

El Tejon Unified School District BOARD OF TRUSTEES

4337 Lebec Road, Lebec, CA 93243 PH: 248-6247 FAX: 248-6714

Samanntha Smith, PresidentPatrice Barnes, TrusteeG Rick, ClerkStephanie Pope, TrusteeDeborah Turner, Trustee

BOARD OF TRUSTEES <u>REGULAR BOARD MEETING</u> Wednesday, November 8, 2023 Frazier Park School Room 1 3149 San Carlos Trail, Frazier Park, CA 93225

CLOSED SESSION:	6:15 p.m.	FPS Room 1
OPEN SESSION:	6:30 p.m.	FPS Room 1

OFFICIAL MINUTES

The November 8, 2023 Regular Board Meeting of the Board of Trustees of the El Tejon Unified School District was called to order at 6:15 p.m. by Trustee Smith. Trustee Rick moved, seconded by Trustee Barnes in Room 1 at 3149 San Carlos Trail, Frazier Park, CA 93225.

VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Pope)

PUBLIC COMMENT

REPORTS AND PRESENTATIONS

A. El Tejon Teachers Association (ETTA) – (Monica Darling, President)

- B. California School Employee Association #552 (CSEA) (Darla Davis, President)
- C. Corey Hansen, presentation of El Tejon School
- D. Trustee's Reports

ADJOURNMENT TO CLOSED SESSION

Trustee Turner moved, Trustee Rick seconded adjournment to closed session at 6:15 p.m. **VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Pope)**

ADJOURNMENT FROM CLOSED SESSION

Trustee Rick moved, Trustee Turner seconded adjournment from closed session at 6:17 p.m. VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Pope)

RECONVENING IN OPEN SESSION

Trustee Rick moved, Trustee Barnes seconded reconvening in open session at 6:30 p.m. **VOTE: 4 AYES, 0 NAYES, __STUDENT TRUSTEE, 1 ABSENT (Pope)**

REVISION/ADOPTION/ORDERING OF AGENDA

Trustee Rick moved, Trustee Turner seconded adoption of agenda as presented. VOTE: 4 AYES, 0 NAYES, 1 STUDENT TRUSTEE, 1 ABSENT (Pope)

1. Employment Recommendations:

- A. Accept Resignation, Special Education Teacher, Frazier Park School.
- B. Accept Resignation, Part-Time Secretary, El Tejon School.
- C. Employ Speech Pathologist, ETUSD.
- D. Employ Part-Time Secretary, El Tejon School.

VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Pope)

<u>RECONVENING IN OPEN SESSION</u> – Time: 6:30 p.m.

VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Pope)

REVISION/ADOPTION/ORDERING OF AGENDA

VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Pope)

REPORT FROM CLOSED SESSION

Closed session report, if required.

PUBLIC COMMENT

APPROVAL OF MINUTES

Approval of Minutes from Regular Board Meeting of October 11, 2023. VOTE: 4 AYES, 0 NAYES, 1 STUDENT TRUSTEE, 1 ABSENT (Pope)

OPEN PUBLIC HEARING: Time: 7:07 p.m.

Trustee Rick move, Trustee Turner Seconded for opening of public hearing.

Hearing the Public Comment regarding the Board of Trustees of the El Tejon Unified School District adopting Resolution #24-09 of the Proposed Conveyance of Utility Easements to Lebec County Water District.

<u>CLOSE PUBLIC HEARING: Time:</u> 7:08 p.m. Trustee Rick move, Trustee Barnes Seconded for closing of public hearing.

ITEMS FOR DISCUSSION AND ACTION

Business Items

A. Approval of Agreement between ETUSD and Self-Help Enterprises, regarding implementing interim drinking water solutions for Frazier Mountain High School. VOTE: 4 AYES, 0 NAYES, 1 STUDENT TRUSTEE, 1 ABSENT (Pope) MINUTES – Page 3 Board of Trustees Regular Meeting November 8, 2023

Personnel Items

B. Approval of Resolution #24-10 Teaching Outside Credential Area for [E.C. 44258.3] VOTE: 4 AYES, 0 NAYES, 1 STUDENT TRUSTEE, 1 ABSENT (Pope)

Board Items

C. Receipt of Williams Settlement – First Quarterly Report: July-September 2023, El Tejon School. VOTE: 4 AYES, 0 NAYES, 1 STUDENT TRUSTEE, 1 ABSENT (Pope)

D. Receipt of Quarterly Report on Williams Uniform Complaints for Period ending September 30, 2023. VOTE: 4 AYES, 0 NAYES, 1 STUDENT TRUSTEE, 1 ABSENT (Pope)

E. Receipt of Williams Settlement – First Quarterly Report: July-September 2023, Frazier Park School. VOTE: 4 AYES, 0 NAYES, 1 STUDENT TRUSTEE, 1 ABSENT (Pope)

F. Receipt of Quarterly Report on Williams Uniform Complaints for Period ending September 30, 2023. VOTE: 4 AYES, 0 NAYES, 1 STUDENT TRUSTEE, 1 ABSENT (Pope)

G. Consideration of updates to BP 0410 Nondiscrimination in District Programs and Activities, BP/AR/E(1) 1312.2 Complaints Concerning Instructional Materials, BP/AR 1312.3 Uniform Complaint Procedures, AR/E(1)/E(2) 1312.4 Williams Uniform Complaint Procedures, BP 5145.3 Nondiscrimination/Harassment, BP/AR 6143 Courses of Study, BP/AR/E(1) 6161.1 Selection and Evaluation of Instructional Materials, BP 6161.11 Supplementary Instructional Materials, BP 6163.1 Library Media Centers, BP 1160 Political Processes, BP/AR/E(1) 1330 Use of School Facilities, AR 3311 Bids, AR 3311.3 Design-Build Contracts, BP 3312 Contracts, BP 3460 Financial Reports and Accountability, BP/AR 3551 Food Service Operations/Cafeteria Fund, BP 4151 Employee Compensation, BP 4251 Employee Compensation, BP 4351 Employee Compensation, AR 4217.3 Layoff/Rehire, BP 5131.9 Academic Honesty, BP 6154 Homework/Makeup Work, BP 6162.5 Student Assessment, AR 7140 Architectural and Engineering Services, BB 9124 Attorney, First Reading.

VOTE: 4 AYES, 0 NAYES, 1 STUDENT TRUSTEE, 1 ABSENT (Pope)

CONSENT AGENDA Items required by law and/or items in accordance With the District Administrative Code and/or Education Code Items H - I

H. Approval of Contract between ETUSD and KCSOS Contract# 403607, TUPE Tier II Program.

I. Approval of B warrant batches #0021 \$2,888.75, #0022 \$183,786.53#0023 \$60,866.98, #0024 \$17,813.89, #0025 \$87,115.45.

Approval of Consent Agenda.

Trustee Barnes moved, Trustee Rick seconded approval of the consent agenda. **VOTE: 4 AYES, 0 NAYES, 1 STUDENT TRUSTEE, 1 ABSENT (Pope)**

MINUTES – Page 4 Board of Trustees Regular Meeting *November* 8, 2023

ADJOURNMENT Trustee Turner moved to adjourn the regular meeting of November 8, 2023 at 7:14 p.m. The motion was seconded by Trustee Barnes. **VOTE: 4 AYES, 0 NAYES, 1 ABSENT**

The minutes are an unofficial draft until reviewed, modified and approved by the ETUSD Governing Board on December 13, 2023. Clerk of the Board



bulletin

August 28, 2023

TO: School District Administrators

FROM: Division of Administration, Finance & Accountability

SUBJECT: Annual Organizational Meeting of School Boards

Education Code section 35143 requires that each school district in Kern County hold an annual organizational meeting within a 15 day period commencing on December 8 and concluding on December 22, 2023. Unless otherwise provided by rule of the governing board, the date and time of the annual organizational meeting shall be selected by the board at its regular meeting held immediately prior to December 8, and the board shall notify the County Superintendent of Schools of the date and time selected. The clerk of the board shall, within fifteen (15) days prior to the date of the annual meeting, notify in writing all members of the date and time selected for the meeting.

If the board fails to select a date and time for the meeting, the Kern County Superintendent of Schools shall, prior to December 8 and after the regular meeting of the board held immediately prior to December 8, designate the date and the time of the annual meeting. The date designated shall be within the period of December 8 and December 22, inclusive. The district shall notify in writing all members of the date and time.

In even numbered years when school board elections occur, newly elected trustees can take office beginning on the second Friday in December. Until the new trustees take office, their predecessors continue in office (Education Code section 5017).

Once the election results have been certified, the Kern County Clerk – Elections Division will be forwarding to you an oath of office to be administered to newly elected and re-elected trustees.

Every school district governing board consisting of five or more members shall, at its initial meeting and at each annual meeting, elect a president and a clerk from among its members (Education Code sections 35022 and 35143). The governing board of any school district may employ a person, not a member of the board, to act as secretary and bookkeeper for the board (Education Code section 35025) and may delegate to such secretary the duties prescribed in Education Code section 35250.

A city board of education whose members are elected in accordance with a city charter for terms of office commencing in December is also governed by Education Code section 35143.

The governing board of each school district of every kind or class shall annually, at its initial meeting, select one of its members as its representative who shall have one vote for each member to be elected to the county committee on school district organization. The secretary or clerk of the district shall furnish the Kern County Superintendent of Schools with a certificate naming the representative selected by the board (Education Code section 35023).

The enclosed forms shall be completed and returned to the office of Jonathan Medina, Assistant Superintendent, Division of Administration, Finance & Accountability.

To be returned by November 17th:

Notice of Date of Annual Organizational Meeting (fillable form)

To be returned after the organizational meeting:

- Certificate of Election of Governing Board Officers (fillable form).
- 2. Certificate of Election of Trustee Representative (fillable form).
- 3. Signatures of Members of the Governing Board (to be filed annually); (fillable form).

