-0-1110-3110-5200-000-0000-SELF	Batchld	AP06302023	Check Date 06/30/23	PO#		Register # 000328	
2022/23	06/17/23		Hotel RM for J.D for tobacco Summit	3378908473	06/28/23	Paid	Printed	512.24		512.24
Check #	01-748225	2023	01-9010-0-1110-3110-5200-000-0000-SELF	Batchld	AP06302023	Check Date 06/30/23	PO#		Register # 000328	
Total Invoice Amount								1,024.48		

19

Direct Employee	2022/23	06/21/23	King, Kierin N (000144) 12414 Woodson Bridge Dr. Bakersfield, CA 93311	230621-RK	06/22/23	Paid	Printed	26.60		26.60
Check #	01-747139	2023	01-2600-0-1110-1000-4300-030-0000-0000	Batchld	AP06232023	Check Date 06/23/23	PO#		Register # 000327	
Total Invoice Amount								26.60		

Direct Employee	2022/23	05/25/23	Lebsack, Kevin D (000033) 1070 Paso Robles Ave Los Osos, CA 93402	230525-KL	05/31/23	Paid	Cleared	228.15		228.15
Check #	01-743895	2023	01-6388-0-3800-1000-5200-070-POST-00R3	Batchld	AP06022023	Check Date 06/02/23	PO#		Register # 000323	

Selection Sorted by AP Check Order Option, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 6/1/2023, Ending Check/Advice Date = 6/30/2023, Page Break by Check/Advice? = N, Zero? = Y)

043 - Cuyama Joint Unified School District

Generated for Gloria Morales-Lerena (43MORALESGL), Jul 3 2023 12:04PM

ESCAPE ONLINE

Page 2 of 39

ReqPay05a

Payment Register

Scheduled 02/21/2023 - 06/28/2023				Bank Account COUNTY - County-AP						
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Total Invoice Amount								228.15		
Direct Employee Lebsack, Kevin D (000033)										
1070 Paso Robles Ave										
Los Osos, CA 93402										
2022/23	06/09/23		Adobe/ Metal, benders, rings	230609KL	06/14/23	Paid	Cleared	626.55		626.55
Check #	01-746349		2023 01-6388-0-3800-1000-4300-070-POST-00R3							
			BatchId AP06162023				Check Date 06/16/23			Payment # 000326
Total Invoice Amount								626.55		
Direct Employee Leyland, Rachel I (000034)										
PO BOX 127										
New Cuyama, CA 93254										
2022/23	06/06/23		Classroom supplies	230606RL	06/07/23	Paid	Cleared	288.67		288.67
			2022-2023							
Check #	01-744900		2023 01-6300-0-1110-1000-4300-070-0000-0000							Payment # 000325
			BatchId AP06092023A				Check Date 06/09/23			
Total Invoice Amount								288.67		
Direct Employee Ricci, Kathleen A (000107)										
4767 Cebrian Ave										
New Cuyama, CA 93254										
2022/23	06/22/23		Change for lost book	LIBRAYKR	06/22/23	Paid	Printed	40.00		40.00
Check #	01-747140		2023 01-0000-0-1110-1000-5800-000-0000-0000							Payment # 000327
			BatchId AP06232023				Check Date 06/23/23			
Total Invoice Amount								40.00		
Direct Employee Victorino De Mora, Angelica (000056)										
PO BOX 162										
New Cuyama, CA 93254										
2022/23	09/15/22		Reissue stld check	220915AM	06/07/23	Paid	Printed	9.95		9.95
Check #	01-744884		2023 01-0000-0-0000-0000-8699-000-0000-STLD							Payment # 000324
			BatchId AP06092023				Check Date 06/09/23			
Total Invoice Amount								9.95		
Direct Employee Wilson, Angela (000057)										
PO BOX 69										
New Cuyama, CA 93254										
2022/23	06/05/23		Graduation supplies	230605AW	06/06/23	Paid	Cleared	101.27		101.27

Selection

Sorted by AP Check Order Option, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 6/1/2023, Ending Check/Advice Date = 6/30/2023, Page Break by Check/Advice? = N, Zero? = Y)

043 - Cuyama Joint Unified School District

Generated for Gloria Morales-Lerena (43MORALESG), Jul 3 2023

12:04PM

Page 3 of 39

ESCAPE

ONLINE

Selection Sorted by AP Check Order Option, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 6/1/2023, Ending Check/Advice Date = 6/30/2023, Page Break by Check/Advice? = N, Zero? = Y)

Generated for Gloria Morales-Lerena (43MORALESGL), Jul 3 2023

043 - Cuyama Joint Unified School District

12:04PM

ESCAPE ONLINE

Page 3 of 39

ReqPay05a

Payment Register

Scheduled 02/21/2023 - 06/28/2023

Bank Account COUNTRY - County-AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Employee Wilson, Angela (000057) (continued)										
2022/23	06/05/23		Graduation supplies	230605AW (continued)	06/06/23	Paid	Cleared	(continued)		
Check #	01-744885			BatchId AP06092023		Check Date 06/09/23	PO#		Register # 000324	
						Total Invoice Amount		101.27		
AP Vendor Adobe Inc. (000259/1)										
			345 Park Ave							
			San Jose, CA 95110							
F	2022/23	06/28/23	R23-00158	Annual Adobe software for 10 student laptops	260474891	06/28/23	Paid	Printed	3,694.80	3,694.80
Check #	01-748226			BatchId AP06302023		Check Date 06/30/23	PO# PO23-00156		Register # 000328	
						Total Invoice Amount		3,694.80		
AP Vendor Alameda County of Ed (000249/1)										
			313 W. Winton Avenue							
			Hayward, CA 94544							
N	2022/23	06/14/23	R23-00142	Registration Fee Community Schools Empower Summit	INV23-00484	06/28/23	Paid	Printed	700.00	700.00
Check #	01-748227			BatchId AP06302023		Check Date 06/30/23	PO# PO23-00141		Register # 000328	
						Total Invoice Amount		700.00		
Direct Vendor Amazon Capital Services (000201/1)										
			PO Box 035184							
			Seattle, WA 98124-5184							
2022/23	06/14/23		AG Supplies	1KT4-DXWN-9PLP	06/22/23	Paid	Printed	400.72		400.72
Check #	01-747141			BatchId AP06232023		Check Date 06/23/23	PO#		Register # 000327	
						Total Invoice Amount		400.72		
AP Vendor Applied Technology Group, Inc. (000419/1)										
			4440 Easton Drive							
			Bakersfield, CA 93309							

ReqPay05a

Payment Register

Scheduled 02/21/2023 - 06/28/2023

Bank Account COUNTRY - County-AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor										
F	2022/23	06/01/23	R23-00010	Applied Technology Group, Inc. (000419/1)	06/06/23	Paid	Cleared	250.00		250.00
				UHF RADIO (continued)						
				SERVICE						
				06/01/2023-06/30/20						
				23						
Check #	01-744886			2023 01-0000-0-0000-3600-5900-000-0000-7230						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
				Batchld AP06092023						
				Check Date 06/09/23						
				PO# PO23-00010						
	</									

ReqPay05a

Payment Register

Scheduled 02/21/2023 - 06/28/2023

Bank Account COUNTY - County-AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor Bakersfield Athletic Supply (000884/1) (continued)										
Check #	01-744888			BatchId AP06092023		Check Date 06/09/23	PO#	1,557.04		Register # 000324
Total Invoice Amount										
1,557.04										
Direct Vendor Berchthold Equipment Company (000075/1)										
PO BOX 80905										
Bakersfield, CA 93380										
2022/23	05/12/23		Parts	P19385	05/31/23	Paid	Cleared	165.42		165.42
2023 01-0000-0-0000-8100-4300-000-0000-0000										
Check #	01-743897			BatchId AP06022023		Check Date 06/02/23	PO#			Register # 000323
Total Invoice Amount										
165.42										
AP Vendor Brown & Reich Petroleum, Inc. (002798/1)										
215 South 6th Street										
PO BOX 1076										
Taft, CA 93268										
2022/23	05/30/23	R23-00012	Diesel and Fuel	37277	06/06/23	Paid	Cleared	1,252.44		1,252.44
Order# 16782										
2023 01-0000-0-0000-3600-4381-000-0000-7230										
2023 01-0000-0-0000-3600-4382-000-0000-7230										
2023 01-0000-0-0000-8100-4300-030-0000-WELL										
2023 01-0000-0-0000-8100-4384-000-0000-0000										
Check #	01-744889			BatchId AP06092023		Check Date 06/09/23	PO# PO23-00009			Register # 000324
Total Invoice Amount										
1,252.44										
AP Vendor Brown & Reich Petroleum, Inc. (002798/1)										
215 South 6th Street										
PO BOX 1076										
Taft, CA 93268										
2022/23	06/13/23	R23-00012	Diesel and Fuel June	37646	06/14/23	Paid	Cleared	1,477.27		1,477.27
2023 Order# 16908										
2023 01-0000-0-0000-3600-4381-000-0000-7230										
2023 01-0000-0-0000-3600-4382-000-0000-7230										
2023 01-0000-0-0000-8100-4300-030-0000-WELL										
2023 01-0000-0-0000-8100-4384-000-0000-0000										
Check #	01-746350			BatchId AP06162023		Check Date 06/16/23	PO# PO23-00009			Register # 000326
Total Invoice Amount										
1,477.27										

Selection

Sorted by AP Check Order Option, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 6/1/2023, Ending Check/Advice Date = 6/30/2023, Page Break by Check/Advice? = N, Zero? = Y)

043 - Cuyama Joint Unified School District

Generated for Gloria Morales-Lerena (43MORALESG), Jul 3 2023

12:04PM

ESCAPE ONLINE

Page 6 of 39

ReqPay05a

Payment Register

Scheduled 02/21/2023 - 06/28/2023						Bank Account COUNTY - County-AP				
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
21P Vendor CANON FINANCIAL SERVICES, INC. (000155/1) 14904 Collections Center Drive Chicago, IL 60693-0149										
F	2022/23	06/12/23	R23-00026	COPIER LEASE 06/01/2023-06/30/2023 3	06/13/23	Paid	Cleared	1,296.35		1,296.35
						432.11				
						432.12				
						432.12				
						Check Date 06/16/23		PO# PO23-00026	Reg# 000326	
Check #	01-746351			BatchId AP06162023	06/13/23	Paid	Cleared	1,194.57		1,194.57
						398.19				
						398.19				
						398.19				
						Check Date 06/16/23		PO# PO23-00076	Reg# 000326	
Check #	01-746351			BatchId AP06162023		Total Invoice Amount		2,490.92		
24										
23										
						398.19				
						398.19				
						398.19				
						Check Date 06/16/23		PO# PO23-00076	Reg# 000326	
Check #	01-746351			BatchId AP06162023		Total Invoice Amount		2,490.92		
25										
26										
27										
28										
29										
30										
31										
32										
33										
34										
35										
36										
37										
38										
39										
40										
41										
42										
43										
44										
45										
46										
47										
48										
49										
50										
51										
52										
53										
54										
55										
56										
57										
58										
59										
60										
61										
62										
63										
64										
65										
66										
67										
68										
69										
70										
71										
72										
73										
74										
75										
76										
77										
78										
79										
80										
81										
82										
83										
84										
85										
86										
87										
88										
89										
90										
91										
92										
93										
94										
95										
96										
97										
98										
99										
100										

Selection Sorted by AP Check Order Option, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 6/1/2023, Ending Check/Advice Date = 6/30/2023, Page Break by Check/Advice? = N, Zero? = Y)

Generated for Gloria Morales-Lerena (43MORALESGL), Jul 3 2023 12:04PM

ESCAPE ONLINE

Page 7 of 39

043 - Cuyama Joint Unified School District

ReqPay05a

Payment Register

Scheduled 02/21/2023 - 06/28/2023

Bank Account COUNTY - County-AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor										
Community Partners for YouthWell (000255/1) (continued)										
2022/23	05/22/23		Social and emotional posters	2022-23	05/31/23	Paid	Cleared	270.00		270.00
Check #	01-743898		2023 01-9010-0-1110-3110-4300-000-0000-SELF	BatchId AP06022023		Check Date 06/02/23	PO#		Register # 000323	
Total Invoice Amount								270.00		
Direct Vendor										
CSBA (000139/1) P.O.Box 1450 Suisun City, CA 94585-4450										
2022/23	06/30/22		Garnut Policy Plus 07/01/2021-06/30/2022	INV-62852-P8B0G6	05/31/23	Paid	Cleared	943.00		943.00
Check #	01-743899		2023 01-0000-0-0000-7100-5800-000-0000-0000	BatchId AP06022023		Check Date 06/02/23	PO#		Register # 000323	
F	2022/23	06/30/22	R23-00150 Board policy development FY 2023	INV-62853-H1H1P1	05/31/23	Paid	Cleared	9,192.00		9,192.00
Check #	01-743899		2023 01-0000-0-0000-7100-5800-000-0000-0000	BatchId AP06022023		Check Date 06/02/23	PO# PO23-00147		Register # 000323	
Total Invoice Amount								10,135.00		
AP Vendor										
Cuyama Community Services Dist (000206/1) PO BOX 368 New Cuyama, CA 93254										
2022/23	05/31/23	R23-00046	Monthly water service for High School 04/20/2023-5/20/2023	230531-100213A	06/13/23	Paid	Printed	213.30		213.30
Check #	01-746352		2023 01-0000-0-0000-8100-5530-070-0000-0000	BatchId AP06162023		Check Date 06/16/23	PO# PO23-00045		Register # 000326	
2022/23	05/31/23	R23-00046	Monthly water service for High School 04/20/2023-05/20/2023	230531-100213B	06/13/23	Paid	Printed	342.86		342.86
Check #	01-746352		2023 01-0000-0-0000-8100-5530-070-0000-0000	BatchId AP06162023		Check Date 06/16/23	PO# PO23-00045		Register # 000326	

Selection

Sorted by AP Check Order Option, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 6/1/2023, Ending Check/Advice Date = 6/30/2023, Page Break by Check/Advice? = N, Zero? = Y)

043 - Cuyama Joint Unified School District

Generated for Gloria Morales-Lerena (43MORALES), Jul 3 2023 12:04PM

ESCAPE ONLINE

Page 8 of 39

ReqPay05a

Payment Register

Scheduled 02/21/2023 - 06/28/2023 Bank Account COUNTY - County-AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Total Invoice Amount 556.16										

AP Vendor	Dell Technologies (000256/1) 8129 Dell way Round Rock, TX 78682									
F	2022/23	06/12/23	R23-00153	Computers for AG (Quote No. 3000154393374.1)	10677888531	06/13/23	Paid	Cleared	6,594.72	6,594.72

Check # 01-746353 2023 01-6388-0-3800-1000-4400-070-POST-00R3 Batchld AP06162023 Check Date 06/16/23 PO# PO23-00150 Invoice Amount 6,594.72

AP Vendor	Dubuque Bank & Trust (002903/1) P.O. Box 360 Dubuque, IA 52004-0360									
F	2022/23	06/13/23	R23-00080	QUARTERLY COMMERCIAL LOAN PAYMENT (4 out of 4)	2306	06/13/23	Paid	Printed	27,973.92	27,973.92

26

2023 01-0000-0-0000-9100-7438-030-0000-QZAB 2,199.03
 2023 01-0000-0-0000-9100-7438-070-0000-QZAB 2,199.02
 2023 01-0000-0-0000-9100-7439-030-0000-QZAB 11,787.93
 2023 01-0000-0-0000-9100-7439-070-0000-QZAB 11,787.94

Check # 01-746354 2023 01-6388-0-3800-1000-5800-070-POST-00R3 Batchld AP06162023 Check Date 06/16/23 PO# PO23-00078 Invoice Amount 27,973.92

AP Vendor	Ewell Ed Services, Inc. (000236/1) PO Box 3298 Glen Rose, TX 76043-3298									
F	2022/23	05/31/23	R23-00124	Judging cards meat & livestock competition	CA0159-2023-5	05/31/23	Paid	Cleared	88.00	88.00

Check # 01-743900 2023 01-6388-0-3800-1000-5800-070-POST-00R3 Batchld AP06022023 Check Date 06/02/23 PO# PO23-00120 Invoice Amount 88.00

Direct Vendor	Farm Supply Company (000653/1) PO BOX 111 San Luis Obispo, CA 93406									
2022/23	06/27/23			AG supplies	253543	06/27/23	Paid	Printed	1,740.42	1,740.42
2023 01-7010-0-3800-1000-4300-070-0000-0000										

Selection Sorted by AP Check Order Option, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 6/1/2023, Ending Check/Advice Date = 6/30/2023, Page Break by Check/Advice? = N, Zero? = Y)

Generated for Gloria Morales-Lerena (43MORALESGL), Jul 3 2023

12:04PM

043 - Cuyama Joint Unified School District

ESCAPE ONLINE

Page 9 of 39

ReqPay05a

Payment Register

Scheduled 02/21/2023 - 06/28/2023

Bank Account COUNTY - County-AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor Farm Supply Company (000653/1) (continued)										
Check #	01-748229			Batchld AP06302023	06/27/23	Check Date 06/30/23	Printed	1,095.10	Register # 000328	1,095.10
2022/23	06/22/23		AG Supplies	91898		Paid				
2023	01-6388-0-3800-1000-4300-070-POST-00R3									
Check #	01-748229			Batchld AP06302023		Check Date 06/30/23			Register # 000328	
						Total Invoice Amount		2,835.52		
Direct Vendor Flinn Scientific Inc. (000370/1)										
			PO BOX 71721							
			Chicago, IL 60694-1721							
2022/23	05/31/23		AG supplies	2873717	06/06/23	Paid	Cleared	850.75		850.75
2023	01-6388-0-3800-1000-4300-070-POST-00R3									
Check #	01-744891			Batchld AP06092023		Check Date 06/09/23			Register # 000324	
						Total Invoice Amount		850.75		
Direct Vendor Flinn Scientific Inc. (000370/1)										
			PO BOX 71721							
			Chicago, IL 60694-1721							
2022/23	06/16/23		AG Supplies	2876983	06/27/23	Paid	Printed	1,255.67	Register # 000328	1,255.67
2023	01-6388-0-3800-1000-4300-070-POST-00R3									
Check #	01-748230			Batchld AP06302023		Check Date 06/30/23				
						Total Invoice Amount		1,255.67		
AP Vendor Frontier Communications (000033/1)										
			PO BOX 740407							
			Cincinnati, OH 45274-0407							
F	2022/23	06/13/23	R23-00003	06/13/2023-07/12/20 23 661-766-2293	06/26/23	Paid	Printed	285.94		285.94
2023	01-0000-0-0000-2700-5910-070-0000-0000									
Check #	01-748231			Batchld AP06302023		Check Date 06/30/23			Register # 000328	
F	2022/23	06/13/23	R23-00004	06/13/2023-07/12/20 23 661-766-2642	06/26/23	Paid	Printed	88.10		88.10
2023	01-0000-0-0000-2700-5910-030-0000-0000									
Check #	01-748231			Batchld AP06302023		Check Date 06/30/23			Register # 000328	
						Total Invoice Amount		374.04		

Selection

Sorted by AP Check Order Option, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 6/1/2023, Ending Check/Advice Date = 6/30/2023, Page Break by Check/Advice? = N, Zero? = Y)

043 - Cuyama Joint Unified School District

Generated for Gloria Morales-Lerena (43MORALESGL), Jul 3 2023

12:04PM

ESCAPE

ONLINE

Page 10 of 39

ReqPay05a

Payment Register

Scheduled 02/21/2023 - 06/28/2023					Bank Account COUNTRY - County-AP					
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymnt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
United Way										
Home Depot Credit Services (002329/1)										
Dept 32-2502046356										
PO BOX 78047										
Phoenix, AZ 85062-8047										
2022/23	05/31/23		AG Supplies	1010420	06/22/23	Paid	Printed	391.57		391.57
Check #	01-747142	2023	01-6388-0-3800-1000-4300-070-POST-00R3	BatchId AP06232023		Check Date 06/23/23	Printed		Expense # 000327	
2022/23	06/06/23		AG Supplies	13728	06/14/23	Paid	Printed	651.91		651.91
Check #	01-747142	2023	01-6388-0-3800-1000-4300-070-POST-00R3	BatchId AP06232023		Check Date 06/23/23	Printed		Expense # 000327	
2022/23	06/06/23		AG Supplies	13991	06/14/23	Paid	Printed	347.55		347.55
Check #	01-747142	2023	01-6388-0-3800-1000-4300-070-POST-00R3	BatchId AP06232023		Check Date 06/23/23	Printed		Expense # 000327	
2022/23	05/19/23		AG Supplies	3626682	06/22/23	Paid	Printed	128.10		128.10
Check #	01-747142	2023	01-6388-0-3800-1000-4300-070-POST-00R3	BatchId AP06232023		Check Date 06/23/23	Printed		Expense # 000327	
2022/23	05/04/23		Credit applied to partial invoice	8213445	05/23/23	Paid	Printed	50.91-		50.91-
Check #	01-747142	2023	01-0000-0-0000-8100-4300-000-0000-0000	BatchId AP06232023		Check Date 06/23/23	Printed		Expense # 000327	
2022/23	05/04/23		Rental supplies	8373093	05/23/23	Paid	Printed	19.85		19.85
Check #	01-747142	2023	01-0035-0-0000-8100-4300-000-RENT-0000	BatchId AP06232023		Check Date 06/23/23	Printed		Expense # 000327	
2022/23	05/09/23		Finance Charge	FCH007909247	05/23/23	Paid	Printed	20.00		20.00
Check #	01-747142	2023	01-0000-0-0000-7200-5800-000-0000-0000	BatchId AP06232023		Check Date 06/23/23	Printed		Expense # 000327	
2022/23	11/11/22		Credit applied to Invoice	OAC-000000006	05/23/23	Paid	Printed	447.76-		447.76-
Check #	01-747142	2023	01-6387-0-3800-1000-4300-070-0000-00R7	BatchId AP06232023		Check Date 06/23/23	Printed		Expense # 000327	
2022/23	06/06/23		AG supplies	WB48004466	06/14/23	Paid	Printed	847.98		847.98
Check #	01-747142	2023	01-6388-0-3800-1000-4300-070-POST-00R3	BatchId AP06232023		Check Date 06/23/23	Printed		Expense # 000327	

Selection

Sorted by AP Check Order Option, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 6/1/2023, Ending Check/Advice Date = 6/30/2023, Page Break by Check/Advice? = N, Zero? = Y)

043 - Cuyama Joint Unified School District

Generated for Gloria Morales-Lerena (43MORALESGL), Jul 3 2023

12:04PM

ESCAPE ONLINE

Page 11 of 39

ReqPay05a

Payment Register

Scheduled 02/21/2023 - 06/28/2023

Bank Account COUNTY - County-AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
-------------	--------------	-------	---------	-----------------------------	-------	--------------	--------------	----------------	------------------	----------------

AP Vendor
Imperial Bag & Paper CO LLC (000258/1)
255 Route 1 And 9
Jersey City, NJ 07306

F	2022/23	06/26/23	R23-00154	Janitorial Supplies	13911043	06/26/23	Printed	1,619.09		1,619.09
				2023 01-0000-0-0000-8212-4300-030-0000-0000			Paid	809.55		
				2023 01-0000-0-0000-8212-4300-070-0000-0000				809.54		
Check #	01-748232			BatchId AP06302023			Check Date 06/30/23	PO# PO23-00151		Register # 000328
							Total Invoice Amount	1,619.09		

AP Vendor
James Herrera (002887/1)
PO BOX 251
New Cuyama, CA 93254

	2022/23	05/31/23	R23-00053	SPED	230531JH	05/31/23	Cleared	440.00		440.00
				StudentTransportatio						
				n Daily Rate May						
				2023						
Check #	01-743901			2023 01-0000-0-0000-3600-5100-070-0000-SPED			Check Date 06/02/23	PO# PO23-00051		Register # 000323
					BatchId AP06022023			Total Invoice Amount	440.00	

29

AP Vendor
Jordano's Food Service (001095/1)
550 South Patterson Ave.
Santa Barbara, CA 93111

	2022/23	05/29/23	R23-00065	HS Lunch	6826434	05/31/23	Cleared	880.94		880.94
				2023 13-5310-0-0000-3700-4710-030-0000-0000						
				2023 13-5310-0-0000-3700-4710-070-0000-0000				880.94		
				2023 13-5310-0-0000-3700-4790-070-0000-0000						
Check #	01-743902			BatchId AP06022023			Check Date 06/02/23	PO# PO23-00062		Register # 000323
2022/23	05/29/23	R23-00065	HS Breakfast	6826435	05/31/23	Cleared	Paid	301.59		301.59
				2023 13-5310-0-0000-3700-4710-030-0000-0000						
				2023 13-5310-0-0000-3700-4710-070-0000-0000				301.59		
				2023 13-5310-0-0000-3700-4790-070-0000-0000						
Check #	01-743902			BatchId AP06022023			Check Date 06/02/23	PO# PO23-00062		Register # 000323
2022/23	05/29/23	R23-00064	ES Lunch	6826436	05/31/23	Cleared	Paid	1,569.01		1,569.01
				2023 13-5310-0-0000-3700-4300-030-0000-0000						
				2023 13-5310-0-0000-3700-4710-030-0000-0000						
				2023 13-5310-0-0000-3700-4710-070-0000-0000				1,569.01		

Selection

Sorted by AP Check Order Option, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 6/1/2023, Ending Check/Advice Date = 6/30/2023, Page Break by Check/Advice? = N, Zero? = Y)

043 - Cuyama Joint Unified School District

Generated for Gloria Morales-Lerena (43MORALES), Jul 3 2023

12:04PM

ESCAPE ONLINE

Page 12 of 39

ReqPay05a

Payment Register

Scheduled 02/21/2023 - 06/28/2023

Bank Account COUNTY - County-AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor										
Jordano's Food Service (001095/1)										
(continued)										
Check #	01-743902			BatchId	AP06022023	Check Date	06/02/23	PO# PO23-00061	Register #	000323
2022/23	05/29/23	R23-00064	ES Breakfast	6826437	05/31/23	Paid	Cleared	120.92		120.92
		2023	13- 5310- 0- 0000- 3700- 4300- 030- 0000- 0000							
		2023	13- 5310- 0- 0000- 3700- 4710- 030- 0000- 0000			120.92				
		2023	13- 5310- 0- 0000- 3700- 4710- 070- 0000- 0000							
Check #	01-743902			BatchId	AP06022023	Check Date	06/02/23	PO# PO23-00061	Register #	000323
2022/23	05/29/23	R23-00064	Es Breakfast	6826438	05/31/23	Paid	Cleared	609.51		609.51
		2023	13- 5310- 0- 0000- 3700- 4300- 030- 0000- 0000							
		2023	13- 5310- 0- 0000- 3700- 4710- 030- 0000- 0000			609.51				
		2023	13- 5310- 0- 0000- 3700- 4710- 070- 0000- 0000							
Check #	01-743902			BatchId	AP06022023	Check Date	06/02/23	PO# PO23-00061	Register #	000323
Total Invoice Amount									3,481.97	

AP Vendor Jordano's Food Service (001095/1)

550 South Patterson Ave.

Santa Barbara, CA 93111

30

2022/23	06/02/23	R23-00064	ES Lunch	6830199	06/06/23	Paid	Cleared	2,137.02	2,137.02
	2023	13-5310-0-0000-3700-4300-070-0000-0000				160.61			
	2023	13-5310-0-0000-3700-4710-030-0000-0000				1,976.41			
	2023	13-5310-0-0000-3700-4710-070-0000-0000							
Check #	01-744892				BatchId	AP06092023	Check Date 06/09/23	PO# PO23-00061	Register # 000324
2022/23	06/02/23	R23-00064	ES Breakfast	6830200	06/06/23	Paid	Cleared	345.51	345.51
	2023	13-5310-0-0000-3700-4300-030-0000-0000				345.51			
	2023	13-5310-0-0000-3700-4710-030-0000-0000							
	2023	13-5310-0-0000-3700-4710-070-0000-0000							
Check #	01-744892				BatchId	AP06092023	Check Date 06/09/23	PO# PO23-00061	Register # 000324
2022/23	06/02/23	R23-00065	HS Lunch	6830201	06/06/23	Paid	Cleared	715.05	715.05
	2023	13-5310-0-0000-3700-4300-070-0000-0000				43.76			
	2023	13-5310-0-0000-3700-4710-070-0000-0000				671.29			
	2023	13-5310-0-0000-3700-4790-070-0000-0000							
Check #	01-744892				BatchId	AP06092023	Check Date 06/09/23	PO# PO23-00062	Register # 000324
2022/23	06/02/23	R23-00065	HS Breakfast	6830202	06/06/23	Paid	Cleared	453.12	453.12
	2023	13-5310-0-0000-3700-4300-070-0000-0000				36.61			
	2023	13-5310-0-0000-3700-4710-070-0000-0000				416.51			
	2023	13-5310-0-0000-3700-4790-070-0000-0000							
Check #	01-744892				BatchId	AP06092023	Check Date 06/09/23	PO# PO23-00062	Register # 000324

Selection

Sorted by AP Check Order Option, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date =

6/1/2023, Ending Check/Advice Date = 6/30/2023, Page Break by Check/Advice? = N, Zero? = Y)

043 - Cuyama Joint Unified School District

Generated for Gloria Morales-Lerena (43MORALES), Jul 3 2023

12:04PM

ESCAPE

ONLINE

Page 13 of 39

ReqPay05a

Payment Register

Scheduled 02/21/2023 - 06/28/2023

Bank Account COUNTY - County-AP				Expense Amount			
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status
				Invoice Amount		Unpaid Sales Tax	
				Total Invoice Amount		3,650.70	

AP Vendor Jordano's Food Service (001095/1)
550 South Patterson Ave.
Santa Barbara, CA 93111

2022/23	06/12/23	R23-00064	Summer school lunch	6834074	06/14/23	Paid	Cleared	2,678.80	2,678.80
---------	----------	-----------	---------------------	---------	----------	------	---------	----------	----------

2023	13-5310-0-0000-3700-4300-070-0000-0000
2023	13-5310-0-0000-3700-4710-030-0000-0000
2023	13-5310-0-0000-3700-4710-030-SUMR-0000
2023	13-5310-0-0000-3700-4710-070-0000-0000

2,678.80

Check # 01-746355

Batchld AP06162023

Check Date 06/16/23

PO# PO23-00061

Register # 000326

2022/23	06/12/23	R23-00064	Summer School Breakfast	6834075	06/14/23	Paid	Cleared	1,069.16	1,069.16
---------	----------	-----------	-------------------------	---------	----------	------	---------	----------	----------

2023	13-5310-0-0000-3700-4300-030-0000-0000
2023	13-5310-0-0000-3700-4300-070-0000-0000
2023	13-5310-0-0000-3700-4710-030-0000-0000
2023	13-5310-0-0000-3700-4710-030-SUMR-0000
2023	13-5310-0-0000-3700-4710-070-0000-0000

1,069.16

Check # 01-746355

Batchld AP06162023

Check Date 06/16/23

PO# PO23-00061

Register # 000326

31

Total Invoice Amount 3,747.96

Direct Vendor Jostens (001541/1)
21336 Network Place
Chicago, IL 60673-1213

2022/23	05/17/23		HS Diploma	31509268	05/31/23	Paid	Cleared	21.77	21.77
---------	----------	--	------------	----------	----------	------	---------	-------	-------

2023	01-0000-0-0000-2700-5800-070-0000-0000
------	--

Check # 01-743903

Batchld AP06022023

Check Date 06/02/23

PO#

Register # 000323

Total Invoice Amount 21.77

Direct Vendor Kern County Supt. Of Schools (001195/1)
1300 17th Street
Bakersfield, CA 93301

2022/23	06/02/23		Bus 1 Parts WO#84656	303897	06/07/23	Paid	Cleared	438.51	438.51
---------	----------	--	----------------------	--------	----------	------	---------	--------	--------

2023	01-0000-0-0000-3600-4380-000-BUS1-7230
------	--

Check # 01-744893

Batchld AP06092023

Check Date 06/09/23

PO#

Register # 000324

Total Invoice Amount 175.82

Paid

Cleared

175.82

175.82

2023	01-0000-0-0000-3600-5640-000-BUS2-7230
------	--

Check # 01-744893

Batchld AP06092023

Check Date 06/09/23

PO#

Register # 000324

Total Invoice Amount 175.82

Paid

Cleared

175.82

175.82

Selection Sorted by AP Check Order Option, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 6/1/2023, Ending Check/Advice Date = 6/30/2023, Page Break by Check/Advice? = N, Zero? = Y)

043 - Cuyama Joint Unified School District

Generated for Gloria Morales-Lerena (43MORALESGL), Jul 3 2023
12:04PM

ESCAPE ONLINE

Page 14 of 39

ReqPay05a

Payment Register

Scheduled 02/21/2023 - 06/28/2023						Bank Account COUNTY - County-AP				
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor						(continued)				
Kern County Supt. Of Schools (001195/1)						(continued)				
Check #	01-744893			BatchId	AP06092023	Check Date 06/09/23	PO#		Register #	000324
2022/23	06/02/23		Bus parts WO#84601	303899	06/07/23	Paid	Cleared	1,585.17		1,585.17
2023	01-0000-0-0000-3600-4380-000-0000-7230									
Check #	01-744893			BatchId	AP06092023	Check Date 06/09/23	PO#		Register #	000324
						Total Invoice Amount		2,199.50		
AP Vendor										
Lakeshore Learning Materials (000533/1)										
2695 E. Dominguez Street Carson, CA 90895										
F	2022/23	06/20/23	R23-00156	Summer school supplies	783136	06/28/23	Paid	Printed	211.03	211.03
2023	01-3214-0-1110-1000-4300-030-0000-0000									
Check #	01-748233			BatchId	AP06302023	Check Date 06/30/23	PO#	PO23-00153	Register #	000328
						Total Invoice Amount		211.03		
Direct Vendor										
Lincoln Electric (000137/1)										
PO Box 644248 Pittsburgh, PA 15264-4248										
2022/23	01/25/23		AG Supplies	911791830	06/14/23	Paid	Cleared	565.90		565.90
2023	01-6388-0-3800-1000-4300-070-0000-0000									
Check #	01-746356			BatchId	AP06162023	Check Date 06/16/23	PO#		Register #	000326
2022/23	01/25/23		AG Supplies	911791832	06/14/23	Paid	Cleared	74.93		74.93
2023	01-6388-0-3800-1000-4300-070-0000-0000									
Check #	01-746356			BatchId	AP06162023	Check Date 06/16/23	PO#		Register #	000326
2022/23	01/31/23		AG Supplies	911808978	06/14/23	Paid	Cleared	235.02		235.02
2023	01-6388-0-3800-1000-4300-070-0000-0000									
Check #	01-746356			BatchId	AP06162023	Check Date 06/16/23	PO#		Register #	000326
						Total Invoice Amount		875.85		
Direct Vendor										
Linde Gas & Equipment Inc. (000202/1)										
10 Riverview Drive Danbury, CT 06810										
2022/23	05/31/23		AG Supplies	36329851	06/14/23	Paid	Printed	2,412.45		2,412.45
2023	01-6388-0-3800-1000-4300-070-0000-0000									
Check #	01-746357			BatchId	AP06162023	Check Date 06/16/23	PO#		Register #	000326
						Total Invoice Amount		2,412.45		

Selection Sorted by AP Check Order Option, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 6/1/2023, Ending Check/Advice Date = 6/30/2023, Page Break by Check/Advice? = N, Zero? = Y)

Generated for Gloria Morales-Lerena (43MORALES), Jul 3 2023

12:04PM

ESCAPE ONLINE

Page 15 of 39

043 - Cuyama Joint Unified School District

ReqPay05a

Payment Register

Scheduled 02/21/2023 - 06/28/2023

Bank Account COUNTY - County-AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor										
			Marborg Disposal (000715/1)							
			PO BOX 4127							
			Santa Barbara, CA 93140							

2022/23	05/31/23	R23-00048	Trash Services HS May 2023	5837602	06/13/23	Paid	Cleared	247.20		247.20
Check #	01-746358		2023 01-0000-0-0000-8100-5570-000-0000-0000							
			Batchld AP06162023			Check Date 06/16/23		PO# PO23-00047	Register # 000326	
2022/23	05/31/23	R23-00048	Trash Services ES May 2023	5837603	06/13/23	Paid	Cleared	494.40		494.40
Check #	01-746358		2023 01-0000-0-0000-8100-5570-000-0000-0000							
			Batchld AP06162023			Check Date 06/16/23		PO# PO23-00047	Register # 000326	
			Total Invoice Amount					741.60		

Direct Vendor										
			Melissa Terrones (000257/1)							
			45 Pato Ave							
			New Cuyama, CA 93254							
2022/23	06/07/23		Student eye glasses	230607MT	06/07/23	Paid	Cleared	221.00		221.00
			frame replacement							
Check #	01-744894		2023 01-0000-0-0000-7200-5800-000-0000-0000							
			Batchld AP06092023			Check Date 06/09/23		PO#	Register # 000324	
			Total Invoice Amount					221.00		

Direct Vendor										
			MidWay Driller (000157/1)							
			315 Center St.							
			Taft, CA 93268							
2022/23	02/09/23		Bid notice	230209	02/21/23	Paid	Cleared	561.00		561.00
			2023 01-0000-0-0000-7200-5800-000-0000-0000							
Check #	01-746359		Batchld AP06162023			Check Date 06/16/23		PO#	Register # 000326	
			Total Invoice Amount					561.00		

AP Vendor										
			Midway Laboratory, Inc (002627/1)							
			315 Main Street PO BOX 1151							
			Taft, CA 93268							
2022/23	06/05/23	R23-00047	Monthly water testing	39268	06/22/23	Paid	Printed	25.00		25.00
			Fee June 2023							
Check #	01-747143		2023 01-0000-0-0000-8100-5800-030-0000-0000							
			Batchld AP06232023			Check Date 06/23/23		PO# PO23-00046	Register # 000327	
			Total Invoice Amount					25.00		

Selection Sorted by AP Check Order Option, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 6/1/2023, Ending Check/Advice Date = 6/30/2023, Page Break by Check/Advice? = N, Zero? = Y)

043 - Cuyama Joint Unified School District

Generated for Gloria Morales-Lerena (43MORALES), Jul 3 2023

12:04PM

F S C A P E ONLINE

Page 16 of 39

ReqPay05a

Payment Register

Scheduled 02/21/2023 - 06/28/2023 Bank Account COUNTRY - County-AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
aP Vendor										
Old Cuyama Do It Best (0002171)										
3045 Hwy 166										
Cuyama, CA 93254										
2022/23	04/28/23	R23-00085	ES Supplies	B311786	06/14/23	Paid	Cleared	18.31		18.31
		2023 01-0000-0-0000-2700-4300-030-0000-0000								
		2023 01-0000-0-0000-2700-4300-070-0000-0000								
		2023 01-0000-0-0000-3600-4380-000-BUS4-7230								
		2023 01-0000-0-0000-8100-4300-000-0000-0000				18.31				
		2023 01-0000-0-0000-8100-4300-030-0000-0000								
		2023 01-0000-0-0000-8100-4300-030-0000-WELL								
		2023 01-0000-0-0000-8100-4300-070-0000-0000								
		2023 01-0000-0-1137-4200-4300-070-0000-FTBL								
		2023 01-0035-0-0000-8100-4300-000-RENT-0000								
		2023 01-6387-0-3800-1000-4300-070-0000-00R6								
		2023 01-6387-0-3800-1000-4300-070-0000-00R7								
		2023 01-7028-0-0000-3700-4300-030-0000-0000								
Check #	01-746360									
BatchId AP06162023										
Check Date 06/16/23										
PO# PO23-00083										
7.54										
BatchId B312453										
2023 01-0000-0-0000-2700-4300-030-0000-0000										
2023 01-0000-0-0000-2700-4300-070-0000-0000										
2023 01-0000-0-0000-3600-4380-000-BUS4-7230										
2023 01-0000-0-0000-8100-4300-000-0000-0000										
2023 01-0000-0-0000-8100-4300-030-0000-0000										
2023 01-0000-0-0000-8100-4300-030-0000-WELL										
2023 01-0000-0-0000-8100-4300-070-0000-0000										
2023 01-0000-0-1137-4200-4300-070-0000-FTBL										
2023 01-0035-0-0000-8100-4300-000-RENT-0000										
2023 01-6387-0-3800-1000-4300-070-0000-00R6										
2023 01-6387-0-3800-1000-4300-070-0000-00R7										
2023 01-7028-0-0000-3700-4300-030-0000-0000										
Check #	01-746360									
BatchId AP06162023										
Check Date 06/16/23										
PO# PO23-00083										
73.75										
BatchId B313274										
2023 01-0000-0-0000-2700-4300-030-0000-0000										
2023 01-0000-0-0000-2700-4300-070-0000-0000										
2023 01-0000-0-0000-3600-4380-000-BUS4-7230										
2023 01-0000-0-0000-8100-4300-000-0000-0000										
2023 01-0000-0-0000-8100-4300-030-0000-0000										
2023 01-0000-0-0000-8100-4300-030-0000-WELL										
2023 01-0000-0-0000-8100-4300-070-0000-0000										
2023 01-0000-0-1137-4200-4300-070-0000-FTBL										

ReqPay05a

Payment Register

Scheduled 02/21/2023 - 06/28/2023

Bank Account COUNTY - County-AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
(continued)										
2022/23	05/18/23	R23-00085	AG Supplies	B313274 (continued)	06/14/23	Paid	Cleared	(continued)		
(continued)										
AP Vendor Old Cuyama Do It Best (000217/1)										
	2023	01-0035-0-0000-8100-4300-000-RENT-0000								
	2023	01-6387-0-3800-1000-4300-070-0000-00R6								
	2023	01-6387-0-3800-1000-4300-070-0000-00R7								
	2023	01-6388-0-0000-0000-8590-000-POST-00R3								
	2023	01-7028-0-0000-3700-4300-030-0000-0000								
Check #	01-746360									
	2022/23	05/18/23	R23-00085	Rental 4753 Cebrían	B313293					
	2023	01-0000-0-0000-2700-4300-030-0000-0000								
	2023	01-0000-0-0000-2700-4300-070-0000-0000								
	2023	01-0000-0-0000-3600-4380-000-BUS4-7230								
	2023	01-0000-0-0000-8100-4300-000-0000-0000								
	2023	01-0000-0-0000-8100-4300-030-0000-0000								
	2023	01-0000-0-0000-8100-4300-030-0000-0000								
	2023	01-0000-0-0000-8100-4300-030-0000-0000								
	2023	01-0000-0-0000-8100-4300-070-0000-0000								
	2023	01-0000-0-1137-4200-4300-070-0000-FTBL								
	2023	01-0035-0-0000-8100-4300-000-RENT-0000								
	2023	01-6387-0-3800-1000-4300-070-0000-00R6								
	2023	01-6387-0-3800-1000-4300-070-0000-00R7								
	2023	01-7028-0-0000-3700-4300-030-0000-0000								
Check #	01-746360									
	2022/23	05/19/23	R23-00085	Rental 4753 Cebrían	B313312					
	2023	01-0000-0-0000-2700-4300-030-0000-0000								
	2023	01-0000-0-0000-2700-4300-070-0000-0000								
	2023	01-0000-0-0000-3600-4380-000-BUS4-7230								
	2023	01-0000-0-0000-8100-4300-000-0000-0000								
	2023	01-0000-0-0000-8100-4300-030-0000-0000								
	2023	01-0000-0-0000-8100-4300-030-0000-0000								
	2023	01-0000-0-0000-8100-4300-070-0000-0000								
	2023	01-0000-0-1137-4200-4300-070-0000-FTBL								
	2023	01-0035-0-0000-8100-4300-000-RENT-0000								
	2023	01-6387-0-3800-1000-4300-070-0000-00R6								
	2023	01-6387-0-3800-1000-4300-070-0000-00R7								
	2023	01-7028-0-0000-3700-4300-030-0000-0000								
Check #	01-746360									
	2022/23	05/19/23	R23-00085	ES Shop	B313330					
	2023	01-0000-0-0000-2700-4300-030-0000-0000								
	2023	01-0000-0-0000-2700-4300-070-0000-0000								
	2023	01-0000-0-0000-3600-4380-000-BUS4-7230								

Selection

Sorted by AP Check Order Option, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 6/1/2023, Ending Check/Advice Date = 6/30/2023, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

Page 18 of 39

Generated for Gloria Morales-Lerena (43MORALESGL), Jul 3 2023

12:04PM

043 - Cuyama Joint Unified School District

Payment Register

Bank Account COUNTY - County-AP

[illegible]

Selection
Sorted by AP Check Order Option, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 6/1/2023, Ending Check/Advice Date = 6/30/2023, Page Break by Check/Advice? = N, Zero? = Y)
043 - Cuyama Joint Unified School District
Generated for Gloria Morales-Lerena (43MORALESGL), Jul 3 2023
12:04PM
Page 19 of 39
ESCAPE ONLINE

ReqPay05a

Payment Register

Scheduled 02/21/2023 - 06/28/2023											Bank Account COUNTY - County-AP			
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount				
AP Vendor Old Cuyama Do It Best (000217/1) (continued)														
2022/23	04/26/23	R23-00085	Bus 1 supplies	B311587 (continued)	06/26/23	Paid	Printed	(continued)						
		2023	01-0000-0-1137-4200-4300-070-0000-FTBL											
		2023	01-0035-0-0000-8100-4300-000-RENT-0000											
		2023	01-6387-0-3800-1000-4300-070-0000-00R6											
		2023	01-6387-0-3800-1000-4300-070-0000-00R7											
		2023	01-6388-0-0000-0000-8590-000-POST-00R3											
		2023	01-7028-0-0000-3700-4300-030-0000-0000											
Check #	01-748234													
		2022/23	05/01/23	R23-00085	ES shop supplies	B311962								
		2023	01-0000-0-0000-2700-4300-030-0000-0000											
		2023	01-0000-0-0000-2700-4300-070-0000-0000											
		2023	01-0000-0-0000-3600-4380-000-BUS4-7230											
		2023	01-0000-0-0000-8100-4300-000-0000-0000											
		2023	01-0000-0-0000-8100-4300-030-0000-0000											
		2023	01-0000-0-0000-8100-4300-030-0000-WELL											
		2023	01-0000-0-0000-8100-4300-070-0000-0000											
		2023	01-0000-0-1137-4200-4300-070-0000-FTBL											
		2023	01-0035-0-0000-8100-4300-000-RENT-0000											
		2023	01-6387-0-3800-1000-4300-070-0000-00R6											
		2023	01-6387-0-3800-1000-4300-070-0000-00R7											
		2023	01-6388-0-0000-0000-8590-000-POST-00R3											
		2023	01-7028-0-0000-3700-4300-030-0000-0000											
Check #	01-748234													
		2022/23	05/03/23	R23-00085	BUS 1 supplies	B312117								
		2023	01-0000-0-0000-2700-4300-030-0000-0000											
		2023	01-0000-0-0000-2700-4300-070-0000-0000											
		2023	01-0000-0-0000-3600-4380-000-BUS1-7230											
		2023	01-0000-0-0000-3600-4380-000-BUS4-7230											
		2023	01-0000-0-0000-8100-4300-000-0000-0000											
		2023	01-0000-0-0000-8100-4300-030-0000-0000											
		2023	01-0000-0-0000-8100-4300-030-0000-WELL											
		2023	01-0000-0-0000-8100-4300-070-0000-0000											
		2023	01-0035-0-0000-8100-4300-000-RENT-0000											
		2023	01-6387-0-3800-1000-4300-070-0000-00R6											
		2023	01-6387-0-3800-1000-4300-070-0000-00R7											
		2023	01-6388-0-0000-0000-8590-000-POST-00R3											
		2023	01-7028-0-0000-3700-4300-030-0000-0000											
Check #	01-748234													
		2022/23	05/03/23	R23-00085	BUS 1 supplies	B312117								
		2023	01-0000-0-0000-2700-4300-030-0000-0000											
		2023	01-0000-0-0000-2700-4300-070-0000-0000											
		2023	01-0000-0-0000-3600-4380-000-BUS1-7230											
		2023	01-0000-0-0000-3600-4380-000-BUS4-7230											
		2023	01-0000-0-0000-8100-4300-000-0000-0000											
		2023	01-0000-0-0000-8100-4300-030-0000-0000											
		2023	01-0000-0-0000-8100-4300-030-0000-WELL											
		2023	01-0000-0-0000-8100-4300-070-0000-0000											
		2023	01-0035-0-0000-8100-4300-000-RENT-0000											
		2023	01-6387-0-3800-1000-4300-070-0000-00R6											
		2023	01-6387-0-3800-1000-4300-070-0000-00R7											
		2023	01-6388-0-0000-0000-8590-000-POST-00R3											
		2023	01-7028-0-0000-3700-4300-030-0000-0000											
Check #	01-748234													
		2022/23	05/03/23	R23-00085	BUS 1 supplies	B312117								
		2023	01-0000-0-0000-2700-4300-030-0000-0000											
		2023	01-0000-0-0000-2700-4300-070-0000-0000											
		2023	01-0000-0-0000-3600-4380-000-BUS1-7230											
		2023	01-0000-0-0000-3600-4380-000-BUS4-7230											
		2023	01-0000-0-0000-8100-4300-000-0000-0000											
		2023	01-0000-0-0000-8100-4300-030-0000-0000											
		2023	01-0000-0-0000-8100-4300-030-0000-WELL											
		2023	01-0000-0-0000-8100-4300-070-0000-0000											
		2023	01-0035-0-0000-8100-4300-000-RENT-0000											
		2023	01-6387-0-3800-1000-4300-070-0000-00R6											
		2023	01-6387-0-3800-1000-4300-070-0000-00R7											
		2023	01-6388-0-0000-0000-8590-000-POST-00R3											
		2023	01-7028-0-0000-3700-4300-030-0000-0000											
Check #	01-748234													
		2022/23	05/03/23	R23-00085	BUS 1 supplies	B312117								
		2023	01-0000-0-0000-2700-4300-030-0000-0000											
		2023	01-0000-0-0000-2700-4300-070-0000-0000											
		2023	01-0000-0-0000-3600-4380-000-BUS1-7230											
		2023	01-0000-0-0000-3600-4380-000-BUS4-7230											
		2023	01-0000-0-0000-8100-4300-000-0000-0000											
		2023	01-0000-0-0000-8100-4300-030-0000-0000											
		2023	01-0000-0-0000-8100-4300-030-0000-WELL											
		2023	01-0000-0-0000-8100-4300-070-0000-0000											
		2023	01-0035-0-0000-8100-4300-000-RENT-0000											
		2023	01-6387-0-3800-1000-4300-070-0000-00R6											
		2023	01-6387-0-3800-1000-4300-070-0000-00R7											
		2023	01-6388-0-0000-0000-8590-000-POST-00R3											
		2023	01-7028-0-0000-3700-4300-030-0000-0000											
Check #	01-748234													
		2022/23	05/03/23	R23-00085	BUS 1 supplies	B312117								
		2023	01-0000-0-0000-2700-4300-030-0000-0000											
		2023	01-0000-0-0000-2700-4300-070-0000-0000											
		2023	01-0000-0-0000-3600-4380-000-BUS1-7230											
		2023	01-0000-0-0000-3600-4380-000-BUS4-7230											
		2023	01-0000-0-0000-8100-4300-000-0000-0000											
		2023	01-0000-0-0000-8100-4300-030-0000-0000											
		2023	01-0000-0-0000-8100-4300-030-0000-WELL											
		2023	01-0000-0-0000-8100-4300-070-0000-0000											
		2023	01-0035-0-0000-8100-4300-000-RENT-0000											
		2023	01-6387-0-3800-1000-4300-070-0000-00R6											
		2023	01-6387-0-3800-1000-4300-070-0000-00R7											
		2023	01-6388-0-0000-0000-8590-000-POST-00R3											
		2023	01-7028-0-0000-3700-4300-030-0000-0000											
Check #	01-748234													
		2022/23	05/03/23	R23-00085	BUS 1 supplies	B312117								
		2023	01-0000-0-0000-2700-4300-030-0000-0000											
		2023	01-0000-0-0000-2700-4300-070-0000-0000											
		2023	01-0000-0-0000-3600-4380-000-BUS1-7230											
		2023	01-0000-0-0000-3600-4380-000-BUS4-7230											
		2023	01-0000-0-0000-8100-4300-000-0000-0000											
		2023	01-0000-0-0000-8100-4300-030-0000-0000											
		2023	01-0000-0-0000-8100-4300-030-0000-WELL											
		2023	01-0000-0-0000-8100-4300-070-0000-0000											
		2023	01-0035-0-0000-8100-4300-000-RENT-0000											
		2023	01-6387-0-3800-1000-4300-070-0000-00R6											
		2023	01-6387-0-3800-1000-4300-070-0000-00R7											
		2023	01-6388-0-0000-0000-8590-000-POST-00R3											
		2023	01-7028-0-0000-3700-4300-030-0000-0000											
Check #	01-748234													
		2022/23	05/03/23	R23-00085	BUS 1 supplies	B312117								
		2023	01-0000-0-0000-2700-4300-030-0000-0000											
		2023	01-0000-0-0000-2700-4300-070-0000-0000											
		2023	01-0000-0-0000-3600-4380-000-BUS1-7230											
		2023	01-0000-0-0000-3600-4380-000-BUS4-7230											
		2023	01-0000-0-0000-8100-4300-000-0000-0000											
		2023	01-0000-0-0000-8100-4300-030-0000-0000											
		2023	01-0000-0-0000-8100-4300-030-0000-WELL											
		2023	01-0000-0-0000-8100-4300-070-0000-0000											
		2023	01-0035-0-0000-8100-4300-000-RENT-0000											
		2023	01-6387-0-3800-1000-4300-070-0000-00R6											
		2023	01-6387-0-3800-1000-4300-070-0000-00R7											
		2023	01-6388-0-0000-0000-8590-000-POST-00R3											
		2023	01-7028-0-0000-3700-4300-030-0000-0000											
Check #	01-748234													
		2022/23	05/03/23	R23-00085	BUS 1 supplies	B312117								
		2023	01-0000-0-0000-2700-4300-030-0000-0000											
		2023	01-0000-0-0000-2700-4300-070-0000-0000											
		2023	01-0000-0-0000-3600-4380-000-BUS1-7230											
		2023	01-0000-0-0000-3600-4380-000-BUS4-7230											
		2023	01-0000-0-0000-8100-4300-000-0000-0000											
		2023	01-0000-0-0000-8100-4300-030-0000-0000											
		2023	01-0000-0-0000-8100-4300-030-0000-WELL											
		2023	01-0000-0-0000-8100-4300-070-0000-0000											
		2023	01-0035-0-0000-81											

ReqPay05a

Payment Register

Scheduled 02/21/2023 - 06/28/2023

Bank Account COUNTRY - County-AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
2022/23	06/30/23	R23-00085	Old Cuyama Do It Best (000217/1)	B312141	06/26/23	Paid	Printed	34.48		34.48
(continued)										
ES Shop Supplies										
	2023	01-0000-0-0000-2700-4300-030-0000-0000								
	2023	01-0000-0-0000-2700-4300-070-0000-0000								
	2023	01-0000-0-0000-3600-4380-000-BUS4-7230								
	2023	01-0000-0-0000-8100-4300-000-0000-0000								
	2023	01-0000-0-0000-8100-4300-030-0000-0000								
	2023	01-0000-0-0000-8100-4300-030-0000-WELL								
	2023	01-0000-0-0000-8100-4300-070-0000-0000								
	2023	01-0000-0-1137-4200-4300-070-0000-FTBL								
	2023	01-0035-0-0000-8100-4300-000-RENT-0000								
	2023	01-6387-0-3800-1000-4300-070-0000-00R6								
	2023	01-6387-0-3800-1000-4300-070-0000-00R7								
	2023	01-6388-0-0000-0000-8590-000-POST-00R3								
	2023	01-7028-0-0000-3700-4300-030-0000-0000								
Check #	01-748234			BatchId	AP06302023	Check Date 06/30/23	Printed	PO# PO23-00083	5.11	5.11
BUS 1 Supplies										
2022/23	05/08/23	R23-00085	BUS 1 Supplies	B312441	06/26/23	Paid	Printed	5.11		
	2023	01-0000-0-0000-2700-4300-030-0000-0000								
	2023	01-0000-0-0000-2700-4300-070-0000-0000								
	2023	01-0000-0-0000-3600-4380-000-BUS1-7230								
	2023	01-0000-0-0000-3600-4380-000-BUS4-7230								
	2023	01-0000-0-0000-8100-4300-000-0000-0000								
	2023	01-0000-0-0000-8100-4300-030-0000-0000								
	2023	01-0000-0-0000-8100-4300-030-0000-WELL								
	2023	01-0000-0-0000-8100-4300-070-0000-0000								
	2023	01-0000-0-1137-4200-4300-070-0000-FTBL								
	2023	01-0035-0-0000-8100-4300-000-RENT-0000								
	2023	01-6387-0-3800-1000-4300-070-0000-00R6								
	2023	01-6387-0-3800-1000-4300-070-0000-00R7								
	2023	01-6388-0-0000-0000-8590-000-POST-00R3								
	2023	01-7028-0-0000-3700-4300-030-0000-0000								
Check #	01-748234			BatchId	AP06302023	Check Date 06/30/23	Printed	PO# PO23-00083	94.37	94.37
Rental Supplies										
2022/23	05/11/23	R23-00085	Rental Supplies	B312659	06/26/23	Paid	Printed	94.37		
	2023	01-0000-0-0000-2700-4300-030-0000-0000								
	2023	01-0000-0-0000-2700-4300-070-0000-0000								
	2023	01-0000-0-0000-3600-4380-000-BUS4-7230								
	2023	01-0000-0-0000-8100-4300-000-0000-0000								
	2023	01-0000-0-0000-8100-4300-030-0000-0000								
	2023	01-0000-0-0000-8100-4300-030-0000-WELL								
	2023	01-0000-0-0000-8100-4300-070-0000-0000								

