

PLEASANT VIEW SCHOOL DISTRICT

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

BOARD OF TRUSTEES

Alexander Garcia
President & Clerk

November 8th, 2023

Thomas Barcellos

Vice President

Davy Gobel

Rusty Gobel

Bridget Kidder

A regular scheduled meeting of the Pleasant View Elementary School District Governing Board will be held November 14th, 2023 at 4:30 P.M. in the Library at Pleasant View West Cafeteria

AGENDA:

CALL TO ORDER - ROLL CALL:

Mark Odsather
District Superintendent

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

Kimberly Parrish
Principal

Niguel Baxter
Business Manager

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.

MINUTES: Approval of October 10th.

ATTENDANCE:

- A. Interdistrict Agreements
- B. Enrollment (CALPADS Fall)

DISTRICT FINANCE:

- A. Vendor payments – Action Item
- B. Budget
 - State Budget Update
 - Budget Comparison/Information
 - Budget Revisions – Action Item
- C. TCOE Approval of Budget Fiscal Year 2023-24 – Action Item
- D. Annual Organizational Meeting – Action Item
- C. October Payroll – Action Item

PLEASANT VIEW
FALCONS

OLD BUSINESS:

- A. Notice of Completion of PVE Modernization Project – Action Item
- B. ELOP/Community Center Project – Update
- C. Approval of Change Orders #3,#4 & #5 – Action Item
- D. Poplar Community Services District Engineering Capacity Rights Fees – Action Item
- E. Medical Center Update and Discussion

NEW BUSINESS:

- A. Monthly Calendar
- B. Principal Report
- C. ACTVNET Software Agreement with TCOE – Action Item
- D. Bipartisan Safer Communities Act – Stronger Connections Grant - Action Item
- E. Scope of Work Agreement Liz City, Harvard – Action Item
- F. Set Date for Annual Organization Meeting – Action Item
- G. Second Read of Board Policy and Administrative Regulation Updates – Action Item
 - i. BP 0420.41 & E(1) Charter School Oversight
 - ii. E(1) District and School Websites
 - iii. BP 1113 School Websites
 - iv. BP & AR 4112.2 Certification
 - v. E. 4112.2, 4212.9, 4312.9 Employee Notifications
 - vi. BP 4140, 4240, 4340 Bargaining Units
 - vii. AR 4161.1, 4261.1, 4361.1 Personal Illness/Injury Leave – Action Item
 - viii. AR 4161.2, 4261.2, 4361.2 Personal Leaves
 - ix. AR 4161.8, 4261.8, 4361.8 Family Care and Medical Leave
 - x. BP 5117 Interdistrict Attendance
 - xi. BP & AR 5141.6 School Health Services
 - xii. BP 5145.6 Parent Guardian Notifications
 - xiii. BP & AR 5148 Child Care Development
 - xiv. BP & AR 6174 Education for English Learners
 - xv. BB 9322 Agenda/Meeting Materials

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

Alexander Garcia
President & Clerk

Thomas Barcellos
Vice President

Davy Gobel

Rusty Gobel

Bridget Kidder

October 10th, 2023
Pleasant View West Cafeteria

18900 Ave 145
Porterville, CA

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

Mark Odsather
District Superintendent

Kimberly Parrish
Principal

Niguel Baxter
Business Manager

BOARD:

Alex Garcia

Rusty Gobel

Davy Gobel

Tom Barcellos

Absent: Bridget Kidder

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

PUBLIC COMMENT: No Comment

MINUTES: On a motion by Davy Gobel and second by Tom Barcellos the board voted to approve the September 12th minutes. (4-0) (Ayes; Alex Garcia, Rusty Gobel, Davy Gobel, Tom Barcellos Absent: Bridget Kidder)

ATTENDANCE:

1. On a motion by Davy Gobel and second by Rusty Gobel the board voted to approve the Interdistrict agreements. (4-0) (Ayes; Alex Garcia, Rusty Gobel, Davy Gobel, Tom Barcellos Absent: Bridget Kidder)(On File)
2. M. Odsather stated enrollment was currently 458, with an additional 12 in Pre-K. with ADA at around 429. (Exhibit A)

DISTRICT FINANCE:

1. M. Odsather presented the vendor payments to the board for review and discussion. On a motion by Rusty Gobel and a second by Davy Gobel the board voted to approve vendor payments; Batch #494 for \$334,707.87; vendor payments Batch #495 for \$18,769.07; vendor payments Batch #497 or \$73,802.13 (4-0) (Ayes; Alex Garcia, Rusty Gobel, Davy Gobel, Tom Barcellos Absent: Bridget Kidder) (Exhibit B)



PLEASANT VIEW
FALCONS

2. M. Odsather presented the budget comparison to the board for discussion and review. M. Odsather stated that the district anticipates a large spending deficit this year due to the completion of construction projects but overall the district finances are sound. (Exhibit C).
3. M. Odsather presented the Budget Revisions to the board for review. On a motion by Rusty Gobel and a second by Tom Barcellos the board approved Budget Revisions with control numbers #100542599. (4-0) (Ayes; Alex Garcia, Rusty Gobel, Davy Gobel, Tom Barcellos Absent: Bridget Kidder) (Exhibit D)
4. On a motion by Rusty Gobel and a second by Davy Gobel the board voted to approve September payroll. (4-0) (Ayes; Alex Garcia, Rusty Gobel, Davy Gobel, Tom Barcellos Absent: Bridget Kidder) (Exhibit E)

OLD BUSINESS:

1. M. Odsather stated that the modernization project was waiting on a few small things to be fixed before the building could be closed out. M. Odsather stated he anticipates this will be done in the next few weeks.
2. M. Odsather stated that the Community/ELOP center was moving forward but had been delayed. M. Odsather stated that the wrong circuit breaker was shipped and a replacement needed to come in before they could hook up power and AMS could get in to finish the interior of the building. M. Odsather stated that the district had asked to modify the project and get pricing on the addition of a rolling gate to the fire lane as well as the demolition of the existing abandoned pump that was originally used for irrigation to the school site when it was built in 2005. Mr. Barcellos asked about the need to demolish it, and the possibility of having to use it again. M. Odsather stated that the district had switched its irrigation over to its own well and the equipment had been abandoned almost immediately after the building of the school. M. Odsather stated he would get pricing on the two additions and bring it back to the board at the November board meeting.
3. M. Odsather stated Alta Vista, Pixley, Springville and Sunnyside had all signed the agreement to form a consortium to run the Buena Vista Community Day. M. Odsather stated that he had looked into pricing on a new building to set on the Pleasant View Elementary Campus and the cost would be in the \$500k to \$700k range. M. Odsather stated that he would continue to look into options and report back to the board.

NEW BUSINESS:

1. M. Odsather provided an overview of the monthly calendar for October to the board for review. (Exhibit F)
2. M. Odsather stated that the school year was off to great start, Mrs. Torres explained to the board that the Folkloric dance program had started at Pleasant View with a large turnout of kids three days a week. In addition, the ELOP program had offered cooking classes to a small group of students and parents.

3. M. Odsather presented a quote from Callison Elite to make the modifications to the front office providing another door onto campus. This project is being done to create a safer single point of entry on campus. On a motion by Tom Barcellos and second by Davy Gobel the board voted to approve the project. (4-0) (Ayes; Alex Garcia, Rusty Gobel, Davy Gobel, Tom Barcellos Absent: Bridget Kidder) (Exhibit G)
4. M. Odsather presented a quote from Chiapa Welding to make the modifications to the Fire Lane/Service yard gate at the Pleasant View Elementary campus. On a motion by Rusty Gobel and second by Tom Barcellos the board voted to approve the project. (4-0) (Ayes; Alex Garcia, Rusty Gobel, Davy Gobel, Tom Barcellos Absent: Bridget Kidder) (Exhibit H)
5. On a motion by Davy Gobel and a second by Rusty Gobel the board approved for Mr. Miranda to attend the California Nutritional Services Conference in San Diego, October 25th-28th. (4-0) (Ayes; Alex Garcia, Rusty Gobel, Davy Gobel, Tom Barcellos Absent: Bridget Kidder) (Exhibit I)
6. On a motion by Davy Gobel and a second by Rusty Gobel the board approved for Mr. Gutierrez to attend the California IT conference in Sacramento, November 27th-30th. (4-0) (Ayes; Alex Garcia, Rusty Gobel, Davy Gobel, Tom Barcellos Absent: Bridget Kidder) (Exhibit J)
7. M. Odsather stated that he has a group of students working on a landscape design to plant trees on the Pleasant View Elementary Campus. M. Odsather stated that the students will create the plans and another group of students will then go out and work with local nurseries to purchase the plants. M. Odsather stated that the students would then organize an event to coincide with the opening of the ELOP/Community Center in the spring, and plant the trees. On a motion by Tom Barcellos and a second by Rusty Gobel the board voted to approve the costs associated with the plans. (4-0) (Ayes; Alex Garcia, Rusty Gobel, Davy Gobel, Tom Barcellos Absent: Bridget Kidder)
8. M. Odsather presented the following Board Policies for first read. (Exhibit N)
 - i. BP 0420.41 & E(1) Charter School Oversight
 - ii. E(1) District and School Websites
 - iii. BP 1113 School Websites
 - iv. BP & AR 4112.2 Certification
 - v. E. 4112.2, 4212.9, 4312.9 Employee Notifications
 - vi. BP 4140, 4240, 4340 Bargaining Units
 - vii. AR 4161.1, 4261.1, 4361.1 Personal Illness/Injury Leave – Action Item
 - viii. AR 4161.2, 4261.2, 4361.2 Personal Leaves
 - ix. AR 4161.8, 4261.8, 4361.8 Family Care and Medical Leave
 - x. BP 5117 Interdistrict Attendance
 - xi. BP & AR 5141.6 School Health Services
 - xii. BP 5145.6 Parent Guardian Notifications
 - xiii. BP & AR 5148 Child Care Development
 - xiv. BP & AR 6174 Education for English Learners
 - xv. BB 9322 Agenda/Meeting Materials

PERSONNEL:

1. On a motion by Rusty Gobel and second by Davy Gobel the board voted to approve the hiring of:
 - Christian Castaneda - ELOP Custodial
 - Maritza Altamirano – ELOP Instructional Aide
 - Jaqueline Cisneros – ELOP Instructional Aide
 - Samantha Ferrer – ELOP Instructional Aide
 - Raquel Garra – ELOP Instructional Aide
 - Diego Campos – ELOP Instructional Aide
 - Anna Suarez – Instructional Aide
- (4-0) (Ayes; Alex Garcia, Rusty Gobel, Davy Gobel, Tom Barcellos Absent: Bridget Kidder)

ADJOURNMENT:

1. On a motion by Rusty Gobel and a second by Davy Gobel the board voted to adjourn. At 5:48 pm (4-0) (Ayes; Alex Garcia, Rusty Gobel, Davy Gobel, Tom Barcellos Absent: Bridget Kidder)

Respectfully submitted,



Mark Odsather,
Secretary

Alex Garcia, President & Clerk
or Tom Barcellos, Vice President

Pleasant View Elementary

10/25/2023
01:08 PM

2023-2024

Enrollment by Grade and Teacher

Page 1

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	M	F	Total
001 Alvarado	8	6	14	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8	6	14
054 Saavedra	5	6	11	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5	6	11
005 Garcia	-	-	-	5	14	19	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5	14	19
003 Sidhu	-	-	-	6	13	19	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6	13	19
045 Ibarra	-	-	-	-	-	-	11	12	23	-	-	-	-	-	-	-	-	-	-	-	11	12	23
047 Lopez	-	-	-	-	-	-	14	8	22	-	-	-	-	-	-	-	-	-	-	-	14	8	22
013 Calvillo	-	-	-	-	-	-	10	6	16	-	-	-	-	-	-	-	-	-	-	-	10	6	16
027 Krenk	-	-	-	-	-	-	8	9	17	-	-	-	-	-	-	-	-	-	-	-	8	9	17
008 Vankham	-	-	-	-	-	-	8	9	17	-	-	-	-	-	-	-	-	-	-	-	8	9	17
055 Domingo	-	-	-	-	-	-	-	-	-	8	8	16	-	-	-	-	-	-	-	-	8	8	16
020 Drummond	-	-	-	-	-	-	-	-	-	8	8	16	-	-	-	-	-	-	-	-	8	8	16
014 Irving	-	-	-	-	-	-	-	-	-	8	9	17	-	-	-	-	-	-	-	-	8	9	17
048 Regaspi	-	-	-	-	-	-	-	-	-	-	-	-	12	11	23	-	-	-	-	-	12	11	23
043 Toledo	-	-	-	-	-	-	-	-	-	-	-	-	14	9	23	-	-	-	-	-	14	9	23
049 Haskins	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8	10	18	-	-	8	10	18
033 Patterson	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8	10	18	-	-	8	10	18
037 Valdez	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9	9	18	-	-	9	9	18
002 Maldonado	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11	15	26	-	-	11	15	26
050 Ulloa	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	15	11	26	-	-	15	11	26
053 Mendoza	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	17	8	25	-	25
012 Moreno	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	17	8	25	-	25
035 Luevano	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	14	9	23
051 ValdezC	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	15	10	25

School Total: 13 12 25 11 27 38 25 20 45 26 24 50 24 25 49 26 20 46 25 29 54 26 26 52 34 16 50 29 19 48 239 218 457

* Class total is calculated including Nonbinary gender students

Pleasant View Elementary

Enrollment by Grade and Teacher

2023-2024

Teacher	PS		Total	M	ALL(Selected GR)		Total
	M	F			F	F	
001 Alvarado 4-5	-	5	5	-	5	5	
054 Saavedra 4-5	4	4	8	4	4	8	

School Total: 4 9 13 4 9 13

* Class total is calculated including Nonbinary gender students

Accounts Payable Final PreList - 10/5/2023 12:28:08PM

*** FINAL ***
Batch No 498

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Check Account Code	Amount	Flag	EFT
013761	ADVANCED DATA STORAGE	PV-240622	9/23/2023		0171354	010-00000-0-00000-72000-58000-0	\$35.65		22
	ADVANCED DATA STORAGE	PV-240623	9/23/2023		0171355	010-00000-0-00000-72000-58000-0	\$35.65		22
						Total Check Amount:	\$71.30		
013915	AMAZON CAPITAL SERVICES	PV-240634	10/2/2023		1LVN-HXQD-CFNIK	010-00000-0-00000-72000-43000-0	\$100.69		
	AMAZON CAPITAL SERVICES	PV-240635	10/2/2023		19M7-7LQJ-D6W6	010-11000-0-11100-10000-43000-0	\$56.00		
	AMAZON CAPITAL SERVICES	PV-240636	10/2/2023		1KKY-773X-G7CM	010-11000-0-11100-10000-43000-0	(\$57.61)		
	AMAZON CAPITAL SERVICES	PV-240637	10/2/2023		1MLP-X3X6-DFD9	010-81500-0-00000-81100-43000-0	\$64.95		
	AMAZON CAPITAL SERVICES	PV-240638	10/2/2023		19YT-MG63-CPCK	010-81500-0-00000-81100-43000-0	\$623.71		
	AMAZON CAPITAL SERVICES	PV-240639	10/2/2023		17JR-7TRF-9PVG	010-81500-0-00000-81100-43000-0	\$24.72		
	AMAZON CAPITAL SERVICES	PV-240640	10/2/2023		1HY6-6W7Y-CL7Q	010-26000-4-11100-10000-43000-0	\$939.78		
	AMAZON CAPITAL SERVICES	PV-240641	10/2/2023		14HG-HCFG-C9LR	010-26000-4-11100-10000-43000-0	\$393.22		
	AMAZON CAPITAL SERVICES	PV-240642	10/2/2023		1RH4-3L7N-CMT3	010-11000-0-11100-10000-43000-0	\$174.29		
	AMAZON CAPITAL SERVICES	PV-240643	10/2/2023		1KKY-773X-CKY3	010-11000-0-11100-10000-43000-0	\$2,113.47		
						Total Check Amount:	\$4,433.22		
006003	ARAMARK UNIFORM SERVICES	PV-240615	9/28/2023		2580260113	010-00000-0-00000-82000-55000-0	\$79.40		
						Total Check Amount:	\$79.40		
013920	BRADY INDUSTRIES	PV-240614	10/2/2023		8349183	010-00000-0-00000-82000-43000-0	\$159.05		
						Total Check Amount:	\$159.05		
011808	CALIFORNIA SCHOOL BOARDS ASSN	PV-240620	6/14/2023		INV-67383-H8Y2W6	010-00000-0-00000-71100-58000-0	\$5,493.00	L	
	CALIFORNIA SCHOOL BOARDS ASSN	PV-240621	6/13/2023		INV-66395-Z055P7	010-00000-0-00000-71100-58000-0	\$3,910.00	L	
						Total Check Amount:	\$9,403.00		
012431	CAPITAL ONE	PV-240598	9/19/2023		1651083165	010-90271-2-81000-59000-43000-0	\$64.09		
						Total Check Amount:	\$64.09		
013731	CENTRAL CITIES PIZZA, INC.	PV-240611	10/2/2023		September	130-53100-0-00000-37000-47000-0	\$493.50		
	CENTRAL CITIES PIZZA, INC.		10/2/2023		September	130-53100-0-00000-37000-47000-0	\$493.50		
	CENTRAL CITIES PIZZA, INC.		10/2/2023		September	130-53100-0-00000-37000-47000-0	\$493.50		
	CENTRAL CITIES PIZZA, INC.		10/2/2023		September	130-53100-0-00000-37000-47000-0	\$493.50		
	CENTRAL CITIES PIZZA, INC.		10/2/2023		September	130-53100-0-00000-37000-47000-0	\$441.00		

Accounts Payable Final PreList - 10/5/2023 12:28:08PM

*** FINAL ***
Batch No 498

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
013740	CRISIS PREVENTION INSTITUTE	PV-240613	9/25/2023		NAIN-030107		010-07200-0-11100-39000-58000-0	\$200.00			
Total Check Amount:								\$2,415.00			
012313	CULLIGAN	PV-240601	9/30/2023		September		010-00000-0-00000-72000-43000-0	\$217.75		22	
Total Check Amount:								\$200.00			
012687	FEDEX	PV-240610	9/29/2023		8-270-13511		010-00000-0-00000-72000-59000-0	\$24.89			
Total Check Amount:								\$24.89			
012736	HOME DEPOT	PV-240625	9/28/2023		Acc 6035322540851072		010-81500-0-00000-81100-43000-0	\$407.09			
	HOME DEPOT		9/28/2023		Acc 6035322540851072		010-81500-0-00000-81100-43000-0	\$1,674.45			
	HOME DEPOT		9/28/2023		Acc 6035322540851072		010-81500-0-00000-81100-43000-0	\$142.46			
	HOME DEPOT		9/28/2023		Acc 6035322540851072		010-81500-0-00000-81100-43000-0	\$101.70			
	HOME DEPOT		9/28/2023		Acc 6035322540851072		010-81500-0-00000-81100-43000-0	\$11.98			
	HOME DEPOT		9/28/2023		Acc 6035322540851072		010-81500-0-00000-81100-43000-0	\$270.60			
Total Check Amount:								\$2,608.28			
013906	JESUS COVIAN	PV-240612	10/2/2023		000000		010-00000-0-00000-36000-56000-0	\$95.00		H	
Total Check Amount:								\$95.00			
012910	KEITH STEWART	PV-240604	10/4/2023		Propane reimb.		010-00000-0-00000-72000-43000-0	\$82.34			
Total Check Amount:								\$82.34			
012998	LINDER EQUIPMENT CO.	PV-240627	8/25/2023		SA24428		010-00000-0-00000-36000-56000-0	\$953.83			
	LINDER EQUIPMENT CO.	PV-240628	8/25/2023		SA24431		010-00000-0-00000-36000-56000-0	\$394.94			
	LINDER EQUIPMENT CO.	PV-240629	8/25/2023		SA24432		010-00000-0-00000-36000-56000-0	\$394.94			
	LINDER EQUIPMENT CO.	PV-240630	8/25/2023		SA24433		010-00000-0-00000-36000-56000-0	\$394.94			
	LINDER EQUIPMENT CO.	PV-240631	8/25/2023		SA24429		010-00000-0-00000-36000-56000-0	\$394.94			
	LINDER EQUIPMENT CO.	PV-240632	8/25/2023		SA24430		010-00000-0-00000-36000-56000-0	\$394.94			
	LINDER EQUIPMENT CO.	PV-240633	9/19/2023		TA27101		010-00000-0-00000-36000-56000-0	\$10,130.13			
Total Check Amount:								\$13,058.66			
013163	MANGINT ASSOCIATES INC	PV-240608	9/30/2023		14022		010-32130-0-00000-85000-58000-0	\$9,168.13			

Accounts Payable Final PreList - 10/5/2023 12:28:08PM

*** FINAL ***

Batch No 498

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

013620	NIMCO, INC.	PV-240597	10/4/2023		96944		010-11000-0-11100-10000-43000-0	\$283.56			
Total Check Amount:								\$9,168.13			
011917	PITNEY BOWES INC	PV-240607	9/29/2023		3106329144		010-00000-0-00000-27000-56000-0	\$200.22			
Total Check Amount:								\$283.56			
013078	PORTERVILLE ELECTRIC CO. INC.	PV-240606	9/8/2023		92572		010-81500-0-00000-81100-56000-0	\$244.69			
Total Check Amount:								\$244.69			
013389	PRO.ED	PV-240605	9/2/2023		3006412		010-07200-0-11100-10000-58000-0	\$1,458.94			
Total Check Amount:								\$1,458.94			
012368	QUILL CORP	PV-240618	9/21/2023		34720107		010-00000-0-00000-72000-43000-0	\$12.16			
	QUILL CORP	PV-240619	9/19/2023		34688709		010-00000-0-00000-72000-43000-0	\$31.24			
Total Check Amount:								\$43.40			
013850	R & L CROW DISTRIBUTING	PV-240596	10/2/2023		Sept 28 & Oct 2		010-54660-0-00000-37000-47000-0	\$913.85			
	R & L CROW DISTRIBUTING		10/2/2023		Sept 28 & Oct 2		010-54660-0-00000-37000-47000-0	\$1,278.50			
Total Check Amount:								\$2,192.35			
012766	SISC III	PV-240603	10/1/2023		October		010-00000-0-00000-00000-95024-0	\$61,327.80	G		22
	SISC III		10/1/2023		October		010-00000-0-00000-00000-95028-0	\$2,991.60	G		22
	SISC III		10/1/2023		October		010-00000-0-00000-71100-34020-0	\$5,983.20	G		22
Total Check Amount:								\$70,302.60			
012360	SMART & FINAL IRIS	PV-240626	10/1/2023		October Acc # 387213		010-26000-4-11100-10000-43000-0	\$49.71			22
	SMART & FINAL IRIS		10/1/2023		October Acc # 387213		010-26000-4-11100-10000-43000-0	\$101.13			22
	SMART & FINAL IRIS		10/1/2023		October Acc # 387213		130-53100-0-00000-37000-47000-0	\$27.54			22
	SMART & FINAL IRIS		10/1/2023		October Acc # 387213		010-07200-0-11100-10000-43000-0	\$145.61			22
	SMART & FINAL IRIS		10/1/2023		October Acc # 387213		010-07200-0-11100-10000-43000-0	\$217.06			22
	SMART & FINAL IRIS		10/1/2023		October Acc # 387213		130-53100-0-00000-37000-47000-0	\$230.13			22
	SMART & FINAL IRIS		10/1/2023		October Acc # 387213		010-26000-4-11100-10000-43000-0	\$143.69			22

Accounts Payable Final PreList - 10/5/2023 12:28:08PM

*** FINAL ***

Batch No 498

Audit
Amount Flag EFT

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
005383	SOUTHERN CALIF EDISON CO	PV-240602	9/29/2023		September		010-00000-0-00000-36000-58000-0	\$557.26		
	SOUTHERN CALIF EDISON CO		9/29/2023		September		010-00000-0-00000-82000-55000-0	\$4,337.35		
	SOUTHERN CALIF EDISON CO		9/29/2023		September		010-00000-0-00000-82000-55000-0	\$8,907.54		
	SOUTHERN CALIF EDISON CO		9/29/2023		September		010-00000-0-00000-82000-55000-0	\$7,272.01		
							Total Check Amount:	\$21,074.16		
013949	SOUTHERN TIRE MART	PV-240644	10/2/2023		7210001359		010-00000-0-00000-36000-56000-0	\$3,415.24	D	
							Total Check Amount:	\$3,415.24		
012560	SYSCO OF CENTRAL CALIFORNIA	PV-240616	10/2/2023		384777606		130-53100-0-00000-37000-47000-0	\$4,740.36		
	SYSCO OF CENTRAL CALIFORNIA	PV-240617	10/2/2023		384777607		130-53100-0-00000-37000-43000-0	\$664.72		
							Total Check Amount:	\$5,405.08		
013128	THE HOME DEPOT PRO	PV-240609	9/22/2023		766856744		010-00000-0-00000-82000-43000-0	\$24.89		
							Total Check Amount:	\$24.89		
013764	Valley VoIP	PV-240600	10/1/2023		1284		010-00000-0-00000-72000-59000-0	\$300.00		22
							Total Check Amount:	\$300.00		
012657	WASTE MANAGEMENT	PV-240599	10/1/2023		October		010-00000-0-00000-82000-55000-0	\$722.57		
	WASTE MANAGEMENT		10/1/2023		October		130-53100-0-00000-82000-55000-0	\$722.57		
	WASTE MANAGEMENT		10/1/2023		October		010-00000-0-00000-82000-55000-0	\$649.49		
	WASTE MANAGEMENT		10/1/2023		October		130-53100-0-00000-82000-55000-0	\$649.49		
							Total Check Amount:	\$2,744.12		
006227	WEISENBERGERS ACE HARDWARE	PV-240624	9/30/2023		Acc#: 43539		010-81500-0-00000-81100-43000-0	\$1,198.59		
	WEISENBERGERS ACE HARDWARE		9/30/2023		Acc#: 43539		010-81500-0-00000-81100-43000-0	\$163.71		
	WEISENBERGERS ACE HARDWARE		9/30/2023		Acc#: 43539		010-81500-0-00000-81100-43000-0	\$241.55		
	WEISENBERGERS ACE HARDWARE		9/30/2023		Acc#: 43539		010-81500-0-00000-81100-43000-0	\$407.11		
							Total Check Amount:	\$2,010.96		

Accounts Payable Final PreList - 10/5/2023 12:28:08PM

*** FINAL ***

Batch No 498

Audit
Amount Flag EFT

Separate
Check Account Code

Reference Invoice
Number Date PO # Invoice No

Vendor No Vendor Name

Total District Payment Amount: \$152,695.19

Accounts Payable Final PreList - 10/5/2023 12:28:08PM

*** FINAL ***

Batch No 498

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

Batch No 498 Total Accounts Payable: \$152,695.19

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 152,695.19 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).

Marie Benitez 10/5/23
Authorizing Signature Date

Fund Summary	Total
010	\$143,245.38
130	\$9,449.81
Total	\$152,695.19

Accounts Payable Final Prelist - 10/12/2023 1:18:24PM

*** FINAL ***

Batch No 499

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

006003	ARAMARK UNIFORM SERVICES	PV-240658	10/5/2023		2580263546		010-00000-0-00000-82000-55000-0	\$116.67			
	ARAMARK UNIFORM SERVICES	PV-240659	10/5/2023		2580263543		010-00000-0-00000-82000-55000-0	\$79.40			
							Total Check Amount:	\$196.07			
012107	CALIFORNIA DEPARTMENT OF TAX &	PV-240646	9/30/2023		057-415632		010-00000-0-00000-36000-58000-0	\$15.00			
							Total Check Amount:	\$15.00			
013355	CLASSIC CHARTER	PV-240668	10/5/2023		165736		010-07200-0-11100-10000-58000-0	\$4,648.00	L		
							Total Check Amount:	\$4,648.00			
001292	COTTON CENTER AUTO PARTS/F ARM	PV-240647	9/22/2023		Aug28 - Sep 22		010-81500-0-00000-81100-43000-0	\$60.33			
	COTTON CENTER AUTO PARTS/F ARM		9/22/2023		Aug28 - Sep 22		010-81500-0-00000-81100-43000-0	\$43.04			
	COTTON CENTER AUTO PARTS/F ARM		9/22/2023		Aug28 - Sep 22		010-81500-0-00000-81100-43000-0	\$0.29			
	COTTON CENTER AUTO PARTS/F ARM		9/22/2023		Aug28 - Sep 22		010-81500-0-00000-81100-43000-0	\$25.83			
	COTTON CENTER AUTO PARTS/F ARM		9/22/2023		Aug28 - Sep 22		010-81500-0-00000-81100-43000-0	\$22.61			
	COTTON CENTER AUTO PARTS/F ARM		9/22/2023		Aug28 - Sep 22		010-81500-0-00000-81100-43000-0	\$17.39			
	COTTON CENTER AUTO PARTS/F ARM		9/22/2023		Aug28 - Sep 22		010-81500-0-00000-81100-43000-0	\$37.27			
	COTTON CENTER AUTO PARTS/F ARM		9/22/2023		Aug28 - Sep 22		010-81500-0-00000-81100-43000-0	\$118.15			
	COTTON CENTER AUTO PARTS/F ARM		9/22/2023		Aug28 - Sep 22		010-81500-0-00000-81100-43000-0	\$17.62			
	COTTON CENTER AUTO PARTS/F ARM		9/22/2023		Aug28 - Sep 22		010-81500-0-00000-81100-43000-0	\$57.86			
	COTTON CENTER AUTO PARTS/F ARM		9/22/2023		Aug28 - Sep 22		010-81500-0-00000-81100-43000-0	\$84.97			
	COTTON CENTER AUTO PARTS/F ARM		9/22/2023		Aug28 - Sep 22		010-81500-0-00000-81100-43000-0	\$137.36			
	COTTON CENTER AUTO PARTS/F ARM		9/22/2023		Aug28 - Sep 22		010-81500-0-00000-81100-43000-0	(\$18.00)			
	COTTON CENTER AUTO PARTS/F ARM		9/22/2023		Aug28 - Sep 22		010-81500-0-00000-81100-43000-0	\$12.93			
	COTTON CENTER AUTO PARTS/F ARM		9/22/2023		Aug28 - Sep 22		010-81500-0-00000-81100-43000-0	\$17.79			
	COTTON CENTER AUTO PARTS/F ARM		9/22/2023		Aug28 - Sep 22		010-81500-0-00000-81100-43000-0	\$24.02			
							Total Check Amount:	\$659.46			

Accounts Payable Final PreList - 10/12/2023 1:18:24PM

*** FINAL ***

Batch No 499

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

012481	EMPLOYMENT DEVELOPMENT DEPT	PV-240645	9/30/2023		23-3		010-00000-0-00000-00000-95025-0	\$475.31			G
012978	FOLLETT SOFTWARE COMPANY	PV-240656	10/2/2023		1523037		010-07200-0-11100-24203-58000-0	\$1,800.12			
							Total Check Amount:	\$475.31			
013936	HAND2MIND, INC.	PV-240660	6/16/2023		133910		010-90271-2-81000-59000-43000-0	\$620.45			
	HAND2MIND, INC.	PV-240661	6/20/2023		135413		010-90271-2-81000-59000-43000-0	\$339.31			
	HAND2MIND, INC.	PV-240662	5/24/2023		126149		010-90271-2-81000-59000-43000-0	\$1,835.46			
							Total Check Amount:	\$2,795.22			
012352	LAWRENCE TRACTOR	PV-240655	9/17/2023		625166		010-81500-0-00000-81100-43000-0	\$300.49			
							Total Check Amount:	\$300.49			
013709	MURRAY FAMILY FARMS	PV-240667	10/25/2023		Kinder Araceli Gardi		010-07200-0-11100-10000-58000-0	\$390.00			
							Total Check Amount:	\$390.00			
013709	MURRAY FAMILY FARMS	PV-240657	10/20/2023		1st Grd. Cindy Lopez	*	010-07200-0-11100-10000-58000-0	\$470.00			
							Total Check Amount:	\$470.00			
013888	ORKIN	PV-240654	9/30/2023		249258349		010-00000-0-00000-82000-58000-0	\$410.00			
							Total Check Amount:	\$410.00			
013850	R & L CROW DISTRIBUTING	PV-240653	10/9/2023		Oct 5 & 9		010-54660-0-00000-37000-47000-0	\$869.00			
	R & L CROW DISTRIBUTING		10/9/2023		Oct 5 & 9		010-54660-0-00000-37000-47000-0	\$1,206.50			
							Total Check Amount:	\$2,075.50			
013380	RAMIREZ, GUSTAVO	PV-240648	10/12/2023		00000		010-26000-4-11100-10000-58000-0	\$150.00			
							Total Check Amount:	\$150.00			
013941	SIERRA RANGE CONSTRUCTION	PV-240652	10/6/2023		Payment 4		010-32130-0-00000-85000-64000-0	\$97,597.46			F
							Total Check Amount:	\$97,597.46			
012560	SYSO OF CENTRAL CALIFORNIA	PV-240663	10/9/2023		384786302		130-53100-0-00000-37000-47000-0	\$2,694.68			
							Total Check Amount:	\$2,694.68			

Accounts Payable Final PreList - 10/12/2023 1:18:24PM

*** FINAL ***
Batch No 499

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
012560	SYSCO OF CENTRAL CALIFORNIA	PV-240664	10/9/2023		384786303		130-53100-0-00000-37000-47000-0	\$238.88			
	SYSCO OF CENTRAL CALIFORNIA	PV-240665	10/9/2023		384786304		130-53100-0-00000-37000-43000-0	\$799.85			
							Total Check Amount:	\$3,733.41			
013715	TRI COUNTY ASPHALT, INC.	PV-240666	10/12/2023		3699		010-81500-0-00000-81100-56000-0	\$16,900.00			
							Total Check Amount:	\$16,900.00			
013435	U.S. BANK	PV-240650	10/8/2023		512761420		010-00000-0-00000-27000-56000-0	\$1,005.33			
							Total Check Amount:	\$1,005.33			
013166	UBEO WEST LLC	PV-240651	10/4/2023		4272328		010-00000-0-00000-27000-56000-0	\$680.86			
							Total Check Amount:	\$680.86			
013066	VALLEY PACIFIC PETROLEUM SYSTE	PV-240649	9/30/2023		CL 23-681992		130-53100-0-00000-82000-43000-0	\$201.28			H
	VALLEY PACIFIC PETROLEUM SYSTE		9/30/2023		CL 23-681992		010-00000-0-00000-82000-43000-0	\$236.08			H
	VALLEY PACIFIC PETROLEUM SYSTE		9/30/2023		CL 23-681992		010-00000-0-00000-72000-52000-0	\$132.32			H
							Total Check Amount:	\$569.68			

Accounts Payable Final PreList - 10/12/2023 1:18:24PM

*** FINAL ***

Batch No 499

Audit
Amount Flag EFT

Separate
Check Account Code

PO # Invoice No

Invoice
Date

Reference
Number

Vendor No Vendor Name

Total District Payment Amount: \$134,871.91

Accounts Payable Final PreList - 10/12/2023 1:18:24PM

*** FINAL ***

Batch No 499

Audit

Amount Flag EFT

Reference Invoice PO # Invoice No Separate Check Account Code

Number Date

Vendor No Vendor Name

Batch No 499

Total Accounts Payable: \$134,871.91

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 134,871.91 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).

Nicole Bayler
Authorizing Signature 10/12/23
Date

Fund Summary	Total
010	\$130,937.22
130	\$3,934.69
Total	\$134,871.91

Accounts Payable Final PreList - 10/25/2023 3:48:14PM

*** FINAL ***

Batch No 500

Audit

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
013944	ALL TREE TRIMMING SERVICES	PV-240693	10/24/2023		245		010-81500-0-00000-81100-58000-0	\$11,500.00	L	
Total Check Amount:								\$11,500.00		
013053	ALMA CALVILLO	PV-240688	10/23/2023		00000		010-11000-0-11100-10000-43000-0	\$300.00		
Total Check Amount:								\$300.00		
013915	AMAZON CAPITAL SERVICES	PV-240710	9/30/2023		1F7D-1FGJ-RVWH		010-11000-0-11100-10000-43000-0	(\$48.47)		
	AMAZON CAPITAL SERVICES	PV-240711	10/16/2023		1XCR-Q1P9-6TML		010-11000-0-11100-10000-43000-0	\$1,357.68		
	AMAZON CAPITAL SERVICES	PV-240712	10/16/2023		1W6K-R6YW-91Q1		010-11000-0-11100-10000-43000-0	\$296.98		
	AMAZON CAPITAL SERVICES	PV-240713	10/16/2023		1WN7-76WD-9MY7		010-11000-0-11100-10000-43000-0	\$201.02		
	AMAZON CAPITAL SERVICES	PV-240714	10/16/2023		1QM0-3CG1-VXF1		010-00000-0-00000-72000-43000-0	\$389.19		
	AMAZON CAPITAL SERVICES	PV-240715	10/16/2023		1VRR-MPG7-6XDF		010-11000-0-11100-10000-43000-0	\$2,688.47		
	AMAZON CAPITAL SERVICES	PV-240716	10/16/2023		1LMH-ML69-9WDR		010-11000-0-11100-10000-43000-0	\$101.37		
	AMAZON CAPITAL SERVICES	PV-240717	10/16/2023		1NDG-3XMD-CCRN		010-90271-2-81000-59000-43000-0	\$171.40		
Total Check Amount:								\$5,157.64		
013898	AM-TECH INSPECTION SERVICES	PV-240684	10/23/2023		1903		010-32130-0-00000-85000-58000-0	\$8,300.00	L	
Total Check Amount:								\$8,300.00		
006003	ARAMARK UNIFORM SERVICES	PV-240702	10/12/2023		2580266981		010-00000-0-00000-82000-55000-0	\$79.40		
	ARAMARK UNIFORM SERVICES	PV-240703	10/19/2023		2580270396		010-00000-0-00000-82000-55000-0	\$79.40		
	ARAMARK UNIFORM SERVICES	PV-240704	10/19/2023		2580270399		010-00000-0-00000-82000-55000-0	\$116.67		
Total Check Amount:								\$275.47		
004283	AT&T	PV-240682	10/13/2023		20677865		010-00000-0-00000-72000-59000-0	\$133.18		
Total Check Amount:								\$133.18		
013827	BOB McCLOSKEY INSURANCE	PV-240685	9/7/2023		13451		010-00000-0-00000-27000-54500-0	\$806.40		
Total Check Amount:								\$806.40		
013920	BRADY INDUSTRIES	PV-240681	10/13/2023		8378931		010-00000-0-00000-82000-43000-0	\$704.62		
Total Check Amount:								\$704.62		
013756	BUZZ KILL PEST CONTROL	PV-240700	10/14/2023		68688		010-00000-0-00000-82000-58000-0	\$113.00		
	BUZZ KILL PEST CONTROL	PV-240701	10/16/2023		68709		010-00000-0-00000-82000-58000-0	\$394.00		
Total Check Amount:								\$507.00		

*** FINAL ***
Batch No 500

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
013923	CWISTED LLC	PV-240762	10/24/2023		000011		010-62560-0-11100-10000-58000-0	\$9,080.00	L	22	
Total Check Amount:								\$507.00			
013719	ECOLAB	PV-240680	10/12/2023		3689365		130-53100-0-00000-82000-58000-0	\$144.33			
Total Check Amount:								\$9,080.00			
013213	GLASS DOCTOR	PV-240692	10/19/2023		18126346		010-00000-0-00000-36000-56000-0	\$290.97			
Total Check Amount:								\$144.33			
013637	IMAGINE U MUSEUM	PV-240670	8/16/2023		11314699		010-07200-0-11100-10000-58000-0	\$300.00			
Total Check Amount:								\$290.97			
005699	Interstate Billing Service,INC	PV-240691	10/19/2023		01P95267		010-00000-0-00000-36000-43000-0	\$21.71			
Total Check Amount:								\$300.00			
012479	JORGENSEN & CO JORGENSEN & CO	PV-240696 PV-240697	9/14/2023 10/12/2023		6089384 6094375		010-81500-0-00000-81100-58000-0 010-81500-0-00000-81100-58000-0	\$3,075.00 \$1,244.00			L
Total Check Amount:								\$21.71			
013950	KRAZAN & ASSOCIATES, INC.	PV-240669	10/5/2023		38827		010-32130-0-00000-85000-58000-0	\$605.00			
Total Check Amount:								\$21.71			
013650	LORENA TOLEDO	PV-240674	11/8/2023		000000		010-07200-0-11100-10000-43000-0	\$564.00			
Total Check Amount:								\$605.00			
013909	LOS ANGELES ZOO AND BOTANICAL	PV-240672	11/8/2023		781739		010-07200-0-11100-10000-58000-0	\$406.00			
Total Check Amount:								\$564.00			
012102	LOZANO SMITH	PV-240679	10/11/2023		2200520		010-00000-0-00000-76002-58000-0	\$1,992.38			
Total Check Amount:								\$406.00			
013819	Mission Of San Juan Capistrano	PV-240673	11/8/2023		000000		010-07200-0-11100-10000-58000-0	\$191.00			
Total Check Amount:								\$1,992.38			

Accounts Payable Final PreList - 10/25/2023 3:48:14PM

*** FINAL ***
Batch No 500

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
013900	PATRICIA TORRES	PV-240763	10/25/2023		00000		010-07200-0-11100-39000-52000-0	\$148.03			
Total Check Amount:								\$191.00			
013893	POPLAR MARKET	PV-240695	10/24/2023		May 22 thru Oct 19		130-53100-0-00000-37000-47000-0	\$353.29			
	POPLAR MARKET		10/24/2023		May 22 thru Oct 19		130-53100-0-00000-37000-47000-0	\$623.92			
	POPLAR MARKET		10/24/2023		May 22 thru Oct 19		010-07200-0-11100-10000-43000-0	\$9.63			
	POPLAR MARKET		10/24/2023		May 22 thru Oct 19		130-53100-0-00000-37000-47000-0	\$17.98			
	POPLAR MARKET		10/24/2023		May 22 thru Oct 19		130-53100-0-00000-37000-47000-0	\$340.53			
	POPLAR MARKET		10/24/2023		May 22 thru Oct 19		010-26000-4-11100-10000-43000-0	\$79.74			
	POPLAR MARKET		10/24/2023		May 22 thru Oct 19		130-53100-0-00000-37000-43000-0	\$303.07			
	POPLAR MARKET		10/24/2023		May 22 thru Oct 19		130-53100-0-00000-37000-47000-0	\$47.88			
	POPLAR MARKET		10/24/2023		May 22 thru Oct 19		010-26000-4-11100-10000-43000-0	\$6.98			
	POPLAR MARKET		10/24/2023		May 22 thru Oct 19		010-26000-4-11100-10000-43000-0	\$24.93			
	POPLAR MARKET		10/24/2023		May 22 thru Oct 19		130-53100-0-00000-37000-47000-0	\$369.19			
	POPLAR MARKET		10/24/2023		May 22 thru Oct 19		130-53100-0-00000-37000-47000-0	\$239.85			
	POPLAR MARKET		10/24/2023		May 22 thru Oct 19		130-53100-0-00000-37000-47000-0	\$373.49			
	POPLAR MARKET		10/24/2023		May 22 thru Oct 19		010-26000-4-11100-10000-43000-0	\$16.38			
	POPLAR MARKET		10/24/2023		May 22 thru Oct 19		130-53100-0-00000-37000-47000-0	\$55.65			
	POPLAR MARKET		10/24/2023		May 22 thru Oct 19		130-53100-0-00000-37000-47000-0	\$231.66			
	POPLAR MARKET		10/24/2023		May 22 thru Oct 19		010-26000-4-11100-10000-43000-0	\$27.49			
	POPLAR MARKET		10/24/2023		May 22 thru Oct 19		010-26000-4-11100-10000-43000-0	\$265.54			
	POPLAR MARKET		10/24/2023		May 22 thru Oct 19		130-53100-0-00000-37000-47000-0	\$288.00			
	POPLAR MARKET		10/24/2023		May 22 thru Oct 19		130-53100-0-00000-37000-47000-0	\$360.05			
	POPLAR MARKET		10/24/2023		May 22 thru Oct 19		130-53100-0-00000-37000-47000-0	\$23.98			
	POPLAR MARKET		10/24/2023		May 22 thru Oct 19		130-53100-0-00000-37000-47000-0	\$39.99			
	POPLAR MARKET		10/24/2023		May 22 thru Oct 19		010-26000-4-11100-10000-43000-0	\$37.73			H
	POPLAR MARKET		10/24/2023		May 22 thru Oct 19		010-07200-0-11100-10000-43000-0	\$10.98			H
Total Check Amount:								\$4,147.93			
013850	R & L CROW DISTRIBUTING	PV-240687	10/19/2023		Oct 16 & 19		010-54660-0-00000-37000-47000-0	\$1,012.97			
	R & L CROW DISTRIBUTING		10/19/2023		Oct 16 & 19		130-53100-0-00000-37000-47000-0	\$80.85			
	R & L CROW DISTRIBUTING		10/19/2023		Oct 16 & 19		130-53100-0-00000-37000-47000-0	\$533.00			
	R & L CROW DISTRIBUTING		10/19/2023		Oct 16 & 19		130-53100-0-00000-37000-47000-0	\$1,350.50			

Accounts Payable Final PreList - 10/25/2023 3:48:14PM

*** FINAL ***

Batch No 500

Audit

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

013902	ROCHESTER 100 INC.	PV-240678	10/13/2023		Webinv0000092		010-11000-0-11100-10000-43000-0	\$180.00		
								\$2,977.32		
013211	S.W. SCHOOL SUPPLY	PV-240718	9/28/2023		6000193842		010-11000-0-11100-10000-43000-0	\$65.70		
	S.W. SCHOOL SUPPLY	PV-240719	9/29/2023		7903585769		010-00000-0-00000-27000-43000-0	\$8.45		
	S.W. SCHOOL SUPPLY	PV-240720	9/29/2023		7615932721		010-00000-0-00000-72000-43000-0	\$58.89		
	S.W. SCHOOL SUPPLY	PV-240721	9/29/2023		6000194522		010-11000-0-11100-10000-43000-0	\$6,246.81		
	S.W. SCHOOL SUPPLY	PV-240722	9/29/2023		6000194523		010-11000-0-11100-10000-43000-0	\$67.62		
	S.W. SCHOOL SUPPLY	PV-240723	9/29/2023		6000194524		010-11000-0-11100-10000-43000-0	\$86.54		
	S.W. SCHOOL SUPPLY	PV-240724	9/30/2023		6000197598		010-11000-0-11100-10000-43000-0	\$81.93		
	S.W. SCHOOL SUPPLY	PV-240725	10/3/2023		6000200199		010-11000-0-11100-10000-43000-0	\$15.39		
	S.W. SCHOOL SUPPLY	PV-240726	10/3/2023		6000200200		010-11000-0-11100-10000-43000-0	\$9.86		
	S.W. SCHOOL SUPPLY	PV-240727	10/3/2023		6000200201		010-11000-0-11100-10000-43000-0	\$66.95		
	S.W. SCHOOL SUPPLY	PV-240728	10/3/2023		6000200202		010-11000-0-11100-10000-43000-0	\$6.53		
	S.W. SCHOOL SUPPLY	PV-240729	10/3/2023		6000200203		010-11000-0-11100-10000-43000-0	\$7.35		
	S.W. SCHOOL SUPPLY	PV-240730	10/5/2023		6000201155		010-11000-0-11100-10000-43000-0	\$97.46		
	S.W. SCHOOL SUPPLY	PV-240731	10/6/2023		6000201998		010-00000-0-00000-27000-43000-0	\$3.18		
	S.W. SCHOOL SUPPLY	PV-240732	10/6/2023		6000201999		010-11000-0-11100-10000-43000-0	\$16.52		
	S.W. SCHOOL SUPPLY	PV-240733	10/6/2023		6000202000		010-11000-0-11100-10000-43000-0	\$30.21		
	S.W. SCHOOL SUPPLY	PV-240734	10/6/2023		6000202001		010-11000-0-11100-10000-43000-0	\$97.72		
	S.W. SCHOOL SUPPLY	PV-240735	10/10/2023		6000203562		010-11000-0-11100-10000-43000-0	\$18.03		
	S.W. SCHOOL SUPPLY	PV-240736	10/10/2023		6000203563		010-11000-0-11100-10000-43000-0	\$21.37		
	S.W. SCHOOL SUPPLY	PV-240737	10/10/2023		6000203564		010-11000-0-11100-10000-43000-0	\$19.59		
	S.W. SCHOOL SUPPLY	PV-240738	10/10/2023		6000203565		010-11000-0-11100-10000-43000-0	\$18.59		
	S.W. SCHOOL SUPPLY	PV-240739	10/10/2023		6000203566		010-11000-0-11100-10000-43000-0	\$13.30		
	S.W. SCHOOL SUPPLY	PV-240740	10/10/2023		6000203567		010-11000-0-11100-10000-43000-0	\$8.71		
	S.W. SCHOOL SUPPLY	PV-240741	10/10/2023		6000203568		010-11000-0-11100-10000-43000-0	\$35.43		
	S.W. SCHOOL SUPPLY	PV-240742	10/11/2023		6000204140		010-11000-0-11100-10000-43000-0	\$25.72		
	S.W. SCHOOL SUPPLY	PV-240743	10/11/2023		6000204141		010-11000-0-11100-10000-43000-0	\$10.33		
	S.W. SCHOOL SUPPLY	PV-240744	10/12/2023		6000204713		010-11000-0-11100-10000-43000-0	(\$25.72)		
	S.W. SCHOOL SUPPLY	PV-240745	10/13/2023		6000205355		010-11000-0-11100-10000-43000-0	\$55.86		
	S.W. SCHOOL SUPPLY	PV-240746	10/13/2023		6000205356		010-11000-0-11100-10000-43000-0	\$4.02		
	S.W. SCHOOL SUPPLY	PV-240747	10/13/2023		6000205357		010-00000-0-00000-27000-43000-0	\$30.45		
	S.W. SCHOOL SUPPLY	PV-240748	10/17/2023		6000206906		010-11000-0-11100-10000-43000-0	\$27.09		

*** FINAL ***
 Batch No 500

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
013211	S.W. SCHOOL SUPPLY	PV-240749	10/18/2023		6000207512		010-11000-0-11100-10000-43000-0	\$42.72			
	S.W. SCHOOL SUPPLY	PV-240750	10/19/2023		6000208043		010-11000-0-11100-10000-43000-0	\$8.18			
	S.W. SCHOOL SUPPLY	PV-240751	10/19/2023		6000208044		010-11000-0-11100-10000-43000-0	\$98.82			
	S.W. SCHOOL SUPPLY	PV-240752	10/19/2023		6000208045		010-11000-0-11100-10000-43000-0	\$16.37			
	S.W. SCHOOL SUPPLY	PV-240753	10/20/2023		6000208603		010-11000-0-11100-10000-43000-0	\$4.23			
	S.W. SCHOOL SUPPLY	PV-240754	10/21/2023		6000209559		010-11000-0-11100-10000-43000-0	\$74.24			
	S.W. SCHOOL SUPPLY	PV-240755	10/21/2023		6000209560		010-00000-0-00000-27000-43000-0	\$39.33			
	S.W. SCHOOL SUPPLY	PV-240756	10/21/2023		6000209561		010-11000-0-11100-10000-43000-0	\$19.87			
	S.W. SCHOOL SUPPLY	PV-240757	10/21/2023		6000209562		010-11000-0-11100-10000-43000-0	\$78.44			
	S.W. SCHOOL SUPPLY	PV-240758	10/21/2023		6000209563		010-11000-0-11100-10000-43000-0	\$78.44			
	S.W. SCHOOL SUPPLY	PV-240759	10/21/2023		6000209564		010-11000-0-11100-10000-43000-0	\$78.44			
	S.W. SCHOOL SUPPLY	PV-240760	10/24/2023		6000210267		010-11000-0-11100-10000-43000-0	\$17.60			
	S.W. SCHOOL SUPPLY	PV-240761	10/24/2023		6000210268		010-11000-0-11100-10000-43000-0	\$28.38			
							Total Check Amount:	\$7,814.94			
005387	SOCALGAS	PV-240690	10/20/2023		October		010-00000-0-00000-82000-55000-0	\$49.12			
	SOCALGAS		10/20/2023		October		010-00000-0-00000-82000-55000-0	\$173.36			
							Total Check Amount:	\$222.48			
013949	SOUTHERN TIRE MART	PV-240686	10/20/2023		7210001632		010-00000-0-00000-36000-56000-0	\$1,104.72			D
	STATE OF CALIFORNIA	PV-240677	10/4/2023		686062		010-00000-0-00000-27000-58000-0	\$490.00			
							Total Check Amount:	\$1,104.72			
012560	SYSCO OF CENTRAL CALIFORNIA	PV-240705	10/16/2023		384794558		130-53100-0-00000-37000-47000-0	\$5,440.18			
	SYSCO OF CENTRAL CALIFORNIA	PV-240706	10/23/2023		384803289		130-53100-0-00000-37000-47000-0	\$2,351.09			
	SYSCO OF CENTRAL CALIFORNIA	PV-240707	10/16/2023		384794559		130-53100-0-00000-37000-43000-0	\$246.86			
	SYSCO OF CENTRAL CALIFORNIA	PV-240708	10/23/2023		384803290		130-53100-0-00000-37000-47000-0	\$820.73			
	SYSCO OF CENTRAL CALIFORNIA	PV-240709	10/16/2023		384794560		010-26000-4-11100-10000-43000-0	\$215.46			
							Total Check Amount:	\$9,074.32			
013619	TASHIMA IRVING	PV-240671	8/28/2023		00000		010-07200-0-11100-10000-43000-0	\$624.00			
							Total Check Amount:	\$624.00			

Accounts Payable Final PreList - 10/25/2023 3:48:14PM

*** FINAL ***

Batch No 500

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

013128	THE HOME DEPOT PRO	PV-240698	9/26/2023		767311723	010-00000-0-00000-82000-43000-0		\$146.32		
	THE HOME DEPOT PRO	PV-240699	9/29/2023		767860323	010-00000-0-00000-82000-43000-0		\$87.23		
Total Check Amount:								\$233.55		
013629	U.S. BANK	PV-240694	10/4/2023		October	010-07200-0-11100-10000-43000-0		\$100.00	M	
	U.S. BANK		10/4/2023		October	010-26000-4-11100-10000-43000-0		\$83.20	M	
	U.S. BANK		10/4/2023		October	010-07200-0-11100-10000-58000-0		(\$205.00)	M	
	U.S. BANK		10/4/2023		October	010-81500-0-00000-81100-43000-0		\$414.18	M	
	U.S. BANK		10/4/2023		October	010-07200-0-11100-10000-58000-0		\$695.00	M	
	U.S. BANK		10/4/2023		October	010-81500-0-00000-81100-44000-0		\$3,925.12	M	
	U.S. BANK		10/4/2023		October	010-07200-0-11100-10000-52000-0		\$593.80	M	
	U.S. BANK		10/4/2023		October	010-07200-0-11100-10000-43000-0		\$269.38	M	
	U.S. BANK		10/4/2023		October	010-07200-0-11100-10000-58000-0		\$120.00	M	
Total Check Amount:								\$5,995.68		

013166	UBEO WEST LLC	PV-240676	10/16/2023		4285106	010-00000-0-00000-27000-56000-0		\$524.41		
Total Check Amount:								\$524.41		

013773	unWIRED BROADBAND, INC.	PV-240683	11/1/2023		1800121	010-00000-0-00000-72000-59000-0		\$199.99		
Total Check Amount:								\$199.99		

012886	VANKHAM, KATRINA	PV-240675	8/5/2023		00000	010-11000-0-11100-10000-43000-0		\$300.00		
Total Check Amount:								\$300.00		

013004	Verizon Wireless	PV-240689	10/10/2023		9946502182	010-00000-0-11100-10000-59000-0		\$380.10		
Total Check Amount:								\$380.10		

Accounts Payable Final PreList - 10/25/2023 3:48:14PM

*** FINAL ***

Batch No 500

Audit
Amount Flag EFT

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

Total District Payment Amount: \$80,016.17

Accounts Payable Final PreList - 10/25/2023 3:48:14PM

*** FINAL ***
Batch No 500

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

Batch No 500
Total Accounts Payable: \$80,016.17

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 80,016.17 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 _____
 Date 10/23/23

Fund Summary	Total
010	\$65,420.09
130	\$14,596.08
Total	\$80,016.17

Accounts Payable Final PreList - 11/2/2023 1:33:05PM

*** FINAL ***

Batch No 501

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
012431	CAPITAL ONE	PV-240772	10/19/2023		1651662162		010-26000-4-11100-39000-43000-0	\$156.33			
								\$156.33			
								Total Check Amount:			
012990	KRENK, KEITH	PV-240770	10/31/2023		00000		010-11000-0-11100-10000-43000-0	\$300.00			
								\$300.00			
								Total Check Amount:			
013866	NATIONAL PAIDEIA CENTER	PV-240766	10/26/2023		1878		010-74350-3-11100-10000-58000-0	\$9,450.00			L
								\$9,450.00			
								Total Check Amount:			
013850	R & L CROW DISTRIBUTING	PV-240768	10/30/2023		Oct 26 & 30		130-53100-0-00000-37000-47000-0	\$869.00			
								\$869.00			
								Total Check Amount:			
013619	TASHIMA IRVING	PV-240769	10/31/2023		00000		010-11000-0-11100-10000-43000-0	\$298.82			
								\$298.82			
								Total Check Amount:			
013128	THE HOME DEPOT PRO	PV-240771	10/19/2023		771393915		010-00000-0-00000-82000-43000-0	\$34.95			
								\$34.95			
								Total Check Amount:			
013435	U.S. BANK	PV-240767	10/29/2023		514313386		010-00000-0-00000-27000-56000-0	\$535.78			
								\$535.78			
								Total Check Amount:			
013951	WALLACE TOWING	PV-240764	10/19/2023		23-61744		010-00000-0-00000-72000-58000-0	\$75.00			
								\$75.00			
								Total Check Amount:			
	WALLACE TOWING	PV-240765	10/19/2023		23-61743		010-00000-0-00000-36000-56000-0	\$225.00			
								\$225.00			
								Total Check Amount:			
								\$300.00			

Tulare County Office of Education

Accounts Payable Final PreList - 11/2/2023 1:33:05PM

11/2/2023
1:33:05PM

*** FINAL ***

Batch No 501

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

Total District Payment Amount: \$13,101.88

Accounts Payable Final PreList - 11/2/2023 1:33:05PM

*** FINAL ***

Batch No 501

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

Batch No 501 Total Accounts Payable: \$13,101.88

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 13,101.88 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 _____
 Date 11/2/23

Fund Summary	Total
010	\$11,075.88
130	\$2,026.00
Total	\$13,101.88

Budget Comparison Report

BCR600

11/7/2023

Page

1 of 6

9:49:25AM

by Fund

	2023 - 2024 Working Thru 11/7/2023			2023 - 2024 Actual Thru 11/7/2023		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
010 General Fund						
Revenues						
LCFF Sources						
80110 LCFF State Aid - Current Year	\$5,031,849.00	\$0.00	\$5,031,849.00	\$1,435,654.36	\$0.00	\$1,435,654.36
80120 Education Protection Account	\$1,291,391.00	\$0.00	\$1,291,391.00	\$332,609.00	\$0.00	\$332,609.00
80190 LCFF/Revenue Limit State Aid - Prior Years	\$0.00	\$0.00	\$0.00	(\$128.00)	\$0.00	(\$128.00)
80410 Secured Rolls Tax	\$352,715.00	\$0.00	\$352,715.00	\$0.00	\$0.00	\$0.00
Total LCFF Sources	\$6,675,955.00	\$0.00	\$6,675,955.00	\$1,768,135.36	\$0.00	\$1,768,135.36
Federal Revenues						
82200 Child Nutrition Programs	\$0.00	\$18,559.46	\$18,559.46	\$0.00	\$18,559.46	\$18,559.46
82900 All Other Federal Revenue	\$0.00	\$2,918,170.96	\$2,918,170.96	\$0.00	\$388,014.62	\$388,014.62
Total Federal Revenues	\$0.00	\$2,936,730.42	\$2,936,730.42	\$0.00	\$406,574.08	\$406,574.08
Other State Revenues						
85200 Child Nutrition	\$0.00	\$181,756.00	\$181,756.00	\$0.00	\$0.00	\$0.00
85500 Mandated Cost Reimbursements	\$14,947.00	\$0.00	\$14,947.00	\$0.00	\$0.00	\$0.00
85600 State Lottery Revenue	\$67,255.00	\$26,465.00	\$93,720.00	\$5,818.20	\$6,476.37	\$12,294.57
85900 All Other State Revenue	\$107,192.50	\$1,258,169.00	\$1,365,361.50	\$0.00	\$440,852.36	\$440,852.36
Total Other State Revenues	\$189,394.50	\$1,466,390.00	\$1,655,784.50	\$5,818.20	\$447,328.73	\$453,146.93
Other Local Revenues						
86250 Community Redevelopment Funds Not Subject to Revenue Lim	\$0.00	\$12,637.00	\$12,637.00	\$0.00	\$0.00	\$0.00
86600 Interest	\$60,000.00	\$0.00	\$60,000.00	\$24,493.62	\$0.00	\$24,493.62
86602 Interest - Refund of Federal/State 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	\$167,564.09	\$0.00	\$167,564.09
86990 All Other Local Revenue	\$20,000.00	\$67,135.00	\$87,135.00	\$8,915.59	\$0.00	\$8,915.59
Total Other Local Revenues	\$80,000.00	\$79,772.00	\$159,772.00	\$200,973.30	\$0.00	\$200,973.30
Total Revenues	\$6,945,349.50	\$4,482,892.42	\$11,428,241.92	\$1,974,926.86	\$853,902.81	\$2,828,829.67
Expenditures						

by Fund

	2023 - 2024 Working Thru 11/7/2023			2023 - 2024 Actual Thru 11/7/2023		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
010 General Fund						
Certificated Salaries						
11000 Certificated Teachers` Salaries	\$2,244,150.00	\$129,945.00	\$2,374,095.00	\$571,569.32	\$8,253.63	\$579,822.95
11002 Substitute Teachers	\$60,000.00	\$0.00	\$60,000.00	\$9,775.00	\$0.00	\$9,775.00
12000 Certificated Pupil Support Salaries	\$118,215.00	\$0.00	\$118,215.00	\$39,403.32	\$0.00	\$39,403.32
13000 Certificated Supervisors and Administrators Salaries	\$311,950.00	\$0.00	\$311,950.00	\$106,408.00	\$0.00	\$106,408.00
19000 Other Certificated Salaries	\$8,000.00	\$0.00	\$8,000.00	\$1,500.00	\$0.00	\$1,500.00
Total Certificated Salaries	\$2,742,315.00	\$129,945.00	\$2,872,260.00	\$728,655.64	\$8,253.63	\$736,909.27
Classified Salaries						
21000 Classified Instructional Salaries	\$247,925.00	\$293,599.00	\$541,524.00	\$51,816.74	\$57,423.22	\$109,239.96
22000 Classified Support Salaries	\$278,225.00	\$131,325.00	\$409,550.00	\$91,523.47	\$54,641.48	\$146,164.95
23000 Classified Supervisors' and Administrators' Salaries	\$106,375.00	\$94,525.00	\$200,900.00	\$36,055.72	\$28,989.93	\$65,045.65
24000 Clerical, Technical and Office Staff Salaries	\$220,550.00	\$35,850.00	\$256,400.00	\$69,278.87	\$11,934.85	\$81,213.72
29000 Other Classified Salaries	\$72,500.00	\$47,300.00	\$119,800.00	\$23,110.01	\$15,766.40	\$38,876.41
Total Classified Salaries	\$925,575.00	\$602,599.00	\$1,528,174.00	\$271,784.81	\$168,755.88	\$440,540.69
Employee Benefits						
31010 State Teachers` Retirement System, certificated positions	\$519,075.00	\$246,228.00	\$765,303.00	\$137,506.68	\$1,576.44	\$139,083.12
31020 State Teachers` Retirement System, classified positions	\$4,000.00	\$2,967.00	\$6,967.00	\$924.08	\$4,059.42	\$4,983.50
32010 Public Employees Retirement System, certificated positions	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$0.00	\$0.00
32020 Public Employees` Retirement System, classified positions	\$245,175.00	\$160,575.00	\$405,750.00	\$64,215.61	\$33,527.61	\$97,743.22
33012 OASDI, Certificated Positions	\$1,825.00	\$0.00	\$1,825.00	\$313.10	\$0.00	\$313.10
33013 Medicare, Certificated Positions	\$39,850.00	\$1,899.00	\$41,749.00	\$10,531.12	\$119.67	\$10,650.79
33022 OASDI, classified positions	\$57,475.00	\$37,500.00	\$94,975.00	\$16,512.10	\$8,875.34	\$25,387.44
33023 Medicare, classified positions	\$13,550.00	\$8,835.00	\$22,385.00	\$3,934.80	\$2,445.70	\$6,380.50
34010 Health & Welfare Benefits, certificated positions	\$457,089.00	\$17,854.00	\$474,943.00	\$91,961.94	\$0.00	\$91,961.94
34020 Health & Welfare Benefits, classified positions	\$228,415.00	\$80,283.00	\$308,698.00	\$53,187.44	\$16,068.54	\$69,255.98
35010 State Unemployment Insurance, certificated positions	\$5,317.00	\$137.00	\$5,454.00	\$363.34	\$4.14	\$367.48
35020 State Unemployment Insurance, classified positions	\$472.00	\$1,657.00	\$2,129.00	\$135.80	\$84.42	\$220.22
36010 Worker`s Compensation Insurance, certificated positions	\$43,375.00	\$2,002.00	\$45,377.00	\$10,250.73	\$116.49	\$10,367.22
36020 Worker`s Compensation Insurance, classified positions	\$12,615.00	\$8,385.00	\$21,000.00	\$3,829.96	\$2,380.70	\$6,210.66

by Fund

	2023 - 2024 Working Thru 11/7/2023			2023 - 2024 Actual Thru 11/7/2023		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
010 General Fund						
37010 OPEB, Allocated, certificated positions	\$53,970.00	\$2,198.00	\$56,168.00	\$5,695.90	\$64.41	\$5,760.31
37020 OPEB, Allocated, classified positions	\$20,980.00	\$9,035.00	\$30,015.00	\$2,121.00	\$1,316.91	\$3,437.91
37510 OPEB, Active Employees, certificated Positions	\$37,814.00	\$2,337.00	\$40,151.00	\$0.00	\$0.00	\$0.00
37520 OPEB, Active Employees, classified positions	\$12,050.00	\$4,300.00	\$16,350.00	\$0.00	\$0.00	\$0.00
Total Employee Benefits	\$1,754,847.00	\$586,192.00	\$2,341,039.00	\$401,483.60	\$70,639.79	\$472,123.39
Books and Supplies						
42000 Books and Other Reference Materials	\$0.00	\$15,000.00	\$15,000.00	\$0.00	\$16,088.03	\$16,088.03
43000 Materials and Supplies	\$270,143.09	\$157,795.56	\$427,938.65	\$142,898.32	\$39,852.64	\$182,750.96
44000 Non-Capitalized Equipment	\$44,150.00	\$10,000.00	\$54,150.00	\$30,772.39	\$9,498.07	\$40,270.46
47000 Food	\$0.00	\$18,559.46	\$18,559.46	\$0.00	\$18,559.46	\$18,559.46
Total Books and Supplies	\$314,293.09	\$201,355.02	\$515,648.11	\$173,670.71	\$83,998.20	\$257,668.91
Services, Other Operating Expenses						
52000 Travel and Conferences	\$28,000.00	\$4,499.80	\$32,499.80	\$15,875.09	\$3,221.64	\$19,096.73
53000 Dues and Memberships	\$8,200.00	\$0.00	\$8,200.00	\$1,925.46	\$0.00	\$1,925.46
54400 Pupil Insurance	\$1,100.00	\$0.00	\$1,100.00	\$0.00	\$0.00	\$0.00
54500 Other Insurance	\$67,525.00	\$0.00	\$67,525.00	\$44,605.40	\$0.00	\$44,605.40
55000 Operation and Housekeeping Services	\$155,000.00	\$0.00	\$155,000.00	\$94,457.50	\$0.00	\$94,457.50
56000 Rentals, Leases, Repairs and Non-Capitalized Improvements	\$67,000.00	\$40,546.73	\$107,546.73	\$37,256.10	\$33,515.53	\$70,771.63
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	\$487,362.30	\$428,203.16	\$915,565.46	\$164,508.02	\$155,298.84	\$319,806.86
58009 Pension Penalties & Interest	\$500.00	\$0.00	\$500.00	\$1.33	\$0.00	\$1.33
59000 Communications	\$29,500.00	\$0.00	\$29,500.00	\$5,777.91	\$0.00	\$5,777.91
Total Services, Other Operating Expenses	\$844,187.30	\$473,249.69	\$1,317,436.99	\$364,406.81	\$192,036.01	\$556,442.82
Capital Outlay						
64000 Equipment	\$335,121.42	\$2,924,559.90	\$3,259,681.32	\$94,548.75	\$1,974,974.99	\$2,069,523.74
Total Capital Outlay	\$335,121.42	\$2,924,559.90	\$3,259,681.32	\$94,548.75	\$1,974,974.99	\$2,069,523.74
Other Outgo						
74380 Debt Service - Interest	\$103,107.00	\$0.00	\$103,107.00	\$0.00	\$0.00	\$0.00

by Fund

	2023 - 2024 Working Thru 11/7/2023			2023 - 2024 Actual Thru 11/7/2023		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
010 General Fund						
74390 Other Debt Service - Principal	\$227,941.00	\$0.00	\$227,941.00	\$72,941.00	\$0.00	\$72,941.00
Total Other Outgo	\$331,048.00	\$0.00	\$331,048.00	\$72,941.00	\$0.00	\$72,941.00
Direct Support/Indirect Costs						
73100 Transfers of Indirect Costs	(\$3,401.00)	\$2,998.00	(\$403.00)	(\$129.00)	\$129.00	\$0.00
Total Direct Support/Indirect Costs	(\$3,401.00)	\$2,998.00	(\$403.00)	(\$129.00)	\$129.00	\$0.00
Total Expenditures	\$7,243,985.81	\$4,920,898.61	\$12,164,884.42	\$2,107,362.32	\$2,498,787.50	\$4,606,149.82
Excess (Deficiency) of Revenues	(\$298,636.31)	(\$438,006.19)	(\$736,642.50)	(\$132,435.46)	(\$1,644,884.69)	(\$1,777,320.15)
Other Financing Sources/Uses						
Contributions						
89800 Contributions from Unrestricted Resources	(\$320,513.00)	\$320,513.00	\$0.00	\$0.00	\$0.00	\$0.00
89900 Contributions from Restricted Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Contributions	(\$320,513.00)	\$320,513.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Other Financing Sources/Uses	(\$320,513.00)	\$320,513.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Increase (Decrease) in Fund	(\$619,149.31)	(\$117,493.19)	(\$736,642.50)	(\$132,435.46)	(\$1,644,884.69)	(\$1,777,320.15)
Beginning Balance						
Assets						
91100 Cash in County Treasury	\$3,453,943.33	\$1,620,938.76	\$5,074,882.09	\$3,453,943.33	\$1,620,938.76	\$5,074,882.09
91110 Fair Value Adjustment to Cash in County Treasury	(\$167,564.09)	\$0.00	(\$167,564.09)	(\$167,564.09)	\$0.00	(\$167,564.09)
92001 Accounts Receivable Clearing	\$12,545.59	\$204,633.70	\$217,179.29	\$12,545.59	\$204,633.70	\$217,179.29
93100 Due From Other Funds	\$15.15	\$0.00	\$15.15	\$15.15	\$0.00	\$15.15
Total Assets	\$3,298,939.98	\$1,825,572.46	\$5,124,512.44	\$3,298,939.98	\$1,825,572.46	\$5,124,512.44
Liabilities						
95009 County Wide Liabilities - by COE	\$4,680.00	\$132,869.00	\$137,549.00	\$4,680.00	\$132,869.00	\$137,549.00
95010 Accounts Payable Clearing	\$93,187.85	\$42.84	\$93,230.69	\$93,187.85	\$42.84	\$93,230.69
95013 Deferred Wages Payable	\$173,530.79	\$0.00	\$173,530.79	\$173,530.79	\$0.00	\$173,530.79
95025 State Unemployment Insurance Payable	\$5,300.56	\$0.00	\$5,300.56	\$5,300.56	\$0.00	\$5,300.56

