

# PLEASANT VIEW SCHOOL DISTRICT

August 7<sup>th</sup>, 2020  
14004 ROAD 184 PORTERVILLE, CALIFORNIA 93257  
TELEPHONE (559) 784-6769 FAX (559) 784-6819

A regular scheduled meeting of the Pleasant View Elementary School District Governing Board will be held August 11<sup>th</sup>, 2020 at 4:30P.M. in the Cafeteria at Pleasant View Elementary

## BOARD OF TRUSTEES

Thomas Barcellos  
President & Clerk

Michael Smith  
Vice President

Davy Gobel

Rusty Gobel

Alexander Garcia

Mark Odsather  
District Superintendent

Richard Thornberry  
Principal / Programs

Niguel Baxter  
Business Manager

## AGENDA:

### CALL TO ORDER - ROLL CALL:

- A. Welcome
- B. Pledge of allegiance
- C. Roll Call

**AGENDA ITEMS -** The Board reserves the right to change the order of items in order to expedite the conduct of business or provide convenience for those appearing before the Board. The Brown Act allows 2/3 of the board members present, as opposed to 2/3 of the entire board, to add an item to the agenda if the item is urgent and arose after posting of the agenda.

### Approval of Agenda - Action Item

**PUBLIC COMMENT:** Members of the public may address the Board on any agenda or other item of interest during the public comment period. The public may also address the agenda items at any time they are taken up by the Board. The Board is not able to discuss or take action on any item that is not on the agenda. A reasonable time limit can be imposed on the public input for individuals/issues as deemed necessary.

In compliance with the American Disabilities Act, if you need special assistance to participate in meetings, call (559) 784-6769 48 hours in advance of the meeting.

**Notice:** If documents are distributed to the board members concerning agenda items less than 72 hours of a regular board meeting, at the same time the documents will be made available for public inspection at Pleasant View Elementary, 14004 Road 184, Poplar CA

**PUBLIC HEARING:** Proposed use of (EPA) Education Protection Account Funding 2020-2021

**MINUTES:** Approval of June 23<sup>rd</sup>, minutes.

## ATTENDANCE:

- A. Interdistrict Agreements
- B. Enrollment

## DISTRICT FINANCE:

- A. Vendor payments – Action Item
- B. Budget
  - Budget Comparison
  - State Budget Update
  - Budget Revisions – Action Item
- C. Resolution #1 In the Matter of the Spending Determination for funds received from the Education Protection Account pursuant to Article XIII Section 36 of the California Constitution 2020-2021 Fiscal Year.- Action Item
- D. ESSERF Emergency Relief Funding Assurances – Action Item
- E. Learning Loss Mitigation Funding Assurances – Action Item
- F. June & July Payroll – Action Item

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**OLD BUSINESS:**

- A. Electric School Bus – Update
- B. Edison Ready Charge Transport Construction - Update

**NEW BUSINESS:**

- A. Monthly Calendar
- B. Principal Report
  - Back to School Report
  - Professional Development
- C. First Read of Board Policy and Administrative Regulations – Information
  - \* BP/AR 0430 Comprehensive Local Plan for Special Education
  - \* BP/AR 1312 Uniform Complaint Procedures
  - \* BP/AR 1340 Access to District Records
  - \* AR 3231 Impact Aid
  - \* BP 4113 Assignments
  - \* BP/AR 4112, 4212,4312 Employee Notifications
  - \* BP/AR 4119,4219,4319 Exposure Control Bloodborne Pathogen
  - \* BP/AR 4119,4219,4319 Universal Precautions
  - \* BP/AR 4151,4251,4351 Employee Compensation
  - \* BP 5141 Mental Health
  - \* BP/AR 5145 Nondiscrimination/Harassment
  - \* BP/AR 6020 Parent Involvement
  - \* BP/AR 6115 Ceremonies and Observances
  - \* AR 6173 Title VI Indian Education Program
- D. E-Rate Consulting Services – Action Item
- E. Letter of Agency for Funding year 2021-2022 – Action Item
- F. E-Rate Year 24 (FY 2021)
  - \* SLD Form 470 Internet Access Services 90% – Action Item
  - \* SLD Form 470 Internal Connections (85% of C2 Budget Balance) – Action Item
- D. Approved Curriculum and Materials Resolution #2 – Action Item
- E. Consolidated Application 2020-2021 – Action Item
- F. Parrish Consulting Contract 2020-2021 – Action Item

**PERSONNEL:**

- A. Approval of Physical Education Provisional Internship Permit TK-8<sup>th</sup> – Action Item
  - \* Gustavo Ramirez
- B. Approval of Staff Assignments 2020-2021 School Year – Action Item
- C. Technology Services / Information Systems Job Description – Action Item
- D. Approval of Hiring of Director Technology Services / Information Systems – Action Item
- E. Acceptance of Resignation – Action Item
  - \* Keith Thompson
  - \* Jesus Ramirez
- F. Approval of Hiring Instructional Aides
  - \* Diana Mendoza
  - \* Marian Meidinger
  - \* Jackie Galapon

**CLOSED SESSION:**

- A. Pursuant to Government Code Section 54957.6 - Conference with Labor Negotiator Agency Designated Representative Mark Odsather - Pleasant View School District Employee Organization - Pleasant View Educators Association)

**ADJOURNMENT**

# PLEASANT VIEW SCHOOL DISTRICT

14004 ROAD 184 PORTERVILLE, CALIFORNIA 93257  
TELEPHONE (559) 784-6769 FAX (559) 784-6819

## PLEASANT VIEW ELEMENTARY SCHOOL DISTRICT MINUTES REGULAR BOARD MEETING

### BOARD OF TRUSTEES

Thomas Barcellos  
President & Clerk

Michael Smith  
Vice President

Davy Gobel

Rusty Gobel

Alexander Garcia

Mark Odsather  
District Superintendent

Richard Thornberry  
Principal / Programs

Niguel Baxter  
Business Manager

June 23<sup>rd</sup>, 2020  
Pleasant View Elementary Library

18900 Ave 145  
Porterville, CA

**CALL TO ORDER - ROLL CALL:** Tom Barcellos, called the meeting to order, at 4:30 pm and the following were in attendance:

### **BOARD:**

Alex Garcia

Tom Barcellos

Mike Smith

Davy Gobel

ABSENT: Rusty Gobel

### **OTHER:**

Richard Thornberry (Principal)

**AGENDA:** On a motion by Alex Garcia and second by Davy Gobel the board voted to approve the Agenda. (4-0) (Ayes; Alex Garcia, Davy Gobel, Tom Barcellos, Mike Smith: Absent Rusty Gobel)

**PUBLIC COMMENT:** No Comment

### **Public Hearing:**

LCAP (open session): No Comment

CONSIDERATION AND PUBLIC NOTICE OF THE PLEASANT VIEW SCHOOL DISTRICTS LOCAL CONTROL ACCOUNTABILITY PLAN AND LCFF BUDGET OVERVIEW FOR PARENTS (LCAP), 2020-2021(Exhibit E)

### **Public Hearing:**

District's Budget (open session): No Comment

CONSIDERATION AND PUBLIC NOTICE OF THE PLEASANT VIEW SCHOOL DISTRICTS BUDGET, 2020-2021. Excess of State Recommended Reserves Disclosure for Proposal of 2020-2021 Budget (Exhibit F)

**MINUTES:** On a motion by Mike Smith and a second by Davy Gobel the board voted to approve the May 12<sup>th</sup> minutes. (4-0) (Ayes; Alex Garcia, Davy Gobel, Tom Barcellos, Mike Smith: Absent Rusty Gobel)

### **ATTENDANCE:**

1. On a motion by Mike Smith and a second by Rusty Gobel the board voted to approve Interdistrict agreements. (4-0) (Ayes; Alex Garcia, Davy Gobel, Tom Barcellos, Mike Smith: Absent Rusty Gobel) (On File)



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2. M. Odsather presented the current Enrollment and ADA to the board. M. Odsather stated that the current numbers reflected where the District was when the school was closed. M. Odsather stated that the district would be funded based on the ADA from February 29<sup>th</sup> and that the State Budget would offer a hold harmless for ADA for the 20-21 school year. (Exhibit A)

#### **DISTRICT FINANCE:**

1. M. Odsather presented the vendor payments to the board for review and discussion. On a motion by Mike Smith and a second by Davy Gobel the board voted to approve Vendor payments; Batch #333 for \$89,755.99; vendor payments Batch #334 for \$8,234.35; vendor payments Batch #335 for \$30,055.99; vendor payments Batch #336 for \$31,010.76 (4-0) (Ayes; Alex Garcia, Davy Gobel, Tom Barcellos, Mike Smith: Absent Rusty Gobel) (Exhibit B)
2. M. Odsather presented the highlighted items on the Budget Comparison report for review and discussion. M. Odsather stated that current proposals at the state would fully fund Education, but the state would rely on deferrals to cover the losses to revenue. M. Odsather stated that the districts reserves would allow it to meet the financial needs of the district. M. Odsather stated that Federal monies would help cover the costs of technology, professional development and materials and supplies needed in order to safely reopen schools (Exhibit C)
3. On a motion by Mike Smith and a second by Davy Gobel the board voted to approve Budget Revisions with control #61742616. (4-0) (Ayes; Alex Garcia, Davy Gobel, Tom Barcellos, Mike Smith: Absent Rusty Gobel) (Exhibit D)
4. M. Odsather presented the LCAP Operations Report to the board for discussion and review. On a motion by Davy Gobel and second by Mike Smith the board approved the LCAP Operations Report. (4-0) (Ayes; Alex Garcia, Davy Gobel, Tom Barcellos, Mike Smith: Absent Rusty Gobel) (Exhibit E)
5. M. Odsather presented the 2020-2021 budget to the board for discussion and review. M. Odsather stated that the budget was based on May revise. M. Odsather stated that the budget is not an accurate reflection of the current proposed budget at the state level, and the district still has the ability to meet its financial obligations. On a motion by Alex Garcia and a second by Mike Smith the board voted to approve the 2020-2021 Budget. (4-0) (Ayes; Alex Garcia, Davy Gobel, Tom Barcellos, Mike Smith: Absent Rusty Gobel) (Exhibit F)
7. On a motion by Mike Smith and a second by Davy Gobel the board voted to approve March and April payroll. (4-0) (Ayes; Alex Garcia, Davy Gobel, Tom Barcellos, Mike Smith: Absent Rusty Gobel) (Exhibit G)



## NEW BUSINESS:

1. Mr. Thornberry stated that summer school was going well, that the teachers and students were using a program called Thrively. Mr. Thornberry stated that the program allows kids to explore their own interests and share with each other. Mr. Thornberry stated that the has a component to address the social emotional needs of our students, and the plans to use it in the fall.
2. On a motion by Davy Gobel and a second by Alex Garcia the board voted to approve Resolution the SARB services contract with Education Consulting Services LLC (4-0) (Ayes; Alex Garcia, Davy Gobel, Tom Barcellos, Mike Smith: Absent Rusty Gobel) (Exhibit H)
3. On a motion by Mike Smith and a second by Davy Gobel the board voted to approve The legal services agreement with Lozano Smith (4-0) (Ayes; Alex Garcia, Davy Gobel, Tom Barcellos, Mike Smith: Absent Rusty Gobel) (Exhibit I)
4. On a motion by Mike Smith and a second by Davy Gobel the board voted to approve The Integrated Pest Management Plan (4-0) (Ayes; Alex Garcia, Davy Gobel, Tom Barcellos, Mike Smith: Absent Rusty Gobel) (Exhibit J)
5. On a motion by Mike Smith and a second by Davy Gobel the board voted to approve The Interdistrict County Wide Agreement (4-0) (Ayes; Alex Garcia, Davy Gobel, Tom Barcellos, Mike Smith: Absent Rusty Gobel) (Exhibit K)
6. M. Odsather presented the Pleasant View Bullying and Harassment prevention manual to the board for discussion and review. On a motion by Alex Garcia and a second by Davy Gobel the board voted to approve The Bullying & Harassment Prevention Manual (4-0) (Ayes; Alex Garcia, Davy Gobel, Tom Barcellos, Mike Smith: Absent Rusty Gobel)(Exhibit L)
7. On a motion by Mike Smith and a second by Davy Gobel the board voted to approve The following board policies. (4-0) (Ayes; Alex Garcia, Davy Gobel, Tom Barcellos, Mike Smith: Absent Rusty Gobel) (Exhibit M)
  - i. BP 4113.5, 4213, 4313.5 - Working Remotely
  - ii. BP 6157 - Distance Learning
  - iii. BP 0470 - COVID-19 Mitigation Plan
8. M. Odsather presented a video made by Save the Children highlighting the schools Vroom program.
9. M. Odsather presented a report of the Mental Wellness Triage Grant review. M. Odsather stated this program was a part of a grant over the last two years. (Exhibit N)
10. M. Odsather presented a FAQ to the board for review and discussion addressing many of the topics surrounding the reopening of schools in August. M. Odsather stated that the districts current plan was to reopen 5 days a week with an early dismissal and allow parents to choose to send their children to school or opt for distance learning.

**PERSONNEL:**

1. On a motion by Mike Smith and second by Davy Gobel the board voted to accept the resignations of the following employees. (4-0) (Ayes; Alex Garcia, Davy Gobel, Tom Barcellos, Mike Smith: Absent Rusty Gobel)
  - \* Jasmine Lopez-Alcan tar – Cafeteria Cook
  - \* Cammie Noble – Instructional Aide
  - \* Necole Mitchell – Teacher
  - \* Daniel Arreola– Instructional Aide
  - \* Ruby Estrada – Instructional Aide
  
2. On a motion by Alex Garcia and second by Davy Gobel the board voted to approve the hiring of the following employees. (4-0) (Ayes; Alex Garcia, Davy Gobel, Tom Barcellos, Mike Smith: Absent Rusty Gobel)
  - \* Viviana Ramirez – Instructional Aide
  - \* Nick Haskins – Instructional Aide
  - \* Juan Aguilera – Instructional Aide
  - \* Denise Gutierrez – Instructional Aide

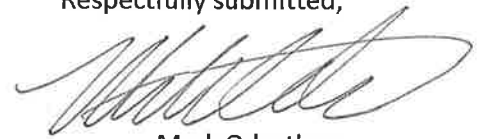
**CLOSED SESSION:**

1. On a motion by Davy Gobel and a second by Alex Garcia the board voted to move into closed session at 5:32 pm for the Annual Evaluation of the Superintendent (4-0) (Ayes; Alex Garcia, Davy Gobel, Tom Barcellos, Mike Smith: Absent Rusty Gobel) On a motion by Davy Gobel and a second by Mike Smith the board voted to move out closed session at 5:51 pm At (4-0) (Ayes; Alex Garcia, Davy Gobel, Tom Barcellos, Mike Smith: Absent Rusty Gobel)
  
2. Report: No Action Taken

**ADJOURNMENT:**

On a motion by Alex Garcia and a second by Davy Gobel the board voted to adjourn. At 5:52 pm (4-0) (Ayes; Alex Garcia, Davy Gobel, Tom Barcellos, Mike Smith: Absent Rusty Gobel)

Respectfully submitted,



Mark Odsather,  
Secretary

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Tom Barcellos, President & Clerk  
or Mike Smith, Vice President

# Pleasant View Elementary

## Enrollment by Grade and Teacher

Teacher	TK		K		1		2		3		4		5		6		7		8		ALL(Selected GR)							
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	Total	Total						
005 Garcia A	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	2	4					
001 Alvarado	-	-	11	9	20	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11	9	20					
015 Hunter	-	-	9	10	19	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9	10	19					
014 Irving	-	-	-	-	12	10	22	-	-	-	-	-	-	-	-	-	-	-	-	-	12	10	22					
003 Sidhu	-	-	-	-	11	10	21	-	-	-	-	-	-	-	-	-	-	-	-	-	11	10	21					
013 Calvillo	-	-	-	-	-	-	12	15	27	-	-	-	-	-	-	-	-	-	-	-	12	15	27					
008 Vankham	-	-	-	-	-	-	13	13	26	-	-	-	-	-	-	-	-	-	-	-	13	13	26					
020 Drummond,	-	-	-	-	-	-	-	-	11	11	22	-	-	-	-	-	-	-	-	-	11	11	22					
027 Krenk	-	-	-	-	-	-	-	-	12	13	25	-	-	-	-	-	-	-	-	-	12	13	25					
012 Moreno	-	-	-	-	-	-	-	-	-	-	15	9	24	-	-	-	-	-	-	-	15	9	24					
043 Toledo	-	-	-	-	-	-	-	-	-	-	14	10	24	-	-	-	-	-	-	-	14	10	24					
040 Camacho	-	-	-	-	-	-	-	-	-	-	-	-	13	9	22	-	-	-	-	-	13	9	22					
033 Patterson	-	-	-	-	-	-	-	-	-	-	-	-	13	9	22	-	-	-	-	-	13	9	22					
024 Drummond,	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10	12	22	-	-	-	10	12	22					
002 Maldonado	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7	17	24	-	-	-	7	17	24					
044 Romero	-	-	-	-	-	-	-	-	-	-	-	-	-	-	14	14	28	-	-	-	14	14	28					
037 Valdez	-	-	-	-	-	-	-	-	-	-	-	-	-	-	14	15	29	-	-	-	14	15	29					
038 Corwin	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	16	11	27						
035 Luevano	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	16	10	26						
<b>School Total:</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>20</b>	<b>19</b>	<b>39</b>	<b>20</b>	<b>43</b>	<b>25</b>	<b>28</b>	<b>53</b>	<b>29</b>	<b>48</b>	<b>26</b>	<b>18</b>	<b>44</b>	<b>17</b>	<b>29</b>	<b>46</b>	<b>28</b>	<b>29</b>	<b>57</b>	<b>32</b>	<b>21</b>	<b>53</b>	<b>225</b>	<b>209</b>	<b>434</b>

\* Class total is calculated including Nonbinary gender students

Teacher	M		PS		Total	M	ALL(Selected GR)		Total
			F				F		
005 Garcia A 4-5	5		1		6		5	1	6
<b>School Total:</b>	<b>5</b>		<b>1</b>		<b>6</b>		<b>5</b>	<b>1</b>	<b>6</b>

\* Class total is calculated including Nonbinary gender students

\*\*\* SELECTED \*\*\*

Batch No 337

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
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013751	Central Sanitary Supply	PV-202260	6/2/2020		1077614		010-00000-0-00000-82000-43000-0	\$200.21			
	Central Sanitary Supply	PV-202261	6/4/2020		1078434		010-00000-0-00000-82000-43000-0	\$28.02			
								<b>\$228.23</b>			
012512	DELLAVALLE LABORATORY	PV-202262	5/27/2020		506454		010-00000-0-00000-82000-58000-0	\$390.00			
								<b>\$390.00</b>			
001908	FAGGART BUICK	PV-202263	5/31/2020		RO 8335		010-00000-0-00000-82000-56000-0	\$8.75			
								<b>\$8.75</b>			
012736	HOME DEPOT	PV-202266	5/13/2020		4128835		010-81500-0-00000-81100-43000-0	\$98.51			
								<b>\$98.51</b>			
013419	LOWES	PV-202264	5/4/2020		902763		010-81500-0-00000-81100-43000-0	\$82.80			
	LOWES	PV-202265	5/18/2020		912610		010-81500-0-00000-81100-43000-0	\$62.16			
								<b>\$144.96</b>			
013728	NUTRIEN AG SOLUTIONS	PV-202267	5/6/2020		4191111		010-00000-0-00000-82000-43000-0	\$258.14			
								<b>\$258.14</b>			
006968	PORTERVILLE RECORDER	PV-202269	5/31/2020		6532-0520		010-00000-0-00000-27000-58000-0	\$55.00			
								<b>\$55.00</b>			
013166	RAY MORGAN COMPANY INC	PV-202270	6/4/2020		2979096		010-00000-0-00000-27000-56000-0	\$177.33			
								<b>\$177.33</b>			
013825	Rebecca Fernandez	PV-202268	5/14/2020		0001		010-00000-0-00000-76002-58000-0	\$50.00			
								<b>\$50.00</b>			
013407	SHERWIN-WILLIAMS CO	PV-202271	6/3/2020		7201-7		010-81500-0-00000-81100-43000-0	\$1,617.77			
								<b>\$1,617.77</b>			
012766	SISC III	PV-202272	6/1/2020		June		010-00000-0-00000-00000-95024-0	\$5,120.20	G		22
	SISC III		6/1/2020		June		010-00000-0-00000-00000-95028-0	\$5,591.60	G		22
	SISC III		6/1/2020		June		010-00000-0-00000-71100-34020-0	\$6,989.50	G		22

Accounts Payable Selected PreList - 6/11/2020 1:15:34PM

\*\*\* SELECTED \*\*\*

Batch No 337

Audit

Amount Flag EFT

Separate

Check Account Code

Reference Invoice

Number Date

PO # Invoice No

Vendor No Vendor Name

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
013211	SOUTHWEST SCHOOL & OFFICE SUPP	PV-202275	5/3/2020		712288		010-07388-0-00000-72000-43000-0	\$65,701.30		
<b>Total Check Amount:</b>								<b>\$65,701.30</b>		
0132167	STOP ALARM, INC	PV-202273	6/1/2020		12997		010-00000-0-00000-82000-58000-0	\$58.50		
	STOP ALARM, INC	PV-202274	6/1/2020		13016		010-00000-0-00000-82000-58000-0	\$19.50	H	
<b>Total Check Amount:</b>								<b>\$13.93</b>		
013009	Tulare County Office of Educat	PV-202277	5/26/2020		201970		010-40350-0-11100-10000-58000-0	\$1,700.00		
<b>Total Check Amount:</b>								<b>\$1,700.00</b>		
013009	Tulare County Office of Educat	PV-202276	5/27/2020		202042	*	010-40350-0-11100-10000-58000-0	\$1,050.00		
<b>Total Check Amount:</b>								<b>\$1,050.00</b>		
013066	VALLEY PACIFIC PETROLEUM SYSTE	PV-202278	5/31/2020		CL 20-240182		010-00000-0-00000-82000-43000-0	\$130.00		
<b>Total Check Amount:</b>								<b>\$130.00</b>		

Accounts Payable Selected PreList - 6/11/2020 1:15:34PM

\*\*\* SELECTED \*\*\*

Batch No 337

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
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Total District Payment Amount:

\$71,701.92

Accounts Payable Selected PreList - 6/11/2020 1:15:34PM

\*\*\* SELECTED \*\*\*

Batch No 337

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
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Batch No 337

Total Accounts Payable:

\$71,701.92

*Nancy Baxter* 6/11/20

Fund Summary	Total
010	\$71,701.92
Total	\$71,701.92



Accounts Payable Final PreList - 6/25/2020 3:19:54PM

\*\*\* FINAL \*\*\*

Batch No 338

Audit

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
013742	AALRR	PV-202303	5/31/2020		596826		010-00000-0-00000-76002-58000-0	\$147.00		
								<b>\$147.00</b>		
								<b>Total Check Amount:</b>		
013114	AMAZON.COM	PV-202279	5/8/2020		894674444989		010-11000-0-11100-10000-43000-0	\$19.38		
	AMAZON.COM	PV-202280	5/13/2020		9836339959334		010-07388-0-11100-10000-43000-0	\$112.00		
	AMAZON.COM	PV-202281	5/13/2020		479348656739		010-11000-0-11100-10000-43000-0	\$154.12		
	AMAZON.COM	PV-202282	5/14/2020		457598774957		010-07388-0-11100-10000-43000-0	\$128.54		
	AMAZON.COM	PV-202283	5/18/2020		856377574764		010-07388-0-11100-10000-43000-0	\$150.80		
	AMAZON.COM	PV-202284	5/19/2020		445665556455		010-11000-0-11100-10000-43000-0	\$80.79		
	AMAZON.COM	PV-202285	5/19/2020		447768638673		010-11000-0-11100-10000-43000-0	\$37.71		
	AMAZON.COM	PV-202286	5/19/2020		663948784749		010-11000-0-11100-10000-43000-0	\$80.79		
	AMAZON.COM	PV-202287	5/19/2020		595655649346		010-07388-0-11100-10000-43000-0	\$85.62		H
	AMAZON.COM	PV-202288	5/20/2020		799494777649		010-11000-0-11100-10000-43000-0	\$71.08		
	AMAZON.COM	PV-202289	5/20/2020		556893668685		010-07388-0-11100-10000-43000-0	\$59.25		
	AMAZON.COM	PV-202290	5/20/2020		965994639578		010-11000-0-11100-10000-43000-0	\$226.22		
	AMAZON.COM	PV-202291	5/26/2020		45355374946		010-11000-0-11100-10000-43000-0	\$28.65		
	AMAZON.COM	PV-202292	5/26/2020		976553965967		010-11000-0-11100-10000-43000-0	\$44.16		
	AMAZON.COM	PV-202293	6/2/2020		643394893886		010-00000-0-00000-27000-43000-0	\$224.00		
	AMAZON.COM	PV-202294	6/3/2020		456649959738		010-11000-0-11100-10000-43000-0	\$96.93		
	AMAZON.COM	PV-202295	6/5/2020		894949594446		010-11000-0-11100-10000-43000-0	\$172.38		
	AMAZON.COM	PV-202296	6/5/2020		466398885965		010-07388-0-11100-10000-43000-0	\$345.79		
	AMAZON.COM	PV-202297	6/8/2020		938634463377		010-11000-0-11100-10000-43000-0	\$224.84		
	AMAZON.COM	PV-202298	6/9/2020		775465685473		010-11000-0-11100-10000-43000-0	\$109.62		
	AMAZON.COM	PV-202299	6/9/2020		947957875879		010-07388-0-11100-10000-43000-0	\$282.70		
	AMAZON.COM	PV-202347	6/13/2020		886778965633		010-90271-2-81000-59000-43000-0	\$112.42		
	AMAZON.COM	PV-202348	6/14/2020		464977399463		010-90271-2-81000-59000-43000-0	\$221.97		
								<b>\$3,069.76</b>		
								<b>Total Check Amount:</b>		
013823	Ana Rios	PV-202349	6/25/2020		00000		010-00000-0-00000-72000-52000-0	\$179.40		
								<b>\$179.40</b>		
								<b>Total Check Amount:</b>		
004283	AT&T	PV-202304	6/13/2020		414900392		010-00000-0-00000-72000-59000-0	\$100.46		
								<b>\$100.46</b>		
								<b>Total Check Amount:</b>		
013446	BSN SPORTS	PV-202305	6/8/2020		909225289		010-00000-0-11100-10000-43000-0	\$2,097.16		
	BSN SPORTS	PV-202306	6/12/2020		909251855		010-07388-0-11100-10000-43000-0	\$1,017.88		

Accounts Payable Final Prelist - 6/25/2020 3:19:54PM

\*\*\* FINAL \*\*\*

Batch No 338

Audit

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
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**\$3,115.04**

Total Check Amount:

\$105.00

010-00000-0-00000-82000-58000-0

\$365.00

010-00000-0-00000-82000-58000-0

**\$470.00**

Total Check Amount:

\$193.80

130-53100-0-00000-37000-47000-0

\$498.75

130-53100-0-00000-37000-47000-0

**\$692.55**

Total Check Amount:

\$2,500.00

010-00000-0-11100-10000-43000-0

**\$2,500.00**

Total Check Amount:

\$21.84

010-11000-0-11100-10000-43000-0

\$274.27

010-11000-0-11100-10000-43000-0

**\$296.11**

Total Check Amount:

\$77.67

010-00000-0-00000-82000-43000-0

\$47.95

010-00000-0-00000-82000-43000-0

**\$125.62**

Total Check Amount:

\$8,450.00

010-06205-0-00000-81100-58000-0

**\$8,450.00**

Total Check Amount:

\$352.72

010-00000-0-00000-27000-59000-0

**\$352.72**

Total Check Amount:

\$17.19

010-00000-0-00000-72000-59000-0

**\$17.19**

Total Check Amount:

\$1,003.87

010-00000-0-00000-82000-58000-0

**\$1,003.87**

Total Check Amount:

\$197.40

010-00000-0-00000-76002-58000-0

**\$197.40**

Total Check Amount:

Accounts Payable Final PreList - 6/25/2020 3:19:54PM

\*\*\* FINAL \*\*\*

Batch No 338

Audit

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
012102	LOZANO SMITH	PV-202316	6/10/2020		2110726		010-00000-0-00000-76002-58000-0	\$98.70		
<b>Total Check Amount:</b>								<b>\$296.10</b>		
013500	PALAFX, MARILU	PV-202318	6/12/2020		00000		010-00000-0-00000-72000-52000-0	\$230.58		32
<b>Total Check Amount:</b>								<b>\$230.58</b>		
011917	PITNEY BOWES GLOBAL FINANCIAL	PV-202325	6/17/2020		1015864819		010-00000-0-00000-27000-56000-0	\$200.98		
<b>Total Check Amount:</b>								<b>\$200.98</b>		
006968	PORTERVILLE RECORDER	PV-202317	6/12/2020		887631		010-00000-0-00000-27000-58000-0	\$151.52		
<b>Total Check Amount:</b>								<b>\$151.52</b>		
012562	PRODUCERS DAIRY PRODUCTS	PV-202319	6/4/2020		395234		130-53100-0-00000-37000-47000-0	\$721.44		22
	PRODUCERS DAIRY PRODUCTS	PV-202320	6/8/2020		395237		130-53100-0-00000-37000-47000-0	\$583.96		22
	PRODUCERS DAIRY PRODUCTS	PV-202321	6/11/2020		395240		130-53100-0-00000-37000-47000-0	\$480.96		22
	PRODUCERS DAIRY PRODUCTS	PV-202322	6/15/2020		395243		130-53100-0-00000-37000-47000-0	\$926.64		22
	PRODUCERS DAIRY PRODUCTS	PV-202323	6/18/2020		395246		130-53100-0-00000-37000-47000-0	\$240.48		22
	PRODUCERS DAIRY PRODUCTS	PV-202324	6/22/2020		395218		130-53100-0-00000-37000-47000-0	\$204.30		22
<b>Total Check Amount:</b>								<b>\$3,157.78</b>		
013344	REYES, BRENDA	PV-202326	3/31/2020		00000		010-90271-2-81000-59000-52000-0	\$221.95		
<b>Total Check Amount:</b>								<b>\$221.95</b>		
013786	SCOPE STUDIOS	PV-202354	6/23/2020		3507		010-31820-0-11100-10000-58000-0	\$1,975.00		
<b>Total Check Amount:</b>								<b>\$1,975.00</b>		
013407	SHERWIN-WILLIAMS CO	PV-202340	6/17/2020		3544-2		010-81500-0-00000-81100-43000-0	\$132.96		
<b>Total Check Amount:</b>								<b>\$132.96</b>		
005387	SOCALGAS	PV-202341	6/17/2020		May		010-00000-0-00000-82000-55000-0	\$88.27		
	SOCALGAS		6/17/2020		May		010-00000-0-00000-82000-55000-0	\$35.13		
<b>Total Check Amount:</b>								<b>\$123.40</b>		
005383	SOUTHERN CALIF EDISON CO	PV-202339	6/3/2020		MAY		010-00000-0-00000-82000-55000-0	\$1,119.49		

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Batch No 338

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Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
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005383	SOUTHERN CALIF EDISON CO	PV-202339	6/3/2020		MAY		010-00000-0-00000-82000-55000-0	(\$385.60)		
	SOUTHERN CALIF EDISON CO		6/3/2020		MAY		010-00000-0-00000-82000-55000-0	(\$150.95)		

Total Check Amount:

\$582.94

013211	SOUTHWEST SCHOOL & OFFICE SUPP	PV-202335	6/12/2020		714475		010-07388-0-00000-72000-43000-0	\$30.16		
	SOUTHWEST SCHOOL & OFFICE SUPP	PV-202336	6/23/2020		W471888		010-90271-2-81000-59000-43000-0	\$248.31		

Total Check Amount:

\$278.47

012167	STOP ALARM, INC	PV-202327	6/8/2020		135096		010-00000-0-00000-82000-58000-0	\$58.50		
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Total Check Amount:

\$58.50

012560	SYSO OF CENTRAL CALIFORNIA	PV-202329	6/8/2020		284445055		130-53100-0-00000-37000-47000-0	\$3,032.09		
	SYSO OF CENTRAL CALIFORNIA	PV-202330	6/22/2020		284457603		130-53100-0-00000-37000-47000-0	\$52.00		
	SYSO OF CENTRAL CALIFORNIA	PV-202331	6/22/2020		284457604		130-53100-0-00000-37000-47000-0	\$875.79		
	SYSO OF CENTRAL CALIFORNIA	PV-202332	6/15/2020		284451356		130-53100-0-00000-37000-47000-0	\$1,461.16		
	SYSO OF CENTRAL CALIFORNIA	PV-202333	6/8/2020		284445056		130-53100-0-00000-37000-43000-0	\$197.21		
	SYSO OF CENTRAL CALIFORNIA	PV-202334	6/15/2020		284451357		130-53100-0-00000-37000-43000-0	\$127.88		

Total Check Amount:

\$5,746.13

013619	TASHIMA IRVING	PV-202350	6/12/2020		00000		010-11000-0-11100-10000-43000-0	\$10.00		
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Total Check Amount:

\$10.00

013435	U.S. BANK	PV-202343	6/5/2020		416323558		010-00000-0-00000-27000-56000-0	\$1,005.34		
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Total Check Amount:

\$1,005.34

013773	unWIRED BROADBAND, INC.	PV-202342	7/1/2020		856626		010-00000-0-00000-72000-59000-0	\$199.99		
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Total Check Amount:

\$199.99

013066	VALLEY PACIFIC PETROLEUM SYSTE	PV-202345	6/15/2020		CL20-249503		010-00000-0-00000-82000-43000-0	\$256.20		
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Total Check Amount:

\$256.20

013004	Verizon Wireless	PV-202344	6/10/2020		9856358591		010-00000-0-11100-10000-59000-0	\$380.10		
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Total Check Amount:

\$380.10

Accounts Payable Final PreList - 6/25/2020 3:19:54PM

\*\*\* FINAL \*\*\*

Batch No 338

Audit

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
013621	WILMINGTON TRUST, N.A.	PV-202351	3/18/2020		2000318-46364-A		010-06205-0-00000-85000-58000-0	\$2,000.00		
								<b>Total Check Amount:</b>		<b>\$2,000.00</b>

Accounts Payable Final PreList - 6/25/2020 3:19:54PM

\*\*\* FINAL \*\*\*

Batch No 338

Audit

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
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Total District Payment Amount: \$37,527.66

**Tulare County Office of Education**

6/25/2020  
3:19:54PM

**Accounts Payable Final PreList - 6/25/2020 3:19:54PM**

\*\*\* FINAL \*\*\*

Batch No 338

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
<b>Total Accounts Payable: \$37,527.66</b>										

The School District hereby orders that payment be made to each of the above vendors in the amounts indicated on the preceding Accounts Payable Final totaling 37,527.66 and the County Office of Education transfer the amounts from the indicated funds of the district to the Check Clearing Fund in order that checks may be drawn from a single revolving fund (Education Code 42631 & 42634).

*Nesim Baytes*  
 Authorizing Signature \_\_\_\_\_ Date 6/25/20

Fund Summary	Total
010	\$27,931.20
130	\$9,596.46
<b>Total</b>	<b>\$37,527.66</b>

Accounts Payable Final PreList - 7/1/2020 2:21:45PM

\*\*\* FINAL \*\*\*

Batch No 340

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
011808	CALIFORNIA SCHOOL BOARDS ASSN	PV-210001	5/22/2020		51566-D5Z6D7		010-00000-0-00000-71000-53000-0	\$3,086.00	L		
	CALIFORNIA SCHOOL BOARDS ASSN		5/22/2020		51566-D5Z6D7		010-00000-0-11100-10000-53000-0	\$772.00	L		
	CALIFORNIA SCHOOL BOARDS ASSN	PV-210002	5/22/2020		52563-D4D9J2		010-00000-0-00000-71100-58000-0	\$3,650.00	L		
							<b>Total Check Amount:</b>	<b>\$7,508.00</b>			
013123	CASBO	PV-210003	5/1/2020		628082		010-00000-0-00000-27000-58000-0	\$1,000.00			
							<b>Total Check Amount:</b>	<b>\$1,000.00</b>			
013751	Central Sanitary Supply	PV-210004	6/2/2020		1077614		010-00000-0-00000-82000-43000-0	\$200.21			
							<b>Total Check Amount:</b>	<b>\$200.21</b>			
013612	DOCUMENT TRACKING SERVICES	PV-210005	4/30/2020		9325706		010-00000-0-00000-27000-58000-0	\$2,319.00	H		
							<b>Total Check Amount:</b>	<b>\$2,319.00</b>			
013383	FRONTLINE TECHNOLOGIES GROUP	PV-210006	7/1/2020		111710		010-00000-0-00000-27000-58000-0	\$6,291.00	L		
							<b>Total Check Amount:</b>	<b>\$6,291.00</b>			
011917	PITNEY BOWES GLOBAL FINANCIAL	PV-210011	6/29/2020		3104053195		010-00000-0-00000-27000-56000-0	\$208.19			
							<b>Total Check Amount:</b>	<b>\$208.19</b>			
012562	PRODUCERS DAIRY PRODUCTS	PV-210007	6/25/2020		395252		130-53100-0-00000-37000-47000-0	\$59.22			22
							<b>Total Check Amount:</b>	<b>\$59.22</b>			
013582	ROSETTA STONE LTD.	PV-210008	6/2/2020		10945851		010-07200-0-11100-10000-58000-0	\$8,449.00	L		
							<b>Total Check Amount:</b>	<b>\$8,449.00</b>			
012868	SCHOOL INNOVATIONS & ADVOCACY	PV-210009	6/5/2020		0138552-IN		010-00000-0-00000-27000-58000-0	\$4,700.00	H		
	SCHOOL INNOVATIONS & ADVOCACY	PV-210010	6/5/2020		0138689-IN		010-00000-0-00000-27000-58000-0	\$1,500.00			
							<b>Total Check Amount:</b>	<b>\$6,200.00</b>			



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\*\*\* FINAL \*\*\*

Batch No 340

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
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Total District Payment Amount: \$32,234.62

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\*\*\* FINAL \*\*\*

Batch No 340

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
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Batch No 340

Total Accounts Payable: \$32,234.62

The School District hereby orders that payment be made to each of the above vendors in the amounts indicated on the preceding Accounts Payable Final totaling 32,234.62 and the County Office of Education transfer the amounts from the indicated funds of the district to the Check Clearing Fund in order that checks may be drawn from a single revolving fund (Education Code 42631 & 42634).