Selection

Sorted by AP Check Order Option, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date =

6/1/2023, Ending Check/Advice Date = 6/30/2023, Page Break by Check/Advice? = N, Zero? = Y)

Generated for Gloria Morales-Lerena (43MORALESGL), Jul 3 2023

12:04PM

ESCAPE ONLINE

Page 21 of 39

ReqPay05a

Payment Register

Scheduled 02/21/2023 - 06/28/2023

Bank Account COUNTY - County-AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
2022/23	05/11/23	R23-00085	Rental Supplies	B312659 (continued)	06/26/23	Paid	Printed	(continued)		
			Old Cuyama Do It Best (000217/1)							
			2023 01-0000-0-1137-4200-4300-070-0000-FTBL							
			2023 01-0035-0-0000-8100-4300-000-RENT-0000			94.37				
			2023 01-6387-0-3800-1000-4300-070-0000-00R6							
			2023 01-6387-0-3800-1000-4300-070-0000-00R7							
			2023 01-6388-0-0000-0000-8590-000-POST-00R3							
			2023 01-7028-0-0000-3700-4300-030-0000-0000							
Check #	01-748234			BatchId AP06302023		Check Date 06/30/23	PO# PO23-00083	Register # 000328		
2022/23	05/11/23	R23-00085	Rental Supplies	B312668	06/26/23	Paid	Printed	21.74		21.74
			2023 01-0000-0-0000-2700-4300-030-0000-0000							
			2023 01-0000-0-0000-2700-4300-070-0000-0000							
			2023 01-0000-0-0000-3600-4380-000-BUS4-7230							
			2023 01-0000-0-0000-8100-4300-000-0000-0000							
			2023 01-0000-0-0000-8100-4300-030-0000-0000							
			2023 01-0000-0-0000-8100-4300-030-0000-WELL							
			2023 01-0000-0-0000-8100-4300-070-0000-0000							
			2023 01-0000-0-1137-4200-4300-070-0000-FTBL			21.74				
			2023 01-0035-0-0000-8100-4300-000-RENT-0000							
			2023 01-6387-0-3800-1000-4300-070-0000-00R6							
			2023 01-6387-0-3800-1000-4300-070-0000-00R7							
			2023 01-6388-0-0000-0000-8590-000-POST-00R3							
			2023 01-7028-0-0000-3700-4300-030-0000-0000							
Check #	01-748234			BatchId AP06302023		Check Date 06/30/23	PO# PO23-00083	Register # 000328		
2022/23	05/18/23	R23-00085	ES Shop Supplies	B313213	06/26/23	Paid	Printed	74.88		74.88
			2023 01-0000-0-0000-2700-4300-030-0000-0000							
			2023 01-0000-0-0000-2700-4300-070-0000-0000							
			2023 01-0000-0-0000-3600-4380-000-BUS4-7230							
			2023 01-0000-0-0000-8100-4300-000-0000-0000							
			2023 01-0000-0-0000-8100-4300-030-0000-0000							
			2023 01-0000-0-0000-8100-4300-030-0000-WELL							
			2023 01-0000-0-0000-8100-4300-070-0000-0000							
			2023 01-0000-0-1137-4200-4300-070-0000-FTBL			74.88				
			2023 01-0035-0-0000-8100-4300-000-RENT-0000							
			2023 01-6387-0-3800-1000-4300-070-0000-00R6							
			2023 01-6387-0-3800-1000-4300-070-0000-00R7							
			2023 01-6388-0-0000-0000-8590-000-POST-00R3							
			2023 01-7028-0-0000-3700-4300-030-0000-0000							
Check #	01-748234			BatchId AP06302023		Check Date 06/30/23	PO# PO23-00083	Register # 000328		

ReqPay05a

Payment Register

Scheduled 02/21/2023 - 06/28/2023

Bank Account COUNTRY - County-AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
2022/23	06/02/23	R23-00085	Old Cuyama Do It Best (0002171)	B314359	06/26/23	Paid	Printed	29.08		29.08
(continued)										
ES Supplies										
	2023	01-0000-0-0000-2700-4300-030-0000-0000								
	2023	01-0000-0-0000-2700-4300-070-0000-0000								
	2023	01-0000-0-0000-3600-4380-000-BUS4-7230								
	2023	01-0000-0-0000-8100-4300-000-0000-0000								
	2023	01-0000-0-0000-8100-4300-030-0000-0000								
	2023	01-0000-0-0000-8100-4300-030-0000-WELL								
	2023	01-0000-0-0000-8100-4300-070-0000-0000								
	2023	01-0000-0-1137-4200-4300-070-0000-FTBL								
	2023	01-0035-0-0000-8100-4300-000-RENT-0000								
	2023	01-6387-0-3800-1000-4300-070-0000-00R6								
	2023	01-6387-0-3800-1000-4300-070-0000-00R7								
	2023	01-6388-0-0000-0000-8590-000-POST-00R3								
	2023	01-7028-0-0000-3700-4300-030-0000-0000								
Check #	01-748234			BatchId AP06302023	06/26/23	Paid	Printed	74.11		74.11
ES Shop and HS Supplies										
	2023	01-0000-0-0000-2700-4300-030-0000-0000								
	2023	01-0000-0-0000-2700-4300-070-0000-0000								
	2023	01-0000-0-0000-3600-4380-000-BUS4-7230								
	2023	01-0000-0-0000-8100-4300-000-0000-0000								
	2023	01-0000-0-0000-8100-4300-030-0000-0000								
	2023	01-0000-0-0000-8100-4300-030-0000-WELL								
	2023	01-0000-0-0000-8100-4300-070-0000-0000								
	2023	01-0000-0-1137-4200-4300-070-0000-FTBL								
	2023	01-0035-0-0000-8100-4300-000-RENT-0000								
	2023	01-6387-0-3800-1000-4300-070-0000-00R6								
	2023	01-6387-0-3800-1000-4300-070-0000-00R7								
	2023	01-6388-0-0000-0000-8590-000-POST-00R3								
	2023	01-7028-0-0000-3700-4300-030-0000-0000								
Check #	01-748234			BatchId AP06302023	06/26/23	Paid	Printed	14.00		14.00
ES grounds										
	2023	01-0000-0-0000-2700-4300-030-0000-0000								
	2023	01-0000-0-0000-2700-4300-070-0000-0000								
	2023	01-0000-0-0000-3600-4380-000-BUS4-7230								
	2023	01-0000-0-0000-8100-4300-000-0000-0000								
	2023	01-0000-0-0000-8100-4300-030-0000-0000								
	2023	01-0000-0-0000-8100-4300-030-0000-WELL								
	2023	01-0000-0-0000-8100-4300-070-0000-0000								

Selection

Sorted by AP Check Order Option. Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 6/1/2023, Ending Check/Advice Date = 6/30/2023, Page Break by Check/Advice? = N, Zero? = Y)

Generated for Gloria Morales-Lerena (43MORALESGL), Jul 3 2023

12:04PM

ReqPay05a

Payment Register

Scheduled 02/21/2023 - 06/28/2023

Bank Account COUNTRY - County-AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
(continued)										
2022/23	06/06/23	R23-00085	ES grounds	B314614 (continued)	06/26/23	Paid	Printed	(continued)		
Old Cuyama Do It Best (00021771)										
(continued)										
2023 01-0000-0-1137-4200-4300-070-0000-FTBL										
2023 01-0035-0-0000-8100-4300-000-RENT-0000										
2023 01-6387-0-3800-1000-4300-070-0000-00R6										
2023 01-6387-0-3800-1000-4300-070-0000-00R7										
2023 01-6388-0-0000-0000-8590-000-POST-00R3										
2023 01-7028-0-0000-3700-4300-030-0000-0000										
Check #	01-748234									
Batchld AP06302023										
Check Date 06/30/23										
PO# PO23-00083										
Register # 000328										
2022/23	06/06/23	R23-00085	AG shop	B314624	06/26/23	Paid	Printed	7.00		7.00
2023 01-0000-0-0000-2700-4300-030-0000-0000										
2023 01-0000-0-0000-2700-4300-070-0000-0000										
2023 01-0000-0-0000-3600-4380-000-BUS4-7230										
2023 01-0000-0-0000-8100-4300-000-0000-0000										
2023 01-0000-0-0000-8100-4300-030-0000-0000										
2023 01-0000-0-0000-8100-4300-030-0000-WELL										
2023 01-0000-0-0000-8100-4300-070-0000-0000										
2023 01-0000-0-1137-4200-4300-070-0000-FTBL										
2023 01-0035-0-0000-8100-4300-000-RENT-0000										
2023 01-6387-0-3800-1000-4300-070-0000-00R6										
2023 01-6387-0-3800-1000-4300-070-0000-00R7										
2023 01-6388-0-0000-0000-8590-000-POST-00R3										
2023 01-7028-0-0000-3700-4300-030-0000-0000										
Check #	01-748234									
Batchld AP06302023										
Check Date 06/30/23										
PO# PO23-00083										
Register # 000328										
2022/23	06/09/23	R23-00085	AG Supplies	B314864	06/26/23	Paid	Printed	143.30		143.30
2023 01-0000-0-0000-2700-4300-030-0000-0000										
2023 01-0000-0-0000-2700-4300-070-0000-0000										
2023 01-0000-0-0000-3600-4380-000-BUS4-7230										
2023 01-0000-0-0000-8100-4300-000-0000-0000										
2023 01-0000-0-0000-8100-4300-030-0000-0000										
2023 01-0000-0-0000-8100-4300-030-0000-WELL										
2023 01-0000-0-0000-8100-4300-070-0000-0000										
2023 01-0000-0-1137-4200-4300-070-0000-FTBL										
2023 01-0035-0-0000-8100-4300-000-RENT-0000										
2023 01-6387-0-3800-1000-4300-070-0000-00R6										
2023 01-6387-0-3800-1000-4300-070-0000-00R7										
2023 01-6388-0-0000-0000-8590-000-POST-00R3										
2023 01-7028-0-0000-3700-4300-030-0000-0000										
Check #	01-748234									
Batchld AP06302023										
Check Date 06/30/23										
PO# PO23-00083										
Register # 000328										

Selection Sorted by AP Check Order Option, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 6/1/2023, Ending Check/Advice Date = 6/30/2023, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

Page 24 of 39

Generated for Gloria Morales-Lerena (43MORALES), Jul 3 2023

12:04PM

043 - Cuyama Joint Unified School District

ReqPay05a

Payment Register

Scheduled 02/21/2023 - 06/28/2023

Bank Account COUNTRY - County-AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor	2022/23	06/12/23	R23-00085	Old Cuyama Do It Best (000217/1)	(continued)					
			HS Maint. Supplies	B315078	06/26/23	Paid	Printed	119.60		119.60
			2023 01-0000-0-0000-2700-4300-030-0000-0000							
			2023 01-0000-0-0000-2700-4300-070-0000-0000							
			2023 01-0000-0-0000-3600-4380-000-BUS4-7230							
			2023 01-0000-0-0000-8100-4300-000-0000-0000							
			2023 01-0000-0-0000-8100-4300-030-0000-0000							
			2023 01-0000-0-0000-8100-4300-030-0000-WELL							
			2023 01-0000-0-0000-8100-4300-070-0000-0000							
			2023 01-0000-0-1137-4200-4300-070-0000-FTBL							
			2023 01-0035-0-0000-8100-4300-000-RENT-0000							
			2023 01-6387-0-3800-1000-4300-070-0000-00R6							
			2023 01-6387-0-3800-1000-4300-070-0000-00R7							
			2023 01-6388-0-0000-0000-8590-000-POST-00R3							
			2023 01-7028-0-0000-3700-4300-030-0000-0000							
Check #	01-748234				BatchId AP06302023	Check Date 06/30/23	Printed	5.38	PO# PO23-00083	Register # 000328
			HS Maint. Supplies	B315080	06/26/23	Paid	Printed	5.38		5.38
			2023 01-0000-0-0000-2700-4300-030-0000-0000							
			2023 01-0000-0-0000-2700-4300-070-0000-0000							
			2023 01-0000-0-0000-3600-4380-000-BUS4-7230							
			2023 01-0000-0-0000-8100-4300-000-0000-0000							
			2023 01-0000-0-0000-8100-4300-030-0000-0000							
			2023 01-0000-0-0000-8100-4300-030-0000-WELL							
			2023 01-0000-0-0000-8100-4300-070-0000-0000							
			2023 01-0000-0-1137-4200-4300-070-0000-FTBL							
			2023 01-0035-0-0000-8100-4300-000-RENT-0000							
			2023 01-6387-0-3800-1000-4300-070-0000-00R6							
			2023 01-6387-0-3800-1000-4300-070-0000-00R7							
			2023 01-6388-0-0000-0000-8590-000-POST-00R3							
			2023 01-7028-0-0000-3700-4300-030-0000-0000							
Check #	01-748234				BatchId AP06302023	Check Date 06/30/23	Printed	39.08	PO# PO23-00083	Register # 000328
			ES grounds	B315784	06/26/23	Paid	Printed	39.08		39.08
			2023 01-0000-0-0000-2700-4300-030-0000-0000							
			2023 01-0000-0-0000-2700-4300-070-0000-0000							
			2023 01-0000-0-0000-3600-4380-000-BUS4-7230							
			2023 01-0000-0-0000-8100-4300-000-0000-0000							
			2023 01-0000-0-0000-8100-4300-030-0000-0000							
			2023 01-0000-0-0000-8100-4300-030-0000-WELL							
			2023 01-0000-0-0000-8100-4300-070-0000-0000							
			2023 01-0000-0-1137-4200-4300-070-0000-FTBL							

Selection

Sorted by AP Check Order Option, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date =

6/1/2023, Ending Check/Advice Date = 6/30/2023, Page Break by Check/Advice? = N, Zero? = Y)

043 - Cuyama Joint Unified School District

Generated for Gloria Morales-Lerena (43MORALES), Jul 3 2023

12:04PM

ESCAPE ONLINE

Page 25 of 39

ReqPay05a

Payment Register

Scheduled 02/21/2023 - 06/28/2023

Bank Account COUNTY - County-AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
(continued)										
2022/23	06/20/23	R23-00085	ES grounds	B315784 (continued)	06/26/23	Paid	Printed	(continued)		
(continued)										
AP Vendor Old Cuyama Do it Best (0002171)										
2023	01-0035-	0-0000-	8100-	4300-	000-	RENT-	0000			
2023	01-6387-	0-3800-	1000-	4300-	070-	0000-	00R6			
2023	01-6387-	0-3800-	1000-	4300-	070-	0000-	00R7			
2023	01-6388-	0-0000-	0000-	8590-	000-	POST-	00R3			
2023	01-7028-	0-0000-	3700-	4300-	030-	0000-	0000			
Check #	01-748234									
2022/23	06/21/23	R23-00085	HS irrigation	B315891	06/26/23	Paid	Printed	24.51		24.51
2023	01-0000-	0-0000-	2700-	4300-	030-	0000-	0000			
2023	01-0000-	0-0000-	2700-	4300-	070-	0000-	0000			
2023	01-0000-	0-0000-	3600-	4380-	000-	BUS4-	7230			
2023	01-0000-	0-0000-	8100-	4300-	000-	0000-	0000			
2023	01-0000-	0-0000-	8100-	4300-	030-	0000-	0000			
2023	01-0000-	0-0000-	8100-	4300-	030-	0000-	WELL			
2023	01-0000-	0-0000-	8100-	4300-	070-	0000-	0000			
2023	01-0000-	0-1137-	4200-	4300-	070-	0000-	FTBL			
2023	01-0035-	0-0000-	8100-	4300-	000-	RENT-	0000			
2023	01-6387-	0-3800-	1000-	4300-	070-	0000-	00R6			
2023	01-6387-	0-3800-	1000-	4300-	070-	0000-	00R7			
2023	01-6388-	0-0000-	0000-	8590-	000-	POST-	00R3			
2023	01-7028-	0-0000-	3700-	4300-	030-	0000-	0000			
Check #	01-748234									
2022/23	06/21/23	R23-00085	ES maint. supplies	B315898	06/26/23	Paid	Printed	97.65		97.65
2023	01-0000-	0-0000-	2700-	4300-	030-	0000-	0000			
2023	01-0000-	0-0000-	2700-	4300-	070-	0000-	0000			
2023	01-0000-	0-0000-	3600-	4380-	000-	BUS4-	7230			
2023	01-0000-	0-0000-	8100-	4300-	000-	0000-	0000			
2023	01-0000-	0-0000-	8100-	4300-	030-	0000-	0000			
2023	01-0000-	0-0000-	8100-	4300-	030-	0000-	WELL			
2023	01-0000-	0-0000-	8100-	4300-	070-	0000-	0000			
2023	01-0000-	0-1137-	4200-	4300-	070-	0000-	FTBL			
2023	01-0035-	0-0000-	8100-	4300-	000-	RENT-	0000			
2023	01-6387-	0-3800-	1000-	4300-	070-	0000-	00R6			
2023	01-6387-	0-3800-	1000-	4300-	070-	0000-	00R7			
2023	01-6388-	0-0000-	0000-	8590-	000-	POST-	00R3			
2023	01-7028-	0-0000-	3700-	4300-	030-	0000-	0000			
Check #	01-748234									
2022/23	06/22/23	R23-00085	ES irrigation	B316002	06/26/23	Paid	Printed	28.11		28.11
2023	01-0000-	0-0000-	2700-	4300-	030-	0000-	0000			

ReqPay05a

Payment Register

Scheduled 02/21/2023 - 06/28/2023

Bank Account COUNTY - County-AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
(continued)										
2022/23	06/22/23	R23-00085	Old Cuyama Do It Best (000217/1)	B316002 (continued)	06/26/23	Paid	Printed	(continued)		
		2023	01-0000-0-0000-2700-4300-070-0000-0000							
		2023	01-0000-0-0000-3600-4380-000-BUS4-7230							
		2023	01-0000-0-0000-8100-4300-000-0000-0000							
		2023	01-0000-0-0000-8100-4300-030-0000-0000			28.11				
		2023	01-0000-0-0000-8100-4300-030-0000-WELL							
		2023	01-0000-0-0000-8100-4300-070-0000-0000							
		2023	01-0000-0-1137-4200-4300-070-0000-FTBL							
		2023	01-0035-0-0000-8100-4300-000-RENT-0000							
		2023	01-6387-0-3800-1000-4300-070-0000-00R6							
		2023	01-6387-0-3800-1000-4300-070-0000-00R7							
		2023	01-6388-0-0000-0000-8590-000-POST-00R3							
		2023	01-7028-0-0000-3700-4300-030-0000-0000							
Check #	01-748234			BatchId AP06302023	Check Date 06/30/23	Paid	Printed	PO# PO23-00083		2.69
(continued)										
2022/23	06/23/23	R23-00085	Maint. supplies	B316075	06/26/23	Paid	Printed			
		2023	01-0000-0-0000-2700-4300-030-0000-0000							
		2023	01-0000-0-0000-2700-4300-070-0000-0000							
		2023	01-0000-0-0000-3600-4380-000-BUS4-7230							
		2023	01-0000-0-0000-8100-4300-000-0000-0000			2.69				
		2023	01-0000-0-0000-8100-4300-030-0000-0000							
		2023	01-0000-0-0000-8100-4300-030-0000-WELL							
		2023	01-0000-0-0000-8100-4300-070-0000-0000							
		2023	01-0000-0-1137-4200-4300-070-0000-FTBL							
		2023	01-0035-0-0000-8100-4300-000-RENT-0000							
		2023	01-6387-0-3800-1000-4300-070-0000-00R6							
		2023	01-6387-0-3800-1000-4300-070-0000-00R7							
		2023	01-6388-0-0000-0000-8590-000-POST-00R3							
		2023	01-7028-0-0000-3700-4300-030-0000-0000							
Check #	01-748234			BatchId AP06302023	Check Date 06/30/23	Paid	Printed	PO# PO23-00083		3.53
(continued)										
2022/23	05/10/23	R23-00085	Maint. Supplies	C16720	06/26/23	Paid	Printed			
		2023	01-0000-0-0000-2700-4300-030-0000-0000							
		2023	01-0000-0-0000-2700-4300-070-0000-0000							
		2023	01-0000-0-0000-3600-4380-000-BUS4-7230							
		2023	01-0000-0-0000-8100-4300-000-0000-0000			3.53				
		2023	01-0000-0-0000-8100-4300-030-0000-0000							
		2023	01-0000-0-0000-8100-4300-030-0000-WELL							
		2023	01-0000-0-0000-8100-4300-070-0000-0000							
		2023	01-0000-0-1137-4200-4300-070-0000-FTBL							
		2023	01-0035-0-0000-8100-4300-000-RENT-0000							
		2023	01-6387-0-3800-1000-4300-070-0000-00R6							
		2023	01-6387-0-3800-1000-4300-070-0000-00R7							
		2023	01-6388-0-0000-0000-8590-000-POST-00R3							
		2023	01-7028-0-0000-3700-4300-030-0000-0000							
Check #	01-748234			BatchId AP06302023	Check Date 06/30/23	Paid	Printed	PO# PO23-00083		3.53
(continued)										

Selection

Sorted by AP Check Order Option, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 6/1/2023, Ending Check/Advice Date = 6/30/2023, Page Break by Check/Advice? = N, Zero? = Y)

043 - Cuyama Joint Unified School District

Generated for Gloria Morales-Larena (43MORALES), Jul 3 2023 12:04PM

ESCAPE ONLINE

Page 27 of 39

Payment Register

Scheduled 02/21/2023 - 06/28/2023

Bank Account COUNTY - County-AP

AP Vendor		One Circle Foundation (000252/1) 734 A Street, Suite 4 San Rafael, CA 94901		3,318.21	
F	2022/23	05/12/23	R23-00146	SEL Curriculum for HS	LIVE3ORDER0000037
					05/31/23
					Paid
					Cleared
					3,318.21
Check #		2023	01-9010-0-1110-3110-4200-070-0000-SELF		
		01-743904			
				BatchId	AP06022023
				Check Date	06/02/23
				PO#	PO23-00144
					Register # 000323
				Total Invoice Amount	3,318.21
AP Vendor		Pacific Gas & Electric (000074/1) Box 997300 Sacramento, CA 95899-7300			

ESCAPE ONLINE
Page 28 of 39

ReqPay05a

Payment Register

Scheduled 02/21/2023 - 06/28/2023				Bank Account COUNTRY - County-AP						
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor Pacific Gas & Electric (000074/1) (continued)										
Check #	01-743905			BatchId AP06022023		Check Date 06/02/23	PO# PO23-00086		Reg # 000323	
						Total Invoice Amount	111.18			
AP Vendor Pacific Gas & Electric (000074/1)										
			Box 997300							
			Sacramento, CA 95899-7300							
2022/23	06/06/23	R23-00068	E.S Electric	230606-M1005135716	06/14/23	Paid	Cleared	12.22		12.22
			05/05/2023-06/05/2023							
Check #	01-746361			BatchId AP06162023		Check Date 06/16/23	PO# PO23-00064		Reg # 000326	
						Total Invoice Amount	12.22			
AP Vendor Pacific Gas & Electric (000074/1)										
			Box 997300							
			Sacramento, CA 95899-7300							
2022/23	06/13/23	R23-00068	E.S Electric ccegc	230613-CCCEGC	06/22/23	Paid	Printed	79.56		79.56
			05/05/2023-06/05/2023							
Check #	01-747144			BatchId AP06232023		Check Date 06/23/23	PO# PO23-00064		Reg # 000327	
						Total Invoice Amount	79.56			
AP Vendor Pacific Gas & Electric (000074/1)										
			Box 997300							
			Sacramento, CA 95899-7300							
2022/23	06/13/23	R23-00068	E.S Electric	230613-M1010432536	06/22/23	Paid	Printed	26.29		26.29
			05/05/2023-06/05/2023							
Check #	01-747145			BatchId AP06232023		Check Date 06/23/23	PO# PO23-00064		Reg # 000327	
						Total Invoice Amount	26.29			
AP Vendor Pacific Gas & Electric (000074/1)										
			Box 997300							
			Sacramento, CA 95899-7300							

46

ReqPay05a

Payment Register

Scheduled 02/21/2023 - 06/28/2023

Bank Account COUNTY - County-AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
2022/23	06/22/23	R23-00077	Pacific Gas & Electric (000074/1)	High School Electric 230622-9949685111-6	06/28/23	Paid	Printed	241.88		241.88
			Bill							
			05/05/2023-06/05/20							
			23							

2023 01-0000-0-0000-8100-5520-070-0000-0000

Check # 01-748235

BatchId AP06302023

Check Date 06/30/23

Register # 000328

Total Invoice Amount

241.88

AP Vendor	Pitney Bowes (000200/1)									
	PO BOX 981039									
	Boston, MA 02298-1039									

F 2022/23 05/27/23 R23-00074 Postage meter rental 1023201445 06/07/23 Paid Cleared 171.26 171.26

& refill/software

06/16/2023-09/15/20

23

2023 01-0000-0-0000-7200-5600-000-0000-0000

2023 01-0000-0-0000-7200-5800-000-0000-0000

Check # 01-744895

BatchId AP06092023

Check Date 06/09/23

Register # 000324

Total Invoice Amount

171.26

AP Vendor	Purchase Power (000178/1)									
	PO Box 981026									
	Boston, MA 02298-1026									

2022/23 06/06/23 R23-00029 Postage May and June 2023 230606PP 06/22/23 Paid Printed 338.94 338.94

2023 01-0000-0-0000-2700-4300-000-0000-0000

2023 01-0000-0-0000-2700-5900-030-0000-0000

2023 01-0000-0-0000-2700-5900-070-0000-0000

2023 01-0000-0-0000-7200-5900-000-0000-0000

Check # 01-747146

BatchId AP06232023

Check Date 06/23/23

Register # 000327

Total Invoice Amount

338.94

Direct Vendor	Quill Corporation (000734/1)									
	PO BOX 37600									
	Philadelphia, PA 19101-0600									

2022/23 05/10/23 Construction paper for ES 32434895 05/17/23 Paid Cleared 27.99 27.99

2023 01-0000-0-1110-1000-4300-030-0000-0000

Check # 01-743906

BatchId AP06022023

Check Date 06/02/23

Register # 000323

Selection Sorted by AP Check Order Option, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 6/1/2023, Ending Check/Advice Date = 6/30/2023, Page Break by Check/Advice? = N, Zero? = Y)

043 - Cuyama Joint Unified School District

Generated for Gloria Morales-Lerena (43MORALESG), Jul 3 2023

12:04PM

E S C A P E

ONLINE

Page 30 of 39

Scheduled 02/21/2023 - 06/28/2023

Selection
 Sorted by AP Check Order Option, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 6/1/2023, Ending Check/Advice Date = 6/30/2023, Page Break by Check/Advice? = N, Zero? = Y)
 ESCAPE ONLINE
 Page 31 of 39

Payment Register

Scheduled 02/21/2023 - 06/28/2023

Bank Account COUNTY - County-AP

AP Vendor										
RingCentral Inc. (000194/1)										
P.O. Box 734232										
Dallas, TX 75373-4232										
F	2022/23	05/09/23	R23-00014	Phone Service	CD000586440	06/14/23	Paid	Cleared	792.83	
				05/08/2023-06/07/20						
				23						
				2023 01-0000-0-0000-2700-5910-030-0000-0000			475.70			
				2023 01-0000-0-0000-2700-5910-070-0000-0000			237.85			
				2023 01-0000-0-0000-7200-5910-000-0000-0000			79.28			
Check #	01-746362				BatchId AP06162023		Check Date 06/16/23		PO# PO23-00013	[Register #: 000326]
2022/23	06/09/23	R23-00014		Phone Service	CD000603701	06/13/23	Paid	Cleared	792.83	
				06/08/2023-07/07/20						
				23						
				2023 01-0000-0-0000-2700-5910-030-0000-0000			475.69			

Sorted by AP Check Order Option, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date =

ESCAPE ONLINE

Page 32 of 39

Generated for Gloria Morales-Lerena (43MORALESG), Jul 3 2023
12:04PM

ReqPay05a

Payment Register

Scheduled 02/21/2023 - 06/28/2023						Bank Account COUNTY - County-AP				
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
(continued)										
AP Vendor	2022/23	06/09/23	RingCentral Inc. (000194/1)	(continued)						
			Phone Service	CD000603701	06/13/23	Paid	Cleared	(continued)		
			06/08/2023-07/07/20	(continued)						
			23							
			2023 01- 0000- 0- 0000- 2700- 5910- 070- 0000- 0000			237.86				
			2023 01- 0000- 0- 0000- 7200- 5910- 000- 0000- 0000			79.28				
Check #	01-746362			Batchld APC6162023		Check Date 06/16/23		PO# PO23-00013	Register # 000326	
						Total Invoice Amount		1,585.66		
(continued)										
AP Vendor	2022/23	06/05/23	Santa Barbara County Ed Office (002764/1)	45C23-00006	06/14/23	Paid	Printed	99,702.00		99,702.00
			4400 Cathedral Oaks Road							
			PO BOX 6307							
			Santa Barbara, CA 93160-6307							
			SPED Contract							
			Services 2022-2023							
Check #	01-746363		2023 01- 0000- 0- 0000- 9200- 7142- 000- 0000- 0000	Batchld APC6162023		Check Date 06/16/23		PO# PO23-00140	Register # 000326	
			Training: Playful							
			Transformation J.							
			Dumbrigue							
2022/23	06/05/23			93C 23-00127	06/14/23	Paid	Printed	35.00		35.00
Check #	01-746363		2023 01- 9010- 0- 1110- 3110- 5200- 000- 0000- SELF	Batchld APC6162023		Check Date 06/16/23		PO#	Register # 000326	
						Total Invoice Amount		99,737.00		
(continued)										
AP Vendor	2022/23	06/13/23	Santa Barbara County Ed Office (002764/1)	93C23-00137	06/22/23	Paid	Printed	8,238.00		8,238.00
			4400 Cathedral Oaks Road							
			PO BOX 6307							
			Santa Barbara, CA 93160-6307							
			Professional							
			development/admin.							
			asset. all grades							
Check #	01-747148		2023 01- 6266- 0- 1110- 1000- 5800- 000- 0000- SDEV	Batchld AP06232023		Check Date 06/23/23		PO# PO23-00152	Register # 000327	
						Total Invoice Amount		8,238.00		
(continued)										
AP Vendor	2022/23	05/23/23	Sonova USA Inc. (000221/1)	5138816135	06/06/23	Paid	Cleared	1,021.63		1,021.63
			750 N Commons Dr, STE 200							
			Aurora, IL 60504-7940							
			Hearing device for							
			student 504 plan							
F	2022/23	05/23/23	R23-00117							

Selection

Sorted by AP Check Order Option, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 6/1/2023, Ending Check/Advice Date = 6/30/2023, Page Break by Check/Advice? = N, Zero? = Y)

043 - Cuyama Joint Unified School District

Generated for Gloria Morales-Lerena (43MORALESGL), Jul 3 2023 12:04PM

ESCAPE ONLINE

Page 33 of 39

ESCAPE ONLINE

Page 33 of 39

Sorted by AP Check Order Option, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 6/1/2023, Ending Check/Advice Date = 6/30/2023, Page Break by Check/Advice? = N, Zero? = Y)

Generated for Gloria Morales-Lerena (43MORALESG), Jul 3 2023

12:04PM

043 - Cuyama Joint Unified School District

ReqPay05a

Payment Register

Scheduled 02/21/2023 - 06/28/2023

Bank Account COUNTY - County-AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
-------------	--------------	-------	---------	-----------------------------	-------	--------------	--------------	----------------	------------------	----------------

AP Vendor Sonova USA Inc. (000221/1) (continued)

F	2022/23	05/23/23	R23-00117	Hearing device for student 504 plan	5138816135 (continued)	05/06/23	Paid	Cleared	(continued)	
Check #	01-744896	2023	01-3213-0-1110-1000-4300-030-0000-0000	BatchId AP06092023	Check Date 06/09/23	PO# PO23-00121			Register # 000324	
					Total Invoice Amount	1,021.63				

AP Vendor

Southern California Gas Co. (000091/1)
PO BOX C
Monterey Park, CA 91756-5111

2022/23	05/24/23	R23-00040	E.S Natural Gas	230524-M12760450	05/31/23	Paid	Cleared	1,004.89		1,004.89
			04/21/2023-05/22/2023							
Check #	01-743907	2023	01-0000-0-0000-8100-5510-030-0000-0000	BatchId AP06022023	Check Date 06/02/23	PO# PO23-00038			Register # 000323	
2022/23	05/24/23	R23-00039	Monthly H.S Gas	230524-M12775093	05/31/23	Paid	Cleared	868.67		868.67
			04/21/2023-05/22/2023							
51	Check #	01-743907	2023	01-0000-0-0000-8100-5510-070-0000-0000	BatchId AP06022023	Check Date 06/02/23	PO# PO23-00037		Register # 000323	
					Total Invoice Amount	1,873.56				

AP Vendor

Southern California Gas Co. (000091/1)
PO BOX C
Monterey Park, CA 91756-5111

2022/23	06/23/23	R23-00040	E.S Natural Gas	230623-M12760450	06/27/23	Paid	Printed	234.31		234.31
			05/22/2023-06/21/2023							
Check #	01-748236	2023	01-0000-0-0000-8100-5510-030-0000-0000	BatchId AP06302023	Check Date 06/30/23	PO# PO23-00038			Register # 000328	
2022/23	06/23/23	R23-00039	Monthly H.S Gas Bill	230623-M12775093	06/27/23	Paid	Printed	277.58		277.58
			05/22/2023-06/21/2023							
Check #	01-748236	2023	01-0000-0-0000-8100-5510-070-0000-0000	BatchId AP06302023	Check Date 06/30/23	PO# PO23-00037			Register # 000328	
					Total Invoice Amount	511.89				

Selection

Sorted by AP Check Order Option, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date =

6/1/2023, Ending Check/Advice Date = 6/30/2023, Page Break by Check/Advice? = N, Zero? = Y)

043 - Cuyama Joint Unified School District

Generated for Gloria Morales-Lerena (43MORALESG), Jul 3 2023

12:04PM

ESCAPE ONLINE

Page 34 of 39

ReqPay05a

Payment Register

Scheduled 02/21/2023 - 06/28/2023 Bank Account COUNTY - County-AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
-------------	--------------	-------	---------	-----------------------------	-------	--------------	--------------	----------------	------------------	----------------

Direct Vendor Tyack's Tires, Inc. (001563/1) 211 Sumner St. Bakersfield, CA 93305										
---	--	--	--	--	--	--	--	--	--	--

2022/23	05/16/23		Tire repair	224156	06/07/23	Paid	Cleared	806.65		806.65
---------	----------	--	-------------	--------	----------	------	---------	--------	--	--------

Check #	01-744897	2023	01-0000-0-0000-3600-4383-000-0000-7230			Check Date 06/09/23	PO#		Register # 000324	
---------	-----------	------	--	--	--	---------------------	-----	--	-------------------	--

Total Invoice Amount								806.65		
----------------------	--	--	--	--	--	--	--	--------	--	--

Direct Vendor Urban Futures, Inc. (000035/1) P.O.BOX 627 TUSTIN, CA 92781										
---	--	--	--	--	--	--	--	--	--	--

2022/23	04/24/23		Disclosure filing services fy 2021-22 annual report	DISCLOSURE2022-47	06/28/23	Paid	Printed	2,050.00		2,050.00
---------	----------	--	---	-------------------	----------	------	---------	----------	--	----------

Check #	01-743237	2023	01-0000-0-0000-7200-5800-000-0000-0000			Check Date 06/30/23	PO#		Register # 000328	
---------	-----------	------	--	--	--	---------------------	-----	--	-------------------	--

Total Invoice Amount								2,050.00		
----------------------	--	--	--	--	--	--	--	----------	--	--

Vendor Verizon Business (002132/1) PO Box 15043 Albany, NY 12212-5043										
---	--	--	--	--	--	--	--	--	--	--

2022/23	06/16/23	R23-00023	Verizon Fax Monthly	74538156	06/13/23	Paid	Cleared	21.49		21.49
---------	----------	-----------	---------------------	----------	----------	------	---------	-------	--	-------

Fee 05/01/2023-05/31/2023										
------------------------------	--	--	--	--	--	--	--	--	--	--

Check #	01-745364	2023	01-0000-0-0000-2700-5910-000-0000-0000			Check Date 06/16/23	PO# PO23-00023		Register # 000326	
---------	-----------	------	--	--	--	---------------------	----------------	--	-------------------	--

Total Invoice Amount								21.49		
----------------------	--	--	--	--	--	--	--	-------	--	--

Direct Vendor VISA (000244/1) PO BOX 4521 Carol Stream, IL 60197-4521										
---	--	--	--	--	--	--	--	--	--	--

2022/23	05/04/23		Lock repair	0555-1	05/31/23	Paid	Cleared	245.00		245.00
---------	----------	--	-------------	--------	----------	------	---------	--------	--	--------

Check #	01-743908	2023	01-0000-0-0000-8100-5640-000-0000-0000			Check Date 06/02/23	PO#		Register # 000323	
---------	-----------	------	--	--	--	---------------------	-----	--	-------------------	--

2022/23	05/12/23		ES ASB	230512-2	05/31/23	Paid	Cleared	41.79		41.79
---------	----------	--	--------	----------	----------	------	---------	-------	--	-------

Check #	01-743908	2023	01-0000-0-1110-4100-4300-030-0000-0000			Check Date 06/02/23	PO#		Register # 000323	
---------	-----------	------	--	--	--	---------------------	-----	--	-------------------	--

2022/23	05/25/23		ES ASB	230525-3	05/31/23	Paid	Cleared	49.13		49.13
---------	----------	--	--------	----------	----------	------	---------	-------	--	-------

Total Invoice Amount								49.13		
----------------------	--	--	--	--	--	--	--	-------	--	--

Selection Sorted by AP Check Order Option, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 6/1/2023, Ending Check/Advice Date = 6/30/2023, Page Break by Check/Advice? = N, Zero? = Y)

Generated for Gloria Morales-Lerena (43MORALES), Jul 3 2023

12:04PM

043 - Cuyama Joint Unified School District

ESCAPE ONLINE

Page 35 of 39

ReqPay05a

Payment Register

Scheduled 02/21/2023 - 06/28/2023

Bank Account COUNTY - County-AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
2022/23	05/25/23	VISA (000244/1)	(continued)							(continued)
	2023	01-0000-0-1110-4100-4300-030-0000-0000	ES ASB	230525-3 (continued)	05/31/23	Paid	Cleared	(continued)		
Check #	01-743908			BatchId AP06022023		Check Date 06/02/23	PO#			Register # 000323
						Total Invoice Amount		335.92		

Direct Vendor	VISA (000244/1)	PO BOX 4521	Carol Stream, IL 60197-4521							
2022/23	05/06/23		FFA State finals student meals	214	06/07/23	Paid	Cleared	77.26		77.26
Check #	01-744898		2023 01-6388-0-3800-1000-5200-070-POST-00R3							
2022/23	04/21/23		FFA Grad. sashes	230421	06/07/23	Paid	Cleared	201.50	Register # 000324	201.50
Check #	01-744898		2023 01-6388-0-3800-1000-4300-070-POST-00R3							
2022/23	05/12/23		Mother's Day dinner supplies	230512C	06/07/23	Paid	Cleared	284.50	Register # 000324	284.50
Check #	01-744898		2023 01-0000-0-1110-4100-4300-070-HSSB-REI M							
2022/23	05/12/23		Peddlers Market Sodas	230512S	06/07/23	Paid	Cleared	74.62	Register # 000324	74.62
Check #	01-744898		2023 01-0000-0-1110-4100-4300-070-HSSB-REI M							
2022/23	05/12/23		Mother's Day dinner supplies	230512SF	06/07/23	Paid	Cleared	124.28	Register # 000324	124.28
Check #	01-744898		2023 01-0000-0-1110-4100-4300-070-HSSB-REI M							
2022/23	05/13/23		Ice for Peddlers Market	230513	06/07/23	Paid	Cleared	17.50	Register # 000324	17.50
Check #	01-744898		2023 01-0000-0-1110-4100-4300-070-HSSB-REI M							
						Total Invoice Amount		779.66		

Direct Vendor	VISA (000244/1)	PO BOX 4521	Carol Stream, IL 60197-4521							
2022/23	05/17/23		Student award BBQ	1275	06/07/23	Paid	Cleared	139.80		139.80

Selection: Sorted by AP Check Order Option, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 6/1/2023, Ending Check/Advice Date = 6/30/2023, Page Break by Check/Advice? = N, Zero? = Y)

043 - Cuyama Joint Unified School District

Generated for Gloria Morales-Lerena (43MORALES), Jul 3 2023 12:04PM

ESCAPE ONLINE

Page 36 of 39

ReqPay05a

Payment Register

Scheduled 02/21/2023 - 06/28/2023					Bank Account COUNTY - County-AP				
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax Expense Amount
Direct Vendor VISA (000244/1) (continued)									
2022/23	05/17/23		Student award BBQ	1275 (continued)	06/07/23	Paid	Cleared	(continued)	
	2023	01-0000-0-1110-4100-4300-070-HSSB-REIM				Check Date 06/09/23			Register # 000325
Check #	01-744901			Batchld APC6092023A	06/07/23	Paid	Cleared	206.67	206.67
2022/23	05/05/23		FFA State final comp. student meals	3145741					
	2023	01-6388-0-3800-1000-5200-070-POST-00R3				Check Date 06/09/23			Register # 000325
Check #	01-744901			Batchld APC6092023A	06/07/23	Paid	Cleared	562.01	562.01
2022/23	05/05/23		Rooms for FFA State Finals Comp.	9480					
	2023	01-6388-0-3800-1000-5200-070-POST-00R3				Check Date 06/09/23			Register # 000325
Check #	01-744901			Batchld APC6092023A					
Total Invoice Amount								908.48	
Direct Vendor VISA (000244/1) PO BOX 4521 Carol Stream, IL 60197-4521									
2022/23	04/21/23		Senior cards	1077502	06/28/23	Paid	Printed	201.50	201.50
	2023	01-6388-0-3800-1000-4300-070-POST-00R3				Check Date 06/30/23			Register # 000328
Check #	01-748238			Batchld AP06302023	06/28/23	Paid	Printed	357.00	357.00
2022/23	05/23/23		EOY award- new office, gifts	1089575					
	2023	01-6388-0-3800-1000-4300-070-POST-00R3				Check Date 06/30/23			Register # 000328
Check #	01-748238			Batchld AP06302023	06/28/23	Paid	Printed	152.00	152.00
2022/23	05/23/23		EOY Awards	1090433					
	2023	01-6388-0-3800-1000-4300-070-POST-00R3				Check Date 06/30/23			Register # 000328
Check #	01-748238			Batchld AP06302023	06/27/23	Paid	Printed	96.63	96.63
2022/23	06/07/23		EOY banquet dessert	2450					
	2023	01-6388-0-3800-1000-4300-070-POST-00R3				Check Date 06/30/23			Register # 000328
Check #	01-748238			Batchld AP06302023	06/27/23	Paid	Printed	33.56	33.56
2022/23	06/07/23		EOY banquet dessert	3774					
	2023	01-6388-0-3800-1000-4300-070-POST-00R3				Check Date 06/30/23			Register # 000328
Check #	01-748238			Batchld AP06302023	06/28/23	Paid	Printed	674.00	674.00
2022/23	06/27/23		Job listing for Counselor position	4076700					
	2023	01-9010-0-0000-3110-5800-000-0000-SBHP				Check Date 06/30/23			Register # 000328
Check #	01-748238			Batchld AP06302023					

54

Selection

Sorted by AP Check Order Option, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 6/1/2023, Ending Check/Advice Date = 6/30/2023, Page Break by Check/Advice? = N, Zero? = Y)

043 - Cuyama Joint Unified School District

Generated for Gloria Morales-Lerena (43MORALESG), Jul 3 2023

12:04PM

ESCAPE ONLINE

Page 37 of 39

ReqPay05a

Payment Register

Scheduled 02/21/2023 - 06/28/2023

Bank Account COUNTRY - County-AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
2022/23	06/27/23		VISA (000244/1)	(continued)						
			Job listing for Comm. schools coordinator	4076711	06/28/23	Paid	Printed	674.00		674.00
Check #	01-748238		2023 01-9010-0-0000-3110-5800-000-0000-SBHP							
2022/23	06/07/23		EOY banquet dessert	9433	06/27/23	Paid	Printed	37.27		37.27
Check #	01-748238		2023 01-6388-0-3800-1000-4300-070-POST-00R3							
			Batchld AP06302023							
			Batchld AP06302023							
			Check Date 06/30/23							
			Check Date 06/30/23							
			Total Invoice Amount					2,225.96		

Waldrop's Auto Parts (002783/1)

601 Kern Street

Taft, CA 93268-2716

2022/23	05/17/23		Bus 1,3, and 5 Parts/ high flow pump	64265-1	06/07/23	Paid	Printed	1,106.82		1,106.82
			2023 01-0000-0-0000-3600-4380-000-BUS1-7230							
			2023 01-0000-0-0000-3600-4380-000-BUS3-7230							
			2023 01-0000-0-0000-3600-4380-000-BUS5-7230							
			2023 01-0000-0-0000-8100-4400-000-0000-0000							
Check #	01-744899		Batchld AP06092023							
			Check Date 06/09/23							
			Total Invoice Amount					1,106.82		

55

EXPENSES BY FUND - Bank Account COUNTRY		
Fund	Expense	Cash Balance
01	213,134.74	213,134.74
13	11,009.79	11,009.79
Total	224,144.53	

ESCAPE ONLINE

Sorted by AP Check Order Option, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 6/1/2023, Ending Check/Advice Date = 6/30/2023, Page Break by Check/Advice? = N, Zero? = Y)

Generated for Gloria Morales-Lerena (43MORALES), Jul 3 2023

043 - Cuyama Joint Unified School District

12:04PM

Page 38 of 39

ReqPay05a

Payment Register

Scheduled 02/21/2023 - 06/28/2023

Bank Account COUNTY - County-AP

Number of Payments	163	
Number of Checks	77	\$179,262.33
Number of ACH Advice	0	
Number of vCard Advice	0	
Total Check/Advice Amount		\$224,144.53
Total Unpaid Sales Tax		\$.00
Total Expense Amount		\$224,144.53

CHECK/ADVICE AMOUNT DISTRIBUTION COUNTS		
\$0 - \$99	13	
\$100 - \$499	22	
\$500 - \$999	13	
\$1,000 - \$4,999	24	
\$5,000 - \$9,999	2	
\$10,000 - \$14,999	1	
\$15,000 - \$99,999	2	
\$100,000 - \$199,999		
\$200,000 - \$499,999		
\$500,000 - \$999,999		
\$1,000,000 -		

***** ITEMS OF INTEREST *****

* Number of payments to a different vendor
 ! Number of Prepaid payments
 @ Number of Liability payments
 & Number of Employee Also Vendors

? denotes check name different than payment name
 F denotes Final Payment

Report Totals -	Payment Count	163	Check Count	77	ACH Count	0	vCard Count	0	Total Check/Advice Amount	\$224,144.53
------------------------	---------------	-----	-------------	----	-----------	---	-------------	---	---------------------------	--------------

Selection
 Sorted by AP Check Order Option, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Check/Advice Date = 6/1/2023, Ending Check/Advice Date = 6/30/2023, Page Break by Check/Advice? = N, Zero? = Y)

Quarterly Report
on
Williams Uniform Complaints

[Education Code § 35186]

2023

District: Cuyama Joint Unified School District

Name of person completing this form: Alfonso Gamino

Title of person completing this form: Superintendent

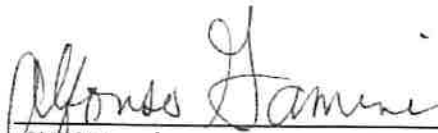
Please provide the date when this information will be reported publicly at the district governing board meeting:

July 20, 2023

Quarterly report submission date (check one):

- ☐ April (January — March)
☒ July (April — June)
☐ October (July — September)
☐ January (October — December)

General Subject Area	Total number of complaints	Number of complaints resolved	Number of complaints unresolved
Textbooks and Instructional Materials	0	0	0
Teacher Misassignment or Vacancies	0	0	0
Facilities Conditions	0	0	0
TOTALS	0	0	0


Signature of district superintendent

July 20, 2023

Date

Cuyama Joint Unified School District Transportation Plan 2022-2023 and 2023-2024

Transportation Services:

1. Enter description of transportation services offered to pupils, and how it will prioritize planned transportation services for pupils in transitional kindergarten, kindergarten, and any of grades 1 - 6 inclusive and pupils who are low income. Plan may provide for the LEA to partner with municipally owned transit system to provide services to middle and high school students. An LEA may provide no-cost transit passes to students. Cuyama Joint Unified School District (CJUSD) prioritizes planned transportation services offered to pupils by offering NO COST home to school transportation to all TK-12 students. CJUSD currently offers two bus routes for before and after school transportation. In addition, CJUSD also offers one bus route for students enrolled and attending the After School Education Program (ASES). Transportation services also supports extra curricular activities such as the athletics program and field trip transportation services. No passes are required to receive transportation, students are eligible through their enrollment information.

2. Enter description of LEA's transportation services that would be accessible to pupils with disabilities, and homeless children and youth. CJUSD transportation services are accessible to pupils with disabilities through contracted services and available at no cost. Homeless children and youth would also receive no cost transportation by utilizing one of the stops on the bus routes.

3. Enter description of how unduplicated pupils, would be able to access available home-to-school transportation at no-cost to the pupils. CJUSD provides no cost transportation for all its pupils, this includes unduplicated pupils.

Consultations:

Enter description of the required plan consultation with classified staff, teachers, school administrators, regional local transit authorities, local air pollution control districts and air quality management districts, parents, pupils and other stakeholders. Plan consultation will be included to the board and public by being included on the March 2023 board meeting agenda, with classified staff at the monthly maintenance and transportation meeting, teacher staff meeting, and LCAP stakeholder related activities as well as any applicable air quality authorities to ensure compliance.

Revenue Calculation

Total 2021-22 Transportation Expenses (Function 3600)	280,090.00
Less Capital Outlay (object 6XXX, Function 3600)	57,745.00
Less Nonagency Expenditures (Goal 7110,7150, Function 3600)	-
Estimated 60% Reimbursement	133,407.00
Less 2021-22 Transportation add-on (from LCFF Calculator)	145,160.00

Total Revenue (Object 8590, Resource 0000)

(11,753.00)

Expenditures and Other Financing Uses

2000-2999 - Classified Salaries	89,846.00
3000-3999 - Employee Benefits	42,657.00
4000-4999 - Books and Supplies	40,581.00
5000-5999 - Services and other Operating Expenditures	49,461.00
6000-6999 - Capital Outlay	57,745.00
7000-7999 - Other Outgo	-

Total Expenditures

280,090.00

Board Approval Date: (must be on or before April 1, 2023)

The Transportation plan and revenue calculations were developed in accordance with Education Code Sections 39800.1 and 41850.1.



LICENSING AGREEMENT

This Agreement effective **July 1, 2023**, is made and entered into by **Cuyama Joint Unified School District** as Licensee and Document Tracking Services (DTS) as Licensor each a "Party" and collectively the "Parties".

Licensee desires that DTS provide a license to use DTS proprietary web-based application in accordance with the following provisions:

- A. License. DTS hereby grants to Licensee a non-exclusive license to use DTS application in order to create, edit, update, print and track specific documents as described in Exhibit **A** of this agreement.
 - (i) DTS retains all rights, title and interest in DTS application and any registered trademarks associated with the license.
 - (ii) Licensee retains all rights, title and interest in the documents as described in Exhibit **A** of this agreement.
- B. Internet Areas. All parties including third party licensees shall not be permitted to establish any "pointers" or links between the Online Area and any other area on or outside of the DTS login without the prior written approval.
- C. Term of License. The term of the Agreement is for **one (1) year** from the effective date (as noted in paragraph one) of the license agreement.
- D. Personnel. DTS will assign the appropriate personnel to represent DTS in all aspects of the license including but not limited to account set up and customer license inquiries.
- E. Content. DTS will be solely responsible for loading the content supplied by Licensee into DTS secure server and provide complete access to Licensee and its representatives.
- F. Security of Data. DTS at all times will have complete security of Licensee documents on dedicated servers that only authorized DTS personnel will have access to; all login by DTS authorized will be stored and saved as to time of log-in and log-out.
 - (i) Licensee may request DTS to only store Licensee documents for the period of time that allows Licensee and its authorized personnel to create, edit and update their documents.
- G. Management of Database. DTS shall allow Licensee to review, edit, create, update and otherwise manage all content of Licensee available through the Secure Login of DTS.
- H. Customer License. DTS shall respond promptly and professionally to questions, comments, complaints and other reasonable requests regarding any aspect of DTS application by Licensee. DTS business hours are Monday-Friday 8AM PST to 5PM PST except for national/state holidays.



- I. License Fee. Licensee shall pay a fee of **\$1,250**.
- J. Document Set Up Fee. The one-time set up fee for documents as described in Exhibit A and made a part of this Agreement is **\$0**.
- K. Payment Terms. Licensee shall pay the annual licensing fee upon execution of the Agreement between parties and the electronic submittal of the invoice to Licensee.
- L. Number of Documents. The maximum number of documents per school district is limited to **five (5)**.
- M. Warranty. Licensee represents and warrants that all information provided to DTS, including but not limited to narratives, editorials, information regarding schools, is owned by Licensee and Licensee has the right to use and allow use by DTS as called for hereunder and that no copyrights, trademark rights or intellectual property rights of any nature of any third party will be infringed by the intended use thereof. In the event any claim is brought against DTS based on an alleged violation of the rights warranted herein, Licensee agrees to indemnify and hold DTS harmless from all such claims, including attorney fees and costs incurred by DTS in defending such claims.
- N. Definitions.
 - (i) Document. A document is defined as **a)** a specific template provided by CDE or; **b)** any specific word document or forms that have different fields or school references such as elementary, middle or high schools* submitted by District or CDE; or **c)** individual inserts submitted by District or CDE that are integrated into existing documents or are offered as supplemental and/or addendums to other report documents.
 - * Licensee submits a SPSA template for their elementary, middle and high schools, which is counted as three (3) separate documents.
 - (ii) Customized Documents. Any document that is not a standard CDE template is considered a custom document and as such may be subject to additional setup fees; DTS shall provide an estimated cost of these additional fees prior to the execution of this agreement.
- O. Document Setup Fee. DTS will charge a one-time setup fee of \$200 per standard document up to a maximum of \$850 for customized documents.
- P. Additional Fees. Licensee shall pay additional fees if Licensee exceeds the number of documents as described in section L of this agreement. The fee for each additional document is \$39 per document times the number of schools in the district. The fee shall be payable within thirty (30) days from DTS invoice.
- Q. Additional Services. DTS can also provide Data Transfer and Document Translation services to Licensee for an additional fee. The fee for each additional service would be agreed upon between the parties and invoiced at the time the services were requested. The fee shall be payable within thirty (30) days from DTS invoice.



The Parties hereto have executed this Agreement as of the Effective Date.