** (The fillable forms are also available electronically on our website. Click on Bulletin # 02 - August 28, 2023: <u>https://kern.org/finance/district-advisory-services/bulletins/</u>

Please contact District Financial Services (Vicki Lueck) on (661) 636-4706 if there is a need for any of the following forms:

Statement regarding release of payroll warrants (to be submitted annually).

Form to notify Kern County Superintendent of Schools office regarding mailing of warrants (if there is a change from the form on file).

For questions or clarification, please call District Advisory Services, (661) 636-4680.

JM:cf

Enc.

NOTIFICATION OF ANNUAL ORGANIZATIONAL MEETING DATE Meeting

shall be held within the period of December 8 and December 22, 2023

Please be advised that our Annual Organizational Meeting of the Governing Board will be

3 at 6:00 a.m./p.m. held on 12 Wet Signature Sara Name ÷ Title E District

Please mail to: Kern County Superintendent of Schools Attn: Christina Fabrizio Division of Administration, Finance & Accountability 1300 17th Street – City Centre / 5th Floor Bakersfield, CA 93301

of the Cleven Unified School District

These signatures are required to be on file in the Office of the County Superintendent of Schools (E.C. 42633, 85233)

Samanntha Hansensauk	sterklef	
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Patrice Barnes	Jatree Deur	Mes
rint Name	Wet Signature	
G Rick		
rint Name	Wet Signature	/
DEBURAH TURNER	Was Signature	rney
Stephanie Pope	A 11 Que	
Print Name	(Wet Signature	
Signatures of all other persons authorized to sign o	orders in the name of the board	
Sama Huffich Superintendent	L XANDARI,	
Print Name /Title	Wet Signature	
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Print Name / Title	Wet Signature	
Print Name /Title	Wet Signature	
Print Name / Title	Wet Signature	
Print Name / Title	Wet Signature	
Verification: These signatures were executed in m	y presence thisday of	, 20
Name		

Immediately following the meeting, mail to: Kern County Superintendent of Schools Attn: Christina Fabrizio Division of Administration, Finance & Accountability 1300 17th Street - City Centre/5th Floor Bakersfield, CA 93301

CERTIFICATE OF ELECTION OF GOVERNING BOARD OFFICERS

ficers were elected (pl	ease include term of office, i.e. 2020-2024):	
President	Street Address	Term
	City / Zip Code / Phone number	
Clerk	Street Address	Term
	City / Zip Code / Phone number	
Member	Street Address	Term
	City / Zip Code / Phone number	
Member	Street Address	Term
	City / Zip Code / Phone number	
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	City / Zip Code / Phone number	
Member	Street Address	Term
	City / Zip Code / Phone number	-
Immediately follow	ing the meeting, mail to:	
Kern County Superinten		

Bakersfield, CA 93301

CERTIFICATE OF ELECTION OF TRUSTEE REPRESENTATIVE

This will certify that at the Annual Organizational Meeting of the _______School District, ______School District, ______was duly elected to be the

"Trustee Representative" of said school district, and as such is authorized to cast one vote for each member to be elected to the Kern County Committee on School District Organization at the Annual Fall Trustees Meeting.

was elected as alternate.

Clerk of the Board (Wet Signature)

Dated:_____, 20____

Immediately following the meeting, mail to: Kern County Superintendent of Schools Attn: Christina Fabrizio Division of Administration, Finance & Accountability 1300 17th Street – City Centre/Sth Floor Bakersfield, CA 93301



El Tejon Unified School District

Sara Haflich Superintendent

Board Members: Patrice Barnes, Stephanie Pope, G Rick, Samanntha Smith & Deborah Turner

THE GOVERNING BOARD OF TRUSTEES MEETING SCHEDULE FOR 2024

Regular Board Meetings will be held on the second Wednesday of each month. Public Session will begin at 6:30 P.M. Unless otherwise posted, meetings will be held at the Frazier Park School in Room 1 located at 3149 San Carlos Trail, Frazier Park, California.



Instructions for Completing the Registry of Public Agenetics (Form SF-405)

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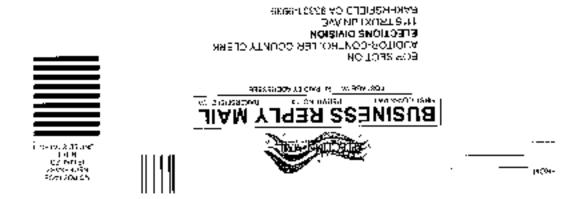
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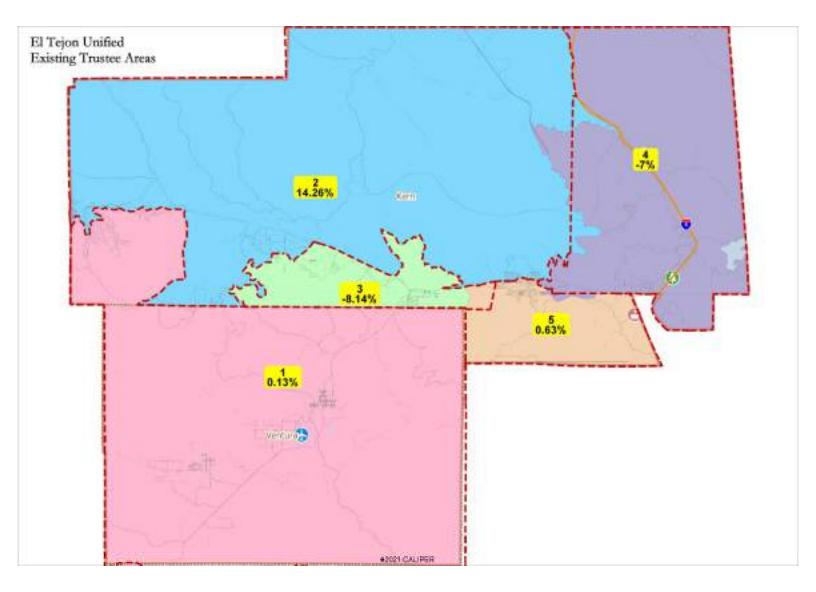
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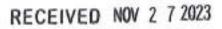
I, ______, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion, and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature:	
Name:	
Address:	
Subscribed and sworn to (or affirmed) before	
of the County of Kern, State of California, th	isday of
20	
	Signature of person administering oath

Title

Date

(SEND ORIGINAL TO COUNTY CLERK'S OFFICE, WITH COPIES TO THE INDIVIDUAL, KERN COUNTY SUPERINTENDENT OF SCHOOLS OFFICE, AND DISTRICT FILES.)



REGENERAL POLY 7 2000



SISC INVESTMENT POOL STATEMENT (Unaudited)

November 16, 2023

El Tejon Unified School District District Superintendent P. O. Box 876 Lebec, CA 93243

For the quarter ending:	September 30, 2023	
Initial Investment:	July 1, 1997	\$100,000
Additional Investment:	October 1,1997	\$83,523
Additional Investment:	October 1,1998	\$46,058
Additional Investment:	October 1,1999	\$45,453
Additional Investment:	April 1, 2001	\$75,000
Additional Investment:	October 1, 2001	\$31,064
Additional Investment:	October 1, 2002	\$118,936
Additional Investment:	April 1, 2004	\$170,000
Withdrawal:	October 2, 2006	(\$100,000)
Additional Investment:	April 1, 2008	\$100,000
Withdrawal:	October 1, 2013	(\$256,392)
Withdrawal:	January 1, 2015	(\$750,000)
		(\$336,358)
Market Value:	July 1, 2023	\$70,569
Ending Market Value:	September 30, 2023	\$70,950
Entrance to Date Return July 1, 1997 to	on Investment: o September 30, 2023	\$407,308
Current Period Return on July 1, 2023 to	Investment: September 30, 2023	\$381
POOL'S QUARTERLY R	ETURN ON INVESTMENT: ANNUALIZED:	0.54%
Note: The Pool's in	DATE RETURN ON INVESTMENT: ception date is 7/01/94. If a district joined 4, their inception-to-date return may be different.	2.91%
POOL'S YIELD TO MAT		4.87%
P.O. Box 1847, Bakersfiel 2000 K St. + Larry E. Rei	d, CA 93303-1847 der Education Center, Bakersfield, CA 93301	
ph: 661.636.4710 fx: 661	.636.4156 • sisc.kem.org	

A Joint Powers Authority administered by the Kern County Superintendent of Schools Office, Mary C. Barlow, Superintendent

SISC НИЛСЕТИКИТ ГОСК ИЛ С€Р ДАД ФОДУДИНИСЕЯТИЕМТ ВЈИМАВУ ВРРОВТ

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EL TEJON UNIFIED SCHOOL DISTRICT ENROLLMENT 12-6-23

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EL TEJON UNIFIED SCHOOL DISTRICT

