

**CUYAMA JOINT UNIFIED SCHOOL DISTRICT
BOARD MEETING MINUTES
Thursday, June 20, 2024, 6:00 p.m.
BOARD ROOM, CUYAMA ELEMENTARY SCHOOL
2300 Hwy 166, New Cuyama CA 93254**

Join Zoom Meeting

<https://us06web.zoom.us/j/84710640563?pwd=29lM92deNZxfwpRYGcx0aLX7thFAMS.1>

Meeting ID: 847 1064 0563

Passcode: ZLQ8g9

I. The meeting will be called to order by Board President, Elaine Johnson at **6:25 P.M.**

Roll Call Vote:

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

Michael Funkhouser **P**

Alfonso Gamino **P** Superintendent

FLAG SALUTE: Led by **Elaine Johnson**

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.

II. PUBLIC FORUM:

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Should have deleted this Public Forum as it was a duplicate

III. Superintendent's Report

a. Graduation(s) summary

Held a graduation ceremony for Kindergarten (June 5), Middle School (June 6), and CVHS (June 7). Great graduations all around. Students, families, staff, and the community gathered for these special events. This was the last 8th grade graduation. Mr. Barnes. He has done an amazing job each year.

b. Summer School program update

We have four teachers providing instruction to our students during summer school. We also have an ASES program for students to attend the extended program. Our students are making progress day. Mrs. Cannon teaching 9-12, Mr. Diaz (6-8). Mr. Alejandro Espinoza (3-5), and Mrs. Jennifer Quesada (K-2). We have small class sizes.

c. Vacancies update:

The district has an 8th grade teacher position and a 2/3 combo position that we are advertising for currently. I informed all district teachers of these vacancies for possible transfer considerations.

d. Other

Mr. Gamino informed the board that he is working with Garrett Wong, Climate Program Manager from County of Santa Barbara to see if the Climate One grant can include the CVHS phase of AC/heating, ADA compliance modifications. Mr. Gamino has met with district architect and Garrett Wong and will continue to meet to see if this project would be feasible to be included in their grant application. The board understands that if our current bond project is funded through this grant, that this would be a great project for our district.

IV. Board Reports

Mr. Funkhouser: Attended the CVHS awards ceremony and stated the ceremony was fine and interesting.

Mrs. Elaine Johnson: She participated in handing out the CVHS diplomas at high school graduation.

V.

Public Hearing on the Local Control Accountability Plan 2024-2025:

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 20, 2024, board meeting agenda. (Notice of Public Hearing) **Pg. 1**

Mrs. Elaine Johnson opened the 2024-2025 LCAP public hearing at 6:43 p.m. and with no public comment, she closed the public hearing at 6:44 p.m.

- VI. Public Hearing of the Cuyama Joint Unified School District 2024-2025 budget: The Public Hearing of the 2024-2025 Cuyama Joint Unified School District budget: The Cuyama Joint Unified School District Board of Trustees opens this public hearing of the 2024-2025 budget provided by LeAnn Zayasbazan (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 20, 2024, board meeting agenda. (Notice of Public Hearing) **Pg. 2**
Mrs. Elaine Johnson opened the Cuyama Joint Unified School District 2024-2025 public hearing budget hearing at 6:45 p.m. and with no public comments, she closed the public hearing at 6:45 p.m.

VII. **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 Thursday, May 9, 2024, Regular Board Meeting. **Pg. 3-14**
2. Minutes of the Thursday, May 30, 2024, Special Board Meeting **Pg. 15-18**
2. Checks Board Report and Warrants May 1-31, 2024. **Pg. 19-100**
3. Fundraising request from Mrs. Cannon and the FFA/Floral Class of 2024-2025: The Floral class will design arrangements each month for the 2024-2025 school year in addition, the FFA will sell subscriptions for yearly, semester, and monthly. This is an FFA fundraiser. **Pg. 101**
4. Field trip & vehicle request forms submitted by Mrs. Cannon. FFA change makers summit – Senior leadership event in Sacramento, Ca. from July 16 – July 18, 2024. Approximately 4-6 students will attend. Transportation use of Ag Van. Paid for out of Ag grant. **Pg. 102-103**
5. Field trip & vehicle request form submitted by Mrs. Cannon. FFA will have an officers retreat – summer planning trip, developing upcoming school year (2024-2025) program of activities. Trip will be on August 6, 2024, for 8 students at a place yet TBD (most likely SLO). Transportation will be through Ag Van and Ag Truck. Mrs. Cannon and Mr. Diaz will transport students. Paid for out of Ag grant. **Pg. 104-105**

6. Facilities Use request: Lynker, on behalf of SB County Department of Public Health is requesting to use the Board room on July 15, 2024, from 3-6 p.m. for a Community Meeting for Santa Barbara County Drought Resilience Plan. **Pg. 106-107**

Moved By: **Jeffrey Mitchell**

2nd By: **Michael Funkhouser**

Roll Call Vote:

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

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

Approved 3-0

VIII. Action Items:

a. It is recommended that the board discuss and approve the Imagine Learning Edgenuity Online courses program for the 2024-2025 school year. The district program has been using Imagine Learning Odsseyware program that will no longer be updated. Edgenuity is the new program. Our staff have been trained on the new program. **Pg. 109-127**

Moved By: **Jeffrey Mitchell**

2nd By: **Michael Funkhouser**

Roll Call Vote:

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

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

Approved 3-0

b. It is recommended that the board discuss and approve Infinity Communications & Consulting Company to continue to provide the Category 1 E-Rate Consulting Services to the Cuyama Joint Unified School District (3-year agreement) for the period of July 1, 2024 – June 30, 2027. **Pg. 128-131**

Moved By: **Michael Funkhouser**

2nd By: **Jeffrey Mitchell**

Roll Call Vote:

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

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

Approved 3-0

c. It is recommended that the board discuss and approve the Workplace Violence Prevention Plan Cuyama Joint Unified School District. Every district in the state of California must have a plan in place by July 1, 2024. This plan will be reviewed and updated as needed. **Pg. 132-144**

Moved By: **Michael Funkhouser**

2nd By: **Jeffrey Mitchell**

Roll Call Vote:

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

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

Approved 3-0

d. It is recommended that the district approve the IEC Corporation CJUSD work request order. **Pg. 145**

Moved By: **Jeffrey Mitchell**

2nd By: **Michael Funkhouser**

Roll Call Vote:

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

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

Approved 3-0

e. It is recommended that the district discuss and approve the California Journeys and Collections 2017 edition for a four-year term. The materials are required for our students to meet the sufficient materials state resolution that the district approves on a yearly basis with Lottery Funds and other grant funds that offer flexibility. **Pg. 146-151**

Moved By: **Jeffrey Mitchell**

2nd By: **Elaine Johnson**

Roll Call Vote:

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

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

Approved 3-0

f. It is recommended that the board discuss and approve the Document Tracking Services (DTS) License agreement for the 2024-2025 school year. DTS completes our School Accountability Report cards each year, and other identified services as requested by the district. **Pg. 152-158**

Moved By: **Michael Funkhouser**

2nd By: **Jeffrey Mitchell**

Roll Call Vote:

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

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

Approved 3-0

g. It is recommended that the board discuss and approve San Luis Obispo Order of Election Consolidation Request resolution #2024:08 for the general election of November 5, 2024. Included with this resolution is the district and elected officials information, current office holders, Notice of elective offices to be filled, qualifications to run and hold office, district boundaries, and School District Calendar of events for the general election. The district will submit all of the election documents required to the County of San Luis Obispo by July 1, 2024. **Pg. 159-165**

Moved By: **Michael Funkhouser**

2nd By: **Jeffrey Mitchell**

Roll Call Vote:

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

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

Approved 3-0

h. It is recommended that the board discuss and approve resolution #2024:09 candidate statement for the County of San Luis Obispo as it pertains to the November 5, 2024, Presidential General Election. **Pg. 166**

Moved By: **Jeffrey Mitchell**

2nd By: **Michael Funkhouser**

Roll Call Vote:

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

Jeffrey Mitchell Y Michael Funkhouser Y

Approved 3-0

i. It is recommended that the district discuss and approve the Order of Election resolution #2024:07 for Santa Barbara County, for the November 5, 2024, general election. Included in the consolidation services request, District and Elected Officials Information, Current Office Holders and Terms, Notice of Elective Offices to be filled, and Qualifications to run for Office. The district will submit all required documentation to Santa Barbara County by July 1, 2024. **Pg. 167-175**

Moved By: **Michael Funkhouser**

2nd By: **Jeffrey Mitchell**

Roll Call Vote:

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

Jeffrey Mitchell Y Michael Funkhouser Y

Approved 3-0

j. It is recommended that the Board discuss and approve Resolution 2024:10 regarding the Santa Barbara Candidate's statement of qualifications and submit to Santa Barbara County by July 1, 2024. **Pg. 176-177**

Moved By: **Jeffrey Mitchell**

2nd By: **Michael Funkhouser**

Roll Call Vote:

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

Jeffrey Mitchell Y Michael Funkhouser Y

Approved 3-0

k. It is recommended that the board discuss and approve possible recommendations to (2) board policies. **Pg. 178-181**

1. BP 512.5 – Open/Closed Campus

2. BP 6146.1: High School Graduation Requirements

The board realized the BP 512.5 was not correct, it should be 5112.5. The board made a motion to keep current board policy 5112.5 as is and to approve BP 6146.1 to make sure the policy is aligned to district graduation requirements as listed on our handbook. The revisions will be made effective June 20, 2024. Policy needs to

require 3.5 years of English and 3 years of math. This policy will be revised to align with the student handbook 2023-2024 requirements.

Moved By: **Jeffrey Mitchell**

2nd By: **Michael Funkhouser**

Roll Call Vote:

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

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

Motion to maintain the current 5112.5 open/closed campus will not be changed and policy 6146.1 will be revised to align with the student handbook CVHS graduation requirements listed on handbook 2023-2024.

Approved 3-0

l. It is recommended that the board discuss and approve the CVHS application for funding for the Agricultural Career Technical Education Incentive Grant for the 2024-2025 program year. Mr. Lebsack is completing the grant and needs official board approval for CVHS to apply for the grant. **Pg. 182-205**

Moved By: **Jeffrey Mitchell**

2nd By: **Michael Funkhouser**

Roll Call Vote:

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

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

Angel Cannon worked on this application with Mr. Kevin Lebsack.

Approved 3-0

m. It is recommended that the board discuss and approve the purchase of a truck with a list for \$16,000 paid out of fund 40. This truck is needed for the district staff to do their job. **Pg. 206**

Moved By: **Michael Funkhouser**

2nd By: **Jeffrey Mitchell**

Roll Call Vote:

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

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

Fund 40 will be used to pay for the truck.

Approved 3-0

n. It is recommended that the board review and discuss the Local Control Accountability Plan (LCAP) 2024-2025. Mr. Matt Stowell (consultant) 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 27, 2024, special board meeting. **Pg. 207-285**

Moved By: **Michael Funkhouser**

2nd By: **Jeffrey Mitchell**

Roll Call Vote:

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

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

Mr. Matt Stowell presented the LCAP to the board and reviewed each section. The LCAP will be coming back to the board for approval on June 27, 2024.

Approved the review and discussion of the 2024-2025 LCAP. Approved 3-0

o. LeAnn Zayasbazan (Business Manager) will review and discuss the 2024-2025 budget and Balances in Excess of Minimum Reserve Requirements. The 2024-2025 Cuyama Joint Unified School District budget will move forward for action at the special board meeting set for June 27, 2024. **Pg. 286-447**

Moved By: **Michael Funkhouser**

2nd By: **Elaine Johnson**

Roll Call Vote:

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

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

LeAnn Zayasbazan reviewed the 2024-2025 budget that will need to be adopted at the June 27, 2024, special board meeting. She gave a thorough review of the budget in her presentation.

Approved the review and discussion on the 2024-2025 budget adoption.

Approved 3-0

IX. ITEM(S) PULLED FROM CONSENT AGENDA: **NONE**

1. _____

Moved By: _____ 2nd By: _____

Roll Call Vote:

Heather Lomax _____ Elaine Johnson _____ Whitney Goller _____

Jeffrey Mitchell _____ Michael Funkhouser _____

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 _____

X. 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.
- B. Negotiations as it relates to CUE/CTA – Consult with District negotiators Mr. Tim Salazar and/or Mr. Alfonso Gamino, authorized by Government Code section 3549.1
- C. Negotiations as it relates to CSEA Cuyama Chapter #288 – Consult with District negotiators Mr. Tim Salazar and/or Mr. Alfonso Gamino, authorized by Government Code section 3549.1

The Board will adjourn into closed session at **8:00 p.m.**

The Board returned to open session at: **8:45 p.m.**

Report out from closed session

Elaine Johnson reported the following: Item A - The board approved the personnel activity report as submitted.

Item B and C: Discussion and no Action on closed session Item B and C.

XI. ADJOURNMENT:

Moved By: **Jeffrey Mitchell**

2nd By: **Michael Funkhouser**

Roll Call Vote:

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

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

Meeting adjourned at 8:46 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, July 11, 2024; 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-2023-2024/> using the “Click Here” links next to the date: 07/11/2024.

Cuyama Joint Unified School District

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

June 20, 2024

Personnel Activity Report

Hires:

Classified:

	Name	Schedule
1. Instructional Aide- Library Media 6.5 hours a day Categorically Funded Effective August 9, 2024	Noelle D. Brunelle	Classified Schedule
2. Administrative Assistant As requested by the district for support/coaching Effective July 1, 2024	Ms. Theresa King	Step 8
3. K-12 Community Schools Full FTE (8 hours per day) Salaried position (205) days	Grace Griego	Salary Schedule for Community Schools Grant funded categorical

Certificated retirements:

1. 8th grade teacher Mr. Russ Barnes
Effective June 8, 2024
Last work day was June 7, 2024
2. 2nd -3rd grade teacher Sherry Davis-Lopez
Effective June 8, 2024
Last work day was June 7, 2024

Certificated Hires:

	Name	Schedule
1. ELD Instruction (6-8) 45 minutes a day including prep Start date August 9, 2024	Theresa King Temporary 2024-2025 school year	Certificated

Certificated Stipend:

1. Induction Mentor teacher
For Theresa King (inductee) Debbie Hedlund Induction Stipend
Educator Effectiveness Grant
2024-2025 school year

Cuyama Joint Unified School District

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Summer School teaching staff certificated for June 10 – July 23, 2024

1. Mrs. Jennifer Quesada (K-2nd)
2. Angel Cannon (9-12th grade)
3. Carlos Diaz (6-8th grade)
4. Alejandro Espinosa (3-5th grade)

Paid at their hourly teacher rate or \$40 an hour whichever is more. **All positions paid out
Paid out of ELO grant funds**

Summer School classified staff that normally work 10 months **(ELO grant funded
positions):**

1. Jovani Ojeda Maintenance for summer school program – 4 hours a day
2. Teresa Arrieta instructional aide 4 hours of summer school aide and at least 30 minutes of ASES after school program.
3. Pam Mitzel (2) weeks as Cook Helper at hourly rate for 6.5 hours a day
4. Maria de Los Santos (2) weeks of cafeteria manager for 6.5 hours a day
5. Angelica Mora (2) weeks as Cook Helper at hourly rate for 6.5 hours a day
6. Lillian Hernandez (4) hours of custodian at hourly rate for summer school program

STIPEND POSITIONS 24-25 (Appendix E) of CUE/CTA CBA

Position	Name	Schedule
1. CVHS ASB/Activities Director	Alicia Muniz	A2
2. Elem. ASB/Activities Advisor Elem.	Nicole Furstenfeld	B2
3. Science Fair Coordinator	Leah Bourgeois	A2
4. FFA Advisor CVHS	Angel Cannon	B1
5. FFA Advisor CVHS	Carlos Diaz	A2
6. Teacher in Charge CVHS	Kevin Lebsack	C2
7. Teacher in Charge Elem.	Nicole Furstenfeld	B2

Athletic Coaches 24-25

Athletic Sport:	Name	Schedule
1. Athletic Director	Charlie Bosma	C2
2. Varsity Football	Charlie Bosma	C2
3. Varsity Girls Volleyball	Laura Price	B1

**CUYAMA JOINT UNIFIED SCHOOL DISTRICT
SPECIAL BOARD MEETING MINUTES
Thursday, June 27, 2024, 3:30 p.m.
BOARD ROOM, CUYAMA ELEMENTARY SCHOOL
2300 Hwy 166, New Cuyama CA 93254**

**2955 Wasioja Road
New Cuyama, CA 93254**

**4355 Highway 33
Maricopa, CA 93252**

Join Zoom Meeting

<https://us06web.zoom.us/j/88963956825?pwd=a7SSGpxkcuaPWjJDGoFxFxUce650Lnui.1>

Meeting ID: 889 6395 6825

Passcode: dqT2T1

- I. The meeting will be called to order by Board **Member, Michael Funkhouser at 3:38 P.M.**

Roll Call Vote:

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

Michael Funkhouser **P**

Alfonso Gamino **P** Superintendent

FLAG SALUTE: Led by **Michael Funkhouser**

II. **PUBLIC FORUM:**

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III. **CONSENT AGENDA:**

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1. Field Trip: Angel Cannon requesting to attend FFA National Convention and Industry tours in Indianapolis, Indiana, and Louisville, Kentucky, on October 21, 2024-October 28, 2024, with 3-4 students attending as well. Plane and rental car needed. Air B-n-B, plane, and car rental. Estimated amount \$8,000.00 - \$10,000.00 estimated to be paid out of Ag Grant. To attend national FFA Convention Program. **Pg. 244**

Moved By: **Elaine Johnson**

2nd By: **Jeffrey Mitchell**

Roll Call Vote:

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

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

Approved 3-0

IV. Action Items:

- a. It is recommended that the board review and approve the Local Control Accountability Plan (LCAP) 2024-2025. Mr. Matt Stowell (consultant) presented the LCAP at the June 20, 2024, regular board meeting. **Pg. 1-88**

Moved By: **Elaine Johnson**

2nd By: **Jeffrey Mitchell**

Roll Call Vote:

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

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

Approved 3-0

- b. It is recommended that the board review and approve the 2024-2025 budget and Balances in Excess of Minimum Reserve Requirements. This budget was reviewed at the June 20, 2024, regular board meeting. **Pg. 89-243**

Moved By: **Elaine Johnson**

2nd By: **Jeffrey Mitchell**

Roll Call Vote:

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

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

Approved 3-0

V. ITEM(S) PULLED FROM CONSENT AGENDA: **NONE**

1. _____

Moved By: _____

2nd By: _____

Roll Call Vote:

Heather Lomax _____ Elaine Johnson _____ Whitney Goller _____

Jeffrey Mitchell _____ Michael Funkhouser _____

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 **3:50** p.m.

The Board returned to open session at: **3:53** p.m.

Report out from closed session

The board approved personnel activity report as presented.

VII. ADJOURNMENT:

Moved By: **Elaine Johnson**

2nd By: **Jeffrey Mitchell**

Roll Call Vote:

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

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

Meeting adjourned at 3:54 p.m.

Approved 3-0

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June 27, 2024

Athletic Coaches Fall 2024-2025

Athletic Sport:

FALL season 2024-2025

Football

	Name	Schedule
1. Assistant Coach	Biff Charlton	Volunteer
2. Assistant Coach	Tony Muniz	Volunteer
3. Assistant Coach	Anthony Fonseca	Volunteer
4. Assistant Coach	Scott Augat	Volunteer
5. Assistant Coach	Jairo Medina	Volunteer
6. Assistant Coach	Joel Medina	Volunteer
7. Assistant Coach	Rey Ruiz	Volunteer

Girls Volleyball

1. Assistant Coach	Kendy Fetterman	Volunteer
2. Assistant Coach	Dulce Maria Carranza	Volunteer
3. Assistant Coach	Whitney Goller	Volunteer
4. Assistant Coach	Melinda Lundberg	Volunteer
5. Assistant Coach	Alicia Muniz	Volunteer
6. Assistant Coach	Linda Swader	Volunteer

Checks Dated 06/01/2024 through 06/30/2024

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
01-797423	06/07/2024	Bames, Philip R	01-4300		18.38
01-797424	06/07/2024	Gamino, Alfonso	01-4300		355.24
01-797425	06/07/2024	Combat Plumbing and Rooter LLC	01-5640		350.00
01-797426	06/07/2024	Combat Plumbing and Rooter LLC	01-5640		1,360.00
01-797427	06/07/2024	Dell Technologies	01-4400		13,569.88
01-797428	06/07/2024	Education Systems Engineers	01-5865		10,000.00
01-797429	06/07/2024	Entourage Yearbooks	01-5800		20.30
01-797430	06/07/2024	Farm Supply Company	01-4300		31.74
01-797431	06/07/2024	Holly Goldberg	01-5800		787.50
01-797432	06/07/2024	Interquest Detection Canines	01-5800		350.00
01-797433	06/07/2024	James Herrera	01-5100		440.00
01-797434	06/07/2024	Kern County Supt. Of Schools	01-5865		19,191.25
01-797435	06/07/2024	Kern Electric Distributors	01-4300		130.59
01-797436	06/07/2024	National FFA Organization	01-4300	1,502.00	
01-797437	06/07/2024	Old Cuyama Do It Best	01-5800	102.50	1,604.50
			01-4300	683.33	
			01-4380	266.54-	416.79
01-797438	06/07/2024	School Services Of California	01-5865		1,300.00
01-798554	06/14/2024	Lebsack, Kevin D	01-4300		155.88
01-798555	06/14/2024	Quesada, Jennifer	01-4300		98.72
01-798556	06/14/2024	American Business Machines	01-4300		15.00
01-798557	06/14/2024	Applied Technology Group, Inc.	01-5900		250.00
01-798558	06/14/2024	Brown & Reich Petroleum, Inc.	01-4300	758.89	
			01-4381	4,019.93	
			01-4384	26.95-	4,751.87
01-798559	06/14/2024	Culligan Industrial Water Syst	01-5800		20.20
01-798560	06/14/2024	Cuyama Community Services Dist	01-5530		673.38
01-798561	06/14/2024	Jordano's Food Service	01-4710	3,043.30	
			13-4300	339.93	
			13-4710	2,425.33	5,808.56
01-798562	06/14/2024	Kern County Supt. Of Schools	01-4380	55.84	
			01-5640	6,676.85	6,732.69
01-798563	06/14/2024	Marborg Disposal	01-5570		778.68
01-798564	06/14/2024	Midway Laboratory, Inc	13-5800		40.00
01-798565	06/14/2024	Pacific Gas & Electric	01-5520		57.77
01-798566	06/14/2024	Parent Institute Quality Ed	01-5800		14,500.00
01-798567	06/14/2024	Quill Corporation	01-4300		135.72
01-798568	06/14/2024	Quinn Company	01-4380		7.33
01-798569	06/14/2024	Tech-Time Communications, Inc	01-5640		431.58
01-798570	06/14/2024	True Value Hardware	01-4300		129.85
01-798571	06/14/2024	Tyack's Tires, Inc.	01-4300		1,009.89
01-798572	06/14/2024	Ward's Science	01-4300		185.86
01-799719	06/21/2024	Aunt Bertha Corporation	01-5800		9,500.00
01-799720	06/21/2024	Cuyama Valley Family Rsrc Ctr	01-4300		500.00
01-799721	06/21/2024	Farm Supply Company	01-4300		17.20
01-799722	06/21/2024	IEC Power, LLC	01-5640		1,359.58

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

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Page 1 of 2

Checks Dated 06/01/2024 through 06/30/2024

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
01-799723	06/21/2024	Kern County Supt. Of Schools	01-4380	1,504.44	
			01-5640	672.44	2,176.88
01-799724	06/21/2024	Old Cuyama Do It Best	01-4300		1,343.04
01-799725	06/21/2024	Pacific Gas & Electric	01-5520		100.63
01-799726	06/21/2024	Self-Insured Schools of CA	01-3701		1,176.00
01-799727	06/21/2024	Valley Awards & More	01-4300		647.06
01-799728	06/21/2024	Verizon Business	01-5910		22.01
01-799729	06/21/2024	VISA	01-4300	2,707.96	
			01-5835	19.99	2,727.95
01-800902	06/28/2024	Fetterman, Kendy C	01-8699		22.99
01-800903	06/28/2024	Ojeda, Jovani	01-8699		90.00
01-800904	06/28/2024	Uribe, Cesar E	01-8699		5.00
01-800905	06/28/2024	Christina Hollins	01-8699		1,108.20
01-800906	06/28/2024	COMPREHENSIVE DRUG TESTING, INC	01-5800		111.00
01-800907	06/28/2024	Council on Alcoholism	01-5800		1,500.00
01-800908	06/28/2024	Frontier Communications	01-5910		410.41
01-800909	06/28/2024	Kierin King	01-8699		100.20
01-800910	06/28/2024	Lakeshore Learning Materials	01-4300		7,460.67
01-800911	06/28/2024	LimottaIT	01-5800		2,937.50
01-800912	06/28/2024	Old Cuyama Do It Best	01-4300	125.50	
			01-4380	63.01-	62.49
01-800913	06/28/2024	S.A. Camp Pump & Drilling Co.	14-6500		6,969.32
01-800914	06/28/2024	Santa Barbara County Ed Office	01-5800		19,088.84
01-800915	06/28/2024	Santa Barbara County Environmental Health Svcs	01-5800		1,387.10
01-800916	06/28/2024	Southern California Gas Co.	01-5510		440.95
Total Number of Checks			61		146,974.17

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	59	137,199.59
13	Cafeteria Spec Rev Fund	2	2,805.26
14	Deferred Maintenance Fund	1	6,969.32
Total Number of Checks		61	146,974.17
Less Unpaid Tax Liability			.00
Net (Check Amount)			146,974.17

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

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ReqPay05e

Payment Register by Check

Bank Account COUNTY - County-AP									
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Expense Amount
No Check #/Advice									
AP Vendor	Purchase Power (000178/1)								
	PO Box 981026								
	Boston, MA 02298-1026								
2023/24	06/06/24	R24-00042	Postage 2023-2024	240606PP	06/17/24	Approved		254.27-	254.27-
	2024	01-0000-0-0000-2700-4300-000-0000-0000							
	2024	01-0000-0-0000-2700-5900-030-0000-0000				127.14-			
	2024	01-0000-0-0000-2700-5900-070-0000-0000				127.13-			
	2024	01-0000-0-0000-7200-5900-000-0000-0000							
	No check - negative balance								
Total Invoice Amount for Payee (000178/1)				254.27-	Check	Check Amount for .00			
Check # 01-797423, Dated 06/07/2024, Printed (001376), PO# ,Batchld AP06072024									
Direct Employee	Barnes, Philip R (000003)								
	PO BOX 137								
	New Cuyama, CA 93254								
2023/24	05/24/24		Certificates	240524RB	06/05/24	Paid	Printed	18.38	18.38
	2024	01-1100-0-1110-1000-4300-030-0000-0000							
				Check Amount for 01-797423 18.38					
Check # 01-797424, Dated 06/07/2024, Cleared (001376), PO# ,Batchld AP06072024									
Direct Employee	Gamino, Alfonso (000127)								
	228 Claudia Autumn Dr								
	Bakersfield, CA 93314								
2023/24	05/28/24		PIQE parent meeting/recognition	240528AG	06/05/24	Paid	Cleared	355.24	355.24
	2024	01-9010-0-0000-3110-4300-000-0000-SBHP							
				Check Amount for 01-797424 355.24					
Check # 01-797425, Dated 06/07/2024, Cleared (001376), PO# ,Batchld AP06072024									
Direct Vendor	Combat Plumbing and Rooter LLC (000090/1)								
	26851 Henry Road								
	Fellows, CA 93224								
2023/24	05/01/24		HS plumbing troubleshoot leaks	INV-5060	06/05/24	Paid	Cleared	350.00	350.00
	2024	01-0000-0-0000-8100-5540-070-0000-0000							
				Check Amount for 01-797425 350.00					

ReqPay05e

Payment Register by Check

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
Check # 01-797426, Dated 06/07/2024, Cleared (000376), PO# ,Batchld AP06072024										
Direct Vendor										
Combat Plumbing and Rootler LLC (000090/1)										
26851 Henry Road										
Fellows, CA 93224										
2023/24	05/30/24		HS Plumbing repairs	INV-5071	06/05/24	Paid	Cleared	1,360.00		1,360.00
2024 01- 0000- 0- 0000- 8100- 5640- 070- 0000- 0000										
Check Amount for 01-797426 1,360.00										
Check # 01-797427, Dated 06/07/2024, Cleared (000376), PO# PO24-00109,Batchld AP06072024										
AP Vendor										
Dell Technologies (000256/1)										
8129 Dell way										
Round Rock, TX 78682										
F	2023/24	05/29/24	R24-00114	Computers for Teacher (Quote No. 3000175225485.4)	10751313112	Paid	Cleared	13,569.88		13,569.88
2024 01- 0900- 0- 1110- 1000- 4400- 000- 0000- COMP 2,800.44										
2024 01- 0900- 0- 1110- 1000- 4400- 030- 0000- COMP 5,384.72										
2024 01- 0900- 0- 1110- 1000- 4400- 070- 0000- COMP 4,036.54										
2024 01- 6331- 0- 0000- 3110- 4400- 000- 0000- 0000 1,346.18										
Check Amount for 01-797427 13,569.88										
Check # 01-797428, Dated 06/07/2024, Cleared (000376), PO# PO24-00114,Batchld AP06072024										
AP Vendor										
Education Systems Engineers (002883/1)										
561 Keystone Avenue, Suite 423										
Reno, NV 89503										
2023/24	05/22/24	R24-00119	LCAP Services for 2023-2024	240522-INV1	06/05/24	Paid	Cleared	10,000.00		10,000.00
2024 01- 0000- 0- 0000- 7200- 5865- 000- 0000- LCAP										
Check Amount for 01-797428 10,000.00										
Check # 01-797429, Dated 06/07/2024, Cleared (000376), PO# ,Batchld AP06072024										
Direct Vendor										
Entourage Yearbooks (000134/1)										
39 Everett Drive										
Princeton Junction, NJ 08550										
2023/24	08/01/23		2024 HS Yearbook project balance	1073063002B	06/05/24	Paid	Cleared	20.30		20.30
2024 01- 0900- 0- 1110- 4100- 5800- 070- 0000- YRBK										
Check Amount for 01-797429 20.30										
Check # 01-797430, Dated 06/07/2024, Cleared (000376), PO# ,Batchld AP06072024										
Selection Sorted by Check #, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Create Date = 6/1/2024, Ending Create Date = 6/30/2024, Page Break by Check/Advice? = N, Zero? = Y)										
043 - Cuyama Joint Unified School District										
Generated for ALFONSO GAMINO (43GAMINO), Jul 2 2024										
11:10AM										
ESCAPE ONLINE										
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ReqPay05e