Document Tracking Services, LLC

By: Aaron Tarazon, Director
Document Tracking Services
10606 Camino Ruiz, Suite 8-132
San Diego, CA 92126
858-784-0967 - Phone
858-587-4640 - Corporate Fax

Date: June 14, 2023

Licensee

By: _____

Date: _____

Cuyama Joint Unified School District



Exhibit A

The following are standard documents to be used in conjunction with the license.

1. 2023 School Accountability Report Card, English (Custom Template)
2. 2023 School Plan for Student Achievement
3. Others to be identified as needed.



June 14, 2023

Cuyama Joint Unified School District
2300 Highway 166
New Cuyama, CA 93254

Re: Document Tracking Services

****PLEASE NOTE NEW DTS MAILING/REMIT ADDRESS****

INVOICE #7501016

Pursuant to the licensing agreement between Cuyama Joint Unified School District and Document Tracking Services (DTS):

Document Tracking Services

Document Tracking Services [7/1/23 to 7/1/24]: \$1,250
4 schools and District Personnel = 5 sites
License Agreement Includes up to 5 documents

Total Balance Due: \$1,250

Please Make Checks Payable To: Document Tracking Services

Send to:

Aaron Tarazon, Director
Document Tracking Services
10606 Camino Ruiz, Suite 8-132
San Diego, CA 92126
858-784-0967 - Phone
858-587-4640 - Corporate Fax

Thank you!

Approved Per Payment (Signature)

Name/Role (Printed)

California Department of Education
**AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE
GRANT**

2023–24 APPLICATION FOR FUNDING

(Due Date: To be received in Regional Supervisor's Office by August 1, 2023)

PROJECT DURATION: JULY 1, 2023 TO JUNE 30, 2024

School Site: Cuyama Valley High School

District: Cuyama Joint Unified School District

Certification:

I hereby certify that all applicable state and federal rules and regulations will be observed; that to the best of my knowledge, the information contained in this application is correct and complete; and that the attached assurances are accepted as the basic conditions of the operations in this project/program for local participation and assistance.

Theresa King
Electronic Signature of Authorized Agent

Alfonso Hamen
Electronic Signature of Principal

Kevin Lebsack
Electronic Signature of Agriculture Teacher
Responsible for Program

Agriculture Teacher Summer Contact Cell Number: 805-314-4803

Local Education Agency (LEA) Board Approval Date: _____

Printed Name of Agriculture Teachers:

Kevin Lebsack

Kendy Fetterman

Angelique Cannon

PART A – Base Level Funding

In order to qualify for the Agriculture Education Incentive Grant an LEA must meet all the following criteria or provide a Variance approved by the Regional Supervisor for each criterion not met. All evidence must be included with the original application submitted to the Regional Supervisor.

NOTE: Stand-alone middle school programs will only be required to complete PART A. However, they may elect to complete the additional parts if they qualify for additional funding.

Please check each criterion currently being met:

- ☒ 1. Properly Credentialed Teachers
 - Log onto CTC and provide printout of credentials or provide a copy of current credentials.
- ☒ 2. Professional Development
 - Provide printout from teacher journal in AET verifying professional development activities.
- ☒ 3. Course Sequence
 - Provide documents/evidence of at least one three-year course sequence.
- ☒ 4. Grading of Future Farmers of America (FFA) and Supervised Agricultural Experience Participation (SAE)
 - Provide copy of course syllabus identifying grading of FFA and SAE.
- ☒ 5. Alternative Credits
 - Submit description of at least one course meeting A-G, Dual Enrollment, Articulation, etc.
- ☒ 6. Future Farmers of America Constitution and By-Laws
 - Provide a copy of the current Chapter Constitution and Bylaws with the election of officers highlighted.
- ☒ 7. Future Farmers of America Meetings
 - Use meeting manager in AET or provide minutes for a minimum of six-chapter meetings.
- ☒ 8. Agriculture Advisory Committee
 - Provide meeting minutes for two Agriculture Advisory Committee meetings.

Checking all the required criteria as being met qualifies the LEA for Part A funding. Verification of meeting each criteria must be provided to the Regional Supervisor.

Qualified Program (\$4,500 to each site)	<u>\$ 4,500</u>
Number of Agriculture Teachers teaching at least one approved agriculture course?	<u>3</u>
Teacher based funding (Number of teachers x \$500)	<u>\$ 1500</u>
Number of Students as identified on the 2022-23 FFA Membership roster?	<u>53</u>

Student based funding (Number of students x \$10)	\$ 530
Class size funding A (number of teachers meeting level A in all classes – 30 in classroom/25 in shop classes)	2
Class size A funding (Number of teachers meeting level A class size x \$1,000)	\$ 2000
Class size funding B (number of teachers meeting level B in all classes – 28 in classroom/22 in shop classes)	
Class size B funding (Number of teachers meeting level B class size x \$2,000)	\$ 0
TOTAL PART A FUNDING	\$ 8030

PART B – Additional Funding

LEA's may qualify for additional funding based on their ability to meet specific classroom, leadership, and experiential learning (SAE) criteria. It is not necessary for a program to meet all criteria in each category to be eligible to receive additional funding. Verification of meeting criteria will be taken from entries in the Agricultural Experience Tracker (AET). The AET report will be developed based on data as of June 30. Funding in each section will be based on the number of points accumulated in that section. This report will be used to complete Part B and will be included as part of the application.

Based on the 2022-23 Agricultural Education Incentive Grant Report, and points accumulated, the LEA may qualify for base level funding through the classroom section, leadership section, and experiential learning (SAE) section.

An LEA shall qualify for Part B funding in each section if they meet the predetermined base level. Bonus funding is earned if a program exceeds the predetermined base level by twenty percent (20%). LEA's meeting the base level shall receive \$2,250 plus \$250 per qualified teacher. LEA's meeting the bonus level shall receive an additional \$2,250 plus an additional \$250 per qualified teacher.

Note: An LEA may qualify for Level A, Level B, or no funding in each section but shall not qualify for both funding levels in a section. Example: The LEA qualifies for Level A funding in the Classroom Section, Level B in the Leadership Section and no funding in the SAE section.

Classroom Section

Level A Funding Points – 355-535	Level B Funding Points – 536+
Points Earned as Identified in the AET Report	449.4
Level A Funding (number of teachers x \$250) + \$2,250	\$ 2750
Level B Funding (number of teachers x \$500) + \$4,500	\$
TOTAL CLASSROOM SECTION FUNDING	\$ 2750

Leadership Section

Level A Funding Points – 285-445

Level B Funding Points – 446+

Points Earned as Identified in the AET Report

115.1

Level A Funding (number of teachers x \$250) + \$2,250

\$ _____

Level B Funding (number of teachers x \$500) + \$4,500

\$ _____

TOTAL LEADERSHIP SECTION FUNDING

\$ ⁰ _____

Experiential Learning (SAE) Section

Level A Funding Points – 595-935

Level B Funding Points – 936+

Points Earned as Identified in the AET Report

311.3

Level A Funding (number of teachers x \$250) + \$2,250

\$ _____

Level B Funding (number of teachers x \$500) + \$4,500

\$ _____

TOTAL EXPERIENTIAL LEARNING (SAE) SECTION FUNDING

\$ ⁰ _____

TOTAL PART B FUNDING

\$ ²⁷⁵⁰ _____

PART C – Program Funding

LEA's may qualify for additional funding based on their ability to meet specific program criteria. To qualify for Program Funding, a program must show evidence of meeting all criteria identified. Evidence must be submitted at the time the original application is submitted to the Region Supervisor.

To qualify for PART C – Program Funding, a site must show evidence of meeting the following. If any item is not met, the program is not eligible to apply for PART C funding.

☐ Each teacher (50% of their teaching load in agriculture) must have participated in eight approved professional development activities.

☐ Agenda and Minutes for three Agriculture Education Advisory Committee meetings.

☐ Each teacher (50% of their teaching load in agriculture) must have an extended contract and/or a project supervision period. The project supervision period must be in addition to the provided prep period.

If a program has met the three required criteria they are eligible for funding and must complete the following Sections.

Section A – Earn one point for each criteria met.

Held an FFA Officer team retreat or other planning activity prior to the start of school and continued to hold meetings during the year to plan FFA activities. _____

In addition to the Agricultural Education Advisory Committee the program has an Agriculture Boosters Club and/or an FFA Alumni Chapter.

Program hosted a Student Teacher.

Total Points Section A (3 points possible)

Section B – Earn points based on AET "California Ag CTE Incentive Grant Application Report

Points Earned as Identified in the AET Report for D-Program

Total Points Part C (Section A + Section B)

Level A Funding Points – 120-139

Level B Funding Points – 140+

Level A Funding (\$5,000)

Level B Funding (\$7,500)

TOTAL PART C FUNDING

PART A Base Level Funding

PART B Additional Funding

PART C Program Funding

GRAND TOTAL FUNDING

0

46.9

46.9

\$

\$

\$⁰

\$ 8030

\$ 2750

\$⁰

\$ 10780

California Department of Education
**AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE
GRANT**

VARIANCE REQUEST FORM

(Due Date: To be received in Regional Supervisor's Office by July 1)

PLEASE NOTE:

1. A variance may only be submitted for Part A – Base Level Funding.
2. Each criterion for which a variance is being requested must be completed on a separate form.
2. Variance is subject to the approval of the Regional Supervisor.

Funding Year: 23-24

School Site: Cuyama Valley High School District: Cuyama Joint Unified


Criterion for which variance is requested: 2


1. Describe why is the criterion currently is not being met? (use additional pages if needed)

In the 22 - 23 school year the inability to meet this criteria was two fold, first an dforemost the districts inability to hire and retain substitute teachers. With our distance the Ag teachers need to leave the school site early to attend the PD. Second in this lat year was the inability for teachers to travel out of the villey due to the inclement weather. At times the roads were either impassable or dangerous.

2. What steps will be taken to meet the criterion in the future? (use additional pages if needed)

At this time the district is actively seeking to hire and retain qualified substitute teachers to allow us to give the Ag Teachers the necessary release time to attend state recorded professional development.


Electronic Signature of Agriculture Teacher
Responsible for the Program


Electronic Signature of Principal

Electronic Signature of Regional Supervisor

Note: If you have any questions, please view the [Help page](#)

Last Name: **LEBSACK**Last Known County of Employment: **SANTA BARBARA COUNTY**

Note: Please verify County of Employment is current.

First Name: **KEVIN**

Adverse and Commission Actions Indicator:

Note: Information on Adverse and Commission Actions is available. If the Deceased flag is displayed, the licensee is deceased.

Middle Name: **DANIEL**

Deceased Flag:

Term	Status	Document Title	Document Number	Original Issue Date	Issue Date
> Clear	Valid	Single Subject Teaching Credential	180262013	6/13/2005	2/1/2019
Clear	Valid	Administrative Services Credential	180262012		2/1/2019

Authorization/Subjects

Subject Description	Subject Code	Authorization Description	Authorization Code	Major/Minor	Added Authorization I
>	NONE	development in grades twelve and below, including preschool, and in classes organized primarily for adults. If the prerequisite credential or permit is a designated subjects adult education teaching credential, a child development instructional permit, or a child development supervision permit, English language development instruction is limited to the programs authorized by that credential or permit, (2) specially designed content instruction delivered in English in the subjects, programs and at the grade levels authorized by the prerequisite credential or permit. This English learner authorization also covers classes authorized by other valid, non-emergency credentials or permits held, as specified in Education Code Section 44253.3	ELA1	MAJ	
Chemistry	CHEM	This credential authorizes the holder to teach the specific subject or subjects listed as supplementary authorizations in grades twelve and below, including preschool, and in classes organized primarily for adults, unless specific grade restrictions are indicated next to the subject	R1A	MIN	
Agriculture (Examination)	AGRX	This document authorizes the holder to teach the subject area(s) listed in grades twelve and below, including preschool, and in classes organized primarily for adults	R1S	MAJ	
Science: Biological Sciences (Examination)	SBSX	This document authorizes the holder to teach the subject area(s) listed in grades twelve and below, including preschool, and in classes organized primarily for adults.	R1S	MAJ	

Renewal Requirements

Please disregard any # signs you may see below and refer to the "Additional Description" column to the right for specific renewal requirements.

Renewal Code Additional Renewal Description

TC Code	Renewal Description
> R20 Not Required	To renew this credential, the holder needs to submit only an application and fee to the Commission no earlier than 12 months before the exp

Employment Restrictions

Organization	Organization Type	County
--------------	-------------------	--------

Note: If you have any questions, please view the [FAQs](#) or [Contact Us](#) page.

Last Name: FETTERMAN

Last Known County of Employment:

Note: Please verify County of Employment is current.

First Name: KENDY

Adverse and Commission Actions Indicator:

Note: Information on Adverse and Commission Actions is available.

Middle Name: C

Deceased Flag:

If the Deceased flag is displayed, the licensee is deceased.

Expiration Date	Document Number	Status: Term	Document Title	Special Grade	Original Issue Date
9/1/2024	190260138	Valid Clear	Career Technical Education Teaching Credential		8/14/2018
9/1/2023	180188842	Valid	Certificate of Clearance		8/9/2018

Authorization/Subjects

Subject Description	Subject Code	Authorization Description	Authorization Code	Major/ Minor	Added Authorization
Agriculture and Natural Resources	ANR	This credential authorizes the holder to teach in the subject or subjects listed in grades twelve and below and in classes organized primarily for adults, in career technical instruction courses.	R4T	MAJ	
Business and Finance	FAB	This credential authorizes the holder to teach in the subject or subjects listed in grades twelve and below and in classes organized primarily for adults, in career technical instruction courses.	R4T	MAJ	
	NONE	This document authorizes the holder to provide services to English learners in specially designed content instruction delivered in English in grades twelve and below and in classes organized primarily for adults, in career technical instruction courses.	S17C	MAJ	

Renewal Requirements

Please disregard any # signs you may see below and refer to the "Additional Description" column to the right for specific renewal requirements.

Renewal Code Additional Renewal Description

R20 To renew this credential, the holder needs to submit only an application and fee to the Commission no earlier than 12 months before the exp

Employment Restrictions

Organization Organization Type County

Note: If you have any questions, please view the [Help page](#).

Last Name: CANNON

Last Known County of Employment:

Note: Please verify County of Employment is current

First Name: ANGELIQUE

Adverse and Commission Actions Indicator:

Note: Information on Adverse and Commission Actions is available
If the Deceased flag is displayed, the licensee is deceased.

Middle Name: GENEVA

Deceased Flag:

Expiration Date	Document Number	Status: Term	Document Title	Special Grade	Original Issue Date
> 6/1/2028	230121377	Valid Clear	Career Technical Education Teaching Credential		11/17/2022
6/1/2026	210102129	Valid Preliminary	Multiple Subject Teaching Credential		5/10/2021
12/1/2025	220277888	Valid Preliminary	Career Technical Education Teaching Credential		11/17/2022

Authorization/Subjects

Subject Description	Subject Code	Authorization Description	Authorization Code	Major/ Minor	Added Authorization
> Agriculture and Natural Resources	ANR	This credential authorizes the holder to teach in the subject or subjects listed in grades twelve and below and in classes organized primarily for adults, in career technical instruction courses.	R4T	MAJ	11/17/2022
	NONE	This document authorizes the holder to provide services to English learners in specially designed content instruction delivered in English in grades twelve and below and in classes organized primarily for adults, in career technical instruction courses.	S17C	MAJ	

Renewal Requirements

Please disregard any # signs you may see below and refer to the "Additional Description" column to the right for specific renewal requirements.

Renewal Code Additional Renewal Description

> R20 NULL To renew this credential, the holder needs to submit only an application and fee to the Commission no earlier than 12 months before the exp

Employment Restrictions

Organization Organization Type County

New Cuyama-Cuyama Valley - Kendy Fetterman

9/1/2022 - 8/31/2023

Journal Type	In-Contract Hours	Extended Contract Hours	Miles Traveled	# of Students	# of Volunteers	Funds Raised
Professional Development (Recorded by State)	0.0	7.0	0	0	0	\$0
Total	0.0	7.0	0	0	0	\$0

New Cuyama-Cuyama Valley - Angelique Cannon

9/1/2022 - 8/31/2023

Journal Type	In-Contract Hours	Extended Contract Hours	Miles Traveled	# of Students	# of Volunteers	Funds Raised
Professional Development (Recorded by State)	0.0	5.0	0	0	0	\$0
Total	0.0	5.0	0	0	0	\$0

Date	Description	Hrs In	Hrs Out	# Miles	# Std	# Vol	\$ Rsd
11/1/2022	Professional Development (Recorded by State) (K Fetterman) - SB CATA SB Section, Nipomo	0.00	2.00	0	0	0	\$0
1/30/2023	Professional Development (Recorded by State) (K Fetterman) - Santa Barbara Section CATA Santa Barbara CATA, Santa Maria	0.00	1.00	0	0	0	\$0
1/30/2023	Professional Development (Recorded by State) (A Cannon) - Santa Barbara Section CATA Santa Barbara CATA, Santa Maria	0.00	1.00	0	0	0	\$0
3/8/2023	Professional Development (Recorded by State) (A Cannon) - Santa Barbara Section Speaking Contest Santa Barbara Section, Arroyo Grande	0.00	1.00	0	0	0	\$0
3/8/2023	Professional Development (Recorded by State) (K Fetterman) - Santa Barbara Section Speaking Contest Santa Barbara Section, Arroyo Grande	0.00	1.00	0	0	0	\$0
5/9/2023	Professional Development (Recorded by State) (K Fetterman) - Santa Barbara Section CATA PV, Pioneer Valley	0.00	3.00	0	0	0	\$0
5/9/2023	Professional Development (Recorded by State) (A Cannon) - Santa Barbara Section CATA PV, Pioneer Valley	0.00	3.00	0	0	0	\$0

New Cuyama-Cuyama Valley - Kevin Lebsack

9/1/2022 - 8/31/2023

Journal Type	In-Contract Hours	Extended Contract Hours	Miles Traveled	# of Students	# of Volunteers	Funds Raised
Professional Development	23.0	16.0	0	0	0	\$0
Total	23.0	16.0	0	0	0	\$0

New Cuyama-Cuyama Valley - Angelique Cannon

9/1/2022 - 8/31/2023

Journal Type	In-Contract Hours	Extended Contract Hours	Miles Traveled	# of Students	# of Volunteers	Funds Raised
Professional Development	2.0	3.0	0	0	0	\$0
Total	2.0	3.0	0	0	0	\$0

Date	Description	Hrs In	Hrs Out	# Miles	# Std	# Vol	\$ Rsd
9/6/2022 2:00 PM	Professional Development (K Lebsack) - SBCEO Lead Meeting Meeting with SWP Advisors and area CTE Coordinators	0.00	2.00	0	0	0	\$0
9/19/2022 2:00 PM	Professional Development (K Lebsack) - Student Learning Outcomes Teaching Strategies Expectations across the Curriculum focus on ELA and Math in all classes	2.00	0.00	0	0	0	\$0
9/21/2022	Professional Development (K Lebsack) - SBCEO CTE Teacher PLC Discussion with county cte teachers about externships	0.00	0.00	0	0	0	\$0
9/26/2022	Professional Development (K Lebsack) - SBCEO Professional Development Grade level expectations	1.00	0.00	0	0	0	\$0
10/4/2022 2:00 PM	Professional Development (K Lebsack) - SBCEO Lead Meeting Meeting with SWP Advisors and area CTE Coordinators	2.00	0.00	0	0	0	\$0
10/17/2022 2:00 PM	Professional Development (K Lebsack) - In House Teacher PD Teaching Strategies grade level expectations	1.00	0.00	0	0	0	\$0
10/19/2022 4:00 PM	Professional Development (K Lebsack) - SBCEO CTE PLC Problems facing us with dual enrollment	0.00	2.00	0	0	0	\$0
10/24/2022	Professional Development (A Cannon) - SEL Meeting	1.00	0.00	0	0	0	\$0
10/24/2022 2:00 AM	Professional Development (K Lebsack) - SBCEO Teacher Professional Development Focus on Assessments	1.00	0.00	0	0	0	\$0
11/1/2022 2:00 PM	Professional Development (K Lebsack) - SBCEO Lead Meeting Meeting with SWP Advisors and area CTE Coordinators	0.00	2.00	0	0	0	\$0
11/14/2022 2:00 PM	Professional Development (K Lebsack) - SBCEO Professional Development Summative and Formative Assessments	1.00	0.00	0	0	0	\$0
11/15/2022 2:00 PM	Professional Development (K Lebsack) - SBCEO Lead Meeting Meeting with SWP Advisors and area CTE Coordinators	0.00	2.00	0	0	0	\$0
11/28/2022 2:00 PM	Professional Development (K Lebsack) - In House Professional Development Teaching strategies for summative and formative assessment	1.00	0.00	0	0	0	\$0
11/29/2022 2:00 PM	Professional Development (K Lebsack) - SBCEO Lead Meeting Meeting with SWP Advisors and area CTE Coordinators	0.00	2.00	0	0	0	\$0
12/5/2022	Professional Development (A Cannon) - SEL	1.00	0.00	0	0	0	\$0

Date	Description	Hrs In	Hrs Out	# Miles	# Std	# Vol	\$ Rsd
12/5/2022 2:00 PM	Professional Development (K Lebsack) - SBCEO Professional Development Resources and tools in MTSS	1.00	0.00	0	0	0	\$0
1/10/2023 2:00 PM	Professional Development (K Lebsack) - SBCEO Lead Meeting Meeting with SWP Advisors and area CTE Coordinators	2.00	0.00	0	0	0	\$0
1/18/2023 4:00 PM	Professional Development (K Lebsack) - SBCEO Teacher PLC, Expanding Pathways	0.00	2.00	0	0	0	\$0
1/30/2023 2:00 PM	Professional Development (K Lebsack) - SBCEO Professional Development How to read the state data	1.00	0.00	0	0	0	\$0
2/7/2023 2:00 PM	Professional Development (K Lebsack) - SBCEO Lead Meeting Meeting with SWP Advisors and area CTE Coordinators	0.00	2.00	0	0	0	\$0
2/9/2023	Professional Development (A Cannon) - Zoom FFA Meeting	0.00	1.00	0	0	0	\$0
2/27/2023 2:00 PM	Professional Development (K Lebsack) - SBCEO Professional Development Intervention Data	1.00	0.00	0	0	0	\$0
3/7/2023 2:00 PM	Professional Development (K Lebsack) - SBCEO Lead Meeting Meeting with SWP Advisors and area CTE Coordinators	2.00	0.00	0	0	0	\$0
3/15/2023 4:00 PM	Professional Development (K Lebsack) - CTE Teacher PLC Alternative Assessments in CTE	0.00	2.00	0	0	0	\$0
3/27/2023 2:00 PM	Professional Development (K Lebsack) - SBCEO Professional Development ICA and ICB Assessments	1.00	0.00	0	0	0	\$0
4/4/2023 2:00 PM	Professional Development (K Lebsack) - SBCEO Lead Meeting Meeting with SWP Advisors and area CTE Coordinators	2.00	0.00	0	0	0	\$0
5/2/2023 2:00 PM	Professional Development (K Lebsack) - SBCEO Lead Meeting Meeting with SWP Advisors and area CTE Coordinators	2.00	0.00	0	0	0	\$0
5/30/2023 2:00 PM	Professional Development (K Lebsack) - SBCEO Lead Meeting Meeting with SWP Advisors and area CTE Coordinators	2.00	0.00	0	0	0	\$0
6/8/2023	Professional Development (A Cannon) - CTE Meeting	0.00	2.00	0	0	0	\$0

Cuyama Valley High School

Agriculture Education & FFA

Kevin Lebsack, CTE Coordinator and Agriscience Advisor

Kendy Fetterman, Animal Science Advisor

Angelique Cannon, Ag Mechanics Advisor



Agriculture will always be the key to America's Economy. The opportunities for you in the agriculture industries are endless. Careers for people with experience in farming, business, sales & marketing, horticulture, biotechnology, conservation, food science, and many other fields are wide open. Above all, employers are looking for individuals with character and problem-solving skills.

The purpose of this Handbook is to make you aware of the expectations placed on you as a student in Ag class and Cuyama Valley FFA member. You and your guardian should read the handbook, sign the attached form, and return the form no later than _____. You should keep the handbook for future reference.

The Cuyama Valley Career Education Program strives to create and enhance agriculturally literate members of all ages in the community. This is accomplished using many modern and relevant strategies, including classroom instruction, outreach, hands-on learning, experiential learning, and the use of various technologies.

FFA

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through Ag Education. The Cuyama Valley FFA Chapter is YOUR chapter. All ag students are expected to be dues paying, active members in FFA. Involvement in fundraising and local, area, state, and national activities will greatly increase the quality of your experience.

Career Development

Career Development Events (CDE) are great opportunities for students to demonstrate their knowledge in competition with other students. At Cuyama Valley, it is suggested that all students who have a total of 3 credits or more in Ag classes participate in at least one event or industry recognized credential (In iCEV). Like finals in core classes, they will be factored into a student's final grade.

Supervised Agricultural Experience

The SAE Program is an opportunity to increase student learning through real-world work experiences related to agriculture. Students will keep financial records on their SAE. An SAE should broaden a student's work skills and help them explore career paths. Several Awards are given each year based entirely on a student's SAE. All students in Ag Classes are required to participate in an SAE. The SAE will be factored in the 10% of the grade which is dedicated to FFA education.

Career Technical Education Pathways

At Cuyama Valley High School we offer three CTE Pathways. Each of these pathways is offered in a sequence of classes that the student must complete in the correct order.

Agriscience Pathway – The Agriscience Pathway consists of Agricultural Earth Science, Agricultural Biology, and Agricultural Environmental Science. The Agriscience pathway helps students acquire a broad understanding of a variety of agricultural areas, develop an awareness of the many career opportunities in agriculture, participate in occupationally relevant experiences, and work cooperatively with a group to develop and expand leadership abilities. Students

study California agriculture, agricultural business, agricultural technologies, natural resources, and animal, plant, and soil sciences.

Animal Science Pathway – The Animal Science pathway is a two-course sequence consisting of Animal Science and Veterinary Science. In the Animal Science pathway, students study large, small, and specialty animals. Students explore the necessary elements, such as diet, genetics, habitat, and behavior, to create humane, ecologically, and economically sustainable animal production systems. The pathway includes the study of animal anatomy and physiology, nutrition, reproduction, genetics, health and welfare, animal production, technology, and the management and processing of animal products and by-products.

Ag Mechanics Pathway – The Ag Mechanics Pathway is a two-course sequence consisting of Ag Mechanics and Advanced Ag Mechanics. The Agricultural Mechanics pathway prepares students for careers related to the construction, operation, and maintenance of equipment used by the agriculture industry.

Success

Success in Ag class hinges greatly on students coming to class prepared with all your

materials, a positive attitude, and a willingness to learn. If these items are brought with them the instructors will do their best to help you succeed. If you choose not to come to class in this manner, then there are a limited number of options for helping you succeed. Education is a two-way effort, and we expect you to meet us halfway.

Class Rules and Expectations

The rules for this class are broad and can be summed up in four simple phrases:

Respect Yourself- You owe it to yourself to get the most out of CTE classes. Why not try to do your best and with that, you can reap the rewards of a good education.

Respect Others- The Golden Rule tells us to treat others as you would be treated. This includes your classmates, teachers, and other people you come in contact. This is required for this class but should be practiced outside of class as well. If you do not know whether you would want to be treated like that then put yourself in

the other person's shoes. It is called perspective taking when you do this and is something all people need to learn.

Respect Property- The school works hard to provide you an education on a limited budget, because of this you need to exercise care with school property. At no time should you use school property in a manner which could damage it. When you are in the shop remember that tools have a specific purpose and should be used for that purpose not for anything else. We understand that tools wear out and break from time to time but if you respect the shop tools then they will function properly for a longer time.

Respect Time- We have a finite amount of time in our lives and the important this is to spend it wisely. Just as in your life, we have a limited amount of time in class. We can and will do exciting things in Ag classes IF we have the time to do so.

We are all in this together so treat each other with respect as mentioned but remember that we also treat each other as family and that is the environment that is most important. Those relationships between each other have to stay positive and beneficial.

Grades

Grading Scale

100+ to 90 A

89.9 to 80 B

79.9 to 70 C

69.9 to 60 D

59.9 and Below F

The grades will be calculated on a cumulative basis. A curve may be applied to any assignment and or the overall class grade at the teacher's discretion. There is no reason for a student to earn anything less than a B from CTE classes. Students who are struggling are encouraged to speak with the instructor so that a solution can be found for you to succeed. Grades are not the focus of Ag Classes your education is. However, grades are an indicator of how you are performing in a class. Late Work is accepted at the discretion of the teacher. Most of your grades

are based on focused class curriculum. 10% of your grade in a class will be from FFA involvement, FFA knowledge, AET completion, and SAE projects.

Classroom Routines

Classroom routine will be set by the individual instructor, A typical routine is listed below but will be fine tuned by the instructor for his or her individual needs from class.

The bell signals the beginning of class.

Warm up work may be given when an instructor sees a need for it.

If there was a homework assignment given, it is due at the beginning of class.

You need to ask to be dismissed for use of the restroom or other reasons that require you to leave your seat. In short, you are expected to be seated in your seat unless otherwise instructed.

When computers, other technology, group activities are used for instruction we expect you to be learning about agriculture; not about what is going on with your friends or social media. Personal electronics are not permitted in the classroom unless instructed by your teacher.

Classes are designed to be enjoyable and challenging. For this to happen it is important that we stay on task from start to finish.

Lab work

Working in the labs can be dangerous. You are expected to follow all rules and procedures for safety. These rules will be covered at the introduction of units, which use the various labs.

Failure to follow safety precautions results in injuries and no one wants to be harmed. It is a bad experience for all those involved.

The safety test must be passed before using any equipment in the ag labs.

You are expected to keep a clean and safe area. You must clean up all tools and store all materials at the end of the class period. A clean environment is a safe environment.

Proper clothing should always be worn in the agriculture labs. This includes safety glasses, proper shirts, and pants. Cotton is recommended for all clothing because it is flame resistant. Lockers are provided for your shop clothing.

Long hair should be pulled back to prevent it from being caught in the machines.

Sharp objects (knives, box-cutters, saws, etc.) have a use and are allowed in the ag mechanics lab if they are being used for their designated use.

At no time should students work in the shop without instructor supervision.

FFA Field Trips

Students represent the chapter and school when on trips. They are expected to act in a positive manner.

If you act in a manner, which deemed unsafe and or detrimental to yourself or others on the trip or if you violate school policy, which could lead to administrative discipline, then you will be removed from the trip as quickly as possible by the instructors or chaperones judgment.

Students who are negative influences on trips or break the prior procedures will not be allowed on other trips for the remainder of the year and possibly their tenure as a student at Cuyama Valley.

The instructor reserves the right to select which students are eligible for trips. If you are unable to follow rules in class, then they have no reason to believe you will follow them when on a trip and they will not subject you or themselves to those issues.

No prohibited substances are permitted on FFA activities, class trips, or in class.

Positive Reinforcement

Instructors in the Cuyama Valley Ag Department use positive reinforcement techniques. Positive reinforcements are excellent ways of encouraging students for work well done. They also serve to help us modify our less than desirable actions. Common reinforcements are listed below:

Verbal praise (good job, well done, that's great, etc.)

Tangible reward (classroom points used for bragging rights, food, the perfection seat)

Public recognition (displaying projects, being mentioned in the daily bulletin, Banquet awards)

Return this portion to the instructor.

By signing below I signify that I have read, understood, discussed with my legal guardians, and am willing to abide by these guidelines in Cuyama Valley High School Ag classes. I also verify that I am willing to participate in class, SAE, and FFA activities with a GREAT desire to succeed.

Student Signature _____

Date _____

Guardian Signature _____

Date _____

Agriculture Earth Science

Cuyama Valley High School (050719)

**Modeled Course
Outside District
Approved**Mar 21, 2019
Kevin Lebsack

Basic Course Information

Title:	Agriculture Earth Science
Transcript abbreviations:	AES /
Local Course Codes:	
Length of course:	Full Year
Subject area:	Science (D) / Earth and Space Sciences
UC honors designation?	No
Prerequisites:	None
Co-requisites:	Algebra 1 (Required)
Integrated (Academics / CTE)?	Yes
Grade levels:	9th
Course learning environment:	Classroom Based

Course Description

Course overview:

This two semester course provides entering 9th grade students with an overview of the hydrosphere, atmosphere, geosphere and biosphere of Earth, their interactions within the context of Agriculture. We will start with a study on California Agriculture, which will lead us into a look at the roles soil and water play not only in our state's economy, but also Earth's existence. From there we will look deeper into planet Earth by investigating rock formation,

8. Meet a portion of the elective requirement for admission to the University of California and California State University systems.
9. Develop a sense of interrelationships between earth science and its relationship to agricultural applications.

Assessment and Methods:

A. Interactive Notebook rubric

- Categories being evaluated:

Condition of the binder/only one subject in the binder (Ag Earth Science).

Management papers (syllabus, course information, etc.)

Unit dividers labeled and in order.

Handouts/assignments Locations - behind the correct tabs.

Completeness - having all assignments and handouts from the semester accounted for.

B. FFA Record Book - students will complete and turn in their monthly records and they will be graded on filling out the book properly. If it is not done properly, it will be returned until it is correct.

C. Routine Tests/quizzes - tests and quizzes will be made with a variety of types of questions. This will range from multiple choice, fill in the blank, short answer, essay, matching, to labeling diagrams and pictures. They will be graded using an answer key.

D. Oral Presentations/Reports Rubric

- Categories being evaluated:

Completeness

Accuracy

Effort and time

Poise and dignity

Voice volume and fluctuation

Eye contact

E. Class work and Homework - students will be given a variety of worksheets, lecture notes, book review questions, reading notes, etc. These assignments will be routine and will be graded using an answer key.

F. Written Lab Report Rubrics

- Categories being evaluated:

All steps of scientific method included

Accuracy

Complete conclusion

Typed and grammatically correct

G. Daily Checking for Understanding questions (CFU's) or Warm Ups- the teacher will ask questions at various levels in Blooms taxonomy to ensure that students are understanding the lectures, activities, and labs. The teacher will feed off of students responses to encourage deeper thinking and understanding of the concepts being taught. Students will not receive a grade for answering these questions, they will be a guide for the teacher to know if it is appropriate to move onto the next subject or if there are students who do not fully understand the concept.

*Note: the assignments listed below are just a few of the major projects and labs that may be performed in the course. There are numerous other activities and "mini" labs that will be performed throughout each unit.

Course content:

Unit 1: Agriscience in the Information Age

This unit will teach students about the FFA organization, the opportunities available to them through active participation in the organization, and how they can improve and develop themselves as a leader and quality contributor to society in their futures. The unit will be presented in two sections where students will first learn about the aims, purposes and history of FFA, and the 3-circle model of Ag Education. The second section will teach them about FFA leadership opportunities, public speaking events, committees, leadership at the local, section, region, state and national levels, proficiencies, professional development, and community service. This unit is being presented in the first few months of the course so that students can take advantage of FFA opportunities throughout their freshman year of high school.

This unit is important to help reach course goal number seven, which states, "Integrate mathematics, language arts, and career employability standards including creative thinking and problem solving skills, and technological literacy related to the agriculture industry." This unit will help them master this goal because they will be creatively thinking in the collaborative brainstorm, and they will be utilizing and practicing their language arts skills through the development and delivery of their speech.

Unit Assignment(s):

Out of this unit a semester long SAE project must be completed. This project requires each student to complete 10 hours of work or research on a project related to agriculture. They must log and photograph their work, and keep descriptions of what they have done. AT the end of the semester a report detailing the project and the students opinion of what they learned, successes, challenges, project improvements ect. must be turned in with the pictures, and record book log.

One key assignment in this unit will be actually performing speaking to the "public" where students will be required to present to the class on who they are as a person. They will be required to speak for two minutes in multiple small groups, resulting in sharing the speech at least three times, and will have to turn in a written manuscript of their speech. The topic of the speech will be about themselves so that we can focus on how to present a speech. Students will have to follow a speech format of having an intro, body paragraphs, and a conclusion where they tell us what they are going to say, then tell us what they have to say, and then remind us of what they said. This will help students gain mastery of the skills and content being presented because they will be practicing the skills repetitively. Students will be practicing these skills in many units throughout the year. Each time they present, I will have higher expectations for them so they can grow and develop as a leader and speaker throughout the year. Students will have the opportunity to compete on competitive FFA speaking teams such as the FFA Creed, Extemporaneous speaking, prepared speech, and impromptu speaking.

Another key assignment in this unit will be collaborative brainstorming where students will work in a team to do a group brainstorm on ways FFA can enhance their academic skills, promote career choices, and can contribute to their employability. The groups will have to create a poster of their brainstorming that they will share with the rest of the class. The assignment will help students gain mastery of the content and skills being presented because they will get to actually practice collaborating and working as a team. They will get to use inquiry skills to come up with the benefits of being involved in FFA and their presentations of their brainstorm will lead the lesson on this content. This will be a student lead lesson that is supported and monitored by the teacher.

Unit Lab Activities:

Describing a presentation

Students will observe a presentation done by a three individuals, observe audience engagement, and statistically analyze engagement level. Students will present their findings.

Unit 3: Earth Materials

In this unit, students will gain a better understanding of what Earth science is and how it is organized. They will be able to visualize the different spheres and the surface of the Earth, which help them understand Earth systems, such as open and close systems. Finally students will learn what matter and energy which will reinforce the Earth systems. The major topics in this unit will be presented in five sections in which students will first learn about what Earth science consists of. Students will learn of the different subdivisions of Earth science and how there are scientists who primarily focus on one area of Earth science, but to master their area, they must have an understanding of how all divisions are connected and work together. The next two sections will teach them the four different spheres on Earth, the geosphere, hydrosphere, exosphere, and atmosphere, and

- Use a Magnetic Field Sensor to map the magnetic field of a sample iron ore formation.
- Use a Magnetic Field Sensor locate a buried iron ore formation.
- Explain your results.

Unit 4: Composition of Earth

In this unit, students will gain an understanding of what Earth is made up of. They will learn what and where minerals, energy, water, air, and land are found; and how energy is transferred on Earth. The major topics in this unit will be present in two sections in which students will first learn about natural resources: minerals, water, air, and land. Students will learn why each of the resources is important to mankind, where major sources of these resources can be found, and how they have an economic impact on California. The second section will teach them about energy. Students will learn what energy is, the different forms it can be found in, and how energy has an economic impact on California. They will also learn about alternative energy sources that can be used.

Major skills presented with this topic will be inferring how human activity impacts the availability of each of these resource and identifying advantages and disadvantages between natural and alternative energy sources.

This unit is important in reaching all of the course goals, but specifically number one, which states, "Develop knowledge and understanding of practical and essential Earth Science concepts and the principles Earth Science shares with other disciplines." Goal two, which states, "Understand basic principles of Earth System Science and think from an Earth System Science perspective." Goal four, which states, "Understand the nature, origin, and distribution of Earth's energy, mineral, and water resources; understand technologies used to locate, extract, and process these resources; and be aware of the dependency on these resources to satisfy our wants, needs, and expectations." Goal seven, which states, "Integrate mathematics, language arts, and career employability standards including creative thinking and problem solving skills, and technological literacy related to the agriculture industry." And goal nine, which states, "Develop a sense of interrelationships between earth science and its relationship to agricultural applications." Students will gain mastery of these goals throughout this unit because they will develop knowledge of how Earth Science concepts overlap with other disciplines through their poem writing and water resource map – showing them that reading and writing is involved in all disciplines and that agriculture and Earth Science are closely related. Those assignments will also incorporate Common Core Standards into the course. Students will gain a true understanding for the importance of our water resources, where they are found, how they are used, and how we depend on that resource for a successful agriculture industry that feed the world.

Unit Assignment(s):

One key assignment for this topic will be creating a map of California water resources -students will draw, color, and label the water resources we have in California. The map will also show paths water takes from those resources; for example, water from northern California being transported to southern California for use. This will help students understand how we grow commodities in places that do not have rivers or lakes to pull from. Students will then be asked to inquire on how we could do this more efficiently in the future.

Another key assignment that will be completed with this topic will be creating a Diamante poem that compares and contrast natural and alternative energy. To complete the poem, in groups, students will create nouns, adjectives, and verbs that describe, compare, and contrast these two topics. The Diamante poem is similar to a GIST at the end of a topic or unit where kids are asked to summarize ideas in a minimal number of words. The assignment reinforces the skills being presented because the entire assignment is practicing and mastering the comparing and contrasting of the ideas. The assignment helps students gain mastery of the topic because high level thinking is required since they cannot just explain in a limitless number of words, they must find concise words to summarize ideas. This also forced them to really compare and contrast two different ideas or topics before writing their final draft poem since the assignment promotes collaboration and great discussion of the topic.

Unit Lab Activities:

The greenhouse effect

Students will use two temperature probes to measure and compare the temperatures in model greenhouses under various conditions, investigating the effects of increased CO2 levels and water vapor

truly understand the mining practices to be able to identify if these article are biased or not. This assignment helps students gain mastery of skills and concepts being taught because it encourages inquisitive and inquiry thinking, which will gain interest in the topic and help them understand what is being presented.

Unit Lab Activities:

Soil Testing Lab

Students will test soil samples for pH, Nitrogen, Potassium, Phosphorous, and salinity

Unit 6: Weathering, Erosion, and Soil

In this unit, students will learn about chemical and physical weathering and how to prevent it, erosion and deposition, as well as soil science, which includes soil formation, horizons, economic importance, conservation, and uses. Students will gain an understanding of the crucial importance of soil in the agriculture industry as well as healthy ecosystems. The major topics in this unit will be presented in three sections in which students will first learn about the differences between chemical and physical weathering, the processes of both, and how to prevent weathering from occurring; next they will learn about erosion and deposition so students understand indications, sources, and prevention of erosion and deposition; and finally they will learn about the formation of soil. Students will learn about soil profiles and horizons, organic material, the economic importance of soil, and how to conserve and use soil. Students in agriculture really need to understand the importance of good quality soil for crop production and how to maintain quality soil by testing and amending.

Major skills presented will be describing implications for rock and soil weathering and preventative practices, soil testing to determine if soil is fertile or infertile and how to amend the soil according to the test results.

This unit is important in reaching all of the course goals, "Develop knowledge and understanding of practical and essential Earth Science concepts and the principles Earth Science shares with other disciplines;" "understand basic principles of Earth System Science and think from an Earth System Science perspective;" "develop an understanding of scientific inquiry and abilities needed to conduct scientific inquiry;" "understand the nature, origin, and distribution of Earth's energy, mineral, and water resources; understand technologies used to locate, extract, and process these resources; and be aware of the dependency on these resources to satisfy our wants, needs, and expectations;" "utilize agricultural applications as a relevant vehicle to teach Earth Science principles and improve the scientific literacy of students;" "strengthen instruction in science for students pursuing professional level careers in agriculture;" "integrate mathematics, language arts, and career employability standards including creative thinking and problem solving skills, and technological literacy related to the agriculture industry;" "meet a portion of the elective requirement for admission to the University of California and California State University systems;" "develop a sense of interrelationships between earth science and its relationship to agricultural applications."

This unit will help students gain mastery of these goals because the students will be utilizing science inquiry skills, critical thinking skills, reading and writing, which incorporates language arts and Common Core Standards, they will understand the distribution of Earth's resource of quality top soil and the importance of that resource to the agriculture industry and sustaining life on Earth, which will show the students that Earth Science and agriculture are closely related, as well as other disciplines.

Unit Assignment(s):

Key assignments that will be presented will be a Google Earth Exploration where students will explore our planet on Google Earth, finding examples of chemical and physical weathering, erosion and deposition. The students will take a screen shot of the example and will have to write a description for the image that includes what type of weathering we are looking at, how they know it is that type of weather, the latitude and longitude (tying in previous curriculum), and the closest city and country name. Since we cannot afford to take students to see all of these types of weather, Google Earth is the second best thing for these kids to "experience" weathering. This assignment will help students gain mastery of the skills and content being presented because they will get to visually see what weathering can do to Earth's surface and this will help them see implications of these processes. Students will see how different types of weathering occur depending on where you are on Earth.

Another assignment will be examining local soil horizons from various sites within walking distance of the school. Students will make written observations, measure soil horizon depths, and determine soil texture of each site. The assignment will help students gain mastery of the skills and content because they are getting to actually work through the skills and experience what real soil scientists do on a daily basis. When students get to

Key assignments that will be given during this unit will be creating a global map of movements on Earth where student groups will be given a large map of the entire globe. As a group, they must draw the major water currents, jet streams, and wind patterns on our planet. As the groups are drawing their maps, they will have to discuss questions that make them critically think about how these currents and patterns effect migration and climate. We will follow up with a whole class discussion on these topics. This will help students not only understand water and wind patterns, but also animal migration patterns and weather patterns. This project will tie multiple units together from throughout the course.

Another key assignment will be interpreting a glacial landscape through the use of topographic maps which are valuable tools geologists use to interpret landscapes. Especially in the field when your view can be limited these maps not only help you determine your location, they can offer a bigger landscape picture than what is actually visible. Students will identify glacial features on a map and interpreting them to reconstruct geologic history.

Unit Lab Activities:

Soil Salinity

Soil can become saline by the natural weathering of minerals, irrigation, or run-off from salted roads. Poor drainage and hot, dry weather also contribute to the build-up of salt in the soil. Sodium chloride, NaCl, is the most common salt, but others such as calcium chloride, CaCl₂, and magnesium sulfate, MgSO₄, are often present as well.

Soil salinity is determined by measuring the electrical conductivity of a soil-water mixture. The higher the salinity of the soil, the higher the conductivity of this mixture will be.

In this experiment, you will use a Conductivity Probe to measure the salinity of several soils. The unique units of soil salinity require a special note. Soil salinity is commonly reported in units of dS/m, deciSiemens per meter.

Objectives

In this experiment the student will:

- Use a Conductivity Probe to measure the salinity of soil samples.
- Predict plant response to the salinity of the soil.

Unit 8: The Oceans

In this unit, students will learn all about oceans. The major topics of this unit will be presented in four sections in which students will first learn the major topic of the composition of seawater, major, minor, trace constituents, principle of constant proportions, salinity and relation to density, stability of salinity, relation between depth and pressure, light travelling through seawater; next will be the topics of upwelling and downwelling, Langmuir circulation, properties of currents, descriptions and human effects on structures, erosion and deposition; followed by the topics of topography and mapping of the sea floor, development of new seafloor; and finally, it will cover behavior, currents and interaction with land masses, wave size, speed and duration, characteristics of waves (wavelength, height, period, etc.), cause of tides.

The major skills that will be presented in this unit will be describing the relationship between salinity and density and depth and pressure, comparing the three main regions of the ocean floor, describing the formation of density currents and surface currents, differentiating between the continental margins of the Atlantic and Pacific Ocean, explaining the formation of new ocean floor at deep-ocean trenches, abyssal plains, and mid-ocean ridges, and describing how energy moves through a wave.

This unit is important in reaching all of the course goals, but specifically number one, which states, "Develop knowledge and understanding of practical and essential Earth Science concepts and the principles Earth Science shares with other disciplines." Goal six, which states, "Strengthen instruction in science for students pursuing professional level careers in agriculture." And goal seven, which states, "Integrate mathematics, language arts, and career employability standards including creative thinking and problem solving skills, and technological literacy related to the agriculture industry." Students will master these goals through the use of math skills in the graphing assignment, which shows connection between with

The major skills that will be presented in this unit will be explaining the theory of continental drift and providing and evaluating the evidence used to support it, describing the concept of seafloor spreading and providing evidence used to support it, differentiating between the three types of plate boundaries, and differentiating among subduction at oceanic-continental, oceanic-oceanic, and continental-continental convergent boundaries.

This unit is important in reaching all of the course goals, but specifically number one, which states, "Develop knowledge and understanding of practical and essential Earth Science concepts and the principles Earth Science shares with other disciplines." And goal two, which states, "Understand basic principles of Earth System Science and think from an Earth System Science perspective." Students will gain mastery of these course goals because they will be utilizing fine arts skills, listening and speaking skills, and writing skills, which all come from other disciplines on campus. This will help them see connections between Earth Science and other curriculum they are learning on campus.

Unit Assignment(s):

One key assignment will be creating a flip book of continental drift where students will draw pictures of Pangea all the way to present continent locations so when they flip through the book, they can see how the continents drifted and changed from Pangea to present. This assignment will help students gain mastery of the skills and content being presented because they will see how Earth's surface has changed over time due to continental drift. They will have to include the plate boundaries throughout the flip book and then they will have to write a conclusive summary after making the book on the relationship between the location of the continents and plate boundaries. This will force the students to critically think and make connections between two concepts in this unit.

Unit Lab Activities:

Sea Floor Spreading

According to the theory of plate tectonics, the Earth's crust is broken into many slowly moving plates. *Sea floor spreading* occurs at the mid-ocean ridge where two plates are moving away from each other. Here, magma rises up from below as the sea floor spreads out to either side. This spreading occurs at about the same rate as your fingernails grow.

The pattern of sea floor spreading can be observed by studying the magnetic field of the rock on the sea floor. At the mid-ocean ridge, magma rises up from the mantle below and cools. As it continues to cool, iron in the rock aligns itself with the magnetic field of the Earth, much like the needle in a compass. When the rock solidifies, this magnetic "signature" is locked in place.

In this experiment the student will use a model of a sea floor spreading zone. The mid-ocean ridge is running north to south down the center of the model. The student will use a Magnetic Field Sensor to map the magnetic field of the model and use it to explain how this is evidence of sea floor spreading.

Objectives

In this experiment the student will:

- Use a Magnetic Field Sensor to measure magnetic field.
- Map sea floor spreading.
- Interpret the results.

Unit 10: Volcanic Activity

In this unit, students will learn about the volcanic activity which will help students learn about new crust is formed and how active the interior of our planet really is. The major topics in this unit will be presented in three sections where students will first learn about magma lava flows, pyroclastic flows, lahars, lava tubes. Next, they will learn about intrusive activity, kinds of lava, tectonic location, formations. Finally, they will learn about volcano types (shield, composite, fissure, domes), shape and size, eruptive activity, examples, effect on humans.

The major skills that will be presented will be describing lava flows, components, speeds, features formed and explaining magma's role in the movement of the tectonic plates. Also, differentiating between quiet eruptions and violent eruptions, distinguish how the different types of volcanic landforms form, and explaining the relationship between plate tectonics and volcanism.

Unit Assignment(s):

One key assignment that will be completed in this unit will be creating a class epicenter map where students will be given time to look up 5 earthquakes that have occurred on Earth in the last 5 years. They will look up the magnitude, the type of wave, and the longitude/latitude coordinates for the earthquake epicenter. Next, the group will plot the epicenter location, using the coordinates to find the location on the map. The pens they use to mark the location of the epicenter will be different colors depending on the magnitude of the earthquake and the shape of the plot will represent the type of wave the earthquake was. After all the groups have plotted their epicenters on the class map, the students will individually answer questions that help make connections between plate boundaries and the locations of the earthquake epicenters.

Another key assignment will be making an Earthquake safety pamphlet where students will individually make a tri-fold pamphlet about earthquake safety. Living in California, it is likely that these students will experience an earthquake at some point in their life and making this pamphlet could save their lives. The pamphlet will provide earthquake safety tips and the importance of practicing drills in case it ever happens. It will also include information explaining what magnitude means and how it is determined. It will explain what an epicenter is and how the magnitude is strongest at the epicenter. The final information it will include will be the different types of seismic waves and how the earthquake will feel differently depending on the type of wave being sent through Earth.

These two assignments will help students gain mastery of the skills and content being presented because they will work independently and collaboratively on earthquake content. Partners within the group will help the others where they may be struggling with this content; peers teaching peers in a very powerful learning tool because students can talk to each other at a level that is helpful to them. Sometimes peers can explain concepts better than the teacher can just because they can talk at similar levels.

Unit Lab Activities:

Finding Epicenters

Using earthquake data, regional maps, and a drawing compass, the student will triangulate the positions of three different earthquakes and then plot their locations on a world map.

Unit 12: Meteorology

In this unit, students will learn about how activity in the atmosphere impacts weather in North America. They will learn about meteorology and the different types of weather Earth experiences. The major topics in this unit will be presented in six sections where students will first learn about the state of the atmosphere and characteristics of global air masses. Second will be moisture in atmosphere, latent heat, heat capacity, transfer (convection, radiation, conduction), phase changes (solid, liquid, gases), relative humidity, and air density. Third will be the definition, symbols, and satellites involved with meteorology. This will be followed by moisture, clouds, and precipitation, which will include cloud formation, stable and unstable air masses, adiabatic rates, mechanical and orographic lifting, inversion layers, and types of clouds and their properties. The sixth section will be on air pressure and wind, which includes warm and cold fronts, patterns of clouds, their formation, changes in barometric pressure, and high and low pressure systems. The last section will be on wind patterns and severe storms.

The major skills that will be presented will be identify and describing which air masses influence much of the weather in North America, differentiate between the ability of warm and cold air holding water vapor, compare the different types of clouds and how they are formed, explain what must happen for precipitation to form, differentiate among the formation of a warm front, cold front, stationary front, and occluded front, and describe the conditions needed for a tornado, thunderstorm, and hurricane to form.

This unit is important in reaching all of the course goals, but specifically number one, which states, "Develop knowledge and understanding of practical and essential Earth Science concepts and the principles Earth Science shares with other disciplines." Goal two, which states, "Understand basic principles of Earth System Science and think from an Earth System Science perspective." Goal three, which states, "Develop an understanding of scientific inquiry and abilities needed to conduct scientific inquiry." And goal six, which states, "Strengthen instruction in science for students pursuing professional level careers in agriculture." Students will gain mastery of these course goals because they will making connections between

Manuals

Title	Author	Publisher	Edition	Website	Read in entirety
Agricultural Earth Science Lab Manual	The Agricultural Education Curriculum Project	California State University, Fresno	2009	https://www.calaged.org/docs/29453_Ag%20Earth%20Lab%20Manual%20Complete.pdf	No
Agricultural Science with Vernier	[empty]	Vernier Software and Technology	2010	www.vernier.com	No
Earth Science with Vernier	Robyn Johnson	Vernier software and technology	2007	www.vernier.com	No

Supplemental Materials

Title	Content
Supplemental Materials	<p>California State Agriculture Core Curriculum Units: Soils, Measurements, Agriculture and Society, Agriculture and California Resources, Critical Thinkers, Careers.</p> <p>Website, tutorials, and internet resources</p> <p>Scientific Journals and periodicals</p> <p>Library resources</p> <p>Western Garden Sunset Book</p> <p>Agriscience Fundamentals and Applications</p> <p>Farmer's Almanac Environmental Sciences</p>

©2023 Regents of
the University of
California

Cuyama Valley FFA Constitution

Article I. Name and Purposes

Section A. The name of this organization shall be the Cuyama Valley FFA Chapter. The letters "FFA" will be used to designate the chapter, its activities, and its members.

Section B. The purpose for which this chapter is formed by is as follows:

- (1) To develop agricultural leadership skills among all members.
- (2) To develop a global awareness of agriculture.
- (3) To bestow confidence among agricultural students and the work.
- (4) To promote agriculture career opportunities through hands-on training.
- (5) To develop competencies in communication, human relations, and social abilities.
- (6) To build cooperative attitudes among all students.
- (7) To encourage improvement in scholastics.
- (8) To provide organized recreational activities for agriculture students.

Article II. Organization

Section A. The Cuyama Valley FFA Chapter is a chartered local entity of the Santa Barbara Section of the South Coast Region, of the California Association, made up of local members.

Section B. This chapter accepts in full the provision in the constitution and bylaws of the California Association of the FFA as well as those of the National FFA Organization.

Article III. Membership

Section A. Membership is limited to students enrolled in Agricultural Education at Cuyama Valley High School.

Section B. Membership of graduates is limited to students that were active members in Cuyama Valley High school.

Section C. The Cuyama Valley FFA is a 100% affiliated chapter with every student becoming a member of the FFA when they enroll in an agriculture class.

Section D. No student may participate in any FFA activities unless they are members in good standing with the FFA. In order to be in good standing with the FFA a student must owe no money to the FFA, and their name must not appear on the ineligible list.

Section E. The FFA advisors at their own discretion have the right to dismiss any members from the FFA organization at any time with approval of the administration.

Section F. Membership in this chapter shall be of three kinds:

- (1) Active - Any student enrolled in an agriculture education program.
- (2) Alumni - Any person who has formerly been enrolled in an agriculture education program or in other ways interested in supporting the FFA.
- (3) Honorary - Any person who has helped to advance agriculture education and the FFA and who have rendered outstanding service may be elected to honorary membership.