*Nejiba Bayster*  
 Authorizing Signature      ~~7/1/20~~ 7/1/20  
 Date

Fund Summary	Total
010	\$32,175.40
130	\$59.22
Total	\$32,234.62

Accounts Payable Final PreList - 7/16/2020 12:32:34PM

\*\*\* FINAL \*\*\*

Batch No 342

Audit

Amount Flag EFT

Separate

Check Account Code

Reference Invoice

Number Date

PO # Invoice No

Vendor Name

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
012049	AMERICAN TRUCK PARTS COMPANY	PV-210016	6/23/2020		AR47506		010-00000-0-00000-36000-56000-0	\$1,926.49		
								<b>\$1,926.49</b>		
006003	AMERIPRIDE SERVICES INC.	PV-210013	6/4/2020		1502621961		010-00000-0-00000-82000-55000-0	\$52.67		
	AMERIPRIDE SERVICES INC.	PV-210014	6/4/2020		1502621962		010-00000-0-00000-82000-55000-0	\$113.98		
	AMERIPRIDE SERVICES INC.	PV-210085	8/20/2020		CK61889837		010-00000-0-00000-82000-55000-0	(\$164.59)		
								<b>\$2.06</b>		
013653	ASSOCIATION OF CALIFORNIA	PV-210015	7/1/2020		20/21		010-00000-0-00000-71500-53000-0	\$1,677.18		
								<b>\$1,677.18</b>		
013827	Bob McCloskey Insurance	PV-210082	7/1/2020		Stu. Accident Insu		010-00000-0-00000-27000-54500-0	\$968.00		
								<b>\$968.00</b>		
013161	CDW GOVERNMENT, INC	PV-210017	7/1/2020		ZH11100		010-07388-0-11100-10000-43000-0	\$12,200.12		H
								<b>\$12,200.12</b>		
013751	Central Sanitary Supply	PV-210031	6/23/2020		1083204		010-00000-0-00000-82000-43000-0	\$1,575.09		
	Central Sanitary Supply	PV-210032	6/30/2020		1085067		010-00000-0-00000-82000-43000-0	\$4,384.69		
	Central Sanitary Supply	PV-210033	7/2/2020		1086060		010-00000-0-00000-82000-43000-0	\$105.38		
	Central Sanitary Supply	PV-210034	7/2/2020		1086078		010-00000-0-00000-82000-43000-0	\$64.00		
	Central Sanitary Supply	PV-210035	7/2/2020		1086088		010-00000-0-00000-82000-43000-0	\$202.23		
								<b>\$6,331.39</b>		
013314	CENTRAL VALLEY REFRIGRATION IN	PV-210030	6/22/2020		31593		130-53100-0-00000-82000-58000-0	\$321.94		
								<b>\$321.94</b>		
013529	CHARTER COMMUNICATIONS	PV-210075	7/1/2020		60070120		010-00000-0-00000-27000-59000-0	\$352.72		
								<b>\$352.72</b>		
001292	COTTON CENTER AUTO PARTS/F ARM	PV-210018	5/27/2020		08730		010-81500-0-00000-81100-43000-0	\$55.84		
	COTTON CENTER AUTO PARTS/F ARM	PV-210019	6/2/2020		09000		010-81500-0-00000-81100-43000-0	\$48.48		
	COTTON CENTER AUTO PARTS/F ARM	PV-210020	6/3/2020		09043		010-81500-0-00000-81100-43000-0	\$49.51		
								<b>\$352.72</b>		

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\*\*\* FINAL \*\*\*

Batch No 342

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check Account Code	Amount	Flag	EFT	Audit
001292	COTTON CENTER AUTO PARTS/F ARM	PV-210021	6/5/2020		09162	010-81500-0-00000-81100-43000-0	\$113.23			
	COTTON CENTER AUTO PARTS/F ARM	PV-210022	6/8/2020		09261	010-81500-0-00000-81100-43000-0	\$70.93			
	COTTON CENTER AUTO PARTS/F ARM	PV-210023	6/8/2020		09283	010-81500-0-00000-81100-43000-0	\$45.21			
	COTTON CENTER AUTO PARTS/F ARM	PV-210024	6/10/2020		09376	010-81500-0-00000-81100-43000-0	\$17.77			
	COTTON CENTER AUTO PARTS/F ARM	PV-210025	6/15/2020		09586	010-81500-0-00000-81100-43000-0	\$37.03			
	COTTON CENTER AUTO PARTS/F ARM	PV-210026	6/18/2020		09716	010-81500-0-00000-81100-43000-0	\$39.02			
	COTTON CENTER AUTO PARTS/F ARM	PV-210027	6/18/2020		09718	010-81500-0-00000-81100-43000-0	\$10.76			
	COTTON CENTER AUTO PARTS/F ARM	PV-210028	6/18/2020		09733	010-81500-0-00000-81100-43000-0	\$48.39			
	COTTON CENTER AUTO PARTS/F ARM	PV-210029	6/18/2020		09759	010-81500-0-00000-81100-43000-0	\$19.34			
						<b>Total Check Amount:</b>	<b>\$555.51</b>			
012313	CULLIGAN	PV-210036	6/30/2020		June	010-00000-0-00000-72000-43000-0	\$86.00			22
						<b>Total Check Amount:</b>	<b>\$86.00</b>			
013719	ECOLAB	PV-210037	6/25/2020		9494455	130-53100-0-00000-82000-58000-0	\$123.57			
	ECOLAB	PV-210038	6/25/2020		9494454	130-53100-0-00000-82000-58000-0	\$139.39			
						<b>Total Check Amount:</b>	<b>\$262.96</b>			
012481	EMPLOYMENT DEVELOPMENT DEPT	PV-210069	6/30/2020		June	010-00000-0-00000-00000-95025-0	\$455.94			G
						<b>Total Check Amount:</b>	<b>\$455.94</b>			
013748	GOTTSCALK MUSIC CENTER	PV-210039	4/15/2020		964406	010-07200-0-11100-10000-43000-0	\$863.80			
	GOTTSCALK MUSIC CENTER	PV-210040	4/15/2020		964407	010-07200-0-11100-10000-43000-0	\$133.15			
						<b>Total Check Amount:</b>	<b>\$996.95</b>			
013305	GREENFIELD LEARNING INC	PV-210084	7/6/2020		9007	010-58126-0-11100-10000-58000-0	\$18,080.00			
						<b>Total Check Amount:</b>	<b>\$18,080.00</b>			
012736	HOME DEPOT	PV-210041	6/9/2020		7172093	010-81500-0-00000-81100-43000-0	\$1,053.97			
	HOME DEPOT	PV-210042	6/16/2020		23218	010-81500-0-00000-81100-43000-0	\$17.44			
	HOME DEPOT	PV-210043	6/17/2020		9010690	010-81500-0-00000-81100-43000-0	\$138.55			

**36 Pleasant View Elementary School Dis**  
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**Tulare County Office of Education**  
**7/16/2020**  
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**Batch No 342**

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
012736	HOME DEPOT	PV-210044	6/23/2020		3513420		010-81500-0-00000-81100-43000-0	\$314.53		
							<b>Total Check Amount:</b>	<b>\$1,524.49</b>		
013419	LOWES	PV-210048	6/17/2020		912192		010-81500-0-00000-81100-43000-0	\$34.24		
							<b>Total Check Amount:</b>	<b>\$34.24</b>		
013163	MANGINI ASSOCIATES INC	PV-210046	6/30/2020		10967		010-06205-0-00000-85000-58000-0	\$1,144.50		
							<b>Total Check Amount:</b>	<b>\$1,144.50</b>		
012496	MORRIS LEVIN AND SON	PV-210061	7/8/2020		10810652		010-00000-0-00000-82000-43000-0	\$189.33		
							<b>Total Check Amount:</b>	<b>\$189.33</b>		
013826	Mystery Science Inc.	PV-210070	7/2/2020		77337		010-07388-0-11100-10000-58000-0	\$5,194.00		L
							<b>Total Check Amount:</b>	<b>\$5,194.00</b>		
013218	POPLAR COMMUNITY SERVICE DISTR	PV-210071	7/1/2020		May, June & July		010-00000-0-00000-82000-55000-0	\$1,600.57		
							<b>Total Check Amount:</b>	<b>\$1,600.57</b>		
012368	QUILL CORP	PV-210062	6/23/2020		8022121		010-00000-0-00000-72000-43000-0	\$18.74		
	QUILL CORP	PV-210063	6/30/2020		8179951		010-00000-0-00000-72000-43000-0	\$126.66		
							<b>Total Check Amount:</b>	<b>\$145.40</b>		
013165	RAY MORGAN COMPANY INC	PV-210072	7/8/2020		3009702		010-00000-0-00000-27000-56000-0	\$908.74		
							<b>Total Check Amount:</b>	<b>\$908.74</b>		
013483	SCHOOL NURSE SUPPLIES, INC	PV-210083	7/9/2020		0796444-IN		010-00008-0-00000-31400-43000-0	\$208.31		
							<b>Total Check Amount:</b>	<b>\$208.31</b>		
013407	SHERWIN-WILLIAMS CO	PV-210049	6/30/2020		4024-4		010-81500-0-00000-81100-43000-0	\$4,314.06		
	SHERWIN-WILLIAMS CO	PV-210051	6/10/2020		33082		010-81500-0-00000-81100-43000-0	\$1,617.77		
							<b>Total Check Amount:</b>	<b>\$5,931.83</b>		
012766	SISC III	PV-210081	7/1/2020		July		010-00000-0-00000-00000-95024-0	\$51,722.30		G
	SISC III		7/1/2020		July		010-00000-0-00000-00000-95028-0	\$5,591.60		G

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Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
012766	SISC III	PV-210081	7/1/2020		July		010-00000-0-00000-71100-34020-0	\$6,989.50	G		22
Total Check Amount:								\$64,303.40			
012360	SMART & FINAL IRIS	PV-210054	6/6/2020		3872130063985		130-53100-0-00000-37000-47000-0	\$116.96			
Total Check Amount:								\$116.96			
005383	SOUTHERN CALIF EDISON CO	PV-210064	7/2/2020		June		010-00000-0-00000-82000-55000-0	\$935.40			
	SOUTHERN CALIF EDISON CO		7/2/2020		June		010-00000-0-00000-82000-55000-0	\$2,924.43			
	SOUTHERN CALIF EDISON CO		7/2/2020		June		010-00000-0-00000-82000-55000-0	\$1,086.38			
Total Check Amount:								\$4,946.21			
013211	SOUTHWEST SCHOOL & OFFICE SUPP	PV-210065	6/29/2020		716147		010-00000-0-00000-72000-43000-0	\$11.31			
	SOUTHWEST SCHOOL & OFFICE SUPP	PV-210073	7/6/2020		716614		010-00000-0-00000-72000-43000-0	\$23.18			
Total Check Amount:								\$34.49			
012726	STATE OF CALIFORNIA	PV-210074	5/5/2020		448847		010-00000-0-00000-27000-58000-0	\$49.00			
Total Check Amount:								\$49.00			
012167	STOP ALARM, INC	PV-210058	7/1/2020		136029		010-00000-0-00000-82000-58000-0	\$5,496.00	L		
	STOP ALARM, INC	PV-210059	7/1/2020		136127		010-00000-0-00000-82000-58000-0	\$360.00			
	STOP ALARM, INC	PV-210060	7/1/2020		135853		010-00000-0-00000-82000-58000-0	\$622.50			
Total Check Amount:								\$6,478.50			
013828	T-Mobile	PV-210079	7/1/2020		July		010-07388-0-11100-10000-59000-0	\$666.00			
Total Check Amount:								\$666.00			
012027	TULARE FIRESTONE INC	PV-210047	6/16/2020		330394		010-81500-0-00000-81100-43000-0	\$217.61			
Total Check Amount:								\$217.61			
013435	U.S. BANK	PV-210080	7/7/2020		418701793		010-00000-0-00000-27000-56000-0	\$1,005.34			
Total Check Amount:								\$1,005.34			
013629	UNION BANK	PV-210086	6/25/2020		June		010-00008-0-00000-31400-43000-0	\$130.00	H		
	UNION BANK		6/25/2020		June		010-07200-0-11100-10000-43000-0	\$204.78	H		
Total Check Amount:								\$334.78			

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Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
013629	UNION BANK UNION BANK	PV-210086	6/25/2020 6/25/2020		June June		010-07200-0-11100-10000-43000-0 010-07388-0-11100-10000-43000-0	\$530.61 \$759.49	H H		
							<b>Total Check Amount:</b>	<b>\$1,624.88</b>			
013549	UNLINE UNLINE UNLINE	PV-210078 PV-210087 PV-210088	7/2/2020 6/24/2020 7/2/2020		121671109 38497048 38787123		010-07388-0-11100-10000-43000-0 010-07388-0-11100-10000-43000-0 010-07388-0-11100-10000-43000-0	\$655.12 \$964.01 \$441.78	H		
							<b>Total Check Amount:</b>	<b>\$2,060.91</b>			
013066	VALLEY PACIFIC PETROLEUM SYSTE	PV-210077	6/30/2020		CL 20-50459		010-00000-0-00000-82000-43000-0	\$110.08			
							<b>Total Check Amount:</b>	<b>\$110.08</b>			
013764	Valley VoIP	PV-210056	7/1/2020		1054		010-00000-0-00000-72000-59000-0	\$300.00		22	
							<b>Total Check Amount:</b>	<b>\$300.00</b>			
012657	WASTE MANAGEMENT WASTE MANAGEMENT WASTE MANAGEMENT WASTE MANAGEMENT	PV-210057	7/1/2020 7/1/2020 7/1/2020 7/1/2020		July July July July		010-00000-0-00000-82000-55000-0 130-53100-0-00000-82000-55000-0 010-00000-0-00000-82000-55000-0 130-53100-0-00000-82000-55000-0	\$594.51 \$594.51 \$594.51 \$594.51			
							<b>Total Check Amount:</b>	<b>\$2,378.04</b>			

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Total District Payment Amount: \$145,390.09



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Batch No 342 Total Accounts Payable: \$145,390.09

The School District hereby orders that payment be made to each of the above vendors in the amounts indicated on the preceding Accounts Payable Final totaling 145,390.09 and the County Office of Education transfer the amounts from the indicated funds of the district to the Check Clearing Fund in order that checks may be drawn from a single revolving fund (Education Code 42631 & 42634).

 7/16/2020  
Authorizing Signature Date

Fund Summary	Total
010	\$143,499.21
130	\$1,890.88
Total	\$145,390.09

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013761	Advanced Data Storage	PV-210165	7/29/2020		0116095		010-00000-0-00000-72000-58000-0	\$27.50		22
	Advanced Data Storage	PV-210166	7/29/2020		0116094		010-00000-0-00000-72000-58000-0	\$35.00		22
013661	AERIES SOFTWARE	PV-210089	6/24/2020		CONF-20340		010-00000-0-00000-27000-58000-0	\$7,226.40		
							<b>Total Check Amount:</b>	<b>\$62.50</b>		
013114	AMAZON.COM	PV-210090	6/9/2020		655767483994		010-11000-0-11100-10000-43000-0	\$289.08		
	AMAZON.COM	PV-210091	6/10/2020		544988794664		010-07200-0-11100-10000-43000-0	\$69.98		
	AMAZON.COM	PV-210092	6/12/2020		453383833748		010-32200-0-11100-10000-43000-0	\$2,100.00		
	AMAZON.COM	PV-210093	6/12/2020		594578859946		010-32100-0-11100-10000-43000-0	\$290.70		
	AMAZON.COM	PV-210094	6/13/2020		675688435865		010-11000-0-11100-10000-43000-0	\$12.81		
	AMAZON.COM	PV-210095	6/13/2020		465459498538		010-11000-0-11100-10000-43000-0	\$64.62		
	AMAZON.COM	PV-210096	6/13/2020		496755696896		010-90271-2-81000-59000-43000-0	\$5.16		
	AMAZON.COM	PV-210097	6/13/2020		649645659599		010-11000-0-11100-10000-43000-0	\$5.70		
	AMAZON.COM	PV-210098	6/13/2020		833883594738		010-11000-0-11100-10000-43000-0	\$11.83		
	AMAZON.COM	PV-210099	6/13/2020		545366588596		010-11000-0-11100-10000-43000-0	\$18.66		
	AMAZON.COM	PV-210100	6/14/2020		446353454355		010-11000-0-11100-10000-43000-0	\$269.31		
	AMAZON.COM	PV-210101	6/15/2020		899536846573		010-11000-0-11100-10000-43000-0	\$317.20		
	AMAZON.COM	PV-210102	6/16/2020		463595873379		010-32100-0-11100-10000-43000-0	\$366.20		
	AMAZON.COM	PV-210103	6/16/2020		439446836386		010-11000-0-11100-10000-43000-0	\$290.44		
	AMAZON.COM	PV-210104	6/17/2020		574653785775		010-32200-0-11100-10000-43000-0	\$590.44		
	AMAZON.COM	PV-210105	6/18/2020		455585695456		010-11000-0-11100-10000-43000-0	\$192.66		
	AMAZON.COM	PV-210106	6/19/2020		555356796747		010-11000-0-11100-10000-43000-0	\$14.96		
	AMAZON.COM	PV-210107	6/23/2020		786646543554		010-07388-0-11100-10000-43000-0	\$675.92		
	AMAZON.COM	PV-210108	6/23/2020		674849376569		010-11000-0-11100-10000-43000-0	\$26.93		
	AMAZON.COM	PV-210109	6/24/2020		558637739537		010-32200-0-00000-72000-43000-0	\$242.37		
	AMAZON.COM	PV-210110	6/25/2020		647769647344		010-00000-0-00000-72000-43000-0	\$33.39		
	AMAZON.COM	PV-210111	6/25/2020		984764933635		010-00000-0-00000-72000-43000-0	\$25.40		
	AMAZON.COM	PV-210112	6/26/2020		543663376396		010-32200-0-11100-10000-43000-0	\$845.56		
	AMAZON.COM	PV-210113	6/26/2020		673393948554		010-32200-0-11100-10000-43000-0	\$5,959.52		
	AMAZON.COM	PV-210114	6/26/2020		464677695575		010-32100-0-11100-10000-43000-0	\$59.84		H
	AMAZON.COM	PV-210115	6/29/2020		537373398388		010-32100-0-11100-10000-43000-0	\$625.35		
	AMAZON.COM	PV-210116	6/29/2020		834879484853		010-32200-0-11100-10000-43000-0	\$517.08		
	AMAZON.COM	PV-210117	6/30/2020		44437343493		010-32200-0-11100-10000-43000-0	\$6,402.22		
	AMAZON.COM	PV-210118	7/2/2020		965975395566		010-32100-0-11100-10000-43000-0	\$781.20		

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013114	AMAZON.COM	PV-210119	7/2/2020		669633385877		010-11000-0-11100-10000-43000-0	\$44.16			
	AMAZON.COM	PV-210120	7/2/2020		534959456373		010-32100-0-11100-10000-43000-0	\$805.50			
	AMAZON.COM	PV-210122	7/2/2020		448435659376		010-32100-0-11100-10000-43000-0	\$1,131.00			
	AMAZON.COM	PV-210123	7/3/2020		573934734577		010-32100-0-11100-10000-43000-0	\$290.30			
	AMAZON.COM	PV-210124	7/5/2020		967553438536		010-00000-0-00000-72000-43000-0	\$36.52			
	AMAZON.COM	PV-210125	7/5/2020		475579885534		130-53100-0-00000-37000-43000-0	\$21.97			
	AMAZON.COM	PV-210126	7/5/2020		566596543966		010-32200-0-11100-10000-43000-0	\$303.74			
	AMAZON.COM	PV-210127	7/7/2020		777586537363		010-32100-0-11100-10000-43000-0	\$851.00			
	AMAZON.COM	PV-210128	7/7/2020		458545597998		010-00000-0-00000-72000-43000-0	\$26.88			
	AMAZON.COM	PV-210129	7/8/2020		433543577668		010-00000-0-00000-72000-43000-0	\$69.51			
	AMAZON.COM	PV-210130	7/9/2020		476895595895		010-00000-0-00000-72000-43000-0	\$44.48			
							<b>Total Check Amount:</b>	<b>\$24,729.59</b>			
013423	AMERICAN INCORPORATED	PV-210131	7/23/2020		7116050		130-53100-0-00000-82000-58000-0	\$960.00			
							<b>Total Check Amount:</b>	<b>\$960.00</b>			
004283	AT&T	PV-210132	7/13/2020		15045892		010-00000-0-00000-72000-59000-0	\$100.57			
							<b>Total Check Amount:</b>	<b>\$100.57</b>			
012498	A-Z BUS SALES	PV-210133	7/23/2020		01P696957		010-00000-0-00000-36000-44000-0	\$67.83			
							<b>Total Check Amount:</b>	<b>\$67.83</b>			
013756	Buzz Kill Pest Control	PV-210134	7/18/2020		29946		010-00000-0-00000-82000-58000-0	\$365.00			
	Buzz Kill Pest Control	PV-210135	7/18/2020		29947		010-00000-0-00000-82000-58000-0	\$105.00			
							<b>Total Check Amount:</b>	<b>\$470.00</b>			
013161	CDW GOVERNMENT, INC	PV-210136	7/14/2020		ZKP7303		010-00000-0-11100-10000-43000-0	\$994.35			
							<b>Total Check Amount:</b>	<b>\$994.35</b>			
013751	Central Sanitary Supply	PV-210137	7/21/2020		1090756		010-00000-0-00000-82000-43000-0	\$507.57			
	Central Sanitary Supply	PV-210138	7/16/2020		1089559		010-00000-0-00000-82000-43000-0	\$2.96			
							<b>Total Check Amount:</b>	<b>\$510.53</b>			
013228	CENTRAL VALLEY ASPHALT	PV-210168	7/16/2020		212406		010-06205-0-00000-81100-58000-0	\$17,470.00			

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013719	ECOLAB	PV-210139	7/23/2020		9682517	130-53100-0-00000-82000-58000-0	\$123.57		
	ECOLAB	PV-210140	7/17/2020		9682516	130-53100-0-00000-82000-58000-0	\$139.39		
<b>Total Check Amount:</b>							<b>\$262.96</b>		
012102	LOZANO SMITH	PV-210141	7/10/2020		2112936	010-00000-0-00000-76002-58000-0	\$740.25		
<b>Total Check Amount:</b>							<b>\$740.25</b>		
012822	NAEIR	PV-210149	7/23/2020		G07323	010-00000-0-00000-72000-43000-0	\$275.00		
<b>Total Check Amount:</b>							<b>\$275.00</b>		
013702	NWEA	PV-210150	9/1/2020		39245	010-32200-0-11100-10000-58000-0	\$6,210.00	L	
<b>Total Check Amount:</b>							<b>\$6,210.00</b>		
012368	QUILL CORP	PV-210151	7/17/2020		8692432	010-00000-0-00000-72000-43000-0	\$284.22		
	QUILL CORP	PV-210152	7/17/2020		139213401	010-00000-0-00000-72000-43000-0	\$258.27		
	QUILL CORP	PV-210153	7/17/2020		139213400	010-00000-0-00000-72000-43000-0	\$211.31		
<b>Total Check Amount:</b>							<b>\$753.80</b>		
013407	SHERWIN-WILLIAMS CO	PV-210142	7/16/2020		4664-7	010-81500-0-00000-81100-43000-0	\$539.26		
<b>Total Check Amount:</b>							<b>\$539.26</b>		
005387	SOCALGAS	PV-210147	7/21/2020		July	010-00000-0-00000-82000-55000-0	\$60.17		
	SOCALGAS		7/21/2020		July	010-00000-0-00000-82000-55000-0	\$21.59		
<b>Total Check Amount:</b>							<b>\$81.76</b>		
013211	SOUTHWEST SCHOOL & OFFICE SUPP	PV-210144	7/10/2020		717130	010-00000-0-00000-72000-43000-0	\$249.46		
	SOUTHWEST SCHOOL & OFFICE SUPP	PV-210145	7/21/2020		718500	010-00000-0-00000-72000-43000-0	\$32.85		
	SOUTHWEST SCHOOL & OFFICE SUPP	PV-210146	7/21/2020		718534	010-32200-0-11100-10000-43000-0	\$2,787.19		
<b>Total Check Amount:</b>							<b>\$3,069.50</b>		
013568	STACK TECHNOLOGIES	PV-210143	7/20/2020		1181	010-00000-0-11100-10000-58000-0	\$1,441.44		

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013775	SUNNYSIDE UNION SCHOOL DISTRICT	PV-210167	7/6/2020		19-20 Comp. Tech		010-32200-0-00000-72000-58000-0	\$14,646.84	N	
								<b>\$1,441.44</b>		

013336	THE PARENT INSTITUTE	PV-210156	7/14/2020		AX02597840		010-30100-0-11100-10000-58000-0	\$726.00		
								<b>\$14,646.84</b>		

013009	Tulare County Office of Educat	PV-210154	7/20/2020		210046		010-00000-0-11100-10000-58000-0	\$19.25		
								<b>\$726.00</b>		

012300	TULARE COUNTY SCHOOL BOARDS AS	PV-210155	7/20/2020		7/2020		010-00000-0-00000-71000-53000-0	\$60.00		
								<b>\$19.25</b>		

013549	UNLINE	PV-210158	7/13/2020		121954972		010-32200-0-11100-10000-43000-0	\$1,297.73		
	UNLINE	PV-210159	7/13/2020		121964603		010-32200-0-11100-10000-43000-0	\$1,405.78		
	UNLINE	PV-210160	7/16/2020		122143426		010-32200-0-11100-10000-43000-0	\$3,792.32		
								<b>\$6,495.83</b>		

013773	unWIRED BROADBAND, INC.	PV-210157	8/1/2020		873145		010-00000-0-00000-72000-59000-0	\$199.99		
								<b>\$199.99</b>		

013066	VALLEY PACIFIC PETROLEUM SYSTE	PV-210161	7/15/2020		CL 20-260060		010-00000-0-00000-82000-43000-0	\$124.42		
								<b>\$124.42</b>		

013004	Verizon Wireless	PV-210163	7/10/2020		9858404067		010-00000-0-11100-10000-59000-0	\$380.10		
								<b>\$380.10</b>		

012627	VOLLMER EXCAVATION, L.P.	PV-210162	7/20/2020		38331		010-81500-0-00000-81100-56000-0	\$2,235.44		
								<b>\$2,235.44</b>		

012657	WASTE MANAGEMENT	PV-210164	8/1/2020		August		010-00000-0-00000-82000-55000-0	\$594.51		
	WASTE MANAGEMENT		8/1/2020		August		130-53100-0-00000-82000-55000-0	\$594.51		
								<b>\$2,235.44</b>		

Accounts Payable Final PreList - 7/30/2020 2:30:08PM

\*\*\* FINAL \*\*\*

Batch No 343

Audit

Amount Flag EFT

Separate  
Check Account Code

Reference Invoice  
Number Date

PO # Invoice No

Vendor No Vendor Name

012657	WASTE MANAGEMENT	PV-210164	8/1/2020		August	010-00000-0-00000-82000-55000-0	\$594.51		
	WASTE MANAGEMENT		8/1/2020		August	130-53100-0-00000-82000-55000-0	\$594.51		

Total Check Amount:

\$2,378.04

Accounts Payable Final PreList - 7/30/2020 2:30:08PM

\*\*\* FINAL \*\*\*

Batch No 343

Audit

Separate

Invoice

Date

PO #

Invoice No

Check

Account Code

Amount

Flag

EFT

Vendor No Vendor Name

Amount Flag EFT

Total District Payment Amount: \$93,231.65

Accounts Payable Final PreList - 7/30/2020 2:30:08PM

\*\*\* FINAL \*\*\*

Batch No 343

Audit Flag EFT

Separate Check Account Code

PO # Invoice No

Reference Invoice Number Date

Vendor No Vendor Name

Batch No 343

Total Accounts Payable:

\$93,231.65

The School District hereby orders that payment be made to each of the above vendors in the amounts indicated on the preceding Accounts Payable Final totaling 93,231.65 and the County Office of Education transfer the amounts from the indicated funds of the district to the Check Clearing Fund in order that checks may be drawn from a single revolving fund (Education Code 42631 & 42634).

Authorizing Signature: [Signature] Date: 7/30/20

Fund Summary	Total
010	\$90,797.70
130	\$2,433.95
Total	\$93,231.65



**Budget Comparison Report**

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	2020 - 2021 Working Thru 8/6/2020			2020 - 2021 Actual Thru 8/6/2020		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>010 General Fund</b>						
12000 Certificated Pupil Support Salaries	\$0.00	\$0.00	\$0.00	\$8,607.58	\$0.00	\$8,607.58
13000 Certificated Supervisors and Administrators Salaries	\$204,200.00	\$0.00	\$204,200.00	\$17,015.33	\$2,550.00	\$19,565.33
19000 Other Certificated Salaries	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
<b>Total Certificated Salaries</b>	<b>\$1,956,732.00</b>	<b>\$57,410.00</b>	<b>\$2,014,142.00</b>	<b>\$34,756.33</b>	<b>\$22,030.00</b>	<b>\$56,786.33</b>
<b>Classified Salaries</b>						
21000 Classified Instructional Salaries	\$186,375.00	\$203,550.00	\$389,925.00	\$5,948.77	\$16,446.72	\$22,395.49
22000 Classified Support Salaries	\$187,850.00	\$65,799.00	\$253,649.00	\$17,362.60	\$9,302.55	\$26,665.15
23000 Classified Supervisors' and Administrators' Salaries	\$49,600.00	\$0.00	\$49,600.00	\$11,334.32	\$0.00	\$11,334.32
24000 Clerical, Technical and Office Staff Salaries	\$155,825.00	\$0.00	\$155,825.00	\$14,284.92	\$0.00	\$14,284.92
29000 Other Classified Salaries	\$0.00	\$90,600.00	\$90,600.00	\$0.00	\$7,341.47	\$7,341.47
<b>Total Classified Salaries</b>	<b>\$579,650.00</b>	<b>\$359,949.00</b>	<b>\$939,599.00</b>	<b>\$48,930.61</b>	<b>\$33,090.74</b>	<b>\$82,021.35</b>
<b>Employee Benefits</b>						
31010 State Teachers' Retirement System, certificated positions	\$358,075.00	\$301,173.00	\$659,248.00	\$5,335.26	\$3,136.34	\$8,471.60
31020 State Teachers' Retirement System, classified positions	\$2,150.00	\$10,046.00	\$12,196.00	\$45.13	\$375.98	\$421.11
32010 Public Employees Retirement System, certificated positions	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00
32020 Public Employees' Retirement System, classified positions	\$128,246.00	\$70,406.00	\$198,652.00	\$8,108.60	\$5,506.16	\$13,614.76
33012 OASDI, Certificated Positions	\$4,000.00	\$0.00	\$4,000.00	\$72.52	\$111.60	\$184.12
33013 Medicare, Certificated Positions	\$28,500.00	\$835.00	\$29,335.00	\$511.33	\$319.44	\$830.77
33022 OASDI, classified positions	\$36,011.00	\$22,363.00	\$58,374.00	\$3,053.32	\$1,915.30	\$4,968.62
33023 Medicare, classified positions	\$8,569.00	\$5,257.00	\$13,826.00	\$709.51	\$479.81	\$1,189.32
34010 Health & Welfare Benefits, certificated positions	\$372,375.00	\$0.00	\$372,375.00	\$0.00	\$0.00	\$0.00
34020 Health & Welfare Benefits, classified positions	\$204,475.00	\$43,525.00	\$248,000.00	\$6,989.50	\$0.00	\$6,989.50
35010 State Unemployment Insurance, certificated positions	\$1,050.00	\$32.00	\$1,082.00	\$17.62	\$11.02	\$28.64
35020 State Unemployment Insurance, classified positions	\$427.00	\$211.00	\$638.00	\$24.44	\$16.57	\$41.01
36010 Worker's Compensation Insurance, certificated positions	\$38,400.00	\$1,193.00	\$39,593.00	\$884.24	\$552.35	\$1,436.59
36020 Worker's Compensation Insurance, classified positions	\$11,321.00	\$7,078.00	\$18,399.00	\$1,226.94	\$829.80	\$2,056.74
37010 OPEB, Allocated, certificated positions	\$46,575.00	\$1,279.00	\$47,854.00	\$844.72	\$431.43	\$1,276.15
37020 OPEB, Allocated, classified positions	\$13,453.00	\$8,353.00	\$21,806.00	\$1,102.89	\$706.95	\$1,809.84
37510 OPEB, Active Employees, certificated Positions	\$57,900.00	\$0.00	\$57,900.00	\$0.00	\$0.00	\$0.00

**Budget Comparison Report**

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by Fund

	2020 - 2021 Working Thru 8/6/2020			2020 - 2021 Actual Thru 8/6/2020		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>010 General Fund</b>						
37520 OPEB, Active Employees, classified positions	\$14,675.00	\$1,875.00	\$16,550.00	\$0.00	\$0.00	\$0.00
Total Employee Benefits	\$1,326,252.00	\$473,626.00	\$1,799,878.00	\$28,926.02	\$14,392.75	\$43,318.77
<b>Books and Supplies</b>						
42000 Books and Other Reference Materials	\$0.00	\$24,692.00	\$24,692.00	\$0.00	\$0.00	\$0.00
43000 Materials and Supplies	\$310,000.00	\$57,876.00	\$367,876.00	\$23,459.49	\$42,228.23	\$65,687.72
44000 Non-Capitalized Equipment	\$90,462.00	\$30,000.00	\$120,462.00	\$67.83	\$0.00	\$67.83
Total Books and Supplies	\$400,462.00	\$112,568.00	\$513,030.00	\$23,527.32	\$42,228.23	\$65,755.55
<b>Services, Other Operating Expenses</b>						
52000 Travel and Conferences	\$20,850.00	\$10,000.00	\$30,850.00	\$508.33	\$0.00	\$508.33
53000 Dues and Memberships	\$10,100.00	\$0.00	\$10,100.00	\$5,595.18	\$0.00	\$5,595.18
54400 Pupil Insurance	\$1,100.00	\$0.00	\$1,100.00	\$0.00	\$0.00	\$0.00
54500 Other Insurance	\$32,500.00	\$0.00	\$32,500.00	\$26,745.00	\$0.00	\$26,745.00
55000 Operation and Housekeeping Services	\$90,000.00	\$0.00	\$90,000.00	\$4,060.37	\$0.00	\$4,060.37
56000 Rentals, Leases, Repairs and Non-Capitalized Improvements	\$75,500.00	\$6,000.00	\$81,500.00	\$2,122.27	\$2,235.44	\$4,357.71
57103 Transfers of Direct Costs - Transportation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
58000 Professional/Consulting Services and Operating Expenditures	\$374,670.00	\$77,800.00	\$452,470.00	\$94,470.11	\$39,662.84	\$134,132.95
58009 Pension Penalties & Interest	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00
59000 Communications	\$26,500.00	\$0.00	\$26,500.00	\$2,084.65	\$0.00	\$2,084.65
Total Services, Other Operating Expenses	\$631,820.00	\$93,800.00	\$725,620.00	\$135,585.91	\$41,898.28	\$177,484.19
<b>Capital Outlay</b>						
64000 Equipment	\$57,000.00	\$0.00	\$57,000.00	\$0.00	\$0.00	\$0.00
Total Capital Outlay	\$57,000.00	\$0.00	\$57,000.00	\$0.00	\$0.00	\$0.00
<b>Other Outgo</b>						
71420 Other Tuition, Excess Costs, and/or Deficits Payments to COE	\$7,050.00	\$0.00	\$7,050.00	\$485.00	\$0.00	\$485.00
74380 Debt Service - Interest	\$109,013.00	\$0.00	\$109,013.00	\$0.00	\$0.00	\$0.00
74390 Other Debt Service - Principal	\$235,941.00	\$0.00	\$235,941.00	\$0.00	\$0.00	\$0.00
Total Other Outgo	\$352,004.00	\$0.00	\$352,004.00	\$485.00	\$0.00	\$485.00

**Budget Comparison Report**

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	2020 - 2021 Working Thru 8/6/2020			2020 - 2021 Actual Thru 8/6/2020		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>010 General Fund</b>						
Revenues						
LCFF Sources						
80110 LCFF State Aid - Current Year	\$4,641,944.00	\$0.00	\$4,641,944.00	\$207,786.35	\$0.00	\$207,786.35
80120 Education Protection Account	\$371,037.00	\$0.00	\$371,037.00	\$0.00	\$0.00	\$0.00
80190 LCFF/Revenue Limit State Aid - Prior Years	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
80410 Secured Rolls Tax	\$320,472.00	\$0.00	\$320,472.00	\$0.00	\$0.00	\$0.00
Total LCFF Sources	\$5,333,453.00	\$0.00	\$5,333,453.00	\$207,786.35	\$0.00	\$207,786.35
Federal Revenues						
82900 All Other Federal Revenue	\$0.00	\$948,216.00	\$948,216.00	\$0.00	\$0.00	\$0.00
Total Federal Revenues	\$0.00	\$948,216.00	\$948,216.00	\$0.00	\$0.00	\$0.00
Other State Revenues						
85500 Mandated Cost Reimbursements	\$14,628.00	\$0.00	\$14,628.00	\$0.00	\$0.00	\$0.00
85600 State Lottery Revenue	\$69,962.00	\$24,692.00	\$94,654.00	\$281.74	(\$54.24)	\$227.50
85900 All Other State Revenue	\$3,000.00	\$339,674.00	\$342,674.00	\$0.00	\$0.00	\$0.00
Total Other State Revenues	\$87,590.00	\$364,366.00	\$451,956.00	\$281.74	(\$54.24)	\$227.50
Other Local Revenues						
86600 Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
86620 Net Increase (Decrease) in the Fair Value of Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
86990 All Other Local Revenue	\$20,000.00	\$76,226.00	\$96,226.00	\$1,652.19	\$10,562.92	\$12,215.11
Total Other Local Revenues	\$20,000.00	\$76,226.00	\$96,226.00	\$1,652.19	\$10,562.92	\$12,215.11
Total Revenues	\$5,441,043.00	\$1,388,808.00	\$6,829,851.00	\$209,720.28	\$10,508.68	\$220,228.96
Expenditures						
Certificated Salaries						
11000 Certificated Teachers' Salaries	\$1,727,532.00	\$57,410.00	\$1,784,942.00	\$6,883.42	\$19,480.00	\$26,363.42
11002 Substitute Teachers	\$25,000.00	\$0.00	\$25,000.00	\$1,750.00	\$0.00	\$1,750.00