Payment Register by Check #

Bank Account COUNTY - 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
Check # 01-797430, Dated 06/07/2024, Cleared (000376), PO#, Batchld AP06072024										
Direct Vendor Farm Supply Company (000653/1)										
PO BOX 111										
San Luis Obispo, CA 93406										
2023/24	06/04/24		Ag supplies	269113	06/05/24	Paid	Cleared	31.74		31.74
2024 01- 7010- 0- 3800- 1000- 4300- 070- 0000- 0000										
Check Amount for 01-797430										
31.74										
Check # 01-797431, Dated 06/07/2024, Cleared (000376), PO# PO24-00095, Batchld AP06072024										
AP Vendor Holly Goldberg (000281/1)										
1410 Garden St #3										
Santa Barbara, CA 93101										
2023/24	06/03/24	R24-00099	Project Consultant	240603HG	06/05/24	Paid	Cleared	787.50		787.50
2024 01- 6331- 0- 0000- 7200- 5800- 030- 0000- 1ST5										
Check Amount for 01-797431										
787.50										
Check # 01-797432, Dated 06/07/2024, Cleared (000376), PO# PO24-00099, Batchld AP06072024										
AP Vendor Interquest Detection Canines (000212/1)										
P.O. Box 407										
Kerman, CA 93630										
F	2023/24	06/02/24	R24-00103	Canine Inspection services 5-16-24 half day svc	1194	Paid	Cleared	350.00		350.00
2024 01- 0000- 0- 0000- 2700- 5800- 000- 0000- 0000										
Check Amount for 01-797432										
350.00										
Check # 01-797433, Dated 06/07/2024, Cleared (000376), PO# PO24-00003, Batchld AP06072024										
AP Vendor James Herrera (002887/1)										
PO BOX 251										
New Cuyama, CA 93254										
2023/24	05/31/24	R24-00003	SPED Student Transportation Daily Rate 23/24	240531-JH	06/05/24	Paid	Cleared	440.00		440.00
2024 01- 0000- 0- 0000- 3600- 5100- 070- 0000- SPED										
Check Amount for 01-797433										
440.00										
Check # 01-797434, Dated 06/07/2024, Cleared (000376), PO# PO24-00062, Batchld AP06072024										
AP Vendor Kern County Supt. Of Schools (001195/1)										
1300 17th Street										
Bakersfield, CA 93301										

Selection Sorted by Check #, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Create Date = 6/1/2024, Ending Create Date = 6/30/2024, Page Break by Check/Advice? = N, Zero? = Y)

043 - Cuyama Joint Unified School District

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Payment Register by Check

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ReqPay05e

Payment Register by Check #

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		
Check # 01-797437, Dated 06/07/2024, Cleared (001376), PO# PO24-00004, BatchId AP06072024												
AP Vendor Old Cuyama Do It Best (000217/1) (continued)												
2023/24	05/01/24	R24-00004	Supplies	B334300 (continued)	06/05/24	Paid	Cleared	(continued)				
	2024	01-0000-0-0000-2700-4300-070-0000-0000										
	2024	01-0000-0-0000-3600-4380-000-0000-7230										
	2024	01-0000-0-0000-3600-4380-000-BUS1-7230										
	2024	01-0000-0-0000-3600-4380-000-BUS4-7230										
	2024	01-0000-0-0000-8100-4300-000-0000-0000										
	2024	01-0000-0-0000-8100-4300-030-0000-0000										
	2024	01-0000-0-0000-8100-4300-030-0000-WELL										
	2024	01-0000-0-0000-8100-4300-070-0000-0000										
	2024	01-0000-0-0000-8100-5640-030-0000-0000										
	2024	01-0000-0-1137-4200-4300-070-0000-FTBL										
	2024	01-0035-0-0000-8100-4300-000-RENT-0000										
	2024	01-6387-0-3800-1000-4300-070-0000-00R7				44.98						
	2024	01-6387-0-3800-1000-4300-070-0000-00R8										
	2024	01-7010-0-3800-1000-4300-070-0000-0000										
	2024	13-5310-0-0000-3700-4790-030-0000-0000										
	2024	13-5310-0-0000-3700-4790-070-0000-0000										
	2024	14-9177-0-0000-8110-6500-030-0000-WELL			06/05/24	Paid	Cleared	14.10				14.10
2023/24 05/08/24 R24-00004 Supplies B334760												
	2024	01-0000-0-0000-2700-4300-070-0000-0000										
	2024	01-0000-0-0000-3600-4380-000-0000-7230										
	2024	01-0000-0-0000-3600-4380-000-BUS1-7230										
	2024	01-0000-0-0000-3600-4380-000-BUS4-7230										
	2024	01-0000-0-0000-8100-4300-000-0000-0000										
	2024	01-0000-0-0000-8100-4300-030-0000-0000										
	2024	01-0000-0-0000-8100-4300-030-0000-WELL										
	2024	01-0000-0-0000-8100-4300-070-0000-0000										
	2024	01-0000-0-0000-8100-5340-030-0000-0000										
	2024	01-0000-0-1137-4200-4300-070-0000-FTBL										
	2024	01-0035-0-0000-8100-4300-000-RENT-0000				14.10						
	2024	01-6387-0-3800-1000-4300-070-0000-00R7										
	2024	01-6387-0-3800-1000-4300-070-0000-00R8										
	2024	01-7010-0-3800-1000-4300-070-0000-0000										
	2024	13-5310-0-0000-3700-4790-030-0000-0000										
	2024	13-5310-0-0000-3700-4790-070-0000-0000										
	2024	14-9177-0-0000-8110-6500-030-0000-WELL			06/05/24	Paid	Cleared	64.65				64.65
2023/24 05/15/24 R24-00004 Supplies B335292												
	2024	01-0000-0-0000-2700-4300-070-0000-0000										

ReqPay05e

Payment Register by Check

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
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Check # 01-797437, Dated 06/07/2024, Cleared (000376), PO# PO24-00004, BatchId AP06072024 (continued)

AP Vendor Old Cuyama Do It Best (00021711) (continued)

2023/24 05/15/24 R24-00004 Supplies B335292 (continued) 06/05/24 Paid Cleared (continued) (continued)

2024 01-0000-0-0000-3600-4380-000-0000-7230
2024 01-0000-0-0000-3600-4380-000-BUS1-7230
2024 01-0000-0-0000-3600-4380-000-BUS4-7230
2024 01-0000-0-0000-8100-4300-000-0000-0000
2024 01-0000-0-0000-8100-4300-030-0000-0000
2024 01-0000-0-0000-8100-4300-030-0000-WELL
2024 01-0000-0-0000-8100-4300-070-0000-0000
2024 01-0000-0-0000-8100-5640-030-0000-0000
2024 01-0000-0-1137-4200-4300-070-0000-FTBL
2024 01-0035-0-0000-8100-4300-000-RENT-0000
2024 01-6387-0-3800-1000-4300-070-0000-00R7
2024 01-6387-0-3800-1000-4300-070-0000-00R8
2024 01-7010-0-3800-1000-4300-070-0000-0000
2024 13-5310-0-0000-3700-4790-030-0000-0000
2024 13-5310-0-0000-3700-4790-070-0000-0000
2024 14-9177-0-0000-8110-6500-030-0000-WELL

64.65

2023/24 05/21/24 R24-00004 Supplies B335646

2024 01-0000-0-0000-2700-4300-070-0000-0000
2024 01-0000-0-0000-3600-4380-000-0000-7230
2024 01-0000-0-0000-3600-4380-000-BUS1-7230
2024 01-0000-0-0000-3600-4380-000-BUS4-7230
2024 01-0000-0-0000-8100-4300-000-0000-0000
2024 01-0000-0-0000-8100-4300-030-0000-0000
2024 01-0000-0-0000-8100-4300-030-0000-WELL
2024 01-0000-0-0000-8100-4300-070-0000-0000
2024 01-0000-0-0000-8100-5640-030-0000-0000
2024 01-0000-0-1137-4200-4300-070-0000-FTBL
2024 01-0035-0-0000-8100-4300-000-RENT-0000
2024 01-6387-0-3800-1000-4300-070-0000-00R7
2024 01-6387-0-3800-1000-4300-070-0000-00R8
2024 01-7010-0-3800-1000-4300-070-0000-0000
2024 13-5310-0-0000-3700-4790-030-0000-0000
2024 13-5310-0-0000-3700-4790-070-0000-0000
2024 14-9177-0-0000-8110-6500-030-0000-WELL

25.86

2023/24 05/24/24 R24-00004 Supplies B335887

2024 01-0000-0-0000-2700-4300-070-0000-0000
2024 01-0000-0-0000-3600-4380-000-0000-7230

2.15

2.15

Selection Sorted by Check #, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Create Date = 6/1/2024, Ending Create Date = 6/30/2024, Page Break by Check/Advice? = N, Zero? = Y)

043 - Cuyama Joint Unified School District

Generated for ALFONSO GAMINO (43GAMINOA), Jul 2 2024

11:10AM

ESCAPE ONLINE

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ReqPay05e

Payment Register by Check #

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
Check # 01-797437, Dated 06/07/2024, Cleared (000376), PO# PO24-00004, BatchId AP06072024 (continued)										
AP Vendor	Old Cuyama Do It Best (000217/) (continued)									
(continued)										

2024	01-0000-0-0000-3600-4380-000-BUS1-7230									
2024	01-0000-0-0000-3600-4380-000-BUS4-7230									
2024	01-0000-0-0000-8100-4300-000-0000-0000									
2024	01-0000-0-0000-8100-4300-030-0000-0000					2.15				
2024	01-0000-0-0000-8100-4300-030-0000-WELL									
2024	01-0000-0-0000-8100-4300-070-0000-0000									
2024	01-0000-0-0000-8100-5640-030-0000-0000									
2024	01-0000-0-1137-4200-4300-070-0000-FTBL									
2024	01-0035-0-0000-8100-4300-000-RENT-0000									
2024	01-6387-0-3800-1000-4300-070-0000-00R7									
2024	01-6387-0-3800-1000-4300-070-0000-00R8									
2024	01-7010-0-3800-1000-4300-070-0000-0000									
2024	13-5310-0-0000-3700-4790-030-0000-0000									
2024	13-5310-0-0000-3700-4790-070-0000-0000									
2024	14-9177-0-0000-8110-6500-030-0000-WELL									

2024 Total Invoice Amount for Payee (000217/1) 151.74

Check Amount for 01-797437 416.79

Check # 01-797438, Dated 06/07/2024, Cleared (000376), PO# PO24-00115, Batchld AP06072024

AP Vendor	School Services Of California (001587/1) P.O.Box 516613 Los Angeles, CA 90051									
2023/24	04/30/24	R24-00120	Negotiation support from Matt Phillips	0141917-IN	06/05/24	Paid	Cleared	1,300.00		1,300.00
2024 01-0000-0-0000-7200-5865-000-0000-0000										

Check Amount for 01-797438 1,300.00

Check # 01-798554, Dated 06/14/2024, Cleared (000377), PO# ,Batchld AP06142024

Direct Employee	Lebsack, Kevin D (000033) 1070 Paso Robles Ave Los Osos, CA 93402									
2023/24	06/10/24		Adobe subscription	240610KL	06/12/24	Paid	Cleared	155.88		155.88
2024 01-6387-0-3800-1000-4300-070-0000-00R8										

Check Amount for 01-798554 155.88

Check # 01-798555, Dated 06/14/2024, Cleared (000377), PO# ,Batchld AP06142024

Selection

Sorted by Check #, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Create Date = 6/1/2024, Ending Create Date = 6/30/2024, Page Break by Check/Advice? = N, Zero? = Y)

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Payment Register by Check

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
Check # 01-798555, Dated 06/14/2024, Cleared (000377), PO# ,Batchld AP06142024										
Direct Employee										
Quesada, Jennifer (000147)										
6470 Highway 166 #2										
New Cuyama, CA 93254										
2023/24	06/07/24		summer school instr	240607JQ	06/12/24	Paid	Cleared	98.72		98.72
2024 01- 2600- 0- 1110- 1000- 4300- 030- SUMR- 0000										
supps										
Check Amount for 01-798555 98.72										
Check # 01-798556, Dated 06/14/2024, Printed (000377), PO# ,Batchld AP06142024										
Direct Vendor										
American Business Machines (000365/1)										
PO BOX 2737										
Bakersfield, CA 93303-2737										
2023/24	06/04/24		toner	746550	06/12/24	Paid	Printed	15.00		15.00
2024 01- 0000- 0- 0000- 7200- 4300- 000- 0000- 0000										
Check Amount for 01-798556 15.00										
Check # 01-798557, Dated 06/14/2024, Cleared (000377), PO# PO24-00008,Batchld AP06142024										
AP Vendor										
Applied Technology Group, Inc. (000419/1)										
4440 Easton Drive										
Bakersfield, CA 93309										
2023/24	06/01/24	R24-00008	UHF RADIO	REC0000100163	06/12/24	Paid	Cleared	250.00		250.00
SERVICE 6/1-6/30/24										
2024 01- 0000- 0- 0000- 3600- 5900- 000- 0000- 7230										
Check Amount for 01-798557 250.00										
Check # 01-798558, Dated 06/14/2024, Cleared (000377), PO# PO24-00009,Batchld AP06142024										
AP Vendor										
Brown & Reich Petroleum, Inc. (002798/1)										
215 South 6th Street										
PO BOX 1076										
Taft, CA 93268										
2023/24	05/10/24	R24-00009	Diesel and Fuel FY 2024	45651	06/12/24	Paid	Cleared	2,197.80		2,197.80
2024 01- 0000- 0- 0000- 3600- 4381- 000- 0000- 7230										
2024 01- 0000- 0- 0000- 3600- 4382- 000- 0000- 7230										
2024 01- 0000- 0- 0000- 8100- 4300- 030- 0000- WELL										
2024 01- 0000- 0- 0000- 8100- 4384- 000- 0000- 0000										
2024 01- 0000- 0- 0000- 8100- 4384- 000- 0000- 0000										
2023/24	05/15/24	R24-00009	Diesel and Fuel FY 2024-well pump oil	45687	06/12/24	Paid	Cleared	758.89		758.89
2024 01- 0000- 0- 0000- 3600- 4381- 000- 0000- 7230										

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Payment Register by Check

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
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Check # 01-798558, Dated 06/14/2024, Cleared (000377), PO# PO24-00009, Batchld AP06142024 (continued)

AP Vendor	2023/24	05/15/24	R24-00009	Brown & Reich Petroleum, Inc. (002798/1)	(continued)					(continued)
				Diesel and Fuel FY 45687 (continued)	06/12/24	Paid	Cleared	(continued)		
				2024-well pump oil						
				2024 01-0000-0-0000-3600-4382-000-0000-7230						
				2024 01-0000-0-0000-8100-4300-030-0000-WELL		758.89				
				2024 01-0000-0-0000-8100-4384-000-0000-0000						
				2023/24 05/31/24 R24-00009	06/12/24	Paid	Cleared	1,795.18		1,795.18
				Diesel and Fuel FY 46021						
				2024 order 20289						
				2024 01-0000-0-0000-3600-4381-000-0000-7230						
				2024 01-0000-0-0000-3600-4382-000-0000-7230		1,258.54				
				2024 01-0000-0-0000-8100-4300-030-0000-WELL						
				2024 01-0000-0-0000-8100-4384-000-0000-0000		536.64				

Check Amount for 01-798558 4,751.87

Check # 01-798559, Dated 06/14/2024, Printed (000377), PO# ,Batchld AP06142024

Direct Vendor	2023/24	05/31/24	700 W Cook St	Culligan Industrial Water Syst (002621/1)						
			Santa Maria, CA 93458	fee	06/12/24	Paid	Printed	20.20		20.20
				2024 01-0000-0-0000-8100-5800-000-0000-0000						

30

Check # 01-798560, Dated 06/14/2024, Printed (000377), PO# PO24-00040, Batchld AP06142024

AP Vendor	2023/24	05/31/24	R24-00041	Cuyama Community Services Dis: (000206/1)						
			PO BOX 368	Monthly water service	06/12/24	Paid	Printed	273.54		273.54
			New Cuyama, CA 93254	for HS 4/20-5/20/24						
				2024 01-0000-0-0000-8100-5530-070-0000-0000						
				2023/24 05/31/24 R24-00041	06/12/24	Paid	Printed	399.84		399.84
				Monthly water service						
				for HS 4/20-5/20/24						
				2024 01-0000-0-0000-8100-5530-070-0000-0000						

Check Amount for 01-798560 673.38

Check # 01-798561, Dated 06/14/2024, Cleared (001095/1), PO# PO24-00006, Batchld AP06142024

AP Vendor	2023/24	05/31/24	R24-00006	Jordano's Food Service (001095/1)						
			550 South Patterson Ave.							
			Santa Barbara, CA 93111							

Selection Sorted by Check #, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Create Date = 6/1/2024, Ending Create

Date = 6/30/2024, Page Break by Check/Advice? = N, Zero? = Y)

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Payment Register by Check

Bank Account COUNTRY - County-AP									
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Expense Amount
Check # 01-798561, Dated 06/14/2024, Cleared (000377), PO# PO24-00006, BatchId AP06142024									
AP Vendor	Jordano's Food Service (001095/1)		(continued)						
2023/24	06/03/24	R24-00006	ES lunch	7022893	06/11/24	Paid	Cleared	1,200.95	1,200.95
	2024	13-5310-0-0000-3700-4300-030-0000-0000				146.34			
	2024	13-5310-0-0000-3700-4300-070-0000-0000							
	2024	13-5310-0-0000-3700-4710-030-0000-0000				1,054.61			
	2024	13-5310-0-0000-3700-4710-030-SUMR-0000							
	2024	13-5310-0-0000-3700-4710-070-0000-0000							
2023/24	06/03/24	R24-00006	ES breakfast	7022894	06/11/24	Paid	Cleared	218.89	218.89
	2024	13-5310-0-0000-3700-4300-030-0000-0000							
	2024	13-5310-0-0000-3700-4300-070-0000-0000							
	2024	13-5310-0-0000-3700-4710-030-0000-0000				218.89			
	2024	13-5310-0-0000-3700-4710-030-SUMR-0000							
	2024	13-5310-0-0000-3700-4710-070-0000-0000							
2023/24	06/03/24	R24-00006	ES ASB	7022895	06/11/24	Paid	Cleared	267.40	267.40
	2024	13-5310-0-0000-3700-4300-030-0000-0000							
	2024	13-5310-0-0000-3700-4300-070-0000-0000							
	2024	13-5310-0-0000-3700-4710-030-0000-0000				267.40			
	2024	13-5310-0-0000-3700-4710-030-SUMR-0000							
	2024	13-5310-0-0000-3700-4710-070-0000-0000							
2023/24	06/03/24	R24-00005	HS lunch	7022896	06/11/24	Paid	Cleared	687.43	687.43
	2024	13-5310-0-0000-3700-4300-070-0000-0000				156.98			
	2024	13-5310-0-0000-3700-4710-070-0000-0000				530.45			
	2024	13-5310-0-0000-3700-4790-070-0000-0000							
2023/24	06/03/24	R24-00005	HS breakfast	7022897	06/11/24	Paid	Cleared	390.59	390.59
	2024	13-5310-0-0000-3700-4300-070-0000-0000				36.61			
	2024	13-5310-0-0000-3700-4710-070-0000-0000				353.98			
	2024	13-5310-0-0000-3700-4790-070-0000-0000							
2023/24	06/10/24		summer school	7026608	06/12/24	Paid	Cleared	2,242.89	2,242.89
			lunch						
	2024	01-2600-0-0000-3700-4710-030-SUMR-0000							
2023/24	06/10/24		summer school	7026609	06/12/24	Paid	Cleared	800.41	800.41
			breakfast						
	2024	01-2600-0-0000-3700-4710-030-SUMR-0000							
Check Amount for 01-798561									5,808.56
Check # 01-798562, Dated 06/14/2024, Printed (000377), PO# PO24-00015, BatchId AP06142024									

Selection Sorted by Check #, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Create Date = 6/1/2024, Ending Create Date = 6/30/2024, Page Break by Check/Advice? = N, Zero? = Y)

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Payment Register by Check #

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
Check # 01-798562, Dated 06/14/2024, Printed (000377), PO# PO24-00015, BatchId AP06142024										
AP Vendor Kern County Supt. Of Schools (001195/1)										
1300 17th Street										
Bakersfield, CA 93301										
2023/24	05/30/24	R24-00015	bus parts wo#90615	404247	06/12/24	Paid	Printed	55.84		55.84
		2024	01-0000-0-0000-3600-4380-000-0000-7230			55.84				
		2024	01-0000-0-0000-3600-4380-000-BUS5-7230							
		2024	01-0000-0-0000-3600-5640-000-BUS1-7230							
		2024	01-0000-0-0000-3600-5640-000-BUS2-7230							
		2024	01-0000-0-0000-3600-5640-000-BUS3-7230							
		2024	01-0000-0-0000-3600-5640-000-BUS4-7230							
		2024	01-0000-0-0000-3600-5640-000-BUS5-7230							
		2024	01-0000-0-0000-8100-4300-000-0000-0000							
2023/24	06/04/24	R24-00015	Bus 2 Repairs	404327	06/12/24	Paid	Printed	5,177.01		5,177.01
			WO#87645							
		2024	01-0000-0-0000-3600-4380-000-0000-7230							
		2024	01-0000-0-0000-3600-4380-000-BUS5-7230							
		2024	01-0000-0-0000-3600-5540-000-BUS1-7230							
		2024	01-0000-0-0000-3600-5540-000-BUS2-7230			5,177.01				
		2024	01-0000-0-0000-3600-5540-000-BUS3-7230							
		2024	01-0000-0-0000-3600-5540-000-BUS4-7230							
		2024	01-0000-0-0000-3600-5540-000-BUS5-7230							
		2024	01-0000-0-0000-8100-4300-000-0000-0000							
2023/24	06/04/24	R24-00015	Bus 4 & 5 Repairs	404328	06/12/24	Paid	Printed	1,499.84		1,499.84
			WO#89876							
		2024	01-0000-0-0000-3600-4380-000-0000-7230							
		2024	01-0000-0-0000-3600-4380-000-BUS5-7230							
		2024	01-0000-0-0000-3600-5540-000-BUS1-7230							
		2024	01-0000-0-0000-3600-5540-000-BUS2-7230							
		2024	01-0000-0-0000-3600-5540-000-BUS3-7230							
		2024	01-0000-0-0000-3600-5540-000-BUS4-7230							
		2024	01-0000-0-0000-3600-5540-000-BUS5-7230							
		2024	01-0000-0-0000-8100-4300-000-0000-0000							
								6,732.69		
Check # 01-798563, Dated 06/14/2024, Printed (000377), PO# PO24-00020, BatchId AP06142024										
AP Vendor Marborg Disposal (000715/1)										
PO BOX 4127										
Santa Barbara, CA 93140										
2023/24	05/31/24	R24-00020	Trash Services 5/24	6149760	06/12/24	Paid	Printed	259.56		259.56
Selection Sorted by Check #, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Create Date = 6/1/2024, Ending Create Date = 6/30/2024, Page Break by Check/Advice? = N, Zero? = Y)										
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Payment Register by Check

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
Check # 01-798563, Dated 06/14/2024, Printed (000377), PO# PO24-00020,Batchld AP06142024										
AP Vendor	(continued)									
2023/24	05/31/24	R24-00020	Trash Services 5/24	6149760 (continued)	06/12/24	Paid	Printed	(continued)		
	2024	01- 0000- 0- 0000- 8100- 5570- 000- 0000- 0000								
2023/24	05/31/24	R24-00020	Trash Services 5/24	6149761	06/12/24	Paid	Printed	519.12		519.12
	2024	01- 0000- 0- 0000- 8100- 5570- 000- 0000- 0000								
Check # 01-798564, Dated 06/14/2024, Printed (000377), PO# PO24-00019,Batchld AP06142024										
AP Vendor	Midway Laboratory, Inc (002627/1)									
	315 Main Street PO BOX 1151									
	Taft, CA 93268									
2023/24	04/27/24	R24-00019	Monthly water testing fee 4/2024	41538	06/12/24	Paid	Printed	40.00		40.00
	2024	01- 0000- 0- 0000- 8100- 5800- 030- 0000- 0000								
	2024	13- 5310- 0- 0000- 3700- 5800- 030- 0000- 0000				40.00				
Check # 01-798565, Dated 06/14/2024, Printed (000377), PO# PO24-00043,Batchld AP06142024										
AP Vendor	Pacific Gas & Electric (000074/1)									
	Box 997300									
	Sacramento, CA 95899-7300									
2023/24	06/05/24	R24-00045	E.S Electric	240605-1005135716	06/12/24	Paid	Printed	57.77		57.77
			5/6/24-5/31/24							
	2024	01- 0000- 0- 0000- 8100- 5520- 030- 0000- 0000								
Check # 01-798566, Dated 06/14/2024, Printed (000377), PO# PO24-00121,Batchld AP06142024										
AP Vendor	Parent Institute Quality Ed (000285/1)									
	22 West 35th Street, Suite 202									
	National City, CA 91950-7926									
F	2023/24	06/04/24	R24-00126	Family Engagement Program -9wk	9W-12-0508	Paid	Printed	14,500.00		14,500.00
				workshop K-12						
	2024	01- 9010- 0- 0000- 3110- 5800- 000- 0000- 0000								
Check # 01-798567, Dated 06/14/2024, Printed (000377), PO# , Batchld AP06142024										

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Payment Register by Check

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
Check # 01-798567, Dated 06/14/2024, Printed (000377), PO# ,BatchId AP06142024										
Direct Vendor										
Quill Corporation (000734/1)										
PO BOX 37600										
Philadelphia, PA 19101-0600										
2023/24	05/30/24		summer school paper	38899924	06/12/24	Paid	Printed	135.72		135.72
2024 01- 2600- 0- 1110- 1000- 4 300- 030- 0000- 0000										
Check Amount for 01-798567										
135.72										
Check # 01-798568, Dated 06/14/2024, Cleared (000377), PO# ,BatchId AP06142024										
Direct Vendor										
Quinn Company (002742/1)										
PO BOX 849665										
Los Angeles, CA 90084-9665										
2023/24	05/28/24		bus #3 parts	PC080540222	06/12/24	Paid	Cleared	251.58		251.58
2024 01- 0000- 0- 0000- 3600- 4 380- 000- BUS3- 7230										
2023/24	05/31/24		Credit for Eius#3	PR080065915	06/12/24	Paid	Cleared	244.25-		244.25-
2024 01- 0000- 0- 0000- 3600- 4 380- 000- BUS3- 7230										
Check Amount for 01-798568										
7.33										
Check # 01-798569, Dated 06/14/2024, Printed (000377), PO# ,BatchId AP06142024										
Direct Vendor										
Tech-Time Communications, Inc (000205/1)										
5801 Norris Rd.										
Bakersfield, CA 93308										
2023/24	04/22/24		fire alarm service & repair	SLO-4112	06/12/24	Paid	Printed	431.58		431.58
2024 01- 0000- 0- 0000- 8100- 5340- 000- 0000- 0000										
Check Amount for 01-798569										
431.58										
Check # 01-798570, Dated 06/14/2024, Printed (000377), PO# ,BatchId AP06142024										
Direct Vendor										
True Value Hardware (002128/1)										
407 9th Street										
Taft, CA 93268										
2023/24	05/29/24		supplies	483442	06/12/24	Paid	Printed	32.46		32.46
2024 01- 0000- 0- 0000- 8100- 4 300- 070- 0000- 0000										
2023/24	05/31/24		supplies	483559	06/12/24	Paid	Printed	97.39		97.39
2024 01- 0000- 0- 0000- 8100- 4 300- 070- 0000- 0000										
Check Amount for 01-798570										
129.85										

Selection Sorted by Check #, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Create Date = 6/1/2024, Ending Create Date = 6/30/2024, Page Break by Check/Advice? = N, Zero? = Y)

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Payment Register by Check #

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
Check # 01-798571, Dated 06/14/2024, Cleared (000377), PO# PO24-00098,Batchld AP06142024										
AP Vendor	Tyack's Tires, Inc. (001563/1) 211 Sumner St. Bakersfield, CA 93305									
2023/24	06/11/24	R24-00102	Tires 2023/24-Chev flatbed	233542	06/12/24	Paid	Cleared	1,009.89		1,009.89
	2024	01-0000-0-0000-3600-4380-000-0000-7230				1,009.89				
	2024	01-0000-0-0000-8100-4300-000-0000-0000								
								Check Amount for 01-798571	1,009.89	
Check # 01-798572, Dated 06/14/2024, Printed (000377), PO# PO24-00086,Batchld AP06142024										
AP Vendor	Ward's Science (000235/1) P.O. Box 644312 Pittsburgh, PA 15264-4312									
F	2023/24	05/28/24	R24-00088	Vet Science Lab Supplies	8816170023	06/12/24	Paid	Printed	185.86	185.86
	2024	01-6387-0-3800-1000-4300-070-0000-00R8								
								Check Amount for 01-798572	185.86	
Check # 01-799719, Dated 06/21/2024, Printed (000378), PO# PO24-00123,Batchld AP06212024										
AP Vendor	Aunt Bertha Corporation (000286/1) 3616 Far West Blvd Austin, TX 78731									
F	2023/24	03/26/24	R24-00128	Counseling services p/MOU	SI-01574	06/17/24	Paid	Printed	9,500.00	9,500.00
	2024	01-9010-0-0000-3110-5800-000-0000-SBHP								
								Check Amount for 01-799719	9,500.00	
Check # 01-799720, Dated 06/21/2024, Printed (000378), PO# ,Batchld AP06212024										
Direct Vendor	Cuyama Valley Family Rsrc Ctr (000031/1) PO BOX 5 New Cuyama, CA 93254									
2023/24	03/04/24		Family Literacy Day collaboration	240304	06/17/24	Paid	Printed	500.00		500.00
	2024	01-6331-0-0000-3110-4300-000-0000-0000								
								Check Amount for 01-799720	500.00	
Check # 01-799721, Dated 06/21/2024, Printed (000378), PO# ,Batchld AP06212024										

Selection Sorted by Check #, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Create Date = 6/1/2024, Ending Create Date = 6/30/2024, Page Break by Check/Advice? = N, Zero? = Y)