Section G. The regular work of this chapter shall be carried on by the active membership.

Section H. Honorary membership in the chapter shall be limited to the Honorary FFA Chapter.

Section I. There shall be four levels of active degree attainment in the Cuyama Valley FFA Chapter.

(1) The Greenhand FFA Degree

- All Greenhand Degree recipients are entitled to wear the regulation bronze emblem charm.

(2) The Chapter FFA Degree

- All members holding the chapter FFA Degree are entitled to wear the silver emblem pin.

(3) The State FFA Degree

- All members holding the State FFA Degree are entitled to wear the regulation gold emblem charm.

(4) The American FFA Degree

- All members holding the American FFA Degree are

entitled to wear the regulation gold emblem key.

Section J. Greenhand FFA Degree. Minimum qualifications for election:

- (1) Be enrolled in agricultural education and have satisfactory plans for a Supervised Agricultural Experience Program.
- (2) Learn and explain the FFA Creed, Motto, and Salute.
- (3) Describe and explain the meaning of the FFA emblem and colors.
- (4) Demonstrate a knowledge of the FFA Code of Ethics and the proper use of the FFA jacket.
- (5) Demonstrate knowledge of history of the organization, chapter constitution and bylaws and the chapter Program of Activities.
- (6) Have access to the Official FFA manual and the FFA Student Handbook.
- (7) Submit an online application for the Greenhand FFA Degree.

Section K. Chapter FFA Degree. Minimum qualifications for election:

- (1) Must have received the Greenhand FFA Degree.
- (2) Must be enrolled in their second year of agricultural education and have approved Supervised Agricultural Education Program.
- (3) Participate in planning and conducting of at least three official chapter functions.

- (4) Have earned at least \$150.00 or worked at least 45 hours and have developed plans for the growth of their SOEP.
- 5. Have effectively led a group discussion for 15 minutes.
- (5) Have demonstrated five procedures of Procedure Law.
- (6) Show progress towards individual achievement in the FFA awards' programs.
- (7) Have a satisfactory scholastic record.
- (8) Submit an online application for the Chapter FFA Degree.

Section L. State FFA Degree. Minimum qualifications for the election:

- (1) Qualifications for the State FFA Degree are those set forth in the Constitution of the National FFA Organization.

Section M. American FFA Degree. Minimum qualifications for election:

- (1) Qualifications for the American FFA Degree are those set forth in the Constitution of the National FFA Organization.

Section N. Special committees shall review the qualifications of members and make recommendations to the chapter concerning degree advancement.

Article IV. Officers

Section A. The FFA offices for the Cuyama Valley FFA Chapter shall be as follows:

- (1) President

- (2) Vice President
- (3) Secretary
- (4) Treasurer
- (5) Reporter
- (6) Sentinel
- (7) Historian
- (8) Second Vice President if desired

Section B. The Offices shall be elected or confirmed by a majority vote of the active members.

* The advisors and current chapter president have the right to operate outside of the constitution for special circumstances not addressed.

Section C. The nominating committee shall be composed of the 12th grade chapter officers and the FFA advisors. Upon reviewing officer applications for chapter office, students will be slated as candidates on the ballot.

Section D. If any officer vacancies occur during the term of office, the chapter officer team can elect no nomination if the team still consists of the constitutional offices, under the circumstances that they are fulfilled.

Section E. Officer Eligibility. Minimum qualifications to run for chapter office:

- (1) Must be academically eligible to run for a FFA office.
- (2) For offices of President and Vice President, the

applicant must have already completed at least three years of Agricultural classes, and/ or hold the Chapter FFA Degree.

(3) Other offices require that they have completed a year of an Ag class and hold the Greenhand Degree.

(4) Failure to appear/attend at officer retreat or meetings could result in removal from chapter office.

Section F. Officer Probation due to academic ineligibility

Any officer who becomes academically ineligible during their term of office will be put on a one-time probationary suspension until next grade check. While officers are on probation, they will not participate in any FFA affiliated activities. If the student meets grade requirements, they will be immediately reinstated. If the officer remains academically ineligible, they will be immediately removed from office.

- * Grades will be based on quarter report cards

- * Officer Participation during the probationary period will be at the advisors discretion.

Section G. Officer Candidate Election Process

(1) Cuyama Valley FFA members will submit a written officer application.

(2) Each candidate will be interviewed by the senior chapter officers after the deadline for applications.

(3) After the interview process, the senior chapter officers and an advisor will discuss which candidate best fits where

depending on their abilities shown during the interview.

(4) The chapter officer slate will consist of two or three candidates for President elect, the one or two not elected will serve as vice-president. The other number of candidates will be appointed to one of the following positions: secretary, treasurer, reporter, sentinel. The position of historian will be discussed on a year to year basis, depending on the number of applicants.

(5) The candidates on the ballot will give one prepared speech and take part in one debate answering a question given by the senior officers, to allow the Cuyama FFA members the opportunity to get to know the candidates.

(6) If they fail to give the speech or take part in the debate, he or she will be removed from the ballot.

(7) Based on majority vote by the Cuyama Valley FFA members, the newly elected team will be announced at the end of the year banquet.

Article V. Impeachment of Officers

Section A. Immediate Impeachment.

The FFA advisors may at any time at their own discretion remove an officer who has repeatedly disregarded his/ her duties by not fulfilling them to his/her best ability.

Article VI. Committees

Section A. Executive meetings shall be held as needed.

Section B. Standard meeting paraphernalia shall be used at each meeting. All special meetings shall open and close

with the official ceremony. Parliamentary Procedure shall be used in transacting all business at each meeting.

Section C. Hats shall not be worn in the meeting room.

Section D. Poor conduct will result in that member being dismissed from the meeting room.

Section E. Delegates are appointed by the chapter advisor to represent the chapter at the State Convention. Other Delegates may be names as necessary in order to have proper representation at various other FFA meetings within the state.

Section F. Executive Finance Committee. - This committee is headed by the chapter treasurer. This committee approves actions on the budget and has the right to abolish any unsound financial movements. Meetings for this committee shall be held once a month.

Article VIII. Eligibility

Section A. Eligibility of members exhibiting at fairs and shows will be based on the advisor's discretion.

Section B. Members must be academically eligible to participate above the chapter level.

Article IX. Amendments

Section A. To Amend the constitution, a majority vote of the Executive Committee is required.

Article X. Ratification of the Constitution

Section A. This Constitution shall become effective when passed by the executive committee and advisors.

Ratified Oct 12, 2022

Conner Goller – President

Sasha Alarcon – Vice President

Kendal Price – Secretary

Lilly DeLosSantos - Reporter

Anthony Fonseca – Treasurer

Dulcemaria Carranza – Sentinel

Kendy Fetterman – Lead FFA Advisor

Kevin Lebsack – Assistant Principal / CTE Coordinator

Alfonso Gamino – Superintendent of Cuyama Joint Unified School District

New Cuyama-Cuyama Valley - November Chapter Meeting Minutes

Date/Time: **Monday, November 14, 2022 7:00 PM**

Location: **CVHS Ag Shop**

Presiding Officer: **Sasha Alarcon**

Call to Order / Opening Ceremony

The meeting is called to order at {7:14} by Sasha Alarcon at CVHS Ag Shop.

Roll

Members present: 12

Guests present:

Minutes of the Previous Meeting

motioned by Sasha

2nd by Lilly

Treasurer's Report

Balance on hand at the beginning of the reporting period: 2,329.67

Receipts (money that came in):

Disbursements (money that went out):

Balance on hand at the end of the reporting period:

1st Kendal

2nd Dulcemaria

passed

Officer Reports

Program of Activities Reports

Unfinished Business

Shop dedication to Mr. lubsack

Approved

Anthony committee leader

New Business

concession fundraising leader Committee leader lilly

min.

Officer and advisor polos

min.

1st motion to apporove kendal

2nd lilly

CDE livestock judging

min.

leader Dulcemaria

CDE farm power leader randy

min.

CDE welding leader Anthony co Brayden

min.

CDE Meat judging leader Sasha

min.

chocolate milk fundraiser

min.

1st approved Anthony

2nd approved Dulcemaria

Community service leader Genisis

min.

Adjourned: Monday, November 14, 2022 7:37 PM

Chapter President Signature

Chapter President Printed Name

Chapter Secretary Signature

Chapter Secretary Printed Name

New Cuyama-Cuyama Valley - February Meeting Minutes

Date/Time: **Wednesday, February 22, 2023 3:00 PM**

Location: **Mrs. Fettermans Room**

Presiding Officer: **Conner Goller**

Call to Order / Opening Ceremony

The meeting is called to order at 3:15 pm by Conner Goller at Mrs. Fettermans Room.

Roll

Members present: 11

Guests present:

Minutes of the Previous Meeting

Motioned to approve November 2022 minutes

Motioned by Lilly

2nd by Brisa

Treasurer's Report

Balance on hand at the beginning of the reporting period: \$2,100

Receipts (money that came in):0

Disbursements (money that went out): \$230 chickens

Balance on hand at the end of the reporting period: \$1,900

Motioned by Kendal

2nd Lilly

Officer Reports

Lilly - Talked about ways to increase participation.

Kendal- Judging team ideas

Program of Activities Reports

Unfinished Business

none

New Business

Traveling expenses for the state Convention

25 min.

Traveling Expenses for the upcoming CDE trips

Fundraising ideas

Adjourned:

Chapter President Signature

Chapter President Printed Name

Chapter Secretary Signature

Chapter Secretary Printed Name

New Cuyama-Cuyama Valley - March Meeting 2023 Minutes

Date/Time: **Wednesday, March 22, 2023 4:00 PM**

Location: **Cuyama Ag Shop**

Presiding Officer: **Conner Goller**

Call to Order / Opening Ceremony

The meeting is called to order at 3:08 pm by Conner Goller at Cuyama Ag Shop.

Roll

Members present: 15

Guests present:

Minutes of the Previous Meeting

February meeting minutes

Motioned by Kendal 2nd by Lilly

Treasurer's Report

Balance on hand at the beginning of the reporting period: \$1,900

Receipts (money that came in):0

Disbursements (money that went out):0

Balance on hand at the end of the reporting period:\$1,900

Motioned by Sasha

2nd by Lilly

Unfinished Business

State convention and CDE Trip expenses

New Business

Planning the end of the year activities and awards assembly.

30 min.

Adjourned:

Chapter President Signature

Chapter President Printed Name

Chapter Secretary Signature

Chapter Secretary Printed Name

New Cuyama-Cuyama Valley - April 2023 Minutes

Date/Time: **Wednesday, April 19, 2023 12:00 AM**

Location: **Cuyama Ag Shop**

Presiding Officer: **Conner Goller**

Call to Order / Opening Ceremony

The meeting is called to order at 3:05 pm by Conner Goller at Cuyama Ag Shop.

Roll

Members present: 14

Guests present:

Minutes of the Previous Meeting

March meeting read. Motioned by Sasha Approved by Brisa

Treasurer's Report

Balance on hand at the beginning of the reporting period: \$1,900

Receipts (money that came in):0

Disbursements (money that went out):0

Balance on hand at the end of the reporting period:\$1,900

Motioned by Sasha

2nd by Kendal

Officer Reports

parli Pro meeting have been going well.

New Business

30 min.

The State Convention was a lot of fun. Long days of leadership sessions and workshops.

Modesto was also fun and we learned a lot about how to do livestock and light horse judging.

Adjourned:

Chapter President Signature

Chapter President Printed Name

Chapter Secretary Signature

Chapter Secretary Printed Name

New Cuyama-Cuyama Valley - May 2023 Meeting Minutes

Date/Time: **Wednesday, May 17, 2023 4:00 PM**

Location: **Ag Shop**

Presiding Officer: **Conner Goller**

Call to Order / Opening Ceremony

The meeting is called to order at 4:00by Conner Goller at Ag Shop.

Roll

Members present: 16

Guests present:2

Minutes of the Previous Meeting

April 2023

Motioned by Kendal

Approved by sasha

Treasurer's Report

Balance on hand at the beginning of the reporting period: \$1,900

Receipts (money that came in):0

Disbursements (money that went out):0

Balance on hand at the end of the reporting period: \$1,900

Motioned bySasha

Approved by Lilly

Officer Reports

Still having opening and closing practice

New Business

The light horses Judging team attended the State Final at Cal Poly SLO. They went over the night before, ate dinner, played beach volleyball with Taft FFA and stay at a nice hotel. min.

Adjourned:

Chapter President Signature

Chapter President Printed Name

Chapter Secretary Signature

Chapter Secretary Printed Name

New Cuyama-Cuyama Valley - New officer Meeting Minutes

Date/Time: **Friday, June 9, 2023 9:00 AM**

Location: **Fettermans classroom**

Presiding Officer: **Kendal Price**

Call to Order / Opening Ceremony

The meeting is called to order at 9:00 am by Kendal Price at Fetterman's classroom.

Roll

Members present: 5

Guests present: 2

Treasurer's Report

Balance on hand at the beginning of the reporting period: \$1,900

Receipts (money that came in): 0

Disbursements (money that went out): 0

Balance on hand at the end of the reporting period: \$1,900

Motioned by Sasha

2nd by Lilly

New Business

Discuss where to have a chapter officer retreat. Options were archery and pine mountain, lopez lake, or KOA. The group decided to do the retreat August 8th thru August 10th.

2 min.

Also designed this coming years chapter shirts.

Adjourned:

Chapter President Signature

Chapter President Printed Name

Chapter Secretary Signature

Chapter Secretary Printed Name

Cuyama Valley High School

Agriculture Advisory Committee Meeting Agenda

Agriculture Classes

Teacher: Mr. Lebsack

Meeting Date: Nov 14, 2022

Meeting Place: Ag Shop

Meeting Time: 6:30 PM

- Members Present: Kendy Fetterman – FFA Advisor, Kevin Lebsack – CTE Coordinator, Angel Cannon – Cannon Show Pigs, Eddie Fetterman – E&B Petroleum, Laura Price - Parent
- Call to Order: Kendy Fetterman
- Flag Salute: Kendal Price
- Welcome / Introductions / Roll Call
- Review / Approval of minutes Moved: Angel Cannon
2nd: Eddie Fetterman Vote: 5 Y 0 N
- Review purpose of committee meeting – To guide the direction and scope of the Cuyama Valley High School CTE program. Discussion led by Mr Lebsack. New Business, Duncan Family Farms leaving the Cuyama Valley
- Ag Mechanics
 - New Projects for 2022 – 2023 school year. Suggestions – Tiny Home, Antique Tractor rebuild, suggested to focus one year on construction Ag Mech I, and 2nd on metalwork Ag Mech II. Demonstration of completed welding projects to members and guests.
 - OSHA Safety training postponed due to illness of instructor
- Public Input:
 - FFA Chapter Report, State conference will see 9 members going, food is going to be provided at the conference by the Cuyama Valley Exchange Club.
 - FFA Finances: 1083.00 in FFA account
 - Accommodations at state conference, Hotel booked near convention center
- Committee Reports / Discussion Items
 - Survey of interest for livestock judging, not enough students to enter
 - Congratulations to all participants to competitions.
- New Business
 - Program need, No pressing need at this time
 - New classes for this year, Vet Science, Plant and Soil Science. Mr Lebsack assigned to develop new pathways for next year to be presented to group in spring.
- Old Business
 - Ag Science competencies, California state cte competencies list distributed and explained by Mr Lebsack
 - New Pathways for next year. Mr Lebsack explained that a new Animal Science Pathway will be in place for this coming school year. The sequence will be Animal Science with Veterinary Science as a capstone. Students will have the opportunity to complete an ICEV certification in Veterinary Science.
 - New pathway adjustment will apply to incoming freshmen, Agriscience will have a new sequence of Ag Biology-Plant and Soil Science- Ag Ecology, with the opportunity to get an

industry credential through iCEV (Advisory voted to change 22-23 pathway in Agriscience to three year. Ag Earth, Ag Biology, Ag Environmental Sciences.) Instituted for 22 – 23 School Year.

- Other Business
 - FFA Graduates, this year graduates with four years in FFA will receive belt buckles
 - FFA Parent dinner in December, last year parents of fourteen students showed up for the dinner. Date for this years dinner needs to be set
 - Development of a behavioral agreement for state conference and competitions needs to be developed. (Mr Lebsack and FFA Officers will present at spring meeting.)
- Meeting ended with Lotteria game for parents who attended, prizes given out of student projects.
- Next Meeting Date/ Time / Place: March 15, 6:30, Ag classroom
- Meeting Adjourned at: 8:32

Cuyama Valley High School

Agriculture Advisory Committee Meeting Agenda

Agriculture Classes

Teacher: Mr. Lebsack

Meeting Date: March 15, 2023

Meeting Place: Ag Shop

Meeting Time: 6:30 PM

- Members Present: Kendy Fetterman – FFA Advisor, Kevin Lebsack – CTE Coordinator, Eddie Fetterman – E&B Petroleum, Laura Price – Old Town Hardware, Jennifer Standcliff - Parent
- Call to Order: Kevin Lebsack
- Flag Salute: Dulcemaria Carranza
- Welcome / Introductions / Roll Call : Ms Cannon removed from committee as she will be starting as an ag teacher in the 23 – 24 school year.
 - To streamline and improve the program in the 23-24 school year each pathway will have a teacher designated as lead to ensure program compliance with state CTE Standards.
- Review / Approval of minutes Moved: Laura Price
2nd: Eddie Fetterman Vote: Yes 5 No 0
- Review purpose of committee meeting – To guide the direction and scope of the Cuyama Valley High School CTE program. Discussion led by Mr Lebsack. New Business, Ms Angel Cannon will be joining the program as an Ag Teacher.
- Ag Mechanics
 - Ms Cannon will be taking over as lead teacher in the Ag Mechanics Pathway for the 23-24 School Year Vote: Yes 5 No 0
 - Ag Mech II. Demonstration of completed welding projects to members and guests.
 - Ms Cannon brought a list of materials to be approved for 23-24 Vote: Yes 5 No 0
 - Two Year pathway Ag Mechanics and Advanced Ag Mechanics
- Animal Science
 - Ms Kendy Fetterman will be the lead Animal Science Pathway teacher for the 23-24 school year. Vote: Yes 5 No 0
 - Two Year pathway Animal Science and Veterinary Science
- Agriscience
 - Mr Lebsack will be the lead teacher in the Agriscience Pathway Vote: Yes 5 No 0
 - Three Year pathway, Ag Earth Science, Ag Biology, and Ag Environmental Science
- Public Input:
 - FFA Chapter Report, State conference will have 11 members go, food is provided at the conference by the Cuyama Valley Exchange Club supplemented by the Strong Workforce Program Grant.
 - FFA Finances: 973.00 in FFA account
 - Accommodations at state conference. In Ontario this year, completed.
- Committee Reports / Discussion Items
 - Completed and projected competitions, Creed, Job Interview, Prepared Speaking, Livestock Judging, and Light Horse
 - Congratulations to all participants who went to the competitions and who will be competing in the coming months.

- Lending Agreement for SAE projects must be sent to legal counsel for approval.
 - Behavioral Contract for all FFA Activities Vote: Yes 5 No 2
- New Business
 - Mr Lebsack directed to investigate student entries into agriscience competitions.
- Old Business
 - Pathways entered into powerschool and calpads by Chris Hollingsworth, our calpads technician
 - Pathway adjustment completes Agriscience is now Ag Earth Science.
- Other Business
 - FFA Graduates, this year graduates with four years in FFA will receive belt buckles
 - FFA Parent dinner cancelled due to inclement weather
- Meeting ended with Lotteria game for parents who attended, prizes given out of student projects.
- Next Meeting Date/ Time / Place: September 20, 6:30, Ag classroom
- Meeting Adjourned at: 8:32



June 15, 2023

Superintendent and Board President
Cuyama Joint USD
2300 Highway 166
New Cuyama, CA 93254

Dear Superintendent and Board President of Cuyama Joint USD:

Please find your enclosed invoice for Cuyama Joint USD's 2023–24 CSBA membership dues. We greatly appreciate your membership in CSBA and the difference it makes for California's public schools, and we look forward to our continued partnership. This mailing contains:

Invoice for your 2023-24 CSBA membership dues.

- Your membership in CSBA allows you to take advantage of a host of CSBA's optional subscription services.

Invoice(s) for optional subscription payments, as listed below:

- CSBA Educational Legal Alliance (ELA) membership dues (www.csba.org/ela).
- GAMUT subscription dues (Policy, Policy Plus and/or Meetings, as applicable, for current subscribers).
- Online Learning Center subscription renewal (for current subscribers).

Additional subscription services available to CSBA members:

CSBA Legal Services: Legal Services clients enjoy an attorney-client relationship with CSBA attorneys who can provide cost-effective legal advice on all matters related to public education. Clients also have unlimited access to our online Resource Library, a repository of CBAs, MOUs, salary schedules and legal resources. Your cost to subscribe to Legal Services for 2023-24 is **\$340**, with attorney time billed at \$200/hour. New clients receive the first 3 hours of attorney time free of charge. **GAMUT Policy Plus subscribers also receive 2 additional free hours of legal policy review – \$1,000 of attorney services** (free hours must be used within one year). Visit legalservices.csba.org.

Online Learning Center: CSBA's expanded on-demand Online Learning Center offers you education and knowledge when you want and where you want. Cuyama Joint USD's cost for a 2023-24 individual subscription would be \$150, or get access for your entire board *and* superintendent for \$300. Visit olc.csba.org.

NEW! GAMUT Documents: Save all your important board documents in one central, online location with permissions to provide board members, staff and the public access to exactly what they need while protecting sensitive data.

NEW! GAMUT Communications: Share important updates via news feeds and create calendars using separate channels for internal and public viewers. Contact gamut@csba.org for more info on these new services.

CSBA is your organization, and we encourage you to contact us with your member needs!

CSBA's Director of Membership, Aaron Davis, can be reached at (916) 669-3274 or adavis@csba.org.

Your CSBA Director providing leadership in Region 11 is Sabrena Rodriguez of Ventura USD.

Your CSBA PACER (Public Affairs & Community Engagement Representative), CSBA's liaison to local school and county boards of education, is Rachel Wells, rwells@csba.org.

Thank you for your membership in CSBA and for all that you do to ensure a high-quality education for every student.

Sincerely,


Susan Markarian
CSBA President


Vernon M. Billy
CSBA CEO & Executive Director



Please refer to your invoice number and customer number in all communications regarding this invoice.

Invoice Number **Invoice Date** **PO #**
INV-66908-M9R6M0 6/14/2023

Bill To:
Cuyama Joint USD
2300 Highway 166
New Cuyama, CA 93254
United States

Ship To:
Cuyama Joint USD
2300 Highway 166
New Cuyama, CA 93254
United States

Product Code	Description	Unit Price	Quantity	Extended Price	Terms
CSBA	CSBA Membership (07/01/2023 - 06/30/2024)	\$3,384.00	1.00	\$3,384.00	
ELA	ELA Membership (07/01/2023 - 06/30/2024)	\$846.00	1.00	\$846.00	

Dues not processed before September 15 will result in a disruption of CSBA services. Trustees and employees of LEAs that have not paid membership dues by September 15 will not be granted access to CSBA's Annual Education Conference and Trade Show. AEC registrations made absent membership dues may be canceled on September 15. Registrants will be refunded, minus a processing fee, and hotel reservations canceled on September 16.

Total Invoice: \$4,230.00

Total Paid: \$0.00

Balance Due: \$4,230.00



PLEASE DETACH HERE AND RETURN BOTTOM STUB WITH PAYMENT

Customer Number	Invoice Number	Invoice Date	Terms	Balance Due
101155	INV-66908-M9R6M0	06/14/2023		\$4,230.00

Make checks payable to:
California School Boards Association - CSB (6744)
c/o West America Bank
P.O. Box 1450
Suisun City, CA 94585-4450

Bill To:
Cuyama Joint USD
2300 Highway 166
New Cuyama, CA 93254
United States



California School Boards Association
(916) 371-4691

Please refer to your invoice number and customer number in all communications regarding this invoice

Invoice Number **Invoice Date** **PO #**
INV-65929-N5K2V2 6/13/2023

Bill To:
Cuyama Joint USD
2300 Highway 166
New Cuyama, CA 93254
United States

Ship To:
Cuyama Joint USD
2300 Highway 166
New Cuyama, CA 93254
United States

Product Code	Description	Unit Price	Quantity	Extended Price	Terms
GAMUT/POLICY/P LUS	Gamut Policy Plus (07/01/2023 - 06/30/2024)	\$2,230.00	1.00	\$2,230.00	Net 30
GAMUT/POLICY	Gamut Policy (07/01/2023 - 06/30/2024)	\$1,180.00	1.00	\$1,180.00	Net 30

Have you renewed your CSBA Membership for 2023-24? Only CSBA members enjoy exclusive access to GAMUT and to CSBA's trainings, resources and services. Don't forget to renew your CSBA membership by September 15 to maintain uninterrupted access to GAMUT services.

Total Invoice: \$3,410.00

Total Paid: \$0.00

Balance Due: \$3,410.00



PLEASE DETACH HERE AND RETURN BOTTOM STUB WITH PAYMENT



California School Boards Association

Customer Number	Invoice Number	Invoice Date	Terms	Balance Due
101155	INV-65929-N5K2V2	06/13/2023	Net 30	\$3,410.00

Make checks payable to:
California School Boards Association - CSB (6744)
c/o West America Bank
P.O. Box 1450
Suisun City, CA 94585-4450

Bill To:
Cuyama Joint USD
2300 Highway 166
New Cuyama, CA 93254
United States

Cuyama Joint Unified School District

2300 Highway 166, New Cuyama, California 93254
(661) 766-2482 • FAX (661) 766-2255

K-12 Counselor: Academic, social, emotional

DEFINITION:

Under the immediate supervision of the site principal, the Counselor provides academic counseling, social emotional counseling, and behavioral management support and counseling to students and supports principal and/or designee, school staff, and parents as they work with students. In addition, the counselor assists with supervision of students, with district compliance reports, graduation ceremonies, and other duties as assigned by principal/designee.

ESSENTIAL FUNCTIONS:

1. Participates in the development, implementation, monitoring, and evaluation of behavior management plans for students. E
2. Assists school staff in the implementation of intervention strategies to follow behavior management plans, attendance plans and goals. E
3. Assists school staff in the implementation of instructional behavioral strategies to instruct students. E
4. Communicates with students, staff, parents, and agency personnel to share information pertaining to behavioral interventions. E
5. Counsels and assists students to manage their own personal behaviors. E
6. Accurately maintains student records. E
7. Provides relevant high-quality professional development and consultation to classroom staff, administrators, other professionals, and parents. E
8. Communicates effectively with staff, administrators, outside agencies, and parents to coordinate activities, exchange information, and resolve issues. E
9. Coordinates and assists with student testing including SAT, PSAT, CAASPP, Healthy Kids Survey, and other required testing. E
10. Accurately prepares, completes, and maintains and analyzes a variety of comprehensive reports, records, and files related to assigned activities and personnel. Such reports and processes include LCAP, Office of Civil Rights, Williams Reports, etc. E
11. Share and demonstrate knowledge of behavioral analysis, positive discipline techniques, and effective practices with parents and school personnel. E
12. Interpret, apply, and explain applicable laws, codes, regulations, policies, and procedures related to assigned activities. E
13. Attend and conduct a variety of meetings related to assignment. E
14. Maintains regular and prompt attendance in the workplace. E
15. Counsels with pupils, parents, and teachers relative to student academic and behavioral progress and/or provides recommendations regarding their successful transition to and from high school. E
16. Counsel's pupils, in a group or individual basis, who are experiencing academic learning and social emotional issues and/or behavioral difficulties, involving parents when appropriate. E
17. Works with other district staff in developing and implementing dropout and intervention programs. E

Cuyama Joint Unified School District

2300 Highway 166, New Cuyama, California 93254
(661) 766-2482 • FAX (661) 766-2255

18. Assist students in timely completion of college application forms and financial aid and scholarship applications. E
19. When necessary, refers pupils to specialized services and programs. E
20. Fosters good community relations by meeting with parents and community groups. E
21. Assists in developing immediate and long-range goals for a program of guidance and counseling. E
22. Assists in the registration process of new or transitioning students as scheduled. Assigns students their classes throughout the year taking into consideration A-G requirements. Reviews student transcripts for accuracy throughout the year. E
23. Assists with enrollment, orientation, and scheduling of students. Schedule student classes for the purpose of securing appropriate placement and meeting their graduation and college eligibility requirements. E
24. Administers various proficiency tests for the purpose of assisting in determining student's placement and/or eligibility for potential course of study. E
25. Assists with a systematic appraisal of each pupil's abilities and interests. E
26. Assists the principal and other personnel as may be required for the purpose of supporting them in the completion of their work and to keep the school district operations running appropriately. This assistance includes speaking with students who are referred to the office and counseling them as necessary. E
27. Supervises students during breaks, lunch breaks, and monitors students to make sure they arrive to their classes on time for each of their courses. E
28. Assists and performs other duties as assigned. E

E – Essential duties

KNOWLEDGE AND ABILITIES

Knowledge of:

- Behavior intervention strategies.
- Developmental emotional, and behavioral disabilities.
- Non-violent verbal and physical intervention techniques.
- Proper English grammar, punctuation, and sentence structure.
- Safe measures of seizure care.
- First-aid skills.

Skills to:

- Read notes, memos, and reports of a moderately complex nature.
- Effectively interact with principal, students, teachers, staff, and the public.
- Determine steps in a process.
- Structure time effectively.
- Assist with maintenance of student files and the retrieval of pertinent information.
- Recognize and follow procedures when disruptive, abusive, or dangerous behavior occurs.
- Build trustworthy relationships with others.

Cuyama Joint Unified School District

2300 Highway 166, New Cuyama, California 93254
(661) 766-2482 • FAX (661) 766-2255

Ability to:

- Understand and address the needs of students with special needs.
- Understand and carry out oral and written instructions.
- Maintain confidentiality of student records and communications.
- Meet schedules and deadlines.
- Read, interpret, and apply rules, regulations, and policies.
- Rapidly learn from training methods, techniques, and materials to be used in instruction and in behavioral interventions with students.
- Provide appropriate student disciplinary actions as necessary.
- Foster positive relationships with supervisor, staff, students, community, and county resource agencies.
- Build trustworthy relationships with the supervisor, staff, students, community, and county resource agencies.
- Courteous and respectful communication with others.

MINIMUM QUALIFICATIONS

Requirement:

Valid CA Pupil Personnel Services Credential or Social Services Counseling Credential, or
Valid CA Administrative Services Credential with prior counseling experience.

Valid CA Teaching Credential not required but Preferred

Prior Counseling experience preferred

Valid CA Vehicle Class C License and proof of automobile insurance.

Bilingual preferred (English/Spanish) but not required.

Experience:

Three years of experience working with "at-risk" students in an educational or social services setting is desired.

Other Specialized Requirements:

Willingness to obtain additional training in areas related to job function, knowledge and/or abilities.

Training may include but not be limited to the following:

- Behavior intervention strategies.
- Developmental, emotional, and behavioral disabilities.
- Non-violent verbal and physical intervention strategies.

Cuyama Joint Unified School District

2300 Highway 166, New Cuyama California 93254
(661) 766-2482 • FAX (661) 766-2255

PHYSICAL DEMANDS AND WORKING CONDITIONS

Physical Demands

- Physically and mentally able to perform the essential duties of a position without hazard to themselves or others. Perform tasks independently and reliably.
- Crawl, stand, walk, bend, twist, and stoop; lift and carry boxes that are light; up to 15 pounds; reach in all directions.
- Sit or stand for extended periods of time.
- Adequate sight or corrected vision to see computer monitor and printed or written information.
- Communicate so others will be able to understand a normal conversation.
- Possess dexterity of hands and fingers to operate keyboard and related equipment.
- Office setting and exposure to normal outdoor environmental conditions while driving to and from the two work sites.

SALARY

Counselor Salary Schedule.

WORKDAYS

205 Days (8 hours per day) Salaried employee

Created October 19, 2021
Board approved November 18, 2021
Revised July 20, 2023

Cuyama Joint Unified School District

2300 Highway 166, New Cuyama, California 93254
(661) 766-2482 • FAX (661) 766-2255

K-12 Counselor Salary Schedule: Academic, social, emotional salary schedule

Counselor Salary Range:

Step I	Step II	Step III	Step IV
\$94,748	\$96,351	\$97,953	\$99,556

Salary

Counselor Salary Range - \$94,748-\$99,556

WORKDAYS

205 Days (8 hours per week)

Job description created October 19, 2021
Salary increase: 7% effective July 1, 2022
This schedule reflects the 7% increase
Revised July 20, 2023

Cuyama Joint Unified School District

2300 Highway 186, New Cuyama California 93254
(661) 766-2432 • FAX (661) 766-2255

Community Schools Coordinator (Grant funded)

Community Schools Partnership Vision: All children in the Cuyama Valley thrive in school and life, and families support their child(ren)'s school readiness and success. Trusted relationships elevate the whole child, the whole family, and the whole community.

DEFINITION:

Under the immediate supervision of the superintendent/site principal, the Community Schools Coordinator (CSC) is responsible for the planning, implementation, integration, alignment, and coordination of the community schools' services grant. The CSC is responsible for facilitating the process of transforming the district's schools into a full-service community provider by making sure the families receive the "wrap around services" services needed for the entire family. The position would also focus on Early Learning from age 0 to grade 3, coordinating Early Learning initiatives among community providers, as well as collecting, managing, analyzing and reporting data. The CSC works and holds meetings in partnership with the school district superintendent/principal, Cuyama Valley Family Resource Center (CVFRC), CommUnify Head Start, K-12 certificated staff, colleges and universities, and other community agencies/community resources to assess community needs and assets; coordinates all student and family support services and creates a learning environment in partnership with school counselor, district superintendent/principal, and certificated staff that supports student achievement and wellness. The Community Schools Coordinator must work to create a high performing community partnership with all community agencies/resources wherein in students and families are supported, community members are connected to district staff, and successful outcomes emerge and are tracked. The Community Schools Coordinator will also perform other duties as assigned by superintendent/principal/designee.

ESSENTIAL FUNCTIONS:

1. Assess which services and programs are needed including but not limited to early childhood program (0-3-year-olds), Head Start, K-3, 4-12, expanded learning and enrichment opportunities, parent/family engagement, direct material assistance, interventions, and targets to chronically absent students. E
2. Fully engage families in the needs assessment, program design, surveys, and community effort. E
3. Lead community efforts to integrate and align the Early Learning Plan, (including the Universal Prekindergarten plan) Community Schools Plan, and other similar plans as directed to create a cohesive partner network, as one community-wide effort. E
4. Involve additional community partners such as the promotoras and local organizations to help ensure families know about the project and services. E
5. Form a community partners network, hold meeting with the partners (including CVFRC, CommUnify Head Start staff, and district certificated staff including early grades and upper grades as appropriate throughout the year. E
6. Provide a board presentation at the end of each school year on the school year accomplishments. E

Cuyama, Joint Unified School District

2300 Highway 166, New Cuyama, California 93254
(661) 766-2482 • FAX (661) 766-2255

7. Acts as point person with agencies collaborating with the district. Works with the superintendent/principal, partners, parents, and community members to collaboratively establish a governance structure for the project. Current partners include but are not limited to CVFRC, CommUnify, local colleges and universities, and K-12 certificated and classified staff. E
8. Integrate the Early Learning and Community Schools Partnership efforts into the district's LCAP and other plans. E
9. Communicate effectively with staff, administrators, outside agencies, and parents to coordinate activities and resources for the whole family. E
10. Conduct needs and asset assessments to prioritize services, identify gaps in services, and build on existing supports. E
11. Works with school staff, community agencies, and community partners to bring services to the schools in support of students and families. E
12. Initiate, facilitate, and coordinate programs and strategies that support the Community Schools Partnership initiative. E
13. Coordinates community resources serving the school, including tutoring, primary health, and other resources identified. E
14. Provide coordination of programs during and beyond the school day for students, families, and the community. E
15. Engage the community partnerships that meet critical needs and support student achievement. E
16. Integrate and aligns resources to school and community goals and priorities. E
17. Establish, maintain, and updates agreements and MOUs with partners and programs. E
18. Collaborate with school district and partner teams to monitor and improve outcomes and effectiveness of partnerships. E
19. Implements the written Community Schools Plan. E
20. Track student academic, social and emotional data over the years. This data will be analyzed to determine effectiveness of the Community Schools Grant. Students will be tracked from 0-year-olds to students two years out of college. E
21. Use computers and other technology to maintain accurate data on students and to be able to present the data over the years to demonstrate effectiveness of program. E
22. Fosters good community relations by meeting with parents and community groups. E
23. Closely work and consult with the district's school counselor to ensure an alignment of efforts. E
24. Write, report, and submit all required documentation for grants with the county, state, and federal agencies as required. E
25. Supervise students during the day as needed and/or assigned to support the safe campus efforts. E
26. Assists and performs other duties as assigned. E

E- Essential duties

KNOWLEDGE AND ABILITIES

Knowledge of:

- Child development, from birth through high school.
- How to develop and sustain collaborative community projects.
- Parent engagement strategies.
- Behavior intervention strategies.
- Strategies to ensure equity in service delivery.

Cuyama Joint Unified School District

2300 Highway 166, New Cuyama, California 93254
(661) 766-2482 • FAX (661) 766-2255

- Grant development, writing, reporting, and management.
- Developmental emotional, and behavioral disabilities.
- Non-violent verbal and physical intervention techniques.
- Proper English grammar, punctuation, and sentence structure.
- Safe measures of seizure care.
- First-aid skills.

Skills to:

- Manage community projects.
- Collect, manage, analyze, and report on required data using standardized EL-focused assessment tools.
- Read notes, memos, and reports of a moderately complex nature.
- Effectively interact with superintendent/principal, students, teachers, staff, and the public.
- Determine steps in a process.
- Structure time effectively.
- Maintenance of student files and the retrieval of pertinent information over the years.
- Run effective meetings with district partners throughout the year.
- Build trustworthy relationships with district partners, staff, community members, and others.

Ability to:

- Understand and address the needs of children from birth through two years out or college, with particular focus on children from age 0 to grade 3.
- Coordinate a community project in collaboration with partners.
- Understand and carry out oral and written instructions.
- Maintain confidentiality of student records and communications.
- Meet schedules and deadlines.
- Read, interpret, and apply rules, regulations, and policies.
- Rapidly learn from training methods, techniques, and materials to be used in holding effective meetings with district partners.
- Lead and provide appropriate leadership to community partners as necessary.
- Foster positive relationships with supervisor, staff, students, community partners, community members, and county resource agencies.
- Build trustworthy relationships with the supervisor, staff, students, community partners, community members, and county resource agencies.
- Courteous and respectful communication with others at all times.
- Travel locally and across the state for training and meetings.

MINIMUM QUALIFICATIONS

Requirement:

- Valid CA Pupil Personnel Services Credential or Social Services Counseling Credential, or Health services degree, or public policy degree
- Counseling, social services, or health, experience required
- Experience with public school systems Preferred
- Valid CA Vehicle Class C License and proof of automobile insurance
- Bilingual preferred (English/Spanish) but not required.

Cuyama Joint Unified School District

2300 Highway 136 New Cuyama California 93254
(661) 766-2482 • FAX: (661) 766-2255

Experience:

Three years of experience working with child/youth programs as a counselor, social worker, coordinator, or providing direct education or health services preferred. Focus on Early Learning in education or experience preferred.

Other Specialized Requirements:

Willingness to obtain additional training in areas related to job function, knowledge and/or abilities.

Training may include but not be limited to the following:

- How to engage parents in their child's education.
- Developmental, emotional, and behavioral disabilities.
- How to effectively run meetings with staff and district partners.
- Professional development on engaging community resources.
- Other related professional development as needed or assigned.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Physical Demands

- Physically and mentally able to perform the essential duties of a position without hazard to themselves or others. Perform tasks independently and reliably.
- Crawl, stand, walk, bend, twist, and stoop; lift and carry boxes that are light; up to 15 pounds; reach in all directions.
- Sit or stand for extended periods of time.
- Adequate sight or corrected vision to see computer monitor and printed or written information.
- Communicate so others will be able to understand a normal conversation.
- Possess dexterity of hands and fingers to operate keyboard and related equipment.
- Office setting and exposure to normal outdoor environmental conditions while driving to and from the two work sites.

Cuyama Joint Unified School District

2300 Highway 166 New Cuyama California 93254
(661) 766-2432 • FAX (661) 766-2255

SALARY

Community Schools Coordinator Salary Schedule.

WORKDAYS

205 Days (8 hours per day) Salaried position

Community Schools Coordinator - Grant Funded Salary Schedule

Step I	Step II	Step III	Step IV	Step V
\$65,500	\$67,138	\$68,816	\$70,536	\$72,300

2.5% difference in each step

Job Description created: May 31, 2022
Job description approved: June 16, 2023
Salary: Schools Community Grant funding
Schedule based funding allocation parameters
Job description and salary approved 7/20/23

Policy 0420.41: Charter School Oversight

Status: ADOPTED

Original Adopted Date: 10/01/2013 | Last Revised Date: 06/01/~~2022~~2023 | Last Reviewed
Date: 06/01/2022 2023

CSBA NOTE: The following optional policy may be revised to reflect district practice. The Governing Board is obligated to monitor the performance of any charter school it authorizes in order to ensure the school's compliance with legal requirements and progress toward meeting measurable outcomes specified in the charter. Information about the school's performance is necessary when determining whether to grant a renewal of the charter or whether a revocation of the charter is warranted; see BP 0420.42 - Charter School Renewal and BP 0420.43 - Charter School Revocation. In addition, pursuant to Education Code 47604, if the district complies with all oversight responsibilities required by law, it will not be liable for the debts or obligations of any charter school that operates as or is operated by a nonprofit public benefit corporation pursuant to Corporations Code 5110-6910.

Pursuant to Education Code 47605, if the State Board of Education (SBE) approves a petition upon appeal after the Board and County Board of Education have denied the petition, SBE is required to designate, in consultation with the petitioner, either the Board or the County Board as the chartering authority.

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)

CSBA NOTE: Education Code 47604.32 requires the district to visit each charter school at least once every year. CSBA's publication, "Charter Schools: A Guide for Governance Teams," recommends more frequent visits, perhaps two or three times during the school year, in order to monitor school operations more closely and develop relationships with the staff at the charter school.

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)

CSBA NOTE: The following optional paragraph may be revised to reflect district practice. Pursuant to Education Code 47604, if a charter school operates as or is operated by a nonprofit public benefit corporation, the Board is entitled to a single representative on the board of directors of the nonprofit public benefit corporation. CSBA's publication, "Charter Schools: A Guide for Governance Teams," recommends that the district consult with legal counsel and consider any potential conflict of interest that may arise from having an individual Board member vote as a member of the charter board of directors on issues on which the Board will need to provide oversight. CSBA's guide suggests that an alternative approach may be for the district to

designate its charter school contact, appointed pursuant to Education Code 47604.32, to attend meetings of the charter school board.

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

CSBA NOTE: A charter school is not authorized to submit general waiver requests to SBE on its own behalf, unless an exception applies. Rather, a charter school may submit a waiver request through the district. A general waiver request form is available on the California Department of Education's (CDE) web site.

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

CSBA NOTE: The following optional section may be revised to reflect district practice. CSBA's publication, "Charter Schools: A Guide for Governance Teams," recommends one or more memoranda of understanding to clarify the financial and operational agreements between the district and the charter school, including any services that will be provided by the district; see BP 0420.4 - Charter School Authorization.

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.

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

The Board shall determine whether a proposed change in charter school operations would constitute a material revision of the approved charter.

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, public meeting. (Education Code 47605, 47607)

CSBA NOTE: The Board shall have the authority Pursuant to determine whether Education Code 47607, a district may deny a proposed change in expansion of an existing charter school operations constitutes constituting a material revision on the basis of community impact and/or fiscal impact of the approved proposed material revision, as described below. If a finding is made that, due to any of the conditions specified below, the district is not positioned to absorb the fiscal impact of the proposed expansion, the charter school requesting the expansion is subject to a rebuttable presumption of denial of the request for expansion.

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

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

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

Location of Charter Schools

CSBA NOTE: Education Code 47605 and 47605.1 establish geographic and site requirements for charter schools. Pursuant to Education Code 47605, a charter school must be located within the geographic boundaries of the authorizing district. However, Education Code 47605 permits the location of some charter schools outside of the authorizing district's boundaries under specified conditions. For example, a charter school in operation before October 1, 2019, on a federally recognized California Indian tribe is exempted from the geographic restrictions of Education Code 47605.1. For information about geographic and site requirements for new charter schools, see AR 0420.4 – Charter School Authorization.

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

Monitoring Charter School Performance

CSBA NOTE: The district has a responsibility to oversee that the charter school complies with all applicable legal requirements. Violation of any law may subject the charter school to revocation pursuant to Education Code 47607. See the accompanying Exhibit for a list of legal requirements pertaining to the operation of charter schools.

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.

CSBA NOTE: Education Code 47605 requires that measurable student outcomes for all students of the charter school, including numerically significant student subgroups as defined in Education Code 52052, be included in the school's charter petition and that these outcomes be aligned with the state priorities for the local control and accountability plan (LCAP) as stated in Education Code 52060; see AR 0420.4 - Charter School Authorization. Pursuant to Education Code 52052, numerically significant subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when the subgroup consists of at least 30 students (or at least 15 foster youth or homeless students); in the school.

Education Code 47605 requires that the charter petition include methods for measuring the charter school's progress toward achieving student outcomes. Although the measures of the school's progress may vary, Education Code 47605 requires that charter schools conduct any statewide assessments applicable to other public schools. In addition, charter schools are included in the California School Dashboard, which reports the status of school performance on multiple state and local indicators and is intended to assist schools and districts in identifying strengths and areas in need of improvement in each priority area addressed by the LCAP. Charter schools that serve high-risk students may qualify for the state's Dashboard Alternative School Status program, which uses modified methods of measurement for accountability indicators when appropriate.

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

CSBA NOTE: Education Code 47613 authorizes the district to charge the charter school, within specified limits, for the costs of supervisorial oversight of the school. Education Code 47613 provides that the costs of supervisorial oversight include, but are not limited to, costs incurred for technical assistance or intervention pursuant to Education Code 47607.3; see the section "Technical Assistance/Intervention" below. CSBA's publication, "Charter Schools: A Guide for Governance Teams," suggests that supervisorial oversight activities also might include site visits and site visit protocols, development of memorandums of understanding, reviews of performance data and financial reports, review of governance procedures, monitoring of teacher credentialing and assignments, facilities compliance, and legal auditing.

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,
 2. Actual costs up to three percent of the charter school's revenue if the district provides the charter school substantially rent-free facilities
1. 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 costs calculated pursuant to 5 CCR 11969.7, the district may only charge the charter school for the actual costs of supervisorial oversight up to one percent of the charter school's revenue.
 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

CSBA NOTE: Education Code 47607.3 establishes criteria for the provision of technical assistance to charter schools including, but not limited to, the option to request assistance from the California Collaborative for Educational Excellence (CCEE). If, after providing technical assistance, the CCEE informs the Board that the charter school has failed or is unable to implement the CCEE's recommendations or continues to have persistent or acute inadequate performance, then the Board must consider revocation of the charter; see BP 0420.43 - Charter School Revocation.

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

1. 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-(c). 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. 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. 3. Obtaining from the charter school timely documentation demonstrating that it has completed the activities described in Items #1 and 2 or substantially similar activities, or has selected another service provider to work with the charter school to complete the activities described in Items #1 and 2 or substantially similar activities, and ongoing communication with the Board to assess the charter school's progress in improving student outcomes.

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

CSBA NOTE: Education Code 47607 requires the Board to consider specified criteria of academic performance when determining whether to deny a petition for charter renewal or to revoke a charter, with achievement of all student subgroups served by the charter school being the most important factor; see BP 0420.42 - Charter School Renewal and BP 0420.43 - Charter School Revocation. In addition, Education Code 47607.3 requires the Board to consider revocation of a charter whenever it finds that the charter school has failed, or is unable, to implement the recommendations of the CCEE or continues to demonstrate persistent or acute inadequate performance.

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

Complaints

CSBA NOTE: Pursuant to Education Code 52075, charter schools are required to establish policies and procedures for addressing complaints of noncompliance with Education Code 47606.5 (annual update of school goals, actions, and related expenditures) or 47607.3 (technical assistance or

intervention based on the school's failure to improve student outcomes). See AR 1312.3 - Uniform Complaint Procedures for applicable procedures.

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

CSBA NOTE: The following optional section may be revised to reflect district practice. Pursuant to Education Code 47605, procedures to be followed in the event a charter school ceases operation for any reason must be specified in the charter; see AR 0420.4 - Charter School Authorization. 5 CCR 11962 lists components that must be included in these procedures, including (1) designation of a responsible entity to conduct closure related activities; (2) notifications to specified persons and entities; (3) provision of information about students' grade level, course completion, and district of residence; (4) transfer and maintenance of student and personnel records; (5) completion of an independent final audit; and (6) disposal of any net assets remaining after all liabilities of the charter school have been paid or otherwise addressed; (7) completion and filing of any annual reports required pursuant to Education Code 47604.33; and (8) identification of funding for the activities identified in Items #1-7.

Depending on the terms of the charter, these duties may be performed by the charter school, the district, or another specified entity. However, Education Code 47604.32 specifies that it is the responsibility of the district to notify CDE when a charter school ceases operation for any reason. CSBA's, "Charter Schools: A Guide for Governance Teams," recommends that, in addition to the notifications required by 5 CCR 11962, either the district or the charter school should announce the closure to any school districts that may be responsible for providing education services to the former students of the charter school.

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 UPDATE Service

Copyright 2023 by California School Boards Association, West Sacramento, California 95691

Policy Reference Disclaimer:

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

State	Description
5 CCR 11700-11705	Independent study
5 CCR 11960-11969.10	Charter schools
5 CCR 4600-4670	Uniform complaint procedures
Bus. <u>And Prof.</u> Code 7583.45	Training for security officers
CA Constitution Article 16, Section 8.5	Public finance; school accountability report card
CA Constitution Article 9, Section 5	Common school system
Corp. Code 5110-6910	Nonprofit public benefit corporations
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
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 <u>website</u>
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	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 32280-32289.5	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	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
<u>Ed. Code 49010</u>	<u>Pupil fees</u>
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 49428.5	<u>Employment of medical personnel</u>
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; districts that require health education for graduation
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 51744-51749.6	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
<u>Ed. Code 56521.1-56521.2</u>	<u>Emergency Interventions</u>
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 7920.000 - 7930.170215	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	College and career fairs; notice to apprenticeship programs
Pen. Code 1192.7	Definition of serious felony
Pen. Code 667.5	Definition of violent felony
Veh. Code 28160	Child safety alert system
Federal	Description
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	Description
Attorney General Opinion	104 Ops.Cal.Atty.Gen. 66 (2021)
Attorney General Opinion	101 Ops.Cal.Atty.Gen. 92 (2018)
<u>Attorney General Opinion</u>	<u>79 Ops.Cal.Atty.Gen. 155 (1996)</u>
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
CA Office of Administrative Hearings Decisions	Student v. Horizon Instructional Systems Charter School; (2012) OAH Case No. 2011060763
California Department of Education Publication	Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 20-01, July 23, 2020
<u>California Department of Education Publication</u>	<u>Model Youth Suicide Prevention Policy</u> (https://www.cde.ca.gov/ls/mh/documents/modelpolicy.docx)
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. 2021
CSBA Publication	Uncharted Waters: Recommendations for Prioritizing Student Achievement and Effective Governance in California's Charter Schools, September 2018
CSBA Publication	Charter Schools in Focus, Issue 2: Ensuring Effective Oversight, Governance Brief, October 2017
U.S. DOE Guidance	Charter Schools Program: Title V, Part B of the ESEA, Nonregulatory Guidance, January 2014
Website	CSBA District and County Office of Education Legal Services
Website	U.S. Department of Agriculture
Website	National Suicide Prevention Lifeline
Website	National Domestic Violence Hotline
Website	California State Teachers Retirement System
Website	California Public Employees Retirement System
Website	California Department of General Services, Office of Administrative Hearings
Website	California Commission on Teacher Credentialing
Website	California Commission on Peace Officer Standards and Training
Website	California Bureau of Security and Investigative Services
Website	California Department of Pesticide Regulation
Website	California State Controller
Website	California Student Aid Commission
Website	National Association of Charter School Authorizers
Website	California Charter Schools Association
Website	California Department of Education, Charter Schools
Website	California Interscholastic Federation
Website	California Office of the Attorney General
Website	CSBA
Website	U.S. Department of Education

Cross References

Code	Description
0420.4	Charter School Authorization
0420.4	Charter School Authorization
0420.42	Charter School Renewal
0420.43	Charter School Revocation
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
0500	Accountability
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1431	Waivers
6162.51	State Academic Achievement Tests
6162.51	State Academic Achievement Tests
7160	Charter School Facilities
7160	Charter School Facilities

Exhibit 0420.41-E(1): Charter School Oversight

Status: ADOPTED

Original Adopted Date: 07/01/2017 | Last Revised Date: 06/01/20222023 | Last Reviewed
Date: 06/01/20222023

REQUIREMENTS FOR CHARTER SCHOOLS

CSBA NOTE: Pursuant to Education Code 47610, charter schools are exempt from Education Code provisions governing school districts unless otherwise specified in law. However, charter schools, like other public schools, are subject to the state and federal constitutions, applicable federal laws, state laws that apply to governmental agencies in general, and state laws that are expressly applicable to charter schools. The following Exhibit lists some, but not necessarily all, legal requirements that apply to charter schools and may be used by districts to monitor a charter school's compliance with law. Violation of any law may subject the charter school to revocation pursuant to Education Code 47607; see BP 0420.43 - Charter School Revocation.

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~~7920.000- 7930.215), 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)

CSBA NOTE: Education Code 56145 requires charter schools to serve students with disabilities in the same manner as other public schools. Pursuant to Education Code 47646, districts must ensure that each charter school that is deemed to be a public school of the district, and is not its own local educational agency (LEA) for special education purposes, receives an equitable share of special education funding and services for students with disabilities who are enrolled in the charter school.

If a charter school is operating as a public school of the district for purposes of special education, the district retains responsibility and must determine how to ensure that students with disabilities receive a free appropriate public education (FAPE). However, as indicated in the California Office of Administrative Hearings ruling in *Student v. Horizon Instructional Systems Charter School*, a charter school operating as its own LEA for purposes of special education, including a charter school offering an independent study program, is the entity responsible for providing FAPE.

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

221.61)

17. If the charter school offers competitive athletics, annually post on the school's ~~web site~~website or on the ~~web site~~website 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)

CSBA NOTE: Education Code 47605 specifically prohibits a charter school from charging tuition, but does not mention fees or other charges. As clarified in the California Department of Education's (CDE) advisory, "Pupil Fees, Deposits, and Other Charges," because charter schools are subject to the California Constitution, the free school guarantee of the California Constitution, Article 9, Section 5, applies to charter schools. Charter schools may only charge fees which are explicitly authorized by law for charter schools.

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 (Education Code 49010, 49011)

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 School Plans

CSBA NOTE: Pursuant to Education Code 52064.3, as added by AB 181 (Ch. 52, Statutes of 2022), by January 31, 2025, charter schools that are identified by CDE as needing an improvement plan pursuant to 34 CFR 300.600-300.647 are required to complete an Individuals with Disabilities Education Act Addendum adopted by SBE relating to improvements in services for students with disabilities. See BP 0460 - Local Control and Accountability Plan for more information.

22. 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 and as appropriate, an Individuals with Disabilities Education Act Addendum, based on the ~~template~~templates developed by the SBE. (Education Code 47604.33, 47606.5, 52064, 52064.1, 52064.3)

23. 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)
24. 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)
25. 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

CSBA NOTE: Education Code 47612.5 specifies, by grade level, the minimum number of instructional minutes that must be offered each fiscal year. Any charter school that fails to meet this requirement will have its state apportionment reduced in proportion to the percentage of instructional minutes that the school fails to offer. Education Code 47612.5 and 47612.6 provide that neither the State Board of Education nor the Superintendent of Public Instruction may waive the required number of instructional minutes but may waive the fiscal penalties under specified conditions.