			<u>2023-24 APPR</u>	OVED FIELD TRIPS			
Field Trip Date	# of St School	Location	<u>City</u>	<u>Event</u>	Contact Person	Approved	Board Mtg
11/8/2023	30 FMHS	Desert High/Edwards AFB	Edwards	9-12th Cross Country	Christy Zimmerman	5/8/2023	12/13/2023
3/12/2024	30 ETS	Crypto Com Arena	Los Angeles	6-8 AVID	Corey Hansen	9/26/2023	12/13/2023
12/7/2023	28 ETS	BV Museum/Rollerama	Bakersfield	6th Grade (Stewart)	Lachelle Farewell	9/13/2023	12/13/2023
4/18/2024	50 ETS	Pioneer Village/Kern County Museum	Bakersfield	5th Grade	Kathy Wood	10/4/2023	12/13/2023
11/16/2023	30 ETS	CSUB Tour & Basketball Game	Bakersfield	6-8th Grade	Laurie Oliver	8/24/2023	12/13/2023
11/14/2023	40 FMHS	California Science Center	Los Angeles	11th Grade Chemistry	Christy Zimmerman	8/24/2023	12/13/2023
3/20/2024	30 FMHS	Alpaugh High School	Alpaugh	Baseball/Softball	Brian Raymond	11/9/2023	12/13/2023
3/5/2024	30 FMHS	Legacy Christian Academy	Bakersfield	Baseball/Softball	Brian Raymond	11/9/2023	12/13/2023
2/27/2024	30 FMHS	North High School	Bakersfield	Baseball/Softball	Brian Raymond	11/9/2023	12/13/2023
2/21/2024	30 FMHS	East High School	Bakersfield	Baseball/Softball	Brian Raymond	11/9/2023	12/13/2023
1/9/2024	20 FMHS	Kern Valley High School	Lake Isabella	Boys & Girls Basketball	Brian Raymond	11/9/2023	12/13/2023
12/12/2023	50 FMHS	Tranquility High School	Tranquility	Boys & Girls Soccer	Brian Raymond	11/9/2023	12/13/2023
12/5/2023	40 FMHS	Los Angeles Flower Mart	Los Angeles	9-12 Ag Classes	Lee Bizzini	11/9/2023	12/13/2023
12/18 & 12/19/2023	255 FPS	El Tejon School	Lebec	SDC TK, 1st, 2nd, 3rd, 4th Grade	Michael McNelis	11/7/2023	12/13/2023
12/13/2023	25 FMHS	Grammy Museum	Los Angeles	Academy Seniors	Alex Crane	11/14/2023	12/13/2023
5/17-19/2023	26 FMHS	Catalina Island/Pavilion Hotel	Avalon	Academy Seniors	Carolyn Chapman	11/14/2023	12/13/2023
2/13/2024	40-50 FMHS	The Getty Center	Los Angeles	Art	Tim Ellis	11/7/2023	12/13/2023
12/4/2023	9 FMHS	Various prom venues	Unknown	Junior ASB	Lee Bizzini	11/14/2023	12/13/2023
1/27/2024	9 ETS	Lincoln Jr High	Taft	Basketball	Stewart	11/13/2023	12/13/2023
1/31/2024	9 ETS	Mt. View	Lamont	Basketball	Stewart	11/13/2023	12/13/2023
1/16/2024	9 ETS	Lakeside School	Bakersfield	Basketball	Stewart	11/13/2023	12/13/2023
1/25/2024	9 ETS	Beardsley Jr. High	Bakersfield	Basketball	Stewart	11/13/2023	12/13/2023
1/22/2024	9 ETS	Sunset Jr. High	Bakersfield	Basketball	Stewart	11/13/2023	12/13/2023
1/24/2024	9 ETS	Edison School	Bakersfield	Basketball	Stewart	11/13/2023	12/13/2023
1/11/2024	9 ETS	Wallace/South Fork	Lake Isabella	Basketball	Stewart	11/13/2023	12/13/2023
2/24/2024	9 ETS	Rio Bravo Greeley	Bakersfield	Basketball	Stewart	11/13/2023	12/13/2023
2/3/2024	9 ETS	Arvin HS	Arvin	Basketball	Stewart	11/13/2023	12/13/2023
2/13/2024	9 ETS	RBG	Bakersfield	Basketball	Stewart	11/13/2023	12/13/2023
2/10/2024	9 ETS	RBG	Bakersfield	Basketball	Stewart	11/13/2023	12/13/2023
2/18/2024	5 FMHS	Visalia Wyndham	Visalia	FFA Officers	Lee Bizzini	11/14/2023	12/13/2023

POSTED 12-01-23 at: District Office El Tejon School Frazier Park School Frazier Mountain High School www.el-tejon.k12.ca.us

NOTICE OF PUBLIC HEARING December 13, 2023 DURING OPEN SESSION OF THE REGULAR MEETING OF THE ETUSD BOARD OF TRUSTEES

PURPOSE: Proposed Approval of Resolution #24-12 Annual Accounting of Development Fees for Fiscal Year Ending June 30, 2023. TIME: 6:30 p.m.

> LOCATION: Frazier Park School, School Room 1 3149 San Carlos Trail Frazier Park, California 93225

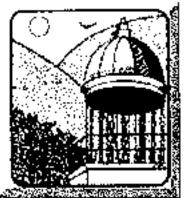
NOTICE OF AVAILABILITY FOR PUBLIC REVIEW OF ACCOUNTING OF DEVELOPER FEES FOR 2022-2023 FISCAL YEAR IN THE FOLLOWING FUND OR ACCOUNT: DEVELOPER FEES-FUND 25

As required by Government Code sections 66001(c-d) and 66006 (b) the El Tejon Unified School District is required to have an Accounting for Developer Fees Report available for public review at least 15 days prior to the Board of Trustees review of the information and adoption of a Resolution regarding the accounting.

Resolution No. 24-12: Annual and Five-Year Accounting of Developer Fees for 2022-2023 Fiscal Year in the Developer Fees Fund 25, will be presented to the El Tejon Unified School District Board of Trustees for approval during the January 2024, Board Meeting. A public review and hearing will be held prior to taking action.

The 2022/2023 fiscal year report as it pertains to the Developer Fees-Fund 25 is available for review starting December 1, 2023 until December 15, 2023. This document can be reviewed at the EI Tejon Unified School District Office located at 4337 Lebec Rd. Lebec, CA.

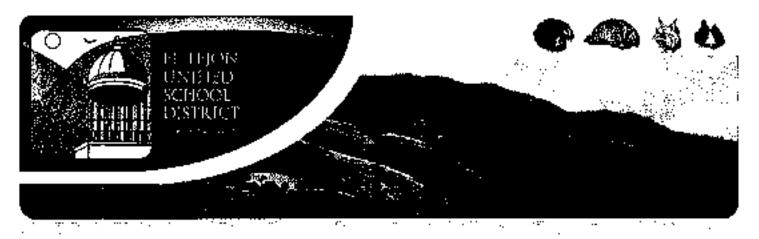
Date:	December 1, 2023
Time:	3:00 PM
Location:	[El Tejon Unified School District] 4337 Lebec Rd. Lebec, CA 93243



EL TEJON UNIFIED SCHOOL DISTRICT

4337 Lebec Road, Lebec, CA 93243 www.El-Tejon.kt2.ca.us

FIRST INTERIM FISCAL YEAR 2023-2024



ETUSD Board of Trustees

Samanntha Smith, Board President

Trustees Stephanie Pope, G Rick, Patrice Barnes & Deborah Turner

> Sara Haflich, Superintendent Vancssa Romero, Chief Business Official

29 Tajon Valled Kain Sevily

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Signed	Cale	
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3	ADA Instantion	Medice (nd general bedag) (MB) All All a generik on diep ty fentlike onder die nicht des belagen fill eine gene generalise finste febrieden same	×	[
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California Ceptiol Louisvillon SA(%) Financial Reporting Software - SACS V7

File: Cl. District, Versian 2

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245	Jong Yang Connelline (IS	Bass the detrify it are long team briefly early commitments or debt agreements?		E .
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		 Piyas have new plan pringes drive budge spazier is 0972-assister? 	5	
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		 Definitives (School 55A, Even (B)) 	۲ I	
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		 Bartegeneralization constantiali (section Section a) 	ì	
56	Larn agwrian Ridge Pw. scat	For registrice works rises subjected participation participation (consider a section as a formation of the subject of the same the same of the same subject of subject of the same same same same same same same sam		
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	corporert Excess months	 partners poster consideration from the payors cyclical 	¥	i
	(wearing Forcest	I BENEFITI CECHANNE I CARINA AND SUTVELL CORVERSE?	×	
	new Cruster Schools Impacting Crienter Centerners	жив алу так святе забира оран ор и филет болгован ган вче берерунд ган салар 5 живбарт, втан а гаруба осталар Барајуаа?		
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-•	l in grad headh Carrida	Daen Bestening Lanardh anna geal (1004) erns mer seith fasille fandfils fur a veer ' uradan.) Ang hydraf	×	
·	гозарновов Е гарова ну Шка.	te de avonte marco a la certilosperdes hontes cours, phoe system	×	
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El Tejon Un fied Kern Courty

2023-24 Firel Interior AVERAGE DAILY ATTENDANCE

15 75168 особос Form Al Еннорукцик(1010-74)

Description	ESTIMATEO FUNDEC ADA Original Budgaj IA)	EBTIMATED FUNDED A DA Board Approved Operating Burlget IDy	ESTIMATED P-2 MEMORT ADA Projuzind Year Totals 4Cj	ESTIMATED FUNDED ADA Projected Year fotala Joj	DIFFERENCE {Col. D - B1 {E}	PERCENTIGE DIFFERENCE ICOLE / BJ
A. DISTRICT						
4. Tolei Disirici Regular ADA						
Indiates Ospartanity Classes Homo S Hospital, Scenial Day Gless, Continuation Education, Scecial Education NPS/LC, and Estandard Year, and Community Cay School (Includes mecessary Small School ADA)	650 4 8	82748	7 ע אצט	256.46		3.0%
2. Total Basic Ard CholesiGolari Ordered Voluntary Pupil Traivater Regular ADA						
Includes Opportunity Classes, Home & riseptet, Specie Cay Class, Continuation Educator, Special Ecucation NPS/LCI and Licended Yesh and Community Day School (ADA not included in time A1 above)	u xc	3.06	noc	6 C N	c no	ה.ח.ה
2. Tutal Basic Aid Open Enrollment Regular ADA			· ·			
Inclusive Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA for Included In Une A1 above)	0.00	0.00	9.00	0.00	0.00	i C.0%
▲ Total, District Regular ADA						
(Sum of Lines A1 through A3)	659.48	659.48	634.97	639,48	0.00	: 1
6 District Funded County Program AOA						
e County Community Schools	6.00	1			0.00	
 Special Education-Special Day Class 	2 11	2 81	2.61	2 81	0.00	0.05
 Special Interetasy-NPS(LC) 					. 0.00	
d. Special Education Estances Year	.32	.32	.32	.32	0.00	0.0%
e, Oliver Sounty Ocerared Programs:		i		İ		
Opportunity Schools and Full Day Opportunity Classes. Specialized Servicidary Sciencia	000	נווט	u u:ı	e 113	поа	0.0%
F. Caunity School Turlien Lond				•···· 	1	
(Cirt of State Tollion) (1.0 2000 and 45080)	a ::#	DINI	с m	0 ():I	n ca:	0.0%
g. Yolal, District Funded County Program ADA				T		
(Bum of Lines Ada Ihrough ASI)	310	3.10	2.0	3.13	0.00	00%
6. TOTAL DISTRICT ADA						
(Sum of Line A4 and Line A55)	662.6°	662.61	638,10	662.61	0.00	30%
7. Adulta in Correctional Facililles	0.00	a.co	0.00	a.co	0.00	20%
8. Gharer School AD4						
Enter Chartor School ADA using						
1eb G. Charter School ADA)				l	L	L