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Payment Register by Check #

Bank Account COUNTRY - County-AP									
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Expense Amount
Check # 01-799721, Dated 06/21/2024, Printed (000378), PO# ,Batchld AP06212024									
Direct Vendor Farm Supply Company (000653/1)									
PO BOX 111									
San Luis Obispo, CA 93406									
2023/24	06/16/24		ag supplies	268749	06/17/24	Paid	Printed	17.20	17.20
2024 01-6387-0-3800-1000-4300-070-0000-00R8									
Check # 01-799722, Dated 06/21/2024, Printed (000378), PO# P024-00051, Batchld AP06212024									
AP Vendor IEC Power, LLC (002897/1)									
8775 Folsom Blvd, Suit 110									
Sacramento, CA 95826									
F	2023/24	06/17/24	R24-00052	Solar Maintenance Agreement	06/17/24	Paid	Printed	1,359.58	1,359.58
5/18/24-6/17/24									
2024 01-0000-0-0000-8100-5640-030-0000-SOLR									
2024 01-0000-0-0000-8100-5640-070-0000-SOLR									
Check Amount for 01-799722									
679.79									
679.79									
Check Amount for 01-799722									
1,359.58									
36 Check # 01-799723, Dated 06/21/2024, Printed (000378), PO# P024-00015, Batchld AP06212024									
AP Vendor Kern County Supt. Of Schools (001195/1)									
1300 17th Street									
Bakersfield, CA 93301									
2023/24	06/05/24	R24-00015	Repairs V/OF90064	404349	06/14/24	Paid	Printed	672.44	672.44
2024 01-0000-0-0000-3600-4380-000-0000-7230									
2024 01-0000-0-0000-3600-4380-000-BUS5-7230									
2024 01-0000-0-0000-3600-5640-000-BUS1-7230									
2024 01-0000-0-0000-3600-5640-000-BUS2-7230									
2024 01-0000-0-0000-3600-5640-000-BUS3-7230									
2024 01-0000-0-0000-3600-5640-000-BUS4-7230									
2024 01-0000-0-0000-3600-5640-000-BUS5-7230									
2024 01-0000-0-0000-8100-4300-000-0000-0000									
Check Amount for 01-799723									
672.44									
2023/24 06/12/24 R24-00015 Repairs									
404498									
2024 01-0000-0-0000-3600-4380-000-0000-7230									
2024 01-0000-0-0000-3600-4380-000-BUS5-7230									
2024 01-0000-0-0000-3600-5640-000-BUS1-7230									
2024 01-0000-0-0000-3600-5640-000-BUS2-7230									
2024 01-0000-0-0000-3600-5640-000-BUS3-7230									
2024 01-0000-0-0000-3600-5640-000-BUS4-7230									
2024 01-0000-0-0000-3600-5640-000-BUS5-7230									
Check Amount for 01-799723									
1,504.44									

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Payment Register by Check #

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
Check # 01-799724, Dated 06/21/2024, Printed (000378), PO# P024-00004,BatchId AP06212024 (continued)										
AP Vendor Old Cuyama Do It Best (0002171) (continued)										
2023/24	05/16/24	R24-00004	Ag Supplies	A1970 (continued)	06/18/24	Paid	Printed	(continued)		(continued)
	2024	01-6387-0-	3800-1000-4300-070-0000-00R7							
	2024	01-6387-0-	3800-1000-4300-070-0000-00R8			1,100.08-				
	2024	01-7010-0-	3800-1000-4300-070-0000-0000							
	2024	13-5310-0-	0000-3700-4790-030-0000-0000							
	2024	13-5310-0-	0000-3700-4790-070-0000-0000							
	2024	14-9177-0-	0000-8110-6500-030-0000-WELL							
2023/24	05/16/24	R24-00004	Ag Supplies	B335384	06/18/24	Paid	Printed	1,100.08		1,100.08
	2024	01-0000-0-	0000-2700-4300-070-0000-0000							
	2024	01-0000-0-	0000-3600-4380-000-0000-7230							
	2024	01-0000-0-	0000-3600-4380-000-BUS1-7230							
	2024	01-0000-0-	0000-3600-4380-000-BUS4-7230							
	2024	01-0000-0-	0000-8100-4300-000-0000-0000							
	2024	01-0000-0-	0000-8100-4300-030-0000-0000							
	2024	01-0000-0-	0000-8100-4300-030-0000-WELL							
	2024	01-0000-0-	0000-8100-4300-070-0000-0000							
	2024	01-0000-0-	0000-8100-5640-030-0000-0000							
	2024	01-0000-0-	1137-4200-4300-070-0000-FTBL							
	2024	01-0035-0-	0000-8100-4300-000-RENT-0000							
	2024	01-6387-0-	3800-1000-4300-070-0000-00R7			1,100.08				
	2024	01-6387-0-	3800-1000-4300-070-0000-00R8							
	2024	01-7010-0-	3800-1000-4300-070-0000-0000							
	2024	13-5310-0-	0000-3700-4790-030-0000-0000							
	2024	13-5310-0-	0000-3700-4790-070-0000-0000							
	2024	14-9177-0-	0000-8110-6500-030-0000-WELL							
2023/24	05/20/24	R24-00004	Supplies	B335594	06/18/24	Paid	Printed	8.62		8.62
	2024	01-0000-0-	0000-2700-4300-070-0000-0000							
	2024	01-0000-0-	0000-3600-4380-000-0000-7230							
	2024	01-0000-0-	0000-3600-4380-000-BUS1-7230							
	2024	01-0000-0-	0000-3600-4380-000-BUS4-7230							
	2024	01-0000-0-	0000-8100-4300-000-0000-0000			8.62				
	2024	01-0000-0-	0000-8100-4300-030-0000-0000							
	2024	01-0000-0-	0000-8100-4300-030-0000-WELL							
	2024	01-0000-0-	0000-8100-4300-070-0000-0000							
	2024	01-0000-0-	0000-8100-5640-030-0000-0000							
	2024	01-0000-0-	1137-4200-4300-070-0000-FTBL							
	2024	01-0035-0-	0000-8100-4300-000-RENT-0000							
	2024	01-6387-0-	3800-1000-4300-070-0000-00R7							

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Selection Sorted by Check #, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Create Date = 6/1/2024, Ending Create Date = 6/30/2024, Page Break by Check/Advice? = N, Zero? = Y)

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Payment Register by Check #

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
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Check # 01-799724, Dated 06/21/2024, Printed (000378), PO# PO24-00004, Batchid AP06212024 (continued)

AP Vendor	2023/24	05/20/24	R24-00004	Old Cuyama Do It Best (0002171/1)	(continued)					(continued)
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	2024	01-6387-0-3800-1000-4300-070-0000-00R8	Supplies	B335594 (continued)	06/18/24	Paid	Printed	(continued)		
	2024	01-7010-0-3800-1000-4300-070-0000-0000								
	2024	13-5310-0-0000-3700-4790-030-0000-0000								
	2024	13-5310-0-0000-3700-4790-070-0000-0000								
	2024	14-9177-0-0000-8110-6500-030-0000-WELL								

	2023/24	05/21/24	R24-00004	Supplies	B335567					
	2024	01-0000-0-0000-2700-4300-070-0000-0000								
	2024	01-0000-0-0000-3600-4380-000-0000-7230								
	2024	01-0000-0-0000-3600-4380-000-BUS1-7230								
	2024	01-0000-0-0000-3600-4380-000-BUS4-7230								
	2024	01-0000-0-0000-8100-4300-000-0000-0000								
	2024	01-0000-0-0000-8100-4300-030-0000-0000								
	2024	01-0000-0-0000-8100-4300-030-0000-WELL								
	2024	01-0000-0-0000-8100-4300-070-0000-0000								
	2024	01-0000-0-0000-8100-5640-030-0000-0000								
	2024	01-0000-0-1137-4200-4300-070-0000-FTBL								
	2024	01-0035-0-0000-8100-4300-000-RENT-0000								
	2024	01-6387-0-3800-1000-4300-070-0000-00R7								
	2024	01-6387-0-3800-1000-4300-070-0000-00R8								
	2024	01-7010-0-3800-1000-4300-070-0000-0000								
	2024	13-5310-0-0000-3700-4790-030-0000-0000								
	2024	13-5310-0-0000-3700-4790-070-0000-0000								
	2024	14-9177-0-0000-8110-6500-030-0000-WELL								

	2023/24	05/21/24	R24-00004	Ag Supplies	B335702					
	2024	01-0000-0-0000-2700-4300-070-0000-0000								
	2024	01-0000-0-0000-3600-4380-000-0000-7230								
	2024	01-0000-0-0000-3600-4380-000-BUS1-7230								
	2024	01-0000-0-0000-3600-4380-000-BUS4-7230								
	2024	01-0000-0-0000-8100-4300-000-0000-0000								
	2024	01-0000-0-0000-8100-4300-030-0000-0000								
	2024	01-0000-0-0000-8100-4300-030-0000-WELL								
	2024	01-0000-0-0000-8100-4300-070-0000-0000								
	2024	01-0000-0-0000-8100-5640-030-0000-0000								
	2024	01-0000-0-1137-4200-4300-070-0000-FTBL								
	2024	01-0035-0-0000-8100-4300-000-RENT-0000								
	2024	01-6387-0-3800-1000-4300-070-0000-00R7								
	2024	01-6387-0-3800-1000-4300-070-0000-00R8								

86.17

Selection	Sorted by Check #, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Create Date = 6/1/2024, Ending Create Date = 6/30/2024, Page Break by Check/Advice? = N, Zero? = Y)	043 - Cuyama Joint Unified School District	Generated for ALFONSO GAMINO (43GAMINO), Jul 2 2024 11:10AM	ESCAPE	ONLINE	Page 18 of 29
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ReqPay05e

Payment Register by Check #

Bank Account COUNTY - County-AP									
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Expense Amount
Check # 01-799724, Dated 06/21/2024, Printed (000378), PO# PO24-00004, Batchid AP06212024 (continued)									
AP Vendor	Old Cuyama Do It Best (000217/1)	(continued)							(continued)
2023/24	05/21/24	R24-00004	Ag Supplies	B335702 (continued)	06/18/24	Paid	Printed	(continued)	
	2024	01-7010-0-3800-1000-4300-070-0000-0000							
	2024	13-5310-0-0000-3700-4790-030-0000-0000							
	2024	13-5310-0-0000-3700-4790-070-0000-0000							
	2024	14-9177-0-0000-8110-6500-030-0000-WELL							
2023/24	05/22/24	R24-00004	Ag Supplies	B335792	06/18/24	Paid	Printed	49.25	49.25
	2024	01-0000-0-0000-2700-4300-070-0000-0000							
	2024	01-0000-0-0000-3600-4380-000-0000-7230							
	2024	01-0000-0-0000-3600-4380-000-BUS1-7230							
	2024	01-0000-0-0000-3600-4380-000-BUS4-7230							
	2024	01-0000-0-0000-8100-4300-000-0000-0000							
	2024	01-0000-0-0000-8100-4300-030-0000-0000							
	2024	01-0000-0-0000-8100-4300-030-0000-WELL							
	2024	01-0000-0-0000-8100-4300-070-0000-0000							
	2024	01-0000-0-0000-8100-5640-030-0000-0000							
	2024	01-0000-0-0000-8100-4300-070-0000-0000							
	2024	01-0000-0-1137-4200-4300-070-0000-FTBL							
	2024	01-0035-0-0000-8100-4300-000-RENT-0000							
	2024	01-6387-0-3800-1000-4300-070-0000-00R7				49.25			
	2024	01-6387-0-3800-1000-4300-070-0000-00R8							
	2024	01-7010-0-3800-1000-4300-070-0000-0000							
	2024	13-5310-0-0000-3700-4790-030-0000-0000							
	2024	13-5310-0-0000-3700-4790-070-0000-0000							
	2024	14-9177-0-0000-8110-6500-030-0000-WELL							
2023/24	05/24/24	R24-00004	FFA Supplies	B335918	06/18/24	Paid	Printed	21.87	21.87
	2024	01-0000-0-0000-2700-4300-070-0000-0000							
	2024	01-0000-0-0000-3600-4380-000-0000-7230							
	2024	01-0000-0-0000-3600-4380-000-BUS1-7230							
	2024	01-0000-0-0000-3600-4380-000-BUS4-7230							
	2024	01-0000-0-0000-8100-4300-000-0000-0000							
	2024	01-0000-0-0000-8100-4300-030-0000-0000							
	2024	01-0000-0-0000-8100-4300-030-0000-WELL							
	2024	01-0000-0-0000-8100-4300-070-0000-0000							
	2024	01-0000-0-0000-8100-5640-030-0000-0000							
	2024	01-0000-0-1137-4200-4300-070-0000-FTBL							
	2024	01-0035-0-0000-8100-4300-000-RENT-0000							
	2024	01-6387-0-3800-1000-4300-070-0000-00R7				21.87			
	2024	01-6387-0-3800-1000-4300-070-0000-00R8							
	2024	01-7010-0-3800-1000-4300-070-0000-0000							

Selection

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Date = 6/30/2024, Page Break by Check/Advise? = N, Zero? = Y)

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Payment Register by Check

Selection
 Sorted by Check #, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Create Date = 6/1/2024, Ending Create Date = 6/30/2024, Page Break by Check/Advice? = N, Zero? = Y)
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ReqPay05e

Payment Register by Check

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		
Check # 01-799724, Dated 06/21/2024, Printed (000376), PO# PO24-00004, BatchId AP06212024 (continued)												
AP Vendor Old Cuyama Do It Best (000217/1) (continued)												
2023/24	05/30/24	R24-00004	Maint. Supplies	B336253 (continued)	06/18/24	Paid	Printed	(continued)			(continued)	
	2024	13-5310-0-0000-3700-4790-070-0000-0000										
	2024	14-9177-0-0000-8110-6500-030-0000-WELL										
2023/24	05/30/24	R24-00004	FFA Supplies	B336336	06/18/24	Paid	Printed	78.75		78.75		
	2024	01-0000-0-0000-2700-4300-070-0000-0000										
	2024	01-0000-0-0000-3600-4380-000-0000-7230										
	2024	01-0000-0-0000-3600-4380-000-BUS1-7230										
	2024	01-0000-0-0000-3600-4380-000-BUS4-7230										
	2024	01-0000-0-0000-8100-4300-000-0000-0000										
	2024	01-0000-0-0000-8100-4300-030-0000-0000										
	2024	01-0000-0-0000-8100-4300-030-0000-WELL										
	2024	01-0000-0-0000-8100-4300-070-0000-0000										
	2024	01-0000-0-0000-8100-5340-030-0000-0000										
	2024	01-0000-0-1137-4200-4300-070-0000-FTBL										
	2024	01-0035-0-0000-8100-4300-000-RENT-0000										
	2024	01-6387-0-3800-1000-4300-070-0000-00R7										
	2024	01-6387-0-3800-1000-4300-070-0000-00R8										
	2024	01-7010-0-3800-1000-4300-070-0000-0000										
	2024	13-5310-0-0000-3700-4790-030-0000-0000										
	2024	13-5310-0-0000-3700-4790-070-0000-0000										
	2024	14-9177-0-0000-8110-6500-030-0000-WELL										
2023/24	06/04/24	R24-00004	maint supplies	B336697	06/18/24	Paid	Printed	129.30		129.30		
	2024	01-0000-0-0000-2700-4300-070-0000-0000										
	2024	01-0000-0-0000-3600-4380-000-0000-7230										
	2024	01-0000-0-0000-3600-4380-000-BUS1-7230										
	2024	01-0000-0-0000-3600-4380-000-BUS4-7230										
	2024	01-0000-0-0000-8100-4300-000-0000-0000										
	2024	01-0000-0-0000-8100-4300-030-0000-0000										
	2024	01-0000-0-0000-8100-4300-030-0000-WELL										
	2024	01-0000-0-0000-8100-4300-070-0000-0000										
	2024	01-0000-0-1137-4200-4300-070-0000-FTBL										
	2024	01-0035-0-0000-8100-4300-000-RENT-0000										
	2024	01-6387-0-3800-1000-4300-070-0000-00R7										
	2024	01-6387-0-3800-1000-4300-070-0000-00R8										
	2024	01-7010-0-3800-1000-4300-070-0000-0000										
	2024	13-5310-0-0000-3700-4790-030-0000-0000										
	2024	13-5310-0-0000-3700-4790-070-0000-0000										
	2024	13-5310-0-0000-3700-4790-070-0000-0000										

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Selection Sorted by Check #, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Create Date = 6/1/2024, Ending Create Date = 6/30/2024, Page Break by Check/Advice? = N, Zero? = Y)

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Generated for ALFONSO GAMINO (43GAMINO), Jul 2 2024 11:10AM

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ReqPay05e

Payment Register by Check

Bank Account COUNTRY - County-AP									
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Expense Amount
Check # 01-799724, Dated 06/21/2024, Printed (000378), PO# PO24-00004, BatchId AP06212024 (continued)									
AP Vendor	2023/24	06/04/24	Old Cuyama Do it Best (000217/1)	(continued)					(continued)
			maint supplies	B336897 (continued)	06/18/24	Paid	Printed	(continued)	
	2024	14-9177-0-0000-8110-6500-030-0000-WELL							
	2023/24	06/05/24	R24-00004 ice	B336863	06/18/24	Paid	Printed	2.42	2.42
	2024	01-0000-0-0000-2700-4300-070-0000-0000							
	2024	01-0000-0-0000-3600-4380-000-0000-7230							
	2024	01-0000-0-0000-3600-4380-000-BUS1-7230							
	2024	01-0000-0-0000-3600-4380-000-BUS4-7230							
	2024	01-0000-0-0000-8100-4300-000-0000-0000							
	2024	01-0000-0-0000-8100-4300-030-0000-0000							
	2024	01-0000-0-0000-8100-4300-030-0000-WELL							
	2024	01-0000-0-0000-8100-4300-070-0000-0000							
	2024	01-0000-0-0000-8100-5640-030-0000-0000							
	2024	01-0000-0-1137-4200-4300-070-0000-FTBL							
	2024	01-0035-0-0000-8100-4300-000-RENT-0000							
	2024	01-6387-0-3800-1000-4300-070-0000-00R7							
	2024	01-6387-0-3800-1000-4300-070-0000-00R8							
	2024	01-7010-0-3800-1000-4300-070-0000-0000							
	2024	13-5310-0-0000-3700-4790-030-0000-0000							
	2024	13-5310-0-0000-3700-4790-070-0000-0000							
	2024	14-9177-0-0000-8110-6500-030-0000-WELL							
								Check Amount for 01-799724	1,343.04
Check # 01-799725, Dated 06/21/2024, Printed (000378), PO# PO24-00043, BatchId AP06212024									
AP Vendor	2023/24	06/12/24	Pacific Gas & Electric (000074/1)						
			Box 997300						
			Sacramento, CA 95899-7300						
	2023/24	06/12/24	R24-00045 E.S Electric	240612-1010432536	06/17/24	Paid	Printed	100.63	100.63
			5/6/24-6/4/24						
	2024	01-0000-0-0000-8100-5520-030-0000-0000							
								Check Amount for 01-799725	100.63
Check # 01-799726, Dated 06/21/2024, Printed (000378), PO# PO24-00124, BatchId AP06212024									
AP Vendor	2023/24	06/01/24	Self-Insured Schools of CA (002199/1)						
			PO BOX 1808						
			Bakersfield, CA 93303-1808						
	2023/24	06/01/24	R24-00129 RETIREE	2324-1JR	06/18/24	Paid	Printed	1,176.00	1,176.00
			INSURANCE REIMB						
			2023-24 JReyes						

Selection Sorted by Check #, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Create Date = 6/1/2024, Ending Create Date = 6/30/2024, Page Break by Check/Advice? = N, Zero? = Y)

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ReqPay05e

Payment Register by Check

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
Check # 01-800902, Dated 06/28/2024, Printed (000379), PO#, BatchId AP06282024										
Direct Employee Fetterman, Kendy C (000022)										
PO BOX 99										
New Cuyama, CA 93254										
2023/24	02/14/24		stale dated	01749935	06/26/24	Paid	Printed	22.99		22.99
01749935										
2024 01- 0000- 0- 0000- 0000- 8699- 000- 0000- STLD										
Check Amount for 01-800902 22.99										
Check # 01-800903, Dated 06/28/2024, Printed (000379), PO#, BatchId AP06282024										
Direct Employee Ojeda, Jovani (000150)										
P.O. Box 249										
New Cuyama, CA 93254										
2023/24	11/14/23		stale dated	01-737802	06/26/24	Paid	Printed	90.00		90.00
01-737802										
2024 01- 0000- 0- 0000- 0000- 8699- 000- 0000- STLD										
Check Amount for 01-800903 90.00										
Check # 01-800904, Dated 06/28/2024, Printed (000379), PO#, BatchId AP06282024										
Direct Employee Uribe, Cesar E (000149)										
213 Wylie St.										
New Cuyama, CA 93254										
2023/24	04/16/24		stale dated	01-759757	06/26/24	Paid	Printed	5.00		5.00
01-759757										
2024 01- 0000- 0- 0000- 0000- 8699- 000- 0000- STLD										
Check Amount for 01-800904 5.00										
Check # 01-800905, Dated 06/28/2024, Printed (000379), PO#, BatchId AP06282024										
Direct Vendor Christina Hollins (000289/1)										
1390 Mira Flores Dr										
Santa Maria, CA 93455										
2023/24	10/17/23		Stale dated	02-904052	06/26/24	Paid	Printed	1,108.20		1,108.20
warrant#02904052										
2024 01- 0000- 0- 0000- 0000- 8699- 000- 0000- STLD										
Check Amount for 01-800905 1,108.20										
Check # 01-800906, Dated 06/28/2024, Printed (000379), PO# PO24-00022,BatchId AP06282024										
AP Vendor COMPREHENSIVE DRUG TESTING,INC (000172/1)										
230 COMMERCE, SUITE 100										
IRVINE, CA 92602										

ReqPay05e

Payment Register by Check

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
Check # 01-800906, Dated 06/28/2024, Printed (000379), PO# PO24-00022, BatchId AP06282024										
AP Vendor	2023/24	01/31/24	R24-00023	COMPREHENSIVE DRUG TESTING, INC (000172/1)	(continued)					
	2023/24	01/31/24	R24-00023	Employee drug and alcohol testing	53869	06/26/24	Paid	Printed	111.00	111.00
	2023-2024	2024	01-0000-0-0000-3600-£800-000-0000-7230							
Check Amount for 01-800906									111.00	
Check # 01-800907, Dated 06/28/2024, Printed (000379), PO# ,BatchId AP06282024										
Direct Vendor	Council on Alcoholism (000023/1)									
	2023/24	06/26/24	2023-24 Youth Diversion Program	0002024-CJUSD01	06/26/24	Paid	Printed	1,500.00		1,500.00
	2024	01-9010-0-1110-1000-£800-000-0000-SBHP								
Check Amount for 01-800907									1,500.00	
Check # 01-800908, Dated 06/28/2024, Printed (000379), PO# PO24-00049, BatchId AP06282024										
AP Vendor	Frontier Communications (000033/1)									
	2023/24	06/13/24	R24-00050	Frontier Comm. Fee	240613-6617662293	06/24/24	Paid	Printed	299.99	299.99
	2024	01-0000-0-0000-2700-£910-030-0000-0000								
F	2023/24	06/13/24	R24-00050	Frontier Comm. Fee	240613-6617662642	06/24/24	Paid	Printed	110.42	110.42
	2024	01-0000-0-0000-2700-£910-030-0000-0000								
Check Amount for 01-800908									410.41	
Check # 01-800909, Dated 06/28/2024, Printed (000379), PO# ,BatchId AP06282024										
Direct Vendor	Kierin King (000287/1)									
	2023/24	06/18/24	12414 Woodson Bridge Dr. Bakersfield, CA 93311	State dated	02-918201	06/25/24	Paid	Printed	100.20	100.20
	2024	01-0000-0-0000-0000-£699-000-0000-STLD								
Check Amount for 01-800909									100.20	
Check # 01-800910, Dated 06/28/2024, Printed (000379), PO# PO24-00118, BatchId AP06282024										

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Payment Register by Check #

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
Check # 01-800910, Dated 06/28/2024, Printed (000379), PO# PO24-00118,Batchld AP06282024										
AP Vendor	Lakeshore Learning Materials (000533/1) 2695 E. Dominguez Street Carson, CA 90895									
F	2023/24	06/13/24	R24-00123	First 5 TK/K Classroom supplies 2023-24	582617061324	06/24/24	Paid	7,460.67		7,460.67
				2024 01-0900-0-1110- 1000- 4300- 0300- 0000- 1ST5						
Check # 01-800911, Dated 06/28/2024, Printed (000379), PO# PO24-00031,Batchld AP06282024										
AP Vendor	LimottalT (002779/1) 320 Alisal Road Suite 101 Solvang, CA 93463									
	2023/24	06/05/24	R24-00034	Limotta software/services 2023-2024	46144	06/26/24	Paid	2,937.50		2,937.50
				2024 01- 0000- 0- 0000- 7700- 5800- 000- 0000- SRVC						
Check # 01-800912, Dated 06/28/2024, Printed (000379), PO# PO24-00004,Batchld AP06282024										
AP Vendor	Old Cuyama Do it Best (000217/1) 3045 Hwy 166 Cuyama, CA 93254									
	2023/24	06/06/24	R24-00004	Supplies	B337043	06/26/24	Paid	62.49		62.49
				2024 01- 0000- 0- 0000- 2700- 4300- 070- 0000- 0000						
				2024 01- 0000- 0- 0000- 3600- 4380- 000- 0000- 7230						
				2024 01- 0000- 0- 0000- 3600- 4380- 000- BUS1- 7230						
				2024 01- 0000- 0- 0000- 3600- 4380- 000- BUS4- 7230						
				2024 01- 0000- 0- 0000- 8100- 4300- 000- 0000- 0000						
				2024 01- 0000- 0- 0000- 8100- 4300- 030- 0000- 0000						
				2024 01- 0000- 0- 0000- 8100- 4300- 030- 0000- WELL						
				2024 01- 0000- 0- 0000- 8100- 4300- 070- 0000- 0000						
				2024 01- 0000- 0- 0000- 8100- 5640- 030- 0000- 0000						
				2024 01- 0000- 0- 1137- 4200- 4300- 070- 0000- FTBL						
				2024 01- 0035- 0- 0000- 8100- 4300- 000- RENT- 0000						
				2024 01- 6387- 0- 3800- 1000- 4300- 070- 0000- 00R7						
				2024 01- 6387- 0- 3800- 1000- 4300- 070- 0000- 00R8						
				2024 01- 7010- 0- 3800- 1000- 4300- 070- 0000- 0000						

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Payment Register by Check

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
Check # 01-800912, Dated 06/28/2024, Printed (000379), PO# PO24-00004, BatchId AP06282024										
AP Vendor	Old Cuyama Do It Best (0002171) (continued)									
2023/24	06/06/24	R24-00004	Supplies	B337043 (continued)	06/26/24	Paid	Printed	(continued)		
			2024 13-5310-0-0000-3700-4790-030-0000-0000							
			2024 13-5310-0-0000-3700-4790-070-0000-0000							
			2024 14-9177-0-0000-8110-£500-030-0000-WELL							
								Check Amount for 01-800912	62.49	
Check # 01-800913, Dated 06/28/2024, Printed (000379), PO# PO24-00117, BatchId AP06282024										
AP Vendor	S.A. Camp Pump & Drilling Co. (000104/1)									
	PO Box 82575									
	Bakersfield, CA 93380-2575									
F	2023/24	06/25/24	R24-00122	HS well pump	877274	Paid	Printed	6,969.32		6,969.32
			2024 14-9177-0-0000-8110-£500-030-0000-WELL							
								Check Amount for 01-800913	6,969.32	
Check # 01-800914, Dated 06/28/2024, Printed (000379), PO# , BatchId AP06282024										
Direct Vendor	Santa Barbara County Ed Office (002764/1)									
	4400 Cathedral Oaks Road									
	PO BOX 6307									
	Santa Barbara, CA 93160-6307									
2023/24	11/12/23		SBCSBA annual dues 2023-24	11C24-00007	06/24/24	Paid	Printed	150.00		150.00
			2024 01-0000-0-0000-7200-£800-000-0000-0000							
F	2023/24	06/21/24	R24-00130	Prof. Dev./2 crf2 Inst. Support w/CB	93C24-00139	Paid	Printed	18,938.84		18,938.84
			2023-24							
			2024 01-6266-0-1110-1000-£800-000-0000-SDEV			4,690.41				
			2024 01-9010-0-1110-1000-£800-000-0000-SBHP			10,000.00				
			2024 01-9010-0-1110-1000-£800-000-0000-SELF			4,248.43				
								Check Amount for 01-800914	19,088.84	
Check # 01-800915, Dated 06/28/2024, Printed (000379), PO# , BatchId AP06282024										
Direct Vendor	Santa Barbara County Environmental Health Svcs (002302/1)									
	2125 S. Centerpointe Pkwy									
	#333									
	Santa Maria, CA 93455									
?	2023/24	04/01/24		Hazmat FA0000732H	240401-EHS	Paid	Printed	1,387.10		1,387.10
			Different Name	County Of Santa Barbara: EHS						
			2024 01-0000-0-0000-8100-£800-000-0000-0000							
Selection Sorted by Check #, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Create Date = 6/1/2024, Ending Create Date = 6/30/2024, Page Break by Check/Advice? = N, Zero? = Y)										
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Payment Register by Check

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
Check # 01-800915, Dated 06/28/2024, Printed (000379), PO# ,BatchId AP06282024										
Direct Vendor Santa Barbara County Environmental Health Svcs (002302/1) (continued)										

Check Amount for 01-800915 1,387.10

Check # 01-800916, Dated 06/28/2024, Printed (000379), PO# PO24-00018, BatchId AP06282024

AP Vendor Southern California Gas Co. (000091/1)										
PO BOX C Monterey Park, CA 91756-5111										
F	2023/24	06/21/24	R24-00018	E:S Natural Gas June 2024	240621-12760450	06/24/24	Paid	Printed	267.36	267.36
2024 01-0000-0-0000-8100-5510-030-0000-0000										
F	2023/24	06/21/24	R24-00017	H:S Gas June 2024	240621-12775093	06/24/24	Paid	Printed	173.59	173.59
2024 01-0000-0-0000-8100-5510-070-0000-0000										

Check Amount for 01-800916 440.95

EXPENSES BY FUND - Bank Account COUNTRY			
Fund	Expense	Cash Balance	Difference
01	136,680.27		136,680.27-
13	2,805.26		2,805.26-
14	6,969.32		6,969.32-
Total	146,454.85		

Selection

Sorted by Check #, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Create Date = 6/1/2024, Ending Create

Date = 6/30/2024, Page Break by Check/Advice? = N, Zero? = Y)

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Payment Register by Check #

Bank Account COUNTY - County-AP

Number of Payments	99	
Number of Checks	62	\$103,478.38
Number of ACH Advice	0	
Number of vCard Advice	0	
Total Check/Advice Amount		\$146,454.85
Total Unpaid Sales Tax		\$.00
Total Expense Amount		\$146,454.85

CHECK/ADVICE AMOUNT DISTRIBUTION COUNTS		
\$0 - \$99	16	
\$100 - \$499	17	
\$500 - \$999	5	
\$1,000 - \$4,999	14	
\$5,000 - \$9,999	5	
\$10,000 - \$14,999	3	
\$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 First Payment		

Report Totals -	Payment Count	99	Check Count	62	ACH Count	0	vCard Count	0	Total Check/Advice Amount	146,454.85
				\$145,692.04						

Selection	Sorted by Check #, Filtered by (Org = 43, Payment Method = N, Payment Type = N, On Hold? = Y, Starting Create Date = 6/1/2024, Ending Create Date = 6/30/2024, Page Break by Check/Advice? = N, Zero? = Y)	ESCAPE	ONLINE
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Quarterly Report
on
Williams Uniform Complaints
[Education Code § 35186]

2024

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 11, 2024

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

07-11-2024

Date

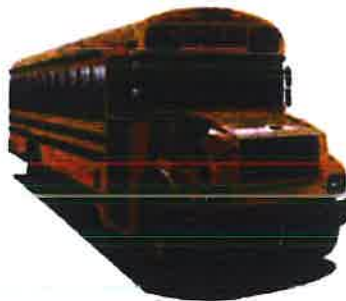
Cuyama Joint Unified School District



Transportation Safety Plan

July 11, 2024

Transportation Services
2300 Highway 166
New Cuyama, CA 93254
661-766-2642



The Following Cuyama Joint Unified School District Transportation Safety plan has been developed pursuant to California Education code 393831.3. This document is maintained by Maintenance and Transportation Dept.