26. Offer at least the number of instructional minutes required by law for the grade levels provided by the charter school (Education Code 47612.5)
27. If the charter school offers a kindergarten program, also offer a transitional kindergarten (TK) program to students in accordance with Education Code 48000
- ~~28.~~27. 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)
- ~~29.~~28. 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)

~~30.~~29. ____ 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)

~~31.~~30. ____ 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)

~~32.~~31. ____ 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)

~~33.~~32. ____ 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)

CSBA NOTE: Education Code 47612.5 provides that charter schools offering independent study are subject to Education Code 51745-51749.6. Education Code 51745 requires that no course included among the courses required for graduation may be offered solely through independent study. However, pursuant to 5 CCR 11705, a charter school offering grades 9-12 shall be deemed to be an "alternative school" for purposes of independent study and thus, according to CDE, would comply with this provision because students in such alternative schools are enrolled voluntarily and, if they wished, could attend any other district high school in which the courses were offered via classroom instruction.

34. ~~33.~~ ____ 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)

~~35.~~ 34. ____ 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)

~~36.~~ 35. ____ Accept and provide full or partial credit for coursework satisfactorily completed by a foster youth, ~~homeless student~~ experiencing homelessness, 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)

~~37.~~ 36. ____ Meet all statewide standards and conduct any statewide assessments applicable to noncharter public schools (Education Code 47605, 47612.5, 60605)

Special Education

~~38.~~ 37. 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)

~~39.~~ 38. 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.~~ 39. Exempt a foster youth, ~~homeless~~ student experiencing homelessness, 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)

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

~~42.~~ 41. 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.~~ 42. 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.~~ 43. 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)

CSBA NOTE: Education Code 48907 requires charter schools to establish a written "publications code" related to students' rights to freedom of speech and of the press. These written rules and regulations must include reasonable provisions for the time, place, and manner in which free expression may take place within the charter school's jurisdiction.

- ~~45.44.~~ 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)

Staffing

- ~~46.45.~~ 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)
- ~~47.46.~~ 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)
- ~~48.47.~~ 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)
- ~~49.48.~~ 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)
- ~~50.49.~~ 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)
- ~~51.50.~~ 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)
- ~~52.51.~~ Meet the requirements of Government Code 3540-3549.3 related to collective bargaining in public education employment (Education Code 47611.5)
- ~~53.52.~~ 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.~~53. On a regular basis, consult with parents/guardians and teachers regarding the charter school's educational programs (Education Code 47605)
- ~~55.~~54. 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.~~55. 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.~~56. 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 (NSLP) and School Breakfast Program (SBP) and is a very high poverty school, as defined, the charter school shall apply to operate a federal universal meal service provision, and upon approval, apply such service. (Education Code 49501.5, 49564.3)
- ~~58.~~57. ~~Not~~If the charter school participates in the NSLP or SBP, not promote any food or beverage during the school day that does not comply with state nutritional standards pursuant to Education Code 49430-49434, and not participate in a corporate incentive program that offers free or discounted non-nutritious foods or beverages as rewards for students who reach certain academic goals (Education Code 49431.9)

Student Health

- ~~59.~~58. 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)

CSBA NOTE: Pursuant to Education Code 49428.5, as added by AB 748 (Ch. 431, Statutes of 2022), each school serving students in any of grades 6-12 is required to create a poster that identifies approaches and resources about student mental health, and prominently display such poster in public areas that are accessible to and commonly frequented by students at each school site. See 5141.5 – Mental Health

59. Each charter school that serves students in any of grades 6-12 shall create and prominently display an age appropriate and culturally relevant poster that identifies approaches and resources about student mental health. (Education Code 49428.5)
60. 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 on the charter school's website, 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 CDE. (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 33126, 47612; California Constitution, Article 16, Section 8.5)

~~85.~~

Policy Reference UPDATE Service

Copyright 2023 by California School Boards Association, West Sacramento, California 95691

All rights reserved.

Policy Reference Disclaimer:

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

State	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
CA Constitution Article 9, Section 5	Common school system
Corp. Code 5110-6910	Nonprofit public benefit corporations
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
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 website
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	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 32280-32289.5	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	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
<u>Ed. Code 49010</u>	<u>Pupil fees</u>
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 49428.5	<u>Employment of medical personnel</u>
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; districts that require health education for graduation
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 51744-51749.6	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 56145-56146	Special education services in charter schools
Ed. Code 56365-56366.12	Nonpublic, nonsectarian schools
<u>Ed. Code 56521.1-56521.2</u>	<u>Emergency Interventions</u>
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 7920.000 - 7930.170215	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	College and career fairs; notice to apprenticeship programs
Pcn. Code 1192.7	Definition of serious felony
Pen. Code 667.5	Definition of violent felony
Veh. Code 28160	Child safety alert system
Federal	Description
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	Description
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)
<u>Attorney General Opinion</u>	<u>79 Ops.Cal.Atty.Gen. 155, 157 (1996)</u>
CA Department of Education Publication	California School Accounting Manual

CA Office of Administrative Hearings Decisions	Student v. Horizon Instructional Systems Charter School, (2012) OAH Case No. 2011060763
California Department of Education Publication	Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 20-01, July 23, 2020
<u>California Department of Education Publication</u>	<u>Model Youth Suicide Prevention Policy</u> (https://www.cde.ca.gov/ls/mh/documents/modelpolicy.docx)
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. 2021
CSBA Publication	Uncharted Waters: Recommendations for Prioritizing Student Achievement and Effective Governance in California's Charter Schools, September 2018
CSBA Publication	Charter Schools in Focus, Issue 2: Ensuring Effective Oversight, Governance Brief, October 2017
U.S. DOE Guidance	Charter Schools Program: Title V, Part B of the ESEA, Nonregulatory Guidance, January 2014
Website	CSBA District and County Office of Education Legal Services
Website	U.S. Department of Agriculture
Website	National Suicide Prevention Lifeline
Website	National Domestic Violence Hotline
Website	California State Teachers Retirement System
Website	California Public Employees Retirement System
Website	California Department of General Services, Office of Administrative Hearings
Website	California Commission on Teacher Credentialing
Website	California Commission on Peace Officer Standards and Training
Website	California Bureau of Security and Investigative Services
Website	California Department of Pesticide Regulation
Website	California State Controller
Website	California Student Aid Commission
Website	National Association of Charter School Authorizers

Website	California Charter Schools Association
Website	California Department of Education, Charter Schools
Website	California Interscholastic Federation
Website	California Office of the Attorney General
Website	CSBA
Website	U.S. Department of Education

Cross References

Code	Description
0420.4	Charter School Authorization
0420.4	Charter School Authorization
0420.42	Charter School Renewal
0420.43	Charter School Revocation
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
0500	Accountability
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1431	Waivers
6162.51	State Academic Achievement Tests
6162.51	State Academic Achievement Tests
7160	Charter School Facilities
7160	Charter School Facilities

Policy 1113: District And School Web Sites Websites

Status: ADOPTED

Original Adopted Date: 07/01/2007 | Last Revised Date: ~~10~~06/01/2017 2023 | Last Reviewed
Date: ~~10~~06/01/2017 2023

CSBA NOTE: The following optional policy is for use by districts that maintain their own web site website(s) and may be revised to reflect district practice. District strategies for effective use of web sites websites may be incorporated into the district's comprehensive communications plan; see BP 1100 - Communication with the Public.

To enhance communication with students, parents/guardians, staff, and community members, the Governing Board encourages the Superintendent or designee to develop and maintain district and school web sites websites. The use of district and school web sites websites shall support the district's vision and goals and shall be coordinated with other district communications strategies.

Design Standards

The Superintendent or designee shall establish design standards for district and school web sites websites in order to maintain a consistent identity, professional appearance, and ease of use.

CSBA NOTE: The following paragraph is optional. Pursuant to Civil Code 1798.99.28-1798.99.40, as added by AB 2273 (Ch. 320, Statutes of 2022), businesses that provide online services, products, or features that are likely to be accessed by children are required to prioritize the best interests of students in designing such products or features, to ensure that children are not exposed to harmful or potentially harmful content, contact, or conduct. Though this law is not necessarily applicable to districts, it is good guidance for districts seeking to create a safe online space for students.

District design standards shall require an evaluation of products, features, and content accessible to students on district and school websites to prevent access to harmful or potentially harmful material.

CSBA NOTE: Pursuant to Title II of the Americans with Disabilities Act (42 USC 12131-12134) and Section 504 of the Rehabilitation Act of 1973 (29 USC 705, 794; 34 CFR 104.1-104.39), districts have an obligation to provide an equal opportunity to individuals with disabilities to participate in and receive the benefits of the educational program, and must provide accommodations or modifications when necessary to ensure equal treatment. Such obligations have been interpreted by the The U.S. Department of Education's Office for Civil Rights (OCR) to June 2010 and May 2011 Dear Colleague Letters interpret that such obligations include the requirement that district web sites websites be accessible to individuals with disabilities. See the OCR's June 2010 and May 2011 Dear Colleague Letters. Thus, districts must consider the needs of individuals with disabilities and identify features that would enable such persons to access all the information on district and school web sites.

A U.S. Department of Justice technical assistance publication, "Accessibility of State and Local Government Websites to People with Disabilities," states that an agency with a web site website

that is otherwise inaccessible to individuals with disabilities may meet its legal obligations by providing an alternative accessible way for them to use the programs or services (e.g., a staffed telephone information line), but points out that these alternatives are unlikely to provide an equal degree of access in terms of hours of operation or range of options and programs available. See the accompanying administrative regulation for accessibility guidelines.

The district's design standards shall address the accessibility of district and school ~~web sites~~websites to individuals with disabilities, including compatibility with commonly used assistive technologies.

Web Site Content

The Superintendent or designee shall develop content guidelines for district and school web sites and assign staff to review and approve content prior to posting.

Website Content

The Superintendent or designee shall develop content guidelines for district and school websites and assign staff to review and approve content prior to posting.

CSBA NOTE: The following optional paragraph ensures consistency of district policies regarding advertising and may be revised to reflect district practice.

Board policy pertaining to advertising in district and school publications, as specified in BP 1325 - Advertising and Promotion, shall also apply to advertising on district and school ~~web sites~~websites.

Privacy Rights

CSBA NOTE: Business and Professions Code 22580-22582 prohibit an operator of a ~~web site~~website from knowingly using, disclosing, compiling, or allowing a third party to use, disclose, or compile the personal information of a minor for the purpose of marketing or advertising specified types of products or services. Business and Professions Code 22584-22585 prohibit the operator of a ~~web site~~website that provides services to K-12 students from selling or disclosing specified student information or knowingly using that student information to engage in targeted advertising to students or parents/guardians or to amass a profile about a student. Business and Professions Code 22586, as added by AB 2799 (Ch. 620, Statutes of 2016), provides a similar prohibition for the operator of a ~~web site~~website used, designed, and marketed primarily for preschool or prekindergarten purposes from knowingly engaging in specified activities, including targeted advertising, selling, or disclosing a student's information, and using specified information to amass a profile about a student except in furtherance of preschool or prekindergarten purposes. See BP 5125 - Student Records for further information regarding protection of student information.

The Superintendent or designee shall ensure that the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on district and school ~~web sites~~websites.

CSBA NOTE: The following optional paragraph may be revised to reflect district practice. The district should carefully consider whether to place personally identifiable information on district or school ~~web sites~~websites since release of such information may put individuals, including students, at risk and also may violate Education Code 49073 which prohibits disclosure of student

directory information to any private profit-making entity; see BP/AR/E 5125.1 - Release of Directory Information.

Telephone numbers and home and email addresses of students and/or their parents/guardians shall not be published on district or school ~~web sites~~ websites.

CSBA NOTE: The following options address the use of students' photographs on district or school ~~web sites~~ websites. Option 1 is for use by districts that, pursuant to Education Code 49061 and 34 CFR 99.3, include photographs in the definition of directory information, as specified in AR 5125.1 - Release of Directory Information, and publish student photographs along with ~~their~~ student names unless a parent/guardian requested in writing that no photographs of ~~their~~ the child be released without ~~their~~ prior written consent. Option 2 is for use by districts that do not allow ~~students'~~ student photographs to be published along with ~~their~~ student names unless specific consent for such publication is received from the parent/guardian.

OPTION 1: The district regards photographs as a category of directory information that would not generally be considered harmful or an invasion of privacy if disclosed. Therefore, a student's photograph, together with ~~his/her~~ the student's name, may be published on district or school ~~web sites~~ websites unless the student's parent/guardian has notified the district in writing to not release the student's photograph without prior written consent, in accordance with BP/AR 5125.1 - Release of Directory Information.

END OF OPTION 1

OPTION 2: Photographs of individual students shall not be published on district or school ~~web sites~~ websites accompanied by the student's name or other personally identifiable information without the prior written consent of the student's parent/guardian.

END OF OPTION 2

CSBA NOTE: The remainder of this policy is for use by all districts.

If students' names are not included, photographs of individual students or groups of students, such as at a school event, may be published on school or district ~~web sites~~ websites.

CSBA NOTE: The following optional paragraph may be revised to reflect district practice. It is recommended that districts not post employees' CSBA NOTE: Posting of Employees' home addresses, personal telephone numbers, or personal email addresses on district or school ~~web sites~~ websites; in order to maintain employee privacy and safety. If such information is posted, employees should be informed that using a personal account or device to receive communications regarding district business does not categorically exclude these records from disclosure upon request under the California Public Records Act (Government Code 7920.000 - 7930.170), pursuant to the California Supreme Court's decision in City of San Jose v. Superior Court websites is prohibited by law in certain circumstances in order to maintain employee privacy and safety. See BP 1340 - Access to District Records, AR 3580 - District Records, and BB 9012 - Board Member Electronic Communications.

Employees' home addresses, personal telephone numbers, and personal email addresses shall not be posted on district or school ~~web sites~~ websites.

The home address or telephone number of any elected or appointed official including, but not limited to, a Board member or public safety official, shall not be posted on district or school ~~web sites~~ websites without the prior written permission of that individual. (Government Code 3307.5, 6254.21, 6254.24 7928.205, 7920.535)

No public safety official shall be required to consent to the posting on the Internet of his/her the public safety official's photograph or identity as a public safety officer for any purpose if that officer reasonably believes that the disclosure may result in a threat, harassment, intimidation, or harm to the officer or his/her the officer's family. (Government Code 3307.5)

Policy Reference UPDATE Service

Copyright 2023 by California School Boards Association, West Sacramento, California 95691

All rights reserved.

Policy Reference Disclaimer:

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

State	Description
Bus. <u>and Prof.</u> Code 22580-22582	<u>Privacy Rights for California Minors in the Digital World</u> <u>Privacy rights for California minors in the digital world</u>
Bus. <u>and Prof.</u> Code 22584-22585	Student Online Personal Information Protection Act
Bus. <u>and Prof.</u> Code 22586-22587	Early Learning Personal Information Protection Act
<u>Civ. Code 1798.99.31</u>	<u>California Age-Appropriate Design Code Act</u>
<u>Ed. Code 32096</u>	<u>COVID-19 testing in schools</u>
<u>Ed. Code 32526</u>	<u>COVID Emergency Appropriations for Education</u>
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	Prohibition of discrimination
Gov. Code 12950	California <u>Civil Rights</u> Department of Fair Employment and Housing posters
Gov. Code 3307.5	Publishing identity of public safety officers
<u>Gov. Code 6254.21</u>	Publishing addresses and telephone numbers of officials
<u>Gov. Code 6254.24</u>	Definition of public safety official

Gov. Code 7920.000 - 7930.170215	California Public Records Act
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
Federal	Description
16 CFR 312.1-312.4213	Children's Online Privacy Protection Act
17 USC 101-122	Subject matter and scope of copyright
17 USC 504	Penalties for copyright infringement
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
29 USC 705	Definitions; Vocational Rehabilitation Act
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 104.1-104.61	Nondiscrimination on the basis of disability
34 CFR 99.1-99.67	Family Educational Rights and Privacy
42 USC 12101-12213	Americans with Disabilities Act
Management Resources	Description
CA Civil Rights Department Publication	Family Care and Medical Leave and Pregnancy Disability Leave
CA Civil Rights Department Publication	California Law Prohibits Workplace Discrimination and Harassment
CA Civil Rights Department Publication	The Rights of Employees Who Are Transgender or Gender Nonconforming <u>Rights in the Workplace</u>
CA Civil Rights Department Publication	Your Rights and Obligations as a Pregnant Employee
<u>CA Civil Rights Department Publication</u>	<u>Sexual Harassment</u>
Court Decision	Aaris v. Las Virgenes Unified School District, (1998) 64 Cal.App.4th 1112
Court Decision	City of San Jose v. Superior Court, (2017) 2 Cal.5th 608
U.S. Department of Agriculture Publication	Unpaid Meal Charges: Local Meal Charge Policies, SP 46-2016, July 2016
U.S. Department of Justice Publication	Accessibility of State and Local Government Websites to People with Disabilities, June 2003
U.S. DOE Office for Civil Rights Publication	Joint Dear Colleague Letter: Electronic Book Readers, June 29, 2010
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter, May 26, 2011

Website	CSBA District and County Office of Education Legal Services
Website	Governor's Office of Planning and Research, The California Environmental Quality Act
Website	California Department of Education, Web Accessibility Standards
Website	California School Public Relations Association
Website	U.S. Department of Justice, Civil Rights Division, Disability Rights Section
Website	World Wide Web Consortium, Web Accessibility Initiative
Website	CSBA
Website	U.S. Department of Education, Office for Civil Rights
Website	California Civil Rights Department
World Wide Web Consortium Publication	Web Content Accessibility Guidelines, December 2008

Cross References

Code	Description
0000	Vision
0410	Nondiscrimination In District Programs And Activities
0440	District Technology Plan
0440	District Technology Plan
<u>0450</u>	<u>Comprehensive Safety Plan</u>
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
0500	Accountability
0510	School Accountability Report Card
1100	Communication With The Public
1112	Media Relations
1114	District-Sponsored Social Media
1114	District-Sponsored Social Media
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures

1312.3-E(2)	Uniform Complaint Procedures
1325	Advertising And Promotion
1340	Access To District Records
1340	Access To District Records
3290	Gifts, Grants And Bequests
3311	Bids
3311	Bids
<u>3515</u>	<u>Campus Security</u>
3513.3	Tobacco-Free Schools
3513.3	Tobacco-Free Schools
3515.3	District Police/Security Department
3515.3	District Police/Security Department
3515.7	Firearms On School Grounds
3516	Emergencies And Disaster Preparedness Plan
3516	Emergencies And Disaster Preparedness Plan
3516.5	Emergency Schedules
3551	Food Service Operations/Cafeteria Fund
3551	Food Service Operations/Cafeteria Fund
3552	Summer Meal Program
3552	Summer Meal Program
3580	District Records
3580	District Records
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4040	Employee Use Of Technology
4040-E(1)	Employee Use Of Technology
4119.21	Professional Standards
4119.21-E(1)	Professional Standards
4119.23	Unauthorized Release Of Confidential/Privileged Information
4131	Staff Development
4132	Publication Or Creation Of Materials

4161.8	Family Care And Medical Leave
4219.21	Professional Standards
4219.21-E(1)	Professional Standards
4219.23	Unauthorized Release Of Confidential/Privileged Information
4231	Staff Development
4232	Publication or Creation of Materials
4261.8	Family Care And Medical Leave
4319.21	Professional Standards
4319.21-E(1)	Professional Standards
4319.23	Unauthorized Release Of Confidential/Privileged Information
4331	Staff Development
4332	Publication or Creation of Materials
4361.8	Family Care And Medical Leave
5022	Student And Family Privacy Rights
5022	Student And Family Privacy Rights
5125	Student Records
5125	Student Records
5125.1	Release Of Directory Information
5125.1	Release Of Directory Information
5125.1-E(1)	Release Of Directory Information
5131.2	Bullying
5131.2	Bullying
6020	Parent Involvement
6020	Parent Involvement
6145.2	Athletic Competition
6145.2	Athletic Competition
6152.1	Placement In Mathematics Courses
6152.1	Placement In Mathematics Courses
6162.6	Use Of Copyrighted Materials
6162.6	Use Of Copyrighted Materials
6163.4	Student Use Of Technology

6163.4-E(1)	Student Use Of Technology
6173	Education For Homeless Children
6173	Education For Homeless Children
6173-E(1)	Education For Homeless Children
6173-E(2)	Education For Homeless Children
6190	Evaluation Of The Instructional Program
7150	Site Selection And Development
7150	Site Selection And Development
7214	General Obligation Bonds
7214	General Obligation Bonds
9010	Public Statements
9012	Board Member Electronic Communications
9310	Board Policies
9320	Meetings And Notices
9322	Agenda/Meeting Materials

Exhibit 1113-E(1): District And School ~~Web Sites~~ **Websites**

Status: ADOPTED

Original Adopted Date: 10/01/2020 | Last Revised Date: 06/01/2022 ~~2023~~ | Last Reviewed
Date: 06/01/2022 ~~2023~~

MATERIALS REQUIRED TO BE POSTED ON DISTRICT ~~WEB SITE~~ **WEBSITE**

CSBA NOTE: The following exhibit lists material which the law explicitly requires be posted on district or school ~~web sites~~ **websites**. See the referenced Board policy, administrative regulation, or Board bylaw for further information about related requirements. The exhibit does not include other postings that may recommended throughout CSBA's sample policy manual but are not required by law.

Materials to Prominently Display

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

1. 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. 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. 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. 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. 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. 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. 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~~ websites 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~~ website (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. 8. A link to statewide CDE-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. 9. Posters published by the California Civil Rights Department ~~of Fair Employment and Housing (DFEH)~~ (CRD) including, "California Law Prohibits Workplace Discrimination and Harassment," and for districts with five or more employees, "The Rights of Employees Who Are Transgender Rights in the Workplace or Gender Nonconforming," "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. 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~~ website. However, there are no specific requirements related to where they are posted on the ~~web site~~ website.

1. 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. 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. 3. Training materials used to train the Title IX Coordinator, investigator(s), decisionmaker(s), and any person(s) who ~~facilitate~~facilitates 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. 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. 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~~website or, if the school does not have a ~~web site~~website, on the district's ~~web site~~website. See AR 6145.2 - Athletic Competition.
6. 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. 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. 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. 9. The section(s) of the district's employee code of conduct addressing interactions with students (Education Code 44050). ~~Post these. These~~ section(s) or a link to them shall be posted on each school's ~~web site~~school's website or, if a school does not have its own ~~web site~~website, on the district's ~~web site~~website in a manner that is accessible to the public without a password. (Education Code 44050) See BP 4119.21/4219.21/4319.21 -

Professional Standards and BP 4119.24/4219.24/4319.24 - Maintaining Appropriate Adult-Student Interactions.

- ~~10.~~ 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.~~ 11. If the district includes information about the free and reduced-priced meal program on its ~~web site~~ website, 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(1) 3555 - Nutrition Program Compliance.
- ~~12.~~ 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~~ The plan shall be posted on the school's web site ~~school's website~~ or, if the school does not have a ~~web site~~ website, then on the district's ~~web site~~ website. (Education Code 17611.5) See AR 3514.2 Integrated Pest Management.
- ~~13.~~ 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.~~ 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.~~ 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.~~ 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~~ website.) In addition, if a school loses its WASC or other agency's accreditation, the district and school shall post on their ~~web sites~~ websites a notice of the loss of accreditation and potential consequences (Education Code 35178.4). See BP 6190 - Evaluation of the Instructional Program.

CSBA NOTE: Pursuant to Education Code 32096, as added by SB 1479 (Ch. 850, Statutes of 2022), a district is required to publish its COVID-19 testing plan on the district website.

17. The district's COVID-19 testing plan (Education Code 32096).

CSBA NOTE: Pursuant to Education Code 32526, as amended by AB 185 (Ch. 571, Statutes of 2022,) a district is required to make publicly available on its website interim expenditure reports on the use of Learning Recovery Emergency Funds by December 1, 2024 and December 1, 2027, and a final report on expenditures no later than December 1, 2029.

18. Using the template developed by CDE, the use of Learning Recovery Emergency Funds, with interim reports posted by December 1, 2024 and December 1, 2027, and a final report by December 1, 2029. (Education Code 32526)

CSBA NOTE: Pursuant to Education Code 49428.5, as added by AB 748 (Ch. 431, Statutes of 2022), each school site serving students in any of grades 6-12 is required to have a digitized mental health poster that is distributed online to students through social media, websites, portals, and learning platforms at the beginning of each school year.

19. An age appropriate and culturally relevant digitized poster that identifies approaches and shares resources about student mental health, distributed to students online at the beginning of each school year. (Education Code 49428.5)

Policy Reference UPDATE Service

Copyright 2023 by California School Boards Association, West Sacramento, California 95691

All rights reserved.

Policy Reference Disclaimer:

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

State	Description
Bus. <u>and Prof.</u> Code 22580-22582	<u>Privacy Rights for California Minors in the Digital World</u> <u>Privacy rights for California minors in the digital world</u>
Bus. <u>and Prof.</u> Code 22584-22585	Student Online Personal Information Protection Act
Bus. <u>and Prof.</u> Code 22586-22587	Early Learning Personal Information Protection Act
<u>Civ. Code 1798.99.31</u>	<u>California Age-Appropriate Design Code Act</u>
<u>Ed. Code 32096</u>	<u>COVID-19 testing in schools</u>
<u>Ed. Code 32526</u>	<u>COVID Emergency Appropriations for Education</u>
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	Prohibition of discrimination
Gov. Code 12950	California <u>Civil Rights</u> 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
Gov. Code 7920.000 - 7930.170 <u>215</u>	California Public Records Act
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
Federal	Description
16 CFR 312.1-312.4 <u>213</u>	Children's Online Privacy Protection Act
17 USC 101-122	Subject matter and scope of copyright
17 USC 504	Penalties for copyright infringement
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
29 USC 705	Definitions; Vocational Rehabilitation Act
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 104.1-104.61	Nondiscrimination on the basis of disability
34 CFR 99.1-99.67	Family Educational Rights and Privacy
42 USC 12101-12213	Americans with Disabilities Act
Management Resources	Description
CA Civil Rights Department Publication	Family Care and Medical Leave and Pregnancy Disability Leave
CA Civil Rights Department Publication	California Law Prohibits Workplace Discrimination and Harassment
CA Civil Rights Department Publication	The Rights of Employees Who Are Transgender or Gender Nonconforming <u>Rights in the Workplace</u>
CA Civil Rights Department Publication	Your Rights and Obligations as a Pregnant Employee
<u>CA Civil Rights Department Publication</u>	<u>Sexual Harassment</u>

Court Decision	Aaris v. Las Virgenes Unified School District, (1998) 64 Cal.App.4th 1112
Court Decision	City of San Jose v. Superior Court, (2017) 2 Cal.5th 608
U.S. Department of Agriculture Publication	Unpaid Meal Charges: Local Meal Charge Policies, SP 46-2016, July 2016
U.S. Department of Justice Publication	Accessibility of State and Local Government Websites to People with Disabilities, June 2003
U.S. DOE Office for Civil Rights Publication	Joint Dear Colleague Letter: Electronic Book Readers, June 29, 2010
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter, May 26, 2011
Website	CSBA District and County Office of Education Legal Services
Website	Governor's Office of Planning and Research, The California Environmental Quality Act
Website	California Department of Education, Web Accessibility Standards
Website	California School Public Relations Association
Website	U.S. Department of Justice, Civil Rights Division, Disability Rights Section
Website	World Wide Web Consortium, Web Accessibility Initiative
Website	CSBA
Website	U.S. Department of Education, Office for Civil Rights
Website	California Civil Rights Department
World Wide Web Consortium Publication	Web Content Accessibility Guidelines, December 2008

Cross References

Code	Description
0000	Vision
0410	Nondiscrimination In District Programs And Activities
0440	District Technology Plan
0440	District Technology Plan
0450	<u>Comprehensive Safety Plan</u>
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan

0500	Accountability
0510	School Accountability Report Card
1100	Communication With The Public
1112	Media Relations
1114	District-Sponsored Social Media
1114	District-Sponsored Social Media
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1325	Advertising And Promotion
1340	Access To District Records
1340	Access To District Records
3290	Gifts, Grants And Bequests
3311	Bids
3311	Bids
<u>3515</u>	<u>Campus Security</u>
3513.3	Tobacco-Free Schools
3513.3	Tobacco-Free Schools
3515.3	District Police/Security Department
3515.3	District Police/Security Department
3515.7	Firearms On School Grounds
3516	Emergencies And Disaster Preparedness Plan
3516	Emergencies And Disaster Preparedness Plan
3516.5	Emergency Schedules
3551	Food Service Operations/Cafeteria Fund
3551	Food Service Operations/Cafeteria Fund
3552	Summer Meal Program
3552	Summer Meal Program
3580	District Records
3580	District Records

4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4040	Employee Use Of Technology
4040-E(1)	Employee Use Of Technology
4119.21	Professional Standards
4119.21-E(1)	Professional Standards
4119.23	Unauthorized Release Of Confidential/Privileged Information
4131	Staff Development
4132	Publication Or Creation Of Materials
4161.8	Family Care And Medical Leave
4219.21	Professional Standards
4219.21-E(1)	Professional Standards
4219.23	Unauthorized Release Of Confidential/Privileged Information
4231	Staff Development
4232	Publication or Creation of Materials
4261.8	Family Care And Medical Leave
4319.21	Professional Standards
4319.21-E(1)	Professional Standards
4319.23	Unauthorized Release Of Confidential/Privileged Information
4331	Staff Development
4332	Publication or Creation of Materials
4361.8	Family Care And Medical Leave
5022	Student And Family Privacy Rights
5022	Student And Family Privacy Rights
5125	Student Records
5125	Student Records
5125.1	Release Of Directory Information
5125.1	Release Of Directory Information
5125.1-E(1)	Release Of Directory Information
5131.2	Bullying
5131.2	Bullying

6020	Parent Involvement
6020	Parent Involvement
6145.2	Athletic Competition
6145.2	Athletic Competition
6152.1	Placement In Mathematics Courses
6152.1	Placement In Mathematics Courses
6162.6	Use Of Copyrighted Materials
6162.6	Use Of Copyrighted Materials
6163.4	Student Use Of Technology
6163.4-E(1)	Student Use Of Technology
6173	Education For Homeless Children
6173	Education For Homeless Children
6173-E(1)	Education For Homeless Children
6173-E(2)	Education For Homeless Children
6190	Evaluation Of The Instructional Program
7150	Site Selection And Development
7150	Site Selection And Development
7214	General Obligation Bonds
7214	General Obligation Bonds
9010	Public Statements
9012	Board Member Electronic Communications
9310	Board Policies
9320	Meetings And Notices
9322	Agenda/Meeting Materials

Policy 4112.2: Certification

Status: ADOPTED

Original Adopted Date: 11/01/2008 | Last Revised Date: ~~03/06/01/2020~~ 2023 | Last Reviewed
Date: ~~07/06/01/2016~~ 2023

CSBA NOTE: Under the authority granted by Education Code 44252, the Commission on Teacher Credentialing (CTC) establishes standards and procedures for the issuance and renewal of multiple subject, single subject, education specialist, and other credentials, certificates, and permits and approves applications. Pursuant to Education Code 44251, a preliminary credential is generally valid for five years, during which time the employee must complete the requirements for the clear credential in order to continue to serve in a certificated position. The clear credential must be renewed every five years, but renewal does not require completion of additional coursework or service requirements.

All candidates for a teaching credential must demonstrate proficiency in the subject matter area of the intended credential as specified in Education Code 44259. To implement statutory changes to the subject matter competence requirements pursuant to AB 130 (Ch. 44, Statutes of 2021), CTC has adopted 5 CCR 80096, which includes revisions based on the Office of Administrative Law's feedback; see CTC Coded Correspondence 22-06 for more information on the regulation.

Assignment to certain positions within the district may require additional qualifications. For example, see AR 4112.22 - Staff Teaching English Learners, AR 4112.23 - Special Education Staff, and BP/AR 4113 - Assignment.

The Governing Board recognizes that the district's ability to provide a high-quality educational program is dependent upon the employment of certificated staff who are adequately prepared and have demonstrated proficiency in basic skills and competency in the subject matter to be taught. The Superintendent or designee shall ensure that persons employed to fill positions requiring certification qualifications possess the appropriate credential, permit, or other certification document from the Commission on Teacher Credentialing (CTC) and fulfill any additional state, federal, or district requirements for the position.

The Superintendent or designee shall provide assistance and support to teachers holding preliminary credentials to enable them to meet the qualifications required for the clear credential.

Priorities for Hiring Based on Unavailability of Credentialed Teacher

CSBA NOTE: To the extent possible, the district must hire a "fully prepared" teacher who holds a clear or preliminary teaching credential in the subject or setting of the assignment. The Governing Board may authorize a fully credentialed teacher to serve in an assignment outside the area authorized by the credential if specified criteria are met; see BP/AR 4113 - Assignment and CTC's Credential Information Guide. When the district is unable to hire a fully credentialed teacher, "Assignment Resources," available on its web site. Education Code 44225.7 permits the district to hire a candidate ~~without those credentials~~ who is not a fully credentialed teacher in accordance with the hiring hierarchy provided in ~~items~~ Items #1-3 below if the Board has adopted an annual resolution that it has made reasonable efforts to recruit a fully prepared teacher for the

assignment.

The Superintendent or designee shall make reasonable efforts to recruit a fully prepared teacher who is authorized in the subject or setting for each assignment or, when necessary, a fully prepared teacher serving on a local assignment option. Whenever a teacher with a clear or preliminary credential is not available, and the Board adopts a resolution that it has made reasonable efforts to recruit a fully prepared teacher for the assignment, the Superintendent or designee shall make reasonable efforts to recruit an individual for the assignment in the following order: (Education Code 44225.7)

CSBA NOTE: Pursuant to Education Code 44225.7, if a credentialed teacher is not available, priority for employment must be given to an individual who is enrolled in an approved ~~intern~~ internship program, as provided in ~~item~~ Item #1 below. CTC Coded Correspondence 13-01 clarifies that such an individual must possess a CTC-issued intern credential.

- ~~1.~~ 1. A candidate who enrolls in an approved ~~intern~~ internship program in the region of the district and possesses an intern credential

CSBA NOTE: Pursuant to Education Code 44225.7, next priority for filling a position should be for a candidate who is scheduled to complete preliminary credential requirements within six months, as provided in ~~item~~ Item #2 below. CTC Coded Correspondence 13-01 clarifies that such an individual must qualify for and obtain a provisional internship permit (PIP) or short-term staff permit (STSP).

Pursuant to 5 CCR 80021-80021.1, the district may employ persons with a PIP when the district has conducted a diligent search but has been unable to recruit a credentialed teacher, or an STSP when needed to immediately staff classrooms based on unforeseen circumstances. Each of these options requires the district to provide orientation, training, and/or guidance; see the accompanying administrative regulation.

- ~~2.~~ 2. A candidate who is scheduled to complete preliminary credential requirements within six months and who is granted a provisional internship permit (PIP) or short-term staff permit issued by the CTC

CSBA NOTE: 5 CCR 80021.1 requires that a notice of intent to employ a person with a PIP be made public as described in the following paragraph. A copy of the agenda item and the Superintendent or designee's verification of the ~~Governing~~ Board's favorable action must be included as part of the application to the CTC along with other required verifications; see the accompanying administrative regulation.

- ~~3.~~ 3. The Board shall take action to approve, as an ~~action item~~ at an open Board meeting, a notice of its intent to employ a PIP applicant for a specific position. (5 CCR 80021.1)

CSBA NOTE: Pursuant to Education Code 44225.7, when the district is unable to recruit a credentialed teacher or a teacher who meets the qualifications specified in ~~items~~ Items #1-2 above, it may request CTC to approve the assignment of a person who does not meet those criteria. According to CTC Coded Correspondence 13-01, such an individual would need to qualify for a "variable term waiver." For further information about variable term waivers, see 5 CCR 80125 and CTC's "Waiver Requests Guidebook and 5 CCR 80125."

4. 3. An individual who has been granted a credential waiver by the CTC

CSBA NOTE: Pursuant to 5 CCR 80023.2, 80026, and 80027-80027.1, the Board must annually approve a Declaration of Need for Fully Qualified Educators prior to hiring a person with an emergency permit or a limited assignment permit to teach outside the area of certification. The form for the Declaration of Need is available on CTC's web site. Pursuant to 5 CCR 80026, the Declaration of Need must be approved at a regularly scheduled public Board meeting and is valid for up to 12 months, expiring on June 30 following its submission to CTC.

~~Prior~~ Annually, the Board shall, prior to requesting that the CTC issue an emergency permit or a limited assignment permit, ~~the Board shall annually~~ approve a Declaration of Need for Fully Qualified Educators. The Declaration of Need shall be approved by the Board as an action item at a regularly scheduled open Board meeting, with the entire Declaration of Need being included in the Board agenda. (Education Code 44225, 44225.7; 5 CCR 80023.2, 80026, 80027, 80027.1)

The Declaration of Need shall certify that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) and that the district has made reasonable efforts to recruit individuals who meet the qualifications specified in ~~items~~ Items #1-2 above. The Declaration of Need shall also indicate the number and type of emergency permits and limited assigned permits that the district estimates it will need during the valid period of the Declaration of Need, based on the previous year's actual needs and projections of enrollment. It shall also specify each subject to be listed on the General Education Limited Assignment Single Subject Teaching Permits and the target language on Emergency Bilingual Permits. Whenever the actual number of permits needed exceeds the estimate by 10 percent, the Board shall revise and resubmit the Declaration of Need. (5 CCR 80026)

Whenever it is necessary to employ noncredentialed teachers to fill a position requiring certification qualifications, the Superintendent or designee shall provide support and guidance in accordance with law to ensure the quality of the instructional program.

National Board for Professional Teaching Standards Certification

CSBA NOTE: The following optional section may be revised to reflect district practice. The National Board for Professional Teaching Standards (NBPTS) offers teachers a voluntary, rigorous advanced certification process to improve their practice as educators. Districts can encourage teacher participation by coordinating a cohort of teachers through school or district-based programs, their county office of education, or the NBPTS Resource Center at Stanford University or other NBPTS support networks. A list of current NBPTS support networks can be found on the NBPTS web site.

Additionally, the California NBPTS provides grants to districts through the NBPTS Incentive Program, for the purpose of providing incentives to teachers who have attained certification from NBPTS and agree to teach at a high-priority school for at least five years, and teachers who initiate the process of pursuing a NBPTS certification when teaching at a high-priority school. Pursuant to Education Code 44395, as amended by AB 181 (Ch. 52, Statutes of 2022), grants for teachers who have attained certification will be disbursed from the California Department of Education (CDE), and funds that are unused for teachers initiating the program are required to be applied to future candidates; see CDE's web site for more information.

Districts and schools may use U.S. Department of Education grant funds (e.g., Title I, Part A; Title II, Part A; Individuals with Disabilities Education Act, Part B), as well as district resources for beginning teachers, for costs associated with teachers pursuing, achieving, and maintaining National Board certification.

The Superintendent or designee shall promote a career continuum that includes participation of district teachers in professional learning that supports their completion of advanced certification awarded by the National Board for Professional Teaching Standards (NBPTS). The Superintendent or designee may coordinate a cohort of teachers through school or district programs or other available networks.

With Board approval and funding, and consistent with the collective bargaining agreement and applicable law, the Superintendent may provide an incentive program for teacher participation in NBPTS certification, which may include:

1. 1. Defraying, subsidizing, or reimbursing the registration, certification, or maintenance fees for NBPTS certification
2. 2. Providing bonuses, step increases, or differential pay for teachers who maintain their certification and continue to teach in the district, with priority given to teachers at Title I schools and schools serving a majority of low-income students
3. 3. Providing substitute teachers to provide release time for participating teachers
4. 4. Providing stipends for teacher participation that match other professional development stipends
5. 5. Compensating mentor teachers who support other teachers' professional learning aligned to NBPTS standards

Parental Notifications

CSBA NOTE: The following section is for use by districts that receive federal Title I funds, and may be used or adapted by other districts at their discretion.

20 USC 6312 requires districts receiving federal Title I funds to provide the following annual notification to parents/guardians of students in any school receiving Title I funds. Such districts may choose to provide the same notification to all schools, regardless of whether or not they receive Title I funds.

At the beginning of each school year, the Superintendent or designee shall notify the parents/guardians of each student attending a school receiving Title I funds that they may request information regarding the professional qualifications of their child's classroom teacher including, but not limited to, whether the teacher: (20 USC 6312)

1. 1. Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
2. 2. Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived
3. 3. Is teaching in the field of discipline of the teacher's certification

In addition, the Superintendent or designee shall notify parents/guardians in a timely manner whenever their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area to which the teacher has been assigned. (20 USC 6312)

Policy Reference UPDATE Service

Copyright 2023 by **California School Boards Association**, West Sacramento, California 95691
All rights reserved.

Policy Reference Disclaimer:

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

State	Description
5 CCR 80001- 80674 -680694	Commission on Teacher Credentialing
Ed. Code 32340-32341	Unlawful issuance of a credential
Ed. Code 35186	Complaints regarding teacher vacancy or misassignment
Ed. Code 44066	Limitations on certification requirements
Ed. Code 44200-44418	Teacher credentialing
Ed. Code 44250-44277	Credentials and assignment of teachers
Ed. Code 44300-44302	Emergency permit
Ed. Code 44325-44328	District interns
Ed. Code 44330-44355	Certificates and credentials
Ed. Code 44395	<u>National Board for Professional Teaching Standards</u> <u>Certification Incentive Program</u>
Ed. Code 44420-44440	Revocation and suspension of credentials
Ed. Code 44450-44468	University internship program
Ed. Code 44830-44929	Employment of certificated persons; requirement of proficiency in basic skills
Ed. Code 56060-56063	Substitute teachers in special education
Ed. Code 8295-8305	Child development program; personnel qualifications

Federal 20 USC 6312	Description Title I local educational agency plans; notifications regarding teacher qualifications
34 CFR 200.61	Parent notification regarding teacher qualifications
Management Resources <u>Commission on Teacher Credentialing Publication</u>	Description <u>Proposed Amendments to Title 5 of the California Code of Regulations Pertaining to Subject Matter Competency, Coded Correspondence 22-06, October 21, 2022</u>
Commission on Teacher Credentialing Publication	Proposed Amendments and Additions to Title 5 of the California Code of Regulations Pertaining to Subject Matter Competence, Coded Correspondence 21-06, September 20, 2021
Commission on Teacher Credentialing Publication	Assembly Bill 320: Regional Accreditation for Coursework and Degrees Used for Certification Purposes, Credential Information Alert 22-02, March 1, 2022
Commission on Teacher Credentialing Publication	Waiver Requests Guidebook, 2015
Commission on Teacher Credentialing Publication	Credential Information Guide
Commission on Teacher Credentialing Publication	Hiring Hierarchy in Education Code 44225.7, Coded Correspondence 13-01, January 30, 2013
Commission on Teacher Credentialing Publication	Approved Addition and Amendments to Title 5 of the California Code of Regulations Pertaining to Teaching Permit for Statutory Leave (TPSL), Coded Correspondence 16-10, Aug 23, 2016
Commission on Teacher Credentialing Publication	California Standards for the Teaching Profession (CSTP), <u>October</u> 2009
Commission on Teacher Credentialing Publication	CL-667 Basic Skills Requirement
Commission on Teacher Credentialing Publication	CL-856 Provisional Internship Permit
Commission on Teacher Credentialing Publication	CL-858 Short-Term Staff Permit
Commission on Teacher Credentialing Publication	Subject Matter Authorization Guideline Book, December 2019
Commission on Teacher Credentialing Publication	Supplementary Authorization Guideline Book, December 2019
Commission on Teacher Credentialing Publication	The Administrator's Assignment Manual, 2021
Court Decision	Association of Mexican-American Educators (<u>AMAE</u>) et al. v. State of California and the Commission on Teacher Credentialing, (1993) 836 (2000) 231 F.Supp. 1534 <u>3d</u> 572
Nat'l Board for Prof. Teaching Stds.	Using Federal Funds for National Board Activities: An Action-

Publication	Planning Guide
Nat'l Board for Prof. Teaching Stds. Publication	Considerations for Using Federal Funds to Support National Board Certification
Website	CSBA District and County Office of Education Legal Services
Website	California Department of Education, CA NBPTS Certification Incentive Program
Website	National Board Resource Center (https://nbrc.stanford.edu/)
Website	National Board for Professional Teaching Standards
Website	Office of Administrative Law (https://oal.ca.gov/)
Website	Commission on Teacher Credentialing (https://www.ctc.ca.gov/)
Website	CSBA
Website	U.S. Department of Education

Cross References

Code	Description
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
1312.4	Williams Uniform Complaint Procedures
1312.4-E(1)	Williams Uniform Complaint Procedures
1312.4-E(2)	Williams Uniform Complaint Procedures
3580	District Records
3580	District Records
4111	Recruitment And Selection
4112	Appointment And Conditions Of Employment
4112.21	Interns
4112.21	Interns
4112.22	Staff Teaching English Learners
4112.5	Criminal Record Check
4112.5-E(1)	Criminal Record Check
4112.6	Personnel Files
4113	Assignment
4113	Assignment

4114	Transfers
4117.14	Postretirement Employment
4117.3	Personnel Reduction
4119.21	Professional Standards
4119.21-E(1)	Professional Standards
4121	Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel
4131	Staff Development
4131.1	Teacher Support And Guidance
4131.1	Teacher Support And Guidance
4161.1	Personal Illness/Injury Leave
4161.11	Industrial Accident/Illness Leave
4161.3	Professional Leaves
4161.8	Family Care And Medical Leave
4211	Recruitment And Selection
4212.5	Criminal Record Check
4212.5-E(1)	Criminal Record Check
4212.6	Personnel Files
4219.21	Professional Standards
4219.21-E(1)	Professional Standards
4222	Teacher Aides/Paraprofessionals
4222	Teacher Aides/Paraprofessionals
4261.11	Industrial Accident/Illness Leave
4261.8	Family Care And Medical Leave
4311	Recruitment And Selection
4312.5	Criminal Record Check
4312.5-E(1)	Criminal Record Check
4312.6	Personnel Files
4317.14	Postretirement Employment
4319.21	Professional Standards
4319.21-E(1)	Professional Standards

4361.1	Personal Illness/Injury Leave
4361.11	Industrial Accident/Illness Leave
4361.8	Family Care And Medical Leave
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications
5148	Child Care And Development
5148	Child Care And Development
6142.7	Physical Education And Activity
6142.7	Physical Education And Activity
6146.1	High School Graduation Requirements
6146.2	Certificate Of Proficiency/High School Equivalency
6146.2	Certificate Of Proficiency/High School Equivalency
6146.2-E(1)	Certificate Of Proficiency/High School Equivalency
6158	Independent Study
6158	Independent Study
6162.51	State Academic Achievement Tests
6162.51	State Academic Achievement Tests
6163.1	Library Media Centers
6164.2	Guidance/Counseling Services
6170.1	Transitional Kindergarten
6172	Gifted And Talented Student Program
6172	Gifted And Talented Student Program
6178	Career Technical Education
6178	Career Technical Education
6178.1	Work-Based Learning
6178.1	Work-Based Learning
6183	Home And Hospital Instruction
6200	Adult Education
6200	Adult Education

Regulation 4112.2: Certification

Status: ADOPTED

Original Adopted Date: 07/01/2011 | Last Revised Date: 06/01/2022~~2023~~ | Last Reviewed
Date: 06/01/2022~~2023~~

Verification of Credentials

CSBA NOTE: The following optional section may be revised to reflect district practice. Pursuant to Education Code 44330, 44332.5, and 44857, each person employed in a position requiring certification qualifications must register a valid credential not later than 60 days after beginning employment in the district or not later than 60 days after renewing a credential. Pursuant to Education Code 44332.5, a district with over 10,000 average daily attendance (ADA) may provide for the registration of its own certificated employees' credentials. If it does not do so, or if the district has 10,000 ADA or less, certificated employees' credentials must be registered with the county office of education (COE). The following section may be revised to reflect district practice.

~~The Commission on Teacher Credentialing (CTC) does not provide credentials in a paper format.~~

Pursuant to 5 CCR 80001, the official record of a credential includes any credential in a paper or electronic format, including, but not limited to, information obtained from CTC's web site. ~~For all other certificated staff~~ **Since CTC does not provide credentials in a paper format, the district must obtain verification of its employees' certification through CTC's online service and may print the displayed information.**

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)

CSBA NOTE: Pursuant to Education Code 44332, 44332.5, and 44332.6, an individual may be employed while CTC is processing the application if the individual holds a temporary certificate issued by a district with over 10,000 ADA or the COE, indicating that the individual has passed the state assessment of teachers' basic skills and completed a criminal record check. Education Code 44332, 44332.5, and 44332.6 require the district or COE, prior to issuing a temporary certificate, to obtain a certificate of clearance (fingerprint clearance) from CTC to satisfy the criminal record check requirement.

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

CSBA NOTE: Education Code 44830 provides that a district cannot employ an individual in a position requiring certification unless that person has met the basic skills proficiency requirement or is exempted from the requirement by law. Such exemptions are specified in Education Code 44252 and 44830. Unless exempted, persons who have been granted a credential by CTC have met the basic skills proficiency requirement as a condition of obtaining the credential.

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)

CSBA NOTE: According to CTC leaflet CL-667, "Basic Skills Requirement⁴," the basic skills proficiency requirement may be met as reflected in Items #1-8, below.

A person may demonstrate basic skills proficiency in reading, writing, and mathematics by:

1. 1. Passage of the California Basic Educational Skills Test (CBEST) (Education Code 44252.5)
2. 2. Passage of the California Subject Examinations for Teachers: Multiple Subjects plus Writing Skills Examination
3. 3. Passage of the California State University (CSU) Early Assessment Program or the CSU Placement Examinations (Education Code 44252)
4. 4. Achieving a qualifying score on the Scholastic Aptitude Test or the American College Test (Education Code 44252)
5. 5. Achieving a qualifying score on College Board Advanced Placement Examinations
6. 6. Passage of a basic skills examination from another state

CSBA NOTE: Pursuant to Education Code 44252, as amended by AB 130 (Ch. 44, Statutes of 2021), a person is exempt from the basic skills proficiency test requirement by earning at least a letter grade of B in qualifying coursework determined by a credential preparation program, or determined by CTC for an applicant not enrolled in a California credential preparation program. "Qualifying coursework" means a course or courses taken at a regionally accredited institution of higher education for academic credit that applies toward the requirements for an associate's degree, baccalaureate degree, or higher degree. Qualifying coursework does not include professional development or continuing education units, inservice training or workshops, or courses where credits do not apply toward the requirements for an associate's degree, baccalaureate degree, or higher degree. Pursuant to Education Code 44203, as amended by AB 320 (Ch. 663, Statutes of 2021), the definition of a "regionally accredited institution" includes an institution of higher education that held preaccreditation status at the time the degree of an applicant for a credential was conferred if the institution achieved full accreditation status within five years of earning preaccreditation status in addition to an institution of higher education that

has already been designated as regionally accredited. CTC is proposing emergency regulations to implement the statutory changes to subject matter competence requirements enacted by AB 130; see CTC Coded Correspondence 21-06 for more information on the proposed regulations.

7. 7. Qualifying coursework (Education Code 44252)

CSBA NOTE: Pursuant to Education Code 44252, as amended by AB 130 and AB 167 (Ch. 252, Statutes of 2021), a person is exempt from the basic skills proficiency test requirement if a credential preparation program or CTC determines that an applicant has demonstrated proficiency through a combination of coursework, as described in Item #7, above, passage of a component or components of the basic skills proficiency test, and scores described in Items #3 and 4, above.

8. 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)

CSBA NOTE: Pursuant to Education Code 44252 and 44830, persons holding or applying for a "designated subjects special subjects" credential must be assessed with a district basic skills proficiency test, unless their credential requires possession of a bachelor's degree in which case they are required to meet the state basic skills proficiency requirement. When such persons are employed by a consortium of districts or a joint powers agreement, the test may instead be established by the boards of those entities.

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 persons being tested to cover the costs of developing, administering, and grading the district proficiency test. (Education Code 44252, 44830)

Short-Term Staff Permit

CSBA NOTE: 5 CCR 80021 establishes the short-term staff permit (STSP) to immediately fill teacher vacancies based on unforeseen circumstances. Pursuant to 5 CCR 80021, CTC will issue the STSP to an individual only once and for no more than one year. The STSP will expire no later than July 1, unless the STSP is for a summer school assignment in which case the STSP will expire no later than September 1.

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. 1. Enrollment adjustments requiring the addition of another teacher
2. 2. Inability of the teacher of record to finish the school year due to approved leave or illness
3. 3. The applicant's need for additional time to complete preservice requirements for enrollment into an approved internship program
4. 4. Inability of the applicant to enroll in an approved internship program due to timelines or lack of space in the program
5. 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. 1. Verification that the district has conducted a local recruitment for the permit being requested
2. 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. 3. Written justification for the permit signed by the Superintendent or designee

CSBA NOTE: 5 CCR 80021 provides that a holder of the STSP is authorized to provide the same service as a holder of the preliminary or clear credential of the same type (i.e., multiple subject, single subject, education specialist). 5 CCR 80021 provides that all STSPs will also include an English learner authorization allowing the holder to provide services in English language development (ELD) ~~or~~ and specially designed academic instruction in English (SDAIE); see AR 4112.22 - Staff Teaching English Learners. Upon request by the district and verification of the applicant's target-language proficiency, the STSP may instead include a bilingual authorization allowing the holder to provide instruction for primary language development or content instruction

delivered in the primary language, in addition to ELD and SDAIE.

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

CSBA NOTE: 5 CCR 80021.1 establishes the provisional internship permit (PIP) to staff classrooms when appropriately credentialed teachers cannot be found after a diligent search. 5 CCR 80021.1 provides that the PIP will be issued for one calendar year and may not be renewed.

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. 1. A diligent search has been conducted for a suitable credentialed teacher or suitable qualified intern as evidenced by documentation of the search.
2. 2. Orientation, guidance, and assistance ~~shall~~will 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. 3. The district ~~shall~~will 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. 4. The district ~~shall~~will 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. 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~~ states 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. 6. The candidate has been apprised of steps to earn a credential and enroll in an ~~intern~~ internship program.

CSBA NOTE: 5 CCR 80021.1 provides that a holder of the PIP is authorized to provide the same service as a holder of the preliminary or clear credential of the same type (i.e., multiple subject, single subject, education specialist). In addition, 5 CCR 80021.1 provides that all PIPs will include an English learner authorization allowing the holder to provide services in ELD ~~or~~ and SDAIE; see AR 4112.22 - Staff Teaching English Learners. Upon request by the district and verification of the applicant's target-language proficiency, the PIP may instead include a bilingual authorization allowing the holder to provide instruction for primary language development or content instruction delivered in the primary language, in addition to ELD and SDAIE.

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

CSBA NOTE: 5 CCR 80022 establishes the Teaching Permit for Statutory Leave (TPSL), which authorizes the holder to serve as the interim teacher of record when a teacher takes a statutory leave. The applicable statutory leaves are specified in 5 CCR 80022 and, as clarified by CTC Coded Correspondence 16-10, ~~exclude administrative leave.~~ The TPSL is valid for one calendar year from the first day of the month immediately following the date of issuance, but may be renewed on an annual basis provided that the holder completes additional requirements as specified and the district verifies that it will provide continued mentoring and support.

Qualifications required for the TPSL include possession of a bachelor's or higher degree, completion of the basic skills requirement unless exempted by state law or regulations, completion of ~~a~~ the subject-matter requirement for the authorization, and 45 hours of preservice preparation in the content areas listed in 5 CCR 80022. The design and delivery of the preservice preparation are at the discretion of the district and, as described in CTC Coded Correspondence 16-10, may include existing training and development programs, new preparation courses or modules, and/or partnerships with the COE, neighboring districts, colleges and universities, or private companies. CTC does not accredit or oversee any TPSL preparation. The following paragraph may be revised to

reflect district practice.

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, administrative leave related to dismissal and suspension proceedings, military 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- 1. An orientation to the assignment before or during the first month of service in the statutory leave assignment
- 2- 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- 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

CSBA NOTE: The TPSL authorizes the interim teacher of record to serve for the full length of the statutory leave. CTC Coded Correspondence 16-10 clarifies that, when more than one acceptable leave is taken consecutively, the holder of the TPSL may continue to serve as the interim teacher of record for the entire length of those leaves.

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~~items #2-3 above. (5 CCR 80022)

Long-Term Emergency Permits

CSBA NOTE: Pursuant to Education Code 44225.7, the district may request that CTC grant an applicant a one-year emergency permit (in accordance with Education Code 44300; and 5 CCR 80023-80026.6) when a "fully prepared teacher," defined as a teacher who has completed a teacher preparation program, is unavailable to the district. Emergency permits may only be issued for the resource specialist permit (5 CCR 80024.3.1), teacher librarian services permit (5 CCR 80024.6), crosscultural, language and academic development permit (CLAD) (5 CCR 80024.8), and bilingual authorization permit (5 CCR 80024.7).