Budget Comparison Report

9:49:25AM

by Fund

	2023 - 2024 Working Thru 11/7/2023			2023 - 2024 Actual Thru 11/7/2023		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
010 General Fund						
95050 Other Current Liabilities	\$143,301.52	\$0.00	\$143,301.52	\$143,301.52	\$0.00	\$143,301.52
95051 Outlawed Employee Refunds & Voluntary Deductions	\$3,055.20	\$0.00	\$3,055.20	\$3,055.20	\$0.00	\$3,055.20
95053 STRS Excess Contributions Liability	\$6.40	\$0.00	\$6.40	\$6.40	\$0.00	\$6.40
96100 Due to Other Funds	\$110.97	\$0.00	\$110.97	\$110.97	\$0.00	\$110.97
96500 Unearned Revenue	\$0.00	\$334,793.71	\$334,793.71	\$0.00	\$334,793.71	\$334,793.71
Total Liabilities	\$423,173.29	\$467,705.55	\$890,878.84	\$423,173.29	\$467,705.55	\$890,878.84
Total Beginning Balance	\$2,875,766.69	\$1,357,866.91	\$4,233,633.60	\$2,875,766.69	\$1,357,866.91	\$4,233,633.60
Adjusted Beginning Balance	\$2,875,766.69	\$1,357,866.91	\$4,233,633.60	\$2,875,766.69	\$1,357,866.91	\$4,233,633.60
Ending Balance						
Assets						
91100 Cash in County Treasury	\$2,256,617.38	\$1,240,373.72	\$3,496,991.10	\$2,669,814.62	(\$349,011.60)	\$2,320,803.02
91110 Fair Value Adjustment to Cash in County Treasury	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
91400 Cash Collections Awaiting Deposit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
92001 Accounts Receivable Clearing	\$0.00	\$0.00	\$0.00	\$0.00	\$62,036.66	\$62,036.66
92004 Due From Employees - Payroll Corrections	\$0.00	\$0.00	\$0.00	\$66.79	\$0.00	\$66.79
92005 Payroll Corrections - Employer Portion	\$0.00	\$0.00	\$0.00	\$66.79	\$0.00	\$66.79
93100 Due From Other Funds	\$0.00	\$0.00	\$0.00	\$50,015.15	\$0.00	\$50,015.15
Total Assets	\$2,256,617.38	\$1,240,373.72	\$3,496,991.10	\$2,719,963.35	(\$286,974.94)	\$2,432,988.41
Liabilities						
95009 County Wide Liabilities - by COE	\$0.00	\$0.00	\$0.00	\$4,680.00	\$0.00	\$4,680.00
95010 Accounts Payable Clearing	\$0.00	\$0.00	\$0.00	\$11,256.47	\$42.84	\$11,299.31
95013 Deferred Wages Payable	\$0.00	\$0.00	\$0.00	\$51,597.33	\$0.00	\$51,597.33
95024 Health & Welfare Payable	\$0.00	\$0.00	\$0.00	(\$94,721.45)	\$0.00	(\$94,721.45)
95025 State Unemployment Insurance Payable	\$0.00	\$0.00	\$0.00	\$100.58	\$0.00	\$100.58
95026 Workers Compensation Payable	\$0.00	\$0.00	\$0.00	\$403.42	\$0.00	\$403.42
95028 Retiree Benefits Payable	\$0.00	\$0.00	\$0.00	(\$1,141.03)	\$0.00	(\$1,141.03)
95050 Other Current Liabilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
95051 Outlawed Employee Refunds & Voluntary Deductions	\$0.00	\$0.00	\$0.00	\$3,055.20	\$0.00	\$3,055.20

by Fund

	2023 - 2024 Working Thru 11/7/2023			2023 - 2024 Actual Thru 11/7/2023		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
010 General Fund						
95053 STRS Excess Contributions Liability	\$0.00	\$0.00	\$0.00	\$1,290.63	\$0.00	\$1,290.63
96100 Due to Other Funds	\$0.00	\$0.00	\$0.00	\$110.97	\$0.00	\$110.97
96500 Unearned Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Liabilities	\$0.00	\$0.00	\$0.00	(\$23,367.88)	\$42.84	(\$23,325.04)
Total Ending Balance	\$2,256,617.38	\$1,240,373.72	\$3,496,991.10	\$2,743,331.23	(\$287,017.78)	\$2,456,313.45
Components of Ending Fund Balance						
Fund Balance, Nonspendable						
97200 Reserve for Encumbrances	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Fund Balance, Nonspendable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund Balance, Unassigned						
97890 Reserve for Economic Uncertainties	\$359,503.00	\$0.00	\$359,503.00	\$359,503.00	\$0.00	\$359,503.00
97900 Undesignated/Unappropriated	(\$1,693,454.62)	(\$466,290.28)	(\$2,159,744.90)	(\$1,206,740.77)	(\$1,993,681.78)	(\$3,200,422.55)
97910 Beginning Fund Balance	\$2,875,766.69	\$1,357,866.91	\$4,233,633.60	\$2,875,766.69	\$1,357,866.91	\$4,233,633.60
Total Fund Balance, Unassigned	\$1,541,815.07	\$891,576.63	\$2,433,391.70	\$2,028,528.92	(\$635,814.87)	\$1,392,714.05
Budgetary and Other Accounts						
98100 Estimated Revenue	(\$6,528,683.50)	(\$4,538,815.02)	(\$11,067,498.52)	(\$6,528,683.50)	(\$4,538,815.02)	(\$11,067,498.52)
98200 Appropriations	\$7,243,485.81	\$4,887,612.11	\$12,131,097.92	\$7,243,485.81	\$4,887,612.11	\$12,131,097.92
98300 Encumbrances	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Budgetary and Other Accounts	\$714,802.31	\$348,797.09	\$1,063,599.40	\$714,802.31	\$348,797.09	\$1,063,599.40
Total Components of Ending Fund Balance	\$2,256,617.38	\$1,240,373.72	\$3,496,991.10	\$2,743,331.23	(\$287,017.78)	\$2,456,313.45

County Fund	District Number	Fund	Current Cash 9110	Previous Total Payroll Objects	Percentage (%)
636	36	0100 General Fund	\$2,320,803.02	\$553,113.34	419.59
N/A	36	0800 Student Activity Special Revenue Fund	\$0.00		
ASM	36	1300 Cafeteria Special Revenue Fund	\$106,671.10	\$24,246.80	439.94
ATQ	36	2510 Developer Fees Fund	\$2,540.36		
ADO	36	3510 County School Facilities Fund - Modernization	\$10,954.57		
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		
Report Total			\$2,440,969.05		

Budget Revision Report

Bdg Revision Final

Control Number: 110735490

Fund:	0100	General Fund	Account Classification	Approved / Revised	Change Amount	Proposed Budget
Revenues						
LCIFF Sources						
			010-00000-0-00000-00000-80110-0	\$4,909,587.00	\$122,262.00	\$5,031,849.00
			010-14000-0-00000-00000-80120-0	\$1,268,717.00	\$22,674.00	\$1,291,391.00
			Total:	\$6,178,304.00	\$144,936.00	\$6,323,240.00
Federal Revenues						
			010-42030-3-00000-00000-82900-0	\$17,437.91	\$150.00	\$17,587.91
			Total:	\$17,437.91	\$150.00	\$17,587.91
Other State Revenues						
			010-60530-0-00000-00000-85900-0	\$0.00	\$60,521.00	\$60,521.00
			010-60530-3-00000-00000-85900-0	\$0.00	\$58,508.00	\$58,508.00
			010-63310-0-00000-00000-85900-0	\$0.00	\$100,000.00	\$100,000.00
			010-65460-0-00000-00000-85900-0	\$1,600.60	\$30,411.40	\$32,012.00
			Total:	\$1,600.60	\$249,440.40	\$251,041.00
Total Revenues						
				\$6,197,342.51	\$394,526.40	\$6,591,868.91
Expenditures						
Employee Benefits						
			010-32140-0-11100-10000-37020-0	\$3.50	\$496.50	\$500.00
			010-42030-4-11100-10000-37010-0	\$338.00	(\$34.00)	\$304.00
			Total:	\$341.50	\$462.50	\$804.00
Books and Supplies						
			010-26000-4-11100-10000-43000-0	\$1,000.00	\$24,000.00	\$25,000.00
			010-26000-4-11100-39000-43000-0	\$0.00	\$500.00	\$500.00
			010-42030-3-11100-10000-43000-0	\$59.91	\$150.00	\$209.91
			Total:	\$1,059.91	\$24,650.00	\$25,709.91
Services, Other Operating Expenses						
			010-07200-0-11100-39000-52000-0	\$0.00	\$500.00	\$500.00

Budget Revision Report

Bdg Revision Final

Control Number: 1.10735490

Account Classification	Approved / Revised	Change Amount	Proposed Budget
010-40350-4-1.1100-10000-58000-0	\$23,883.00	(\$4,426.00)	\$19,457.00
010-42030-4-1.1100-10000-58000-0	\$2,400.00	(\$2,400.00)	\$0.00
010-81500-0-00000-81100-56000-0	\$15,000.00	\$15,000.00	\$30,000.00
Total:	\$41,283.00	\$8,674.00	\$49,957.00
Total Expenditures	\$42,684.41	\$33,786.50	\$76,470.91
Other Financing Sources/Uses			
Contributions			
010-00000-0-00000-00000-89800-0	(\$2,208,438.00)	(\$48,783.00)	(\$2,257,221.00)
010-81500-0-00000-00000-89800-0	\$278,500.00	\$15,000.00	\$293,500.00
Total:	(\$1,929,938.00)	(\$33,783.00)	(\$1,963,721.00)

Budgeted Unappropriated Fund Balance before this adjustment:

\$3,170,034.20

Total Adjustment to Unappropriated Fund Balance:

\$326,956.90

Budgeted Unappropriated Fund Balance after this adjustment:

\$3,496,991.10

Budget Revision Report

Control Number: 110735490

Account Classification	Approved / Revised	Change Amount	Proposed Budget
------------------------	--------------------	---------------	-----------------

At a meeting of the school board on _____, the board approved the above budget account lines change to those amounts indicated in the proposed budget column.

Authorized by: _____
(County Office Use Only)
Updated at County Office on ____/____/____ by _____

Tulare County Office of Education

Committed to Students, Support & Service

September 15, 2023

Mr. Mark Odsather, Superintendent
Pleasant View School District
14004 Road 184
Porterville, CA 93257

SUBJECT: REVIEW AND APPROVAL OF BUDGET, FISCAL YEAR 2023-24

Dear Mark:

We have completed our review and analysis of your district budget for fiscal year 2023-24 and the accompanying certification pursuant to Education Code Section 42127.

The County Superintendent is required to approve, conditionally approve, or disapprove a school district budget on or before September 15th each fiscal year. Beginning with fiscal year 2014-15 a school district budget shall not be approved by the county superintendent of schools before a district's local control and accountability plan or update to an existing plan is approved.

The district's 2023-24 local control accountability plan (LCAP) has been approved by our office. A separate letter regarding that approval was sent to you and the governing board president from the Instructional Services Division of our office.

Our office has completed our review of the district's 2023-24 adopted budget. We find the budget, as submitted, reflects a satisfactory fiscal position and indicates the district will be able to meet its financial obligations during this fiscal year and the two following projection years.

If you have any concerns or questions about this review, our comments or recommendations, please do not hesitate to call me at 733-6474.

Sincerely,



Fernie Marroquin, Ed.D.
Assistant Superintendent, Business Services

/es

cc: Alex Garcia, Board President
District Business Manager

Tim A. Hire
County
Superintendent
of Schools

P.O. Box 5091
Visalia, California
93278-5091

(559) 733-6300
tcoe.org

Administration
(559) 733-6301
fax (559) 627-5219

Business Services
(559) 733-6474
fax (559) 737-4378

Human Resources
(559) 733-6306
fax (559) 627-4670

Instructional Services
(559) 302-3633
fax (559) 739-0310

Special Services
(559) 730-2910
fax (559) 730-2511

Main Locations

**Administration
Building & Conference
Center**
6200 S. Mooney Blvd.
Visalia

Doe Avenue Complex
7000 Doe Ave.
Visalia

**Liberty Center/
Planetarium &
Science Center**
135 Ave. 264
Visalia

Tulare County Office of Education

Committed to Students, Support & Service

Tim A. Hire
County
Superintendent
of Schools

P.O. Box 5091
Visalia, California
93278-5091

(559) 733-6300
tcoe.org

Administration
(559) 733-6301
fax (559) 627-5219

Business Services
(559) 733-6474
fax (559) 737-4378

Human Resources
(559) 733-6306
fax (559) 627-4670

Instructional Services
(559) 302-3633
fax (559) 739-0310

Special Services
(559) 730-2910
fax (559) 730-2511

Main Locations

**Administration
Building & Conference
Center**
6200 S. Mooney Blvd.
Visalia

Doe Avenue Complex
7000 Doe Ave.
Visalia

**Liberty Center/
Planetarium &
Science Center**
11535 Ave. 264
Visalia

September 26, 2023

To: District Superintendents

From: Tim A. Hire, Tulare County Superintendent of Schools **TAH-**

Subject: **SETTING THE DATE FOR THE ANNUAL ORGANIZATIONAL MEETING BETWEEN DECEMBER 1 AND DECEMBER 20, 2023**
[Ed. Code §35143]

At its regular November board meeting, your governing board should set the date for the annual organizational meeting, to be held between December 1, 2023 and December 20, 2023 this year. Pursuant to Education Code §35143, the organizational meeting **SHALL** be held on any date in December, but no later than December 20. This year is not an election year.

At the organizational meeting, a regular schedule of meetings for the coming year is adopted and new officers are elected for the following calendar year.

Section 35143 also requires districts to notify the county superintendent of schools, all board members, and members-elect, in writing, at least 15 days prior to the meeting, of the date and time of the annual organizational meeting. The enclosed form is provided for your convenience in meeting this requirement. **Please send the form to my office, attention: Vanessa Cantu, immediately following your district's November meeting.** The form may also be used to notify your board members.

A Memo dated October 3, 2022, is enclosed to assist you in scheduling your Annual Organizational Meeting through 2026.

TAH/vc

Enclosure: Notification of Annual Organizational Meeting
Memo to District Superintendents, dated October 3, 2022

NOTIFICATION OF ANNUAL ORGANIZATIONAL MEETING

To: (1) Tulare County Superintendent of Schools, Attention: Vanessa Cantu
(2) Governing Board Members and Members-Elect of this District

Subject: **NOTIFICATION OF DATE AND TIME OF THE ANNUAL ORGANIZATIONAL MEETING** [Education Code §35143]

At a regular meeting of the governing board held on November 14th, 2023, this board determined that the annual organizational meeting will take place as follows:

Annual Organizational Meeting of the Pleasant View School District

Date: December 12th, 2023

Time: 4:30 a.m. p.m.

Location: *(Include location/site name, room # and complete address below)*

Pleasant View West, Cafeteria
14004 Road 184
Porterville CA, 93257

PAYROLL PRELIST

10/25/2023

Regular Payroll - 10/31/2023 7:21:00PM

Payroll Status
FINALIZED

DISTRICT PAYROLL PRELIST AUDIT TOTALS

RECEIVING CHECKS: 4
 APD TO CHECKING: 39
 APD TO SAVING: 0
 TOTAL GETTING PAID: 43

STARTING APD CHECKING NEXT MONTH: 2
 STARTING APD SAVING NEXT MONTH: 0

REGULAR FUNDED: 43 SUI=1
 FEDERAL FUNDED: 0 SUI=2
 CETA FUNDED: 0 SUI=3
 NON-SUI: 0 SUI=0

PAYROLL TOTALS

	Monthly Gross	Total Gross
NML	300,544.80	300,544.80
BBP	139.38	139.38
MISC	300.00	300.00
SPL	1,600.00	1,600.00
UGD	727.28	727.28
Total	303,311.46	303,311.46
OVERTIME TOTALS		

NON-NML Total:	2,766.66	0.00	0.00	0.00	0.00
Total:	303,311.46	0.00	0.00	0.00	303,311.46
DOCKS:	3,968.60	DEFERRED HELD:	14,756.87	DEFERRED PAID:	0.00
		TAX ADJ:	0.00	WORK COMP:	0.00

The School District hereby orders that payment be made to the employees listed in the above Payroll Final. The detail listing of such employees is available on the payroll system. The County Office Of Education is also ordered to 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).

Nancy Bayler
 Authorized Signature
 10/25/23
 Date

PAYROLL PRELIST

10/25/2023

Page 7 of 13

Regular Payroll - 10/31/2023 7:21:00PM

Payroll Status

FINALIZED

CERTIFICATED

CERTIFICATED PAYROLL PRELIST AUDIT TOTALS

RECEIVING CHECKS: 2
 APD TO CHECKING: 26
 APD TO SAVING: 0
 TOTAL GETTING PAID: 28

STARTING APD CHECKING NEXT MONTH: 2
 STARTING APD SAVING NEXT MONTH: 0

REGULAR FUNDED: 28 SUJ=1
 FEDERAL FUNDED: 0 SUJ=2
 CETA FUNDED: 0 SUJ=3
 NON-SUI: 0 SUJ=0

PAYROLL TOTALS

Monthly Gross

NML 225,352.94
 BBP 139.38
 MISC 300.00
 SPL 1,000.00
 UGD 727.28
Total 227,519.60

Total Gross

NML 225,352.94
 BBP 139.38
 MISC 300.00
 SPL 1,000.00
 UGD 727.28
Total 227,519.60

OVERTIME TOTALS

NON-NML Total: 2,166.66
Total: 227,519.60
DOCKS: 3,968.60

2,166.66
227,519.60
WORK COMP: 0.00

WORLD COMP: 0.00

TAX ADJ: 0.00

DEFERRED PAID: 0.00

DEFERRED HELD: 13,848.91

PAYROLL PRELIST

10/25/2023

Page 12 of 13

Regular Payroll - 10/31/2023 7:21:00PM

Payroll Status

FINALIZED

CLASSIFIED

CLASSIFIED PAYROLL PRELIST AUDIT TOTALS

RECEIVING CHECKS: 2
 APD TO CHECKING: 13
 APD TO SAVING: 0
 TOTAL GETTING PAID: 15

REGULAR FUNDED: 15 SUI=1
 FEDERAL FUNDED: 0 SUI=2
 CETA FUNDED: 0 SUI=3
 NON-SUI: 0 SUI=0

STARTING APD CHECKING NEXT MONTH: 0
 STARTING APD SAVING NEXT MONTH: 0

PAYROLL TOTALS

Monthly Gross

NML 75,191.86
 SPL 600.00
Total 75,791.86

Total Gross

NML 75,191.86
 SPL 600.00
Total 75,791.86

OVERTIME TOTALS

NON-NML Total:	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00
Total:	75,791.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75,791.86
DOCKS:	0.00	907.96	DEFERRED PAID:	0.00	TAX ADJ:	0.00	DEFERRED HELD:	0.00	WORK COMP:	0.00	0.00

RECORDING REQUESTED BY

MANGINI ASSOCIATES INC.

AND WHEN RECORDED MAIL TO

Pleasant View Elementary School District
14004 Road 184
Porterville, CA 93257

NO RECORDING FEE PER GOVERNMENT CODE 6103

SPACE ABOVE THIS LINE FOR RECORDER'S USE

Notice of Completion and Acceptance of Public Works Project

(Pursuant to Civil Code Sections 8102 and 9204)

NOTICE is hereby given by Pleasant View Elementary School District, that a certain project for public work located at Porterville, in Tulare County, State of California, the street address of which is Pleasant View Elementary School, 18900 Avenue 145, Porterville, CA 93257 and described as follows: construction of a new relocatable classroom wing the contract for the construction of which was let to JTS Construction was actually completed on the 1st day of November, 20 23, and was accepted by Pleasant View Elementary School District on the 1st day of November, 20 23.

The name and address of the owner of the property referred to above is: Pleasant View Elementary School District, 14004 Road 184, Porterville, CA 93257, and the nature of the interest of the owner in that property is in fee simple.

The above project for public works improvements and structures, and the property on which the improvements and structures are situated, referred to, are in the City of Porterville, County of Tulare, State of California.

By: _____
Mark Odsather, Superintendent

VERIFICATION

I, the undersigned, declare that I am the Superintendent, of Pleasant View Elementary School District, and that I have read the foregoing notice and know its contents, and that the same is true to the best of my knowledge and belief.

I declare under penalty of perjury that the foregoing is true and correct.

Executed at Porterville, California, this 1st day of November, 20 23.

Pleasant View Elementary Unified School District

By: 
Mark Odsather, Superintendent



HUBZone, SDB, & DBE Certified
CA License #822783 A, B & D 63

24 October 2023

Mike Morales
Mangini Associates Inc.
4320 W. Mineral King Ave
Visalia, CA 93291

Subject: Proposal Request Change 3 – New Gate
Contract: Pleasant View Elementary School
Reference: Mangini Bulletin 4

Mike,

Please see the attached change order cost implement Bulletin #4. The cost is \$45,640.98

New Expanded Learning Opportunities Program Building at Pleasant View Elementary School

Exclusions: Special Insurances, Hazardous Material Abatement. Any alteration or deviation (from the above specifications/Scope of Work involving extra costs) will be executed only upon written orders and will become an extra charge over and beyond the estimate. Payment to be made within 30 days of invoice issuance date. Also see subcontractor quote for specific subcontractor exclusions.

Please contact me to discuss should you have comments or questions.

Best,

Randy Spencer

Randy Spencer
Project Manager

10/25/23

Sierra Range Construction
P.O. BOX 427
Visalia, CA 93279
Phone:559-635-0504 Fax:559-635-0499
E-Mail: srcadmin@sbcglobal.net

CA License 822783 A, B, C61/D63
SDB & DBE Certified

Bid Schedule

CONTRACT TITLE: New Expanded Learning Opportunities Program Building at Pleasant View Elementary Sch

SOLICITATION NO.: Change Order 3

JOB LOCATION: Pleasant View Elementary School District

JOB DESCRIPTION: Bulletin #4 New Gate

Item No.		Estimated Quantity	Unit	Unit Price (In Figures)	Total (In Figures)
1	Demolition of existing gate, AC, Curb, & landscape	1	LS	\$ 4,183.94	\$ 4,183.94
2	Electrical Trenching and back fill, compact.	1	LS	\$ 5,752.29	\$ 5,752.29
3	Electrical	1	LS	\$ 7,437.93	\$ 7,437.93
4	New concrete grade beam and pad	1	LS	\$ 7,598.74	\$ 7,598.74
5	New Gate, operator,remotes, & exit loops	1	LS	\$ 20,668.08	\$ 20,668.08
6		1	LS	\$ -	\$ -
7		1	LS	\$ -	\$ -
8		1	LS	\$ -	\$ -
9		1	LS	\$ -	\$ -
10		1	LS	\$ -	\$ -
11		1	LS	\$ -	\$ -
12		1	LS	\$ -	\$ -
13		1	LS	\$ -	\$ -
14		1	LS	\$ -	\$ -
15		1	LS	\$ -	\$ -
16		1	LS	\$ -	\$ -
17		1	LS	\$ -	\$ -
18		1	LS	\$ -	\$ -
19		1	LS	\$ -	\$ -
20		1	LS	\$ -	\$ -
					\$ 45,640.98

Sierra Range Construction

Main Line and Controller Cost Change

Job# 2023_04

GNL	DESCRIPTION	LAB COST	MATL COST	EQUIP COST	OTH COST	SUB COST	GNL REQ.	86.35	COST TOTAL	0.0% SUB OHD	5.0% GNL OHD	15.0% PRFT	2.2% BOND	TOTAL
	General Requirements	\$ 66.35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1	Demolition of existing gate, AC, Curb, & landscape	\$ 2,326.54	\$ -	\$ 875.00	\$ 350.00	\$ -	\$ 7.48	\$ 3,559.02	\$ -	\$ -	\$ 533.85	\$ 91.07	\$ 4,183.94	
2	Electrical Trenching and back fill, compact	\$ 2,902.84	\$ -	\$ 1,980.00	\$ -	\$ -	\$ 10.28	\$ 4,893.12	\$ -	\$ -	\$ 733.97	\$ 125.20	\$ 5,752.29	
3	Electrical	\$ -	\$ -	\$ -	\$ -	\$ 6,915.00	\$ 14.56	\$ 6,929.56	\$ 346.48	\$ -	\$ -	\$ 161.89	\$ 7,437.93	
4	New concrete grade beam and pad	\$ 4,744.20	\$ 1,296.00	\$ 410.00	\$ -	\$ -	\$ 13.58	\$ 6,463.78	\$ -	\$ -	\$ 969.57	\$ 165.39	\$ 7,598.74	
5	New Gate, operator,remotes, & exit loops	\$ -	\$ -	\$ -	\$ -	\$ 19,215.00	\$ 40.45	\$ 19,255.45	\$ 962.77	\$ -	\$ -	\$ 449.06	\$ 20,668.08	
6	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
7	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
8	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
9	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
10	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
11	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
12	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
13	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
14	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
15	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
16	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
17	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
18	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
19	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
20	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL		\$ 9,973.58	\$ 1,296.00	\$ 3,265.00	\$ 350.00	\$ 26,130.00	\$ 86.35	\$ 41,100.93	\$ 1,309.25	\$ 2,237.39	\$ 983.41	\$ 45,640.38		

Main Line and Controller Cost Change			Sheet No: 2		Sierra Range Construction			
Solicitation Title: New Expanded Learning Opportunities Program Building at Pleasant View E			Solicitation No:		Change Order 3			
Bid Item No	Bid Item Description	QTY	UNIT	UNIT COST	NET TOTAL	MARKUP	TOTAL	
2	Electrical Trenching and back fill, compact.	1	LS	\$ 4,882.84	\$ 4,882.84	\$ -	\$ 4,882.84	

LABOR

LABOR			BURDEN = <u>32.85%</u> % RATE		0%		MARKUP	
Reference	Description	Rate	Hrs	Gross	Sub-Total			
	Foreman	\$ 83.05	2	HR \$ 110.33	\$ 220.66			
	General Laborer	\$ 61.31	18	HR \$ 81.45	\$ 1,466.10			
	Cement Mason	\$ 70.56	0	HR \$ 93.74	\$ -			
	Skidsteer Operator	\$ 76.28	12	HR \$ 101.34	\$ 1,216.08			
	Project Manager	\$ 65.00	0	HR \$ 86.35	\$ -			
	Truck Driver 5yd dump	\$ 68.82	0	HR \$ 91.43	\$ -			
	0	\$ -	0	HR \$ -	\$ -			
	0	\$ -	0	HR \$ -	\$ -			
	0	\$ -	0	HR \$ -	\$ -		Man Hours	TOTAL
								\$ 2,903

MATERIAL

Reference	Description	QTY	UNIT	RATE	TAX	TOTALS	Labor Cat	Man Hours
	0	0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
								TOTAL
								\$ -

EQUIPMENT

Reference	Description	Qty	Unit	Rate	FUEL/UNIT	Sub-Total	Labor Cat	Man Hours
	P/U TRUCK	0.00	day	\$ 50.00	15.00	\$ -		
	1-TON	2.00	day	\$ 75.00	20.00	\$ 150.00		
	DUMP TRUCK	0.00	day	\$ 250.00	30.00	\$ -		
	WATER TRUCK	0.00	day	\$ 2,544.00	50.00	\$ -		
	PADDLE WHEEL SCRAPER	0.00	mo	\$ 3,000.00	100.00	\$ -		
	DOZER	0.00	mo	\$ 2,500.00	50.00	\$ -		
	BLADE 14'	0.00	day	\$ 600.00	50.00	\$ -		
	LOADER	0.00	wk	\$ 1,545.00	35.00	\$ -		
	PAVING MACHINE	0.00	day	\$ 750.00	25.00	\$ -		
	COMPACTOR	0.00	wk	\$ 1,576.00	20.00	\$ -		
	ROLLER	0.00	mo	\$ 350.00	20.00	\$ -		
	CAT 320 EXCAVATOR/24"	0.00	mo	\$ 600.00	50.00	\$ -		
	BACKHOE	2.00	day	\$ 450.00	40.00	\$ 900.00		
	SKIP LOADER/Gannon Box	0.00	day	\$ 827.00	120.00	\$ -		
	SKIDSTEER W/ BREAKER	0.00	day	\$ 300.00	15.00	\$ -		
	TRACTOR & DISC	0.00	mo	\$ 2,000.00	15.00	\$ -		
	DUMP TRAILER	0.00	day	\$ 50.00	0.00	\$ -		
	HAND TOOLS	0.00	day	\$ 100.00	0.00	\$ -		
	MISC EQUIPMENT	1.00	day	\$ 150.00	0.00	\$ 150.00		
	FUEL	120.00	gal	\$ 6.50		\$ 780.00		
								TOTAL
								\$ 1,980

OTHER

Reference	Description	Qty	Unit	Rate	Tax	Sub-Total	Labor Cat	Man Hours
	0	0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
								TOTAL
								\$ -

PER DIEM

MOTEL	2	rm	\$ -	\$ -	\$ -	SEE GNL
PER DIEM (MEALS ETC)	3	day	\$ -	\$ -	\$ -	\$ -

SUBCONTRACTORS

Reference	Description	Qty	Unit	Rate	Tax	Sub-Total
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
						TOTAL
						\$ -

NOTES

Main Line and Controller Cost Change		Sheet No:	4	Sierra Range Construction			
Solicitation Title:	New Expanded Learning Opportunities Program Building at Pleasant View	Solicitation No.:	Change Order 3				
Bid Item No	Bid Item Description	QTY	UNIT	UNIT COST	NET TOTAL	MARKUP	TOTAL
4	New concrete grade beam and pad	1	LS	\$ 6,450.20	\$ 6,450.20	\$ -	\$ 6,450.20

LABOR BURDEN = 32.85% % RATE 0% MARKUP

Reference	Description	Rate	Hrs	Gross	Sub-Total
	Foreman	\$ 83.05	4	\$ 110.33	\$ 441.32
	General Laborer	\$ 61.31	16	\$ 81.45	\$ 1,303.20
	Cement Mason	\$ 70.56	32	\$ 93.74	\$ 2,999.68
	Skidsteer Operator	\$ 76.28	0	\$ 101.34	\$ -
	Project Manager	\$ 65.00	0	\$ 86.35	\$ -
	Truck Driver 5yd dump	\$ 68.82	0	\$ 91.43	\$ -
	0	\$ -	0	\$ -	\$ -
	0	\$ -	0	\$ -	\$ -
	0	\$ -	0	\$ -	\$ -
					Man Hours
					52
TOTAL					
\$ 4,744					

MATERIAL

Reference	Description	QTY	UNIT	RATE	TAX	TOTALS	Labor Cat	Man Hours
	Concrete	4		\$ 120.00	\$ 38.40	\$ 518.40		
	AB 219	1		\$ 200.00	\$ 18.00	\$ 216.00		
	Rebar	1		\$ 250.00	\$ 20.00	\$ 270.00		
	Short load	1		\$ 150.00	\$ 12.00	\$ 162.00		
	Environmental fees	1		\$ 50.00	\$ 4.00	\$ 54.00		
	Fuel surcharge	1		\$ 70.00	\$ 5.60	\$ 75.60		
	0	0		\$ -	\$ -	\$ -		
	0	0		\$ -	\$ -	\$ -		
	0	0		\$ -	\$ -	\$ -		
	0	0		\$ -	\$ -	\$ -		
	0	0		\$ -	\$ -	\$ -		
	0	0		\$ -	\$ -	\$ -		
	0	0		\$ -	\$ -	\$ -		
	0	0		\$ -	\$ -	\$ -		
	0	0		\$ -	\$ -	\$ -		
	0	0		\$ -	\$ -	\$ -		
	0	0		\$ -	\$ -	\$ -		
	0	0		\$ -	\$ -	\$ -		
	0	0		\$ -	\$ -	\$ -		
	0	0		\$ -	\$ -	\$ -		
TOTAL								
\$ 1,296								

EQUIPMENT

Reference	Description	Qty	Unit	Rate	FUEL/UNIT	Sub-Total	Labor Cat	Man Hours
	P/U TRUCK	0.00	day	\$ 50.00	15.00	\$ -		
	1-TON	2.00	day	\$ 75.00	20.00	\$ 150.00		
	DUMP TRUCK	0.00	day	\$ 250.00	30.00	\$ -		
	WATER TRUCK	0.00	day	\$ 2,544.00	50.00	\$ -		
	PADDLE WHEEL SCRAPER	0.00	mo	\$ 3,000.00	100.00	\$ -		
	DOZER	0.00	mo	\$ 2,500.00	50.00	\$ -		
	BLADE 14'	0.00	day	\$ 600.00	50.00	\$ -		
	LOADER	0.00	wk	\$ 1,545.00	35.00	\$ -		
	PAVING MACHINE	0.00	day	\$ 750.00	25.00	\$ -		
	COMPACTOR	0.00	wk	\$ 1,576.00	20.00	\$ -		
	ROLLER	0.00	mo	\$ 350.00	20.00	\$ -		
	CAT 320 EXCAVATOR/24"	0.00	mo	\$ 600.00	50.00	\$ -		
	BACKHOE	0.00	day	\$ 450.00	40.00	\$ -		
	SKIP LOADER/Gannon Box	0.00	wk	\$ 827.00	120.00	\$ -		
	SKIDSTEER W/ BREAKER	0.00	day	\$ 300.00	15.00	\$ -		
	TRACTOR & DISC	0.00	mo	\$ 2,000.00	15.00	\$ -		
	DUMP TRAILER	0.00	day	\$ 150.00	0.00	\$ -		
	HAND TOOLS	0.00	day	\$ 100.00	0.00	\$ -		
	MISC EQUIPMENT	2.00	day	\$ -	0.00	\$ -		
	FUEL	40.00	gal	\$ 6.50		\$ 260.00		
TOTAL								
\$ 410								

OTHER

Reference	Description	Qty	Unit	Rate	Tax	Sub-Total	Labor Cat	Man Hours
	Cement				\$ -	\$ -		
					\$ -	\$ -		
					\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
TOTAL								
\$ -								

PER DIEM

MOTEL	3	nm	\$ -	\$ -	\$ -	SEE GNL
PER DIEM (MEALS ETC)	5	day	\$ -	\$ -	\$ -	

SUBCONTRACTORS

Reference	Description	Qty	Unit	Rate	Tax	Sub-Total
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
TOTAL						
\$ -						

NOTES

Main Line and Controller Cost Change		Sheet No: 5		Sierra Range Construction				
Solicitation Title:	New Expanded Learning Opportunities Program Building at Pleasant View			Solicitation No.:		Change Order 3		
Bid Item No	Bid Item Description	QTY	UNIT	UNIT COST	NET TOTAL	MARKUP	TOTAL	
5	New Gate, operator,remotes, & exit loops	1	LS	\$ 19,215.00	\$ 19,215.00	\$ -	\$ 19,215.00	

LABOR		BURDEN = 32.85% % RATE				0%	MARKUP
Reference	Description	Rate	Hrs	Gross	Sub-Total		
cleanup	Foreman	\$ 83.05	0	\$ 110.33	\$ -		
	General Laborer	\$ 61.31	0	\$ 81.45	\$ -		
	Cement Mason	\$ 70.56	0	\$ 93.74	\$ -		
	Skidsteer Operator	\$ 76.28	0	\$ 101.34	\$ -		
	Project Manager	\$ 65.00	0	\$ 86.35	\$ -		
	Truck Driver Syd dump	\$ 68.82	0	\$ 91.43	\$ -		
	0	\$ -	0	\$ -	\$ -		
	0	\$ -	0	\$ -	\$ -	Man Hours	TOTAL
	0	\$ -	0	\$ -	\$ -	0	\$ -

MATERIAL		QTY	UNIT	RATE	TAX	TOTALS	Labor Cat	Man Hours
Reference	Description	0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		TOTAL
		0		\$ -	\$ -	\$ -		\$ -

EQUIPMENT		Qty	Unit	Rate	FUEL/UNIT	Sub-Total	Labor Cat	Man Hours
Reference	Description	0.00	day	\$ 50.00	15.00	\$ -		
	P/U TRUCK	0.00	day	\$ 75.00	20.00	\$ -		
	1-TON	0.00	day	\$ 250.00	30.00	\$ -		
	DUMP TRUCK	0.00	mo	\$ 2,544.00	50.00	\$ -		
	WATER TRUCK	0.00	mo	\$ 3,000.00	100.00	\$ -		
	PADDLE WHEEL SCRAPER	0.00	mo	\$ 2,500.00	50.00	\$ -		
	DOZER	0.00	day	\$ 600.00	50.00	\$ -		
	BLADE 14'	0.00	wk	\$ 1,545.00	35.00	\$ -		
	LOADER	0.00	day	\$ 750.00	25.00	\$ -		
	PAVING MACHINE	0.00	wk	\$ 1,575.00	20.00	\$ -		
	COMPACTOR	0.00	mo	\$ 350.00	20.00	\$ -		
	ROLLER	0.00	mo	\$ 600.00	50.00	\$ -		
	CAT 320 EXCAVATOR/24"	0.00	day	\$ 450.00	40.00	\$ -		
	BACKHOE	0.00	wk	\$ 827.00	120.00	\$ -		
	SKIP LOADER/Gannon Box	0.00	day	\$ 300.00	15.00	\$ -		
	SKIDSTEER W/ BREAKER	0.00	mo	\$ 2,000.00	15.00	\$ -		
	TRACTOR & DISC	0.00	day	\$ 150.00	0.00	\$ -		
	DUMP TRAILER	0.00	day	\$ 100.00	0.00	\$ -		
	HAND TOOLS	0.00	day	\$ -	0.00	\$ -		
	MISC EQUIPMENT	0.00	day	\$ -	0.00	\$ -		TOTAL
	FUEL	0.00	gal	\$ 6.50	\$ -	\$ -		\$ -

OTHER		Qty	Unit	Rate	Tax	Sub-Total	Labor Cat	Man Hours
Reference	Description	0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		TOTAL
		0		\$ -	\$ -	\$ -		\$ -

PER DIEM		Qty	Unit	Rate	Tax	Sub-Total	
Reference	Description	0	nm	\$ -	\$ -	\$ -	SEE GNL
	MOTEL	0	day	\$ -	\$ -	\$ -	0.00
	PER DIEM (MEALS ETC)	0	day	\$ -	\$ -	\$ -	

SUBCONTRACTORS		Qty	Unit	Rate	Tax	Sub-Total	
Reference	Description	1	LS	\$ 19,215.00	\$ -	\$ 19,215.00	
	Fresno Fence Connection			\$ -	\$ -	\$ -	
				\$ -	\$ -	\$ -	
				\$ -	\$ -	\$ -	
				\$ -	\$ -	\$ -	
				\$ -	\$ -	\$ -	
				\$ -	\$ -	\$ -	TOTAL
				\$ -	\$ -	\$ -	\$ 19,215.00

NOTES

BRAUNELECTRIC C O M P A N Y, I N C.

Electrical Engineering, Design and Construction
Contractor's License No. 602003

Change Order Request

Sierra Range Construction
Att. – Jeff LeFleur

Project: Pleasant View – CR1.00 Automatic Gate Power

SCOPE OF WORK -

1. Furnish and install (2) intermediate pull boxes. (includes gravel)
2. Furnish and install 1 ½" raceway with #6 THHN from the power connection point as designated in bulletin 4.00.
3. Furnish labor to make necessary terminations and test for voltage.

INCLUSIONS:

1. All material and labor to complete the scope as stated above.

EXCLUSIONS:

1. Permit, inspection fees, or utility charges.
2. Engineered drawings or plan sets.
3. Any drywall patching or repair.
4. Bonding.
5. Any scope other than stated above.
6. Automatic gate opener provided and installed by others.
7. Ground loops.
8. Communications.
9. Excavation

Clarifications:

1. All work to be complete M-F 7:00AM-3:30PM
2. Customer's existing circuitry assumed to be in a functional code compliant state.

WARRANTY:

All equipment and instrumentation supplied by Braun Electric Company is limited to the manufacturer's warranty and workmanship is warranted for 1 year(s) from the date of installation. Warranty does not extend to preexisting conditions, damage or wear caused by misuse, negligence, accident, corrosion, modification by client, loss of product, or tampering in any manner.

Base Price(Dollars):

\$6,915.00

PAYMENT TERMS:

Project to be billed weekly. All amounts are due NET-30.

Acceptance may be made by signing and returning a copy of this proposal letter or issuing an acceptable form of your purchase order or subcontract by 10/23/23.

OFFERED BY:

Braun Electric Company
Chris Gatlin
Director of Service and Special Projects
10/23/2023

ACCEPTED BY:

Customer Contact: _____
Signature: _____
Date: _____

Expert Workmanship
30 Years Experience
Reasonable prices



Specialists In
Wrought Iron

PO Box 458 Sanger , Ca 93657
Phone (559) 999-4441 ❖ Fax (559) 888-0202

License #692620

Sold To: **Sierra Range Construction**

Date: **10/24/2023**

Address: _____

Source of Lead: **B-4**

Zip: _____

Phone #: _____

Location: **Pleasant View Elementary ELOP**

Fax #: _____

Cell #: _____

Total Height: **6'**

Top Rail: _____

Latch Sytle: _____

Pickets: _____

Style Fence: _____

Post: _____

Art: _____

Post Caps: _____

Spears: _____

Walk Gate: _____

Color: _____

Drive Gate Posts: _____

SPECIFICATIONS: All work will be performed in a workmanlike manner and in accordance with standard practice.

PLEASE NOTE

PROPERTY OWNER is responsible for location, staking and clearing fence lines. Purchaser also agrees that the company will not be held responsible or liable for any damage of any nature to underground obstructions. Property owner needs to supply all necessary building permits.
No Warranty on wood products.

Quantity	Description	Amount
1	22' x 6' chain link rolling gate, BVC fabric and framing, steel track and inbeds	\$7,250.00
3	Bolt down guide posts and adjusted fabric at existing fence line behind new gate	\$1,120.00
1	DKS 9100 series gate operator	\$7,580.00
4	One Button Linear remotes with Multi-code receiver	\$265.00
2	Exit/Safety loops with detectors	\$2,150.00
1	Key activated fire department override switch utilizing existing Knoxbox	\$850.00
	Concrete grade beam, demo, electrical, pathways and conduit by others	

Sub Total: **\$19,215.00**

Taxes if Applicable: **\$0.00**

Down: _____

TOTAL: **\$19,215.00**

"Under the Mechanics Lien Law (California Code of Civil Procedure, Section 118 et seq.) any contractor, subcontractor, laborer, supplier or other person who helps to improve your property but is not paid for his work or supplies, has a right to enforce a claim against your property. This means that, after a court hearing, your property could be sold by a court officer and the proceeds of the sale used to satisfy the indebtedness. This can happen even if you have paid your own contractor in full, if the subcontractor, laborer, or supplier remains unpaid."

FOR YOUR PROTECTION
ON PAYMENT TO US, USE CHECK OR MONEY
ORDER PAYABLE TO COMPANY AS SHOWN
ON HEADING OF THIS SALES CONTRACT.

Invoice Number: _____

P.O. Number: _____

NOTES:

be good for 10 days

CONTRACTORS CONDITIONS
MORE OR LESS MATERIAL OTHER THAN AMOUNT CONTRACTED FOR WILL BE DEBITED OR CREDITED AT CURRENT RATE.
ACCEPTANCE: The above proposal when accepted by the Company, at its main office becomes a contract between two parties and is not subject to cancellation. Silence on the part of the Company shall not be construed as an acceptance of this proposal. In case Payment is not made as specified in (Terms of payment) the Company reserved the right to repossess all material used on this job without recourse.
NOTICE: If contract is changed after the erection crew delivers the material there will be a \$25.00 per hour charge for lime lost. If contract is canceled a 25% charge of the total contract price will be charged. IN THE EVENT OF DEFAULT, customer agrees to pay all collection fees, attorney fees and court costs.

SALESMAN: **Rich**
Accepted for the Company

ACCEPTED: _____

24 October 2023

Mike Morales
Mangini Associates Inc.
4320 W. Mineral King Ave
Visalia, CA 93291

Subject: Proposal Request Change 4 – Pole Lights
Contract: Pleasant View Elementary School
Reference: Request for Quote

Mike,

Please see the attached change order to install new pole lights. The cost is \$3,166.02.

New Expanded Learning Opportunities Program Building at Pleasant View Elementary School

Exclusions: Special Insurances, Hazardous Material Abatement. Any alteration or deviation (from the above specifications/Scope of Work involving extra costs) will be executed only upon written orders and will become an extra charge over and beyond the estimate. Payment to be made within 30 days of invoice issuance date. Also see subcontractor quote for specific subcontractor exclusions.

Please contact me to discuss should you have comments or questions.

Best,



Randy Spencer
Project Manager



Sierra Range Construction
P.O. BOX 427
Visalia, CA 93279
Phone:559-635-0504 Fax:559-635-0499
E-Mail: srcadmin@sbcglobal.net

CA License 822783 A, B, C61/D63
SDB & DBE Certified

Bid Schedule

CONTRACT TITLE: New Expanded Learning Opportunities Program Building at Pleasant View Elementary Sch

SOLICITATION NO.: Change Order 3

JOB LOCATION: Pleasant View Elementary School District

JOB DESCRIPTION: Bulletin #4 New Gate

Item No.		Estimated Quantity	Unit	Unit Price (In Figures)	Total (In Figures)
1	Repair Existing Light Poles	1	LS	\$ 3,166.02	\$ 3,166.02
2		1	LS	\$ -	\$ -
3		1	LS	\$ -	\$ -
4		1	LS	\$ -	\$ -
5		1	LS	\$ -	\$ -
6		1	LS	\$ -	\$ -
7		1	LS	\$ -	\$ -
8		1	LS	\$ -	\$ -
9		1	LS	\$ -	\$ -
10		1	LS	\$ -	\$ -
11		1	LS	\$ -	\$ -
12		1	LS	\$ -	\$ -
13		1	LS	\$ -	\$ -
14		1	LS	\$ -	\$ -
15		1	LS	\$ -	\$ -
16		1	LS	\$ -	\$ -
17		1	LS	\$ -	\$ -
18		1	LS	\$ -	\$ -
19		1	LS	\$ -	\$ -
20		1	LS	\$ -	\$ -
					\$ 3,166.02

Sierra Range Construction

Main Line and Controller Cost Change

Job# 2023_04

\$ 86.35 0.0% SUB OHD 0.0% GNL OHD 5.0% PRFT 2.2% BOND

G/NL	DESCRIPTION	LAB COST	MATL COST	EQUIP COST	OTH COST	SUB COST	G/NL REQ.	COST TOTAL	0.0% SUB OHD	0.0% GNL OHD	PRFT	BOND	TOTAL
	General Requirements	\$ 86.35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1	Repair Existing Light Poles	\$ -	\$ -	\$ -	\$ -	\$ 2,864.00	\$ 86.35	\$ 2,950.35	\$ -	\$ -	\$ 147.52	\$ 68.15	\$ 3,166.02
2		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ -	\$ -	\$ -	\$ -	\$ 2,864.00	\$ 86.35	\$ 2,950.35	\$ -	\$ -	\$ 147.52	\$ 68.15	\$ 3,166.02

Main Line and Controller Cost Change		Sheet No: GNL	Sierra Range Construction				
Solicitation Title: New Expanded Learning Opportunities Program Building at Pleasant View B			Solicitation No :		Change Order 3		
Bid Item No	Bid Item Description	QTY	UNIT	UNIT COST	NET TOTAL	MARKUP	TOTAL
GNL	General Requirements	1	ls	\$ 86.35	\$ 86.35	\$ -	\$ 86.35

LABOR						0%	MARKUP
Reference	Description	Rate	BURDEN =	Hrs	Gross	Sub-Total	
	Foreman	\$ 83.05	0	HR	\$ 110.33	\$ -	
	General Laborer	\$ 61.31	0	HR	\$ 81.45	\$ -	
	Cement Mason	\$ 70.56	0	HR	\$ 93.74	\$ -	
	Skidsteer Operator	\$ 76.28	0	HR	\$ 101.34	\$ -	
	Project Manager	\$ 65.00	1	HR	\$ 86.35	\$ 86.35	
	Truck Driver 5yd dump	\$ 68.82	0	HR	\$ 91.43	\$ -	
	0	\$ -	0	HR	\$ -	\$ -	
	0	\$ -	0	HR	\$ -	\$ -	
	SUPERINTENDENT	\$ 45.00	0	HR	\$ 59.78	\$ -	
	QUALITY CONTROL	\$ 40.00	0	HR	\$ 53.14	\$ -	
						Man Hours	TOTAL
						1	\$ 86

Total contract working =60 working days

MATERIAL							
Reference	Description	QTY	UNIT	RATE	TAX	TOTALS	Labor Cat
	CELL PHONE	0	MO	\$ 150.00	\$ -	\$ -	
	PORTABLE OFFICE	0	MO	\$ 250.00	\$ -	\$ -	
	PORTABLE TOILET	0	MO	\$ 350.00	\$ -	\$ -	
	DELIVERY OF OFFICE TRAILER	0	MO	\$ 300.00	\$ -	\$ -	
	OFFICE SUPPLIES	0	MO	\$ 50.00	\$ -	\$ -	
		0		\$ -	\$ -	\$ -	
	safety signage	0		\$ -	\$ -	\$ -	
	lemp fencing	0		\$ -	\$ -	\$ -	
		0		\$ 1,500.00	\$ -	\$ -	
		0		\$ -	\$ -	\$ -	
		0		\$ 1,200.00	\$ -	\$ -	
		0		\$ -	\$ -	\$ -	
		0		\$ -	\$ -	\$ -	
		0		\$ -	\$ -	\$ -	
		0		\$ -	\$ -	\$ -	
		0		\$ -	\$ -	\$ -	
		0		\$ -	\$ -	\$ -	
		0		\$ -	\$ -	\$ -	
		0		\$ -	\$ -	\$ -	
		0		\$ -	\$ -	\$ -	
		0		\$ -	\$ -	\$ -	
		0		\$ -	\$ -	\$ -	
		0		\$ -	\$ -	\$ -	
						TOTAL	\$ -

EQUIPMENT							
Reference	Description	Qty	Unit	Rate	FUEL/UNIT	Sub-Total	
	P/U TRUCK	0.00	day	\$ 50.00	15.00	\$ -	
	1-TON	0.00	day	\$ 75.00	20.00	\$ -	
	DUMP TRUCK	0.00	day	\$ 250.00	30.00	\$ -	
	WATER TRUCK	0.00	mo	\$ 2,544.00	50.00	\$ -	
	PADDLE WHEEL SCRAPER	0.00	mo	\$ 3,000.00	100.00	\$ -	
	LOADER	0.00	mo	\$ 2,500.00	50.00	\$ -	
	PADDLE WHEEL SCRAPER	0.00	day	\$ 600.00	50.00	\$ -	
	DOZER	0.00	wk	\$ 1,545.00	35.00	\$ -	
	BLADE 14'	0.00	day	\$ 750.00	25.00	\$ -	
	LOADER	0.00	wk	\$ 1,578.00	20.00	\$ -	
	PAVING MACHINE	0.00	mo	\$ 350.00	20.00	\$ -	
	COMPACTROR	0.00	mo	\$ 600.00	50.00	\$ -	
	BACKHOE	0.00	day	\$ 450.00	40.00	\$ -	
	SKIP LOADER/Gannon Box	0.00	wk	\$ 827.00	120.00	\$ -	
	WATER TRUCK	0.00	day	\$ 300.00	15.00	\$ -	
	TRACTOR & DISC	0.00	mo	\$ 2,000.00	15.00	\$ -	
	DUMP TRAILER	0.00	day	\$ 50.00	0.00	\$ -	
	HAND TOOLS	0.00	day	\$ 100.00	0.00	\$ -	
	MISC EQUIPMENT	0.00	day	\$ -	0.00	\$ -	
	FUEL	0.00	gal	\$ 6.50		\$ -	
						TOTAL	\$ -

OTHER							
Reference	Description	Qty	Unit	Rate	Tax	Sub-Total	
		0		\$ -	\$ -	\$ -	
		0		\$ -	\$ -	\$ -	
		0		\$ -	\$ -	\$ -	
		0		\$ -	\$ -	\$ -	
		0		\$ -	\$ -	\$ -	
		0		\$ -	\$ -	\$ -	
	MOTEL	0	lm	\$ -	\$ -	\$ -	
	PER DIEM (MEALS ETC)	0	day	\$ -	\$ -	\$ -	
						TOTAL	\$ -

SUBCONTRACTORS							
Reference	Description	Qty	Unit	Rate	Tax	Sub-Total	
				\$ -	\$ -	\$ -	
				\$ -	\$ -	\$ -	
				\$ -	\$ -	\$ -	
				\$ -	\$ -	\$ -	
				\$ -	\$ -	\$ -	
						TOTAL	\$ -

NOTES

BRAUNELECTRIC
C O M P A N Y , I N C.
Electrical Engineering, Design and Construction
Contractor's License No. 602003

Proposal Confirmation Contract

Sierra Range Construction
Att. Jeff LeFleur

Project: Pleasant View- Existing pole light repairs

SCOPE OF WORK -

1. Furnish and install
2. Re-lamp 2ea existing pole lights not working with screw in direct wire led lamps.

INCLUSIONS:

1. Man Lift

EXCLUSIONS:

1. Permit, inspection fees, or utility charges.
2. Engineered drawings or plan sets.
3. Any drywall patching or repair.
4. Bonding.
5. Any scope other than stated above.

Clarifications:

1. All work to be complete M-F 7:00AM-3:30PM
2. Customer's existing circuitry assumed to be in a functional code compliant state.

WARRANTY:

All equipment and instrumentation supplied by Braun Electric Company is limited to the manufacturer's warranty and workmanship is warranted for 1 year(s) from the date of installation. Warranty does not extend to preexisting conditions, damage or wear caused by misuse, negligence, accident, corrosion, modification by client, loss of product, or tampering in any manner.

Base Price(Dollars):

\$2,864.00

PAYMENT TERMS:

Project to be billed weekly. All amounts are due NET-30.

Acceptance may be made by signing and returning a copy of this proposal letter or issuing an acceptable form of your purchase order or subcontract by 10/23/23.

OFFERED BY:

Braun Electric Company

Jim Ejchorszt

Service manger

10/23/2023

ACCEPTED BY:

Customer Contact: _____

Signature: _____

Date: _____

WARRANTY:

All equipment and instrumentation supplied by Braun Electric Company is limited to the manufacturer's warranty and workmanship is warranted for 1 year(s) from the date of installation. Warranty does not extend to preexisting conditions, damage or wear caused by misuse, negligence, accident, corrosion, modification by client, loss of product, or tampering in any manner.

In no event shall Braun Electric Company be responsible for consequential or special damages which may arise in connection with such equipment, parts or programming.

The foregoing warranty terms are expressly made in lieu of any and all other warranties, expressed or implied, including warranties of merchantability and fitness for any purpose.

ALTERNATE CONTRACT LANGUAGE:

Should Client choose to accept this proposal by providing a purchase order or alternate contract document, this proposal document is conditioned on such document being mutually acceptable to both parties.

Some clauses of importance to us are realistic payment clauses which protect both parties, guarantee us that we get paid promptly for our work and eliminate unnecessary paperwork; indemnification clauses which equitably allocate risk to the parties, insuring that you are indemnified for the negligent acts of Braun Electric Company, without Braun Electric Company indemnifying or defending you for your negligence; scheduling clauses which give us adequate time to perform our work efficiently and safely, compensate us for acceleration required for reasons outside our control, and limits any requirement for us to accelerate without compensation to our failure to perform in meeting a reasonable schedule.

In event that we are unable to reach a mutually acceptable contract utilizing Contractor's proposed document, this proposal is conditioned on the use of Consensus DOCS 750 or 751, documents drafted and agreed to by the various construction trade associations with the intent to be fair to the contractor, subcontractor and owner.

As an interim measure, while we are working on a mutually acceptable contract document, we will perform work and supply materials upon receipt or a written authorization to do so with the assurances that we will be paid timely for the work performed.

INTELLECTUAL PROPERTY:

Braun Electric Company shall retain all right, title and interest in all Intellectual Property (as defined herein) used, made or arising in connection with the contract or otherwise provided or communicated to Client by or behalf of Braun Electric Company. Without limiting the foregoing, client shall not use any drawings or specifications prepared by Braun Electric Company, except for the purpose of confirming the quality of design and manufacturing of the products set forth in the attached proposal; and client shall not photocopy, duplicate or in any way reproduce in whole or in part any drawings, specifications, or software which may be supplied by Braun Electric Company; provided, however, that the client internal purposes only, and not for rendering services or selling products to third persons. He client shall not sell, license, sublicense, assign or otherwise transfer the Intellectual Property or any interest therein to anyone. As used herein, "Intellectual Property" means and includes any and all software, specifications, discoveries, ideas, and inventions, whether or not patentable, and all patents, copyrights, trade secrets and other intellectual property rights therein or related thereto.

Title to any application software provided to client by Braun Electric Company under the Contract remains with Braun Electric Company, and the Client is subject to any third-party license. Braun Electric Company grants to the client a personal, paid-up, perpetual, nonexclusive, non-assignable and non-transferable license, without right of sub-license, to use said application software in the application for which the software was designed in conjunction with the specified equipment.



HUBZone, SDB, & DBE Certified
CA License #822783 A, B & D 63

27 October 2023

Mike Morales
Mangini Associates Inc.
4320 W. Mineral King Ave
Visalia, CA 93291

Subject: Proposal Request Change 6 – FA Repair
Contract: Pleasant View Elementary School
Reference: RFI 17

Mike,

Please see the attached change order to demolish equipment. The cost is \$4,621.65.
New Expanded Learning Opportunities Program Building at Pleasant View Elementary School

Statement of Work:

1. Furnish and install 30' of 3/4" PVC to repair existing raceway.
2. Furnish and install #14 THHN in existing raceway.
3. Furnish labor to make necessary terminations and test for voltage.
4. Excavate, backfill, and compact

EXCLUSIONS:

1. Permit, inspection fees, or utility charges.
2. Engineered drawings or plan sets.
3. Any drywall patching or repair.
4. Bonding.
5. Any scope other than stated above.
6. Automatic gate opener provided and installed by others.
7. Ground loops.
8. Communications.

Please contact me to discuss should you have comments or questions.

Best,

Randy Spencer

Randy Spencer
Project Manager

10/27/23

Sierra Range Construction
P.O. BOX 427
Visalia, CA 93279
Phone: 559-635-0504 Fax: 559-635-0499
E-Mail: srcadmin@sbcglobal.net

CA License 822783 A, B, C61/D63
SDB & DBE Certified

Bid Schedule

CONTRACT TITLE: New Expanded Learning Opportunities Program Building at Pleasant View Elementary Sch
SOLICITATION NO.: Change Order 5
JOB LOCATION: Pleasant View Elementary School District
JOB DESCRIPTION: Relocate existing Fire Alarm conduit to PIV

Item No.		Estimated Quantity	Unit	Unit Price (In Figures)	Total (In Figures)
1	Excavate, back fill, & compact	1	LS	\$ 1,207.83	\$ 1,207.83
2	Electrician remove and replace wire	1	LS	\$ 3,413.82	\$ 3,413.82
3		1	LS	\$ -	\$ -
4		1	LS	\$ -	\$ -
5		1	LS	\$ -	\$ -
6		1	LS	\$ -	\$ -
7		1	LS	\$ -	\$ -
8		1	LS	\$ -	\$ -
9		1	LS	\$ -	\$ -
10		1	LS	\$ -	\$ -
11		1	LS	\$ -	\$ -
12		1	LS	\$ -	\$ -
13		1	LS	\$ -	\$ -
14		1	LS	\$ -	\$ -
15		1	LS	\$ -	\$ -
16		1	LS	\$ -	\$ -
17		1	LS	\$ -	\$ -
18		1	LS	\$ -	\$ -
19		1	LS	\$ -	\$ -
20		1	LS	\$ -	\$ -
					\$ 4,621.65

Sierra Range Construction

Relocate existing Fire Alarm conduit to PIV

Job# 2023_04

GNL	DESCRIPTION	LAB COST	MATL COST	EQUIP COST	OTH COST	SUB COST	GNL REQ.	COST TOTAL	0.0% SUB OHD	5.0% GNL OHD	15.0% PRFT	BOND	TOTAL
	General Requirements	\$ 86.35	\$ -	\$ -	\$ -	\$ -	\$ 86.35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1	Excavate, back fill, & compact	\$ 651.60	\$ -	\$ 355.00	\$ -	\$ -	\$ 21.06	\$ 1,027.68	\$ -	\$ -	\$ 154.15	\$ 26.00	\$ 1,207.83
2	Electrician remove and replace wire	\$ -	\$ -	\$ -	\$ -	\$ 3,116.00	\$ 65.27	\$ 3,181.27	\$ -	\$ 159.06	\$ -	\$ 73.49	\$ 3,413.82
3	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 651.60	\$ -	\$ 355.00	\$ -	\$ 3,116.00	\$ 86.35	\$ 4,208.95	\$ -	\$ 159.06	\$ 154.15	\$ 99.49	\$ 4,621.65

Relocate existing Fire Alarm conduit to PIV		Sheet No: 1	Sierra Range Construction				
Solicitation Title: New Expanded Learning Opportunities Program Building at Pleasant View E		Solicitation No :			Change Order 5		
Bid Item No	Bid Item Description	QTY	UNIT	UNIT COST	NET TOTAL	MARKUP	TOTAL
1	Excavate, back fill, & compact	1	LS	\$ 1,006.60	\$ 1,006.60	\$ -	\$ 1,006.60

LABOR		BURDEN = 32.85%		% RATE		0% MARKUP	
Reference	Description	Rate	Hrs	Gross	Sub-Total		
	Foreman	\$ 83.05	0	HR \$ 110.33	\$ -		
	General Laborer	\$ 61.31	8	HR \$ 81.45	\$ 651.60		
	Cement Mason	\$ 70.56	0	HR \$ 93.74	\$ -		
	Skidsteer Operator	\$ 76.28	0	HR \$ 101.34	\$ -		
	Project Manager	\$ 65.00	0	HR \$ 86.35	\$ -		
	Truck Driver 5yd dump	\$ 68.82	0	HR \$ 91.43	\$ -		
	0	\$ -	0	HR \$ -	\$ -		
	0	\$ -	0	HR \$ -	\$ -		
	0	\$ -	0	HR \$ -	\$ -		
						Man Hours	TOTAL
						8	\$ 652

MATERIAL	Description	QTY	UNIT	RATE	TAX	TOTALS	Labor Cat	Man Hours
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
								TOTAL
								\$ -

EQUIPMENT	Description	Qty	Unit	Rate	FUEL/UNIT	Sub-Total	Labor Cat	Man Hours
	P/U TRUCK	0.00	day	\$ 50.00	15.00	\$ -		
	1-TON	1.00	day	\$ 75.00	20.00	\$ 75.00		
	DUMP TRUCK	0.00	day	\$ 250.00	30.00	\$ -		
	WATER TRUCK	0.00	mo	\$ 2,544.00	50.00	\$ -		
	PADDLE WHEEL SCRAPER	0.00	mo	\$ 3,000.00	100.00	\$ -		
	DOZER	0.00	mo	\$ 2,500.00	50.00	\$ -		
	BLADE 14'	0.00	day	\$ 600.00	50.00	\$ -		
	LOADER	0.00	wk	\$ 1,545.00	35.00	\$ -		
	PAVING MACHINE	0.00	day	\$ 750.00	25.00	\$ -		
	COMPACTROR	0.00	wk	\$ 1,576.00	20.00	\$ -		
	ROLLER	0.00	mo	\$ 350.00	20.00	\$ -		
	CAT 320 EXCAVATOR/24"	0.00	mo	\$ 600.00	50.00	\$ -		
	BACKHOE	0.00	day	\$ 450.00	40.00	\$ -		
	SKIP LOADER/Gannon Box	0.00	wk	\$ 827.00	120.00	\$ -		
	SKIDSTEER W/ BREAKER	0.00	day	\$ 300.00	15.00	\$ -		
	TRACTOR & DISC	0.00	mo	\$ 2,000.00	15.00	\$ -		
	DUMP TRAILER	0.00	day	\$ 50.00	0.00	\$ -		
	HAND TOOLS	0.00	day	\$ 100.00	0.00	\$ -		
	MISC EQUIPMENT	1.00	day	\$ 150.00	0.00	\$ 150.00		
	FUEL	20.00	gal	\$ 6.50		\$ 130.00		
								TOTAL
								\$ 355

OTHER	Description	Qty	Unit	Rate	Tax	Sub-Total	Labor Cat	Man Hours
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		

PER DIEM	Description	Qty	Unit	Rate	Tax	Sub-Total	Labor Cat	Man Hours
MOTEL		0	rm	\$ -	\$ -	\$ -	SEE GNL	
PER DIEM (MEALS ETC)		0	day	\$ -	\$ -	\$ -	0.00	
								TOTAL
								0.00

SUBCONTRACTORS	Description	Qty	Unit	Rate	Tax	Sub-Total	Labor Cat	Man Hours
				\$ -	\$ -	\$ -		
				\$ -	\$ -	\$ -		
				\$ -	\$ -	\$ -		
				\$ -	\$ -	\$ -		
								TOTAL
								\$ -

NOTES

Relocate existing Fire Alarm conduit to PIV		Sheet No: 2		Sierra Range Construction			
Solicitation Title: New Expanded Learning Opportunities Program Building at Pleasant View B			Solicitation No:		Change Order 5		
Bid Item No	Bid Item Description	QTY	UNIT	UNIT COST	NET TOTAL	MARKUP	TOTAL
2	Electrician remove and replace wire	1	LS	\$ 3,116.00	\$ 3,116.00	\$ -	\$ 3,116.00

LABOR BURDEN = 32.85% % RATE 0% MARKUP

Reference	Description	Rate	Hrs	Gross	Sub-Total	Man Hours
	Foreman	\$ 83.05	0	HR \$ 110.33	\$ -	
	General Laborer	\$ 61.31	0	HR \$ 81.45	\$ -	
	Cement Mason	\$ 70.56	0	HR \$ 93.74	\$ -	
	Skidsteer Operator	\$ 76.28	0	HR \$ 101.34	\$ -	
	Project Manager	\$ 65.00	0	HR \$ 86.35	\$ -	
	Truck Driver 5yd dump	\$ 68.62	0	HR \$ 91.43	\$ -	
	0	\$ -	0	HR \$ -	\$ -	
	0	\$ -	0	HR \$ -	\$ -	
	0	\$ -	0	HR \$ -	\$ -	
						TOTAL
						\$ -

MATERIAL

Reference	Description	QTY	UNIT	RATE	TAX	TOTALS	Labor Cat	Man Hours
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
								TOTAL
								\$ -

EQUIPMENT

Reference	Description	Qty	Unit	Rate	FUEL/UNIT	Sub-Total	Labor Cat	Man Hours
	P/U TRUCK	0.00	day	\$ 50.00	15.00	\$ -		
	1-TON	0.00	day	\$ 75.00	20.00	\$ -		
	DUMP TRUCK	0.00	day	\$ 250.00	30.00	\$ -		
	WATER TRUCK	0.00	day	\$ 2,544.00	50.00	\$ -		
	PADDLE WHEEL SCRAPER	0.00	mo	\$ 3,000.00	100.00	\$ -		
	DOZER	0.00	mo	\$ 2,500.00	50.00	\$ -		
	BLADE 14'	0.00	day	\$ 600.00	50.00	\$ -		
	LOADER	0.00	wk	\$ 1,545.00	35.00	\$ -		
	PAVING MACHINE	0.00	day	\$ 750.00	25.00	\$ -		
	COMPACTROR	0.00	wk	\$ 1,576.00	20.00	\$ -		
	ROLLER	0.00	mo	\$ 350.00	20.00	\$ -		
	CAT 320 EXCAVATOR/24"	0.00	mo	\$ 600.00	50.00	\$ -		
	BACKHOE	0.00	day	\$ 450.00	40.00	\$ -		
	SKIP LOADER/Gannon Box	0.00	day	\$ 827.00	120.00	\$ -		
	SKIDSTEER W/ BREAKER	0.00	day	\$ 300.00	15.00	\$ -		
	TRACTOR & DISC	0.00	mo	\$ 2,000.00	15.00	\$ -		
	DUMP TRAILER	0.00	day	\$ 50.00	0.00	\$ -		
	HAND TOOLS	0.00	day	\$ 100.00	0.00	\$ -		
	MISC EQUIPMENT	0.00	day	\$ 150.00	0.00	\$ -		
	FUEL	0.00	gal	\$ 6.50		\$ -		
								TOTAL
								\$ -

OTHER

Reference	Description	Qty	Unit	Rate	Tax	Sub-Total	Labor Cat	Man Hours
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
		0		\$ -	\$ -	\$ -		
								TOTAL
								\$ -

PER DIEM

Reference	Description	Qty	Unit	Rate	Tax	Sub-Total
	MOTEL	0	nm	\$ -	\$ -	\$ -
	PER DIEM (MEALS ETC)	0	day	\$ -	\$ -	\$ -

SEE GNL

SUBCONTRACTORS

Reference	Description	Qty	Unit	Rate	Tax	Sub-Total
Braun		1	LS	\$ 3,116.00		\$ 3,116.00
				\$ -		\$ -
				\$ -		\$ -
				\$ -		\$ -
				\$ -		\$ -
						TOTAL
						\$ 3,116.00

NOTES

BRAUNELECTRIC C O M P A N Y, I N C.