El Tajon lindiac

Kere County

9059-74 Firel Inserim Gericial Fund Unnessicied (Resources 4000-1909) Revenues: Expondituros, ead Chenges In Fund Belance

15 75186 0100000 Farin 011 E118054KUW(2023-24)

Description	Resource Codes	Dujnel Godes	Original Budget (A)	Baara Approved Operating Budget 151	Actuala Do Dato (C)	Projected Year Totals 10}	Defference (Coll R & C) (Ib)	% D/H Column 8 E D (F)
A. REVENUES					I			
I] UCFF Sources		8010-8098	10-518,497 SO	\$0.010,497.05	1,945,541,75	IN 242 180.00	(276,304.00)	3.69
7) L'eneral Riakenve		8100-8209	0.00	007	0.00	0.00	3.00	nus
Ji Other State Revenue		7310-8599	141,232.00	141.232.00	132,637,21	380,250,00	247,034-03	1/4 55
4; Giher Local Revenue		3000-6789	76,000.00	78.030 00	74 815.32	112.000.00	34,000.90	() es
5) TOTAL REVENUES			10,837,755.00	10,817 719 CO	2,152 694,28	0742,449.06		
8. EXPENDITURES					i			:
1) Contributed Salation		1000-1858	3,050,512,00	2,010,512,00	791,980.54	2 5 14,878 00	168 850.50	8.59
2) ClearsPierl Sajerian		2000-2033	1.548.923.27	1,540 923 27	557,545,53	1,649,811 OU	Fice and Sal	·6.55
3) Employee Benefiks		2010-2010	2,223,505,63	2.223.008.00	562,424 21	2,265,825 OI	912 627. U J	-1.ሆ
4) Books and Supplies		4000-40890	368.075.00	 158.075.00	145,478 80	379 G15 DO	110,001,001	-1.1
Si Services and Other Oserating		5000-5589						
Expanditures			201,114,00	SR1,144 RO	403,452 62	871 404.00	11,450.00	1.2
0) Capital Owley		6069-6969	260,000 00	250.000.00	0.00	770,000 0 0	(20,000,00)	-60
7) Other Ouogo (evoluting Transfers of Indina:1 Costs)		7100-7399 7400 7409	209,1991.00	лю, тен жа	u be	178,075.00	93,124.00	9.31
8) Ciber Outgo - Tracateus al Indusci Custo		7300-7500	(72,488.00)	(72,468.00)	(245.02)	(82.768.00)	·0.250.00	-167
9/10 IAL, EXPENDITURES			8,563 282.27	8,593,290.27	2,454 707.01	8.643.514.00		
FINANCING SOURCES AND USES (AS - B4) D. DTHER FINANCING SOURCES/USES 1) Intertund Transfers			2,244.305.73	2,244 335.70	(001,872,73)	2 102,015 CB		
_		8900-8626	0.00	c.ur.	11 00		i 0.00	C.0
aj Translevs Lo b: Translers Oul		7enc-7e2s	D GD	0.00	0.00	1: 101	D.00	c.0
2) Direi Souries-Uses		1010-1012	000	<u></u>			5.16	
a) Salmez		6503-6979	0.00	200		с.IN	6.00	
5, 1985 5, Uses		7600-7609	0.00	<u> </u>	n an	C.IP	au:	
1) Contributions		nono-aono		(1.345.471.03)	0.00	/1,177,174.00	177,347.02	-15.8
4; 10"AL GITHER FINANCIAG SOUNDI SOLDES				(*.349,471,63)	e no	(1,177,124.00)		
E. NET INCREASE [DECREASE] IN FUND BALANGE IC + DAI			BSN 354.70	624,854 70	(901 672.72)	1.02 ⁺ .BI 1.00		
F. FUND BALANGE, RESERVES								
D segrong Ford Balanco					i			
a) As of July 1 - Unachied		0751	4.836.865.00	4.636 869.30		4 mag, min .30		l u.:
uj Auda Abjusomenis		8/90	200	0.00	1	0.00	0 on	п
nj As of Luty 1 - Aucked (F10 - F15)			4 438,685.00	4.636 568.30	1	0.636.858 3D	[
dj Hilter Rezistementa		8785	2.00	0.00	1	0.00	0.90	0.0
ay Arjusing Depining Defence (File + Fild)			4.+34.858.20	4 630,668,30	1	4,406,050 30		
2) Finding Balance, June 30 (E + F1e)			á.San,73a ou	5 531,731,00	1	5.65B.079.30	1	
Components of Griding Fund Ball-Add					1			
e) Nonsomratie								
Repolving Cash		97' (c.10		c.00		
-			L		-	·	-	

El Tejon Uniñed Kern Councy

2321-24 First interim General Fund Unrestricted (Resources 0060-1939) Revenues: Espanditures, and Changes in Fund Balance

15 75168 0500000 Form 011 C610 C51 H11W(3023-24)

Omeription	Resource Codes	Q2 janı Soden	Urighiad Buagat (A)	Board Approved Openating Rudget (8)	Actuale To Dele (Cl	Projecend Year Talata (Di	Difference (Col e a D) (E)	4,0iff Colenn B& 0 41
								·· _··—
Prepara Junioa		9713	300	307		0 M		
Al Others		0716	300	ana		0.50		
8) Restricted		8740	000	000		0.00		
c) Canimilied								
Stabilization Attangentients		9750	oue	ciio		i non		
Office Committeeria		87M2	з 767,001 не	3,767,061.00		0,767,051,00		
Testbuck Adaptace	3000	57GO	800 900 60					
School Sus Replacement 1 V 26-25	1020	5760	500 000.02					
Other Post Employment Benefit Costs (unitabled DPEB Cability)	3000	9.490	1,967 961 60					
lanhoongy	0000	8760	\$69 000.00					
Textbook Adopt av	0000	9760		890, 900 69				
Schuel Bus Necletement 1 1/24-25	CR00	8700		300, 202,02				
Orite: Fost Employment Berefa Costs (Unfunded CPEB Lieb Bry)	coes	0760		U ME A OKALINA				
Technology	0000	876C		\$00,000,00				
Textbook Adop: or	6005	0760				102,020,001		
School Bus Replacement FY 24- 28	0000	87MC				Sua papijay		
Ditor Posi Employment Denef4 Costs (Unfunded OPEB Distany)	0005	1764				1.567 05 L 69		
le cluming,	0000	8760				500 009.09		
() Assigned								
Office All signments		ялто	0:0	0.00		C.0C		
e) Unactagrant/Unappropriated								
Resolve for Economic Uncontainate		97 66 -	343,725 OI	351, (35,00		341 741,00		
Unissigned Unippropriated Amount		6790	1.020,017,001	1.420,817.00		1.549 877.34		
LCFT SOURCES	-							
Prive pul Appenticument							1	
Scale Aid - Current Mean		8011	5.247.231.00	5 247.251.00	т.ком, озо со	5,085,030.00	(10) 221.00	-0.1%
Eduction Protection Aussiant State Auto Commit Year		no17	302.028.00	J92.868 0D	34.218 CD	103.522.50	1250 346.001	-55 4%
Serve Ard - Prior Years		8019	00	202	0.00	0:0	с.ш.	<u>8 0%</u>
Tex Relef Supverillons								
homesones Feanpling		0021	28,615,02	29,516.00	D CD	25.207-00	(400.00)	-1.4%
Fancer V eld Tex		8072	2.07		0.00	0.c9	6.90	0.0%
Other Subvervious in Lina Taxos		80.29	350/505.00	00.502.000	19.075.18	b ea	(Suo uculou)	-100 8%
Coursy & Dismith Taxes				· ··				
Second Roll Tases		D241	4,770,307 nc	4,770 397,00	11.562.23	5 (98,277,00	\$27,8,0,00	5,9%
Unancined Roll Toxics		8042	460.375.00		450.562.25	522,577.00	34,202.05	7.0 %
Prior Years' Taxas		6643	0.00	0.00	407.67	0.00	10	205
Supplemental Taxes		6644	32.245.00	22 245.00	8 785.00	78,445100),200.00	22 DX
Eduction Revenue Augmentation Fund (57):471		1045	(547,232,00)	(617,832,00)	c.00	(654.587.02)	(96,715.00)	2.18
Community Renevelopmont Fundo (SB 017/59511582)		5047				c.00	D 000	C.0%
Paralles and Institut Lines Delegoest Lawy		5048	c.90	0.20	451.02	с.ш		9.0%
Modelitatecus Funds (EC atlàca)								

California Desi of Education SACS Financial Repairing Software - SACS V7 File: Fund-Ail Version 5 El Fajon Uniñad Kern Goungy

2523-24 Firlet Enterlin General Fond Unrestricted (Resources 0000-1969) Revenues, Experisionurs, and Changes in Fules Brianco