Pursuant to 5 CCR 80023.1, an emergency permit may be renewed for up to two additional one-year periods (for a maximum of three years of service).

In order to request an emergency permit, the district must first demonstrate that it has made reasonable efforts to recruit candidates who are enrolled in an intern program or are scheduled to complete preliminary credential requirements within six months and must submit a Declaration of Need for Fully Qualified Educators; see the accompanying Board policy.

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)

Early Childhood Education Emergency Specialist Permit/Emergency Transitional Kindergarten Permit (ETK)

CSBA NOTE: Pursuant to Education Code 44300, as amended by AB 210 (Ch. 62, Statutes of 2022), the district may request a one-year early childhood education (ECE) emergency specialist permit that authorizes the teaching of all subjects in a self-contained transitional kindergarten (TK) general education classroom. Applicants for an ECE emergency specialist permit must meet the following qualifications and possess a baccalaureate or higher degree from a regionally accredited institution of higher education, hold a valid CTC-issued child development permit at the teacher or higher level, and satisfy subject matter requirements in accordance with Education Code 44300. For more information regarding staffing requirements for TK, see BP 6170.1 – Transitional Kindergarten.

If, after conducting a diligent search, the district has been unable to recruit a sufficient number of certificated teachers, including teacher candidates pursuing full certification through internship,

district internship, or other alternative routes established by CTC, the Superintendent or designee may request CTC to issue a one-year early childhood education (ECE) emergency specialist permit that authorizes the teacher to teach all subjects in a self-contained transitional kindergarten (TK) general education classroom. (Education Code 44300)

The request to CTC shall include the following justifications for the need for the ECE emergency specialist permit: (Education Code 44300)

1. Annual documentation that the district has adopted in policy and practice a process for conducting a diligent search as defined in Education Code 44300
2. A Declaration of Need for Fully Qualified Educators based on the documentation set forth in Item #1, and adopted by the Board at a regularly scheduled Board meeting
3. Verification that the district will provide the required orientation, mentoring, and support
4. The Board's receipt, at a regularly scheduled Board meeting, of a report on the orientation, mentoring, and support described in Item #3

The district may request CTC to renew the ECE emergency specialist permit for one additional year provided the following occurs: (Education Code 44300)

1. The applicant verifies current enrollment in a commission-approved teacher preparation program that will result in a credential authorizing teaching TK
2. The district submits a Declaration of Need for Fully Qualified Educators in the same manner as described in Item #2, above
3. The district verifies that the applicant continues to successfully serve in the assignment on the basis of the ECE emergency specialist permit
4. The district verifies continued orientation, mentoring, and support, with reporting to the Board in the same manner as described in Item #3, above

Substitute Teaching Permits

The district may employ a person whose credential or permit authorizes substitute teaching services, provided that:

CSBA NOTE: Pursuant to Education Code 44300, as amended by SB 1397 (Ch. 335, Statutes of 2022), CTC is required, until July 1, 2024, to waive the basic skills proficiency requirement for the issuance of an emergency 30-day substitute permit. This waiver may not be used to satisfy the basic skills proficiency requirement for any other teaching credential, permit, or certificate.

1. 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)

CSBA NOTE: Pursuant to 5 CCR 80025.1, an emergency career substitute teaching permit requires the individual to possess a baccalaureate or higher degree from a regionally accredited institution of higher education and pass the CBEST unless exempted by state law or regulations. In addition, pursuant to Education Code 44300.5, as added by AB 1876 (Ch. 113, Statutes of 2022), the district must verify that either the applicant has completed three consecutive years of at least 90 days per year of day-to-day substitute teaching in the district in the three years immediately preceding the application, that the applicant has completed at least 90 days per year of day-to-day substitute teaching accumulated from one or more districts participating in a consortium with the district in the three years immediately preceding the application, or if the COE is responsible for the assignment of day-to-day substitutes for the districts in its jurisdiction, that the applicant has completed three consecutive years of at least 90 days per year of day-to-day substitute teaching accumulated from one or more districts in the county requesting the permit in the three years immediately preceding the date of application.

- 2- 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- 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- 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)

CSBA NOTE: 5 CCR 80025 and 80025.5 require the district to have a Statement of Need on file before employing a person with an emergency substitute permit pursuant to ~~item~~Item #1 or 4 above. The CTC form for the CTC's Statement of Need may be found ~~in form~~ is available on CTC's online, "Credential Information Guide," which may be accessed only by ~~employers~~web site.

Before employing a person with an emergency substitute permit pursuant to ~~item~~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 UPDATE Service

Copyright 2023 by California School Boards Association, West Sacramento, California 95691
All rights reserved.

Policy Reference Disclaimer:

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

State	Description
5 CCR 80001-80674.6 <u>80694</u>	Commission on Teacher Credentialing
Ed. Code 32340-32341	Unlawful issuance of a credential
Ed. Code 35186	Complaints regarding teacher vacancy or misassignment
Ed. Code 44066	Limitations on certification requirements
Ed. Code 44200-44418	Teacher credentialing
Ed. Code 44250-44277	Credentials and assignment of teachers
Ed. Code 44300-44302	Emergency permit
Ed. Code 44325-44328	District interns
Ed. Code 44330-44355	Certificates and credentials
<u>Ed. Code 44395</u>	<u>National Board for Professional Teaching Standards Certification Incentive Program</u>
Ed. Code 44420-44440	Revocation and suspension of credentials
Ed. Code 44450-44468	University internship program
Ed. Code 44830-44929	Employment of certificated persons; requirement of proficiency in basic skills
Ed. Code 56060-56063	Substitute teachers in special education
Ed. Code 8295-8305	Child development program; personnel qualifications
Federal	Description
20 USC 6312	Title I local educational agency plans; notifications regarding teacher qualifications
34 CFR 200.61	Parent notification regarding teacher qualifications
Management Resources	Description
<u>Commission on Teacher Credentialing Publication</u>	<u>Proposed Amendments to Title 5 of the California Code of Regulations Pertaining to Subject Matter Competency, Coded Correspondence 22-06, October 21, 2022</u>
Commission on Teacher Credentialing Publication	Proposed Amendments and Additions to Title 5 of the California Code of Regulations Pertaining to Subject Matter Competence, Coded Correspondence 21-06, September 20, 2021
Commission on Teacher Credentialing Publication	Assembly Bill 320: Regional Accreditation for Coursework and Degrees Used for Certification Purposes, Credential Information Alert 22-02, March 1, 2022
Commission on Teacher Credentialing Publication	Waiver Requests Guidebook, 2015
Commission on Teacher Credentialing Publication	Credential Information Guide

Commission on Teacher Credentialing Publication	Hiring Hierarchy in Education Code 44225.7, Coded Correspondence 13-01, January 30, 2013
Commission on Teacher Credentialing Publication	Approved Addition and Amendments to Title 5 of the California Code of Regulations Pertaining to Teaching Permit for Statutory Leave (TPSL), Coded Correspondence 16-10, Aug 23, 2016
Commission on Teacher Credentialing Publication	California Standards for the Teaching Profession (CSTP), <u>October</u> 2009
Commission on Teacher Credentialing Publication	CL-667 Basic Skills Requirement
Commission on Teacher Credentialing Publication	CL-856 Provisional Internship Permit
Commission on Teacher Credentialing Publication	CL-858 Short-Term Staff Permit
Commission on Teacher Credentialing Publication	Subject Matter Authorization Guideline Book, December 2019
Commission on Teacher Credentialing Publication	Supplementary Authorization Guideline Book, December 2019
Commission on Teacher Credentialing Publication	The Administrator's Manual, 2021
Court Decision	Association of Mexican-American Educators (<u>AMAE</u>) et al. v. State of California and the Commission on Teacher Credentialing, (1993) 836 (2000) 231 F.Supp. 1534 <u>3d 572</u>
Nat'l Board for Prof. Teaching Stds. Publication	Using Federal Funds for National Board Activities: An Action-Planning Guide
Nat'l Board for Prof. Teaching Stds. Publication	Considerations for Using Federal Funds to Support National Board Certification
Website	CSBA District and County Office of Education Legal Services
Website	California Department of Education, CA NBPTS Certification Incentive Program
Website	<u>National Board Resource Center (https://nbrc.stanford.edu/)</u>
Website	National Board for Professional Teaching Standards
Website	<u>Office of Administrative Law (https://oal.ca.gov/)</u>
Website	<u>Commission on Teacher Credentialing (https://www.ctc.ca.gov/)</u>
Website	CSBA
Website	U.S. Department of Education

Cross References

Code	Description
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
1312.4	Williams Uniform Complaint Procedures
1312.4-E(1)	Williams Uniform Complaint Procedures
1312.4-E(2)	Williams Uniform Complaint Procedures
3580	District Records
3580	District Records
4111	Recruitment And Selection
4112	Appointment And Conditions Of Employment
4112.21	Interns
4112.21	Interns
4112.22	Staff Teaching English Learners
4112.5	Criminal Record Check
4112.5-E(1)	Criminal Record Check
4112.6	Personnel Files
4113	Assignment
4113	Assignment
4114	Transfers
4117.14	Postretirement Employment
4117.3	Personnel Reduction
4119.21	Professional Standards
4119.21-E(1)	Professional Standards
4121	Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel
4131	Staff Development
4131.1	Teacher Support And Guidance
4131.1	Teacher Support And Guidance
4161.1	Personal Illness/Injury Leave
4161.11	Industrial Accident/Illness Leave
4161.3	Professional Leaves

4161.8	Family Care And Medical Leave
4211	Recruitment And Selection
4212.5	Criminal Record Check
4212.5-E(1)	Criminal Record Check
4212.6	Personnel Files
4219.21	Professional Standards
4219.21-E(1)	Professional Standards
4222	Teacher Aides/Paraprofessionals
4222	Teacher Aides/Paraprofessionals
4261.11	Industrial Accident/Illness Leave
4261.8	Family Care And Medical Leave
4311	Recruitment And Selection
4312.5	Criminal Record Check
4312.5-E(1)	Criminal Record Check
4312.6	Personnel Files
4317.14	Postretirement Employment
4319.21	Professional Standards
4319.21-E(1)	Professional Standards
4361.1	Personal Illness/Injury Leave
4361.11	Industrial Accident/Illness Leave
4361.8	Family Care And Medical Leave
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications
5148	Child Care And Development
5148	Child Care And Development
6142.7	Physical Education And Activity
6142.7	Physical Education And Activity
6146.1	High School Graduation Requirements
6146.2	Certificate Of Proficiency/High School Equivalency
6146.2	Certificate Of Proficiency/High School Equivalency
6146.2-E(1)	Certificate Of Proficiency/High School Equivalency

6158	Independent Study
6158	Independent Study
6162.51	State Academic Achievement Tests
6162.51	State Academic Achievement Tests
6163.1	Library Media Centers
6164.2	Guidance/Counseling Services
6170.1	Transitional Kindergarten
6172	Gifted And Talented Student Program
6172	Gifted And Talented Student Program
6178	Career Technical Education
6178	Career Technical Education
6178.1	Work-Based Learning
6178.1	Work-Based Learning
6183	Home And Hospital Instruction
6200	Adult Education
6200	Adult Education

Exhibit 4112.9-E(1): Employee Notifications

Status: ADOPTED

Original Adopted Date: 05/01/2016 | Last Revised Date: 03/06/01/20222023 | Last Reviewed
Date: 03/06/01/20222023

CSBA NOTE: The following exhibit lists notices which the law requires be provided to employees. See the referenced Board policy, administrative regulation, or Board bylaw for further information about related program and notice requirements.

I. To All Employees

When/Whom to Notify: At the beginning of school year or upon employment
Education or Other Legal Code: Education Code 231.5, Government Code 12950
Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11
Subject: The district's policy on sexual harassment, legal remedies, complaints

When/Whom to Notify: Annually and 72 hours before pesticide application
Education or Other Legal Code: Education Code 17612
Board Policy/Administrative Regulation #: AR 3514.2
Subject: Use of pesticide ~~product~~ products, active ingredients, Internet address to access information on pesticides

When/Whom to Notify: Prior to implementing year-round schedule
Education or Other Legal Code: Education Code 37616
Board Policy/Administrative Regulation #: BP 6117
Subject: Public hearing on ~~year-round~~ implementing year-round program schedule

When/Whom to Notify: Prior to implementing alternative schedule
Education or Other Legal Code: Education Code 46162
Board Policy/Administrative Regulation #: BP 6112
Subject: Public hearing on alternative schedule in secondary grades

When/Whom to Notify: Annually
Education or Other Legal Code: Education Code 49013; 5 CCR 4622
Board Policy/Administrative Regulation #: AR 1312.3; BP 0460; BP 3260
Subject: Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control accountability plan

When to Notify: Annually
Education or Other Legal Code: Education Code 49069.5, 51225.1
Board Policy/Administrative Regulation #: AR 6173, AR 6173.1, 6173.3, 6175
Subject: Transfer of coursework and credits for foster youth, students experiencing homelessness, former juvenile court school students, children of military family, migrant students, and students participating in a newcomer program.

When/Whom to Notify: Annually
Education or Other Legal Code: Education Code 49414
Board Policy/Administrative Regulation #: AR 5141.21

Subject: Request for volunteers to be trained to administer epinephrine auto-injectors

When/Whom to Notify: At least once per year

Education or Other Legal Code: Education Code 49414.3

Board Policy/Administrative Regulation #: AR 5141.21

Subject: Request for volunteers to be trained to administer opioid antagonist

When to Notify: When a parent/guardian requests for district designation of volunteers is received for training on emergency use of anti-seizure medication for a student diagnosed with seizures
Education or Other Legal Code: Education Code 49468.2

Board Policy/Administrative Regulation #: To be included in AR 5141.21

Subject: Request for volunteers to be trained in recognition and response to seizures, including administration of emergency anti-seizure medication, description of training, right to rescind offer to volunteer, prohibition against retaliation.

When/Whom to Notify: To all employees

Education or Other Legal Code: Government Code 1126

Board Policy/Administrative Regulation #: BP 4136/4236/4336

Subject: Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal

When/Whom to Notify: To all employees

Education or Other Legal Code: Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210

Board Policy/Administrative Regulation #: BP 4020, BP 4159/4259/4359

Subject: District's drug- and alcohol-free workplace; actions that will be taken if violated; available employee assistance programs

When/Whom to Notify: Upon employment

Education or Other Legal Code: Government Code 21029

Board Policy/Administrative Regulation #: None

Subject: Right to purchase PERS service credit for military service performed prior to public employment

When/Whom to Notify: Upon placement of automated external defibrillator (AED) in school, annually thereafter

Education or Other Legal Code: Health and Safety Code 1797.196

Board Policy/Administrative Regulation #: AR 5141

Subject: Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan

When/Whom to Notify: If the district receives Tobacco-Use Prevention Education funds

Education or Other Legal Code: Health and Safety Code 104420

Board Policy/Administrative Regulation #: AR 3513.3

Subject: District's tobacco-free schools policy and enforcement procedures

When/Whom to Notify: Annually, or more frequently if there is new information

Education or Other Legal Code: Health and Safety Code 120875, 120880

Board Policy/Administrative Regulation #: BP 4119.43/4219.43/4319.43

Subject: AIDS and hepatitis B, methods to prevent exposure

When/Whom to Notify: To new employees upon hire and other employees upon request, in

districts with 25 or more employees
Education or Other Legal Code: Labor Code 230.1
Board Policy/Administrative Regulation #: AR 4161.2/4261.2/4361.2
Subject: Rights pursuant to Labor Code 230-230.1 pertaining to leaves and accommodations for victims of crime or abuse

When/Whom to Notify: With each paycheck
Education or Other Legal Code: Labor Code 246
Board Policy/Administrative Regulation #: AR 4161.1/4261.1/4361.1
Subject: Amount of sick leave available

When/Whom to Notify: Upon hire, in employee handbook, and upon request for parental leave
Education or Other Legal Code: Labor Code 1034
Board Policy/Administrative Regulation #: BP 4033
Subject: The district's policy on lactation accommodation

When/Whom to Notify: To covered employees and former employees
Education or Other Legal Code: Labor Code 2800.2
Board Policy/Administrative Regulation #: AR 4154/4254/4354
Subject: Availability of COBRA/Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage

When/Whom to Notify: To employees participating in a flexible spending account
Education or Other Legal Code: Labor Code 2810.7
Board Policy/Administrative Regulation #: None
Subject: Deadline to withdraw funds from account before the end of the plan year

When/Whom to Notify: To every new employee, either at the time employee is hired or by end of first pay period
Education or Other Legal Code: Labor Code 3551
Board Policy/Administrative Regulation #: AR 4157.1/4257.1/4357.1
Subject: Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor

When/Whom to Notify: Within one day of receiving notice of potential exposure to COVID-19, and remain posted for not less than 15 calendar days, to employees who were on the premises during the infectious period, the exclusive representative, and the employer of subcontracted employees as applicable

Where: Prominently display in all places where notices to employees concerning workplace rules or regulations are customarily posted
Education or Other Legal Code: Labor Code 6409.6
Board Policy/Administrative Regulation #: AR 4157/4257/4357
Subject: Potential exposure to COVID-19; benefits to which employees may be entitled; available leave options; protection against discrimination and retaliation; district's disinfection and safety plan

When/Whom to Notify: Prior to beginning employment
Education or Other Legal Code: Penal Code 11165.7, 11166.5
Board Policy/Administrative Regulation #: AR 5141.4
Subject: Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law

When/Whom to Notify: Upon employment, and ~~when employee goes on leave for specified reasons and when leaving work due to pregnancy or nonoccupational sickness or injury~~
Education or Other Legal Code: Unemployment Insurance Code 2613
Board Policy/Administrative Regulation #: AR 4154/4254/4354
Subject: Disability insurance rights and benefits

When/Whom to Notify: To principal, counselor who directly supervises or reports on student's behavior or progress, and teacher and other administrators who directly supervise or report on student's behavior or progress when ~~principal~~ the superintendent or designee believes the employee needs the information for the protection of self or others when working with the student, when Superintendent or designee receives written notification that minor student has committed a felony or misdemeanor involving specified offenses
Education or Other Legal Code: Welfare and Institutions Code 827
Board Policy/Administrative Regulation #: AR 4158/4258/4358
Subject: Limited exception to juvenile court record confidentiality to ensure rehabilitation of juvenile criminal offenders and protect students and staff

When/Whom to Notify: To all employees and job applicants
Education or Other Legal Code: 2 CCR 11023; 34 CFR 104.8, 106.9
Board Policy/Administrative Regulation #: BP 0410, AR 4030
Subject: District's policy on nondiscrimination and related complaint procedures

When/Whom to Notify: To all employees via employee handbook, or to each new employee
Education or Other Legal Code: 2 CCR 11091, 11095; 29 CFR 825.300
Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8
Subject: Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible

When/Whom to Notify: To all employees
Education or Other Legal Code: 8 CCR 3203
Board Policy/Administrative Regulation #: AR 4157/4257/4357
Subject: The right and procedure to access the injury and illness prevention program

When/Whom to Notify: To all employees ~~working with homeless families~~
~~Education or Other Legal Code: 42 USC 11432~~
~~Board Policy/Administrative Regulation #: AR 6173~~
~~Subject: Duties of district liaison for homeless students~~

~~When/Whom to Notify: To all employees~~
~~Education or Other Legal Code: 34 CFR 106.8~~
~~Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11~~
~~Subject: Nondiscrimination on the basis of sex; contact information for district's Title IX Coordinator; referral of inquiries to Title IX Coordinator and/or Office for Civil Rights~~

When/Whom to Notify: Annually
Education or Other Legal Code: 40 CFR 763.84, 763.93
Board Policy/Administrative Regulation #: AR 3514
Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

II.

When/Whom to Notify: Prior to the beginning of school year or upon employment
Education or Other Legal Code: 20 USC 2354; 34 CFR 100 Appendix B, 104.8
Board Policy/Administrative Regulation #: AR 6178
Subject: All career and technical education opportunities are offered without regard to race, color, national origin, sex, or disability in accordance with 34 CFR 100

II. To Certificated Employees

When/Whom to Notify: To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire
Education or Other Legal Code: Education Code 22455.5
Board Policy/Administrative Regulation #: AR 4121
Subject: Criteria for membership in retirement system; right to elect membership at any time

When/Whom to Notify: Upon employment of a retired certificated individual
Education or Other Legal Code: Education Code 22461
Board Policy/Administrative Regulation #: AR 4117.14/4317.14
Subject: Postretirement earnings limitation or employment restriction; monthly report of compensation

When/Whom to Notify: To certificated employees
Education or Other Legal Code: Education Code 35171
Board Policy/Administrative Regulation #: AR 4115, BP 4315
Subject: District regulations related to performance evaluations

When/Whom to Notify: 30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated
Education or Other Legal Code: Education Code 44663
Board Policy/Administrative Regulation #: AR 4115
Subject: Copy of employee's evaluation

When/Whom to Notify: To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee
Education or Other Legal Code: Education Code 44664
Board Policy/Administrative Regulation #: AR 4115
Subject: Notice and description of the unsatisfactory performance

When/Whom to Notify: By May 30, if district elects to issue reemployment notices to certificated employees
Education or Other Legal Code: Education Code 44842
Board Policy/Administrative Regulation #: AR 4112.1
Subject: Request that the employee notify district of intent to remain in service next year

When/Whom to Notify: To probationary and temporary certificated employees upon employment and every July thereafter
Education or Other Legal Code: Education Code 44916
Board Policy/Administrative Regulation #: AR 4112.1, AR 4121

Subject: Employment status and salary

When/Whom to Notify: To probationary employee, by March 15

Education or Other Legal Code: Education Code 44929.21, 44929.23, 44948.5

Board Policy/Administrative Regulation #: BP 4116

Subject: Whether or not employee is reelected for next school year

When/Whom to Notify: When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year

Education or Other Legal Code: Education Code 44934, 44934.1, 44936

Board Policy/Administrative Regulation #: BP 4118; AR 4118

Subject: Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice

When/Whom to Notify: To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice

Education or Other Legal Code: Education Code 44938

Board Policy/Administrative Regulation #: BP 4118

Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year

Education or Other Legal Code: Education Code 44938

Board Policy/Administrative Regulation #: BP 4118

Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings

Education or Other Legal Code: Education Code 44940.5

Board Policy/Administrative Regulation #: AR 4118

Subject: Notice of intent to dismiss 30 days from notice unless employee demands hearing

When/Whom to Notify: To probationary employee 30 days prior to dismissal during school year, but not later than March 15 for a second- year probationary employee

Education or Other Legal Code: Education Code 44948.3

Board Policy/Administrative Regulation #: AR 4118

Subject: Reasons for dismissal and opportunity to appeal

When/Whom to Notify: By March 15 when necessary to reduce certificated personnel, with final notice by May 15

Education or Other Legal Code: Education Code 44949, 44955

Board Policy/Administrative Regulation #: BP 4117.3

Subject: Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination

When/Whom to Notify: Before the end of the school year to temporary employee who served 75 percent of school year but will be released

Education or Other Legal Code: Education Code 44954
Board Policy/Administrative Regulation #: BP 4121
Subject: District's decision not to reelect employee for following school year

When/Whom to Notify: During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to any permanent or probationary certificated employee, including an employee holding a position that requires administrative or supervisory credential, whose services are terminated

Education or Other Legal Code: Education Code 44955.5

Board Policy/Administrative Regulation #: BP 4117.3

Subject: Decrease in the number of permanent employees in accordance with a schedule of notice and hearing adopted by the Board

When/Whom to Notify: To teacher, when a student engages in or is reasonably suspected of specified acts

Education or Other Legal Code: Education Code 49079

Board Policy/Administrative Regulation #: AR 4158/4258/4358

Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To teacher of a student who is suspended or expelled, when Superintendent or designee receives transfer student's record regarding acts that resulted in suspension or expulsion

Education or Other Legal Code: Education Code 48201

Board Policy/Administrative Regulation #: AR 4158/4258/4358

Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To certificated employee upon change in employment status due to alleged misconduct

Education or Other Legal Code: 5 CCR 80303

Board Policy/Administrative Regulation #: AR 4117.7/4317.7

Subject: Contents of state regulation re: report to Commission on Teacher Credentialing

III. To Classified Employees

When/Whom to Notify: When classified employee is subject to disciplinary action for cause, in nonmerit district

Education or Other Legal Code: Education Code 45113

Board Policy/Administrative Regulation #: AR 4218

Subject: Notice of charges, right to hearing, timeline for requesting hearing

When/Whom to Notify: By March 15, when laid off due to lack of work or lack of funds, with final notice by May 15

Education or Other Legal Code: Education Code 45117

Board Policy/Administrative Regulation #: AR 4217.3

Subject: Notice of layoff, displacement and reemployment rights, right to hearing; final notice of Board decision regarding termination

When/Whom to Notify: During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to classified employees who are laid off due to lack of work or lack of funds

Education or Other Legal Code: Education Code 45117

Board Policy/Administrative Regulation #: AR 4217.3

Subject: District Statement of Reduction in Force to affected employees in accordance with a schedule of notice and hearing adopted by the Board

When/Whom to Notify: At least 60 days prior to the effective date of layoff, if the employee's position must be eliminated due to the expiration of a specially funded program

Education or Other Legal Code: Education Code 45117

Board Policy/Administrative Regulation #: AR 4217.3

Subject: Notice of layoff date, displacement and reemployment rights

When/Whom to Notify: Upon employment and upon each change in classification

Education or Other Legal Code: Education Code 45169

Board Policy/Administrative Regulation #: AR 4212

Subject: Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek

When/Whom to Notify: To permanent employee whose leave is exhausted

Education or Other Legal Code: Education Code 45192, 45195

Board Policy/Administrative Regulation #: AR 4261.1, AR 4261.11

Subject: Exhaustion of leave, opportunity to request additional leave

When/Whom to Notify: To school bus drivers and school activity bus drivers prior to expiration of specified documents

Education or Other Legal Code: 13 CCR 1234

Board Policy/Administrative Regulation #: AR 3542

Subject: Expiration date of driver's license, driver's certificate and medical certificate; need to renew

When/Whom to Notify: To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter

Education or Other Legal Code: 13 CCR 2480

Board Policy/Administrative Regulation #: AR 3542

Subject: Limitations on vehicle idling; consequences of not complying

When/Whom to Notify: To school bus drivers, prior to district drug testing program and thereafter upon employment

Education or Other Legal Code: 49 CFR 382.113, 382.601

Board Policy/Administrative Regulation #: AR 4112.42/4212.42/4312.42

Subject: Explanation of federal requirements for drug testing program and district's policy; prior to administration of each drug or alcohol test

When/Whom to Notify: To school bus drivers, prior to operating school bus
Education or Other Legal Code: 49 CFR 382.303
Board Policy/Administrative Regulation #: AR 4112.42/4212.42/4312.42
Subject: Post accident information, procedures, and instruction

IV. To Administrative/Supervisory Personnel

When/Whom to Notify: To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract
Education or Other Legal Code: Education Code 35031
Board Policy/Administrative Regulation #: BP 2121, BP 4312.1
Subject: Decision not to reelect or reemploy upon expiration of contract or term

When/Whom to Notify: Upon request by administrative or supervisory employee transferred to teaching position
Education or Other Legal Code: Education Code 44896
Board Policy/Administrative Regulation #: AR 4313.2
Subject: Statement of the reasons for the reassignment

When/Whom to Notify: By March 15 to employee who may be released/reassigned the following school year
Education or Other Legal Code: Education Code 44951
Board Policy/Administrative Regulation #: AR 4313.2
Subject: Notice that employee may be released or reassigned the following school year

V. To Individual Employees Under Special Circumstances

When/Whom to Notify: In the event of a breach of security of district records to affected employees
Education or Other Legal Code: Civil Code 1798.29
Board Policy/Administrative Regulation #: BP 3580
Subject: Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies

When/Whom to Notify: Prior to placing derogatory information in personnel file
Education or Other Legal Code: Education Code 44031
Board Policy/Administrative Regulation #: AR 4112.6/4212.6/4312.6
Subject: Notice of derogatory information, opportunity to review and comment

When/Whom to Notify: To employees who volunteer to administer epinephrine auto-injector
Education or Other Legal Code: Education Code 49414
Board Policy/Administrative Regulation #: AR 5141.21
Subject: Defense and indemnification from civil liability by the district

When/Whom to Notify: To district police officer, within 30 days of decision to impose discipline
Education or Other Legal Code: Government Code 3304
Board Policy/Administrative Regulation #: AR 3515.3
Subject: Decision to impose discipline, including the date that discipline will be imposed

When/Whom to Notify: To employee returning from military leave of absence, within 30 days of return

Education or Other Legal Code: Government Code 20997

Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5

Subject: Right to receive PERS service credit for military service; application form

When/Whom to Notify: 24 hours before Board meets in closed session to hear complaints or charges against employee

Education or Other Legal Code: Government Code 54957

Board Policy/Administrative Regulation #: BB 9321

Subject: Employee's right to have complaints/charges heard in open session

When/Whom to Notify: When taking disciplinary action against employee for disclosure of confidential information

Education or Other Legal Code: Government Code 54963

Board Policy/Administrative Regulation #: BP 4119.23/4219.23/4319.23

Subject: Law prohibiting disclosure of confidential information obtained in closed session

When/Whom to Notify: When document identifying employee who is victim of domestic violence is disclosed

Education or Other Legal Code: Labor Code 230

Board Policy/Administrative Regulation #: AR 4158/4258/4358

Subject: Accommodations and leave for victims of domestic violence

When/Whom to Notify: Within one working day of work-related injury or victimization of crime

Education or Other Legal Code: Labor Code 3553, 5401

Board Policy/Administrative Regulation #: AR 4157.1/4257.1/4357.1

Subject: Potential eligibility for workers' compensation benefits, claim form

When/Whom to Notify: When adverse employment action is based on DOJ criminal history information or subsequent arrest notification

Education or Other Legal Code: Penal Code 11105, 11105.2

Board Policy/Administrative Regulation #: AR 4112.5/4212.5/4312.5

Subject: Copy of DOJ notification

When/Whom to Notify: To any employee with exposure to blood or potentially infectious materials, upon initial employment and at least annually thereafter

Education or Other Legal Code: 8 CCR 3204

Board Policy/Administrative Regulation #: AR 4119.42/4219.42/4319.42

Subject: The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records

When/Whom to Notify: To any employee assigned to a work area in a laboratory setting where hazardous chemical chemicals are present, upon initial assignment and upon new within 15 working days after receiving a monitoring result related to an employee exposure situation determination

Education or Other Legal Code: 8 CCR 5191

Board Policy/Administrative Regulation #: AR 3514.1

Subject: ~~Location~~ Contents of 8 CCR 5191, including location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material

When/Whom to Notify: To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area

Education or Other Legal Code: 8 CCR 5194

Board Policy/Administrative Regulation #: AR 3514.1

Subject: ~~Any~~ Requirements of 8 CCR 5194, including any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights

When/Whom to Notify: To employee eligible for military leave

Education or Other Legal Code: 38 USC 4334

Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5

Subject: Notice of rights, benefits, and obligations under military leave

When/Whom to Notify: Within five days of employee's request for family care and medical leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave

Education or Other Legal Code: 29 CFR 825.300; 2 CCR 11049, 11091

Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8

Subject: Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice

When/Whom to Notify: Whenever notice of eligibility for FMLA is provided to employee

Education or Other Legal Code: 29 CFR 825.300

Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8

Subject: Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations

When/Whom to Notify: To all employees working with families experiencing homelessness

Education or Other Legal Code: Education Code 48851.3, 42 USC 11432

Board Policy/Administrative Regulation #: AR 6173

Subject: Duties of district liaison for homeless students and availability of training and services

Policy Reference UPDATE Service

Copyright 2023 by California School Boards Association, West Sacramento, California 95691

All rights reserved.

Policy Reference Disclaimer:

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

State	Description
13 CCR 1234	Reports regarding school buses and bus drivers
13 CCR 2480	Vehicle idling; limitations
2 CCR 11023	Harassment and discrimination prevention and correction
2 CCR 11035-11051	Unlawful sex discrimination: pregnancy, childbirth, and related medical conditions
2 CCR 11087-11098	California Family Rights Act
5 CCR 4622	Uniform complaint procedures
5 CCR 80303	Reports of change in employment status; alleged misconduct
8 CCR 3204	Access to employee exposure and medical records
8 CCR 5191	Chemical hygiene plan
8 CCR 5194	Hazard communication
Civ. Code 1798.29	District records; breach of security
Ed. Code 17612	Notification of pesticide use
Ed. Code 22455.5	STRS information to potential members
Ed. Code 22461	Postretirement compensation limitation
Ed. Code 231.5	Sexual harassment policy
Ed. Code 35031	Term of employment
Ed. Code 35171	Availability of rules and regulations for evaluation of performance
Ed. Code 37616	Notice of public hearing on year-round schedule
Ed. Code 44663-44664	Evaluation of certificated employees
Ed. Code 44842	Reemployment notices; certificated employees
Ed. Code 44896	Transfer of administrator or supervisor to teaching position
Ed. Code 44916	Written statement of employment status
Ed. Code 44929.21	Notice of reelection decision; districts with 250 ADA or more
Ed. Code 44929.23	Districts with less than 250 ADA
Ed. Code 44934	Notice of disciplinary action for cause
Ed. Code 44938	Notice of unprofessional conduct and opportunity to correct
Ed. Code 44940.5-44941	Notification of suspension and intent to dismiss
Ed. Code 44948.3-44948.5	Dismissal of probationary employees

Ed. Code 44948.5	Nonreelection procedures; districts under 250 ADA
Ed. Code 44949	Dismissal of probationary employees
Ed. Code 44951	Continuation in position unless notified; administrative or supervisory personnel
Ed. Code 44954	Nonreelection of temporary employees
Ed. Code 44955	Reduction in number of permanent employees
Ed. Code 44955.5	Decrease in number of permanent employees during specified time period upon determination related to local control funding formula per unit of average daily attendance
Ed. Code 45113	Notification of charges; classified employees
Ed. Code 45117	Notice of layoff; classified employees
Ed. Code 45169	Employee salary data; classified employees
Ed. Code 45192	Industrial accident and illness leave for classified employees
Ed. Code 45195	Additional leave
Ed. Code 46162	Alternative schedule for junior high and high school; public hearing with notice
Ed. Code 48201	Transfer student's record for acts that resulted in suspension or expulsion
<u>Ed. Code 48851.3</u>	<u>Education of students in foster care and students who are homeless</u>
Ed. Code 49013	Complaints regarding student fees
Ed. Code 49079	Notification to teacher, student who has engaged in acts re: grounds suspension or expulsion
Ed. Code 49414	Epinephrine auto-injectors
Ed. Code 49414.3	Administration of opioid antagonist
Gov. Code 1126	Incompatible activities of employees
Gov. Code 12950	Sexual harassment
Gov. Code 21029	Retirement credit for period of military service
Gov. Code 54957	Complaints against employees; right to open session
Gov. Code 54963	Unauthorized disclosure of confidential information
Gov. Code 8355	Certification of drug-free workplace, including notification
H&S Code 104420	Tobacco-free schools
H&S Code 120875	Information on AIDS, AIDS-related conditions, and hepatitis B

H&S Code 120880	Notification to employees re AIDS, AIDS-related conditions, and hepatitis B
H&S Code 1797.196	Automated external defibrillators; notification of use and locations
Lab. Code 230	Accommodations and leave for victims of domestic violence
Lab. Code 2800.2	Notification of availability of continuation health coverage
Lab. Code 3550-3553	Notifications re: workers' compensation benefits
Lab. Code 5401	Workers' compensation; claim form and notice of potential eligibility
Pen. Code 11165.7	Child Abuse and Neglect Reporting Act; notification requirement
Pen. Code 11166.5	Employment; statement of knowledge of duty to report child abuse or neglect
Unemp. Ins. Code 2613	Disability insurance; notice of rights and benefits
W&I Code 827	Limited exception to juvenile court record
Federal	Description
29 CFR 825.300	Family and Medical Leave Act; notice requirement
<u>34 CFR 100</u>	<u>Nondiscrimination under programs receiving federal assistance</u>
34 CFR 104.8	Nondiscrimination
34 CFR 106.9	Severability
34 CFR 84.205-84.210	Drug-free workplace statement
<u>20 USC 2354</u>	<u>Local application for career and technical education programs</u>
38 USC 4334	Uniformed Services Employment and Reemployment Rights Act; notice requirement
40 CFR 763.84	Asbestos inspections, response actions and post-response actions
40 CFR 763.93	Asbestos management plans
41 USC 8101-8106	Drug-Free Workplace Act
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act
49 CFR 382.113	Controlled substance and alcohol use and testing notifications
49 CFR 382.303	Post-accident information, procedures, and instructions
49 CFR 382.601	Controlled substance and alcohol use and testing notification

Management Resources

Website

Description

CSBA District and County Office of Education Legal Services

Cross References**Code**

1312.3

1312.3

1312.3-E(1)

1312.3-E(2)

2121

3260

3260

3513.3

3513.3

3514

3514

3514.1

3514.1

3514.2

3515.3

3515.3

3542

3580

3580

4020

4030

4030

4033

4112.42

4112.42

4112.5

Description

Uniform Complaint Procedures

Uniform Complaint Procedures

Uniform Complaint Procedures

Uniform Complaint Procedures

Superintendent's Contract

Fees And Charges

Fees And Charges

Tobacco-Free Schools

Tobacco-Free Schools

Environmental Safety

Environmental Safety

Hazardous Substances

Hazardous Substances

Integrated Pest Management

District Police/Security Department

District Police/Security Department

School Bus Drivers

District Records

District Records

Drug And Alcohol-Free Workplace

Nondiscrimination In Employment

Nondiscrimination In Employment

Lactation Accommodation

Drug And Alcohol Testing For School Bus Drivers

Drug And Alcohol Testing For School Bus Drivers

Criminal Record Check

4112.5-E(1)	Criminal Record Check
4112.6	Personnel Files
4115	Evaluation/Supervision
4115	Evaluation/Supervision
4116	Probationary/Permanent Status
4116	Probationary/Permanent Status
4117.14	Postretirement Employment
4117.3	Personnel Reduction
4117.7	Employment Status Reports
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4119.11	Sexual Harassment
4119.11	Sexual Harassment
4119.43	Universal Precautions
4119.43	Universal Precautions
4121	Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel
4136	Nonschool Employment
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits
4157	Employee Safety
4157	Employee Safety
4157.1	Work-Related Injuries
4158	Employee Security
4158	Employee Security
4161.1	Personal Illness/Injury Leave
4161.11	Industrial Accident/Illness Leave
4161.2	Personal Leaves
4161.5	Military Leave
4161.8	Family Care And Medical Leave
4212	Appointment And Conditions Of Employment

4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.5	Criminal Record Check
4212.5-E(1)	Criminal Record Check
4212.6	Personnel Files
4216	Probationary/Permanent Status
4217.3	Layoff/Rehire
4219.11	Sexual Harassment
4219.11	Sexual Harassment
4219.43	Universal Precautions
4219.43	Universal Precautions
4236	Nonschool Employment
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits
4257	Employee Safety
4257	Employee Safety
4257.1	Work-Related Injuries
4258	Employee Security
4258	Employee Security
4261.1	Personal Illness/Injury Leave
4261.11	Industrial Accident/Illness Leave
4261.2	Personal Leaves
4261.5	Military Leave
4261.8	Family Care And Medical Leave
4312.1	Contracts
4312.42	Drug And Alcohol Testing For School Bus Drivers
4312.42	Drug And Alcohol Testing For School Bus Drivers
4312.5	Criminal Record Check
4312.5-E(1)	Criminal Record Check
4312.6	Personnel Files
4315	Evaluation/Supervision

4317.14	Postretirement Employment
4317.7	Employment Status Reports
4319.11	Sexual Harassment
4319.11	Sexual Harassment
4319.43	Universal Precautions
4319.43	Universal Precautions
4336	Nonschool Employment
4354	Health And Welfare Benefits
4354	Health And Welfare Benefits
4357	Employee Safety
4357	Employee Safety
4357.1	Work-Related Injuries
4358	Employee Security
4358	Employee Security
4361.1	Personal Illness/Injury Leave
4361.11	Industrial Accident/Illness Leave
4361.2	Personal Leaves
4361.5	Military Leave
4361.8	Family Care And Medical Leave
5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
6117	Year-Round Schedules
6173	Education For Homeless Children
6173	Education For Homeless Children
6173-E(1)	Education For Homeless Children
6173-E(2)	Education For Homeless Children
<u>6178</u>	<u>Career Technical Education</u>
9310	Board Policies
9321	Closed Session

9321-E(1)

Closed Session

9321-E(2)

Closed Session

Policy 4140: Bargaining Units

Status: ADOPTED

Original Adopted Date: 11/01/2011 | Last Revised Date: 09/06/01/20222023 | Last Reviewed
Date: 09/06/01/20222023

CSBA NOTE: Pursuant to Government Code 3544, an employee organization may become the employees' exclusive representative for negotiations by filing a request with the district providing proof that a majority of the employees in an appropriate unit wish to be represented by that organization. Notice of such request must be immediately posted conspicuously on all employee bulletin boards in each district facility in which members of the unit are employed. Government Code 3544.1 requires the district to grant the request for recognition unless (1) the district doubts the appropriateness of the unit, (2) another employee organization files a challenge to the appropriateness of the unit or submits a competing claim of representation within 15 work days of the posting of notice of the written request, or (3) the district currently has a lawful written agreement with another employee organization representing the same employees.

"Exclusive representative," as defined in Government Code 3540.1, means an employee organization recognized or certified as the exclusive negotiating representative for all district employees other than management and confidential employees.

Government Code 3543 provides that public school employees have the right to represent themselves individually in their employment relations with the district except that, once an exclusive representative has been recognized, an employee in that unit is prohibited from meeting and negotiating with the district.

The Governing Board recognizes the right of district employees to form a bargaining unit and to select an employee organization as the exclusive representative to represent the employees in the employees' employment relationship with the district. The Board is committed to negotiating in good faith with recognized employee organizations and respecting the rights of employees and employee organizations.

The district shall not dominate or interfere with the formation or administration of any employee organization or contribute financial or other support to it. (Government Code 3543.5)

CSBA NOTE: In *East Whittier School District*, the Public Employment Relations Board (PERB) found that the district's policy limiting the wearing of union buttons that favor or oppose any matter that is the subject of negotiations in the classroom or in other instructional areas in the presence of students violated the Educational Employment Relations Act, (EERA), as there was no finding of special circumstances which would limit the established right of employees to wear union buttons in the workplace, nor was there a finding that wearing the union buttons was a political activity. PERB continues to use a case-by-case approach to determine whether a district's policy restricting the wearing of union buttons by employees is justified by special circumstances. See, as seen in PERB's ruling in *City of Sacramento*: with regard to union insignia on employees' hardhats. Due to the legal uncertainty in this area, districts are encouraged to consult CSBA CSBA's District and County Office of Education Legal Services or the district's district legal counsel prior to limiting the

wearing of union buttons that support the union's position in collective bargaining.

Employees shall not be prohibited from wearing union buttons or other items that favor or oppose the formation of a bargaining unit or any matter that is the subject of negotiations.

Formation of Bargaining Units

CSBA NOTE: The following section contains legal requirements for the certification or recognition of bargaining units for different categories of employees.

Certificated and classified employees shall not be included in the same bargaining unit. (Government Code 3545)

A bargaining unit of supervisory employees may be recognized if the bargaining unit includes all supervisory employees and is not represented by an employee organization that represents district employees who are supervised by the supervisory employees. (Government Code 3545)

For this purpose, *supervisory employee* means any employee, regardless of job description, having authority, in the interest of the district, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or the responsibility to assign work to, direct, or adjust grievance of other employees, or effectively recommend that action, when the exercise of that authority is not of a merely routine or clerical nature, but requires the use of independent judgment. (Government Code 3540.1)

CSBA NOTE: Pursuant to Government Code 3543.4, management and confidential employees, as defined in Government Code 3540.1, are excluded from the right to be represented in negotiations by an employee organization. PERB ultimately determines, based upon the duties of the position, which positions qualify as "management" or "confidential" and thus are excluded from bargaining.

Employees serving in management, senior management, or confidential positions shall not be represented by an exclusive representative. In the employment relationship with the district, such employees may represent themselves or be represented by an employee organization whose membership is composed entirely of employees designated as holding those positions. An employee organization representing management or confidential employees shall not be permitted to meet and negotiate with the district on behalf of the employees. (Government Code 3543.4)

Management employee means ~~any~~an employee ~~who has in a position having~~ significant responsibilities for formulating district policies or administering district programs; ~~and whose position is.~~ Management positions shall be designated as a management position by the Board which may be subject to review by the Public Employment Relations Board. (Government Code 3540.1)

Confidential employee means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions. (Government Code 3540.1)

Membership

CSBA NOTE: Government Code 3550 prohibits districts from deterring or discouraging district employees or job applicants from becoming or remaining members of an employee organization, authorizing representation by an employee organization, or authorizing dues or fee deductions to an employee organization. Pursuant to Government Code 3551.5, as added by SB 931 (Ch. 823, Statutes of 2022), any district found by PERB to be in violation of this prohibition may be subject to civil penalties of \$1,000 for each affected employee, up to a maximum of \$100,000 in total, and may be ordered to pay attorney's fees and costs to the employee organization.

The district shall not deter or discourage employees or job applicants from becoming or remaining members of an employee organization, authorizing representation by an employee organization, or authorizing dues or fee deductions to an employee organization. In addition, the district shall not impose or threaten to impose reprisals on employees, discriminate or threaten to discriminate against employees, or otherwise interfere with, restrain, or coerce employees because of their membership or nonmembership in an employee organization. (Government Code 3543.5, 3550, 3551.5)

CSBA NOTE: The remainder of this section is optional. Government Code 3553 establishes requirements for districts that choose to disseminate a mass communication regarding employees' rights to join, support, or refrain from joining or supporting an employee organization. A "mass communication" means any written document, including a script for an oral or recorded presentation or message, intended for multiple employees.

Districts should exercise caution and consult with ~~CSBA~~CSBA's District and County Office of Education Legal Services or the district's ~~district~~ legal counsel before communicating with employees about their rights to join or not join an employee organization to avoid violating the law against unfair labor practices. When an employee approaches the district with questions specifically about the benefits of the membership in an employee organization, the employee should be referred to the employee organization.

The Superintendent or designee may communicate with district employees regarding their rights ~~under the law:~~ to join and/or support an officially recognized employee organization or to refrain from joining or supporting an officially recognized employee organization. Such communications shall be factual and accurate, and may not promise a benefit, threaten a reprisal, or in any way deter or discourage employees from joining an employee organization or paying dues.

However, before disseminating to multiple employees any mass communication concerning employees' ~~right to join or support an employee organization or to refrain from joining or supporting an employee organization~~rights under the law, such as a written document or script for oral or recorded presentation or message, the Superintendent or designee shall meet and confer with the employees' exclusive representative regarding the content of the communication. If the district and exclusive representative do not come to agreement on the content of the mass communication, the Superintendent or designee may disseminate the district's mass communication, provided that at the same time, copies of the exclusive representative's communication, which shall be of reasonable length, are also distributed. (Government Code 3553)

Access to New Employee Orientations

The district shall permit employee organizations access to new employee orientation or onboarding process where newly hired employees are advised, whether in person, online, or through other

means or mediums, of their employment status, rights, benefits, duties, responsibilities, or any other employment-related matters. The district shall provide employee organizations at least 10 days' notice in advance of an orientation, except that a shorter notice may be provided if an unforeseeable, urgent need critical to the district's operation prevents the required 10 days' notice. (Government Code 3555.5, 3556)

Following a request to negotiate by either party, the structure, time, and manner of access to new employee orientations shall be determined by mutual agreement of the district and the exclusive representative. If the district and exclusive representative fail to reach an agreement, matters related to access to the new employee orientation shall be subject to compulsory interest arbitration. The district and employee organization may mutually agree to submit any dispute to compulsory interest arbitration at any time. In addition, if any dispute arises during negotiations and is not resolved within 45 days after the first meeting or within 60 days after the initial request to negotiate, whichever is earlier, either party may make a demand for compulsory interest arbitration. The arbitrator selection process shall commence within 14 days of a party's demand for compulsory interest arbitration. When any such dispute arises during the summer when the district's administrative office is closed, the timeline shall commence on the first day the administrative office reopens. The decision of the arbitrator shall be issued within 10 days and shall be final and binding on the parties. (Government Code 3556, 3557)

The date, time, and place of a new employee orientation shall not be disclosed to anyone other than employees, the exclusive representative, or a vendor that is contracted to provide a service for purposes of the orientation. (Government Code 3556)

CSBA NOTE: The following paragraph applies until June 30, 2025, unless the date is extended by law. Government Code 3556, as amended by SB 191 (Ch. 67, Statutes of 2022), provides additional obligations for public employers under the conditions specified in the following paragraph.

Until June 30, 2025, in addition to above provisions regarding new employee orientations, the district shall ensure the following: (Government Code 3556)

1. When an inperson new employee orientation has not been conducted within 30 days of hiring any new employee who is working in person, the Superintendent or designee shall permit the exclusive representative to schedule an inperson meeting which newly hired employees shall have an opportunity to attend, at the employee's worksite and during employment hours. Each newly hired employee within the bargaining unit shall be provided at least 30 minutes of paid time to attend the meeting.

Upon the request of an exclusive representative scheduling, during which the exclusive representative shall be permitted to communicate directly with the newly hired employees.

Within seven days of an exclusive representative's request to schedule such an inperson meeting, the Superintendent or designee shall provide an appropriate on-site meeting space within seven days of receiving the exclusive representative's request.

2. When, by reason of a state or local public health order limiting the size of gatherings, the district is prohibited from organizing a new employee orientation, an exclusive representative may schedule multiple meetings to ensure that newly hired employees have an opportunity to attend without exceeding the maximum allowable number of people. If

such an order prohibits all gatherings, the exclusive representative may schedule a meeting(s) once the order is lifted or modified to permit gatherings.

Alternative access to these meetings shall be determined through mutual agreement between the district and the exclusive representative.

Access to Employee Contact Information

CSBA NOTE: Pursuant to Government Code 3558, districts are required to provide recognized employee organizations with specified contact information for new employees in the bargaining unit, as provided below. The information required by Government Code 3558 must be provided in a manner consistent with Government Code ~~6254.3~~ 7928.300, which authorizes disclosure of an employee's home address, home telephone number(s), and personal cell phone number to an employee organization unless the district receives a written request by the employee to not disclose the information. Pursuant to Government Code ~~6254.3~~ 7928.300, the personal email address of an employee is not disclosable unless used by the employee to conduct public business. The following paragraph should be revised if districts have an agreement with their employee organization(s) requiring more frequent or more detailed contact lists.

In County of Los Angeles v. Service Employees International Union, Local 721 Los Angeles County Employee Relations Commission, the California Supreme Court held that (1) an employer has a duty to provide information relevant to collective bargaining to the applicable bargaining unit and failure to do so is a violation of the employer's obligation to bargain in good faith; (2) the disclosure of an employee's home address and phone number(s) by an employer to the union is presumptively relevant to the union's role as bargaining agent and does not violate the employee's constitutional right of privacy; and (3) other avenues for implementing privacy safeguards are available, such as bargaining for a notice and opt-out procedure or drafting employment contracts that will notify employees that their home contact information is subject to disclosure to the union and that they may request nondisclosure.

The Superintendent or designee shall provide an exclusive representative with the name, job title, department, work location, telephone numbers (work, home, and personal cell phone), personal email address(es) on file with the district, and home address of any newly hired employee in the bargaining unit, within 30 days of hire or by the first pay period of the month following hire, unless the exclusive representative has agreed to a different interval for the provision of the information. In addition, the Superintendent or designee shall provide the exclusive representative the same information in regard to all employees in the bargaining unit at least every 120 days, unless more frequent or detailed lists are required by agreement with the exclusive representative.

(Government Code 3558, ~~6254.3~~)

7928.300)

However, the Superintendent or designee shall not disclose ~~the~~: (Government Code 3558, 6207, 6215, 6215.2, 7928.300)

1. The home address and any phone numbers on file for employees performing law enforcement-related functions; ~~nor disclose the home address, home~~

CSBA NOTE: The Safe at Home address confidentiality program has been in existence pursuant to Government Code 6207 to protect victims of domestic violence, sexual

assault, and stalking. This type of protection has been extended, pursuant to Government Code 6215 and 6215.2, as amended by SB 1131 (Ch. 554, Statutes of 2022), to employees who face threats of violence, or violence or harassment from the public because of the employee's work for the district.

2. The home address, home telephone or personal cell phone number(s), or personal email address(es) of any employee who is a participant in the Safe at Home address confidentiality program pursuant to Government Code 6207 ~~or of any employee who provides a written request that the information not be disclosed to the exclusive representative. Following receipt of a written request, the district shall remove the~~
3. The employee's home address, home telephone and personal cell phone numbers, and personal email address of an employee not performing law enforcement related functions if the employee has submitted a written request to keep such information private. In such instances, the Superintendent or designee shall also remove the employee's home address, and home telephone and personal cell phone numbers from any mailing list maintained by the district unless the list is only used by the district to contact the employee. (Government Code 3558, 6207, 6254.3)

CSBA NOTE: Pursuant to Government Code 3558, an employee organization is authorized, after notifying the district of a violation of the district's employee information disclosure obligations, to file a special unfair labor practice charge with PERB. Government Code 3558, as amended by SB 270 (Ch. 330, Statutes of 2021), allows the district 20 calendar days to cure an If the alleged violation that involves the provision of an inaccurate or incomplete list of employees, Government Code 3558 allows the district 20 calendar days to cure the alleged violation and to give the exclusive representative written notice of the actions taken. If a violation is found, PERB is required to assess against the district a civil penalty of \$10,000 and attorney's fees and costs in addition to any other remedy provided by law.

Within 20 calendar days after an exclusive representative notifies the Superintendent or designee that a list of employees provided by the district is inaccurate or incomplete, the Superintendent or designee shall take steps to correct the list and provide a new list of employees to the exclusive representative. (Government Code 3558)

CSBA NOTE: Government Code 3558, as amended, limits to three times within any 12-month period a district's opportunity to cure when an inaccurate or incomplete list has been provided to an exclusive representative. The following paragraph offers a way to avoid or minimize possible violation and may be revised to reflect district practice.

At least, at the beginning of each school year, To provide accurate information, the Superintendent or designee shall review the list of contact information for district employees ~~to ensure that the list is complete and contains accurate information.~~ at the beginning of each school year, or more often as appropriate.

Communications with Employees

Employee organizations may have access at reasonable times to areas in which employees work and may use district facilities at reasonable times for the purpose of meetings. Subject to reasonable regulation, employee organizations may also use institutional bulletin boards, mailboxes, and other means of communication to communicate with employees. (Government Code 3543.1)

Access to district means of communication shall be limited in cases where such access would be disruptive to district operations.

Membership Dues or Other Payments to an Employee Organization

CSBA NOTE: Bargaining unit employees who choose to join the employee organization pay membership dues, which are deducted from the employee's salary or wage payment as provided below. Pursuant to the U.S. Supreme Court's decision in *Janus v. American Federation of State, County, and Municipal Employees*, bargaining unit employees who choose not to join an employee organization cannot be required to pay any fees to the employee organization. However, pursuant to Education Code 45060 and 45168, an employee who chooses not to join an employee organization may be charged fees for applicable services, programs, or committees provided to the employee by the employee organization if that nonmember employee first affirmatively and voluntarily consents to pay those fees to the employee organization, as required by *Janus v. AFSCME*.

Education Code 45060 and 45168 set forth the process for handling authorizations, changes, and cancellations for dues or other payments, and provide safeguards for districts that rely on information provided by an employee organization concerning such payroll deductions (i.e., the employee organization's indemnification of the district against any employee's claim based on such reliance).