Electrical Engineering, Design and Construction
Contractor's License No. 602003

Change Order Request

Sierra Range Construction
Att. – Jeff LeFleur

Project: Pleasant View – CR3.00 PIV FA Repair

SCOPE OF WORK -

1. Furnish and install 30' of 3/4" PVC to repair existing raceway.
2. Furnish and install #14 THHN in existing raceway.
3. Furnish labor to make necessary terminations and test for voltage.

INCLUSIONS:

1. All material and labor to complete the scope as stated above.

EXCLUSIONS:

1. Permit, inspection fees, or utility charges.
2. Engineered drawings or plan sets.
3. Any drywall patching or repair.
4. Bonding.
5. Any scope other than stated above.
6. Automatic gate opener provided and installed by others.
7. Ground loops.
8. Communications.
9. Excavation

Clarifications:

1. All work to be complete M-F 7:00AM-3:30PM
2. Customer's existing circuitry assumed to be in a functional code compliant state.

WARRANTY:

All equipment and instrumentation supplied by Braun Electric Company is limited to the manufacturer's warranty and workmanship is warranted for 1 year(s) form the date of installation. Warranty does not extend to preexisting conditions, damage or wear caused by misuse, negligence, accident, corrosion, modification by client, loss of product, or tampering in any manner.

Base Price(Dollars):

\$3,116.00

PAYMENT TERMS:

Project to be billed weekly. All amounts are due NET-30.

Acceptance may be made by signing and returning a copy of this proposal letter or issuing an acceptable form of your purchase order or subcontract by 10/27/23.

OFFERED BY:

Braun Electric Company
Chris Gatlin
Director of Service and Special Projects
10/27/2023

ACCEPTED BY:

Customer Contact: _____
Signature: _____
Date: _____

REQUEST FOR INFORMATION

RFI NO. 17

TO: Mangini Associates Inc.
Attn: Mike Morales

DATE: 9/25/2023
ARCHITECT'S RFI NO.: 17

PROJECT: New Building at Pleasant View Elementary School
Porterville, Calif.

PROJECT NO.: _____
DSA APPL. NO.: _____

Subject: _____

Plan/Spec. Ref: N/A

Question: See attachments. During Demolition of existing concrete sidewalk and curbing to install a new handicap ramp. We found a 3/4" conduit containing wiring to fire system PIV and damaged it. we made a temporary repair, however the conduit is in the way and needs to be relocated.

Suggestion: Recommend: Lowering the conduit and moving to south to avoid new curbing. This will require new wire to be installed. Please advise.

Attachments: See attachments

Contractor's Contract Status:

- No change in contract time or sum required
- Change in contract time may be required
- Change in contract sum may be required

The undersigned certifies that the Contractor has thoroughly reviewed all Contract Documents and determines that the information requested is not contained in the Contract Documents.

By: Jeff LaFleur Company: Sierra Range Construction Title: Project Superintendent

Phone: 559-635-0504 Fax: _____ Email: srcjeff@sbcglobal.net

Response:

Please prepare a proposal to lower the conduit, move it to the south to avoid the new curbing, and replace the conductors to the PIV on the west side of the campus.

Timothy D Fickling, PE
2023-10-04

By: Mike Morales, CA Date: 10.04.2023
MANGINI ASSOCIATES INC.

CC: _____

DENNIS R. KELLER

DENNIS R. KELLER
CONSULTING CIVIL ENGINEER, INC.

CONSULTING CIVIL ENGINEER, INC.

209 SOUTH LOCUST STREET
P.O. BOX 911
VISALIA, CALIFORNIA 93279-0911
PHONE 559/732-7938
FAX 559/732-7937
KELWEG1@AOL.COM

JAMES H. WEGLEY, R.C.E.
JAMES A. BLAIR, R.C.E.
EDWARD D. GLASS, JR., R.C.E.
NICHOLAS I. KELLER, B.S.C.E.

MEMORANDUM

TO: Board of Directors
Poplar Community Service District

FROM: Dennis R. Keller
Dennis R. Keller Consulting Civil Engineer, Inc.

DATE: October 5, 2023

SUBJECT: Capacity Rights Fees
Proposed Medical Clinic at Pleasant View Elementary School

General

The Pleasant View School District (School), proposes to construct a Medical Clinic to be operated by the Sequoia Family Medical Center on School property located at 1890 Avenue 145. The Assessor's Parcel Number is 237-180-001. District records indicate that the School has one (1) water utility service connection of 4" diameter and one (1) sewer utility service connection of 6" diameter. Monthly services fees are being billed and paid for this service address as a public school.

Capacity Rights Fees

Based on the building floor plan, Sheet A1.1, dated August 17, 2023 and received by the District on September 11, 2023, the proposed Medical Clinic is to contain the following fixtures:

1. Six (6) exam sinks;
2. One (1) toilet/water closet;
3. One (1) mop sink;
4. One (1) lavatory sink;
5. One (1) nurse station sink; and
6. No hose bibbs.

These fixtures result in a computed demand of 29.5 fixture units for the water utility and 14.0 fixture units for the sewer utility, with no allowance for credits. The computed capacity rights fees are as follows:

Water	\$ 5,128.25
<u>Sewer</u>	<u>4,016.65</u>
Total	\$ 9,144.90

We recommend that the Board consider adopting the calculated fees by resolution, in accordance with provisions of the District Ordinances.

cc: Poplar Community Service District
Mr. Thomas Degn, Tulare County Counsel
Mr. Mark Odsather, Superintendent, Pleasant View School District

DENNIS R. KELLER

CONSULTING CIVIL ENGINEER, INC.

209 SOUTH LOCUST STREET
P.O. BOX 911

VISALIA, CALIFORNIA 93279-0911

PHONE 559/732-7938

FAX 559/732-7937

KELWEG1@AOL.COM

DENNIS R. KELLER
CONSULTING CIVIL ENGINEER, INC.

JAMES H. WEGLEY, R.C.E.

JAMES A. BLAIR, R.C.E.

EDWARD D. GLASS, JR., R.C.E.

NICHOLAS I. KELLER, B.S.C.E.

MEMORANDUM

TO: Board of Directors
Poplar Community Service District

FROM: Dennis R. Keller
Dennis R. Keller Consulting Civil Engineer, Inc.

DATE: October 5, 2023

SUBJECT: Capacity Rights Fees
New Expanded Learning Opportunities Program Building at Pleasant View Elementary School (1890 Avenue 145, Porterville, CA 93257)

General

The Pleasant View School District, proposes to construct an Expanded Learning Opportunities Program Building (Learning Building) on property located at 1890 Avenue 145. The Assessor's Parcel Number is 237-180-001. Poplar Community Service District (District) records indicate that the school has one (1) water utility connection of 4" diameter and one (1) sewer utility connection of 6" diameter. Monthly services fees are currently being billed and paid for this service address and services.

Capacity Rights Fees

Based on the building floor plan, Sheet SD4, dated December 9, 2022 and received by the District on September 5, 2023, the Learning Building is proposed to contain the following fixtures:

1. Six (6) water closets;
2. Four (4) bathroom lavatory sinks;
3. Two (2) urinals. There are no specifications or call outs provided on the submitted plans. Flushometer mechanisms have been assumed; and
4. No hose bibbs are indicated.

These figures result in a computed demand of 49.0 fixture units for the water utility and 32.0 fixture units for the sewer utility, with no allowance for credits. The computed capacity rights fees are as follows:

Water	\$ 8,515.45
<u>Sewer</u>	<u>9,177.80</u>
Total	\$ 17,693.25


We recommend that the Board adopt the calculated fees by resolution in accordance with provisions of the District ordinances.

cc: Poplar Community Service District
Mr. Thomas Degn, Tulare County Counsel
Mr. Mark Odsather, Superintendent, Pleasant View School District



Monthly Bulletin

November 2023

Wednesday 11/1 - **PVE Character Counts Awards @ 2pm**
 Thursday 11/2 - **PICTURE RE-TAKES** 
 Field Trip: 4th to White Gold & TBar Dairy, Barcellos Farm 9-11:45
 FHCN Mobile Health @ PVE
 Friday 11/3 - Soccer: PVW @ Alta Vista
 Field Trip: 3rd to Barn Theater 8:30am-10:15am
 End of 1st Trimester

Tuesday 11/7 - TCOE Book Mobile
 Wednesday 11/8 - Field Trip: K to Imagine U Museum 8am-2pm
 Field Trip: 3rd to LA Zoo & Botanical Garden 5:30am-7pm (charter bus)
 Field Trip: 4th to Mission @ SLO 5am-8pm (charter bus)
 Earthquake Drill

Thursday 11/9 - Soccer: SMS @ PVW 1pm
Food Link Farmer's Market at PVE 3:30 pm - 5 pm

Friday 11/10 - **NO SCHOOL: Veterans Day Holiday** 

Monday 11/13- 1st Trimester Report Cards go out

Tuesday 11/14 - **1:50 Dismissal**
 Fall Conferences: 2:30pm - 4pm
 Board Meeting

Wednesday 11/15 - **1:50 Dismissal** 
 Fall Conferences: 2:30pm - 4pm
 *Educational Support Professionals Day

Thursday 11/16 - Late Fall Conferences: 2:30pm - 7pm
 Field Trip: CSUB Basketball 9am-2pm
 Field Trip: Squad to Church of God Clean up 10:45am-1:15pm

Friday 11/17- Soccer: PVW @ Springville 1pm

Saturday 11/18 - ELOP

Tuesday 11/21 - 1:50pm dismissal
 month 4 register closes

Wednesday 11/22 - Thanksgiving Holiday

Thursday 11/23 - Thanksgiving Holiday

Friday 11/24 - Thanksgiving Holiday



Monday 11/27 - **PVW Character Counts Awards @ 2pm**

Tuesday 11/28 - PVW 1st Trimester Awards - 5/6th @ 9:10am, 7/8th @ 9:40am
 TUPE Classes: 6th-1-2pm, 7th-2:05-3:05pm

Wednesday 11/29 - **PVE Character Counts Awards @ 2pm**

Thursday 11/30 - PVE 1st Trimester Awards - TK/K-9:45am, 3/4-10:05am, 1/2-10:35am
 TUPE Classes: 6th-12:35-1:05pm, 7th-1:10-1:40pm
 fire drill

Friday 12/1 - Soccer: PVW @ Woodville 1pm



November Birthdays

3-Juan Ibarra, 4-Alejandra Covian, 5-Diana Mendoza, 6-Bea Souza, 22-Synthia

Tulare County Office of Education

Committed to Students, Support & Service

Tim A. Hire
County
Superintendent
of Schools

P.O. Box 5091
Visalia, California
93278-5091

(559) 733-6300
tcoe.org

Administration
(559) 733-6301
fax (559) 627-5219

Business Services
(559) 733-6474
fax (559) 737-4378

Human Resources
(559) 733-6306
fax (559) 627-4670

Instructional Services
(559) 302-3633
fax (559) 739-0310

Special Services
(559) 730-2910
fax (559) 730-2511

Main Locations

**Administration
Building & Conference
Center**
6200 S. Mooney Blvd.
Visalia

Doe Avenue Complex
7000 Doe Ave.
Visalia

**Liberty Center/
Planetarium &
Science Center**
11535 Ave. 264
Visalia

September 1, 2023

Pleasant View School District
14004 RD 184
Porterville, CA 93257

Mark Odsather,

Attached is your Agency Agreement Amendment for 23 -24 from the School Safety Program.

Please sign and return either by e-mail or by mail to:

E-mail: karla.doyer@tcoe.org

OR

Mail: Tulare County Office of Education
Attn: Karla Doyer, Purchasing & Agreements Manager
P.O. Box 5091
Visalia, Ca 93278-5091

Please feel free to contact me if you have any questions. Thank you.

Sincerely,

Karla Doyer

Karla Doyer

Purchasing & Agreements Manager | 559-302-3729 | karla.doyer@tcoe.org

ActVnet First Amendment Agreement



FIRST AMENDMENT TO SOFTWARE USER AGREEMENT

BETWEEN

TULARE COUNTY SUPERINTENDENT OF SCHOOLS

AND

Pleasant View Elementary School District

Agreement 230218A

This First Amendment to Software User Agreement ("First Amendment") is made and entered into on 7/1/2023 ("First Amendment Date") by and between the Tulare County Superintendent of Schools ("TCOE") and Pleasant View Elementary School District, [a California public school/district] ("District/School"). TCOE and District/School may be referred to individually as "Party" and together as "Parties" in this First Amendment.

RECITALS

WHEREAS, on the Parties previously entered into that certain Software User Agreement dated 7/1/2022, ("Agreement") (Agreement # 230218), whereby TCOE granted District/School a nonexclusive license ("License") for the use of TCOE's School Safety Software Program, now known as ActVnet ("ActVnet"); and

WHEREAS, pursuant to the License, District/School has the right to grant sublicenses ("Sublicenses") to participating law enforcement agencies, fire departments, and emergency personnel ("Safety Agencies") to use ActVnet for the purposes set forth in the Agreement; and

WHEREAS, the Parties now wish to modify and amend the Agreement subject to the terms and conditions set forth in this First Amendment; and

WHEREAS, the Parties understand and agree that the modifications and amendments to the Agreement set forth in this First Amendment do not affect the term of any Sublicenses entered with Safety Agencies executed by District/School, the term of which Sublicenses run concurrently with the Agreement; and

WHEREAS, the modifications and amendments stated herein below reflect the true intent of the Parties.

FIRST AMENDMENT TO AGREEMENT

NOW, THEREFORE, in consideration of the covenants and conditions of this First Amendment, including the Recitals hereof, which are incorporated herein by this reference, the Parties agree as follows:

1. Amendment of Section 5, Subsection (a) of the Agreement is hereby amended to read as follows:

(a) Term. The term of this Agreement shall be for () years, commencing and ending ("Term"), unless earlier terminated by either Party.

Year 1 2023-2023 \$15,000, Year 2 2023-2024 \$4,800, Year 3 2024-2025 \$4,800, Year 4 2025-2026 \$4,800, Year 5 2026-2027 \$4,800 Current Year (2).

2. Full Force and Effect; Conflicts. Except as set forth in this First Amendment, all other provisions of the Agreement shall remain in full force and effect. This First Amendment supersedes any conflicting provisions in the Agreement, and any ambiguity between this First Amendment and the Agreement is to be interpreted in accordance with this First Amendment.

3. Governing Law. This First Amendment shall be governed by and interpreted under the laws of the State of California applicable to instruments, persons, transactions and subject matter which have legal contacts and relationships exclusively within the State of California. Any action or proceeding seeking any relief under or with respect to this First Amendment shall be brought solely in the Superior Court of the State of California for Tulare County, subject to any transfer of venue as required by law.

4. Entire Agreement. The Agreement, as amended by this First Amendment, constitutes the entire agreement between the Parties with respect to the subject matter hereof, and may not be amended or modified except by a written instrument executed by both Parties.

5. Execution in Counterparts. This First Amendment may be executed in counterparts, each of which shall constitute an original of the First Amendment. Facsimile signature pages transmitted to either Party to this First Amendment shall be deemed equivalent to original signatures on counterparts.

6. Warrant of Authority. Each of the persons signing this First Amendment represents and warrants that such person has been duly authorized to execute this First Amendment on behalf of the Party indicated.

IN WITNESS WHEREOF, the Parties have, by their duly authorized representatives, executed this First Amendment as of the date written above.

TULARE COUNTY SUPERINTENDENT OF SCHOOLS

THE PARTIES, having read and considered the above provisions, indicate their agreement by their authorized signatures below.

Pleasant View Elementary School District

Mark Odsather, Superintendent
14004 Road 184
Porterville, CA 93257

SUPERINTENDENT

Tim A. Hire, Superintendent
Tulare County Superintendent of Schools
Tulare County Office of Education
P.O. Box 5091
Visalia, CA 93278-5091

Signature



Tim A. Hire, County Superintendent of Schools

Date 08/31/2023

Authorized Signer



Date

11/2/23

Mark Odsather, Superintendent

Contact Person:* Briahna Bakke

Telephone:* 559-302-3740

Department/Program:* School Safety Program

Please return an original copy to:

Tulare County Office of Education
ATTN: Internal Business Services Secretary
P.O. Box 5091
Visalia, CA 93278-5091

TULARE COUNTY OFFICE OF EDUCATION
REQUEST FOR AGENCY AGREEMENT

Contract# 230218
Type of Agreement
 TCOE/Superintendent receiving funds ▼
New or Reoccurring Agreement
 Please Select one ▼

TO: Tim A. Hire, Superintendent of Schools
 FROM: Frank Silveira, Administrator
 DATE: 12/12/2022

Name of Agency: Pleasant View School District
Mark Odsather, Superintendent/Principal
 Address: 14004 Road 184, Porterville, CA 93257
 Phone #: 559-784-6769 Fax #: 559-784-6819
 E-mail Address: marko@pleasant-view.k12.ca.us
 Name of Provider(s): TCOE/Choices

Services Provided: Please attach "Exhibit A - Scope of Services and Fee Schedule."

Date(s) of Service: July 1, 2022 - June 30, 2023
 Contract Amount: \$7,500.00 (50%) to be paid immediately upon execution of Agreement
\$7,500.00 (50%) to be paid upon activation of School Safety Softward Program
 Other Conditions: _____
 _____ Total not to exceed: \$15,000.00

Division Title Student Services Division
 Program Title Choices
 Budget Category: _____ %
 _____ %

Method of Payment: Warrant Based on Approved Invoice

*****FOR OFFICE USE ONLY*****

<u></u>	<u>12/12/2022</u>	<u>Briahna Reeves Ext 3622</u>
Initiator's Signature	Date	Contact Person & Phone #
<u></u>	<u>12/12/22</u>	
Program Manager's Signature	Date	
<u></u>	<u>12-15-22</u>	
Internal Business Authorization	Date	
<u></u>	<u>12/13/22</u>	
Assistant Superintendent Authorization	Date	
<u>See Tim's Signature on agreement dated 6/13/22</u>	<u>6/13/22</u>	
Superintendent's Authorization	Date	

Scope of Work SY23-24

Elizabeth A. City will complete the following scope of work for Pleasant View School District:

- On-site consulting, to include classroom observations, meetings with teachers and administrators, and discussion of current strengths, challenges, and opportunities.
- Regular strategic leadership consulting focused on supporting leaders in Pleasant View to identify the next level of work for the district to build from its improvement efforts of the last 10 years. The work will focus on creating a truly extraordinary learning experience for everyone who is part of the system with the goal of helping each and every student in Pleasant View thrive in and beyond school. The work will also focus on integrating the many positive efforts Pleasant View has underway or is considering and supporting the educators in Pleasant View to continue to build their collaborative practice. Finally, the work will focus on sharing Pleasant View's practice with other educators and communities to support flourishing learners in other systems and contexts.

Daily rate for on-site consulting, inclusive of travel and advance preparation: \$8,000/day
(*currently planned*: 1 day in January, 2 days in spring; maximum of \$24,000—to be billed for actual time)

Regular strategic leadership consulting: 1-2 hours a month for ten months: maximum of \$13,500, to be billed for actual time (*currently planned*: nine months of engagement, October 2023-June 2024)

Content of work and time can be adjusted upon request of Superintendent Odsather.

Elizabeth A. City
59 Glezen Lane
Wayland, MA 01778

617-780-6645
Elizabeth_city@gse.harvard.edu



October 27, 2023

TO: Patricia Torres, Community Services/ELOP Director
Pleasant View School District

FROM: Barbara M. Aved, PhD, MBA

Thank you for inviting us to develop the Needs Assessment (NA) to inform your Community School grant application. Because the request was only for a scope of work and budget, I have not included the typical background description of our firm's experience and organizational capacity; those details and a number of work products can be found at www.barbaraavedassociates.com.

Our Understanding of the Contract Purpose

The objective of the Pleasant View and Sunnyside School Districts' NA—which will also inform other future grant applications—is to assess and prioritize the most pressing needs of these two K-8 schools relative to school staff, students and families, and determine the type of services needed to support the community school model. The scope of work will broadly and specifically look at the issues associated with successful student learning such as the social determinants of health and well-being which includes mental/emotional health, substance abuse, and related factors like family violence and teen pregnancy. The contract deliverable will be a written final report (pdf) suitable for posting.

Outcomes

At a minimum, the Needs Assessment will:

- Identify highest needs and create the ability to make decisions for prioritizing them.
- Better understand students', families' and school personnel perceptions, expectations, needs, and suggestions around student success.
- Describe the challenges experienced by these target populations.
- Identify the kind of information, support, and school and community resources students need to be successful and where there are barriers and capacity gaps.
- Identify where community members currently receive services and to what extent they may already be school-linked.
- Strengthen current relationships and identify additional opportunities for collaborative partnerships and alignments to advance/leverage resources (collective impact).
- Identify current conditions/emerging issues and trends that could affect the success of this endeavor.
- Gauge the "political will" and current leadership capacity that exists to make necessary changes.

Assumptions and Expectations

The following is offered to ensure there is a shared understanding of the working relationship:

CLIENT

- The Pleasant View and Sunnyside School Districts ("the client") will identify one person to serve as the contract liaison who will be reasonably available to the Consultant, and be the consistent point of

contact for project direction and approval of deliverables—ensuring consensus approval by the client—through the life of the contract.

- Each school district will identify someone who can facilitate the Consultant’s access to information and resources, help in identifying primary data collection opportunities (e.g., parent focus groups), and provide insights and guidance.
- The client will provide timely turnaround of requests for review and comment and/or approval of Consultant work products.

CONSULTANT

- Where appropriate, the Consultant will use some of the data and narrative from our current NA work for Lindsay Unified School District (LUSD) and other Tulare County agencies to take advantage of the economy of scope this offers; the proposed budget below has taken this into account.
- While most of the primary data collection will be in-person (this is always our preference), because of travel distance and cost, selected activities will need to occur virtually.
- The Consultant will keep the client informed about work progress and any problems or issues encountered, and will remain accessible through regular communication.

Scope of Services

Based on our discussions, the following describes the primary activities, timeframes, and deliverables. For purposes of this workplan, we are making the assumption of a November 15, 2023 contract start date, but we can be flexible if that is not realistic.

Primary Activity	Timeframe	Milestones/Deliverables
<i>Planning</i>		
<ol style="list-style-type: none"> 1. Review the workplan and reach consensus on the planned activities, approaches, and proposed timelines; share expectations around roles and responsibilities. 2. Identify the school contact people and establish a connection. 3. Discuss the idea and if desired, create (in ppt.) a brief introduction to the Full Service School concept and the NA process, and present it virtually to the principals, counselors and other appropriate key personnel at the 2 district schools. 4. Assemble and onboard the consultant team. 5. Identify, gather and review existing background materials, reports, data and resources that can inform the work. 	11/15/23 – 11/30/23	Agreement on NA SOW details and data collection methods; secured preliminary dates for key activities, as appropriate; identification of relevant documents
<i>Data Collection/Analysis</i>		
<i>Secondary Data (statistical data)</i>		
<ol style="list-style-type: none"> 1. Identify community indicators of greatest relevance to the needs of the 2 district schools, families, students and community partners; gather and analyze data using as much local data as possible or practical. 2. Plan to use the data as key talking points and in key informant interviews and parent focus groups. 	12/15/23 – 3/15/24	Data displays (graphics) with appropriate narratives for context

Primary Activity	Timeframe	Milestones/Deliverables
<i>Data Collection/Analysis</i>		
<i>Secondary Data (statistical data)</i>		
3. Collect and present the following school-level outcome baseline data as available, disaggregated by student subgroups. <ul style="list-style-type: none"> ▪ School attendance rates ▪ Chronic absenteeism rates ▪ Middle school dropout rates ▪ High school dropout rates ▪ Proficiency scores, English Language Arts and Mathematics ▪ High school graduation rates ▪ Pupil suspension and expulsion rates 	12/15/23 – 3/15/24	School-level outcome data results
4. Synthesize, incorporate and present relevant existing information/data from other applicable needs assessments.	2/1/24-4/30/24	Inclusion of other locally-determined measures
5. Agree upon the type of resources to be inventoried, and identify current or potential partners (to create a service inventory/ gap analysis).	2/1/24-4/30/24	Asset map (excel format)
<i>Primary Data (Community engagement)</i>		
1. Confer with client and obtain names of 15-18 representative school and community leaders whose insights and recommendations can inform the assessment. 2. Develop questions, schedule and conduct key informant interviews (these will be virtual/telephone). 3. Analyze their input and prepare a written summary of findings for the report.	12/1/23-1/31/24	Written, aggregate summary of key informant interview results
1. Design a parent survey in English and Spanish that can speak to needs, perceptions, experiences and suggestions (note: adapt from the work with LUSD). 2. Determine with client where to divide “upper” and “lower” grades of K-8 for purposes of certain questions (e.g., early literacy applicable only to parents of children in “lower” grades) and analysis. 3. Provide the online link and a QR code (if one is desired) to the 2 schools with suggested script for inviting parent participation; track and report the response rate. 4. Provide a protocol (instructions) to the schools for administering the survey. 5. Aggregate the survey responses, analyze results, and prepare a written summary of findings for the report.	12/1/23-4/30/24	Survey link, QR code and protocol for distribution; written summary of survey results
1. Confer with the districts and identify existing parent groups/events appropriate to participate in parent focus groups , including those serving teen parents where available. 2. Develop questions that supplement and go deeper than the parent survey, secure dates and locations, and conduct at least 1 parent focus group for each school site. 3. Review, code and analyze findings and prepare a summary of the input for the report.	1/1/24-4/30/24	Written summary of focus group findings

Primary Activity	Timeframe	Milestones/Deliverables
Primary Data (Community engagement)		
<ol style="list-style-type: none"> 1. Design a student survey to identify perceptions, experiences and suggestions (note: add to the one developed for LUSD which was made too brief per their request). Determine with client which grades are to participate (suggest 6th – 8th only). 2. Provide the online link to the 2 schools with suggested script for introducing the survey to the students; track and report the response rate. 3. Provide a protocol (instructions) for administering the survey. 4. Aggregate the survey responses, analyze results, and prepare a written summary of findings for the report. 	11/20/23 – 12/31/23	Written summary of survey findings
<ol style="list-style-type: none"> 1. Confer with the districts and identify opportunities to access students to participate in student focus groups, including those serving pregnant and parenting teens if appropriate. 2. Develop questions that supplement and go deeper than the student survey, secure dates and locations, and conduct 1-2 student focus groups at each school site. 3. Review, code and analyze findings and prepare a summary of the input for the report. 	1/1/24-4/30/24	Written summary of focus group findings
<ol style="list-style-type: none"> 1. Develop an online School Staff survey to gain their perspectives and experiences, using some questions similar to those asked in the key informant interviews to look for common themes, recommendations and assessment of “school climate.” 2. Provide a protocol (instructions) with suggested script to principals. 3. Review, code and analyze findings and prepare a summary of results. 	12/15/23 – 1/31/24	Written summary of survey findings
Participation/Facilitation of Meetings		
<ol style="list-style-type: none"> 1. Develop agendas and materials and facilitate or attend meetings as appropriate to receive information, share updates and solicit additional input about needs, data, and opportunities. 	Periodically throughout the contract	Agenda, progress report materials, decision points
<ol style="list-style-type: none"> 2. Participate, as requested, in the State’s and/or TA contractor’s regional TA meetings if these occur. (Note: if we attend, the hours and/or travel would be billed to the LUSD contract.) 	Periodically throughout the contract	Information/data sharing
Producing the Needs Assessment		
<ol style="list-style-type: none"> 1. Reach agreement on the framework for the NA report. 2. Prepare the complete NA as draft report and submit to the contract liaison and district superintendents for review and discussion. 3. Facilitate an in-person meeting to review the draft NA to receive feedback and ensure it has accurately met the contract purpose. 4. Make revisions based on client feedback and submit report in final. 	5/15/24 – 6/30/24	NA framework, draft NA report, final NA report
BAA Contract Management		
<ol style="list-style-type: none"> 1. Develop and implement the internal BAA workplan; make consultant assignments and schedules; coordinate logistics and other field work; track progress and benchmarks; make adjustments as needed. 	Throughout the contract	Internal tracking, data security
<ol style="list-style-type: none"> 2. Prepare and submit monthly and final invoices that include a description of work performed, work hours, and any required cost explanations. 	Begin after contracted	Prepared and approved invoices

Consultant Team

Barbara M. Aved, RN, PhD, MBA, will be the lead for this contract and liaison with the client for all meetings and communications; oversee collection of existing and new data; organize and help conduct the community and school input and engagement activities; plan, prepare agendas and materials and facilitate meetings; and produce the Needs Assessment. **Patty Calabrese, MA**, a seasoned teacher and early literacy specialist who has spent her career in Title I schools, will help collect some of the data for the NA; and **Taline Kouyoumdjian, MA**, will manage the online surveys. **Jared Funakoshi, BS**, who serves as a research assistant for BAA will provide office support; **Sarah E. Beck, MD**, a bilingual provider, is available pro bono to consult on the project.

Cost Estimate

The following budget includes all expenses associated with delivering a comprehensive written Needs Assessment and covers the anticipated budget period November 15, 2023 to June 30, 2024.

I. Personnel/Consultant Hourly Rates	
1. Consultant hours: 128 hours @ \$190 composite rate	\$24,320
II. Operating Expenses	
1. Office support costs, pro-rated (rent, utilities, materials, communications) @ \$75/mo. x 6	450
2. Travel: estimated mileage: 476 mi. RT Sac/Porterville x 4 @ 2023 IRS rate 65.5 cents/mile	1,247
meal/lodging @ \$230 x 4/trip	920
3. Survey translation	150
4. Focus group participation (incentives)	400
5. Miscellaneous (unforeseen expenses)	<u>250</u>
	3,417
III. Indirect	
Indirect @ 5.5% of Personnel	1,338
Total	<u>\$29,075</u>

Budget Notes:

1. All labor costs in this proposal reflect the requisite level of qualifications and experience and are based on current rate history for similar work. Professional fees reflect fully loaded hourly rates (e.g., inclusive of wages, fringe benefits, retirement, taxes) and are guaranteed for the duration of the contract.
2. The number of hours is based on our interpretation of the project requirements as defined by the client and the grant funder. The hours are calculated from experience producing similar needs assessments, and are inclusive of planning and facilitating meetings, collecting and analyzing relevant materials and primary and secondary data, preparing written deliverables and maintaining regular and ongoing communication with key staff and consultant team members and other activities associated with the project tasks.

3. BAA will not exceed the maximum number of hours proposed but may transfer hours between activities and consultants as necessary to meet the contract objectives.
4. Direct expenses are billed at actual cost at reasonable business rates. All travel is piggybacked to multiple project activities (e.g., daytime meeting/evening focus group/morning meeting) to maximize onsite time and minimize travel cost. Overnights occur when there are evening events or where it is less expensive than making single day trips. (Note: BAA will attempt to tie travel for this contract to travel for other Tulare County work whenever possible, sharing the pro rata costs appropriately.) The type of Parent Focus Group incentives (e.g., food, gift cards), if any, will be determined by the client.
5. Indirect costs are those that cannot be directly allocated to any specific project but contribute to the ability to perform the work such as the non-allocable costs of insurance and professional services for bookkeeping, accountancy, legal, and computer support.
6. Contractor will invoice monthly at the end of each month on a fee-for-services basis. Invoices will include the number of consultant hours and a description of work performed. Net payment is due 20 business days from date of invoice. Unless otherwise required, invoicing will be sent electronically

Thank you,



Barbara M. Aved, President
Barbara Aved Associates



Mark Odsather <marko@pleasant-view.k12.ca.us>

Bipartisan Safer Communities Act – Stronger Connections Grant

2 messages

BSCA-SCG <BSCA-SCG@cde.ca.gov>
To: BSCA-SCG <BSCA-SCG@cde.ca.gov>

Fri, Nov 3, 2023 at 11:38 AM

On behalf of the California Department of Education (CDE) I want to thank you for applying for the Bipartisan Safer Communities Act – Stronger Connections Grant (BSCA-SCG). After a rigorous review process and the approval of the Executive Director of the State Board of Education I am excited to inform you that your application has been selected to receive funding. BSCA-SCG funds will support the program activities as detailed in your grant application for fiscal years 2023-27. BSCA-SCG funds will be provided contingent on requirements articulated in the BSCA-SCG Request for Applications, and the A0-400, Grant Award Notification (GAN), and Grant Conditions.

The Stronger Connections Grant funding levels for individual applicants will be based on the amount of funds authorized by the State Department of Finance included in the 2023–24 State Budget approved by the legislature and signed into law by Governor Newsom.

The California Department of Education (CDE) staff will finalize the GANs and mail them to awarded applicants. The CDE will notify you via email when the GANs have been placed in the mail and/or emailed. Please carefully review the GAN and then sign the GAN with a “wet signature.” and return it via registered mail back to me at the CDE so the CDE can release the first payment.

Thank you for your continued efforts to improve students’ academic, health, and social outcomes. We look forward to meeting with you soon to discuss further details of your programs and budgets. Should there be any questions, please contact the School Health and Safety Office at BSCA-SCG@cde.ca.gov.

Sincerely,

Attachment 3: Budget Worksheet - Instructions

Bipartisan Safer Communities Act-Stronger Connections Grant

Year 1 - Budget (November 1, 2023 - June 30, 2024)

California Department of Education

August 2023

Program: BSCA-SCG Planning Grant

Application Year: 2023-24

LEA Name: Pleasant View Elementary School District

LEA CDS Code: 54-72058

Total Requested Amount: \$762,638

Object Code	Line Detail and Narrative <i>(Provide a detailed justification and breakdown/calculation for each expenditure.)</i>	Grant Funds
2000	MTSS Coordinator (Needed to help implement the MTSS across three districts and ensure each campus is implementing with fidelity) - 1 position x \$7,916.67 per month x 8 months = \$63,333.33	63,333.33
2000	Triage Social Worker (Needed to help mitigate the effects of students exposed to trauma) - 4 positions x \$6,666.67 per month, per position x 8 months per position = \$213,333.33	213,333.33
3000	Fringe Benefits - STRS - \$276,666.67 in salaries x 16.28% = \$45,041.33	45,041.33
3000	Fringe Benefits - Social Security/Medicare - \$276,666.67 x 1.40% = \$3,873.33	3,873.33
3000	Fringe Benefits - Workers Compensation - \$276,666.67 x 2.24% = \$6,197.33	6,197.33
3000	Fringe Benefits - Unemployment - \$276,666.67 x 0.5% = \$138.33	138.33
3000	Fringe Benefits - Medical Insurance - \$1,382.17 per staff, per month x 8 months x 5 staff = \$55,286.80	55,286.80
3000	Fringe Benefits - Additional Retirement - \$276,666.67 x 4.0% = \$11,066.67	11,066.67
4300	Office Supplies (To supply basic office supplies to run a program in three different districts) - \$25 a month, per staff x 8 months x 5 staff = \$1,000.00	1,000.00
4300	Computers - \$2,250 per computer x 1 computer per staff x 5 staff = \$11,250.00	11,250.00
4300	Printers - \$900 per printer x 1 printer per campus x 4 campuses = \$3,600.00	3,600.00
4300	Security Cameras (To increase campus security and address identified blind spots on all campuses) - \$3,000 per camera x 10 cameras per campus x 4 campuses = \$180,000	180,000.00
4300	ParentSquare (To improve communication between the school and the parents/guardians) - \$3,000 per campus x 4 campuses = \$12,000	12,000.00
4300	Paideia Curriculum (To help improve students critical thinking skills, a key trait needed for any student in the 21st century) - \$5,000 per campus x 4 campuses = \$20,000	20,000.00
4300	MTSS Supplies (To ensure that all campuses have the supplies and materials needed to implement the MTSS with fidelity) - \$2,500 per campus x 4 campuses = \$10,000	10,000.00
4300	CAST Supplies (To have trained and equipped staff to address the needs of students who have expressed suicidal ideation) - \$3,500 per CAST trained staff x 5 P-S-P staff = \$17,500.00	17,500.00
	CHKS Surveys (To ensure that outcome data is collected every year) - \$5.00 per CHKS survey x 300 surveys = \$1,500	1,500.00

4300	SWPBIS License (A software system that helps identify which students are on what tier of the MTSS and what services they have received and what is available to them) - \$3,000 per campus x 4 campuses = \$12,000	12,000.00
	Contract with TCOE- Trainer to provide Digital Citizenship classes - \$125 per hour x 87 hours = \$10,875	10,875.00
5000	Contract with TCOE - Trainer to provide De-Escalation classes - \$125 per hour x 90 hours = \$11,250	11,250.00
5000	Contract with Olinga - (A local nonprofit that specializes in working in rural, agriculturally rich, areas of California to provide service projects for youth) - \$15,000 per campus, in year 1 x 4 campuses = \$60,000	60,000.00
5000	Local Mileage - 125 miles a month, per staff x 5 staff x 8 months x \$0.655 per mile = \$3,275	3,275.00
N/A	Total Direct Costs	752,520.45
7000	Indirect Rate 1.41 %	10,117.04
N/A	Total Budget	762,637.49

Attachment 3: Budget Worksheet - Instructions
Bipartisan Safer Communities Act-Stronger Connections Grant
Year 2 - Budget (July 1, 2024 - June 30, 2025)

California Department of Education
 August 2023

Program: BSCA-SCG Planning Grant
 Application Year: 2023-24
 LEA Name: Pleasant View Elementary School District
 LEA CDS Code: 54-72058

Total Requested Amount: \$849,817

Object Code	Line Detail and Narrative <i>(Provide a detailed justification and breakdown/calculation for each expenditure)</i>	Grant Funds
2000	MTSS Coordinator (Needed to help implement the MTSS across three districts and ensure each campus is implementing with fidelity) - 1 position x \$7,916.67 per month x 12 months = \$95,000.00	95,000.00
2000	Triage Social Worker (Needed to help mitigate the effects of students exposed to trauma) - 4 positions x \$6,666.67 per month, per position x 12 months per position = \$320,000.00	320,000.00
3000	Fringe Benefits - STRS - \$415,000.00 in salaries x 16.28% = \$67,562.00	67,562.00
3000	Fringe Benefits - Social Security/Medicare - \$415,000.00 x 1.40% = \$5,810.00	5,810.00
3000	Fringe Benefits - Workers Compensation - \$415,000.00 x 2.24% = \$9,296.00	9,296.00
3000	Fringe Benefits - Unemployment - \$415,000.00 x 0.5% = \$207.50	207.50
3000	Fringe Benefits - Medical Insurance - \$1,382.17 per staff, per month x 12 months x 5 staff = \$82,930.20	82,930.20
3000	Fringe Benefits - Additional Retirement - \$415,000.00 x 4.0% = \$16,600.00	16,600.00
4000	Office Supplies (To supply basic office supplies to run a program in three different districts) - \$25 a month, per staff x 12 months x 5 staff = \$1,500.00	1,500.00
4000	Security Cameras (To increase campus security and address identified blind spots on all campuses) - \$3,000 per camera x 6 cameras per campus x 4 campuses = \$72,000.00	72,000.00
4000	ParentSquare (To improve communication between the school and the parents/guardians) - \$3,000 per campus x 4 campuses = \$12,000	12,000.00
4000	Paideia Curriculum (To help improve students critical thinking skills, a key trait needed for any student in the 21st century) - \$5,000 per campus x 4 campuses = \$20,000	20,000.00
4000	MTSS Supplies (To ensure that all campuses have the supplies and materials needed to implement the MTSS with fidelity) - \$2,500 per campus x 4 campuses = \$10,000	10,000.00
4000	CAST Supplies (To have trained and equipped staff to address the needs of students who have expressed suicidal ideation) - \$3,500 per CAST trained staff x 1 trained CAST staff at each campus x 4 campuses = \$14,000.00	14,000.00
4000	CHKS Surveys (To ensure that outcome data is collected every year) - \$5.00 per CHKS survey x 300 surveys = \$1,500	1,500.00

4000	SWPBIS License (A software system that helps identify which students are on what tier of the MTSS and what services they have received and what is available to them) - \$3,000 per campus x 4 campuses = \$12,000	12,000.00
5000	Contract with TCOE- Trainer to provide Digital Citizenship classes - \$125 per hour x 87 hours = \$10,875	10,875.00
5000	Contract with TCOE - Trainer to provide De-Escalation classes - \$125 per hour x 90 hours = \$11,250	11,250.00
5000	Contract with Olinga - (A local nonprofit that specializes in working in rural, agriculturally rich, areas of California to provide service projects for youth) - \$17,500 per campus, in year 2 x 4 campuses = \$71,200.00	71,200.00
5000	Local Mileage - 125 miles a month, per staff x 5 staff x 12 months x \$0.655 per mile = \$4,912.50	4,912.50
N/A	Total Direct Costs	838,643.20
7000	Indirect Rate 1.41 %	11,173.45
N/A	Total Budget	849,816.65

Attachment 3: Budget Worksheet - Instructions
Bipartisan Safer Communities Act-Stronger Connections Grant
Year 3 - Budget (July 1, 2025 - June 30, 2026)

California Department of Education

August 2023

Program: BSCA-SCG Planning Grant

Application Year: 2023-24

LEA Name: Pleasant View Elementary School District

LEA CDS Code: 54-72058

Total Requested Amount: \$849,817

Object Code	Line Detail and Narrative <i>(Provide a detailed justification and breakdown/calculation for each expenditure)</i>	Grant Funds
2000	MTSS Coordinator (Needed to help implement the MTSS across three districts and ensure each campus is implementing with fidelity) - 1 position x \$7,916.67 per month x 12 months = \$95,000.00	95,000.00
2000	Triage Social Worker (Needed to help mitigate the effects of students exposed to trauma) - 4 positions x \$6,666.67 per month, per position x 12 months per position = \$320,000.00	320,000.00
3000	Fringe Benefits - STRS - \$415,000.00 in salaries x 16.28% = \$67,562.00	67,562.00
3000	Fringe Benefits - Social Security/Medicare - \$415,000.00 x 1.40% = \$5,810.00	5,810.00
3000	Fringe Benefits - Workers Compensation - \$415,000.00 x 2.24% = \$9,296.00	9,296.00
3000	Fringe Benefits - Unemployment - \$415,000.00 x 0.5% = \$207.50	207.50
3000	Fringe Benefits - Medical Insurance - \$1,382.17 per staff, per month x 12 months x 5 staff = \$82,930.20	82,930.20
3000	Fringe Benefits - Additional Retirement - \$415,000.00 x 4.0% = \$16,600.00	16,600.00
4000	Office Supplies (To supply basic office supplies to run a program in three different districts) - \$25 a month, per staff x 12 months x 5 staff = \$1,500.00	1,500.00
4000	Security Cameras (To increase campus security and address identified blind spots on all campuses) - \$3,000 per camera x 6 cameras per campus x 4 campuses = \$72,000.00	72,000.00
4000	ParentSquare (To improve communication between the school and the parents/guardians) - \$3,000 per campus x 4 campuses = \$12,000	12,000.00
4000	Paideia Curriculum (To help improve students critical thinking skills, a key trait needed for any student in the 21st century) - \$5,000 per campus x 4 campuses = \$20,000	20,000.00
4000	MTSS Supplies (To ensure that all campuses have the supplies and materials needed to implement the MTSS with fidelity) - \$2,500 per campus x 4 campuses = \$10,000	10,000.00
4000	CAST Supplies (To have trained and equipped staff to address the needs of students who have expressed suicidal ideation) - \$3,500 per CAST trained staff x 1 trained CAST staff at each campus x 4 campuses = \$14,000.00	14,000.00
4000	CHKS Surveys (To ensure that outcome data is collected every year) - \$5.00 per CHKS survey x 300 surveys = \$1,500	1,500.00

4000	SWPBIS License (A software system that helps identify which students are on what tier of the MTSS and what services they have received and what is available to them) - \$3,000 per campus x 4 campuses = \$12,000	12,000.00
5000	Contract with TCOE- Trainer to provide Digital Citizenship classes - \$125 per hour x 87 hours = \$10,875	10,875.00
5000	Contract with TCOE - Trainer to provide De-Escalation classes - \$125 per hour x 90 hours = \$11,250	11,250.00
5000	Contract with Olinga - (A local nonprofit that specializes in working in rural, agriculturally rich, areas of California to provide service projects for youth) - \$17,500 per campus, in year 3 x 4 campuses = \$71,200.00	71,200.00
5000	Local Mileage - 125 miles a month, per staff x 5 staff x 12 months x \$0.655 per mile = \$4,912.50	4,912.50
N/A	Total Direct Costs	838,643.20
7000	Indirect Rate 1.41 %	11,173.45
N/A	Total Budget	849,816.65

Attachment 3: Budget Worksheet - Instructions
Bipartisan Safer Communities Act-Stronger Connections Grant
Year 4 - Budget (July 1, 2026 - September 30, 2026)

California Department of Education

August 2023

Program: BSCA-SCG Planning Grant
 Application Year: 2023-24
 LEA Name: Pleasant View Elementary School District
 LEA CDS Code: 54-72058

Total Requested Amount: \$86,137

Object Code	Line Detail and Narrative <i>(Provide a detailed justification and breakdown/calculation for each expenditure)</i>	Grant Funds
2000	MTSS Coordinator (Needed to help implement the MTSS across three districts and ensure each campus is implementing with fidelity for the start of year 4) - 1 position x \$7,916.67 per month x 3 months = \$23,750.00	23,750.00
2000	Triage Social Worker (To ensure a smooth transition from the P-S-P to the follow-up Social Workers) - 1 position x \$6,666.67 per month, per position x 3 months per position = \$20,000.00	20,000.00
3000	Fringe Benefits - STRS - \$43,750.00 in salaries x 16.28% = \$7,122.50	7,122.50
3000	Fringe Benefits - Social Security/Medicare - \$43,750.00 x 1.40% = \$612.50	612.50
3000	Fringe Benefits - Workers Compensation - \$43,750.00 x 2.24% = \$980.00	980.00
3000	Fringe Benefits - Unemployment - \$43,750.00 x 0.5% = \$21.88	21.88
3000	Fringe Benefits - Medical Insurance - \$1,382.17 per staff, per month x 12 months x 5 staff = \$8,293.02	8,293.02
3000	Fringe Benefits - Additional Retirement - \$43,750.00 x 4.0% = \$1,750	1,750.00
4000	ParentSquare (To improve communication between the school and the parents/guardians) - \$3,000 per campus x 4 campuses = \$12,000	12,000.00
4000	MTSS Supplies (To ensure that all campuses have the supplies and materials needed to implement the MTSS with fidelity) - \$2,500 per campus x 4 campuses = \$10,000	10,000.00
5000	Local Mileage - 125 miles a month, per staff x 2 staff x 3 months x \$0.655 per mile = \$4,912.50	409.38
N/A	Total Direct Costs	84,939.28
7000	Indirect Rate 1.41 %	1,197.64
N/A	Total Budget	86,136.92

Scope of Work SY23-24

Elizabeth A. City will complete the following scope of work for Pleasant View School District:

- On-site consulting, to include classroom observations, meetings with teachers and administrators, and discussion of current strengths, challenges, and opportunities.
- Regular strategic leadership consulting focused on supporting leaders in Pleasant View to identify the next level of work for the district to build from its improvement efforts of the last 10 years. The work will focus on creating a truly extraordinary learning experience for everyone who is part of the system with the goal of helping each and every student in Pleasant View thrive in and beyond school. The work will also focus on integrating the many positive efforts Pleasant View has underway or is considering and supporting the educators in Pleasant View to continue to build their collaborative practice. Finally, the work will focus on sharing Pleasant View's practice with other educators and communities to support flourishing learners in other systems and contexts.

Daily rate for on-site consulting, inclusive of travel and advance preparation: \$8,000/day
(*currently planned*: 1 day in January, 2 days in spring; maximum of \$24,000—to be billed for actual time)

Regular strategic leadership consulting: 1-2 hours a month for ten months: maximum of \$13,500, to be billed for actual time (*currently planned*: nine months of engagement, October 2023-June 2024)

Content of work and time can be adjusted upon request of Superintendent Odsather.

Elizabeth A. City
59 Glezen Lane
Wayland, MA 01778

617-780-6645
Elizabeth_city@gse.harvard.edu

Pleasant View Elementary School District
Board Policy Manual

Policy 0420.41: Charter School Oversight

Status: ADOPTED

Original Adopted Date: 01/10/2017 | **Last Revised Date:** 11/14/2023 | **Last Reviewed Date:** 11/14/2023

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

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

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

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

Waivers

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

Provision of District Services

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

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

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

Material Revisions to Charter

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

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

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

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

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

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

Location of Charter Schools

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

Monitoring Charter School Performance

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

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

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

Fees/Charges for Supervisorial Oversight

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

1. Actual costs up to one percent of the charter school's revenue.
2. Actual costs up to three percent of the charter school's revenue if the district provides the charter school substantially rent-free facilities

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

3. Actual costs if the district is assigned supervisorial oversight responsibility for the charter school by SBE when authorized on appeal

Technical Assistance/Intervention

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

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

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

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

Complaints

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

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

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

School Closure

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

and close-out of the charter school.

The Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days of the Board's action, if renewal of a charter is denied, a charter is revoked, or a charter school will cease operation for any reason. Such notification shall include, but not be limited to, a description of the circumstances of the closure, the effective date of the closure, and the location of student and personnel records. (Education Code 47604.32; 5 CCR 11962.1)

Exhibit 0420.41-E(2): Charter School Oversight

Status: ADOPTED

Original Adopted Date: 11/14/2023 | **Last Reviewed Date:** 11/14/2023

REQUIREMENTS FOR CHARTER SCHOOLS

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

Governance

1. Comply with the Ralph M. Brown Act (Government Code 54950-54963), California Public Records Act (Government Code 7920.000- 7930.215), conflict of interest laws (Government Code 1090-1099), and Political Reform Act (Government Code 81000-91014), including the adoption of a conflict of interest code pursuant to Government Code 87300 (Education Code 47604.1)
2. Except as otherwise authorized by Government Code 54954, hold the meetings of its governing body within the physical boundaries of the county in which the charter school is located or, if a nonclassroom-based charter school that does not have a facility or operates one or more resource centers, hold governing body meetings within the physical boundaries of the county in which the greatest number of students enrolled in the charter school reside. In addition, a two-way teleconference location shall be established at the school site and/or resource center, as applicable. (Education Code 47604.1)
3. The charter school's executive director or any of the charter school's employees shall not serve as a member of the county board of education in the county where the charter school is located (Education Code 1006; Government Code 1099)

Operations

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

Admission/Enrollment

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

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

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

Nondiscrimination

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

19. If a direct-funded charter school, adopt and implement uniform complaint procedures to resolve complaints of unlawful discrimination or alleged violation of a state or federal law or regulation governing educational programs, in accordance with 5 CCR 4600-4670 (5 CCR 4600)

Tuition and Fees

20. Not charge tuition (Education Code 47605)
21. Not charge student fees for any activity that is an integral component of the educational program, except as authorized by those Education Code provisions that explicitly apply to charter schools (Education Code 49010, 49011)

Not bill, nor take any negative action against, a student or former student for a debt owed to the charter school. The school shall provide an itemized invoice for any amount owed by the parent/guardian on behalf of a student or former student before pursuing payment of the debt and shall provide a receipt to the parent/guardian for each payment made to the school. (Education Code 49014)

School Plans

22. Adopt a local control and accountability plan (LCAP) and update the plan by July 1 each year, after holding a public hearing, consulting with specified stakeholders, and using the template adopted by the State Board of Education (SBE). As part of the LCAP adoption and annual update to the LCAP, the governing body of the charter school shall separately adopt a local control funding formula budget overview for parents/guardians and as appropriate, an Individuals with Disabilities Education Act Addendum, based on the templates developed by SBE (Education Code 47604.33, 47606.5, 52064, 52064.1, 52064.3)
23. If the charter school applies for federal and/or state categorical program funding through the state's consolidated application, establish a school site council to develop and annually review a school plan for student achievement, unless the school chooses to use its LCAP for this purpose (Education Code 64000-64001, 65000-65001)
24. Develop a comprehensive safety plan in accordance with Education Code 32282 and review and update the plan by March 1 each year (Education Code 47605)
25. Develop a transportation safety plan that includes procedures to ensure that a student is not left unattended on a school bus, student activity bus, youth bus, or child care motor vehicle and procedures for designating an adult chaperone, other than the driver, to accompany students on a school activity bus. In addition, ensure that each school bus, student activity bus, youth bus, or child care motor vehicle is equipped with a child safety alert system that requires the driver to either manually contact or scan the device, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting, unless the student activity bus is exempted by law. (Education Code 39831.3; Vehicle Code 28160)

Curriculum and Instruction

26. Offer at least the number of instructional minutes required by law for the grade levels provided by the charter school (Education Code 47612.5)
27. If the charter school serves students in grade 9, adopt a fair, objective, and transparent mathematics placement policy with specified components (Education Code 51224.7)
28. If the charter school serves students in any of grades 7-12, provide comprehensive sexual health education and human immunodeficiency virus (HIV) prevention education at least once in junior high or middle school and once in high school (Education Code 51931, 51934)
29. If the charter school serves students in any of grades 6-12, identify and implement methods of informing parents/guardians of human trafficking prevention resources (Education Code 49381)
30. If the charter school serves students in middle or high school and offers one or more courses in health education, include in those courses instruction in mental health, as specified (Education Code 51925-51929)
31. If the charter school serves students in grade 12, comply with the requirements for student completion and

submission of the Free Application for Federal Student Aid and California Dream Act Application (Education Code 51225.7, 51225.8)

32. If the charter school is planning to hold a college or career fair, the charter school shall notify each apprenticeship program in the same county as the charter school with the planned date, time, and location of the fair (Labor Code 3074.2)
33. If the charter school provides independent study, meet the requirements of Education Code 51745-51749.6, except that the school may offer courses required for graduation solely through independent study as an exception to Education Code 51745(e) (Education Code 47612.5, 51747.3; 5 CCR 11705)
34. Develop a plan for offering independent study to affected students pursuant to Education Code 46393 if the governing body of the charter school submits an affidavit pursuant to Education Code 46392 necessitated by an emergency condition that resulted in a school closure (Education Code 46392, 46393)
35. Accept and provide full or partial credit for coursework satisfactorily completed by a foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, migrant student, or a student participating in a newcomer program while attending another school (Education Code 51225.2)
36. Meet all statewide standards and conduct any statewide assessments applicable to noncharter public schools (Education Code 47605, 47612.5, 60605)

Special Education

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

High School Graduation

39. Exempt a foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, or migrant student who transfers between schools after the second year of high school, or a student participating in a newcomer program for newly immigrant students in grades 11-12, from any of the charter school's graduation requirements that exceed state requirements, unless the charter school determines that the student is reasonably able to complete the requirements by the end of the fourth year of high school (Education Code 51225.1, 51225.2)
40. In accordance with Education Code 51225.31, exempt an eligible student with disabilities from all coursework and other requirements adopted by the charter school board that are in addition to the statewide course requirements specified in Education Code 51225.3, and award such student a high school diploma (Education Code 51225.31)
41. Grant a high school diploma to any student who completed grade 12 in the 2003-04 through 2014-15 school year and met all applicable graduation requirements other than the passage of the high school exit examination (Education Code 51413)
42. Require students to meet the state minimum course requirements for graduation as specified in Education Code 51225.3, as well as any additional graduation requirements required by the governing body (Education Code 51225.3)

Student Expression

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

Staffing

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

Parent/Guardian Involvement

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

Nutrition

56. Provide breakfast and/or lunch free of charge during each school day to students requesting a meal regardless of the student's free or reduced-price meal eligibility. If the charter school participates in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) and is a high poverty school, as defined, the charter school shall apply to operate a federal universal meal service provision, and upon approval, apply such service. (Education Code 49501.5, 49564.3)
57. If the charter school participates in the NSLP or SBP, not promote any food or beverage during the school day that does not comply with state nutritional standards pursuant to Education Code 49430-49434, and not participate in a corporate incentive program that offers free or discounted non-nutritious foods or beverages as rewards for students who reach certain academic goals (Education Code 49431.9)

Student Health

58. Adopt a policy on suicide prevention, intervention, and postvention for grades 7-12, and an age-appropriate policy for grades K-6, and review the policy at least every five years (Education Code 215)
59. Each charter school that serves students in any of grades 6-12 shall create and prominently display an age appropriate and culturally relevant poster that identifies approaches and resources about student mental health. (Education Code 49428.5)
60. If the charter school serves grades 7-12 and issues student identification cards, print the telephone numbers of the National Suicide Prevention Lifeline and the National Domestic Violence Hotline on the identification cards (Education Code 215.5)
61. Notify students and parents/guardians at least twice during the school year on how to initiate access to available student mental health services on campus or in the community (Education Code 49428)
62. Provide annual training on child abuse and neglect reporting requirements to employees and persons working on the charter school's behalf who are mandated reporters, within the first six weeks of each school year or within six weeks of employment (Education Code 44691)
63. If the charter school offers an athletic program, annually provide information sheets about concussions/head injuries and sudden cardiac arrest to athletes and their parents/guardians, which must be signed and returned to the school before the athlete initiates practice or competition. In the event that an athlete is suspected of sustaining a concussion or head injury, passes out, or faints during or immediately after participation in an athletic activity, the student shall be immediately removed from the activity for the remainder of the day and shall not be permitted to return to the activity until the student is evaluated by a licensed health care provider and receives written clearance to do so. (Education Code 33479-33479.5, 49475)
64. If the charter school offers an interscholastic athletic program, develop and post a written emergency action plan that describes procedures to be followed in the event of sudden cardiac arrest and other medical emergencies, acquire at least one automated external defibrillator (AED) for the school, and make the AED available at on-campus athletic activities or events (Education Code 35179.4, 35179.6)
65. If the charter school sponsors or hosts an on-campus event in or around a swimming pool that is not part of an interscholastic athletic program, provide for the presence of at least one adult with a valid certification of cardiopulmonary resuscitation training throughout the duration of the event (Education Code 35179.6)
66. Provide school nurses or other voluntary, trained personnel with emergency epinephrine auto-injectors of the type required pursuant to Education Code 49414 (Education Code 49414)
67. If the charter school chooses to make an opioid antagonist available to persons suffering, or reasonably believed to be suffering, from an opioid overdose, comply with the requirements of Education Code 49414.3, including, but not limited to, providing training to personnel who volunteer to administer the opioid antagonist

Student Conduct/Discipline

68. Adopt a policy on bullying and cyberbullying prevention, post specified information on bullying and harassment prevention on the charter school's website, and annually make CDE's online training module on bullying

prevention available to school site certificated employees and other employees who have regular interaction with students (Education Code 234.4, 234.6, 32283.5)

69. Adopt and display a written policy on sexual harassment, include the policy as part of any orientation for new and continuing students, and post a poster notifying students of the policy (Education Code 231.5, 231.6)
70. Prohibit seclusion and behavioral restraint of students as a means of discipline, and only use such methods to control student behavior that poses a clear and present danger of serious physical harm to a student or others that cannot be immediately prevented by a less restrictive response (Education Code 49005-49006.4)
71. Neither recommend for expulsion a student in grades K-12 nor suspend a student in grades K-8 for disrupting school activities or otherwise willfully defying the authority of school personnel in the performance of their duties (Education Code 48901.1)
72. Upon request, provide a student who is suspended for two or more days with the homework assigned during the period of suspension (Education Code 47606.2, 48913.5)

Student and Parent/Guardian Records

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

Facilities

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

Finance

80. Promptly respond to all reasonable inquiries from the district, the county office of education, or the Superintendent of Public Instruction (SPI), including, but not limited to, inquiries regarding the charter school's

financial records (Education Code 47604.3)

81. Maintain written contemporaneous records that document all student attendance and make these records available for audit and inspection (Education Code 47612.5)
82. Identify and report to the SPI any portion of the charter school's average daily attendance that is generated through nonclassroom-based instruction, including, but not limited to, independent study, home study, work study, and distance and computer-based education (Education Code 47612.5, 47634.2; 5 CCR 11963.2)
83. Annually prepare and submit financial reports to the Board and the County Superintendent in accordance with the following reporting cycle:
 - a. By July 1, a preliminary budget for the current fiscal year. For a charter school in its first year of operation, financial statements submitted with the charter petition pursuant to Education Code 47605(g) will satisfy this requirement (Education Code 47604.33)
 - b. By December 15, an interim financial report for the current fiscal year reflecting changes through October 31 (Education Code 47604.33)
 - c. By March 15, a second interim financial report for the current fiscal year reflecting changes through January 31 (Education Code 47604.33)
 - d. By September 15, a final unaudited report for the full prior year. The report submitted to the Board shall include an annual statement of all the charter school's receipts and expenditures for the preceding fiscal year. (Education Code 42100, 47604.33)
 - e. By December 15, a copy of the charter school's annual, independent financial audit report for the preceding fiscal year, unless the charter school's audit is encompassed in the district's audit. The audit report shall also be submitted to the State Controller and CDE. (Education Code 47605)
84. If the charter school receives state facilities funding pursuant to the Leroy F. Greene School Facilities Act (Education Code 17070.10-17079.30), annually report a detailed list of all expenditures of state funds, and of the school's matching funds for completed projects, and submit an audit of completed facilities projects within one year of project completion (Education Code 41024)

Accountability

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

Policy 1113: District And School Websites

Status: ADOPTED

Original Adopted Date: 11/14/2023 | Last Reviewed Date: 11/14/2023

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

Design Standards

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

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

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

Website Content

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

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

Privacy Rights

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

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

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

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

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

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

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

Exhibit 1113-E(2): District And School Websites

Status: ADOPTED

Original Adopted Date: 11/14/2023 | **Last Reviewed Date:** 11/14/2023

MATERIALS REQUIRED TO BE POSTED ON DISTRICT WEBSITE

Materials to Prominently Display

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

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

53343.1, the report provided to the California Debt and Investment Advisory Commission pursuant to Government Code 53359.5, and the report provided to the State Controller's office pursuant to Government Code 12463.2 (Government Code 53343.2). Post within seven months after the last day of the fiscal year. See BP 7212 - Mello-Roos Districts.

Other Postings

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

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

exempted pursuant to Education Code 17610.5 The plan shall be posted on the school's website or, if the school does not have a website, then on the district's website. (Education Code 17611.5) See AR 3514.2 Integrated Pest Management.

13. When the California Environmental Quality Act requires an environmental impact report, negative declaration, or mitigated negative declaration, those environmental review documents, public notice of the preparation and availability of such documents within a reasonable period of time prior to certification of the environmental impact report, adoption of a negative declaration, or determination that a proposed subsequent project will have no additional significant effect on the environment, and specified notices when written requests for notices have been filed (Public Resources Code 21082.1, 21092, 21092.2).
 14. When a citizens' oversight committee is formed after the approval of a bond under the 55 percent majority threshold, the committee's minutes, documents received, and reports issued (Education Code 15280). See AR 7214 - General Obligation Bonds.
 15. Copy of each school's school accountability report card, on or before February 1 of each year (Education Code 35258). See BP 0510 - School Accountability Report Card.
 16. Results of the Western Association of Schools and Colleges (WASC) or other accrediting agency's inspection of a school, within 60 days of receiving the results. (This notification could be made in writing to parents/guardians instead of or in addition to posting the results on the district's website.) In addition, if a school loses its WASC or other agency's accreditation, the district and school shall post on their websites a notice of the loss of accreditation and potential consequences (Education Code 35178.4). See BP 6190 - Evaluation of the Instructional Program.
 17. The district's COVID-19 testing plan (Education Code 32096).
 18. Using the template developed by CDE, the use of Learning Recovery Emergency Funds, with interim reports posted by December 1, 2024 and December 1, 2027, and a final report by December 1, 2029. (Education Code 32526)
 19. An age appropriate and culturally relevant digitized poster that identifies approaches and shares resources about student mental health, distributed to students online at the beginning of each school year. (Education Code 49428.5)
-

Policy 4112.2: Certification

Status: ADOPTED

Original Adopted Date: 09/13/2016 | **Last Revised Date:** 11/14/2023 | **Last Reviewed Date:** 11/14/2023

The Governing Board recognizes that the district's ability to provide a high-quality educational program is dependent upon the employment of certificated staff who are adequately prepared and have demonstrated proficiency in basic skills and competency in the subject matter to be taught. The Superintendent or designee shall ensure that persons employed to fill positions requiring certification qualifications possess the appropriate credential, permit, or other certification document from the Commission on Teacher Credentialing (CTC) and fulfill any additional state, federal, or district requirements for the position.

The Superintendent or designee shall provide assistance and support to teachers holding preliminary credentials to enable them to meet the qualifications required for the clear credential.

Priorities for Hiring Based on Unavailability of Credentialed Teacher

The Superintendent or designee shall make reasonable efforts to recruit a fully prepared teacher who is authorized in the subject or setting for each assignment or, when necessary, a fully prepared teacher serving on a local assignment option. Whenever a teacher with a clear or preliminary credential is not available, and the Board adopts a resolution that it has made reasonable efforts to recruit a fully prepared teacher for the assignment, the Superintendent or designee shall make reasonable efforts to recruit an individual for the assignment in the following order: (Education Code 44225.7)

1. A candidate who enrolls in an approved internship program in the region of the district and possesses an intern credential
2. A candidate who is scheduled to complete preliminary credential requirements within six months and who is granted a provisional internship permit (PIP) or short-term staff permit issued by CTC

The Board shall take action to approve, at an open Board meeting, a notice of its intent to employ a PIP applicant for a specific position. (5 CCR 80021.1)

3. An individual who has been granted a credential waiver by CTC

Annually, the Board shall, prior to requesting that CTC issue an emergency permit or limited assignment permit, approve a Declaration of Need for Fully Qualified Educators. The Declaration of Need shall be approved by the Board as an action item at a regularly scheduled open Board meeting, with the entire Declaration of Need being included in the Board agenda (Education Code 44225, 44225.7; 5 CCR 80023.2, 80026, 80027, 80027.1)

The Declaration of Need shall certify that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) and that the district has made reasonable efforts to recruit individuals who meet the qualifications specified in Items #1-2 above. The Declaration of Need shall also indicate the number and type of emergency permits and limited assigned permits that the district estimates it will need during the valid period of the Declaration of Need, based on the previous year's actual needs and projections of enrollment. It shall also specify each subject to be listed on the General Education Limited Assignment Single Subject Teaching Permits and the target language on Emergency Bilingual Permits. Whenever the actual number of permits needed exceeds the estimate by 10 percent, the Board shall revise and resubmit the Declaration of Need. (5 CCR 80026)

Whenever it is necessary to employ noncredentialed teachers to fill a position requiring certification qualifications, the Superintendent or designee shall provide support and guidance in accordance with law to ensure the quality of the instructional program.

National Board for Professional Teaching Standards Certification

The Superintendent or designee shall promote a career continuum that includes participation of district teachers in professional learning that supports their completion of advanced certification awarded by the National Board for

Professional Teaching Standards (NBPTS). The Superintendent or designee may coordinate a cohort of teachers through school or district programs or other available networks.

With Board approval and funding, and consistent with the collective bargaining agreement and applicable law, the Superintendent may provide an incentive program for teacher participation in NBPTS certification, which may include:

1. Defraying, subsidizing, or reimbursing the registration, certification, or maintenance fees for NBPTS certification
2. Providing bonuses, step increases, or differential pay for teachers who maintain their certification and continue to teach in the district, with priority given to teachers at Title I schools and schools serving a majority of low-income students
3. Providing substitute teachers to provide release time for participating teachers
4. Providing stipends for teacher participation that match other professional development stipends
5. Compensating mentor teachers who support other teachers' professional learning aligned to NBPTS standards

Parental Notifications

At the beginning of each school year, the Superintendent or designee shall notify the parents/guardians of each student attending a school receiving Title I funds that they may request information regarding the professional qualifications of their child's classroom teacher including, but not limited to, whether the teacher: (20 USC 6312)

1. Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
2. Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived
3. Is teaching in the field of discipline of the teacher's certification

In addition, the Superintendent or designee shall notify parents/guardians in a timely manner whenever their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area to which the teacher has been assigned. (20 USC 6312)

Regulation 4112.2: Certification

Status: ADOPTED

Original Adopted Date: 03/10/2009 | **Last Revised Date:** 11/14/2023 | **Last Reviewed Date:** 11/14/2023

Verification of Credentials

The Superintendent or designee shall verify that each employee in a position requiring certification qualifications possesses a valid certification document issued by the Commission on Teacher Credentialing (CTC). Such verification shall occur not later than 60 days after the commencement of employment or the renewal of a credential. (Education Code 44857)

The Superintendent or designee shall verify that any person who is employed by the district while CTC is processing the application for certification possesses a temporary certificate based on a demonstration of basic skills and completion of a criminal background check. (Education Code 44332, 44332.5, 44332.6)

The Superintendent or designee shall maintain records of the appropriate certification of all employees serving in certificated positions.