**Budget Comparison Report**

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by Fund  
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	2020 - 2021 Working Thru 8/6/2020		2020 - 2021 Actual Thru 8/6/2020		Total
	Unrestricted	Restricted	Unrestricted	Restricted	
<b>010 General Fund</b>					
<b>Direct Support/Indirect Costs</b>					
73100 Transfers of Indirect Costs	(\$18,128.00)	\$18,128.00	\$0.00	\$0.00	\$0.00
Total Direct Support/Indirect Costs	(\$18,128.00)	\$18,128.00	\$0.00	\$0.00	\$0.00
Total Expenditures	\$5,285,792.00	\$1,115,481.00	\$6,401,273.00	\$272,211.19	\$425,851.19
Excess (Deficiency) of Revenues	\$155,251.00	\$273,327.00	\$428,578.00	(\$62,490.91)	(\$205,622.23)
<b>Other Financing Sources/Uses</b>					
<b>Contributions</b>					
89800 Contributions from Unrestricted Resources	(\$246,134.00)	\$263,604.00	\$17,470.00	\$0.00	\$0.00
Total Contributions	(\$246,134.00)	\$263,604.00	\$17,470.00	\$0.00	\$0.00
Total Other Financing Sources/Uses	(\$246,134.00)	\$263,604.00	\$17,470.00	\$0.00	\$0.00
Net Increase (Decrease) in Fund	(\$90,883.00)	\$536,931.00	\$446,048.00	(\$62,490.91)	(\$205,622.23)
<b>Beginning Balance</b>					
<b>Assets</b>					
91100 Cash in County Treasury	\$3,049,076.63	\$0.00	\$3,049,076.63	\$0.00	\$3,049,076.63
Total Assets	\$3,049,076.63	\$0.00	\$3,049,076.63	\$0.00	\$3,049,076.63
Total Beginning Balance	\$3,049,076.63	\$0.00	\$3,049,076.63	\$0.00	\$3,049,076.63
Adjusted Beginning Balance	\$3,049,076.63	\$0.00	\$3,049,076.63	\$0.00	\$3,049,076.63
<b>Ending Balance</b>					
<b>Assets</b>					
91100 Cash in County Treasury	\$2,958,193.63	\$536,931.00	\$3,495,124.63	\$3,314,634.08	\$3,152,676.16
91400 Cash Collections Awaiting Deposit	\$0.00	\$0.00	\$0.00	\$1,676.97	\$12,239.89
92009 County Wide Receivables - by COE	\$0.00	\$0.00	\$0.00	(\$737,109.48)	(\$737,109.48)
Total Assets	\$2,958,193.63	\$536,931.00	\$3,495,124.63	\$2,579,201.57	\$2,427,806.57
<b>Liabilities</b>					
95009 County Wide Liabilities - by COE	\$0.00	\$0.00	\$0.00	(\$181,137.00)	(\$181,137.00)

**Budget Comparison Report**

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by Fund

	2020 - 2021 Working Thru 8/6/2020			2020 - 2021 Actual Thru 8/6/2020		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>010 General Fund</b>						
95010 Accounts Payable Clearing	\$0.00	\$0.00	\$0.00	(\$30,024.62)	(\$8,263.68)	(\$38,288.30)
95013 Deferred Wages Payable	\$0.00	\$0.00	\$0.00	(\$143,496.28)	\$0.00	(\$143,496.28)
95024 Health & Welfare Payable	\$0.00	\$0.00	\$0.00	(\$50,045.33)	\$0.00	(\$50,045.33)
95025 State Unemployment Insurance Payable	\$0.00	\$0.00	\$0.00	(\$382.06)	\$0.00	(\$382.06)
95026 Workers Compensation Payable	\$0.00	\$0.00	\$0.00	\$40.12	\$0.00	\$40.12
95028 Retiree Benefits Payable	\$0.00	\$0.00	\$0.00	(\$2,338.98)	\$0.00	(\$2,338.98)
Total Liabilities	\$0.00	\$0.00	\$0.00	(\$407,384.15)	(\$8,263.68)	(\$415,647.83)
Total Ending Balance	\$2,958,193.63	\$536,931.00	\$3,495,124.63	\$2,986,585.72	(\$143,131.32)	\$2,843,454.40
<b>Components of Ending Fund Balance</b>						
<b>Fund Balance, Nonspendable</b>						
97200 Reserve for Encumbrances	\$28,584.21	\$14,647.61	\$43,231.82	\$28,584.21	\$14,647.61	\$43,231.82
Total Fund Balance, Nonspendable	\$28,584.21	\$14,647.61	\$43,231.82	\$28,584.21	\$14,647.61	\$43,231.82
<b>Fund Balance, Unassigned</b>						
97890 Reserve for Economic Uncertainties	\$254,811.44	\$0.00	\$254,811.44	\$254,811.44	\$0.00	\$254,811.44
97900 Undesignated/Unappropriated	(\$860,868.44)	\$536,931.00	(\$323,937.44)	(\$832,476.35)	(\$143,131.32)	(\$975,607.67)
97910 Beginning Fund Balance	\$3,049,076.63	\$0.00	\$3,049,076.63	\$3,049,076.63	\$0.00	\$3,049,076.63
Total Fund Balance, Unassigned	\$2,443,019.63	\$536,931.00	\$2,979,950.63	\$2,471,411.72	(\$143,131.32)	\$2,328,280.40
<b>Budgetary and Other Accounts</b>						
98100 Estimated Revenue	(\$4,753,148.00)	(\$1,101,964.00)	(\$5,855,112.00)	(\$4,753,148.00)	(\$1,101,964.00)	(\$5,855,112.00)
98200 Appropriations	\$5,268,322.00	\$1,101,964.00	\$6,370,286.00	\$5,268,322.00	\$1,101,964.00	\$6,370,286.00
98300 Encumbrances	(\$28,584.21)	(\$14,647.61)	(\$43,231.82)	(\$28,584.21)	(\$14,647.61)	(\$43,231.82)
Total Budgetary and Other Accounts	\$486,589.79	(\$14,647.61)	\$471,942.18	\$486,589.79	(\$14,647.61)	\$471,942.18
Total Components of Ending Fund Balance	\$2,958,193.63	\$536,931.00	\$3,495,124.63	\$2,986,585.72	(\$143,131.32)	\$2,843,454.40



County Fund	District Number	Fund	Current Cash 9110	Previous Total Payroll Objects	Percentage (%)
636	36	0100 General Fund	\$3,152,676.16	\$180,165.09	1,749.88
ASM	36	1300 Cafeteria Special Revenue Fund	\$58,770.25	\$10,685.20	550.02
None	36	2110 Building Fund #1	\$0.00		
ATQ	36	2510 Developer Fees Fund	\$35,351.52		
ADO	36	3510 County School Facilities Fund - Modernization	\$201,312.07		
None	36	5610 Non-Treasury Debt Service COP/Revenue Bonds	\$0.00		
None	36	5620 Non-Treasury Debt Service COP/Revenue Bonds #2	\$0.00		
<b>Report Total</b>			<b>\$3,448,110.00</b>		

**BEFORE THE BOARD OF TRUSTEES  
OF THE PLEASANT VIEW ELEMENTARY SCHOOL DISTRICT  
TULARE COUNTY, STATE OF CALIFORNIA**

In the Matter of the Spending Determination  
for Funds Received from the Education  
Protection Account pursuant to Article XIII,  
Section 36 of the California Constitution  
2020-21 Fiscal Year

RESOLUTION No. 1

**RECITALS**

1. The voters approved Proposition 30 on November 6, 2012;
2. Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012;
3. The provisions of Article XIII, Section 36(e) create in the state General Fund an Educational Protection Account to receive and disburse the revenues derived from the incremental increases in taxes by Article XIII, Section 36(f);
4. Before June 30<sup>th</sup> of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;
5. If the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;
6. All monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts;
7. Monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor or any agency of state government;
8. A community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

9. The governing board of the district shall make the spending determination with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;
10. The monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;
11. Each community college district, county office of education, school district and charter school shall annually publish on its Internet Web site an accounting of how much money was received from the Education Protection Account and how that money was spent;
12. The annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;
13. Expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The above recitals are true and correct;
2. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent for the 2020-2021 fiscal year shall be made in open session of a public meeting of the governing board of Pleasant View Elementary School District;
3. In compliance with Article XIII, Section 36(e) of the California Constitution, the governing board of the Pleasant View Elementary School District has determined to spend the monies received from the Education Protection Account for the 2020-2021 fiscal year as attached;
4. Upon finalizing financial data for the fiscal year, the District Superintendent, or designee, is hereby directed to immediately publish on the district's Internet Web site an accounting of how much money was received from the Education Protection Account and how that money was spent.



THE FOREGOING RESOLUTION was adopted upon motion by Trustee \_\_\_\_\_  
seconded by Trustee \_\_\_\_\_, at a regular meeting held on June 23, 2020, by the  
following vote:

AYES:

NOES:

ABSENT:

I, \_\_\_\_\_, secretary of the governing board of the Pleasant View Elementary  
School District, do hereby certify that the foregoing Resolution was duly passed and adopted by  
said Board, at an official and public meeting thereof, this 23rd day of June, 2020.

Date: June 23, 2020

\_\_\_\_\_  
Secretary, Board of Trustees

2020-21 Education Protection Account  
 Program by Resource Report  
 Expenditures by Function - Detail

Pleasant View Elementary

**Expenditures through: June 30, 2021**

**For Fund 01, Resource 1400 Education Protection Account**

Description	Object Codes	Amount
<b>AMOUNT AVAILABLE FOR THIS FISCAL YEAR</b>		
Adjusted Beginning Fund Balance	9791-9795	0.00
Revenue Limit Sources	8010-8099	550,857.00
Federal Revenue	8100-8299	0.00
Other State Revenue	8300-8599	0.00
Other Local Revenue	8600-8799	0.00
All Other Financing Sources and Contributions	8900-8999	0.00
Deferred Revenue	9650	0.00
<b>TOTAL AVAILABLE</b>		<b>550,857.00</b>
<b>EXPENDITURES AND OTHER FINANCING USES</b>		
	Function Codes	
<b>(Objects 1000-7999)</b>		
Instruction	1000-1999	550,857.00
Instruction-Related Services		
Instructional Supervision and Administration	2100-2150	0.00
AU of a Multidistrict SELPA	2200	0.00
Instructional Library, Media, and Technology	2420	0.00
Other Instructional Resources	2490-2495	0.00
School Administration	2700	0.00
Pupil Services		
Guidance and Counseling Services	3110	0.00
Psychological Services	3120	0.00
Attendance and Social Work Services	3130	0.00
Health Services	3140	0.00
Speech Pathology and Audiology Services	3150	0.00
Pupil Testing Services	3160	0.00
Pupil Transportation	3600	0.00
Food Services	3700	0.00
Other Pupil Services	3900	0.00
Ancillary Services	4000-4999	0.00
Community Services	5000-5999	0.00
Enterprise	6000-6999	0.00
General Administration	7000-7999	0.00
Plant Services	8000-8999	0.00
Other Outgo	9000-9999	0.00
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>		<b>550,857.00</b>
<b>BALANCE (Total Available minus Total Expenditures and Other Financing Uses)</b>		<b>0.00</b>



ESSERF is the Elementary and Secondary School Emergency Relief Fund, a part of the Education Stabilization Fund Program.

## Submission Confirmation

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**Pleasant View Elementary** (CDS Code **5472058000000**) successfully completed submission for ESSER funds on **6/22/2020 10:54:30 AM**.

You may print a copy of this confirmation for your records.

[ESSERF Home](#)

[ESSERF search](#)

## Pleasant View Elementary

### Contact Information



**LEA:**

Pleasant View Elementary

**DUNS Number:**

047227707

**First Name:**

Mark

**Last Name:**

Odsather

**Job Title:**

Superintendent

**E-mail:**

marko@pleasant-view.k12.ca.us

**Telephone:**

(559) 789-5840

**Question:**

What is your favorite sport?

**Answer:**

Basketball



# Certification

The checkbox was selected, certifying that I have read the applicable certifications, assurances, terms, and conditions identified on this grant application and I agree to comply with all requirements as a condition of funding.

On behalf of Pleasant View Elementary, I hereby apply to the California Department of Education for ESSER funds and agree to all of the following assurances:

## **PART I: General Assurances for Local Educational Agencies (LEAs)**

Pleasant View Elementary will comply with the requirements in Section 442 of the General Education Provisions Act (GEPA) (20 U.S.C. 1232e):

- (1) The LEA will administer each program covered by the application in accordance with all applicable statutes, regulations, program plans, and applications;
- (2) The control of funds provided to the local educational agency under each program, and title to property acquired with those funds, will be in a public agency and that a public agency will administer those funds and property;
- (3) The LEA will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, federal funds paid to that agency under each program;
- (4) The LEA will make reports to the State agency or board and to the U.S. Secretary of Education, as requested, as may reasonably be necessary to enable the State agency or board and the Secretary to perform their duties and that the local educational agency will maintain such records, including the records required under Section 1232f of this title, and provide access to those records, as the State agency or board or the Secretary deem necessary to perform their duties;
- (5) The LEA will provide reasonable opportunities for the participation by teachers, parents, and other interested agencies, organizations, and individuals in the planning for and operation of each program;
- (6) Any application, evaluation, periodic program plan or report relating to each program will be made readily available to parents and other members of the general public;
- (7) In the case of any project involving construction, the LEA will provide reasonable assurances that—
  - (a) the project is not inconsistent with overall State plans for the construction of school facilities, and
  - (b) in developing plans for construction, due consideration will be given to excellence of architecture and design and to compliance with standards prescribed by the Secretary under Section 794 of title 29 in order to ensure that facilities constructed with the use of Federal funds are accessible to and usable by individuals with disabilities;
- (8) The LEA has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in each program significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects;
- (9) None of the funds expended under any applicable program will be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees or any affiliate of such an organization. (20 U.S.C. 1232e)

## PART II: ESSER Usage of Funds Assurances

Pleasant View Elementary assures that funds will be used in accordance with section 18003(d) of Division B of the Coronavirus Aid, Relief, and Economic Security (CARES) Act. Under that Act, LEAs receiving ESSER fund under this title may use the funds for any of the following:

- (1) Any activity authorized by the Elementary and Secondary Education Act (ESEA) of 1965, including the Native Hawaiian Education Act and the Alaska Native Educational Equity, Support, and Assistance Act (20 U.S.C. 6301 et seq.), the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.) ("IDEA"), the Adult Education and Family Literacy Act (20 U.S.C. 1400 et seq.), the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) ("the Perkins Act"), or subtitle B of title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.).
- (2) Coordination of preparedness and response efforts of local educational agencies with State, local, Tribal, and territorial public health departments, and other relevant agencies, to improve coordinated responses among such entities to prevent, prepare for, and respond to coronavirus.
- (3) Providing principals and other school leaders with the resources necessary to address the needs of their individual schools.
- (4) Activities to address the unique needs of low-income children or students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth, including how outreach and service delivery will meet the needs of each population.
- (5) Developing and implementing procedures and systems to improve the preparedness and response efforts of local educational agencies.
- (6) Training and professional development for staff of the local educational agency on sanitation and minimizing the spread of infectious diseases.
- (7) Purchasing supplies to sanitize and clean the facilities of a local educational agency, including buildings operated by such agency.
- (8) Planning for and coordinating during long-term closures, including for how to provide meals to eligible students, how to provide technology for online learning to all students, how to provide guidance for carrying out requirements under the Individuals with Disabilities Education Act (20 U.S.C. 1401 et seq.) and how to ensure other educational services can continue to be provided consistent with all Federal, State, and local requirements.
- (9) Purchasing educational technology (including hardware, software, and connectivity) for students who are served by the local educational agency that aids in regular and substantive educational interaction between students and their classroom instructors, including low-income students and students with disabilities, which may include assistive technology or adaptive equipment.
- (10) Providing mental health services and supports.
- (11) Planning and implementing activities related to summer learning and supplemental afterschool programs, including providing classroom instruction or online learning during the summer months and addressing the needs of low-income students, students with disabilities, English learners, migrant students, students experiencing homelessness, and children in foster care.
- (12) Other activities that are necessary to maintain the operation of and continuity of services in local educational agencies and continuing to employ existing staff of the local educational agency.

The U.S. Department of Education generally does not consider the following to be an allowable use of ESSER funds, under any part of 18003: 1) subsidizing or offsetting executive salaries and benefits of individuals who are not employees of the state educational agency (SEA) or LEAs or 2) expenditures related to state or local teacher or faculty unions or associations.

### **PART III: Programmatic, Fiscal, and Reporting Assurances**

Pleasant View Elementary will comply with all of the accountability, transparency, and reporting requirements that apply to the program, which the Governor has already assured.

- (1) LEAs receiving ESSER funds will provide equitable services to students and teachers in non-public schools as required under 18005 of Division B of the CARES Act.
  - (a) A LEA receiving funds under sections 18002 or 18003 of this title shall provide equitable services in the same manner as provided under section 1117 of the ESEA of 1965 to students and teachers in non-public schools, as determined in consultation with representatives of non-public schools.
  - (b) The control of funds for the services and assistance provided to a non-public school under subsection (a), and title to materials, equipment, and property purchased with such funds, shall be in a public agency, and a public agency shall administer such funds, materials, equipment, and property and shall provide such services (or may contract for the provision of such services with a public or private entity).
- (2) The LEA and any other entity that receives ESSER funds will, to the greatest extent practicable, continue to compensate its employees and contractors during the period of any disruptions or closures related to COVID-19 in compliance with Section 18006 of Division B of the CARES Act. In addition, each entity that accepts funds will continue to pay employees and contractors to the greatest extent practicable based on the unique financial circumstances of the entity. CARES Act funds generally will not be used for bonuses, merit pay, or similar expenditures, unless related to disruptions or closures resulting from COVID-19.
- (3) The LEA receiving ESSER funds will comply with all reporting requirements, including those under Section 15011(b)(2) of Division B of the CARES Act. The SEA may require additional reporting in the future, which may include: the methodology LEAs will use to provide services or assistance to students and staff in both public and non-public schools, the uses of funds by the LEAs or other entities and demonstration of their compliance with Section 18003(d), such as any use of funds addressing the digital divide, including securing access to home-based connectivity and remote-use devices, related issues in supporting remote learning for all students, including disadvantaged populations.

### **PART IV: Other Assurances**

Pleasant View Elementary assures that:

- (1) The LEA or public IHE will comply with all applicable assurances in OMB Standard Forms 424B and D (Assurances for Non-Construction and Construction Programs), including the assurances relating to the legal authority to apply for assistance; access to records; conflict of interest; merit systems; nondiscrimination; Hatch Act provisions; labor standards; flood hazards; historic preservation; protection of human subjects; animal welfare; lead-based paint; Single Audit Act; and the general agreement to comply with all applicable Federal laws, executive orders and regulations.
- (2) With respect to the certification regarding lobbying in Department Form 80-0013, no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in

connection with the making or renewal of Federal grants under this program; the State will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," when required (34 C.F.R. Part 82, Appendix B); and the State will require the full certification, as set forth in 34 C.F.R. Part 82, Appendix A, in the award documents for all subawards at all tiers.

Any LEA or public IHE receiving funding under this program will have on file a set of assurances that meets the requirements of Section 442 of the General Education Provisions Act (GEPA) (20 U.S.C. 1232e).

- (4) To the extent applicable, an LEA or public IHE will include a description of how the LEA will comply with the requirements of Section 427 of GEPA (20 U.S.C. 1228a) in future reports. The description must include information on the steps the LEA proposes to take to permit students, teachers, and other program beneficiaries to overcome barriers (including barriers based on gender, race, color, national origin, disability, and age) that impede access to, or participation in, the program.
- (5) The State will comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) requirements in Subpart D—Post Federal Award Requirements (2 CFR §§200.300-345) and Subpart E—Cost Principles (2 CFR §§200.400-475) to ensure that LEAs, including charter schools that are LEAs, are using ESSER funds for purposes that are reasonable, necessary, and allocable under the CARES Act.
- (6) The State and other entities will comply with the provisions of all applicable acts, regulations and assurances; the following provisions of Education Department General Administrative Regulations (EDGAR) 34 CFR parts 76, 77, 81, 82, 84, 97, 98, and 99; the OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485; and the Uniform Guidance in 2 CFR part 200, as adopted and amended as regulations of the Department in 2 CFR part 3474.

**Questions: Government Affairs Division | [CARESAct@cde.ca.gov](mailto:CARESAct@cde.ca.gov)**



The Learning Loss Mitigation Funds (LLMF) were created to support pupil academic achievement and mitigate learning loss related to COVID-19 school closures.

## Submission Confirmation

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**Pleasant View Elementary** (CDS Code **54720580000000**) successfully completed submission for LLMF funds on **7/23/2020 9:19:59 AM**.

You may print a copy of this confirmation for your records.

[LLMF Home](#)

[LLMF search](#)

## Pleasant View Elementary

### Contact Information



**LEA:**

Pleasant View Elementary

**DUNS Number:**

047227707

**First Name:**

Mark

**Last Name:**

Odsather

**Job Title:**

Superintendent

**E-mail:**

marko@pleasant-view.k12.ca.us

**Telephone:**

(559) 784-6769

**Question:**

What is your favorite sport?

**Answer:**

Basketball





# Certification

The checkbox was selected, certifying that I have read the applicable certifications, assurances, terms, and conditions identified on this grant application and I agree to comply with all requirements as a condition of funding.

On behalf of Pleasant View Elementary, I hereby apply to the California Department of Education for LLMF funds and agree to all of the following assurances:

## Learning Loss Mitigation Funds

### PART I: General Assurances for Learning Loss Mitigation Funds

Pleasant View Elementary assures that:

Funds apportioned to LEAs from the GEER Fund are to be used from March 13, 2020, to September 30, 2022, inclusive, and all other funds apportioned pursuant to the Learning Loss Mitigation Funds shall be used from March 1, 2020, to December 30, 2020, for activities that directly support pupil academic achievement and mitigate learning loss related to COVID-19 school closures, and shall be expended for any of the following purposes:

- (1) Addressing learning loss or accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports that begin before the start of the school year and the continuation of intensive instruction and supports into the school year.
- (2) Extending the instructional school year by making adjustments to the academic calendar, increasing the number of instructional minutes provided during each week or school day, or taking any other action that increases the amount of instructional time or services provided to pupils based on their learning needs.
- (3) Providing additional academic services for pupils, such as diagnostic assessments of pupil learning needs, intensive instruction for addressing gaps in core academic skills, additional instructional materials or supports, or devices or connectivity for the provision of in-classroom and distance learning.
- (4) Providing integrated pupil supports to address other barriers to learning, such as the provision of health, counseling, or mental health services, professional development opportunities to help teachers and parents support pupils in distance-learning contexts, access to school breakfast and lunch programs, or programs to address pupil trauma and social-emotional learning.

### PART II: Other Assurances for Learning Loss Mitigation Funds

Pleasant View Elementary assures that:

- (1) As a condition of receipt of these funds:
  - (a) An eligible LEA shall certify that funding received will be used in full compliance with federal law, as detailed in the GEER and CR Fund assurances below, and shall adopt, on or before September 30, 2020, at a regularly scheduled meeting of the governing board or body of the LEA, a learning continuity and attendance plan pursuant to Section 43509 of the Education Code.
  - (b) This does not preclude an eligible LEA from receiving or expending funds before the adoption of its learning continuity and attendance plan for the 2020–21 school year.

- (c) Each eligible LEA shall maintain a file of all receipts and records of expenditures made pursuant to this section for a period of no less than three years, or, where an audit has been requested, until the audit is resolved, whichever is longer. Receipts and records that are required to be retained by each eligible local educational agency shall be made available to the Superintendent, upon request. The Superintendent shall take action to recoup any federal disallowances of funds allocated to eligible local educational agencies, as applicable.
- (d) An eligible LEA shall report, on or before August 31, 2020, the balance of any unexpended funds received from the CR Fund to the Superintendent. Funds that are not expended by December 30, 2020, shall be reported to the Superintendent within 30 days, and the Superintendent shall initiate collection proceedings.
- (e) An eligible local educational agency shall report, on or before August 31, 2021, the balance of any unexpended funds received from the GEER Fund to the Superintendent. Funds that are not expended by September 30, 2022, shall be reported to the Superintendent within 30 days, and the Superintendent shall initiate collection proceedings.

## **GEER Fund**

### **PART I: General Assurances for Local Educational Agencies (LEAs)**

For any GEER funds received, Pleasant View Elementary will comply with the requirements in Section 442 of the General Education Provisions Act (GEPA) (20 U.S.C. 1232e):

- (1) The LEA will administer each program covered by the application in accordance with all applicable statutes, regulations, program plans, and applications;
- (2) The control of funds provided to the LEA under each program, and title to property acquired with those funds, will be in a public agency and that a public agency will administer those funds and property;
- (3) The LEA will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, federal funds paid to that agency under each program;
- (4) The LEA will make reports to the State agency or board and to the U.S. Secretary of Education, as requested, as may reasonably be necessary to enable the State agency or board and the Secretary to perform their duties and that the local educational agency will maintain such records, including the records required under Section 1232f of this title, and provide access to those records, as the State agency or board or the Secretary deem necessary to perform their duties;
- (5) The LEA will provide reasonable opportunities for the participation by teachers, parents, and other interested agencies, organizations, and individuals in the planning for and operation of each program;
- (6) Any application, evaluation, periodic program plan or report relating to each program will be made readily available to parents and other members of the general public;
- (7) In the case of any project involving construction, the LEA will provide reasonable assurances that—
  - (a) the project is not inconsistent with overall State plans for the construction of school facilities, and
  - (b) in developing plans for construction, due consideration will be given to excellence of architecture and design and to compliance with standards prescribed by the Secretary under Section 794 of title 29 in order to ensure that facilities constructed with the use of Federal funds are accessible to and usable by individuals with disabilities;
- (8) The LEA has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in each program significant information from educational research, demonstrations, and similar projects,

and for adopting, where appropriate, promising educational practices developed through such projects;

- (9) None of the funds expended under any applicable program will be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees or any affiliate of such an organization. (20 U.S.C. 232e)

## **PART II: GEER Usage of Funds Assurances**

Pleasant View Elementary assures that any GEER funds received will be used in accordance with section 18002(c) of Division B of the Coronavirus Aid, Relief, and Economic Security (CARES) Act, which provides in relevant part that grants awarded under the Governor's Emergency Education Relief Fund be used to continue to provide educational services to their students in any of the following ways:

- (1) Any activity authorized by the Elementary and Secondary Education Act (ESEA) of 1965, including the Native Hawaiian Education Act and the Alaska Native Educational Equity, Support, and Assistance Act (20 U.S.C. 6301 et seq.), the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.) ("IDEA"), the Adult Education and Family Literacy Act (20 U.S.C. 1400 et seq.), the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) ("the Perkins Act"), or subtitle B of title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.).
- (2) Coordination of preparedness and response efforts of local educational agencies with State, local, Tribal, and territorial public health departments, and other relevant agencies, to improve coordinated responses among such entities to prevent, prepare for, and respond to coronavirus.
- (3) Providing principals and other school leaders with the resources necessary to address the needs of their individual schools.
- (4) Activities to address the unique needs of low-income children or students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth, including how outreach and service delivery will meet the needs of each population.
- (5) Developing and implementing procedures and systems to improve the preparedness and response efforts of local educational agencies.
- (6) Training and professional development for staff of the local educational agency on sanitation and minimizing the spread of infectious diseases.
- (7) Purchasing supplies to sanitize and clean the facilities of a local educational agency, including buildings operated by such agency.
- (8) Planning for and coordinating during long-term closures, including for how to provide meals to eligible students, how to provide technology for online learning to all students, how to provide guidance for carrying out requirements under the Individuals with Disabilities Education Act (20 U.S.C. 1401 et seq.) and how to ensure other educational services can continue to be provided consistent with all Federal, State, and local requirements.
- (9) Purchasing educational technology (including hardware, software, and connectivity) for students who are served by the local educational agency that aids in regular and substantive educational interaction between students and their classroom instructors, including low-income students and students with disabilities, which may include assistive technology or adaptive equipment.
- (10) Providing mental health services and supports.

(11) Planning and implementing activities related to summer learning and supplemental afterschool programs, including providing classroom instruction or online learning during the summer months and addressing the needs of low-income students, students with disabilities, English learners, migrant students, students experiencing homelessness, and children in foster care.

(12) Other activities that are necessary to maintain the operation of and continuity of services in local educational agencies and continuing to employ existing staff of the local educational agency.

(13) Child care and early childhood education.

(14) Social and emotional support.

(15) The protection of education-related jobs.

The U.S. Department of Education generally does not consider the following to be an allowable use of GEER funds, under any part of 18003: 1) subsidizing or offsetting executive salaries and benefits of individuals who are not employees of the state educational agency (SEA) or LEAs or 2) expenditures related to state or local teacher or faculty unions or associations.

Please note, while Section 18002(c) of Division B of the CARES Act permits the above uses, pursuant to SB 98 (Ch. 24, Statutes of 2020), the use of funds is limited to those described in the Learning Loss Mitigation Funds Section, (above).

### **PART III: Programmatic, Fiscal, and Reporting Assurances**

For any GEER funds received, Pleasant View Elementary will comply with all of the accountability, transparency, and reporting requirements that apply to the program, which the Governor has already assured.

(1) LEAs receiving GEER funds will provide equitable services to students and teachers in non-public schools as required under 18005 of Division B of the CARES Act.

(a) A LEA receiving funds under sections 18002 or 18003 of this title shall provide equitable services in the same manner as provided under section 1117 of the ESEA of 1965 to students and teachers in non-public schools, as determined in consultation with representatives of non-public schools.

(b) The control of funds for the services and assistance provided to a non-public school under subsection (a), and title to materials, equipment, and property purchased with such funds, shall be in a public agency, and a public agency shall administer such funds, materials, equipment, and property and shall provide such services (or may contract for the provision of such services with a public or private entity).

(2) The LEA and any other entity that receives GEER funds will, to the greatest extent practicable, continue to compensate its employees and contractors during the period of any disruptions or closures related to COVID-19 in compliance with Section 18006 of Division B of the CARES Act. In addition, each entity that accepts funds will continue to pay employees and contractors to the greatest extent practicable based on the unique financial circumstances of the entity. CARES Act funds generally will not be used for bonuses, merit pay, or similar expenditures, unless related to disruptions or closures resulting from COVID-19.

(3) The LEA receiving GEER funds will comply with all reporting requirements, including those under Section 15011(b) (2) of Division B of the CARES Act. The SEA may require additional reporting in the future, which may include: the uses of funds by the LEAs or other entities and demonstration of their compliance with Section 18002(c), such as any use of funds addressing the digital divide and related issues in distance learning.

- (4) The LEA receiving GEER funds will cooperate with any examination of records with respect to such funds by making records available for inspection, production, and examination, and authorized individuals available for interview and examination, upon the request of (i) the U.S. Department of Education and/or its Inspector General; or (ii) any other federal agency, commission, or department in the lawful exercise of its jurisdiction and authority.

## **PART IV: Other Assurances**

Pleasant View Elementary assures that, for any GEER funds received:

- (1) The LEA will comply with all applicable assurances in OMB Standard Forms 424B and D (Assurances for Non-Construction and Construction Programs), including the assurances relating to the legal authority to apply for assistance; access to records; conflict of interest; merit systems; nondiscrimination; Hatch Act provisions; labor standards; flood hazards; historic preservation; protection of human subjects; animal welfare; lead-based paint; Single Audit Act; and the general agreement to comply with all applicable Federal laws, executive orders and regulations.
- (2) With respect to the certification regarding lobbying in Department Form 80-0013, no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making or renewal of Federal grants under this program; the State will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," when required (34 C.F.R. Part 82, Appendix B); and the State will require the full certification, as set forth in 34 C.F.R. Part 82, Appendix A, in the award documents for all subawards at all tiers.
- (3) Any LEA receiving funding under this program will have on file a set of assurances that meets the requirements of Section 442 of the General Education Provisions Act (GEPA) (20 U.S.C. 1232e).
- (4) To the extent applicable, an LEA will include a description of how the LEA will comply with the requirements of Section 427 of GEPA (20 U.S.C. 1228a) in future reports. The description must include information on the steps the LEA proposes to take to permit students, teachers, and other program beneficiaries to overcome barriers (including barriers based on gender, race, color, national origin, disability, and age) that impede access to, or participation in, the program.
- (5) The State will comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) requirements in Subpart D—Post Federal Award Requirements (2 CFR §§200.300-345) and Subpart E—Cost Principles (2 CFR §§200.400-475) to ensure that LEAs, including charter schools that are LEAs, are using GEER funds for purposes that are reasonable, necessary, and allocable under the CARES Act.
- (6) The State and other entities will comply with the provisions of all applicable acts, regulations and assurances; the following provisions of Education Department General Administrative Regulations (EDGAR) 34 CFR parts 76, 77, 81, 82, 84, 97, 98, and 99; the OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485; and the Uniform Guidance in 2 CFR part 200, as adopted and amended as regulations of the Department in 2 CFR part 3474.

## **Coronavirus Relief (CR) Fund**

### **PART I: General Assurances for CR Fund**

Pleasant View Elementary assures that any CR funds received will be used in accordance with section 601(d) of the CARES Act, which provides in relevant part that grants awarded will be used in any of the following ways:

- (1) Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- (2) Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
- (3) Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

The following is a nonexclusive list of examples of costs that would not be eligible expenditures of payments from the CR Fund:

- (1) Damages covered by insurance.
- (2) Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
- (3) Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds.
- (4) Reimbursement to donors for donated items or services.
- (5) Workforce bonuses other than hazard pay or overtime.
- (6) Severance pay.
- Legal settlements

Please note, while Section 601(d) of the CARES Act permits the above uses, pursuant to SB 98 (Ch. 24, Statutes of 2020), the use of funds is limited to those described in the Learning Loss Mitigation Funds Section, (above).

## **PART II: Other Assurances for CR Fund**

- (1) The CR Fund payments to subrecipients would count toward the threshold of the Single Audit Act and 2 C.F.R. part 200, subpart F re: audit requirements. Subrecipients are subject to a single audit or program specific audit pursuant to 2 C.F.R. § 200.501(a) when the subrecipients spend \$750,000 or more in federal awards during their fiscal year.
- (2) Fund payments are subject to the following requirements in the Uniform Guidance (2 C.F.R. Part 200): 2 C.F.R. § 200.303 regarding internal controls, 2 C.F.R. §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.
- (3) The LEA will make reports to the State agency or board and to the federal government, as requested.

**Questions: Government Affairs Division | [CARESAct@cde.ca.gov](mailto:CARESAct@cde.ca.gov)**

**Tulare County Office of Education**

**Order to Pay/Payroll Transmittal**

Form PS04P - Payroll

Month/Day/Year: 6/5/20

**Instructions**

Only Districts that submit payroll to TCOE for input will use this form. This form serves as a transmittal document and an Order from an authorized District employee for payment of payroll. The total amount of Gross Payroll indicated on the form must agree with the Payroll Input Work Sheet submitted with the PS04P Form.

Districts that perform their own payroll input will sign and submit the Order to Pay on the last page of their Payroll Final printout rather than use this form.

TCOE Personnel will input the Personnel Data from the PS01 Form for all Districts that do not have access to the computer system. Districts should check the box at the bottom of Form PS01 indicating if the Personnel Data has already been input.

Document	Certificate Payroll	Classified Payroll
Payroll Input W/S Enclosed	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes
Form PS01 Employee Personnel Data Sheets	No. Enclosed	No. Enclosed
Form PS02 Voluntary Deductions	No. Enclosed	No. Enclosed
Form PS03 Employee Distribution Additions	No. Enclosed	No. Enclosed
Form W-4 Withholding	No. Enclosed	No. Enclosed
Automatic Payroll Deposit Form Authorization	No. Enclosed	No. Enclosed
PERS Action Form		No. Enclosed
Total Gross Payroll Must attach Adding Machine Tape	Total Amount \$ <u>1,147.40</u>	Total Amount \$ <u>60,789.12</u>

The PLEASANT VIEW ELEMENTARY School District hereby orders that payment be made to each of the employees of the district in the amounts indicated as per the following attached schedules and that County Office of Education transfer the amounts from the indicated funds of the district to the Check Clearing Fund in order that checks may be drawn from a single revolving fund (Education Code 42631 & 42634).

*Nique Bayter*  
District Authorized Signature

6/5/20  
Date

**TCOE Processing**

Verify inclusion of number of documents indicated. Verify agreement of adding machine tape to Total Gross Payroll on form. If separate staff members input Certificated and Classified payroll, make copy of this form for other staff member. If any PS01 forms require Personnel Data input, they should be sent to TCOE Personnel for handling. Make copy of form to verify the Final Payroll Register totals before release of Payroll to District.

Date Received by TCOE \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Received & Processed By \_\_\_\_\_

# Tulare County Office of Education Order to Pay/Payroll Transmittal

Form PS04P - Payroll

Month/Day/Year: 6/16/20

### Instructions

Only Districts that submit payroll to TCOE for input will use this form. This form serves as a transmittal document and an Order from an authorized District employee for payment of payroll. The total amount of Gross Payroll indicated on the form must agree with the Payroll Input Work Sheet submitted with the PS04P Form.

Districts that perform their own payroll input will sign and submit the Order to Pay on the last page of their Payroll Final printout rather than use this form.

TCOE Personnel will input the Personnel Data from the PS01 Form for all Districts that do not have access to the computer system. Districts should check the box at the bottom of Form PS01 indicating if the Personnel Data has already been input.