15 75168 010000 Form 04 E616051%UW(282)-24

Description	Nanovarca Godes	Object Gaads	Original Budget (A)	Bound Approved Openeling Budget IR)	Actualis To Data 4Cl	Projecand Year Totala (D)	Difference Gol B & Dj Cj	N DIF Colume B & D IF)
Moy all as eral Horzows		8141	u.90	0.00	0.00		0.30	00%
Softer in-Lieu Takes		6062		 U 0U	0.00	0.00	0.40	0.0%
Less hend CFF					1			
(50%) Adjustment		6059	C.00	c.30	3.00	0.00	0.00	0.0%
Subiplat, LCFF Sources			10,732,91016	10,732,916.00	1 9N9, M1 25	10.353,491-00	(970 419.00)	-2.5%
LCFF Transfera						-		
Unvisional LC 5 F							i	
Transfers - Current Year	nono	0001	800	3.00	u ou	j e.ou	0.00	<. BN
APOller LCFF Transfers - Contart Mean	All Other	8201	n co	onc	non	C.00	0.00	0.04
Fransitians to Charler Behaoks in Lleo of Property Taxes		8085	(114,413,610	(114,413.00)	(24,249.50)	pr:1-298.00p	3,115.05	·2.7%
Property Taxes Transfers		6097	11 011	u nu	E IN	0.00	000	0.0%
CFF/Revenue Cost Transfers - Prist		8099						
тамх 			U.JU	0 c9	0.06	2.05	000	06%
TOTAL, LOFF SOURCES			10,618.407.00	10,515,497 OU	1,045 641.75	10.242,195.80	1376,304,00)	-8.5%
							0.20	0.0%
Manuschander and Ligeralizing		8110	0.00	0.00	(a) (a)	0.09 0.00	0.20	
Special Education Endowners Security Education Electronic Constru		A181	0.00	0.50		0.00		Ì
Special Education Discretionary Grams		8152	D, IN	0.00	<u>0.00</u>			
Child Nutration Programs		9220	om	a.an	400	Ú 00		
Donated Food Commodities		620-	0.00	0.00		0.00		í
I prest Rospine Funds		8260		0.0C	n cn	non	n.an	C 154
Florel Cornel Funan		ш.с. 	0.00	G.0C	0 60		0,50	C 174
Widte Reserve Funds		HZHC	C0.0	C.06	0.00	0.00	C.20	C.04
FEMA		нэнт	0.00	C.0C	000	C.00	0.00	C.0%
Interlogency Contract's Between LEAs Data-Decugit Revenues (non Federal Sources		8285 8287	0.60	0.00 0.00	0.00	· c.bo	0.00	c.ux
Tele I. Pan A. Basic	30.0	0290	<u> </u>				ŀ	···· ··
Title 1, 1 and 5, Escal Dichequent, Programs	- • •	6290						
Tels II. Parl A. Supponing Effective Instruction	40.15	CRCD						
Tille (0, Parl A. Immigrant Student Pungtern	4201	8290						
Tale III Part & English Letting Program	(270	A290						
Public Chefer Schools Kient Program (PCSSP)	4811	8260]				
Star MCLED Every Staturt Successity Act	3040, 3050, 2051, 3110, 3150, 3155, 3150, 3152, 4037, 4123, 4124, 4120, 4127, 4128, 5590	5200						
Career and Technical Educeron	3500-7588	B2 M2						
All Dither Federal Richtman	MOTO	8280	3.10	0.50	<u>,</u> ωυο	0.00	<u> </u>	00%
ICIAL, FECERUL REVENUE			3.00	a.on		LC0	U.CD	LCN
U) KER STATE REVENUE					<u> </u>			
One: Sime Apport on tenso					1			
RUC/P Enfiltence st								

El Tejon Unilled Kern County

2023-24 First Interim General Fund Unrestriated (Rasourses 5050-1936) Revenues, Espénditures, and Changes en Fund Balance

15 T3165 880800 Form 811 E6+BQ6+KL/W(\$022-24)

Description	Resource Godes	Caspaci Godas	Or-ginal Byoget (5)	Doard Approved Cperaling Budget (9)	Actuala Tu Qale (C)	Projected Year Tolsis (D)	Difference Col B & Di E	la Olif Column R A S IFI
Prior Years	eseo	A\$19			·			
Speciel Education Meater: Play			!					
Conent Year	6500	0211			.			
Pour Years	BSUD	8213						
All Other State Apportionmedia – Comert Mear	All Oite:	8211		040	u cu	u.cu	с.ш	e.545
All Citier Mate Appoliciemente - Prez Years	All Doney	6113	500	0.00	0 00	0.30	00.5	0.0%
CNM Number Programs		A620	0.02	0.09	£.00	0.50		1
Mendated Cools Reinhartements		855U	3(.582.00	31,582,00	a.uv	Ú2,Ú21 CU	431.00	1.4%
Lottery - Unrestruited and Instructional Meaning		0.980	::0.590.00	108.556.00	24.741.21	114.165.00	4 515.0u	a.1%
Tex Relex Subvertions								
Restricted Levies - Other								
Homeowners' Exemplions		5576	0.00	0.DC	9.60	6.60		
Giber Subvervions-In-Lieu Taxes		5576	0.00	0.00	0.00	000		
Puss-Theoryh Rosanous (num State Sources		Patr	o ne	0 DC	507	2.02	0.00	0.0%
After School Education and Sefecy (ASES)	6010	5390		••••				
Charter School Facility Grant	6030	5660						
Gener Instantal Concerns Installizer Grenn Program	6187	5650						
DragrAteshob lacaces if annia	BESU, KHMI, DSRS	8560						
Colifornia Clean Energy Jubs Acc	6230	5950						
Special and Scenatury	AN I	5568						
Amenden Indian Party Chilabood Education	7210	9060						
All Other State Revenue	All Giller	:910	0.50	0.50	107 498.00	242 c7c.0c	242,070.05	New
TOTAL, OTHER STATE REVENUE			141 2520	141,222.00	152.637.71	368 256.00	247,024.00	176.9%
OTHER LOCAL REVENUE					!			
Coar Intel Peverne			-	I				
County and District Faxes					;			
Hiller Restricted Les an					·			
Secured Roll		86(5	0.00	0.00	0.00	U.UÚ		
Unificated Ault		4615	0.00	0.00	U.CII	n.n		
Онон Маниз' Тария		AB17	0.0u	u óu	U { N	n,on		
Suppremental Janes		AP1 P	u.ou	0.00	0 C N	n m		
Non-Ad Valummi Javas								
Pured Takes		8521	0.00	205	u on ;	n : n	C 30	0.2%
Ohai		0525	u.cu	כעכ	nca	n on	C 30	0.2%
Community, Redeve opinion, Curris, Ald Subject to LGPP, Certus : on		8625	0.00	ممد	0.00			
Feraltics and tolesext from Dataquert Non-LCI I Tizzez		4529	0.00	2.00	0 00	0.00		
Soles							-	
Sulu of Equipment/Supplies		0501	0.00	on c	n ca n	62.0	0.00	0.4%
Sain al Publicences		0502	. n.co	ണ	0.00	000	0.00	0 85
Ford Service Seles		8604	0.00	0.00	0.00	a03	0.00	0 uto
All Onter Soles		8636	0.00	0.00		0.02	0.00	0 0 0 0

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El Tajon Uniñed Karn County

232).24 First (Angerina Comerni Fund Lingestructed (Resources 0000-1939) Rovonuro, Experid nutos, and Chengre in Funa Calence

15 TEISE AGARAIN Form \$11 E010051KUW(2013-14)

	Regource Codes	Objerž Gođej	Orlginal Budgel IÅ}	Board Approved Operating Budget (8)	Actuale To Oaté JCJ	Projected Year Tolela (D)	Dilferonso Cal O B Dy ;Ej	ч рін Golarni 6 & 7 IFI
Leases and Rentab		aren	- 0.20	0.00	0.10	0.00	0.50	0.0%
		UKCII	16 C0C.00	15 (10 00	37,824.02	53,000.30	0.50 24 0D0.50	212 74
hiterat		ENCI1	16 C01.01				14 000.00	
Not increase (Decrease) in the Foir Value of Increationals		9692	ono	0.000	0.00	0.50	0.m	C.UN
Sees one Contracts					0	0.02	2.00	0.0%
Adul I ducalian hex		8571 	. n.ca	n BO	0c.u	<u> </u>		0.0%
Non-Resident Students		8572	0.00 :	n cn j	C.UC	0.00	205	
Transoutation Fees From India Koals		8675	0.00	0.00	016	306	202	0.0%
Interregency Services		#62T	0.00	0.00	0.00	11 124	0.00	0.0%
Malgal and Devia up or Ficus		A694	ú.D0	0.00	6 Q N	n ca	0.00	0.0%
All Other Free and Contracts		5699	12 000.00	12 600.00	6.140.00	12 050 00	0.30	0.0%
Ciliter Local Revenue							I	1
Pars, Mise Funds Non-LOFF (S0%) Argualment		DSR4		5.80	0.00	0.00		c.unu
Pass-Through Reviewes From Incal Sources		8507	aco	0.00	e 50	016		
All Office Local Revision		6999	St. 0tu où :	7 0,000-00	16 551,90	cn,ono no	300	ac%
Tullor		8710	0.20	u.cû	 G03	0.00	cn n	ucs.
All Sover Transvers In		6781-3783	n Ial	0.00	(10)	0.00	n n:n	u ess
Transfers Of Apponionments					i		· ·	
Special Entropican SELPA Training on								
From Disincis or Charler Schools	HSBO	6755			!			ļ
From County Offices	6500	8762			:		l í	
From IPAs	6500	8783					1	1
POCIF Translats								
Firm Dalaris or Charles Schools	6960	6781	ļ					
From County Offices	4750	н792						
I mn sPAc	5950	4793						
Other Transfors of Appendicements				1				
From Distance of Charles Sciencia	All Other	2751	0.00	0.50	0.00	0.0	11 110	808
Fren County Stiken	Al Olher	8752	a.oc	u.u	0.02	0:00	0.00	U CN
From JPA	All Other	6769	e no	a.ue	0.00	0.50	0.00	0.2%
At Other Transfers 1: (root AF Others		6789	2.00	enc	0.00	0.00	0.50	0.04
TOTAL OFFER LOCA: REVENUE			78,503,00	78.007.00	T4,515.32	112,000.00	24 000.00	40.04
ID'AL REVENUES			10 837,729.00	-0.837.729.00	2,152,094,28	10,042,449.00	j (45.280.00)	-0.8%
CERTIFICATED SALARIES							İ	1
Centification Teachers' Szlartes		1100	2.577.460.00	2.577,450.00	677), SNA 48	3,453 584.00	:23,926.00	6.8%
Condicates Papel Support Seturing		1200	40,992-00	40,952.00	10,048.50	40,264.00	(582.00)	-1.4%
Centricaled Supervisors' and Administration' Solution		· 302	465.630.00	405,630 CB	153 662.50	420,158.00	45.472.03	RUN
Other Certification Subarca		1000	0.00	0.00	с.но		+	00%
TOTA , TO PUPICATED SALABLES			3.083 512.00	1.083.512.00	791,900.04	2 514,675.00	185,838.00	0.5%
CLASSIFIED SALARIES					1			
Linux ined sectors		51C0	102.250.35	102 250.39	31,301,45	144,071 00	(41.820.61)	40 55
Classified Support Solution		7700	\$76,219.00	676,219,00	216,562.61	8112,811 GU		- · ·
Crassil of Supervisional and Administrational Secures		2000	101,102,00	171, INC. NO				
			1	1			1	