Basic Skills Proficiency

The district shall not initially hire a person in a position requiring certification, on a permanent, temporary, or substitute basis, unless that person has demonstrated basic skills proficiency in reading, writing, and mathematics or is specifically exempted from the requirement by law. (Education Code 44252, 44252.6, 44830)

A person may demonstrate basic skills proficiency in reading, writing, and mathematics by:

1. Passage of the California Basic Educational Skills Test (CBEST) (Education Code 44252.5)
2. Passage of the California Subject Examinations for Teachers: Multiple Subjects plus Writing Skills Examination
3. Passage of the California State University (CSU) Early Assessment Program or the CSU Placement Examinations (Education Code 44252)
4. Achieving a qualifying score on the Scholastic Aptitude Test or the American College Test (Education Code 44252)
5. Achieving a qualifying score on College Board Advanced Placement Examinations
6. Passage of a basic skills examination from another state
7. Qualifying coursework (Education Code 44252)
8. Qualifying coursework and exams (Education Code 44252)

The district may hire a certificated employee who has not taken a test of basic skills proficiency if the employee has not yet been afforded the opportunity to take the test, provided that the employee takes the test at the earliest opportunity. The employee may remain employed by the district pending the receipt of the test results. (Education Code 44830)

An out-of-state prepared teacher shall meet the basic skills requirement within one year of being issued a California preliminary credential by CTC unless the teacher has completed a basic skills proficiency test in another state, passed a basic skills proficiency test developed and administered by the district, by cooperating districts or by the county office of education (COE), or is otherwise exempted by law. The district shall develop a basic skills proficiency test, which shall be at least equivalent to the district test required for high school graduation, for purposes of assessing out-of-state prepared teachers pending completion of the basic skills requirement. (Education Code 44252, 44274.2; 5 CCR 80071.4, 80413.3)

Any person holding or applying for a "designated subjects special subjects" credential which does not require possession of a bachelor's degree shall pass a district proficiency test in lieu of meeting the state basic skills proficiency requirement. (Education Code 44252, 44830)

The district may charge a fee to persons being tested to cover the costs of developing, administering, and grading the district proficiency test. (Education Code 44252, 44830)

Short-Term Staff Permit

The district may request that CTC issue a short-term staff permit (STSP) to a qualified applicant whenever there is a need to immediately fill a classroom based on unforeseen circumstances, including, but not limited to: (5 CCR 80021)

1. Enrollment adjustments requiring the addition of another teacher
2. Inability of the teacher of record to finish the school year due to approved leave or illness
3. The applicant's need for additional time to complete preservice requirements for enrollment into an approved internship program
4. Inability of the applicant to enroll in an approved internship program due to timelines or lack of space in the program
5. Unavailability of a third-year extension of an internship program or the applicant's withdrawal from an internship program

The Superintendent or designee shall ensure that the applicant possesses a bachelor's or higher degree from a regionally accredited college or university, has met the basic skills proficiency requirement unless exempted by state law or regulations, and has satisfied the coursework/experience requirements specified in 5 CCR 80021 for the multiple subject, single subject, or education specialist STSP as appropriate. (5 CCR 80021)

When requesting issuance of an STSP, the Superintendent or designee shall submit to CTC: (5 CCR 80021)

1. Verification that the district has conducted a local recruitment for the permit being requested
2. Verification that the district has provided the permit holder with orientation to the curriculum and to instruction and classroom management techniques and has assigned a mentor teacher for the term of the permit
3. Written justification for the permit signed by the Superintendent or designee

The holder of an STSP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit. (5 CCR 80021)

Provisional Internship Permit

Before requesting that CTC issue a provisional internship permit (PIP), the district shall conduct a diligent search for a suitable credentialed teacher or intern, including, but not limited to, distributing job announcements, contacting college and university placement centers, and advertising in print or electronic media. (5 CCR 80021.1)

Whenever a suitable credentialed teacher cannot be found after a diligent search, the Superintendent or designee may request that CTC issue a PIP to an applicant who possesses a bachelor's or higher degree from a regionally accredited college or university, has met the basic skills proficiency requirement unless exempted by state law or regulations, and has satisfied the coursework/experience requirements specified in 5 CCR 80021.1 for the multiple subject, single subject, or education specialist PIP as appropriate. (5 CCR 80021.1)

When submitting the request for a PIP, the district shall provide verification of all of the following: (5 CCR 80021.1, 80026.5)

1. A diligent search has been conducted for a suitable credentialed teacher or suitable qualified intern as evidenced by documentation of the search.
2. Orientation, guidance, and assistance will be provided to the permit holder as specified in 5 CCR 80026.5. The orientation shall include, but not be limited to, an overview of the curriculum the permit holder is expected to teach and effective instruction and classroom management techniques at the permit holder's assigned level. The permit holder also shall receive guidance and assistance from an experienced educator who is a certificated district employee or a certificated retiree from a California district or COE and who has completed at least three years of full-time classroom teaching experience.
3. The district will assist the permit holder in developing a personalized plan through a district-selected assessment that would lead to subject-matter competence related to the permit.
4. The district will assist the permit holder to seek and enroll in subject-matter training, such as workshops or seminars and site-based courses, along with training in test-taking strategies, and shall assist the permit holder in meeting the credential subject-matter competence requirement related to the permit.
5. A notice of intent to employ the applicant in the identified position has been made public. The district shall submit a copy of the agenda item presented at an open Governing Board meeting which states the name of the applicant, the assignment in which the applicant will be employed including the name of the school, subject(s), and grade(s) that the applicant will be teaching, and that the applicant will be employed on the basis of a PIP. The district also shall submit a signed statement from the Superintendent or designee that the agenda item was acted upon favorably.
6. The candidate has been apprised of steps to earn a credential and enroll in an internship program.

The holder of a PIP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit. (5 CCR 80021.1)

Teaching Permit for Statutory Leave

Whenever there is an anticipated need for the district to temporarily fill the teaching assignment of a teacher of record who will be on sick leave, differential sick leave, industrial accident or illness leave, pregnancy disability leave, administrative leave related to dismissal and suspension proceedings, military leave, or family care and medical leave under the federal Family and Medical Leave Act or California Family Rights Act, the Superintendent or designee may request that CTC issue a Teaching Permit for Statutory Leave (TPSL) to a qualified individual who will be serving as the interim teacher of record. Prior to submitting an application to CTC, the district shall provide the applicant with 45 hours of preparation in the content areas listed in 5 CCR 80022. (5 CCR 80022)

A request for the TPSL shall only be submitted if the district has made reasonable efforts to hire a substitute with a full teaching credential that matches the setting and/or subject for the statutory leave position and no such candidate is available. (5 CCR 80022)

The district shall verify to CTC that it will provide the interim teacher: (5 CCR 80022)

1. An orientation to the assignment before or during the first month of service in the statutory leave assignment
2. An average of two hours of mentoring, support, and/or coaching per week through a system of support coordinated and/or provided by a mentor who possesses a valid life or clear credential that would also authorize service in the statutory leave assignment
3. Lesson plans for the first four weeks of the assignment as well as continued assistance in the development of curriculum, lesson planning, and individualized education programs

The holder of the TPSL may serve as the interim teacher of record for up to the full length of the leave(s) during the school year. (5 CCR 80022)

The Superintendent or designee shall maintain documentation on the assignment in accordance with 5 CCR 80022 and annually report data on the use of the TPSL to the County Superintendent of Schools for assignment monitoring

pursuant to Education Code 44258.9. (5 CCR 80022)

The Superintendent or designee may annually request renewal of the TPSL, provided that no substitute with a full teaching credential is available for the assignment. The application for each reissuance shall include verification that the interim teacher has completed an additional 45 hours of preparation and the district is continuing to provide mentoring in accordance with Items #2-3 above. (5 CCR 80022)

Long-Term Emergency Permits

As necessary, the Superintendent or designee may request that CTC issue an emergency resource specialist permit, emergency teacher librarian services permit, emergency crosscultural language and academic development permit (CLAD), or emergency bilingual authorization permit. (5 CCR 80024.3.1, 80024.6, 80024.7, 80024.8)

The Superintendent or designee shall provide any first-time recipient of an emergency teaching permit with an orientation which, to the extent reasonably feasible, shall occur before beginning a teaching assignment. The Superintendent or designee may vary the nature, content, and duration of the orientation to match the amount of training and experience previously completed by the emergency permit teacher. The orientation shall include, but not be limited to, the curriculum the teacher is expected to teach and effective techniques of classroom instruction and classroom management at the assigned grade-level span. The emergency permit holder also shall receive guidance and assistance from an experienced educator who is a certificated district employee or a certificated retiree from a California district or COE and who has completed at least three years of full-time classroom teaching experience. (5 CCR 80026.5)

Early Childhood Education Emergency Specialist Permit/Emergency Transitional Kindergarten Permit (ETK)

If, after conducting a diligent search, the district has been unable to recruit a sufficient number of certificated teachers, including teacher candidates pursuing full certification through internship, district internship, or other alternative routes established by CTC, the Superintendent or designee may request CTC to issue a one-year early childhood education (ECE) emergency specialist permit that authorizes the teacher to teach all subjects in a self-contained transitional kindergarten (TK) general education classroom. (Education Code 44300)

The request to CTC shall include the following justifications for the need for the ECE emergency specialist permit: (Education Code 44300)

1. Annual documentation that the district has adopted in policy and practice a process for conducting a diligent search as defined in Education Code 44300
2. A Declaration of Need for Fully Qualified Educators based on the documentation set forth in Item #1, and adopted by the Board at a regularly scheduled Board meeting
3. Verification that the district will provide the required orientation, mentoring, and support
4. The Board's receipt, at a regularly scheduled Board meeting, of a report on the orientation, mentoring, and support described in Item #3

The district may request CTC to renew the ECE emergency specialist permit for one additional year provided the following occurs: (Education Code 44300)

1. The applicant verifies current enrollment in a commission-approved teacher preparation program that will result in a credential authorizing teaching TK
2. The district submits a Declaration of Need for Fully Qualified Educators in the same manner as described in Item #2, above
3. The district verifies that the applicant continues to successfully serve in the assignment on the basis of the ECE emergency specialist permit
4. The district verifies continued orientation, mentoring, and support, with reporting to the Board in the same manner as described in Item #3, above

Substitute Teaching Permits

The district may employ a person whose credential or permit authorizes substitute teaching services, provided that:

1. A person holding an emergency 30-day substitute teaching permit, STSP, PIP, TPSL, or any valid teaching or services credential that requires at least a bachelor's degree and completion of the CBEST, shall not serve as a substitute for more than 30 days for any one teacher during the school year or as a substitute in a special education classroom for more than 20 days for any one teacher during the school year. (5 CCR 80025, 80025.3, 80025.4)
2. A person with an emergency career substitute teaching permit shall not serve as a substitute for more than 60 days for any one teacher during the school year. (5 CCR 80025.1)
3. A person with an emergency substitute teaching permit for prospective teachers shall not serve as a substitute for more than 30 days for any one teacher during the school year and not more than 90 days total during the school year. (5 CCR 80025.2)
4. A person with an emergency designated subjects 30-day substitute teaching permit for career technical education shall teach only in a program of technical, trade, or vocational education and shall not serve as a substitute for more than 30 days for any one teacher during the school year. (5 CCR 80025.5)

Before employing a person with an emergency substitute permit pursuant to Item #1 or 4 above, the Superintendent or designee shall prepare and keep on file a signed Statement of Need for the school year. The Statement of Need shall describe the situation or circumstances that necessitate the use of a 30-day substitute permit holder and state either that a credentialed person is not available or that the available credentialed person does not meet the district's specified employment criteria. (5 CCR 80025, 80025.5)

Exhibit 4112.9-E(1): Employee Notifications

Status: ADOPTED

Original Adopted Date: 11/14/2023 | **Last Reviewed Date:** 11/14/2023

I. To All Employees

When/Whom to Notify: At the beginning of school year or upon employment
Education or Other Legal Code: Education Code 231.5, Government Code 12950
Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11
Subject: The district's policy on sexual harassment, legal remedies, complaints

When/Whom to Notify: Annually and 72 hours before pesticide application
Education or Other Legal Code: Education Code 17612
Board Policy/Administrative Regulation #: AR 3514.2
Subject: Use of pesticide products, active ingredients, Internet address to access information on pesticides

When/Whom to Notify: Prior to implementing year-round schedule
Education or Other Legal Code: Education Code 37616
Board Policy/Administrative Regulation #: BP 6117
Subject: Public hearing on implementing year-round program schedule

When/Whom to Notify: Prior to implementing alternative schedule
Education or Other Legal Code: Education Code 46162
Board Policy/Administrative Regulation #: BP 6112
Subject: Public hearing on alternative schedule in secondary grades

When/Whom to Notify: Annually
Education or Other Legal Code: Education Code 49013; 5 CCR 4622
Board Policy/Administrative Regulation #: AR 1312.3; BP 0460; BP 3260
Subject: Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control accountability plan

When to Notify: Annually
Education or Other Legal Code: Education Code 49069.5, 51225.1
Board Policy/Administrative Regulation #: AR 6173, AR 6173.1, 6173.3, 6175
Subject: Transfer of coursework and credits for foster youth, students experiencing homelessness, former juvenile court school students, children of military family, migrant students, and students participating in a newcomer program.

When/Whom to Notify: Annually
Education or Other Legal Code: Education Code 49414
Board Policy/Administrative Regulation #: AR 5141.21
Subject: Request for volunteers to be trained to administer epinephrine auto-injectors

When/Whom to Notify: At least once per year
Education or Other Legal Code: Education Code 49414.3
Board Policy/Administrative Regulation #: AR 5141.21
Subject: Request for volunteers to be trained to administer opioid antagonist

When to Notify: When a parent/guardian requests for district designation of volunteers is received for training on emergency use of anti-seizure medication for a student diagnosed with seizures
Education or Other Legal Code: Education Code 49468.2
Board Policy/Administrative Regulation #: To be included in AR 5141.21
Subject: Request for volunteers to be trained in recognition and response to seizures, including administration of emergency anti-seizure medication, description of training, right to rescind offer to volunteer, prohibition against retaliation.

When/Whom to Notify: To all employees
Education or Other Legal Code: Government Code 1126
Board Policy/Administrative Regulation #: BP 4136/4236/4336

Subject: Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal

When/Whom to Notify: To all employees

Education or Other Legal Code: Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210

Board Policy/Administrative Regulation #: BP 4020, BP 4159/4259/4359

Subject: District's drug- and alcohol-free workplace; actions that will be taken if violated; available employee assistance programs

When/Whom to Notify: Upon employment

Education or Other Legal Code: Government Code 21029

Board Policy/Administrative Regulation #: None

Subject: Right to purchase PERS service credit for military service performed prior to public employment

When/Whom to Notify: Upon placement of automated external defibrillator (AED) in school, annually thereafter

Education or Other Legal Code: Health and Safety Code 1797.196

Board Policy/Administrative Regulation #: AR 5141

Subject: Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan

When/Whom to Notify: If the district receives Tobacco-Use Prevention Education funds

Education or Other Legal Code: Health and Safety Code 104420

Board Policy/Administrative Regulation #: AR 3513.3

Subject: District's tobacco-free schools policy and enforcement procedures

When/Whom to Notify: Annually, or more frequently if there is new information

Education or Other Legal Code: Health and Safety Code 120875, 120880

Board Policy/Administrative Regulation #: BP 4119.43/4219.43/4319.43

Subject: AIDS and hepatitis B, methods to prevent exposure

When/Whom to Notify: To new employees upon hire and other employees upon request, in districts with 25 or more employees

Education or Other Legal Code: Labor Code 230.1

Board Policy/Administrative Regulation #: AR 4161.2/4261.2/4361.2

Subject: Rights pursuant to Labor Code 230-230.1 pertaining to leaves and accommodations for victims of crime or abuse

When/Whom to Notify: With each paycheck

Education or Other Legal Code: Labor Code 246

Board Policy/Administrative Regulation #: AR 4161.1/4261.1/4361.1

Subject: Amount of sick leave available

When/Whom to Notify: Upon hire, in employee handbook, and upon request for parental leave

Education or Other Legal Code: Labor Code 1034

Board Policy/Administrative Regulation #: BP 4033

Subject: The district's policy on lactation accommodation

When/Whom to Notify: To covered employees and former employees

Education or Other Legal Code: Labor Code 2800.2

Board Policy/Administrative Regulation #: AR 4154/4254/4354

Subject: Availability of COBRA/Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage

When/Whom to Notify: To employees participating in a flexible spending account

Education or Other Legal Code: Labor Code 2810.7

Board Policy/Administrative Regulation #: None

Subject: Deadline to withdraw funds from account before the end of the plan year

When/Whom to Notify: To every new employee, either at the time employee is hired or by end of first pay period

Education or Other Legal Code: Labor Code 3551

Board Policy/Administrative Regulation #: AR 4157.1/4257.1/4357.1

Subject: Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting

personal physician/chiropractor

When/Whom to Notify: Within one day of receiving notice of potential exposure to COVID-19, and remain posted for not less than 15 calendar days, to employees who were on the premises during the infectious period, the exclusive representative, and the employer of subcontracted employees as applicable

Where: Prominently display in all places where notices to employees concerning workplace rules or regulations are customarily posted

Education or Other Legal Code: Labor Code 6409.6

Board Policy/Administrative Regulation #: AR 4157/4257/4357

Subject: Potential exposure to COVID-19; benefits to which employees may be entitled; available leave options; protection against discrimination and retaliation; district's disinfection and safety plan

When/Whom to Notify: Prior to beginning employment

Education or Other Legal Code: Penal Code 11165.7, 11166.5

Board Policy/Administrative Regulation #: AR 5141.4

Subject: Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law

When/Whom to Notify: Upon employment and when leaving work due to pregnancy or nonoccupational sickness or injury

Education or Other Legal Code: Unemployment Insurance Code 2613

Board Policy/Administrative Regulation #: AR 4154/4254/4354

Subject: Disability insurance rights and benefits

When/Whom to Notify: To principal, counselor who directly supervises or reports on student's behavior or progress, and teacher and other administrators who directly supervise or report on student's behavior or progress when the superintendent or designee believes the employee needs the information for the protection of self or others when working with the student, when Superintendent or designee receives written notification that minor student has committed a felony or misdemeanor involving specified offenses

Education or Other Legal Code: Welfare and Institutions Code 827

Board Policy/Administrative Regulation #: AR 4158/4258/4358

Subject: Limited exception to juvenile court record confidentiality to ensure rehabilitation of juvenile criminal offenders and protect students and staff

When/Whom to Notify: To all employees and job applicants

Education or Other Legal Code: 2 CCR 11023; 34 CFR 104.8, 106.9

Board Policy/Administrative Regulation #: BP 0410, AR 4030

Subject: District's policy on nondiscrimination and related complaint procedures

When/Whom to Notify: To all employees via employee handbook, or to each new employee

Education or Other Legal Code: 2 CCR 11091, 11095; 29 CFR 825.300

Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8

Subject: Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible

When/Whom to Notify: To all employees

Education or Other Legal Code: 8 CCR 3203

Board Policy/Administrative Regulation #: AR 4157/4257/4357

Subject: The right and procedure to access the injury and illness prevention program

When/Whom to Notify: To all employees

Education or Other Legal Code: 34 CFR 106.8

Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11

Subject: Nondiscrimination on the basis of sex; contact information for district's Title IX Coordinator; referral of inquiries to Title IX Coordinator and/or Office for Civil Rights

When/Whom to Notify: Annually

Education or Other Legal Code: 40 CFR 763.84, 763.93

Board Policy/Administrative Regulation #: AR 3514

Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

When/Whom to Notify: Prior to the beginning of school year or upon employment
Education or Other Legal Code: 20 USC 2354; 34 CFR 100 Appendix B, 104.8
Board Policy/Administrative Regulation #: AR 6178
Subject: All career and technical education opportunities are offered without regard to race, color, national origin, sex, or disability in accordance with 34 CFR 100

II. To Certificated Employees

When/Whom to Notify: To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire
Education or Other Legal Code: Education Code 22455.5
Board Policy/Administrative Regulation #: AR 4121
Subject: Criteria for membership in retirement system; right to elect membership at any time

When/Whom to Notify: Upon employment of a retired certificated individual
Education or Other Legal Code: Education Code 22461
Board Policy/Administrative Regulation #: AR 4117.14/4317.14
Subject: Postretirement earnings limitation or employment restriction; monthly report of compensation

When/Whom to Notify: To certificated employees
Education or Other Legal Code: Education Code 35171
Board Policy/Administrative Regulation #: AR 4115, BP 4315
Subject: District regulations related to performance evaluations

When/Whom to Notify: 30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated
Education or Other Legal Code: Education Code 44663
Board Policy/Administrative Regulation #: AR 4115
Subject: Copy of employee's evaluation

When/Whom to Notify: To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee
Education or Other Legal Code: Education Code 44664
Board Policy/Administrative Regulation #: AR 4115
Subject: Notice and description of the unsatisfactory performance

When/Whom to Notify: By May 30, if district elects to issue reemployment notices to certificated employees
Education or Other Legal Code: Education Code 44842
Board Policy/Administrative Regulation #: AR 4112.1
Subject: Request that the employee notify district of intent to remain in service next year

When/Whom to Notify: To probationary and temporary certificated employees upon employment and every July thereafter
Education or Other Legal Code: Education Code 44916
Board Policy/Administrative Regulation #: AR 4112.1, AR 4121
Subject: Employment status and salary

When/Whom to Notify: To probationary employee, by March 15
Education or Other Legal Code: Education Code 44929.21, 44929.23, 44948.5
Board Policy/Administrative Regulation #: BP 4116
Subject: Whether or not employee is reelected for next school year

When/Whom to Notify: When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year
Education or Other Legal Code: Education Code 44934, 44934.1, 44936
Board Policy/Administrative Regulation #: BP 4118; AR 4118
Subject: Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice

When/Whom to Notify: To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice

Education or Other Legal Code: Education Code 44938
Board Policy/Administrative Regulation #: BP 4118
Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year

Education or Other Legal Code: Education Code 44938
Board Policy/Administrative Regulation #: BP 4118
Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings

Education or Other Legal Code: Education Code 44940.5
Board Policy/Administrative Regulation #: AR 4118
Subject: Notice of intent to dismiss 30 days from notice unless employee demands hearing

When/Whom to Notify: To probationary employee 30 days prior to dismissal during school year, but not later than March 15 for a second- year probationary employee

Education or Other Legal Code: Education Code 44948.3
Board Policy/Administrative Regulation #: AR 4118
Subject: Reasons for dismissal and opportunity to appeal

When/Whom to Notify: By March 15 when necessary to reduce certificated personnel, with final notice by May 15

Education or Other Legal Code: Education Code 44949, 44955
Board Policy/Administrative Regulation #: BP 4117.3
Subject: Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination

When/Whom to Notify: Before the end of the school year to temporary employee who served 75 percent of school year but will be released

Education or Other Legal Code: Education Code 44954
Board Policy/Administrative Regulation #: BP 4121
Subject: District's decision not to reelect employee for following school year

When/Whom to Notify: During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to any permanent or probationary certificated employee, including an employee holding a position that requires administrative or supervisory credential, whose services are terminated

Education or Other Legal Code: Education Code 44955.5
Board Policy/Administrative Regulation #: BP 4117.3
Subject: Decrease in the number of permanent employees in accordance with a schedule of notice and hearing adopted by the Board

When/Whom to Notify: To teacher, when a student engages in or is reasonably suspected of specified acts

Education or Other Legal Code: Education Code 49079
Board Policy/Administrative Regulation #: AR 4158/4258/4358
Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To teacher of a student who is suspended or expelled, when Superintendent or designee receives transfer student's record regarding acts that resulted in suspension or expulsion

Education or Other Legal Code: Education Code 48201
Board Policy/Administrative Regulation #: AR 4158/4258/4358
Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To certificated employee upon change in employment status due to alleged misconduct

Education or Other Legal Code: 5 CCR 80303
Board Policy/Administrative Regulation #: AR 4117.7/4317.7
Subject: Contents of state regulation re: report to Commission on Teacher Credentialing

III. To Classified Employees

When/Whom to Notify: When classified employee is subject to disciplinary action for cause, in nonmerit district
Education or Other Legal Code: Education Code 45113
Board Policy/Administrative Regulation #: AR 4218
Subject: Notice of charges, right to hearing, timeline for requesting hearing

When/Whom to Notify: By March 15, when laid off due to lack of work or lack of funds, with final notice by May 15
Education or Other Legal Code: Education Code 45117
Board Policy/Administrative Regulation #: AR 4217.3
Subject: Notice of layoff, displacement and reemployment rights, right to hearing; final notice of Board decision regarding termination

When/Whom to Notify: During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to classified employees who are laid off due to lack of work or lack of funds
Education or Other Legal Code: Education Code 45117
Board Policy/Administrative Regulation #: AR 4217.3
Subject: District Statement of Reduction in Force to affected employees in accordance with a schedule of notice and hearing adopted by the Board

When/Whom to Notify: At least 60 days prior to the effective date of layoff, if the employee's position must be eliminated due to the expiration of a specially funded program
Education or Other Legal Code: Education Code 45117
Board Policy/Administrative Regulation #: AR 4217.3
Subject: Notice of layoff date, displacement and reemployment rights

When/Whom to Notify: Upon employment and upon each change in classification
Education or Other Legal Code: Education Code 45169
Board Policy/Administrative Regulation #: AR 4212
Subject: Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek

When/Whom to Notify: To permanent employee whose leave is exhausted
Education or Other Legal Code: Education Code 45192, 45195
Board Policy/Administrative Regulation #: AR 4261.1, AR 4261.11
Subject: Exhaustion of leave, opportunity to request additional leave

When/Whom to Notify: To school bus drivers and school activity bus drivers prior to expiration of specified documents
Education or Other Legal Code: 13 CCR 1234
Board Policy/Administrative Regulation #: AR 3542
Subject: Expiration date of driver's license, driver's certificate and medical certificate; need to renew

When/Whom to Notify: To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter
Education or Other Legal Code: 13 CCR 2480
Board Policy/Administrative Regulation #: AR 3542
Subject: Limitations on vehicle idling; consequences of not complying

When/Whom to Notify: To school bus drivers, prior to district drug testing program and thereafter upon employment
Education or Other Legal Code: 49 CFR 382.113, 382.601
Board Policy/Administrative Regulation #: AR 4112.42/4212.42/4312.42
Subject: Explanation of federal requirements for drug testing program and district's policy; prior to administration of each drug or alcohol test

When/Whom to Notify: To school bus drivers, prior to operating school bus
Education or Other Legal Code: 49 CFR 382.303
Board Policy/Administrative Regulation #: AR 4112.42/4212.42/4312.42
Subject: Post accident information, procedures, and instruction

IV. To Administrative/Supervisory Personnel

When/Whom to Notify: To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract

Education or Other Legal Code: Education Code 35031

Board Policy/Administrative Regulation #: BP 2121, BP 4312.1

Subject: Decision not to reelect or reemploy upon expiration of contract or term

When/Whom to Notify: Upon request by administrative or supervisory employee transferred to teaching position

Education or Other Legal Code: Education Code 44896

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Statement of the reasons for the reassignment

When/Whom to Notify: By March 15 to employee who may be released/reassigned the following school year

Education or Other Legal Code: Education Code 44951

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Notice that employee may be released or reassigned the following school year

V. To Individual Employees Under Special Circumstances

When/Whom to Notify: In the event of a breach of security of district records to affected employees

Education or Other Legal Code: Civil Code 1798.29

Board Policy/Administrative Regulation #: BP 3580

Subject: Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies

When/Whom to Notify: Prior to placing derogatory information in personnel file

Education or Other Legal Code: Education Code 44031

Board Policy/Administrative Regulation #: AR 4112.6/4212.6/4312.6

Subject: Notice of derogatory information, opportunity to review and comment

When/Whom to Notify: To employees who volunteer to administer epinephrine auto-injector

Education or Other Legal Code: Education Code 49414

Board Policy/Administrative Regulation #: AR 5141.21

Subject: Defense and indemnification from civil liability by the district

When/Whom to Notify: To district police officer, within 30 days of decision to impose discipline

Education or Other Legal Code: Government Code 3304

Board Policy/Administrative Regulation #: AR 3515.3

Subject: Decision to impose discipline, including the date that discipline will be imposed

When/Whom to Notify: To employee returning from military leave of absence, within 30 days of return

Education or Other Legal Code: Government Code 20997

Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5

Subject: Right to receive PERS service credit for military service; application form

When/Whom to Notify: 24 hours before Board meets in closed session to hear complaints or charges against employee

Education or Other Legal Code: Government Code 54957

Board Policy/Administrative Regulation #: BB 9321

Subject: Employee's right to have complaints/charges heard in open session

When/Whom to Notify: When taking disciplinary action against employee for disclosure of confidential information

Education or Other Legal Code: Government Code 54963

Board Policy/Administrative Regulation #: BP 4119.23/4219.23/4319.23

Subject: Law prohibiting disclosure of confidential information obtained in closed session

When/Whom to Notify: When document identifying employee who is victim of domestic violence is disclosed

Education or Other Legal Code: Labor Code 230

Board Policy/Administrative Regulation #: AR 4158/4258/4358

Subject: Accommodations and leave for victims of domestic violence

When/Whom to Notify: Within one working day of work-related injury or victimization of crime
Education or Other Legal Code: Labor Code 3553, 5401
Board Policy/Administrative Regulation #: AR 4157.1/4257.1/4357.1
Subject: Potential eligibility for workers' compensation benefits, claim form

When/Whom to Notify: When adverse employment action is based on DOJ criminal history information or subsequent arrest notification
Education or Other Legal Code: Penal Code 11105, 11105.2
Board Policy/Administrative Regulation #: AR 4112.5/4212.5/4312.5
Subject: Copy of DOJ notification

When/Whom to Notify: To any employee with exposure to blood or potentially infectious materials, upon initial employment and at least annually thereafter
Education or Other Legal Code: 8 CCR 3204
Board Policy/Administrative Regulation #: AR 4119.42/4219.42/4319.42
Subject: The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records

When/Whom to Notify: To any employee assigned to a work area in a laboratory setting where hazardous chemicals are present, within 15 working days after receiving a monitoring result related to an employee exposure determination
Education or Other Legal Code: 8 CCR 5191
Board Policy/Administrative Regulation #: AR 3514.1
Subject: Contents of 8 CCR 5191, including location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material

When/Whom to Notify: To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area
Education or Other Legal Code: 8 CCR 5194
Board Policy/Administrative Regulation #: AR 3514.1
Subject: Requirements of 8 CCR 5194, including any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights
When/Whom to Notify: To employee eligible for military leave
Education or Other Legal Code: 38 USC 4334
Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5
Subject: Notice of rights, benefits, and obligations under military leave

When/Whom to Notify: Within five days of employee's request for family care and medical leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave
Education or Other Legal Code: 29 CFR 825.300; 2 CCR 11049, 11091
Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8
Subject: Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice

When/Whom to Notify: Whenever notice of eligibility for FMLA is provided to employee
Education or Other Legal Code: 29 CFR 825.300
Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8
Subject: Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations

When/Whom to Notify: To all employees working with families experiencing homelessness
Education or Other Legal Code: Education Code 48851.3, 42 USC 11432
Board Policy/Administrative Regulation #: AR 6173
Subject: Duties of district liaison for homeless students and availability of training and services

Policy 4140: Bargaining Units

Status: ADOPTED

Original Adopted Date: 09/02/2008 | **Last Revised Date:** 11/14/2023 | **Last Reviewed Date:** 11/14/2023

The Governing Board recognizes the right of district employees to form a bargaining unit and to select an employee organization as the exclusive representative to represent the employees in the employees' employment relationship with the district. The Board is committed to negotiating in good faith with recognized employee organizations and respecting the rights of employees and employee organizations.

The district shall not dominate or interfere with the formation or administration of any employee organization or contribute financial or other support to it. (Government Code 3543.5)

Employees shall not be prohibited from wearing union buttons or other items that favor or oppose the formation of a bargaining unit or any matter that is the subject of negotiations.

Formation of Bargaining Units

Certificated and classified employees shall not be included in the same bargaining unit. (Government Code 3545)

A bargaining unit of supervisory employees may be recognized if the bargaining unit includes all supervisory employees and is not represented by an employee organization that represents district employees who are supervised by the supervisory employees. (Government Code 3545)

For this purpose, supervisory employee means any employee, regardless of job description, having authority, in the interest of the district, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or the responsibility to assign work to, direct, or adjust grievance of other employees, or effectively recommend that action, when the exercise of that authority is not of a merely routine or clerical nature, but requires the use of independent judgment. (Government Code 3540.1)

Employees serving in management, senior management, or confidential positions shall not be represented by an exclusive representative. In the employment relationship with the district, such employees may represent themselves or be represented by an employee organization whose membership is composed entirely of employees designated as holding those positions. An employee organization representing management or confidential employees shall not be permitted to meet and negotiate with the district on behalf of the employees. (Government Code 3543.4)

Management employee means an employee in a position having significant responsibilities for formulating district policies or administering district programs. Management positions shall be designated by the Board which may be subject to review by the Public Employment Relations Board. (Government Code 3540.1)

Confidential employee means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions. (Government Code 3540.1)

Membership

The district shall not deter or discourage employees or job applicants from becoming or remaining members of an employee organization, authorizing representation by an employee organization, or authorizing dues or fee deductions to an employee organization. In addition, the district shall not impose or threaten to impose reprisals on employees, discriminate or threaten to discriminate against employees, or otherwise interfere with, restrain, or coerce employees because of their membership or nonmembership in an employee organization. (Government Code 3543.5, 3550, 3551.5)

The Superintendent or designee may communicate with district employees regarding their rights to join and/or support an officially recognized employee organization or to refrain from joining or supporting an officially

recognized employee organization. Such communications shall be factual and accurate, and may not promise a benefit, threaten a reprisal, or in any way deter or discourage employees from joining an employee organization or paying dues.

However, before disseminating to multiple employees any mass communication concerning employees' rights under the law, such as a written document or script for oral or recorded presentation or message, the Superintendent or designee shall meet and confer with the employees' exclusive representative regarding the content of the communication. If the district and exclusive representative do not come to agreement on the content of the mass communication, the Superintendent or designee may disseminate the district's mass communication, provided that at the same time, copies of the exclusive representative's communication, which shall be of reasonable length, are also distributed. (Government Code 3553)

Access to New Employee Orientations

The district shall permit employee organizations access to new employee orientation or onboarding process where newly hired employees are advised, whether in person, online, or through other means or mediums, of their employment status, rights, benefits, duties, responsibilities, or any other employment-related matters. The district shall provide employee organizations at least 10 days' notice in advance of an orientation, except that a shorter notice may be provided if an unforeseeable, urgent need critical to the district's operation prevents the required 10 days' notice. (Government Code 3555.5, 3556)

Following a request to negotiate by either party, the structure, time, and manner of access to new employee orientations shall be determined by mutual agreement of the district and the exclusive representative. If the district and exclusive representative fail to reach an agreement, matters related to access to the new employee orientation shall be subject to compulsory interest arbitration. The district and employee organization may mutually agree to submit any dispute to compulsory interest arbitration at any time. In addition, if any dispute arises during negotiations and is not resolved within 45 days after the first meeting or within 60 days after the initial request to negotiate, whichever is earlier, either party may make a demand for compulsory interest arbitration. The arbitrator selection process shall commence within 14 days of a party's demand for compulsory interest arbitration. When any such dispute arises during the summer when the district's administrative office is closed, the timeline shall commence on the first day the administrative office reopens. The decision of the arbitrator shall be issued within 10 days and shall be final and binding on the parties. (Government Code 3556, 3557)

The date, time, and place of a new employee orientation shall not be disclosed to anyone other than employees, the exclusive representative, or a vendor that is contracted to provide a service for purposes of the orientation. (Government Code 3556)

Until June 30, 2025, in addition to above provisions regarding new employee orientations, the district shall ensure the following: (Government Code 3556)

1. When an inperson new employee orientation has not been conducted within 30 days of hiring any new employee who is working in person, the Superintendent or designee shall permit the exclusive representative to schedule an inperson meeting which newly hired employees shall have an opportunity to attend, at the employee's worksite and during employment hours. Each newly hired employee within the bargaining unit shall be provided at least 30 minutes of paid time to attend the meeting, during which the exclusive representative shall be permitted to communicate directly with the newly hired employees.

Within seven days of an exclusive representative's request to schedule such an inperson meeting, the Superintendent or designee shall provide an appropriate on-site meeting space.

2. When, by reason of a state or local public health order limiting the size of gatherings, the district is prohibited from organizing a new employee orientation, an exclusive representative may schedule multiple meetings to ensure that newly hired employees have an opportunity to attend without exceeding the maximum allowable number of people. If such an order prohibits all gatherings, the exclusive representative may schedule a meeting(s) once the order is lifted or modified to permit gatherings.

Alternative access to these meetings shall be determined through mutual agreement between the district and the exclusive representative.

Access to Employee Contact Information

The Superintendent or designee shall provide an exclusive representative with the name, job title, department, work location, telephone numbers (work, home, and personal cell phone), personal email address(es) on file with the district, and home address of any newly hired employee within 30 days of hire or by the first pay period of the month following hire, unless the exclusive representative has agreed to a different interval for the provision of the information. In addition, the Superintendent or designee shall provide the exclusive representative the same information in regard to all employees in the bargaining unit at least every 120 days, unless more frequent or detailed lists are required by agreement with the exclusive representative. (Government Code 3558, 7928.300)

However, the Superintendent or designee shall not disclose: (Government Code 3558, 6207, 6215, 6215.2, 7928.300)

1. The home address and any phone numbers on file for employees performing law enforcement-related functions
2. The home address, home telephone or personal cell phone number(s), or personal email address(es) of any employee who is a participant in the Safe at Home address confidentiality program pursuant to Government Code 6207
3. The employee's home address, home telephone and personal cell phone numbers, and personal email address of an employee not performing law enforcement related functions if the employee has submitted a written request to keep such information private. In such instances, the Superintendent or designee shall also remove the employee's home address, and home telephone and personal cell phone numbers from any mailing list maintained by the district unless the list is only used by the district to contact the employee.

Within 20 calendar days after an exclusive representative notifies the Superintendent or designee that a list of employees provided by the district is inaccurate or incomplete, the Superintendent or designee shall take steps to correct the list and provide a new list of employees to the exclusive representative. (Government Code 3558)

To provide accurate information, the Superintendent or designee shall review the list of contact information for district employees at the beginning of each school year, or more often as appropriate.

Communications with Employees

Employee organizations may have access at reasonable times to areas in which employees work and may use district facilities at reasonable times for the purpose of meetings. Subject to reasonable regulation, employee organizations may also use institutional bulletin boards, mailboxes, and other means of communication to communicate with employees. (Government Code 3543.1)

Access to district means of communication shall be limited in cases where such access would be disruptive to district operations.

Membership Dues or Other Payments to an Employee Organization

When drawing an order for the salary or wage payment of a bargaining unit employee of an employee organization, the district shall deduct any amount which has been requested by the employee in a revocable written authorization for the purpose of paying dues or other payments for any service, program, or committee provided or sponsored by the employee organization. (Education Code 45060, 45168)

An employee organization that certifies that it has and will maintain individual employee authorizations shall handle and process employee written authorizations for payroll deductions. When an employee organization provides such a certification to the district, the district shall rely on information from the employee organization regarding the amounts of such payroll deductions and from which employees. The employee organization shall not be required to submit to the district a copy of the written authorization in order for the payroll deductions to be effective. However, when there is a dispute about the existence or terms of the written authorization, a copy of the employee's written authorization shall be submitted to the district. The employee organization shall indemnify the district for any employee claims regarding payroll deductions made by the district in reliance on notification from the employee organization. (Education Code 45060, 45168)

When an employee organization which has declined to certify that it will handle and process employee written authorizations makes a request for payroll deductions, the district shall request a copy of the employee's written authorization before making the payroll deductions. (Education Code 45060, 45168)

A written authorization shall remain in effect until expressly revoked in writing by the employee and pursuant to the terms of the written authorization. Employee requests to cancel or change authorizations for payroll deductions for employee organizations shall be directed to the employee organization rather than the district. The employee organization shall be responsible for processing these requests. The district shall rely on the information provided by the employee organization regarding whether deductions for an employee organization were properly canceled or changed. The employee organization shall be required to indemnify the district for any claims made by an employee for deductions made by the district in reliance on information from the employee organization. (Education Code 45060, 45168)

Regulation 4161.1: Personal Illness/Injury Leave

Status: ADOPTED

Original Adopted Date: 05/08/2018 | **Last Revised Date:** 11/14/2023 | **Last Reviewed Date:** 11/14/2023

Certificated employees employed five school days per week are entitled to 10 days' leave of absence with full pay for personal illness or injury (sick leave) per school year of service. Employees who work less than five school days per week (part-time employees) shall be granted sick leave in proportion to the time they work. However, any part-time employees who are entitled to less than three days of paid sick leave per year due to the amount of time worked shall be granted sick leave pursuant to Labor Code 246, if they are eligible. (Education Code 44978; Labor Code 245-249)

Use of Sick Leave

Certificated employees may use sick leave for absences due to:

1. Accident or illness, whether or not the absence arises out of and in the course of employment; quarantine which results from contact in the course of employment with other persons having a contagious disease; or temporary inability to perform assigned duties because of illness, accident, or quarantine (Education Code 44964)
2. Pregnancy, miscarriage, childbirth, and related recovery (Education Code 44965, 44978)
3. Personal necessity (Education Code 44981)
4. Medical and dental appointments, in increments of not less than one hour
5. Industrial accidents or illnesses when leave granted specifically for that purpose has been exhausted (Education Code 44984)
6. Need of the employee to bond with a child within one year of the child's birth, adoption, or foster care placement (parental leave) (Education Code 44977.5; Government Code 12945.2; 29 USC 2612; 29 CFR 825.112)
7. Need of the employee or employee's family member, including a designated person, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care (Government Code 12945.2; Labor Code 233, 246.5)
8. Need of the employee to seek or obtain any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee or the employee's child, when the employee has been a victim of domestic violence, sexual assault, or stalking (Labor Code 233, 246.5)

For the purposes specified in Items #7-8, an employee may use, in any calendar year, the amount of sick leave that would be accrued during six months at the employee's then current rate of entitlement. (Labor Code 233)

An employee may take sick leave at any time during the school year, even if credit for sick leave has not yet been accrued. (Education Code 44978)

An employee shall reimburse the district for any unearned sick leave used as of the date of termination.

Unused days of sick leave shall be accumulated from year to year without limitation. (Education Code 44978)

At the beginning of each school year, employees shall be notified of the amount of sick leave they have accumulated.

The district shall not require new employees to waive leave accumulated in a previous district. (Education Code 44979, 44980)

The Superintendent or designee shall notify any certificated employee who leaves the district after at least one school year of employment that if the employee accepts a certificated position in another district, county office of education, or community college district within one year, the employee may request that the district transfer any accumulated sick leave to the new employer. (Education Code 44979, 44980)

Additional Leave for Disabled Military Veterans

In addition to any other entitlement for sick leave with pay, a certificated employee who is a former active duty member of the U.S. Armed Forces or a former or current member of the California National Guard or a federal reserve component shall be entitled to sick leave with pay of up to 10 days for the purpose of undergoing medical treatment, including mental health treatment, for a military service-connected disability rated at 30 percent or more by the U.S. Department of Veterans Affairs. An eligible employee who works less than five days per week shall be entitled to such leave in proportion to the time worked. (Education Code 44978.2)

The amount of leave shall be credited to the employee either on the date the employee receives confirmation of the submission of the disability application to the U.S. Department of Veterans Affairs or on the first day the employee begins or returns to employment after active duty, whichever is later. When the employee receives the disability rating decision, the employee shall report that information to the Superintendent or designee. If the disability rating decision makes the employee eligible for the leave, the time used before the decision shall be counted toward the 10-day maximum leave. If the disability rating decision makes the employee ineligible for the leave, the district may change the sick leave time used before the disability rating decision to an alternative leave balance. (Education Code 44978.2)

The Superintendent or designee may require verification, in accordance with the section "Verification Requirements" below, that the employee used the leave to obtain treatment of a military service-connected disability.

Leave for military-service connected disability shall be available for 12 months following the first date that the leave was credited. Leave not used during the 12-month period shall not be carried over and shall be forfeited. (Education Code 44978.2)

Notification of Absence

An employee shall notify the Superintendent or designee of the need to be absent as soon as such need is known, so that substitute services may be secured. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall so notify the district. If the duration of absence becomes shorter than estimated, the employee shall notify the district not later than three o'clock in the afternoon of the day preceding the day on which the employee intends to return to work. If the employee fails to notify the district and the failure results in a substitute being secured, the cost of the substitute shall be deducted from the employee's pay.

Continued Absence After Available Sick Leave Is Exhausted/Differential Pay

During each school year, when a certificated employee has exhausted all available sick leave, including all accumulated sick leave, and, due to illness or accident, continues to be absent for an additional period of up to five school months, the district shall deduct from the employee's regular salary for that period the actual cost of a substitute to fill the position. If the district has made every reasonable effort to secure the services of a substitute and has been unable to do so, the amount that would have been paid to a substitute shall be deducted from the employee's salary. (Education Code 44977)

An employee shall not be provided more than one five-month period per illness or accident. However, if the school year ends before the five-month period is exhausted, the employee may take the balance of the five-month period in a subsequent school year. (Education Code 44977)

Absence Beyond Five-Month Period/Reemployment List

If a certificated employee is not medically able to return to work after the five-month period provided pursuant to Education Code 44977, the employee shall be placed either in another position or on a reemployment list. Placement on the reemployment list shall be for 24 months for probationary employees or 39 months for permanent employees and shall begin at the expiration of the five-month period. If during this time the employee becomes medically able, the employee shall be returned to employment in a position for which the employee is credentialed and qualified. (Education Code 44978.1)

Parental Leave

During each school year, a certificated employee may use all available sick leave, including accumulated sick leave, for the purpose of parental leave for a period of up to 12 work weeks. The 12-week period shall be reduced by any period of sick leave, including accumulated sick leave, taken during a period of such parental leave. (Education Code 44977.5)

Eligibility for such leave shall not require 1,250 hours of service with the district during the previous 12 months. (Education Code 44977.5)

An employee who has exhausted all available sick leave, including accumulated sick leave, and continues to be absent on account of parental leave shall receive differential pay of at least 50 percent of the employee's regular salary for the remainder of the 12 work weeks. (Education Code 44977.5)

Parental leave taken pursuant to Education Code 44977.5 shall run concurrently with the parental leave taken pursuant to Government Code 12945.2 or 12945.6, and the aggregate amount of parental leave shall not exceed 12 work weeks in a 12-month period. (Education Code 44977.5; Government Code 12945.2, 12945.6)

Verification Requirements

After any absence due to illness or injury, the employee shall verify the absence by submitting a completed and signed district absence form to the employee's immediate supervisor.

The Superintendent or designee may require verification whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever available evidence clearly indicates that an absence is not related to illness or injury.

In addition, the Superintendent or designee may require an employee to visit a physician selected by the district, at district expense, in order to receive a report on the employee's need for further leave of absence and a prognosis as to when the employee will be able to return to work. If the report concludes that the employee's condition does not warrant continued absence, the Superintendent or designee may, after giving notice to the employee, deny further leave.

Any district request for additional verification by an employee's physician or a district-selected physician shall be in writing and shall specify that the report to be submitted to the district should not contain the employee's genetic information. Any genetic information received by the district on behalf of an employee shall be treated as a confidential medical record, maintained in a file separate from the employee's personnel file, and not be disclosed except in accordance with 29 CFR 1635.9.

Before returning to work, an employee who has been absent for surgery, hospitalization, or extended medical treatment may be asked to submit a letter from a physician stating that the employee is able to return to duty and stipulating any necessary restrictions or limitations.

Healthy Workplaces, Healthy Families Act Requirements

No employee shall be denied the right to use accrued sick days, and the district shall not in any manner discriminate

or retaliate against an employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging district violation of Labor Code 245-249.

To ensure the district's compliance with Labor Code 245-249, the Superintendent or designee shall:

1. At a conspicuous location in each workplace, display a poster on paid sick leave that includes the following information:
 - a. That an employee is entitled to accrue, request, and use paid sick days
 - b. The number of sick days provided by Labor Code 245-249
 - c. The terms of use of paid sick days
 - d. That discrimination or retaliation against an employee for requesting and/or using sick leave is prohibited by law and that an employee has the right to file a complaint with the Labor Commissioner if the district discriminates or retaliates against the employee
 2. Provide at least 24 hours or three days of paid sick leave to each eligible employee to use per year and allow eligible employees to use accrued sick leave upon reasonable request
 3. Provide eligible employees written notice, on their pay stub or other document issued with their pay check, of the amount of paid sick leave they have available
 4. Keep a record documenting the hours worked and paid sick days accrued and used by each eligible employee for three years
-

Regulation 4161.2: Personal Leaves

Status: ADOPTED

Original Adopted Date: 03/10/2015 | **Last Revised Date:** 11/14/2023 | **Last Reviewed Date:** 11/14/2023

Personal leaves granted to district employees shall be used as permitted in this administrative regulation, other Board-approved policy or district regulation, or applicable collective bargaining agreement.

For the purpose of any personal leave offered pursuant to state law, a registered domestic partner shall have the same rights, protections, and benefits as a spouse and any protections provided to a spouse's child shall also apply to a child of a registered domestic partner. (Family Code 297.5)

Whenever possible, employees shall request personal leaves in advance and prepare suitable instructions, including lesson plans as applicable, for a substitute employee.

Bereavement

Employees are entitled to a leave of up to five days upon the death of any member of the employee's immediate family, as defined in Education Code 44985 and 45194. (Government Code 12945.7)

No deduction shall be made from the employee's salary, nor shall such leave be deducted from any other leave to which the employee is entitled. (Education Code 44985, 45194; Government Code 12945.7)

Immediate Family means a parent, parent-in-law, grandparent, or grandchild of the employee or of the spouse of the employee, and the spouse, domestic partner, child, child-in-law, or sibling of the employee, or any relative living in the immediate household of the employee. (Education Code 44985, 45194)

At the employee's request, bereavement leave may be extended under personal necessity leave provisions as provided in the section "Personal Necessity" below. (Education Code 44981, 45207)

Personal Necessity

Employees may use a maximum of seven days of accrued personal illness/injury leave (sick leave) during each school year for reasons of personal necessity. (Education Code 44981, 45207)

Acceptable reasons for the use of personal necessity leave include:

1. Death of a member of the employee's immediate family when the number of days of absence exceeds the limits set by bereavement leave provisions (Education Code 44981, 45207; Government Code 12945.7)
2. An accident involving the employee or the employee's property, or the person or property of a member of the employee's immediate family (Education Code 44981, 45207)
3. Illness, preventive care, or other need of a member of the employee's family, as defined in Labor Code 245.5 (Education Code 44981; Government Code 12945.2; Labor Code 246.5)
4. A classified employee's appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or other order (Education Code 45207)
5. Fire, flood, or other immediate danger to the home of the employee
6. Personal business of a serious nature which the employee cannot disregard

Leave for personal necessity may be allowed for other reasons at the discretion of the Superintendent or designee. However, personal necessity leave shall not be granted for purposes of personal convenience, for the extension of a holiday or vacation, or for matters which can be taken care of outside of working hours. The Superintendent or designee shall have final discretion as to whether a request reflects personal necessity.

Advance permission shall not be required of an employee in any case involving the death of a member of the employee's immediate family, an accident involving the employee's person or property or the person or property of a member of the employee's immediate family, or the illness, preventive care, or other need of a member of the employee's family. (Education Code 44981, 45207)

For any leave that is planned, or for which the need is foreseeable, an employee shall notify the Superintendent or designee in advance. In all other circumstances, the employee shall notify the Superintendent or designee of the need for the leave as soon as practicable.

After any absence due to personal necessity, the employee shall verify the absence by submitting a completed and signed district absence form to the employee's immediate supervisor.

Leave to Perform Legal Duties

An employee may take time off work in order to: (Labor Code 230)

1. Serve on an inquest jury or trial jury
2. Comply with a subpoena or other court order to appear as a witness

Notices, summons, and subpoenas for court appearances shall be submitted to the district office when requesting leave.

A classified employee called for jury duty shall be granted leave with pay up to the amount of the difference between the employee's regular earnings and any amount received for jury fees. (Education Code 44037)

A certificated employee who is called for jury duty also shall be granted leave with pay up to the difference between the employee's regular earnings and any jury fees received. (Education Code 44036)

An employee shall be granted leave with pay to appear in court as a witness other than a litigant or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the employee. Such an employee shall receive the difference between the employee's regular earnings and any witness fees received. (Education Code 44036)

Leaves for Crime Victims for Judicial Proceedings

An employee who is a victim of a crime or an immediate family member, registered domestic partner, or child of a registered domestic partner of such victim may be absent from work in order to attend related judicial proceedings, if the crime is any of the following: (Labor Code 230.2)

1. A violent felony as defined in Penal Code 667.5(c)
2. A serious felony as defined in Penal Code 1192.7(c)
3. A felony provision of law proscribing theft or embezzlement

For these purposes, the employee may use vacation, personal leave, personal illness/injury leave, unpaid leave, or compensatory time off that is otherwise available to the employee. (Labor Code 230.2)

Prior to taking time off, an employee shall give the Superintendent or designee a copy of the notice of each scheduled proceeding that is provided by the responsible agency, unless advance notice is not feasible. When advance notice is not feasible or an unscheduled absence occurs, the employee shall, within a reasonable time after the absence, provide documentation evidencing the judicial proceeding from the court or government agency setting the hearing, the district attorney or prosecuting attorney's office, or the victim/witness office that is advocating on

behalf of the victim. (Labor Code 230.2)

The district shall keep confidential any records pertaining to the employee's absence from work by reason of this leave. (Labor Code 230.2)

Leaves for Victims of Crime or Abuse

An employee who is a victim of domestic violence, sexual assault, stalking, or a crime that caused physical injury or mental injury with a threat of physical injury or an employee whose immediate family member, as defined, is deceased as the direct result of a crime may use vacation, sick leave, personal leave, or compensatory time off that is otherwise available to the employee to attend to the following activities: (Labor Code 230, 230.1, 246.5)

1. Obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of the employee or the employee's child
2. Seek medical attention for injuries caused by crime or abuse
3. Obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse
4. Obtain psychological counseling or mental health services related to an experience of crime or abuse
5. Participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation

Prior to taking time off, an employee shall give reasonable notice to the Superintendent or designee, unless advance notice is not feasible. When an unscheduled absence occurs, the employee shall provide, within a reasonable period of time, certification of the absence in the form of any of the following: (Labor Code 230, 230.1)

1. A police report indicating that the employee was a victim
2. A court order protecting or separating the employee from the perpetrator of the crime or abuse, or other evidence from the court or prosecuting attorney that the employee has appeared in court
3. Documentation from a domestic violence or sexual assault counselor as defined in Evidence Code 1037.1 or 1035.2, licensed medical professional or health care provider, victim advocate, or counselor that the employee was undergoing treatment or receiving services for physical or mental injuries or abuse resulting in victimization from the crime or abuse
4. Any other form of documentation that reasonably verifies that the crime or abuse occurred, including, but not limited to, a written statement signed by the employee or by an individual acting on the employee's behalf certifying that the absence is for a purpose authorized under Labor Code 230 or 230.1

The district shall maintain the confidentiality of such an employee to the extent authorized by law. (Labor Code 230, 230.1)

The Superintendent or designee shall inform employees of the rights provided employees pursuant to Labor Code 230 and 230.1 using a form developed by the Labor Commissioner or a substantially similar form developed by the district. Such information shall be provided to new employees upon hire and to other employees upon request. (Labor Code 230.1)

Personal Leave for Child-Related Activities

Any employee who is a parent/guardian of one or more children of an age to attend any of grades K-12 or a program offered by a licensed child care provider may use up to 40 hours of personal leave, vacation, or compensatory time off each school year in order to: (Labor Code 230.8)

1. Find, enroll, or reenroll a child in a school or with a licensed child care provider or to participate in activities of the school or child care provider, provided the employee gives reasonable advance notice of the absence. Time off for this purpose shall not exceed eight hours in any calendar month.
2. Address a school or child care emergency, provided the employee gives notice. An emergency exists when the child cannot remain in school or with a child care provider due to one of the following circumstances:
 - a. A request by the school or child care provider that the child be picked up
 - b. An attendance policy, excluding planned holidays, that prohibits the child from attending or requires that the child be picked up from the school or child care provider
 - c. Behavioral or discipline problems
 - d. Closure or unexpected unavailability of the school or child care provider, excluding planned holidays
 - e. A natural disaster, including, but not limited to, fire, earthquake, or flood

For purposes of this leave, parent/guardian includes a parent, guardian, stepparent, foster parent, grandparent, or person who stands in loco parentis to a child. (Labor Code 230.8)

In lieu of using vacation, personal leave, or compensatory time off, eligible employees may take unpaid leave for this purpose.

If two or more parents/guardians of a child are employed at the same work site, this leave shall be allowed for the parent/guardian who first gives notice to the district. Simultaneous absence by another parent/guardian of the child may be granted by the Superintendent or designee. (Labor Code 230.8)

Upon request by the Superintendent or designee, the employee shall provide documentation from the school or licensed child care provider that the employee engaged in permitted child-related activities on a specific date and at a particular time. (Labor Code 230.8)

Service on Education Boards and Committees

Upon request, a certificated employee shall be granted up to 20 school days of paid leave per school year for service performed within the state on any education board, commission, committee, or group authorized by Education Code 44987.3 provided that all of the following conditions are met: (Education Code 44987.3)

1. The service is performed within the state
2. The board, commission, organization, or group informs the district in writing of the service
3. The board, commission, organization, or group agrees, prior to the service, to reimburse the district, upon the district's request, for compensation paid to the employee's substitute and for actual related administrative costs

Employee Organization Activities

Upon request, any certificated or classified employee shall be granted a leave of absence without loss of compensation, to serve as an elected officer of a district employee organization or any statewide or national employee organization with which the employee organization is affiliated. Such leave shall be in addition to any other leave to which the employee may be entitled by other laws or a memorandum of understanding or collective bargaining agreement. (Education Code 44987, 45210)

The leave shall include, but is not limited to, absence for purposes of attending periodic, stated, special, or regular meetings of the body of the organization on which the employee serves as an officer. (Education Code 44987, 45210)

Upon request of an employee organization in the district or its state or national affiliate, a reasonable number of

unelected classified employees shall be granted a leave of absence without loss of compensation for the purpose of attending important organizational activities authorized by the employee organization. The employee organization shall provide reasonable notification to the Superintendent or designee when requesting a leave of absence for employees for this purpose. (Education Code 45210)

When leave is granted for any of the above purposes, the employee organization shall reimburse the district within 10 days after receiving the district's certification of payment of compensation to the employee. (Education Code 44987, 45210)

Religious Leave

The Superintendent or designee may grant an employee up to three days of leave per year for religious purposes, provided that the leave is requested in advance and that it does not cause additional district expenditures, the neglect of assigned duties, or any other unreasonable hardship on the district.

The Superintendent or designee shall deduct the cost of hiring a substitute, when required, from the wages of the employee who takes religious leave.

No employee shall be discriminated against for using this leave or any additional days of unpaid leave granted for religious observances at the discretion of the Superintendent or designee.

Spouse on Leave from Military Deployment

An employee who works an average of 20 hours or more per week and whose spouse is a member of the United States Armed Forces, National Guard, or reserves may take up to 10 days of unpaid leave during a period that the employee's spouse is on leave from deployment during a military conflict, as defined in Military and Veterans Code 395.10. (Military and Veterans Code 395.10)

Within two business days of receiving official notice that the employee's spouse will be on leave from deployment, the employee shall provide the Superintendent or designee with notice of the intention to take the leave. The employee shall submit written documentation certifying that the employee's spouse will be on leave from deployment during the time that the leave is requested. (Military and Veterans Code 395.10)

Leave for Emergency Duty

An employee may take time off to perform emergency duty as a volunteer firefighter, a reserve peace officer, or emergency rescue personnel. (Labor Code 230.3)

Any employee who performs duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel shall be permitted to take temporary leaves of absence, not to exceed an aggregate total of 14 days per calendar year, for the purpose of engaging in fire, law enforcement, or emergency rescue training. (Labor Code 230.4)

Civil Air Patrol Leave

An employee may take up to 10 days of unpaid leave per calendar year, beyond any leave otherwise available to the employee, to respond to an emergency operational mission of the California Civil Air Patrol, provided that the employee has been employed by the district for at least a 90-day period immediately preceding the leave. Such leaves shall not exceed three days for a single mission, unless an extension is granted by the governmental entity authorizing the mission and is approved by the Superintendent or designee. (Labor Code 1501, 1503)

The employee shall give the district as much advance notice as possible of the intended dates of the leave. The Superintendent or designee may require certification from the proper Civil Air Patrol authority to verify the eligibility of the employee for the leave and may deny the leave if the employee fails to provide the required certification. (Labor Code 1503)

Regulation 4161.8: Family Care And Medical Leave

Status: ADOPTED

Original Adopted Date: 05/08/2018 | Last Revised Date: 11/14/2023 | Last Reviewed Date: 11/14/2023

The district shall not deny any eligible employee the right to family care or medical leave pursuant to the Family and Medical Leave Act (FMLA) or the California Family Rights Act (CFRA), or to Pregnancy Disability Leave (PDL), when an employee is disabled by a pregnancy, childbirth, or related medical condition. The district shall not interfere with, restrain, or deny the exercise of an employee's right to any such leave, nor shall the district discharge, discriminate against, or retaliate against an employee for taking such leave, opposing or challenging an unlawful employment practice in relation to any of these laws, or being involved in any related inquiry or proceeding. (Government Code 12945, 12945.2; 2 CCR 11094; 29 USC 2615)

Definitions

The words and phrases defined below shall have the same meaning throughout this administrative regulation except where a different meaning is otherwise specified.

Child means a biological, adopted, or foster child; a stepchild; a legal ward; or a person to whom the employee stands in loco parentis. For purposes of CFRA leave, child also includes a child of a registered domestic partner. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611)

Designated person, for CFRA purposes, means any individual related by blood, or whose association with the employee is the equivalent of a family relationship. (Government Code 12945.2)

Eligible employee, for FMLA and CFRA purposes, means an employee who has been employed with the district for at least 12 months and who has at least 1,250 hours of service with the district during the 12 months immediately preceding the leave. However, these requirements shall not apply when an employee applies for PDL. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611; 29 CFR 825.110)

Eligible family member means an employee's child, parent, or spouse. For purposes of leave to care for a family member with a serious health condition pursuant to CFRA, eligible family member includes an employee's child, parent, parent-in-law, spouse, registered domestic partner, grandparent, grandchild, sibling, or designated person. (Government Code 12945.2; 2 CCR 11087; 29 USC 2612)

Employee disabled by pregnancy means an employee whose health care provider states that the employee is: (2 CCR 11035)

1. Unable because of pregnancy to perform any one or more of the essential functions of the job or to perform any of them without undue risk to the employee or other persons or to the pregnancy's successful completion
2. Suffering from severe "morning sickness" or needs to take time off for prenatal or postnatal care, bed rest, gestational diabetes, pregnancy-induced hypertension, preeclampsia, postpartum depression, childbirth, loss or end of pregnancy, recovery from childbirth or loss or end of pregnancy, or any other pregnancy-related condition

Parent means a biological, foster, or adoptive parent; a parent-in-law; a stepparent; a legal guardian; or another person who stood in loco parentis to the employee when the employee was a child. However, for FMLA purposes, parent does not include a spouse's parents. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611; 29 CFR 825.122)

Serious health condition means an illness, injury (including, but not limited to, on-the-job injuries), impairment, or physical or mental condition of the employee or an eligible family member of the employee that involves either inpatient care or continuing treatment, including treatment for substance abuse, as follows: (Government Code 12945.2; 2 CCR 11087, 11097; 29 USC 2611, 2612; 29 CFR 825.113-825.115)

1. Inpatient care in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity.

A person is considered an inpatient when formally admitted to a health care facility with the expectation of

remaining overnight and occupying a bed, even if it later develops that the person can be discharged or transferred to another facility and does not actually remain overnight.

Incapacity means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.

2. Continuing treatment or continuing supervision by a health care provider, including one or more of the following:
 - a. A period of incapacity of more than three consecutive full days
 - b. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition
 - c. Any period of incapacity due to pregnancy or for prenatal care under FMLA
 - d. Any period of incapacity which is permanent or long term due to a condition for which treatment may not be effective
 - e. Any period of absence to receive multiple treatments, including recovery, by a health care provider

Spouse means a partner in marriage as defined in Family Code 300, including same sex partners in marriage. For purposes of CFRA leave, spouse also includes a registered domestic partner within the meaning of Family Code 297-297.5. (Family Code 297, 297.5, 300; 2 CCR 11087; 29 CFR 825.122)

Eligibility/Purposes of Leave

The district shall grant FMLA or CFRA leave to eligible employees for any of the following reasons: (Government Code 12945.2; 29 USC 2612; 29 CFR 825.112, 825.126, 825.127)

1. The birth of a child of the employee or placement of a child with the employee in connection with the employee's adoption or foster care of the child (parental leave)
2. The care of an eligible family member with a serious health condition
3. The employee's own serious health condition that makes the employee unable to perform the job functions of the position
4. A qualifying exigency arising out of the fact that the employee's spouse, child, parent, or, for CFRA leave only, a registered domestic partner, is a military member on covered active duty or call to covered active duty (or has been notified of an impending call or order to covered active duty)
5. The care of a covered servicemember with a serious injury or illness when the employee is a spouse, child, parent, or next of kin of the covered servicemember

In addition, the district shall grant PDL to any employee who is disabled by pregnancy, childbirth, or other related medical condition. (Government Code 12945; 2 CCR 11037)

Terms of Leave

An eligible employee shall be entitled to a total of 12 work weeks of FMLA or CFRA leave during any 12-month period, except in the case of leave to care for a covered servicemember as provided under "Military Caregiver Leave" below. To the extent allowed by law, CFRA and FMLA leaves shall run concurrently. (Government Code 12945.2; 29 USC 2612)

The 12-month period shall be measured forward from the date the employee's first family care and medical leave begins. (29 CFR 825.200)

In addition, any employee who is disabled by pregnancy, childbirth, or other related condition shall be entitled to PDL for the period of the disability not to exceed four months. For a part-time employee, the four months shall be calculated on a proportional basis. (Government Code 12945; 2 CCR 11042)

PDL shall run concurrently with FMLA leave for disability caused by an employee's pregnancy. At the end of the employee's FMLA leave for disability caused by pregnancy, or at the end of four months of PDL, whichever occurs first, a CFRA-eligible employee may request to take CFRA leave of up to 12 work weeks, for the reason of the birth of a child or to bond with or care for the child. (Government Code 12945, 12945.2; 2 CCR 11046, 11093)

Leave taken for the birth or placement of a child must be concluded within the 12-month period beginning on the date of the birth or placement of the child. Such leave does not need to be taken in one continuous period of time. (2 CCR 11090; 29 USC 2612)

Each eligible employee shall be granted up to 12 work weeks for family care and medical leave related to the birth or placement of a child, regardless of whether both parents of the child work for the district.