Document	Certificate Payroll	Classified Payroll
<b>Payroll Input W/S Enclosed</b>	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes
<b>Form PS01</b> Employee Personnel Data Sheets	No. Enclosed <u>0</u>	No. Enclosed <u>0</u>
<b>Form PS02</b> Voluntary Deductions	No. Enclosed <u>0</u>	No. Enclosed <u>0</u>
<b>Form PS03</b> Employee Distribution Additions	No. Enclosed <u>0</u>	No. Enclosed <u>0</u>
<u>DE4(2)</u> / <b>Form W-4</b> Withholding	No. Enclosed <u>0</u>	No. Enclosed <u>2</u>
<b>Automatic Payroll Deposit Form</b> Authorization	No. Enclosed <u>1</u>	No. Enclosed <u>0</u>
<b>PERS Action Form</b>		No. Enclosed <u>0</u>
<b>Total Gross Payroll</b> Must attach Adding Machine Tape	Total Amount \$ <u>198,997.28</u>	Total Amount \$ <u>49,532.92</u>

The PLEASANT VIEW ELEMENTARY School District hereby orders that payment be made to each of the employees of the district in the amounts indicated as per the following attached schedules and that County Office of Education transfer the amounts from the indicated funds of the district to the Check Clearing Fund in order that checks may be drawn from a single revolving fund (Education Code 42631 & 42634).

Miguel Bayler  
District Authorized Signature

6/16/20  
Date

### TCOE Processing

Verify inclusion of number of documents indicated. Verify agreement of adding machine tape to Total Gross Payroll on form. If separate staff members input Certificated and Classified payroll, make copy of this form for other staff member. If any PS01 forms require Personnel Data input, they should be sent to TCOE Personnel for handling. Make copy of form to verify the Final Payroll Register totals before release of Payroll to District.

Date Received by TCOE \_\_\_\_\_

Received & Processed By \_\_\_\_\_



# Tulare County Office of Education

## Order to Pay/Payroll Transmittal

Form PS04P - Payroll

Month/Day/Year: 7/21/2020

### Instructions

Only Districts that submit payroll to TCOE for input will use this form. This form serves as a transmittal document and an Order from an authorized District employee for payment of payroll. The total amount of Gross Payroll indicated on the form must agree with the Payroll Input Work Sheet submitted with the PS04P Form.

Districts that perform their own payroll input will sign and submit the Order to Pay on the last page of their Payroll Final printout rather than use this form.

TCOE Personnel will input the Personnel Data from the PS01 Form for all Districts that do not have access to the computer system. Districts should check the box at the bottom of Form PS01 indicating if the Personnel Data has already been input.

Document	Certificate Payroll	Classified Payroll
<b>Payroll Input W/S Enclosed</b>	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes
<b>Form PS01</b> Employee Personnel Data Sheets	No. Enclosed <u>0</u>	No. Enclosed <u>0</u>
<b>Form PS02</b> Voluntary Deductions	No. Enclosed <u>0</u>	No. Enclosed <u>0</u>
<b>Form PS03</b> Employee Distribution Additions	No. Enclosed <u>0</u>	No. Enclosed <u>0</u>
<b>Form W-4</b> Withholding	No. Enclosed	No. Enclosed
<b>Automatic Payroll Deposit Form</b> Authorization	No. Enclosed <u>0</u>	No. Enclosed <u>0</u>
<b>PERS Action Form</b>		No. Enclosed <u>0</u>
<b>Total Gross Payroll</b> Must attach Adding Machine Tape	Total Amount \$ <u>30,454.66</u>	Total Amount \$ <u>46,941.17</u>

The PLEASANT VIEW ELEMENTARY School District hereby orders that payment be made to each of the employees of the district in the amounts indicated as per the following attached schedules and that County Office of Education transfer the amounts from the indicated funds of the district to the Check Clearing Fund in order that checks may be drawn from a single revolving fund (Education Code 42631 & 42634).

Margie Bayter  
District Authorized Signature

7/21/20  
Date

### TCOE Processing

Verify inclusion of number of documents indicated. Verify agreement of adding machine tape to Total Gross Payroll on form. If separate staff members input Certificated and Classified payroll, make copy of this form for other staff member. If any PS01 forms require Personnel Data input, they should be sent to TCOE Personnel for handling. Make copy of form to verify the Final Payroll Register totals before release of Payroll to District.

Date Received by TCOE \_\_\_\_\_

Received & Processed By \_\_\_\_\_

# Tulare County Office of Education

## Order to Pay/Payroll Transmittal

Form PS04P - Payroll

Month/Day/Year: 7/21/2020

### Instructions

Only Districts that submit payroll to TCOE for input will use this form. This form serves as a transmittal document and an Order from an authorized District employee for payment of payroll. The total amount of Gross Payroll indicated on the form must agree with the Payroll Input Work Sheet submitted with the PS04P Form.

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TCOE Personnel will input the Personnel Data from the PS01 Form for all Districts that do not have access to the computer system. Districts should check the box at the bottom of Form PS01 indicating if the Personnel Data has already been input.

Document	Certificate Payroll	Classified Payroll
Payroll Input W/S Enclosed	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes
<b>Form PS01</b> Employee Personnel Data Sheets	No. Enclosed <u>0</u>	No. Enclosed <u>0</u>
<b>Form PS02</b> Voluntary Deductions	No. Enclosed <u>0</u>	No. Enclosed <u>0</u>
<b>Form PS03</b> Employee Distribution Additions	No. Enclosed <u>1</u>	No. Enclosed <u>1</u>
<b>Form W-4</b> Withholding	No. Enclosed <u>1</u>	No. Enclosed <u>0</u>
<b>Automatic Payroll Deposit Form</b> Authorization	No. Enclosed <u>0</u>	No. Enclosed <u>0</u>
<b>PERS Action Form</b>		No. Enclosed <u>2</u>
<b>Total Gross Payroll</b> Must attach Adding Machine Tape	Total Amount \$ <u>17,809.50</u>	Total Amount \$ <u>48,364.18</u>

The PLEASANT VIEW ELEMENTARY School District hereby orders that payment be made to each of the employees of the district in the amounts indicated as per the following attached schedules and that County Office of Education transfer the amounts from the indicated funds of the district to the Check Clearing Fund in order that checks may be drawn from a single revolving fund (Education Code 42631 & 42634).

  
District Authorized Signature

7.21.2020  
Date

### TCOE Processing

Verify inclusion of number of documents indicated. Verify agreement of adding machine tape to Total Gross Payroll on form. If separate staff members input Certificated and Classified payroll, make copy of this form for other staff member. If any PS01 forms require Personnel Data input, they should be sent to TCOE Personnel for handling. Make copy of form to verify the Final Payroll Register totals before release of Payroll to District.

Date Received by TCOE \_\_\_\_\_

Received & Processed By \_\_\_\_\_

**COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION**

The Governing Board recognizes its obligation to provide a free appropriate public education to all individuals with disabilities, aged 3 to 21 years, who reside in the district.

*(cf. 3541.2 - Transportation for Students with Disabilities)*

*(cf. 4112.23 - Special Education Staff)*

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

*(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)*

*(cf. 6159 - Individualized Education Program)*

*(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)*

*(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)*

*(cf. 6159.3 - Appointment of Surrogate Parent for Special Education Students)*

*(cf. 6159.4 - Behavioral Interventions for Special Education Students)*

*(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)*

*(cf. 6164.6 - Identification and Education Under Section 504)*

In order to meet the needs of individuals with disabilities, the district shall participate as a member of a multi-district Special Education Local Plan Area (SELPA) pursuant to Education Code 56195.1.

The district shall enter into agreements with other members of the SELPA in accordance with Education Code 56195.1 and 56195.7. Consistent with these agreements, the district shall adopt policies governing the programs and services it operates. (Education Code 56195.8)

The Superintendent or designee shall work with the other members of the SELPA to develop a local plan for the education of individuals with disabilities. The plan shall be approved by the Board and the other members of the SELPA, and shall be submitted to the county office of education and the Superintendent of Public Instruction. (Education Code 56195.1, 56195.3)

## COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION (continued)

### Legal Reference:

#### EDUCATION CODE

- 56000-56001 Education for individuals with exceptional needs
- 56020-56035 Definitions
- 56040-56046 General provisions
- 56048-56050 Surrogate parents
- 56055 Foster parents
- 56060-56063 Substitute teachers
- 56170-56177 Children enrolled in private schools
- 56190-56194 Community advisory committees
- 56195-56195.10 Local plans
- 56205-56208 Local plan requirements
- 56213 Special education local plan areas with small or sparse populations
- 56240-56245 Staff development
- 56300-56385 Identification and referral, assessment, instructional planning
- 56440-56447.1 Programs for individuals between the ages of three and five years
- 56500-56508 Procedural safeguards, including due process rights
- 56520-56524 Behavioral interventions
- 56600-56606 Evaluation, audits and information
- 56836-56836.05 Administration of local plan

#### GOVERNMENT CODE

- 7579.5 Surrogate parent, appointment, qualifications, liability
- 95000-95029 California Early Intervention Services Act

#### WELFARE AND INSTITUTIONS CODE

- 361 Limitations on parental control
- 726 Limitations on parental control

#### CODE OF REGULATIONS, TITLE 5

- 3000-3089 Regulations governing special education

#### UNITED STATES CODE, TITLE 20

- 1400-1482 Individuals with Disabilities Education Act

#### UNITED STATES CODE, TITLE 29

- 794 Rehabilitation Act of 1973, Section 504

#### UNITED STATES CODE, TITLE 42

- 12101-12213 Americans with Disabilities Act

#### CODE OF FEDERAL REGULATIONS, TITLE 34

- 99.10-99.22 Inspection, review and procedures for amending education records
- 104.1-104.39 Section 504 of the Rehabilitation Act of 1973
- 300.1-300.818 Assistance to states for the education of children with disabilities, including:
- 300.500-300.520 Due process procedures for parents and children
- 303.1-303.654 Early intervention program for infants and toddlers with disabilities

### Management Resources:

#### WEB SITES

- California Department of Education, Special Education: <http://www.cde.ca.gov/sp/se>
- U.S. Department of Education, Office of Special Education Programs:  
<http://www.ed.gov/about/offices/list/osers/osep>

## COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION

### Definitions

*Free appropriate public education (FAPE)* means special education and related services that are provided at public expense, under public supervision and direction, and without charge; meet the standards of the California Department of Education, including the requirements of 34 CFR 300.1-300.818; include appropriate preschool, elementary school, or secondary school education for individuals between the ages of 3 and 21; and are provided in conformity with an individualized education program (IEP) that meets the requirements of 34 CFR 300.320-300.324. (Education Code 56040; 34 CFR 300.17, 300.101, 300.104)

*Least restrictive environment* means that, to the maximum extent appropriate, students with disabilities, including individuals in public or private institutions or other care facilities, be educated with individuals who are nondisabled, including the provision of nonacademic and extracurricular services and activities. Special classes, separate schooling, or other removal of students with disabilities from the regular educational environment occurs only if the nature or severity of the disability is such that education in the regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. (Education Code 56040.1; 34 CFR 300.107, 300.114, 300.117)

### Elements of the Local Plan

The local plan developed by the Special Education Local Plan Area (SELPA) shall include, but not be limited to: (Education Code 56122, 56205, 56206)

1. Policies, procedures, and programs, that are consistent with state laws, regulations, and policies and 20 USC 1412(a), 20 USC 1413(a)(1), and 34 CFR 300.201 governing the following:
  - a. Free appropriate public education
  - b. Full educational opportunity
  - c. Child find and referral
  - d. Individualized education programs, including development, implementation, review, and revision
  - e. Least restrictive environment
  - f. Procedural safeguards
  - g. Annual and triennial assessments
  - h. Confidentiality

**COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION** (continued)

- i. Transition from the Infants and Toddlers with Disabilities programs pursuant to 20 USC 1431 to the preschool program
- j. Children in private schools
- k. Compliance assurances, including general compliance with the federal Individuals with Disabilities Education Act (20 USC 1400-1482), Section 504 of the federal Rehabilitation Act of 1973 (29 USC 794), the federal Americans with Disabilities Act of 1990 (42 USC 12101-12213), related federal regulations, and Education Code 56000-56865
- l. A description of the governance and administration of the local plan in accordance with Education Code 56205(a)(12)
- m. Personnel qualification to ensure that personnel, including special education teachers and personnel and paraprofessionals are appropriately and adequately prepared and trained in accordance with Education Code 56058 and 56070 and 20 USC 1412(a)(14) and 1413(a)(3)
- n. Performance goals and indicators
- o. Participation in state and districtwide assessments, including assessments described in 20 USC 6301 et seq. and alternate assessments in accordance with 20 USC 1412(a)(16), and reports relating to assessments
- p. Supplementation of state, local, and other federal funds, including nonsupplantation of funds
- q. Maintenance of financial effort
- r. Opportunities for public participation before adoption of policies and procedures
- s. Suspension and expulsion rates
- t. Access to instructional materials by blind individuals with exceptional needs and others with print disabilities in accordance with 20 USC 1412(a)(23)
- u. Overidentification and disproportionate representation by race and ethnicity of children as individuals with exceptional needs, including children with disabilities with a particular impairment described in 20 USC 1401 and 1412(a)(24)

**COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION** (continued)

- v. Prohibition of mandatory medication use pursuant to Education Code 56040.5 and 20 USC 1412(a)(25)
2. An annual budget plan, including descriptions of the SELPA's allocation plan in accordance with Education Code 56836-56845, all revenues by revenue source received by the SELPA specifically for the purpose of special education, a breakdown of the distribution of funds to each local educational agency (LEA) within the SELPA, projected total special education expenditures by each LEA, projected total expenditures by the SELPA and the LEAs within the SELPA, projected funding to be received specifically for regionalized operations, and a breakdown of projected SELPA operating expenditures
3. An annual service plan, describing the services to be provided by each LEA, regardless of whether the LEA participates in the local plan, including the nature of the services and the physical location at which the services will be provided. This description shall demonstrate that all individuals with exceptional needs shall have access to services and instruction appropriate to meet their needs as specified in their individualized education programs.
4. Beginning July 1, 2021, an annual assurances support plan to demonstrate how the SELPA and its participating agencies are coordinating for purposes of assuring effective outcomes for students with disabilities, including a description of:
  - a. How the SELPA will support each participating district in achieving the goals, actions, and services identified in its local control and accountability plan
  - b. How the SELPA will connect any participating district in need of technical assistance to the statewide system of support
  - c. The services, technical assistance, and support the SELPA will provide to meet the required policies, procedures, and programs specified in Education Code 56205
5. A description of programs for early childhood special education from birth through five years of age
6. A description of the method by which members of the public, including parents/guardians of individuals with disabilities who are receiving services under the plan, may address questions or concerns pursuant to Education Code 56205
7. A description of a dispute resolution process, including mediation and arbitration to resolve disputes over the distribution of funding, the responsibility for service provision, and the other governance activities specified within the local plan

**COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION** (continued)

8. Verification that the plan has been reviewed by the community advisory committee in accordance with Education Code 56205 and that the committee had at least 30 days to conduct this review before submission of the local plan to CDE
9. A description of the process being utilized to refer students for special education instruction pursuant to Education Code 56303
10. A description of the process being utilized to oversee and evaluate placements in nonpublic, nonsectarian schools, the method of ensuring that all requirements of each student's IEP are being met, and a method for evaluating whether the student is making appropriate educational progress
11. A description of how specialized equipment and services will be distributed within the local plan area in a manner that minimizes the necessity to serve students in isolated sites and maximizes the opportunities to serve students in the least restrictive environment

The local plan, annual budget plan, annual service plan, and annual assurances support plan shall be written in language that is understandable to the general public. They shall be adopted at a public hearing of the SELPA, for which notice of the hearing shall be posted in each school in the SELPA at least 15 days before the hearing. (Education Code 56205)

**Availability of the Plan**

The Superintendent or designee shall post on the district's web site the approved local plan, annual budget plan, annual service plan, and annual assurances support plan and any updates or revisions to the plans. A complete copy of the local plan, annual budget plan, annual service plan, annual assurances support plan, and policies and procedures shall be held on file in the district office and shall be accessible to any interested party. (Education Code 56205.5)



## UNIFORM COMPLAINT PROCEDURES

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

### Complaints Subject to UCP

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

1. Any complaint alleging district violation of applicable state or federal laws or regulations governing any program subject to the UCP which is offered by the district, including adult education programs; After School Education and Safety programs; agricultural career technical education; federal career technical education; child care and development programs; child nutrition programs; compensatory education; consolidated categorical aid programs; the federal Every Student Succeeds Act; migrant education; Regional Occupational Centers and Programs; school safety plans; California State Preschool Programs; and any other district-implemented state categorical program that is not funded through the local control funding formula pursuant to Education Code 64000

*(cf. 3553 - Free and Reduced Price Meals)*

*(cf. 3555 - Nutrition Program Compliance)*

*(cf. 5148 - Child Care and Development)*

*(cf. 5148.2 - Before/After School Programs)*

*(cf. 5148.3 - Preschool/Early Childhood Education)*

*(cf. 6171 - Title I Programs)*

*(cf. 6174 - Education for English Learners)*

*(cf. 6175 - Migrant Education Program)*

*(cf. 6178 - Career Technical Education)*

*(cf. 6178.1 - Work-Based Learning)*

*(cf. 6178.2 - Regional Occupational Center/Program)*

*(cf. 6200 - Adult Education)*

2. Any complaint, by a student, employee, or other person participating in a district program or activity, alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex,

**UNIFORM COMPLAINT PROCEDURES** (continued)

sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

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

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

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

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

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

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

*(cf. 3260 - Fees and Charges)*

*(cf. 3320 - Claims and Actions Against the District)*

6. Any complaint alleging district noncompliance with applicable requirements of Education Code 52060-52077 related to the implementation of the local control and accountability plan, including the development of a local control funding formula budget overview for parents/guardians (Education Code 52075)

*(cf. 0460 - Local Control and Accountability Plan)*

*(cf. 3100 - Budget)*

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

*(cf. 0420 - School Plans/Site Councils)*

**UNIFORM COMPLAINT PROCEDURES** (continued)

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

*(cf. 6173.1 - Education for Foster Youth)*

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

*(cf. 6173 - Education for Homeless Children)*

*(cf. 6173.2 - Education of Children of Military Families)*

*(cf. 6173.3 - Education for Juvenile Court School Students)*

10. Any complaint, by or on behalf of a student who is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student, a child of a military family as defined in Education Code 49701, a migrant child as defined in Education Code 54441, or a newly arrived immigrant student who is participating in a newcomer program as defined in Education Code 51225.2, alleging district noncompliance with requirements for the award of credit for coursework satisfactorily completed in another school, district, or country (Education Code 51225.2)
11. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student in grades 9-12 to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)

*(cf. 6152 - Class Assignment)*

12. Any complaint alleging district noncompliance with the physical education instructional minutes requirement (Education Code 51210, 51222, 51223)

**UNIFORM COMPLAINT PROCEDURES (continued)**

*(cf. 6142.7 - Physical Education and Activity)*

13. Complaints regarding the noncompliance of a license-exempt California State Preschool Program (CSPP) with health and safety standards specified in Health and Safety Code 1596.7925 and related state regulations (Education Code 8235.5; Health and Safety Code 1596.7925)
14. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
15. Any other complaint as specified in district policy

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

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

*(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)*  
*(cf. 5125 - Student Records)*  
*(cf. 9011 - Disclosure of Confidential/Privileged Information)*

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

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

*(cf. 4131 - Staff Development)*  
*(cf. 4231 - Staff Development)*  
*(cf. 4331 - Staff Development)*

## UNIFORM COMPLAINT PROCEDURES (continued)

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

*(cf. 3580 - District Records)*

### Non-UCP Complaints

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

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division and the appropriate law enforcement agency.

*(cf. 5141.4 - Child Abuse Prevention and Reporting)*

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging fraud shall be referred to the Legal, Audits and Compliance Branch of the California Department of Education.

Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.

Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with the procedures in AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 8235.5, 35186)

*(cf. 1312.4 - Williams Uniform Complaint Procedures)*

*Legal Reference: (see next page)*

**UNIFORM COMPLAINT PROCEDURES (continued)***Legal Reference:*EDUCATION CODE

200-262.4 Prohibition of discrimination  
 8200-8498 Child care and development programs  
 8500-8538 Adult basic education  
 18100-18203 School libraries  
 32280-32289 School safety plan, uniform complaint procedures  
 35186 Williams uniform complaint procedures  
 46015 Parental leave for students  
 48853-48853.5 Foster youth  
 48985 Notices in language other than English  
 49010-49014 Student fees  
 49060-49079 Student records, especially:  
 49069.5 Records of foster youth  
 49490-49590 Child nutrition programs  
 49701 Interstate Compact on Educational Opportunity for Military Children  
 51210 Courses of study grades 1-6  
 51222 Physical education, secondary schools  
 51223 Physical education, elementary schools  
 51225.1-51225.2 Foster youth, homeless children, former juvenile court school students, military-connected students, migrant students, and newly arrived immigrant students; course credits; graduation requirements  
 51226-51226.1 Career technical education  
 51228.1-51228.3 Course periods without educational content  
 52060-52077 Local control and accountability plan, especially:  
 52075 Complaint for lack of compliance with local control and accountability plan requirements  
 52300-52462 Career technical education  
 52500-52616.24 Adult schools  
 54400-54425 Compensatory education programs  
 54440-54445 Migrant education  
 54460-54529 Compensatory education programs  
 59000-59300 Special schools and centers  
 64000-64001 Consolidated application process; school plan for student achievement  
 65000-65001 School site councils

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state  
 12900-12996 Fair Employment and Housing Act

HEALTH AND SAFETY CODE

1596.792 California Child Day Care Act; general provisions and definitions  
 1596.7925 California Child Day Care Act; health and safety regulations

PENAL CODE

422.55 Hate crime; definition  
 422.6 Interference with constitutional right or privilege

*Legal Reference continued: (see next page)*

## UNIFORM COMPLAINT PROCEDURES (continued)

*Legal Reference: (continued)*

CODE OF REGULATIONS, TITLE 2

11023 Harassment and discrimination prevention and correction

CODE OF REGULATIONS, TITLE 5

4600-4670 Uniform complaint procedures

4680-4687 Williams uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX of the Education Amendments of 1972

6301-6576 Title I Improving the Academic Achievement of the Disadvantaged

6801-7014 Title III language instruction for limited English proficient and immigrant students

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

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

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

6101-6107 Age Discrimination Act of 1975

12101-12213 Title II equal opportunity for individuals with disabilities

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy Act

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

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

110.25 Notification of nondiscrimination on the basis of age

*Management Resources: (see next page)*

## UNIFORM COMPLAINT PROCEDURES (continued)

### *Management Resources:*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Uniform Complaint Procedure 2020-21 Program Instrument

Sample UCP Board Policies and Procedures

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

Dear Colleague Letter, September 22, 2017

Dear Colleague Letter: Title IX Coordinators, April 2015

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

Dear Colleague Letter: Harassment and Bullying, October 2010

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

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

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

WEB SITES

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

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

Family Policy Compliance Office: <https://www2.ed.gov/policy/gen/guid/fpco>

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

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



**UNIFORM COMPLAINT PROCEDURES**

Except as the Governing Board may otherwise specifically provide in other district policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

- (cf. 1312.1 - Complaints Concerning District Employees)*
- (cf. 1312.2 - Complaints Concerning Instructional Materials)*
- (cf. 1312.4 - Williams Uniform Complaint Procedures)*
- (cf. 4030 - Nondiscrimination in Employment)*

**Compliance Officers**

The district designates the individual(s), position(s), or unit(s) identified below as responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). The compliance officer(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

- (cf. 5145.3 - Nondiscrimination/Harassment)*
- (cf. 5145.7 - Sexual Harassment)*

Superintendent  
 (title or position)  
District Office  
 (unit or office)  
14004 Road 184, Porterville CA, 93257  
 (address)  
(559) 784-6769  
 (telephone number)  
marko@pleasant-view.k12.ca.us  
 (email)

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent, if applicable, if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which the compliance officer has a bias or conflict of interest that would prohibit the fair investigation or resolution of the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

**UNIFORM COMPLAINT PROCEDURES** (continued)

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

*(cf. 4331 - Staff Development)*  
*(cf. 9124 - Attorney)*

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the result of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

**Notifications**

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

In addition, the Superintendent or designee shall annually provide written notification of the district's UCP to students, employees, parents/guardians of district students, district advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

*(cf. 0420 - School Plans/Site Councils)*  
*(cf. 1220 - Citizen Advisory Committees)*  
*(cf. 4112.9/4212.9/4312.9 - Employee Notifications)*  
*(cf. 5145.6 - Parental Notifications)*

The notice shall include:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group and all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy

**UNIFORM COMPLAINT PROCEDURES (continued)**

2. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint

*(cf. 0460 - Local Control and Accountability Plan)*  
*(cf. 3260 - Fees and Charges)*

3. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities
4. A statement that a complaint regarding student fees must be filed no later than one year from the date the alleged violation occurred
5. A statement that the district will post a standardized notice of the educational rights of foster youth, homeless students, former juvenile court school students now enrolled in the district, children of military families, migrant students, and immigrant students enrolled in a newcomer program, as specified in Education Code 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process

*(cf. 6173 - Education for Homeless Children)*  
*(cf. 6173.1 - Education for Foster Youth)*  
*(cf. 6173.2 - Education of Children of Military Families)*  
*(cf. 6173.3 - Education for Juvenile Court School Students)*  
*(cf. 6175 - Migrant Education Program)*

6. Identification of the responsible staff member(s), position(s), or unit(s) designated to receive complaints
7. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant
8. A statement that the complainant has a right to appeal the district's decision to CDE by filing a written appeal, including a copy of the original complaint and the district's decision, within 15 days of receiving the district's decision
9. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable
10. A statement that copies of the district's UCP are available free of charge

**UNIFORM COMPLAINT PROCEDURES** (continued)

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.61 shall be posted on the district web site and may be provided through district-supported social media, if available.

*(cf. 1113 - District and School Web Sites)*

*(cf. 1114 - District-Sponsored Social Media)*

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

**Filing of Complaints**

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist in the filing of the complaint. (5 CCR 4600)

Complaints shall also be filed in accordance with the following rules, as applicable:

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy (item #1 of the section "Complaints Subject to UCP") may be filed by any individual, public agency, or organization. (5 CCR 4630)
2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)

**UNIFORM COMPLAINT PROCEDURES** (continued)

3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by persons who allege that they have personally suffered unlawful discrimination or who believe that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
5. When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

**Mediation**

Within three business days after receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

**UNIFORM COMPLAINT PROCEDURES** (continued)

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with an investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed upon through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

**Investigation of Complaint**

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or the complainant's representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. The compliance officer shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform both parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Similarly, a respondent's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation,

**UNIFORM COMPLAINT PROCEDURES (continued)**

or engagement in any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

**Timeline for Final Decision**

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Final Written Decision" below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

For any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent shall be informed of any extension of the timeline agreed to by the complainant. The respondent also shall be sent the district's final written decision at the same time it is provided to the complainant.

*(cf. 9321 - Closed Session)*

**UNIFORM COMPLAINT PROCEDURES** (continued)

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

For any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent shall be informed of any extension of the timeline agreed to by the complainant, shall be sent the district's final written decision, and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

**Final Written Decision**

For all complaints, the district's final written decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
  - a. Statements made by any witnesses
  - b. The relative credibility of the individuals involved
  - c. How the complaining individual reacted to the incident
  - d. Any documentary or other evidence relating to the alleged conduct
  - e. Past instances of similar conduct by any alleged offenders
  - f. Past false allegations made by the complainant
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition

For complaints of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:



**UNIFORM COMPLAINT PROCEDURES** (continued)

- a. The manner in which the misconduct affected one or more students' education
  - b. The type, frequency, and duration of the misconduct
  - c. The relationship between the alleged victim(s) and offender(s)
  - d. The number of persons engaged in the conduct and at whom the conduct was directed
  - e. The size of the school, location of the incidents, and context in which they occurred
  - f. Other incidents at the school involving different individuals
5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

For complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the decision may, as required by law, include:

- a. The corrective actions imposed on the respondent
  - b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent.
  - c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence
6. Notice of the complainant's and respondent's right to appeal the district's decision to CDE within 15 calendar days, and procedures to be followed for initiating such an appeal

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination (such as

**UNIFORM COMPLAINT PROCEDURES** (continued)

discriminatory harassment, intimidation, and bullying), notice of the district's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved is enrolled in a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language pursuant to Education Code 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For complaints alleging unlawful discrimination based on state law (such as discriminatory harassment, intimidation, and bullying), the decision shall also include a notice to the complainant that:

1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with CDE. (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at [www.ed.gov/ocr](http://www.ed.gov/ocr) within 180 days of the alleged discrimination.

**Corrective Actions**

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

*(cf. 5137 - Positive School Climate)*

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling

**UNIFORM COMPLAINT PROCEDURES** (continued)

*(cf. 6164.2 - Guidance/Counseling Services)*

2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team

*(cf. 6164.5 - Student Success Teams)*

6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

7. Disciplinary action, such as suspension or expulsion, as permitted by law

*(cf. 5144 - Discipline)*

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

**UNIFORM COMPLAINT PROCEDURES** (continued)

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

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

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

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), that the district does not tolerate it, and how to report and respond to it.

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

However, if a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51222, 51223, 52075)

For complaints alleging noncompliance with the laws regarding student fees, the district shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

**Appeals to the California Department of Education**

Any complainant who is dissatisfied with the district's final written decision on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with CDE within 15 calendar days of receiving the district's decision. (5 CCR 4632)

The complainant shall specify the basis for the appeal of the decision and how the facts of the district's decision are incorrect and/or the law has been misapplied. The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's decision in that complaint. (5 CCR 4632)

When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) is dissatisfied with the district's final written decision, the respondent, in the same manner as the complainant, may file an appeal with CDE.

**UNIFORM COMPLAINT PROCEDURES** (continued)

Upon notification by CDE that the district's decision has been appealed, the Superintendent or designee shall forward the following documents to CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the written decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's UCP
7. Other relevant information requested by CDE

**Health and Safety Complaints in California State Preschool Program**

In each license-exempt CSPP classroom, a notice shall be posted notifying parents/guardians, students, and teachers of the health and safety requirements of Title 5 regulations that apply to CSPP programs pursuant to Health and Safety Code 1596.7925 and the location at which to obtain a form to file any complaint alleging noncompliance with those requirements. (Education Code 8235.5)

Any complaint regarding specified health or safety issues in a license-exempt CSPP program shall be filed with the preschool program administrator or designee, and may be filed anonymously. The complaint form shall specify the location for filing the complaint and shall contain a space to indicate whether the complainant desires a response to the complaint. If it is determined that the complaint is beyond the authority of the preschool program administrator, the matter shall be forwarded to the Superintendent or designee in a timely manner, not to exceed 10 working days, for resolution. (Education Code 8235.5)

Investigation of a complaint regarding health or safety issues in a license-exempt CSPP program shall begin within 10 days of receipt of the complaint. (Education Code 8235.5)

The preschool administrator or designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the preschool administrator or Superintendent's designee shall report the

**UNIFORM COMPLAINT PROCEDURES** (continued)

resolution of the complaint to the complainant within 45 working days of the initial filing of the complaint. If the preschool administrator makes this report, the information shall be reported at the same time to the Superintendent or designee. If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Board at a regularly scheduled meeting. (Education Code 8235.5)

A complainant may file a written appeal of the district's decision to CDE in accordance with 5 CCR 4632. (Education Code 8235.5)

Any such appeal shall be filed within 30 days of receiving the decision.

On a quarterly basis, the Superintendent or designee shall report summarized data on the nature and resolution of all CSPP health and safety complaints, including the number of complaints by general subject area with the number of resolved and unresolved complaints, to the Board at a regularly scheduled Board meeting and to the County Superintendent of Schools.

**WILLIAMS UNIFORM COMPLAINT PROCEDURES**

**Types of Complaints**

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

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

*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*

2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that: (Education Code 35186; 5 CCR 4682)
  - a. A semester begins and a teacher vacancy exists.
  - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.

*(cf. 4112.22 - Staff Teaching English Learners)*

- c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

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

**WILLIAMS UNIFORM COMPLAINT PROCEDURES** (continued)

*Beginning of the year or semester* means the first day classes necessary to serve all the students enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day students attend classes for that semester. (5 CCR 4600)

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

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

3. Complaints regarding the condition of school facilities, including any complaint alleging that: (Education Code 35186; 5 CCR 4683)
  - a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

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

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

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

*Open restroom* means the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of



**WILLIAMS UNIFORM COMPLAINT PROCEDURES** (continued)

restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary for student safety or to make repairs. (Education Code 35292.5)

In any district school serving any of grades 6-12 in which 40 percent or more of the students in the school or school attendance area are from low-income families, as defined in 20 USC 6314, a complaint may be filed alleging noncompliance with the requirement of Education Code 35292.6 to stock, at all times, at least half of the restrooms in the school with feminine hygiene products and to not charge students for the use of such products.

*(cf. 3514 - Environmental Safety)*

*(cf. 3517 - Facilities Inspection)*

**Forms and Notices**

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

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

**Filing of Complaint**

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

**Investigation and Response**

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

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

**WILLIAMS UNIFORM COMPLAINT PROCEDURES** (continued)

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

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

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

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

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

*(cf. 1340 - Access to District Records)*

**Reports**

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

*Legal Reference: (see next page)*

**WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)**

*Legal Reference:*

EDUCATION CODE

234.1 Prohibition of discrimination, harassment, intimidation, and bullying

1240 County superintendent of schools, duties

17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account

33126 School accountability report card

35186 Williams uniform complaint procedures

35292.5-35292.6 Restrooms, maintenance and cleanliness

48985 Notice to parents in language other than English

60119 Hearing on sufficiency of instructional materials

CODE OF REGULATIONS, TITLE 5

4600-4670 Uniform complaint procedures

4680-4687 Williams uniform complaint procedures

UNITED STATES CODE, TITLE 20

6314 Title I schoolwide program

*Management Resources:*

WEB SITES

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

California County Superintendents Educational Services Association: <http://www.ccsesa.org>

California Department of Education, Williams case: <http://www.cde.ca.gov/eo/ce/wc>

State Allocation Board, Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

## ACCESS TO DISTRICT RECORDS

The Governing Board recognizes the right of members of the public to have access to public records of the district. The district shall provide any person reasonable access to the public records of the schools and district during normal business hours and within the requirements of law. Public access shall not be given to records listed as exempt from public disclosure in the California Public Records Act and other state or federal law.

*(cf. 3553 - Free and Reduced Price Meals)*

*(cf. 3580 - District Records)*

*(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)*

*(cf. 4112.6/4212.6/4312.6 - Personnel Files)*

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

*(cf. 5020 - Parent Rights and Responsibilities)*

*(cf. 5125 - Student Records)*

*(cf. 5125.1 - Release of Directory Information)*

*(cf. 6162.5 - Student Assessment)*

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

*(cf. 9321 - Closed Session)*

In response to a public records request, the Superintendent or designee shall make reasonable efforts to locate the requested records, including, but not limited to, any electronic communication substantively related to the records, such as email, text messages, instant messages, and other electronic communications, regardless of whether they are transmitted through a district-provided device or account or through an employee's or Board member's personal device or account.

*(cf. 4040 - Employee Use of Technology)*

*(cf. 9012 - Board Member Electronic Communications)*

The district may charge for copies of public records or other materials requested by individuals or groups, unless they are using their own personal equipment to reproduce the record. The charge shall be based on actual costs of duplication, as determined by the Superintendent or designee and as specified in administrative regulation.

In order to help maintain the security of district records, members of the public granted access shall examine records in the presence of a district staff member.