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E Trion Unified Keid County

2039-24 First Interim Convert Fund Unreat/Load (Resources 0003-1949) Revenues, Expenditures, and Changes In Fund Balance

15 75168 6061018 Forg 01| E618D91KUW(2023-24)

	Adlaur(4 Codes	Qiljeci Coda∎	Origi Asi Budget (4)	Board Approvee Claarabing Budget (D)	Accuais To Date JCJ	Proyected Year Totals (D)	∆ifSerance (Col 3 & D) (€)	Ni Dan Columo Bit U (F)
Offer Stevelleri Selenex		2800	180 026 70	189,826,70	46 801.82	220 792.00	110.055.024	.6.8%
10174, CLASSIFIED SALARIES			1,540 923 27	1.548.923.27	652.843.53	1,649 817.00	(ADC, BUX, 72)	-5±%
ENPLOYEE BENEFITS						,	,,	
STRE		2101-2105	544,425.00	101.025.00	145.034.12	651 448.00	12,370.00	2.4%
PERS		3261 3202	329,021,70	323.021.00	101.485.54	329.932.00	(10 111.0k.)	-21%
OASD2Medicare/Alternetive		3301 2502	150,440,00	163,443.00	51.008.52	151,049.00	(506.00)	-0.4%
health and Abilians Secrities		3401-3402	950,122,00	890,122,00	357.710.22		(47.054.00)	-5 55
Unemployment insurance		2501-0502	2.957 C0	2.957.00	670 26	2,030.00	(-e. o c)	-1 63
Whitem' Compensation		2501-0502	63,140.00 ;	Sc, 140,00	15,973 (8	54,599.50	1,541.03	2.75
CPE9, Allocatos		a7un-a7uz	202,700 00	2128,700.00	(12,015,03)	ana, tati an	C.00	0.0%
CPC9 Active Employees		3753-3752		აuo	C0.0	0.40	C.00	C.0%
Giber Employee Benefits		3601-3502	2110	0110	0.00	0.00	C.00	0.0%
TOTAL, EMPLOYEE BENEFITS			2 221,095,00	2,723,202.00	762,424,21	2 253,945 (9	(42,927.00)	-1.9%
800KS 410 SJPPLIE5								
Annoved Taulhtoks and Core Curricula Notertak		4150	ənc	e 96	c.ae	200	0.60	0.5%
Bucks and Other Hullorence Malartels		4200	0 DC	0.00	 C.00	a.00		0.0%
Nationals and Subplan		4000	aen jota no	0°0 975,00	40,445,67	360.075.00	10,000,000	-2.2%
Nonceptakand Soppment		4400	10,400,00	19 (00.00	6.031.16	18,000.00	0.00	U 0%
Fried		4750	G.00	0.50	C.0C	0.00	u cu	0.05
TO ALL HOORS AND SUPPLIES)58 (75.00	96A 075.00		17H C75.1%	110,1001-015	-7.7%
SERVICES AND DI HER OPERATING EXPENDITURES		···· <u> </u>						
Subagramacia Tan Sanasaa		5100	u.cu	u.cu ;	n on	e na	005	20%
Travel one Conferences		5200	14,233.00	14,233 00	A 17 28	14,250.00	0.00	50%
Dues and Memberships		2310	24,070 00	24,020 49	75,4 1 6 (60	18.070.D0	6.000.03	26%
histra ce		ALCO-8450	144,305,30	144,005,00	148,640 10	145.641.20	(2.396.00)	-1.6%
Optications' and Mouseheeping Services		5500	515,500,50	en dogen e	115,455 53 ;	515,900 00	6.60	c.0%
Renduta Lauces, Departs, and Vortrapilations Improvements		55uD .	72.000.00	72,000.00	28,4/8 64	najnen en	(10.600.00)	-13,75
Thansfers of Circui Costs		6/10	u ou j	anc	n.co	(10.000.00)	10 000.00	new.
Transfers of Elect Ecols - Interand		5750	II 0XI	onc	0.63	0.00	6.0u	0.0%
P of case-anal/Cucaelbing Services and Operating 1 systemicines		\$507	211.686.00	211.685.00	¥7,K36,38	202,802.00	B 766 00	4.74
Corimun callers		5600	950.09	350.00	ana	353.00	0.00	0.745
TOTAL, SERVICES AND CTHEN CITE HATING EXTENDED IN S			563.144.00	98J.144.0G	402.482.82	971 694.192	11,450,001	1.2%
CAMPAL CUTLAY								
Lanz		610C	2 00	0.00	C.00	eac	u cu	n ess
i auf improvements		0170	2.00	d.00	C.00	e.ue	11 64	n cw
Unitings and improvements of Buildings		620C	2.00	G.00	c.00	C.IN	3.60	0.0%
Ronka and Merica for Meric School , histoires or Major Geparation of School Literatus		EDDE	o ne	0.00	C.00	c.ou	מוכ	6.C%
Lquomen.		(400	750,000,00	250 (60.60	c.20	270 cac.uu	(20,900,00)	-6.0%
Ligaporan Haplacement		6630	G.0G	0.5u	6.00	Ľ.W	OIK	20%
Leann Annein		6410	G.00	0.50	0.00	U 21	016	C 113
Subernation Assets		\$70.0	C.00	0.50	0.00	0.00.	016	c ma

El Tajon Uniñed Karn County

2023-24 First Interin General Found Unrestricted (Resources (2011-1969) Revenues, Expanditures, and Charges in Fond Belance

15 751 88 600000 Form 511 E818D51KUW(2123-24)

Omacription	Reșource Codes	Objern Code£	Origi Asl Rurigal IAt	Baard Approved Operating Budget (R)	Actuals To Data IC)	Proyected Year Totats [7]	Diffuence (Col B & Di (E)	% Diff Colume, 0 k B IF)
TCTAL, GAPITAL QUILAY			250.000.00	250 000.00	0.00	270,000.001	(20,000,00)	-8.0%
OTHER OUTGO (excluding Transfers of				— ·	• -			
Inderect Costs;						i	i l	l
Telaen								
Tubion for Instruction worker International								
Altendarica Agraementa		7116	GI 0	u Ca ¦	C.0C	0.00		0.05
State Special Schenis		7192	o no	u cu	0.00	0.00	0.05	0.0%
Tullon Excens Cosia, wirl'oi Defici Paynichis								
Payments to Historia or Cherka Schools		7141	0.00	C 30	n !!u	0.00	ava	0.0%
Payments to County, D'flows		7142	93,124,00	10 124.00	חרוו	n câ	03,124,00	100.0%
Pagernalia to JPAs		7143	0.00	с.00	0.00	11 011	0.50	C.0%
Transfers of Pava-Tracy Revenues								<u>۱</u>
fo Disincia di Charler Schoole		721)	C.00	00 2	n an	0.00	0.20	0.0%
To County, Offices		7312	c.00	0.00	0 M	0.00	Ľ.W	6.0%
To JPAs		721.3	0.00	0.00	0.02	ona	0.00	0.0%
Special Influences Source Industries of Appendiance of a								
To Districts of Chane: Schook	45/10	/521	¶		1			
to Fourty Offices	5550	7222						
To vPro	1500	1223						
RDC/P fremdens of Apportes marts								
To District or Chemer Schools	NING.	7221		i				
To County Offices	6360	7737						ł
To JPAs.	6260	7280					ļ	
Cilici Transfers of ApportionMerus	All Other	7321-0253		5.00	n an	c.au	0.00	C.0%
All Others Transfers		7201-7263	c.uo	 6.62	C.00	c m	0.70	c.u%
At Other Transferz Cut to All Ovices		7289	c.uo	uu)	C.00	C.00	e.m	0.0%
Sell Service								
Debi Service - Interesi		MOS	2,636.00	2,860.00	0.00	2,502.02	016	6.05
Over Setti Service - Puncisel		7479	173,195.00	173,196,00	<u> </u>	173,165,00	0.16	00%
		1-52		110 2020	<u></u>			
TOTAL, DOM R (0/160) (venturing translates of Inducti Costs)			803, 190 CO	200,100,60		170,075.00	32,124.00	15 8%
CITKER OUTOO - TRANSFERS OF INDIRECT COSTS								
transform of Indexed Custs.		2010	(75,458 OII)	ј (72 мња.вој	(246.92)	(82,758 GD)	0.250.00	-14 35
Transfels of Indees Gosts - Menund		7950	0.00	e no	II CU	: uùù	0.00	0.0%
TOTAL OTHER OUTGO - TRANSFERS OF INDIGEO : CUSTS			(72,468-30)	(72 485.00)	(245 52)	(82 759 60)	10,790.00	-14 2%
TOTAL, FIRM NOTIFIELS			6,590,383.27	6.590,303.27	2,464,767.01	8,549 514.00	40.870.27	- 6 R9
INTERFUND TRANSPERS							i]
INTERFUND I KANSPEKS IN								
From Booclal Reserve Fund		RDIS	0.05	200	c.00	<u>c m</u>	e.m	2,01
From: flond inserest and					[
Redemation Fund		8914	5.09	0.00	 	c.nc	0.00	2.07
Orbor Authorized Infectional Freedores In		49.5	0.02	0.20	! c.or	o ne	0 103	2.02
(c) TOTAL, INTERPORT TRANSFERS IN			: 3.00	0.50	C.00	2,00	0.001	205