Use/Substitution of Paid Leave

During any otherwise unpaid period of FMLA or CFRA leave, except leave for an employee's own serious health condition, an employee shall use accrued paid leave, including, but not limited to, vacation leave, personal leave, or family leave. If the leave is for the employee's own serious health condition, the employee shall use accrued paid leave, including but not limited to, vacation leave, personal leave, or sick leave. During an unpaid period of PDL, the employee shall use any accrued sick leave and may elect to use any vacation time or other accrued personal time off. (Government Code 12945, 12945.2; 2 CCR 11044, 11092; 29 USC 2612)

The district and employee may also come to agreement regarding the use of any additional paid or unpaid time off instead of using the employee's CFRA leave. (2 CCR 11092)

Intermittent Leave/Reduced Work or Leave Schedule

PDL and family care and medical leave for the serious health condition of an employee or eligible family member may be taken intermittently or on a reduced work or leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition. However, the district shall limit leave increments to the shortest period of time that the district's payroll system uses to account for absences or use of leave provided it is not to be greater than one hour. (Government Code 12945.2; 2 CCR 11042, 11090; 29 USC 2612)

The basic minimum duration of leave for the birth, adoption, or foster care placement of a child shall be two weeks. However, the district shall grant a request for such leave of less than two weeks on any two occasions. (2 CCR 11090; 29 USC 2612)

The district may require an employee to transfer temporarily to an available alternative position under any of the following circumstances: (2 CCR 11041, 11090; 29 USC 2612)

1. The employee needs intermittent leave or leave on a reduced work schedule that is foreseeable based on a planned medical treatment for the employee or family member
2. A medical certification is provided by the employee's health care provider that, because of pregnancy, the employee has a medical need to take intermittent leave or leave on a reduced work schedule
3. The district agrees to permit intermittent leave or leave on a reduced work schedule due to the birth, adoption, or foster care placement of the employee's child

The alternative position must have equivalent pay and benefits and must better accommodate recurring periods of leave than the employee's regular job, and the employee must be qualified for the position. Transfer to an alternative position may include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work or leave schedule. (2 CCR 11041, 11090; 29 USC 2612)

Request for Leave

The district shall consider an employee's request for PDL or family care and medical leave only if the employee provides at least verbal notice sufficient to make the district aware of the need to take the leave and the anticipated timing and duration of the leave. (2 CCR 11050, 11091)

For family care and medical leave, the employee need not expressly assert or mention FMLA/CFRA to satisfy this requirement. However, the employee must state the reason the leave is needed (e.g., birth of child, medical treatment). If more information is necessary to determine whether the employee is eligible for family care and medical leave, the Superintendent or designee shall inquire further and obtain the necessary details of the leave to be taken. (2 CCR 11091)

The district shall respond to requests for leave as soon as practicable, but no later than five business days after receiving the employee's request. (2 CCR 11091)

Based on the information provided by the employee, the Superintendent or designee shall designate the leave, paid or unpaid, as FMLA/CFRA qualifying leave and shall give notice of such designation to the employee. Failure of an employee to respond to permissible inquiries regarding the leave request may result in denial of CFRA protection if the district is unable to determine whether the leave is CFRA qualifying. (2 CCR 11091; 29 CFR 825.300)

When an employee is able to foresee the need for PDL or family care and medical leave at least 30 days in advance of the leave, the employee shall provide the district with at least 30 days advance notice before the leave. When the 30 days' notice is not practicable because of a lack of knowledge of when leave will be required to begin, a change in circumstances, a medical emergency, or other good cause, the employee shall provide the district with notice as soon as practicable. Failure of an employee to provide required notice may result in a denial of leave. (2 CCR 11050, 11091)

In all instances, the employee shall consult with the Superintendent or designee and make a reasonable effort to schedule, subject to the health care provider's approval, any planned appointment or medical treatment or supervision so as to minimize disruption to district operations. (Government Code 12945.2; 2 CCR 11050, 11091)

An eligible employee may request CFRA leave to care for a designated person with a serious health condition. The employee may identify the designated person at the time of the employee's request for the leave. The district may limit an employee to using CFRA leave to care for one designated person per 12-month period. (Government Code 12945.2; Labor Code 245.5)

Certification of Health Condition

Within five business days of an employee's request for family care and medical leave for the serious health condition of the employee or an eligible family member, the Superintendent or designee shall request that the employee provide certification by a health care provider of the need for leave. Upon receiving the district's request, the employee shall provide the certification within 15 calendar days, unless either the Superintendent or designee provides additional time or it is not practicable under the particular circumstances, despite the employee's diligent, good faith efforts. (2 CCR 11087, 11091; 29 CFR 825.305)

The certification shall include the following: (Government Code 12945.2; 2 CCR 11087; 29 USC 2613)

1. The date on which the serious health condition began
2. The probable duration of the condition
3. If the employee is requesting leave to care for an eligible family member with a serious health condition, both of the following:
 - a. Statement that the serious health condition warrants the participation of the employee to provide care, such as by providing psychological comfort, arranging for third party care, or directly providing or

participating in the medical care of the eligible family member during a period of the treatment or supervision

- b. Estimated amount of time the health care provider believes the employee needs to care for the eligible family member
4. If the employee is requesting leave because of the employee's own serious health condition, a statement that due to the serious health condition, the employee is unable to work at all or is unable to perform one or more essential job functions of the position
5. If the employee is requesting leave for intermittent treatment or on a reduced work or leave schedule for planned medical treatment, a statement of the medical necessity for the leave, the dates on which treatment is expected to be given, the duration of such treatment, and the expected duration of the leave

The Superintendent or designee shall not request any genetic information related to an employee except as authorized by law in accordance with the California Genetic Information Nondiscrimination Act of 2011. (Government Code 12940)

When an employee has provided sufficient medical certification to enable the district to determine whether the employee's leave request is FMLA/CFRA-eligible, the Superintendent or designee shall notify the employee within five business days whether the leave is FMLA/CFRA-eligible. The Superintendent or designee may also retroactively designate leave as FMLA/CFRA leave as long as appropriate notice is given to the employee and there is no harm or injury to the employee. (2 CCR 11091; 29 CFR 825.301)

If the Superintendent or designee has a good faith objective reason to doubt the validity of a certification that accompanies a request for leave for the employee's own serious health condition, the Superintendent or designee may require the employee to obtain a second opinion from a district-approved health care provider, at district expense. If the second opinion is contrary to the first, the Superintendent or designee may require the employee to obtain a third medical opinion from a third health care provider approved by both the employee and the district, again at district expense. The opinion of the third health care provider shall be final and binding. (Government Code 12945.2; 2 CCR 11091; 29 USC 2613)

Certification for PDL

The Superintendent or designee shall request that an employee who is requesting PDL provide certification by a health care provider of the need for leave at the time the employee gives notice of the need for PDL, or within two business days of giving the notice. If the need for PDL is unforeseen, the Superintendent or designee shall request the medical certification within two business days after the leave commences. The Superintendent or designee may request certification at some later date if the Superintendent or designee has reason to question the appropriateness of the leave or its duration. (2 CCR 11050)

For PDL that is foreseeable and for which at least 30 days' notice has been given, the employee shall provide the medical certification before the leave begins. When this is not practicable, the employee shall provide the certification within the time frame specified by the Superintendent or designee which must be at least 15 calendar days after the request, unless it is not practicable under the particular circumstances despite the employee's diligent, good faith efforts. (2 CCR 11050)

Medical certification for PDL purposes shall include a statement that the employee needs to take the leave because the employee is disabled by pregnancy, childbirth, or a related medical condition, the date on which the employee became disabled because of pregnancy, and the estimated duration of the leave. (2 CCR 11050)

If additional PDL or family care and medical leave is needed when the time estimated by the health care provider expires, the district may require the employee to provide recertification in the manner specified for the leave. (Government Code 12945.2; 2 CCR 11050; 29 USC 2613)

Release to Return to Work

Upon expiration of an employee's PDL or family care and medical leave taken for the employee's own serious health condition, the employee shall present certification from the health care provider of the employee's ability to resume

work. The certification shall address the employee's ability to perform the essential job functions of the position.

Rights to Reinstatement

Upon granting an employee's request for PDL or FMLA/CFRA leave, the Superintendent or designee shall guarantee to reinstate the employee in the same or a comparable position when the leave ends. (Government Code 12945.2; 2 CCR 11043, 11089; 29 USC 2614)

The district may refuse to reinstate an employee to the same or a comparable position if the FMLA/CFRA leave was fraudulently obtained by the employee. (2 CCR 11089; 29 CFR 825.216)

The district may refuse to reinstate an employee to the same position after taking PDL if, at the time the reinstatement is requested, the employee would not otherwise have been employed in that position for legitimate business reasons unrelated to the employee's PDL. (2 CCR 11043)

Maintenance of Benefits/Failure to Return from Leave

During the period when an employee is on PDL or family care and medical leave, the employee shall maintain employee status with the district and the leave shall not constitute a break in service for purposes of longevity, seniority under any collective bargaining agreement, or any employee benefit plan. (Government Code 12945.2; 2 CCR 11092; 29 USC 2614)

For up to a maximum of four months for PDL and 12 work weeks for other family care and medical leave, the district shall continue to provide an eligible employee the group health plan coverage that was in place before the employee took the leave. The employee shall reimburse the district for premiums paid during the leave if the employee fails to return to district employment after the expiration of all available leaves and the failure is for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the employee's control. (Government Code 12945.2; 2 CCR 11044, 11092; 29 USC 2614; 29 CFR 825.213)

In addition, during the period when an employee is on PDL or family care and medical leave, the employee shall be entitled to continue to participate in other employee benefit plans including life insurance, short-term or long-term disability insurance, accident insurance, pension and retirement plans, and supplemental unemployment benefit plans to the same extent and under the same conditions as would apply to an unpaid leave taken for any other purpose. However, for purposes of pension and retirement plans, the district shall not make plan payments for an employee during any unpaid portion of the leave period and the leave period shall not be counted for purposes of time accrued under the plan. (Government Code 12945.2; 2 CCR 11044, 11092)

Military Family Leave Resulting from Qualifying Exigencies

An eligible employee may take up to 12 work weeks of unpaid FMLA/CFRA leave, during each 12-month period established by the district in the section entitled "Terms of Leave" above, for one or more qualifying exigencies while the employee's child, parent, spouse, or, for purposes of CFRA leave, registered domestic partner, who is a military member is on covered active duty or on call to covered active duty status. (Government Code 12945.2; 29 USC 2612; 29 CFR 825.126)

Covered active duty means, for members of the Regular Armed forces, duty during the deployment of a member of the regular Armed Forces to a foreign country or, for members of the Reserve components of the Armed forces, duty during the deployment of a member of the National Guard or Reserves to a foreign country under a call or an order to active duty in support of a contingency operation pursuant to law. Deployment to a foreign country includes deployment to international waters. (29 USC 2611; 29 CFR 825.126)

Qualifying exigencies include time needed to: (29 CFR 825.126)

1. Address issues arising from short notice deployment of up to seven calendar days from the date of receipt of call or order of short notice deployment
2. Attend military events and related activities, such as any official ceremony or family assistance program related to the covered active duty or call to covered active duty status

3. Arrange child care or attend school activities arising from the covered active duty or call to covered active duty, such as arranging for alternative child care, enrolling or transferring a child to a new school, or attending meetings
4. Make or update financial and legal arrangements to address a military member's absence
5. Attend counseling provided by someone other than a health care provider
6. Spend time (up to 15 calendar days of leave per instance) with a military member who is on short-term, temporary, rest and recuperation leave during deployment
7. Attend to certain post-deployment activities, such as arrival ceremonies or reintegration briefings
8. Care for a military member's parent who is incapable of self-care when the care is necessitated by the military member's covered active duty
9. Address any other event that the employee and district agree is a qualifying exigency

The employee shall provide the Superintendent or designee with notice of the need for the qualifying exigency leave as soon as practicable, regardless of how far in advance such leave is foreseeable. (29 CFR 825.302)

An employee who is requesting leave for qualifying exigencies shall provide the Superintendent or designee with a copy of the military member's active duty orders, or other documentation issued by the military, and the dates of the service. In addition, the employee shall provide the Superintendent or designee with certification of the qualifying exigency necessitating the leave. The certification shall contain the information specified in 29 CFR 825.309.

The employee's qualifying exigency leave may be taken on an intermittent or reduced work or leave schedule basis. (29 CFR 825.302)

During the period of qualified exigency leave, the district's rule regarding an employee's use of accrued vacation leave and any other accrued paid or unpaid time off, as specified in the section "Use/Substitution of Paid Leave" above, shall apply.

Military Caregiver Leave

The district shall grant an eligible employee up to a total of 26 work weeks of leave during a single 12-month period, measured forward from the first date the leave is taken, to care for a covered servicemember with a serious illness or injury. In order to be eligible for such military caregiver leave, the employee must be the spouse, child, parent, or next of kin of the covered servicemember. This 26-week period is inclusive of the 12 work weeks of leave that may be taken for other FMLA qualifying reasons. (29 USC 2611, 2612; 29 CFR 825.127)

Covered servicemember may be: (29 CFR 825.127)

1. A current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list for a serious injury or illness
2. A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran

Child of a covered servicemember means the covered servicemember's biological, adopted, or foster child, stepchild, legal ward, or child for whom the covered servicemember stood in loco parentis, and who is of any age. (29 CFR 825.127)

Parent of a covered servicemember means the covered servicemember's biological, adopted, step, or foster parent, or any other individual who stood in loco parentis to the covered servicemember (except "parents-in-law"). (29 CFR 825.127)

Next of kin means the nearest blood relative to the covered servicemember, other than the spouse, parent, or child, unless designated in writing by the covered servicemember. (29 USC 2611, 2612; 29 CFR 825.127)

Outpatient status means the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients. (29 USC 2611; 29 CFR 825.127)

Serious injury or illness means: (29 USC 2611; 29 CFR 825.127)

1. For a current member of the Armed Forces, an injury or illness incurred by the member in the line of duty on active duty, or that existed before the beginning of the member's active duty and was aggravated by the member's service in the line of duty while on active duty in the Armed Forces, and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating
2. For a veteran, an injury or illness incurred or aggravated by the member's service in the line of duty on active duty in the Armed Forces, including the National Guard or Reserves, that manifested itself before or after the member became a veteran and that is at least one of the following:
 - a. A continuation of a serious injury or illness incurred or aggravated while the veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating
 - b. A physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs (VA) Service-Related Disability Rating of 50 percent or greater, based wholly or partly on that physical or mental condition
 - c. A physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of one or more disabilities related to the servicemember's military service or that would do so but for treatment received by the veteran
 - d. An injury, including a psychological injury, on the basis of which the veteran has been enrolled in the VA's Program of Comprehensive Assistance for Family Caregivers

The employee shall provide reasonable and practicable notice of the need for the leave in accordance with the procedures in the section entitled "Request for Leave" above.

An employee requesting leave to care for a covered servicemember with a serious injury or illness shall provide the Superintendent or designee with certification from an authorized health care provider of the servicemember that contains the information specified in 29 CFR 825.310.

The leave may be taken intermittently or on a reduced work or leave schedule when medically necessary. An employee taking military caregiver leave in combination with other family care and medical leaves pursuant to this administrative regulation shall be entitled to a combined total of 26 work weeks of leave during a single 12-month period. When both spouses work for the district and both wish to take such leave, the spouses are limited to a maximum combined total of 26 work weeks during a single 12-month period. (29 USC 2612)

During the period of military caregiver leave, the district's rule regarding an employee's use of accrued vacation leave and other accrued paid or unpaid time off, as specified in the section "Use/Substitution of Paid Leave" above, shall apply.

Notifications

The Superintendent or designee shall provide the following notifications regarding state and federal law related to PDL or FMLA/CFRA leave:

1. General Notice: Information explaining the provisions of the Fair Employment and Housing Act/PDL and

FMLA/CFRA and employees' rights and obligations shall be posted in a conspicuous place on district premises, or electronically, and shall be included in employee handbooks. (2 CCR 11049, 11095; 29 USC 2619)

2. The general notice shall also explain an employee's obligation to provide the Superintendent or designee with at least 30 days' notice of the need for the requested leave, when the need is reasonably foreseeable at least 30 days prior to the start of the leave. (2 CCR 11049, 11050, 11091)
3. Eligibility Notice: When an employee requests leave, including PDL, or when the Superintendent or designee acquires knowledge that an employee's leave may be for an FMLA/CFRA qualifying reason, the Superintendent or designee shall, within five business days, provide notification to the employee of eligibility to take such leave. (2 CCR 11049, 11091; 29 CFR 825.300)
4. Rights and Responsibilities Notice: Each time the eligibility notice is provided to an employee, the Superintendent or designee shall provide written notification explaining the specific expectations and obligations of the employee, including any consequences for a failure to meet those obligations. Such notice shall include, as applicable: (29 CFR 825.300)
 - a. A statement that the leave may be designated and counted against the employee's annual FMLA/CFRA leave entitlement and the appropriate 12-month entitlement period, if qualifying
 - b. Any requirements for the employee to furnish medical certification of a serious health condition, serious injury or illness, or qualifying exigency arising out of active duty or call to active duty status and the consequences of failing to provide the certification
 - c. The employee's right to use paid leave, whether the district will require use of paid leave, conditions related to any use of paid leave, and the employee's entitlement to take unpaid leave if the employee does not meet the conditions for paid leave
 - d. Any requirements for the employee to make premium payments necessary to maintain health benefits, the arrangement for making such payments, and the possible consequences of failure to make payments on a timely basis
 - e. The employee's right to maintenance of benefits during the leave and restoration to the same or an equivalent job upon return from leave
 - f. The employee's potential liability for health insurance premiums paid by the district during the employee's unpaid FMLA leave should the employee not return to service after the leave. Any time the information provided in the above notice changes, the Superintendent or designee shall, within five business days of receipt of an employee's first notice of need for leave, provide the employee with a written notice referencing the prior notice and describing any changes to the notice. (29 CFR 825.300)
5. Designation Notice: When the Superintendent or designee has information (e.g., sufficient medical certification) to determine whether the leave qualifies as FMLA/CFRA leave, the Superintendent or designee shall, within five business days, provide written notification designating the leave as FMLA/CFRA qualifying or, if the leave will not be so designated, the reason for that determination. (2 CCR 11091; 29 CFR 825.300)

If the amount of leave needed is known, the notice shall include the number of hours, days, or weeks that will be counted against the employee's FMLA/CFRA entitlement. If it is not possible to provide that number at the time of the designation notice, notification shall be provided of the amount of leave counted against the employee's entitlement upon request by the employee and at least once in every 30-day period if leave was taken in that period. (29 CFR 825.300)

6. If the district requires paid leave to be used during an otherwise unpaid family care and medical leave, the notice shall so specify. If the district requires an employee to present a release to return to work certification that addresses the employee's ability to perform the essential functions of the job, the notice shall also specify that requirement. (2 CCR 11091, 11097; 29 CFR 825.300)

Any time the information provided in the designation notice changes, the Superintendent or designee shall, within five business days, provide the employee with written notice referencing the prior notice and describing any changes to the notice. (29 CFR 825.300)

Records

The Superintendent or designee shall maintain records pertaining to an individual employee's use of FMLA or CFRA leave or PDL in accordance with law. (Government Code 12946; 29 USC 2616; 42 USC 2000ff-1; 29 CFR 825.500)

Exhibit 4212.9-E(1): Employee Notifications

Status: ADOPTED

Original Adopted Date: 11/14/2023 | **Last Reviewed Date:** 11/14/2023

I. To All Employees

When/Whom to Notify: At the beginning of school year or upon employment
Education or Other Legal Code: Education Code 231.5, Government Code 12950
Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11
Subject: The district's policy on sexual harassment, legal remedies, complaints

When/Whom to Notify: Annually and 72 hours before pesticide application
Education or Other Legal Code: Education Code 17612
Board Policy/Administrative Regulation #: AR 3514.2
Subject: Use of pesticide products, active ingredients, Internet address to access information on pesticides

When/Whom to Notify: Prior to implementing year-round schedule
Education or Other Legal Code: Education Code 37616
Board Policy/Administrative Regulation #: BP 6117
Subject: Public hearing on implementing year-round program schedule

When/Whom to Notify: Prior to implementing alternative schedule
Education or Other Legal Code: Education Code 46162
Board Policy/Administrative Regulation #: BP 6112
Subject: Public hearing on alternative schedule in secondary grades

When/Whom to Notify: Annually
Education or Other Legal Code: Education Code 49013; 5 CCR 4622
Board Policy/Administrative Regulation #: AR 1312.3; BP 0460; BP 3260
Subject: Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control accountability plan

When to Notify: Annually
Education or Other Legal Code: Education Code 49069.5, 51225.1
Board Policy/Administrative Regulation #: AR 6173, AR 6173.1, 6173.3, 6175
Subject: Transfer of coursework and credits for foster youth, students experiencing homelessness, former juvenile court school students, children of military family, migrant students, and students participating in a newcomer program.

When/Whom to Notify: Annually
Education or Other Legal Code: Education Code 49414
Board Policy/Administrative Regulation #: AR 5141.21
Subject: Request for volunteers to be trained to administer epinephrine auto-injectors

When/Whom to Notify: At least once per year
Education or Other Legal Code: Education Code 49414.3
Board Policy/Administrative Regulation #: AR 5141.21
Subject: Request for volunteers to be trained to administer opioid antagonist

When to Notify: When a parent/guardian requests for district designation of volunteers is received for training on emergency use of anti-seizure medication for a student diagnosed with seizures
Education or Other Legal Code: Education Code 49468.2
Board Policy/Administrative Regulation #: To be included in AR 5141.21
Subject: Request for volunteers to be trained in recognition and response to seizures, including administration of emergency anti-seizure medication, description of training, right to rescind offer to volunteer, prohibition against retaliation.

When/Whom to Notify: To all employees
Education or Other Legal Code: Government Code 1126
Board Policy/Administrative Regulation #: BP 4136/4236/4336

Subject: Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal

When/Whom to Notify: To all employees

Education or Other Legal Code: Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210

Board Policy/Administrative Regulation #: BP 4020, BP 4159/4259/4359

Subject: District's drug- and alcohol-free workplace; actions that will be taken if violated; available employee assistance programs

When/Whom to Notify: Upon employment

Education or Other Legal Code: Government Code 21029

Board Policy/Administrative Regulation #: None

Subject: Right to purchase PERS service credit for military service performed prior to public employment

When/Whom to Notify: Upon placement of automated external defibrillator (AED) in school, annually thereafter

Education or Other Legal Code: Health and Safety Code 1797.196

Board Policy/Administrative Regulation #: AR 5141

Subject: Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan

When/Whom to Notify: If the district receives Tobacco-Use Prevention Education funds

Education or Other Legal Code: Health and Safety Code 104420

Board Policy/Administrative Regulation #: AR 3513.3

Subject: District's tobacco-free schools policy and enforcement procedures

When/Whom to Notify: Annually, or more frequently if there is new information

Education or Other Legal Code: Health and Safety Code 120875, 120880

Board Policy/Administrative Regulation #: BP 4119.43/4219.43/4319.43

Subject: AIDS and hepatitis B, methods to prevent exposure

When/Whom to Notify: To new employees upon hire and other employees upon request, in districts with 25 or more employees

Education or Other Legal Code: Labor Code 230.1

Board Policy/Administrative Regulation #: AR 4161.2/4261.2/4361.2

Subject: Rights pursuant to Labor Code 230-230.1 pertaining to leaves and accommodations for victims of crime or abuse

When/Whom to Notify: With each paycheck

Education or Other Legal Code: Labor Code 246

Board Policy/Administrative Regulation #: AR 4161.1/4261.1/4361.1

Subject: Amount of sick leave available

When/Whom to Notify: Upon hire, in employee handbook, and upon request for parental leave

Education or Other Legal Code: Labor Code 1034

Board Policy/Administrative Regulation #: BP 4033

Subject: The district's policy on lactation accommodation

When/Whom to Notify: To covered employees and former employees

Education or Other Legal Code: Labor Code 2800.2

Board Policy/Administrative Regulation #: AR 4154/4254/4354

Subject: Availability of COBRA/Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage

When/Whom to Notify: To employees participating in a flexible spending account

Education or Other Legal Code: Labor Code 2810.7

Board Policy/Administrative Regulation #: None

Subject: Deadline to withdraw funds from account before the end of the plan year

When/Whom to Notify: To every new employee, either at the time employee is hired or by end of first pay period

Education or Other Legal Code: Labor Code 3551

Board Policy/Administrative Regulation #: AR 4157.1/4257.1/4357.1

Subject: Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting

personal physician/chiropractor

When/Whom to Notify: Within one day of receiving notice of potential exposure to COVID-19, and remain posted for not less than 15 calendar days, to employees who were on the premises during the infectious period, the exclusive representative, and the employer of subcontracted employees as applicable

Where: Prominently display in all places where notices to employees concerning workplace rules or regulations are customarily posted

Education or Other Legal Code: Labor Code 6409.6

Board Policy/Administrative Regulation #: AR 4157/4257/4357

Subject: Potential exposure to COVID-19; benefits to which employees may be entitled; available leave options; protection against discrimination and retaliation; district's disinfection and safety plan

When/Whom to Notify: Prior to beginning employment

Education or Other Legal Code: Penal Code 11165.7, 11166.5

Board Policy/Administrative Regulation #: AR 5141.4

Subject: Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law

When/Whom to Notify: Upon employment and when leaving work due to pregnancy or nonoccupational sickness or injury

Education or Other Legal Code: Unemployment Insurance Code 2613

Board Policy/Administrative Regulation #: AR 4154/4254/4354

Subject: Disability insurance rights and benefits

When/Whom to Notify: To principal, counselor who directly supervises or reports on student's behavior or progress, and teacher and other administrators who directly supervise or report on student's behavior or progress when the superintendent or designee believes the employee needs the information for the protection of self or others when working with the student, when Superintendent or designee receives written notification that minor student has committed a felony or misdemeanor involving specified offenses

Education or Other Legal Code: Welfare and Institutions Code 827

Board Policy/Administrative Regulation #: AR 4158/4258/4358

Subject: Limited exception to juvenile court record confidentiality to ensure rehabilitation of juvenile criminal offenders and protect students and staff

When/Whom to Notify: To all employees and job applicants

Education or Other Legal Code: 2 CCR 11023; 34 CFR 104.8, 106.9

Board Policy/Administrative Regulation #: BP 0410, AR 4030

Subject: District's policy on nondiscrimination and related complaint procedures

When/Whom to Notify: To all employees via employee handbook, or to each new employee

Education or Other Legal Code: 2 CCR 11091, 11095; 29 CFR 825.300

Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8

Subject: Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible

When/Whom to Notify: To all employees

Education or Other Legal Code: 8 CCR 3203

Board Policy/Administrative Regulation #: AR 4157/4257/4357

Subject: The right and procedure to access the injury and illness prevention program

When/Whom to Notify: To all employees

Education or Other Legal Code: 34 CFR 106.8

Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11

Subject: Nondiscrimination on the basis of sex; contact information for district's Title IX Coordinator; referral of inquiries to Title IX Coordinator and/or Office for Civil Rights

When/Whom to Notify: Annually

Education or Other Legal Code: 40 CFR 763.84, 763.93

Board Policy/Administrative Regulation #: AR 3514

Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

When/Whom to Notify: Prior to the beginning of school year or upon employment
Education or Other Legal Code: 20 USC 2354; 34 CFR 100 Appendix B, 104.8
Board Policy/Administrative Regulation #: AR 6178
Subject: All career and technical education opportunities are offered without regard to race, color, national origin, sex, or disability in accordance with 34 CFR 100

II. To Certificated Employees

When/Whom to Notify: To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire
Education or Other Legal Code: Education Code 22455.5
Board Policy/Administrative Regulation #: AR 4121
Subject: Criteria for membership in retirement system; right to elect membership at any time

When/Whom to Notify: Upon employment of a retired certificated individual
Education or Other Legal Code: Education Code 22461
Board Policy/Administrative Regulation #: AR 4117.14/4317.14
Subject: Postretirement earnings limitation or employment restriction; monthly report of compensation

When/Whom to Notify: To certificated employees
Education or Other Legal Code: Education Code 35171
Board Policy/Administrative Regulation #: AR 4115, BP 4315
Subject: District regulations related to performance evaluations

When/Whom to Notify: 30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated
Education or Other Legal Code: Education Code 44663
Board Policy/Administrative Regulation #: AR 4115
Subject: Copy of employee's evaluation

When/Whom to Notify: To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee
Education or Other Legal Code: Education Code 44664
Board Policy/Administrative Regulation #: AR 4115
Subject: Notice and description of the unsatisfactory performance

When/Whom to Notify: By May 30, if district elects to issue reemployment notices to certificated employees
Education or Other Legal Code: Education Code 44842
Board Policy/Administrative Regulation #: AR 4112.1
Subject: Request that the employee notify district of intent to remain in service next year

When/Whom to Notify: To probationary and temporary certificated employees upon employment and every July thereafter
Education or Other Legal Code: Education Code 44916
Board Policy/Administrative Regulation #: AR 4112.1, AR 4121
Subject: Employment status and salary

When/Whom to Notify: To probationary employee, by March 15
Education or Other Legal Code: Education Code 44929.21, 44929.23, 44948.5
Board Policy/Administrative Regulation #: BP 4116
Subject: Whether or not employee is reelected for next school year

When/Whom to Notify: When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year
Education or Other Legal Code: Education Code 44934, 44934.1, 44936
Board Policy/Administrative Regulation #: BP 4118; AR 4118
Subject: Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice

When/Whom to Notify: To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice

Education or Other Legal Code: Education Code 44938
Board Policy/Administrative Regulation #: BP 4118
Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year

Education or Other Legal Code: Education Code 44938
Board Policy/Administrative Regulation #: BP 4118
Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings

Education or Other Legal Code: Education Code 44940.5
Board Policy/Administrative Regulation #: AR 4118
Subject: Notice of intent to dismiss 30 days from notice unless employee demands hearing

When/Whom to Notify: To probationary employee 30 days prior to dismissal during school year, but not later than March 15 for a second- year probationary employee

Education or Other Legal Code: Education Code 44948.3
Board Policy/Administrative Regulation #: AR 4118
Subject: Reasons for dismissal and opportunity to appeal

When/Whom to Notify: By March 15 when necessary to reduce certificated personnel, with final notice by May 15

Education or Other Legal Code: Education Code 44949, 44955
Board Policy/Administrative Regulation #: BP 4117.3
Subject: Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination

When/Whom to Notify: Before the end of the school year to temporary employee who served 75 percent of school year but will be released

Education or Other Legal Code: Education Code 44954
Board Policy/Administrative Regulation #: BP 4121
Subject: District's decision not to reelect employee for following school year

When/Whom to Notify: During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to any permanent or probationary certificated employee, including an employee holding a position that requires administrative or supervisory credential, whose services are terminated

Education or Other Legal Code: Education Code 44955.5
Board Policy/Administrative Regulation #: BP 4117.3
Subject: Decrease in the number of permanent employees in accordance with a schedule of notice and hearing adopted by the Board

When/Whom to Notify: To teacher, when a student engages in or is reasonably suspected of specified acts

Education or Other Legal Code: Education Code 49079
Board Policy/Administrative Regulation #: AR 4158/4258/4358
Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To teacher of a student who is suspended or expelled, when Superintendent or designee receives transfer student's record regarding acts that resulted in suspension or expulsion

Education or Other Legal Code: Education Code 48201
Board Policy/Administrative Regulation #: AR 4158/4258/4358
Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To certificated employee upon change in employment status due to alleged misconduct

Education or Other Legal Code: 5 CCR 80303
Board Policy/Administrative Regulation #: AR 4117.7/4317.7
Subject: Contents of state regulation re: report to Commission on Teacher Credentialing

III. To Classified Employees

When/Whom to Notify: When classified employee is subject to disciplinary action for cause, in nonmerit district
Education or Other Legal Code: Education Code 45113
Board Policy/Administrative Regulation #: AR 4218
Subject: Notice of charges, right to hearing, timeline for requesting hearing

When/Whom to Notify: By March 15, when laid off due to lack of work or lack of funds, with final notice by May 15
Education or Other Legal Code: Education Code 45117
Board Policy/Administrative Regulation #: AR 4217.3
Subject: Notice of layoff, displacement and reemployment rights, right to hearing; final notice of Board decision regarding termination

When/Whom to Notify: During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to classified employees who are laid off due to lack of work or lack of funds
Education or Other Legal Code: Education Code 45117
Board Policy/Administrative Regulation #: AR 4217.3
Subject: District Statement of Reduction in Force to affected employees in accordance with a schedule of notice and hearing adopted by the Board

When/Whom to Notify: At least 60 days prior to the effective date of layoff, if the employee's position must be eliminated due to the expiration of a specially funded program
Education or Other Legal Code: Education Code 45117
Board Policy/Administrative Regulation #: AR 4217.3
Subject: Notice of layoff date, displacement and reemployment rights

When/Whom to Notify: Upon employment and upon each change in classification
Education or Other Legal Code: Education Code 45169
Board Policy/Administrative Regulation #: AR 4212
Subject: Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek

When/Whom to Notify: To permanent employee whose leave is exhausted
Education or Other Legal Code: Education Code 45192, 45195
Board Policy/Administrative Regulation #: AR 4261.1, AR 4261.11
Subject: Exhaustion of leave, opportunity to request additional leave

When/Whom to Notify: To school bus drivers and school activity bus drivers prior to expiration of specified documents
Education or Other Legal Code: 13 CCR 1234
Board Policy/Administrative Regulation #: AR 3542
Subject: Expiration date of driver's license, driver's certificate and medical certificate; need to renew

When/Whom to Notify: To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter
Education or Other Legal Code: 13 CCR 2480
Board Policy/Administrative Regulation #: AR 3542
Subject: Limitations on vehicle idling; consequences of not complying

When/Whom to Notify: To school bus drivers, prior to district drug testing program and thereafter upon employment
Education or Other Legal Code: 49 CFR 382.113, 382.601
Board Policy/Administrative Regulation #: AR 4112.42/4212.42/4312.42
Subject: Explanation of federal requirements for drug testing program and district's policy; prior to administration of each drug or alcohol test

When/Whom to Notify: To school bus drivers, prior to operating school bus
Education or Other Legal Code: 49 CFR 382.303
Board Policy/Administrative Regulation #: AR 4112.42/4212.42/4312.42
Subject: Post accident information, procedures, and instruction

IV. To Administrative/Supervisory Personnel

When/Whom to Notify: To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract

Education or Other Legal Code: Education Code 35031

Board Policy/Administrative Regulation #: BP 2121, BP 4312.1

Subject: Decision not to reelect or reemploy upon expiration of contract or term

When/Whom to Notify: Upon request by administrative or supervisory employee transferred to teaching position

Education or Other Legal Code: Education Code 44896

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Statement of the reasons for the reassignment

When/Whom to Notify: By March 15 to employee who may be released/reassigned the following school year

Education or Other Legal Code: Education Code 44951

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Notice that employee may be released or reassigned the following school year

V. To Individual Employees Under Special Circumstances

When/Whom to Notify: In the event of a breach of security of district records to affected employees

Education or Other Legal Code: Civil Code 1798.29

Board Policy/Administrative Regulation #: BP 3580

Subject: Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies

When/Whom to Notify: Prior to placing derogatory information in personnel file

Education or Other Legal Code: Education Code 44031

Board Policy/Administrative Regulation #: AR 4112.6/4212.6/4312.6

Subject: Notice of derogatory information, opportunity to review and comment

When/Whom to Notify: To employees who volunteer to administer epinephrine auto-injector

Education or Other Legal Code: Education Code 49414

Board Policy/Administrative Regulation #: AR 5141.21

Subject: Defense and indemnification from civil liability by the district

When/Whom to Notify: To district police officer, within 30 days of decision to impose discipline

Education or Other Legal Code: Government Code 3304

Board Policy/Administrative Regulation #: AR 3515.3

Subject: Decision to impose discipline, including the date that discipline will be imposed

When/Whom to Notify: To employee returning from military leave of absence, within 30 days of return

Education or Other Legal Code: Government Code 20997

Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5

Subject: Right to receive PERS service credit for military service; application form

When/Whom to Notify: 24 hours before Board meets in closed session to hear complaints or charges against employee

Education or Other Legal Code: Government Code 54957

Board Policy/Administrative Regulation #: BB 9321

Subject: Employee's right to have complaints/charges heard in open session

When/Whom to Notify: When taking disciplinary action against employee for disclosure of confidential information

Education or Other Legal Code: Government Code 54963

Board Policy/Administrative Regulation #: BP 4119.23/4219.23/4319.23

Subject: Law prohibiting disclosure of confidential information obtained in closed session

When/Whom to Notify: When document identifying employee who is victim of domestic violence is disclosed

Education or Other Legal Code: Labor Code 230

Board Policy/Administrative Regulation #: AR 4158/4258/4358

Subject: Accommodations and leave for victims of domestic violence

When/Whom to Notify: Within one working day of work-related injury or victimization of crime
Education or Other Legal Code: Labor Code 3553, 5401
Board Policy/Administrative Regulation #: AR 4157.1/4257.1/4357.1
Subject: Potential eligibility for workers' compensation benefits, claim form

When/Whom to Notify: When adverse employment action is based on DOJ criminal history information or subsequent arrest notification
Education or Other Legal Code: Penal Code 11105, 11105.2
Board Policy/Administrative Regulation #: AR 4112.5/4212.5/4312.5
Subject: Copy of DOJ notification

When/Whom to Notify: To any employee with exposure to blood or potentially infectious materials, upon initial employment and at least annually thereafter
Education or Other Legal Code: 8 CCR 3204
Board Policy/Administrative Regulation #: AR 4119.42/4219.42/4319.42
Subject: The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records

When/Whom to Notify: To any employee assigned to a work area in a laboratory setting where hazardous chemicals are present, within 15 working days after receiving a monitoring result related to an employee exposure determination
Education or Other Legal Code: 8 CCR 5191
Board Policy/Administrative Regulation #: AR 3514.1
Subject: Contents of 8 CCR 5191, including location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material

When/Whom to Notify: To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area
Education or Other Legal Code: 8 CCR 5194
Board Policy/Administrative Regulation #: AR 3514.1
Subject: Requirements of 8 CCR 5194, including any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights
When/Whom to Notify: To employee eligible for military leave
Education or Other Legal Code: 38 USC 4334
Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5
Subject: Notice of rights, benefits, and obligations under military leave

When/Whom to Notify: Within five days of employee's request for family care and medical leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave
Education or Other Legal Code: 29 CFR 825.300; 2 CCR 11049, 11091
Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8
Subject: Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice

When/Whom to Notify: Whenever notice of eligibility for FMLA is provided to employee
Education or Other Legal Code: 29 CFR 825.300
Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8
Subject: Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations

When/Whom to Notify: To all employees working with families experiencing homelessness
Education or Other Legal Code: Education Code 48851.3, 42 USC 11432
Board Policy/Administrative Regulation #: AR 6173
Subject: Duties of district liaison for homeless students and availability of training and services

Policy 4240: Bargaining Units

Status: ADOPTED

Original Adopted Date: 09/02/2008 | **Last Revised Date:** 11/14/2023 | **Last Reviewed Date:** 11/14/2023

The Governing Board recognizes the right of district employees to form a bargaining unit and to select an employee organization as the exclusive representative to represent the employees in the employees' employment relationship with the district. The Board is committed to negotiating in good faith with recognized employee organizations and respecting the rights of employees and employee organizations.

The district shall not dominate or interfere with the formation or administration of any employee organization or contribute financial or other support to it. (Government Code 3543.5)

Employees shall not be prohibited from wearing union buttons or other items that favor or oppose the formation of a bargaining unit or any matter that is the subject of negotiations.

Formation of Bargaining Units

Certificated and classified employees shall not be included in the same bargaining unit. (Government Code 3545)

A bargaining unit of supervisory employees may be recognized if the bargaining unit includes all supervisory employees and is not represented by an employee organization that represents district employees who are supervised by the supervisory employees. (Government Code 3545)

For this purpose, supervisory employee means any employee, regardless of job description, having authority, in the interest of the district, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or the responsibility to assign work to, direct, or adjust grievance of other employees, or effectively recommend that action, when the exercise of that authority is not of a merely routine or clerical nature, but requires the use of independent judgment. (Government Code 3540.1)

Employees serving in management, senior management, or confidential positions shall not be represented by an exclusive representative. In the employment relationship with the district, such employees may represent themselves or be represented by an employee organization whose membership is composed entirely of employees designated as holding those positions. An employee organization representing management or confidential employees shall not be permitted to meet and negotiate with the district on behalf of the employees. (Government Code 3543.4)

Management employee means an employee in a position having significant responsibilities for formulating district policies or administering district programs. Management positions shall be designated by the Board which may be subject to review by the Public Employment Relations Board. (Government Code 3540.1)

Confidential employee means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions. (Government Code 3540.1)

Membership

The district shall not deter or discourage employees or job applicants from becoming or remaining members of an employee organization, authorizing representation by an employee organization, or authorizing dues or fee deductions to an employee organization. In addition, the district shall not impose or threaten to impose reprisals on employees, discriminate or threaten to discriminate against employees, or otherwise interfere with, restrain, or coerce employees because of their membership or nonmembership in an employee organization. (Government Code 3543.5, 3550, 3551.5)

The Superintendent or designee may communicate with district employees regarding their rights to join and/or support an officially recognized employee organization or to refrain from joining or supporting an officially

recognized employee organization. Such communications shall be factual and accurate, and may not promise a benefit, threaten a reprisal, or in any way deter or discourage employees from joining an employee organization or paying dues.

However, before disseminating to multiple employees any mass communication concerning employees' rights under the law, such as a written document or script for oral or recorded presentation or message, the Superintendent or designee shall meet and confer with the employees' exclusive representative regarding the content of the communication. If the district and exclusive representative do not come to agreement on the content of the mass communication, the Superintendent or designee may disseminate the district's mass communication, provided that at the same time, copies of the exclusive representative's communication, which shall be of reasonable length, are also distributed. (Government Code 3553)

Access to New Employee Orientations

The district shall permit employee organizations access to new employee orientation or onboarding process where newly hired employees are advised, whether in person, online, or through other means or mediums, of their employment status, rights, benefits, duties, responsibilities, or any other employment-related matters. The district shall provide employee organizations at least 10 days' notice in advance of an orientation, except that a shorter notice may be provided if an unforeseeable, urgent need critical to the district's operation prevents the required 10 days' notice. (Government Code 3555.5, 3556)

Following a request to negotiate by either party, the structure, time, and manner of access to new employee orientations shall be determined by mutual agreement of the district and the exclusive representative. If the district and exclusive representative fail to reach an agreement, matters related to access to the new employee orientation shall be subject to compulsory interest arbitration. The district and employee organization may mutually agree to submit any dispute to compulsory interest arbitration at any time. In addition, if any dispute arises during negotiations and is not resolved within 45 days after the first meeting or within 60 days after the initial request to negotiate, whichever is earlier, either party may make a demand for compulsory interest arbitration. The arbitrator selection process shall commence within 14 days of a party's demand for compulsory interest arbitration. When any such dispute arises during the summer when the district's administrative office is closed, the timeline shall commence on the first day the administrative office reopens. The decision of the arbitrator shall be issued within 10 days and shall be final and binding on the parties. (Government Code 3556, 3557)

The date, time, and place of a new employee orientation shall not be disclosed to anyone other than employees, the exclusive representative, or a vendor that is contracted to provide a service for purposes of the orientation. (Government Code 3556)

Until June 30, 2025, in addition to above provisions regarding new employee orientations, the district shall ensure the following: (Government Code 3556)

1. When an inperson new employee orientation has not been conducted within 30 days of hiring any new employee who is working in person, the Superintendent or designee shall permit the exclusive representative to schedule an inperson meeting which newly hired employees shall have an opportunity to attend, at the employee's worksite and during employment hours. Each newly hired employee within the bargaining unit shall be provided at least 30 minutes of paid time to attend the meeting, during which the exclusive representative shall be permitted to communicate directly with the newly hired employees.

Within seven days of an exclusive representative's request to schedule such an inperson meeting, the Superintendent or designee shall provide an appropriate on-site meeting space.

2. When, by reason of a state or local public health order limiting the size of gatherings, the district is prohibited from organizing a new employee orientation, an exclusive representative may schedule multiple meetings to ensure that newly hired employees have an opportunity to attend without exceeding the maximum allowable number of people. If such an order prohibits all gatherings, the exclusive representative may schedule a meeting(s) once the order is lifted or modified to permit gatherings.

Alternative access to these meetings shall be determined through mutual agreement between the district and the exclusive representative.

Access to Employee Contact Information

The Superintendent or designee shall provide an exclusive representative with the name, job title, department, work location, telephone numbers (work, home, and personal cell phone), personal email address(es) on file with the district, and home address of any newly hired employee within 30 days of hire or by the first pay period of the month following hire, unless the exclusive representative has agreed to a different interval for the provision of the information. In addition, the Superintendent or designee shall provide the exclusive representative the same information in regard to all employees in the bargaining unit at least every 120 days, unless more frequent or detailed lists are required by agreement with the exclusive representative. (Government Code 3558, 7928.300)

However, the Superintendent or designee shall not disclose: (Government Code 3558, 6207, 6215, 6215.2, 7928.300)

1. The home address and any phone numbers on file for employees performing law enforcement-related functions
2. The home address, home telephone or personal cell phone number(s), or personal email address(es) of any employee who is a participant in the Safe at Home address confidentiality program pursuant to Government Code 6207
3. The employee's home address, home telephone and personal cell phone numbers, and personal email address of an employee not performing law enforcement related functions if the employee has submitted a written request to keep such information private. In such instances, the Superintendent or designee shall also remove the employee's home address, and home telephone and personal cell phone numbers from any mailing list maintained by the district unless the list is only used by the district to contact the employee.

Within 20 calendar days after an exclusive representative notifies the Superintendent or designee that a list of employees provided by the district is inaccurate or incomplete, the Superintendent or designee shall take steps to correct the list and provide a new list of employees to the exclusive representative. (Government Code 3558)

To provide accurate information, the Superintendent or designee shall review the list of contact information for district employees at the beginning of each school year, or more often as appropriate.

Communications with Employees

Employee organizations may have access at reasonable times to areas in which employees work and may use district facilities at reasonable times for the purpose of meetings. Subject to reasonable regulation, employee organizations may also use institutional bulletin boards, mailboxes, and other means of communication to communicate with employees. (Government Code 3543.1)

Access to district means of communication shall be limited in cases where such access would be disruptive to district operations.

Membership Dues or Other Payments to an Employee Organization

When drawing an order for the salary or wage payment of a bargaining unit employee of an employee organization, the district shall deduct any amount which has been requested by the employee in a revocable written authorization for the purpose of paying dues or other payments for any service, program, or committee provided or sponsored by the employee organization. (Education Code 45060, 45168)

An employee organization that certifies that it has and will maintain individual employee authorizations shall handle and process employee written authorizations for payroll deductions. When an employee organization provides such a certification to the district, the district shall rely on information from the employee organization regarding the amounts of such payroll deductions and from which employees. The employee organization shall not be required to submit to the district a copy of the written authorization in order for the payroll deductions to be effective. However, when there is a dispute about the existence or terms of the written authorization, a copy of the employee's written authorization shall be submitted to the district. The employee organization shall indemnify the district for any employee claims regarding payroll deductions made by the district in reliance on notification from the employee organization. (Education Code 45060, 45168)

When an employee organization which has declined to certify that it will handle and process employee written authorizations makes a request for payroll deductions, the district shall request a copy of the employee's written authorization before making the payroll deductions. (Education Code 45060, 45168)

A written authorization shall remain in effect until expressly revoked in writing by the employee and pursuant to the terms of the written authorization. Employee requests to cancel or change authorizations for payroll deductions for employee organizations shall be directed to the employee organization rather than the district. The employee organization shall be responsible for processing these requests. The district shall rely on the information provided by the employee organization regarding whether deductions for an employee organization were properly canceled or changed. The employee organization shall be required to indemnify the district for any claims made by an employee for deductions made by the district in reliance on information from the employee organization. (Education Code 45060, 45168)

Regulation 4261.1: Personal Illness/Injury Leave

Status: ADOPTED

Original Adopted Date: 05/08/2018 | **Last Revised Date:** 11/14/2023 | **Last Reviewed Date:** 11/14/2023

Classified employees employed five days a week are entitled to 12 days' leave of absence with full pay for personal illness or injury (sick leave) per fiscal year. Employees who work less than a full fiscal year or fewer than five days a week (part-time employees) shall be granted sick leave in proportion to the time they work. However, part-time employees who are entitled to less than 24 hours of paid sick leave per fiscal year due to the amount of time worked shall be granted sick leave pursuant to Labor Code 246, if they are eligible. (Education Code 45191; Labor Code 245-249)

Use of Sick Leave

A classified employee may use sick leave for absences due to:

1. Accident or illness, whether or not the absence arises out of or in the course of employment, or by quarantine which results from contact in the course of employment with other persons having a contagious disease (Education Code 45199)
2. Pregnancy, miscarriage, childbirth, and related recovery (Education Code 45193)
3. Personal necessity (Education Code 45207)
4. Medical and dental appointments, in increments of not less than one hour
5. Industrial accident or illness when leave granted specifically for that purpose has been exhausted (Education Code 45192)
6. Need of an employee to bond with a child within one year of the child's birth, adoption, or foster care placement (parental leave) (Education Code 45196.1; Government Code 12945.2; 29 USC 2612; 29 CFR 825.112)
7. Need of the employee or the employee's family member, including a designated person, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care (Government Code 12945.2; Labor Code 233, 246.5)
8. Need of the employee to seek or obtain any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee or the employee's child, when the employee has been a victim of domestic violence, sexual assault, or stalking (Labor Code 233, 246.5)

For the purposes specified in Items #7-8, an employee may use, in any calendar year, the amount of sick leave that would be accrued during six months at the employee's then current rate of entitlement. (Labor Code 233)

An employee may take leave for personal illness or injury at any time during the year, even if credit for such leave has not yet been accrued. However, a new full-time classified employee shall not be entitled to more than six days of sick leave, or the proportionate amount to which the employee may be entitled, until the first day of the month after the employee has completed six months of active service with the district. (Education Code 45191)

Unused days of sick leave shall be accumulated from year to year without limitation. (Education Code 45191)

An employee shall reimburse the district for any unearned sick leave used as of the date of termination.

The district shall not require newly employed classified employees to waive leave accumulated in a previous district. However, if the employee's previous employment was terminated for cause, the transfer of the accumulated leave shall be made only if approved by the Governing Board. (Education Code 45202)

The Superintendent or designee shall notify any classified employee whose employment with the district is

terminated after at least one calendar year for reasons other than for cause that, if the employee accepts employment in another district, county office of education, or community college district within one year of the termination of employment, the employee may request that the district transfer any accumulated sick leave to the new employer. (Education Code 45202)

Additional Leave for Disabled Military Veterans

In addition to any other entitlement for sick leave with pay, a classified employee who is a former active duty member of the U.S. Armed Forces or a former or current member of the California National Guard or a federal reserve component shall be entitled to sick leave with pay of up to 12 days for the purpose of undergoing medical treatment, including mental health treatment, for a military service-connected disability rated at 30 percent or higher by the U.S. Department of Veterans Affairs. An eligible employee who works less than five days per week shall be entitled to such leave in proportion to the time worked. (Education Code 45191.5)

The amount of leave shall be credited to the employee either on the date the employee receives confirmation of the submission of the disability application to the U.S. Department of Veterans Affairs or on the first day the employee begins or returns to employment after active duty, whichever is later. When the employee receives the disability rating decision, the employee shall report that information to the Superintendent or designee. If the disability rating decision makes the employee eligible for the leave, the time used before the decision shall be counted toward the 12-day maximum leave. If the disability rating decision makes the employee ineligible for the leave, the district may change the sick leave time used before the disability rating decision to an alternative leave balance. (Education Code 45191.5)

The Superintendent or designee may require verification, in accordance with the section "Verification Requirements" below, that the employee used the leave to obtain treatment of a military service-connected disability.

Leave for military-service connected disability shall be available for 12 months following the first date that the leave was credited. Leave not used during the 12-month period shall not be carried over and shall be forfeited. (Education Code 45191.5)

Notification of Absence

An employee shall notify the Superintendent or the designated manager or supervisor of the need to be absent as soon as such need is known so that the services of a substitute may be secured as necessary. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall so notify the district. If the duration of absence becomes shorter than estimated, the employee shall notify the district not later than three o'clock in the afternoon of the day preceding the day on which the employee intends to return to work. If the employee fails to notify the district and the failure results in a substitute being secured, the cost of the substitute shall be deducted from the employee's pay.

Continued Absence After Available Sick Leave Is Exhausted/Differential Pay

Each year, each regular classified employee shall be credited with no fewer than 100 working days of paid leave for personal illness or injury, including current year and accumulated days of leave. When the current year and accumulated days at full pay are exhausted, the remainder of the 100 days shall be compensated at least 50 percent of the employee's regular salary. Any of the 100 days of leave not used during the year in which they are credited shall be forfeited and shall not accrue from year to year. This paid leave shall be exclusive of any other paid leave, holidays, vacation, or compensatory time to which the employee may be entitled. (Education Code 45196)

Parental Leave

During each school year, a classified employee may use all available sick leave, including accumulated sick leave, for the purpose of parental leave for a period of up to 12 work weeks. The 12-week period shall be reduced by any period of sick leave, including accumulated sick leave, taken during a period of such parental leave. (Education Code 45196.1)

Eligibility for such leave shall not require 1,250 hours of service with the district during the previous 12 months. (Education Code 45196.1)

An employee who has exhausted all available sick leave, including accumulated sick leave, and continues to be absent on account of parental leave shall receive differential pay of at least 50 percent of the employee's regular salary for the remainder of the 12 work weeks. (Education Code 45196.1)

Parental leave taken pursuant to Education Code 45196.1 shall run concurrently with the parental leave taken pursuant to Government Code 12945.2 or 12945.6, and the aggregate amount of parental leave shall not exceed 12 work weeks in a 12-month period. (Education Code 45196.1; Government Code 12945.2, 12945.6)

Extension of Leave

A permanent employee who is absent because of a personal illness or injury and who has exhausted all available sick leave, vacation, compensatory overtime, and any other paid leave shall be so notified, in writing, and offered an opportunity to request additional leave. The Board may grant the employee additional leave, paid or unpaid, for a period not to exceed six months and may renew this leave for two additional six-month periods or for lesser periods. The total additional leave granted shall not exceed 18 months. (Education Code 45195)

If the employee is still unable to return to work after all available paid and unpaid leaves have been exhausted, the employee shall be placed on a reemployment list for a period of 39 months. If during this time the employee becomes medically able, the employee shall be offered reemployment in the first vacancy in the classification of the employee's previous assignment. During the 39 months, the employee's reemployment shall take preference over all other applicants except those laid off for lack of work or lack of funds, in which case the employee shall be ranked according to seniority. (Education Code 45195)

Verification Requirements

After any absence due to illness or injury, the employee shall submit a completed and signed district absence form to the employee's immediate supervisor.

The Superintendent or designee may require verification whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever available evidence clearly indicates that an absence is not related to illness or injury.

In addition, the Superintendent or designee may require an employee to visit a physician selected by the district, at district expense, in order to receive a report on the medical condition of the employee. The report shall include a statement as to the employee's need for additional leave of absence and a prognosis as to when the employee will be able to return to work. If the report concludes that the employee's condition does not warrant continued absence, the Superintendent or designee may, after giving notice to the employee, deny the request for additional leave.

Any district request for additional verification by an employee's physician or a district-selected physician shall be in writing and shall specify that the report to be submitted to the district should not contain the employee's genetic information. Any genetic information received by the district on behalf of an employee shall be treated as a confidential medical record, maintained in a file separate from the employee's personnel file, and shall not be disclosed except in accordance with 29 CFR 1635.9.

Before returning to work, an employee who has been absent for surgery, hospitalization, or extended medical treatment may be asked to submit a letter from a physician stating that the employee is able to return to work and stipulating any necessary restrictions or limitations.

Short-Term and Substitute Employees

Except for a retired annuitant who is not reinstated to the retirement system, short-term or substitute employees who work for 30 or more days within a year of their employment shall be entitled to one hour of paid sick leave for every 30 hours worked. Accrued paid sick days shall carry over to the following year of employment, up to a

maximum of 48 hours. (Labor Code 246)

Short-term or substitute employees may begin to use accrued paid sick days on the 90th day of their employment, after which they may use the sick days as they are accrued. (Labor Code 246)

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

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

Healthy Workplaces, Healthy Families Act Requirements

No employee, including a short-term or substitute employee, shall be denied the right to use accrued sick days and the district shall not in any manner discriminate or retaliate against an employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging district violation of Labor Code 245-249.

To ensure the district's compliance with Labor Code 245-249, the Superintendent or designee shall:

1. At a conspicuous location in each workplace, display a poster on paid sick leave that includes the following information:
 - a. That an employee is entitled to accrue, request, and use paid sick days
 - b. The number of sick days provided by Labor Code 245-249
 - c. The terms of use of paid sick days
 - d. That discrimination or retaliation against an employee for requesting and/or using sick leave is prohibited by law and that an employee has the right to file a complaint with the Labor Commissioner if the district discriminates or retaliates against the employee
 2. Provide at least 24 hours or three days of paid sick leave to each eligible employee to use per year and allow eligible employees to use accrued sick leave upon reasonable request
 3. Provide eligible employees written notice, on their pay stub or other document issued with their pay check, of the amount of paid sick leave they have available
 4. Keep a record documenting the hours worked and paid sick days accrued and used by each eligible employee for three years
-

Regulation 4261.2: Personal Leaves

Status: ADOPTED

Original Adopted Date: 03/10/2015 | **Last Revised Date:** 11/14/2023 | **Last Reviewed Date:** 11/14/2023

Personal leaves granted to district employees shall be used as permitted in this administrative regulation, other Board-approved policy or district regulation, or applicable collective bargaining agreement.

For the purpose of any personal leave offered pursuant to state law, a registered domestic partner shall have the same rights, protections, and benefits as a spouse and any protections provided to a spouse's child shall also apply to a child of a registered domestic partner. (Family Code 297.5)

Whenever possible, employees shall request personal leaves in advance and prepare suitable instructions, including lesson plans as applicable, for a substitute employee.

Bereavement

Employees are entitled to a leave of up to five days upon the death of any member of the employee's immediate family, as defined in Education Code 44985 and 45194. (Government Code 12945.7)

No deduction shall be made from the employee's salary, nor shall such leave be deducted from any other leave to which the employee is entitled. (Education Code 44985, 45194; Government Code 12945.7)

Immediate Family means a parent, parent-in-law, grandparent, or grandchild of the employee or of the spouse of the employee, and the spouse, domestic partner, child, child-in-law, or sibling of the employee, or any relative living in the immediate household of the employee. (Education Code 44985, 45194)

At the employee's request, bereavement leave may be extended under personal necessity leave provisions as provided in the section "Personal Necessity" below. (Education Code 44981, 45207)

Personal Necessity

Employees may use a maximum of seven days of accrued personal illness/injury leave (sick leave) during each school year for reasons of personal necessity. (Education Code 44981, 45207)

Acceptable reasons for the use of personal necessity leave include:

1. Death of a member of the employee's immediate family when the number of days of absence exceeds the limits set by bereavement leave provisions (Education Code 44981, 45207; Government Code 12945.7)
2. An accident involving the employee or the employee's property, or the person or property of a member of the employee's immediate family (Education Code 44981, 45207)
3. Illness, preventive care, or other need of a member of the employee's family, as defined in Labor Code 245.5 (Education Code 44981; Government Code 12945.2; Labor Code 246.5)
4. A classified employee's appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or other order (Education Code 45207)
5. Fire, flood, or other immediate danger to the home of the employee
6. Personal business of a serious nature which the employee cannot disregard

Leave for personal necessity may be allowed for other reasons at the discretion of the Superintendent or designee. However, personal necessity leave shall not be granted for purposes of personal convenience, for the extension of a holiday or vacation, or for matters which can be taken care of outside of working hours. The Superintendent or designee shall have final discretion as to whether a request reflects personal necessity.

Advance permission shall not be required of an employee in any case involving the death of a member of the employee's immediate family, an accident involving the employee's person or property or the person or property of a member of the employee's immediate family, or the illness, preventive care, or other need of a member of the employee's family. (Education Code 44981, 45207)

For any leave that is planned, or for which the need is foreseeable, an employee shall notify the Superintendent or designee in advance. In all other circumstances, the employee shall notify the Superintendent or designee of the need for the leave as soon as practicable.

After any absence due to personal necessity, the employee shall verify the absence by submitting a completed and signed district absence form to the employee's immediate supervisor.

Leave to Perform Legal Duties

An employee may take time off work in order to: (Labor Code 230)

1. Serve on an inquest jury or trial jury
2. Comply with a subpoena or other court order to appear as a witness

Notices, summons, and subpoenas for court appearances shall be submitted to the district office when requesting leave.

A classified employee called for jury duty shall be granted leave with pay up to the amount of the difference between the employee's regular earnings and any amount received for jury fees. (Education Code 44037)

A certificated employee who is called for jury duty also shall be granted leave with pay up to the difference between the employee's regular earnings and any jury fees received. (Education Code 44036)

An employee shall be granted leave with pay to appear in court as a witness other than a litigant or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the employee. Such an employee shall receive the difference between the employee's regular earnings and any witness fees received. (Education Code 44036)

Leaves for Crime Victims for Judicial Proceedings

An employee who is a victim of a crime or an immediate family member, registered domestic partner, or child of a registered domestic partner of such victim may be absent from work in order to attend related judicial proceedings, if the crime is any of the following: (Labor Code 230.2)

1. A violent felony as defined in Penal Code 667.5(c)
2. A serious felony as defined in Penal Code 1192.7(c)
3. A felony provision of law proscribing theft or embezzlement

For these purposes, the employee may use vacation, personal leave, personal illness/injury leave, unpaid leave, or compensatory time off that is otherwise available to the employee. (Labor Code 230.2)

Prior to taking time off, an employee shall give the Superintendent or designee a copy of the notice of each scheduled proceeding that is provided by the responsible agency, unless advance notice is not feasible. When advance notice is not feasible or an unscheduled absence occurs, the employee shall, within a reasonable time after the absence, provide documentation evidencing the judicial proceeding from the court or government agency setting the hearing, the district attorney or prosecuting attorney's office, or the victim/witness office that is advocating on

behalf of the victim. (Labor Code 230.2)

The district shall keep confidential any records pertaining to the employee's absence from work by reason of this leave. (Labor Code 230.2)

Leaves for Victims of Crime or Abuse

An employee who is a victim of domestic violence, sexual assault, stalking, or a crime that caused physical injury or mental injury with a threat of physical injury or an employee whose immediate family member, as defined, is deceased as the direct result of a crime may use vacation, sick leave, personal leave, or compensatory time off that is otherwise available to the employee to attend to the following activities: (Labor Code 230, 230.1, 246.5)

1. Obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of the employee or the employee's child
2. Seek medical attention for injuries caused by crime or abuse
3. Obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse
4. Obtain psychological counseling or mental health services related to an experience of crime or abuse
5. Participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation

Prior to taking time off, an employee shall give reasonable notice to the Superintendent or designee, unless advance notice is not feasible. When an unscheduled absence occurs, the employee shall provide, within a reasonable period of time, certification of the absence in the form of any of the following: (Labor Code 230, 230.1)

1. A police report indicating that the employee was a victim
2. A court order protecting or separating the employee from the perpetrator of the crime or abuse, or other evidence from the court or prosecuting attorney that the employee has appeared in court
3. Documentation from a domestic violence or sexual assault counselor as defined in Evidence Code 1037.1 or 1035.2, licensed medical professional or health care provider, victim advocate, or counselor that the employee was undergoing treatment or receiving services for physical or mental injuries or abuse resulting in victimization from the crime or abuse
4. Any other form of documentation that reasonably verifies that the crime or abuse occurred, including, but not limited to, a written statement signed by the employee or by an individual acting on the employee's behalf certifying that the absence is for a purpose authorized under Labor Code 230 or 230.1

The district shall maintain the confidentiality of such an employee to the extent authorized by law. (Labor Code 230, 230.1)

The Superintendent or designee shall inform employees of the rights provided employees pursuant to Labor Code 230 and 230.1 using a form developed by the Labor Commissioner or a substantially similar form developed by the district. Such information shall be provided to new employees upon hire and to other employees upon request. (Labor Code 230.1)

Personal Leave for Child-Related Activities

Any employee who is a parent/guardian of one or more children of an age to attend any of grades K-12 or a program offered by a licensed child care provider may use up to 40 hours of personal leave, vacation, or compensatory time off each school year in order to: (Labor Code 230.8)

1. Find, enroll, or reenroll a child in a school or with a licensed child care provider or to participate in activities of the school or child care provider, provided the employee gives reasonable advance notice of the absence. Time off for this purpose shall not exceed eight hours in any calendar month.
2. Address a school or child care emergency, provided the employee gives notice. An emergency exists when the child cannot remain in school or with a child care provider due to one of the following circumstances:
 - a. A request by the school or child care provider that the child be picked up
 - b. An attendance policy, excluding planned holidays, that prohibits the child from attending or requires that the child be picked up from the school or child care provider
 - c. Behavioral or discipline problems
 - d. Closure or unexpected unavailability of the school or child care provider, excluding planned holidays
 - e. A natural disaster, including, but not limited to, fire, earthquake, or flood

For purposes of this leave, parent/guardian includes a parent, guardian, stepparent, foster parent, grandparent, or person who stands in loco parentis to a child. (Labor Code 230.8)

In lieu of using vacation, personal leave, or compensatory time off, eligible employees may take unpaid leave for this purpose.

If two or more parents/guardians of a child are employed at the same work site, this leave shall be allowed for the parent/guardian who first gives notice to the district. Simultaneous absence by another parent/guardian of the child may be granted by the Superintendent or designee. (Labor Code 230.8)

Upon request by the Superintendent or designee, the employee shall provide documentation from the school or licensed child care provider that the employee engaged in permitted child-related activities on a specific date and at a particular time. (Labor Code 230.8)

Service on Education Boards and Committees

Upon request, a certificated employee shall be granted up to 20 school days of paid leave per school year for service performed within the state on any education board, commission, committee, or group authorized by Education Code 44987.3 provided that all of the following conditions are met: (Education Code 44987.3)

1. The service is performed within the state
2. The board, commission, organization, or group informs the district in writing of the service
3. The board, commission, organization, or group agrees, prior to the service, to reimburse the district, upon the district's request, for compensation paid to the employee's substitute and for actual related administrative costs

Employee Organization Activities

Upon request, any certificated or classified employee shall be granted a leave of absence without loss of compensation, to serve as an elected officer of a district employee organization or any statewide or national employee organization with which the employee organization is affiliated. Such leave shall be in addition to any other leave to which the employee may be entitled by other laws or a memorandum of understanding or collective bargaining agreement. (Education Code 44987, 45210)

The leave shall include, but is not limited to, absence for purposes of attending periodic, stated, special, or regular meetings of the body of the organization on which the employee serves as an officer. (Education Code 44987, 45210)

Upon request of an employee organization in the district or its state or national affiliate, a reasonable number of

unelected classified employees shall be granted a leave of absence without loss of compensation for the purpose of attending important organizational activities authorized by the employee organization. The employee organization shall provide reasonable notification to the Superintendent or designee when requesting a leave of absence for employees for this purpose. (Education Code 45210)

When leave is granted for any of the above purposes, the employee organization shall reimburse the district within 10 days after receiving the district's certification of payment of compensation to the employee. (Education Code 44987, 45210)

Religious Leave

The Superintendent or designee may grant an employee up to three days of leave per year for religious purposes, provided that the leave is requested in advance and that it does not cause additional district expenditures, the neglect of assigned duties, or any other unreasonable hardship on the district.

The Superintendent or designee shall deduct the cost of hiring a substitute, when required, from the wages of the employee who takes religious leave.

No employee shall be discriminated against for using this leave or any additional days of unpaid leave granted for religious observances at the discretion of the Superintendent or designee.

Spouse on Leave from Military Deployment

An employee who works an average of 20 hours or more per week and whose spouse is a member of the United States Armed Forces, National Guard, or reserves may take up to 10 days of unpaid leave during a period that the employee's spouse is on leave from deployment during a military conflict, as defined in Military and Veterans Code 395.10. (Military and Veterans Code 395.10)

Within two business days of receiving official notice that the employee's spouse will be on leave from deployment, the employee shall provide the Superintendent or designee with notice of the intention to take the leave. The employee shall submit written documentation certifying that the employee's spouse will be on leave from deployment during the time that the leave is requested. (Military and Veterans Code 395.10)

Leave for Emergency Duty

An employee may take time off to perform emergency duty as a volunteer firefighter, a reserve peace officer, or emergency rescue personnel. (Labor Code 230.3)

Any employee who performs duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel shall be permitted to take temporary leaves of absence, not to exceed an aggregate total of 14 days per calendar year, for the purpose of engaging in fire, law enforcement, or emergency rescue training. (Labor Code 230.4)

Civil Air Patrol Leave

An employee may take up to 10 days of unpaid leave per calendar year, beyond any leave otherwise available to the employee, to respond to an emergency operational mission of the California Civil Air Patrol, provided that the employee has been employed by the district for at least a 90-day period immediately preceding the leave. Such leaves shall not exceed three days for a single mission, unless an extension is granted by the governmental entity authorizing the mission and is approved by the Superintendent or designee. (Labor Code 1501, 1503)

The employee shall give the district as much advance notice as possible of the intended dates of the leave. The Superintendent or designee may require certification from the proper Civil Air Patrol authority to verify the eligibility of the employee for the leave and may deny the leave if the employee fails to provide the required certification. (Labor Code 1503)

Regulation 4261.8: Family Care And Medical Leave

Status: ADOPTED

Original Adopted Date: 05/08/2018 | **Last Revised Date:** 11/14/2023 | **Last Reviewed Date:** 11/14/2023

The district shall not deny any eligible employee the right to family care or medical leave pursuant to the Family and Medical Leave Act (FMLA) or the California Family Rights Act (CFRA), or to Pregnancy Disability Leave (PDL), when an employee is disabled by a pregnancy, childbirth, or related medical condition. The district shall not interfere with, restrain, or deny the exercise of an employee's right to any such leave, nor shall the district discharge, discriminate against, or retaliate against an employee for taking such leave, opposing or challenging an unlawful employment practice in relation to any of these laws, or being involved in any related inquiry or proceeding. (Government Code 12945, 12945.2; 2 CCR 11094; 29 USC 2615)

Definitions

The words and phrases defined below shall have the same meaning throughout this administrative regulation except where a different meaning is otherwise specified.

Child means a biological, adopted, or foster child; a stepchild; a legal ward; or a person to whom the employee stands in loco parentis. For purposes of CFRA leave, child also includes a child of a registered domestic partner. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611)

Designated person, for CFRA purposes, means any individual related by blood, or whose association with the employee is the equivalent of a family relationship. (Government Code 12945.2)

Eligible employee, for FMLA and CFRA purposes, means an employee who has been employed with the district for at least 12 months and who has at least 1,250 hours of service with the district during the 12 months immediately preceding the leave. However, these requirements shall not apply when an employee applies for PDL. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611; 29 CFR 825.110)

Eligible family member means an employee's child, parent, or spouse. For purposes of leave to care for a family member with a serious health condition pursuant to CFRA, eligible family member includes an employee's child, parent, parent-in-law, spouse, registered domestic partner, grandparent, grandchild, sibling, or designated person. (Government Code 12945.2; 2 CCR 11087; 29 USC 2612)

Employee disabled by pregnancy means an employee whose health care provider states that the employee is: (2 CCR 11035)

1. Unable because of pregnancy to perform any one or more of the essential functions of the job or to perform any of them without undue risk to the employee or other persons or to the pregnancy's successful completion
2. Suffering from severe "morning sickness" or needs to take time off for prenatal or postnatal care, bed rest, gestational diabetes, pregnancy-induced hypertension, preeclampsia, postpartum depression, childbirth, loss or end of pregnancy, recovery from childbirth or loss or end of pregnancy, or any other pregnancy-related condition

Parent means a biological, foster, or adoptive parent; a parent-in-law; a stepparent; a legal guardian; or another person who stood in loco parentis to the employee when the employee was a child. However, for FMLA purposes, parent does not include a spouse's parents. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611; 29 CFR 825.122)

Serious health condition means an illness, injury (including, but not limited to, on-the-job injuries), impairment, or physical or mental condition of the employee or an eligible family member of the employee that involves either inpatient care or continuing treatment, including treatment for substance abuse, as follows: (Government Code 12945.2; 2 CCR 11087, 11097; 29 USC 2611, 2612; 29 CFR 825.113-825.115)

1. Inpatient care in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity.

A person is considered an inpatient when formally admitted to a health care facility with the expectation of

remaining overnight and occupying a bed, even if it later develops that the person can be discharged or transferred to another facility and does not actually remain overnight.

Incapacity means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.