*Legal Reference: (see next page)*

**ACCESS TO DISTRICT RECORDS (continued)***Legal Reference:*EDUCATION CODE*234.7 Student protections relating to immigration and citizenship status**35145 Public meetings**35170 Authority to secure copyrights**35250 Duty to keep certain records and reports**41020 Requirement for annual audit**42103 Publication of proposed budget; hearing**44031 Personnel file contents and inspections**44839 Medical certificates; periodic medical examination**49060-49079 Student records**49091.10 Parental review of curriculum and instruction*GOVERNMENT CODE*3547 Proposals relating to representation**6250-6270 California Public Records Act**6275-6276.48 California Public Records Act; other exemptions from disclosure**8310.3 California Religious Freedom Act**53262 Employment contracts**54957.2 Minute book record of closed sessions**54957.5 Agendas and other writings distributed for discussion or consideration**81008 Political Reform Act, public records; inspection and reproduction*CALIFORNIA CONSTITUTION*Article 1, Section 3 Right of access to governmental information*CODE OF REGULATIONS, TITLE 5*430-438 Individual student records*COURT DECISIONS*City of San Jose v. Superior Court (2017) 2 Cal.5th 608**Los Angeles County Board of Supervisors v. Superior Court (2016) 2 Cal.5th 282**Sacramento County Employees' Retirement System v. Superior Court (2011) 195 Cal. App. 4th 440**International Federation of Professional and Technical Engineers v. The Superior Court of Alameda County, (2007) 42 Cal.4th 319**Los Angeles Times v. Alameda Corridor Transportation Authority, (2001) 88 Cal.App.4th 1381**Kleitman v. Superior Court, (1999) 74 Cal.App. 4th 324**Fairley v. Superior Court, (1998) 66 Cal.App. 4th 1414**North County Parents Organization for Children with Special Needs v. Department of Education, (1994) 23 Cal.App. 4th 144*ATTORNEY GENERAL OPINIONS*71 Ops.Cal.Atty.Gen. 235 (1988)**64 Ops.Cal.Atty.Gen. 186 (1981)**Management Resources:*CSBA PUBLICATIONS*Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications, March 2017*CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS*Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018**California Department of Justice Guidelines for Access to Public Records, October 2017**Management Resources continued: (see next page)*

**ACCESS TO DISTRICT RECORDS (continued)**

*Management Resources: (continued)*

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

*The People's Business: A Guide to the California Public Records Act, rev. April 2017*

WEB SITES

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

California Office of the Attorney General: <https://oag.ca.gov>

Institute for Local Government: <http://www.cacities.org>

State Bar of California: <http://www.calbar.ca.gov>

## ACCESS TO DISTRICT RECORDS

### Definitions

*Public records* include any writing containing information relating to the conduct of the district's business prepared, owned, used, or retained by the district regardless of physical form or characteristics. (Government Code 6252)

*(cf. 3580 - District Records)*

*(cf. 9012 - Board Member Electronic Communications)*

*Writing* means any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. (Government Code 6252)

*Member of the public* means any person, except a member, agent, officer, or employee of the district or a federal, state, or other local agency acting within the scope of such membership, agency, office, or employment. (Government Code 6252)

### Public Records

Public records to which members of the public shall have access include, but are not limited to:

1. Proposed and approved district budgets and annual audits (Education Code 41020, 42103)

*(cf. 3100 - Budget)*

*(cf. 3460 - Financial Reports and Accountability)*

2. Statistical compilations
3. Reports and memoranda
4. Notices and bulletins
5. Minutes of public meetings (Education Code 35145)

*(cf. 9324 - Minutes and Recordings)*

6. Meeting agendas (Government Code 54957.5)

*(cf. 9322 - Agenda/Meeting Materials)*

**ACCESS TO DISTRICT RECORDS (continued)**

7. Official communications between the district and other government agencies
8. District and school plans, and the information and data relevant to the development and evaluation of such plans, unless otherwise prohibited by law

*(cf. 0400 - Comprehensive Plans)*  
*(cf. 0420 - School Plans/Site Councils)*  
*(cf. 0440 - District Technology Plan)*  
*(cf. 0450 - Comprehensive Safety Plan)*  
*(cf. 0460 - Local Control and Accountability Plan)*  
*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*  
*(cf. 3543 - Transportation Safety and Emergencies)*  
*(cf. 7110 - Facilities Master Plan)*

9. Initial proposals of exclusive employee representatives and of the district (Government Code 3547)

*(cf. 4143.1/4243.1 - Public Notice - Personnel Negotiations)*

10. Records pertaining to claims and litigation against the district which have been adjudicated or settled (Government Code 6254, 6254.25)

*(cf. 3320 - Claims and Actions Against the District)*

11. Statements of economic interests required by the Conflict of Interest Code (Government Code 81008)

*(cf. 9270 - Conflict of Interest)*

12. Documents containing names, salaries, and pension benefits of district employees

13. Employment contracts and settlement agreements (Government Code 53262)

*(cf. 2121 - Superintendent's Contract)*  
*(cf. 4117.5/4217.5/4317.5 - Termination Agreements)*  
*(cf. 4141/4241 - Collective Bargaining Agreement)*

14. Instructional materials including, but not limited to, textbooks (Education Code 49091.10)

*(cf. 5020 - Parent Rights and Responsibilities)*  
*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*

Access to public records of the district shall be granted to Governing Board members on the same basis as any other member of the public. When Board members are authorized to access



**ACCESS TO DISTRICT RECORDS (continued)**

public records in the administration of their duties, the Superintendent or designee shall not discriminate among any of the Board members as to which record, or portion of the record, will be made available, or when it will be made available. (Government Code 6252.5, 6252.7)

When disclosing to a member of the public any record that contains personal information, including, but not limited to, an employee's home address, home telephone number, social security number, personal cell phone number, or birth date, the Superintendent or designee shall ensure that such personal information is redacted from that record. (Government Code 6254.29, 6254.3)

**Confidential Public Records**

Unless otherwise authorized or required by law, information regarding an individual's citizenship or immigration status or religious beliefs, practices, or affiliation shall not be disclosed to federal government authorities. (Education Code 234.7; Government Code 8310.3)

*(cf. 5145.13 - Response to Immigration Enforcement)*

Records to which the members of the public shall not have access include, but are not limited to:

1. Preliminary drafts, notes, and interagency or intradistrict memoranda that are not retained by the district in the ordinary course of business, provided that the public interest in withholding these records clearly outweighs the public interest in disclosure (Government Code 6254)

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

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

2. Records specifically generated in connection with or prepared for use in litigation to which the district is a party or to respond to claims made against the district pursuant to the Tort Claims Act, until the litigation or claim has been finally adjudicated or otherwise settled, or beyond, if the records are protected by some other provision of law (Government Code 6254, 6254.25)
3. Personnel records, medical records, or similar materials, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code 6254)

*(cf. 4112.5/4212.5/4312.5) - Criminal Record Check)*

*(cf. 4112.6/4212.6/4312.6 - Personnel Files)*

**ACCESS TO DISTRICT RECORDS (continued)**

The home addresses, home telephone numbers, personal cell phone numbers, or birth date of employees may only be disclosed as follows: (Government Code 6254.3)

- a. To an agent or a family member of the employee
- b. To an officer or employee of a state agency or another school district or county office of education when necessary for the performance of official duties
- c. To an employee organization pursuant to regulations and decisions of the Public Employment Relations Board, except that the home address and any telephone number for an employee who performs law enforcement-related functions, or the birth date of any employee, shall not be disclosed

Upon written request of any employee, the district shall not disclose the employee's home address, home telephone number, personal cell phone number, personal email address, or birth date, and the district shall remove the home address, home telephone number, and personal cell phone number from any mailing list of the district except a list used exclusively to contact the employee.

*(cf. 4140/4240/4340 - Bargaining Units)*

- d. To an agent or employee of a health benefit plan providing health services or administering claims for health services to district employees and their enrolled dependents, for the purpose of providing the health services or administering claims for employees and their enrolled dependents

*(cf. 4154/4254/4354 - Health and Welfare Benefits)*

4. Student records, except directory information and other records to the extent permitted by law and district policy

*(cf. 5125 - Student Records)*

*(cf. 5125.1 - Release of Directory Information)*

*(cf. 5125.3 - Challenging Student Records)*

5. Test questions, scoring keys, and other examination data except as provided by law (Government Code 6254)

*(cf. 6162.51 - State Academic Achievement Tests)*

6. Without affecting the law of eminent domain, the contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the district relative

**ACCESS TO DISTRICT RECORDS** (continued)

to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained (Government Code 6254)

7. Information required from any taxpayer in connection with the collection of local taxes that is received in confidence and the disclosure of the information to other persons would result in an unfair competitive disadvantage to the person supplying the information (Government Code 6254)
8. Library circulation and patron use records of a borrower or patron including, but not limited to, name, address, telephone number, email address, borrowing information, or use of library information resources, except when disclosure is to persons acting within the scope of their duties in the administration of the library; to persons authorized in writing, by the individual to whom the records pertain, to inspect the records; or by court order (Government Code 6254, 6267)

*(cf. 6163.1 - Library Media Centers)*

9. Records for which the disclosure is exempted or prohibited pursuant to state or federal law, including, but not limited to, provisions of the Evidence Code relating to privilege (Government Code 6254)

*(cf. 9124 - Attorney)*

10. Documents prepared by or for the district to assess its vulnerability to terrorist attack or other criminal acts intended to disrupt district operations and that are for distribution or consideration in closed session (Government Code 6254)
11. Recall petitions, petitions for special elections to fill Board vacancies, or petitions for the reorganization of the school district (Government Code 6253.5)

*(cf. 9223 - Filling Vacancies)*

12. Minutes of Board meetings held in closed session (Government Code 54957.2)

*(cf. 9321 - Closed Session)*

13. Computer software developed by the district (Government Code 6254.9)
14. Information security records, the disclosure of which would reveal vulnerabilities to, or otherwise increase potential for an attack on, the district's information technology system (Government Code 6254.19)

**ACCESS TO DISTRICT RECORDS** (continued)

15. Records that contain individually identifiable health information, including records that may be exempt pursuant to physician-patient privilege, the Confidentiality of Medical Information Act, and the Health Insurance Portability and Accountability Act (Government Code 6254, 6255)

*(cf. 5141.6 - School Health Services)*

16. Any other records listed as exempt from public disclosure in the California Public Records Act or other statutes
17. Any other records for which the district can demonstrate that, based on the particular facts of the case, the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record (Government Code 6255)

**Inspection of Records and Requests for Copies**

Any person may request a copy or inspection of any district record that is not exempt from disclosure. (Government Code 6253)

Within 10 days of receiving any request to inspect or copy a district record, the Superintendent or designee shall determine whether the request seeks release of a disclosable public record in the district's possession. The Superintendent or designee shall promptly inform the person making the request of the determination and the reasons for the decision. (Government Code 6253)

In unusual circumstances, the Superintendent or designee may extend the 10-day limit for up to 14 days by providing written notice to the requester setting forth the reasons for the extension and the date on which a determination is expected to be made. Unusual circumstances include the following, but only to the extent reasonably necessary to properly process the request: (Government Code 6253)

1. The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request
2. The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request
3. The need for consultation, which shall be conducted with all practicable speed, with another agency (e.g., a state agency or city) having a substantial interest in the determination of the request or among two or more components of the district (e.g., two different school sites) with substantial interest in the request

**ACCESS TO DISTRICT RECORDS** (continued)

4. In the case of electronic records, the need to compile data, write programming language or a computer program, or construct a computer report to extract data

If the Superintendent or designee determines that the request seeks disclosable public records, the determination shall state the estimated date and time when the records will be made available. (Government Code 6253)

Public records shall be open to inspection at all times during district office hours. Any reasonably segregable portion of a record shall be made available for inspection by any person requesting the record after deletion of the portions that are exempted by law. (Government Code 6253)

Upon request for a copy that reasonably describes an identifiable record, an exact copy shall be promptly provided unless it is impracticable to do so. (Government Code 6253)

The Superintendent or designee shall charge an amount for copies that reflects the direct costs of duplication. Written requests to waive the fee shall be submitted to the Superintendent or designee.

Without charging any fees or costs, the Superintendent or designee shall allow members of the public to use their own equipment on district premises to photograph or otherwise copy or reproduce a disclosable record as long as the means of copy or reproduction: (Government Code 6253)

1. Do not require the equipment to make physical contact with the record
2. Will not result in damage to the record
3. Will not result in unauthorized access to the district's computer systems or secured networks by using software, equipment, or any other technology capable of accessing, altering, or compromising the district's electronic records

The Superintendent or designee may impose any reasonable limit on the use of personal equipment to photograph, copy, or reproduce a disclosable record that is necessary to protect the safety of the records, or to prevent the copying of records from being an unreasonable burden to the orderly function of the district and its employees. The Superintendent or designee may also impose any limit that is necessary to maintain the integrity of, or ensure the long-term preservation of, historic or high-value records. (Government Code 6253)

In addition to maintaining public records for public inspection during district office hours, the district may comply with public records requests by posting any public record on the district's web site and, in response to a public records request, directing the member of the

**ACCESS TO DISTRICT RECORDS** (continued)

public to the location on the web site where the record can be found. However, if the member of the public is unable to access or reproduce the record from the web site, the district shall promptly provide an exact copy of the public record upon payment of duplication fees, if applicable, unless it is impracticable to provide an exact copy. (Government Code 6253)

If any person requests that a public record be provided in an electronic format, the district shall make that record available in any electronic format in which it holds the information. The district shall provide a copy of the electronic record in the format requested as long as the requested format is one that has been used by the district to create copies for its own use or for use by other agencies. (Government Code 6253.9)

The cost of duplicating an electronic record shall be limited to the direct cost of producing a copy of the record in electronic format. However, the requester shall bear the cost of producing the copy of the electronic record, including the cost to construct the record and the cost of programming and computer services necessary to produce the copy, under the following circumstances: (Government Code 6253.9)

1. The electronic record is one that is produced only at otherwise regularly scheduled intervals.
2. The request would require data compilation, extraction, or programming to produce the record.

**Assistance in Identifying Requested Records**

If the Superintendent or designee denies a request for disclosable records, the requester shall be assisted in making a focused and effective request that reasonably describes an identifiable record. To the extent reasonable under the circumstances, the Superintendent or designee shall do all of the following: (Government Code 6253.1)

1. Assist in identifying records and information responsive to the request or the purpose of the request, if specified

If, after making a reasonable effort to elicit additional clarifying information from the requester to help identify the record, the Superintendent or designee is still unable to identify the information, this requirement shall be deemed satisfied.

2. Describe the information technology and physical location in which the records exist
3. Provide suggestions for overcoming any practical basis for denying access to the records or information sought

**ACCESS TO DISTRICT RECORDS (continued)**

Provisions of the Public Records Act shall not be construed so as to delay or obstruct the inspection or copying of public records. Any notification denying a request for public records shall state the name and title of each person responsible for the denial. (Government Code 6253)

**IMPACT AID**

Any federal Title VII Impact Aid funds received by the district based on the concentration of children residing on lands owned by the federal government shall be used to support district programs and activities in accordance with the budget approved by the Governing Board. Such expenditures may include, but are not limited to, the salaries of teachers and paraprofessionals, capital expenditures, instructional materials, computers and other equipment, supplemental instructional programs, after-school programs, Advanced Placement classes, and special enrichment programs.

*(cf. 0415 - Equity)*

*(cf. 0460 - Local Control and Accountability Plan)*

*(cf. 3100 - Budget)*

*(cf. 3230 - Federal Grant Funds)*

Any Impact Aid funds received for children with disabilities shall be used to provide a free appropriate public education to those children. (20 USC 7703, 7703a; 34 CFR 222.53)

Whenever Impact Aid funds are received based on students living on Indian lands, the Superintendent or designee shall consult and involve American Indian tribes and parents/guardians of students living on Indian lands in the planning and development of the district's general education program and of the policies and procedures for programs and activities supported by Impact Aid funding. (20 USC 7704; 34 CFR 222.94)

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 6020 - Parent Involvement)*

*(cf. 6173.4 - Title VI Indian Education Program)*

The Superintendent or designee shall: (20 USC 7704; 34 CFR 222.91, 222.94)

1. Disseminate relevant applications, evaluations, program plans, and information related to the district's education program and activities with sufficient advance notice to allow Indian tribes and parents/guardians of American Indian students the opportunity to review and make recommendations

*(cf. 5145.6 - Parental Notifications)*

2. Afford an opportunity for tribes and parents/guardians of American Indian students to present their views regarding the district's educational program and activities, including an opportunity to make recommendations on the needs of those students and how the district may help those students realize the benefits of the programs and activities

The Superintendent or designee shall notify tribes and parents/guardians of the opportunity to submit comments and recommendations, considering the tribe's



**IMPACT AID** (continued)

preference for method of communication. If necessary, the Superintendent or designee shall modify the method of and time for soliciting views to ensure the maximum participation of tribes and parents/guardians.

3. At least annually, assess the extent to which American Indian students participate on an equal basis with other students in the district's education program and activities by:
  - a. Sharing relevant information with tribes and parents/guardians related to the participation of American Indian students in the district's education program and activities
  - b. Allowing tribes and parents/guardians the opportunity and time to review and comment on whether American Indian students participate on an equal basis with non-Indian students
4. At least annually, respond in writing to any comments and recommendations made by tribes or parents/guardians and disseminate the responses to the tribe and parents/guardians prior to the submission of the district's policies and procedures to the federal Impact Aid program director
5. Modify the district's policies and procedures as necessary based on any assessments or input from tribes or parents/guardians of Indian students
6. Annually provide a copy of the district's policy and procedures to the affected tribe(s)

The district shall annually review the district's procedures to ensure that they comply with law and are implemented by the district. If the district determines that its procedures do not comply with law, it shall revise the policy and procedures within 90 days of its determination. Within 30 days following any such revision, the district shall send a copy of the policy and procedures to the federal Impact Aid program director and the affected tribe(s). (34 CFR 222.94)

**Records**

The Superintendent or designee shall maintain records of any Impact Aid funds received by the district, including, but not limited to, data and certifications in support of funds received. Such records shall be maintained for three years after completion of the activity for which the funds are expended and, when requested, shall be provided to the appropriate federal authority. (20 USC 1232f, 7703; 34 CFR 222.9-222.10)

**IMPACT AID** (continued)

*Legal Reference:*

UNITED STATES CODE, TITLE 20

1232f Records

1400-1482 Individuals with Disabilities Education Act

7701-7714 Impact Aid

CODE OF FEDERAL REGULATIONS, TITLE 2

200.0-200.521 Federal uniform grant guidance

CODE OF FEDERAL REGULATIONS, TITLE 34

222.1-222.196 Impact Aid programs, especially:

222.90-222.129 Impact Aid, special provisions for local educational agencies that claim children residing on Indian lands

*Management Resources:*

WEB SITES

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

U.S. Department of Education, Office of Impact Aid:

<https://www2.ed.gov/about/offices/list/oese/impactaid>

U.S. Department of Education, Office of Indian Education:

<https://www2.ed.gov/about/offices/list/oese/oie>

**EMPLOYEE NOTIFICATIONS**

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.

*(cf. 3580 - District Records)*

*(cf. 4112.6/4212.6/4312.6 - Personnel Files)*

*Legal Reference:*

EDUCATION CODE

231.5 Sexual harassment policy

17612 Notification of pesticide use

22455.5 STRS information to potential members

22461 Postretirement compensation limitation

35031 Nonreelection of superintendent, assistant superintendent, or manager of classified services

35171 Notice of regulations pertaining to certificated employee evaluations

37616 Notice of public hearing on year-round schedule

44031 Personnel file contents, inspection

44663-44664 Evaluation of certificated employees

44842 Reemployment notices, certificated employees

44896 Transfer of administrator or supervisor to teaching position

44916 Written statement of employment status

44929.21 Reelection or nonreelection of probationary employee after second year

44929.23 Reelection notice, districts with less than 250 ADA

44934 Notice of disciplinary action for cause

44934.1 Suspension or dismissal for egregious misconduct

44936 Notice of suspension or dismissal

44938 Notice of unprofessional conduct and opportunity to correct

44940.5-44941 Notification of suspension and intent to dismiss

44948.3 Dismissal of probationary employees

44948.5 Nonreelection procedures, districts under 250 ADA

44949 Cause, notice and right to hearing

44951 Continuation in position unless notified, administrative or supervisory personnel

44954 Nonreelection of temporary employees

44955 Reduction in number of employees

45113 Notification of charges, classified employees

*Legal Reference continued: (see next page)*

**EMPLOYEE NOTIFICATIONS (continued)**

*Legal Reference: (continued)*

EDUCATION CODE (continued)

- 45117 *Notice of layoff, classified employees*
- 45169 *Employee salary data, classified employees*
- 45192 *Industrial and accident leave*
- 45195 *Additional leave*
- 46162 *Notice of public hearing on block schedule*
- 49013 *Complaints regarding student fees*
- 49079 *Notification to teacher; student who has engaged in acts re: grounds suspension or expulsion*
- 49414 *Epinephrine auto-injectors*
- 49414.3 *Administration of opioid antagonist*

CIVIL CODE

- 1798.29 *District records, breach of security*

GOVERNMENT CODE

- 1126 *Incompatible activities of employees*
- 8355 *Certification of drug-free workplace, including notification*
- 12950 *Sexual harassment*
- 21029 *Retirement credit for period of military service*
- 54957 *Complaints against employees; right to open session*
- 54963 *Unauthorized disclosure of confidential information*

HEALTH AND SAFETY CODE

- 1797.196 *Automated external defibrillators; notification of use and locations*
- 104420 *Tobacco-free schools*
- 120875 *Information on AIDS, AIDS-related conditions, and hepatitis B*
- 120880 *Notification to employees re AIDS, AIDS-related conditions, and hepatitis B*

LABOR CODE

- 245-249 *Healthy Workplaces, Healthy Families Act of 2014*
- 1034 *Lactation accommodation*
- 2800.2 *Notification of availability of continuation health coverage*
- 2810.7 *Notice to participate in flexible spending account*
- 3550-3553 *Notifications re: workers' compensation benefits*
- 5401 *Workers' compensation; claim form and notice of potential eligibility*

PENAL CODE

- 11105 *Access to criminal history information*
- 11105.2 *Subsequent arrest notification*
- 11165.7 *Child Abuse and Neglect Reporting Act; notification requirement*
- 11166.5 *Employment; statement of knowledge of duty to report child abuse or neglect*

UNEMPLOYMENT INSURANCE CODE

- 2613 *Disability insurance; notice of rights and benefits*

CODE OF REGULATIONS, TITLE 2

- 11023 *Nondiscrimination in employment*
- 11049 *Notice of right to request pregnancy disability leave or transfer*
- 11091 *California Family Rights Act, designation notice*
- 11096 *Notice of right to request family care leave*

CODE OF REGULATIONS, TITLE 5

- 4622 *Uniform complaint procedures*
- 80303 *Reports of change in employment status, alleged misconduct*

*Legal Reference continued: (see next page)*

**EMPLOYEE NOTIFICATIONS (continued)**

*Legal Reference: (continued)*

CODE OF REGULATIONS, TITLE 8

3204 *Employees exposed to bloodborne pathogens, access to exposure and medical records*

5191 *Chemical hygiene plan*

5194 *Hazard communication program*

CODE OF REGULATIONS, TITLE 13

1234 *Reports regarding school buses and bus drivers*

2480 *Vehicle idling, limitations*

UNITED STATES CODE, TITLE 38

4334 *Uniformed Services Employment and Reemployment Rights Act, notice requirement*

UNITED STATES CODE, TITLE 41

8101-8106 *Drug-Free Workplace Act*

CODE OF FEDERAL REGULATIONS, TITLE 29

825.300 *Family and Medical Leave Act; notice requirement*

CODE OF FEDERAL REGULATIONS, TITLE 34

84.205-84.210 *Drug-free workplace statement*

104.8 *Nondiscrimination*

106.9 *Dissemination of policy, nondiscrimination on basis of sex*

CODE OF FEDERAL REGULATIONS, TITLE 40

763.84 *Asbestos inspections, response actions and post-response actions*

763.93 *Asbestos management plans*

CODE OF FEDERAL REGULATIONS, TITLE 49

382.113 *Controlled substance and alcohol use and testing notifications*

382.303 *Post-accident information, procedures, and instructions*

382.601 *Controlled substance and alcohol use and testing notifications*

**All Personnel**

E 4112.9(a)

**EMPLOYEE NOTIFICATIONS**

4212.9

4312.9

Note: The following exhibit lists notices which the law requires be provided to employees. See the referenced Board policy, administrative regulation, or Board bylaw for further information about related program and notice requirements.

<b>When/Whom to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
<b>I. To All Employees</b>			
At the beginning of school year or upon employment	Education Code 231.5; Government Code 12950	AR 4119.11 4219.11 4319.11	The district's policy on sexual harassment, legal remedies, complaints
Annually to all employees, and 72 hours before pesticide application	Education Code 17612	AR 3514.2	Use of pesticide product, active ingredients, Internet address to access information
To all employees, prior to implementing year-round schedule	Education Code 37616	BP 6117	Public hearing on year-round program
To all employees, prior to implementing alternative schedule	Education Code 46162	BP 6112	Public hearing on alternative schedule in secondary grades
Annually to all employees	Education Code 49013; 5 CCR 4622	AR 1312.3 BP 0460 BP 3260	Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan
Annually to all employees	Education Code 49414	AR 5141.21	Request for volunteers to be trained to administer epinephrine auto-injectors
At least once per year	Education Code 49414.3	AR 5141.21	Request for volunteers to be trained to administer opioid antagonist
To all employees	Government Code 1126	BP 4136 4236 4336	Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal

**EMPLOYEE NOTIFICATIONS (continued)**

<b>When/Whom to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
<b>I. To All Employees (continued)</b>			
To all employees	Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210	BP 4020 BP 4159 4259 4359	District's drug- and alcohol-free workplace; actions to be taken if violated; available employee assistance programs
Upon employment	Government Code 21029	None	Right to purchase PERS service credit for military service performed prior to public employment
Upon placement of automated external defibrillator (AED) in school, and annually thereafter	Health and Safety Code 1797.196	AR 5141	Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan
To all employees, if the district receives Tobacco-Use Prevention Education funds	Health and Safety Code 104420	AR 3513.3	District's tobacco-free schools policy and enforcement procedures
Annually to all employees, or more frequently if there is new information	Health and Safety Code 120875, 120880	BP 4119.43 4219.43 4319.43	AIDS and hepatitis B, including methods to prevent exposure
To all employees, with each paycheck	Labor Code 246	AR 4161.1 4361.1 AR 4261.1	Amount of sick leave available
Upon hire, in employee handbook, and upon request for parental leave	Labor Code 1034	BP 4033	The district's policy on lactation accommodation
To covered employees and former employees	Labor Code 2800.2 4354	AR 4154 4254	Availability of COBRA/ Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage
To employees participating in a flexible spending account	Labor Code 2810.7	None	Deadline to withdraw funds from account before the end of the plan year

**EMPLOYEE NOTIFICATIONS (continued)**

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
<b>I. To All Employees (continued)</b>			
To every new employee, either at the time employee is hired or by end of first pay period	Labor Code 3551	AR 4157.1 4257.1 4357.1	Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor
Prior to beginning employment	Penal Code 11165.7, 11166.5	AR 5141.4	Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law
Upon employment, and when employee goes on leave for specified reasons	Unemployment Insurance Code 2613	AR 4154 4254 4354	Disability insurance rights and benefits
To all employees and job applicants	2 CCR 11023; 34 CFR 104.8, 106.9	BP 0410 AR 4030	District's policy on nondiscrimination and related complaint procedures
To all employees via employee handbook, or to each new employee	2 CCR 11091, 11095; 29 CFR 825.300	AR 4161.8 4261.8 4361.8	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
Annually to all employees	40 CFR 763.84, 763.93	AR 3514	Availability of asbestos management plan; inspections, response actions, post-response actions planned or in progress
<b>II. To Certificated Employees</b>			
To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire	Education Code 22455.5	AR 4121	Criteria for membership in retirement system; right to elect membership at any time
Upon employment of a retired certificated individual	Education Code 22461	AR 4117.14 4317.14	Postretirement earnings limitation or employment restriction; monthly report of compensation



**EMPLOYEE NOTIFICATIONS (continued)**

<b>When/Whom to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
<b>II. To Certificated Employees (continued)</b>			
To certificated employees	Education Code 35171	AR 4115 BP 4315	District regulations related to performance evaluations
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 Code 44663	AR 4115	Copy of employee's evaluation
To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee	Education Code 44664	AR 4115	Notice and description of the unsatisfactory performance
By May 30, if district issues reemployment notices to certificated employees	Education Code 44842	AR 4112.1	Request that the employee notify district of intent to remain in service next year
To certificated employees upon employment, and to nonpermanent employees in July of each school year	Education Code 44916	AR 4112.1 AR 4121	Employment status and salary
To probationary employee, by March 15	Education Code 44929.21, 44929.23, 44948.5	BP 4116	Whether or not employee is reelected for next school year
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 Code 44934, 44934.1, 44936	BP 4118 AR 4118	Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice
To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/ dismissal notice	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct

**EMPLOYEE NOTIFICATIONS (continued)**

<b>When/Whom to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
<b>II. To Certificated Employees (continued)</b>			
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 Code 44938	BP 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings	Education Code 44940.5	AR 4118	Notice of intent to dismiss 30 days from notice unless employee demands hearing
To probationary employees 30 days prior to dismissal during school year, but not later than March 15 for second-year probationary employees	Education Code 44948.3	AR 4118	Reasons for dismissal and opportunity to appeal
By March 15 when necessary to reduce certificated personnel, with final notice by May 15	Education Code 44949, 44955	BP 4117.3	Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination
On or before June 30, to temporary employee who served 75 percent of school year but will be released	Education Code 44954	BP 4121	District's decision not to reelect employee for following school year
To teacher, when a student engages in or is reasonably suspected of specified acts	Education Code 49079	AR 4158 4258 4358	Student has committed specified act that constitutes ground for suspension or expulsion
To certificated employee upon change in employment status due to alleged misconduct or while allegation is pending	5 CCR 80303	AR 4117.7 4317.7	Contents of state regulation re: report to Commission on Teacher Credentialing
<b>III. To Classified Employees</b>			
When classified employee is subject to disciplinary action for cause, in nonmerit district	Education Code 45113	AR 4218	Notice of charges, right to hearing, timeline for requesting hearing

**EMPLOYEE NOTIFICATIONS (continued)**

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
<b>III. To Classified Employees (continued)</b>			
To classified employees at least 60 days prior to layoff, or by April 29 for specially funded program that expires at end of school year	Education Code 45117	AR 4217.3	Notice of layoff and reemployment rights
To classified employees upon employment and upon each change in classification	Education Code 45169	AR 4212	Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek
To classified permanent employee whose leave is exhausted	Education Code 45192, 45195	AR 4261.1 AR 4261.11	Exhaustion of leave, opportunity to request additional leave
To school bus drivers and school activity bus drivers prior to expiration of specified documents	13 CCR 1234	AR 3542	Expiration date of driver's license, driver's certificate and medical certificate; need to renew
To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter	13 CCR 2480	AR 3542	Limitations on vehicle idling; consequences of not complying
To school bus drivers, prior to district drug testing program and thereafter upon employment	49 CFR 382.113, 382.601	AR 4112.42 4212.42 4312.42	Explanation of federal requirements for drug testing program and district's policy
To school bus drivers, prior to operating school bus	49 CFR 382.303	AR 4112.42 4212.42 4312.42	Post-accident information, procedures, and instructions
<b>IV. To Administrative/Supervisory Personnel</b>			
To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract	Education Code 35031	BP 2121 BP 4312.1	Decision not to reelect or reemploy upon expiration of contract or term

E 4112.9(g)  
4212.9  
4312.9

**EMPLOYEE NOTIFICATIONS (continued)**

<b>When/Whom to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
<b>IV. To Administrative/Supervisory Personnel (continued)</b>			
Upon request by administrative or supervisory employee transferred to teaching position	Education Code 44896	AR 4313.2	Statement of the reasons for the release or reassignment
By March 15 to employee who may be released/reassigned the following school year	Education Code 44951	AR 4313.2	Notice that employee may be released or reassigned the following school year
<b>V. To Individual Employees Under Special Circumstances</b>			
In the event of a breach of security of district records, to affected employees	Civil Code 1798.29	BP 3580	Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies
Prior to placing derogatory information in personnel file	Education Code 44031	AR 4112.6 4212.6 4312.6	Notice of derogatory information, opportunity to review and comment
To employees who volunteer to administer epinephrine auto-injector	Education Code 49414	AR 5141.21	Defense and indemnification from civil liability by the district
To employees returning from military leave of absence, within 30 days of return	Government Code 20997	AR 4161.5 4261.5 4361.5	Right to receive PERS service credit for military service; application form
24 hours before Board meets in closed session to hear complaints or charges against employee	Government Code 54957	BB 9321	Employee's right to have complaints/charges heard in open session
When taking disciplinary action against employee for disclosure of confidential information	Government Code 54963	BP 4119.23 4219.23 4319.23	Law prohibiting disclosure of confidential information obtained in closed session
Within one working day of work-related injury or victimization of crime	Labor Code 3553, 5401	AR 4157.1 4257.1 4357.1	Potential eligibility for workers' compensation benefits, claim form
When adverse employment action is based on DOJ criminal history information or subsequent arrest notification	Penal Code 11105, 11105.2	AR 4112.5 4212.5 4312.5	Copy of DOJ notification

**EMPLOYEE NOTIFICATIONS (continued)**

<b>When/Whom to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
<b>V. To Individual Employees Under Special Circumstances (continued)</b>			
To any employee with exposure to blood or other potentially infectious materials, upon initial employment and at least annually thereafter	8 CCR 3204	AR 4119.42 4219.42 4319.42	The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records
To any employee assigned to a work area where hazardous chemicals are present, upon initial assignment and upon new exposure situation	8 CCR 5191	AR 3514.1	Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material
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	8 CCR 5194	AR 3514.1	Any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights
To employee eligible for military leave	38 USC 4334	AR 4161.5 4261.5 4361.5	Notice of rights, benefits, and obligations under military leave
Within five days of employee's request for FMLA leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave	29 CFR 825.300; 2 CCR 11049, 11091	AR 4161.8 4261.8 4361.8	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
Whenever notice of eligibility for FMLA is provided to employee	29 CFR 825.300	AR 4161.8 4261.8 4361.8	Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations

**ASSIGNMENT**

In order to serve the best interests of students and the educational program, the Governing Board authorizes the Superintendent or designee to assign certificated personnel to positions for which they are qualified pursuant to their certification, preparation, professional experience, and aptitude.

*(cf. 4112.2 - Certification)*

*(cf. 4112.21 - Interns)*

*(cf. 4112.22 - Staff Teaching English Learners)*

*(cf. 4112.23 - Special Education Staff)*

*(cf. 4112.8/4212.8/4312.8 - Employment of Relatives)*

Teachers may be assigned to any school within the district in accordance with the collective bargaining agreement or Board policy.

*(cf. 4141/4241 - Collective Bargaining Agreement)*

**Assignment to Courses/Classes**

The Superintendent or designee shall assign teachers based on the grade level and subject matter authorized by their credentials.

When there is no credential authorization requirement for teaching an elective course, the Superintendent or designee shall select the credentialed teacher whose knowledge and skills best prepare the teacher to provide instruction in that subject.

When specifically authorized by law or regulation, the Superintendent or designee may, with the teacher's consent, assign a teacher to a position outside the teacher's credential authorization in accordance with the local teaching assignment options described in the Commission on Teacher Credentialing's (CTC) Administrator's Assignment Manual. Such assignments shall be annually approved by Board resolution. In such cases, the Superintendent or designee shall reference in district records the statute or regulation under which the assignment is authorized.

*(cf. 3580 - District Records)*

If at any time a certificated employee is required by the district to accept an assignment which the employee believes is not legally authorized by the employee's credential, the employee shall notify the Superintendent or designee, in writing, of the misassignment. Within 15 working days, the Superintendent or designee shall notify the employee of the legality of the assignment. If no action is taken by the district, the employee shall provide written notification to the County Superintendent of Schools. No adverse action shall be taken against an employee who files a notice of misassignment. (Education Code 44258.9)

**ASSIGNMENT** (continued)

**Vacancies and Misassignments**

Annually, the district shall review potential misassignments and vacant positions throughout the district. Upon receiving notification from CTC of the availability of data regarding potential misassignments and vacant positions in the district, the Superintendent shall review the data within 60 days. When necessary, the Superintendent or designee may respond by submitting additional documentation to the County Superintendent showing that an employee is legally authorized for an assignment and/or that a position identified as vacant was miscoded and a legally authorized employee is assigned to the position. (Education Code 44258.9)

If the district subsequently receives, within 90 days of CTC's initial notification, a notification from the County Superintendent indicating that a certificated employee in the district is assigned to a position for which the employee has no legal authorization, the district shall correct the assignment within 30 calendar days. (Education Code 44258.9)

The district shall serve as the monitoring authority for teacher assignments in any charter school it has authorized, in accordance with Education Code 44258.9-44258.10.

*(cf. 0420.41 - Charter School Oversight)*

Any complaint alleging teacher misassignment or vacancy shall be filed and addressed through the district's procedures specified in AR 1312.4 - Williams Uniform Complaint Procedures.

*(cf. 1312.4 - Williams Uniform Complaint Procedures)*

The school accountability report card for each school shall include any assignment of teachers outside their subject areas of competence, misassignments, including misassignments of teachers of English learners, and the number of vacant teacher positions for the most recent three-year period. (Education Code 33126)

*(cf. 0510 - School Accountability Report Card)*

**Equitable Distribution of Qualified and Experienced Teachers**

The Superintendent or designee shall identify and address the equitable distribution of highly qualified and experienced teachers among district schools, including those with higher than average levels of low-income, minority, and/or academically underperforming students. The Superintendent or designee shall annually report to the Board comparisons of teacher qualifications across district schools, including the number of teachers serving under a provisional internship permit, short-term staff permit, intern credential, emergency permit, or credential waiver.

**ASSIGNMENT** (continued)

Strategies for ensuring equitable access to experienced teachers may include, but are not limited to, incentives for voluntary transfers, provision of professional development, and/or programs to recruit and retain effective teachers.

*(cf. 0460 - Local Control and Accountability Plan)*  
*(cf. 4111/4211/4311 - Recruitment and Selection)*  
*(cf. 4114 - Transfers)*  
*(cf. 4131 - Staff Development)*  
*(cf. 4131.1 - Teacher Support and Guidance)*  
*(cf. 6171 - Title I Programs)*

*Legal Reference:*

EDUCATION CODE

33126 School accountability report card  
35035 Additional powers and duties of superintendent  
35186 Complaint process  
37616 Assignment of teachers to year-round schools  
44225.6 Commission report to the legislature re: teachers  
44250-44277 Credentials and assignments of teachers  
44314 Subject matter programs, approved subjects  
44824 Assignment of teachers to weekend classes  
44955 Reduction in number of employees

GOVERNMENT CODE

3543.2 Scope of representation

CODE OF REGULATIONS, TITLE 5

80003-80005 Credential authorizations  
80020-80020.5 Additional assignment authorizations  
80335 Performance of unauthorized professional services  
80339-80339.6 Unauthorized certificated employee assignment

UNITED STATES CODE, TITLE 20

6311 State plan  
6312 Local educational agency plans  
6601-6651 Teacher and Principal Training and Recruiting Fund

*Management Resources: (see next page)*



**ASSIGNMENT (continued)**

*Management Resources:*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*California State Plan to Ensure Equitable Access to Excellent Educators*

*Every Student Succeeds Act 2016-17 School Year Transition Plan, April 2016*

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

*Administrator's Assignment Manual - Updates and Revisions, May 2014*

*The Administrator's Assignment Manual, rev. September 2007*

U.S. DEPARTMENT OF EDUCATION GUIDANCE

*Transitioning to the Every Student Succeeds Act (ESSA): Frequently Asked Questions, rev. May 4, 2016*

*Improving Teacher Quality State Grants: ESEA Title II, Part A, rev. October 5, 2006*

WEB SITES

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

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

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

U.S. Department of Education: <http://www.ed.gov>

**ASSIGNMENT**

**Assignment to Departmentalized Classes Outside Credential Authorization**

Any holder of a credential other than an emergency permit may be assigned, with consent, to teach departmentalized classes in grades K-12 regardless of the designations on the teaching credential, provided that the teacher's subject matter knowledge is verified prior to the assignment. (Education Code 44258.3)

Procedures for verifying a teacher's subject matter knowledge shall be developed and implemented by the Superintendent or designee with the involvement of appropriate subject matter specialists, including curriculum specialists, resource teachers, classroom teachers certified to teach the subject, staff assigned to regional subject matter projects or curriculum institutes, or college faculty. (Education Code 44258.3)

Procedures to be used for this purpose shall specify: (Education Code 44258.3)

1. One or more of the following ways in which subject matter competence shall be assessed:
  - a. Observation by subject matter specialists
  - b. Oral interviews
  - c. Demonstration lessons
  - d. Presentation of curricular portfolios
  - e. Written examinations
2. Specific criteria and standards for verifying subject matter knowledge by any of the above methods. These criteria shall include, but need not be limited to, evidence of the individual's knowledge of the subject matter to be taught, including demonstrated knowledge of the curriculum framework for the subject and the specific content of the district's course of study for the subject at the grade level to be taught.