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This plan was reviewed by bus drivers Eric Callaway and Mary Jo Harrington – December 2023

Updated by Superintendent Principal Mr. Alfonso Gamino

Revision: Page 4 – Added the Reduced Visibility and Procedure for Reduced Visibility

Board approved date: January 11, 2024

California Education Code 39831.3

- (a) The county superintendent of schools, the superintendent of a school district, a charter school, or the owner or operator of a private school that provides transportation to or from a school or school activity shall prepare a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of pupils. The plan shall be revised as required.
- The plan shall address all of the following
- (1) Determining if pupils require escort pursuant to paragraph (1) of subdivision (b) of Section 22112 of the Vehicle Code.
 - (2) (A) Procedures for all pupils in prekindergarten, kindergarten, and grades 1 to 8, inclusive, to follow as they board and exit the appropriate school bus at each pupil's school bus stop.
(B) Nothing in this paragraph requires a county superintendent of schools, the superintendent of a school district, a charter school, or the owner or operator of a private school that provides transportation to or from a school or school activity, to use the services of an onboard school bus monitor, in addition to the driver, to carry out the purpose of this paragraph.
 - (3) Boarding and exiting a school bus at a school or other trip destination.
 - (4) Procedures to ensure that a pupil is not left unattended on a school bus, school pupil activity bus, or youth bus.
 - (5) A current copy of a plan prepared pursuant to subdivision (a) shall be retained by each school subject to the plan and made available upon request to an officer of the Department of the California Highway Patrol.
- (Amended by Stats. 2016, Ch. 721, Sec. 2. Effective January 1, 2017.)

California Vehicle Code 22112: School Bus Signal and School Bus Stops:

- (a) On approach to a school bus stop where pupils are loading or unloading from a school bus, the school bus driver shall activate an approved amber warning light system, if the school bus is so equipped, beginning 200 feet before the school bus stop. The school bus driver shall deactivate the amber warning light system amber reaching the school bus stop. The school bus driver shall operate the flashing red light signal system and stop signal arm, as required on the school bus, at all times when the school bus is stopped for the purpose of loading or unloading pupils. The flashing red light signal system, amber warning lights system, and stop signal arm shall not be operate at any place where traffic is controlled by a traffic officer or at any location identified in subdivision (e) of this section. The school bus flashing red light signal system, amber warning lights system, and stop signal arm shall not be operated at any other time.
- (b) The school bus driver shall stop to load or unload pupils only at a school bus stop designated for pupils by the school district superintendent or the head or principal of a private school or authorized district personnel for school activity trips.
- (c) When a school bus is stopped on a highway or private road for the purpose of loading or unloading pupils, at a location where traffic is not controlled by a traffic officer, the driver shall, before opening the door, ensure that the flashing red light signal system and stop signal arm are activated, and that it is safe to enter or exit the school bus.

- (d) When a school bus is stopped on a highway or private road for the purpose of loading or unloading pupils, at a location where traffic is not controlled by a traffic officer or official traffic control signal, the school bus driver shall do all of the following:
 - (1) Escort all pupils in pre-kindergarten, kindergarten, or any of grades 1 to 8 inclusive, who need to cross the highway or private road upon which the school bus is stopped. The driver shall use an approved hand-held "STOP" sign while escorting all pupils.
 - (2) Require all pupils who need to cross the highway or private road upon which the school bus is stopped walk in front of the bus as they cross.
 - (3) Ensure that all pupils who need to cross the highway or private road upon which the school bus is stopped have crossed safely, and that all other pupils and pedestrians are a safe distance from the school bus before setting the school bus in motion.
- (e) Except at a location where pupils are loading or unloading from a school bus and must cross a highway or private road upon which the school bus is stopped, the school bus driver may not activate the amber warning light system, the flashing red light signal system and stop signal arm at any of the following locations:
 - (1) School bus loading zones on or adjacent to school grounds or during an activity trip, if the school bus is lawfully stopped or parked.
 - (2) Where the school bus is disabled due to mechanical breakdown. The driver of a relief bus that arrives at the scene to transport pupils from the disabled school bus shall not activate the amber warning light system, the flashing red light system, and the stop signal arm.
 - (3) Where a pupil requires physical assistance from the driver or authorized attendant to board or leave the school bus and providing the assistance extends the length of time the school bus is stopped beyond the time required to load or unload a pupil that does not require physical assistance.
 - (4) Where the roadway surface on which the bus is stopped is partially or completely covered by snow or ice and requiring traffic to stop would pose a safety hazard as determined by the school bus motorcarrier.
 - (5) On a state highway with a posted speed limit of 55 miles per hour or higher where the school bus is completely off the main traveled portion of the highway.
 - (6) Any location determined by a school district or a private school, with the approval of the Department of the California Highway Patrol, to present a traffic or safety hazard.
- (f) Notwithstanding subdivisions (a) to (d), inclusive, the Department of the California Highway Patrol may require the activation of an approved flashing amber warning light system, if the school bus is so equipped, or the flashing red light signal system and stop signal arm, as required on a school bus, at any location where the department determines that the activation is necessary for the safety of school pupils loading or unloading from a school bus.

(Amended by Stats. 2012, Ch. 769, Sec. 35. Effective January 1, 2013.)

TRANSPORTATION MISSION STATEMENT

The Cuyama Joint Unified School District Transportation Department is dedicated to providing safe, efficient and respectful service. Our drivers are dedicated towards creating and maintaining safe driving behaviors and positive and consistent social environments that best support our student's success. We believe the social development of our students is important. Therefore, we focus on making connections with our students, so they understand that school bus drivers are an important part of their community support system where they feel supported by a safe and predictable social environment.

The Cuyama Joint Unified School Bus Driver are safety driven. Our drivers are part of a California team that has an unparalleled safety record. Simply put the more students who ride our Cuyama Joint Unified School District buses, the safer our rural community's children will be. School Bus transportation is the safest type of transportation in the state and in the nation. Cuyama Joint Unified School District Bus Drivers take pride in providing safe transportation to our students on a daily basis.

Cuyama Joint Unified School District provides transportation for eligible Special Education students, non-Special Education students and extracurricular activities for students in transitional kinder through grade 12.

Authority of District Boards - Title 13 CCR 1202(b)

(b) Authority of District Boards. The governing board of any school district, county superintendent of schools, or equivalent private school entity or official, may adopt and enforce additional requirements governing the transportation of pupils. Such requirements shall not conflict with any law or state administrative regulation.

Snow Day

When we have days when we know there is a storm coming in, the principal will be on-site at normal school start hours.

On days where there are big storms, we may have to either delay transportation, or even close the schools on that day. The decision will be made the Superintendent/Principal.

Reduced Visibility

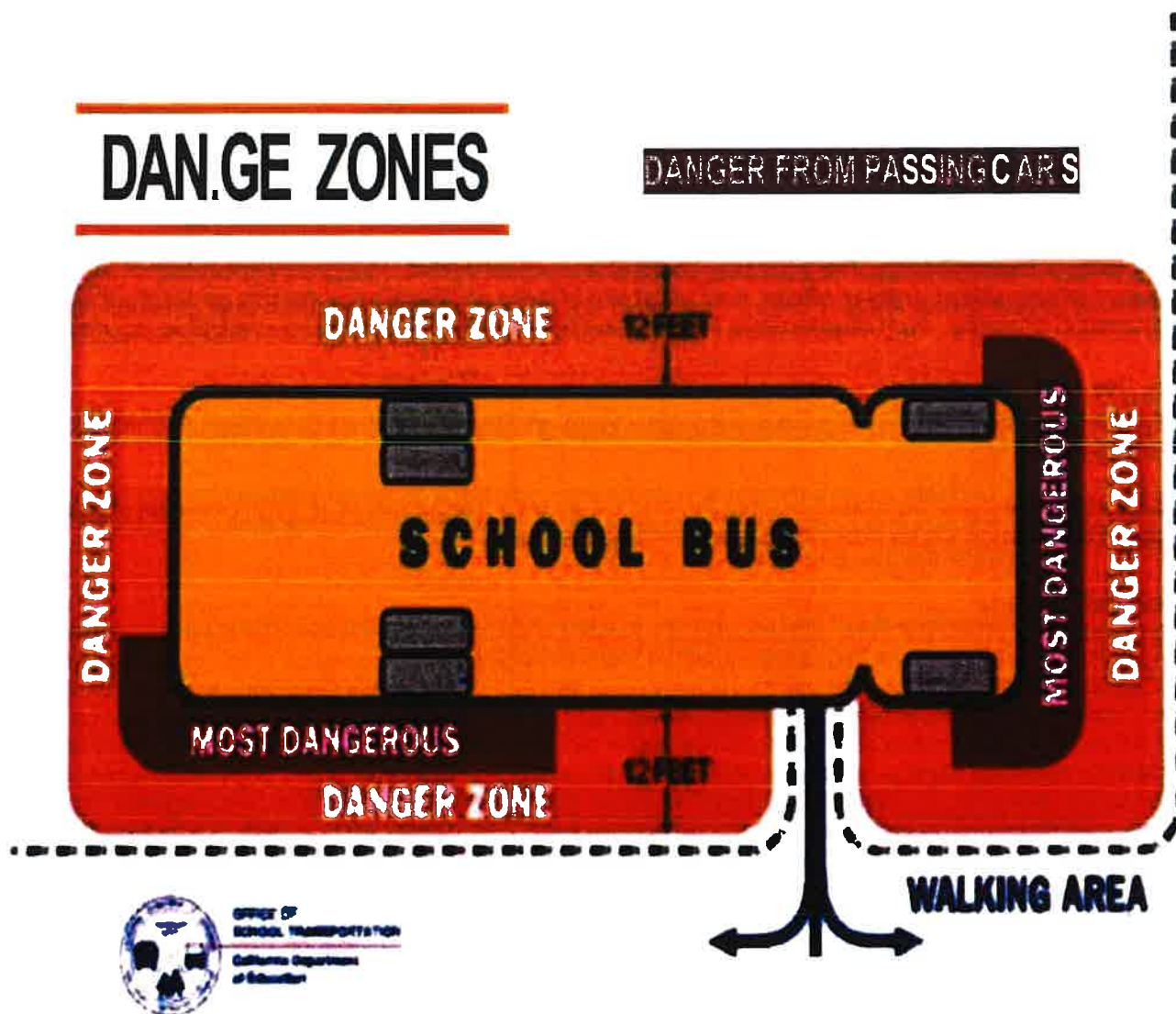
The Cuyama Joint Unified School District board of education is an agency that provides for the transportation of pupils/students therefore, the district has adopted procedures that limit the operation of school buses when atmospheric conditions reduce visibility on the roadway to 200 feet or less during the regular home-to-school transportation service. In addition, the district's operational policies for school activity field trips gives school bus drivers' discretionary authority to discontinue school bus operation if the driver determines that it is unsafe to continue operation because of reduced visibility. Some example conditions where reduced visibility may occur can be due to fog, snowstorm, and sand blowing on the road. There may be other conditions that may reduce visibility as well. In the case of fog, the district may call a 2-hour delay when visibility is less than 200 feet. The CJUSD Reduced Visibility plan aligned with the California vehicle code section 34501.6

Procedure for Reduced Visibility: By 5:30 a.m., the transportation supervisor for the district decides if the visibility on the bus routes are not safe to run the buses. If he decides that it is not safe to drive, he will notify the superintendent and then the district will make an "Alert Solutions" automated notification to all parents, guardians, and staff regarding a school delay. The delay will be lifted when visibility is at least 200' (feet) for the drivers.

General Loading/Unloading Procedures of the School Bus

The School Bus Danger Zone

Each student must be aware of the area surrounding the school bus called the Danger Zone. The Danger Zone is the area extending 12 feet in all directions from the school bus in which serious student injuries and deaths occur. When the student boards and leaves the school bus they must follow the routes shown on the Danger Zone illustration. This places them within view of the school bus driver at all times.



Procedures for Boarding the Bus

Students should learn the correct route identification for the route they are riding to school or home.

- Students shall wait at designated bus stops, and they shall arrive 5 minutes before the bus is scheduled to arrive. Students waiting for the bus shall do so in a safe location.
- Students will not run towards the bus when the bus is approaching.
- Students will wait at least twelve (12) feet back from the edge of the curb or roadway.
- Students will wait in line forming away from the edge of the curb or roadway.

Students will wait for the bus to come to a complete stop and will not approach the bus until the front door is opened.

- Students will take a seat on their own or as directed by the driver of the bus.
- Students shall talk quietly, not stand up nor turn around in the seat, respect others and their property as well the integrity of the school bus. There is no eating, drinking or gum chewing allowed while on the bus by students.

Procedures for Unloading the Bus at School or at Bus Stop

- Students will remain seated until the bus comes to a complete stop and the bus door is opened. The bus is not considered stopped until the door opens. Students shall not stand on the bus while the bus is in motion.
- Student will exit the bus one row at a time beginning with the front of the bus in an orderly manner in compliance with the driver's instructions.
- Students will use the handrail at the door and walk down each step to the ground.
- After exiting, students should walk away from the bus and not touch or lean against the bus. They will not return to or run after the bus. There will be no horseplay at or near the bus.
- Students shall not cross the street upon which the bus is parked without assistance from the bus driver. Parents/guardians should wait on the side of the street which the designated stop is located.

Students' parents/guardians must be present, waiting on the same side of the street as the bus stop. If must-be-met student's parent or guardian is not present and the transportation department is not able to make contact the student will be returned to the transportation department.

Procedures for Exiting the Bus at Escorted Stops

- Students will be given instruction to wait at an area designated by the bus driver.
- When escorting students, the driver shall, before opening the door, ensure that the flashing red light signal system and stop signal arm (if equipped) are activated and it is safe to exit the bus.
- The driver will exit the bus and walk approximately 10 feet in front of the bus before turning to enter the roadway and instruct the student to "wait".
- Using the handheld stop sign, the driver will walk to the center of the street and assure all traffic is topped before verbally signaling the student to walk between the bus and the driver. The driver shall escort the student across the street in front of the bus and follow the last student on the bus, making sure that all students are across the street before leaving the street.

When Crossing the Roadway

- Cuyama Joint Unified School District requires all school bus drivers to escort all students, 6th through 12th grade, who need to go across the street as they depart the bus.
Parents/guardians of Pre- Kindergarten through 5th grade need to be on the same side of the road as the bus.
- Always let your bus driver be the first person off the bus. The driver needs to activate the bus "red lights" that flash on the outside of the bus to warn cars to stop for children crossing the street.
Once your driver is off the bus, you can walk down the bus steps, and wait on the sidewalk or dirt shoulder next to the bus, for your driver to direct you to cross the street. Never go out into the street without the bus driver telling you to do so!
- Always walk between the bus and the bus driver, as you cross the street. Once you are on the other side of the street, stay on that side of the street. Do not play in the street. Go directly home.
At a traffic light, all students must comply with directions of the official traffic-controlled signal on the street.

Walking to and from Bus Stops

- Go directly home from the bus stop. Plan the safest route with the fewest streets to cross.
- If possible cross streets and corner. Look in all directions before crossing and when safe walk across the street. Always obey traffic signals.
- Watch for vehicles that might be making a turn.
- Do not dart from between parked cars or shrubbery.
- Never accept a ride from a stranger.
- If possible, face traffic when walking on road without sidewalks and always use caution.
- Be extra careful during time of sunrise and sunset, bad weather and during darkness (wear white clothing or something reflective).
- Leave home early enough so you do not have to run.

Rules and Regulations

5CCR14103

Authority of the Driver

- (a) Pupils transported in a school bus or in a school pupil activity bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus reroute between home and school or other destinations. (b) Governing boards shall adopt rules to enforce this section. Such rules shall include, but not be limited to, specific administration procedures relating to suspension of riding privileges and shall be made available to parent, pupils, teachers, and other interested parties.

Note: Authority cited: Section 39381, Education Code. Reference: Section 39830 and 39831, Education Code. Cross-reference: Section 1717(h) of Title 13, California Administrative Code.

This database is current through 7/28/17 Register 2017, No. 30

5 CCR 14103,5 CA ADC 14103

Authorized Entry

* At the driver's discretion: Staff and parents may enter the bus to assist in loading and unloading.

Unauthorized Entry

- The Superintendent or designee may place a notice at bus entrance that warns against unauthorized entry. The driver or another school official may order any person to disembark if that person enters a bus without prior authorization and has intent to commit a crime. (Education Code 39842; 13 CCR 1256.5)

Procedure for Warnings of Unauthorized

By law the driver is responsible for the safety of all students while aboard his/her bus. In an effort to assist with that duty the Superintendent/principal or designee will provide information to the school bus driver, school, parent or guardian to inform of against unauthorized entry.

The Driver will notify the Superintendent/principal or designee in writing should there be any incident that constitutes unauthorized entry.

Emergency Equipment

Each school bus shall be equipped with a first aid kit, roadside warning devices, and at least one fire extinguisher located in the driver's compartment which meets the standards specified in law. Each driver as part of their required daily vehicle inspection (pre-trip) shall insure that the bus they are operating is properly equipped with the required emergency equipment based upon bus type/ size and is in good working order. The fire extinguisher(s) are properly rated as required by law.

Procedures for School Bus Incidents/Collisions

In the event of a bus incident/collision, the driver shall immediately secure the bus and cause the appropriate authorities to be notified of the event. CHP/CJUSD.

Driver will contact CHP and request emergency medical services if any pupils are injured.

Bus Driver will notify the Superintendent/principal or designee.

Students should be released by the CHP officer investigating the scene.

The school site and/or designee will notify parents or guardians of any injured student. In all cases, regardless of the qualifying criteria for determining a school bus collision, the driver will provide a collision report to facilitate the reporting requirements for the Lead Maintenance person and/or designee(s).

Bus evacuation & Safety Instruction

- All students who are transported in a school bus shall receive instruction in school bus emergency procedures and passenger safety. The district shall provide instruction during the first three months of the school year. This instruction includes passenger conduct, bus evacuation, crossing roadways, proper loading and unloading and red light escorts. As part of the instruction students will exit the bus through the emergency exit door. Prior to departure on field trips, the driver shall give safety instructions which include the location of emergency exits and the location and use of emergency equipment.

Passenger Restraint Systems

- When a school bus or student activity bus is equipped with a passenger restraint system, all passengers shall be required to properly restrain by the system while the bus is in motion. Bus drivers shall be informed of procedures to be followed to reasonably ensure that all passengers are so restrained. (Title 5 CCR Section 14105: "All passengers in a school bus or in a school pupil activity bus that is equipped with passenger restraint systems in accordance with sections 27316 and 27316.5 of the Vehicle Code, shall use the passenger restraint system.")

Procedure for Use of Passenger Restraint System

- The driver shall ensure that all students who board the bus are properly restrained. Instruction shall be given during the annual emergency evacuation drills on the proper use of the passenger restraint system while the bus is in motion. Prior to operation all drivers shall inspect as part of the pre-trip inspection the passenger restraint system currently available on each bus (bus that has a passenger restraint system) to ensure that all students are protected to the maximum extent. VC 27316 (c): "No person, school district, or organization with respect to a school bus equipped with passenger restraint systems pursuant to this section, may be charged for a violation of this code or any regulation adopted there under requiring a passenger to use a passenger restraint system, if a passenger on the school bus fails to use or improperly uses the passenger restraint system..." district or company policies and procedures should be developed to enforce disciplinary actions for non-use or improper use of the passenger restraint system. The driver, school district, or organization still may be charged civilly if reasonable care was not provided for the passenger(s).

Safety Tips

Conduct at School Bus Loading Zone & Bus Stops

- Stand in lines or a group facing traffic so you can see the bus approaching. Stand back 12 feet from where the bus will stop. Do not approach the bus until the driver opens the bus door.
- When loading at a school, follow the directions of the driver and/or teacher on bus duty. Stand back the required 12 feet until the bus driver opens the bus door. Remember, there may be several buses to watch out for, not just your own.
- Never go under any bus to retrieve something you've dropped. Ask the driver to assist. Never run to a bus, always walk.
- Destroying property, playing in or running across the street or any type of horseplay at a bus stop is not allowed.
- When the bus is stopped to load or unload, the students are the direct responsibility of the bus driver and the driver's directions must be followed.

- School buses can only stop at designated bus stops. If you miss the bus, have mom or dad take you to another bus stop or directly to school and remember never run after your bus once it leaves!

When waiting for the bus in a car, be sure your car is not parked in the bus loading/unloading zone. Make sure that you are out of the car, waiting at the stop, prior to the bus arriving.

School Bus Rules

- All students (regular education and special education) are required to:
- Arrive at the bus stop five (5) minutes before the bus is scheduled to arrive. Use only his/her designated bus stop.
- Use only his/her designated bus stop.
- Refrain from transporting hazardous or destructive objects of any kinds such as firearms, weapons, glass objects or containers, explosives, sharp or pointed objects, skateboards, razor scooters or ball bats.
- Respect the rights and property of others on the bus and at the bus stop.
- Avoid all fighting and rough play while at the bus stop, on the bus, or when getting on or off the bus.
- Always enter and leave the bus through the entrance door except in emergencies.
- Remain quiet at railroad crossings.
- Keep all parts of the body inside the bus.
- Keep windows closed unless otherwise instructed by the bus operator.
- Not use profane language, obscene gestures, create excessive, or unnecessary noise.
- Do not damage or deface any part of the bus, tamper with the radio, bus controls, emergency exits or other equipment, shoot at or throw away objects inside or outside of the bus, or in any way endanger the safety of others.
- Help keep the bus safe & free from litter by not eating, drinking or gum chewing on the bus.
- Be courteous and respectful to the bus driver, other students, and passersby.
- Obey the request of the bus driver, give proper identification when requested.
- Always cross in front of the bus when it is necessary to cross the street.

Mechanical Breakdown

When a school bus is disabled due to a mechanical failure and students are aboard that require transportation, the relief vehicle should drive to the front of and pull in line with and as close to the disabled vehicle as possible. Vehicle Code Section 22112(d) states that a school bus disabled due to mechanical breakdown and/or the relief bus shall not activate the flashing red light system while loading and unloading passengers. The drivers of both vehicles should activate the hazard lights prior to the unloading and loading of passengers.

School Activity Trips

Loading School Buses at a School Site:

- If the students are not crossing the roadway the bus is on to board the bus, then the driver shall not activate the flashing amber warning light system when loading/unloading.
- Students will fill each seat on the bus as instructed by teacher and/or bus driver.
- The group or athletic team will assemble in an area away from the school bus. When the students are ready to load, the driver will commence loading.
- Upon completion of loading, the driver will proceed with the bus evacuation and safety presentation. This shall include an explanation and demonstration of all emergency exits, first aid kits, fire extinguishers, etc.

Upon completion of the presentation, the driver will require the chaperone/coach to sign the trip sheet. The driver will then depart when safe to do so.

Loading/Unloading at the Activity Destination Site:

- Upon arrival at the destination, the driver will select an area where the bus can be lawfully parked and where students do not have to cross the street that the bus is on so loading/unloading will be easier.
- The school will provide at least 1 adult chaperone per bus to accompany students.
- The driver, as necessary, will provide instructions to the chaperone/coach(s) regarding the time and location where the group will assemble to reload the school bus.

Adult Chaperones

Schools shall provide at least 1 adult chaperone to accompany pupils on each school pupil activity trip.

School Bus Safety Law

- School bus drivers shall ensure that students are not left unattended on a school bus, except to perform red light escorts to other students 22112(d) VC, comply with the legal requirements of collisions and mechanical breakdowns. All drivers shall remain in the immediate vicinity of the school bus.

S.B.1072

- **The Paul Lee School Bus Safety Law**

- In accordance with Education Code § 39831.3(a)(4), the Transportation Department deploys the following departmental policy to ensure students are not left unattended on a school bus:
- After each run (this means at each school site in the morning and after the last stop for each school in the mid-day and the PM) all drivers will physically walk to the rear of the bus and check each row of seats to ensure that there are NO STUDENTS still on board. This bus check shall include looking under the bus seats.
- Upon returning to the Transportation facility, drivers will once again physically walk to the rear of the bus and check each row of seats to ensure that there are NO STUDENTS still on board. This bus check shall include looking under the bus seats.

School Bus Safety Information

- Riding on a school bus is one of the safest, if not the safest form of transportation in the nation. School bus drivers carry the most precious cargo that can be carried over the roadways. Drivers are trained and continue to be trained throughout their careers. They even have to demonstrate their skills to the California Highway Patrol through periodic testing so they can continue to drive a schoolbus.

Riding in a school bus is:

- 172 times safer than your family automobile
- 8 times safer than passenger trains or commercial airlines
- 4 times safer than transit buses or intercity buses

Collisions are rare because school districts and the drivers themselves train and work hard at driving defensively to avoid collisions. In addition, the school buses themselves are designed to withstand all but the most serious crashes without death or serious injury. With continued training, to help children learn how to get on and off the school bus safely, parents, drivers and teachers can help prevent the remaining few collisions that now occur.



June 12, 2024

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 2024-25 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 2024-25 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 services, as listed below:

Educational Legal Alliance (ELA) offer of membership, included on your membership invoice (csba.org/ela).

GAMUT subscription renewal (Policy, Policy Plus and/or Meetings, as applicable, for current subscribers).

For any questions about your membership benefits, CSBA's Director of Membership, Aaron Davis, can be reached at (916) 669-3274 or adavis@csba.org.

CSBA is *your* association, and we encourage you to contact us any time regarding your membership needs. Thank you for your membership in CSBA and for all that you do to ensure a quality education for every student you serve.

Sincerely,

Albert Gonzalez
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-71948-Q7L5Q7 6/5/2024

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 (07/01/2024 - 06/30/2025)	\$3,807.00	1.00	\$3,807.00	
ELA	ELA Membership (07/01/2024 - 06/30/2025)	\$952.00	1.00	\$952.00	

CSBA 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: \$4,759.00

Total Paid: \$0.00

Balance Due: \$4,759.00



PLEASE DETACH HERE AND RETURN BOTTOM STUB WITH PAYMENT



Customer Number	Invoice Number	Invoice Date	Terms	Balance Due
101155	INV-71948-Q7L5Q7	06/05/2024		\$4,759.00

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-70967-H1H7T1 6/5/2024

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 (Member) (07/01/2024 - 06/30/2025)	\$2,280.00	1.00	\$2,280.00	Net 30
GAMUT/POLICY	Gamut Policy (Member) (07/01/2024 - 06/30/2025)	\$1,235.00	1.00	\$1,235.00	Net 30

Have you renewed your CSBA Membership for 2024-25? 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: \$3,515.00

Total Paid: \$0.00

Balance Due: \$3,515.00



PLEASE DETACH HERE AND RETURN BOTTOM STUB WITH PAYMENT



California School Boards Association

Customer Number	Invoice Number	Invoice Date	Terms	Balance Due
101155	INV-70967-H1H7T1	06/05/2024	Net 30	\$3,515.00

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

CSBA in 2024: The year so far

The first half of 2024 has been busy for California's education leaders. Likewise, we've been hard at work at CSBA to support your governance teams and your students and families.

ADVOCACY

- **STATE BUDGET:** From the beginning, CSBA has been at the forefront of advocating for a 2024–25 budget that protects education funding, and has led the charge in opposing an unconstitutional proposal that was included in the May Revise — a proposal that would have reduced the Proposition 98 minimum guarantee by billions of dollars. CSBA appreciates the ongoing leadership demonstrated by its members in the fight to protect Prop 98. CSBA continues to stridently advocate for a state budget that will:
 - Preserve and protect Prop 98 funding
 - Remain focused on sustaining existing programs
 - Address staffing shortages
 - Support the needs of small school districts

From California

- **2024 LEGISLATIVE ACTION WEEK:** In March, an estimated 300 CSBA members took part in a week of virtual meetings with more than 100 California legislators and their staff during CSBA's flagship statewide advocacy event. With the Legislature grappling with a looming budget deficit, CSBA's members showed up to urge their representatives to protect the Proposition 98 Guarantee in the upcoming 2024–25 budget and emphasize the crucial need to preserve and maintain existing programs. CSBA members also advocated on behalf of CSBA's 2024 sponsored legislation, which includes much-needed funding for school facilities.

To D.C.