When drawing an order for the salary or wage payment of a bargaining unit employee of an employee organization, the district shall deduct any amount which has been requested by the employee in a revocable written authorization for the purpose of paying dues or other payments for any service, program, or committee provided or sponsored by the employee organization. (Education Code 45060, 45168)

An employee organization that certifies that it has and will maintain individual employee authorizations shall handle and process employee written authorizations for payroll deductions. When an employee organization provides such a certification to the district, the district shall rely on information from the employee organization regarding the amounts of such payroll deductions and from which employees. The employee organization shall not be required to submit to the district a copy of the written authorization in order for the payroll deductions to be effective. However, when there is a dispute about the existence or terms of the written authorization, a copy of the employee's written authorization shall be submitted to the district. The employee organization shall indemnify the district for any employee claims regarding payroll deductions made by the district in reliance on notification from the employee organization. (Education Code 45060, 45168)

When an employee organization which has declined to certify that it will handle and process employee written authorizations makes a request for payroll deductions, the district shall request a copy of the employee's written authorization before making the payroll deductions. (Education Code 45060, 45168)

A written authorization shall remain in effect until expressly revoked in writing by the employee and pursuant to the terms of the written authorization. Employee requests to cancel or change authorizations for payroll deductions for employee organizations shall be directed to the employee organization rather than the district. The employee organization shall be responsible for processing

these requests. The district shall rely on the information provided by the employee organization regarding whether deductions for an employee organization were properly canceled or changed. The employee organization shall be required to indemnify the district for any claims made by an employee for deductions made by the district in reliance on information from the employee organization. (Education Code 45060, 45168)

Policy Reference UPDATE Service

Copyright 2023 by California School Boards Association, West Sacramento, California 95691

All rights reserved.

Policy Reference Disclaimer:

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

State	Description
8 CCR 33015-33490	Recognition of exclusive representative; proceedings
8 CCR 33700-33710	Severance of established unit
8 CCR 34020	Petition to rescind organizational security arrangement
8 CCR 34055	Reinstatement of organizational security arrangement
Ed. Code 45060-45061.5	Deduction of fees from salary or wage payment; certificated employees
Ed. Code 45100.5	Senior classified management positions
Ed. Code 45104.5	Abolishment of senior classified management positions
Ed. Code 45108.5	Definition of senior classified management employees
Ed. Code 45108.7	Waiver of provisions of 45108.5
Ed. Code 45168	Deduction of fees from salary or wage payment; classified employees
Ed. Code 45220-45320	Merit system; classified employees
Gov. Code 3540-3549.3	Educational Employment Relations Act
Gov. Code 3540.1	Public employment; definitions
Gov. Code 3543.4	Management position and <u>confidential positions</u> ; representation
Gov. Code 3545	Appropriateness of unit; basis
Gov. Code 3550-3552	Prohibition on public employers deterring or discouraging union membership
Gov. Code 3555-3559	Public employee communication, information, and orientation
Gov. Code 53260-53264	Employment contracts
Gov. Code 6205-6210	Confidentiality of addresses for victims of domestic violence,

	sexual assault, or stalking
Gov. Code 6254.3 6215-6216	Disclosure of employee contact information to employee organization Address confidentiality for individuals who face threats or violence because of work for a public entity
Gov. Code 6503.5	Joint powers agencies; agreement
Gov. Code 7920.200-7930.215	Public Records Act
Gov. Code 7928.300	Personal information of agency employee
Federal	Description
8 CFR 33015-33490	Recognition of exclusive representative; proceedings
8 CFR 33700-33710	Severance of established unit
8 CFR 34020	Petition to rescind organizational security arrangement
8 CFR 34055	Reinstatement of organizational security arrangement
Management Resources	Description
Court Decision	County of Los Angeles v. Service Employees International Union, Local 721, Los Angeles County Employee Relations Commission (2013) 56 Cal. 4th 905
Court Decision	Friedrichs v. California Teachers Association, et al., (2016) 136 S.Ct. 1083
Court Decision	Janus v. American Federation of State, County and Municipal Employees, Council 31, (2018) 138 S.Ct. 2448
Public Employment Relations Board Ruling	East Whittier School District, (2004) PERB Dec. No. 1727
Public Employment Relations Board Ruling	City of Sacramento, (2019) PERB Dec. No. 2702m
Website	CSBA District and County Office of Education Legal Services
Website	California Federation of Teachers
Website	California Public Employment Relations Board
Website	California School Employees Association
Website	California Teachers Association
Website	Association of California School Administrators
Website	CSBA
Cross References	
Code	Description
0450	Comprehensive Safety Plan

0450	Comprehensive Safety Plan
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
1340	Access To District Records
1340	Access To District Records
1431	Waivers
4113	Assignment
4113	Assignment
4115	Evaluation/Supervision
4115	Evaluation/Supervision
4119.1	Civil And Legal Rights
4119.25	Political Activities Of Employees
4119.25	Political Activities Of Employees
4121	Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel
4141	Collective Bargaining Agreement
4143	Negotiations/Consultation
4151	Employee Compensation
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits
4161.2	Personal Leaves
4219.1	Civil And Legal Rights
4219.25	Political Activities Of Employees
4219.25	Political Activities Of Employees
4241	Collective Bargaining Agreement
4243	Negotiations/Consultation
4251	Employee Compensation
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits
4261.2	Personal Leaves
4300	Administrative And Supervisory Personnel

4300	Administrative And Supervisory Personnel
4301	Administrative Staff Organization
4312.1	Contracts
4315	Evaluation/Supervision
4319.1	Civil And Legal Rights
4319.25	Political Activities Of Employees
4319.25	Political Activities Of Employees
4351	Employee Compensation
4354	Health And Welfare Benefits
4354	Health And Welfare Benefits
4361.2	Personal Leaves
9000	Role Of The Board
9321	Closed Session
9321-E(1)	Closed Session
9321-E(2)	Closed Session

Regulation 4161.1: Personal Illness/Injury Leave

Status: ADOPTED

Original Adopted Date: 03/01/2017 | Last Revised Date: 03/06/01/2019 2023 | Last Reviewed
Date: 03/06/01/2019 2023

CSBA NOTE: The following administrative regulation is subject to collective bargaining. Education Code 44978 provides a minimum of 10 days of personal illness or injury leave (sick leave) per year for certificated employees working five days a week. The Governing Board may allow additional days at its discretion; if it does so, the following paragraph should be revised accordingly.

Labor Code 245-249 (the Healthy Workplaces, Healthy Families Act) require districts to grant a minimum of one hour of paid sick leave for every 30 hours worked to their employees who work for 30 days or more within a year of their employment, including temporary and substitute employees. Pursuant to Labor Code 246, a district may use a different sick leave accrual method which provides for the accrual to be on a regular basis so that employees accrue at least 24 hours of sick leave or paid time off by the 120th calendar day of their employment or each calendar year or 12-month period.

The provisions of Labor Code 245-249 are very broad and only district employees covered by a valid collective bargaining agreement may be exempted from them, if the collective bargaining agreement expressly provides paid sick leave in an amount equal to or exceeding the amount of leave required pursuant to Labor Code 246, includes final and binding arbitration of disputes regarding the application of the paid sick days provisions, and provides premium wage rates for all overtime hours worked and a regular hourly rate of pay of not less than 30 percent more than the state minimum wage rate. Since many districts may not satisfy all of the conditions for this exemption, this administrative regulation has been drafted to include the requirements of Labor Code 245-249. Any district which has a collective bargaining agreement that meets all of the conditions for exemption may modify this administrative regulation accordingly.

For additional requirements of Labor Code 245-249, see the section titled "Healthy Workplaces, Healthy Families Act Requirements" below. For paid sick leave for temporary and substitute certificated employees, see BP/AR 4121 - Temporary/Substitute Personnel. For sick leave for classified employees, see AR 4261.1 - Personal Illness/Injury Leave.

Certificated employees employed five school days per week are entitled to 10 days' leave of absence with full pay for personal illness or injury (sick leave) per school year of service. Employees who work less than five school days per week (part-time employees) shall be granted sick leave in proportion to the time they work. However, any part-time employees who are entitled to less than three days of paid sick leave per year due to the amount of time worked shall be granted sick leave pursuant to Labor Code 246, if they are eligible. (Education Code 44978; Labor Code 245-249)

Use of Sick Leave

CSBA NOTE: Items #1-8 below reflect allowable uses of sick leave specified in law. The district may expand this list to include any additional purposes authorized by law, authorized by the district, or included in a bargaining agreement.

Certificated employees may use sick leave for absences due to:

1. Accident or illness, whether or not the absence arises out of and in the course of employment; quarantine which results from contact in the course of employment with other persons having a contagious disease; or temporary inability to perform assigned duties because of illness, accident, or quarantine (Education Code 44964)
2. Pregnancy, miscarriage, childbirth, and related recovery (Education Code 44965, 44978)
3. Personal necessity (Education Code 44981)

CSBA NOTE: Optional ~~item~~**Item** #4 below may be revised as desired to specify a different minimum increment for sick leave.

4. Medical and dental appointments, in increments of not less than one hour
5. Industrial accidents or illnesses when leave granted specifically for that purpose has been exhausted (Education Code 44984)

CSBA NOTE: Pursuant to the Family and Medical Leave Act (FMLA) (29 USC 2612) and California Family Rights Act (CFRA) (Government Code 12945.2), a district is required to grant leave to an eligible employee to bond with a child after the birth, adoption, or foster care placement of the child, if the district employs 50 or more employees within 75 miles of the worksite where the employee requesting the leave is employed. For this purpose, employees may, but are not required to, use sick leave for any otherwise unpaid FMLA or CFRA leave.

Government Code 12945.6 extends the right to parental leave to an eligible employee who is not covered by FMLA or CFRA when the district employs 20-49 employees within 75 miles of the worksite where the employee requesting the leave is employed.

For further information regarding parental leave, see AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave.

6. Need of the employee to bond with a child within one year of the child's birth, adoption, or foster care placement (parental leave) (Education Code 44977.5; Government Code 12945.2; 12945.6; 29 USC 2612; 29 CFR 825.112)

CSBA NOTE: Pursuant to Labor Code 233, any district that provides sick leave to its employees is required to permit ~~them~~**an employee** to use sick leave, in an amount not less than the sick leave that would be accrued during six months at the employee's then current rate of entitlement, for the purposes specified in ~~items #7-8 below~~**Items #7-8 below**. Pursuant to Labor Code 233, designation of sick leave taken under this provision is at the sole discretion of the employee. Labor Code 233 does not extend the maximum period of leave to which an employee is entitled under CFRA or FMLA, regardless of whether the employee receives sick leave compensation during that leave.

For the purpose of using sick leave to attend to the health care needs of a family member, as specified in ~~item~~Item #7 below, Labor Code 245.5 defines, as amended by AB 1041 (Ch. 748, Statutes of 2022), includes a designated person in the definition of a "family member" as, "in addition to an employee's spouse, registered domestic partner, child (biological, adopted, or foster child; stepchild; legal ward; or a child to whom the employee stands in loco parentis), parent (biological, adoptive, or foster parent; stepparent; legal guardian of an employee or the employee's spouse or registered domestic partner; or a person who stood in loco parentis when the employee was a minor child), grandparent, grandchild, or sibling. Pursuant to Government Code 12945.2 and Labor Code 245.5, as amended by AB 1041, a "designated person" means any individual related by blood or whose association with the employee is the equivalent of a family relationship. The designated person may be identified by the employee at the time the employee requests the leave, and the district may limit the employee to one designated person per 12-month period for family care and medical leave. For further information regarding medical leave, see AR 4161.8/4261.8/4361.8 – Family Care and Medical Leave.

For additional information about leaves for victims of domestic violence, sexual assault, or stalking granted in accordance with ~~item~~Item #8 below, see AR 4161.2/4261.2/4361.2 - Personal Leaves.

7. Need of the employee or employee's family member, including a designated person, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care (Government Code 12945.2; Labor Code 233, 246.5)
8. Need of the employee to seek or obtain any relief or medical attention specified in Labor Code 230(c) and/or 230.1(a) for the health, safety, or welfare of the employee or the employee's child, when the employee has been a victim of domestic violence, sexual assault, or stalking (Labor Code 233, 246.5)

For the purposes specified in ~~items~~Items #7-8, an employee may use, in any calendar year, the amount of sick leave that would be accrued during six months at the employee's then current rate of entitlement. (Labor Code 233)

An employee may take sick leave at any time during the school year, even if credit for sick leave has not yet been accrued. (Education Code 44978)

CSBA NOTE: The following paragraph is optional.

An employee shall reimburse the district for any unearned sick leave used as of the date of termination.

Unused days of sick leave shall be accumulated from year to year without limitation. (Education Code 44978)

CSBA NOTE: The following optional paragraph may be revised to reflect district practice.

At the beginning of each school year, employees shall be notified of the amount of sick leave they have accumulated.

The district shall not require new employees to waive leave accumulated in a previous district. (Education Code 44979, 44980)

CSBA NOTE: Pursuant to Education Code 44979-44980, certificated employees are entitled to have their accumulated sick leave transferred with them in the circumstances specified in the following optional paragraph.

The Superintendent or designee shall notify any certificated employee who leaves the district after at least one school year of employment that if the employee accepts a certificated position in another district, county office of education, or community college district within one year, the employee may request that the district transfer any accumulated sick leave to the new employer. (Education Code 44979, 44980)

Additional Leave for Disabled Military Veterans

In addition to any other entitlement for sick leave with pay, a certificated employee who is a former active duty member of the U.S. Armed Forces or a former or current member of the California National Guard or a federal reserve component shall be entitled to sick leave with pay of up to 10 days for the purpose of undergoing medical treatment, including mental health treatment, for a military service-connected disability rated at 30 percent or more by the U.S. Department of Veterans Affairs. An eligible employee who works less than five days per week shall be entitled to such leave in proportion to the time worked. (Education Code 44978.2)

The amount of leave shall be credited to the employee either on the date the employee receives confirmation of the submission of the disability application to the U.S. Department of Veterans Affairs or on the first day the employee begins or returns to employment after active duty, whichever is later. When the employee receives the disability rating decision, the employee shall report that information to the Superintendent or designee. If the disability rating decision makes the employee eligible for the leave, the time used before the decision shall be counted toward the 10-day maximum leave. If the disability rating decision makes the employee ineligible for the leave, the district may change the sick leave time used before the disability rating decision to an alternative leave balance. (Education Code 44978.2)

CSBA NOTE: Pursuant to Education Code 44978.2, the district may require proof that a leave granted under this law is used for treatment of a military service-connected disability. The following paragraph may be revised to reflect district practice.

The Superintendent or designee may require verification, in accordance with the section "Verification Requirements" below, that the employee used the leave to obtain treatment of a military service-connected disability.

Leave for military-service connected disability shall be available for 12 months following the first date that the leave was credited. Leave not used during the 12-month period shall not be carried over and shall be forfeited. (Education Code 44978.2)

Notification of Absence

CSBA NOTE: The following optional section may be revised to reflect district practice.

An employee shall notify the ~~district~~ Superintendent or designee of the need to be absent as soon as such need is known, so that substitute services may be secured. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall so notify the district. If the duration of absence becomes shorter than estimated, the employee shall notify the district not later than three o'clock in the afternoon of the day

preceding the day on which the employee intends to return to work. If the employee fails to notify the district and the failure results in a substitute being secured, the cost of the substitute shall be deducted from the employee's pay.

Continued Absence After Available Sick Leave Is Exhausted/Differential Pay

CSBA NOTE: Pursuant to Education Code 44977, employees who are absent due to illness for up to five months after exhausting all available sick leave must receive their regular salary minus the cost of a substitute. Alternatively, Education Code 44983 allows districts to adopt a rule that gives certificated employees 50 percent or more of their regular salary during the period of absence. When an employee is absent for a cause other than illness, Education Code 44977 and 44983 provide that the amount deducted from the employee's salary shall be determined according to the rules and regulations adopted by the Board as long as such rules are not in conflict with State Board of Education regulations.

Option 1 below is for use by districts that subtract the cost of a substitute from the absent employee's salary pursuant to Education Code 44977. Option 2 is mandated pursuant to Education Code 44983 for districts that choose to give certificated employees 50 percent or more of their regular salary during the period of absence, and may be revised to specify a percentage higher than 50 percent in accordance with district practice.

If not covered in the district's bargaining agreement, the district may add provisions to this section reflecting salary deductions for employees absent longer than five months.

OPTION 1:

During each school year, when a certificated employee has exhausted all available sick leave, including all accumulated sick leave, and, due to illness or accident, continues to be absent for an additional period of up to five school months, the district shall deduct from the employee's regular salary for that period the actual cost of a substitute to fill the position. If the district has made every reasonable effort to secure the services of a substitute and has been unable to do so, the amount that would have been paid to a substitute shall be deducted from the employee's salary. (Education Code 44977)

An employee shall not be provided more than one five-month period per illness or accident. However, if the school year ends before the five-month period is exhausted, the employee may take the balance of the five-month period in a subsequent school year. (Education Code 44977)

OPTION 1 ENDS HERE

OPTION 2:

After a certificated employee has exhausted all available sick leave, including all accumulated sick leave, and, due to illness or accident, continues to be absent for an additional period of up to five months, the employee shall receive at least 50 percent of the employee's regular salary during the additional period of absence. (Education Code 44983)

OPTION 2 ENDS HERE

Absence Beyond Five-Month Period/Reemployment List

CSBA NOTE: The following paragraph is required for districts that select Option 1 (i.e., differential pay) in the section "Continued Absence After Available Sick Leave Is Exhausted/Differential Pay" above and should be carefully considered by districts that select Option 2 (i.e., 50 percent pay). Education Code 44978.1 requires the establishment of a reemployment list for employees who are unable to resume their duties after the five-month period provided pursuant to Education Code 44977.

Although Education Code 44978.1 does not explicitly require a reemployment list for districts selecting Option 2, such districts should be aware that failure to establish a reemployment list may subject employees to termination following a five-month absence. Therefore, any district that selects Option 2 and currently maintains a reemployment list for employees who are absent beyond the five-month period, or that wishes to establish such a list, should consult [CSBA's District and County Office of Education Legal Services or district](#) legal counsel before changing its policy or practices.

If a certificated employee is not medically able to return to work after the five-month period provided pursuant to Education Code 44977, the employee shall be placed either in another position or on a reemployment list. Placement on the reemployment list shall be for 24 months for probationary employees or 39 months for permanent employees and shall begin at the expiration of the five-month period. If during this time the employee becomes medically able, the employee shall be returned to employment in a position for which the employee is credentialed and qualified. (Education Code 44978.1)

Parental Leave

CSBA NOTE: The following section is subject to any conflicting provision in a collective bargaining agreement that provides greater parental leave rights.

During each school year, a certificated employee may use all available sick leave, including accumulated sick leave, for the purpose of parental leave for a period of up to 12 work weeks. The 12-week period shall be reduced by any period of sick leave, including accumulated sick leave, taken during a period of such parental leave. (Education Code 44977.5)

CSBA NOTE: Unlike leave taken pursuant to Government Code 12945.2, leave taken pursuant to Education Code 44977.5 does not require an employee to have at least 1,250 hours of service with the district during the previous 12-month period in order to be eligible for parental leave. See AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave for further information on requirements related to the California Family Rights Act.

Eligibility for such leave shall not require 1,250 hours of service with the district during the previous 12 months. (Education Code 44977.5)

CSBA NOTE: Pursuant to Education Code 44977.5, the district is required to provide differential pay to a certificated employee for up to 12 work weeks when the employee has exhausted all available sick leave, including accumulated sick leave, and continues to be absent due to parental leave pursuant to Government Code 12945.2. Such an employee is entitled to receive differential pay, calculated in the same manner described in Option 1 or 2 in the section "Continued Absence After Available Sick Leave Is Exhausted/Differential Pay" above. As amended by AB 2012 (Ch.

994, Statutes of 2018), Education Code 44977.5 requires that, regardless of the type of differential pay system used by the district, employees must receive at least 50 percent of their regular salary for any portion of the 12-week parental leave that remains following the exhaustion of sick leave. The following paragraph may be revised to specify a percentage higher than 50 percent in accordance with district practice.

Since Education Code 44977.5 does not expressly require districts to provide differential pay to employees who are eligible for parental leave pursuant to Government Code 12945.6, it is unclear whether such employees would be entitled to differential pay. Districts should consult [CSBA's District and County Office of Education Legal Services or district](#) legal counsel if they have questions regarding differential pay for such employees.

An employee who has exhausted all available sick leave, including accumulated sick leave, and continues to be absent on account of parental leave shall receive differential pay of at least 50 percent of the employee's regular salary for the remainder of the 12 work weeks. (Education Code 44977.5)

Parental leave taken pursuant to Education Code 44977.5 shall run concurrently with the parental leave taken pursuant to Government Code 12945.2 or 12945.6, and the aggregate amount of parental leave shall not exceed 12 work weeks in a 12-month period. (Education Code 44977.5; Government Code 12945.2, 12945.6)

Verification Requirements

CSBA NOTE: Education Code 44978 **mandates** the Board to adopt regulations requiring proof of illness or injury and prescribing the means of verification. However, Education Code 44978 provides that these regulations shall not discriminate against evidence of treatment and the need for treatment by the practice of a well-recognized religion. For verification requirements for employees on leave pursuant to the Family and Medical Leave Act, see AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave. The following section should be modified to reflect district practice and any procedures which have been specified in bargaining agreements.

Labor Code 233 requires districts to allow their employees to use sick leave for the purposes ~~specified in Labor Code 246.5, the paid sick leave law.~~ **Because the paid sick leave law** [Labor Code 246.5](#) is silent on requests for verification, and ~~actually~~ requires an employer to provide an employee with paid sick days upon oral or written request, districts should be cautious in requiring verification for sick leave used for the purposes specified in Labor Code 246.5 (~~items~~ [Items](#) #7-8 in the section "Use of Sick Leave" above). Although a district is permitted to require verification from an employee who is a victim of domestic violence, sexual assault, or stalking, pursuant to Labor Code 230 and 230.1, a general insistence on verification could be deemed a violation of Labor Code 246.5. Any district with questions regarding its authority related to verification should consult [CSBA's District and County Office of Education Legal Services or district](#) legal counsel.

After any absence due to illness or injury, the employee shall verify the absence by submitting a completed and signed district absence form to the employee's immediate supervisor.

The Superintendent or designee may require verification whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever available evidence clearly indicates that an absence is not related to illness or injury.

In addition, the Superintendent or designee may require an employee to visit a physician selected by the district, at district expense, in order to receive a report on the employee's need for further leave of absence and a prognosis as to when the employee will be able to return to work. If the report concludes that the employee's condition does not warrant continued absence, the Superintendent or designee may, after giving notice to the employee, deny further leave.

CSBA NOTE: 42 USC 2000ff-1, the Genetic Information Nondiscrimination Act, and its implementing regulations, 29 CFR 1635.1-1635.12, specify that it is unlawful for a district to request, require, or purchase employees' or their family member's individual genetic information except in complying with the medical certification requirements for family care and medical leave purposes or with the employee's prior written authorization. See AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave. Pursuant to 29 CFR 1635.9, any such information received by the district must be kept confidential as specified below.

Any district request for additional verification by an employee's physician or a district-selected physician shall be in writing and shall specify that the report to be submitted to the district should not contain the employee's genetic information. Any genetic information received by the district on behalf of an employee shall be treated as a confidential medical record, maintained in a file separate from the employee's personnel file, and not be disclosed except in accordance with 29 CFR 1635.9.

Before returning to work, an employee who has been absent for surgery, hospitalization, or extended medical treatment may be asked to submit a letter from a physician stating that the employee is able to return to duty and stipulating any necessary restrictions or limitations.

Healthy Workplaces, Healthy Families Act Requirements

CSBA NOTE: Pursuant to Labor Code 245-249, all employers, including those that provide paid time off to their employees under existing policy or other law, must comply with the requirements specified in the following section. Pursuant to Labor Code 248.5, noncompliance with the Healthy Workplaces, Healthy Families Act could result in an enforcement action against the employer, including the imposition of civil and monetary penalties. Any district with questions regarding the applicability of this law should consult its CSBA's District and County Office of Education Legal Services or district legal counsel.

No employee shall be denied the right to use accrued sick days, and the district shall not in any manner discriminate or retaliate against an employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging district violation of Labor Code 245-249.

To ensure the district's compliance with Labor Code 245-249, the Superintendent or designee shall:

1. At a conspicuous location in each workplace, display a poster on paid sick leave that includes the following information:

- a. That an employee is entitled to accrue, request, and use paid sick days
 - b. The number of sick days provided by Labor Code 245-249
 - c. The terms of use of paid sick days
 - d. That discrimination or retaliation against an employee for requesting and/or using sick leave is prohibited by law and that an employee has the right to file a complaint with the Labor Commissioner if the district discriminates or retaliates against the employee
2. Provide at least 24 hours or three days of paid sick leave to each eligible employee to use per year and allow eligible employees to use accrued sick leave upon reasonable request
 3. Provide eligible employees written notice, on their pay stub or other document issued with their pay check, of the amount of paid sick leave they have available
 4. Keep a record documenting the hours worked and paid sick days accrued and used by each eligible employee for three years

Policy Reference UPDATE Service

Copyright 2023 by California School Boards Association, West Sacramento, California 95691

All rights reserved.

Policy Reference Disclaimer:

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

State	Description
5 CCR 5601	Transfer of accumulated sick leave
Ed. Code 44964	Power to grant leaves of absence for accident, illness, or quarantine
Ed. Code 44965	Granting of leaves of absence for pregnancy and childbirth
Ed. Code 44976	Transfer of leave rights when school is transferred to another district
Ed. Code 44977	Salary schedule for substitute employees
Ed. Code 44977.5	Differential pay during parental leave up to 12 weeks after sick leave is exhausted
Ed. Code 44978	Sick leave; certificated employees
Ed. Code 44978.1	Inability to return to duty; placement in another position or on reemployment list
Ed. Code 44978.2	Leave for military service _connected disability
Ed. Code 44979	Transfer of accumulated sick leave to another district

Ed. Code 44980	Transfer of accumulate <u>accumulated</u> sick leave to a county office of education
Ed. Code 44981	Leave of absence for personal necessity
Ed. Code 44983	Compensation during leave; certificated employees
Ed. Code 44984	Required rules for industrial accident and illness leave
Ed. Code 44986	Leave of absence; state disability benefits
Gov. Code 12945.1-12945.2	California Family Rights Act
Gov. Code 12945.6	Parental leave
Lab. Code 220	Sections inapplicable to public employees
Lab. Code 230	Accommodations and leave for victims of domestic violence
Lab. Code 230.1	Employers with 25 or more employees; domestic violence, sexual assault and stalking victims, right to time off
Lab. Code 233	Illness of child, parent, spouse or domestic partner <u>Leave to attend to family illness</u>
Lab. Code 234	Absence control policy
Lab. Code 245-249	Healthy Workplaces, Healthy Families Act of 2014
Federal	Description
29 CFR 1635.1-1635.12	Genetic Information Nondiscrimination Act of 2008
29 CFR 825.100 825.702	Family and Medical Leave Act of 1993
29 USC 2601-2654	Family Care and Medical Leave Act
42 USC 2000ff-2000ff-11	Genetic Information Nondiscrimination Act of 2008
Management Resources	Description
Court Decision	Veguez v. Governing Board of Long Beach Unified School District; (2005) 127 Cal.App.4th 406
Website	CSBA District and County Office of Education Legal Services

Cross References

Code	Description
0470	COVID-19 Mitigation Plan
2121	Superintendent's Contract
4032	Reasonable Accommodation
4112.2	Certification
4112.2	Certification

4112.42	Drug And Alcohol Testing For School Bus Drivers
4112.42	Drug And Alcohol Testing For School Bus Drivers
4112.9	Employee Notifications
4112.9-E(1)	Employee Notifications
4113.4	Temporary Modified/Light-Duty Assignment
4113.5	Working Remotely
4116	Probationary/Permanent Status
4116	Probationary/Permanent Status
4117.11	Preretirement Part-Time Employment
4119.41	Employees With Infectious Disease
4121	Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel
4141.6	Concerted Action/Work Stoppage
4141.6	Concerted Action/Work Stoppage
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits
4157.1	Work-Related Injuries
4159	Employee Assistance Programs
4161	Leaves
4161	Leaves
4161.11	Industrial Accident/Illness Leave
4161.2	Personal Leaves
4161.5	Military Leave
4161.8	Family Care And Medical Leave
4161.9	Catastrophic Leave Program
4161.9	Catastrophic Leave Program
4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.9	Employee Notifications
4212.9-E(1)	Employee Notifications
4213.4	Temporary Modified/Light-Duty Assignment

4213.5	Working Remotely
4219.41	Employees With Infectious Disease
4241.6	Concerted Action/Work Stoppage
4241.6	Concerted Action/Work Stoppage
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits
4257.1	Work-Related Injuries
4259	Employee Assistance Programs
4261	Leaves
4261	Leaves
4261.11	Industrial Accident/Illness Leave
4261.2	Personal Leaves
4261.5	Military Leave
4261.8	Family Care And Medical Leave
4261.9	Catastrophic Leave Program
4261.9	Catastrophic Leave Program
4312.42	Drug And Alcohol Testing For School Bus Drivers
4312.42	Drug And Alcohol Testing For School Bus Drivers
4312.9	Employee Notifications
4312.9-E(1)	Employee Notifications
4313.4	Temporary Modified/Light-Duty Assignment
4313.5	Working Remotely
4317.11	Preretirement Part-Time Employment
4319.41	Employees With Infectious Disease
4354	Health And Welfare Benefits
4354	Health And Welfare Benefits
4357.1	Work-Related Injuries
4359	Employee Assistance Programs
4361	Leaves
4361	Leaves
4361.11	Industrial Accident/Illness Leave

4361.2	Personal Leaves
4361.5	Military Leave
4361.8	Family Care And Medical Leave
4361.9	Catastrophic Leave Program
4361.9	Catastrophic Leave Program

Regulation 4161.2: Personal Leaves

Status: ADOPTED

Original Adopted Date: 11/01/2012 | Last Revised Date: 09/06/01/2022 2023 | Last Reviewed
Date: 09/06/01/2022 2023

CSBA NOTE: The following administrative regulation is subject to collective bargaining agreements.

Personal leaves granted to district employees shall be used as permitted in this administrative regulation, other Board-approved policy or district regulation, or applicable collective bargaining agreement.

CSBA NOTE: Family Code 297.5 extends to registered domestic partners the same rights that are available under state law to spouses. Thus, any reference to an employee's spouse throughout this administrative regulation also applies to a registered domestic partner, even if not expressly stated in the applicable state statute (e.g., Education Code, Military and Veterans Code). Districts should consult CSBA's District and County Office of Education Legal Services or the district's district legal counsel if a question arises as to leave provisions relative to an employee's domestic partner.

For the purpose of any personal leave offered pursuant to state law, a registered domestic partner shall have the same rights, protections, and benefits as a spouse and any protections provided to a spouse's child shall also apply to a child of a registered domestic partner. (Family Code 297.5)

Whenever possible, employees shall request personal leaves in advance and prepare suitable instructions, including lesson plans as applicable, for a substitute employee.

Bereavement

CSBA NOTE: Education Code 44985 and 45194 allow the Governing Board Pursuant to expand the class of relatives listed below as "immediate family" and enlarge the benefits provided by law. In addition, Government Code 12945.27, as amended added by AB 1033 1949 (Ch. 327 767, Statutes of 2021), includes a parent-in-law in the definition of "parent" for purposes of California Family Rights Act (CFRA) 2022, districts are required to provide up to five days of bereavement leave. Thus, to ensure consistency, for the death of an employee's "family member," as defined, if the employee was employed by the district for at least 30 days prior to the commencement of the definition bereavement leave. Education Code 44985 and 45194 grant three days, or five days if out-of-state travel is required, of paid bereavement leave for certificated and classified employees upon the death of a member of the employee's "immediate family." Government Code 12945.7, as added by AB 1949, potentially expands the length of this leave. Education Code 44985 and 45194 grant bereavement leave for a member of the employee's "immediate family" below includes "mother-in-law" and father-in-law," as permitted by law. "the definition of which is more expansive than a "family member," pursuant to Government Code 12945.7. Any bereavement leave taken under the Education Code and/or Government Code runs concurrently and not consecutively.

The bereavement leave days do not need to be taken consecutively, but must be taken within three months of the family member's date of death. Districts with existing policies that provide employees less than five days of paid bereavement leave must continue to give employees the number of paid days specified in the policy, but may provide the remainder of the five days as unpaid bereavement leave. Districts must allow employees to use any paid vacation, personal

leave, sick leave, or compensatory time off for the balance of the unpaid bereavement leave. Additionally, Government Code 12945.7, as added by AB 1949, makes it unlawful to retaliate or discriminate against an employee for using bereavement leave or to interfere with an employee's right to use bereavement leave.

Districts with questions about bereavement leave should consult CSBA's District and County Office of Education Legal Services or district legal counsel.

The following ~~two~~ paragraphs may be revised to reflect district practice.

Employees are entitled to a leave of up to three days, or five days if out-of-state travel is required, upon the death of any member of the employee's immediate family: as defined in Education Code 44985 and 45194. (Government Code 12945.7)

No deduction shall be made from the employee's salary, nor shall such leave be deducted from any other leave to which the employee is entitled. (Education Code 44985, 45194; Government Code 12945.7)

CSBA NOTE: Education Code 44985 and 45194 allow the Governing Board to expand the class of relatives listed below as "immediate family" and enlarge the benefits provided by law. In addition, Government Code 12945.2 includes a parent-in-law in the definition of "parent" for purposes of California Family Rights Act (CFRA) leave. Thus, to ensure consistency, the definition of "immediate family" includes "parent-in-law" as permitted by law.

~~Members of an employee's immediate family include: (Education Code 44985, 45194)~~

- ~~1. The mother, mother-in-law, father, father-in-law, grandmother, grandfather, or grandchild of the employee or of the employee's spouse~~
- ~~2. The employee's spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister~~
- ~~3. Any relative living in the employee's immediate household~~

Immediate Family means a parent, parent-in-law, grandparent, or grandchild of the employee or of the spouse of the employee, and the spouse, domestic partner, child, child-in-law, or sibling of the employee, or any relative living in the immediate household of the employee. (Education Code 44985, 45194)

At the employee's request, bereavement leave may be extended under personal necessity leave provisions as provided in the section "Personal Necessity" below. (Education Code 44981, 45207)

Personal Necessity

CSBA NOTE: Employees may use a maximum of seven days of accumulated personal illness/injury leave (sick leave) for reasons of personal necessity pursuant to Education Code 44981 (certificated employees) and 45207 (classified employees). Pursuant to Education Code 44981 and 45207, a higher maximum may be set for certificated and/or classified employees in the applicable collective bargaining agreement, or by Board resolution for classified employees who are not covered by a collective bargaining agreement. Districts that have established a maximum that is higher than seven days should modify the following paragraph accordingly.

Education Code 45207 clarifies that provisions pertaining to personal necessity leave also apply to

districts that have adopted the merit system for classified employees in accordance with Education Code 45240-45320.

Employees may use a maximum of seven days of accrued personal illness/injury leave (sick leave) during each school year for reasons of personal necessity. (Education Code 44981, 45207)

Acceptable reasons for the use of personal necessity leave include:

1. Death of a member of the employee's immediate family when the number of days of absence exceeds the limits set by bereavement leave provisions (Education Code 44981, 45207); [Government Code 12945.7](#)
2. An accident involving the employee or the employee's property, or the person or property of a member of the employee's immediate family (Education Code 44981, 45207)

CSBA NOTE: Pursuant to Education Code 44981, a certificated employee may use personal necessity leave for the serious illness of a member of the employee's immediate family. The Board may extend these provisions to classified employees under the authority granted to the Board by Education Code 45207. Districts are cautioned to consult ~~CSBA~~ [CSBA's](#) District and County Office of Education Legal Services or the ~~district's~~ [district](#) legal counsel regarding any interaction of Education Code provisions with Labor Code 233, 245.5, and 246.5, which allow the use of sick leave for the need of the employee or family member for the diagnosis, care, or treatment of an existing health condition or for preventive care and which include in the definition of "family member" a registered domestic partner, grandparent, and sibling. See AR 4161.1/4361.1 - Personal Illness/Injury Leave and AR 4261.1 - Personal Illness/Injury Leave.

Also see AR ~~4161.8/4261.8/4361.8~~ - Family Care and Medical Leave for federal and state provisions related to leaves for the birth, adoption, or foster placement of a new child; the care of a seriously ill child, parent, parent-in-law, or spouse/registered domestic partner or the employee's own serious health condition.

Pursuant to Government Code 12945.2 and Labor Code 245.5, as amended by AB 1041 (Ch. 748, Statutes of 2022), CFRA provides an eligible employee with up to 12 weeks of unpaid, job-protected leave to care for a designated person who has a serious health condition, in addition to caring for a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner. A "designated person" is defined as any individual related by blood or whose association with the employee is the equivalent of a family relationship. The employee may identify the designated person at the time the employee requests the leave. The district may limit the employee to taking CFRA leave to care for one designated person per 12-month period. For further information regarding medical leave, see AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave.

3. Illness, preventive care, or other need of a member of the employee's family, as defined in Labor Code 245.5 (Education Code 44981; [Government Code 12945.2](#); Labor Code 246.5)

CSBA NOTE: Education Code 45207 provides that classified employees may use sick leave for required court appearances, as provided in Item #4 below. Circumstances under which employees may take time off, with pay, for court appearances are described in the section on "Leave to Perform Legal Duties" below.

4. A classified employee's appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or other order (Education Code 45207)

CSBA NOTE: Items #5 and #6 are optional and may be deleted or modified to reflect district practice.

5. Fire, flood, or other immediate danger to the home of the employee
6. Personal business of a serious nature which the employee cannot disregard

Leave for personal necessity may be allowed for other reasons at the discretion of the Superintendent or designee. However, personal necessity leave shall not be granted for purposes of personal convenience, for the extension of a holiday or vacation, or for matters which can be taken care of outside of working hours. The Superintendent or designee shall have final discretion as to whether a request reflects personal necessity.

CSBA NOTE: The following paragraph is optional. The district is prohibited from requiring employees to obtain advance permission prior to taking leaves in certain situations. Pursuant to Education Code 44981 and 45207, the district may not require advance permission for leaves taken by classified employees for the reasons specified in Items #1-2 above and by certificated employees for the reasons specified in Items #1-3 above. In addition, Labor Code 246.5 requires an employer to grant paid sick leave "upon the oral or written request of an employee." According to the Department of Industrial Relations, (DIR), employers may not require advance notice when the need for the leave was unforeseeable, as in the case of unanticipated illness or a medical emergency.

Also see AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave for requirements pertaining to requests for leaves that qualify under the federal Family and Medical Leave Act (29 USC 2601-2654) or CFRA (Government Code 12945.1-12945.2), including provisions that allow employees to provide notice as soon as practicable when 30-day advance notice is not practicable due to lack of knowledge of the date the leave will be needed, a change in circumstances, or a medical emergency.

Advance permission shall not be required of an employee in any case involving the death of a member of the employee's immediate family, an accident involving the employee's person or property or the person or property of a member of the employee's immediate family, or the illness, preventive care, or other need of a member of the employee's family. (Education Code 44981, 45207)

For any leave that is planned, or for which the need is foreseeable, an employee shall notify the Superintendent or designee in advance. In all other circumstances, the employee shall notify the Superintendent or designee of the need for the leave as soon as practicable.

CSBA NOTE: Education Code 44981 and 45207 **mandate** the adoption of regulations requiring proof of personal necessity and prescribing the manner of the required proof. The following paragraph may be revised to specify the manner of proof required by the district.

After any absence due to personal necessity, the employee shall verify the absence by submitting a completed and signed district absence form to the employee's immediate supervisor.

Leave to Perform Legal Duties

CSBA NOTE: Labor Code 230 prohibits the discharge of or discrimination or retaliation against an employee for taking time off for the activities specified in Items #1-2 below.

Pursuant to Education Code 44037, it is unlawful for the district, or personnel commission for merit districts, to (1) adopt any rule, regulation, or ~~policy~~ that encourages classified employees to seek

exemption from jury duty; (2) directly or indirectly solicit or suggest to any employee that the employee seek exemption from jury duty; or (3) discriminate against any employee with respect to assignment, employment, promotion, or in any other manner because of the employee's service on a jury panel. However, the Board or personnel commission may establish a rule providing that only a percentage of district staff, which shall not be less than two percent, shall be granted such leave with pay at any one time. The following section may be revised to reflect district practice.

An employee may take time off work in order to: (Labor Code 230)

1. Serve on an inquest jury or trial jury
2. Comply with a subpoena or other court order to appear as a witness

Notices, summons, and subpoenas for court appearances shall be submitted to the district office when requesting leave.

A classified employee called for jury duty shall be granted leave with pay up to the amount of the difference between the employee's regular earnings and any amount received for jury fees. (Education Code 44037)

CSBA NOTE: The following optional paragraph is for use by districts that choose to provide leave of absence with pay for certificated employees called for jury duty, as authorized by Education Code 44036. Districts that do not grant such leave should delete this paragraph.

A certificated employee who is called for jury duty also shall be granted leave with pay up to the difference between the employee's regular earnings and any jury fees received. (Education Code 44036)

CSBA NOTE: The following paragraph is optional. Education Code 44036 allows the Board, at its discretion, to provide paid leaves for employees to appear in court as witnesses other than as litigants or to respond to orders from another governmental jurisdiction. Districts that do not grant such leave should delete this paragraph.

An employee shall be granted leave with pay to appear in court as a witness other than a litigant or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the employee. Such an employee shall receive the difference between the employee's regular earnings and any witness fees received. (Education Code 44036)

Leaves for Crime Victims for Judicial Proceedings

CSBA NOTE: Labor Code 230.2 prohibits a district from taking adverse employment action against an employee who takes leave as described below.

An employee who is a victim of a crime or an immediate family member, registered domestic partner, or child of a registered domestic partner of such victim may be absent from work in order to attend related judicial proceedings, if the crime is any of the following: (Labor Code 230.2)

1. A violent felony as defined in Penal Code 667.5(c)
2. A serious felony as defined in Penal Code 1192.7(c)
3. A felony provision of law proscribing theft or embezzlement

CSBA NOTE: Pursuant to Labor Code 230.2, employees may use any of the types of leave listed in the following paragraph, unless otherwise provided by a collective bargaining agreement, although a collective bargaining agreement cannot diminish the entitlement of an employee.

For these purposes, the employee may use vacation, personal leave, personal illness/injury leave, unpaid leave, or compensatory time off that is otherwise available to the employee. (Labor Code 230.2)

Prior to taking time off, an employee shall give the Superintendent or designee a copy of the notice of each scheduled proceeding that is provided by the responsible agency, unless advance notice is not feasible. When advance notice is not feasible or an unscheduled absence occurs, the employee shall, within a reasonable time after the absence, provide documentation evidencing the judicial proceeding from the court or government agency setting the hearing, the district attorney or prosecuting attorney's office, or the victim/witness office that is advocating on behalf of the victim. (Labor Code 230.2)

The district shall keep confidential any records pertaining to the employee's absence from work by reason of this leave. (Labor Code 230.2)

Leaves for Victims of Crime or Abuse

CSBA NOTE: Labor Code 230 and 230.1 allow employees who are victims of domestic violence, sexual assault, stalking, or a crime that caused physical injury or mental injury with a threat of physical injury, and employees whose immediate family member is deceased as the direct result of a crime to use any available vacation, personal leave, or compensatory time off for the purposes described in Items #1-5 below, and prohibit a district from taking adverse employment action against an employee for taking leave for any of those purposes. Pursuant to Labor Code 230.1, Items #2-5 apply to districts with 25 or more employees.

An employee who is a victim of domestic violence, sexual assault, stalking, or a crime that caused physical injury or mental injury with a threat of physical injury or an employee whose immediate family member, as defined, is deceased as the direct result of a crime may use vacation, sick leave, personal leave, or compensatory time off that is otherwise available to the employee to attend to the following activities: (Labor Code 230, 230.1, 246.5)

1. Obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of the employee or the employee's child
2. Seek medical attention for injuries caused by crime or abuse
3. Obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse
4. Obtain psychological counseling or mental health services related to an experience of crime or abuse
5. Participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation

CSBA NOTE: Pursuant to Labor Code 230, the following certification may include documentation from a victim advocate (defined as an individual, whether paid or serving as a volunteer, who provides services to victims under the auspices or supervision of an agency or organization that has a documented record of providing services to victims, a court, or a law enforcement or prosecution

agency) or any other form of documentation that reasonably verifies that the crime or abuse occurred, including, but not limited to, a written statement signed by the employee or by an individual acting on the employee's behalf.

Prior to taking time off, an employee shall give reasonable notice to the Superintendent or designee, unless advance notice is not feasible. When an unscheduled absence occurs, the employee shall provide, within a reasonable period of time, certification of the absence in the form of any of the following: (Labor Code 230, 230.1)

1. A police report indicating that the employee was a victim
2. A court order protecting or separating the employee from the perpetrator of the crime or abuse, or other evidence from the court or prosecuting attorney that the employee has appeared in court
3. Documentation from a domestic violence or sexual assault counselor as defined in Evidence Code 1037.1 or 1035.2, licensed medical professional or health care provider, victim advocate, or counselor that the employee was undergoing treatment or receiving services for physical or mental injuries or abuse resulting in victimization from the crime or abuse
4. Any other form of documentation that reasonably verifies that the crime or abuse occurred, including, but not limited to, a written statement signed by the employee or by an individual acting on the employee's behalf certifying that the absence is for a purpose authorized under Labor Code 230 or 230.1

The district shall maintain the confidentiality of such an employee to the extent authorized by law. (Labor Code 230, 230.1)

CSBA NOTE: Pursuant to Labor Code 230.1, districts with 25 or more employees are required to notify district employees of employee rights under Labor Code 230 and 230.1. The district may use a form developed by the Labor Commissioner for this purpose, when available on the web site of the Department of Industrial Relations DIR's website, or may develop its own form that is substantially similar in content and clarity to the Labor Commissioner's form.

The Superintendent or designee shall inform employees of the rights provided employees pursuant to Labor Code 230 and 230.1 using a form developed by the Labor Commissioner or a substantially similar form developed by the district. Such information shall be provided to new employees upon hire and to other employees upon request. (Labor Code 230.1)

Personal Leave for Child-Related Activities

CSBA NOTE: Pursuant to Labor Code 230.8, the following section applies to any district employing 25 or more employees at the same location. A district with fewer than 25 employees at the same location may use or delete this section at its discretion.

Pursuant to Labor Code 230.8, an employee who is discharged, threatened with discharge, demoted, suspended, or otherwise discriminated against for using the leave for child-related activities is entitled to reinstatement and reimbursement for lost wages and benefits, and an employer who willfully refuses to rehire, promote, or otherwise reinstate such an employee is subject to a civil penalty equal to three times the amount of the lost wages and benefits.

Any employee who is a parent/guardian of one or more children of an age to attend any of grades K-12 or a program offered by a licensed child care provider may use up to 40 hours of personal leave, vacation, or compensatory time off each school year in order to: (Labor Code 230.8)

1. Find, enroll, or reenroll a child in a school or with a licensed child care provider or to participate in activities of the school or child care provider, provided the employee gives reasonable advance notice of the absence. Time off for this purpose shall not exceed eight hours in any calendar month.
2. Address a school or child care emergency, provided the employee gives notice. An emergency exists when the child cannot remain in school or with a child care provider due to one of the following circumstances:
 - a. A request by the school or child care provider that the child be picked up
 - b. An attendance policy, excluding planned holidays, that prohibits the child from attending or requires that the child be picked up from the school or child care provider
 - c. Behavioral or discipline problems
 - d. Closure or unexpected unavailability of the school or child care provider, excluding planned holidays
 - e. A natural disaster, including, but not limited to, fire, earthquake, or flood

For purposes of this leave, parent/guardian includes a parent, guardian, stepparent, foster parent, grandparent, or person who stands in loco parentis to a child. (Labor Code 230.8)

CSBA NOTE: Labor Code 230.8 provides that the employee may use time off without pay to the extent the district makes it available. The following optional paragraph may be revised to reflect district practice.

In lieu of using vacation, personal leave, or compensatory time off, eligible employees may take unpaid leave for this purpose.

If two or more parents/guardians of a child are employed at the same work site, this leave shall be allowed for the parent/guardian who first gives notice to the district. Simultaneous absence by another parent/guardian of the child may be granted by the Superintendent or designee. (Labor Code 230.8)

Upon request by the Superintendent or designee, the employee shall provide documentation from the school or licensed child care provider that the employee engaged in permitted child-related activities on a specific date and at a particular time. (Labor Code 230.8)

Service on Education Boards and Committees

Upon request, a certificated employee shall be granted up to 20 school days of paid leave per school year for service performed within the state on any education board, commission, committee, or group authorized by Education Code 44987.3 provided that all of the following conditions are met: (Education Code 44987.3)

1. The service is performed within the state.
2. The board, commission, organization, or group informs the district in writing of the service.
3. The board, commission, organization, or group agrees, prior to the service, to reimburse the district, upon the district's request, for compensation paid to the employee's substitute and for actual related administrative costs.

Employee Organization Activities

CSBA NOTE: The following optional section may be deleted by any district whose collective bargaining agreements expressly provide for a paid leave of absence for participation in the activities described in this section.

Education Code 44987 and 45210 provide that any certificated or classified employee may take time off without loss of compensation to serve as an elected officer of any local, statewide, or national employee organization of which the employee is a member. Following the district's payment to the employee for the leave of absence, the employee organization must reimburse the district within 10 days after receiving the district's certification of payment of compensation to the employee. This leave of absence is in addition to the release time granted to representatives of an employee organization pursuant to Government Code 3543.1.

Pursuant to Education Code 44987 and 45210, as amended by SB 294 (Ch. 539, Statutes of 2021), an employee's leave of absence to serve as an elected officer of an employee organization is additional to any other leave available for the employee's use by law or in agreement with the district.

Upon request, any certificated or classified employee shall be granted a leave of absence without loss of compensation, to serve as an elected officer of a district employee organization or any statewide or national employee organization with which the employee organization is affiliated. Such leave shall be in addition to any other leave to which the employee may be entitled by other laws or a memorandum of understanding or collective bargaining agreement. (Education Code 44987, 45210)

The leave shall include, but is not limited to, absence for purposes of attending periodic, stated, special, or regular meetings of the body of the organization on which the employee serves as an officer. (Education Code 44987, 45210)

CSBA NOTE: Education Code 45210 requires districts to grant a paid leave of absence to a reasonable number of classified employees serving as unelected members of the employee organization or a statewide or national public employee organization when the employee attends "important organizational activities authorized by the public employee organization." Compensation must include the required retirement fund contributions. The employee will continue to earn full service credit during the leave and must pay member contributions as specified. Education Code 45210 also requires that an employee organization provide reasonable notification to the district when requesting a leave of absence without loss of compensation for an employee.

Upon request of an employee organization in the district or its state or national affiliate, a reasonable number of unelected classified employees shall be granted a leave of absence without loss of compensation for the purpose of attending important organizational activities authorized by the employee organization. The employee organization shall provide reasonable notification to the Superintendent or designee when requesting a leave of absence for employees for this purpose. (Education Code 45210)

When leave is granted for any of the above purposes, the employee organization shall reimburse the district within 10 days after receiving the district's certification of payment of compensation to the employee. (Education Code 44987, 45210)

Religious Leave

CSBA NOTE: The following optional section is for use by any district that chooses to grant religious leave and may be revised to reflect district practice. A district that does not grant such leave should

delete this section. However, the district should consult ~~CSBA~~ **CSBA's** District and County Office of Education Legal Services or the ~~district's~~ **district** legal counsel before denying a request for religious leave since the Constitution requires districts to provide "reasonable accommodation" to employee religious practices.

The Superintendent or designee may grant an employee up to three days of leave per year for religious purposes, provided that the leave is requested in advance and that it does not cause additional district expenditures, the neglect of assigned duties, or any other unreasonable hardship on the district.

CSBA NOTE: The following optional paragraph reflects the California Supreme Court's interpretation of Article 1, Section 8 of the California Constitution as stated in Rankin v. Commission on Professional Competence.

The Superintendent or designee shall deduct the cost of hiring a substitute, when required, from the wages of the employee who takes religious leave.

No employee shall be discriminated against for using this leave or any additional days of unpaid leave granted for religious observances at the discretion of the Superintendent or designee.

Spouse on Leave from Military Deployment

CSBA NOTE: Military and Veterans Code 395.10 requires any district with 25 or more employees to allow up to 10 days of unpaid leave to an employee whose spouse is on leave from military deployment. A district with fewer than 25 employees may use the following section at its discretion. In addition, 29 USC 2612 authorizes an employee to take up to 26 work weeks of unpaid military caregiver leave or up to 12 weeks of "exigency" leave during a single 12-month period, as determined by the district; see AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave.

An employee who works an average of 20 hours or more per week and whose spouse is a member of the United States Armed Forces, National Guard, or reserves may take up to 10 days of unpaid leave during a period that the employee's spouse is on leave from deployment during a military conflict, as defined in Military and Veterans Code 395.10. (Military and Veterans Code 395.10)

Within two business days of receiving official notice that the employee's spouse will be on leave from deployment, the employee shall provide the Superintendent or designee with notice of the intention to take the leave. The employee shall submit written documentation certifying that the employee's spouse will be on leave from deployment during the time that the leave is requested. (Military and Veterans Code 395.10)

Leave for Emergency Duty

CSBA NOTE: Labor Code 230.3 prohibits a district from discharging or discriminating against an employee who takes time off to perform emergency duty as specified below. Labor Code 230.3 defines emergency rescue personnel as a member of a federal, state, local, or private fire department or agency, as well as a sheriff or police department.

An employee may take time off to perform emergency duty as a volunteer firefighter, a reserve peace officer, or emergency rescue personnel. (Labor Code 230.3)

CSBA NOTE: Pursuant to Labor Code 230.4, a district with 50 or more employees must grant an employee who is a volunteer firefighter, reserve peace officer, or emergency rescue personnel a leave of absence for up to 14 days per calendar year for training purposes. A district with fewer than 50 employees may use or delete this paragraph at its discretion.

Any employee who performs duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel shall be permitted to take temporary leaves of absence, not to exceed an aggregate total of 14 days per calendar year, for the purpose of engaging in fire, law enforcement, or emergency rescue training. (Labor Code 230.4)

Civil Air Patrol Leave

CSBA NOTE: Labor Code 1500-1507 require a district with more than 15 employees to provide at least 10 days of unpaid leave per year, beyond any leave otherwise available to employees, to employees who volunteer with the Civil Air Patrol and are directed to respond to an emergency operational mission, as provided below. Labor Code 1503 specifies that a district may not require an employee to first exhaust all accrued vacation, personal, sick, or any other available leave in order to use Civil Air Patrol leave.

If the district chooses to offer more than 10 days of such leave per year or to provide paid leave, it should modify the following paragraph accordingly. A district with 15 or fewer employees may use or delete this section at its discretion.

An employee may take up to 10 days of unpaid leave per calendar year, beyond any leave otherwise available to the employee, to respond to an emergency operational mission of the California Civil Air Patrol, provided that the employee has been employed by the district for at least a 90-day period immediately preceding the leave. Such leaves shall not exceed three days for a single mission, unless an extension is granted by the governmental entity authorizing the mission and is approved by the Superintendent or designee. (Labor Code 1501, 1503)

The employee shall give the district as much advance notice as possible of the intended dates of the leave. The Superintendent or designee may require certification from the proper Civil Air Patrol authority to verify the eligibility of the employee for the leave and may deny the leave if the employee fails to provide the required certification. (Labor Code 1503)

Policy Reference UPDATE Service

Copyright 2023 by **California School Boards Association**, West Sacramento, California 95691
All rights reserved.

Policy Reference Disclaimer:

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

State	Description
CA Constitution Article 1, Section 8	Religious discrimination
Ed. Code 44036-44037	Leaves of absence for judicial and official appearances
Ed. Code 44963	Power to grant leaves of absence; certificated
Ed. Code 44981	Leave of absence for personal necessity
Ed. Code 44985	Leave of absence due to death in immediate family; certificated
Ed. Code 44987	Service as officer of employee organization; certificated
Ed. Code 44987.3	Leave of absence to serve on certain boards, commissions, etc.