2. Continuing treatment or continuing supervision by a health care provider, including one or more of the following:
 - a. A period of incapacity of more than three consecutive full days
 - b. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition
 - c. Any period of incapacity due to pregnancy or for prenatal care under FMLA
 - d. Any period of incapacity which is permanent or long term due to a condition for which treatment may not be effective
 - e. Any period of absence to receive multiple treatments, including recovery, by a health care provider

Spouse means a partner in marriage as defined in Family Code 300, including same sex partners in marriage. For purposes of CFRA leave, spouse also includes a registered domestic partner within the meaning of Family Code 297-297.5. (Family Code 297, 297.5, 300; 2 CCR 11087; 29 CFR 825.122)

Eligibility/Purposes of Leave

The district shall grant FMLA or CFRA leave to eligible employees for any of the following reasons: (Government Code 12945.2; 29 USC 2612; 29 CFR 825.112, 825.126, 825.127)

1. The birth of a child of the employee or placement of a child with the employee in connection with the employee's adoption or foster care of the child (parental leave)
2. The care of an eligible family member with a serious health condition
3. The employee's own serious health condition that makes the employee unable to perform the job functions of the position
4. A qualifying exigency arising out of the fact that the employee's spouse, child, parent, or, for CFRA leave only, a registered domestic partner, is a military member on covered active duty or call to covered active duty (or has been notified of an impending call or order to covered active duty)
5. The care of a covered servicemember with a serious injury or illness when the employee is a spouse, child, parent, or next of kin of the covered servicemember

In addition, the district shall grant PDL to any employee who is disabled by pregnancy, childbirth, or other related medical condition. (Government Code 12945; 2 CCR 11037)

Terms of Leave

An eligible employee shall be entitled to a total of 12 work weeks of FMLA or CFRA leave during any 12-month period, except in the case of leave to care for a covered servicemember as provided under "Military Caregiver Leave" below. To the extent allowed by law, CFRA and FMLA leaves shall run concurrently. (Government Code 12945.2; 29 USC 2612)

The 12-month period shall be measured forward from the date the employee's first family care and medical leave begins. (29 CFR 825.200)

In addition, any employee who is disabled by pregnancy, childbirth, or other related condition shall be entitled to PDL for the period of the disability not to exceed four months. For a part-time employee, the four months shall be calculated on a proportional basis. (Government Code 12945; 2 CCR 11042)

PDL shall run concurrently with FMLA leave for disability caused by an employee's pregnancy. At the end of the employee's FMLA leave for disability caused by pregnancy, or at the end of four months of PDL, whichever occurs first, a CFRA-eligible employee may request to take CFRA leave of up to 12 work weeks, for the reason of the birth of a child or to bond with or care for the child. (Government Code 12945, 12945.2; 2 CCR 11046, 11093)

Leave taken for the birth or placement of a child must be concluded within the 12-month period beginning on the date of the birth or placement of the child. Such leave does not need to be taken in one continuous period of time. (2 CCR 11090; 29 USC 2612)

Each eligible employee shall be granted up to 12 work weeks for family care and medical leave related to the birth or placement of a child, regardless of whether both parents of the child work for the district.

Use/Substitution of Paid Leave

During any otherwise unpaid period of FMLA or CFRA leave, except leave for an employee's own serious health condition, an employee shall use accrued paid leave, including, but not limited to, vacation leave, personal leave, or family leave. If the leave is for the employee's own serious health condition, the employee shall use accrued paid leave, including but not limited to, vacation leave, personal leave, or sick leave. During an unpaid period of PDL, the employee shall use any accrued sick leave and may elect to use any vacation time or other accrued personal time off. (Government Code 12945, 12945.2; 2 CCR 11044, 11092; 29 USC 2612)

The district and employee may also come to agreement regarding the use of any additional paid or unpaid time off instead of using the employee's CFRA leave. (2 CCR 11092)

Intermittent Leave/Reduced Work or Leave Schedule

PDL and family care and medical leave for the serious health condition of an employee or eligible family member may be taken intermittently or on a reduced work or leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition. However, the district shall limit leave increments to the shortest period of time that the district's payroll system uses to account for absences or use of leave provided it is not to be greater than one hour. (Government Code 12945.2; 2 CCR 11042, 11090; 29 USC 2612)

The basic minimum duration of leave for the birth, adoption, or foster care placement of a child shall be two weeks. However, the district shall grant a request for such leave of less than two weeks on any two occasions. (2 CCR 11090; 29 USC 2612)

The district may require an employee to transfer temporarily to an available alternative position under any of the following circumstances: (2 CCR 11041, 11090; 29 USC 2612)

1. The employee needs intermittent leave or leave on a reduced work schedule that is foreseeable based on a planned medical treatment for the employee or family member
2. A medical certification is provided by the employee's health care provider that, because of pregnancy, the employee has a medical need to take intermittent leave or leave on a reduced work schedule
3. The district agrees to permit intermittent leave or leave on a reduced work schedule due to the birth, adoption, or foster care placement of the employee's child

The alternative position must have equivalent pay and benefits and must better accommodate recurring periods of leave than the employee's regular job, and the employee must be qualified for the position. Transfer to an alternative

position may include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work or leave schedule. (2 CCR 11041, 11090; 29 USC 2612)

Request for Leave

The district shall consider an employee's request for PDL or family care and medical leave only if the employee provides at least verbal notice sufficient to make the district aware of the need to take the leave and the anticipated timing and duration of the leave. (2 CCR 11050, 11091)

For family care and medical leave, the employee need not expressly assert or mention FMLA/CFRA to satisfy this requirement. However, the employee must state the reason the leave is needed (e.g., birth of child, medical treatment). If more information is necessary to determine whether the employee is eligible for family care and medical leave, the Superintendent or designee shall inquire further and obtain the necessary details of the leave to be taken. (2 CCR 11091)

The district shall respond to requests for leave as soon as practicable, but no later than five business days after receiving the employee's request. (2 CCR 11091)

Based on the information provided by the employee, the Superintendent or designee shall designate the leave, paid or unpaid, as FMLA/CFRA qualifying leave and shall give notice of such designation to the employee. Failure of an employee to respond to permissible inquiries regarding the leave request may result in denial of CFRA protection if the district is unable to determine whether the leave is CFRA qualifying. (2 CCR 11091; 29 CFR 825.300)

When an employee is able to foresee the need for PDL or family care and medical leave at least 30 days in advance of the leave, the employee shall provide the district with at least 30 days advance notice before the leave. When the 30 days' notice is not practicable because of a lack of knowledge of when leave will be required to begin, a change in circumstances, a medical emergency, or other good cause, the employee shall provide the district with notice as soon as practicable. Failure of an employee to provide required notice may result in a denial of leave. (2 CCR 11050, 11091)

In all instances, the employee shall consult with the Superintendent or designee and make a reasonable effort to schedule, subject to the health care provider's approval, any planned appointment or medical treatment or supervision so as to minimize disruption to district operations. (Government Code 12945.2; 2 CCR 11050, 11091)

An eligible employee may request CFRA leave to care for a designated person with a serious health condition. The employee may identify the designated person at the time of the employee's request for the leave. The district may limit an employee to using CFRA leave to care for one designated person per 12-month period. (Government Code 12945.2; Labor Code 245.5)

Certification of Health Condition

Within five business days of an employee's request for family care and medical leave for the serious health condition of the employee or an eligible family member, the Superintendent or designee shall request that the employee provide certification by a health care provider of the need for leave. Upon receiving the district's request, the employee shall provide the certification within 15 calendar days, unless either the Superintendent or designee provides additional time or it is not practicable under the particular circumstances, despite the employee's diligent, good faith efforts. (2 CCR 11087, 11091; 29 CFR 825.305)

The certification shall include the following: (Government Code 12945.2; 2 CCR 11087; 29 USC 2613)

1. The date on which the serious health condition began
2. The probable duration of the condition
3. If the employee is requesting leave to care for an eligible family member with a serious health condition, both of the following:

- a. Statement that the serious health condition warrants the participation of the employee to provide care, such as by providing psychological comfort, arranging for third party care, or directly providing or participating in the medical care of the eligible family member during a period of the treatment or supervision
 - b. Estimated amount of time the health care provider believes the employee needs to care for the eligible family member
4. If the employee is requesting leave because of the employee's own serious health condition, a statement that due to the serious health condition, the employee is unable to work at all or is unable to perform one or more essential job functions of the position
5. If the employee is requesting leave for intermittent treatment or on a reduced work or leave schedule for planned medical treatment, a statement of the medical necessity for the leave, the dates on which treatment is expected to be given, the duration of such treatment, and the expected duration of the leave

The Superintendent or designee shall not request any genetic information related to an employee except as authorized by law in accordance with the California Genetic Information Nondiscrimination Act of 2011. (Government Code 12940)

When an employee has provided sufficient medical certification to enable the district to determine whether the employee's leave request is FMLA/CFRA-eligible, the Superintendent or designee shall notify the employee within five business days whether the leave is FMLA/CFRA-eligible. The Superintendent or designee may also retroactively designate leave as FMLA/CFRA leave as long as appropriate notice is given to the employee and there is no harm or injury to the employee. (2 CCR 11091; 29 CFR 825.301)

If the Superintendent or designee has a good faith objective reason to doubt the validity of a certification that accompanies a request for leave for the employee's own serious health condition, the Superintendent or designee may require the employee to obtain a second opinion from a district-approved health care provider, at district expense. If the second opinion is contrary to the first, the Superintendent or designee may require the employee to obtain a third medical opinion from a third health care provider approved by both the employee and the district, again at district expense. The opinion of the third health care provider shall be final and binding. (Government Code 12945.2; 2 CCR 11091; 29 USC 2613)

Certification for PDL

The Superintendent or designee shall request that an employee who is requesting PDL provide certification by a health care provider of the need for leave at the time the employee gives notice of the need for PDL, or within two business days of giving the notice. If the need for PDL is unforeseen, the Superintendent or designee shall request the medical certification within two business days after the leave commences. The Superintendent or designee may request certification at some later date if the Superintendent or designee has reason to question the appropriateness of the leave or its duration. (2 CCR 11050)

For PDL that is foreseeable and for which at least 30 days' notice has been given, the employee shall provide the medical certification before the leave begins. When this is not practicable, the employee shall provide the certification within the time frame specified by the Superintendent or designee which must be at least 15 calendar days after the request, unless it is not practicable under the particular circumstances despite the employee's diligent, good faith efforts. (2 CCR 11050)

Medical certification for PDL purposes shall include a statement that the employee needs to take the leave because the employee is disabled by pregnancy, childbirth, or a related medical condition, the date on which the employee became disabled because of pregnancy, and the estimated duration of the leave. (2 CCR 11050)

If additional PDL or family care and medical leave is needed when the time estimated by the health care provider expires, the district may require the employee to provide recertification in the manner specified for the leave. (Government Code 12945.2; 2 CCR 11050; 29 USC 2613)

Release to Return to Work

Upon expiration of an employee's PDL or family care and medical leave taken for the employee's own serious health condition, the employee shall present certification from the health care provider of the employee's ability to resume work. The certification shall address the employee's ability to perform the essential job functions of the position.

Rights to Reinstatement

Upon granting an employee's request for PDL or FMLA/CFRA leave, the Superintendent or designee shall guarantee to reinstate the employee in the same or a comparable position when the leave ends. (Government Code 12945.2; 2 CCR 11043, 11089; 29 USC 2614)

The district may refuse to reinstate an employee to the same or a comparable position if the FMLA/CFRA leave was fraudulently obtained by the employee. (2 CCR 11089; 29 CFR 825.216)

The district may refuse to reinstate an employee to the same position after taking PDL if, at the time the reinstatement is requested, the employee would not otherwise have been employed in that position for legitimate business reasons unrelated to the employee's PDL. (2 CCR 11043)

Maintenance of Benefits/Failure to Return from Leave

During the period when an employee is on PDL or family care and medical leave, the employee shall maintain employee status with the district and the leave shall not constitute a break in service for purposes of longevity, seniority under any collective bargaining agreement, or any employee benefit plan. (Government Code 12945.2; 2 CCR 11092; 29 USC 2614)

For up to a maximum of four months for PDL and 12 work weeks for other family care and medical leave, the district shall continue to provide an eligible employee the group health plan coverage that was in place before the employee took the leave. The employee shall reimburse the district for premiums paid during the leave if the employee fails to return to district employment after the expiration of all available leaves and the failure is for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the employee's control. (Government Code 12945.2; 2 CCR 11044, 11092; 29 USC 2614; 29 CFR 825.213)

In addition, during the period when an employee is on PDL or family care and medical leave, the employee shall be entitled to continue to participate in other employee benefit plans including life insurance, short-term or long-term disability insurance, accident insurance, pension and retirement plans, and supplemental unemployment benefit plans to the same extent and under the same conditions as would apply to an unpaid leave taken for any other purpose. However, for purposes of pension and retirement plans, the district shall not make plan payments for an employee during any unpaid portion of the leave period and the leave period shall not be counted for purposes of time accrued under the plan. (Government Code 12945.2; 2 CCR 11044, 11092)

Military Family Leave Resulting from Qualifying Exigencies

An eligible employee may take up to 12 work weeks of unpaid FMLA/CFRA leave, during each 12-month period established by the district in the section entitled "Terms of Leave" above, for one or more qualifying exigencies while the employee's child, parent, spouse, or, for purposes of CFRA leave, registered domestic partner, who is a military member is on covered active duty or on call to covered active duty status. (Government Code 12945.2; 29 USC 2612; 29 CFR 825.126)

Covered active duty means, for members of the Regular Armed forces, duty during the deployment of a member of the regular Armed Forces to a foreign country or, for members of the Reserve components of the Armed forces, duty during the deployment of a member of the National Guard or Reserves to a foreign country under a call or an order to active duty in support of a contingency operation pursuant to law. Deployment to a foreign county includes deployment to international waters. (29 USC 2611; 29 CFR 825.126)

Qualifying exigencies include time needed to: (29 CFR 825.126)

1. Address issues arising from short notice deployment of up to seven calendar days from the date of receipt of call or order of short notice deployment

2. Attend military events and related activities, such as any official ceremony or family assistance program related to the covered active duty or call to covered active duty status
3. Arrange child care or attend school activities arising from the covered active duty or call to covered active duty, such as arranging for alternative child care, enrolling or transferring a child to a new school, or attending meetings
4. Make or update financial and legal arrangements to address a military member's absence
5. Attend counseling provided by someone other than a health care provider
6. Spend time (up to 15 calendar days of leave per instance) with a military member who is on short-term, temporary, rest and recuperation leave during deployment
7. Attend to certain post-deployment activities, such as arrival ceremonies or reintegration briefings
8. Care for a military member's parent who is incapable of self-care when the care is necessitated by the military member's covered active duty
9. Address any other event that the employee and district agree is a qualifying exigency

The employee shall provide the Superintendent or designee with notice of the need for the qualifying exigency leave as soon as practicable, regardless of how far in advance such leave is foreseeable. (29 CFR 825.302)

An employee who is requesting leave for qualifying exigencies shall provide the Superintendent or designee with a copy of the military member's active duty orders, or other documentation issued by the military, and the dates of the service. In addition, the employee shall provide the Superintendent or designee with certification of the qualifying exigency necessitating the leave. The certification shall contain the information specified in 29 CFR 825.309.

The employee's qualifying exigency leave may be taken on an intermittent or reduced work or leave schedule basis. (29 CFR 825.302)

During the period of qualified exigency leave, the district's rule regarding an employee's use of accrued vacation leave and any other accrued paid or unpaid time off, as specified in the section "Use/Substitution of Paid Leave" above, shall apply.

Military Caregiver Leave

The district shall grant an eligible employee up to a total of 26 work weeks of leave during a single 12-month period, measured forward from the first date the leave is taken, to care for a covered servicemember with a serious illness or injury. In order to be eligible for such military caregiver leave, the employee must be the spouse, child, parent, or next of kin of the covered servicemember. This 26-week period is inclusive of the 12 work weeks of leave that may be taken for other FMLA qualifying reasons. (29 USC 2611, 2612; 29 CFR 825.127)

Covered servicemember may be: (29 CFR 825.127)

1. A current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list for a serious injury or illness
2. A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran

Child of a covered servicemember means the covered servicemember's biological, adopted, or foster child, stepchild, legal ward, or child for whom the covered servicemember stood in loco parentis, and who is of any age. (29 CFR 825.127)

Parent of a covered servicemember means the covered servicemember's biological, adopted, step, or foster parent, or any other individual who stood in loco parentis to the covered servicemember (except "parents-in-law"). (29 CFR

825.127)

Next of kin means the nearest blood relative to the covered servicemember, other than the spouse, parent, or child, unless designated in writing by the covered servicemember. (29 USC 2611, 2612; 29 CFR 825.127)

Outpatient status means the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients. (29 USC 2611; 29 CFR 825.127)

Serious injury or illness means: (29 USC 2611; 29 CFR 825.127)

1. For a current member of the Armed Forces, an injury or illness incurred by the member in the line of duty on active duty, or that existed before the beginning of the member's active duty and was aggravated by the member's service in the line of duty while on active duty in the Armed Forces, and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating
2. For a veteran, an injury or illness incurred or aggravated by the member's service in the line of duty on active duty in the Armed Forces, including the National Guard or Reserves, that manifested itself before or after the member became a veteran and that is at least one of the following:
 - a. A continuation of a serious injury or illness incurred or aggravated while the veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating
 - b. A physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs (VA) Service-Related Disability Rating of 50 percent or greater, based wholly or partly on that physical or mental condition
 - c. A physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of one or more disabilities related to the servicemember's military service or that would do so but for treatment received by the veteran
 - d. An injury, including a psychological injury, on the basis of which the veteran has been enrolled in the VA's Program of Comprehensive Assistance for Family Caregivers

The employee shall provide reasonable and practicable notice of the need for the leave in accordance with the procedures in the section entitled "Request for Leave" above.

An employee requesting leave to care for a covered servicemember with a serious injury or illness shall provide the Superintendent or designee with certification from an authorized health care provider of the servicemember that contains the information specified in 29 CFR 825.310.

The leave may be taken intermittently or on a reduced work or leave schedule when medically necessary. An employee taking military caregiver leave in combination with other family care and medical leaves pursuant to this administrative regulation shall be entitled to a combined total of 26 work weeks of leave during a single 12-month period. When both spouses work for the district and both wish to take such leave, the spouses are limited to a maximum combined total of 26 work weeks during a single 12-month period. (29 USC 2612)

During the period of military caregiver leave, the district's rule regarding an employee's use of accrued vacation leave and other accrued paid or unpaid time off, as specified in the section "Use/Substitution of Paid Leave" above, shall apply.

Notifications

The Superintendent or designee shall provide the following notifications regarding state and federal law related to PDL or FMLA/CFRA leave:

1. General Notice: Information explaining the provisions of the Fair Employment and Housing Act/PDL and FMLA/CFRA and employees' rights and obligations shall be posted in a conspicuous place on district premises, or electronically, and shall be included in employee handbooks. (2 CCR 11049, 11095; 29 USC 2619)
2. The general notice shall also explain an employee's obligation to provide the Superintendent or designee with at least 30 days' notice of the need for the requested leave, when the need is reasonably foreseeable at least 30 days prior to the start of the leave. (2 CCR 11049, 11050, 11091)
3. Eligibility Notice: When an employee requests leave, including PDL, or when the Superintendent or designee acquires knowledge that an employee's leave may be for an FMLA/CFRA qualifying reason, the Superintendent or designee shall, within five business days, provide notification to the employee of eligibility to take such leave. (2 CCR 11049, 11091; 29 CFR 825.300)
4. Rights and Responsibilities Notice: Each time the eligibility notice is provided to an employee, the Superintendent or designee shall provide written notification explaining the specific expectations and obligations of the employee, including any consequences for a failure to meet those obligations. Such notice shall include, as applicable: (29 CFR 825.300)
 - a. A statement that the leave may be designated and counted against the employee's annual FMLA/CFRA leave entitlement and the appropriate 12-month entitlement period, if qualifying
 - b. Any requirements for the employee to furnish medical certification of a serious health condition, serious injury or illness, or qualifying exigency arising out of active duty or call to active duty status and the consequences of failing to provide the certification
 - c. The employee's right to use paid leave, whether the district will require use of paid leave, conditions related to any use of paid leave, and the employee's entitlement to take unpaid leave if the employee does not meet the conditions for paid leave
 - d. Any requirements for the employee to make premium payments necessary to maintain health benefits, the arrangement for making such payments, and the possible consequences of failure to make payments on a timely basis
 - e. The employee's right to maintenance of benefits during the leave and restoration to the same or an equivalent job upon return from leave
 - f. The employee's potential liability for health insurance premiums paid by the district during the employee's unpaid FMLA leave should the employee not return to service after the leave. Any time the information provided in the above notice changes, the Superintendent or designee shall, within five business days of receipt of an employee's first notice of need for leave, provide the employee with a written notice referencing the prior notice and describing any changes to the notice. (29 CFR 825.300)
5. Designation Notice: When the Superintendent or designee has information (e.g., sufficient medical certification) to determine whether the leave qualifies as FMLA/CFRA leave, the Superintendent or designee shall, within five business days, provide written notification designating the leave as FMLA/CFRA qualifying or, if the leave will not be so designated, the reason for that determination. (2 CCR 11091; 29 CFR 825.300)

If the amount of leave needed is known, the notice shall include the number of hours, days, or weeks that will be counted against the employee's FMLA/CFRA entitlement. If it is not possible to provide that number at the time of the designation notice, notification shall be provided of the amount of leave counted against the employee's entitlement upon request by the employee and at least once in every 30-day period if leave was taken in that period. (29 CFR 825.300)

6. If the district requires paid leave to be used during an otherwise unpaid family care and medical leave, the notice shall so specify. If the district requires an employee to present a release to return to work certification that addresses the employee's ability to perform the essential functions of the job, the notice shall also specify that requirement. (2 CCR 11091, 11097; 29 CFR 825.300)

Any time the information provided in the designation notice changes, the Superintendent or designee shall, within five business days, provide the employee with written notice referencing the prior notice and describing any changes to the notice. (29 CFR 825.300)

Records

The Superintendent or designee shall maintain records pertaining to an individual employee's use of FMLA or CFRA leave or PDL in accordance with law. (Government Code 12946; 29 USC 2616; 42 USC 2000ff-1; 29 CFR 825.500)

Exhibit 4312.9-E(1): Employee Notifications

Status: ADOPTED

Original Adopted Date: 11/14/2023 | **Last Reviewed Date:** 11/14/2023

I. To All Employees

When/Whom to Notify: At the beginning of school year or upon employment
Education or Other Legal Code: Education Code 231.5, Government Code 12950
Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11
Subject: The district's policy on sexual harassment, legal remedies, complaints

When/Whom to Notify: Annually and 72 hours before pesticide application
Education or Other Legal Code: Education Code 17612
Board Policy/Administrative Regulation #: AR 3514.2
Subject: Use of pesticide products, active ingredients, Internet address to access information on pesticides

When/Whom to Notify: Prior to implementing year-round schedule
Education or Other Legal Code: Education Code 37616
Board Policy/Administrative Regulation #: BP 6117
Subject: Public hearing on implementing year-round program schedule

When/Whom to Notify: Prior to implementing alternative schedule
Education or Other Legal Code: Education Code 46162
Board Policy/Administrative Regulation #: BP 6112
Subject: Public hearing on alternative schedule in secondary grades

When/Whom to Notify: Annually
Education or Other Legal Code: Education Code 49013; 5 CCR 4622
Board Policy/Administrative Regulation #: AR 1312.3; BP 0460; BP 3260
Subject: Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control accountability plan

When to Notify: Annually
Education or Other Legal Code: Education Code 49069.5, 51225.1
Board Policy/Administrative Regulation #: AR 6173, AR 6173.1, 6173.3, 6175
Subject: Transfer of coursework and credits for foster youth, students experiencing homelessness, former juvenile court school students, children of military family, migrant students, and students participating in a newcomer program.

When/Whom to Notify: Annually
Education or Other Legal Code: Education Code 49414
Board Policy/Administrative Regulation #: AR 5141.21
Subject: Request for volunteers to be trained to administer epinephrine auto-injectors

When/Whom to Notify: At least once per year
Education or Other Legal Code: Education Code 49414.3
Board Policy/Administrative Regulation #: AR 5141.21
Subject: Request for volunteers to be trained to administer opioid antagonist

When to Notify: When a parent/guardian requests for district designation of volunteers is received for training on emergency use of anti-seizure medication for a student diagnosed with seizures
Education or Other Legal Code: Education Code 49468.2
Board Policy/Administrative Regulation #: To be included in AR 5141.21
Subject: Request for volunteers to be trained in recognition and response to seizures, including administration of emergency anti-seizure medication, description of training, right to rescind offer to volunteer, prohibition against retaliation.

When/Whom to Notify: To all employees
Education or Other Legal Code: Government Code 1126
Board Policy/Administrative Regulation #: BP 4136/4236/4336

Subject: Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal

When/Whom to Notify: To all employees

Education or Other Legal Code: Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210

Board Policy/Administrative Regulation #: BP 4020, BP 4159/4259/4359

Subject: District's drug- and alcohol-free workplace; actions that will be taken if violated; available employee assistance programs

When/Whom to Notify: Upon employment

Education or Other Legal Code: Government Code 21029

Board Policy/Administrative Regulation #: None

Subject: Right to purchase PERS service credit for military service performed prior to public employment

When/Whom to Notify: Upon placement of automated external defibrillator (AED) in school, annually thereafter

Education or Other Legal Code: Health and Safety Code 1797.196

Board Policy/Administrative Regulation #: AR 5141

Subject: Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan

When/Whom to Notify: If the district receives Tobacco-Use Prevention Education funds

Education or Other Legal Code: Health and Safety Code 104420

Board Policy/Administrative Regulation #: AR 3513.3

Subject: District's tobacco-free schools policy and enforcement procedures

When/Whom to Notify: Annually, or more frequently if there is new information

Education or Other Legal Code: Health and Safety Code 120875, 120880

Board Policy/Administrative Regulation #: BP 4119.43/4219.43/4319.43

Subject: AIDS and hepatitis B, methods to prevent exposure

When/Whom to Notify: To new employees upon hire and other employees upon request, in districts with 25 or more employees

Education or Other Legal Code: Labor Code 230.1

Board Policy/Administrative Regulation #: AR 4161.2/4261.2/4361.2

Subject: Rights pursuant to Labor Code 230-230.1 pertaining to leaves and accommodations for victims of crime or abuse

When/Whom to Notify: With each paycheck

Education or Other Legal Code: Labor Code 246

Board Policy/Administrative Regulation #: AR 4161.1/4261.1/4361.1

Subject: Amount of sick leave available

When/Whom to Notify: Upon hire, in employee handbook, and upon request for parental leave

Education or Other Legal Code: Labor Code 1034

Board Policy/Administrative Regulation #: BP 4033

Subject: The district's policy on lactation accommodation

When/Whom to Notify: To covered employees and former employees

Education or Other Legal Code: Labor Code 2800.2

Board Policy/Administrative Regulation #: AR 4154/4254/4354

Subject: Availability of COBRA/Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage

When/Whom to Notify: To employees participating in a flexible spending account

Education or Other Legal Code: Labor Code 2810.7

Board Policy/Administrative Regulation #: None

Subject: Deadline to withdraw funds from account before the end of the plan year

When/Whom to Notify: To every new employee, either at the time employee is hired or by end of first pay period

Education or Other Legal Code: Labor Code 3551

Board Policy/Administrative Regulation #: AR 4157.1/4257.1/4357.1

Subject: Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting

personal physician/chiropractor

When/Whom to Notify: Within one day of receiving notice of potential exposure to COVID-19, and remain posted for not less than 15 calendar days, to employees who were on the premises during the infectious period, the exclusive representative, and the employer of subcontracted employees as applicable

Where: Prominently display in all places where notices to employees concerning workplace rules or regulations are customarily posted

Education or Other Legal Code: Labor Code 6409.6

Board Policy/Administrative Regulation #: AR 4157/4257/4357

Subject: Potential exposure to COVID-19; benefits to which employees may be entitled; available leave options; protection against discrimination and retaliation; district's disinfection and safety plan

When/Whom to Notify: Prior to beginning employment

Education or Other Legal Code: Penal Code 11165.7, 11166.5

Board Policy/Administrative Regulation #: AR 5141.4

Subject: Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law

When/Whom to Notify: Upon employment and when leaving work due to pregnancy or nonoccupational sickness or injury

Education or Other Legal Code: Unemployment Insurance Code 2613

Board Policy/Administrative Regulation #: AR 4154/4254/4354

Subject: Disability insurance rights and benefits

When/Whom to Notify: To principal, counselor who directly supervises or reports on student's behavior or progress, and teacher and other administrators who directly supervise or report on student's behavior or progress when the superintendent or designee believes the employee needs the information for the protection of self or others when working with the student, when Superintendent or designee receives written notification that minor student has committed a felony or misdemeanor involving specified offenses

Education or Other Legal Code: Welfare and Institutions Code 827

Board Policy/Administrative Regulation #: AR 4158/4258/4358

Subject: Limited exception to juvenile court record confidentiality to ensure rehabilitation of juvenile criminal offenders and protect students and staff

When/Whom to Notify: To all employees and job applicants

Education or Other Legal Code: 2 CCR 11023; 34 CFR 104.8, 106.9

Board Policy/Administrative Regulation #: BP 0410, AR 4030

Subject: District's policy on nondiscrimination and related complaint procedures

When/Whom to Notify: To all employees via employee handbook, or to each new employee

Education or Other Legal Code: 2 CCR 11091, 11095; 29 CFR 825.300

Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8

Subject: Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible

When/Whom to Notify: To all employees

Education or Other Legal Code: 8 CCR 3203

Board Policy/Administrative Regulation #: AR 4157/4257/4357

Subject: The right and procedure to access the injury and illness prevention program

When/Whom to Notify: To all employees

Education or Other Legal Code: 34 CFR 106.8

Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11

Subject: Nondiscrimination on the basis of sex; contact information for district's Title IX Coordinator; referral of inquiries to Title IX Coordinator and/or Office for Civil Rights

When/Whom to Notify: Annually

Education or Other Legal Code: 40 CFR 763.84, 763.93

Board Policy/Administrative Regulation #: AR 3514

Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

When/Whom to Notify: Prior to the beginning of school year or upon employment
Education or Other Legal Code: 20 USC 2354; 34 CFR 100 Appendix B, 104.8
Board Policy/Administrative Regulation #: AR 6178
Subject: All career and technical education opportunities are offered without regard to race, color, national origin, sex, or disability in accordance with 34 CFR 100

II. To Certificated Employees

When/Whom to Notify: To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire
Education or Other Legal Code: Education Code 22455.5
Board Policy/Administrative Regulation #: AR 4121
Subject: Criteria for membership in retirement system; right to elect membership at any time

When/Whom to Notify: Upon employment of a retired certificated individual
Education or Other Legal Code: Education Code 22461
Board Policy/Administrative Regulation #: AR 4117.14/4317.14
Subject: Postretirement earnings limitation or employment restriction; monthly report of compensation

When/Whom to Notify: To certificated employees
Education or Other Legal Code: Education Code 35171
Board Policy/Administrative Regulation #: AR 4115, BP 4315
Subject: District regulations related to performance evaluations

When/Whom to Notify: 30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated
Education or Other Legal Code: Education Code 44663
Board Policy/Administrative Regulation #: AR 4115
Subject: Copy of employee's evaluation

When/Whom to Notify: To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee
Education or Other Legal Code: Education Code 44664
Board Policy/Administrative Regulation #: AR 4115
Subject: Notice and description of the unsatisfactory performance

When/Whom to Notify: By May 30, if district elects to issue reemployment notices to certificated employees
Education or Other Legal Code: Education Code 44842
Board Policy/Administrative Regulation #: AR 4112.1
Subject: Request that the employee notify district of intent to remain in service next year

When/Whom to Notify: To probationary and temporary certificated employees upon employment and every July thereafter
Education or Other Legal Code: Education Code 44916
Board Policy/Administrative Regulation #: AR 4112.1, AR 4121
Subject: Employment status and salary

When/Whom to Notify: To probationary employee, by March 15
Education or Other Legal Code: Education Code 44929.21, 44929.23, 44948.5
Board Policy/Administrative Regulation #: BP 4116
Subject: Whether or not employee is reelected for next school year

When/Whom to Notify: When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year
Education or Other Legal Code: Education Code 44934, 44934.1, 44936
Board Policy/Administrative Regulation #: BP 4118; AR 4118
Subject: Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice

When/Whom to Notify: To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice

Education or Other Legal Code: Education Code 44938
Board Policy/Administrative Regulation #: BP 4118
Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year

Education or Other Legal Code: Education Code 44938
Board Policy/Administrative Regulation #: BP 4118
Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings

Education or Other Legal Code: Education Code 44940.5
Board Policy/Administrative Regulation #: AR 4118
Subject: Notice of intent to dismiss 30 days from notice unless employee demands hearing

When/Whom to Notify: To probationary employee 30 days prior to dismissal during school year, but not later than March 15 for a second- year probationary employee

Education or Other Legal Code: Education Code 44948.3
Board Policy/Administrative Regulation #: AR 4118
Subject: Reasons for dismissal and opportunity to appeal

When/Whom to Notify: By March 15 when necessary to reduce certificated personnel, with final notice by May 15

Education or Other Legal Code: Education Code 44949, 44955
Board Policy/Administrative Regulation #: BP 4117.3
Subject: Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination

When/Whom to Notify: Before the end of the school year to temporary employee who served 75 percent of school year but will be released

Education or Other Legal Code: Education Code 44954
Board Policy/Administrative Regulation #: BP 4121
Subject: District's decision not to reelect employee for following school year

When/Whom to Notify: During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to any permanent or probationary certificated employee, including an employee holding a position that requires administrative or supervisory credential, whose services are terminated

Education or Other Legal Code: Education Code 44955.5
Board Policy/Administrative Regulation #: BP 4117.3
Subject: Decrease in the number of permanent employees in accordance with a schedule of notice and hearing adopted by the Board

When/Whom to Notify: To teacher, when a student engages in or is reasonably suspected of specified acts

Education or Other Legal Code: Education Code 49079
Board Policy/Administrative Regulation #: AR 4158/4258/4358
Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To teacher of a student who is suspended or expelled, when Superintendent or designee receives transfer student's record regarding acts that resulted in suspension or expulsion

Education or Other Legal Code: Education Code 48201
Board Policy/Administrative Regulation #: AR 4158/4258/4358
Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To certificated employee upon change in employment status due to alleged misconduct

Education or Other Legal Code: 5 CCR 80303
Board Policy/Administrative Regulation #: AR 4117.7/4317.7
Subject: Contents of state regulation re: report to Commission on Teacher Credentialing

III. To Classified Employees

When/Whom to Notify: When classified employee is subject to disciplinary action for cause, in nonmerit district
Education or Other Legal Code: Education Code 45113
Board Policy/Administrative Regulation #: AR 4218
Subject: Notice of charges, right to hearing, timeline for requesting hearing

When/Whom to Notify: By March 15, when laid off due to lack of work or lack of funds, with final notice by May 15
Education or Other Legal Code: Education Code 45117
Board Policy/Administrative Regulation #: AR 4217.3
Subject: Notice of layoff, displacement and reemployment rights, right to hearing; final notice of Board decision regarding termination

When/Whom to Notify: During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to classified employees who are laid off due to lack of work or lack of funds
Education or Other Legal Code: Education Code 45117
Board Policy/Administrative Regulation #: AR 4217.3
Subject: District Statement of Reduction in Force to affected employees in accordance with a schedule of notice and hearing adopted by the Board

When/Whom to Notify: At least 60 days prior to the effective date of layoff, if the employee's position must be eliminated due to the expiration of a specially funded program
Education or Other Legal Code: Education Code 45117
Board Policy/Administrative Regulation #: AR 4217.3
Subject: Notice of layoff date, displacement and reemployment rights

When/Whom to Notify: Upon employment and upon each change in classification
Education or Other Legal Code: Education Code 45169
Board Policy/Administrative Regulation #: AR 4212
Subject: Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek

When/Whom to Notify: To permanent employee whose leave is exhausted
Education or Other Legal Code: Education Code 45192, 45195
Board Policy/Administrative Regulation #: AR 4261.1, AR 4261.11
Subject: Exhaustion of leave, opportunity to request additional leave

When/Whom to Notify: To school bus drivers and school activity bus drivers prior to expiration of specified documents
Education or Other Legal Code: 13 CCR 1234
Board Policy/Administrative Regulation #: AR 3542
Subject: Expiration date of driver's license, driver's certificate and medical certificate; need to renew

When/Whom to Notify: To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter
Education or Other Legal Code: 13 CCR 2480
Board Policy/Administrative Regulation #: AR 3542
Subject: Limitations on vehicle idling; consequences of not complying

When/Whom to Notify: To school bus drivers, prior to district drug testing program and thereafter upon employment
Education or Other Legal Code: 49 CFR 382.113, 382.601
Board Policy/Administrative Regulation #: AR 4112.42/4212.42/4312.42
Subject: Explanation of federal requirements for drug testing program and district's policy; prior to administration of each drug or alcohol test

When/Whom to Notify: To school bus drivers, prior to operating school bus
Education or Other Legal Code: 49 CFR 382.303
Board Policy/Administrative Regulation #: AR 4112.42/4212.42/4312.42
Subject: Post accident information, procedures, and instruction

IV. To Administrative/Supervisory Personnel

When/Whom to Notify: To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract

Education or Other Legal Code: Education Code 35031

Board Policy/Administrative Regulation #: BP 2121, BP 4312.1

Subject: Decision not to reelect or reemploy upon expiration of contract or term

When/Whom to Notify: Upon request by administrative or supervisory employee transferred to teaching position

Education or Other Legal Code: Education Code 44896

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Statement of the reasons for the reassignment

When/Whom to Notify: By March 15 to employee who may be released/reassigned the following school year

Education or Other Legal Code: Education Code 44951

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Notice that employee may be released or reassigned the following school year

V. To Individual Employees Under Special Circumstances

When/Whom to Notify: In the event of a breach of security of district records to affected employees

Education or Other Legal Code: Civil Code 1798.29

Board Policy/Administrative Regulation #: BP 3580

Subject: Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies

When/Whom to Notify: Prior to placing derogatory information in personnel file

Education or Other Legal Code: Education Code 44031

Board Policy/Administrative Regulation #: AR 4112.6/4212.6/4312.6

Subject: Notice of derogatory information, opportunity to review and comment

When/Whom to Notify: To employees who volunteer to administer epinephrine auto-injector

Education or Other Legal Code: Education Code 49414

Board Policy/Administrative Regulation #: AR 5141.21

Subject: Defense and indemnification from civil liability by the district

When/Whom to Notify: To district police officer, within 30 days of decision to impose discipline

Education or Other Legal Code: Government Code 3304

Board Policy/Administrative Regulation #: AR 3515.3

Subject: Decision to impose discipline, including the date that discipline will be imposed

When/Whom to Notify: To employee returning from military leave of absence, within 30 days of return

Education or Other Legal Code: Government Code 20997

Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5

Subject: Right to receive PERS service credit for military service; application form

When/Whom to Notify: 24 hours before Board meets in closed session to hear complaints or charges against employee

Education or Other Legal Code: Government Code 54957

Board Policy/Administrative Regulation #: BB 9321

Subject: Employee's right to have complaints/charges heard in open session

When/Whom to Notify: When taking disciplinary action against employee for disclosure of confidential information

Education or Other Legal Code: Government Code 54963

Board Policy/Administrative Regulation #: BP 4119.23/4219.23/4319.23

Subject: Law prohibiting disclosure of confidential information obtained in closed session

When/Whom to Notify: When document identifying employee who is victim of domestic violence is disclosed

Education or Other Legal Code: Labor Code 230

Board Policy/Administrative Regulation #: AR 4158/4258/4358

Subject: Accommodations and leave for victims of domestic violence

When/Whom to Notify: Within one working day of work-related injury or victimization of crime
Education or Other Legal Code: Labor Code 3553, 5401
Board Policy/Administrative Regulation #: AR 4157.1/4257.1/4357.1
Subject: Potential eligibility for workers' compensation benefits, claim form

When/Whom to Notify: When adverse employment action is based on DOJ criminal history information or subsequent arrest notification
Education or Other Legal Code: Penal Code 11105, 11105.2
Board Policy/Administrative Regulation #: AR 4112.5/4212.5/4312.5
Subject: Copy of DOJ notification

When/Whom to Notify: To any employee with exposure to blood or potentially infectious materials, upon initial employment and at least annually thereafter
Education or Other Legal Code: 8 CCR 3204
Board Policy/Administrative Regulation #: AR 4119.42/4219.42/4319.42
Subject: The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records

When/Whom to Notify: To any employee assigned to a work area in a laboratory setting where hazardous chemicals are present, within 15 working days after receiving a monitoring result related to an employee exposure determination
Education or Other Legal Code: 8 CCR 5191
Board Policy/Administrative Regulation #: AR 3514.1
Subject: Contents of 8 CCR 5191, including location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material

When/Whom to Notify: To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area
Education or Other Legal Code: 8 CCR 5194
Board Policy/Administrative Regulation #: AR 3514.1
Subject: Requirements of 8 CCR 5194, including any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights
When/Whom to Notify: To employee eligible for military leave
Education or Other Legal Code: 38 USC 4334
Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5
Subject: Notice of rights, benefits, and obligations under military leave

When/Whom to Notify: Within five days of employee's request for family care and medical leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave
Education or Other Legal Code: 29 CFR 825.300; 2 CCR 11049, 11091
Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8
Subject: Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice

When/Whom to Notify: Whenever notice of eligibility for FMLA is provided to employee
Education or Other Legal Code: 29 CFR 825.300
Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8
Subject: Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations

When/Whom to Notify: To all employees working with families experiencing homelessness
Education or Other Legal Code: Education Code 48851.3, 42 USC 11432
Board Policy/Administrative Regulation #: AR 6173
Subject: Duties of district liaison for homeless students and availability of training and services

Policy 4340: Bargaining Units

Status: ADOPTED

Original Adopted Date: 11/14/2023 | **Last Reviewed Date:** 11/14/2023

The Governing Board recognizes the right of district employees to form a bargaining unit and to select an employee organization as the exclusive representative to represent the employees in the employees' employment relationship with the district. The Board is committed to negotiating in good faith with recognized employee organizations and respecting the rights of employees and employee organizations.

The district shall not dominate or interfere with the formation or administration of any employee organization or contribute financial or other support to it. (Government Code 3543.5)

Employees shall not be prohibited from wearing union buttons or other items that favor or oppose the formation of a bargaining unit or any matter that is the subject of negotiations.

Formation of Bargaining Units

Certificated and classified employees shall not be included in the same bargaining unit. (Government Code 3545)

A bargaining unit of supervisory employees may be recognized if the bargaining unit includes all supervisory employees and is not represented by an employee organization that represents district employees who are supervised by the supervisory employees. (Government Code 3545)

For this purpose, supervisory employee means any employee, regardless of job description, having authority, in the interest of the district, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or the responsibility to assign work to, direct, or adjust grievance of other employees, or effectively recommend that action, when the exercise of that authority is not of a merely routine or clerical nature, but requires the use of independent judgment. (Government Code 3540.1)

Employees serving in management, senior management, or confidential positions shall not be represented by an exclusive representative. In the employment relationship with the district, such employees may represent themselves or be represented by an employee organization whose membership is composed entirely of employees designated as holding those positions. An employee organization representing management or confidential employees shall not be permitted to meet and negotiate with the district on behalf of the employees. (Government Code 3543.4)

Management employee means an employee in a position having significant responsibilities for formulating district policies or administering district programs. Management positions shall be designated by the Board which may be subject to review by the Public Employment Relations Board. (Government Code 3540.1)

Confidential employee means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions. (Government Code 3540.1)

Membership

The district shall not deter or discourage employees or job applicants from becoming or remaining members of an employee organization, authorizing representation by an employee organization, or authorizing dues or fee deductions to an employee organization. In addition, the district shall not impose or threaten to impose reprisals on employees, discriminate or threaten to discriminate against employees, or otherwise interfere with, restrain, or coerce employees because of their membership or nonmembership in an employee organization. (Government Code 3543.5, 3550, 3551.5)

The Superintendent or designee may communicate with district employees regarding their rights to join and/or support an officially recognized employee organization or to refrain from joining or supporting an officially

recognized employee organization. Such communications shall be factual and accurate, and may not promise a benefit, threaten a reprisal, or in any way deter or discourage employees from joining an employee organization or paying dues.

However, before disseminating to multiple employees any mass communication concerning employees' rights under the law, such as a written document or script for oral or recorded presentation or message, the Superintendent or designee shall meet and confer with the employees' exclusive representative regarding the content of the communication. If the district and exclusive representative do not come to agreement on the content of the mass communication, the Superintendent or designee may disseminate the district's mass communication, provided that at the same time, copies of the exclusive representative's communication, which shall be of reasonable length, are also distributed. (Government Code 3553)

Access to New Employee Orientations

The district shall permit employee organizations access to new employee orientation or onboarding process where newly hired employees are advised, whether in person, online, or through other means or mediums, of their employment status, rights, benefits, duties, responsibilities, or any other employment-related matters. The district shall provide employee organizations at least 10 days' notice in advance of an orientation, except that a shorter notice may be provided if an unforeseeable, urgent need critical to the district's operation prevents the required 10 days' notice. (Government Code 3555.5, 3556)

Following a request to negotiate by either party, the structure, time, and manner of access to new employee orientations shall be determined by mutual agreement of the district and the exclusive representative. If the district and exclusive representative fail to reach an agreement, matters related to access to the new employee orientation shall be subject to compulsory interest arbitration. The district and employee organization may mutually agree to submit any dispute to compulsory interest arbitration at any time. In addition, if any dispute arises during negotiations and is not resolved within 45 days after the first meeting or within 60 days after the initial request to negotiate, whichever is earlier, either party may make a demand for compulsory interest arbitration. The arbitrator selection process shall commence within 14 days of a party's demand for compulsory interest arbitration. When any such dispute arises during the summer when the district's administrative office is closed, the timeline shall commence on the first day the administrative office reopens. The decision of the arbitrator shall be issued within 10 days and shall be final and binding on the parties. (Government Code 3556, 3557)

The date, time, and place of a new employee orientation shall not be disclosed to anyone other than employees, the exclusive representative, or a vendor that is contracted to provide a service for purposes of the orientation. (Government Code 3556)

Until June 30, 2025, in addition to above provisions regarding new employee orientations, the district shall ensure the following: (Government Code 3556)

1. When an inperson new employee orientation has not been conducted within 30 days of hiring any new employee who is working in person, the Superintendent or designee shall permit the exclusive representative to schedule an inperson meeting which newly hired employees shall have an opportunity to attend, at the employee's worksite and during employment hours. Each newly hired employee within the bargaining unit shall be provided at least 30 minutes of paid time to attend the meeting, during which the exclusive representative shall be permitted to communicate directly with the newly hired employees.

Within seven days of an exclusive representative's request to schedule such an inperson meeting, the Superintendent or designee shall provide an appropriate on-site meeting space.

2. When, by reason of a state or local public health order limiting the size of gatherings, the district is prohibited from organizing a new employee orientation, an exclusive representative may schedule multiple meetings to ensure that newly hired employees have an opportunity to attend without exceeding the maximum allowable number of people. If such an order prohibits all gatherings, the exclusive representative may schedule a meeting(s) once the order is lifted or modified to permit gatherings.

Alternative access to these meetings shall be determined through mutual agreement between the district and the exclusive representative.

Access to Employee Contact Information

The Superintendent or designee shall provide an exclusive representative with the name, job title, department, work location, telephone numbers (work, home, and personal cell phone), personal email address(es) on file with the district, and home address of any newly hired employee within 30 days of hire or by the first pay period of the month following hire, unless the exclusive representative has agreed to a different interval for the provision of the information. In addition, the Superintendent or designee shall provide the exclusive representative the same information in regard to all employees in the bargaining unit at least every 120 days, unless more frequent or detailed lists are required by agreement with the exclusive representative. (Government Code 3558, 7928.300)

However, the Superintendent or designee shall not disclose: (Government Code 3558, 6207, 6215, 6215.2, 7928.300)

1. The home address and any phone numbers on file for employees performing law enforcement-related functions
2. The home address, home telephone or personal cell phone number(s), or personal email address(es) of any employee who is a participant in the Safe at Home address confidentiality program pursuant to Government Code 6207
3. The employee's home address, home telephone and personal cell phone numbers, and personal email address of an employee not performing law enforcement related functions if the employee has submitted a written request to keep such information private. In such instances, the Superintendent or designee shall also remove the employee's home address, and home telephone and personal cell phone numbers from any mailing list maintained by the district unless the list is only used by the district to contact the employee.

Within 20 calendar days after an exclusive representative notifies the Superintendent or designee that a list of employees provided by the district is inaccurate or incomplete, the Superintendent or designee shall take steps to correct the list and provide a new list of employees to the exclusive representative. (Government Code 3558)

To provide accurate information, the Superintendent or designee shall review the list of contact information for district employees at the beginning of each school year, or more often as appropriate.

Communications with Employees

Employee organizations may have access at reasonable times to areas in which employees work and may use district facilities at reasonable times for the purpose of meetings. Subject to reasonable regulation, employee organizations may also use institutional bulletin boards, mailboxes, and other means of communication to communicate with employees. (Government Code 3543.1)

Access to district means of communication shall be limited in cases where such access would be disruptive to district operations.

Membership Dues or Other Payments to an Employee Organization

When drawing an order for the salary or wage payment of a bargaining unit employee of an employee organization, the district shall deduct any amount which has been requested by the employee in a revocable written authorization for the purpose of paying dues or other payments for any service, program, or committee provided or sponsored by the employee organization. (Education Code 45060, 45168)

An employee organization that certifies that it has and will maintain individual employee authorizations shall handle and process employee written authorizations for payroll deductions. When an employee organization provides such a certification to the district, the district shall rely on information from the employee organization regarding the amounts of such payroll deductions and from which employees. The employee organization shall not be required to submit to the district a copy of the written authorization in order for the payroll deductions to be effective. However, when there is a dispute about the existence or terms of the written authorization, a copy of the employee's written authorization shall be submitted to the district. The employee organization shall indemnify the district for any employee claims regarding payroll deductions made by the district in reliance on notification from the employee organization. (Education Code 45060, 45168)

When an employee organization which has declined to certify that it will handle and process employee written authorizations makes a request for payroll deductions, the district shall request a copy of the employee's written authorization before making the payroll deductions. (Education Code 45060, 45168)

A written authorization shall remain in effect until expressly revoked in writing by the employee and pursuant to the terms of the written authorization. Employee requests to cancel or change authorizations for payroll deductions for employee organizations shall be directed to the employee organization rather than the district. The employee organization shall be responsible for processing these requests. The district shall rely on the information provided by the employee organization regarding whether deductions for an employee organization were properly canceled or changed. The employee organization shall be required to indemnify the district for any claims made by an employee for deductions made by the district in reliance on information from the employee organization. (Education Code 45060, 45168)

Regulation 4361.1: Personal Illness/Injury Leave

Status: ADOPTED

Original Adopted Date: 05/08/2018 | **Last Revised Date:** 11/14/2023 | **Last Reviewed Date:** 11/14/2023

Certificated employees employed five school days per week are entitled to 10 days' leave of absence with full pay for personal illness or injury (sick leave) per school year of service. Employees who work less than five school days per week (part-time employees) shall be granted sick leave in proportion to the time they work. However, any part-time employees who are entitled to less than three days of paid sick leave per year due to the amount of time worked shall be granted sick leave pursuant to Labor Code 246, if they are eligible. (Education Code 44978; Labor Code 245-249)

Use of Sick Leave

Certificated employees may use sick leave for absences due to:

1. Accident or illness, whether or not the absence arises out of and in the course of employment; quarantine which results from contact in the course of employment with other persons having a contagious disease; or temporary inability to perform assigned duties because of illness, accident, or quarantine (Education Code 44964)
2. Pregnancy, miscarriage, childbirth, and related recovery (Education Code 44965, 44978)
3. Personal necessity (Education Code 44981)
4. Medical and dental appointments, in increments of not less than one hour
5. Industrial accidents or illnesses when leave granted specifically for that purpose has been exhausted (Education Code 44984)
6. Need of the employee to bond with a child within one year of the child's birth, adoption, or foster care placement (parental leave) (Education Code 44977.5; Government Code 12945.2; 29 USC 2612; 29 CFR 825.112)
7. Need of the employee or employee's family member, including a designated person, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care (Government Code 12945.2; Labor Code 233, 246.5)
8. Need of the employee to seek or obtain any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee or the employee's child, when the employee has been a victim of domestic violence, sexual assault, or stalking (Labor Code 233, 246.5)

For the purposes specified in Items #7-8, an employee may use, in any calendar year, the amount of sick leave that would be accrued during six months at the employee's then current rate of entitlement. (Labor Code 233)

An employee may take sick leave at any time during the school year, even if credit for sick leave has not yet been accrued. (Education Code 44978)

An employee shall reimburse the district for any unearned sick leave used as of the date of termination.

Unused days of sick leave shall be accumulated from year to year without limitation. (Education Code 44978)

At the beginning of each school year, employees shall be notified of the amount of sick leave they have accumulated.

The district shall not require new employees to waive leave accumulated in a previous district. (Education Code 44979, 44980)

The Superintendent or designee shall notify any certificated employee who leaves the district after at least one school year of employment that if the employee accepts a certificated position in another district, county office of education, or community college district within one year, the employee may request that the district transfer any accumulated sick leave to the new employer. (Education Code 44979, 44980)

Additional Leave for Disabled Military Veterans

In addition to any other entitlement for sick leave with pay, a certificated employee who is a former active duty member of the U.S. Armed Forces or a former or current member of the California National Guard or a federal reserve component shall be entitled to sick leave with pay of up to 10 days for the purpose of undergoing medical treatment, including mental health treatment, for a military service-connected disability rated at 30 percent or more by the U.S. Department of Veterans Affairs. An eligible employee who works less than five days per week shall be entitled to such leave in proportion to the time worked. (Education Code 44978.2)

The amount of leave shall be credited to the employee either on the date the employee receives confirmation of the submission of the disability application to the U.S. Department of Veterans Affairs or on the first day the employee begins or returns to employment after active duty, whichever is later. When the employee receives the disability rating decision, the employee shall report that information to the Superintendent or designee. If the disability rating decision makes the employee eligible for the leave, the time used before the decision shall be counted toward the 10-day maximum leave. If the disability rating decision makes the employee ineligible for the leave, the district may change the sick leave time used before the disability rating decision to an alternative leave balance. (Education Code 44978.2)

The Superintendent or designee may require verification, in accordance with the section "Verification Requirements" below, that the employee used the leave to obtain treatment of a military service-connected disability.

Leave for military-service connected disability shall be available for 12 months following the first date that the leave was credited. Leave not used during the 12-month period shall not be carried over and shall be forfeited. (Education Code 44978.2)

Notification of Absence

An employee shall notify the Superintendent or designee of the need to be absent as soon as such need is known, so that substitute services may be secured. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall so notify the district. If the duration of absence becomes shorter than estimated, the employee shall notify the district not later than three o'clock in the afternoon of the day preceding the day on which the employee intends to return to work. If the employee fails to notify the district and the failure results in a substitute being secured, the cost of the substitute shall be deducted from the employee's pay.

Continued Absence After Available Sick Leave Is Exhausted/Differential Pay

OPTION 1:

During each school year, when a certificated employee has exhausted all available sick leave, including all accumulated sick leave, and, due to illness or accident, continues to be absent for an additional period of up to five school months, the district shall deduct from the employee's regular salary for that period the actual cost of a substitute to fill the position. If the district has made every reasonable effort to secure the services of a substitute and has been unable to do so, the amount that would have been paid to a substitute shall be deducted from the employee's salary. (Education Code 44977)

An employee shall not be provided more than one five-month period per illness or accident. However, if the school year ends before the five-month period is exhausted, the employee may take the balance of the five-month period in a subsequent school year. (Education Code 44977)

OPTION 1 ENDS HERE

OPTION 2:

After a certificated employee has exhausted all available sick leave, including all accumulated sick leave, and, due to illness or accident, continues to be absent for an additional period of up to five months, the employee shall receive at least 50 percent of the employee's regular salary during the additional period of absence. (Education Code 44983)

OPTION 2 ENDS HERE

Absence Beyond Five-Month Period/Reemployment List

If a certificated employee is not medically able to return to work after the five-month period provided pursuant to Education Code 44977, the employee shall be placed either in another position or on a reemployment list. Placement on the reemployment list shall be for 24 months for probationary employees or 39 months for permanent employees and shall begin at the expiration of the five-month period. If during this time the employee becomes medically able, the employee shall be returned to employment in a position for which the employee is credentialed and qualified. (Education Code 44978.1)

Parental Leave

During each school year, a certificated employee may use all available sick leave, including accumulated sick leave, for the purpose of parental leave for a period of up to 12 work weeks. The 12-week period shall be reduced by any period of sick leave, including accumulated sick leave, taken during a period of such parental leave. (Education Code 44977.5)

Eligibility for such leave shall not require 1,250 hours of service with the district during the previous 12 months. (Education Code 44977.5)

An employee who has exhausted all available sick leave, including accumulated sick leave, and continues to be absent on account of parental leave shall receive differential pay of at least 50 percent of the employee's regular salary for the remainder of the 12 work weeks. (Education Code 44977.5)

Parental leave taken pursuant to Education Code 44977.5 shall run concurrently with the parental leave taken pursuant to Government Code 12945.2 or 12945.6, and the aggregate amount of parental leave shall not exceed 12 work weeks in a 12-month period. (Education Code 44977.5; Government Code 12945.2, 12945.6)

Verification Requirements

After any absence due to illness or injury, the employee shall verify the absence by submitting a completed and signed district absence form to the employee's immediate supervisor.

The Superintendent or designee may require verification whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever available evidence clearly indicates that an absence is not related to illness or injury.

In addition, the Superintendent or designee may require an employee to visit a physician selected by the district, at district expense, in order to receive a report on the employee's need for further leave of absence and a prognosis as to when the employee will be able to return to work. If the report concludes that the employee's condition does not warrant continued absence, the Superintendent or designee may, after giving notice to the employee, deny further leave.

Any district request for additional verification by an employee's physician or a district-selected physician shall be in writing and shall specify that the report to be submitted to the district should not contain the employee's genetic information. Any genetic information received by the district on behalf of an employee shall be treated as a confidential medical record, maintained in a file separate from the employee's personnel file, and not be disclosed except in accordance with 29 CFR 1635.9.

Before returning to work, an employee who has been absent for surgery, hospitalization, or extended medical treatment may be asked to submit a letter from a physician stating that the employee is able to return to duty and stipulating any necessary restrictions or limitations.

Healthy Workplaces, Healthy Families Act Requirements

No employee shall be denied the right to use accrued sick days, and the district shall not in any manner discriminate or retaliate against an employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging district violation of Labor Code 245-249.

To ensure the district's compliance with Labor Code 245-249, the Superintendent or designee shall:

1. At a conspicuous location in each workplace, display a poster on paid sick leave that includes the following information:
 - a. That an employee is entitled to accrue, request, and use paid sick days
 - b. The number of sick days provided by Labor Code 245-249
 - c. The terms of use of paid sick days
 - d. That discrimination or retaliation against an employee for requesting and/or using sick leave is prohibited by law and that an employee has the right to file a complaint with the Labor Commissioner if the district discriminates or retaliates against the employee
 2. Provide at least 24 hours or three days of paid sick leave to each eligible employee to use per year and allow eligible employees to use accrued sick leave upon reasonable request
 3. Provide eligible employees written notice, on their pay stub or other document issued with their pay check, of the amount of paid sick leave they have available
 4. Keep a record documenting the hours worked and paid sick days accrued and used by each eligible employee for three years
-

Regulation 4361.2: Personal Leaves

Status: ADOPTED

Original Adopted Date: 03/10/2015 | **Last Revised Date:** 11/14/2023 | **Last Reviewed Date:** 11/14/2023

Personal leaves granted to district employees shall be used as permitted in this administrative regulation, other Board-approved policy or district regulation, or applicable collective bargaining agreement.

For the purpose of any personal leave offered pursuant to state law, a registered domestic partner shall have the same rights, protections, and benefits as a spouse and any protections provided to a spouse's child shall also apply to a child of a registered domestic partner. (Family Code 297.5)

Whenever possible, employees shall request personal leaves in advance and prepare suitable instructions, including lesson plans as applicable, for a substitute employee.

Bereavement

Employees are entitled to a leave of up to five days upon the death of any member of the employee's immediate family, as defined in Education Code 44985 and 45194. (Government Code 12945.7)

No deduction shall be made from the employee's salary, nor shall such leave be deducted from any other leave to which the employee is entitled. (Education Code 44985, 45194; Government Code 12945.7)

Immediate Family means a parent, parent-in-law, grandparent, or grandchild of the employee or of the spouse of the employee, and the spouse, domestic partner, child, child-in-law, or sibling of the employee, or any relative living in the immediate household of the employee. (Education Code 44985, 45194)

At the employee's request, bereavement leave may be extended under personal necessity leave provisions as provided in the section "Personal Necessity" below. (Education Code 44981, 45207)

Personal Necessity

Employees may use a maximum of seven days of accrued personal illness/injury leave (sick leave) during each school year for reasons of personal necessity. (Education Code 44981, 45207)

Acceptable reasons for the use of personal necessity leave include:

1. Death of a member of the employee's immediate family when the number of days of absence exceeds the limits set by bereavement leave provisions (Education Code 44981, 45207; Government Code 12945.7)
2. An accident involving the employee or the employee's property, or the person or property of a member of the employee's immediate family (Education Code 44981, 45207)
3. Illness, preventive care, or other need of a member of the employee's family, as defined in Labor Code 245.5 (Education Code 44981; Government Code 12945.2; Labor Code 246.5)
4. A classified employee's appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or other order (Education Code 45207)
5. Fire, flood, or other immediate danger to the home of the employee
6. Personal business of a serious nature which the employee cannot disregard

Leave for personal necessity may be allowed for other reasons at the discretion of the Superintendent or designee. However, personal necessity leave shall not be granted for purposes of personal convenience, for the extension of a holiday or vacation, or for matters which can be taken care of outside of working hours. The Superintendent or designee shall have final discretion as to whether a request reflects personal necessity.

Advance permission shall not be required of an employee in any case involving the death of a member of the employee's immediate family, an accident involving the employee's person or property or the person or property of a member of the employee's immediate family, or the illness, preventive care, or other need of a member of the employee's family. (Education Code 44981, 45207)

For any leave that is planned, or for which the need is foreseeable, an employee shall notify the Superintendent or designee in advance. In all other circumstances, the employee shall notify the Superintendent or designee of the need for the leave as soon as practicable.

After any absence due to personal necessity, the employee shall verify the absence by submitting a completed and signed district absence form to the employee's immediate supervisor.

Leave to Perform Legal Duties

An employee may take time off work in order to: (Labor Code 230)

1. Serve on an inquest jury or trial jury
2. Comply with a subpoena or other court order to appear as a witness

Notices, summons, and subpoenas for court appearances shall be submitted to the district office when requesting leave.

A classified employee called for jury duty shall be granted leave with pay up to the amount of the difference between the employee's regular earnings and any amount received for jury fees. (Education Code 44037)

A certificated employee who is called for jury duty also shall be granted leave with pay up to the difference between the employee's regular earnings and any jury fees received. (Education Code 44036)

An employee shall be granted leave with pay to appear in court as a witness other than a litigant or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the employee. Such an employee shall receive the difference between the employee's regular earnings and any witness fees received. (Education Code 44036)

Leaves for Crime Victims for Judicial Proceedings

An employee who is a victim of a crime or an immediate family member, registered domestic partner, or child of a registered domestic partner of such victim may be absent from work in order to attend related judicial proceedings, if the crime is any of the following: (Labor Code 230.2)

1. A violent felony as defined in Penal Code 667.5(c)
2. A serious felony as defined in Penal Code 1192.7(c)
3. A felony provision of law proscribing theft or embezzlement

For these purposes, the employee may use vacation, personal leave, personal illness/injury leave, unpaid leave, or compensatory time off that is otherwise available to the employee. (Labor Code 230.2)

Prior to taking time off, an employee shall give the Superintendent or designee a copy of the notice of each scheduled proceeding that is provided by the responsible agency, unless advance notice is not feasible. When advance notice is not feasible or an unscheduled absence occurs, the employee shall, within a reasonable time after the absence, provide documentation evidencing the judicial proceeding from the court or government agency setting the hearing, the district attorney or prosecuting attorney's office, or the victim/witness office that is advocating on

behalf of the victim. (Labor Code 230.2)

The district shall keep confidential any records pertaining to the employee's absence from work by reason of this leave. (Labor Code 230.2)

Leaves for Victims of Crime or Abuse

An employee who is a victim of domestic violence, sexual assault, stalking, or a crime that caused physical injury or mental injury with a threat of physical injury or an employee whose immediate family member, as defined, is deceased as the direct result of a crime may use vacation, sick leave, personal leave, or compensatory time off that is otherwise available to the employee to attend to the following activities: (Labor Code 230, 230.1, 246.5)

1. Obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of the employee or the employee's child
2. Seek medical attention for injuries caused by crime or abuse
3. Obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse
4. Obtain psychological counseling or mental health services related to an experience of crime or abuse
5. Participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation

Prior to taking time off, an employee shall give reasonable notice to the Superintendent or designee, unless advance notice is not feasible. When an unscheduled absence occurs, the employee shall provide, within a reasonable period of time, certification of the absence in the form of any of the following: (Labor Code 230, 230.1)

1. A police report indicating that the employee was a victim
2. A court order protecting or separating the employee from the perpetrator of the crime or abuse, or other evidence from the court or prosecuting attorney that the employee has appeared in court
3. Documentation from a domestic violence or sexual assault counselor as defined in Evidence Code 1037.1 or 1035.2, licensed medical professional or health care provider, victim advocate, or counselor that the employee was undergoing treatment or receiving services for physical or mental injuries or abuse resulting in victimization from the crime or abuse
4. Any other form of documentation that reasonably verifies that the crime or abuse occurred, including, but not limited to, a written statement signed by the employee or by an individual acting on the employee's behalf certifying that the absence is for a purpose authorized under Labor Code 230 or 230.1

The district shall maintain the confidentiality of such an employee to the extent authorized by law. (Labor Code 230, 230.1)

The Superintendent or designee shall inform employees of the rights provided employees pursuant to Labor Code 230 and 230.1 using a form developed by the Labor Commissioner or a substantially similar form developed by the district. Such information shall be provided to new employees upon hire and to other employees upon request. (Labor Code 230.1)

Personal Leave for Child-Related Activities

Any employee who is a parent/guardian of one or more children of an age to attend any of grades K-12 or a program offered by a licensed child care provider may use up to 40 hours of personal leave, vacation, or compensatory time off each school year in order to: (Labor Code 230.8)

1. Find, enroll, or reenroll a child in a school or with a licensed child care provider or to participate in activities of the school or child care provider, provided the employee gives reasonable advance notice of the absence. Time off for this purpose shall not exceed eight hours in any calendar month.
2. Address a school or child care emergency, provided the employee gives notice. An emergency exists when the child cannot remain in school or with a child care provider due to one of the following circumstances:
 - a. A request by the school or child care provider that the child be picked up
 - b. An attendance policy, excluding planned holidays, that prohibits the child from attending or requires that the child be picked up from the school or child care provider
 - c. Behavioral or discipline problems
 - d. Closure or unexpected unavailability of the school or child care provider, excluding planned holidays
 - e. A natural disaster, including, but not limited to, fire, earthquake, or flood

For purposes of this leave, parent/guardian includes a parent, guardian, stepparent, foster parent, grandparent, or person who stands in loco parentis to a child. (Labor Code 230.8)

In lieu of using vacation, personal leave, or compensatory time off, eligible employees may take unpaid leave for this purpose.

If two or more parents/guardians of a child are employed at the same work site, this leave shall be allowed for the parent/guardian who first gives notice to the district. Simultaneous absence by another parent/guardian of the child may be granted by the Superintendent or designee. (Labor Code 230.8)

Upon request by the Superintendent or designee, the employee shall provide documentation from the school or licensed child care provider that the employee engaged in permitted child-related activities on a specific date and at a particular time. (Labor Code 230.8)

Service on Education Boards and Committees

Upon request, a certificated employee shall be granted up to 20 school days of paid leave per school year for service performed within the state on any education board, commission, committee, or group authorized by Education Code 44987.3 provided that all of the following conditions are met: (Education Code 44987.3)

1. The service is performed within the state
2. The board, commission, organization, or group informs the district in writing of the service
3. The board, commission, organization, or group agrees, prior to the service, to reimburse the district, upon the district's request, for compensation paid to the employee's substitute and for actual related administrative costs

Employee Organization Activities

Upon request, any certificated or classified employee shall be granted a leave of absence without loss of compensation, to serve as an elected officer of a district employee organization or any statewide or national employee organization with which the employee organization is affiliated. Such leave shall be in addition to any other leave to which the employee may be entitled by other laws or a memorandum of understanding or collective bargaining agreement. (Education Code 44987, 45210)

The leave shall include, but is not limited to, absence for purposes of attending periodic, stated, special, or regular meetings of the body of the organization on which the employee serves as an officer. (Education Code 44987, 45210)

Upon request of an employee organization in the district or its state or national affiliate, a reasonable number of

unelected classified employees shall be granted a leave of absence without loss of compensation for the purpose of attending important organizational activities authorized by the employee organization. The employee organization shall provide reasonable notification to the Superintendent or designee when requesting a leave of absence for employees for this purpose. (Education Code 45210)

When leave is granted for any of the above purposes, the employee organization shall reimburse the district within 10 days after receiving the district's certification of payment of compensation to the employee. (Education Code 44987, 45210)

Religious Leave

The Superintendent or designee may grant an employee up to three days of leave per year for religious purposes, provided that the leave is requested in advance and that it does not cause additional district expenditures, the neglect of assigned duties, or any other unreasonable hardship on the district.

The Superintendent or designee shall deduct the cost of hiring a substitute, when required, from the wages of the employee who takes religious leave.

No employee shall be discriminated against for using this leave or any additional days of unpaid leave granted for religious observances at the discretion of the Superintendent or designee.