- **2024 COAST2COAST:** In April, CSBA held its third annual federal advocacy trip to Washington, D.C., in partnership with the Association of California School Administrators (ACSA). More than 250 CSBA and ACSA members attended three days of events, which culminated in meetings with members of Congress and their staff on Capitol Hill, advocating in support of key issues such as special education funding, teacher recruitment and retention, reauthorizing the Secure Rural Schools Act, broadband access, protecting student data and establishing cybersecurity resources.

Important upcoming events

- **2024 County Board Member Services Conference**
Sept. 13-15
Hyatt Regency Monterey
csba.org/countyboardmemberservices
- **2024 Annual Education Conference and Trade Show**
Dec. 5-7
Anaheim Convention Center
aec.csba.org

Thank you for your dedication
to your community and to
California's public schools.

- **2024 SPONSORED LEGISLATION:** CSBA sponsored and co-sponsored 2024 bills include:
 - **ASSEMBLY BILL 2831 (HOOVER), SMALL SCHOOL DISTRICT FACILITIES,** would establish an Office of Small School District Facilities and Construction within the California Department of Education.
 - **SENATE BILL 1380 (DODD), CHARTER AUTHORIZING,** would address current deficiencies in charter authorization processes.
 - **SB 1315 (ARCHULETA), REPORTING REQUIREMENTS,** seeks to reduce the number of reports required of California's local educational agencies, relieving administrative burdens on school staff.
 - **AB 247 (MURATSUCHI) AND SB 28 (GLAZER), SCHOOL FACILITIES BOND,** are each measures to place a public school facilities bond on the November 2024 ballot.

CSBA District and County Office of Education Legal Services

CSBA members now have the opportunity to subscribe to CSBA Legal Services and receive expert legal advice and guidance from experienced attorneys specializing in education law for California school districts and county offices of education.


Visit legalservices.csba.org

MEMBER SERVICES, RESOURCES AND TRAININGS

- **NEW! SMALL SCHOOL DISTRICT FINANCIAL WORKSHOP:** Designed specifically for small school district governance teams, this new training has been held three times thus far in 2024, with additional offerings soon to be announced. The course supports small and rural school boards in accessing various funding opportunities, and covers strategies to access and maximize limited resources that will help bolster student achievement.
- **NEW! ETHICS – ASSEMBLY BILL 2158:** Per legislation signed in 2022, all California school district and county board members must now complete two hours of ethics training every two years during their term of service — with the first two hours required to be completed by Jan. 1, 2026. CSBA's new Ethics course allows all school and county trustees to meet this new requirement, with content specially tailored to meet the needs of TK-12 governance teams. Courses are available virtually (csba.org/trainingandevents) and will be also offered during the 2024 CSBA County Board Member Services pre-conference in Monterey and the 2024 Annual Education Conference and Trade Show in Anaheim.
- **AI TASKFORCE:** In December, CSBA convened its new AI Taskforce: Education in the Age of Artificial Intelligence, a multidisciplinary team of technology experts, board members, administrators, researchers, academics and other partners collaborating to provide guidance, promising practices, policies and legislative recommendations that address the challenges and opportunities posed by artificial intelligence in our schools and society.
- **RESEARCH & EDUCATION POLICY DEVELOPMENT:** The following governance resources are now available for CSBA members at csba.org/policybriefs:
 - "Drowning in documentation: Reporting requirements for California LEAs"
 - "The impact of an unfunded mandate implementation: Findings from a CSBA study on 'late start'"
 - "Seize the Data: Using Chronic Absence Data to Drive Student Engagement"
 - "Instructional Materials Adoptions: State and local governing board processes, roles, and responsibilities"

Renew your CSBA membership for 2024–25.

For more information, please contact CSBA's Director of Membership Aaron Davis at 916.669.3274 or adavis@csba.org | www.csba.org



CSBA's Education Legal Alliance

Fighting for public schools for **over 30 years**

// Who we are

The California School Boards Association's Education Legal Alliance (ELA) is a consortium of school districts, county offices of education and Regional Occupational Centers/Programs that have voluntarily joined together for the past 30 years to create a powerful force to pursue and defend a broad spectrum of statewide public education interests before state and federal courts, state agencies and the Legislature.

// What we do

- » Initiate civil litigation and administrative actions
- » File amicus briefs and letters with state and federal courts to support school districts and county offices of education in their litigation
- » Analyze and challenge legislation and regulations
- » Provide updates on ELA cases to CSBA and ELA members

// How we work

An advisory committee of experienced school law attorneys assists in providing legal analysis and recommendations for ELA involvement to a broad-based Steering Committee consisting of school board members, superintendents and statewide education leaders.

// Recent activities

In *California School Boards Association's Education Legal Alliance v. California State Board of Education (SBE)*, the ELA filed and obtained a writ of mandate against the SBE. The court found that SBE ignored the authority of the governing boards of Napa Valley Unified School District and Napa County Office of Education to deny a charter petition and substituted its judgment for the judgment of those local boards in violation of the charter authorization appeal process set out in AB 1505 (2019).

Amicus Support: The ELA's amicus work ensures courts understand the impact their decisions will have on districts and county offices of education throughout the state, including:

- » *O'Connor-Ratcliff v. Garnier*: Supporting appellant school board members' appeal. The ELA urged the U.S. Supreme Court to overturn the Ninth Circuit Court of Appeals decision that board members' use of their private social media to communicate with the public on matters related to their public office "constitutes state action" and is subject to First Amendment restrictions. The ELA argued that this is true even if the social media accounts are not supported, funded, directed or used with the involvement of the school district the board members represent.
- » *George v. Susanville Elementary School District*: Protecting LEAs ability to provide for experience credit for new teachers while not being required to provide such credit for teachers who resign and return under Education Code section 44931.
- » *Traiman v. Alameda Unified School District*: Supporting the authority of LEAs to impose uniform taxes without concern that the tax will be challenged.

THANK YOU for your support!

Your annual contribution to the Education Legal Alliance ensures that we can continue this vital work. For more information about your membership, please contact the CSBA Legal Department at **(800) 266-3382** or **legal@csba.org**.



California School Boards Association, Education Legal Alliance
3251 Broadway Blvd., West Sacramento, CA 95691
www.csba.org/ELA

Nov/2023



Maximize productivity with GAMUT Board Management Solutions

Managing your organization's GAMUT site and keeping your policy manual updated is now easier than ever with new upgrades:

- Copy sample language into your drafts with a click of a button, directly within a CSBA sample document.
- Control the sequence numbers for stacking document types so you can easily arrange your *Exhibits* order.
- Print your policy manual documents with your logo, a detailed *Table of Contents*, an entire update's release and multiple selections of documents from your manual with just a few easy clicks.
- New permissions added for users to *View Drafts*, separate from draft editing permissions.
- *Work In Progress* page enhancements allow you to take multiple actions on drafts and approved policy documents — you can add dates, assign *Read Only* or *Edit* permissions and so much more!

LEARN MORE OR SCHEDULE A TRAINING OR DEMO BY CONTACTING GAMUT@CSBA.ORG OR (916) 669-4686

GAMUT MEETINGS

GAMUT paperless board meeting management software helps you keep it all straight by streamlining agenda preparation, providing easy, secure online access to materials and ensuring every agenda item is aligned with your strategic goals.

- Manage all of your meetings in one convenient location
- Ensure proper access for each user through custom user roles and permissions
- Create custom workflows for submitting and approving agenda items for specific meetings
- Search archived meetings and quickly sort by meeting type, date and more
- Easily create and deliver meeting minutes and record votes

GAMUT POLICY & POLICY PLUS

GAMUT Policy

Board policies and administrative regulations can be hard to keep track of when you're busy working on strategic initiatives. CSBA's GAMUT Policy offers quick access to more than 650 sample board policies, regulations, bylaws and their legal references — the most comprehensive set of sample school policies in California.

- Receive email notifications when a policy has been updated
- Find legal references directly linked to policies
- Search all of our sample policies to quickly get the information you need

GAMUT Policy Plus

With GAMUT Policy Plus, you no longer have to send out individual policy updates and hope everyone has the most recent version stored in their own files. Keep your board members, staff and community updated and accountable with online access to the latest policies and administrative procedures — and save the cost and confusion that comes with printing and delivering paper copies.

- Easily incorporate CSBA updates
- Manage your board policies, administrative regulations, procedures and exhibits all in one place
- Post draft policies for public review, or restrict access with permissions for public and private access
- Select custom printing options to suit your needs
- Access your policies 24/7 via web browser — anytime, anywhere

GAMUT DOCUMENTS

Make misplaced documents a thing of the past with GAMUT Documents. GAMUT provides a central repository for all of your important board documents, with permissions to allow board members, staff and the public access to exactly what they need while keeping sensitive data secure.

- Create folders to classify and manage your documents
- Upload virtually any file type, including Word, Excel, PowerPoint, PDF or graphics
- Set folder and file permissions for either public or private access

GAMUT COMMUNICATIONS

Communicate with your board and the public without having to rely on your technical team to update your website or worrying about lost emails. Streamline communications with all stakeholders, creating separate channels for internal and public viewers, including customized news feeds and calendars — all searchable by date or keyword.

- Share updates, such as board or performance results, via public or private news feeds
- Create public or private calendars controlling visibility and administration rights via permissions
- Quickly access news items with a date or keyword search
- Automatically post meeting agenda links to your calendar of choice

LEARN MORE OR SCHEDULE A TRAINING OR DEMO BY CONTACTING GAMUT@CSBA.ORG OR (916) 669-4686



Santa Barbara County Education Office

4400 Cathedral Oaks Rd, PO Box 6307, Santa Barbara, CA 93160-6307
Telephone: (805) 964-4711 • FAX: (805) 964-4712 • sbceo.org

Susan C. Salcido, Superintendent of Schools

June 11, 2024

TO: District Superintendents

FROM: Arlene Sherchan, Administrative Assistant to the County Superintendent

RE: **Santa Barbara County School Boards Association (SBCSBA) 2023-24 Dues**

The Santa Barbara County School Boards Association (SBCSBA) Executive Committee invites you to participate in the countywide association. The SBCSBA provides services, information, and training for school board members as well as serving as a space where school board members can share and discuss information. If you have not done so already, please consider selecting a representative for your district from your board to attend the SBCSBA Executive Committee's monthly meetings.

Enclosed you will find a second notice invoice for SBCSBA 2023-24 dues along with the original communication regarding dues. Please route this invoice to your AP department for payment.

If you have any questions, please contact the Superintendent's Office at asherchan@sbceo.org or (805) 964-4711, ext. 5285.

Enclosures

CSBA POLICY GUIDE SHEET

June 2024

Note: Descriptions below identify revisions made to CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made. Districts and county offices of education should review the sample materials and modify their own policies accordingly.

Board Policy 0420.41 - Charter School Oversight

Policy updated to delete language for which the Governing Board is not responsible, clarify that the Superintendent may designate someone to attend meetings of the charter school governing body, move the section "Monitoring Charter School Performance" to keep material reflecting district responsibility for oversight of charter schools together, and clarify that board approval is required for the charter school to contract for administrative or other services. Additionally, policy updated to amend the section "Material Revisions to Charter" to clarify which situations certain standards and criteria may be used to review a proposed material revision to a charter

Exhibit (1) 0420.41 - Charter School Oversight

Exhibit updated to clarify that the exhibit is a non-exhaustive list of legal requirements that apply to charter schools and may be used by districts to monitor a charter school's compliance with law. Additionally, exhibit updated to reflect charter school requirements related to (1) student membership on the governing body, (2) prohibitions against discrimination in the use, selection, or rejection of textbooks, instructional materials, library books, or similar educational resources (**AB 1078, 2023**), (3) the standardized incident form which tracks racial discrimination, harassment, or hazing at high school sporting games or events (**AB 1327, 2023**), (4) the presentation of a report of the annual update to the local control and accountability plan and budget overview for parents/guardians (**SB 114, 2023**), (5) the provision of, and prohibition against the denial of, recess (**SB 291, 2023**), (6) notifications to community college districts regarding college or career fairs (**AB 1173, 2023**), (7) providing access to military services for recruitment (**AB 1605, 2023**), (8) TB risk assessment for transportation providers under contract (**SB 88, 2023**), (9) the provision of meals for independent study students who are scheduled for in-person educational activities lasting two or more hours (**SB 348, 2023**), (10) emergency action plans in interscholastic programs (**AB 1653, 2023**), (11) the provision of emergency opioid antagonists and albuterol inhalers (**AB 1283, 2023**), (12) suspensions for willful defiance (**SB 274, 2023**), and (13) the provision of menstrual products (**AB 230, 2023**). In addition, exhibit updated to reference (1) **NEW LAW (SB 10, 2023)**, (**SB 323, 2023**), and (**SB 671, 2023**) related to new requirements for comprehensive safety plans, (2) **NEW LAW (SB 531, 2023)** related to the exemption from needing a valid criminal records summary for an employee of an entity that has a contract with a charter school to offer work experience opportunities for students or workplace placements as part of a student's individualized education program, and (3) the requirement to review and update the charter school's student suicide prevention policy and revise training materials to incorporate best practices identified by the California Department of Education.

Board Policy 1113 - District and School Websites

Policy reviewed in conjunction with the accompanying administrative regulation and exhibit, with references to outdated material deleted.

Administrative Regulation 1113 - District and School Websites

Regulation updated to add material related to reporting of cyberattacks to the Cybersecurity Integration Center.

Exhibit(1) 1113 - District and School Websites

Exhibit updated to clarify that the exhibit is a non-exhaustive list of materials that are required to be posted on district and school websites. Additionally, exhibit updated to reflect (1) **NEW FEDERAL REGULATIONS (89 Fed. Reg. 33474)** regarding additional notification requirements related to sex-based discrimination as well as the removal of the requirement to post specified training materials, (2) **NEW LAW (AB 1327, 2023)** which requires districts that participate in the California Interscholastic Federation to post the standardized incident form which tracks racial discrimination, harassment, or hazing at high school

sporting games or events, (3) **NEW LAW (AB 1326, 2023)** related to posting requirements when a provisional appointment is made to fill a governing board vacancy, (4) **NEW LAW (AB 889, 2023)** related to posting requirements for specified information regarding the dangers of synthetic drugs, and (5) **NEW LAW (AB 1466, 2023)** related to posting requirements for the annual report on the use of seclusion and restraint.

Board Policy 1260 - Educational Foundation

Policy updated to reflect Proposition 28 Arts and Music in Schools Funding Guarantee and Accountability Act and corresponding California Department of Education accounting guidance regarding how districts can demonstrate state funds are used to supplement not supplant existing program funds. Additionally, policy updated to reflect that the district may not release student records or other personally identifiable student information except with parental consent or as required by law or district policy, and that student directory information may be released when appropriate.

Board Policy 2121 - Superintendent's Contract

Policy updated to delete a portion of the language related to limitations for discussing superintendent salary or other compensation in closed session as this material exists in other policy materials. Additionally, policy updated to reflect **NEW LAW (SB 494, 2023)** prohibiting a governing board from taking action to terminate a superintendent under specified conditions.

Board Policy 4112.9/4212.9/4312.9 - Employee Notifications

Policy reviewed in conjunction with the accompanying exhibit.

Exhibit (1) 4112.9/4212.9/4312.9 - Employee Notifications

Exhibit updated to clarify that the exhibit is a non-exhaustive list of notices which the law explicitly requires be provided to employees. Additionally, exhibit updated to incorporate notifications related to requesting volunteers to be trained to administer albuterol and anti-seizure medication.

Board Policy 4121 - Temporary/Substitute Personnel

Policy updated to reflect **NEW LAW (AB 897, 2023)** which (1) requires an employment agreement for a categorically funded project to include the expected end date of employment, the source of funding, and the nature of the categorically funded program or project, and (2) specifies that Education Code 44909 does not apply to a teacher of classes for adults. Additionally, policy updated to reflect **NEW LAW (SB 616, 2023)** which (1) requires districts that provide sick leave on an accrual basis to provide sick leave accrual at a rate of at least 40 hours or five days by the 200th calendar day of employment, each calendar year, or 12-month period, (2) for districts that credit employees with sick leave at the beginning of each year, increases paid sick leave to 40 hours or five days, and (3) extends procedural protections against retaliation to employees covered by collective bargaining agreements. In addition, policy updated to clarify that up to 80 hours or ten days of sick leave may be carried over annually, but the district may limit an employee's use of sick leave to 40 hours or five days per year. Policy also updated to provide that reemployment provisions contained in Education Code 44918 do not apply to districts with an average daily attendance of over 250,000 (formerly 400,000)

Administrative Regulation 4121 - Temporary/Substitute Personnel

Regulation updated to clarify that "time of initial employment" means before the employee starts work, including by moving related language.

Board Policy 4127/4227/4327 - Temporary Athletic Team Coaches

Policy updated to acknowledge that well-trained coaches are vital to the success of the experience of students in sports and interscholastic athletic activities, to include a definition of "interscholastic athletic activities," and to reference **NEW LAW (AB 245, 2023)** which requires training in the use of an automated external defibrillator.

Administrative Regulation 4127/4227/4327 - Temporary Athletic Team Coaches

Regulation updated to reflect **NEW LAW (AB 245, 2023)** which requires athletic team coaches to complete training in the use of an automated external defibrillator (AED), and the recognition of the signs of heat

illness and cardiac arrest. Additionally, regulation updated to reference **NEW LAW (AB 1467, 2023)** which requires districts, beginning January 1, 2027, to provide student athletes with access to an AED during any official practice or match, which, when medical circumstances warrant its use, is administered by a medical professional, coach, or other designated person who holds AED certification. In addition, regulation updated to reference **NEW LAW (AB 1653, 2023)** which requires the California Interscholastic Federation and the California Department of Education to develop guidelines, procedures, and safety standards for the prevention and management of exertional heat illness.

Board Policy 4161/4261/4361 - Leaves

Policy updated to reference **NEW LAW (AB 472, 2023)** which requires a district that places an employee on an involuntary leave of absence during the period the employee is charged with a criminal offense, is under criminal investigation, or is waiting due to administrative delay for necessary job-related administrative determinations, to, upon the conclusion of the proceedings in favor of the employee, pay the employee the employee's full compensation for the period of the involuntary leave of absence upon the employee's return to service in the district.

Administrative Regulation 4161/4261/4361 - Leaves

Regulation updated to clarify that one of the conditions for the district to terminate the employment of a certificated employee who was on leave of absence for 20 or more consecutive working days after April 30 of the previous school year, is for the employee to continue to be absent from work for 20 consecutive working days beginning from the date the employee was to report to work.

Administrative Regulation 4161.1/4361.1 - Personal Illness/Injury Leave

Regulation updated to clarify that it applies to certificated employees, including certificated management, and that classified employees, including classified management should refer to Administrative Regulation 4261.1 - Personnel Illness/Injury Leave. Additionally, regulation updated to reflect **NEW LAW (SB 848, 2023)** which prohibits a district from refusing to grant a request from an employee to take up to five days of reproductive loss leave, and reference **NEW FEDERAL REGULATIONS (89 Fed. Reg. 33474)** which, for purposes of Title IX, requires the district to treat pregnancy, childbirth, termination of pregnancy, or lactation, including any related medical condition or recovery, as it would any other temporary medical condition for job-related purposes, including leaves. In addition, regulation updated to include that an employee may use sick leave days for bereavement leave. Regulation also updated to reflect **NEW LAW (SB 616, 2023)** which extends procedural protections to employees covered by collective bargaining agreements and (1) requires districts that provide sick leave on an accrual basis to provide sick leave accrual at a rate of at least 40 hours or five days by the 200th calendar day of employment, each calendar year, or 12-month period, or (2) for districts that credit employees with sick leave at the beginning of each year, increases paid sick leave to 40 hours or five days.

Administrative Regulation 4161.2/4261.2/4361.2 - Personal Leaves

Regulation updated to include that the definition of immediate family includes siblings-in-law. Additionally, regulation updated to reflect **NEW LAW (SB 848, 2023)** which (1) allows employees to take up to five days of reproductive loss leave following a reproductive loss event, (2) prohibits the district from retaliating or discriminating against an employee related to reproductive loss leave, and (3) provides that unless the district's leave policy does not so specify, reproductive loss leave will be unpaid unless the employee chooses to use vacation, personal leave, accrued and available sick leave, or compensatory time off that is otherwise available to the employee.

Board Policy 4218.1 - Dismissal/Suspension/Disciplinary Action (Merit System)

Policy updated to add that the Governing Board expects employees to serve as role positive role models both at school and in the community. Additionally, policy updated to reflect **NEW COURT DECISION (Visalia Unified School District v. PERB)** which held that service as a union officer constitutes protected activity under the Educational Employment Relations Act for purposes of complaints of retaliation for union activities, and that retaliation solely for engaging in protected activities is prohibited. In addition, policy updated to amend the list of what may be considered disciplinary actions to more closely align with law. Policy also updated to reflect **NEW LAW (AB 472, 2023)** which requires a district that places an employee on an involuntary leave of absence during the period the employee is charged with a criminal offense, is

under criminal investigation, or is waiting due to administrative delay for necessary job-related administrative determinations, to, upon the conclusion of the proceedings in favor of the employee, pay the employee the employee's full compensation for the period of the involuntary leave of absence upon the employee's return to service in the district.

Administrative Regulation 4261.1 - Personal Illness/Injury Leave

Regulation updated to clarify that it applies to classified employees, including classified management, and that certificated employees, including certificated management should refer to Administrative Regulation 4161.1/4361.1 - Personnel Illness/Injury Leave. Additionally, regulation updated to reflect **NEW LAW (SB 848, 2023)** which prohibits a district from refusing to grant a request from an employee to take up to five days of reproductive loss leave, and reference **NEW FEDERAL REGULATIONS (89 Fed. Reg. 33474)** which, for purposes of Title IX, requires the district to treat pregnancy, childbirth, termination of pregnancy, or lactation, including any related medical condition or recovery, as it would any other temporary medical condition for job-related purposes, including leaves. In addition, regulation updated to include that an employee may use sick leave days for bereavement leave, and that employees should be notified of the amount of sick leave they have accumulated at the beginning of each school year. Regulation also updated to reflect that up to 80 hours or 10 days of accrued sick leave may carry over, but the district may limit the use of sick leave to 40 hours or five days annually. Additionally, regulation updated to reflect **NEW LAW (SB 616, 2023)** which extends procedural protections to employees covered by collective bargaining agreements and (1) requires districts that provide sick leave on an accrual basis to provide sick leave accrual at a rate of at least 40 hours or five days by the 200th calendar day of employment, each calendar year, or 12-month period, or (2) for districts that credit employees with sick leave at the beginning of each year, increases paid sick leave to 40 hours or five days.

Board Policy 5113 - Absences and Excuses

Policy updated to reference CSBA's new governance brief, "Seize the Data: Using Chronic Absence Data to Drive Student Engagement". Additionally, policy updated to clarify that absence from school is required to be excused when the absence is due to work in the entertainment or allied industry, as permitted by law. In addition, policy updated to add the requirement for teachers to provide identical or equivalent assignments and tests when a student has an excused absence.

Administrative Regulation 5113 - Absences and Excuses

Regulation updated to reflect **NEW LAW (SB 350, 2023)** which requires that (1) a student's absence be excused for up to five days when the absence is for the purpose of attending funeral services or grieving the death of a student's immediate family, or of a person who is determined by the student's parent/guardian to be in such close association with the student as to be considered the student's immediate family, and (2) a student's absence be excused for up to three days when the absence is for the purpose of accessing victim or grief support services or for participating in safety planning as it relates to the death of a student's immediate family member, or of a person who is determined by the student's parent/guardian to be in such close association with the student as to be considered the student's immediate family. Additionally, regulation updated to reflect **NEW LAW (AB 1503, 2023)** which provides that attendance at a religious retreat may be excused for no more than one school day each semester. In addition, regulation updated to generalize the means of communication from parents/guardians to verify a student absence to keep the language more timeless. Policy also updated for closer alignment with law, clarity, and gender neutrality.

Board Policy 5145.6 - Parent/Guardian Notifications

Policy updated to clarify the importance of effective communication from the district and/or school to families, and that a parent/guardian's signature acknowledging receipt of the annual notifications is not required. Additionally, policy updated to delete a portion of the material related to how notifications are presented, due to redundancy.

Exhibit (1) 5145.6 - Parent/Guardian Notifications

Exhibit updated to clarify that the exhibit is a non-exhaustive list of notices which the law explicitly requires be provided to parents/guardians. Additionally, exhibit updated to include notifications related to (1) the dangers of synthetic drug use, (2) the use of CalPADS data, (3) guidelines for the full human papillomavirus immunization, (4) school closures, and (5) status change of a nonpublic nonsectarian school or agency.

Additionally, exhibit updated to delete material related to a negative balance in a meal account as this notification is no longer required.

Board Policy 6000 - Concepts And Roles

Policy updated to align concepts with other sample policies and incorporate concepts of equity and inclusion. Additionally, policy updated to reflect **NEW GUIDANCE** from the California Department of Education, including the importance of coordination, collaboration and alignment between the school, parents/guardians and the community, and district support for innovative programs and practices that promote student engagement, growth, understanding, achievement and career exploration.

Board Policy 6164.2 - Guidance/Counseling Services

Policy updated to reflect **NEW LAW (AB 278, 2023)** which establishes the Dream Resource Grant Program with the goal of creating Dream Resource Centers at schools that serve students in grades 9-12, and **NEW LAW (SB 223, 2023)** which provides flexibility for pupil personnel services holders to receive authorization to provide child welfare and attendance services by either completing a Commission on Teacher Credentialing (CTC)-approved program of supervised field experience, or a CTC-approved program of professional preparation offered by a local educational agency. Additionally, policy updated to clarify that (1) guidance counseling regarding school programs and career, vocational, or higher education opportunities may not be differentiated based on any protected category specified in law or board policy, and that (2) the district may not use testing or other materials that permit or require impermissible or unlawful differential treatment of students, unless such different materials cover the same occupations and interest areas and the use of such materials is essential to the elimination of bias and discrimination. In addition, policy updated to reflect **NEW LAW (AB 1173, 2023)** which requires a district that serves students in any of grades 9-12 that is planning to hold a college or career fair to notify each community college district that has overlapping jurisdiction of the date, time, and location of the fair, and provide an opportunity for the community college district to participate. Policy also updated to reflect **NEW LAW (AB 665, 2023)** which aligns a section of the Family Code with a related Health and Safety Code section which allows a minor age 12 or older to consent to outpatient mental health counseling or treatment services without parent/guardian consent if, in the opinion of a school psychologist or other professional person, the minor is mature enough to participate intelligently in the services, without having to establish that the minor would present a danger of serious physical or mental harm to themselves or others without the mental counseling or treatment services or that the minor is an alleged victim of incest or child abuse; however the child's parent/guardian is required to be involved unless the professional person determines after consulting with the minor that it would be inappropriate. Policy also updated to delete the requirement for school counselors to assist in the development of the comprehensive safety plan since this is not required by law, but maintained the requirement for school counselors to assist in the development of the disaster preparedness plan, which is part of the comprehensive safety plan.

Board Policy 6177 - Summer Learning Programs

Policy updated to incorporate concepts related to learning recovery, including that the district will provide students with supplemental instruction and support in a tiered framework that bases universal, targeted, and intensive supports on students' needs for academic, social-emotional, and other integrated student supports through a program of engaging learning experiences in a positive school climate. Policy also updated to reflect **NEW LAW (AB 723, 2023)** and **NEW LAW (AB 373, 2023)** which require a district to grant priority access for intersession programs to a foster youth and/or to a student experiencing homelessness, and that if during an intersession period the student will be moving, the student's educational rights holder will determine which school the student will attend for the intersession period. Additionally, policy updated to add that a district is required to provide any student who attends a school that is not operating an expanded learning opportunity (ELO) program transportation to attend at a location that is providing an ELO program and to return to the original location or another location that is established by the district.

Board Policy 7214 - General Obligation Bonds

Policy updated for clarity and organization, including that the Governing Board may direct the Superintendent to explore the possibility of a bond measure.

Administrative Regulation 7214 - General Obligation Bonds

Regulation updated to expand and more closely align with code language the information related to ballot materials, including that at least 88 days prior to the election the Superintendent must deliver applicable ballot materials to the officer conducting the election. Additionally, regulation updated to add new section "Ballot Materials" which includes (1) that the ballot question may not exceed 75 words, (2) that the ballot materials include a brief statement of the measure setting forth the amount of the bonds to be voted on, the maximum rate of interest, and the purposes for which the proceeds of the sale of the bonds are to be used, (3) for bond measures that require a 55 percent majority vote, a statement that the Board will appoint a citizens' oversight committee, (4) for projects that require state matching funds, a statement advising voters that the project is subject to the approval of state matching funds, and (4) that arguments in support of or in opposition to a bond measure are submitted in accordance with law, and to reflect **NEW LAW (SB 798, 2023)** which requires the inclusion of the tax rate per \$100,000 of assessed valuation on all property to be taxed to fund a bond measure. In addition, regulation updated to (1) reflect that the district will provide the citizens' oversight committee with responses to any and all findings, recommendations, and concerns addressed in the annual independent financial and performance audits within three months of receiving the audits, and (2) to include post-issuance reporting requirements.

Board Bylaw 9220 - Governing Board Elections

Bylaw updated to reference that a city/county charter might take precedence over district policies in regard to school board elections. Additionally, bylaw updated to reflect **NEW LAW (AB 764, 2023)**, also known as the Fair And Inclusive Redistricting for Municipalities And Political Subdivisions (FAIR MAPS) Act, which establishes a comprehensive set of rules that local governments, including school districts, must follow during the redistricting process. In addition, bylaw updated to reference new Exhibit (1), which includes a non-exhaustive list of offenses the conviction of which makes someone ineligible to be a school board member. Bylaw also updated for clarity, precision, organization, and consistency.

NEW - Exhibit (1) 9220 - Governing Board Elections

Exhibit added to provide a non-exhaustive list of offenses the conviction of which makes someone ineligible to be a school board member.

Board Bylaw 9223 - Filling Vacancies

Bylaw updated to reflect **NEW LAW (AB 1326, 2023)**, which requires that the notice of a provisional appointment be posted on the district's website. Additionally, bylaw updated to (1) focus on filling vacancy by appointment rather than special election, (2) enable the Governing Board to approve, by resolution, the procedures for selecting the person to be provisionally appointed to fill the vacancy, and (3) explain how long an appointed Board member may serve. In addition, bylaw updated for clarity, precision, organization, and consistency.