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2033-34 First Interon General Fired Unitestricted (Résources 0803-1555) Révénués, Expanditures, and Changes in Forsd Raisory

16 76168 0300000 t orm 011 E610051KUW(3633-24)

Description	Mesource Codes	Ohjeci Codes	Crig.ant Budget ⊰Al	Board Approves Operating Dudget (E)	Actualis fo Date (C)	Proyangad Year Toleta (D)	Difference (Collet & D) (E)	N Dirf Calumn 8 A D (7)
To: CN if Development Fund		76° 1	11.00	n cn 1		0.00		0.0%
Te: Special Reserve Field		7612	n on	: n.cn	0.50	0.00	2.05	0.0%
To, State School Banding Land/ County School Landlers Land		7613	uu	וואו כ		نــــــ ۱ ۱۰۰۵	: 0.00	0.0%
To: Calesera Fund		7815	0.00	5.00	0<0	0.00	0.00	D.0%
Offer Automated Premiuma Transfers Col		/619	11:01	. ana	0.00		<u></u>	90%
(s) TOTAL INTERFUND TRANSFERS OUT			0.00	ana	0.0	0.00	6.00	20%
CT-FR SOURCES/USES								
Stela Approtonoments Emergency: Apportionments Provinsia		8431	016			۵M.	C.30	0.0%
Pinceece From Curposal of Capital Assets		ലടാ	ыс	0,ac	2.09	200	0.50	c.0%
Citien Sciences Transform From Funds of Locsed/Resign and LEAs		6055	onc	0.30	C.40	c.00	0 c0	0.2%
Long-Term Debt Proceeds Stockers from Certificaties of Sonkipation		5971	c.ne	0.50	C.66	c.00	uc9	0.545
Froncess From Leases		5672	0,00	0.70	c.00		כינו נו	0.0%
Proceeds Frier Licens Provense Prints		8973	0.00	0.00	C.0C	c.aa	ci il	0.0%
Processes Provide Provide A2013As		8974	0.00	0.00	0.00	Ľ.W	3115	0.0%
All of the of the arrange Smorteg		8979	0.50	0.00.	9.30	 	anc	nces
(A TOTAL, SOURCES			0.30	Du0	U.CU		o ne	0.05
USES Travolers of Fonds from Lapsed/Heurgetures (1.4s.		7651	0.00		u ou	11 07	c 00	·
All Outer Flagschard vises		7600	0.00	200	100	1001		
(:) FOTAL LISES			0.00	200	00	0.00	6.90 0.90	
CONTRIBUTIONS			1					-70%
Contribution From Dramsinging Revenues		8980	11 349,471 03)	(1 249 471.02)	μes	0.177.074.089	172,047-00	-17.8%
Combultons from Restricted Revenues		8.90	202	c.uo	ILEO	0.00	0.00	 C.0%
(*! TOTAL CONTRIBUTIONS			(1.2 4 0.471.0 <i>5</i>)		3.80	11 177,124 BSI	172,047 (0)	12.6%
TOTAL, OTHER FINANCING SOURCESUSES (8- 6 + 4 - 6)			· · · ·	(1,348 471,03)	0.00	<u> </u>	172 947 CS	-12.8%

ES Tajon Sin:Sed Kern County

242)-24 First "nierim Sensel Fond Restricted (Resources 1030-4593) Revenues, Expenditures, and Changes (ni Fund Owance

Distription	Mesuurce Codes	Object Sodes	Drigingt Budgel IAŞ	Boind Approved Operating Bucget (B)	Acinais 76 Deta (5)	Proyectari Year Tutola ID)	DiiMeence Cvi B & Di Cj	viCuM Columin Bi⊌ D (F)
Á. KEVÉNDES					i			
1) _CFF Sources		6010 5059	C.D0	C 00	0:00	non	11.011	C.UN
2) Ledent Provenue		6106-6299	1.317 997.00	1.317.907.00	28.904.07	1.567 201.00	209,754-00	20.4%
5) Other Slate Revenue		кало-насы	1.444 425.03	1.444.429.00	565 871.24	1.665 054.00	223.625,00	10.5%
4) Other Local Revenue		8000-0798	BOU 313.00	800 213 00	109 575.27	603 811.00	9 508.00	0.6%
SI TOTAL REVENCES			3,782 5/2 80	3 363,570 03	803 750.55	3,850,068,00		
8. EXPENDITONES						-		
1; Genti cates Salares		1000 (969	1 197.177 (3)	1 187,127 00	ZEL (504 84	1.247,343.00	ры таклад	-4.2%
3) I (basad eo: Siabanea		2000-2569	532.125 (3	\$32,125,00	214,087 27	003,506 00	28,552.01	3.4%
1) Limplay as Denal Is		0000-0999	1.210.831.00	1.210.631.00	203.042 19	1 192,957 00	17,838.00	1.5%
4) Books and Supplies		1000-1849	716,558.00	710 558,00	270.000 45	1 042,793 00	(392.227.00)	-46 44
5) Services and Criter Operating								
Expendition		5000-0899	1.075.577.00	\$.075.577.00	471,545 AD	1,054,120,00	21,418.00	2.09
N Capital Outlay		5000-5998	100.C05.DU	100 000.00	0.00	100.000.00	0.00	C 114
7) Other Oulgo lexcluding Pransiens of Indirect Costs)		7400-7268 7400-7498	aso, cor, or		41,557 64	240 1101 01	ntojupuloŭ	90.6%
lly Other Colgo - Inenaters of Instant Costs		care/care	72 405.00	/2,405.00	245.02	ac 758.00 i	(-0,200.50)	14.29
U TOTAL, EXFENDITURES			5,558,744,00	5,558,544.03	1,585,654.21	5,779 551.00		
FULLING SOURCES AND USES (A3 - B9) 0. OTHER FINANCING SOURCES/USES 1) Interfund Tronters			(x 156,165,03)	(2 198,165.05)	1750,183,63	(1.014.405.0C)		
nó Trensform In		8900 9929	0.00	n (A	0.00	ain	ofic	0.04
h) Tuenafera Cut		7800-7529	0.00	0.50	:	ano	onn:	
2) Cilher Sources-Uses					i			
e) Sourcue		6030 2079	0.50	n 20	0.00	nno	аю	u ce
h) Uses		7620-7630	0.00	c.00	0.00	0.00	3.00	uos
3) Conlident of s		5950-5988	1,945.471.03	, 1,940.471.03	0 60	1 177.124 00	(172,547,03)	-12 17
4) TOTAL, OTHER FRANCING SAURCER/USES			1.048.4T1.03	1.048 474.00	0.00	· 1,177,174 on		
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(846,694.00)	(вашесаныс)	(700.160.50)	(707,951.00)		[
F. FUND BALAKGE RESERVES								
1) Beginning Fund Balance								[
a) As of Coly 1 - Finaudiled		070 h	2.222.472.01	2.222.472.01		2.222 472.01	0<0	[c.ir
b) Auck Ac]ustments		8761	6.60	C0.0]	C.00	0.50	<.0 ⁴
e) as of July 1 - Authord (F1a + F1b)			2 232.475.01	5,222,475.01]	2.222 472.01		
4) Other Restatements		638s	0.00	Lau]	C.00	0.50	¢.0'
 Adjustos Boplining Buunce (fite + Litit) 			2 222,472.01	2 222,472 01		2.222 472.01		
2) Ending Galance, June 3D (6 + F+e)			1 275,778.01	1 275,778,21]	-,485,111.01]	
Components of Ending Fund Balance								
				1	ł			
Winnspendable					ŀ			
		s?" (0.00	0.00	}	6.03		
sù Notapandable		5711 6712	0 00 1 cn	0 80 N CH		6.03 0.00		

Celifonna Cepi ol Education

SACS Financial Reporting Software - SACS V7

File FunchAi, Version S

El Tajon Uniñad Karn Guunty

232)-24 First I merins Oenerel Fund Restricted (Resources 2003-9299) Revenses, Espandiousos, and Changas in Fund Guiance

15 75166 0005000 Farm 911 E#18051WLW(2024-24)