*(cf. 4115 - Evaluation/Supervision)*

Whenever a teacher is assigned to teach departmentalized classes pursuant to Education Code 44258.3, the Superintendent or designee shall notify the exclusive representative of the district's certificated employees. (Education Code 44258.3)

*(cf. 4140/4240/4340 - Bargaining Units)*

**ASSIGNMENT** (continued)

**Assignment to Elective Courses Outside Credential Authorization**

A full-time teacher with special skills and preparation outside the credential authorization may, with the teacher's consent and the prior approval of a district committee on assignments, be assigned to teach an elective course in the area of the special skills or preparation, excluding a course in English, mathematics, science, or social studies. (Education Code 44258.7)

The Superintendent or designee shall establish a committee on assignments, consisting of an equal number of teachers selected by teachers and school administrators selected by school administrators, to approve such assignments. (Education Code 44258.7)

Committee members shall serve a two-year term but may be reappointed using the same procedure as the initial appointment.

When determining whether a teacher is qualified for an assignment pursuant to Education Code 44258.7, the committee may consider the teacher's education, prior experience, observation by subject matter specialists, oral interviews, demonstration lessons, presentation of curricular portfolios, and/or written examinations.

Assignments approved by the committee shall be for a maximum of one school year, but may be extended by action of the committee upon application by the principal and teacher. (Education Code 44258.7)

**Assignment to Special Schedules**

The Superintendent or designee shall make every reasonable effort to accommodate the preferences of certificated staff when assigning them to schools with year-round or regular schedules. (Education Code 37616)

*(cf. 6117 - Year-Round Schedules)*

Full-time probationary or permanent classroom teachers employed by the district prior to implementation of weekend classes shall not, without their written consent, be required to teach for more than 180 full days during a school year or for more than the number of full days during the preceding school year, whichever is greater. No teacher shall be assigned to work on a Saturday or Sunday if the teacher objects in writing that such assignment would conflict with religious beliefs or practices. (Education Code 44824)

*(cf. 6176 - Weekend/Saturday Classes)*

Regulation  
approved:

CSBA MANUAL MAINTENANCE SERVICE  
May 2020

**All Personnel**

BP 4119.42(a)

4219.42

**EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS**

4319.42

As part of its commitment to provide a safe and healthy work environment, the Governing Board recognizes the importance of protecting employees from possible infection due to contact with bloodborne pathogens, including, but not limited to, hepatitis B virus, hepatitis C virus, and human immunodeficiency virus (HIV). The Superintendent or designee shall establish a written exposure control plan in accordance with state and federal standards for dealing with potentially infectious materials in the workplace.

*(cf. 4119.43/4219.43/4319.43 - Universal Precautions)*

*(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)*

*(cf. 5141.6 - School Health Services)*

The exposure control plan shall be consistent with the district's injury and illness prevention program established pursuant to Labor Code 6401.7 and 8 CCR 3203. (8 CCR 5193)

*(cf. 4157/4257/4357 - Employee Safety)*

The Superintendent or designee shall determine which employees have occupational exposure to bloodborne pathogens and other potentially infectious materials. In accordance with the district's exposure control plan, employees having occupational exposure shall receive training and be offered the hepatitis B vaccination. (8 CCR 5193; 29 CFR 1910.1030)

Any employee not identified by the Superintendent or designee as having occupational exposure may submit a request to the Superintendent or designee to be included in the training and hepatitis B vaccination program. The Superintendent or designee may deny a request when there is no reasonable anticipation of contact with any infectious material.

In the event that an employee has an exposure incident, the district shall implement follow-up procedures in accordance with the exposure control plan. All such incidents shall be evaluated to determine whether changes need to be made in district practices.

*Legal Reference: (see next page)*

**EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS (continued)**

*Legal Reference:*

GOVERNMENT CODE

3543.2 *Scope of bargaining*

LABOR CODE

142.3 *Authority of Cal/OSHA to adopt standards*

144.7 *Requirement to amend standards*

6401.7 *Injury and illness prevention program*

CODE OF REGULATIONS, TITLE 8

3203 *Injury and illness prevention program*

3204 *Access to employee exposure and medical records*

5193 *California bloodborne pathogens standards*

CODE OF FEDERAL REGULATIONS, TITLE 29

1910.1030 *OSHA bloodborne pathogens standards*

*Management Resources:*

CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS

*Frequently Asked Questions About the Bloodborne Pathogens Standard*

*A Best Practices Approach for Reducing Bloodborne Pathogens Exposure, 2001*

*Exposure Control Plan for Bloodborne Pathogens, 2001*

WEB SITES

*California Department of Industrial Relations, Occupational Safety and Health:*

*[http://www.dir.ca.gov/occupational\\_safety.html](http://www.dir.ca.gov/occupational_safety.html)*

*Centers for Disease Control and Prevention: <http://www.cdc.gov>*

*U.S. Department of Labor, Occupational Safety and Health Administration: <http://www.osha.gov>*

**All Personnel**

AR 4119.42(a)

4219.42

**EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS**

4319.42

**Definitions**

*Occupational exposure* means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. (8 CCR 5193; 29 CFR 1910.1030)

*Exposure incident* means a specific eye, mouth, other mucous membrane, nonintact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties. (8 CCR 5193; 29 CFR 1910.1030)

*Parenteral contact* means piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions. (8 CCR 5193; 29 CFR 1910.1030)

A *sharp* is any object that can be reasonably anticipated to penetrate the skin or any other part of the body and to result in an exposure incident. (8 CCR 5193)

A *sharps injury* is any injury caused by a sharp, including, but not limited to, cuts, abrasions, or needlesticks. (8 CCR 5193)

*Work practice controls* are controls that reduce the likelihood of exposure by defining the manner in which a task is performed. (8 CCR 5193; 29 CFR 1910.1030)

*Engineering controls* are controls, such as sharps disposal containers, needleless systems, and sharps with engineered sharps injury protection, that isolate or remove the bloodborne pathogens hazard from the workplace. (8 CCR 5193; 29 CFR 1910.1030)

*Engineered sharps injury protection* is a physical attribute, such as a barrier, blunting, encapsulation, withdrawal, or other effective mechanism, built into a needle device or into a non-needle sharp which effectively reduces the risk of an exposure incident. (8 CCR 5193; 29 CFR 1910.1030)

*Personal protective equipment* is specialized clothing or equipment worn or used by an employee for protection against a hazard, such as gloves, gowns, laboratory coats, face shields or masks. (8 CCR 5193)

**Exposure Control Plan**

The district's written exposure control plan for bloodborne pathogens shall contain at least the following components: (8 CCR 5193; 29 CFR 1910.1030)

1. A determination of which employees have occupational exposure to blood or other potentially infectious materials, which shall be made without regard to employees' use of personal protective equipment and shall include a list of:

**EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS (continued)**

- a. All job classifications in which all employees have occupational exposure
- b. Job classifications in which some employees have occupational exposure
- c. All tasks and procedures, or groups of closely related tasks and procedures, in which occupational exposure occurs and which are performed by employees listed in item #1b above

*(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)*  
*(cf. 5141.6 - School Health Services)*

2. The schedule and method of implementing each of the following in accordance with 8 CCR 5193 and this administrative regulation:
  - a. Methods of compliance required by 8 CCR 5193(d) and 29 CFR 1910.1030, including universal precautions, general and specific engineering and work practice controls, and personal protective equipment

*(cf. 4119.43/4219.43/4319.43 - Universal Precautions)*

- b. Hepatitis B vaccination
  - c. Bloodborne pathogen post-exposure evaluation and follow-up
  - d. Communication of hazards to employees through information and training
  - e. Recordkeeping, including medical records, training records, and a log of sharps injuries
3. The district's procedure for documenting the route(s) of exposure and the circumstances under which exposure incidents occurred
  4. An effective procedure for gathering information about each exposure incident involving a sharp
  5. An effective procedure for periodically determining the frequency of use of the types and brands of sharps involved in exposure incidents
  6. An effective procedure for identifying currently available engineering controls and selecting such controls, as appropriate, for the procedures performed by employees in their work areas or departments

**EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS (continued)**

7. An effective procedure for documenting instances when a licensed healthcare professional directly involved in an employee's care determines that the use of an engineering control would jeopardize the employee's safety or the success of a medical, dental, or nursing procedure involving the employee
8. An effective procedure for obtaining the active involvement of employees in reviewing and updating the exposure control plan with respect to the procedures performed by employees in their respective work areas or departments

The exposure control plan shall be reviewed and updated at least annually and whenever necessary to: (8 CCR 5193; 29 CFR 1910.1030)

1. Reflect new or modified tasks and procedures affecting occupational exposure
2. Reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens and, to the extent that sharps are used in the district, document consideration and implementation of appropriate commercially available needleless systems and needle devices and sharps with engineered sharps injury protection
3. Include new or revised employee positions with occupational exposure
4. Review and evaluate the exposure incidents which occurred since the previous update
5. Review and respond to information indicating that the exposure control plan is deficient in any area

The district's exposure control plan shall be accessible to employees upon request. (8 CCR 3204(e), 5193; 29 CFR 1910.1030)

**Preventive Measures**

The Superintendent or designee shall use engineering controls and work practice controls, as defined above, to eliminate or minimize employee exposure to bloodborne pathogens. Engineering controls and work practice controls shall be evaluated on a regular schedule and, as applicable, maintained, replaced, or updated to ensure their effectiveness. (8 CCR 5193; 29 CFR 1910.1030)

Whenever potential occupational exposure continues to exist after institution of engineering and work practice controls, the district shall provide, at no cost to the employee, appropriate personal protective equipment. (8 CCR 5193; 29 CFR 1910.1030)



## **EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS (continued)**

Employees shall observe universal precautions to prevent contact with blood or other potentially infectious materials, including, but not limited to, handwashing, proper use of personal protective equipment, and proper disposal or washing of contaminated garments or objects. (8 CCR 5193; 29 CFR 1910.1030)

Any use of needleless systems, needle devices, or non-needle sharps shall adhere to the specific requirements of 8 CCR 5193(d) and 29 CFR 1910.1030.

### **Pre-Exposure Hepatitis B Vaccination**

The hepatitis B vaccination and vaccination series shall be made available at no cost to all employees who have occupational exposure. The hepatitis B vaccination shall be made available after an employee with occupational exposure has received the required training and within 10 working days of initial assignment, unless the employee has previously received the complete hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or vaccination is contraindicated for medical reasons. (8 CCR 5193; 29 CFR 1910.1030)

Employees who decline to accept the vaccination shall sign the hepatitis B declination statement. (8 CCR 5193; 29 CFR 1910.1030)

The Superintendent or designee may exempt from the pre-exposure hepatitis B vaccine designated first aid providers whose primary job assignment is not the rendering of first aid, provided that the district implements the procedures in its exposure control plan for providing hepatitis B vaccine to all unvaccinated first aid providers who have rendered assistance in any situation involving the presence of blood or other potentially infectious materials and provides appropriate follow-up for those who experience an exposure incident. (8 CCR 5193)

### **Training**

The Superintendent or designee shall ensure that all employees with occupational exposure participate in a training program at the time of initial assignment to tasks where occupational exposure may take place and at least annually thereafter. The training shall be offered during working hours and at no cost to the employee. (8 CCR 5193; 29 CFR 1910.1030)

The training shall address, at a minimum: (8 CCR 5193; 29 CFR 1910.1030)

1. The exposure control standard contained in 8 CCR 5193 and 29 CFR 1910.1030
2. The epidemiology and symptoms of bloodborne diseases

**EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS (continued)**

3. Modes of transmission of bloodborne pathogens
4. The district's exposure control plan and the means by which employees may obtain a copy of the written plan
5. Appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials
6. The use and limitations of methods to prevent or reduce exposure, including appropriate engineering controls, administrative or work practice controls, and personal protective equipment
7. The types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment
8. The basis for selecting personal protective equipment
9. The hepatitis B vaccine, including its efficacy, safety, and method of administration; the benefits of being vaccinated; and that the vaccine will be offered free of charge
10. Appropriate actions to take and persons to contact in an emergency or exposure incident involving blood or other potentially infectious materials
11. The post-exposure evaluation and follow-up that the district is required to provide for the employee following an exposure incident

Additional training shall be provided to affected employees whenever a change, such as the introduction or modification of tasks or procedures or the introduction of new engineering, administrative, or work practice controls, affects the employee's exposure. The additional training may be limited to addressing the new exposures created. (8 CCR 5193; 29 CFR 1910.1030)

Designated first aid providers shall receive training that includes the specifics of reporting first-aid incidents which involve blood or body fluids which are potentially infectious. (8 CCR 5193)

**Reporting Incidents**

All exposure incidents shall be reported as soon as possible to the Superintendent or designee.

**EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS (continued)**

Unvaccinated designated first aid providers must report any first aid incident involving the presence of blood or other potentially infectious material, regardless of whether an exposure incident occurred, by the end of the work shift. The full hepatitis B vaccination series shall be made available to such employees no later than 24 hours after the first aid incident. (8 CCR 5193)

**Sharps Injury Log**

The Superintendent or designee shall establish and maintain a log recording each exposure incident involving a sharp. (8 CCR 5193; 29 CFR 1910.1030)

The exposure incident shall be recorded within 14 working days of the date the incident is reported to the district. (8 CCR 5193)

The information recorded shall include the following, if known or reasonably available: (8 CCR 5193; 29 CFR 1910.1030)

1. Date and time of the exposure incident
2. Type and brand of sharp involved in the exposure incident
3. A description of the exposure incident, including:
  - a. Job classification of the exposed employee
  - b. Department or work area where the exposure incident occurred
  - c. The procedure that the exposed employee was performing at the time of the incident
  - d. How the incident occurred
  - e. The body part involved in the incident
  - f. If the sharp had engineered sharps injury protection, whether the protective mechanism was activated and whether the injury occurred before, during, or after the protective mechanism was activated
  - g. If the sharp had no engineered sharps injury protection, the injured employee's opinion as to whether and how such a mechanism could have prevented the injury

**EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS (continued)**

- h. The employee's opinion about whether any other engineering, administrative, or work practice could have prevented the injury

**Post-Exposure Evaluation and Follow-up**

Following a report of an exposure incident, the Superintendent or designee shall immediately make available to the exposed employee, at no cost, a confidential medical evaluation, post-exposure evaluation, and follow-up. The Superintendent or designee shall, at a minimum: (8 CCR 5193; 29 CFR 1910.1030)

1. Document the route(s) of exposure and the circumstances under which the exposure incident occurred
2. Identify and document the source individual, unless that identification is not feasible or is prohibited by law
3. With the consent of the exposed employee, provide for the collection and testing of the employee's blood for hepatitis B, hepatitis C, and HIV serological status
4. Provide for post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service
5. Provide for counseling and evaluation of reported illnesses

The Superintendent or designee shall provide the health care professional responsible for the employee's hepatitis B vaccination with a copy of 8 CCR 5193 and 29 CFR 1910.1030; a description of the employee's duties as they relate to the exposure incident; documentation of the route(s) of exposure and circumstances under which exposure occurred; results of the source individual's blood testing, if available; and all medical records maintained by the district relevant to the appropriate treatment of the employee, including vaccination status. (8 CCR 5193; 29 CFR 1910.1030)

The district shall maintain the confidentiality of the affected employee and the exposure source during all phases of the post-exposure evaluation. (8 CCR 5193)

*(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)*  
*(cf. 9011 - Disclosure of Confidential/Privileged Information)*

## **EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS (continued)**

### **Records**

Upon an employee's initial employment and at least annually thereafter, the Superintendent or designee shall inform employees with occupational exposure of the existence, location, and availability of related records; the person responsible for maintaining and providing access to records; and the employee's right of access to these records. (8 CCR 3204)

*(cf. 1340 - Access to District Records)*

*(cf. 3580 - District Records)*

*(cf. 4112.9/4212.9/4312.9 - Employee Notifications)*

The district shall maintain a medical record of each employee with occupational exposure, including the employee's hepatitis B vaccination status, the results of any post-exposure medical examinations and follow-up procedures, a copy of the information provided to the health care professional, and a copy of the health care professional's written opinion. The medical record shall be kept confidential and not disclosed or reported without the employee's written consent to any person within or outside the workplace except as required by law. (8 CCR 5193; 29 CFR 1910.1030)

Upon request by an employee, or a designated representative with the employee's written consent, the Superintendent or designee shall provide access to a record in a reasonable time, place, and manner, no later than 15 days after the request is made. (8 CCR 3204)

Records shall be maintained as follows: (8 CCR 3204, 5193; 29 CFR 1910.1030)

1. The medical records of each employee with occupational exposure shall be maintained for the duration of employment plus 30 years.
2. Training records shall be maintained for three years from the date of training.
3. The sharps injury log shall be maintained five years from the date the exposure incident occurred.
4. Exposure records shall be maintained for at least 30 years.
5. Each analysis using medical or exposure records shall be maintained for at least 30 years.

**All Personnel**

E 4119.42

4219.42

**EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS**

4319.42

**HEPATITIS B VACCINE DECLINATION**

In accordance with 8 CCR 5193 and 29 CFR 1910.1030, the district makes the hepatitis B vaccine available to employees who may reasonably be expected to have contact with blood or other potentially infectious materials in the performance of their duties. Any employee who declines this vaccine is required to read and sign the following statement:

I understand that, due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to myself.

\_\_\_\_\_  
Employee Name (Please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**All Personnel**

BP 4119.43(a)

4219.43

**UNIVERSAL PRECAUTIONS**

4319.43

In order to protect all employees from contact with potentially infectious blood or other body fluids, the Governing Board requires that universal precautions be observed throughout the district. Universal precautions are appropriate for preventing the spread of all infectious diseases and shall be used regardless of whether bloodborne pathogens are known to be present.

*(cf. 4157/4257/4357 - Employee Safety)*  
*(cf. 5141 - Health Care and Emergencies)*  
*(cf. 5141.22 - Infectious Diseases)*  
*(cf. 5141.24 - Specialized Health Care Services)*  
*(cf. 5141.6 - School Health Services)*  
*(cf. 6145.2 - Athletic Competition)*

The Superintendent or designee shall distribute to employees information provided by the California Department of Education (CDE) regarding acquired immune deficiency syndrome (AIDS), AIDS-related conditions, and hepatitis B. This information shall include, but not be limited to, any appropriate methods employees may use to prevent exposure to AIDS and hepatitis B, including information concerning the availability of a vaccine to prevent contraction of hepatitis B, and that the cost of this vaccination may be covered by the health plan of the employees. Information shall be distributed annually, or more frequently if there is new information supplied by CDE. (Health and Safety Code 120875, 120880)

*(cf. 4112.9/4212.9/4312.9 - Employee Notifications)*

Information regarding universal precautions may be included in employee handbooks.

Employees shall immediately report any exposure incident or first aid incident in accordance with the district's exposure control plan for bloodborne pathogens or other safety procedures.

*(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)*

*Legal Reference: (see next page)*

## UNIVERSAL PRECAUTIONS (continued)

### *Legal Reference:*

#### GOVERNMENT CODE

3543.2 *Scope of bargaining*

#### HEALTH AND SAFETY CODE

117600-118360 *Handling and disposal of regulated waste*

120875 *Providing information to school districts on AIDS, AIDS-related conditions and Hepatitis B*

120880 *Information to employees of school district*

#### LABOR CODE

6401.7 *Injury and illness prevention program*

#### CODE OF REGULATIONS, TITLE 8

3203 *Injury and illness prevention program*

5193 *California bloodborne pathogens standard*

#### CODE OF FEDERAL REGULATIONS, TITLE 29

1910.1030 *OSHA bloodborne pathogens standards*

### *Management Resources:*

#### CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

*Hepatitis B Questions and Answers for the Public*

#### WEB SITES

*American Federation of Teachers:* <https://www.aft.org>

*California Department of Industrial Relations, Occupational Safety and Health:*

[http://www.dir.ca.gov/occupational\\_safety.html](http://www.dir.ca.gov/occupational_safety.html)

*California Department of Public Health:* <https://www.cdph.ca.gov>

*Centers for Disease Control and Prevention:* <http://www.cdc.gov>

*U.S. Department of Labor, Occupational Safety and Health Administration:* <http://www.osha.gov>



UNIVERSAL PRECAUTIONS

**Definitions**

*Universal precautions* are an approach to infection control. All human blood and certain human body fluids, including, but not limited to semen, vaginal secretions, and any body fluid that is visibly contaminated with blood, are treated as if known to be infectious for human immunodeficiency virus (HIV), hepatitis B virus (HBV), hepatitis C virus (HCV), and other bloodborne pathogens. (8 CCR 5193; 29 CFR 1910.1030)

*Occupational exposure* means reasonably anticipated contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. (8 CCR 5193; 29 CFR 1910.1030)

A *sharp* is any object that can be reasonably anticipated to penetrate the skin or any other part of the body and to result in an exposure incident. (8 CCR 5193)

**Infection Control Practices**

For the prevention of infectious disease, the district shall:

1. Effectively maintain the worksite in a clean and sanitary condition, and implement an appropriate written schedule for cleaning and decontamination of the worksite

*(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)*

2. When necessary for employees with occupational exposure to bloodborne pathogens, provide appropriate personal protective equipment, such as gloves, masks, and outer garments, at no cost to the employee (8 CCR 5193)
3. Provide handwashing facilities which are readily accessible to employees, or, if not feasible, provide an appropriate antiseptic hand cleanser in conjunction with clean cloth or paper towels, or antiseptic towelettes

Any employee who has contact with blood or other body fluid, regardless of whether bloodborne pathogens are known to be present, shall:

1. Use personal protective equipment as appropriate.
2. Wash hands and other skin surfaces thoroughly with soap and running water:
  - a. Immediately or as soon as feasible following contact with blood or other potentially infectious materials
  - b. Immediately after removing gloves or other personal protective equipment

**UNIVERSAL PRECAUTIONS (continued)**

3. When handwashing facilities are not available, use antiseptic hand cleanser in conjunction with clean cloth or paper towels, or antiseptic towelettes. In such instances, hands shall be washed with soap and running water as soon as feasible.
4. Refrain from eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses in work areas with a reasonable likelihood of occupational exposure to bloodborne pathogens.
5. Clean and decontaminate all equipment and environmental and work surfaces after contact with blood or other potentially infectious material, no later than the end of the shift or more frequently as required by state regulations.
6. Rather than using the hands directly, use mechanical means such as a brush and dust pan, tongs, or forceps to clean up broken glassware which may be contaminated.
7. Use effective techniques designed to minimize the risk of a sharps injury in all procedures involving the use of sharps.

*(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)*

*(cf. 5141.24 - Specialized Health Care Services)*

8. Handle, store, treat, and dispose of regulated waste in accordance with Health and Safety Code 117600-118360 and other applicable state and federal regulations.
  - a. Immediately or as soon as possible after use, contaminated sharps shall be placed in containers meeting the requirements of 8 CCR 5193.
  - b. Specimens of blood or other potentially infectious material shall be placed in a container which prevents leakage during collection, handling, processing, storage, transport, or shipping.

*(cf. 4157/4257/4357 - Employee Safety)*

*(cf. 5141 - Health Care and Emergencies)*

*(cf. 5141.22 - Infectious Diseases)*

*(cf. 5141.6 - School Health Services)*

*(cf. 6145.2 - Athletic Competition)*

**All Personnel**

BP 4151(a)

4251

**EMPLOYEE COMPENSATION**

4351

In order to recruit and retain employees committed to the district's goals for student learning, the Governing Board recognizes the importance of offering a competitive compensation package which includes salaries and health and welfare benefits.

*(cf. 3100 - Budget)*

*(cf. 3400 - Management of Districts Assets/Accounts)*

*(cf. 4000 - Concepts and Roles)*

*(cf. 4154/4254/4354 - Health and Welfare Benefits)*

The Board shall adopt separate salary schedules for certificated, classified, and supervisory and administrative personnel. These schedules shall comply with law and collective bargaining agreements and shall be printed and made available for review at the district office. (Education Code 45022, 45023, 45160, 45162, 45268)

*(cf. 4121 - Temporary/Substitute Personnel)*

*(cf. 4141/4241 - Collective Bargaining Agreement)*

*(cf. 4143/4243 - Negotiations/Consultation)*

Each certificated employee, except an employee in an administrative or supervisory position, shall be classified on the salary schedule on the basis of uniform allowance for education level and years of experience, unless the Board and employee organization negotiate and mutually agree to a salary schedule based on different criteria. Certificated employees shall not be placed in different classifications on the schedule, nor paid different salaries, solely on the basis of the grade levels at which they teach. (Education Code 45028)

*(cf. 4030 - Nondiscrimination in Employment)*

Salary schedules for staff who are not a part of a bargaining unit shall be determined by the Board at the recommendation of the Superintendent or designee.

*(cf. 4140/4240/4340 - Bargaining Units)*

*(cf. 4312.1 - Contracts)*

The Board shall determine the frequency and schedule of salary payments, including whether payments for employees who work less than 12 months per year will be made over the course of the school year or in equal installments over the calendar year. (Education Code 45038, 45039, 45048, 45165)

In extraordinary circumstances or emergency situations, the Board may determine to continue to compensate employees during periods of extended closure or disruption of normal district operations when permitted by law and consistent with collective bargaining agreements and memoranda of understanding.

The Superintendent or designee shall post a notice explaining the Fair Labor Standards Act's wage and hour provisions in a conspicuous place at each work site. (29 CFR 516.4)

## **EMPLOYEE COMPENSATION (continued)**

### **Overtime Compensation**

District employees shall be paid an overtime rate of not less than one and one-half times their regular rate of pay for any hours worked in excess of eight hours in one day or 40 hours in one work week, or twice their regular rate of pay for any hours worked in excess of 12 hours in one day or eight hours on the seventh consecutive day of work. However, teachers, school administrators, and other employees in positions established by the Board as executive, administrative, or professional shall be exempt from overtime rules. (Education Code 45128, 45130; 29 USC 213; 29 CFR 541.0-541.710, 553.27, 553.32)

*(cf. 4300 - Administrative and Supervisory Personnel)*

When authorized in a collective bargaining agreement or other agreement between the district and employees, an employee may take compensatory time off in lieu of overtime compensation, provided the employee has not accrued compensatory time in excess of the limits specified in 29 USC 207. An employee who has requested the use of compensatory time shall be allowed to use such time within 12 calendar months after making the request if the use of the compensatory time does not unduly disrupt district operations. (Education Code 45129; 29 USC 207; 29 CFR 553.20-553.25)

For each nonexempt employee, the Superintendent or designee shall maintain records on the employee's wages, hours, and other information specified in 29 CFR 516.5-516.6.

*(cf. 3580 - District Records)*

*(cf. 4112.6/4212.6/4312.6 - Personnel Files)*

*Legal Reference: (see next page)*

## EMPLOYEE COMPENSATION (continued)

### Legal Reference:

#### EDUCATION CODE

- 45022-45061.5 Salaries, especially:
- 45023 Availability of salary schedule
- 45028 Salary schedule for certificated employees
- 45127-45133.5 Classified employees; work week; overtime provisions
- 45160-45169 Salaries for classified employees
- 45268 Salary schedule for classified service in merit system districts

#### GOVERNMENT CODE

- 3540-3549 Meeting and negotiating, especially:
- 3543.2 Scope of representation
- 3543.7 Duty to meet and negotiate in good faith

#### LABOR CODE

- 226 Employee access to payroll records
- 232 Disclosure of wages

#### CODE OF REGULATIONS, TITLE 8

- 11040 Wages and hours; definitions of administrative, executive, and professional employees

#### UNITED STATES CODE, TITLE 26

- 409A Deferred compensation plans

#### UNITED STATES CODE, TITLE 29

- 201-219 Fair Labor Standards Act, especially:
- 203 Definitions
- 207 Overtime
- 213 Exemptions from minimum wage and overtime requirements

#### CODE OF FEDERAL REGULATIONS, TITLE 26

- 516.4 Notice of minimum wage and overtime provisions

#### 516.5-516.6 Records

- 541.0-541.710 Exemptions for executive, administrative, and professional employees

- 553.1-553.51 Fair Labor Standards Act; applicability to public agencies

#### COURT DECISIONS

- Flores v. City of San Gabriel*, 9th Cir., June 2, 2016, No. 14-56421

### Management Resources:

#### OFFICE OF MANAGEMENT AND BUDGET PUBLICATIONS

- Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus (COVID-19) Due to Loss of Operations*, Memorandum M-20-17, March 19, 2020

#### WEB SITES

- CSBA: <http://www.csba.org>
- Internal Revenue Service: <http://www.irs.gov>
- School Services of California, Inc.: <http://www.sscal.com>
- U.S. Department of Labor, Wage and Hour Division: <https://www.dol.gov/whd>

**MENTAL HEALTH**

The Governing Board recognizes that students' emotional well-being and mental health contribute to their ability to perform to their full academic and personal potential. The Superintendent or designee shall develop strategies and services to build students' resiliency skills, help students cope with life challenges, and reduce the stigma associated with mental illness.

The Superintendent or designee shall consult and collaborate with school-employed mental health professionals, the county mental health department, psychologists and other health professionals, social workers, and/or community organizations to strengthen local mental health services and develop and implement an integrated plan to support student mental health.

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*

To the extent possible, the district shall focus on preventive strategies which increase students' connectedness to school, create a support network of peers and trusted adults, and provide techniques for conflict resolution. The district shall investigate and resolve any complaint of bullying, intimidation, harassment, or discrimination in accordance with law and district policy.

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

*(cf. 1312.3 - Uniform Complaint Procedures)*

*(cf. 5131.2 - Bullying)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

The district shall provide instruction to students that promotes their healthy mental, emotional, and social development. Health education courses shall be aligned with the state content standards and curriculum framework and shall include, but not be limited to, instruction related to identifying signs of depression and self-destructive behaviors, developing coping skills, and identifying resources that may provide assistance.

*(cf. 6142.8 - Comprehensive Health Education)*

The Superintendent or designee shall provide school staff with information and training to recognize the early signs of an emerging mental health condition, identify risk factors and warning signs of suicidal intent, respond to students who have been impacted by traumatic stress, and link students with effective services and supports. Such information may also be provided to parents/guardians and families.

*(cf. 1312.1 - Complaints Concerning District Employees)*

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

*(cf. 5141.52 - Suicide Prevention)*

**MENTAL HEALTH** (continued)

The Superintendent or designee shall develop a protocol for identifying and assessing students who may be suffering from an anxiety disorder, depression, eating disorder, or other severe or disabling mental illness. The Superintendent or designee may establish districtwide or school-site crisis intervention team(s) to respond to mental health concerns in the school setting.

A school counselor, school psychologist, or school social worker may provide mental health counseling to students in accordance with the specialization(s) authorized on the individual's credential. As needed, students and their parents/guardians may be provided referrals to mental health services in the community and/or to mental health services at or near district schools.

*(cf. 5141.6 - School Health Services)*

*(cf. 6164.2 - Guidance/Counseling Services)*

If a student has an emotional or mental illness that limits a major life activity, has a record of such impairment, or is regarded as having such impairment, or may need special education and related services, the student shall be referred for an evaluation for purposes of determining whether any educational or related services are required in accordance with Section 504 of the Rehabilitation Act or the federal Individuals with Disabilities Education Act, as applicable. (Education Code 56301-56302; 29 USC 794; 28 CFR 35.108)

*(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)*

*(cf. 6164.6 - Identification and Education Under Section 504)*

The Superintendent or designee shall explore potential funding sources for district programs and services that support student's mental health. In accordance with local plans and priorities, the district may apply to the county for grants for prevention and early intervention activities that are designed to prevent mental illness from becoming severe and disabling and to improve timely access for underserved populations.

*Legal Reference: (see next page)*

**MENTAL HEALTH (continued)**

*Legal Reference:*

EDUCATION CODE

215-216 *Student suicide prevention*

234.6 *Posting suicide prevention policy on web site*

32280-32289.5 *Comprehensive safety plan*

49060-49079 *Student records*

49600 *Responsibilities of school counselors*

49602 *Confidentiality of student information*

49604 *Suicide prevention training for school counselors*

56171 *Duty to identify and assess children in private schools who need special education services*

56300-56385 *Identification, referral, and assessment for special education*

WELFARE AND INSTITUTIONS CODE

5698 *Emotionally disturbed youth; legislative intent*

5840-5840.8 *Prevention and early intervention programs*

5850-5886 *Children's Mental Health Services Act*

UNITED STATES CODE, TITLE 20

1400-1482 *Individuals with Disabilities Education Act*

UNITED STATES CODE, TITLE 29

794 *Rehabilitation Act of 1973, Section 504*

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 *Nondiscrimination on the basis of disability*

CODE OF FEDERAL REGULATIONS, TITLE 34

34 CFR 300.1-300.818 *Individuals with Disabilities Education Act*

*Management Resources:*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve, 2008*

*Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2019*

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

*School Connectedness: Strategies for Increasing Protective Factors Among Youth, 2009*

NATIONAL CHILD TRAUMATIC STRESS NETWORK PUBLICATIONS

*Child Trauma Toolkit for Educators, 2008*

WEB SITES

*American Association of Suicidology: <http://www.suicidology.org>*

*American Foundation for Suicide Prevention: <https://afsp.org>*

*American Psychological Association: <http://www.apa.org>*

*American School Counselor Association: <https://www.schoolcounselor.org>*

*California Department of Education, Mental Health: <http://www.cde.ca.gov/ls/cg/mh>*

*California Department of Health Care Services, Mental Health Services:*

*<http://www.dhcs.ca.gov/services/MH>*

*Centers for Disease Control and Prevention, Mental Health: <http://www.cdc.gov/mentalhealth>*

*Management Resources: (see next page)*



**MENTAL HEALTH (continued)**

*Management Resources: (continued)*

WEB SITES (continued)

*National Association of School Psychologists: <https://www.nasponline.org>*

*National Child Traumatic Stress Network: <https://www.nctsn.org>*

*National Council for Behavioral Health, Mental Health First Aid:*

*<https://www.mentalhealthfirstaid.org>*

*National Institute for Mental Health: <http://www.nimh.nih.gov>*

*Suicide Prevention Lifeline: <https://suicidepreventionlifeline.org>*

*Suicide Prevention Resource Center: <https://www.sprc.org/about-suicide>*

*U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services*

*Administration: <http://www.samhsa.gov>*

**NONDISCRIMINATION/HARASSMENT**

This policy shall apply to all acts constituting unlawful discrimination or harassment related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

The Governing Board desires to provide a safe school environment that allows all students equal access to and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

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

*(cf. 5131 - Conduct)*

*(cf. 5131.2 - Bullying)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5145.7 - Sexual Harassment)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

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

*(cf. 6164.6 - Identification and Education Under Section 504)*

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also occurs when prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

**NONDISCRIMINATION/HARASSMENT** (continued)

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. In addition, the Superintendent or designee shall post the district's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the district's web site in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation.

The Superintendent or designee shall provide training and/or information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. The Superintendent or designee shall report the findings and recommendations to the Board after each review.

*(cf. 1312.3 - Uniform Complaint Procedures)*  
*(cf. 1330 - Use of Facilities)*  
*(cf. 4131 - Staff Development)*  
*(cf. 4231 - Staff Development)*  
*(cf. 4331 - Staff Development)*  
*(cf. 6145 - Extracurricular and Cocurricular Activities)*  
*(cf. 6145.2 - Athletic Competition)*  
*(cf. 6164.2 - Guidance/Counseling Services)*

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

*(cf. 4118 - Dismissal/Suspension/Disciplinary Action)*  
*(cf. 4119.21/4219.21/4319.21 - Professional Standards)*  
*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*  
*(cf. 5144 - Discipline)*  
*(cf. 5144.1 - Suspension and Expulsion/Due Process)*  
*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*  
*(cf. 5145.2 - Freedom of Speech/Expression)*

## NONDISCRIMINATION/HARASSMENT (continued)

### Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

(cf. 3580 - District Records)

#### Legal Reference:

##### EDUCATION CODE

200-262.4 Prohibition of discrimination  
48900.3 Suspension or expulsion for act of hate violence  
48900.4 Suspension or expulsion for threats or harassment  
48904 Liability of parent/guardian for willful student misconduct  
48907 Student exercise of free expression  
48950 Freedom of speech  
48985 Translation of notices  
49020-49023 Athletic programs  
49060-49079 Student records  
51500 Prohibited instruction or activity  
51501 Prohibited means of instruction  
60044 Prohibited instructional materials

##### CIVIL CODE

1714.1 Liability of parents/guardians for willful misconduct of minor

##### GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state

##### PENAL CODE

422.55 Definition of hate crime  
422.6 Crimes, harassment

##### CODE OF REGULATIONS, TITLE 5

432 Student record  
4600-4670 Uniform complaint procedures  
4900-4965 Nondiscrimination in elementary and secondary education programs

##### UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

##### UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

Legal Reference: (see next page)

**NONDISCRIMINATION/HARASSMENT (continued)**

*Legal Reference: (continued)*

UNITED STATES CODE, TITLE 42

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

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

6101-6107 Age Discrimination Act of 1975

12101-12213 Title II equal opportunity for individuals with disabilities

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.31 Disclosure of personally identifiable information

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

104.7 Designation of responsible employee for Section 504

104.8 Notice

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

110.25 Prohibition of discrimination based on age

COURT DECISIONS

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

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

*Management Resources:*

CSBA PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, March 2017

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018

FIRST AMENDMENT CENTER PUBLICATIONS

Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006

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

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

Dear Colleague Letter: Title IX Coordinators, April 2015

Resolution Agreement Between the Arcadia Unified School District, U.S. Department of Education, Office for Civil Rights, and the U.S. Department of Justice, Civil Rights Division, (2013) OCR 09-12-1020, DOJ 169-12C-70

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, Fact Sheet, August 2010

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, August 2003

WEB SITES

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

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

California Office of the Attorney General: <http://oag.ca.gov>

California Safe Schools Coalition: <http://www.casafeschools.org>

First Amendment Center: <http://www.firstamendmentcenter.org>

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

**NONDISCRIMINATION/HARASSMENT**

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's efforts to comply with applicable state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints alleging unlawful discrimination targeting a student, including discriminatory harassment, intimidation, or bullying, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. The coordinator/compliance officer(s) may be contacted at: (Education Code 234.1; 5 CCR 4621)

Superintendent

\_\_\_\_\_

(title or position)

District Office

\_\_\_\_\_

(address)

(559) 784-6769

\_\_\_\_\_

(telephone number)

marko@pleasantview.k12.ca.us

\_\_\_\_\_

(email)

*(cf. 1312.1 - Complaints Concerning District Employees)*

*(cf. 1312.3 - Uniform Complaint Procedures)*

**Measures to Prevent Discrimination**

To prevent unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying, of students at district schools or in school activities and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:

1. Publicize the district's nondiscrimination policy and related complaint procedures, including the coordinator/compliance officer's contact information, to students, parents/guardians, employees, volunteers, and the general public by posting them in prominent locations and providing easy access to them through district-supported communications
2. Post 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

**NONDISCRIMINATION/HARASSMENT** (continued)

Education Code 234.6 as possible forums for social media, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students (Education Code 234.6)

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

*(cf. 1113 - District and School Web Sites)*

*(cf. 1114 - District-Sponsored Social Media)*

*(cf. 5131.2 - Bullying)*

*(cf. 5145.7 - Sexual Harassment)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

3. Post the definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students (Education Code 234.6)
4. Post in a prominent location on the district web site in a manner that is easily accessible to parents/guardians and students information regarding Title IX prohibitions against discrimination based on a student's sex, gender, gender identity, pregnancy, and parental status, including the following: (Education Code 221.6, 221.61, 234.6)
  - a. The name and contact information of the district's Title IX coordinator, including the phone number and email address
  - b. The rights of students and the public and the responsibilities of the district under Title IX, including a list of rights as specified in Education Code 221.8 and web links to information about those rights and responsibilities located on the web sites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights (OCR)
  - c. A description of how to file a complaint of noncompliance under Title IX in accordance with AR 1312.3 - Uniform Complaint Procedures, which shall include:
    - (1) An explanation of the statute of limitations within which a complaint must be filed after an alleged incident of discrimination has occurred and how a complaint may be filed beyond the statute of limitations
    - (2) An explanation of how the complaint will be investigated and how the complainant may further pursue the complaint, including web links to this information on the OCR's web site

**NONDISCRIMINATION/HARASSMENT** (continued)

- (3) A web link to the OCR complaints form and the contact information for the office, including the phone number and email address for the office
  - d. A link to the Title IX information included on the California Department of Education's (CDE) web site
5. Post 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. Such resources shall be posted in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students. (Education Code 234.5, 234.6)
6. Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior.
7. Annually notify all students and parents/guardians of the district's nondiscrimination policy, including its responsibility to provide a safe, nondiscriminatory school environment for all students, including transgender and gender-nonconforming students. The notice shall inform students and parents/guardians that they may request to meet with the compliance officer to determine how best to accommodate or resolve concerns that may arise from the district's implementation of its nondiscrimination policies. The notice shall also inform all students and parents/guardians that, to the extent possible, the district will address any individual student's interests and concerns in private.