CSBA UPDATE CHECKLIST – June 2024

District Name: Cuyama Joint Unified School District

Contact Name: Alfonso Giamino Phone: (661)-766-2642 Email: agiamino@cuyama
unified.org

POLICY	TITLE	OPTIONS/BLANKS	ADOPT DATE
BP 0420.41 /	Charter School Oversight		
E(1) 0420.41 /	Charter School Oversight		
BP 1113 /	District And School Websites	OPTION 1: <input checked="" type="checkbox"/> OPTION 2: <input type="checkbox"/>	
AR 1113 /	District And School Websites		
E(1) 1113 /	District And School Websites		
BP 1260 /	Educational Foundation		
BP 2121 /	Superintendent's Contract		
BP 4112.9 /	Employee Notifications		
BP 4212.9 /	Employee Notifications		
BP 4312.9 /	Employee Notifications		
E(1) 4112.9 /	Employee Notifications		
E(1) 4212.9 /	Employee Notifications		
E(1) 4312.9 /	Employee Notifications		
BP 4121 /	Temporary/Substitute Personnel	OPTION 1: <input type="checkbox"/> OPTION 2: <input checked="" type="checkbox"/> AND OPTION 1: <input type="checkbox"/> OPTION 2: <input type="checkbox"/> OPTION 3: <input checked="" type="checkbox"/>	
AR 4121	Temporary/Substitute Personnel		
BP 4127	Temporary Athletic Team Coaches		
BP 4227	Temporary Athletic Team Coaches		

CSBA UPDATE CHECKLIST – June 2024

District Name: _____

POLICY	TITLE	OPTIONS/BLANKS	ADOPT DATE
BP 4327	Temporary Athletic Team Coaches		
AR 4127	Temporary Athletic Team Coaches		
AR 4227	Temporary Athletic Team Coaches		
AR 4327	Temporary Athletic Team Coaches		
BP 4161	Leaves		
BP 4261	Leaves		
BP 4361	Leaves		
AR 4161	Leaves		
AR 4261	Leaves		
AR 4361	Leaves		
AR 4161.1	Personal Illness/Injury Leave	OPTION 1: <input checked="" type="checkbox"/> OPTION 2: <input type="checkbox"/>	
AR 4361.1	Personal Illness/Injury Leave	OPTION 1: <input checked="" type="checkbox"/> OPTION 2: <input type="checkbox"/>	
AR 4161.2	Personal Leaves		
AR 4261.2	Personal Leaves		
AR 4361.2	Personal Leaves		
BP 4218.1	Dismissal/Suspension/Disciplinary Action (Merit System)		

CSBA UPDATE CHECKLIST – June 2024

District Name: _____

POLICY	TITLE	OPTIONS/BLANKS	ADOPT DATE
AR 4261.1	Personal Illness/Injury Leave	OPTION 1: <input checked="" type="checkbox"/> OPTION 2: <input type="checkbox"/> AND OPTION 1: <input type="checkbox"/> OPTION 2: <input type="checkbox"/> OPTION 3: <input checked="" type="checkbox"/>	
BP 5113	Absences and Excuses		
AR 5113	Absences and Excuses		
BP 5145.6	Parent/Guardian Notifications		
E(1) 5145.6	Parent/Guardian Notifications		
BP 6000	Concepts And Roles		
BP 6164.2	Guidance/Counseling Services	OPTION 1: <input checked="" type="checkbox"/> OPTION 2: <input type="checkbox"/>	
BP 6177	Summer Learning Programs	OPTION 1: <input checked="" type="checkbox"/> OPTION 2: <input type="checkbox"/> AND OPTION 1: <input checked="" type="checkbox"/> OPTION 2: <input type="checkbox"/>	
BP 7214	General Obligation Bonds		
AR 7214	General Obligation Bonds		

CSBA UPDATE CHECKLIST – June 2024

District Name: _____

POLICY	TITLE	OPTIONS/BLANKS	ADOPT DATE
BB 9220	Governing Board Elections	<p>OPTION 1: <input type="checkbox"/></p> <p>OPTION 2: <input checked="" type="checkbox"/></p> <p>OPTION 3: <input type="checkbox"/></p> <p>AND</p> <p>OPTION 1: <input checked="" type="checkbox"/></p> <p>OPTION 2: <input type="checkbox"/></p> <p>AND</p> <p>OPTION 1: <input checked="" type="checkbox"/></p> <p>OPTION 2: <input type="checkbox"/></p> <p>AND</p> <p>OPTION 1: <input checked="" type="checkbox"/></p> <p>OPTION 2: <input type="checkbox"/></p>	
E(1) 9220	Governing Board Elections	NEW EXHIBIT	
BB 9223	Filling Vacancies		

Policy 0420.41: Charter School Oversight

Status: ADOPTED

Original Adopted Date: 10/01/2013 | **Last Revised Date:** 06/01/2023**2024** | **Last Reviewed Date:** 06/01/2023**2024**

CSBA NOTE: The following optional policy may be revised to reflect district practice. The Governing Board is obligated~~required~~ to monitor the performance of~~oversee~~ any charter school it authorizes in order. This oversight is 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~~Additionally~~, 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.

For guidance 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.

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.**CSBA NOTE:** 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 appoint a single representative onto the board of directors of the nonprofit public benefit corporation. CSBA's publication, "Charter

Schools: A Guide for Governance Teams," recommends It is recommended that the Board not appoint a district employee or a Board member to the nonprofit's board. Districts that seek to appoint a representative are advised to consult with CSBA's District and County Office of Education Legal Services or district legal counsel and consider regarding any potential conflict of interest that may arise from having an individual Board member vote. Additionally, as an alternative to appointing a member of to the charter nonprofit's board of directors on issues on which the Board will need to provide oversight, CSBA's guide 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 simply attend meetings of the charter school nonprofit's board.

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

Monitoring Charter School Performance

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)

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: [website](#). See [BP 1431 - Waivers](#).

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

Provision of District Services

CSBA NOTE: The following optional section may be revised to reflect district practice. CSBA's, "Charter Schools: A Guide for Governance Teams," recommends one or more memoranda of understanding to clarify ~~the~~[any](#) 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~~[Upon approval by the Board of an appropriate agreement, the](#) charter school may ~~purchase~~[contract with the district or any other source for](#) 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

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: Pursuant to Education Code 47607, a district may deny a proposed expansion of an existing charter school constituting a material revision on the basis of community impact and/or fiscal impact of the 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~~The Board may deny a request to expand operations~~proposed material revision~~ if it finds that the proposed expansion~~material revision~~ would render the charter school demonstrably unlikely to serve the interests of the entire community in which the school is located or proposes to locate. In making this finding, the Board shall consider all of the following: (Education Code 47605)

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

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

Location of Charter Schools

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 reservation or rancheria or operated by 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.

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 supervisory oversight of the school. Education Code 47613 provides that the costs of supervisory 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 Guide suggests that supervisory 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 supervisory oversight as follows: (Education Code 47613; 5 CCR 11969.7)

1. Actual costs 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

If the district provides the charter school with facilities under Education Code 47614 and charges the charter school a pro-rata share of the facilities costs calculated pursuant to 5 CCR 11969.7, the district may only charge the charter school for the actual costs of supervisory oversight up to one percent of the charter school's revenue.

3. Actual costs if the district is assigned supervisory 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 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. Such technical assistance shall be focused on building the charter school's capacity to develop and implement actions and services responsive to student and community needs, including, but not limited to, any of the following: (Education Code 47607.3)

1. Assisting the charter school to identify its strengths and weaknesses in regard to the state priorities applicable to the charter school pursuant to Education Code 47605(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. Working collaboratively with the charter school to secure assistance from an academic, programmatic, or fiscal expert or team of experts to identify and implement effective programs and practices that are designed to improve performance in any areas of weakness identified by the charter school;

Another service provider, including, but not limited to, a school district, county office of education, or charter school, may be solicited to act as a partner to the charter school in need of technical assistance.

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

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

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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. And Prof. 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 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
<u>Ed. Code 243</u>	<u>Prohibition of discrimination; instructional materials</u>
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
<u>Ed. Code 33353</u>	<u>California Interscholastic Federation incident tracking</u>
<u>Ed. Code 35120</u>	<u>Student board membership</u>

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	<u>Monitoring of teacher assignments</u>
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 to first grade
Ed. Code 48206.3-48208	Students with temporary disabilities; individual instruction

Ed. Code 48850-48859	Education of foster youth and homeless students
<u>Ed. Code 48900</u>	<u>Suspension and expulsion</u>
Ed. Code 48901.1	Suspension and expulsion; willful defiance
Ed. Code 48907	Exercise of free expression; time, place, and manner rules and regulations
Ed. Code 48913.5	Suspended students; homework assignments
Ed. Code 48950	Speech and other communication
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 49005-49006.4	Seclusion and restraint
Ed. Code 49010	Pupil <u>Student</u> fees
Ed. Code 49011	Student fees
Ed. Code 49014	Public School Fair Debt Collection Act
<u>Ed. Code 49056</u>	<u>Prohibition of denial of recess</u>
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
<u>Ed. Code 49406</u>	<u>TB risk assessment</u>
Ed. Code 49414	Epinephrine auto-injectors
Ed. Code 49414.3	Administration of opioid antagonist
<u>Ed. Code 49414.7</u>	<u>Administration of albuterol inhalers</u>
Ed. Code 49428	Notification of mental health services
Ed. Code 49428.5	Employment of medical personnel
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 49550-49564.5	Meals for needy students
Ed. Code 49557.5	Child Hunger Prevention and Fair Treatment Act of 2017
Ed. Code 49564.3	Provision of federal universal meal service
<u>Ed. Code 49603</u>	<u>On campus access to employers and military services</u>
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
<u>Ed. Code 52770</u>	<u>College and career fairs</u>
Ed. Code 56026	Special education
Ed. Code 56040.3	Availability of assistive technology device
Ed. Code 56145-56146	Special education services in charter schools
Ed. Code 56365-56366.12	Nonpublic, nonsectarian schools
Ed. Code 56521.1-56521.2	Emergency Interventions
Ed. Code 60600-60649	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
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)
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 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
California Department of Education Publication	California School Accounting Manual

California Dept. of Pesticide Reg. Publication	School District Integrated Pest Management Plan Template
California Interscholastic Federation Publication	Pursuing Victory with Honor, 1999
Court Decision	Ridgecrest Charter School v. Sierra Sands Unified School District (2005) 130 Cal.App.4th 986
CSBA Publication	Charter Schools: A Guide for Governance Teams, rev. 2021
CSBA Publication	Charter Schools in Focus, Issue 2: Ensuring Effective Oversight, Governance Brief, October 2017
CSBA Publication	Uncharted Waters: Recommendations for Prioritizing Student Achievement and Effective Governance in California's Charter Schools, September 2018
U.S. DOE Guidance	Charter Schools Program: Title V, Part B of the ESEA, Nonregulatory Guidance, January 2014
Website	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: 06/01/2023~~2024~~ | Last Reviewed
Date: 06/01/2023~~2024~~

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.

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

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

Governance

1. Comply with the Ralph M. Brown Act (Government Code 54950-54963), California Public Records Act (Government Code 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)

CSBA NOTE: Pursuant to Education Code 47604.2, the governing body of a charter school attended by high school students is required to appoint a student member to the governing body if it receives a petition for such appointment, and, as amended by AB 275 (Ch. 321, Statutes of 2023), may award the student member of the governing body elective course credit based on the number of equivalent daily instructional minutes for the student member's services provided or monthly financial compensation for such service.

4. If the charter school is attended by high school students and the governing body receives student petition to appoint a student member to the governing body, appoint one or more student members in accordance with Education Code 47604.2

Operations

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

Admission/Enrollment

- 6.—7. Adhere to all laws establishing the minimum age for public school attendance (Education Code 47610)
- 7.—8. Serve students who are California residents and who, if over 19 years of age, are continuously enrolled in a public school and making "satisfactory progress" toward a high school diploma as defined in 5 CCR 11965 (Education Code 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- 9. ____ Serve students with disabilities in the same manner as such students are served in other district schools (Education Code 47646, 56145)

9- 10. ____ 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.

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)

~~10-11.~~ ____ Not discourage a student from enrolling or seeking to enroll in the charter school, nor encourage a current student from disenrolling, for any reason, including, but not limited to, the student's academic performance, nationality, race, ethnicity, or sexual orientation or because the student is a student with disabilities, academically low achieving, an English learner, neglected or delinquent, 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 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.~~ 12. Comply with the requirements of Education Code 48850-48859 regarding enrollment, identification, and placement of students experiencing homelessness and unaccompanied youth (Education Code 48850, 48851, 48852.5, 48852.6; 42 USC 11431-11435)
- ~~12.~~ 13. Comply with the requirements of Education Code 48850-48859 regarding the enrollment and placement of foster youth (Education Code 48853.5, 48859)
- ~~13.~~ 14. Allow a student who is enrolled in the charter school but receiving individual instruction at home or a hospital due to a temporary disability to return to the charter school when well enough to do so, provided the student returns during the school year in which the individual instruction was initiated (Education Code 48207.3)

Nondiscrimination

- ~~14.~~ 15. Not discriminate against any student on the basis of the characteristics listed in Education Code 220 (Education Code 47605)

CSBA NOTE: Education Code 243, as added by AB 1078 (Ch. 229, Statutes of 2023), clarifies when it is unlawful discrimination for the Board to (1) refuse to approve the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library or (2) prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library. The Board may not refuse to approve such use on the basis that the material includes a study of the role and contributions of specified individuals or groups, unless the study of the role and contributions reflects adversely upon legally protected groups. Additionally, the Board may not prohibit such use on the basis that the study of the role and contributions contain inclusive or diverse perspectives.

- ~~15.~~ 16. Not discriminate in the use, selection, or rejection of textbooks, instructional materials, library books, or similar educational resources (Education Code 243)
- ~~16.~~ 17. Adopt policy that is consistent with the model policy developed by the California Attorney General addressing the charter school's response to immigration enforcement, notify parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, prohibit the collection of information or documents regarding the immigration status of students or their family members, and fulfill other

requirements of Education Code 234.7

~~17.~~ 18. Post specified information related to the prohibition against discrimination under Title IX of the Education Amendments of 1972 in a prominent and conspicuous location on the school website or on the website of the charter operator (Education Code 221.61)

~~18.~~ 19. If the charter school offers competitive athletics, annually post on the school's website or on the 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)

~~19.~~ 20. Provide specified accommodations to pregnant and parenting students, including, but not limited to, the provision of parental leave and reasonable accommodations on campus to a lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding:

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)

20. 21. 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)

CSBA NOTE: Item #22 applies to charter schools that serve high school students and participate in the California Interscholastic Federation (CIF). Pursuant to Education Code 33353, as amended by AB 1327 (Ch. 366, Statutes of 2023), a charter school is required to post on its website, on or before April 1, 2025, the standardized incident form developed by the California Department of Education (CDE) to track racial discrimination, harassment, or hazing, that occurs at high school sporting games or events.

~~21.~~ 22. If the charter school serves high school students and participates in the California Interscholastic Federation, post the standardized incident form developed by CDE to track racial discrimination, harassment, or hazing that occurs at high school sporting games or events on the charter school's website on or before April 1, 2025, and, upon CDE's request, submit information related to any completed standardized incident forms received by the charter school (Ed. Code 33353)

Tuition and Fees

22. 23. 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.

23. ~~24.~~ 24. 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)

24. ~~25.~~ 25. Not bill, nor take any negative action against, a student or former student for a debt owed to the charter school.

The school shall provide an itemized invoice for any amount owed by the parent/guardian on behalf of a student or former student before pursuing payment of the debt and shall provide a receipt to the parent/guardian for each payment made to the school. (Education Code 49014)

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.

25. ~~26.~~ 26. Adopt a local control and accountability plan (LCAP) and update the plan by July 1 each year, after holding a public hearing, consulting with specified stakeholders, and using the template adopted by the State Board of Education (SBE).

26. ~~27.~~ 27. 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 templates developed by SBE (Education Code 47604.33, 47606.5, 52064, 52064.1, 52064.3)

CSBA NOTE: Pursuant to Education Code 47606.5, as amended by SB 114 (Ch. 48, Statutes of 2023), charter schools are required to present a report on the annual update to the local control and accountability plan and the local control funding formula budget overview for parents/guardians on or before February 28 of each year at a regularly scheduled meeting of the governing body.

27. ~~28.~~ 28. Present a report on the annual update to the LCAP and the local control funding formula budget overview for parents/guardians on or before February 28 of each year, at a regularly scheduled meeting of the governing body of the charter school (Education Code 47606.5)

28. ~~29.~~ 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)

CSBA NOTE: Education Code 32282, as amended by SB 10 (Ch. 856, Statutes of 2023), requires schools that serve students in any of grades 7-12 to include in their comprehensive safety plan a protocol in the event a student is suffering or is reasonably believed to be suffering from an opioid overdose.

Additionally, Education Code 32282, as amended by SB 323 (Ch. 599, Statutes of 2023), requires that comprehensive safety plans include adaptations for student with disabilities and that, after the first evaluation or review is conducted and after each annual evaluation, or review, a school employee, a student's parent/guardian or educational rights holder, or student may bring concerns about an individual student's ability to access the disaster safety procedures described in the comprehensive school safety plan/school safety plan to the principal.

Education Code 32282, as amended by SB 671 (Ch. 626, Statutes of 2023), also requires a charter school's safety plan to include procedures to assess and respond to reports of any dangerous, violent, or unlawful activity that is being conducted or threatened to be conducted at the school, an activity sponsored by the school, or a school bus serving the school.

29. ~~30.~~ Develop a comprehensive safety plan in accordance with Education Code 32282 and review and update the plan in accordance with law by March 1 each year (Education Code 47605)
30. ~~31.~~ 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.

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

CSBA NOTE: Pursuant to Education Code 49056, as added by SB 291 (Ch. 863, Statutes of 2023), charter schools that maintain any of grades K-8 are required to provide at least one or more periods of recess that total 30 minutes on regular instructional days and at least 15 minutes on early release days, except that for any student with a disability, recess is required to be in accordance with the student's individualized education program or Section 504 plan.

32. ~~33.~~ Provide one or more periods of recess that total 30 minutes on regular instructional days and at least 15 minutes on early release days as required by law (Education Code 49056)
33. ~~34.~~ 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)
34. ~~35.~~ 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)
35. ~~36.~~ 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)
36. ~~37.~~ 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)
37. ~~38.~~ 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)

CSBA NOTE: Education Code 52770, as added by AB 1173 (Ch. 11, Statutes of 2023), requires a charter school that serves students in any of grades 9-12 that is planning to hold a college or career fair, to notify each community college district that has overlapping jurisdiction of the date, time, and location of the fair, and provide an opportunity for the community college district to participate.

38. ~~39.~~ If the charter school is planning to hold a college or career fair, the charter school shall notify each apprenticeship program in the same county as the charter school and each community college district that has overlapping jurisdiction with the charter school with the planned date, time, and location of the fair and give each community college district that

has overlapping jurisdiction the opportunity to participate in the college or career fair (Education Code 52770, Labor Code 3074.2)

[NEW CSBA NOTE: Pursuant to Education Code 49603, as amended by AB 1605 (Ch. 142, Statutes of 2023), charter schools offering instruction in any of grades 9-12 that provide on-campus access to employers, shall not prohibit access to the military services.]

- ~~39.~~ 40. If a charter school offers instruction in any of grades 9-12, and provides on-campus access to employers, not prohibit access to the military services (Education Code 49603)

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.

- ~~40.~~ 41. 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)
- ~~41.~~ 42. 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)
- ~~42.~~ 43. Accept and provide full or partial credit for coursework satisfactorily completed by a foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, migrant student who is migratory, or a student participating in a newcomer program student while attending another school (Education Code 51225.2)
- ~~43.~~ 44. Meet all statewide standards and conduct any statewide assessments applicable to noncharter public schools (Education Code 47605, 47612.5, 60605)

Special Education

- ~~44.~~ 45. 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)

~~45-46.~~ 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

~~46-47.~~ Exempt a foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, or ~~migrant~~ student who is migratory who transfers between schools after the second year of high school, or a student ~~participating in a newcomer program~~ student 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)

~~47-48.~~ 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)

~~48-49.~~ 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)

~~49-50.~~ 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

~~50-51.~~ 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.

- ~~51.~~ 52. 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

- ~~52.~~ 53. 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)

- ~~53.~~ 54. If the charter school offers transitional kindergarten (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~~ 2025, and to maintain adult to student ratios as specified in Education Code 48000 (Education Code 48000)

- ~~54.~~ 55. ~~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~~ Correct any misassignments if notified by the County Superintendent ~~district~~ that an assignment of a charter school employee is not legally authorized (Education Code 44258.9)

CSBA NOTE: Pursuant to Education Code 45125.1, as amended by SB 531 (Ch. 616, Statutes of 2023), an employee of any entity that has a contract with a charter school who offers work experience opportunities for students or workplace placements as part of a student's individualized education program is exempt from the requirement to have a valid criminal records summary if specified requirements are met.

- ~~55.~~ 56. 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)

- ~~56.~~ 57. 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)
- ~~57.~~ 58. 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)
- ~~58.~~ 59. Meet the requirements of Government Code 3540-3549.3 related to collective bargaining in public education employment (Education Code 47611.5)
- ~~59.~~ 60. 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)

CSBA NOTE: Pursuant to Education Code 49406, as amended by SB 88 (Ch. 380, Statutes of 2023), a charter school that provides transportation to students under contract is required to have, as a condition of the contract, a tuberculosis risk assessment, and if indicated, the examination for infectious tuberculosis within 60 days of the initial hire, which may, until July 1, 2025, and at the discretion of the governing body, not be required for a private contracted driver who transports students infrequently and without prolonged contact.

- ~~60.~~ 61. If the charter school provides transportation to students under contract, require drivers to submit and clear tuberculosis risk assessment, unless otherwise exempt by law (Education Code 49406)

Parent/Guardian Involvement

- ~~61.~~ 62. On a regular basis, consult with parents/guardians and teachers regarding the charter school's educational programs (Education Code 47605)
- ~~62.~~ 63. 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)
- ~~63.~~ 64. 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

CSBA NOTE: Pursuant to Education Code 49501.5, as amended by SB 348 (Ch. 600, Statutes of 2023), students must be provided adequate time to eat, as determined by the charter school in consideration of the recommendations provided by CDE on or before June 30, 2025. Additionally, pursuant to Education Code 49501.5, as amended by SB 348, if a charter school offers independent study, the charter school must make available a nutritionally adequate breakfast and lunch on any school day that a student is scheduled for educational activities, as defined in Education Code 49010, lasting two or more hours, at a school site, resource center, meeting space, or other satellite facility.

- ~~64-65.~~ Provide a nutritionally adequate breakfast and ~~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: , including, if the charter school offers independent study, to a student enrolled in independent study on any school day in which the student is scheduled for in-person educational activities of two or more hours (Education Code 49501.5)

If the charter school participates in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) and is a 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)

- ~~65-66.~~ 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

CSBA NOTE: Pursuant to Education Code 215, on or before January 1, 2025, charter schools must review and update their policy on student suicide prevention, and revise their training materials to incorporate best practices identified by CDE.

- ~~66-67.~~ 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 BP 5141.5 - Mental Health.

- ~~67-68.~~ 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)

68- ~~69.~~ 69. 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)

~~69.~~ 70. 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)

70- 71. 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)

~~71.~~ 72. 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)

CSBA NOTE: Pursuant to Education Code 35179.4, as amended by AB 1653 (Ch. 589, Statutes of 2023), if a charter school offers an interscholastic athletic program, the Board is required to have a written emergency action plan that describes the location of emergency medical equipment and procedures to be followed in the event of sudden cardiac arrest and other medical emergencies, including concussion and heat illness. Additionally, as amended by AB 1653, the emergency action plan is required to include a description of the manner and frequency at which the procedures to be followed in the event of medical emergencies will be rehearsed.

~~72.~~ 73. 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, including concussion and heat illness, the location of emergency medical equipment, and the rehearsal of such procedures; 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)

~~73.~~ 74. 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)

- ~~74.~~ **75.** 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)

CSBA NOTE: Pursuant to Education Code 49414.3 and, as added by AB 1283 (Ch. 574, Statutes of 2023), Education Code 49414.7, the charter school is permitted to make emergency naloxone hydrochloride or other opioid antagonist and emergency stock albuterol inhalers available for providing emergency medical aid to any person suffering, or reasonably believed to be suffering, from opioid overdose or respiratory distress.

- ~~75.~~ **76.** If the charter school chooses to make an opioid antagonist available to persons suffering, or reasonably believed to be suffering, from an opioid overdose, or to make emergency stock albuterol inhalers available to persons suffering, or reasonably believed to be suffering, from respiratory distress, comply with the requirements of Education Code 49414.3 and 49414.7, including, but not limited to, providing training to personnel who volunteer to administer the opioid antagonist

Student Conduct/Discipline

CSBA NOTE: Pursuant to Education Code 49056, as added by SB 291 (Ch. 863, Statutes of 2023), beginning with the 2024-2025 school year, a student may not be denied recess unless the student's participation poses an immediate threat to the physical safety of the student or to the physical safety of one or more of the student's peers. Education Code 44807.5, which authorized the Board to permit the use of recess restriction for disciplinary purposes, was repealed by SB 291.

- ~~76~~ **77.** Prohibit the denial of recess to a student unless the student's participation poses an immediate threat to the student's physical safety or to the physical safety of one or more of the student's peers (Education Code 49056)
- ~~77.~~ **78.** 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)
- ~~78.~~ **79.** 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)
- ~~79.~~ **80.** 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)

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)

CSBA NOTE: Pursuant to Education Code 48900, as amended by SB 274 (Ch. 597, Statutes of 2023), charter schools are prohibited from suspending students enrolled in kindergarten or any of grades 1-12 for disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties through July 1, 2029. Additionally, school administrators, by the end of the fifth business day, are required to inform the referring employee, verbally or in writing, of the actions taken and if none, the rationale for not providing timely interventions or supports.

~~80.~~ 81. Until June 30, 2029, neither recommend for expulsion nor suspend a student in grades K-12 for disrupting school activities or otherwise willfully defying the authority of school personnel in the performance of their duties (Education Code 48901.1)

~~81.~~ 82. 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

~~82.~~ 83. 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)

~~83.~~ 84. 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)

~~84.~~ 85. 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)

~~85.~~ 86. 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,

86. ~~87.~~ 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

87. ~~88.~~ 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

CSBA NOTE: Pursuant to Education Code 35292.6, as amended by AB 230 (Ch. 421, Statutes of 2023), the requirement to stock an adequate supply of free menstrual products extends to grades 3-12.

88. ~~89.~~ If the charter school serves students in any of grades ~~6~~3-12, 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

89. ~~90.~~ 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)
90. ~~91.~~ Maintain written contemporaneous records that document all student attendance and make these records available for audit and inspection (Education Code 47612.5)
91. ~~92.~~ 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)

~~92-93.~~ 93-94. 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)

~~93-94.~~ 94-95. 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

~~94-95.~~ 95-96. Annually adopt a school accountability report card (Education Code 33126, 47612; California Constitution, Article 16, Section 8.5)

Policy Reference UPDATE Service

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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. And Prof. 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 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
<u>Ed. Code 243</u>	<u>Prohibition of discrimination; instructional materials</u>

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
<u>Ed. Code 33353</u>	<u>California Interscholastic Federation incident tracking</u>
<u>Ed. Code 35120</u>	<u>Student board membership</u>
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	<u>Monitoring of teacher assignments</u>
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 to first grade
Ed. Code 48206.3-48208	Students with temporary disabilities; individual instruction
Ed. Code 48850-48859	Education of foster youth and homeless students
<u>Ed. Code 48900</u>	<u>Suspension and expulsion</u>
Ed. Code 48901.1	Suspension and expulsion; willful defiance
Ed. Code 48907	Exercise of free expression; time, place, and manner rules and regulations
Ed. Code 48913.5	Suspended students; homework assignments
Ed. Code 48950	Speech and other communication
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 49005-49006.4	Seclusion and restraint
Ed. Code 49010	Pupil <u>Student</u> fees
Ed. Code 49011	Student fees
Ed. Code 49014	Public School Fair Debt Collection Act
<u>Ed. Code 49056</u>	<u>Prohibition of denial of recess</u>
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
<u>Ed. Code 49406</u>	<u>TB risk assessment</u>
Ed. Code 49414	Epinephrine auto-injectors
Ed. Code 49414.3	Administration of opioid antagonist
<u>Ed. Code 49414.7</u>	<u>Administration of albuterol inhalers</u>
Ed. Code 49428	Notification of mental health services
Ed. Code 49428.5	Employment of medical personnel

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 49550-49564.5	Meals for needy students
Ed. Code 49557.5	Child Hunger Prevention and Fair Treatment Act of 2017
Ed. Code 49564.3	Provision of federal universal meal service
<u>Ed. Code 49603</u>	<u>On campus access to employers and military services</u>
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
<u>Ed. Code 52770</u>	<u>College and career fairs</u>
Ed. Code 56026	Special education
Ed. Code 56040.3	Availability of assistive technology device
Ed. Code 56145-56146	Special education services in charter schools
Ed. Code 56365-56366.12	Nonpublic, nonsectarian schools
Ed. Code 56521.1-56521.2	Emergency Interventions
Ed. Code 60600-60649	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
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)
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 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
California Department of Education Publication	California School Accounting Manual
California Dept. of Pesticide Reg. Publication	School District Integrated Pest Management Plan Template
California Interscholastic Federation Publication	Pursuing Victory with Honor, 1999
Court Decision	Ridgecrest Charter School v. Sierra Sands Unified School District (2005) 130 Cal.App.4th 986
CSBA Publication	Charter Schools: A Guide for Governance Teams, rev. 2021
CSBA Publication	Charter Schools in Focus, Issue 2: Ensuring Effective Oversight, Governance Brief, October 2017
CSBA Publication	Uncharted Waters: Recommendations for Prioritizing Student Achievement and Effective Governance in California's Charter Schools, September 2018
U.S. DOE Guidance	Charter Schools Program: Title V, Part B of the ESEA, Nonregulatory Guidance, January 2014
Website	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 Websites

Status: ADOPTED

Original Adopted Date: 07/01/2007 | Last Revised Date: 06/01/2023 ~~2024~~ | Last Reviewed
Date: 06/01/2023 ~~2024~~

CSBA NOTE: The following optional policy is for use by districts that maintain their own website(s) and may be revised to reflect district practice. District strategies for effective use of 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 websites. The use of district and school 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 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 ([ADA](#)) (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. The U.S. Department of Education's Office for Civil Rights June 2010 and May 2011 Dear Colleague Letters interpret that such obligations include the requirement that district websites be accessible to individuals with disabilities.