Spouse on Leave from Military Deployment

An employee who works an average of 20 hours or more per week and whose spouse is a member of the United States Armed Forces, National Guard, or reserves may take up to 10 days of unpaid leave during a period that the employee's spouse is on leave from deployment during a military conflict, as defined in Military and Veterans Code 395.10. (Military and Veterans Code 395.10)

Within two business days of receiving official notice that the employee's spouse will be on leave from deployment, the employee shall provide the Superintendent or designee with notice of the intention to take the leave. The employee shall submit written documentation certifying that the employee's spouse will be on leave from deployment during the time that the leave is requested. (Military and Veterans Code 395.10)

Leave for Emergency Duty

An employee may take time off to perform emergency duty as a volunteer firefighter, a reserve peace officer, or emergency rescue personnel. (Labor Code 230.3)

Any employee who performs duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel shall be permitted to take temporary leaves of absence, not to exceed an aggregate total of 14 days per calendar year, for the purpose of engaging in fire, law enforcement, or emergency rescue training. (Labor Code 230.4)

Civil Air Patrol Leave

An employee may take up to 10 days of unpaid leave per calendar year, beyond any leave otherwise available to the employee, to respond to an emergency operational mission of the California Civil Air Patrol, provided that the employee has been employed by the district for at least a 90-day period immediately preceding the leave. Such leaves shall not exceed three days for a single mission, unless an extension is granted by the governmental entity authorizing the mission and is approved by the Superintendent or designee. (Labor Code 1501, 1503)

The employee shall give the district as much advance notice as possible of the intended dates of the leave. The Superintendent or designee may require certification from the proper Civil Air Patrol authority to verify the eligibility of the employee for the leave and may deny the leave if the employee fails to provide the required certification. (Labor Code 1503)

Regulation 4361.8: Family Care And Medical Leave

Status: ADOPTED

Original Adopted Date: 05/08/2018 | **Last Revised Date:** 11/14/2023 | **Last Reviewed Date:** 11/14/2023

The district shall not deny any eligible employee the right to family care or medical leave pursuant to the Family and Medical Leave Act (FMLA) or the California Family Rights Act (CFRA), or to Pregnancy Disability Leave (PDL), when an employee is disabled by a pregnancy, childbirth, or related medical condition. The district shall not interfere with, restrain, or deny the exercise of an employee's right to any such leave, nor shall the district discharge, discriminate against, or retaliate against an employee for taking such leave, opposing or challenging an unlawful employment practice in relation to any of these laws, or being involved in any related inquiry or proceeding. (Government Code 12945, 12945.2; 2 CCR 11094; 29 USC 2615)

Definitions

The words and phrases defined below shall have the same meaning throughout this administrative regulation except where a different meaning is otherwise specified.

Child means a biological, adopted, or foster child; a stepchild; a legal ward; or a person to whom the employee stands in loco parentis. For purposes of CFRA leave, child also includes a child of a registered domestic partner. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611)

Designated person, for CFRA purposes, means any individual related by blood, or whose association with the employee is the equivalent of a family relationship. (Government Code 12945.2)

Eligible employee, for FMLA and CFRA purposes, means an employee who has been employed with the district for at least 12 months and who has at least 1,250 hours of service with the district during the 12 months immediately preceding the leave. However, these requirements shall not apply when an employee applies for PDL. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611; 29 CFR 825.110)

Eligible family member means an employee's child, parent, or spouse. For purposes of leave to care for a family member with a serious health condition pursuant to CFRA, eligible family member includes an employee's child, parent, parent-in-law, spouse, registered domestic partner, grandparent, grandchild, sibling, or designated person. (Government Code 12945.2; 2 CCR 11087; 29 USC 2612)

Employee disabled by pregnancy means an employee whose health care provider states that the employee is: (2 CCR 11035)

1. Unable because of pregnancy to perform any one or more of the essential functions of the job or to perform any of them without undue risk to the employee or other persons or to the pregnancy's successful completion
2. Suffering from severe "morning sickness" or needs to take time off for prenatal or postnatal care, bed rest, gestational diabetes, pregnancy-induced hypertension, preeclampsia, postpartum depression, childbirth, loss or end of pregnancy, recovery from childbirth or loss or end of pregnancy, or any other pregnancy-related condition

Parent means a biological, foster, or adoptive parent; a parent-in-law; a stepparent; a legal guardian; or another person who stood in loco parentis to the employee when the employee was a child. However, for FMLA purposes, parent does not include a spouse's parents. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611; 29 CFR 825.122)

Serious health condition means an illness, injury (including, but not limited to, on-the-job injuries), impairment, or physical or mental condition of the employee or an eligible family member of the employee that involves either inpatient care or continuing treatment, including treatment for substance abuse, as follows: (Government Code 12945.2; 2 CCR 11087, 11097; 29 USC 2611, 2612; 29 CFR 825.113-825.115)

1. Inpatient care in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity.

A person is considered an inpatient when formally admitted to a health care facility with the expectation of

remaining overnight and occupying a bed, even if it later develops that the person can be discharged or transferred to another facility and does not actually remain overnight.

Incapacity means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.

2. Continuing treatment or continuing supervision by a health care provider, including one or more of the following:
 - a. A period of incapacity of more than three consecutive full days
 - b. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition
 - c. Any period of incapacity due to pregnancy or for prenatal care under FMLA
 - d. Any period of incapacity which is permanent or long term due to a condition for which treatment may not be effective
 - e. Any period of absence to receive multiple treatments, including recovery, by a health care provider

Spouse means a partner in marriage as defined in Family Code 300, including same sex partners in marriage. For purposes of CFRA leave, spouse also includes a registered domestic partner within the meaning of Family Code 297-297.5. (Family Code 297, 297.5, 300; 2 CCR 11087; 29 CFR 825.122)

Eligibility/Purposes of Leave

The district shall grant FMLA or CFRA leave to eligible employees for any of the following reasons: (Government Code 12945.2; 29 USC 2612; 29 CFR 825.112, 825.126, 825.127)

1. The birth of a child of the employee or placement of a child with the employee in connection with the employee's adoption or foster care of the child (parental leave)
2. The care of an eligible family member with a serious health condition
3. The employee's own serious health condition that makes the employee unable to perform the job functions of the position
4. A qualifying exigency arising out of the fact that the employee's spouse, child, parent, or, for CFRA leave only, a registered domestic partner, is a military member on covered active duty or call to covered active duty (or has been notified of an impending call or order to covered active duty)
5. The care of a covered servicemember with a serious injury or illness when the employee is a spouse, child, parent, or next of kin of the covered servicemember

In addition, the district shall grant PDL to any employee who is disabled by pregnancy, childbirth, or other related medical condition. (Government Code 12945; 2 CCR 11037)

Terms of Leave

An eligible employee shall be entitled to a total of 12 work weeks of FMLA or CFRA leave during any 12-month period, except in the case of leave to care for a covered servicemember as provided under "Military Caregiver Leave" below. To the extent allowed by law, CFRA and FMLA leaves shall run concurrently. (Government Code 12945.2; 29 USC 2612)

The 12-month period shall be measured forward from the date the employee's first family care and medical leave begins. (29 CFR 825.200)

In addition, any employee who is disabled by pregnancy, childbirth, or other related condition shall be entitled to PDL for the period of the disability not to exceed four months. For a part-time employee, the four months shall be calculated on a proportional basis. (Government Code 12945; 2 CCR 11042)

PDL shall run concurrently with FMLA leave for disability caused by an employee's pregnancy. At the end of the employee's FMLA leave for disability caused by pregnancy, or at the end of four months of PDL, whichever occurs first, a CFRA-eligible employee may request to take CFRA leave of up to 12 work weeks, for the reason of the birth of a child or to bond with or care for the child. (Government Code 12945, 12945.2; 2 CCR 11046, 11093)

Leave taken for the birth or placement of a child must be concluded within the 12-month period beginning on the date of the birth or placement of the child. Such leave does not need to be taken in one continuous period of time. (2 CCR 11090; 29 USC 2612)

Each eligible employee shall be granted up to 12 work weeks for family care and medical leave related to the birth or placement of a child, regardless of whether both parents of the child work for the district.

Use/Substitution of Paid Leave

During any otherwise unpaid period of FMLA or CFRA leave, except leave for an employee's own serious health condition, an employee shall use accrued paid leave, including, but not limited to, vacation leave, personal leave, or family leave. If the leave is for the employee's own serious health condition, the employee shall use accrued paid leave, including but not limited to, vacation leave, personal leave, or sick leave. During an unpaid period of PDL, the employee shall use any accrued sick leave and may elect to use any vacation time or other accrued personal time off. (Government Code 12945, 12945.2; 2 CCR 11044, 11092; 29 USC 2612)

The district and employee may also come to agreement regarding the use of any additional paid or unpaid time off instead of using the employee's CFRA leave. (2 CCR 11092)

Intermittent Leave/Reduced Work or Leave Schedule

PDL and family care and medical leave for the serious health condition of an employee or eligible family member may be taken intermittently or on a reduced work or leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition. However, the district shall limit leave increments to the shortest period of time that the district's payroll system uses to account for absences or use of leave provided it is not to be greater than one hour. (Government Code 12945.2; 2 CCR 11042, 11090; 29 USC 2612)

The basic minimum duration of leave for the birth, adoption, or foster care placement of a child shall be two weeks. However, the district shall grant a request for such leave of less than two weeks on any two occasions. (2 CCR 11090; 29 USC 2612)

The district may require an employee to transfer temporarily to an available alternative position under any of the following circumstances: (2 CCR 11041, 11090; 29 USC 2612)

1. The employee needs intermittent leave or leave on a reduced work schedule that is foreseeable based on a planned medical treatment for the employee or family member
2. A medical certification is provided by the employee's health care provider that, because of pregnancy, the employee has a medical need to take intermittent leave or leave on a reduced work schedule
3. The district agrees to permit intermittent leave or leave on a reduced work schedule due to the birth, adoption, or foster care placement of the employee's child

The alternative position must have equivalent pay and benefits and must better accommodate recurring periods of leave than the employee's regular job, and the employee must be qualified for the position. Transfer to an alternative position may include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work or leave schedule. (2 CCR 11041, 11090; 29 USC 2612)

Request for Leave

The district shall consider an employee's request for PDL or family care and medical leave only if the employee provides at least verbal notice sufficient to make the district aware of the need to take the leave and the anticipated timing and duration of the leave. (2 CCR 11050, 11091)

For family care and medical leave, the employee need not expressly assert or mention FMLA/CFRA to satisfy this requirement. However, the employee must state the reason the leave is needed (e.g., birth of child, medical treatment). If more information is necessary to determine whether the employee is eligible for family care and medical leave, the Superintendent or designee shall inquire further and obtain the necessary details of the leave to be taken. (2 CCR 11091)

The district shall respond to requests for leave as soon as practicable, but no later than five business days after receiving the employee's request. (2 CCR 11091)

Based on the information provided by the employee, the Superintendent or designee shall designate the leave, paid or unpaid, as FMLA/CFRA qualifying leave and shall give notice of such designation to the employee. Failure of an employee to respond to permissible inquiries regarding the leave request may result in denial of CFRA protection if the district is unable to determine whether the leave is CFRA qualifying. (2 CCR 11091; 29 CFR 825.300)

When an employee is able to foresee the need for PDL or family care and medical leave at least 30 days in advance of the leave, the employee shall provide the district with at least 30 days advance notice before the leave. When the 30 days' notice is not practicable because of a lack of knowledge of when leave will be required to begin, a change in circumstances, a medical emergency, or other good cause, the employee shall provide the district with notice as soon as practicable. Failure of an employee to provide required notice may result in a denial of leave. (2 CCR 11050, 11091)

In all instances, the employee shall consult with the Superintendent or designee and make a reasonable effort to schedule, subject to the health care provider's approval, any planned appointment or medical treatment or supervision so as to minimize disruption to district operations. (Government Code 12945.2; 2 CCR 11050, 11091)

An eligible employee may request CFRA leave to care for a designated person with a serious health condition. The employee may identify the designated person at the time of the employee's request for the leave. The district may limit an employee to using CFRA leave to care for one designated person per 12-month period. (Government Code 12945.2; Labor Code 245.5)

Certification of Health Condition

Within five business days of an employee's request for family care and medical leave for the serious health condition of the employee or an eligible family member, the Superintendent or designee shall request that the employee provide certification by a health care provider of the need for leave. Upon receiving the district's request, the employee shall provide the certification within 15 calendar days, unless either the Superintendent or designee provides additional time or it is not practicable under the particular circumstances, despite the employee's diligent, good faith efforts. (2 CCR 11087, 11091; 29 CFR 825.305)

The certification shall include the following: (Government Code 12945.2; 2 CCR 11087; 29 USC 2613)

1. The date on which the serious health condition began
2. The probable duration of the condition
3. If the employee is requesting leave to care for an eligible family member with a serious health condition, both of the following:
 - a. Statement that the serious health condition warrants the participation of the employee to provide care, such as by providing psychological comfort, arranging for third party care, or directly providing or

participating in the medical care of the eligible family member during a period of the treatment or supervision

- b. Estimated amount of time the health care provider believes the employee needs to care for the eligible family member
4. If the employee is requesting leave because of the employee's own serious health condition, a statement that due to the serious health condition, the employee is unable to work at all or is unable to perform one or more essential job functions of the position
5. If the employee is requesting leave for intermittent treatment or on a reduced work or leave schedule for planned medical treatment, a statement of the medical necessity for the leave, the dates on which treatment is expected to be given, the duration of such treatment, and the expected duration of the leave

The Superintendent or designee shall not request any genetic information related to an employee except as authorized by law in accordance with the California Genetic Information Nondiscrimination Act of 2011. (Government Code 12940)

When an employee has provided sufficient medical certification to enable the district to determine whether the employee's leave request is FMLA/CFRA-eligible, the Superintendent or designee shall notify the employee within five business days whether the leave is FMLA/CFRA-eligible. The Superintendent or designee may also retroactively designate leave as FMLA/CFRA leave as long as appropriate notice is given to the employee and there is no harm or injury to the employee. (2 CCR 11091; 29 CFR 825.301)

If the Superintendent or designee has a good faith objective reason to doubt the validity of a certification that accompanies a request for leave for the employee's own serious health condition, the Superintendent or designee may require the employee to obtain a second opinion from a district-approved health care provider, at district expense. If the second opinion is contrary to the first, the Superintendent or designee may require the employee to obtain a third medical opinion from a third health care provider approved by both the employee and the district, again at district expense. The opinion of the third health care provider shall be final and binding. (Government Code 12945.2; 2 CCR 11091; 29 USC 2613)

Certification for PDL

The Superintendent or designee shall request that an employee who is requesting PDL provide certification by a health care provider of the need for leave at the time the employee gives notice of the need for PDL, or within two business days of giving the notice. If the need for PDL is unforeseen, the Superintendent or designee shall request the medical certification within two business days after the leave commences. The Superintendent or designee may request certification at some later date if the Superintendent or designee has reason to question the appropriateness of the leave or its duration. (2 CCR 11050)

For PDL that is foreseeable and for which at least 30 days' notice has been given, the employee shall provide the medical certification before the leave begins. When this is not practicable, the employee shall provide the certification within the time frame specified by the Superintendent or designee which must be at least 15 calendar days after the request, unless it is not practicable under the particular circumstances despite the employee's diligent, good faith efforts. (2 CCR 11050)

Medical certification for PDL purposes shall include a statement that the employee needs to take the leave because the employee is disabled by pregnancy, childbirth, or a related medical condition, the date on which the employee became disabled because of pregnancy, and the estimated duration of the leave. (2 CCR 11050)

If additional PDL or family care and medical leave is needed when the time estimated by the health care provider expires, the district may require the employee to provide recertification in the manner specified for the leave. (Government Code 12945.2; 2 CCR 11050; 29 USC 2613)

Release to Return to Work

Upon expiration of an employee's PDL or family care and medical leave taken for the employee's own serious health condition, the employee shall present certification from the health care provider of the employee's ability to resume

work. The certification shall address the employee's ability to perform the essential job functions of the position.

Rights to Reinstatement

Upon granting an employee's request for PDL or FMLA/CFRA leave, the Superintendent or designee shall guarantee to reinstate the employee in the same or a comparable position when the leave ends. (Government Code 12945.2; 2 CCR 11043, 11089; 29 USC 2614)

The district may refuse to reinstate an employee to the same or a comparable position if the FMLA/CFRA leave was fraudulently obtained by the employee. (2 CCR 11089; 29 CFR 825.216)

The district may refuse to reinstate an employee to the same position after taking PDL if, at the time the reinstatement is requested, the employee would not otherwise have been employed in that position for legitimate business reasons unrelated to the employee's PDL. (2 CCR 11043)

Maintenance of Benefits/Failure to Return from Leave

During the period when an employee is on PDL or family care and medical leave, the employee shall maintain employee status with the district and the leave shall not constitute a break in service for purposes of longevity, seniority under any collective bargaining agreement, or any employee benefit plan. (Government Code 12945.2; 2 CCR 11092; 29 USC 2614)

For up to a maximum of four months for PDL and 12 work weeks for other family care and medical leave, the district shall continue to provide an eligible employee the group health plan coverage that was in place before the employee took the leave. The employee shall reimburse the district for premiums paid during the leave if the employee fails to return to district employment after the expiration of all available leaves and the failure is for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the employee's control. (Government Code 12945.2; 2 CCR 11044, 11092; 29 USC 2614; 29 CFR 825.213)

In addition, during the period when an employee is on PDL or family care and medical leave, the employee shall be entitled to continue to participate in other employee benefit plans including life insurance, short-term or long-term disability insurance, accident insurance, pension and retirement plans, and supplemental unemployment benefit plans to the same extent and under the same conditions as would apply to an unpaid leave taken for any other purpose. However, for purposes of pension and retirement plans, the district shall not make plan payments for an employee during any unpaid portion of the leave period and the leave period shall not be counted for purposes of time accrued under the plan. (Government Code 12945.2; 2 CCR 11044, 11092)

Military Family Leave Resulting from Qualifying Exigencies

An eligible employee may take up to 12 work weeks of unpaid FMLA/CFRA leave, during each 12-month period established by the district in the section entitled "Terms of Leave" above, for one or more qualifying exigencies while the employee's child, parent, spouse, or, for purposes of CFRA leave, registered domestic partner, who is a military member is on covered active duty or on call to covered active duty status. (Government Code 12945.2; 29 USC 2612; 29 CFR 825.126)

Covered active duty means, for members of the Regular Armed forces, duty during the deployment of a member of the regular Armed Forces to a foreign country or, for members of the Reserve components of the Armed forces, duty during the deployment of a member of the National Guard or Reserves to a foreign country under a call or an order to active duty in support of a contingency operation pursuant to law. Deployment to a foreign county includes deployment to international waters. (29 USC 2611; 29 CFR 825.126)

Qualifying exigencies include time needed to: (29 CFR 825.126)

1. Address issues arising from short notice deployment of up to seven calendar days from the date of receipt of call or order of short notice deployment
2. Attend military events and related activities, such as any official ceremony or family assistance program related to the covered active duty or call to covered active duty status

3. Arrange child care or attend school activities arising from the covered active duty or call to covered active duty, such as arranging for alternative child care, enrolling or transferring a child to a new school, or attending meetings
4. Make or update financial and legal arrangements to address a military member's absence
5. Attend counseling provided by someone other than a health care provider
6. Spend time (up to 15 calendar days of leave per instance) with a military member who is on short-term, temporary, rest and recuperation leave during deployment
7. Attend to certain post-deployment activities, such as arrival ceremonies or reintegration briefings
8. Care for a military member's parent who is incapable of self-care when the care is necessitated by the military member's covered active duty
9. Address any other event that the employee and district agree is a qualifying exigency

The employee shall provide the Superintendent or designee with notice of the need for the qualifying exigency leave as soon as practicable, regardless of how far in advance such leave is foreseeable. (29 CFR 825.302)

An employee who is requesting leave for qualifying exigencies shall provide the Superintendent or designee with a copy of the military member's active duty orders, or other documentation issued by the military, and the dates of the service. In addition, the employee shall provide the Superintendent or designee with certification of the qualifying exigency necessitating the leave. The certification shall contain the information specified in 29 CFR 825.309.

The employee's qualifying exigency leave may be taken on an intermittent or reduced work or leave schedule basis. (29 CFR 825.302)

During the period of qualified exigency leave, the district's rule regarding an employee's use of accrued vacation leave and any other accrued paid or unpaid time off, as specified in the section "Use/Substitution of Paid Leave" above, shall apply.

Military Caregiver Leave

The district shall grant an eligible employee up to a total of 26 work weeks of leave during a single 12-month period, measured forward from the first date the leave is taken, to care for a covered servicemember with a serious illness or injury. In order to be eligible for such military caregiver leave, the employee must be the spouse, child, parent, or next of kin of the covered servicemember. This 26-week period is inclusive of the 12 work weeks of leave that may be taken for other FMLA qualifying reasons. (29 USC 2611, 2612; 29 CFR 825.127)

Covered servicemember may be: (29 CFR 825.127)

1. A current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list for a serious injury or illness
2. A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran

Child of a covered servicemember means the covered servicemember's biological, adopted, or foster child, stepchild, legal ward, or child for whom the covered servicemember stood in loco parentis, and who is of any age. (29 CFR 825.127)

Parent of a covered servicemember means the covered servicemember's biological, adopted, step, or foster parent, or any other individual who stood in loco parentis to the covered servicemember (except "parents-in-law"). (29 CFR 825.127)

Next of kin means the nearest blood relative to the covered servicemember, other than the spouse, parent, or child, unless designated in writing by the covered servicemember. (29 USC 2611, 2612; 29 CFR 825.127)

Outpatient status means the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients. (29 USC 2611; 29 CFR 825.127)

Serious injury or illness means: (29 USC 2611; 29 CFR 825.127)

1. For a current member of the Armed Forces, an injury or illness incurred by the member in the line of duty on active duty, or that existed before the beginning of the member's active duty and was aggravated by the member's service in the line of duty while on active duty in the Armed Forces, and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating
2. For a veteran, an injury or illness incurred or aggravated by the member's service in the line of duty on active duty in the Armed Forces, including the National Guard or Reserves, that manifested itself before or after the member became a veteran and that is at least one of the following:
 - a. A continuation of a serious injury or illness incurred or aggravated while the veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating
 - b. A physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs (VA) Service-Related Disability Rating of 50 percent or greater, based wholly or partly on that physical or mental condition
 - c. A physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of one or more disabilities related to the servicemember's military service or that would do so but for treatment received by the veteran
 - d. An injury, including a psychological injury, on the basis of which the veteran has been enrolled in the VA's Program of Comprehensive Assistance for Family Caregivers

The employee shall provide reasonable and practicable notice of the need for the leave in accordance with the procedures in the section entitled "Request for Leave" above.

An employee requesting leave to care for a covered servicemember with a serious injury or illness shall provide the Superintendent or designee with certification from an authorized health care provider of the servicemember that contains the information specified in 29 CFR 825.310.

The leave may be taken intermittently or on a reduced work or leave schedule when medically necessary. An employee taking military caregiver leave in combination with other family care and medical leaves pursuant to this administrative regulation shall be entitled to a combined total of 26 work weeks of leave during a single 12-month period. When both spouses work for the district and both wish to take such leave, the spouses are limited to a maximum combined total of 26 work weeks during a single 12-month period. (29 USC 2612)

During the period of military caregiver leave, the district's rule regarding an employee's use of accrued vacation leave and other accrued paid or unpaid time off, as specified in the section "Use/Substitution of Paid Leave" above, shall apply.

Notifications

The Superintendent or designee shall provide the following notifications regarding state and federal law related to PDL or FMLA/CFRA leave:

1. General Notice: Information explaining the provisions of the Fair Employment and Housing Act/PDL and

FMLA/CFRA and employees' rights and obligations shall be posted in a conspicuous place on district premises, or electronically, and shall be included in employee handbooks. (2 CCR 11049, 11095; 29 USC 2619)

2. The general notice shall also explain an employee's obligation to provide the Superintendent or designee with at least 30 days' notice of the need for the requested leave, when the need is reasonably foreseeable at least 30 days prior to the start of the leave. (2 CCR 11049, 11050, 11091)
3. Eligibility Notice: When an employee requests leave, including PDL, or when the Superintendent or designee acquires knowledge that an employee's leave may be for an FMLA/CFRA qualifying reason, the Superintendent or designee shall, within five business days, provide notification to the employee of eligibility to take such leave. (2 CCR 11049, 11091; 29 CFR 825.300)
4. Rights and Responsibilities Notice: Each time the eligibility notice is provided to an employee, the Superintendent or designee shall provide written notification explaining the specific expectations and obligations of the employee, including any consequences for a failure to meet those obligations. Such notice shall include, as applicable: (29 CFR 825.300)
 - a. A statement that the leave may be designated and counted against the employee's annual FMLA/CFRA leave entitlement and the appropriate 12-month entitlement period, if qualifying
 - b. Any requirements for the employee to furnish medical certification of a serious health condition, serious injury or illness, or qualifying exigency arising out of active duty or call to active duty status and the consequences of failing to provide the certification
 - c. The employee's right to use paid leave, whether the district will require use of paid leave, conditions related to any use of paid leave, and the employee's entitlement to take unpaid leave if the employee does not meet the conditions for paid leave
 - d. Any requirements for the employee to make premium payments necessary to maintain health benefits, the arrangement for making such payments, and the possible consequences of failure to make payments on a timely basis
 - e. The employee's right to maintenance of benefits during the leave and restoration to the same or an equivalent job upon return from leave
 - f. The employee's potential liability for health insurance premiums paid by the district during the employee's unpaid FMLA leave should the employee not return to service after the leave. Any time the information provided in the above notice changes, the Superintendent or designee shall, within five business days of receipt of an employee's first notice of need for leave, provide the employee with a written notice referencing the prior notice and describing any changes to the notice. (29 CFR 825.300)
5. Designation Notice: When the Superintendent or designee has information (e.g., sufficient medical certification) to determine whether the leave qualifies as FMLA/CFRA leave, the Superintendent or designee shall, within five business days, provide written notification designating the leave as FMLA/CFRA qualifying or, if the leave will not be so designated, the reason for that determination. (2 CCR 11091; 29 CFR 825.300)

If the amount of leave needed is known, the notice shall include the number of hours, days, or weeks that will be counted against the employee's FMLA/CFRA entitlement. If it is not possible to provide that number at the time of the designation notice, notification shall be provided of the amount of leave counted against the employee's entitlement upon request by the employee and at least once in every 30-day period if leave was taken in that period. (29 CFR 825.300)

6. If the district requires paid leave to be used during an otherwise unpaid family care and medical leave, the notice shall so specify. If the district requires an employee to present a release to return to work certification that addresses the employee's ability to perform the essential functions of the job, the notice shall also specify that requirement. (2 CCR 11091, 11097; 29 CFR 825.300)

Any time the information provided in the designation notice changes, the Superintendent or designee shall, within five business days, provide the employee with written notice referencing the prior notice and describing any changes to the notice. (29 CFR 825.300)

The Superintendent or designee shall maintain records pertaining to an individual employee's use of FMLA or CFRA leave or PDL in accordance with law. (Government Code 12946; 29 USC 2616; 42 USC 2000ff-1; 29 CFR 825.500)

Policy 5117: Interdistrict Attendance

Status: ADOPTED

Original Adopted Date: 03/01/2011 | **Last Revised Date:** 11/14/2023 | **Last Reviewed Date:** 11/14/2023

The Governing Board recognizes that parents/guardians of students who reside within the geographic boundaries of one district may, for a variety of reasons, desire to enroll their children in a school in another district.

Interdistrict Attendance Agreements and Permits

The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts. (Education Code 46600)

The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. It also may contain standards agreed upon by both districts for reapplication and/or revocation of the student's permit. (Education Code 46600)

Upon receiving a permit for transfer into the district that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or deny the permit subject to the terms and conditions of the interdistrict attendance agreement.

Students shall be admitted to district schools through an unbiased process that prohibits an inquiry into or evaluation or consideration of whether a student should be enrolled based upon the student's academic or athletic performance, physical condition, proficiency in English, any of the individual characteristics set forth in Education Code 200, or family income. (Education Code 48301)

If the number of transfer applications exceeds the number of transfers the Board has elected to accept, approval for transfer shall be determined by a random drawing held in public at a regularly scheduled Board meeting. (Education Code 48301)

Because the district admits students in accordance with the school district of choice program, the Superintendent or designee shall not admit students based on individual interdistrict attendance permits, pursuant to Education Code 46600-46610, except under extraordinary circumstances.

The Superintendent or designee shall keep an accounting of all requests for admittance through the school district of choice program and a record of their disposition, including, but not limited to, all of the following: (Education Code 48313)

1. The number of requests granted, denied, or withdrawn and, for denied requests, the reason for the denial
2. The number of students transferred into and out of the district pursuant to this program
3. The race, ethnicity, gender, self-reported socioeconomic status, eligibility for free or reduced-price meals, and the district of residence for each student transferred into or out of the district pursuant to this program
4. The number of students transferred into or out of the district pursuant to this program who are classified as English learners or students with disabilities
5. As applicable, the number of students described in Items #3 and 4 above who are provided transportation assistance to a district school or program, and the total number of students provided transportation assistance, pursuant to the school district of choice program

The information specified in Items #1-5 above shall be reported by the Superintendent or designee to the Board, at a regularly scheduled meeting. No later than October 15 of each year, the Superintendent or designee shall provide

the same information for the current school year, as well as information regarding the district's status as a school district of choice in the upcoming school year, to each geographically adjacent school district, the county office of education, and the Superintendent of Public Instruction. (Education Code 48313)

The district's compliance with specified program requirements shall be reviewed as part of the annual district audit conducted pursuant to Education Code 41020. (Education Code 48301)

Instruction Collaboration Agreements

The Superintendent or designee may, with board approval, enter into an instruction collaboration agreement (ICA) with another school district, county office of education or charter school to offer the same or similar courses and coursework to students who have been impacted by any of the following: (Education Code 48345)

1. Disruptions or cancellations in science, technology, engineering, and mathematics (STEM) classes
2. Disruptions or cancellations in dual language immersion programs
3. Teacher shortages in STEM classes or dual language immersion programs

Prior to accepting students for classes for any of the reasons specified in Items #1-3 above, the Superintendent or designee shall, with Board Approval, determine the maximum number of students that the district can accept for these purposes. The district shall accept students who apply until the district is at maximum capacity.

Students shall be admitted to this program through an unbiased process that prohibits an inquiry into, or evaluation or consideration of, whether a student should be authorized to participate in the course or coursework based upon the student's current academic or athletic performance, proficiency in English, physical condition, any of the individual characteristics specified in Education Code 200, or family income. If the number of applicants exceeds the number of seats available, the approval for participation shall be determined by a random public drawing at a regularly scheduled Board meeting. (Education Code 48345)

The Superintendent or designee shall publicly post information, including, but not limited to, applicable forms and timelines for submission pursuant to the ICA, to ensure that students and their families are aware of the opportunities to participate. (Education Code 48345)

When negotiating the ICA, the Superintendent or designee shall collaborate with the other participating LEA(s) to agree upon an appropriate shared cost structure. (Education Code 48345)

Transportation

Upon parent/guardian request, the district shall provide transportation assistance to a student receiving an interdistrict transfer who is eligible for free and reduced-price meals and is the child of an active duty military parent/guardian or a victim of bullying, as defined in Education Code 46600. (Education Code 46600)

In addition, upon request of a student's parent/guardian, the Superintendent or designee may authorize transportation for any interdistrict transfer student to and from designated bus stops within the attendance area of the school that the student attends if space is available.

Policy 5141.5: Mental Health

Status: ADOPTED

Original Adopted Date: 09/08/2020 | **Last Revised Date:** 11/14/2023 | **Last Reviewed Date:** 11/14/2023

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

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.

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.

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.

Information and Training

The Superintendent or designee shall provide school staff with information and training to recognize the early signs and symptoms of an emerging mental health condition or behavioral health disorder, including common psychiatric conditions and substance use disorders such as opioid and alcohol abuse, identify risk factors and warning signs of suicidal intent, respond to students who have been impacted by traumatic stress, safely deescalate crisis situations involving students with a behavioral health disorder, and link students with effective services, referrals, and supports. Such training shall also provide instruction on how to maintain student privacy and confidentiality. Behavioral health information and training may also be provided to parents/guardians, students, and families. (Education Code 49428.15)

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.

At least twice per school year, the Superintendent or designee shall ensure that each school provides notice regarding how to initiate access to student mental health services on campus and/or in the community. The notification shall be in at least two of the following methods: (Education Code 49428)

1. Distributing the information, electronically or in hardcopy, in a letter to parents/guardians, and in a school publication or other document to students
2. Including the information, at the beginning of the school year, in the parent handbook for parents/guardians and in student orientation materials or a student handbook
3. Posting the information on the school's website or social media

Parents/guardians and students shall each receive two notices on how to initiate access to student mental health services, which may be delivered by different methods. (Education Code 494280)

Each school site that serves students in any of grades 6-12 shall create an age appropriate and culturally relevant

poster that identifies approaches and shares resources about student mental health, and that includes the following information: (Education Code 49428.5)

1. Identification of common behaviors of those struggling with mental health or who are in a mental health crisis, including, but not limited to, anxiety, depression, eating disorders, emotional dysregulation, bipolar episodes, and schizophrenic episodes
2. A list of, and contact information for, school site-specific resources, including, but not limited to, counselors, wellness centers, and peer counselors
3. A list of, and contact information for, community resources, including, but not limited to, suicide prevention, substance abuse, child crisis, nonpolice mental health hotlines, public behavioral health services, and community mental health centers
4. A list of positive coping strategies to use when dealing with mental health, including, but not limited to, meditation, mindfulness, yoga, breathing exercises, grounding skills, journaling, acceptance, and seeking therapy
5. A list of negative coping strategies to avoid, including, but not limited to, substance abuse or self-medication, violence and abuse, self-harm, compulsivity, dissociation, catastrophizing, and isolating

The poster shall be displayed in English and any primary language spoken by 15 percent or more of the students at the school site and be no smaller than 8.5 by 11 inches and at least 12-point font. The poster shall be prominently and conspicuously displayed in public areas that are accessible to, and commonly frequented by, students at each school site such as bathrooms, locker rooms, classrooms, classroom hallways, gymnasiums, auditoriums, cafeterias, wellness centers, and offices. Additionally, at the beginning of each school year the poster shall be distributed online to students through social media, websites, portals, and learning platforms. (Education Code 49428.5)

Mental Health Counseling and Referrals

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.

Mental health and behavioral health services for students on campus may be provided by way of telehealth technology. (Education Code 49429)

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)

Funding Resources

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.

Policy 5141.6: School Health Services

Status: ADOPTED

Original Adopted Date: 12/11/2018 | Last Revised Date: 11/14/2023 | Last Reviewed Date: 11/14/2023

The Governing Board recognizes that good physical and mental health is critical to a student's ability to learn and believes that all students should have access to comprehensive health services. The Board further recognizes that schools are uniquely positioned to increase health equity and to help ensure that all students have access to necessary health care services. The district may provide access to health services at or near district schools through the establishment of a school health center and/or mobile van(s) that serve multiple campuses, and may utilize telehealth as a delivery mechanism to increase access to health care services in schools.

The Board and the Superintendent or designee shall collaborate with local and state agencies and health care providers to assess the health needs of students in district schools and the community. Based on the results of this needs assessment and the availability of resources, the Superintendent or designee shall recommend for Board approval the types of health services to be provided by the district, including preventative programming and intervention strategies to address students' physical, mental, and behavioral health needs.

Board approval shall be required for any proposed use of district resources and facilities to support school health services. The Superintendent or designee shall identify funding opportunities available through grant programs, private foundations, and partnerships with local agencies and organizations.

The Board may prioritize school health services to schools serving students with the greatest need, including schools with medically underserved populations and/or a high percentage of low-income and uninsured children and youth.

School health services shall be provided under the supervision of a licensed health care professional. The Board may employ or contract with health care professionals or partner with community health centers to provide the services under the terms of a written contract or memorandum of understanding.

If a school nurse is employed by the school or district, the nurse shall be involved in planning and implementing the school health services as appropriate.

The Superintendent or designee shall coordinate the provision of school health services with other student wellness initiatives, including health education, nutrition and physical fitness programs, and other activities designed to create a healthy school environment. The Superintendent or designee shall encourage joint planning and regular communications among health services staff, district administrators, teachers, counselors, other staff, and parents/guardians.

To further encourage student access to health care services, the Superintendent or designee shall develop and implement outreach strategies to increase enrollment of eligible students from low- to moderate-income families in affordable, comprehensive state or federal health coverage programs and local health initiatives. Such strategies may include, but are not limited to, providing information about the Medi-Cal program on the application for free and reduced-price meals in accordance with law.

Consent and Confidentiality

The Superintendent or designee shall obtain written parent/guardian consent prior to providing services to a student, except when the student is authorized to consent to the service pursuant to Family Code 6920-6930, Health and Safety Code 124260, or other applicable law.

The Superintendent or designee shall maintain the confidentiality of student health records in accordance with law.

Payment/Reimbursement for Services

The Superintendent or designee may bill public and private insurance programs and other applicable programs for reimbursement of services as appropriate. Services may be provided free of charge or on a sliding scale in accordance with law.

The district shall serve as a Medi-Cal provider to the extent feasible, comply with all related legal requirements, and seek reimbursement of costs to the extent allowed by law.

Program Evaluation

In order to continuously improve school health services, the Board shall evaluate the effectiveness of such services and the extent to which they continue to meet student needs.

The Superintendent or designee shall provide the Board with periodic reports that may include, but are not necessarily limited to, rates of participation in school health services; changes in student outcomes such as school attendance or achievement; measures of school climate; feedback from staff and participants regarding program accessibility and operations, including accessibility to low-income and linguistically and culturally diverse students and families; and program costs and revenues.

Regulation 5141.6: School Health Services

Status: ADOPTED

Original Adopted Date: 12/11/2018 | Last Revised Date: 11/14/2023 | Last Reviewed Date: 11/14/2023

Types of Health Services

In accordance with student and community needs and available resources, school health services offered by the district may include, but are not limited to:

1. Health screenings, evaluations, and assessments of students' need for health services
2. Physical examinations, immunizations, and other preventive medical services
3. First aid and administration of medications
4. Diagnosis and treatment of minor injuries and acute medical conditions
5. Management of chronic medical conditions
6. Basic laboratory tests
7. Emergency response procedures
8. Nutrition services
9. Oral health services that may include preventive services, basic restorative services, and referral to specialty services

The Superintendent or designee shall notify all parents/guardians of the opportunity pursuant to Health and Safety Code 104830-104865 for their child to receive the topical application of fluoride, including fluoride varnish, or other decay-inhibiting agent to the teeth during the school year. Such application of fluoride or other decay-inhibiting agent shall only be provided to a student whose parent/guardian returns the notification with an indication consenting to the treatment. (Health and Safety Code 104830, 104850, 104855)

10. Mental or behavioral health services, which may include assessments, crisis intervention, counseling, treatment, and referral to a continuum of services including emergency psychiatric care, community support programs, inpatient care, and outpatient programs
11. Substance abuse prevention and intervention services
12. Vision and audiology services
13. Speech therapy
14. Occupational therapy
15. Physical therapy
16. Reproductive health services
17. Specialized health care services for students with disabilities
18. Medical transportation
19. Targeted case management
20. Referrals and linkage to services not offered on-site
21. Public health and disease surveillance

22. Individual and family health education

23. School or districtwide health promotion

The district may deliver health care services, including mental and behavioral health, for students on campus by means of telehealth technology. (Education Code 49429)

Medi-Cal Billing

In order to provide services as a Medi-Cal provider, the district shall enter into and maintain a contract with the California Department of Health Care Services (DHCS). (Welfare and Institutions Code 14132.06; 22 CCR 51051, 51270)

The Superintendent or designee shall develop a plan to ensure that the district and all district subcontractors, provide individuals with speech, vision, and hearing disabilities auxiliary aides and services, to enable those individuals to effectively communicate and participate in the Medi-Cal program. Such auxiliary aides and services may include, but are not limited to, providing written materials in alternative formats, such as braille, large font, audio recordings, or closed captioning.

The Superintendent or designee shall ensure that all practitioners employed by or under contract with the district possess the appropriate license, certification, registration, or credential and provide only those services that are within their scope of practice. (22 CCR 51190.3, 51270, 51491)

The Superintendent or designee shall submit a claim for Medi-Cal reimbursement whenever the district provides a Medi-Cal-eligible student under age 22 and/or a member of the student's family a covered service specified in 22 CCR 51190.4 or 51360. (Welfare and Institutions Code 14132.06; 22 CCR 51096, 51098, 51190.1, 51190.4, 51309, 51360, 51535.5)

When the district provides services, or arranges for the provision of services, for treatment of a mental health or substance use disorder for a student at a school site or at an off-campus clinic, mobile counseling service, or similar district-arranged location, the district may seek reimbursement from the student's health care service plan, in accordance with the requirements of Health and Safety Code 1374.722.

The district shall maintain records and supporting documentation including, but not limited to, records of the type and extent of services provided to a Medi-Cal beneficiary in accordance with law. (22 CCR 51270, 51476)

Any federal funds received by the district as reimbursement for the costs of services under the Medi-Cal billing option shall be reinvested in approved services for students and their families. The Superintendent or designee shall consult with a local school-linked services collaborative group regarding decisions on reinvestment of federal funds. (22 CCR 51270)

The Superintendent or designee shall submit an annual report to DHCS to identify participants in the community collaborative, provide a financial summary including reinvestment expenditures, and describe service priorities for the future. (22 CCR 51270)

Medi-Cal Administrative Activities

The district shall apply for reimbursement for activities identified by DHCS which are related to the administration of the Medi-Cal program. Such activities include, but are not limited to, outreach, translation for Medi-Cal services, facilitation of applications, arrangement of nonemergency and nonmedical transportation of eligible individuals, program planning and policy development, claims coordination and administration, training, and general administration.

Appropriate staff shall receive training in administrative claiming categories and related activities.

To receive reimbursement for Medi-Cal administrative activities, the Superintendent or designee shall, on a quarterly basis, submit an invoice to the local educational consortium or local governmental agency through which the district has contracted.

In addition, the Superintendent or designee shall submit to the local educational consortium or local governmental agency, and shall update each quarter, a roster of all employees who perform direct Medi-Cal services or administrative activities. When notified by the local educational consortium or local governmental agency of the date and time that a random-moment time survey must be conducted by a particular employee, the Superintendent or designee shall coordinate the completion and submission of the survey in accordance with DHCS timelines and procedures.

The Superintendent or designee shall maintain an audit file containing random-moment time survey documentation and other records specified by DHCS. Such documentation shall be kept for three years after the end of the quarter in which expenditures were incurred or, if an audit is in progress, until the completion of the audit.

Policy 5145.6: Parent/Guardian Notifications

Status: ADOPTED

Original Adopted Date: 05/08/2018 | **Last Revised Date:** 11/14/2023 | **Last Reviewed Date:** 11/14/2023

The Governing Board desires to promote effective communication between the school and the home and to keep parents/guardians informed regarding educational programs, school operations, and the legal rights of students and their parents/guardians. The Superintendent or designee shall send parents/guardians all notifications required by law and any other notifications the Superintendent or designee believes will promote parental understanding and involvement.

Notice of the rights and responsibilities of parents/guardians as specified in Education Code 48980 shall be sent at the beginning of each academic year and may be provided by regular mail, in electronic form when so requested by the parent/guardian, or by any other method normally used by the district for written communication with parents/guardians. (Education Code 48981)

No activity specified in Education Code 48980 shall be undertaken with respect to any particular student unless the student's parent/guardian has been informed of such action through the annual notification or other separate special notification. Such notice shall state the activity that will be undertaken and the approximate date on which the activity will occur. (Education Code 48983-48984)

The annual notification shall include a request that the parent/guardian sign the notice and return it to the school or, if the notice is provided in electronic format, that the parent/guardian submit a signed acknowledgment of receipt of the notice to the school. The parent/guardian's signature is an acknowledgment of receipt of the information but does not indicate that consent to participate in any particular program has been given or withheld. (Education Code 48982)

Whenever a student enrolls in a district school during the school year, the student's parents/guardians shall be given all required parental notifications at that time.

Notifications shall be presented in an understandable and uniform format and, to the extent practicable, in a language that parents/guardians can understand.

When necessary, the district shall provide notifications to qualified individuals with disabilities in alternative formats, such as braille, large font, or audio recordings, to enable such individuals to effectively participate in any program, service, or activity, as required by law.

Whenever 15 percent or more of the students enrolled in a district school speak a single primary language other than English, as determined from the California Department of Education census data collected pursuant to Education Code 52164, all notices sent to the parent/guardian of any such student shall, in addition to being written in English, be written in the primary language, and may be responded to either in English or the primary language. (Education Code 48981, 48985)

Whenever an employee learns that a student's parent/guardian is unable to understand the district's printed notifications for any reason, the employee shall inform the principal or designee, who shall work with the parent/guardian to establish other appropriate means of communication.

Exhibit 5145.6-E(1): Parent/Guardian Notifications

Status: ADOPTED

Original Adopted Date: 11/14/2023 | Last Reviewed Date: 11/14/2023

Cautionary Notice: Government Code 17581.5 releases districts from the obligation to perform specified mandated activities when the Budget Act does not provide reimbursement during that fiscal year. The Budget Act of 2022 (AB 178, Ch. 45, Statutes of 2022) extends the suspension of these requirements through the 2022-23 fiscal year. As a result, certain provisions of the following Exhibit related to scoliosis screening and bus safety instruction may be suspended.

I. Annually

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 222.5
Board Policy/Administrative Regulation #: See BP 5146
Subject: Rights and options for pregnant and parenting students

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 234.7
Board Policy/Administrative Regulation #: See BP 0410
Subject: Right to a free public education regardless of immigration status or religious beliefs

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 310
Board Policy/Administrative Regulation #: See BP 6142.2, AR 6174
Subject: Information on the district's language acquisition program

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 17611.5, 17612, 48980.3
Board Policy/Administrative Regulation #: See AR 3514.2
Subject: Use of pesticide products, active ingredients, internet address to access information, and, if district uses certain pesticides, integrated pest management plan

When to Notify: Annually by February 1
Education or Other Legal Code: Education Code 35256, 35258
Board Policy/Administrative Regulation #: See BP 0510
Subject: School Accountability Report Card provided

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 35291, 48980
Board Policy/Administrative Regulation #: See AR 5144, AR 5144.1
Subject: District and site discipline rules

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 44050
Board Policy/Administrative Regulation #: See BP 4119.21, BP 4219.21, BP 4319.21
Subject: Code of conduct addressing employee interactions with students

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 46010.1
Board Policy/Administrative Regulation #: See AR 5113
Subject: Absence for confidential medical services

When to Notify: Beginning of each school year, if district has adopted policy on involuntary transfer of students convicted of certain crimes when victim is enrolled at same school
Education or Other Legal Code: Education Code 48929, 48980
Board Policy/Administrative Regulation #: See BP 5116.2
Subject: District policy authorizing transfer

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980
Board Policy/Administrative Regulation #: See BP 6111
Subject: Schedule of minimum days and student-free staff development days

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 231.5; 5 CCR 4917; 34 CFR 106.8
Board Policy/Administrative Regulation #: See AR 5145.7
Subject: Copy of sexual harassment policy as related to students; contact information for Title IX coordinator

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 32255-32255.6
Board Policy/Administrative Regulation #: See AR 5145.8
Subject: Right to refrain from harmful or destructive use of animals

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 35160.5, 46600-46611, 48204, 48301
Board Policy/Administrative Regulation #: See BP 5111.1, AR 5116.1, AR 5117
Subject: All statutory attendance options, available local attendance options, options for meeting residency, form for changing attendance, appeals process

When to Notify: Beginning of each school year, if Board allows such absence
Education or Other Legal Code: Education Code 48980, 46014
Board Policy/Administrative Regulation #: See AR 5113
Subject: Absence for religious exercise or purposes

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 48205
Board Policy/Administrative Regulation #: See AR 5113, BP 6154
Subject: Excused absences; grade/credit cannot be reduced due to excused absence if work or test has been completed; full text of Education Code 48205

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 48206.3, 48207, 48208
Board Policy/Administrative Regulation #: See AR 6183
Subject: Availability of home/hospital instruction for students with temporary disabilities

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 49403
Board Policy/Administrative Regulation #: See BP 5141.31
Subject: School immunization program

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 49423, 49480
Board Policy/Administrative Regulation #: See AR 5141.21
Subject: Administration of prescribed medication

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 49451; 20 USC 1232h
Board Policy/Administrative Regulation #: See AR 5141.3
Subject: Right to refuse consent to physical examination

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 49471, 49472
Board Policy/Administrative Regulation #: See BP 5143
Subject: Availability of insurance

When to Notify: Beginning of each school year in grades 9-12, if district allows career technical education (CTE) course to satisfy graduation requirement
Education or Other Legal Code: Education Code 48980, 51225.3
Board Policy/Administrative Regulation #: See AR 6146.1
Subject: How district established graduation requirements do or do not satisfy college entrance A-G course criteria;

district's CTE courses that satisfy A-G course criteria

When to Notify: Annually

Education or Other Legal Code: Education Code 48986, 49392

Board Policy/Administrative Regulation #: See AR 0450

Subject: Information and laws related to the safe storage of firearms and California's child access prevention laws

When to Notify: Annually

Education or Other Legal Code: Education Code 49013; 5 CCR 4622

Board Policy/Administrative Regulation #: See AR 1312.3, BP 0460, BP 3260

Subject: Uniform complaint procedures, available appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 49063

Board Policy/Administrative Regulation #: See AR 5125, AR 5125.3

Subject: Challenge, review and expunging of records

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 49063, 49069; 20 USC 1232g; 34 CFR 99.7

Board Policy/Administrative Regulation #: See AR 5125

Subject: Student records: inspect and review, access, types, location, persons responsible, location of log, access criteria, cost of copies, amendment requests, criteria for defining school officials and to determine legitimate educational interest, categories defined as directory information, disclosures, right to file complaint with U.S. Department of Education, course prospectus availability

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 49063, 49073; 20 USC 1232g; 34 CFR 99.37

Board Policy/Administrative Regulation #: See AR 5125.1

Subject: Release of directory information

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 49069.5, 51225.1

Board Policy/Administrative Regulation #: See AR 6173, AR 6173.1, AR 6173.3, AR 6175

Subject: Transfer of coursework and credits for foster youth, students experiencing homelessness, former juvenile court school students, children of military family, migrant students and students participating in a newcomer program.

When to Notify: Two or more times during the school year

Education or Other Legal Code: Education Code 49428

Board Policy/Administrative Regulation #: See BP 5141.5

Subject: How to access mental health services at school and/or in the community

When to Notify: Beginning of each school year in schools serving students in grades 6-12

Education or Other Legal Code: Education Code 49428.5

Board Policy/Administrative Regulation #: See BP 5141.5

Subject: Distribution of digitized mental health poster online

When to Notify: Annually or upon enrollment in elementary school

Education or Other Legal Code: Education Code 49452.6

Board Policy/Administrative Regulation #: See AR 5141.3

Subject: Availability of type 1 diabetes informational materials developed by the California Department of Education

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 49520, 48980, 42 USC 1758, 7 CFR 245.5

Board Policy/Administrative Regulation #: See AR 3553

Subject: Eligibility and application process for free and reduced price meals

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 51513, 20 USC 1232h

Board Policy/Administrative Regulation #: See AR 5022, BP 6162.8

Subject: Notice of privacy policy and dates of activities re: survey, health examination, or collection of personal information for marketing; process to opt out of such activities; inspection rights and procedures

When to Notify: When developing the local control and accountability plan and during the annual update of the local control and accountability plan (LCAP)

Education or Other Legal Code: Education Code 52062

Board Policy/Administrative Regulation #: See BP 0460

Subject: Opportunity to submit written comments regarding specific actions and expenditures in proposed plan or annual update

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 56301

Board Policy/Administrative Regulation #: See BP 6164.4

Subject: Parental rights re: special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 58501, 48980

Board Policy/Administrative Regulation #: See AR 6181

Subject: Alternative schools

When/Whom to Notify: Annually

Education or Other Legal Code: Education Code 60615, 5 CCR 852

Board Policy/Administrative Regulation #: See AR 6162.51

Subject: Student's participation in state assessments; option to request exemption from testing

When to Notify: Beginning of each school year

Education or Other Legal Code: Health and Safety Code 104855

Board Policy/Administrative Regulation #: See AR 5141.6

Subject: Availability of dental fluoride treatment; opportunity to accept or deny treatment

When to Notify: Beginning of each school year, if district receives Title I funds

Education or Other Legal Code: 20 USC 6312; 34 CFR 200.48

Board Policy/Administrative Regulation #: See BP 4112.2, AR 4222

Subject: Right to request information re: professional qualifications of child's teacher and paraprofessional

When to Notify: Beginning of each school year

Education or Other Legal Code: 34 CFR 104.8, 106.9

Board Policy/Administrative Regulation #: See BP 0410, BP 6178

Subject: Nondiscrimination

When to Notify: Beginning of each school year to parent, teacher, and employee organizations or, in their absence, individuals

Education or Other Legal Code: 40 CFR 763.84, 40 CFR 763.93

Board Policy/Administrative Regulation #: See AR 3514

Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

When to Notify: Beginning of each school year

Education or Other Legal Code: USDA FNS Instructions 113-1

Board Policy/Administrative Regulation #: See BP 3555

Subject: Information related to the district's food service programs

When to Notify: Beginning of each school year

Education or Other Legal Code: USDA SP-46-2016

Board Policy/Administrative Regulation #: See AR 3551

Subject: District policy on meal payments

II. At Specific Times During the Student's Academic Career

When to Notify: Beginning in grade 7, at least once prior to course selection and career counseling

Education or Other Legal Code: Education Code 221.5, 48980
Board Policy/Administrative Regulation #: See BP 6164.2
Subject: Course selection and career counseling

When to Notify: Upon a student's enrollment
Education or Other Legal Code: Education Code 310
Board Policy/Administrative Regulation #: See BP 6142.2, AR 6174
Subject: Information on the district's language acquisition programs

When to Notify: When child first enrolls in a public school, if the school offers a fingerprinting program
Education or Other Legal Code: Education Code 32390, 48980
Board Policy/Administrative Regulation #: See AR 5142.1
Subject: Fingerprinting program

When/Whom to Notify: When participating in driver training courses under the jurisdiction of the district
Education or Other Legal Code: Education Code 35211
Board Policy/Administrative Regulation #: None
Subject: Civil liability, insurance coverage

When to Notify: Upon registration in K-6, if students have not previously been transported
Education or Other Legal Code: Education Code 39831.5
Board Policy/Administrative Regulation #: See AR 3543
Subject: School bus safety rules and information, list of stops, rules of conduct, red light crossing instructions, bus danger zones, walking to and from stops

When to Notify: Beginning of each school year for high school students, if high school is open campus
Education or Other Legal Code: Education Code 44808.5, 48980
Board Policy/Administrative Regulation #: See BP 5112.5
Subject: Open campus

When to Notify: Prior to providing an eye examination
Education or Other Legal Code: Education Code 49455.5
Board Policy/Administrative Regulation #: See AR 5141.3
Subject: Upcoming eye examinations at school site, including form on which parent/guardian may indicate lack of consent

When to Notify: When a parent/guardian request for district designation of volunteers is received for training on emergency use of anti-seizure medication for a student diagnosed with seizures
Education or Other Legal Code: Education Code 49468.2
Board Policy/Administrative Regulation #: To be included in AR 5141.21
Subject: Request for volunteers to be trained in recognition and response to seizures, including administration of emergency anti-seizure medication, description of training, right to rescind offer to volunteer, prohibition against retaliation.

When to Notify: Upon a student's enrollment
Education or Other Legal Code: Education Code 49063
Board Policy/Administrative Regulation #: See AR 5125, AR 5125.3
Subject: Specified rights related to student records

When to Notify: When students enter grade 7
Education or Other Legal Code: Education Code 49452.7
Board Policy/Administrative Regulation #: See AR 5141.3
Subject: Specified information on type 2 diabetes

When to Notify: When in kindergarten, or first grade if not previously enrolled in public school
Education or Other Legal Code: Education Code 49452.8
Board Policy/Administrative Regulation #: See AR 5141.32
Subject: Requirement for oral health assessment, explanation of law, importance of oral health, agency contact, privacy rights

When to Notify: Before grade 12

Education or Other Legal Code: Education Code 51225.8
Board Policy/Administrative Regulation #: See AR 6143
Subject: Completion and submission of FAFSA and CADAA

When to Notify: Beginning of each school year for students in grades 9-12
Education or Other Legal Code: Education Code 51229, 48980
Board Policy/Administrative Regulation #: See AR 6143, BP 6178
Subject: UC and CSU College admission requirements, UC and CSU web sites that list certified courses, description of CTE, CDE Internet address, how students may meet with counselors

When to Notify: Beginning of each school year for students in grades 7-12, or at time of enrollment if after beginning of year
Education or Other Legal Code: Education Code 51938, 48980
Board Policy/Administrative Regulation #: See AR 6142.1
Subject: Sexual health and HIV prevention education; right to view A/V materials, whether taught by district staff or outside consultants, right to request specific Education Code sections, right to excuse

When to Notify: Within 20 working days of receiving results of standardized achievement tests or, if results not available in school year, within 20 working days of start of next school year
Education or Other Legal Code: Education Code 60641, 5 CCR 863
Board Policy/Administrative Regulation #: See AR 6162.51
Subject: Results of tests; test purpose, individual score and intended use

When/Whom to Notify: By October 15 for students in grade 12
Education or Other Legal Code: Education Code 69432.9
Board Policy/Administrative Regulation #: See AR 5121, AR 5125
Subject: Forwarding of student's grade point average to Cal Grant program; timeline to opt out

When to Notify: Upon enrollment in a California State Preschool program
Education or Other Legal Code: Education Code 8489.1
Board Policy/Administrative Regulation #: See AR 5148.3
Subject: Limitations on disenrollment, including expulsion and suspension and how to file an appeal in the event of expulsion or suspension

When to Notify: When child is enrolled or reenrolled in a licensed child care center or preschool
Education or Other Legal Code: Health and Safety Code 1596.7996
Board Policy/Administrative Regulation #: See AR 5148
Subject: Information on risks and effects of lead exposure, blood lead testing

When to Notify: When child is enrolled in kindergarten
Education or Other Legal Code: Health and Safety Code 124100, 124105
Board Policy/Administrative Regulation #: See AR 5141.32
Subject: Health screening examination

When to Notify: To students in grades 11-12, early enough to enable registration for fall test
Education or Other Legal Code: 5 CCR 11523
Board Policy/Administrative Regulation #: See AR 6146.2
Subject: Notice of proficiency examination provided under Education Code 48412

When to Notify: To secondary students, if district receives Title I funds
Education or Other Legal Code: 20 USC 7908
Board Policy/Administrative Regulation #: See AR 5125.1
Subject: Request that district not release student's name, address, and phone number to military recruiters without prior written consent

III. When Special Circumstances Occur

When to Notify: In the event of a breach of security of district records
Education or Other Legal Code: Civil Code 1798.29
Board Policy/Administrative Regulation #: See BP 3580
Subject: Types of records affected, date of breach, description of incident, contact information for credit reporting

agencies

When to Notify: Upon receipt of a complaint alleging discrimination
Education or Other Legal Code: Education Code 262.3
Board Policy/Administrative Regulation #: See AR 1312.3
Subject: Civil law remedies available to complainants

When to Notify: When determining whether an English learner should be reclassified as fluent English proficient
Education or Other Legal Code: Education Code 313, 5 CCR 11303
Board Policy/Administrative Regulation #: See AR 6174
Subject: Description of reclassification process, opportunity for parent/guardian to participate

When to Notify: When Student is identified as English learner and district receives Title I or Title III funds for English learner programs, not later than 30 days after beginning of school year or within two weeks of placement if identified during school year
Education or Other Legal Code: Education Code 313.2, 440, 20 USC 6312
Board Policy/Administrative Regulation #: See AR 6174
Subject: Reason for classification, level of English proficiency, identification as long-term English learner, description of program(s), option to decline program or choose alternate, option to remove student from program at any time, exit requirements of program

When to Notify: Prior to implementing alternative schedule
Education or Other Legal Code: Education Code 46162
Board Policy/Administrative Regulation #: See BP 6112
Subject: Public hearing on alternative schedule in secondary grades

When to Notify: When homeless or foster youth applies for enrollment in before/after school program
Education or Other Legal Code: Education Code 8483
Board Policy/Administrative Regulation #: See AR 5178.2
Subject: Right to priority enrollment how to request priority enrollment

When to Notify: When a child in a California State Preschool program exhibits persistent and serious challenging behaviors
Education or Other Legal Code: Education Code 8489.1
Board Policy/Administrative Regulation #: See AR 5148.3
Subject: Description of the child's behaviors and program plan for maintaining the child's safe participation in program and expulsion/unenrollment process

When to Notify: At least 24 hours before the effective date of suspending or expelling a child from a California State Preschool program
Education or Other Legal Code: Education Code 8489.1
Board Policy/Administrative Regulation #: See AR 5148.3
Subject: "Notice of Action, Recipient of Services," as described in 5 CCR 17783

When to Notify: Before high school student attends specialized secondary program on a university campus
Education or Other Legal Code: Education Code 17288
Board Policy/Administrative Regulation #: None
Subject: University campus buildings may not meet Education Code requirements for structural safety

When to Notify: At least 72 hours before use of pesticide product not included in annual list
Education or Other Legal Code: Education Code 17612
Board Policy/Administrative Regulation #: See AR 3514.2
Subject: Intended use of pesticide product

When to Notify: To members of athletic teams
Education or Other Legal Code: Education Code 32221.5
Board Policy/Administrative Regulation #: See AR 5143
Subject: Offer of insurance; no-cost and low-cost program options

When to Notify: Annually to parents/guardians of student athletes before participation in competition
Education or Other Legal Code: Education Code 33479.3

Board Policy/Administrative Regulation #: See AR 6145.2
Subject: Information on sudden cardiac arrest

When to Notify: If school has lost its WASC accreditation status
Education or Other Legal Code: Education Code 35178.4
Board Policy/Administrative Regulation #: See BP 6190
Subject: Loss of status, potential consequences

When/Whom to Notify: When district has contracted for electronic products or services that disseminate advertising
Education or Other Legal Code: Education Code 35182.5
Board Policy/Administrative Regulation #: See BP 3312
Subject: Advertising will be used in the classroom or learning center

When to Notify: At least six months before implementing a schoolwide uniform policy
Education or Other Legal Code: Education Code 35183
Board Policy/Administrative Regulation #: See AR 5132
Subject: Dress code policy requiring schoolwide uniform

When to Notify: Before implementing a year-round schedule
Education or Other Legal Code: Education Code 37616
Board Policy/Administrative Regulation #: See BP 6117
Subject: Public hearing on year-round schedule

When to Notify: When interdistrict transfer is requested and not approved or denied within 30 days
Education or Other Legal Code: Education Code 46601
Board Policy/Administrative Regulation #: See AR 5117
Subject: Appeal process

When to Notify: Before early entry to transitional kindergarten or kindergarten, if early entry offered
Education or Other Legal Code: Education Code 48000
Board Policy/Administrative Regulation #: See AR 5111, AR 6170.1
Subject: Effects, advantages and disadvantages of early entry

When to Notify: When student identified as being at risk of retention
Education or Other Legal Code: Education Code 48070.5
Board Policy/Administrative Regulation #: See AR 5123
Subject: Student at risk of retention

When to Notify: When student excluded due to quarantine, contagious or infectious disease, danger to safety or health
Education or Other Legal Code: Education Code 48213
Board Policy/Administrative Regulation #: See AR 5112.2
Subject: Student has been excluded from school

When to Notify: Before already admitted student is excluded for lack of immunization
Education or Other Legal Code: Education Code 48216, 17 CCR 6040
Board Policy/Administrative Regulation #: See AR 5141.31
Subject: Need to submit evidence of immunization or exemption within 10 school days; referral to medical care

When to Notify: When a student is classified as truant
Education or Other Legal Code: Education Code 48260.5, 48262
Board Policy/Administrative Regulation #: See AR 5113.1
Subject: Truancy, parental obligation, availability of alternative programs, student consequences, need for conference

When to Notify: When a truant is referred to a SARB or probation department
Education or Other Legal Code: Education Code 48263
Board Policy/Administrative Regulation #: See AR 5113.1
Subject: Name and address of SARB or probation department and reason for referral

When/Whom to Notify: When student requests to voluntarily transfer to continuation school

Education or Other Legal Code: Education Code 48432.3
Board Policy/Administrative Regulation #: See AR 6184
Subject: Copy of district policy and regulation on continuation education

When to Notify: Prior to involuntary transfer to continuation school
Education or Other Legal Code: Education Code 48432.5
Board Policy/Administrative Regulation #: See AR 6184
Subject: Right to require meeting prior to involuntary transfer to continuation school

When/Whom to Notify: To person holding educational rights, prior to recommending placement of foster youth outside school of origin
Education or Other Legal Code: Education Code 48853.5
Board Policy/Administrative Regulation #: See AR 6173.1
Subject: Basis for the placement recommendation

When to Notify: When a foster youth or an Indian child receives a suspension, expulsion, manifestation determination, or involuntary transfer
Education or Other Legal Code: Education Code 48853.5
Board Policy/Administrative Regulation #: See AR 6173.1, AR 6173.4
Subject: Suspension notice, expulsion notice, manifestation determination notice, involuntary transfer notice, and other documents and related information to a foster youth's educational rights holder, attorney, and county social worker and an Indian child's tribal social worker and, if applicable, the child's county social worker

When to Notify: When student is removed from class and teacher requires parental attendance at school
Education or Other Legal Code: Education Code 48900.1
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Parental attendance required; timeline for attendance

When to Notify: Prior to withholding grades, diplomas, or transcripts
Education or Other Legal Code: Education Code 48904
Board Policy/Administrative Regulation #: See AR 5125.2
Subject: Damaged school property

When to Notify: When withholding grades, diplomas or transcripts from transferring student
Education or Other Legal Code: Education Code 48904.3
Board Policy/Administrative Regulation #: See AR 5125.2
Subject: Next school will continue withholding grades, diplomas or transcripts

When to Notify: When student is released to peace officer
Education or Other Legal Code: Education Code 48906
Board Policy/Administrative Regulation #: See BP 5145.11
Subject: Release of student to peace officer for the purpose of removing minor from school, unless taken into custody as victim of suspected child abuse

When to Notify: At time of suspension
Education or Other Legal Code: Education Code 48911
Board Policy/Administrative Regulation #: See BP 5144.1, AR 5144.1
Subject: Notice of suspension

When to Notify: When original period of suspension is extended
Education or Other Legal Code: Education Code 48911
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Extension of suspension

When to Notify: At the time a student is assigned to a supervised suspension classroom
Education or Other Legal Code: Education Code 48911.1
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: The student's assignment to a supervised suspension classroom

When to Notify: Before holding a closed session re: suspension
Education or Other Legal Code: Education Code 48912

Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Intent to hold a closed session re: suspension

When to Notify: When a student expelled from another district for certain acts seeks admission
Education or Other Legal Code: Education Code 48915.1, 48918
Board Policy/Administrative Regulation #: See BP 5119
Subject: Hearing re: possible danger presented by expelled student

When to Notify: When readmission is denied
Education or Other Legal Code: Education Code 48916
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Reasons for denial; determination of assigned program

When to Notify: When expulsion occurs
Education or Other Legal Code: Education Code 48916
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Readmission procedures

When to Notify: At least 10 calendar days before expulsion hearing
Education or Other Legal Code: Education Code 48918
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Notice of expulsion hearing

When to Notify: When expulsion or suspension of expulsion occurs
Education or Other Legal Code: Education Code 48918
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Decision to expel; right to appeal to county board; obligation to inform new district of status

When to Notify: Before involuntary transfer of student convicted of certain crime when victim is enrolled at same school
Education or Other Legal Code: Education Code 48929, 48980
Board Policy/Administrative Regulation #: See BP 5116.2
Subject: Right to request a meeting with principal or designee

When to Notify: One month before the scheduled minimum day
Education or Other Legal Code: Education Code 48980
Board Policy/Administrative Regulation #: See BP 6111
Subject: When minimum days are scheduled after the beginning of the school year

When to Notify: When parents/guardians request guidelines for filing complaint of child abuse at a school site
Education or Other Legal Code: Education Code 48987
Board Policy/Administrative Regulation #: See AR 5141.4
Subject: Guidelines for filing complaint of child abuse at a school site with local child protective agencies

When to Notify: When student in danger of failing a course
Education or Other Legal Code: Education Code 49067
Board Policy/Administrative Regulation #: See AR 5121
Subject: Student in danger of failing a course

When to Notify: When student transfers from another district or private school into the district
Education or Other Legal Code: Education Code 49068
Board Policy/Administrative Regulation #: See AR 5125
Subject: Right to receive copy of student's record and a hearing to challenge content of student's records

When/Whom to Notify: When parent/guardian's challenge of student record is denied and parent/guardian appeals
Education or Other Legal Code: Education Code 49070
Board Policy/Administrative Regulation #: See AR 5125.3
Subject: If board sustains allegations, the correction of destruction of record; if denied, right to submit written objection

When/Whom to Notify: When district is considering program to gather safety-related information from students'

social media activity

Education or Other Legal Code: Education Code 49073.6

Board Policy/Administrative Regulation #: See BP 5125

Subject: Opportunity for input on proposed program

When/Whom to Notify: When district adopts program to gather information from students' social media activity, and annually thereafter

Education or Other Legal Code: Education Code 49073.6

Board Policy/Administrative Regulation #: AR 5125

Subject: Information is being gathered, access to records, process for removal or corrections, destruction of records

When to Notify: Within 24 hours of release of information to a judge or probation officer

Education or Other Legal Code: Education Code 49076

Board Policy/Administrative Regulation #: See AR 5125

Subject: Release of student record to a judge or probation officer for conducting truancy mediation program or for presenting evidence at a truancy petition

When to Notify: Before release of information pursuant to court order or subpoena

Education or Other Legal Code: Education Code 49077

Board Policy/Administrative Regulation #: See AR 5125

Subject: Release of information pursuant to court order or subpoena

When to Notify: When screening results in suspicion that student has scoliosis

Education or Other Legal Code: Education Code 49452.5

Board Policy/Administrative Regulation #: See AR 5141.3

Subject: Scoliosis screening

When to Notify: When test results in discovery of visual or hearing defects

Education or Other Legal Code: Education Code 49456; 17 CCR 2951

Board Policy/Administrative Regulation #: See AR 5141.3

Subject: Vision or hearing test results

When to Notify: Within 10 days of negative balance in meal account

Education or Other Legal Code: Education Code 49557.5

Board Policy/Administrative Regulation #: See AR 3551

Subject: Negative balance in meal account; encouragement to apply for free or reduced price meals

When to Notify: Annually to parents/guardians of student athletes

Education or Other Legal Code: Education Code 49475

Board Policy/Administrative Regulation #: See AR 6145.2

Subject: Information on concussions and head injuries

When to Notify: Annually to parents/guardians of student athletes before their first practice or competition

Education or Other Legal Code: Education Code 49476

Board Policy/Administrative Regulation #: See AR 6145.2

Subject: Opioid fact sheet

When/Whom to Notify: Within 30 days of foster youth, student experiencing homelessness, former juvenile court school student, child of military family, or migrant student being transferred after second year of high school, or immigrant student enrolled in newcomer program in grades 11-12

Education or Other Legal Code: Educational Code 51225.1

Board Policy/Administrative Regulation #: See BP 6146.1, AR 6173, AR 6173.1, AR 6173.3, AR 6175

Subject: Exemption from local graduation requirements, effect on college admission, option for fifth year of high school, transfer opportunities through California Community Colleges

When to Notify: When satisfactory educational progress in one or more independent study courses is not being made by student under 18

Education or Other Legal Code: Educational Code 51749.5

Board Policy/Administrative Regulation #: See BP 6158

Subject: Findings from evaluation to determine if it is in student's best interest to remain in independent study or whether student should be referred to an alternative program.