*(cf. 5145.6 - Parental Notifications)*

8. Ensure that students and parents/guardians, including those with limited English proficiency, are notified of how to access the relevant information provided in the district's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning nondiscrimination shall be translated into that language in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.



**NONDISCRIMINATION/HARASSMENT (continued)**

9. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and/or information regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them. Such training and information shall include details of guidelines the district may use to provide a discrimination-free environment for all district students, including transgender and gender-nonconforming students.

*(cf. 1240 - Volunteer Assistance)*

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

10. At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so. (Education Code 234.1)

*(cf. 4112.9/4212.9/4312.9 - Employee Notifications)*

11. At the beginning of each school year, inform each principal or designee of the district's responsibility to provide appropriate assistance or resources to protect students from threatened or potentially discriminatory behavior and ensure their privacy rights.

**Enforcement of District Policy**

The Superintendent or designee shall take appropriate actions to reinforce BP 5145.3 - Nondiscrimination/Harassment. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti

*(cf. 5131.5 - Vandalism and Graffiti)*

2. Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination, how to report it or file a complaint, and how to respond
3. Disseminating and/or summarizing the district's policy and regulation regarding unlawful discrimination

**NONDISCRIMINATION/HARASSMENT (continued)**

4. Consistent with laws regarding the confidentiality of student and personnel records, communicating to students, parents/guardians, and the community the school's response plan to unlawful discrimination or harassment

*(cf. 4112.6/4212.6/4312.6 - Personnel Files)*

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

*(cf. 5125 - Student Records)*

5. Taking appropriate disciplinary action against students, employees, and anyone determined to have engaged in wrongdoing in violation of district policy, including any student who is found to have filed a complaint of discrimination that the student knew was not true

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

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

*(cf. 5144 - Discipline)*

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

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

*(cf. 6159.4 - Behavioral Interventions for Special Education Students)*

**Process for Initiating and Responding to Complaints**

Students who feel that they have been subjected to unlawful discrimination described above or in district policy are strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, students who observe any such incident are strongly encouraged to report the incident to the compliance officer or principal, whether or not the alleged victim files a complaint.

Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported shall report the incident to the compliance officer or principal within a school day, whether or not the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When a verbal report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by the principal or compliance officer, the principal or compliance officer shall make a note of the report and encourage the student or parent/guardian to file the complaint in writing, pursuant to the provisions in AR 1312.3 - Uniform Complaint Procedures. Once notified verbally or in writing, the principal or compliance officer shall begin the investigation and shall implement immediate measures necessary to stop the discrimination and ensure that all students have access to the

**NONDISCRIMINATION/HARASSMENT** (continued)

educational program and a safe school environment. Any interim measures adopted to address unlawful discrimination shall, to the extent possible, not disadvantage the complainant or a student who is the victim of the alleged unlawful discrimination.

Any report or complaint alleging unlawful discrimination by the principal, compliance officer, or any other person to whom a report would ordinarily be made or complaint filed shall instead be made to or filed with the Superintendent or designee who shall determine how the complaint will be investigated.

(*cf.* 5141.4 - *Child Abuse Prevention and Reporting*)

**Transgender and Gender-Nonconforming Students**

*Gender identity* of a student means the student's gender-related identity, appearance, or behavior as determined from the student's internal sense, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

*Gender expression* means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth. (Education Code 210.7)

*Gender transition* refers to the process in which a student changes from living and identifying as the sex assigned to the student at birth to living and identifying as the sex that corresponds to the student's gender identity.

*Gender-nonconforming student* means a student whose gender expression differs from stereotypical expectations.

*Transgender student* means a student whose gender identity is different from the gender assigned at birth.

The district prohibits acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender expression, or that have the purpose or effect of producing a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment, regardless of whether the acts are sexual in nature. Examples of the types of conduct which are prohibited in the district and which may constitute gender-based harassment include, but are not limited to:

1. Refusing to address a student by a name and the pronouns consistent with the student's gender identity
2. Disciplining or disparaging a student or excluding the student from participating in

**NONDISCRIMINATION/HARASSMENT (continued)**

activities, for behavior or appearance that is consistent with the student's gender identity or that does not conform to stereotypical notions of masculinity or femininity, as applicable

3. Blocking a student's entry to the restroom that corresponds to the student's gender identity
4. Taunting a student because the student participates in an athletic activity more typically favored by a student of the other sex
5. Revealing a student's transgender status to individuals who do not have a legitimate need for the information, without the student's consent
6. Using gender-specific slurs
7. Physically assaulting a student motivated by hostility toward the student because of the student's gender, gender identity, or gender expression

The district's uniform complaint procedures (AR 1312.3) shall be used to report and resolve complaints alleging discrimination against transgender and gender-nonconforming students.

Examples of bases for complaints include, but are not limited to, the above list, as well as improper rejection by the district of a student's asserted gender identity, denial of access to facilities that correspond with a student's gender identity, improper disclosure of a student's transgender status, discriminatory enforcement of a dress code, and other instances of gender-based harassment.

To ensure that transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students by law and Board policy, the district shall address each situation on a case-by-case basis, in accordance with the following guidelines:

1. **Right to privacy:** A student's transgender or gender-nonconforming status is the student's private information and the district shall only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the district has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. In any case, the district shall only allow disclosure of a student's personally identifiable information to employees with a legitimate educational interest as determined by the district pursuant to 34 CFR 99.31. Any district employee to whom a student's transgender or gender-nonconforming status is disclosed shall keep the student's information confidential. When disclosure of a student's gender identity is made to a

**NONDISCRIMINATION/HARASSMENT** (continued)

district employee by a student, the employee shall seek the student's permission to notify the compliance officer. If the student refuses to give permission, the employee shall keep the student's information confidential, unless the employee is required to disclose or report the student's information pursuant to this administrative regulation, and shall inform the student that honoring the student's request may limit the district's ability to meet the student's needs related to the student's status as a transgender or gender-nonconforming student. If the student permits the employee to notify the compliance officer, the employee shall do so within three school days.

As appropriate given the student's need for support, the compliance officer may discuss with the student any need to disclose the student's transgender or gender-nonconformity status or gender identity or gender expression to the student's parents/guardians and/or others, including other students, teacher(s), or other adults on campus. The district shall offer support services, such as counseling, to students who wish to inform their parents/guardians of their status and desire assistance in doing so.

*(cf. 1340 - Access to District Records)*

*(cf. 3580 - District Records)*

2. **Determining a Student's Gender Identity:** The compliance officer shall accept the student's assertion of gender identity and begin to treat the student consistent with that gender identity unless district personnel present a credible and supportable basis for believing that the student's assertion is for an improper purpose.
3. **Addressing a Student's Transition Needs:** The compliance officer shall arrange a meeting with the student and, if appropriate, the student's parents/guardians to identify and develop strategies for ensuring that the student's access to educational programs and activities is maintained. The meeting shall discuss the transgender or gender-nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and other competitive endeavors. In addition, the compliance officer shall identify specific school site employee(s) to whom the student may report any problem related to the student's status as a transgender or gender-nonconforming individual, so that prompt action can be taken to address it. Alternatively, if appropriate and desired by the student, the school may form a support team for the student that will meet periodically to assess whether the arrangements for the student are meeting the student's educational needs and providing equal access to programs and activities, educate appropriate staff about the student's transition, and serve as a resource to the student to better protect the student from gender-based discrimination.

**NONDISCRIMINATION/HARASSMENT** (continued)

4. **Accessibility to Sex-Segregated Facilities, Programs, and Activities:** When the district maintains sex-segregated facilities, such as restrooms and locker rooms, or offers sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs, students shall be permitted to access facilities and participate in programs and activities consistent with their gender identity. To address any student's privacy concerns in using sex-segregated facilities, the district shall offer available options such as a gender-neutral or single-use restroom or changing area, a bathroom stall with a door, an area in the locker room separated by a curtain or screen, or use of the locker room before or after the other students. However, the district shall not require a student to utilize these options because the student is transgender or gender-nonconforming. In addition, a student shall be permitted to participate in accordance with the student's gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. A student's right to participate in a sex-segregated activity in accordance with the student's gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

*(cf. 6145.2 - Athletic Competition)*

*(cf. 6153 - School-Sponsored Trips)*

*(cf. 7110 - Facilities Master Plan)*

5. **Student Records:** A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed with proper documentation. When a student presents government-issued documentation of a name and/or gender change or submits a request for a name and/or gender change through the process specified in Education Code 49070, the district shall update the student's records. (Education Code 49062.5, 49070)

*(cf. 5125 - Student Records)*

*(cf. 5125.1 - Release of Directory Information)*

*(cf. 5125.3 - Challenging Student Records)*

6. **Names and Pronouns:** If a student so chooses, district personnel shall be required to address the student by a name and the pronoun(s) consistent with the student's gender identity, without the necessity of a court order or a change to the student's official district record. However, inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or consistent pronouns will, in general, not constitute a violation of this administrative regulation or the accompanying district policy.

**NONDISCRIMINATION/HARASSMENT (continued)**

7. **Uniforms/Dress Code:** A student has the right to dress in a manner consistent with the student's gender identity, subject to any dress code adopted on a school site.

*(cf. 5132 - Dress and Grooming)*

**PARENT INVOLVEMENT**

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

*(cf. 0420 - School Plans/Site Councils)*  
*(cf. 1220 - Citizen Advisory Committees)*  
*(cf. 1230 - School-Connected Organizations)*  
*(cf. 1240 - Volunteer Assistance)*  
*(cf. 1250 - Visitors/Outsiders)*

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

*(cf. 5020 - Parent Rights and Responsibilities)*

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

*(cf. 0460 - Local Control and Accountability Plan)*

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

*(cf. 0500 - Accountability)*

**Title I Schools**

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



**PARENT INVOLVEMENT** (continued)

*(cf. 6171 - Title I Programs)*

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

*(cf. 3100 - Budget)*

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

1. Support for schools and nonprofit organizations in providing professional development for district and school staff regarding parent/guardian and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents/guardians and family members
2. Support for programs that reach parents/guardians and family members at home, in the community, and at school
3. Dissemination of information on best practices focused on parent/guardian and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents/guardians and family members
4. Collaboration, or the provision of subgrants to schools to enable collaboration, with community-based or other organizations or employers with a record of success in improving and increasing parent/guardian and family engagement
5. Any other activities and strategies that the district determines are appropriate and consistent with this policy

If the district also receives funds under federal Title IV, Part E, to coordinate and enhance family engagement programs, the Superintendent or designee shall inform parents/guardians and organizations of the existence of Title IV. (20 USC 6318)

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

**PARENT INVOLVEMENT** (continued)

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

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

*(cf. 5145.6 - Parental Notifications)*

**Non-Title I Schools**

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

*Legal Reference: (see next page)*

## PARENT INVOLVEMENT (continued)

### Legal Reference:

#### EDUCATION CODE

11500-11505 Programs to encourage parent involvement  
48985 Notices in languages other than English  
51101 Parent rights and responsibilities  
52060-52077 Local control and accountability plan  
54444.1-54444.2 Parent advisory councils, services to migrant children  
56190-56194 Community advisory committee, special education  
64001 School plan for student achievement, consolidated application programs

#### LABOR CODE

230.8 Time off to visit child's school

#### CODE OF REGULATIONS, TITLE 5

18275 Child care and development programs, parent involvement and education

#### UNITED STATES CODE, TITLE 20

6311 State plan

6312 Local educational agency plan

6314 Schoolwide programs

6318 Parent and family engagement

6631 Teacher and school leader incentive program, purposes and definitions

7241-7246 Family engagement in education programs

#### CODE OF FEDERAL REGULATIONS, TITLE 28

35.104 Definitions, auxiliary aids and services

35.160 Communications

### Management Resources:

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

##### Title I School-Level Parental Involvement Policy

Family Engagement Framework: A Tool for California School Districts, 2014

#### U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Parental Involvement: Title I, Part A, Non-Regulatory Guidance, April 23, 2004

#### WEB SITES

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

California Department of Education, Family, School, Community Partnerships:

<http://www.cde.ca.gov/ls/pf>

California Parent Center: <http://parent.sdsu.edu>

California State PTA: <http://www.capta.org>

National Coalition for Parent Involvement in Education: <http://www.ncpie.org>

National PTA: <http://www.pta.org>

Parent Information and Resource Centers: <http://www.pirc-info.net>

Parents as Teachers National Center: <http://www.parentsasteachers.org>

U.S. Department of Education: <http://www.ed.gov>

**PARENT INVOLVEMENT**

**District Strategies for Title I Schools**

To ensure that parents/guardians and family members of students participating in Title I programs are provided with opportunities to be involved in their children's education, the district shall:

1. Involve parents/guardians and family members in the joint development of a district plan that meets the requirements of 20 USC 6312 and in the development of school support and improvement plans pursuant to 20 USC 6311 (20 USC 6318)

*(cf. 0460 - Local Control and Accountability Plan)*

*(cf. 6171 - Title I Programs)*

The Superintendent or designee may:

- a. In accordance with Education Code 52063, establish a district-level parent advisory committee and, as applicable, an English learner parent advisory committee to review and comment on the district's local control and accountability plan (LCAP) in accordance with the review schedule established by the Governing Board
- b. Invite input on the plan from other district committees and school site councils

*(cf. 0420 - School Plans/Site Councils)*

*(cf. 1220 - Citizen Advisory Committees)*

- c. Communicate with parents/guardians through the district newsletter, web site, or other methods regarding the plan and the opportunity to provide input
  - d. Provide copies of working drafts of the plan to parents/guardians in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand
  - e. Ensure that there is an opportunity at a public Board meeting for public comment on the plan prior to the Board's approval of the plan or revisions to the plan
  - f. Ensure that school-level policies on parent/guardian and family engagement address the role of school site councils and other parents/guardians as appropriate in the development and review of school plans
2. Provide coordination, technical assistance, and other support necessary to assist and build the capacity of Title I schools in planning and implementing effective parent/guardian and family engagement activities to improve student academic

**PARENT INVOLVEMENT** (continued)

achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations or individuals with expertise in effectively engaging parents/guardians and family members in education (20 USC 6318)

*(cf. 1700 - Relations Between Private Industry and the Schools)*

The Superintendent or designee may:

- a. Assign district personnel to serve as a liaison to the schools regarding Title I parent/guardian and family engagement issues
  - b. Identify funding and other resources, including community resources and services, that may be used to strengthen district and school parent/guardian and family engagement programs
  - c. Provide training for the principal or designee of each participating school regarding Title I requirements for parent/guardian and family engagement, leadership strategies, and communication skills to assist in facilitating the planning and implementation of related activities
  - d. With the assistance of parents/guardians, provide information and training to teachers and other staff regarding effective parent/guardian involvement practices and legal requirements
  - e. Provide information to schools about the indicators and assessment tools that will be used to monitor progress
3. To the extent feasible and appropriate, coordinate and integrate Title I parent/guardian and family engagement strategies with parent/guardian and family engagement strategies of other relevant federal, state, and local programs and ensure consistency with federal, state, and local laws (20 USC 6318)

The Superintendent or designee may:

- a. Identify overlapping or similar program requirements

*(cf. 0430 - Comprehensive Local Plan for Special Education)*

*(cf. 2230 - Representative and Deliberative Groups)*

*(cf. 3280 - Sale or Lease of District-Owned Real Property)*

*(cf. 5030 - Student Wellness)*

*(cf. 5148 - Child Care and Development)*

*(cf. 5148.3 - Preschool/Early Childhood Education)*

*(cf. 6174 - Education for English Learners)*

*(cf. 6175 - Migrant Education Program)*

*(cf. 6178 - Career Technical Education)*

**PARENT INVOLVEMENT** (continued)

- b. Involve district and school site representatives from other programs to assist in identifying specific population needs
  - c. Schedule joint meetings with representatives from related programs and share data and information across programs
  - d. Develop a cohesive, coordinated plan focused on student needs and shared goals
4. Conduct, with meaningful involvement of parents/guardians and family members, an annual evaluation of the content and effectiveness of the parent/guardian and family engagement policy in improving the academic quality of the schools served by Title I, including identification of: (20 USC 6318)
- a. Barriers to greater participation in parent/guardian and family engagement activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
  - b. The needs of parents/guardians and family members, so they can better assist with their children's learning and engage with school personnel and teachers
  - c. Strategies to support successful school and family interactions

*(cf. 0500 - Accountability)*

The Superintendent or designee may:

- a. Use a variety of methods, such as focus groups, surveys, and workshops, to evaluate the satisfaction of parents/guardians and staff with the quality and frequency of district communications
- b. Gather and monitor data regarding the number of parents/guardians and family members participating in district activities and the types of activities in which they are engaged
- c. Recommend to the Board measures to evaluate the impact of the district's parent/guardian and family engagement efforts on student achievement

The Superintendent or designee shall notify parents/guardians of this review and assessment through regular school communications mechanisms and shall provide a copy of the assessment to parents/guardians upon their request. (Education Code 11503)

**PARENT INVOLVEMENT** (continued)

5. Use the findings of the evaluation conducted pursuant to item #4 above to design evidence-based strategies for more effective parent/guardian and family involvement and, if necessary, to revise the parent/guardian and family engagement policy (20 USC 6318)

The Superintendent or designee may:

- a. Analyze data from the evaluation to identify parent/guardian and family engagement activities that have been successful and those activities that have had lower participation or less meaningful involvement by parents/guardians
  - b. Analyze parent/guardian and family participation to determine the level of participation by traditionally underrepresented groups
  - c. With the involvement of parents/guardians, recommend and draft proposed policy revisions to submit to the Board for consideration
6. Involve parents/guardians in the activities of schools served by Title I, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents/guardians or family members served by the district to adequately represent the needs of the population served by the district for the purposes of developing, revising, and reviewing the parent/guardian and family engagement policy (20 USC 6318)

The Superintendent or designee may:

- a. Include information about school activities in district communications to parents/guardians and family members
- b. To the extent practicable, assist schools with translation services or other accommodations needed to encourage participation of parents/guardians and family members
- c. Establish processes to encourage parent/guardian input regarding their expectations and concerns for their children

In addition, the district shall promote the effective involvement of parents/guardians and support a partnership among the school, parents/guardians, and the community to improve student achievement by implementing the actions specified in item #7 of the section "School-Level Policies for Title I Schools" below. (20 USC 6318)

**PARENT INVOLVEMENT** (continued)**School-Level Policies for Title I Schools**

At each school receiving Title I funds, a written policy on parent/guardian and family engagement shall be developed jointly with the parents/guardians and family members of participating students. The school policy shall describe the means by which the school will: (20 USC 6318)

1. Convene an annual meeting, at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, in order to inform parents/guardians of their school's participation in Title I and to explain Title I requirements and the right of parents/guardians to be involved
2. Offer a flexible number of meetings, such as meetings in the morning or evening, for which related transportation, child care, and/or home visits may be provided as such services relate to parent/guardian involvement
3. Involve parents/guardians in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school's parent/guardian and family engagement policy and, if applicable, the joint development of the plan for schoolwide programs pursuant to 20 USC 6314

The school may use an existing process for involving parents/guardians in the joint planning and design of the school's programs provided that the process includes adequate representation of parents/guardians of participating students.

4. Provide the parents/guardians of participating students all of the following:
  - a. Timely information about Title I programs
  - b. A description and explanation of the school's curriculum, forms of academic assessment used to measure student progress, and the achievement levels of the state academic standards

*(cf. 5121 - Grades/Evaluation of Student Achievement)*

*(cf. 5123 - Promotion/Acceleration/Retention)*

- c. If requested by parents/guardians, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions related to their children's education. The district shall respond to any such suggestions as soon as practicably possible.



**PARENT INVOLVEMENT** (continued)

5. If the schoolwide program plan is not satisfactory to the parents/guardians of participating students, submit any parent/guardian comments when the school makes the plan available to the district
6. Jointly develop with the parents/guardians of participating students a school-parent compact that outlines how parents/guardians, the entire school staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents/guardians will build a partnership to help students achieve state standards

This compact shall address:

- a. The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state's challenging academic achievement standards
- b. Ways in which parents/guardians will be responsible for supporting their children's learning, volunteering in the classroom, and participating, as appropriate, in decisions related to their children's education and the positive use of extracurricular time

*(cf. 1240 - Volunteer Assistance)*

*(cf. 5020 - Parent Rights and Responsibilities)*

*(cf. 5113 - Absences and Excuses)*

*(cf. 6145 - Extracurricular/Cocurricular Activities)*

*(cf. 6154 - Homework/Makeup Work)*

- c. The importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:
  - (1) Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the student's achievement
  - (2) Frequent reports to parents/guardians on their children's progress
  - (3) Reasonable access to staff, opportunities to volunteer and participate in their child's classroom, and observation of classroom activities
  - (4) Regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand

**PARENT INVOLVEMENT** (continued)

7. Promote the effective involvement of parents/guardians and support a partnership among the school, parents/guardians, and the community to improve student achievement through the following actions:

- a. Assist parents/guardians in understanding such topics as the state academic standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children

*(cf. 6011 - Academic Standards)*

*(cf. 6162.5 - Student Assessment)*

*(cf. 6162.51 - State Academic Achievement Tests)*

- b. Provide parents/guardians with materials and training, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to help them work with their children to improve their children's achievement

- c. With the assistance of parents/guardians, educate teachers, specialized instructional support personnel, principals and other school leaders, and other staff, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

- d. To the extent feasible and appropriate, coordinate and integrate parent/guardian involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents/guardians in fully participating in their children's education

- e. Ensure that information related to school and parent/guardian programs, meetings, and other activities is sent to the parents/guardians of participating students in a format and, to the extent practicable, in a language the parents/guardians can understand

- f. Provide other such reasonable support for parent/guardian involvement activities as parents/guardians may request

**PARENT INVOLVEMENT** (continued)

In addition, the school plan may include strategies to:

- a. Involve parents/guardians in the development of training for teachers, principals, and other educators to improve the effectiveness of such training
- b. Provide necessary literacy training, using Title I funds if the district has exhausted all other reasonably available sources of funding for such training
- c. Pay reasonable and necessary expenses associated with parent/guardian involvement activities, including transportation and child care costs, to enable parents/guardians to participate in school-related meetings and training sessions
- d. Train parents/guardians to enhance the involvement of other parents/guardians
- e. Arrange school meetings at a variety of times or, when parents/guardians are unable to attend such conferences, conduct in-home conferences between parents/guardians and teachers or other educators who work directly with participating students, in order to maximize parent/guardian involvement and participation
- f. Adopt and implement model approaches to improving parent/guardian involvement
- g. Establish a parent advisory council to provide advice on all matters related to parent/guardian involvement in Title I programs
- h. Develop appropriate roles for community-based organizations and businesses in parent/guardian involvement activities
- i. Make referrals to community agencies and organizations that offer literacy training, parent/guardian education programs, and/or other services that help to improve the conditions of parents/guardians and families

*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*

- j. Provide a master calendar of district/school activities and meetings
- k. Provide information about opportunities for parent/guardian and family engagement through the district newsletter, web site, or other written or electronic means

**PARENT INVOLVEMENT (continued)**

- l. Engage parent-teacher organizations to actively seek out and involve parents/guardians through regular communication updates and information sessions

*(cf. 1230 - School-Connected Organizations)*

- m. To the extent practicable, provide translation services at school sites and at meetings involving parents/guardians and family members as needed
- n. Provide training and information to members of district and school site councils and advisory committees to help them fulfill their functions
- o. Provide ongoing workshops to assist school site staff, parents/guardians, and family members in planning and implementing improvement strategies, and seek their input in developing the workshops
- p. Regularly evaluate the effectiveness of staff development activities related to parent/guardian and family engagement
- q. Include expectations for parent/guardian outreach and involvement in staff job descriptions and evaluations

*(cf. 4115 - Evaluation/Supervision)*

*(cf. 4215 - Evaluation/Supervision)*

*(cf. 4315 - Evaluation/Supervision)*

8. To the extent practicable, provide opportunities for the informed participation of parents/guardians and family members (including parents/guardians and family members with limited English proficiency, parents/guardians and family members with disabilities, and parents/guardians and family members of migrant children), including providing information and school reports required under 20 USC 6311(h) in a format and language such parents/guardians can understand

If the school has a parent involvement policy that applies to all parents/guardians, it may amend that policy to meet the above requirements. (20 USC 6318)

Each school receiving Title I funds shall annually evaluate the effectiveness of its parent/guardian and family engagement policy. Such evaluation may be conducted during the process of reviewing the school plan for student achievement in accordance with Education Code 64001.

The school's policy shall be periodically updated to meet the changing needs of parents/guardians and the school. (20 USC 6318)

**PARENT INVOLVEMENT (continued)**

**District Strategies for Non-Title I Schools**

For each school that does not receive federal Title I funds, the Superintendent or designee shall, at a minimum:

1. Engage parents/guardians and family members positively in their children's education by providing assistance and training on topics such as state academic standards and assessments to increase their knowledge and skills to use at home to support their children's academic efforts at school and their children's development as responsible members of society (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Provide or make referrals to literacy training and/or parent education programs designed to improve the skills of parents/guardians and enhance their ability to support their children's education
  - b. Provide information, in parent handbooks and through other appropriate means, regarding academic expectations and resources to assist with the subject matter
  - c. Provide parents/guardians with information about students' class assignments and homework assignments
2. Inform parents/guardians that they can directly affect the success of their children's learning, by providing them with techniques and strategies that they may use to improve their children's academic success and to assist their children in learning at home (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Provide parents/guardians with information regarding ways to create an effective study environment for their children at home and to encourage good study habits
- b. Encourage parents/guardians to monitor their children's school attendance, homework completion, and television viewing
- c. Encourage parents/guardians to volunteer in their child's classroom and to participate in school advisory committees

**PARENT INVOLVEMENT** (continued)

3. Build consistent and effective two-way communication between the home and school so that parents/guardians and family members may know when and how to assist their children in support of classroom learning activities (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Ensure that teachers provide frequent reports to parents/guardians on their children's progress and hold parent-teacher conferences at least once per year with parents/guardians of elementary school students
  - b. Provide opportunities for parents/guardians to observe classroom activities and to volunteer in their child's classroom
  - c. Provide information about parent/guardian and family engagement opportunities through district, school, and/or class newsletters, the district's web site, and other written or electronic communications
  - d. To the extent practicable, provide notices and information to parents/guardians in a format and language they can understand
  - e. Develop mechanisms to encourage parent/guardian input on district and school issues
  - f. Identify barriers to parent/guardian and family participation in school activities, including parents/guardians and family members who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
  - g. Encourage greater parent/guardian participation by adjusting meeting schedules to accommodate parent/guardian needs and, to the extent practicable, by providing translation or interpreter services, transportation, and/or child care
4. Train teachers, administrators, specialized instructional support personnel, and other staff to communicate effectively with parents/guardians as equal partners (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Provide staff development to assist staff in strengthening two-way communications with parents/guardians, including parents/guardians who have limited English proficiency or limited literacy

**PARENT INVOLVEMENT (continued)**

- b. Invite input from parents/guardians regarding the content of staff development activities pertaining to home-school communications
5. Integrate and coordinate parent/guardian and family engagement activities within the LCAP with other activities

The Superintendent or designee may:

- a. Include parent/guardian and family engagement strategies in school reform or school improvement initiatives
- b. Involve parents/guardians and family members in school planning processes

## CEREMONIES AND OBSERVANCES

The Governing Board recognizes the importance of having students observe holidays, celebrate events of cultural or historical significance, and acknowledge the contributions of outstanding individuals in society. On days designated by the Board, staff shall provide students with appropriate commemorative exercises so that they may acquire the knowledge, skills, and principles essential for informed, responsible citizenship in a democratic society.

*(cf. 6111 - School Calendar)*  
*(cf. 6141.2 - Recognition of Religious Beliefs and Customs)*  
*(cf. 6142.94 - History-Social Science Instruction)*  
*(cf. 6142.3 - Civic Education)*  
*(cf. 6142.4 - Service Learning/Community Service Classes)*

District schools shall be closed on the holidays specified in Education Code 37220 and on any other day designated as a holiday by the Board. The Board may, by adoption of a resolution, revise the date upon which schools close in observance of any holiday except Veterans Day, which shall be celebrated on its actual date. (Education Code 37220)

In addition, the Board may, through the adoption of a resolution, authorize the display of symbolic flags or banners in support of specific awareness months.

*(cf. 6144 - Controversial Issues)*

### *Legal Reference:*

#### EDUCATION CODE

37220-37222.20 *Holidays and commemorative events*

44015.1 *Week of the School Administrator*

45203 *Paid holidays, classified employees*

45460 *Classified School Employee Week*

52720-52730 *Patriotic exercises and instruction*

#### GOVERNMENT CODE

430-439 *Display of flags*

3540-3549.3 *Meeting and negotiating*

#### UNITED STATES CODE, TITLE 4

6 *Time and occasion for display of flag*

7 *Position and manner of display of flag*

#### UNITED STATES CODE, TITLE 36

106 *Constitution Day and Citizenship Day*

106 Note *Educational program on the U.S. Constitution*

#### COURT DECISIONS

*Newdow v. Rio Linda Union School District*, 597 F.3d 1007, 1012 (9th Cir. 2010)

*West Virginia State Board of Education et al v. Barnette et al* (1943) 319 U.S. 624

*Management Resources: (see next page)*



**CEREMONIES AND OBSERVANCES (continued)**

*Management Resources:*

WEB SITES

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

California Department of Education, History/Social Science Instructional Materials:

<http://www.cde.ca.gov/ci/hs/im>

**CEREMONIES AND OBSERVANCES****Holidays**

District schools shall be closed on the following holidays: (Education Code 37220)

New Year's Day	January 1
Dr. Martin Luther King Jr. Day	Third Monday in January or the Monday or Friday of the week in which January 15 occurs
Lincoln Day	The Monday or Friday of the week in which February 12 occurs
Washington Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	The Thursday in November designated by the President
Christmas Day	December 25

*(cf. 6141.2 - Recognition of Religious Beliefs and Customs)*

In addition, schools shall be closed on any day designated by the Governor or President for a holiday, any special or limited holiday on which the Governor provides that the schools shall close, and any other day designated as a holiday by the Governing Board and/or negotiated with employee organizations. (Education Code 37220)

Holidays which fall on a Sunday shall be observed the following Monday. Holidays which fall on a Saturday shall be observed the preceding Friday. If any of the above holidays occurs under federal law on a date different from that indicated above, the Governing Board may close the schools on the date recognized by federal law instead of on the date above. (Education Code 37220)

*(cf. 6111 - School Calendar)*

**CEREMONIES AND OBSERVANCES** (continued)**Commemorative Exercises**

District schools shall hold exercises in accordance with law to commemorate the following special days: (Education Code 37220, 37221, 45460)

U.S. Constitution and Citizenship Day	On or near September 17
Dr. Martin Luther King, Jr. Day	The Friday before the day schools are closed for this holiday
Abraham Lincoln's Birthday	The school day before the day schools are closed for this holiday
Susan B. Anthony Day	February 15
George Washington's Birthday	The Friday preceding the third Monday in February
Black American Day	March 5
Conservation, Bird, and Arbor Day	March 7
Classified Employee Week	Third week in May

Commemorative exercises shall be integrated into the regular educational program to the extent feasible.

*(cf. 6142.94 - History-Social Science Instruction)*

*(cf. 6142.3 - Civic Education)*

**Patriotic Exercises**

Each school shall conduct patriotic exercises daily, which may include the Pledge of Allegiance to the Flag of the United States and/or instruction that promotes understanding of the concepts of "pledge," "allegiance," "republic," and "indivisible" and understanding of the importance of the pledge as an expression of patriotism, love of country, and pride in the United States. (Education Code 52720, 52730)

At elementary schools, such exercises shall be conducted at the beginning of each school day. (Education Code 52720)

At secondary schools, such exercises shall be conducted during the homeroom period.

**CEREMONIES AND OBSERVANCES (continued)**

A student may choose not to participate in the flag salute or Pledge of Allegiance for personal reasons.

**Display of Flag**

The flag of the United States and the flag of California shall be displayed during business hours at the entrance or on the grounds of every district school and on or near the district office. At all times, the national flag shall be placed in the position of first honor. (Government Code 431, 436; 4 USC 6)

When displayed on a building or on a flagstaff in the open, the national flag shall be displayed only from sunrise to sunset unless properly illuminated during the hours of darkness. The flag should not be displayed during inclement weather unless an all-weather flag is used. (4 USC 6)

The national flag shall fly at half-staff on the following occasions: (4 USC 7)

1. For 30 days from the death of the President or a former President
2. For 10 days from the death of the Vice President, the Chief Justice or a retired Chief Justice, or the Speaker of the House of Representatives
3. From the day of death until interment of an Associate Justice of the Supreme Court, a secretary of an executive or military department, former Vice President, or the Governor of a state
4. On the day of death and the following day for a Member of Congress
5. On Memorial Day, until noon only
6. On Peace Officers Memorial Day (May 15), unless it falls on Armed Forces Day
7. Upon a proclamation from the Governor in the event of the death of a present or former official of the state government or a member of the Armed Forces from the state who has died while serving on active duty
8. On other occasions by order of the President and in accordance with presidential instructions or orders

**TITLE VI INDIAN EDUCATION PROGRAMS**

With the assistance of federal Title VI funding for the education of children from federally recognized tribes, the district shall offer programs and activities to meet the unique cultural, language, and educational needs of American Indian students, as defined in 20 USC 7491. Program objectives and outcomes shall be based on state academic standards. (20 USC 7424)

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

*(cf. 0415 - Equity)*

*(cf. 0460 - Local Control and Accountability Plan)*

*(cf. 6011 - Academic Standards)*

In developing, implementing, and evaluating Title VI programs and activities, the Superintendent or designee shall consult with and involve parents/guardians and family members of American Indian students and other community representatives. (20 USC 7424)

The district shall establish a committee that is composed of, and selected by, parents/guardians and family members of American Indian students, representatives of tribes on tribal lands located within 50 miles of any district school that serves any children of the tribes, teachers, and, if appropriate, American Indian students enrolled in secondary schools in the district. The majority of the committee shall be parents/guardians and family members of American Indian students. The committee shall participate in program development and provide written approval for the program. (20 USC 7424)

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 6020 - Parent Involvement)*

The district's Title VI program for American Indian education may include any of the following services and activities: (20 USC 7425)

1. Activities that support Native American language programs and Native American language restoration programs, which may be taught by traditional leaders
2. Culturally related activities that support the district's program
3. Early childhood and family programs that emphasize school readiness
4. Enrichment programs that focus on problem solving and cognitive skills development and directly support the attainment of state academic standards
5. Integrated educational services in combination with other programs that meet the needs of American Indian students and their families, including programs that promote parent/guardian involvement in school activities and increase student achievement

**TITLE VI INDIAN EDUCATION PROGRAMS (continued)**

6. Career preparation activities that enable American Indian students to participate in career technical education programs, including programs for mentoring and apprenticeship
7. Activities to educate individuals so as to prevent violence, suicide, and substance abuse
8. The acquisition of equipment that is essential to achieve program goals
9. Activities that promote the incorporation of culturally responsive teaching and learning strategies into the district's educational program
10. Family literacy services
11. Activities that recognize and support the unique cultural and educational needs of American Indian students, and incorporate appropriately qualified tribal elders and seniors
12. Dropout prevention strategies for American Indian students
13. Strategies to meet the educational needs of American Indian students in correctional facilities, including such strategies that support American Indian students who are transitioning from such facilities to schools served by the district

Any federal funds received to support American Indian education programs shall be used to supplement, not supplant, state or local funds allocated for such purposes. (20 USC 7424)

*(cf. 3230 - Federal Grant Funds)*

*(cf. 3231 - Impact Aid)*

Program funds may be used to support a Title I schoolwide program pursuant to 20 USC 6314 if approved by the committee established pursuant to 20 USC 7424, provided that the schoolwide program is consistent with the purpose of American Indian education programs and the district's application identifies how the use of such funds in a schoolwide program will produce benefits to American Indian students that would not be achieved if not used in a schoolwide program. (20 USC 7424)

*(cf. 6171 - Title I Programs)*

As needed, professional development shall be provided to teachers and other school staff to assist them in working with American Indian students and carrying out Title VI programs. (20 USC 7424)

**TITLE VI INDIAN EDUCATION PROGRAMS (continued)**

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

The Superintendent or designee shall maintain a record of the information establishing the status of each student as an American Indian student eligible for assistance through the federal American Indian education program. (20 USC 7427)

The Superintendent or designee shall periodically assess the progress of American Indian students, including American Indian students who do not participate in programs funded through Title VI, in meeting program goals and objectives. Assessment results shall be provided to the Board, the committee established pursuant to 20 USC 7424, tribes whose children are served by the district, and the community. (20 USC 7424)

*(cf. 0500 - Accountability)*

*(cf. 6162.5 - Student Assessment)*

*(cf. 6162.51 - State Academic Achievement Tests)*

*Legal Reference:*

EDUCATION CODE

33380-33384 *California Indian Education Centers*

UNITED STATES CODE, TITLE 20

6314 *Title I schoolwide programs*

7401-7492 *Indian education*

7701-7714 *Impact Aid*

CODE OF FEDERAL REGULATIONS, TITLE 2

200.0-200.521 *Federal uniform grant guidance*

CODE OF FEDERAL REGULATIONS, TITLE 34

222.90-222.129 *Impact Aid, special provisions for local educational agencies that claim children residing on Indian lands*

*Management Resources:*

WEB SITES

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

*U.S. Department of Education, Office of Impact Aid:*

*<https://www2.ed.gov/about/offices/list/oese/impactaid>*

*U.S. Department of Education, Office of Indian Education:*

*<https://www2.ed.gov/about/offices/list/oese/oie>*



# Project Consulting Adjunct Staff 4 Education, Inc.

1224 Jefferson Street, #1 • PO Box 2564 • Delano, CA 93216

Phone: (661) 778-0960 Fax: (661) 778-0961

## Contract for SLD E-Rate Consulting Services E-Rate Year 24 (2021-2022) FY 2021 (Y24)

August 5, 2020

**Mark Odsather, Superintendent**  
Pleasant View Elementary School District  
14004 Road 184  
Porterville, CA 93257

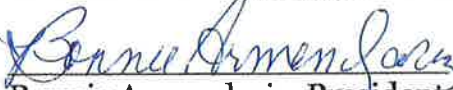
### Contract Agreement

**Project Consulting Adjunct Staff 4 Education, Inc.**, (PCAS4E) agrees to complete all SLD required forms to process for your school district's SLD Category 1 (Internet Access and Transport). A detailed profile of your school district **E-rate Funding Year 2021 (2021 - 2022)** projects listing the vendors and scope of work will be provided at the end of the project.