Ed. Code 45190	Leaves of absence and vacations; classified
Ed. Code 45194	Bereavement leave of absence; classified
Ed. Code 45198	Effect of provisions authorizing leaves of absence
Ed. Code 45207	Personal necessity; classified
Ed. Code 45210	Service as officer of employee organization; classified
Ed. Code 45240-45320	Merit system
Evid. Code 1035.2	Sex assault counselor; definition
Evid. Code 1037.1	Domestic violence counselor; definition
Fam. Code 297-297.5	Rights, protections, benefits under the law; registered domestic partners
Gov. Code 12945.1-12945.2	California Family Rights Act
<u>Gov. Code 12945.7</u>	<u>Bereavement leave</u>
Gov. Code 3543.1	Rights of employee organizations
Lab. Code 1500-1507	Civil Air Patrol leave
Lab. Code 230-230.2	Leaves for victims of domestic violence, sexual assault, or specified felonies
Lab. Code 230.3	Leave for emergency personnel
Lab. Code 230.4	Leave for volunteer firefighters
Lab. Code 230.8	Time off to visit child's school
Lab. Code 233	Illness of child, parent, spouse or domestic partner <u>Leave to attend to family illness</u>
Lab. Code 234	Absence control policy
Lab. Code 246.5	Paid sick days; purposes for use
M&V Code 395.10	Leave when spouse on leave from military deployment
Pen. Code 1192.7	Plea bargaining limitation
Pen. Code 667.5	Prior prison terms; enhancement of prison terms
Federal	Description
29 USC 2601-2654	Family Care and Medical Leave Act
42 USC 2000d-2000d-7	Title VI, Civil Rights Act of 1964
Management Resources	Description
Court Decision	Rankin v. Commission on Professional Competence, (1988) 24 Cal.3d 167
Public Employment Relations Board Decision	Berkeley Council of Classified Employees v. Berkeley Unified School District, (2008) PERB Decision No. 1954
Website	CSBA District and County Office of Education Legal Services

Website	California Department of Industrial Relations
Website	California Federation of Teachers
Website	California Public Employment Relations Board
Website	California School Employees Association
Website	California Teachers Association

Cross References

Code	Description
2121	Superintendent's Contract
4112.9	Employee Notifications
4112.9-E(1)	Employee Notifications
4121	Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel
4140	Bargaining Units
4141.6	Concerted Action/Work Stoppage
4141.6	Concerted Action/Work Stoppage
4143	Negotiations/Consultation
4158	Employee Security
4158	Employee Security
4161	Leaves
4161	Leaves
4161.1	Personal Illness/Injury Leave
4161.8	Family Care And Medical Leave
4212.9	Employee Notifications
4212.9-E(1)	Employee Notifications
4240	Bargaining Units
4241.6	Concerted Action/Work Stoppage
4241.6	Concerted Action/Work Stoppage
4243	Negotiations/Consultation
4258	Employee Security
4258	Employee Security
4261	Leaves
4261	Leaves

4261.1	Personal Illness/Injury Leave
4261.8	Family Care And Medical Leave
4312.9	Employee Notifications
4312.9-E(1)	Employee Notifications
4340	Bargaining Units
4358	Employee Security
4358	Employee Security
4361	Leaves
4361	Leaves
4361.1	Personal Illness/Injury Leave
4361.8	Family Care And Medical Leave
5148	Child Care And Development
5148	Child Care And Development

Regulation 4161.8: Family Care And Medical Leave

Status: ADOPTED

Original Adopted Date: 07/01/2015 | Last Revised Date: 06/01/2022 2023 | Last Reviewed
Date: 06/01/2022 2023

CSBA NOTE: The following optional administrative regulation addresses mandatory subjects of bargaining. The laws referenced in this regulation provide minimum amounts of leave which the district must grant its employees if more generous benefits are not provided as part of its collective bargaining agreement. Any covered subject that is already addressed in the district's collective bargaining agreements should be deleted from this administrative regulation.

Both federal and state law provide for family care and medical leave (29 USC 2601-2654, the Family and Medical Leave Act of 1993 (FMLA), and Government Code 12945.1-12945.2, the California Family Rights Act (CFRA)). However, these laws do not always provide identical rights or operate in the same manner. For example, pregnancy as a "serious health condition" is covered under FMLA but not under CFRA. Instead, under state law, an employee who is disabled due to pregnancy, childbirth, or a related medical condition is entitled to pregnancy disability leave (PDL) pursuant to Government Code 12945. Where there is a difference between state and federal law, the law that grants the greatest benefits generally controls. In those situations, the district should consult CSBA's District and County Office of Education Legal Services or district legal counsel should be consulted as needed.

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)

CSBA NOTE: Pursuant to Government Code 12945.2, as amended by AB 1041 (Ch. 748, Statutes of 2022), a designated person, as defined below, is added to the class of people an employee may take leave to care for under CFRA. A designated person may be identified by the employee at the time of the employee's requests for the leave, and the district may limit employees to one designated person per 12-month period.

Designated person, for CFRA purposes, means any individual related by blood, or whose association with the employee is the equivalent of a family relationship. (Government Code 12945.2)

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)

CSBA NOTE: Pursuant to Government Code 12945.2, as amended by AB 1033 (Ch. 327, Statutes of 2021), includes 1041, a parent-in-law "designated person," as defined above, is included in the definition of "parent" "eligible family member" for purposes of CFRA leave.

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, or designated person. (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.

Incapacity means the inability to work, attend school, or perform other regular daily activities due to a serious 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

CSBA NOTE: Government Code 12945.2 and 29 USC 2611-2612 require a district to grant family care and medical leave to an eligible employee for any of the reasons stated below. These requirements apply to all public agencies regardless of the number of employees.

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

CSBA NOTE: Pursuant to 29 CFR 825.126, FMLA military family leave is available to any eligible employee for a qualifying exigency while the employee's spouse, child, or parent who is a military member is on covered active duty during deployment to a foreign country. Government Code 12945.2 provides exigency leave under CFRA for an employee whose registered domestic partner is on active duty. For requirements related to qualifying exigency leave, see the section "Military Family Leave Resulting from Qualifying Exigencies" below.

- 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)

CSBA NOTE: Pursuant to 29 CFR 825.127, military caregiver leave is available to any eligible employee who is a family member of a covered servicemember with a serious injury or illness. For requirements related to military caregiver leave, see the section on "Military Caregiver Leave" below.

- 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

CSBA NOTE: Under federal law, pregnancy as a "serious health condition" is covered as part of FMLA leave. However, disability due to pregnancy is explicitly excluded from coverage under CFRA (2 CCR 11093). Instead, pursuant to Government Code 12926 and 12945, any California employee who is "disabled because of pregnancy, childbirth, or related medical conditions" is entitled to unpaid PDL of up to four months if the employer has five or more employees. Therefore, such an employee is entitled to up to four months of PDL and an additional 12 weeks of CFRA leave following the birth of the child.

Additionally, pursuant to 2 CCR 11037, PDL is not subject to eligibility requirements for other FMLA and CFRA leaves, such as minimum hours worked or length of service.

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

CSBA NOTE: Pursuant to Government Code 12945.2, leaves common to CFRA and FMLA run concurrently so that total leave to which an employee is entitled would not be more than 12 work weeks.

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)

CSBA NOTE: To determine the 12-month period in which the leave entitlement occurs, the district may use any of the methods identified in 29 CFR 825.200 and specified in options #1-4 below. However, a district may choose not to use any of these options and may instead choose some other fixed 12-month period. Whichever option is selected, it must be applied uniformly to all employees. If the district fails to select a method for calculating the 12-month period, the method that provides the most beneficial outcome for the employee will be used. Pursuant to 2 CCR 11090, if the district decides to change the calculation method, it must provide at least 60 days' notice to all employees.

OPTION 1: The 12-month period shall coincide with the calendar year. (29 CFR 825.200)

OPTION 2: The 12-month period shall coincide with the fiscal year. (29 CFR 825.200)

OPTION 3: 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)

OPTION 4: The 12-month period shall be a rolling period measured backward from the date an employee uses any family care and medical leave, as defined in 29 CFR 825.200. (29 CFR 825.200)

CSBA NOTE: 2 CCR 11042 clarifies that the four months of PDL to which an employee is entitled means the number of days or hours that the employee would normally work within the four calendar months. For employees who work 40 hours per week, PDL leave is defined as 17-1/3 weeks, 122 days, or 693 hours.

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)

CSBA NOTE: While leaves common to CFRA and FMLA run concurrently, PDL is separate and distinct from CFRA leave. Consequently, pursuant to 2 CCR 11046, an employee who is "disabled by pregnancy" may be entitled to up to four months of PDL, followed by 12 work weeks of CFRA leave for the birth of the child (baby bonding). Determining which leaves run concurrently is a complex endeavor and districts should consult [CSBA's District and County Office of Education Legal Services or district](#) legal counsel as needed.

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)

CSBA NOTE: Although 29 USC 2612 allows the district to limit the aggregate number of work weeks of leave to which two parents may be entitled when both parents work for the district, such leave is covered under both FMLA and CFRA and state law prevails since it provides greater rights to employees.

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

CSBA NOTE: The district may require employees (Option 1) or employees may elect (Option 2) to use paid leave during an otherwise unpaid portion of CFRA or FMLA leave or PDL. Pursuant to 2 CCR 11044 and 11092, the district may only require an employee to use sick leave if the leave is for the employee's own serious health condition or for PDL, unless mutually agreed to by the district and the employee.

OPTION 1: 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)

OPTION 1 ENDS HERE

OPTION 2: During any otherwise unpaid period of PDL or any FMLA or CFRA leave, the employee may elect to use accrued vacation leave, or any other paid time off negotiated with the district that the employee is eligible to use. If the leave is for the employee's own serious health condition or PDL, the employee may also elect to use accrued sick leave during the period of leave. (Government Code 12945, 12945.2; 2 CCR 11044; 11092; 29 USC 2612)

OPTION 2 ENDS HERE

CSBA NOTE: The following paragraph is for use with either option above.

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)

CSBA NOTE: Pursuant to 2 CCR 11090, the minimum duration of CFRA parental leave for the birth, adoption, or foster care placement of a child is generally two weeks. However, the district must grant a request for CFRA leave of less than two weeks duration on any two occasions and may grant additional requests.

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:

CSBA NOTE: Pursuant to 2 CCR 11041, the district must accommodate the transfer request of a pregnant employee to the same extent that it accommodates transfer requests for other temporarily disabled employees.

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

CSBA NOTE: Pursuant to 2 CCR 11050 and 11091, an employee is required to notify the district of the need to take PDL or family care and medical leave. The employee must provide at least verbal notice sufficient to make the district aware that the employee needs qualifying leave, and the anticipated timing and duration of the leave. However, the employee does not need to assert rights under CFRA or FMLA or even mention CFRA or FMLA to meet the notice requirement, but must state the reason the leave is needed. If there is a question about whether leave is FMLA/CFRA qualifying or if the district is considering denying CFRA leave based on an

employee's refusal to provide further information, CSBA's District and County Office of Education Legal Services of district legal counsel should be consulted.

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)

CSBA NOTE: Both 29 CFR 825.300 and 2 CCR 11091 require the district to provide an employee with notice of the designation of leave as either qualifying for CFRA or FMLA protection. See section entitled "Notifications" below for further requirements of this "designation notice" as well as other required notifications.

Pursuant to 2 CCR 11091, an employee has the obligation to respond to questions designed to determine whether an absence is potentially CFRA qualifying. If the district is unable to determine whether requested leave is CFRA qualifying because of an employee's refusal to respond to its inquiries, the employee may be denied CFRA protection.

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)

CSBA NOTE: Pursuant to 2 CCR 11091, the district may require an employee to provide at least 30 days advance notice of the need for family care and medical leave, if the need is foreseeable. If the district requires such advance notice from employees, then the district's notification of FMLA/CFRA rights must so specify; see section below entitled "Notifications."

Pursuant to 2 CCR 11050, an employee requesting PDL is required to provide the district at least 30 days advance notice if the need for PDL is foreseeable.

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

CSBA NOTE: Government Code 12945.2 and Labor Code 245.5, as amended by AB 1041, expands the CFRA leave an eligible employee may take to include caring for a designated person with a serious health condition. A "designated person" is defined as any individual related by blood or whose association with the employee is the equivalent of a family relationship. The employee may identify the designated person at the time the employee requests the leave. The district may limit the employee to taking CFRA leave to care for one designated person per 12-month period.

An eligible employee may request CFRA leave to care for a designated person with a serious health condition. The employee may identify the designated person at the time of the employee's request for the leave. The district may limit an employee to using CFRA leave to care for one designated person per 12-month period. (Government Code 12945.2; Labor Code 245.5)

Certification of Health Condition

CSBA NOTE: The following optional section is for use by districts that require an employee to submit a medical certification of the need for family care and medical leave for an employee's own serious health condition or to care for the employee's eligible family member with a serious health condition. In order to help avoid claims of discrimination, the district should generally treat all such employees uniformly; thus, districts using this section should request a medical certification from all such employees.

Districts requiring written medical certification from employees may develop their own form, utilize one provided by the employee's health care provider, or use the form provided in 2 CCR 11097.

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

CSBA NOTE: Item #3 below addresses an eligible employee's request for leave to care for an eligible family member. In such a case, 2 CCR 11087 provides that the health care provider's certification need not identify the serious health condition involved. The U.S. Department of Labor (DOL) provides a form, "Certification of Health Care Provider for Family Member's Serious Health Condition under the Family and Medical Leave Act," that districts may use for this purpose to avoid unauthorized disclosure of the serious health 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

CSBA NOTE: Government Code 12940 and other provisions of the California Genetic Information Nondiscrimination Act of 2011 prohibit an employer from making a non-job related inquiry into an employee's genetic information. A district which believes that an employee's leave may require obtaining this information should consult with CSBA's District and County Office of Education Legal Services or district legal counsel.

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

CSBA NOTE: The following optional section is for use by districts that require an employee to submit a medical certification of the need for leave along with the request for PDL. Districts requiring written medical certification from employees who request reasonable accommodation, transfer, or disability leave because of pregnancy may develop their own form, utilize one provided by the employee's health care provider, or use the form provided in 2 CCR 11050.

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

CSBA NOTE: The following optional section is for use by districts that choose to require a return-to-work certification and may be modified to list the specific positions for which certification is required. Pursuant to 2 CCR 11091, the district may require an employee to submit a return-to-work certification from the employee's health provider, stating that the employee is able to return to work. However, this requirement may only be made if the district has a uniformly applied practice of requiring such releases when employees return to work after illness, injury, or disability, any fitness-for-duty examination is job related and consistent with business necessity, and the practice is not forbidden by its collective bargaining agreement. 2 CCR 11050 has similar requirements when an employee is returning to work after PDL.

Pursuant to 29 CFR 825.312, when the health care provider certifies that the employee is able to resume work, the district may also require the health care provider to address the employee's ability to perform the essential functions of the job. If such a requirement is imposed, then the district must provide the employee with a list of the employee's essential job functions with the "designation notice"; see section entitled "Notifications" below.

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

CSBA NOTE: Pursuant to Government Code 12945.2, 2 CCR 11043 and 11089, and 29 USC 2614, an employee on PDL or family care and medical leave has the right to be reinstated to the same or a comparable position upon return from such leave. However, such an employee has no greater right to reinstatement or other benefits than the employee would have if employment had been continuous.

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)

CSBA NOTE: Pursuant to 2 CCR 11044 and 11092, the time that the district maintains and pays for group health coverage during PDL shall not be used to meet its obligation to pay for 12 weeks of group health coverage during leave taken under CFRA, even where the district designates the PDL as FMLA or CFRA leave. The entitlements to employer-paid group health coverage during PDL and during CFRA are two separate and distinct entitlements.

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

CSBA NOTE: The following optional section reflects 29 USC 2611 and 2612 which authorize an eligible employee to take up to 12 work weeks of unpaid FMLA leave to attend to an "exigency" arising out of the fact that the employee's spouse, child, or parent is on active duty or on call to active duty status in the National Guard or Reserves, or is a member of the regular Armed Forces on deployment to a foreign country. Pursuant to Government Code 12945.2, an employee may take unpaid leave under CFRA to attend to an exigency involving the employee's registered domestic partner.

Pursuant to 29 CFR 825.200, an employee is entitled to 12 work weeks of qualifying exigency leave during each 12-month period established by the district; see section entitled "Terms of Leave" above. According to DOL's, "Military Family Leave Provisions of the FMLA Frequently Asked Questions and Answers," an employee may take all 12 weeks of FMLA leave entitlement as

a qualifying exigency leave or take a combination of the 12 weeks of leave for both qualifying exigency leave and other FMLA leave, such as leave for a serious health condition.

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)

CSBA NOTE: Pursuant to 29 CFR 825.126, a "qualifying exigency" may include "other events" agreed to by the district and the employee. As an example of such other event, DOL's DOL's, "Military Family Leave Provisions of the FMLA Frequently Asked Questions and Answers," and the California Department of Human Resources', "Questions and Answers - Military Family Leave - FMLA," list leave to spend time with the military member either prior to or post deployment or to attend to household emergencies that would normally have been handled by the military member.

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
2. Attend military events and related activities, such as any official ceremony or family assistance program related 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)

CSBA NOTE: The district may require the employee to provide certification of the qualifying exigency containing the information specified in 29 CFR 825.309. A form has been developed by DOL for this purpose and is available on its ~~web site~~ [website](#).

The following paragraph is optional and should be deleted by those districts that do not require such documentation. In order to help avoid claims of discrimination, the district should generally treat all employees uniformly; thus, districts using this paragraph should request certification from all employees requesting such leave.

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)

CSBA NOTE: Pursuant to 29 USC 2612 and 29 CFR 825.207, the district has the option to require or give employees discretion to use paid leave when taking FMLA/CFRA leave; see Options 1 and 2 in the section entitled "Use/Substitution of Paid Leave" above. Whichever option is selected by the district with ~~regards~~ [regard](#) to FMLA/CFRA leave is also applicable to qualified exigency leave.

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

CSBA NOTE: 29 USC 2612 and 29 CFR 825.127 authorize an eligible employee to take up to 26 work weeks of unpaid military caregiver leave, as defined below, during a single 12-month period. According to DOL's, "Military Family Leave Provisions of the FMLA Frequently Asked Questions and Answers," if an employee does not use the entire 26-week entitlement in a single 12-month period, unused weeks cannot be carried over into another 12-month period. However, the employee may qualify for nonmilitary FMLA 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)

CSBA NOTE: 29 USC 2611 defines "serious injury or illness" for active members of the Armed Forces and for veterans, as provided below. Pursuant to 29 CFR 825.127, a veteran's injury or illness will qualify as a "serious injury or illness" for the purpose of this leave, only if one of the four conditions listed in Item #2 below is present.

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

CSBA NOTE: As is the case for other types of FMLA/CFRA leave, 29 CFR 825.302 requires the employee, when the need for the leave is foreseeable, to provide 30 days advance notice to the district before the leave is to begin.

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.

CSBA NOTE: 29 CFR 825.310 authorizes the district to require employees to provide certification of the need for the leave, which is to be completed by an authorized health care provider of the covered servicemember.

The following paragraph is optional. In order to help avoid claims of discrimination, the district should generally treat all employees uniformly; thus, districts using this paragraph should request a medical certification from all employees requesting such leave.

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.

CSBA NOTE: Pursuant to 29 CFR 825.127, an employee may take up to a total of 26 work weeks of leave for both regular FMLA and military caregiver leave during the 12-month leave entitlement period. However, the employee may not take more than 12 weeks for regular FMLA leave. For example, according to DOL's, "Military Family Leave Provisions of the FMLA Frequently Asked Questions and Answers," an employee could take 12 weeks of FMLA leave to care for a newborn child and 14 weeks of military caregiver leave but could not take 16 weeks to care for a newborn and 10 weeks of military caregiver leave. If the leave qualifies as both military caregiver leave and leave to care for a family member with a serious health condition, 29 CFR 825.127 specifies that the district must first designate the leave as military caregiver leave.

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)

CSBA NOTE: Pursuant to 29 USC 2612 and 29 CFR 825.207, the district has the option to require or give employees discretion to substitute paid leave when taking FMLA/CFRA leave; see Options 1 and 2 in section entitled "Use/Substitution of Paid Leave" above. Whichever option is selected by the district with regard to FMLA/CFRA leave is also applicable to military caregiver leave.

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

CSBA NOTE: Both 29 CFR 825.300 and 2 CCR 11095 require employers to provide general notification to employees of their rights under the FMLA/CFRA as well as specific notifications when an employee has requested leave, as detailed below. 2 CCR 11049 contains similar notice requirements for PDL purposes. Samples of notices which describe an employee's rights are available on the [web sites](#) [websites](#) of the California [Civil Rights](#) Department of Fair Employment and Housing and the DOL.

Pursuant to 2 CCR 11095, the district must translate the notice into every language that is spoken by at least 10 percent of the district's employees at any facility.

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)

CSBA NOTE: Pursuant to 2 CCR 11050 and 11091, a district may require an employee, when the need for the leave is foreseeable, to provide at least 30 days advance notice before the leave is to begin; see the section entitled "Request for Leave" above. 2 CCR 11049 and 11091 specify that districts requiring such notice from employees must give them "reasonable advance notice" of their obligation and that incorporation of the requirement into the general notice satisfies the "advance notice" requirement.

The following optional paragraph is for use by districts that require employees to provide advance notice.

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

CSBA NOTE: Item #4b below is for use by districts that require medical certification to the effect that the employee is able to resume work. See the section entitled "Release to Return to Work" above.

- 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)

CSBA NOTE: 29 CFR 825.300 requires the designation notice to specify whether the district requires paid leave to be used during an otherwise unpaid family care and medical leave, whether the district requires an employee to present release to return to work certification, and whether that certification must address the employee's ability to perform the essential functions of the job. See the sections entitled "Use/Substitution of Paid Leave" and "Release to Return to Work" above. The following paragraph should be revised to reflect district practice.

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

CSBA NOTE: Government Code 12946, 29 USC 2616, and 29 CFR 825.500 require districts to maintain records of, among other things, applications, dates, and personnel and employment action related to family care and medical leave. Pursuant to 42 USC 2000ff-1, any individually identifiable genetic information possessed by the district must be treated as a confidential medical record of the employee involved.

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 UPDATE Service

Copyright 2023 by California School Boards Association, West Sacramento, California 95691

All rights reserved.

Policy Reference Disclaimer:

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

State	Description
2 CCR 11035-11051	Unlawful sex discrimination; pregnancy, childbirth, and related medical conditions
2 CCR 11087-11098	California Family Rights Act
Ed. Code 44965	Granting of leaves of absence for pregnancy and childbirth
Fam. Code 297-297.5	Rights, protections, benefits under the law; registered domestic partners
Fam. Code 300	Definition of marriage
Gov. Code 12926	Definitions
Gov. Code 12940	Unlawful discriminatory employment practices
Gov. Code 12945	Unlawful discrimination based on pregnancy, childbirth, or related medical conditions
Gov. Code 12945.1-12945.2	California Family Rights Act
Gov. Code 12945.6	Parental leave
Gov. Code 12946	Fair employment and Housing Act: discrimination prohibited
Federal	Description
1 USC 7	Definition of marriage and spouse
29 CFR 825.100-825.702	Family and Medical Leave Act of 1993
29 USC 2601-2654	Family Care and Medical Leave Act
42 USC 2000ff-2000ff-11	Genetic Information Nondiscrimination Act of 2008
Management Resources	Description
Court Decision	Faust v. California Portland Cement Company, (2007) 150 Cal.App.4th 864
Court Decision	Tellis v. Alaska Airlines, (9th Cir., 2005) 414 F.3d 1045
Court Decision	United States v. Windsor, (2013) 699 F.3d 169
U.S. Department of Labor Publication	Military Family Leave Provisions of the FMLA-Frequently Asked Questions and Answers
Website	CSBA District and County Office of Education Legal Services

Website

U.S. Department of Labor, FMLA

Website

California Civil Rights Department

Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities
0470	COVID-19 Mitigation Plan
1113	District And School Web Sites
1113	District And School Web Sites
1113-E(1)	District And School Web Sites
2121	Superintendent's Contract
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4032	Reasonable Accommodation
4033	Lactation Accommodation
4112.2	Certification
4112.2	Certification
4112.4	Health Examinations
4112.42	Drug And Alcohol Testing For School Bus Drivers
4112.42	Drug And Alcohol Testing For School Bus Drivers
4112.9	Employee Notifications
4112.9-E(1)	Employee Notifications
4113.4	Temporary Modified/Light-Duty Assignment
4117.3	Personnel Reduction
4141	Collective Bargaining Agreement
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits
4161	Leaves
4161	Leaves
4161.1	Personal Illness/Injury Leave
4161.2	Personal Leaves
4161.9	Catastrophic Leave Program
4161.9	Catastrophic Leave Program

4212.4	Health Examinations
4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.9	Employee Notifications
4212.9-E(1)	Employee Notifications
4213.4	Temporary Modified/Light-Duty Assignment
4217.3	Layoff/Rehire
4241	Collective Bargaining Agreement
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits
4259	Employee Assistance Programs
4261	Leaves
4261	Leaves
4261.1	Personal Illness/Injury Leave
4261.2	Personal Leaves
4261.9	Catastrophic Leave Program
4261.9	Catastrophic Leave Program
4312.4	Health Examinations
4312.42	Drug And Alcohol Testing For School Bus Drivers
4312.42	Drug And Alcohol Testing For School Bus Drivers
4312.9	Employee Notifications
4312.9-E(1)	Employee Notifications
4313.4	Temporary Modified/Light-Duty Assignment
4354	Health And Welfare Benefits
4354	Health And Welfare Benefits
4359	Employee Assistance Programs
4361	Leaves
4361	Leaves
4361.1	Personal Illness/Injury Leave
4361.2	Personal Leaves
4361.9	Catastrophic Leave Program
4361.9	Catastrophic Leave Program

Exhibit 4212.9-E(1): Employee Notifications

Status: ADOPTED

Original Adopted Date: 05/01/2016 | Last Revised Date: ~~03/06/01/2022~~ 2023 | Last Reviewed
Date: ~~03/06/01/2022~~ 2023

CSBA NOTE: The following exhibit lists notices which the law requires be provided to employees. See the referenced Board policy, administrative regulation, or Board bylaw for further information about related program and notice requirements.

I. To All Employees

When/Whom to Notify: At the beginning of school year or upon employment
Education or Other Legal Code: Education Code 231.5, Government Code 12950
Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11
Subject: The district's policy on sexual harassment, legal remedies, complaints

When/Whom to Notify: Annually and 72 hours before pesticide application
Education or Other Legal Code: Education Code 17612
Board Policy/Administrative Regulation #: AR 3514.2
Subject: Use of pesticide ~~product~~ products, active ingredients, Internet address to access information on pesticides

When/Whom to Notify: Prior to implementing year-round schedule
Education or Other Legal Code: Education Code 37616
Board Policy/Administrative Regulation #: BP 6117
Subject: Public hearing on ~~year-round~~ implementing year-round program schedule

When/Whom to Notify: Prior to implementing alternative schedule
Education or Other Legal Code: Education Code 46162
Board Policy/Administrative Regulation #: BP 6112
Subject: Public hearing on alternative schedule in secondary grades

When/Whom to Notify: Annually
Education or Other Legal Code: Education Code 49013; 5 CCR 4622
Board Policy/Administrative Regulation #: AR 1312.3; BP 0460; BP 3260
Subject: Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control accountability plan

When to Notify: Annually
Education or Other Legal Code: Education Code 49069.5, 51225.1
Board Policy/Administrative Regulation #: AR 6173, AR 6173.1, 6173.3, 6175
Subject: Transfer of coursework and credits for foster youth, students experiencing homelessness, former juvenile court school students, children of military family, migrant students, and students participating in a newcomer program.

When/Whom to Notify: Annually
Education or Other Legal Code: Education Code 49414
Board Policy/Administrative Regulation #: AR 5141.21

Subject: Request for volunteers to be trained to administer epinephrine auto-injectors

When/Whom to Notify: At least once per year

Education or Other Legal Code: Education Code 49414.3

Board Policy/Administrative Regulation #: AR 5141.21

Subject: Request for volunteers to be trained to administer opioid antagonist

When to Notify: When a parent/guardian requests for district designation of volunteers is received for training on emergency use of anti-seizure medication for a student diagnosed with seizures

Education or Other Legal Code: Education Code 49468.2

Board Policy/Administrative Regulation #: To be included in AR 5141.21

Subject: Request for volunteers to be trained in recognition and response to seizures, including administration of emergency anti-seizure medication, description of training, right to rescind offer to volunteer, prohibition against retaliation.

When/Whom to Notify: To all employees

Education or Other Legal Code: Government Code 1126

Board Policy/Administrative Regulation #: BP 4136/4236/4336

Subject: Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal

When/Whom to Notify: To all employees

Education or Other Legal Code: Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210

Board Policy/Administrative Regulation #: BP 4020, BP 4159/4259/4359

Subject: District's drug- and alcohol-free workplace; actions that will be taken if violated; available employee assistance programs

When/Whom to Notify: Upon employment

Education or Other Legal Code: Government Code 21029

Board Policy/Administrative Regulation #: None

Subject: Right to purchase PERS service credit for military service performed prior to public employment

When/Whom to Notify: Upon placement of automated external defibrillator (AED) in school, annually thereafter

Education or Other Legal Code: Health and Safety Code 1797.196

Board Policy/Administrative Regulation #: AR 5141

Subject: Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan

When/Whom to Notify: If the district receives Tobacco-Use Prevention Education funds

Education or Other Legal Code: Health and Safety Code 104420

Board Policy/Administrative Regulation #: AR 3513.3

Subject: District's tobacco-free schools policy and enforcement procedures

When/Whom to Notify: Annually, or more frequently if there is new information

Education or Other Legal Code: Health and Safety Code 120875, 120880

Board Policy/Administrative Regulation #: BP 4119.43/4219.43/4319.43

Subject: AIDS and hepatitis B, methods to prevent exposure

When/Whom to Notify: To new employees upon hire and other employees upon request, in

districts with 25 or more employees
Education or Other Legal Code: Labor Code 230.1
Board Policy/Administrative Regulation #: AR 4161.2/4261.2/4361.2
Subject: Rights pursuant to Labor Code 230-230.1 pertaining to leaves and accommodations for victims of crime or abuse

When/Whom to Notify: With each paycheck
Education or Other Legal Code: Labor Code 246
Board Policy/Administrative Regulation #: AR 4161.1/4261.1/4361.1
Subject: Amount of sick leave available

When/Whom to Notify: Upon hire, in employee handbook, and upon request for parental leave
Education or Other Legal Code: Labor Code 1034
Board Policy/Administrative Regulation #: BP 4033
Subject: The district's policy on lactation accommodation

When/Whom to Notify: To covered employees and former employees
Education or Other Legal Code: Labor Code 2800.2
Board Policy/Administrative Regulation #: AR 4154/4254/4354
Subject: Availability of COBRA/Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage

When/Whom to Notify: To employees participating in a flexible spending account
Education or Other Legal Code: Labor Code 2810.7
Board Policy/Administrative Regulation #: None
Subject: Deadline to withdraw funds from account before the end of the plan year

When/Whom to Notify: To every new employee, either at the time employee is hired or by end of first pay period
Education or Other Legal Code: Labor Code 3551
Board Policy/Administrative Regulation #: AR 4157.1/4257.1/4357.1
Subject: Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor

When/Whom to Notify: Within one day of receiving notice of potential exposure to COVID-19, and remain posted for not less than 15 calendar days, to employees who were on the premises during the infectious period, the exclusive representative, and the employer of subcontracted employees as applicable

Where: Prominently display in all places where notices to employees concerning workplace rules or regulations are customarily posted

Education or Other Legal Code: Labor Code 6409.6
Board Policy/Administrative Regulation #: AR 4157/4257/4357
Subject: Potential exposure to COVID-19; benefits to which employees may be entitled; available leave options; protection against discrimination and retaliation; district's disinfection and safety plan

When/Whom to Notify: Prior to beginning employment
Education or Other Legal Code: Penal Code 11165.7, 11166.5
Board Policy/Administrative Regulation #: AR 5141.4
Subject: Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law

When/Whom to Notify: Upon employment, and ~~when employee goes on leave for specified reasons~~ and ~~when leaving work due to pregnancy or nonoccupational sickness or injury~~
Education or Other Legal Code: Unemployment Insurance Code 2613
Board Policy/Administrative Regulation #: AR 4154/4254/4354
Subject: Disability insurance rights and benefits

When/Whom to Notify: To principal, counselor who directly supervises or reports on student's behavior or progress, and teacher and other administrators who directly supervise or report on student's behavior or progress when ~~principal~~ the superintendent or designee believes the employee needs the information for the protection of self or others when working with the student, when Superintendent or designee receives written notification that minor student has committed a felony or misdemeanor involving specified offenses
Education or Other Legal Code: Welfare and Institutions Code 827
Board Policy/Administrative Regulation #: AR 4158/4258/4358
Subject: Limited exception to juvenile court record confidentiality to ensure rehabilitation of juvenile criminal offenders and protect students and staff

When/Whom to Notify: To all employees and job applicants
Education or Other Legal Code: 2 CCR 11023; 34 CFR 104.8, 106.9
Board Policy/Administrative Regulation #: BP 0410, AR 4030
Subject: District's policy on nondiscrimination and related complaint procedures

When/Whom to Notify: To all employees via employee handbook, or to each new employee
Education or Other Legal Code: 2 CCR 11091, 11095; 29 CFR 825.300
Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8
Subject: Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible

When/Whom to Notify: To all employees
Education or Other Legal Code: 8 CCR 3203
Board Policy/Administrative Regulation #: AR 4157/4257/4357
Subject: The right and procedure to access the injury and illness prevention program

When/Whom to Notify: To all employees ~~working with homeless families~~
~~Education or Other Legal Code: 42 USC 11432~~
~~Board Policy/Administrative Regulation #: AR 6173~~
~~Subject: Duties of district liaison for homeless students~~

~~When/Whom to Notify: To all employees~~
~~Education or Other Legal Code: 34 CFR 106.8~~
~~Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11~~
~~Subject: Nondiscrimination on the basis of sex; contact information for district's Title IX Coordinator; referral of inquiries to Title IX Coordinator and/or Office for Civil Rights~~

When/Whom to Notify: Annually
Education or Other Legal Code: 40 CFR 763.84, 763.93
Board Policy/Administrative Regulation #: AR 3514
Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

II.

When/Whom to Notify: Prior to the beginning of school year or upon employment
Education or Other Legal Code: 20 USC 2354; 34 CFR 100 Appendix B, 104.8
Board Policy/Administrative Regulation #: AR 6178
Subject: All career and technical education opportunities are offered without regard to race, color, national origin, sex, or disability in accordance with 34 CFR 100

II. To Certificated Employees

When/Whom to Notify: To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire

Education or Other Legal Code: Education Code 22455.5

Board Policy/Administrative Regulation #: AR 4121

Subject: Criteria for membership in retirement system; right to elect membership at any time

When/Whom to Notify: Upon employment of a retired certificated individual

Education or Other Legal Code: Education Code 22461

Board Policy/Administrative Regulation #: AR 4117.14/4317.14

Subject: Postretirement earnings limitation or employment restriction; monthly report of compensation

When/Whom to Notify: To certificated employees

Education or Other Legal Code: Education Code 35171

Board Policy/Administrative Regulation #: AR 4115, BP 4315

Subject: District regulations related to performance evaluations

When/Whom to Notify: 30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated

Education or Other Legal Code: Education Code 44663

Board Policy/Administrative Regulation #: AR 4115

Subject: Copy of employee's evaluation

When/Whom to Notify: To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee

Education or Other Legal Code: Education Code 44664

Board Policy/Administrative Regulation #: AR 4115

Subject: Notice and description of the unsatisfactory performance

When/Whom to Notify: By May 30, if district elects to issue reemployment notices to certificated employees

Education or Other Legal Code: Education Code 44842

Board Policy/Administrative Regulation #: AR 4112.1

Subject: Request that the employee notify district of intent to remain in service next year

When/Whom to Notify: To probationary and temporary certificated employees upon employment and every July thereafter

Education or Other Legal Code: Education Code 44916

Board Policy/Administrative Regulation #: AR 4112.1, AR 4121

Subject: Employment status and salary

When/Whom to Notify: To probationary employee, by March 15

Education or Other Legal Code: Education Code 44929.21, 44929.23, 44948.5

Board Policy/Administrative Regulation #: BP 4116

Subject: Whether or not employee is reelected for next school year

When/Whom to Notify: When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year

Education or Other Legal Code: Education Code 44934, 44934.1, 44936

Board Policy/Administrative Regulation #: BP 4118; AR 4118

Subject: Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice

When/Whom to Notify: To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice

Education or Other Legal Code: Education Code 44938

Board Policy/Administrative Regulation #: BP 4118

Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year

Education or Other Legal Code: Education Code 44938

Board Policy/Administrative Regulation #: BP 4118

Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings

Education or Other Legal Code: Education Code 44940.5

Board Policy/Administrative Regulation #: AR 4118

Subject: Notice of intent to dismiss 30 days from notice unless employee demands hearing

When/Whom to Notify: To probationary employee 30 days prior to dismissal during school year, but not later than March 15 for a second- year probationary employee

Education or Other Legal Code: Education Code 44948.3

Board Policy/Administrative Regulation #: AR 4118

Subject: Reasons for dismissal and opportunity to appeal

When/Whom to Notify: By March 15 when necessary to reduce certificated personnel, with final notice by May 15

Education or Other Legal Code: Education Code 44949, 44955

Board Policy/Administrative Regulation #: BP 4117.3

Subject: Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination

When/Whom to Notify: Before the end of the school year to temporary employee who served 75 percent of school year but will be released

Education or Other Legal Code: Education Code 44954
Board Policy/Administrative Regulation #: BP 4121
Subject: District's decision not to reelect employee for following school year

When/Whom to Notify: During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to any permanent or probationary certificated employee, including an employee holding a position that requires administrative or supervisory credential, whose services are terminated

Education or Other Legal Code: Education Code 44955.5

Board Policy/Administrative Regulation #: BP 4117.3

Subject: Decrease in the number of permanent employees in accordance with a schedule of notice and hearing adopted by the Board

When/Whom to Notify: To teacher, when a student engages in or is reasonably suspected of specified acts

Education or Other Legal Code: Education Code 49079

Board Policy/Administrative Regulation #: AR 4158/4258/4358

Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To teacher of a student who is suspended or expelled, when Superintendent or designee receives transfer student's record regarding acts that resulted in suspension or expulsion

Education or Other Legal Code: Education Code 48201

Board Policy/Administrative Regulation #: AR 4158/4258/4358

Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To certificated employee upon change in employment status due to alleged misconduct

Education or Other Legal Code: 5 CCR 80303

Board Policy/Administrative Regulation #: AR 4117.7/4317.7

Subject: Contents of state regulation re: report to Commission on Teacher Credentialing

III. To Classified Employees

When/Whom to Notify: When classified employee is subject to disciplinary action for cause, in nonmerit district

Education or Other Legal Code: Education Code 45113

Board Policy/Administrative Regulation #: AR 4218

Subject: Notice of charges, right to hearing, timeline for requesting hearing

When/Whom to Notify: By March 15, when laid off due to lack of work or lack of funds, with final notice by May 15

Education or Other Legal Code: Education Code 45117

Board Policy/Administrative Regulation #: AR 4217.3

Subject: Notice of layoff, displacement and reemployment rights, right to hearing; final notice of Board decision regarding termination

When/Whom to Notify: During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to classified employees who are laid off due to lack of work or lack of funds

Education or Other Legal Code: Education Code 45117

Board Policy/Administrative Regulation #: AR 4217.3

Subject: District Statement of Reduction in Force to affected employees in accordance with a schedule of notice and hearing adopted by the Board

When/Whom to Notify: At least 60 days prior to the effective date of layoff, if the employee's position must be eliminated due to the expiration of a specially funded program

Education or Other Legal Code: Education Code 45117

Board Policy/Administrative Regulation #: AR 4217.3

Subject: Notice of layoff date, displacement and reemployment rights

When/Whom to Notify: Upon employment and upon each change in classification

Education or Other Legal Code: Education Code 45169

Board Policy/Administrative Regulation #: AR 4212

Subject: Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek

When/Whom to Notify: To permanent employee whose leave is exhausted

Education or Other Legal Code: Education Code 45192, 45195

Board Policy/Administrative Regulation #: AR 4261.1, AR 4261.11

Subject: Exhaustion of leave, opportunity to request additional leave

When/Whom to Notify: To school bus drivers and school activity bus drivers prior to expiration of specified documents

Education or Other Legal Code: 13 CCR 1234

Board Policy/Administrative Regulation #: AR 3542

Subject: Expiration date of driver's license, driver's certificate and medical certificate; need to renew

When/Whom to Notify: To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter

Education or Other Legal Code: 13 CCR 2480

Board Policy/Administrative Regulation #: AR 3542

Subject: Limitations on vehicle idling; consequences of not complying

When/Whom to Notify: To school bus drivers, prior to district drug testing program and thereafter upon employment

Education or Other Legal Code: 49 CFR 382.113, 382.601

Board Policy/Administrative Regulation #: AR 4112.42/4212.42/4312.42

Subject: Explanation of federal requirements for drug testing program and district's policy; prior to administration of each drug or alcohol test

When/Whom to Notify: To school bus drivers, prior to operating school bus
Education or Other Legal Code: 49 CFR 382.303
Board Policy/Administrative Regulation #: AR 4112.42/4212.42/4312.42
Subject: Post accident information, procedures, and instruction

IV. To Administrative/Supervisory Personnel

When/Whom to Notify: To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract
Education or Other Legal Code: Education Code 35031
Board Policy/Administrative Regulation #: BP 2121, BP 4312.1
Subject: Decision not to reelect or reemploy upon expiration of contract or term

When/Whom to Notify: Upon request by administrative or supervisory employee transferred to teaching position
Education or Other Legal Code: Education Code 44896
Board Policy/Administrative Regulation #: AR 4313.2
Subject: Statement of the reasons for the reassignment

When/Whom to Notify: By March 15 to employee who may be released/reassigned the following school year
Education or Other Legal Code: Education Code 44951
Board Policy/Administrative Regulation #: AR 4313.2
Subject: Notice that employee may be released or reassigned the following school year

V. To Individual Employees Under Special Circumstances

When/Whom to Notify: In the event of a breach of security of district records to affected employees
Education or Other Legal Code: Civil Code 1798.29
Board Policy/Administrative Regulation #: BP 3580
Subject: Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies

When/Whom to Notify: Prior to placing derogatory information in personnel file
Education or Other Legal Code: Education Code 44031
Board Policy/Administrative Regulation #: AR 4112.6/4212.6/4312.6
Subject: Notice of derogatory information, opportunity to review and comment

When/Whom to Notify: To employees who volunteer to administer epinephrine auto-injector
Education or Other Legal Code: Education Code 49414
Board Policy/Administrative Regulation #: AR 5141.21
Subject: Defense and indemnification from civil liability by the district

When/Whom to Notify: To district police officer, within 30 days of decision to impose discipline
Education or Other Legal Code: Government Code 3304
Board Policy/Administrative Regulation #: AR 3515.3
Subject: Decision to impose discipline, including the date that discipline will be imposed

When/Whom to Notify: To employee returning from military leave of absence, within 30 days of return

Education or Other Legal Code: Government Code 20997

Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5

Subject: Right to receive PERS service credit for military service; application form

When/Whom to Notify: 24 hours before Board meets in closed session to hear complaints or charges against employee

Education or Other Legal Code: Government Code 54957

Board Policy/Administrative Regulation #: BB 9321

Subject: Employee's right to have complaints/charges heard in open session

When/Whom to Notify: When taking disciplinary action against employee for disclosure of confidential information

Education or Other Legal Code: Government Code 54963

Board Policy/Administrative Regulation #: BP 4119.23/4219.23/4319.23

Subject: Law prohibiting disclosure of confidential information obtained in closed session

When/Whom to Notify: When document identifying employee who is victim of domestic violence is disclosed

Education or Other Legal Code: Labor Code 230

Board Policy/Administrative Regulation #: AR 4158/4258/4358

Subject: Accommodations and leave for victims of domestic violence

When/Whom to Notify: Within one working day of work-related injury or victimization of crime

Education or Other Legal Code: Labor Code 3553, 5401

Board Policy/Administrative Regulation #: AR 4157.1/4257.1/4357.1

Subject: Potential eligibility for workers' compensation benefits, claim form

When/Whom to Notify: When adverse employment action is based on DOJ criminal history information or subsequent arrest notification

Education or Other Legal Code: Penal Code 11105, 11105.2

Board Policy/Administrative Regulation #: AR 4112.5/4212.5/4312.5

Subject: Copy of DOJ notification

When/Whom to Notify: To any employee with exposure to blood or potentially infectious materials, upon initial employment and at least annually thereafter

Education or Other Legal Code: 8 CCR 3204

Board Policy/Administrative Regulation #: AR 4119.42/4219.42/4319.42

Subject: The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records

When/Whom to Notify: To any employee assigned to a work area in a laboratory setting where hazardous chemicals are present, upon initial assignment and upon new within 15 working days after receiving a monitoring result related to an employee exposure situation determination

Education or Other Legal Code: 8 CCR 5191

Board Policy/Administrative Regulation #: AR 3514.1

Subject: ~~Location~~ Contents of 8 CCR 5191, including location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material

When/Whom to Notify: To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area

Education or Other Legal Code: 8 CCR 5194

Board Policy/Administrative Regulation #: AR 3514.1

Subject: ~~Any~~ Requirements of 8 CCR 5194, including any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights

When/Whom to Notify: To employee eligible for military leave

Education or Other Legal Code: 38 USC 4334

Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5

Subject: Notice of rights, benefits, and obligations under military leave

When/Whom to Notify: Within five days of employee's request for family care and medical leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave

Education or Other Legal Code: 29 CFR 825.300; 2 CCR 11049, 11091

Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8

Subject: Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice

When/Whom to Notify: Whenever notice of eligibility for FMLA is provided to employee

Education or Other Legal Code: 29 CFR 825.300

Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8

Subject: Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations

When/Whom to Notify: To all employees working with families experiencing homelessness

Education or Other Legal Code: Education Code 48851.3, 42 USC 11432

Board Policy/Administrative Regulation #: AR 6173

Subject: Duties of district liaison for homeless students and availability of training and services

Policy Reference UPDATE Service

Copyright 2023 by California School Boards Association, West Sacramento, California 95691

All rights reserved.

Policy Reference Disclaimer:

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

State	Description
13 CCR 1234	Reports regarding school buses and bus drivers
13 CCR 2480	Vehicle idling; limitations
2 CCR 11023	Harassment and discrimination prevention and correction
2 CCR 11035-11051	Unlawful sex discrimination: pregnancy, childbirth, and related medical conditions
2 CCR 11087-11098	California Family Rights Act
5 CCR 4622	Uniform complaint procedures
5 CCR 80303	Reports of change in employment status; alleged misconduct
8 CCR 3204	Access to employee exposure and medical records
8 CCR 5191	Chemical hygiene plan
8 CCR 5194	Hazard communication
Civ. Code 1798.29	District records: breach of security
Ed. Code 17612	Notification of pesticide use
Ed. Code 22455.5	STRS information to potential members
Ed. Code 22461	Postretirement compensation limitation
Ed. Code 231.5	Sexual harassment policy
Ed. Code 35031	Term of employment
Ed. Code 35171	Availability of rules and regulations for evaluation of performance
Ed. Code 37616	Notice of public hearing on year-round schedule
Ed. Code 44663-44664	Evaluation of certificated employees
Ed. Code 44842	Reemployment notices; certificated employees
Ed. Code 44896	Transfer of administrator or supervisor to teaching position
Ed. Code 44916	Written statement of employment status
Ed. Code 44929.21	Notice of reelection decision; districts with 250 ADA or more
Ed. Code 44929.23	Districts with less than 250 ADA
Ed. Code 44934	Notice of disciplinary action for cause
Ed. Code 44938	Notice of unprofessional conduct and opportunity to correct
Ed. Code 44940.5-44941	Notification of suspension and intent to dismiss
Ed. Code 44948.3-44948.5	Dismissal of probationary employees

Ed. Code 44948.5	Nonreelection procedures; districts under 250 ADA
Ed. Code 44949	Dismissal of probationary employees
Ed. Code 44951	Continuation in position unless notified; administrative or supervisory personnel
Ed. Code 44954	Nonreelection of temporary employees
Ed. Code 44955	Reduction in number of permanent employees
Ed. Code 44955.5	Decrease in number of permanent employees during specified time period upon determination related to local control funding formula per unit of average daily attendance
Ed. Code 45113	Notification of charges; classified employees
Ed. Code 45117	Notice of layoff; classified employees
Ed. Code 45169	Employee salary data; classified employees
Ed. Code 45192	Industrial accident and illness leave for classified employees
Ed. Code 45195	Additional leave
Ed. Code 46162	Alternative schedule for junior high and high school; public hearing with notice
Ed. Code 48201	Transfer student's record for acts that resulted in suspension or expulsion
<u>Ed. Code 48851.3</u>	<u>Education of students in foster care and students who are homeless</u>
Ed. Code 49013	Complaints regarding student fees
Ed. Code 49079	Notification to teacher, student who has engaged in acts re: grounds suspension or expulsion
Ed. Code 49414	Epinephrine auto-injectors
Ed. Code 49414.3	Administration of opioid antagonist
Gov. Code 1126	Incompatible activities of employees
Gov. Code 12950	Sexual harassment
Gov. Code 21029	Retirement credit for period of military service
Gov. Code 54957	Complaints against employees; right to open session
Gov. Code 54963	Unauthorized disclosure of confidential information
Gov. Code 8355	Certification of drug-free workplace, including notification
H&S Code 104420	Tobacco-free schools
H&S Code 120875	Information on AIDS, AIDS-related conditions, and hepatitis B

H&S Code 120880	Notification to employees re AIDS, AIDS-related conditions, and hepatitis B
H&S Code 1797.196	Automated external defibrillators; notification of use and locations
Lab. Code 230	Accommodations and leave for victims of domestic violence
Lab. Code 2800.2	Notification of availability of continuation health coverage
Lab. Code 3550-3553	Notifications re: workers' compensation benefits
Lab. Code 5401	Workers' compensation; claim form and notice of potential eligibility
Pen. Code 11165.7	Child Abuse and Neglect Reporting Act; notification requirement
Pen. Code 11166.5	Employment; statement of knowledge of duty to report child abuse or neglect
Unemp. Ins. Code 2613	Disability insurance; notice of rights and benefits
W&I Code 827	Limited exception to juvenile court record
Federal	Description
29 CFR 825.300	Family and Medical Leave Act; notice requirement
<u>34 CFR 100</u>	<u>Nondiscrimination under programs receiving federal assistance</u>
34 CFR 104.8	Nondiscrimination
34 CFR 106.9	Severability
34 CFR 84.205-84.210	Drug-free workplace statement
<u>20 USC 2354</u>	<u>Local application for career and technical education programs</u>
38 USC 4334	Uniformed Services Employment and Reemployment Rights Act; notice requirement
40 CFR 763.84	Asbestos inspections, response actions and post-response actions
40 CFR 763.93	Asbestos management plans
41 USC 8101-8106	Drug-Free Workplace Act
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act
49 CFR 382.113	Controlled substance and alcohol use and testing notifications
49 CFR 382.303	Post-accident information, procedures, and instructions
49 CFR 382.601	Controlled substance and alcohol use and testing notification

Management Resources
Website

Description
CSBA District and County Office of Education Legal Services

Cross References

Code	Description
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
2121	Superintendent's Contract
3260	Fees And Charges
3260	Fees And Charges
3513.3	Tobacco-Free Schools
3513.3	Tobacco-Free Schools
3514	Environmental Safety
3514	Environmental Safety
3514.1	Hazardous Substances
3514.1	Hazardous Substances
3514.2	Integrated Pest Management
3515.3	District Police/Security Department
3515.3	District Police/Security Department
3542	School Bus Drivers
3580	District Records
3580	District Records
4020	Drug And Alcohol-Free Workplace
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4033	Lactation Accommodation
4112.42	Drug And Alcohol Testing For School Bus Drivers
4112.42	Drug And Alcohol Testing For School Bus Drivers
4112.5	Criminal Record Check

4112.5-E(1)	Criminal Record Check
4112.6	Personnel Files
4115	Evaluation/Supervision
4115	Evaluation/Supervision
4116	Probationary/Permanent Status
4116	Probationary/Permanent Status
4117.14	Postretirement Employment
4117.3	Personnel Reduction
4117.7	Employment Status Reports
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4119.11	Sexual Harassment
4119.11	Sexual Harassment
4119.43	Universal Precautions
4119.43	Universal Precautions
4121	Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel
4136	Nonschool Employment
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits
4157	Employee Safety
4157	Employee Safety
4157.1	Work-Related Injuries
4158	Employee Security
4158	Employee Security
4161.1	Personal Illness/Injury Leave
4161.11	Industrial Accident/Illness Leave
4161.2	Personal Leaves
4161.5	Military Leave
4161.8	Family Care And Medical Leave
4212	Appointment And Conditions Of Employment

4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.5	Criminal Record Check
4212.5-E(1)	Criminal Record Check
4212.6	Personnel Files
4216	Probationary/Permanent Status
4217.3	Layoff/Rehire
4219.11	Sexual Harassment
4219.11	Sexual Harassment
4219.43	Universal Precautions
4219.43	Universal Precautions
4236	Nonschool Employment
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits
4257	Employee Safety
4257	Employee Safety
4257.1	Work-Related Injuries
4258	Employee Security
4258	Employee Security
4261.1	Personal Illness/Injury Leave
4261.11	Industrial Accident/Illness Leave
4261.2	Personal Leaves
4261.5	Military Leave
4261.8	Family Care And Medical Leave
4312.1	Contracts
4312.42	Drug And Alcohol Testing For School Bus Drivers
4312.42	Drug And Alcohol Testing For School Bus Drivers
4312.5	Criminal Record Check
4312.5-E(1)	Criminal Record Check
4312.6	Personnel Files
4315	Evaluation/Supervision

4317.14	Postretirement Employment
4317.7	Employment Status Reports
4319.11	Sexual Harassment
4319.11	Sexual Harassment
4319.43	Universal Precautions
4319.43	Universal Precautions
4336	Nonschool Employment
4354	Health And Welfare Benefits
4354	Health And Welfare Benefits
4357	Employee Safety
4357	Employee Safety
4357.1	Work-Related Injuries
4358	Employee Security
4358	Employee Security
4361.1	Personal Illness/Injury Leave
4361.11	Industrial Accident/Illness Leave
4361.2	Personal Leaves
4361.5	Military Leave
4361.8	Family Care And Medical Leave
5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
6117	Year-Round Schedules
6173	Education For Homeless Children
6173	Education For Homeless Children
6173-E(1)	Education For Homeless Children
6173-E(2)	Education For Homeless Children
<u>6178</u>	<u>Career Technical Education</u>
9310	Board Policies
9321	Closed Session

9321-E(1)

Closed Session

9321-E(2)

Closed Session

Policy 4240: Bargaining Units

Status: ADOPTED

Original Adopted Date: 11/01/2011 | Last Revised Date: ~~09/06/01/2022~~ 2023 | Last Reviewed
Date: ~~09/06/01/2022~~ 2023

CSBA NOTE: Pursuant to Government Code 3544, an employee organization may become the employees' exclusive representative for negotiations by filing a request with the district providing proof that a majority of the employees in an appropriate unit wish to be represented by that organization. Notice of such request must be immediately posted conspicuously on all employee bulletin boards in each district facility in which members of the unit are employed. Government Code 3544.1 requires the district to grant the request for recognition unless (1) the district doubts the appropriateness of the unit, (2) another employee organization files a challenge to the appropriateness of the unit or submits a competing claim of representation within 15 work days of the posting of notice of the written request, or (3) the district currently has a lawful written agreement with another employee organization representing the same employees.

"Exclusive representative," as defined in Government Code 3540.1, means an employee organization recognized or certified as the exclusive negotiating representative for all district employees other than management and confidential employees.

Government Code 3543 provides that public school employees have the right to represent themselves individually in their employment relations with the district except that, once an exclusive representative has been recognized, an employee in that unit is prohibited from meeting and negotiating with the district.

The Governing Board recognizes the right of district employees to form a bargaining unit and to select an employee organization as the exclusive representative to represent the employees in the employees' employment relationship with the district. The Board is committed to negotiating in good faith with recognized employee organizations and respecting the rights of employees and employee organizations.

The district shall not dominate or interfere with the formation or administration of any employee organization or contribute financial or other support to it. (Government Code 3543.5)

CSBA NOTE: In *East Whittier School District*, the Public Employment Relations Board (PERB) found that the district's policy limiting the wearing of union buttons that favor or oppose any matter that is the subject of negotiations in the classroom or in other instructional areas in the presence of students violated the Educational Employment Relations Act, (EERA), as there was no finding of special circumstances which would limit the established right of employees to wear union buttons in the workplace, nor was there a finding that wearing the union buttons was a political activity. PERB continues to use a case-by-case approach to determine whether a district's policy restricting the wearing of union buttons by employees is justified by special circumstances. See, as seen in PERB's ruling in *City of Sacramento: with regard to union insignia on employees' hardhats*. Due to the legal uncertainty in this area, districts are encouraged to consult ~~CSBA~~ CSBA's District and County Office of Education Legal Services or the ~~district's~~ district legal counsel prior to limiting the