When to Notify: Before any test/survey questioning personal beliefs
Education or Other Legal Code: Education Code 51513
Board Policy/Administrative Regulation #: See AR 5022
Subject: Permission for test, survey questioning personal beliefs

When to Notify: At least 14 days before HIV prevention or sexual health instruction, if arrangement made for guest speaker after beginning of school year
Education or Other Legal Code: Education Code 51938
Board Policy/Administrative Regulation #: See AR 6142.1
Subject: Instruction in HIV prevention or sexual health by guest speaker or outside consultant

When to Notify: Prior to administering survey regarding health risks and behaviors to students in 7-12
Education or Other Legal Code: Education Code 51938
Board Policy/Administrative Regulation #: See AR 5022
Subject: Notice that the survey will be administered

When to Notify: Within 30 calendar days of receipt of results of assessment or reassessment of English proficiency
Education or Other Legal Code: Education Code 52164.1, 52164.3, 5 CCR 11511.5
Board Policy/Administrative Regulation #: See AR 6174
Subject: Results of state test of English proficiency

When to Notify: When migrant education program is established
Education or Other Legal Code: Education Code 54444.2
Board Policy/Administrative Regulation #: See BP 6175, AR 6175
Subject: Parent advisory council membership composition

When to Notify: When child participates in licensed child care and development program
Education or Other Legal Code: Health and Safety Code 1596.857, 22 CCR 101218.1
Board Policy/Administrative Regulation #: See AR 5148
Subject: Parent/guardian right to enter and inspect facility and other rights as specified

When to Notify: When a licensed child care center has a building constructed before January 1, 2010 and has drinking water tested for lead
Education or Other Legal Code: Health and Safety Code 1597.16
Board Policy/Administrative Regulation #: See AR 5148
Subject: The requirement to test the facility, and the results of the test

When/Whom to Notify: When district receives Tobacco-Use Prevention Education Funds
Education or Other Legal Code: Health and Safety Code 104420
Board Policy/Administrative Regulation #: See AR 3513.3
Subject: The district's tobacco-free schools policy and enforcement procedures

When to Notify: When sharing student immunization information with an immunization system
Education or Other Legal Code: Health and Safety Code 120440
Board Policy/Administrative Regulation #: See AR 5125
Subject: Types of information to be shared, name and address of agency, acceptable use of the information, right to examine, right to refuse to share

When/Whom to Notify: At least 14 days prior to sex offender coming on campus as volunteer
Education or Other Legal Code: Penal Code 626.81
Board Policy/Administrative Regulation #: See AR 1240, BP 1250
Subject: Dates and times permission granted; obtaining information from law enforcement

When to Notify: When hearing is requested by person asked to leave school premises
Education or Other Legal Code: Penal Code 627.5
Board Policy/Administrative Regulation #: See AR 3515.2
Subject: Notice of hearing

When/Whom to Notify: When responding to complaint re: discrimination, special education, or noncompliance with law

Education or Other Legal Code: 5 CCR 4631
Board Policy/Administrative Regulation #: See AR 1312.3
Subject: Findings, disposition of complaint, any corrective actions, appeal rights and procedures

When to Notify: When child participates in licensed child care and development program
Education or Other Legal Code: 5 CCR 18066
Board Policy/Administrative Regulation #: See AR 5148
Subject: Policies regarding excused and unexcused absences

When to Notify: Within 30 days of application for subsidized child care or preschool services
Education or Other Legal Code: 5 CCR 17782, 18094, 18118
Board Policy/Administrative Regulation #: See AR 5148, AR 5148.3
Subject: Policies re: Approval or denial of services

When to Notify: At least 14 days before change in service or other intended action, upon recertification or update of application for child care or preschool services
Education or Other Legal Code: 5 CCR 17783, 18095, 18119
Board Policy/Administrative Regulation #: See AR 5148, AR 5148.3
Subject: Policies re: Any change in service, such as in fees, amount of service, termination of service

When to Notify: Upon child's enrollment in child care program
Education or Other Legal Code: 5 CCR 18114
Board Policy/Administrative Regulation #: See AR 5148
Subject: Policies re: Policy on fee collection

When to Notify: When payment of child care fees is seven days late
Education or Other Legal Code: 5 CCR 18114
Board Policy/Administrative Regulation #: See AR 5148
Subject: Policies re: Notice of delinquent fees

When to Notify: When district substantively changes policy on student privacy rights
Education or Other Legal Code: 20 USC 1232h
Board Policy/Administrative Regulation #: See AR 5022
Subject: Notice of any substantive change in policy or regulation

When to Notify: For districts receiving Title I funds, when a child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet state certification requirements for the grade level/subject taught
Education or Other Legal Code: 20 USC 6312
Board Policy/Administrative Regulation #: See AR 4112.24
Subject: Timely notice to parent/guardian of child's assignment

When to Notify: For districts receiving Title I funds, not later than 30 days after beginning of school year, to parents/guardians of English learners
Education or Other Legal Code: 20 USC 6312
Board Policy/Administrative Regulation #: See AR 6174
Subject: Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose another program

When to Notify: For schools receiving Title I funds, upon development of parent involvement policy
Education or Other Legal Code: 20 USC 6318
Board Policy/Administrative Regulation #: See AR 6020
Subject: Notice of policy

When to Notify: When district receives Impact Aid funds for students residing on Indian lands, to parents/guardians of Indian children
Education or Other Legal Code: 20 USC 7704; 34 CFR 222.94
Board Policy/Administrative Regulation #: See AR 3231
Subject: Relevant applications, evaluations, program plans, information about district's general educational program; opportunity to submit comments

When to Notify: When household is selected for verification of eligibility for free or reduced-price meals
Education or Other Legal Code: 42 USC 1758, 7 CFR 245.6a
Board Policy/Administrative Regulation #: See AR 3553
Subject: Need to submit verification information; any subsequent change in benefits; appeals

When/Whom to Notify: When student is homeless or unaccompanied minor
Education or Other Legal Code: Education Code 48852.5, 42 USC 11432
Board Policy/Administrative Regulation #: See AR 6173
Subject: Educational and related opportunities; transportation services; placement decision and right to appeal; duties of district liaison; public notice

When to Notify: When student transfers out of state and records are disclosed without consent pursuant to 34 CFR 99.30
Education or Other Legal Code: 34 CFR 99.34
Board Policy/Administrative Regulation #: See AR 5125
Subject: Right to receive records and an opportunity for hearing upon request

When to Notify: When student complains of sexual harassment
Education or Other Legal Code: 34 CFR 106.44, 106.45
Board Policy/Administrative Regulation #: See AR 5145.7
Subject: Right to file formal complaint, availability of supportive measures, notice of process, reason for dismissal of complaint if applicable

When to Notify: When district receives federal funding assistance for nutrition program
Education or Other Legal Code: USDA FNS Instruction 113-1
Board Policy/Administrative Regulation #: See BP 3555
Subject: Rights and responsibilities, nondiscrimination policy, complaint procedures

IV. Special Education Notices

When to Notify: Prior to a student with disabilities beginning tenth grade
Education or Other Legal Code: Educational Code 51225.31
Board Policy/Administrative Regulation #: See BP 6146.1
Subject: Exemption from local graduation requirements

When to Notify: Prior to conducting initial evaluation
Education or Other Legal Code: Education Code 56301, 56321, 56321.5, 56321.6, 56329, 20 USC 1415 (d), 34 CFR 300.502, 300.503
Board Policy/Administrative Regulation #: See BP 6159.1, AR 6159.1, AR 6164.4
Subject: Proposed evaluation plan, related parental rights, prior written notice, procedural safeguards

When/Whom to Notify: Before functional behavioral assessment begins
Education or Other Legal Code: Education Code 56321
Board Policy/Administrative Regulation #: See AR 6159
Subject: Notification and consent

When to Notify: 24 hours before IEP when district intending to record
Education or Other Legal Code: Education Code 56341.1
Board Policy/Administrative Regulation #: See AR 6159
Subject: Intention to audio-record IEP meeting

When to Notify: Early enough to ensure opportunity for parent to attend IEP meeting
Education or Other Legal Code: Education Code 56341.5, 34 CFR 300.322
Board Policy/Administrative Regulation #: See AR 6159
Subject: Time, purpose, location, who will attend, participation of others with special knowledge, transition statements if appropriate

When to Notify: When parent/guardian orally requests review of IEP
Education or Other Legal Code: Education Code 56343.5
Board Policy/Administrative Regulation #: See AR 6159
Subject: Need for written request

When to Notify: Within one school day of emergency intervention or serious property damage
Education or Other Legal Code: Education Code 56521.1
Board Policy/Administrative Regulation #: See AR 6159.4
Subject: Emergency intervention

When to Notify: Whenever there is a proposal or refusal to initiate or change the identification, evaluation, placement, or FAPE, including when parent/guardian revokes consent for services
Education or Other Legal Code: 20 USC 1415(c), 34 CFR 300.300, 300.503
Board Policy/Administrative Regulation #: See AR 6159, AR 6159.1
Subject: Prior written notice

When/Whom to Notify: Upon filing of state complaint
Education or Other Legal Code: 20 USC 1415(d), 34 CFR 300.504
Board Policy/Administrative Regulation #: See AR 6159.1
Subject: Procedural safeguards notice

When/Whom to Notify: When disciplinary measures are taken or a change in placement
Education or Other Legal Code: 20 USC 1415(k), 34 CFR 300.530
Board Policy/Administrative Regulation #: See AR 5144.2
Subject: Decision and procedural safeguards notice

When to Notify: Upon requesting a due process hearing
Education or Other Legal Code: 20 USC 1415(k), 34 CFR 300.508
Board Policy/Administrative Regulation #: See AR 6159.1
Subject: Child's name, address, school, description of problem, proposed resolution

When to Notify: Eligibility for services under Section 504
Education or Other Legal Code: 34 CFR 104.32, 104.36
Board Policy/Administrative Regulation #: See AR 6164.6
Subject: District responsibilities, district actions, procedural safeguards

V. Classroom Notices

Where to Post: In all district schools and offices, including staff lounges and student government meeting rooms
Education or Other Legal Code: Education Code 234.1
Board Policy/Administrative Regulation #: See AR 1312.3
Subject: Uniform complaint procedures board policy and administrative regulation

Where to Post: In each classroom used for license exempt California State Preschool Program
Education or Other Legal Code: Education Code 8212
Board Policy/Administrative Regulation #: See AR/E 1312.3
Subject: Health and safety requirements for preschool programs; where to get complaint form

Where to Post : In each classroom in each school
Education or Other Legal Code: Education Code 35186
Board Policy/Administrative Regulation #: See AR/E 1312.4
Subject: Complaints subject to Williams uniform complaint procedures

Where to Post: In any school serving any of grades 6-12, in a prominent and conspicuous location in every restroom required to stock menstrual products,
Education or Other Legal Code: Education Code 35292.6
Board Policy/Administrative Regulation #: See AR 3517
Subject: Requirement to stock and make available free of cost an adequate supply of menstrual products that includes email address and telephone number for a designated individual responsible for maintaining requisite supply of menstrual products

Where to Post: In a licensed child care and development center at a location accessible to parents/guardians
Education or Other Legal Code: Health and Safety Code 1596.857

Board Policy/Administrative Regulation #: See AR 5148

Subject: Parent/guardian right to inspect, prohibition against retaliation, right to file complaint; registered sex offender database available to public; review licensing reports of facility visits and substantiated complaints against facility

Where to Post: In a prominent, publicly accessible location in the child care facility

Education or Other Legal Code: Health and Safety Code 1596.8555

Board Policy/Administrative Regulation #: See AR 5148

Subject: Child care license

Where to Post: In a prominent location adjacent to child care license at facility

Education or Other Legal Code: Welfare and institutions Code 10228

Board Policy/Administrative Regulation #: See AR 5148

Subject: Rates, discounts, or scholarship policies

Policy 5148: Child Care And Development

Status: ADOPTED

Original Adopted Date: 10/13/2015 | **Last Revised Date:** 11/14/2023 | **Last Reviewed Date:** 11/14/2023

The Governing Board desires to provide child care and development services which meet the developmental needs of children and offer a convenient child care alternative for parents/guardians in the community.

The Board shall enter into a contract with the California Department of Social Services (CDSS) for the provision of child care and development services by the district.

The district shall work cooperatively with the local child care and development planning council, public and private agencies, parents/guardians, and other community members to assess child care needs in the community, establish program priorities, obtain ongoing feedback on program quality, and supply information about child care options.

The Board shall approve for the district's child care and development program a written philosophical statement, goals, and objectives that reflect the cultural and linguistic characteristics of the families to be served and address the program components specified in 5 CCR 18272-18281 and the accompanying administrative regulation. (5 CCR 18271)

When a district child care program is physically closed by local or state public health order, the district shall provide distance learning when required to do so as a condition of funding or when required by law.

Eligibility and Enrollment

Child care admissions policies and procedures shall be in writing and available to the public. Such policies and procedures shall include criteria designating those children whose needs can be met by the child care center's program and services, the ages of children who will be accepted, program activities, any supplementary services provided, any field trip provisions, any transportation arrangements, food service provisions, and health examination requirements. (5 CCR 18105; 22 CCR 101218)

The Superintendent or designee shall ensure that subsidized child care services are provided to eligible families to the extent that state and/or federal funding is available and in accordance with enrollment priorities specified in Welfare and Institutions Code 10271 and 5 CCR 18106.

To the extent that space is available after the enrollment of children who are eligible for subsidized services, priority for admissions shall be given to district students, children of district students, and children of district employees.

A child's eligibility for transitional kindergarten enrollment shall not impact family eligibility for a childcare or preschool program. (Education Code 48000)

Staffing

The Superintendent or designee shall ensure that individuals working in child care and development programs have the necessary qualifications, experience, and training, and have satisfied all legal requirements.

Facilities

Upon recommendation of the Superintendent or designee, the Board may approve any of the following for the provision of child care and development services:

1. The use of existing district facilities that have capacity
2. Renovation or improvement of district facilities to make them suitable for such services

3. Purchase of relocatable child care facilities
4. Inclusion of child care facilities in any new construction
5. Agreement with a public agency or community organization for the use of community facilities

The Superintendent or designee shall ensure that facilities used for child care services meet all applicable health and safety standards. (5 CCR 18020; 22 CCR 101238-101239.2)

Complaints

For a licensed child care center, any complaint alleging health and safety violations shall be referred to CDSS. (5 CCR 4611)

Any other alleged violation of state or federal laws governing child care and development programs shall be investigated and resolved using the district's procedures in BP/AR 1312.3 - Uniform Complaint Procedures.

Program Evaluation

The Superintendent or designee shall annually conduct an evaluation of the district's child care and development services in accordance with state requirements. The results of the evaluation shall be used to develop an action plan which establishes program goals and objectives for the coming year and addresses any areas identified as needing improvement. (5 CCR 18279-18281)

Regulation 5148: Child Care And Development

Status: ADOPTED

Original Adopted Date: 01/10/2017 | **Last Revised Date:** 11/14/2023 | **Last Reviewed Date:** 11/14/2023

Licensing

All district child care and development services shall be licensed by the California Department of Social Services, unless exempted pursuant to Health and Safety Code 1596.792 or 22 CCR 101158.

The license shall be posted in a prominent, publicly accessible location in the facility. (Health and Safety Code 1596.8555)

Licensed child care centers shall be subject to the requirements of Health and Safety Code 1596.70-1597.21, 22 CCR 101151-101239.2, and, when applicable, 22 CCR 101451-101539.

Program Components

The district's child care and development program shall include the following components:

1. The use of a developmental profile reflecting each child's physical, cognitive, social, and emotional development to plan and conduct developmentally and age appropriate activities (Welfare and Institutions Code 10209.5; 5 CCR 18272)

Program staff shall complete the developmental profile for each child who is enrolled in the program for at least 10 hours per week and for any child with disabilities regardless of the number of hours enrolled. The profile shall be completed within 60 days of enrollment and at least once every six months thereafter for children of all ages. (Welfare and Institutions Code 10209.5; 5 CCR 18270.5, 18272)

2. An educational program that complies with 5 CCR 18273, including the provision of services that are developmentally, linguistically, and culturally appropriate and inclusive of children with special needs
3. A staff development program which complies with 5 CCR 18274
4. Parent/guardian involvement and education that comply with 5 CCR 18275 and includes an orientation, at least two individual conferences per year, meetings with program staff, an advisory committee, participation in daily activities, and information regarding their child's progress
5. A health and social services component that complies with 5 CCR 18276 and includes referrals to appropriate community agencies as needed
6. A community involvement component that complies with 5 CCR 18277
7. As applicable, a nutrition component that ensures children in the program are provided nutritious meals, beverages, and snacks that meet state and federal standards and have access to drinking water throughout the day, including meal times (Health and Safety Code 1596.808; 5 CCR 18278; 42 USC 1766)
8. Programs that promote age-appropriate structured and unstructured opportunities for physical activity and that limit the amount of time spent in sedentary activities to an appropriate level
9. An annual plan for program evaluation which conforms with the state's system and includes a self-evaluation, parent/guardian survey, and environment rating scale (5 CCR 18270.5, 18279, 18280, 18281)

Health and Safety

When a child enrolls or reenrolls in a licensed child care program, the center shall provide the child's parent/guardian with written information on the risks and effects of lead exposure, blood lead testing recommendations and requirements, and options for obtaining blood lead testing, including any state or federally funded programs that

offer free or discounted tests. (Health and Safety Code 1596.7996)

If a licensed child care center is located in a building that was constructed before January 1, 2010, the center shall have its drinking water tested for lead contamination levels every five years. The center shall notify the parents/guardians of enrolled children of the requirement to test a facility's drinking water and of the test results. If notified of elevated lead levels, the center shall immediately make inoperable and cease using the fountains and faucets where elevated lead levels may exist and shall obtain a potable source of water for children and staff at that location. (Health and Safety Code 1597.16)

Staffing

The district's child care and development program shall maintain at least the minimum adult-child and teacher-child ratios specified in Welfare and Institutions Code 10275.5 and 5 CCR 18290-18292 based on the ages of the children served.

All persons employed at a licensed district child care center and all volunteers who provide care and supervision to children at such a center shall be immunized against influenza, pertussis, and measles. If a person meets all other requirements for employment or volunteering, as applicable, but needs additional time to obtain and provide immunization records, the person may be employed or volunteer conditionally for a maximum of 30 days upon signing and submitting a written statement attesting that the person has received the required immunizations. Employees and volunteers shall be immunized against influenza between August 1 and December 1 of each year. (Health and Safety Code 1596.7995)

A person shall be exempt from the above immunization requirements only under any of the following circumstances: (Health and Safety Code 1596.7995)

1. The person submits a written statement from a licensed physician declaring either that immunization is not safe because of the person's physical condition or medical circumstances or that the person has evidence of current immunity to influenza, pertussis, and measles.
2. In the case of the influenza vaccine, the person submits a written declaration declining the vaccination.
3. In the case of the influenza vaccine required during the first year of employment or volunteering, the vaccine is not timely because the person was hired after December 1 of the previous year and before August 1 of the current year.

Documentation of the required immunizations or exemptions from immunization shall be maintained in the employee's personnel file. (Health and Safety Code 1596.7995)

In addition to the above immunization requirements, teachers employed in a licensed child care center shall present evidence of a current tuberculosis clearance and meet other requirements specified in Health and Safety Code 1597.055. (Health and Safety Code 1597.055)

Eligibility and Enrollment

The district's subsidized child care and development services may be available to infants and children through 12 years of age and to individuals with disabilities through 21 years of age in accordance with their individualized education program and Welfare and Institutions Code 10213.5. (Welfare and Institutions Code 10213.5, 10273; 5 CCR 18089, 18407, 18422)

To participate in the district's subsidized child care program, families shall document both an eligibility basis and need for care as follows: (Welfare and Institutions Code 10271 and 10271.5)

1. The family is eligible for subsidized services on the basis of being:
 - a. A current aid recipient
 - b. Income eligible

- c. Homeless
 - d. The family's children are recipients of child protective services or have been identified as being or at risk of being abused, neglected, or exploited
 - e. A member of the household is certified to receive benefits from Medi-Cal, CalFresh, the California Food Assistance Program, the California Special Supplemental Nutrition Program for Women, Infants, and Children, the federal Food Distribution Program on Indian Reservations, Head Start, Early Head Start, or any other means-tested government program as determined by the California Department of Social Services.
2. The family has a need for child care based on either of the following:
- a. The parents/guardians are participating in vocational training leading directly to a recognized trade, paraprofession, or profession; are engaged in an educational program for English language learners or to attain a high school diploma or general educational development certificate; are employed or seeking employment; are seeking permanent housing for family stability; or are incapacitated
 - b. The child is identified by a legal, medical, or social services agency, the district liaison for homeless students, a Head Start program, or an emergency or transitional shelter as being a recipient of protective services, as being or at risk of being neglected, abused, or exploited, or as experiencing homelessness

The Superintendent or designee shall consult the county's centralized eligibility list, when available, or shall maintain a district waiting list in accordance with admission priorities. As vacancies occur, applicants shall be contacted in order of their priority. (5 CCR 18106)

First priority for enrollment shall be given to neglected or abused children who are recipients of child protective services, or children who are at risk of being neglected or abused, upon written referral from a legal, medical, or social services agency. If unable to enroll a child in this category, the district shall refer the child's parent/guardian to local resource and referral services so that services for the child can be located. (Welfare and Institutions Code 10271)

Second priority for enrollment shall be given to families, regardless of the number of parents in the home, who are income eligible, as defined in Welfare and Institutions Code 10271.5. Families with the lowest gross monthly income in relation to family size shall be admitted first. If two or more families are in the same priority in relation to income, the family that has a child with disabilities shall be admitted first or, if there is no child with disabilities, the family in which the primary home language is a language other than English shall be admitted first. If there is no family of the same priority in which the primary home language is a language other than English, the family of the same priority that has been on the waiting list for the longest time shall be admitted first. (Welfare and Institutions Code 10271 and 10271.5)

The district shall allow eligible children 11-12 years of age to combine enrollment in a before-school or after-school program with subsidized child care services during the time that the before-school or after-school program does not operate. Children 11-12 years of age, except for children with disabilities, shall be eligible for subsidized child care services only for the portion of care needed that is not available in a before-school or after-school program. (Welfare and Institutions Code 10273)

After all children eligible for subsidized services have been enrolled, the district may enroll other children in accordance with the priorities established by the Governing Board.

The district's decision to approve or deny services shall be communicated to the parent/guardian through a written Notice of Action mailed or delivered within 30 days from the date the application is signed by the parent/guardian. (5 CCR 18094, 18118)

Upon establishing eligibility for services, a family shall be eligible for and shall receive services for not less than 24 months before having the family's eligibility or need recertified and shall not be required to report changes to income or other changes for at least 24 months. If such eligibility ends before the end of the child care and services program

year, eligibility shall be extended until the end of the program year as long as applicable age-eligibility requirements specified in Welfare and Institutions Code 10213.5 are met. (Welfare and Institutions Code 10271)

However, a family establishing eligibility on the basis of income shall report any increases in income that exceed the threshold for ongoing income eligibility specified in Welfare and Institutions Code 10271.5, and the family's ongoing eligibility shall be recertified at that time. At any time, a family may voluntarily report income or other changes which shall be used, as applicable, to reduce the family's fees, increase the family's services, or extend the period of eligibility before recertification. (Welfare and Institutions Code 10271)

Additionally, a family establishing eligibility for services on the basis of receiving services under a CalWORKs Stage 1, 2, or 3 program shall be eligible for and shall receive services for not less than 12 months before having the family's eligibility or need recertified and shall not be required to report changes to income or other changes for at least 12 months. (Welfare and Institutions Code 10271)

The Superintendent or designee shall mail or deliver a Notice of Action to a parent/guardian at least 14 calendar days before any intended change in services, including, but not limited to, an increase or decrease in fees, an increase or decrease in the amount of services, or termination of services, due to any of the following circumstances: (5 CCR 18095, 18119)

1. A determination made during recertification or the update of the application that the need or eligibility requirements are no longer being met or the fee or amount of service needs to be modified
2. Failure of the parent/guardian to document the family's need or eligibility after the district requested such documentation in writing
3. An indication by the parent/guardian that the service is no longer wanted
4. The death of a parent/guardian or child
5. The conclusion of a limited-term agreement, provided that the parent/guardian has been informed in writing of the date that the services would terminate

The Superintendent or designee shall establish and maintain a basic data file for each family receiving child care and development services including, but not limited to, the completed and signed application for services, documentation used to determine the child's eligibility and need, and copies of all Notices of Action. (5 CCR 18081, 18095)

Fees and Charges

Except when offering a program that is prohibited by law from charging any fees, the Superintendent or designee may charge fees for services according to the state fee schedule, the actual cost of services, or the maximum daily/hourly rate specified in the contract, whichever is least. (Welfare and Institutions Code 10260, 10271, 10290, 10291, 10436; 5 CCR 18078, 18108-18110)

No fee shall be charged to a family that is receiving CalWORKS cash aid, an income-eligible family whose child is enrolled in a part-day California State Preschool Program, or a family whose income level, in relation to family size, is less than the first entry in the fee schedule. (Welfare and Institutions Code 10291; 5 CCR 18110)

In addition, any family receiving child care on the basis of having neglected or abused children who are recipients of child protective services, or children who are at risk of being neglected or abused, upon written referral from a legal, medical, or social services agency, may be exempt from these fees for up to 12 months. (Welfare and Institutions Code 10271 and 10291)

Fees shall be assessed at initial enrollment and reassessed when a family is recertified or experiences a change in status. Fees shall be considered delinquent after seven days from the date that fees are due. Parents/guardians shall be notified in the event that fees are delinquent. If a reasonable plan for payment of the delinquent fees has not been provided by the parents/guardians, services shall be terminated if all delinquent fees are not paid within two weeks of such notification. Parents/guardians shall receive a copy of the district's regulations regarding fee collection at the time of initial enrollment into the program. (Welfare and Institutions Code 10290; 5 CCR 18082, 18114, 18115)

The Superintendent or designee shall establish a process that involves parents/guardians in determining whether to require parents/guardians to provide diapers. This process shall also be used to determine whether and how much to charge parents/guardians for field trip expenses, within the limit specified in law. A child shall not be denied participation in a field trip due to the parent/guardian's inability or refusal to pay the fee, and no adverse action shall be taken against a parent/guardian for that inability or refusal. (Welfare and Institutions Code 10292)

District child care centers shall post in a prominent location adjacent to the license at the child care facility the rates, and discounts or scholarship policies if any. (Welfare and Institutions Code 10288)

Expulsion/Unenrollment and Suspension Based on Behavior

The district's child care and development program shall not expel or unenroll a child or persuade or encourage a child's parents/guardians to voluntarily unenroll from the program based on the child's behavior, unless the district first takes the following actions to address the child's behavior: (Welfare and Institutions Code 10491)

1. In writing, inform the parents/guardians of the child's persistent and serious challenging behaviors and consult with the parents/guardians and teacher, and if available engage an early childhood mental health consultant, in an effort to maintain the child's safe participation in the program
2. If the child has an individualized family service plan (IFSP) or individualized education program (IEP), contact, with written parent/guardian consent, the agency or district employee responsible for such plan or program to seek consultation in regard to serving the child
3. If appropriate, consider completing a comprehensive screening to identify the needs of the child, including, but not limited to, screening the child's social and emotional development, referring the parents/guardians to community resources, and implementing behavior supports within the program

If the district has taken the actions specified in Items #1-3 above and the child's continued enrollment would present a serious safety threat to the child or other enrolled children, the district shall refer the parents/guardians to other potentially appropriate placements, the local child care resource and referral agency, or any other referral service available in the local community. The district shall, to the greatest extent possible, support direct transition to a more appropriate placement. The district may then unenroll the child. The district shall have up to 180 days to complete the actions described above. (Welfare and Institutions Code 10491.1)

A child shall not be suspended from the district's child care and development program, nor shall a child's parent/guardian be encouraged or persuaded to prematurely pick up a child before the program day ends, except as a last resort in extraordinary circumstances, when a safety threat exists that cannot be eliminated or reduced without the removal of the child. (Welfare and Institutions Code 10491.1)

Before determining that a suspension is necessary, the district shall collaborate with the child's parents/guardians and, as needed, shall use appropriate community resources to determine that no other reasonable option is appropriate. (Welfare and Institutions Code 10491.1)

When suspension is deemed necessary, the district shall help the child return to full participation in the program as soon as possible while ensuring safety, by doing all of the following: (Welfare and Institutions Code 10491.1)

1. Continuing to engage with the child's parents/guardians and continuing to use appropriate community resources
2. Developing a written plan to document the action and supports needed
3. Providing referrals to appropriate community resources
4. If the child has an IFSP or IEP, contacting, with written parent/guardian consent, the agency responsible for the child's IFSP or IEP, to seek consultation on servicing the child

Upon enrollment, the parents/guardians of each child shall be notified, in writing, of the limitations on expulsion, suspension, or any form of disenrollment and how the parents/guardians may file an appeal to CDSS in the event of

expulsion or suspension. If the district suspends or expels a child from the child care and development program, the district shall, at least 24 hours before the effective date of the suspension or expulsion, issue the child's parents/guardians a written "Notice of Action, Recipient of Services," as described in 5 CCR 18095, informing the parents/guardians of the right to file an appeal of the action directly with CDSS no later than 14 calendar days after receiving the notice. (Welfare and Institutions Code 10491.1)

If a child is suspected of having a developmental delay, disability, or mental health issue, the child's parent/guardian shall be referred, if appropriate, to the mental health system, the state's early intervention program, or the district's special education program regarding evaluation for services under the Individuals with Disabilities Education Act (IDEA). Children identified as having exceptional needs may only be suspended or expelled in conformance with the procedures and limitations of the IDEA.

Disenrollment

When necessary due to a reduction in state reimbursements, families shall be disenrolled from subsidized child care and development services in the following order: (Welfare and Institutions Code 10272.5)

1. Families with the highest income in relation to family size shall be disenrolled first.
2. If two or more families have the same income ranking, children who have been enrolled in child care services the longest shall be disenrolled first.
3. If two or more families have the same income, children without disabilities shall be disenrolled first.
4. Families whose children are receiving child protective services or are at risk of neglect or abuse, regardless of family income, shall be disenrolled last.

Health Examination and Immunizations

Prior to or within six weeks of enrollment, a child enrolling in a child care center shall obtain a physical examination and evaluation and receive age-appropriate immunizations. (Welfare and Institutions Code 10271)

A child may be exempted from the immunization requirements only if a licensed physician indicates that immunization should not be given and specifies how long this exemption is expected to be needed. (22 CCR 101220.1)

A medical exemption shall be submitted using the standardized medical exemption certification form developed by California Department of Public Health (CDPH) and transmitted using the California Immunization Registry. The request shall include, but not be limited to, a description of the medical basis for which the exemption for each individual immunization is sought and whether the medical exemption is permanent or temporary, including the date upon which a temporary medical exemption will expire. All medical exemptions shall not extend beyond the current grade span of the student, and a temporary exemption shall not exceed one year. (Health and Safety Code 120372)

If there is good cause to believe that a child is suffering from a recognized contagious or infectious disease, the child shall be temporarily excluded from the child care and development program until it is determined that the child is not suffering from that contagious or infectious disease. (Welfare and Institutions Code 10271)

District child care centers shall disclose immunization information to the local health department and CDPH in accordance with Health and Safety Code 120440, and maintain the confidentiality of such information in the same manner as other students records in accordance with law and as specified in Administrative Regulation 5125 - Student Records. (Health and Safety Code 120440)

Attendance

Sign-in and sign-out sheets shall be used daily for all children for attendance accounting purposes. Attendance records shall include verification of excused absences, including the child's name, date(s) of absence, specific reason for absence, and signature of parent/guardian or the district's authorized representative if verification is made by

telephone. (5 CCR 18065, 18066)

Absences shall be excused for the following reasons:

1. Illness or quarantine of the child or of the parent/guardian (Welfare and Institutions Code 10213.5)
2. Family emergency (Welfare and Institutions Code 10213.5)

A family emergency shall be considered to exist when unforeseen circumstances cause the need for immediate action, such as may occur in the event of a natural disaster or when a member of the child's immediate family dies, has an accident, or is required to appear in court.

3. Time spent with a parent/guardian or other relative as required by a court of law (Welfare and Institutions Code 10213.5)
4. Time spent with a parent/guardian or other relative which is clearly in the best interest of the child (Welfare and Institutions Code 10213.5)

An absence shall be considered to be in the best interest of the child when the time is spent with the child's parent/guardian or other relative for reasons deemed justifiable by the program coordinator or site supervisor.

Except for children who are recipients of child protective services or are at risk of abuse or neglect, excused absences in the best interest of the child shall be limited to 10 days during the contract period. (5 CCR 18066)

When a child has been absent and the family has not been in communication with the program coordinator or site supervisor for seven consecutive calendar days, the district shall attempt to contact the parent/guardian through a variety of communication methods, including one attempt in writing which may be through electronic means, informing the parent/guardian that failure to communicate with the district may result in termination of child care services. The district shall keep documentation of all such communication attempts in the family's data file, and, if there has been no communication for a total of 30 consecutive calendar days, issue a Notice of Action to disenroll the family on the basis of abandonment of care. (5 CCR 18066.5)

Parents/guardians shall be notified of the policies and procedures related to excused absences for child care and development services. (5 CCR 18066)

Rights of Parents/Guardians

At the time a child is accepted into a licensed child care and development center, the child's parent/guardian or authorized representative shall be notified of the rights specified in 22 CCR 101218.1, including, but not limited to, the right to enter and inspect the child care facility and the right to be informed, upon request, of the name and type of association to the center of any adult who has been granted a criminal record exemption. (Health and Safety Code 1596.857; 22 CCR 101218.1)

The written notice of parent/guardian rights also shall be permanently posted within the facility in a location accessible to parents/guardians. Notwithstanding these rights, access to the facility may be denied to an adult whose behavior presents a risk to children present in the facility or to noncustodial parents/guardians when so requested by the responsible parent/guardian. (Health and Safety Code 1596.857)

In addition, if a parent/guardian disagrees with any district action to deny a child's eligibility for subsidized child care services, disenroll the child due to a funding shortage, increase or decrease fees, increase or decrease the amount of services, terminate services, or otherwise change the level of services, the parent/guardian may file a request for a hearing with the Superintendent or designee within 14 calendar days of the date the Notice of Action was received. Within 10 calendar days of receiving the request for a hearing, the Superintendent or designee shall notify the parent/guardian of the time and place of the hearing, which, to the extent possible, shall be convenient for the parent/guardian. (5 CCR 18120)

The hearing shall be conducted in accordance with the procedures specified in 5 CCR 18120 by a district

administrator who is at a staff level higher in authority than the staff person who made the contested decision. Within 10 calendar days after the hearing, the district administrator shall mail or deliver a written decision to the parent/guardian. If the parent/guardian disagrees with the written decision, the parent/guardian may, within 14 calendar days, appeal the decision to the Child Development Division. (5 CCR 18120-18122)

Coordinating Transitions

When a child in the district's child care and development program transfers to a local public school, the district's child care and development program administrator shall provide the child's parent/guardian with information from the previous year which is beneficial to the student and the student's teacher, including, but not limited to, developmental issues, social interaction abilities, health background, and diagnostic assessments, if any. The program administrator shall transfer this information to the student's elementary school, with permission of the student's parent/guardian. (Welfare and Institutions Code 10315)

To facilitate the transition of a child with a disability, the district designates the individual listed below as the main point of contact for coordinating and completing, with other agencies and persons, the transition of a child and family from infant/toddler programs to preschool (Part C to Part B of IDEA), including establishing practices to educate and support families during the transition: (Government Code 95008)

Superintendent

(title or position)

14004 Road 184, Porterville CA, 93257 _____

(address)

(559) 784-6769 _____

(telephone number)

Records

The Superintendent or designee shall maintain records of enrollment, attendance, types of families served, income received from all families participating in the district's child care and development program, and any other records required under the state contract.

Policy 6146.4: Differential Graduation And Competency Standards For Students With Disabilities

Status: ADOPTED

Original Adopted Date: 11/14/2023 | **Last Reviewed Date:** 11/14/2023

The Governing Board recognizes that students with disabilities are entitled to a course of study that provides them with a free appropriate public education (FAPE) and that modifications to the district's regular course may be needed on an individualized basis to provide FAPE. In accordance with law, each student's individualized education program (IEP) team shall determine the appropriate goals, as well as any appropriate individual accommodations necessary for measuring the academic achievement and functional performance of the student on state and districtwide assessments.

Exemption from District-Established Graduation Requirements

District students shall complete all course requirements for high school graduation as specified in Board Policy 6146.1 - High School Graduation Requirements. However, a student with a disability may be exempted from all coursework and other requirements adopted by the Board that are in addition to the statewide course requirements for high school graduation if the student's IEP provides for both of the following requirements: (Education Code 51225.31).

1. That the student take the alternate assessment aligned to alternate achievement standards in grade 11 as described in Education Code 60640
2. That the student complete state standards aligned coursework to meet the statewide coursework specified in Education Code 51225.3

Prior to the beginning of grade 10, the IEP team for each student with a disability shall determine whether the student is eligible for the exemption, and if so, notify the student's parent/guardian of the exemption. (Education Code 51225.31)

Any such exempted student shall receive a diploma and be eligible to participate in any graduation ceremony and school activity related to graduation in which a student of similar age without a disability would be eligible to participate. (Education Code 51225.31)

Certificate of Educational Achievement or Completion

Instead of a high school diploma, a student with a disability may be awarded a certificate or document of educational achievement or completion if the student has met one of the following requirements: (Education Code 56390)

1. Satisfactorily completed a prescribed alternative course of study approved by the board of the district in which the student attended school or the district with jurisdiction over the student as identified in the student's IEP
2. Satisfactorily met the student's IEP goals and objectives during high school as determined by the IEP team
3. Satisfactorily attended high school, participated in the instruction as prescribed in the student's IEP, and met the objectives of the statement of transition services

A student with a disability who meets any of the criteria specified above shall be eligible to participate in any graduation ceremony and any school activity related to graduation in which a graduating student of similar age without disabilities would be eligible to participate. (Education Code 56391)

Policy 6159.2: Nonpublic, Nonsectarian School And Agency Services For Special Education

Status: ADOPTED

Original Adopted Date: 11/14/2023 | **Last Reviewed Date:** 11/14/2023

The Governing Board recognizes its responsibility to provide a free appropriate public education to students with disabilities in accordance with law. When the district is unable to provide direct special education and/or related services to students with disabilities, the Board may enter into a contract with a nonpublic, nonsectarian school or agency (NPS/A) to meet student needs consistent with the comprehensive local plan of the Special Education Local Plan Area.

Prior to entering into a contract to place any student in an NPS/A, the Superintendent or designee shall verify that the school or agency is certified to provide special education and related services to individuals with disabilities and complies with staff training requirements in accordance with Education Code 56366 and 56366.1. In addition, the Superintendent or designee shall monitor, on an ongoing basis, the certification of any NPS/A with which the district has a contract to ensure that the certification has not expired.

No district student with a disability shall be referred to, or placed in, an NPS/A unless the student's individualized education program (IEP) team has determined that the placement is appropriate for the student. (Education Code 56342.1)

The district shall pay to the NPS/A the full amount of the tuition or fees, as applicable, for students with disabilities who are enrolled in programs or receiving services provided by the NPS/A pursuant to the contract. (Education Code 56365)

In accordance with law, any student with disabilities placed in an NPS/A shall have all the rights and protections to which students with disabilities are generally entitled, including, but not limited to, procedural safeguards, due process rights, and periodic review of the student's IEP.

During the period when any student with disabilities is placed in an NPS/A, the student's IEP team shall retain responsibility for monitoring the student's progress towards meeting the goals identified in the IEP.

The Superintendent or designee shall ensure that any contract with an NPS/A contains a requirement for the NPS/A to comply with district policy, procedures, and practices related to student rights, health, and safety, including the use of seclusion and restraint. All NPS/A staff that serve district students shall be made aware of, and trained in such policies, procedures, and practices.

The Superintendent or designee shall notify the Board prior to approving an out-of-state placement for any district student.

The Superintendent or designee may apply to the Superintendent of Public Instruction to waive any of the requirements of Education Code 56365, 56366, and 56366.6. (Education Code 56366.2)

Policy 6173.4: Education For American Indian Students

Status: ADOPTED

Original Adopted Date: 11/14/2023 | **Last Reviewed Date:** 11/14/2023

The Governing Board recognizes that American Indian students may have unique cultural, language, and educational needs that may be addressed by increasing student knowledge about American Indian history, including the history and culture of local tribes, and by providing American Indian students with access to education and other services necessary for such students to meet the same challenging academic standards as other students.

The Superintendent or designee shall provide all students with culturally relevant curriculum related to local American Indian tribes and implement strategies necessary for the improvement of the academic achievement of American Indian students.

In order to discuss, gain a shared understanding of, and develop curriculum for use within the district, and to identify the extent and nature of any achievement gaps between American Indian students and other district students, and strategies to address any such gaps, the district may form a California Indian Education Task Force with tribes local to the region. Participants in the task force meetings may consider issues of mutual concern, which include:
(Education Code 33391)

1. Developing a thorough, shared understanding of accurate, high-quality curricular materials about the history, culture, and government of local tribes, and developing such materials for use within the district that include tribal experiences and perspectives
2. Developing a shared understanding of proper or improper instructional materials when these materials use depictions of Native Americans
3. Encouraging the adoption of the curriculum developed by the California Indian Education Task Force
4. Identifying the extent and nature of any achievement gap between American Indian students and other students, and strategies necessary to close it

If formed, the California Indian Education Task Force shall, within one year and thereafter annually, submit a report to the California Department of Education on the findings, including progress of work on Items #1-4, above.
(Education Code 33391)

The Superintendent or designee shall identify American Indian students most at-risk of not meeting state academic standards and provide to such students the needed support(s), including making referrals, as appropriate, for special education services or services under Section 504 of the federal Rehabilitation Act of 1973, or other school-based services such as counseling and health services, supplemental instruction, before- or after-school services, and summer learning programs.

Suspension, expulsion, assignment to a supervised suspension classroom, or involuntary transfer to a continuation school of an American Indian student shall be in accordance with law and as specified in Administrative Regulation 5144.1 - Suspension and Expulsion/Due Process, 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities), and 6184 - Continuation Education.

The Superintendent or designee shall provide programs to facilitate the successful transition of American Indian students to post-secondary education and employment, which may include college and career fairs in accordance with Labor Code 3074.2, mentorship programs, and counseling services.

As needed, the Superintendent or designee shall provide professional development to teachers and other school staff to assist them in understanding and responding to the unique needs of American Indian students.

At least annually, the Superintendent or designee shall report to the Board on the outcomes of American Indian students including, but not limited to, school attendance, student achievement test results, promotion and retention by grade level, graduation rates, and suspension/expulsion rates.

Title VI Indian Education Program

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)

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)

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
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)

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)

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)

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 all 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)

Policy 6174: Education For English Learners

Status: ADOPTED

Original Adopted Date: 12/10/2019 | **Last Revised Date:** 11/14/2023 | **Last Reviewed Date:** 11/14/2023

The Governing Board intends to provide English learners with challenging curriculum and instruction that maximize the attainment of high levels of proficiency in English, advance multilingual capabilities, and facilitate student achievement in the district's regular course of study.

English learners shall be provided differentiated English language development instruction which is targeted to their English proficiency level. Such instruction shall be based on sound instructional theory, be aligned with state content standards, emphasize inquiry-based learning and critical thinking skills, and be integrated across all subject areas.

No middle or high school student who is an English learner shall be denied enrollment in any of the following: (Education Code 60811.8)

1. Courses in the core curriculum areas of reading/language arts, mathematics, science, and history/social science, courses required to meet state and local high school graduation requirements, or courses required for middle school grade promotion

However, an English learner who has been enrolled in a school in the United States for less than 12 months or is enrolled in a program designed to develop the basic English skills of newly arrived immigrant students may be denied participation in any such course, if the course of study provided to the student is designed to remedy academic deficits incurred during participation and reasonably calculated to enable the student to attain parity of participation in the standard instructional program within a reasonable length of time after the student enters the school system.

2. A full course load of courses specified in Item #1 above
3. Other courses that meet the "A-G" course requirements for college admission or are advanced courses such as honors or Advanced Placement courses, on the sole basis of the student's classification as an English learner

The district shall identify in its local control and accountability plan (LCAP) goals and specific actions and services to enhance student engagement, academic achievement, and other outcomes for English learners.

The Superintendent or designee shall encourage parent/guardian and community involvement in the development and evaluation of programs for English learners. The Superintendent or designee may also provide an English development literacy training program for parents/guardians and community members so that they may better support students' English language development.

Staff Qualifications and Training

The Superintendent or designee shall ensure that all staff employed to teach English learners possess the appropriate authorization from the Commission on Teacher Credentialing.

The district shall provide effective professional development to teachers (including teachers in classroom settings that are not the settings of language instruction educational programs), administrators, and other school or community-based organization personnel to improve the instruction and assessment of English learners and enhance staff's ability to understand and use curricula, assessment, and instructional strategies for English learners. Such professional development shall be of sufficient intensity and duration to produce a positive and lasting impact on teachers' performance in the classroom. (20 USC 6825)

Staff development shall also address the sociocultural needs of English learners and provide opportunities for teachers to engage in supportive, collaborative learning communities.

Identification and Assessment

The Superintendent or designee shall maintain procedures for the early identification of English learners and an assessment of their proficiency using the English Language Proficiency Assessments for California (ELPAC). To oversee test administration, the Superintendent or designee shall annually designate a district ELPAC coordinator and a site coordinator for each test site in accordance with 5 CCR 11518.40-11518.45.

Once identified as an English learner, a student shall be annually assessed for language proficiency until the student is reclassified based on criteria specified in the accompanying administrative regulation.

In addition, English learners' academic achievement in English language arts, mathematics, science, and any additional subject required by law shall be assessed using the California Assessment of Student Performance and Progress. As necessary, the test shall be administered with testing variations in accordance with 5 CCR 853. English learners who are in their first 12 months of attending a school in the United States shall be exempted from taking the English language arts assessment to the extent allowed by federal law. (Education Code 60603, 60640; 5 CCR 853)

Formative assessments may be utilized to analyze student performance and appropriately adapt teaching methodologies and instructions.

Language Acquisition Programs

The district shall offer research-based language acquisition programs that are designed to ensure English acquisition as rapidly and as effectively as possible and that provide instruction to students on the state-adopted academic content standards, including the English language development standards. (Education Code 306; 5 CCR 11300)

At a minimum, the district shall offer a structured English immersion program which includes designated and integrated English language development. In the structured English immersion program, nearly all of the classroom instruction shall be provided in English, but with the curriculum and presentation designed for students who are learning English. (Education Code 305-306; 5 CCR 11309)

For the purpose of determining the amount of instruction to be conducted in English in the structured English immersion program, "nearly all" means that all classroom instruction shall be conducted in English except for clarification, explanation, and support as needed.

In addition, language acquisition programs offered by the district may include, but are not limited to, the following: (Education Code 305-306)

1. A dual-language immersion program that provides integrated language learning and academic instruction for native speakers of English and native speakers of another language, with the goals of high academic achievement, first and second language proficiency, and cross-cultural understanding
2. A transitional or developmental program for English learners that provides literacy and academic instruction in English and a student's native language and that enables an English learner to achieve English proficiency and academic mastery of subject matter content and higher order thinking skills, including critical thinking, in order to meet state academic content standards

The district's language acquisition programs for grades K-3 shall comply with class size requirements specified in Education Code 42238.02. (Education Code 310)

In establishing the district's language acquisition programs, the Superintendent or designee shall consult with parents/guardians and the community during the LCAP development process. The Superintendent or designee shall also consult with administrators, teachers, and other personnel with appropriate authorizations and experience in establishing a language acquisition program. (Education Code 305)

At the beginning of each school year or upon a student's enrollment, parents/guardians shall be provided information on the types of language acquisition programs available to students enrolled in the district, including, but not limited to, a description of each program, the process to be followed in making a program selection, identification of any language to be taught in addition to English when the program includes instruction in another language, and the process to request establishment of a language acquisition program. (Education Code 310; 5 CCR 11310)

Whenever a student is identified as an English learner based on the results of the ELPAC, the student's parents/guardians may choose a language acquisition program that best suits their child. To the extent possible, any language acquisition program requested by the parents/guardians of 30 or more students at the school or by the parents/guardians of 20 or more students at any grade level shall be offered by the school. (Education Code 310; 5 CCR 11311)

Until July 1, 2029, the Superintendent or designee may, with Board approval, and as specified in BP 5117 - Interdistrict Attendance, enter into an instruction collaboration agreement (ICA) with another school district, county office of education, or charter school to offer the same or similar courses and coursework to students who have been impacted by teacher shortages, disruptions, or cancellations, or teacher shortages to dual language immersion programs. (Education Code 48345)

Reclassification

When an English learner is determined based on state and district reclassification criteria to have acquired a reasonable level of English proficiency pursuant to Education Code 313 and 52164.6, or upon request by the student's parent/guardian, the student shall be transferred from a language acquisition program into an English language mainstream classroom.

Program Evaluation

To evaluate the effectiveness of the district's educational program for English learners, the Superintendent or designee shall report to the Board, at least annually, regarding:

1. Progress of English learners towards proficiency in English
2. The number and percentage of English learners reclassified as fluent English proficient
3. The number and percentage of English learners who are or are at risk of being classified as long-term English learners in accordance with Education Code 313.1
4. The achievement of English learners on standards-based tests in core curricular areas
5. For any language acquisition program that includes instruction in a language other than English, student achievement in the non-English language in accordance with 5 CCR 11309
6. Progress toward any other goals for English learners identified in the district's LCAP
7. A comparison of current data with data from at least the previous year in regard to Items #1-6 above
8. A comparison of data between the different language acquisition programs offered by the district

The Superintendent or designee shall also provide the Board with regular reports from any district or schoolwide English learner advisory committees.

Regulation 6174: Education For English Learners

Status: ADOPTED

Original Adopted Date: 02/18/2020 | **Last Revised Date:** 11/14/2023 | **Last Reviewed Date:** 11/14/2023

Definitions

English learner means a student who is age 3-21 years, who is enrolled or is preparing to enroll in an elementary or secondary school, and whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the student the ability to meet state academic standards, the ability to successfully achieve in classrooms where the language of instruction is English, or the opportunity to participate fully in society. An English learner may include a student who was not born in the United States or whose native language is a language other than English; a student who is Native American or Alaska Native, or a native resident of the outlying areas, who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or a student who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant. (Education Code 306; 20 USC 7801)

Designated English language development means instruction provided during a time set aside in the regular school day for focused instruction on the state-adopted English language development standards to assist English learners to develop critical English language skills necessary for academic content learning in English. (5 CCR 11300)

Integrated English language development means instruction in which the state-adopted English language development standards are used in tandem with the state-adopted academic content standards. Integrated English language development includes specially designed academic instruction in English. (5 CCR 11300)

Native speaker of English means a student who has learned and used English at home from early childhood and English has been the primary means of concept formation and communication. (Education Code 306)

Identification and Assessments

Upon enrollment in the district, each student's primary language shall be determined through the use of a home language survey. (Education Code 52164.1; 5 CCR 11307, 11518.5)

Any student who is identified as having a primary language other than English as determined by the home language survey, and who has not previously been identified as an English learner by a California public school or for whom there is no record of results from an administration of an English language proficiency test, shall be initially assessed for English proficiency using the English Language Proficiency Assessments for California (ELPAC). Prior to administering the ELPAC, the Superintendent or designee shall notify the student's parent/guardian in writing that the student will be administered the initial ELPAC. (Education Code 313, 52164.1; 5 CCR 11518.5)

Administration of the ELPAC, including the use of variations and accommodations in test administration when authorized, shall be conducted in accordance with test publisher instructions and 5 CCR 11518.5-11518.37.

Based on the initial assessment, the student shall be classified either as initially fluent in English proficient or as an English learner. The Superintendent or designee shall notify the student's parent/guardian, in writing, of the results of the ELPAC initial assessment within 30 calendar days after the student's date of initial enrollment, or, if administered prior to the student's initial date of enrollment, up to 60 calendar days prior to such enrollment, but not before July 1 of the school year of the student's initial enrollment. The notice shall indicate whether the student met the ELPAC initial assessment criterion for proficiency and include the district's contact information for use if the parent/guardian has questions or concerns regarding the student's classification. (5 CCR 11518.5)

Each year after a student is identified as an English learner and until the student is redesignated as English proficient, the summative assessment of the ELPAC shall be administered to the student during a four-month period after January 1 as determined by the California Department of Education. (Education Code 313)

The Superintendent or designee shall notify parents/guardians of their child's results on the summative assessment of the ELPAC within 30 calendar days following receipt of the results from the test contractor or, if the results are

received from the test contractor after the last day of instruction for the school year, within 15 working days of the start of the next school year. (Education Code 52164.1; 5 CCR 11518.15)

The parent/guardian of a student participating in, or identified for participation in, a language instruction program supported by federal Title I or Title III funds shall receive notification of the assessment of the student's English proficiency. Such notice shall be provided no later than 30 calendar days after the beginning of the school year or, if the student is identified for program participation during the school year, within two weeks of the student's placement in the program. The notice shall include all of the following: (Education Code 313.2, 440; 20 USC 6312)

1. The reason for the identification of the student as an English learner and the need for placement in a language acquisition program
2. The level of English proficiency, how the level was assessed, and the status of the student's academic achievement
3. A description of the language acquisition program in which the student is, or will be, participating, including a description of all of the following:
 - a. The methods of instruction used in the program and in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction
 - b. The manner in which the program will meet the educational strengths and needs of the student
 - c. The manner in which the program will help the student develop English proficiency and meet age-appropriate academic standards for grade promotion and graduation
 - d. The specific exit requirements for the program, the expected rate of transition from the program into classes not tailored for English learners, and the expected rate of graduation from secondary school if applicable
 - e. When the student has been identified for special education, the manner in which the program meets the requirements of the student's IEP
4. As applicable, the identification of a student as a long-term English learner or at risk of becoming a long-term English learner, as defined in Education Code 313.1, and the manner in which the program for English language development instruction will meet the educational strengths and needs of such students and help such students develop English proficiency and meet age-appropriate academic standards
5. Information about the parent/guardian's right to have the student immediately removed from a program upon the parent/guardian's request
6. Information regarding a parent/guardian's option to decline to enroll the student in the program or to choose another program or method of instruction, if available
7. Information designed to assist a parent/guardian in selecting among available programs, if more than one program or method is offered

Language Acquisition Programs

Whenever parents/guardians of enrolled students, and those enrolled for attendance in the next school year, request that the district establish a specific language acquisition program in accordance with Education Code 310, such requests shall be addressed through the following process: (5 CCR 11311)

1. The school shall make a written record of each request, including any request submitted verbally, that includes the date of the request, the names of the parent/guardian and student making the request, a general description of the request, and the student's grade level on the date of the request. As needed, the school shall assist the parent/guardian in clarifying the request. All requests shall be maintained for at least three years from the date of the request.
2. The school shall monitor requests on a regular basis and notify the Superintendent or designee when the

parents/guardians of at least 30 students enrolled in the school, or at least 20 students in the same grade level, request the same or a substantially similar type of language acquisition program. If the requests are for a multilingual program model, the district shall consider requests from parents/guardians of students enrolled in the school who are native English speakers in determining whether this threshold is reached.

3. If the number of parents/guardians described in Item #2 is attained, the Superintendent or designee shall:
 - a. Within 10 days of reaching the threshold, notify the parents/guardians of students attending the school, the school's teachers, administrators, and the district's English learner parent advisory committee and parent advisory committee, in writing, of the requests for a language acquisition program
 - b. Identify costs and resources necessary to implement any new language acquisition program, including, but not limited to, certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development for the proposed program, and opportunities for parent/guardian and community engagement to support the proposed program goals
 - c. Within 60 calendar days of reaching the threshold number of parents/guardians described in Item #2 above, determine whether it is possible to implement the requested language acquisition program and provide written notice of the determination to parents/guardians of students attending the school, the school's teachers, and administrators
 - d. If a determination is made to implement the language acquisition program, create and publish a reasonable timeline of actions necessary to implement the program. If a determination is made that it is not possible to implement the program, provide a written explanation of the reason(s) the program cannot be provided.

The district shall notify parents/guardians at the beginning of each school year or upon the student's enrollment regarding the process to request a language acquisition program, including a dual-language immersion program, for their child. The notice shall also include the following: (5 CCR 11309, 11310)

1. A description of the programs provided, including structured English immersion
2. Identification of any language to be taught in addition to English when the program includes instruction in a language other than English
3. The manner in which the program is designed using evidence-based research and includes both designated and integrated English language development
4. The manner in which the district has allocated sufficient resources to effectively implement the program, including, but not limited to, certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development, and opportunities for parent/guardian and community engagement to support the program goals
5. The manner in which the program will, within a reasonable period of time, lead to language proficiency and achievement of the state-adopted content standards in English and, when the program includes instruction in another language, in that other language
6. The process to request establishment of a language acquisition program not offered at the school
7. For any dual-language immersion program offered, the specific languages to be taught. The notice also may include the program goals, methodology used, and evidence of the proposed program's effectiveness.

The district shall provide additional and appropriate educational services to English learners for the purposes of overcoming language barriers and academic deficits in other areas of the core curriculum. (5 CCR 11302)

Reclassification/Redesignation

English learners shall be reclassified as fluent English proficient when they are able to comprehend, speak, read, and write English well enough to receive instruction in an English language mainstream classroom and make academic progress at a level substantially equivalent to that of students of the same age or grade whose primary language is English and who are in the regular course of study. (Education Code 52164.6)

The criteria for determining whether an English learner shall be reclassified as fluent English proficient shall include, but not be limited to: (Education Code 313, 52164.6; 5 CCR 11303)

1. Assessment of English language proficiency using an objective assessment instrument, including, but not limited to, the ELPAC
2. Evaluation by the student's classroom teacher and any other certificated staff with direct responsibility for teaching or placement decisions related to the student, including, but not limited to, a review of the student's curriculum mastery and academic performance
3. Parent/guardian involvement, including:
 - a. Notice to parents/guardians of language reclassification and placement, including a description of the reclassification process and the parent/guardian's opportunity to participate
 - b. Encouragement of parent/guardian participation in the district's reclassification procedure, including seeking parent/guardian opinion and consultation during the reclassification process
 - c. Provision of an interpreter for the parent/guardian, when necessary
4. Comparison of student performance on an objective assessment of basic skills in English against an empirically established range of performance in basic skills, based on the performance of English proficient students of the same age, which demonstrates whether the student is sufficiently proficient in English to participate effectively in a curriculum designed for students of the same age whose native language is English

The student's language proficiency assessments, the participants in the reclassification process, and any decisions regarding reclassification shall be retained in the student's permanent record. (5 CCR 11305)

The Superintendent or designee shall monitor the progress of reclassified students to ensure their correct classification and placement. (5 CCR 11304)

The Superintendent or designee shall monitor students for at least four years following their reclassification to ensure the students have not prematurely exited, any academic deficit incurred through participation in the English learner program has been remedied, and the students are meaningfully participating in the standard instructional program compared to students who had never participated in an English learner program. (5 CCR 11304; 20 USC 6841)

Advisory Committees

A school-level English Learner Advisory Committee (ELAC) shall be established when there are more than 20 English learners at the school. Parents/guardians of English learners, elected by parents/guardians of English learners at the school, shall constitute committee membership in at least the same percentage as English learners represent of the total number of students in the school. The school may designate for this purpose an existing school-level advisory committee provided that it meets these criteria for committee membership. (Education Code 52176; 5 CCR 11308)

The ELAC shall be responsible for assisting in the development of a schoolwide needs assessment, recommending ways to make parents/guardians aware of the importance of regular school attendance, and advising the principal and school staff in the development of a detailed master plan for English learners for the individual school and submitting the plan to the Board for consideration for inclusion in the district master plan. (Education Code 52176)

When the district has more than 50 English learners, the Superintendent or designee shall establish a District English Learner Advisory Committee (DELAC), the majority of whose membership shall be composed of parents/guardians of English learners who are not employed by the district. Alternatively, the district may use a subcommittee of an existing districtwide advisory committee on which parents/guardians of English learners have membership in at least the same percentage as English learners represent of the total number of students in the district. (Education Code 52176)

The DELAC shall advise the Board on at least the following tasks: (5 CCR 11308)

1. Developing a district master plan for education programs and services for English learners, taking into consideration the school site plans for English learners
2. Conducting a districtwide needs assessment on a school-by-school basis
3. Establishing a district program, goals, and objectives for programs and services for English learners
4. Developing a plan to ensure compliance with applicable teacher or instructional aide requirements
5. Administering the annual language census
6. Reviewing and commenting on the district's reclassification procedures
7. Reviewing and commenting on the required written parental notifications

In order to assist the advisory committee in carrying out its responsibilities, the Superintendent or designee shall ensure that DELAC and ELAC committee members receive appropriate training and materials. This training shall be planned in full consultation with the members. (5 CCR 11308)

LCAP Advisory Committee

When there are at least 15 percent English learners in the district, with at least 50 students who are English learners, a district-level English learner parent advisory committee shall be established to review and comment on the district's local control and accountability plan (LCAP). Such advisory committee shall provide input regarding the district's existing language acquisition programs and language programs, and, where possible, the establishment of other such programs, in accordance with BP 0460 - Local Control and Accountability Plan. The committee shall be composed of a majority of parents/guardians of English learners. If the DELAC acts as the ELAC pursuant to Education Code 52063 and 52062, the DELAC shall also review and comment on the development or annual update of the LCAP. (Education Code 52062, 52063; 5 CCR 11301, 15495)

The DELAC may also serve as the LCAP English learner advisory committee.

Bylaw 9322: Agenda/Meeting Materials

Status: ADOPTED

Original Adopted Date: 02/19/2019 | Last Revised Date: 11/14/2023 | Last Reviewed Date: 11/14/2023

Agenda Content

Governing Board meeting agendas shall reflect the district's vision and goals and the Board's focus on student learning and well-being.

Each agenda shall state the meeting time and location and shall briefly describe each item to be transacted or discussed, including items to be discussed in closed session. (Government Code 54954.2)

The agenda shall provide members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. The agenda for a regular meeting shall also provide members of the public an opportunity to address the Board regarding matters within the subject matter jurisdiction of the Board which are not on the agenda. (Education Code 35145.5; Government Code 54954.3)

The agenda does not need to provide an opportunity for public comment on an item that has previously been considered at an open meeting by a committee comprised exclusively of Board members, provided that members of the public were afforded an opportunity to comment on the item, before or during the committee's consideration of the item, and the item has not been substantially changed since the committee considered it. (Government Code 54954.3)

The notice and agenda shall describe the means available for the public to access the meeting and provide public comment in-person and, if a Board member is appearing remotely due to an emergency circumstance or for just cause pursuant to Government Code 54953, through an internet-based service or call-in option. (Government Code 54953)

The agenda shall include information regarding how, when, and to whom a request for disability-related accommodations or modifications, including auxiliary aids and services, may be made by an individual who requires accommodations or modifications in order to participate in the Board meeting, as well as the procedure for receiving and resolving such requests as required by law. (Government Code 54954.2, 54953)

Each agenda for a regular meeting shall list the address designated by the Superintendent or designee for public inspection of documents related to an open session item, or for records of a statement threatening litigation against the district to be discussed in closed session, when such documents have been distributed to the Board less than 72 hours before the meeting. (Government Code 54956.9, 54957.5)

Each agenda shall include a statement regarding the option for students and parents/guardians to request that directory information or personal information of the student or parent/guardian, as defined in Education Code 49061 and/or 49073.2, be excluded from the minutes. The agenda shall also state that the request must be made in writing to the secretary or clerk of the Board.

Agenda Preparation

The Board president and the Superintendent, as secretary to the Board, shall work together to develop the agenda for each regular and special meeting.

Any Board member or member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request shall be submitted in writing to the Superintendent or designee with supporting documents and information.

The Board president and Superintendent shall decide whether a request from a member of the public is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on the agenda. In addition, before placing the item on the agenda, the Board president and Superintendent

shall determine if the item is merely a request for information, and if so, respond accordingly.

If the Board president and Superintendent deny a request from a Board member to place an item on the agenda, the Board member may request the Board take action during a Board meeting to determine whether the item shall be placed on the agenda.

The Board president and Superintendent shall also decide whether an agenda item is appropriate for discussion in open or closed session, whether the item should be an action item subject to Board vote or an information item, and when the item is placed on the agenda.

In order to promote efficient meetings, the Board may bundle a number of items and act upon them together by a single vote through the use of a consent agenda. Consent items shall be items of a routine nature and items for which Board discussion is not anticipated and for which the Superintendent recommends approval. When any Board member requests the removal of an item from the consent agenda, the item shall be removed and given individual consideration for action as a separate agenda item.

The agenda shall provide an opportunity for members of the public to comment on any consent agenda item unless such item has been previously considered at an open meeting of a committee comprised exclusively of Board members. (Government Code 54954.3)

Any Board action that involves borrowing \$100,000 or more shall be discussed, considered, and deliberated upon as a separate item of business on the meeting agenda. (Government Code 53635.7)

All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations.

Agenda Dissemination to Board Members

At least 72 hours before each regular meeting, each Board member shall be provided a copy of the agenda and agenda packet, including the Superintendent or designee's report; minutes to be approved; copies of communications; reports from committees, staff, and others; and other available supporting documents pertinent to the meeting.

When special meetings are called, Board members shall receive, at least 24 hours prior to the meeting, notice of the business to be transacted. (Government Code 54956)

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designee to ask questions and/or request additional information on agenda items. However, a majority of Board members shall not, outside of a noticed meeting, directly or through intermediaries or electronic means discuss, deliberate, or take action on any matter within the subject matter jurisdiction of the Board.

Agenda Dissemination to Members of the Public

Agenda and related materials distributed to the Board shall be made available to the public upon request without delay. However, only those documents which are disclosable public records under the Public Records Act (PRA) and which relate to an agenda item scheduled for the open session portion of a regular meeting or which contain a claim or written threat of litigation which will be discussed in closed session shall be made available to the public. (Government Code 54956.9, 54957.5)

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public. (Government Code 54954.2)

In addition, the Superintendent or designee shall post the agenda on the homepage of the district website. The posted agenda shall be accessible through a prominent direct link to the current agenda or to the district's agenda management platform in accordance with Government Code 54954.2. When the district utilizes an integrated agenda management platform, the link to that platform shall take the user directly to the website with the district's

agendas, and the current agenda shall be the first available. (Government Code 54954.2)

If a writing which relates to an open session agenda item or which contains a claim or written threat of litigation which will be discussed in closed session during a regular Board meeting is distributed to the Board less than 72 hours prior to a meeting, the Superintendent or designee shall make the writing available for public inspection at a designated location at the same time the document is distributed to all or a majority of the Board. However, if the writing is distributed to at least a majority of the Board at a time when the designated location is closed to the public, this requirement may be satisfied by posting the writing on the district website if the following conditions are met: (Government Code 54957.5)

1. An initial staff report or similar document containing an executive summary and any staff recommendations related to the agenda item is made available for public inspection at the designated location at least 72 hours before the meeting
2. The writing is immediately posted on the district's website in a position and manner that makes it clear that the writing relates to an agenda item for the upcoming meeting
3. The district lists the website address where such writings may be accessed on all Board meeting agendas
4. A physical copy of the document is made available for public inspection at the designated location at the beginning of the next regular business hours, but not less than 24 hours before the relevant Board meeting

The Superintendent or designee shall mail a copy of the agenda or a copy of all the documents constituting the agenda packet to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the Board, whichever occurs first. (Government Code 54954.1)

The Superintendent or designee shall email a copy of, or a website link to, the agenda or a copy of all the documents constituting the agenda packet to any person who requests such items to be delivered by email. If the Superintendent or designee determines that it is technologically infeasible to do so, a copy of the agenda or a website link to the agenda and a copy of all other documents constituting the agenda packet shall be sent to the person who has made the request in accordance with mailing requirements specified in law. (Government Code 54954.1)

Any request for mailed copies of agendas or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Written requests must be renewed following January 1 of each year. (Government Code 54954.1)

Persons requesting mailing of the agenda or agenda packet shall pay an annual fee, as determined by the Superintendent or designee, not to exceed the cost of providing the service.

Any document prepared by the district or Board and distributed during a public meeting shall be made available for public inspection at the meeting. Any document prepared by another person shall be made available for public inspection after the meeting. These requirements shall not apply to a document that is exempt from public disclosure under the PRA. (Government Code 54957.5)

Upon request, the Superintendent or designee shall make the agenda, agenda packet, and/or any writings distributed at the meeting available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. (Government Code 54954.1)