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 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 websites to individuals with disabilities, including compatibility with commonly used assistive technologies.

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 Board Policy 1325 - Advertising and Promotion](#), shall also apply to advertising on district and school websites.

Privacy Rights

CSBA NOTE: Business and Professions Code 22580-22582 prohibit an operator of a 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 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 provides a similar prohibition for the operator of a 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 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 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(1) 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 websites.

CSBA NOTE: The following options address the use of students' photographs on district or school 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 student names unless a parent/guardian requested in writing that no photographs of the child be released without

prior written consent. Option 2 is for use by districts that do not allow student photographs to be published along with 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 the student's name, may be published on district or school 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 Board Policy and Administrative Regulation 5125.1 - Release of Directory Information.

END OF OPTION 1

OPTION 2: Photographs of individual students shall not be published on district or school 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 websites.

CSBA NOTE: Posting of ~~Employees'~~employees' home addresses, personal telephone numbers, or personal email addresses on district or school 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 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 websites without the prior written permission of that individual. (Government Code 3307.5, 7928.205, 7920.535)

No public safety official shall be required to consent to the posting on the Internet of 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 the officer's family. (Government Code 3307.5)

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State

Description

Bus. and Prof. Code 22580-22582	Privacy rights for California minors in the digital world
Bus. and Prof. Code 22584-22585	Student Online Personal Information Protection Act
Bus. and Prof. Code 22586-22587	Early Learning Personal Information Protection Act
Ed. Code 35182.5	Contracts for advertising
Ed. Code 32526	Use of learning recovery funds
Ed. Code 33353	Incident tracking
Ed. Code 35258	Internet access to school accountability report cards
Ed. Code 42103	Budget notification
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 48985.5	Synthetic drugs
Ed. Code 49006	Seclusion and restraint
Ed. Code 49061	Definitions; directory information
Ed. Code 49073	Release of directory information
Ed. Code 5092	Filling Vacancies
Ed. Code 60048	Commercial brand names, contracts, or logos
Gov. Code 11135	Prohibition of discrimination
Gov. Code 12950	California Civil Rights Department posters
Gov. Code 3307.5	Publishing identity of public safety officers
Gov. Code 7920.000-7930.170	California Public Records Act
215	
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 312.1-312.13	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	Transgender Rights in the Workplace
CA Civil Rights Department Publication	Your Rights and Obligations as a Pregnant Employee
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. 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: Race and School Programming, August 2023
U.S. DOJ, Civil Rights Division Publication	Accessibility of State and Local Government Websites to People with Disabilities, February 2020
<u>World Wide Web Consortium Publication</u>	<u>Web Content Accessibility Guidelines, June 2018</u>
<u>Website</u>	<u>https://www.w3.org/WAI/standards-guidelines/wcag/</u>
Website	<u>Fact Sheet: New rule on the accessibility of web content and mobile apps provided by state and local governments</u>
Website	<u>https://www.ada.gov/notices/2024/03/08/web-rule/</u>
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
<u>Website</u>	<u>California Interscholastic Federation</u>

	https://www.cifstate.org/sports/sportsmanship/response/Discrimination_Harassment_Complaint_Form.pdf
Website	California School Public Relations Association
Website	California Cybersecurity Integration Center
	https://www.caloes.ca.gov/office-of-the-director/operations/homeland-security/california-cybersecurity-integration-center/
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	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
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
<u>3100</u>	<u>Budget</u>
3290	Gifts, Grants And Bequests
3311	Bids
3311	Bids
3513.3	Tobacco-Free Schools
3513.3	Tobacco-Free Schools
3515	Campus Security
3515	Campus Security
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
<u>5131.41</u>	<u>Use of Seclusion And Restraint</u>
<u>5141.5</u>	<u>Mental Health</u>
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
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7214	General Obligation Bonds
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9010	Public Statements
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<u>9223</u>	<u>Filling Vacancies</u>
9310	Board Policies
9320	Meetings And Notices
9322	Agenda/Meeting Materials

Regulation 1113: District And School Websites

Status: ADOPTED

Original Adopted Date: 03/01/2000 | Last Revised Date: ~~10~~06/01/2017~~2024~~ | Last Reviewed
Date: ~~10~~06/01/2017~~2024~~

CSBA NOTE: The following optional administrative regulation is for use by districts that maintain their own website(s) and should be revised to reflect district practice.

Design Standards

The Superintendent or designee shall develop design standards for district and school websites that include, but are not limited to, guidelines to ensure the clear organization of the material, readability of the font type and size, and simplicity of the navigation structure linking the content on the website. Such standards shall take into consideration the ease of use on a wide range of devices.

CSBA NOTE: Pursuant to Title II of the Americans with Disabilities Act ([ADA](#)) (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. The U.S. Department of Education's Office for Civil Rights June 2010 and May 2011 Dear Colleague Letters interpret that such obligations include the requirement that district websites be accessible to individuals with disabilities.

While there are no explicit standards detailed in law or regulations addressing accessible features, the World Wide Web Consortium's Web Content Accessibility Guidelines 2.1 and Web Accessibility Initiative Accessible Rich Internet Applications Suite are widely used tools that may serve as guidelines for district and school websites. Additionally, examples of technical standards for accessibility are available on the California Department of Education's website.

In accordance with the requirements of the Americans with Disabilities Act and Section 504 of the federal Rehabilitation Act of 1973, district and school websites shall contain features that ensure accessibility for individuals with disabilities, which may include, but are not limited to, captions for videos and multimedia presentations, text alternatives to images, provision of sufficient time to use the content, avoidance of flashing images, adequate contrast in visual presentations, and/or other features that meet applicable standards for website accessibility. The Superintendent or designee shall regularly review district and school websites and modify them as needed to ensure legal compliance with accessibility standards.

Website Content

CSBA NOTE: The following section may be revised to reflect district practice.

Government Code 54954.2 requires the district to post a "prominent, direct link" to the current Board meeting agenda on the primary homepage of the district's ~~web-site~~ [website](#). However, districts that use an integrated agenda management platform (i.e., a website dedicated to providing the entirety of the agenda information for the Governing Board) are exempt from this requirement

if a direct link to the platform is posted on the homepage and the current agenda is the first agenda available at the top of the platform. Government Code 54954.2 specifies that agendas posted either through a direct link or through use of an integrated agenda management platform must be (1) retrievable, downloadable, indexable, and electronically searchable by commonly used Internet search applications; (2) platform independent and machine readable; and (3) available to the public free of charge and without any restriction that would impede the reuse or redistribution of the agenda.

As applicable, district and school websites shall provide current information regarding the district's mission and goals, district/school programs and operations, district/school news, agendas and minutes of Governing Board meetings, School Accountability Report Cards, school calendars, links to educational resources.

With approval of the principal, individual teachers may create web pages linked to the district or school website to provide information pertaining to class assignments, expectations, and activities.

CSBA NOTE: In determining whether to limit or allow the ability of certain groups or individuals to provide content for district or school websites, districts should consult with CSBA's District and County Office of Education Legal Services or district legal counsel on matters pertaining to protected speech and equal access; see BP/AR 5145.2 - Freedom of Speech/Expression and BP/AR 6145.5 - Student Organizations and Equal Access.

Student work may be published on district or school websites provided that both the student and the student's parent/guardian provide written permission or the work is part of an existing publication such as a school newspaper.

CSBA NOTE: Federal copyright law (17 USC 106) grants a copyright owner the exclusive rights to reproduce, distribute, make derivative works of, publicly perform, or publicly display the copyrighted work or to authorize others to do so. However, pursuant to 17 USC 107, "fair use" (i.e., the reproduction of limited portions of copyrighted materials without the copyright owner's permission) is allowed for such purposes as criticism, comment, news reporting, teaching, scholarship, or research; see BP/AR 6162.6 - Use of Copyrighted Materials. Even if use of certain copyrighted materials in the district meets the criteria for a fair use exception, text, art, or photos that are not clearly stated to be in the "public domain" and available for free use should not be replicated on a district or school website without prior permission of the copyright owner.

Any copyrighted material to be posted on a district or school website shall be submitted to the Superintendent or designee together with the permission of the copyright owner to reprint the material. Any copyrighted material submitted without the copyright owner's permission shall only be posted on a district or school website if the Superintendent or designee determines that the material is in the public domain or that the intended use meets the criteria for fair use or another exception pursuant to 17 USC 107-122. When any copyrighted material is posted, the website shall include a notice crediting the copyright owner and, as necessary, shall note that permission to reprint the material was granted.

Whenever a district or school website includes links to external websites, it shall include a disclaimer that the district is not responsible for the content of external websites.

Roles and Responsibilities

Any employee assigned as a district or school webmaster shall be responsible for the uploading of

material to the website(s) upon approval of the Superintendent or designee. The employee shall review district and school websites to ensure consistency with district standards, regularly check links for accuracy and appropriateness, keep the web server free of outdated or unused files, and provide technical assistance as needed.

The Superintendent or designee may assign additional staff members to conduct editorial reviews of all materials submitted for publication on district or school websites and to make corrections as needed in spelling, grammar, or accuracy of content.

The Superintendent or designee shall provide staff development opportunities related to district content guidelines, design standards, and accessibility laws and standards to district communications and technology staff, district and school webmasters, and/or other appropriate staff.

Security

CSBA NOTE: Government Code 11549.3 authorizes districts, at district expense, to request the Military Department, in consultation with the California Cybersecurity Integration Center, to perform an independent security assessment of the district or individual district schools. Districts are encouraged to consult with the California Office of Emergency Services (OES) and utilize resources such as the State Threat Assessment System and Regional Fusion Centers to help assess potential threats. For more information, see OES' Cybersecurity Integration Center website.

Pursuant to Education Code 35266, districts that experience a cyberattack which impacts more than 500 students or personnel are required to report such cyberattack to the California Cybersecurity Integration Center.

The Superintendent or designee shall establish security procedures for the district's computer network to prevent unauthorized access and changes to district and school websites. To the extent possible, the host computer(s) shall be in a lockable room with restricted access.

Policy Reference UPDATE Service
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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. and Prof. Code 22580-22582	Privacy rights for California minors in the digital world
Bus. and Prof. Code 22584-22585	Student Online Personal Information Protection Act
Bus. and Prof. Code 22586-22587	Early Learning Personal Information Protection Act
Ed. Code 35182.5	Contracts for advertising
<u>Ed. Code 32526</u>	<u>Use of learning recovery funds</u>

Ed. Code 33353

Ed. Code 35258

Ed. Code 42103

Ed. Code 48852.6

Ed. Code 48907

Ed. Code 48950

Ed. Code 48985.5

Ed. Code 49006

Ed. Code 49061

Ed. Code 49073

Ed. Code 5092

Ed. Code 60048

Gov. Code 11135

Gov. Code 12950

Gov. Code 3307.5

Gov. Code 7920.000-

7930.170215

Pen. Code 14029.5

Pub. Res. Code 21082.1

Federal

16 CFR 312.1-312.13

17 USC 101-122

17 USC 504

20 USC 1232g

29 USC 705

29 USC 794

34 CFR 104.1-104.61

34 CFR 99.1-99.67

42 USC 12101-12213

Management Resources

Incident tracking

Internet access to school accountability report cards

Budget notification

Information regarding homelessness

Exercise of free expression; time, place and manner rules and regulations

Speech and other communication

Synthetic drugs

Seclusion and restraint

Definitions; directory information

Release of directory information

Filling Vacancies

Commercial brand names, contracts, or logos

Prohibition of discrimination

California Civil Rights Department posters

Publishing identity of public safety officers

California Public Records Act

Prohibition against publishing personal information of person in witness protection program

California Environmental Quality Act environmental review documents

Description

Children's Online Privacy Protection Act

Subject matter and scope of copyright

Penalties for copyright infringement

Family Educational Rights and Privacy Act (FERPA) of 1974

Definitions; Vocational Rehabilitation Act

Rehabilitation Act of 1973; Section 504

Nondiscrimination on the basis of disability

Family Educational Rights and Privacy

Americans with Disabilities Act

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	Transgender Rights in the Workplace
CA Civil Rights Department Publication	Your Rights and Obligations as a Pregnant Employee
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. 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: Race and School Programming, August 2023
U.S. DOJ, Civil Rights Division Publication	Accessibility of State and Local Government Websites to People with Disabilities, February 2020
World Wide Web Consortium Publication	Web Content Accessibility Guidelines, June 2018 https://www.w3.org/WAI/standards-guidelines/wcag/
Website	Fact Sheet: New rule on the accessibility of web content and mobile apps provided by state and local governments https://www.ada.gov/notices/2024/03/08/web-rule/
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 Interscholastic Federation https://www.cifstate.org/sports/sportsmanship/response/Discrimination_Harassment_Complaint_Form.pdf
Website	California School Public Relations Association
Website	California Cybersecurity Integration Center

<https://www.caloes.ca.gov/office-of-the-director/operations/homeland-security/california-cybersecurity-integration-center/>

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	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
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
<u>3100</u>	<u>Budget</u>
3290	Gifts, Grants And Bequests
3311	Bids
3311	Bids
3513.3	Tobacco-Free Schools
3513.3	Tobacco-Free Schools
3515	Campus Security
3515	Campus Security
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
<u>5131.41</u>	<u>Use of Seclusion And Restraint</u>
<u>5141.5</u>	<u>Mental Health</u>
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
<u>9223</u>	<u>Filling Vacancies</u>
9310	Board Policies
9320	Meetings And Notices
9322	Agenda/Meeting Materials

Exhibit 1113-E(1): District And School Websites

Status: ADOPTED

Original Adopted Date: 10/01/2020 | **Last Revised Date:** 06/01/20232024 | **Last Reviewed Date:** 06/01/20232024

MATERIALS REQUIRED TO BE POSTED ON DISTRICT WEBSITE

CSBA NOTE: The following exhibit lists material ~~which~~that the law explicitly requires be posted on district or school 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 be recommended throughout CSBA's sample policy manual but are not required by law.

This exhibit is a non-exhaustive list of materials which the law explicitly requires be posted on district or school websites. Other legal requirements may exist and may be identified in the future.

Materials to Prominently Display

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

1. The district's local control and accountability plan (LCAP), any updates or revisions to the LCAP, and the local control funding formula budget overview (Education Code 52064.1, 52065). See AR 0460 - Local Control and Accountability Plan.
2. A direct link to the current board agenda containing the time and location of the meeting and a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session, or a link to the district's agenda management platform where the current agenda shall be the first available (Government Code 54954.2, 54956). Post at least 72 hours before a regular board meeting or 24 hours before a special meeting. See BB 9320 - Meetings and Notices and BB 9322 - Agenda/Meeting Materials.
3. The district's policy on student suicide prevention including, for grades K-6, the age appropriateness of the policy (Education Code 234.6). See BP 5141.52 - Suicide Prevention.
4. The district's policies and procedures prohibiting discrimination, harassment, student sexual harassment, intimidation, bullying, and cyberbullying, including a section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media (Education Code 234.6). See AR 5131.2 - Bullying and AR 5145.3 -

Nondiscrimination/Harassment.

5. The district's policy on preventing and responding to hate violence, if the district has adopted such a policy (Education Code 234.6). See BP 5145.9 - Hate-Motivated Behavior.
6. The definition of discrimination and harassment based on sex as described in Education Code 230, including the rights set forth in Education Code 221.8 (Education Code 234.6). See AR 5145.3 - Nondiscrimination/Harassment.

CSBA NOTE: 34 CFR 106.10 and 106.8, as amended by 89 Fed. Reg. 33474, create additional notification requirements related to sex based discrimination pursuant to Title IX as reflected in Item #7.

7. Information regarding Title IX prohibitions against discrimination based on a student's sex, including sex stereotypes, sex characteristics, gender, gender identity, sexual orientation, pregnancy, childbirth, termination of pregnancy, or lactation, including related medical conditions or recovery, and parental, family, and marital status; including ; that inquiries about the application of Title IX may be referred to the Title IX Coordinator or the U.S. Department of Education's Office for Civil Rights (OCR); the name and contact information of the Title IX Coordinator; how to locate the district's nondiscrimination policy and grievance procedures; how to report information about conduct that may constitute sex discrimination under Title IX; 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 websites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights, OCR; 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) website (Education Code 221.6, 221.61, 234.6; 34 CFR 106.2, 106.8, 106.10). See AR 5145.3 - Nondiscrimination/Harassment and AR 5145.7 - Sexual Harassment.
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. Posters published by the California Civil Rights Department (CRD) including, "California Law Prohibits Workplace Discrimination and Harassment," and for districts with five or more employees, "The Rights of Employees Who Are Transgender 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. 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 website. However, there are no specific requirements related to where they are posted on the website.

- 1- 11. 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- 12. The district's nondiscrimination policy and regulation, including the complaint procedure and the compliance coordinator's contact information (34 CFR 100.6, 106.8). See BP 0410 - Nondiscrimination in District Programs and Activities and AR 4030 - Nondiscrimination in Employment.
- 3- ~~Training materials used to train the Title IX Coordinator, investigator(s), decisionmaker(s), and any person(s) who 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- 13. 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- 14. 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 website or, if the school does not have a website, on the district's website. See AR 6145.2 - Athletic Competition.
- 6- 15. 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.~~ 16. 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.~~ 17. 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.~~ 18. The section(s) of the district's employee code of conduct addressing interactions with students. These section(s) or a link to them shall be posted on each school's website or, if a school does not have its own website, on the district's 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.~~ 19. 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.~~ 20. If the district includes information about the free and reduced-priced meal program on its 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.~~ 21. 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. The plan shall be posted on the school's website or, if the school does not have a website, then on the district's website. (Education Code 17611.5). See AR 3514.2 Integrated Pest Management.
- ~~13.~~ 22. 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).
See BP 7150 - Site Selection And Development.
- ~~14.~~ 23. 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. ~~24.~~ 25. 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. ~~25.~~ 26. 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 website.) In addition, if a school loses its WASC or other agency's accreditation, the district and school shall post on their 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. ~~26.~~ 27. The district's COVID-19 testing plan (Education Code 32096).

CSBA NOTE: Pursuant to Education Code 32526, as amended by AB 185 ~~SB 141~~ (Ch. 571 ~~194~~, Statutes of ~~2022~~), 2023), 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~~ annually thereafter, and a final report on expenditures no later than December ~~115~~, 2029.

18. ~~27.~~ 28. 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~~ annually thereafter, and a final report by December ~~115~~, 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. ~~28.~~ 29. 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). See BP 5141.5 - Mental Health

CSBA NOTE: Pursuant to Education Code 33353, as amended by AB 1327 (Ch. 366, Statutes of 2023), districts that participate in the California Interscholastic Federation (CIF) are required to post, on or before April 1, 2025, the standardized incident form developed by the California Department of Education to track racial discrimination, harassment, or hazing, that occurs at high school sporting games or events, including information on how to submit a completed incident form.

29. The standardized incident form developed by CDE to track racial discrimination, harassment, or hazing, that occurs at high school sporting games or events, including information on how to submit a completed incident form (Education Code 33353).

CSBA NOTE: Pursuant to Education Code 5092, as amended by AB 1326 (Ch. 68, Statutes of 2023), the Board is required to post a notice upon filling a Board vacancy by provisional appointment.

30. If a provisional appointment is made to fill a governing board vacancy, notice of both the actual vacancy or the filing of a deferred resignation and the provisional appointment. Post within 10 days of making the provisional appointment (Education Code 5092). See BB 9223 – Filling Vacancies.

CSBA NOTE: Pursuant to Education Code 48985.5, as added by AB 889 (Ch. 123, Statutes of 2023), each district that maintains a website is required to post on its website, information about the dangers associated with the use of synthetic drugs that are not prescribed by a physician, such as fentanyl, and of the possibility that dangerous synthetic drugs can be found in counterfeit pills. Such districts are also required to ensure that each district school that maintains its own website posts the information on the school's website.

31. The dangers associated with using synthetic drugs that are not prescribed by a physician, such as fentanyl, and of the possibility that dangerous synthetic drugs can be found in counterfeit pills (Education Code 48985.5).

CSBA NOTE: Pursuant to Education Code 49006, as amended by AB 1466 (Ch. 582, Statutes of 2023), districts are required to annually post on the district website their report on the use of behavioral restraints and seclusion for students enrolled or served by the district for all or part of the prior school year.

32. The annual report to CDE on the use of behavioral restraints and seclusion (Education Code 49006).

Policy Reference UPDATE Service

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Policy Reference Disclaimer:

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State	Description
Bus. and Prof. Code 22580-22582	Privacy rights for California minors in the digital world
Bus. and Prof. Code 22584-22585	Student Online Personal Information Protection Act
Bus. and Prof. Code 22586-22587	Early Learning Personal Information Protection Act
Ed. Code 35182.5	Contracts for advertising
<u>Ed. Code 32526</u>	<u>Use of learning recovery funds</u>

Ed. Code 33353

Ed. Code 35258

Ed. Code 42103

Ed. Code 48852.6

Ed. Code 48907

Ed. Code 48950

Ed. Code 48985.5

Ed. Code 49006

Ed. Code 49061

Ed. Code 49073

Ed. Code 5092

Ed. Code 60048

Gov. Code 11135

Gov. Code 12950

Gov. Code 3307.5

Gov. Code 7920.000-

7930.170215

Pen. Code 14029.5

Pub. Res. Code 21082.1

Federal

16 CFR 312.1-312.13

17 USC 101-122

17 USC 504

20 USC 1232g

29 USC 705

29 USC 794

34 CFR 104.1-104.61

34 CFR 99.1-99.67

Incident tracking

Internet access to school accountability report cards

Budget notification

Information regarding homelessness

Exercise of free expression; time, place and manner rules and regulations

Speech and other communication

Synthetic drugs

Seclusion and restraint

Definitions; directory information

Release of directory information

Filling Vacancies

Commercial brand names, contracts, or logos

Prohibition of discrimination

California Civil Rights Department posters

Publishing identity of public safety officers

California Public Records Act

Prohibition against publishing personal information of person in witness protection program

California Environmental Quality Act environmental review documents

Description

Children's Online Privacy Protection Act

Subject matter and scope of copyright

Penalties for copyright infringement

Family Educational Rights and Privacy Act (FERPA) of 1974

Definitions; Vocational Rehabilitation Act

Rehabilitation Act of 1973; Section 504

Nondiscrimination on the basis of disability

Family Educational Rights and Privacy

42 USC 12101-12213

Management Resources

CA Civil Rights Department
Publication

CA Civil Rights Department
Publication

CA Civil Rights Department
Publication

CA Civil Rights Department
Publication

Court Decision

Court Decision

U.S. Department of
Agriculture Publication

U.S. DOE Office for Civil Rights
Publication

U.S. DOE, Office for Civil
Rights Publication

U.S. DOJ, Civil Rights
Division Publication

World Wide Web
Consortium Publication

Website

Website

Website

Website

Website

Americans with Disabilities Act

Description

Family Care and Medical Leave and Pregnancy Disability
Leave

California Law Prohibits Workplace Discrimination and
Harassment

Transgender Rights in the Workplace

Your Rights and Obligations as a Pregnant Employee

Aaris v. Las Virgenes Unified School District (1998) 64
Cal.App.4th 1112

City of San Jose v. Superior Court (2017) 2 Cal.5th 608

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

~~Joint Dear Colleague Letter: Electronic Book Readers,~~
~~June 29, 2010~~

Dear Colleague Letter: Race and School Programming,
August 2023

Accessibility of State and Local Government Websites to
People with Disabilities, February 2020

Web Content Accessibility Guidelines, June 2018

<https://www.w3.org/WAI/standards-guidelines/wcag/>

Fact Sheet: New rule on the accessibility of web content
and mobile apps provided by state and local governments

<https://www.ada.gov/notices/2024/03/08/web-rule/>

CSBA District and County Office of Education Legal
Services

Governor's Office of Planning and Research, The California
Environmental Quality Act

California Department of Education, Web Accessibility
Standards

California Interscholastic Federation

https://www.cifstate.org/sports/sportsmanship/response/Discrimination_Harassment_Complaint_Form.pdf

Website	California School Public Relations Association
<u>Website</u>	<u>California Cybersecurity Integration Center</u> <u>https://www.caloes.ca.gov/office-of-the-director/operations/homeland-security/california-cybersecurity-integration-center/</u>
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	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
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
<u>3100</u>	<u>Budget</u>
3290	Gifts, Grants And Bequests
3311	Bids
3311	Bids
3513.3	Tobacco-Free Schools
3513.3	Tobacco-Free Schools
3515	Campus Security
3515	Campus Security
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
<u>5131.41</u>	<u>Use of Seclusion And Restraint</u>

<u>5141.5</u>	<u>Mental Health</u>
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
<u>9223</u>	<u>Filling Vacancies</u>
9310	Board Policies
9320	Meetings And Notices
9322	Agenda/Meeting Materials

Policy 1260: Educational Foundation

Status: ADOPTED

Original Adopted Date: 09/01/1991 | **Last Revised Date:** 07~~06~~/01/2007~~2024~~ | **Last Reviewed Date:** 07~~06~~/01/2007~~2024~~

CSBA NOTE: The following policy is optional and should ~~policy may~~ be revised to reflect district practice. See BP 1230 - School-Connected Organizations for language regarding school-connected organizations, such as booster clubs and parent-teacher organizations.

The Governing Board recognizes the importance of community support of district programs, including voluntary financial contributions, to assist the district in achieving its goals for student learning.

CSBA NOTE: An educational foundation is a separate legal entity from the district and thus its activities are not under the control of the district. Certain tax-exempt organizations may be required to register with the state Attorney General's Registry of Charitable ~~Trusts~~. Charities and Fundraisers. As part of this registration, organizations may be required to file copies of the organization's articles of incorporation and other documents governing its operations. These documents should also define the Governing Board's relationship with the foundation and specify how foundation directors will be chosen. The California Consortium of Education Foundations provides information on its web site website regarding the creation of foundations.

Educational foundations may be created to benefit the entire district, a specific school, or to support or sustain a variety of purposes through supplemental funding, such as the arts, music, and/or computer programs; to provide graduating students with scholarships and/or loans; and to develop programs which meet new educational needs. It is strongly recommended that the Board and foundation work cooperatively to identify specific needs and to develop guidelines as to how resources will be used. For language regarding the acceptance of gifts and grants, see BP 3290 - Gifts, Grants and Bequests.

Because educational foundations often support arts and music in schools, questions have arisen surrounding Education Code 8820-8822, as added by Proposition 28 (2022), which established the Arts and Music in Schools (AMS) Funding Guarantee and Accountability Act. Proposition 28 is intended to provide a minimum source of annual funding to supplement arts education programs. As a condition of receipt of these funds, districts must annually certify that AMS funds will be used to supplement funding for arts education programs and that funds received in the prior fiscal year were, in fact, used to supplement arts education programs, and not to supplant existing funding for those programs. The Education Audit Appeals Panel's 2023-24 Audit Guide includes a multi-step calculation that districts can use to demonstrate AMS funds were used to supplement, not supplant, arts education funds. Additional information on Proposition 28, including accounting guidance, is available on the California Department of Education's website, "Proposition 28- AMS Financial & Audit Requirements."

Districts with questions about how educational foundations may impact Proposition 28 funding or other programs for which federal or state funds are required to be used to supplement rather than

supplant already available funding, should consult CSBA's District and County Office of Education Legal Services or district counsel.

The Board desires to work cooperatively with the educational foundation in determining the purposes for which funds may be used to meet the changing needs of the district and its students. The Board recognizes that an educational foundation is a separate legal entity, independent of the district. However, the foundation is encouraged to provide regular reports to the Board on the status of its work and to communicate ways that the district can help support the foundation's activities.

With the consent of the Superintendent or designee, the educational foundation, as appropriate, may use the district's name, a school's name, a school team's name, or any logo attributable to a school or the district.

Student records or other personally identifiable student information shall not be released except with parental consent or as required by law or district policy. Student directory information may be released when appropriate.

CSBA NOTE: In some districts, there may be concerns in the community about the equity of some schools benefiting from the money raised by a foundation while other schools in the district may not have access to the same resources. The following optional paragraph reflects the Board's goal that all of the schools within the district share in the benefits provided by the foundation's work. For more information regarding the promotion of equity in district programs and activities, see BP 0415 - Equity.

The Board supports foundation allocations that serve all district schools equitably.

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Policy Reference Disclaimer:

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State

11 CCR 300-312.1

Bus. Code 17510-17510.95

Bus. Code 25608

Ed. Code 38130-38138

Ed. Code 8820-8822

Gov. Code 12580-12599.10

Pen. Code 319-329

Management Resources

Description

Fundraising for charitable purposes

Charitable solicitations

Alcohol on school property; use in connection with instruction

Civic Center Act; use of school property for public purposes

The Arts and Music in Schools—Funding Guarantee and Accountability Act

Fundraisers for Charitable Purposes Act

Lottery; raffle

Description

Court Decision

[California Department of Education Publication](#)

[Education Audit Appeals Panel Publication](#)

Website

[Website](#)

[Website](#)

Website

Website

Website

Serrano v. Priest (1976) 18 Cal. 3d 728

[Proposition 28- AMS Financial & Audit Requirements \(https://www.cde.ca.gov/eo/in/prop28auditresource.asp\)](#)

[2023-24 Audit Guide \(https://eaap.ca.gov/audit-guide/current-audit-guide-booklet/\)](#)

CSBA District and County Office of Education Legal Services

[California Department of Education \(https://www.cde.ca.gov\)](#)

[Education Audit Appeals Panel \(https://eaap.ca.gov/\)](#)

California Consortium of Education Foundations

California Office of the Attorney General, ~~charitable trust registry~~ [Registry of Charities and Fundraisers \(https://oag.ca.gov/charities\)](#)

CSBA

Cross References

Code

0200

0410

[0415](#)

1100

1114

1114

1230

1230

1321

1321

1700

3290

5030

[5125.1](#)

[5125.1](#)

5126

5126

Description

Goals For The School District

Nondiscrimination In District Programs And Activities

[Equity](#)

Communication With The Public

District-Sponsored Social Media

District-Sponsored Social Media

School-Connected Organizations

School-Connected Organizations

Solicitation Of Funds From And By Students

Solicitation Of Funds From And By Students

Relations Between Private Industry And The Schools

Gifts, Grants And Bequests

Student Wellness

[Release of Directory Information](#)

[Release of Directory Information](#)

Awards For Achievement

Awards For Achievement

5142.2	Safe Routes To School Program
5142.2	Safe Routes To School Program
6020	Parent Involvement
6020	Parent Involvement
6142.6	Visual And Performing Arts Education
6145	Extracurricular And Cocurricular Activities
6145	Extracurricular And Cocurricular Activities
6145.2	Athletic Competition
6145.2	Athletic Competition
6161.11	Supplementary Instructional Materials
6163.1	Library Media Centers
9140	Board Representatives

Policy 2121: Superintendent's Contract

Status: ADOPTED

Original Adopted Date: 12/01/2015 | **Last Revised Date:** ~~12/06/01/2019~~ 2024 | **Last Reviewed**
Date: ~~12/06/01/2019~~ 2024

CSBA NOTE: The following optional policy should be modified to reflect district practice.