1. Completion of all SLD required forms to complete funding process for your SLD Category One services (Internet Access and Transport) which include the following services:
  - a. Taking the burden of paperwork/forms filing off your shoulders.
  - b. Maintaining records and copies of your filings for ten years, per SLD requirement
  - c. Internet Access Service (Unbundled Internet Access, Domain Name Registration, Email Service, Wireless Internet Access).
  - d. Completing all forms—Forms 470, 471 and item 21 attachment, 486 and BEAR (472) for your signature.
  - e. Coordinating and responding to PIA inquiries.
  - f. Process will take **Pleasant View Elementary School District** from the Form 470 filing through the 486 filings.

**Cost of Services: \$5,000.00**

This contract is executed and entered into on the day and year written below

 8-5-2020  
 Bonnie Armendariz, President      Date  
 Project Consulting Adjunct Staff 4, Ed

\_\_\_\_\_  
 Authorized Signature      Date  
 Pleasant View Elementary School Dist



**Instructions: Copy and paste the text below onto your district letterhead. (Remove this information). Sign it and send me a wet copy of this document.**

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**TO: Project Consulting Adjunct Staff 4 Education, Inc.**

**RE: Letter of Agency for Funding Year: 2021-2022**

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I hereby authorize **Project Consulting Adjunct Staff 4 Education, Inc.** to submit FCC Form 470, FCC Form 471, and other E-rate forms to the Schools and Libraries Division of the Universal Service Administrative Company on behalf of the **Pleasant View Elementary School District**.

I understand that in submitting these forms on our behalf, you are making certifications for **Pleasant View Elementary School District**. By signing this Letter of Agency, I make the following certifications:

- (a) I certify that the schools in the **Pleasant View Elementary School District** are all schools under the statutory definitions of elementary and secondary schools found in the No Child Left Behind Act of 2001, 20 U.S.C. §§ 7801(18) and (38), that do not operate as for-profit businesses and do not have endowments exceeding \$50 million.
- (b) I certify that the **Pleasant View Elementary School District** has secured access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity, necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that to the extent that the Billed Entity is passing through the non-discounted charges for the services requested under this Letter Agency, that the entities I represent have secured access to all of the resources to pay the non-discounted charges for eligible services from funds to which access has been secured in the current funding year.
- (c) I certify that **Pleasant View Elementary School District** is covered, or will be covered at the time funded services are provided, by E-rate approved technology plans (unless discounts are only being requested for basic local and long distance telephone service) that is written, that covers all 12 months of the funding year, and that has been or will be approved by a state or other authorized body, or and SLD-certified technology plan approver, prior to the commencement of service. The plan(s) is written at the following level(s):
  - an individual technology plan for using the services requested in this application; and/or
  - \_\_\_\_\_ higher-level technology plan(s) for using the services requested in this application; or
  - \_\_\_\_\_ no technology plan needed; applying for basic local, cellular, PCS, and/or long distance telephone service and/or voice mail only.
- (d) I certify that the services the school, library or district purchases at discounts provided by 47 U.S.C. § 254 will be used solely for educational purposes and will not be sold, resold, or transferred in consideration for money or any other thing of value, except as permitted by the rules of the Federal Communications Commission (Commission or FCC) at 47 C.F.R. § 54.500(et seq.).
- (e) I certify that our school district has complied with all program rules and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding

commitments. I acknowledge that failure to comply with program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities.

- (f) I acknowledge that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service, receive an appropriate share of benefits from those services.
- (g) I certify that I will retain required documents for a period of at least five years after the last day of service delivered. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the application for, receipt of, and delivery of services receiving schools and libraries discounts, and that if audited, I will make such records available to the Administrator. I acknowledge that I may be audited pursuant to participation in the schools and libraries program.
- (h) I certify that I am authorized to order telecommunications and other supported services for the eligible entity(ies) covered by this Letter of Agency. I certify that I am authorized to make this request on behalf of the eligible entity(ies) covered by this Letter of Agency, that I have examined this Letter, that all of the information on this Letter is true and correct to the best of my knowledge, that the entities that will be receiving discounted services under this Letter pursuant to this application have complied with the terms, conditions and purposes of the program, that no kickbacks were paid to anyone and that false statements on this form can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001 and civil violations of the False Claims Act.
- (i) I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program. I will institute reasonable measures to be informed, and will notify USAC should I be informed or become aware that I or any of the entities, or any person associated in any way with my entity and/or the entities, is convicted of a criminal violation or held civilly liable for acts arising from their participation in the schools and libraries support mechanism.
- (j) I certify, on behalf of the entities covered by this Letter of Agency, that any funding requests for internal connections services, except basic maintenance services, applied for in the resulting FCC Form 471 application are not in violation of the Commission requirement that eligible entities are not eligible for such support more than twice every five funding years beginning with Funding Year 2005 as required by the Commission's rules at 47 C.F.R. § 54.506(c).
- (k) I certify that, to the best of my knowledge, the non-discount portion of the costs for eligible services will not be paid by the service provider. I acknowledge that the provision, by the provider of a supported service, of free services or products unrelated to the supported service or product constitutes a rebate of some or all of the cost of the supported services.
- (l) I certify that I am authorized to sign this Letter of Agency and, to the best of my knowledge, information, and belief, all information provided to **Project Consulting Adjunct Staff 4 Education, Inc.** for E-rate submission is true.

District: Pleasant View Elementary School District Signature: \_\_\_\_\_

Date: \_\_\_\_\_ (Month, DD, YYYY) Name: \_\_\_\_\_

Title: Superintendent

# PLEASANT VIEW SCHOOL DISTRICT

14004 ROAD 184 PORTERVILLE, CALIFORNIA 93257

TELEPHONE (559) 784-6769 FAX (559) 784-6819

**BOARD OF TRUSTEES****Thomas Barcellos**

President &amp; Clerk

**Michael Smith**

Vice President

**Davy Gobel**

Rusty Gobel

**Alexander Garcia****Mark Odsather**

District Superintendent

**Richard Thornberry**

Principal / Programs

**Niguel Baxter**

Business Manager

**TO:** BOARD OF TRUSTEES

**FROM:** MARK ODSATHER - SUPERINTENDENT

**SUBJECT:** REQUEST TO FILE **FORM 470** POSTINGS FOR **E-RATE FUNDING YEAR 2020 (2020-2021)**

**DATE:** 8/11/2020

The District needs approval from the Board of Trustees prior to proceeding with the filing of Erate. The Erate projects are as follows:

- **SLD Form 470 for Internet Access Services: (90% Discount)**
  - \* Services Requested: Internet, Broad Band, High Speed Digital Service
- **SLD Form 470 Internal Connections: (85% of C2 Budget Balance)**
  - \* Advertise Request for Proposal Equipment & Services for District



PLEASANT VIEW  
FALCONS

**RESOLUTION OF THE GOVERNING BOARD**

**OF**

**PLEASANT VIEW ELEMENTARY SCHOOL DISTRICT**

(In the matter of authorizing curriculum and materials)

Resolution # 2

Subject: Approved Curriculum and Materials

August 11<sup>th</sup>, 2020

WHEREAS, the school is in need of curriculum and materials for instructional use.

WHEREAS, the district determines the following list to be approved for use in the classroom for core curriculum and materials in all content areas. Therefore be it resolved, that the Governing Board authorizes and approves for use the following list.

- 1.) Summit Learning Platform
- 2.) Lexia Core 5
- 3.) Reading Plus
- 4.) Dreambox Learning
- 5.) Internet Resources
- 6.) Any Informational Materials connected to Units
- 7.) Real World Experiences and Field Trips
- 8.) Wonders (K-6)
- 9.) Study Sync (7-8)
- 10.) ERWC (7-8)
- 11.) DBQ (4-8)
- 12.) Engage New York(Math) (K-6)
- 13.) Pearson Connected Mathematics (Math) (7-8)
- 14.) Social Studies (Macmillan McGraw Hill K-5<sup>th</sup>) (McDougal Little 6<sup>th</sup>-8<sup>th</sup>)
- 15.) Science (Mystery Science K-3) (K-5)
- 16.) Thrively (K-8)
- 17.) Up-Level (K-8)
- 18.) Think SRD Writing

THE FOREGOING RESOLUTION WAS ADOPTED upon the motion of \_\_\_\_\_, seconded by \_\_\_\_\_ at a Regular meeting of the Governing Board on the 13<sup>th</sup> day of August, 2019 by the following vote.

AYES:

NOES:

ABSENT:

ABSENTATIONS:

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President and Clerk of the Board

### 2020-21 Certification of Assurances

Commission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca20assurancetoc.asp>.

**CDE Program Contact:**

Consolidated Application Support Desk, Education Data Office, [conappsupport@cde.ca.gov](mailto:conappsupport@cde.ca.gov), 916-319-0297

### Consolidated Application Certification Statement

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to participate in the monitoring process regarding the use of these funds according to the standards and criteria set forth by the California Department of Education Federal Program Monitoring (FPM) Office. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form are on file.

Authorized Representative's Full Name	Mark Odsather
Authorized Representative's Signature	Superintendent
Authorized Representative's Title	08/10/2020
Authorized Representative's Signature Date	

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

## 2020-21 Protected Prayer Certification

The Student Succeeds Act (ESSA) Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

**CDE Program Contact:**

Franco Rozic, Title I Monitoring and Support Office, [frozic@cde.ca.gov](mailto:frozic@cde.ca.gov), 916-319-0269

### Protected Prayer Certification Statement

The local educational agency (LEA) hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Mark Odsather
Authorized Representative's Title	Superintendent
Authorized Representative's Signature Date	08/04/2020
Comment If the LEA is not able to certify at this time, then an explanation must be provided in the Comment field. (Maximum 500 characters)	

**\*\*\*Warning\*\*\***

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## 2020-21 LCAP Federal Addendum Certification

**CDE Program Contact:**

Local Agency Systems Support Office, [LCFF@cde.ca.gov](mailto:LCFF@cde.ca.gov), 916-323-5233

### Initial Application

To receive initial funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds for the first time are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to initially apply for funds, the LEA must certify that the current LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification, the LEA agrees to submit the LCAP Federal Addendum, that has been approved by the local governing board or governing body of the LEA, to the California Department of Education (CDE) and acknowledges that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

### Returning Application

If the LEA certified a prior year LCAP Federal Addendum Certification data collection form in the Consolidated Application and Reporting System, then the LEA may use in this form the same original approval or adoption date used in the prior year form.

<b>County Office of Education (COE) / District</b> For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP	08/16/2019
<b>Direct Funded Charter</b> Enter the adoption date of the current LCAP	
Authorized Representative's Full Name	Mark Odsather
Authorized Representative's Title	Superintendent

**\*\*\*Warning\*\*\***

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## 2020-21 Application for Funding

**CDE Program Contact:**

Consolidated Application Support Desk, Education Data Office, [conappsupport@cde.ca.gov](mailto:conappsupport@cde.ca.gov), 916-319-0297

**Local Governing Board Approval**

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	08/11/2020
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**District English Learner Advisory Committee Review**

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

DELAC representative's full name (non-LEA employee)	Diego Campos
DELAC review date	03/02/2020
Meeting minutes web address  Please enter the web address of DELAC review meeting minutes (format <a href="http://SomeWebsiteName.xxx">http://SomeWebsiteName.xxx</a> ). If a web address is not available, then the LEA must keep the minutes on file which indicate that the application was reviewed by the committee.	
DELAC comment  If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)	Our ELAC Committee unfortunately did not review the application for funding programs that serve English Learners due to COVID-19 pandemic. A meeting will be planned in the early fall 2020 to fulfill this requirement.

**Application for Categorical Programs**

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

<b>Title I, Part A (Basic Grant)</b> ESSA Sec. 1111et seq. SACS 3010	Yes
<b>Title II, Part A (Supporting Effective Instruction)</b> ESEA Sec. 2104 SACS 4035	Yes
<b>Title III English Learner</b>	Yes

**\*\*\*Warning\*\*\***

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## 2020-21 Application for Funding

**CDE Program Contact:**

Consolidated Application Support Desk, Education Data Office, [conappsupport@cde.ca.gov](mailto:conappsupport@cde.ca.gov), 916-319-0297

ESEA Sec. 3102 SACS 4203	
<b>Title III Immigrant</b>	Yes
ESEA Sec. 3102 SACS 4201	
<b>Title IV, Part A (Student and School Support)</b>	Yes
ESSA Sec. 4101 SACS 4127	
<b>Title V, Part B Subpart 1 Small, Rural School Achievement Grant</b>	Yes
ESSA Sec. 5211 SACS 5810	
<b>Program Record/Award Number</b>	20SRSA0483
If participating, then provide the required code	
<b>Title V, Part B Subpart 1 Alternative Uses of Funds Authority Participation</b>	Yes
<b>Title V, Part B Subpart 2 Rural and Low-Income Grant</b>	No
ESSA Sec. 5221 SACS 4126	

**\*\*\*Warning\*\*\***

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**2020-21 Title III English Learner Student Program Subgrant Budget**

The purpose of this form is to provide a proposed budget for 2020-21 English learner (EL) Student Program Subgrant funds only per the Title III English Learner Students Program requirements (ESSA, Sections 3114, 3115, & 3116).

**CDE Program Contact:**

Geoffrey Ndirangu, Language Policy and Leadership Office, [gndirang@cde.ca.gov](mailto:gndirang@cde.ca.gov), 916-323-5831

**Estimated Allocation Calculation**

Estimated English learner per student allocation	\$114.40
Estimated English learner student count	301
Estimated English learner student program allocation	\$34,434

**Note: \$10,000 minimum program eligibility criteria**

If the local educational agency's estimated English learner student program allocation is less than \$10,000, then it does not meet the minimum program eligibility criteria for direct funding status and requires further action. To receive instructions regarding the consortium application process, please go to the California Department of Education Title III EL Consortium Details web page at <https://www.cde.ca.gov/sp/el/t3/elconsortium.asp>.

**Budget**

Professional development activities	\$32,519
Program and other authorized activities	\$0
English Proficiency and Academic Achievement	\$500
Parent, family, and community engagement	\$500
Direct administrative costs (Amount cannot exceed 2% of the estimated English learner student program allocation)	\$0
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	\$915
Total budget	\$34,434

**\*\*\*Warning\*\*\***

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### 2020-21 Title III Immigrant Student Program Subgrant Budget

The purpose of this form is to provide a proposed budget for 2020-21 Immigrant Student Program Subgrant funds only per the Title III Immigrant Student Program requirements (ESSA, Sections 3114, 3115, & 3116).

**CDE Program Contact:**

Geoffrey Ndirangu, Language Policy and Leadership Office, [gndirang@cde.ca.gov](mailto:gndirang@cde.ca.gov), 916-323-5831

**Estimated Allocation Calculation**

Estimated immigrant per student allocation	\$104.70
Estimated immigrant student count	30
Estimated immigrant student program allocation	\$3,141

**Note: Eligibility criteria**

A local educational agency which has 21 or more eligible immigrant students and has experienced a significant increase of one percent or more in eligible immigrant students enrollment in the current year, compared with the average of the two preceding fiscal years, is eligible to apply.

**Budget**

Authorized activities	\$3,141
Direct administrative costs (Amount should not exceed 2% of the estimated immigrant student program allocation)	\$0
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	\$0
Total budget	\$3,141

**\*\*\*Warning\*\*\***

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### 2020-21 Substitute System for Time Accounting

This certification may be used by auditors and by California Department of Education oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the local educational agency (LEA) submits and certifies this data collection.

**CDE Program Contact:**

Arturo Ambriz, Fiscal Oversight and Support Office, [AAmbriz@cde.ca.gov](mailto:AAmbriz@cde.ca.gov), 916-323-0765

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the web at <https://www.cde.ca.gov/fg/ac/sa/>.

2020-21 Request for authorization	No
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	

**\*\*\*Warning\*\*\***

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### 2020-21 Nonprofit Private School Consultation

The local educational agency shall provide, on an equitable basis, special education services or other benefits to address the needs of eligible children and staff enrolled in nonprofit private elementary and secondary schools under the programs listed below.

**IDE Program Contact:**

Shanna Hanna, Federal Programs and Reporting Office, [shanna@cde.ca.gov](mailto:shanna@cde.ca.gov), 916-319-0948  
Alicia DeRose, Federal Programs and Reporting Office, [ARose@cde.ca.gov](mailto:ARose@cde.ca.gov), 916-323-0472

In accordance with the Every Student Succeeds Act (ESSA) sections 1117 and 8501, local educational agencies shall consult annually with appropriate private school officials and both shall have the goal of reaching agreement on how to provide equitable and effective programs for eligible private school children, teachers, and families. This applies to programs under Title I, Part A; Title II, Part C; Title III, Part A; Title IV, Part A; Title IV, Part B; and section 4631, with regard to the Project School Emergency Response to Violence Program (Project SERV).

The enrollment numbers are reported under penalty of perjury by each private school in its annual Private School Affidavit. The information in the Private School Affidavit is not verified, and the California Department of Education takes no position as to its accuracy. It is expected that districts engaged in private school consultation verify the accuracy of student enrollment data and the tax exempt status if it is being used for the purpose of providing equitable services.

**Private School's Believed Results of Consultation Allowable Codes**

- 1: meaningful consultation occurred
  - 2: timely and meaningful consultation did not occur
  - 3: the program design is not equitable with respect to eligible private school children
  - 4: timely and meaningful consultation did not occur and the program design is not equitable with respect to eligible private school children
- add non-attendance area school(s) No
- The local educational agency is electing to add nonprofit private schools outside of the district's attendance area.

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### 2020-21 Nonprofit Private School Consultation

The local educational agency shall provide, on an equitable basis, special education services or other benefits to address the needs of eligible children and staff enrolled in nonprofit private elementary and secondary schools under the programs listed below.

School Name	School Code	Enrollment	Consultation Occurred	Was Consultation Agreement Met	Signed Written Affirmation on File	Consultation Code	School Added
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## Parrish Consulting of Montana, LLC for Pleasant View School District

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### Statement of Work

Dates: 7/1/20-6/30/21  
Client: Pleasant View School District  
Job Name: Consultant- Grammar, Writing, and English Language Development  
Requested by: Mark Odsather  
From: Kimberly Parrish M.S.Ed. - Parrish Consulting of Montana, LLC

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### Summary

The primary role of the consultant will be to provide Grammar and Writing support to the District's teachers through training, planning and co-teaching. In addition, the consultant will provide training and support in English Language Development that is aligned to the California ELA/ELD Framework. The training will be implemented based on the Districts' multi-year, multi-phase professional development plan that is described within the Districts' English Learner Master Plan.

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### Project Scope

#### English Language Arts- Grammar and Writing Emphasis

- Meet with each grade level a minimum of four times throughout the school year to:
  - Discuss best grammar and writing practices/strategies and plan the inclusion of these within ELA lessons
  - Review writing and grammar within ELA curriculum and plan implementation
  - Focus on diagnostic assessments and the use of intervention within the curriculum
  - Plan and co-teach grammar and writing lessons with teachers at all grade levels
  - Support and train teachers to effectively teach ELA through distance learning, as needed.
- Observe grammar and writing lessons and work in every classroom at least two times throughout the school year
  - Gather information from the observations to guide discussions during morning planning, half day planning and full day planning sessions
  - Co-teach and model, if the opportunity presents itself

#### English Language Development- Designated and Integrated ELD

- Meet with each grade level a minimum of four times throughout the school year to:
  - Discuss language levels and ELD strategies to be used during Designated ELD time
  - Discuss and plan ways to teach grammar and writing during Designated ELD time more effectively
  - Discuss Integrated ELD and plan the use of ELD strategies to be used throughout the school day, focusing on ways for English Learners to receive support during grammar and writing instruction, in order to successfully achieve their learning goal.
  - Co-teach and model, as the opportunity presents itself
  - Support and train teachers to effectively teach ELD through distance learning, as needed.

**PLEASANT VIEW SCHOOL DISTRICT- PLAN OF WORK**  
**Parrish Consulting of Montana LLC**

CONTACT(S): Mark Odsather  
 EMAIL: marko@pleasant-view.k12.ca.us

DATES: July 1, 2020- June 30, 2021

CONSULTANT: Kimberly Parrish-krparrish66@gmail.com- 605-431-4078

CONTENT AREA: English Language Arts/English Language Development/Title III

#	DATE	CONSULTANT ACTIVITY	Consulting Days
1	8/3/20	Writing, Grammar and ELD Professional Development	1
2	8/4/20	Writing, Grammar and ELD Professional Development	1
3	8/5/20	Writing, Grammar and ELD Professional Development	1
4	8/6/20	Writing and Grammar Instruction Support	1
5	8/7/20	Writing and Grammar Instruction Support	1
6	8/10/20	Writing and Grammar Instruction Support	1
7	8/11/20	Writing and Grammar Instruction Support	1
8	8/12/20	Writing and Grammar Instruction Support	1
9	8/13/20	Writing and Grammar Instruction Support	1
10	8/14/20	Writing and Grammar Instruction Support	1
11	8/18/20	Writing and Grammar Instruction Support	1
12	8/19/20	Writing and Grammar Instruction Support	1
13	8/20/20	Writing and Grammar Instruction Support	1
14	8/21/20	Writing and Grammar Instruction Support	1
15	9/8/20	Writing, Grammar and ELD Professional Development	1
16	9/21/20	Writing and Grammar Instruction Support	1
17	9/22/20	Writing and Grammar Instruction Support	1
18	9/23/20	Writing and Grammar Instruction Support	1
19	9/24/20	Writing and Grammar Instruction Support	1
20	9/25/20	Writing and Grammar Instruction Support	1
21	9/28/20	Writing and Grammar Instruction Support	1
22	9/29/20	Writing and Grammar Instruction Support	1
23	9/30/20	Writing and Grammar Instruction Support	1
24	10/1/20	Writing and Grammar Instruction Support	1
25	10/2/20	Writing and Grammar Instruction Support	1
26	10/5/20	Writing, Grammar and ELD Professional Development	1
27	11/2/20	Writing, Grammar and ELD Professional Development	1
28	11/9/20	Writing and Grammar Instruction Support	1
29	11/10/20	Writing and Grammar Instruction Support	1
30	11/12/20	Writing and Grammar Instruction Support	1
31	11/13/20	Writing and Grammar Instruction Support	1
32	11/16/20	Writing and Grammar Instruction Support	1
33	11/17/20	Writing and Grammar Instruction Support	1



34	11/20	Writing and Grammar Instruction Support	1
35	1/11/21	Writing, Grammar and ELD Professional Development	1
36	1/12/21	Writing and Grammar Instruction Support	1
37	1/13/21	Writing and Grammar Instruction Support	1
38	1/14/21	Writing and Grammar Instruction Support	1
39	1/15/21	Writing and Grammar Instruction Support	1
40	1/19/21	Writing and Grammar Instruction Support	1
41	1/20/21	Writing and Grammar Instruction Support	1
42	1/21/21	Writing and Grammar Instruction Support	1
43	1/22/21	Writing and Grammar Instruction Support	1
44	2/22/21	Writing and Grammar Instruction Support	1
45	2/23/21	Writing and Grammar Instruction Support	1
46	2/24/21	Writing and Grammar Instruction Support	1
47	2/25/21	Writing and Grammar Instruction Support	1
48	2/26/21	Writing and Grammar Instruction Support	1
49	3/1/21	Writing, Grammar and ELD Professional Development	1
50	3/2/21	Writing and Grammar Instruction Support	1
51	3/3/21	Writing and Grammar Instruction Support	1
52	3/4/21	Writing and Grammar Instruction Support	1
53	4/6/21	Writing, Grammar and ELD Professional Development	1
54	4/7/21	Writing and Grammar Instruction Support	1
55	4/8/21	Writing and Grammar Instruction Support	1
56	4/9/21	Writing and Grammar Instruction Support	1
57	4/12/21	Writing and Grammar Instruction Support	1
58	4/13/21	Writing and Grammar Instruction Support	1
59	4/14/21	Writing and Grammar Instruction Support	1
60	4/15/21	Writing and Grammar Instruction Support	1
61	5/3/21	Writing, Grammar and ELD Professional Development	1
62	5/4/21	Writing and Grammar Instruction Support	1
63	5/5/21	Writing and Grammar Instruction Support	1
64	5/6/21	Writing and Grammar Instruction Support	1
65	5/7/21	Writing and Grammar Instruction Support	1
66	5/10/21	Writing and Grammar Instruction Support	1
67	5/11/21	Writing and Grammar Instruction Support	1
68	5/12/21	Writing and Grammar Instruction Support	1
69	5/13/21	Writing and Grammar Instruction Support	1

PARRISH CONSULTING LLC DAILY RATE		69
TOTAL FOR SERVICES		\$51,750

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**Schedule**

To meet the needs of the District and Consultant, the following schedule may be changed, which could include adding, deleting or adjusting dates. Any of the above must be agreed upon by the District and the Consultant prior to any changes being made.

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**Pricing**

The District agrees to pay Parrish Consulting of Montana, LLC \$750 per consultant workday, which consists of 7.5 hours. The schedule above reflects the total cost for the district, based on the projected work schedule.

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**Acceptance**

The client named above verifies that the terms of this Statement of Work are acceptable. The parties hereto are each acting with proper authority by their respective companies.

Pleasant View School District

Parrish Consulting of Montana, LLC

Mark Odsather

Kimberly Parrish

Superintendent

Consultant/Partner, Parrish Consulting of Montana, LLC

Signature

Signature

Date

Date

## 2020-2021 Certificated Staff

Name	Assignment	School Site
Sylvia Alvarado	Kindergarten	PVE
Alma Clavillo	Second Grade	PVE
Fidelina Camacho	Fifth Grade	PVW
Ryan Corwin	Eighth Grade	PVW
Gillian Drummond	Third Grade	PVE
Roger Drummond	Sixth Grade	PVW
Araceli Garcia	TK	PVE
Somphane Hunter	Kindergarten	PVE
Megan Hyder	ESL Coach	
Tashima Irving	First Grade	PVE
Keith Krentk	Third Grade	PVE
Manuel Luevano	Eighth Grade	PVW
Ruben Maldonado	Sixth Grade	PVW
Jonathan Moreno	Fourth Grade	PVE
Yesenia Ontiveros	Psychologist	
Francesca Patterson	Fifth Grade	PVW
Gustavo Ramirez	PE	
Damian Romero	Seventh Grade	PVW
Bentej Sidhu	First Grade	PVE
Savannah Thompson	Music	
Richard Thornberry	Principal/Programs	
Lorena Toledo	Fourth Grade	PVE
Israel Valdez	Seventh Grade	PVW
Katrina Vankham	Second Grade	PVE

## 2020-2021 Classified Staff

Name	Position	School Site
Juan Carlos Aguilera	Instructional Aide	PVE
Elvia Alvarado	Instructional Aide	PVE
Manuela Barajas De Nuno	Cafeteria Cook/Baker	PVE
Niguel Baxter	Chief Business Officer	PVW
Esperanza Bustamante Meza	Crossing Guard	PVE
Yasmin Camacho	Instructional Aide	PVW
Refugio Fernandez	Senior Main/ Bus Driver	PVW
Elizabeth Figueroa	Instructional Aide	PVW
Jacqueline Galapon	Instructional Aide	PVW
Jaimelee Gentry	Programs/Intervention/Student Services Support Coordinator	PVW
Jasmine Gomez Cobian	Instructional/Library Aide	PVW
Bernie Gutierrez	Director of Technology Services/Information Systems	PVW
Denise Gutierrez	Instructional Aide	PVE
Nickolaus Haskins	Instructional Aide	PVW
Miguel Hernandez	Instructional Aide	PVW
Cindy Lopez	Instructional Aide	PVE
Maria Lopez	Office/Health Clerk	PVW
Elijah Mascorro	Instructional Aide	PVW
Raul A Martinez	Custodian/Maintenance Worker/Bus Driver	PVE
Marian Meidinger	Instructional Aide	PVE
Diana Mendoza	Instructional Aide	PVW
Jose Miranda	Cafeteria Manager	PVE
Synthia Moreno	Instructional Aide	PVE
Thomas Nichols	Instructional Aide	PVE
Adriana Olivera	Instructional Aide	PVE
Esther Ortiz	Secretary	PVE
Marilu Palafox	Human Resources/Accounting Tech	PVW
Yemy Esmeralda Palafox	Community Liaison	PVE
Mark Pascual	Custodian	PVW
Viviana Ramirez	Instructional Aide	PVW
Brenda Reyes	Community Liaison -Save the Children	PVE
Yesenia Reyes	Executive Secretary (Secretary II)	PVW
Miguel Rios	Custodian/Maintenance Worker/Bus Driver	PVE
Karre Rising	Instructional Aide	PVE
Felicia Rojas	Instructional/Library Aide	PVE
Amairany Saavedra	Instructional Aide	PVE
Bea Souza	Instructional Aide	PVE
Keith Stewart	Director of Operations & Buses	PVW
Steven Ulloa	Instructional Aide	PVW
Camille Valdez	Instructional Aide	PVW
Andrea Vega	Cafeteria Helper/Cook/Baker	PVE
Jose Velazquez	Instructional Aide	PVE
Stacy Venegas	Instructional Aide	PVE
Alexander Worden	Instructional Aide	PVE
Claudia Zendejas	Instructional Aide	PVE

**PLEASANT VIEW ELEMENTARY SCHOOL DISTRICT**  
**JOB DESCRIPTION**  
**DIRECTOR OF TECHNOLOGY SERVICES / INFORMATION**  
**SYSTEMS**

**CLASSIFICATION:** Classified Management  
**SALARY LEVEL:** Classified Salary Schedule  
**WORK YEAR:** 12 Months

**JOB DEFINITION:**

Assists in the planning, designing, configuring, implementing, evaluating, testing, and debugging Local Area Networks (LAN), Wide Area Networks (WAN), Voice Over IP (VoIP), Wireless and telecommunications networks, applications, and servers to meet the needs of the PLEASANT VIEW ELEMENTARY School District. This job class requires skills in local and wide area networks, telecommunication and data systems, computer hardware and software systems and skill in public relations, research and problem solving. Responsible for designing, implementing and maintaining the overall Server Architecture including, but not limited to, Active Directory, Email, File and Print, IIS Web Services, SQL 2000-08 Server, VM Ware and other Mission-Critical Servers.

**SUPERVISOR(S)**

Superintendent  
Site Principal

**QUALIFICATION REQUIREMENTS**

*To perform the job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed on the job description are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

**EXAMPLES OF DUTIES:**

*The position includes but is not limited to the following list of representative duties:*

**Essential Duties:**

- Assists in managing the enterprise network services including wide area and local area network operations.
- Performs complex troubleshooting, backup, archiving, and disaster recovery for the LAN/WAN environment.
- Assists with evaluation, recommendation and implementation of hardware and software for LAN/WAN use.
- Assists with the management of projects from the initial preparation and planning of the project to the procurement and installation of equipment of services.
- Identifies areas of efficiency deserving attention in the technical support environment and consults with the Director to build upon or repair situation.
- Participates in the assessment of advanced technologies, including beta and field-testing.
- Acts as technical project lead for smaller network or infrastructure projects.
- Receives and reviews network equipment installation requests from users, ensures completeness, and contacts users regarding discrepancies.
- Designs, plans, integrates, tests, implements, documents and enhances the physical and logical components of a large complex system or network. This may involve the analysis and evaluation of systems software, hardware and communication strategies.
- Performs daily monitoring and maintenance of VoIP Infrastructure.
- Performs deployment and maintenance of virtual computing environments.
- Manages and maintains core Windows Server Services including, but not limited to: DHCP, DNS, Active Directory, Group Policy Management and WINS.
- Monitors and maintains Server Backups, Disaster Recovery, and Business Continuity with Veritas Backup Exec.
- Design and maintain Storage-Area Network.
- Design, monitor and maintain VMWare ESX infrastructure.
- Working with Student Information Systems (AERIES, CALPADS)

### **Essential Duties: (Continued)**

- Replaces and repairs server and server support equipment, both in and out of warranty. This duty requires lifting and rack mounting of uninterruptible power supplies, servers and related equipment.
- Trains end users and support staff in new and emerging technologies.

### **Other Related Duties:**

- Performs other job related duties as may be assigned by the supervisor.

### **PHYSICAL EFFORT AND WORK ENVIRONMENT**

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position; sustain moderate to heavy physical effort for eight (8) hours.
- Ability to meet minimum physical requirements as prescribed by the California Department of Motor Vehicles.
- Conduct verbal conversation in English.
- Hearing sufficient to communicate in person and hold telephone conversations in normal range (approximately 60 decibels).
- Employee must have visual acuity for the purposes of reading printed materials such as labels, safety materials, equipment manuals, etc.
- Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop and to reach overhead.
- Physical stamina sufficient to climb slopes, stairs, ramps and ladders.
- Physical strength sufficient to frequently lift and/or carry 25 or more pounds; occasionally lift 50 or more pounds with assistance.
- Occasionally push and/or pull a variety of tools, equipment or objects weighing 40 or more pounds.
- Exhibit a full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion range of motion capable of reaching.
- Exhibit a full range of motion for back lateral flexion, hip flexion, extension and knee flexion.
- Work with chemical agents in a safe and effective manner without allergic reaction.
- Physical tolerance if exposed to dust, pollen, specific agents/chemicals, cleaners and foul smells.
- Demonstrate manual dexterity necessary to use two-way radio controls.
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments, decisions and demonstrate manual dexterity necessary to drive a motor vehicle and to respond to emergency situations.

### **REQUIRED QUALIFICATIONS:**

#### **Education:**

- Any combination of education and experience that could likely provide the required knowledge and abilities would be qualifying. A typical method of demonstrating these requirements would be:
- Associates degree in Computer Science or related field from an accredited college.

#### **Experience:**

- Two years of progressive, directly related experience in teleprocessing and telecommunications system operations and with multi-platforms systems.
- Experience in network and server design and implementation.
- Experience in concepts of the following: modern network architecture, network and server security, Storage-Area Network, and computer virtualization.
- Three years' experience configuring, troubleshooting and maintaining Cisco switches, routers, and
- VoIP systems.
- Experience with implementing, configuring and maintaining Windows Servers and Active Directory.

#### **Licenses and Certificates:**

- Possession of a valid Class C California Driver's license and evidence of appropriate insurance.

**Knowledge of:**

- Network platforms and support as well as a general understanding of information systems.
- Operating systems used in the LAN/WAN environment.
- Telecommunications network design.
- State and Federal laws and regulations relating to telecommunications, teleprocessing, and networks.
- Network equipment, such as servers, switches and routers.
- Desktop computer hardware and software.
- Security equipment, such as firewalls, intrusion detection systems and virus protection systems.
- Windows Server and Active Directory.
- Network protocols and VoIP.
- Digital Certificates

**Ability to:**

- Communicate effectively orally and in writing.
- Assume additional responsibility without being asked.
- Cooperate with a variety of people and achieve results.
- Troubleshoot and resolve problems on all operating systems used in the LAN/WAN environment.
- Read and interpret technical manuals and specification documents.
- Develop a project plan for implementing new installations or upgrades.
- Suggest areas for improvement in internal processes along with possible solutions.
- Analyze, recommend purchase/lease of new systems equipment and software.
- Provide training and technical support for users with varying levels of IT knowledge and competence.
- Work closely with other departments and collaborate with other IT staff.
- Interact with internal clients to resolve escalated help desk issues.
- Follow through with commitments.
- Proactively seek opportunities to broaden and deepen knowledge base and proficiencies.
- Establish and maintain effective and professional working relationships with superiors, fellow workers, customers and vendor representatives.

**DESIRABLE QUALIFICATIONS:**

- Microsoft Certifications.
- Cisco Certified Network Associate (CCNA).
- A+
- Security+
- Other industry Standard Certifications.

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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\_\_\_\_\_

Board Approval: June 2017