The Governing Board believes that the Superintendent's employment contract should outline the framework through which the Board and Superintendent will work together as a governance team to achieve district goals and objectives. When approving the Superintendent's employment contract, the Board shall consider the value of stability in district administration, the best use of district resources, and the Board's duty to ensure accountability to the public for the performance of the district's schools.

CSBA NOTE: The following list of contract components is consistent with a template for superintendent contracts developed by CSBA. The annotated template contract with additional context and suggestions is available through CSBA's ~~web site~~ [website](#). Districts are advised to consult CSBA's District and County Office of Education Legal Services or district legal counsel when reviewing and/or approving the Superintendent's employment contract.

The contract shall be reviewed by ~~the district's~~ [district](#) legal counsel and may include the following:

1. Term of the contract, which shall be for no more than four years pursuant to Education Code 35031
2. Length of the work year and hours of work
3. Salary, health and welfare benefits, and other compensation for the position, including a statement that any subsequent increase in the Superintendent's salary shall be at the sole discretion of the Board
4. Reimbursement of work-related expenses, including mileage reimbursement, consistent with Board policies, regulations, and guidelines applicable to other professional administrative staff

The contract may also address payment for professional dues and activities, the district's provision of cell phones or other technological devices, and the use of a personal vehicle.

5. Vacation, illness and injury leave, and personal leaves

6. Professional development
7. General duties and responsibilities of the position
8. Criteria, process, and procedure for annual evaluation of the Superintendent
9. A statement that there shall be no automatic renewal or extension of the contract, although the Board ~~can~~may enter into a new contract with the Superintendent prior to the expiration of the existing contract

CSBA NOTE: Pursuant to Education Code 35031, if the Governing Board decides not to reemploy the Superintendent, it must provide notification at least 45 days before the contract expires. If the Board fails to provide the required prior written notice, the Superintendent shall be deemed reemployed for a term of the same length as the one completed, under the same terms and conditions, and with the same compensation.

10. Timeline for providing written notice to the Superintendent if the Board does not wish to enter into a new contract, which shall be at least 45 calendar days in advance of the expiration of the term of the contract pursuant to Education Code 35031, and the responsibility of the Superintendent to remind the Board in writing and in a timely manner of the requirement to give notice

CSBA NOTE: See section on "Termination of Contract" below for limitations to maximum cash settlements.

11. Conditions and process for termination of the contract, including the maximum cash settlement that the Superintendent may receive if the contract is terminated prior to its expiration date
12. Matters related to liability and indemnification against demands, claims, suits, actions, and legal proceedings brought against the Superintendent in the Superintendent's official capacity in the performance of employment-related duties

CSBA NOTE: Pursuant to Government Code 54957, personnel matters related to the appointment or employment of an employee may be discussed in closed session under the "personnel exception." However, Government Code 54957 prohibits the use of closed session for discussion or action on any proposed change in compensation other than a reduction of compensation that results from the imposition of discipline. In *San Diego Union v. City Council*, a California Court of Appeal held that the "personnel exception" provided in Government Code 54957 does not extend to discussions of salary and compensation.

Notwithstanding Government Code 54957, the Board is authorized pursuant to Government Code 54957.6, the "labor exception," to hold closed sessions with the district's designated representatives regarding the salaries, salary schedules, or compensation paid in the form of fringe

benefits to its represented and unrepresented employees, including the Superintendent. The Attorney General has opined in 57 Ops. Cal. Atty. Gen. 209 (1974) that a board may only meet in closed session for such purposes with a designated representative who is involved with the "bona fide" negotiations with represented and/or unrepresented employees. The Attorney General's publication, "The Brown Act: Open Meetings for Local Legislative Bodies," also states that the "labor exception" applies to meeting in closed session to instruct its representatives concerning negotiations with prospective employees. Boards wishing to discuss the Superintendent's salary in closed session under the "labor exception" are encouraged to consult legal CSBA's District and County Office of Education Legal Services or district counsel before doing so.

In addition, pursuant to Government Code 54956, the Board is prohibited from deliberating on the salary or other compensation of the Superintendent at a special meeting. See BB 9320 - Meetings and Notices ~~and~~, BB 9321 - Closed Session, and BB 9323.2 - Actions By The Board.

The following paragraph should be revised to reflect district practice.

The Board may deliberate about terms of the contract in closed session at a regular meeting. However, discussions regarding the salary, salary schedule, or other compensation may occur in the closed session of a regular meeting only between the Board and its designated representative(s), as permitted under Government Code 54957.6 (the "labor exception"), ~~for the purpose of reviewing the Board's position and/or instructing the designated representative(s) prior to or during bona fide negotiations with the current or prospective Superintendent.~~ Such deliberations shall not be held during a special meeting. (Government Code 54956, 54957, 54957.6)

~~The Board may consult with district legal counsel prior to holding a closed session with the designated representative(s) to discuss compensation to be paid to the current or prospective Superintendent.~~

Terms of the contract shall remain confidential until the ~~ratification~~ approval process commences.

CSBA NOTE: Pursuant to Government Code 54953, the Board ~~must~~ is required to, in open session, orally report a summary of the recommendation for final action on the Superintendent's salary or benefits and must make related records available to the public in accordance with the California Public Records Act. Thus, Government Code 54953 limits the Board's ability to approve changes to salary or benefits as part of a consent calendar and instead requires such approval to be a separate agenda item. For identical requirements regarding final action on the salary or benefits of other district executives, see BP 4312.1 - Contracts.

The Board shall take final action on the Superintendent's contract during an open session of a regularly scheduled Board meeting, and that action shall be reflected in the Board's minutes. At that meeting, prior to taking action, the Board shall orally report a summary of the recommendation for the final action on the Superintendent's salary or compensation in the form of fringe benefits. (Government Code 3511.1, 53262, 54953)

Copies of the contract and other public records created or received in the process of developing the recommendation related to the Superintendent's salary, benefits, and other compensation shall be available to the public upon request. (Government Code 53262, 54953)

Termination of Contract

CSBA NOTE: Pursuant to Government Code 53260, every employee contract must include a provision limiting the maximum cash settlement the employee may receive upon termination of the contract to an amount equal to the monthly salary multiplied by the number of months left on the contract. For a Superintendent contract, Government Code 53260 provides that the maximum cash settlement is the monthly salary multiplied by 12. Cash settlements may be less than these maximums. The district must make contracts of employment, which include the termination agreements, available to the public upon request. See AR 4117.5/4217.5/4317.5 - Termination Agreements.

Prior to the expiration of the contract, the Board may terminate the Superintendent's employment contract in accordance with law and applicable contract provisions.

In such an event, the maximum cash settlement that the Superintendent may receive upon termination of the contract shall not exceed the Superintendent's monthly salary multiplied by the number of months left on the contract or the Superintendent's monthly salary multiplied by 12, whichever is less. (Government Code 53260)

The cash settlement shall not include any noncash items other than health benefits, which may be continued for the same duration of time as covered in the settlement or until the Superintendent finds other employment, whichever occurs first. (Government Code 53260, 53261)

However, when the termination of the Superintendent's contract is based upon the Board's belief and subsequent confirmation through an independent audit that the Superintendent has engaged in fraud, misappropriation of funds, or other illegal fiscal practices, no cash or noncash settlement of any amount shall be provided. (Government Code 53260)

In addition, if the Superintendent is convicted of a crime involving an abuse of office or position, the Superintendent shall reimburse the district for payments received as paid leave salary pending investigation or as cash settlement upon termination, and for any funds expended by the district in defending the Superintendent against a crime involving the Superintendent's office or position. (Government Code 53243-53243.4, 53260)

CSBA NOTE: Pursuant to Education 35150, as added by SB 494 (Ch. 875, Statutes of 2023), the Board is prohibited from taking action to terminate the Superintendent as specified in the following paragraphs. For more information regarding restrictions and prohibitions on when the Board may take certain actions, see E(1) 9323.2 – Actions by the Board.

The Board shall not take action to terminate the Superintendent without cause at a special or emergency meeting of the Board. (Education Code 35150)

Additionally, the Board shall not take action to terminate the Superintendent without cause or within 30 days after the first convening of the Board after an election at which one or more Board members are elected or recalled. (Education Code 35150)

However, the Board may take action to terminate the Superintendent without cause at a regular meeting during any month in which a regular meeting of the Board is not scheduled. (Education Code 35150)

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Policy Reference Disclaimer:

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State	Description
Ed. Code 35031	Term of employment
<u>Ed. Code 35150</u>	<u>Termination of superintendent</u>
Ed. Code 41325-41328	Conditions of emergency apportionment
Gov. Code 3511.1-3511.2	Local agency executives
Gov. Code 53243-53243.4	Abuse of office
Gov. Code 53260-53264	Employment contracts
Gov. Code 54953	Oral summary of recommended salary and benefits of superintendent
Gov. Code 54954	Time and place of regular meetings
Gov. Code 54956	Special Meetings <u>meetings</u>
Gov. Code 54957	Closed session personnel matters
Gov. Code 54957.1	Closed session; public report of action taken
Gov. Code 54957.6	Closed sessions regarding employee matters
Gov. Code 7920.000-7930.170 <u>215</u>	California Public Records Act
Federal	Description
26 CFR 1.105-11	Self-insured medical reimbursement plan
26 USC 105	Self-insured medical reimbursement plan; definition of highly compensated individual
42 USC 300gg-16	Group health plan; nondiscrimination in favor of highly compensated individuals
Management Resources	Description
Attorney General Opinion	57 Ops. Cal. Atty. Gen. 209 (1974)
Attorney General Publication	The Brown Act: Open Meetings for Legislative Bodies, rev. 2003

Court Decision	San Diego Union v. City Council (1983) 146 Cal.App.3d 947
CSBA Publication	Superintendent Contract Template
Website	CSBA District and County Office of Education Legal Services
Website	California Office of the Attorney General
Website	Association of California School Administrators
Website	CSBA

Cross References

Code	Description
0200	Goals For The School District
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
1340	Access To District Records
1340	Access To District Records
2110	Superintendent Responsibilities And Duties
2120	Superintendent Recruitment And Selection
2140	Evaluation Of The Superintendent
2210	Administrative Discretion Regarding Board Policy
3312	Contracts
3350	Travel Expenses
3580	District Records
3580	District Records
4040	Employee Use Of Technology
4040-E(1)	Employee Use Of Technology
4112.9	Employee Notifications
4112.9-E(1)	Employee Notifications
4117.5	Termination Agreements
4161	Leaves
4161	Leaves
4161.1	Personal Illness/Injury Leave

4161.2	Personal Leaves
4161.5	Military Leave
4161.8	Family Care And Medical Leave
4212.9	Employee Notifications
4212.9-E(1)	Employee Notifications
4217.5	Termination Agreements
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits
4261	Leaves
4261	Leaves
4261.2	Personal Leaves
4261.5	Military Leave
4261.8	Family Care And Medical Leave
4312.1	Contracts
4312.9	Employee Notifications
4312.9-E(1)	Employee Notifications
4317.5	Termination Agreements
4354	Health And Welfare Benefits
4354	Health And Welfare Benefits
4361	Leaves
4361	Leaves
4361.1	Personal Illness/Injury Leave
4361.2	Personal Leaves
4361.5	Military Leave
4361.8	Family Care And Medical Leave
9000	Role Of The Board
9011	Disclosure Of Confidential/Privileged Information
9124	Attorney
9320	Meetings And Notices

9321	Closed Session
9321-E(1)	Closed Session
9321-E(2)	Closed Session
<u>9323.2</u>	<u>Actions by the Board</u>

Policy 4112.9: Employee Notifications

Status: ADOPTED

Original Adopted Date: 06/01/1994 | **Last Revised Date:** 0506/01/20202024 | **Last Reviewed**
Date: 0506/01/20202024

The Governing Board believes that providing clear communications to staff is essential to establishing a professional, positive work environment and enhancing their job performance. The Superintendent or designee shall provide district employees all notifications required by law and any other notifications the Superintendent or designee believes will promote staff knowledge of the district's policies, programs, activities, and operations.

When required by law, Board policy, or administrative regulation, district employees shall be asked to sign an acknowledgment indicating receipt of the notification. Such acknowledgments shall be retained in each employee's personnel file.

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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	Consultation regarding 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
Ed. Code 48851.3	Education of students in foster care and students who are homeless
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 <u>regarding</u> 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
20 USC 2354	Local application for career and technical education programs

29 CFR 825.300	Family and Medical Leave Act; notice requirement
34 CFR 100	Nondiscrimination under programs receiving federal assistance
34 CFR 104.8	Nondiscrimination
34 CFR 106.9	Severability
34 CFR 84.205-84.210	Drug-free workplace statement
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
5141.21	Administering Medication And Monitoring Health Conditions
5141.21	Administering Medication And Monitoring Health Conditions
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
6178	Career Technical Education
6178	Career Technical Education
9310	Board Policies
9321	Closed Session
9321-E(1)	Closed Session
9321-E(2)	Closed Session

Exhibit 4112.9-E(1): Employee Notifications

Status: ADOPTED

Original Adopted Date: 05/01/2016 | **Last Revised Date:** 06/01/2023~~2023~~**2024** | **Last Reviewed**
Date: ~~12/6~~/01/2023~~2023~~**2024**

CSBA NOTE: The following exhibit lists notices ~~which~~**that** 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.

This exhibit is a non-exhaustive list of notices that the law explicitly requires be provided to employees. Other notices may exist and be identified in the future.

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 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 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 who are migratory, and ~~students participating in a newcomer program~~ students.

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 school year

Education or Other Legal Code: Education Code 49414.7

Board Policy/Administrative Regulation #: 5141.21

Subject: Request for volunteers to be trained to administer stock albuterol inhalers

When/Whom to Notify: At least once per school year

Education or Other Legal Code: Education Code 49468.2

Board Policy/Administrative Regulation #: 5141.21

Subject: Request for volunteers to be trained to administer anti-seizure medication

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 #: 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 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 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
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

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 a classified employee is subject to disciplinary action for cause, in a 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, within 15 working days after receiving a monitoring result related

to an employee exposure determination

Education or Other Legal Code: 8 CCR 5191

Board Policy/Administrative Regulation #: AR 3514.1

Subject: 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: 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

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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	Consultation regarding 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
Ed. Code 48851.3	Education of students in foster care and students who are homeless
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 <u>regarding</u> 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
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20 USC 2354	Local application for career and technical education programs
29 CFR 825.300	Family and Medical Leave Act; notice requirement
34 CFR 100	Nondiscrimination under programs receiving federal assistance
34 CFR 104.8	Nondiscrimination
34 CFR 106.9	Severability
34 CFR 84.205-84.210	Drug-free workplace statement
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

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CSBA District and County Office of Education Legal Services

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Policy 4121: Temporary/Substitute Personnel

Status: ADOPTED

Original Adopted Date: 07/01/2012 | **Last Revised Date:** ~~12/06/01/2015~~ 2024 | **Last Reviewed**
Date: ~~12/06/01/2015~~ 2024

CSBA NOTE: The following optional policy is subject to collective bargaining and should be revised in accordance with any applicable collective bargaining agreement. To the extent that this policy is inconsistent with provisions of a collective bargaining agreement, the collective bargaining agreement would prevail, so long as the applicable provision in the collective bargaining agreement is consistent with law.

The Governing Board recognizes that substitute and temporary personnel perform an essential role in promoting student achievement and desires to employ highly qualified, appropriately credentialed employees to fill such positions.

Hiring

The Superintendent or designee shall recommend candidates for substitute or temporary positions for Board approval, and shall ensure that all substitute and temporary employees are assigned in accordance with law and the authorizations specified in their credential.

Substitute personnel may be employed on an on-call, day-to-day basis.

In addition, after September 1 of any school year, the Board may employ substitute personnel for the remainder of the school year ~~for~~in positions for which no regular employee is available. The district shall first demonstrate to the Commission on Teacher Credentialing the inability to acquire the services of a qualified regular employee. (Education Code 44917)

CSBA NOTE: Education Code 44956 and 44957 require that districts give employees who are laid off pursuant to Education Code 44955 priority for substitute service during the period of preferred right to reemployment. The period of preferred right to reemployment is 39 months for laid-off permanent employees and 24 months for probationary employees; see BP 4117.3 – Personnel Reduction.

Pursuant to Education Code 44956, if a laid-off permanent employee serves as a substitute in any position requiring certification for any 21 days or more within a period of 60 school days, ~~he/she is entitled to the compensation not that the substitute employee receives for substitute service during the entire 60-day period shall not be~~ less than the amount the employee would receive if he/she were being ~~the employee had been~~ reappointed and retroactive to the first day of the substitute service. Education Code 44957 does not contain similar provisions for probationary employees; such employees are paid according to the salary schedule for substitute employees adopted by the Governing Board, regardless of the number of days worked as a substitute.

Permanent or probationary certificated employees who were laid off pursuant to Education Code 44955 and who have a preferred right of reappointment shall be given priority for substitute service in the order of their original employment. (Education Code 44956, 44957)

Classification

CSBA NOTE: A certificated ~~employee's~~employee's classification as a substitute, temporary, probationary, or permanent employee governs the statutory job protections to which ~~he/she~~the employee is entitled and the procedures that apply if ~~he/she~~the employee is not reelected; see section below entitled "the Release from Employment/Dismissal;" section below. Districts are encouraged to consult CSBA's District and County Office of Education Legal Services or district legal counsel when questions arise regarding such classification.

At the time of initial employment and each July thereafter, the Board shall classify substitute and temporary employees as such. (Education Code 44915, 44916)

The Board may classify as substitute personnel a teacher hired to fill the position of a regularly employed person who is absent from service. (Education Code 44917)

CSBA NOTE: The following two paragraphs describe circumstances under which the Education Code expressly defines a position as temporary. In both *Bakersfield Elementary Teachers Association v. Bakersfield City School District* and *California Teachers Association v. Vallejo City Unified School District*, the courts determined that it was inappropriate to classify certificated employees as temporary on the basis of the provisional status of their credential (i.e., those serving under an intern credential, provisional internship permit, short-term staff permit, emergency teaching permit, or credential waiver). According to the courts, districts may classify as temporary employees only those persons who are specified to be temporary employees in the Education Code. All other certificated employees who cannot be properly classified as substitute or permanent employees must be classified as probationary employees.

One circumstance under which a teacher may be classified as a temporary employee is when the district needs an additional teacher for a period of one semester to one year because of teacher absence due to leaves or long-term illness, as authorized in Education Code 44920. As provided below, Education Code 44920 requires the Board to determine the number of temporary employees that may be hired under these circumstances. In *McIntyre v. Sonoma Valley Unified School District*, the court clarified that a ~~district's~~district's ability to classify an employee as temporary pursuant to Education Code 44920 is not dependent upon a one-to-one match of temporary employees to employees on leave. Rather, all that is required is that the number of temporary teachers not exceed the total number of employees on leave at any one time.

To address the need for additional certificated employees when regular district employees are absent due to leaves or long-term illness, the Board may classify a teacher who is employed for at least one semester and up to one complete school year as a temporary employee. Any person whose service begins in the second semester and before March 15 may be classified as a temporary employee, even if employed for less than a semester. The Board shall determine the number of persons who shall be so employed, which shall not exceed the identified need based on the absence of regular employees. (Education Code 44920)

~~The~~Additionally, the Board ~~also~~ shall classify as temporary employees those certificated persons, other than substitute employees, who are employed to:

1. Serve from day to day during the first three months of any school term to teach temporary classes which shall not exist after that time, or perform any other duties which do not last longer than the first three months of any school term (Education Code 44919)
2. Teach in special day and evening classes for adults or in schools of migratory population for not more than four months of any school term (Education Code 44919)
3. Serve in a limited assignment supervising student athletic activities provided such assignments have first been made available to teachers presently employed in the district

(Education Code 44919)

4. Serve in a position for a period not to exceed 20 working days, in order to prevent the stoppage of district business during an emergency when persons are not immediately available for probationary classification (Education Code 44919)

CSBA NOTE: Item #5 below applies only to high school and unified districts.

5. Serve only for the first semester, because the district expects a reduction in student enrollment during the second semester due to mid-year graduations (Education Code 44921)

For purposes of classifying employees pursuant to item ~~item~~ #1 or #2 above, the school year shall not be divided into more than two school terms. (Education Code 44919)

CSBA NOTE: Education Code 44909 authorizes districts to employ certificated employees in programs and projects conducted under contract with public or private agencies or through categorically funded projects which are not required by federal or state statutes; and provides that such persons may be employed for periods less than a full school year. Pursuant to Education Code 44909, the terms and conditions under which such persons are employed must be mutually agreed upon by the employee and the Board, be in writing, and as amended by AB 897 (Ch. 548, Statutes of 2023), include the expected end date of employment, the source of funding, and the nature of the categorically funded program or project.

Pursuant to Education Code 44909, such persons may be terminated at the expiration of the contract or specially funded project without regard to termination procedures required for probationary or permanent employees. In *Stockton Teachers Association v. Stockton Unified School District*, the court of appeals clarified that "the expiration of the contract" refers to the contract between the district and the agency providing categorical funds, not a contract between the district and employee. Thus, the district may not hire a person for more or less than the term of the contract or project and treat such a person as a temporary employee. Education Code 44909 does not apply to a regularly credentialed employee who has been employed in the district's regular educational programs as a probationary employee before being subsequently assigned to any one of these programs, or as amended by AB 897, to a teacher of classes for adults.

CSBA recommends that districts use a separate employment agreement tailored to employees hired pursuant to Education Code 44909. Districts should consult legal counsel as necessary with questions regarding employment agreements or the classification or termination of employees hired pursuant to Education Code 44909. Also, it is recommended that districts use a separate employment agreement tailored to these employees. should consult CSBA's District and County Office of Education Legal Services or district legal counsel.

Any employee hired to provide services in a categorically funded program or project may be employed for a period less than a full school year. ~~He/she~~ An employee may be classified as a temporary employee if the period of employment will end at the expiration of that program or project. (Education Code 44909)

Salary and Benefits

The Board shall adopt and make public a salary schedule setting the daily or pay period rate(s) for substitute employees for all categories or classes of certificated employees of the district. (Education Code 44977, 45030)

CSBA NOTE: Pursuant to Government Code 3540.1, exclusive representatives of employees for purposes of negotiations may include representation of all public school employees other than management and confidential employees, as defined. Thus, substitute and temporary personnel may have the right to be represented. In cases where substitute and temporary employees are not represented, the Board may determine whether to include such employees in the ~~district's~~ district's health and welfare plan and other benefits. Although Options 1 and 2 below address temporary employees only, a district may modify either option as necessary to reflect its treatment of substitute employees. The district should consult CSBA's District and County Office of Education Legal Services or district legal counsel if it has ~~any~~ regarding questions about the provision of benefits to substitute and temporary employees.

OPTION 1: (Temporary employees participate in district benefits)

Temporary employees shall participate in the health and welfare plans or other fringe benefits of the district.

OPTION 1 ENDS HERE

OPTION 2: (Temporary employees do not participate in district benefits)

Temporary employees shall not participate in the health and welfare plans or other fringe benefits of the district.

OPTION 2 ENDS HERE

Paid Sick Leave

CSBA NOTE: Labor Code 245-249 (the Healthy Workplaces, Healthy Families Act), as added by AB 1522 (Ch. 317, Statutes of 2014), ~~require~~ requires 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 within a year of their employment, including temporary and substitute employees. In implementing this requirement, Labor Code 246, as amended by AB 304 (Ch. 67, Statutes of 2015), permits the district to use any of the options specified below.

Option 1 provides for paid leave accrual based on one hour for every 30 hours worked. Option 2 allows an alternative accrual method that provides for a regular accrual basis ~~and~~, ensures that the employee receives 24 hours of paid sick leave by the 120th day of ~~his/her~~ employment, ~~and, as amended by SB 616 (Ch. 309, Statutes of 2023), provides at least 40 hours of accrued sick leave or paid time off by the 200th calendar day of employment, each calendar year, or 12-month period. If a district implements Option 1 or Option 2, Labor Code 246 allows, but does not require, the district to limit employees' use of accrued paid sick days to 40 hours each year of employment, calendar year, or 12-month period.~~ Option 3 is for any district that credits employees with ~~24~~ 40 hours of paid sick leave at the beginning of each year and does not allow unused sick leave to carry over to the next year. In addition, pursuant to Labor Code 245.5, as amended by AB 304, retired annuitants who have not reinstated to the applicable public retirement system are excluded from participation in these leave benefit provisions. The district should select the option below which corresponds to its approach under Labor Code 246.

Additional requirements of Labor Code 245-249 include, but are not limited to, display of a poster containing specified information at every workplace, provision of each ~~employee's~~ employee's sick leave balance on ~~his/her~~ the employee's wage statements, and maintenance of leave usage documentation for three years.

The provisions of Labor Code 245-249 are very broad and only. However, district employees covered by a valid collective bargaining agreement may be exempted from them, exempt if the collective bargaining agreement (1) expressly provides paid sick leave in an amount equal to or exceeding the amount of leave required pursuant to Labor Code 246, (2) includes final and binding arbitration of disputes regarding the application of the paid sick days provisions, and (3) 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. Even for employees covered by a valid collective bargaining agreement, Labor Code 246.5, as amended by SB 616, extends procedural protections against retaliation to such employees. Since many districts may not satisfy all the conditions for this exemption, the following optional section reflects the requirements of Labor Code 245-249. Any district whose collective bargaining agreement meets all the conditions for exemption may modify this section accordingly. For sick leave for full-time and part-time certificated employees and additional requirements of Labor Code 245-249, see AR 4161.1/4361.1 - Personal Illness/Injury Leave. For sick leave for classified employees, see AR 4261.1 - Personal Illness/Injury Leave.

OPTION 1: Except for a retired annuitant who is not reinstated to the retirement system, any temporary or substitute employee who works for 30 or more days within a year of his/her employment shall be entitled to one hour of paid sick leave for every 30 hours worked. Accrued paid sick days shall carry over to the following year of employment, up to a maximum of 48 hours. (Labor Code 246)

OPTION 1 ENDS HERE

OPTION 2: (Paid leave accrual based on one hour for every 30 hours worked)

Except for a retired annuitant who is not reinstated to the retirement system, any temporary or substitute employee who works for 30 or more days within a year of his/her employment shall be entitled to one hour of paid sick leave for every 30 hours worked. Accrued paid sick days shall carry over to the following year of employment, up to a maximum of 80 hours or ten days. However, the district may limit an employee's use of accrued paid sick days to 40 hours or five days in each year of employment. (Labor Code 246)

OPTION 1 ENDS HERE

OPTION 2: (Paid leave accrual method that provides for a regular accrual basis)

Except for a retired annuitant who is not reinstated to the retirement system, any temporary or substitute employee who works for 30 or more days within a year of employment shall accrue, on a regular basis, paid sick leave of up to 24 hours by the 120th calendar day of his/her employment or each calendar year or 12-month period: , and at least 40 hours of accrued sick leave by the 200th calendar day of employment, each calendar year, or 12-month period. Accrued paid sick days shall carry over to the following year of employment, up to a maximum of 48 hours. 80 hours or ten days. However, the district may limit an employee's use of accrued paid sick days to 40 hours or five days in each year of employment. (Labor Code 246)

OPTION 2 ENDS HERE

OPTION 3: (Paid leave that credits employees with sick leave at the beginning of each year and does not allow unused sick leave to carry over to the next year)

Except for a retired annuitant who is not reinstated to the retirement system, any temporary or substitute employee who works for 30 or more days within a year of his/her~~their~~ employment shall be credited with 2440 hours or five days of paid sick leave for that year. Unused sick leave shall not carry over to the following year of employment. (Labor Code 246)

OPTION 3 ENDS HERE

CSBA NOTE: following paragraph applies to all the Options 1, 2, and 3 above ~~options~~.

Any temporary or substitute employee may begin to use accrued paid sick days on the 90th day of his/her employment, after which ~~he/she~~the employee may use the sick days as they are accrued. (Labor Code 246)

CSBA NOTE: The following paragraph applies to all of the Options 1, 2, and 3 above ~~options~~ and reflects the intent of Labor Code 245-249 (the Healthy Workplaces, Healthy Families Act) to enable California workers to address their own and their family's health needs and to provide them with economic security when they need to take time off work for reasons of domestic violence, sexual assault, or stalking. The following paragraph may be revised to include additional reasons for which temporary or substitute employees may use sick leave, pursuant to district policy or practice. Pursuant to Labor Code 247.5, as amended by AB 304 (Ch. 67, Statutes of 2015), a district is not required to inquire into the purposes for which an employee uses paid leave.

A temporary or substitute employee may use accrued sick leave for absences due to: (Labor Code 246.5)

1. ~~His/her~~The employee's own need or the need of a family member, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care
2. Need of the employee to obtain or seek any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee, or ~~his/her~~the employee's child, when the employee has been a victim of domestic violence, sexual assault, or stalking

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. The Superintendent or designee shall display a poster containing required information, provide notice to eligible employees of their sick leave rights, keep records of employees' use of sick leave for three years, and comply with other requirements specified in Labor Code 245-249 and in AR Administrative Regulation 4161.1/4361.1 - Personal Illness/Injury Leave.

Release from Employment/Dismissal

The Board may dismiss a substitute employee at any time at its discretion. (Education Code 44953)

CSBA NOTE: Pursuant to Education Code 44954, if a district decides not to reelect for the following year a temporary employee who has served at least 75 percent of the days in the school year, the district must so notify that employee by the end of the school year. In *Neily v. Manhattan Beach Unified School District*, the court held that Education Code 37200, which defines a school year as ending June 30, is applicable for determining the deadline for this notification, not the last day that students and teachers are in their classrooms.

The Board may release a temporary employee at its discretion if the employee has served less than 75 percent of the number of days the regular schools of the district are maintained during one