Description	Recoules Codes	Object Codes	Original Buaget (4)	Bunud Approved Operating Budget (D)	Aciusia To Date (C)	Projected Year Totals (D)	Dillerense (Col P & D) (€)	4,01₩ Colume 8 A D IF]
All (Jihen.		8715	0.00	ano 		000		
t) Residules		9740	1.514,007.84	1 514,007 84		1.508.211.94		
t) Committed			[
Stati cator. An anglononis		8756	0.00	909		0.00		
Other Commitments		676C	0.00	0.00		2.07		
z) Assigned								
Officer Assignments		8750	ane	0116		0.00		
e) Unaexintes/Unanniagitated								
Reserve For Sconsmit, Uncertainties		9752	400	αúc		ano		
Штана довой і парророжині Аторит		a/a0	(* 29,029.92)	LISH CAS'RI		[53,40° 83]		
LOFF SOURCES								
forzepsi Appolicement								
Stain Art - County Mean		5011	0.00	0.00	0.00	0.00		
Education Protection Account State (vd - Clarent Yvan		5012	0.00	0.00	0.00	6.00		
State Aid - Pilor Yitara		8u10	0.00	0.00	0.00	0.00		
Tay Relet Subvertions			[• • • • • • • • • • • •			
Hambowiers' Exemptions		2012 1	0,00	n,an	ക്രമം	6, m		
Linder Yula Lav		A020	r.na	n.an	e,no	0.00		
Other Subventions in Lieu Taxes		9020 °	0,00	0.20	0.00	C.00		
Courly & Elever Toxes								
Secured Roll Taxes		2041	C.00	0.00	6.00	ņ, on		
Unandonic Roll Emera		3042	n.00	n,an	4,00	0.00		
Pilor Ywara' Tasee		3045	ne.u	n.çn	0.00	0.00		
Supplemental Lanas		3014	0.90	a.co 2	0.00	0.00		
Education Revenue Augmaniation Hund (FRAF)		8045	u.3U		0.00	n.on 2		
Connuncy Retevalument Lunds (SIL 617/068-1992)		8017	0.00	0.00	0.50	0.00		
Fertaties and twenest from Delinque: I Tasks		8346	n,on i	n.co	0.00	0.00		
Miscellasecus Funds (EC 41604)								
Royatics and Borasos		8391	11.00	илл	n «n	0.00		
Oliver in- rend invest		6062	0.00	п.m.	n,cn	0.00		
Leav: Non LCEP		_	:					
(5954) Adjustice of		8085	u.co	ככם	a.co	600		
Sublished, 1000, Sincineer,			n cn	o na	n on	0.00		
LLCI-F - I remail eau								
Unrestriction LCFF								
Transfers - Curront Pisar	cucu	8091						
All Other FCFF, Committees - Contemp Vesso	All Office:	0001	353	316	0.03	2.00	0.00 .	0.0%
Transfers & Charler Schools in they of Property Taxes		8095	a.00	נית ח	0 04			
Property Tanan Transform		0087	200	200	0.00	0.00	п сл	
COLEXANDER CONTRACTOR - Pont COLEXANDER CONTRACTOR - Pont Treasa		8095) 00) 00	3.00	a.05	6.00		
IGIAL, LLEF SOURCES			· ·-· ····	· · · · · · · · · · · · · · · · · · ·			U CU	0.0%
FEOERAL REVENUE			2.00	2.00	5.69	c.00	11 63	0.25

Cardomia Deptict Education SACS Financial Reputing Schware - SACS V7 Liter Fund-2- Version 5 El Tajon Uniñad Kern Gounty

2013-34 Furst Interim General Fund Resultant (Resources 2005-9193) Resenues, Espenditures, and Changes in Fund Balance

15 75188 acusúda Form 311 E418QS: KUW(2023-34)

Bescription	Raboy nor Ĉođek	Ohjezi Guden	Ortginal Beogen (41	Board Approved Operming Oudgel (B)	Actuale for 3 Once (E)	Projecies Year Totals (D)	Sufference (Cali 19 & O) (C)	* D 11 Column G 2 (Fi !
Manianmos end Operations		N: 10	nna	202	n.52	n.an	n.on	 0.11%
Special Education Entitlement		8181	137,070.00	107,070,60	0.00	1J7,584,00	424,00	0.5%
Special Education Observationary Grants		8182	514 CO	5\±00	0.00	0.00	(014.00)	-102.0%
Child Nuttition Programs		8320	a ca .	0.00	0.00	0.00	0.00	0.0%
Ourseled Food (Campionalises		8521	0.00	0.00	6.05	0.0C	0.00	0.0%
Const Receive Funds		8260	0 cm (Ú.CU	a úð	400		
Alesti Gostral Funds		8270	D.OR	0,00	900	2.03		
Walle Reserve Funds		8287	0.00	0,00	000	0.00		
FEMA		8281	G.00	G.00	0.00	000	3.03	n ces
interogency Contracts Between LEAs		8285	C.00	C. D G	0.00	0.00	000	0.0%
Pean-Thiologr Revenues from Federal Sources		1717	c,no	c no	non	n.on	n cn	0.754
Tirle I. Port A. Basic	30.0	5250	512 664.09	518,564.00	51,777 (1)	514,076.00	1,407 cm	C 3%
Title I, Part 2 Local Delinguest Programs	1025	821-0	2.05	0.00	0.00	000	, 0.30	C.0%
106 0, het 4, Supporting Streatme Instantion	4005	8200	300	000	• 7,32° 30			: C 164
Tile III. Pan A. Imrilgravi Sudeni Frogram	4201	8290	0.00	0.60	e m	e 30	0,90	ј слъ
Tile III. Part A. English Laarder Program	4203	8299	18,618,00	18,649,60	19,726,61	9,536,00	(8 ± 17 00)	-44 85.
Public Chefor Schools, Srent Program (PCSGP)	4610	0290	1.03	n on		د.na	0.00	
Cilier NGLD / Every Student Success Act	2081 3110 3120, 2125 3180, 3182, 4037 4123 4124, 4120 4127, 4120, 5630	620G	62.050 00	63,050,00	212.05	58,315,07	9.2 <i>4</i> 7 06	5.1%
Cause: and Technical Lifucation	0500-2669	masuo.	15,431,50	15.431.00	5.375.00	15.401.02		D.CH
All Other Forland Revorue	&I Other	1290	\$7c,24:.00	570,241.00	(51,105.07)	843.825.00	273,587.00	48.0%
TOTAL, FEDERAL REVENUE			1,517,857,60		38,604 C7	1,657,201.00	269,384.00	20.4%
Q1IIF9 STATE REVENUE				, , , , , , , , , , , , , , , , , , , ,	30,0070.	1,201,221.02		
O hu Sale Appollomenia			ĺ					
ROD/P Et/hemeni								
Frite: Y Gass	6380	8919	c.00	C.0C	0.00	a 🗠	005	0.0 1
Special Solucition Messler Plan								
Curren Year	6500	8311	C.DC	C.00	0.00	DC0	0.00	0.0%
Print Years.	6500	N118	00.5	6.00	0.00	0.00	3 00	0.0%
Al Otter Sizie Apportanmenja – Curren You	All Other	5011	C.00	5.00	0.00	. 0.00	0.00	0.05
Af Outer Size Apportunionedia - Pour Yeara	All Other	KUH	9.00	্ ০০০	0.00	0.00	п со	n 5%
Chiel Notrition Programs		8520	6.00	ა თ	0.00	0.00	0.00	0.04
Mendeved Costa Reimburgements		8550	0.00	0.00	0.00	000		
i citary - Unresincted and Instructional Materials		RÍNI		61,215,60	26,100,52		3, 755 CD	7.5%
Las Actici Subscritura								
Realities Leves - Other								
Homeowners' Exercotions		8575	0.00	000	0.00	0.00	0.50	0.05
(Aber Subvenicondin-Less Taxes		8228	0.00	0.00	0.00	0.00	0.00	0.04

California Dept of Education

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23,21-24 F(reștințerim General Fund Restricted (Resources 2000-2595) Revenues: Capandilures, anti Clienges in Fund Balance.

15 7\$160 ollogada Farm àti 59160\$1KwW(aba2-24)

Dosciption	Resource Codes	Objeti Codes	Original Budget (A)	Board Approved Cystraulig Rudget (8)	Actuala To Qate Gi ,	Projected Year Totals 40)	Driisraada (Sol B 4, 6) (C)	часын Golumin Bila J (F)
Pess-Linuty' Revenues from State		0907						
Sources		11217	0.00	0.00	0.00	0.00	0.00	0.04
Attor School Soucetion and Satisfy (ASES)	6010	8500	244.200.00	244.200 00	1.572 70	\$44,200,00	0.00	C.04
Charles School Facally Grant	euro	BEDC	0.0	0.00	0.00	0.00	0.00	C.0%
Canon Technicel Interation Intentive Caabl Program	0007	n•a:	200.010-00	200,000.00	179,004 \0	200,000 90	0.50	C.0%
Drog(Accho#fobsecu Funds	6850 6690 6855	8500	0 00	nea c	non	n on	alan	C.0%
Collomia Clean Energy Joss Act	6235	0000	n cn	0.00	(4,242.00)	a 69	0.00	C 174
Specialized Secondary	7870	8590	0.00	0 AN C	n en	0.65	0.00	0,0%
Arriendan Eofy Childroid Esucation	7210	e Sinu	0.00	000	0.00	0.00	0.00	0.04
All other State Revenue	Au Oire:	850u	977.044 CO	957.0°4 00	(46.0CT 89	1.177.414.00	220,400,00	23.94
TOTAL, OTHER STATE REVENUE			1 424,229 00	1.444.429.00	£65,871 24	1.663,054,09	223,626,00	16.5%
OTHER LOCAL REVENUE			-†					
Olber Local Bearing								
County and Clattics Taxtes								
Ofter Restricted Levies								
Served Rol		8015	0.00	000	202	2.02	0.00	0.74
Dracement Rul		6216	000	000	2.02		0.00	0.74
Price Y cars' Tancs		6e17	2 60	0 0 0 0	2.02	3.02	0.00	0.2%
Supplemental texes		ыетн	000	0.00	202	2.02	0.00	0.3%
Non-Ac Webrem Teches		2.111						0.74
Farcel Taxes		6621	200	2.09	202	2.62	0.00	0.3%
Difu:		58.2				2.00		
		3612	200	0.00	209		0.C2	0.5%
Community Receivedopment Funds No: Saturat to 1 CEL Underston		6435	0.00	c nc	sno	6 n 0	0.60	0.05
Penal es and Interest from Oreinguent Nein-LEFF Tages		5820	005	с.ис	0.00	c.ue	црэ	u co.
Sales,								
Solo of Equipment Supplies		5431	0.05	C.0C	0.00	00.0	2.00	00%
Sale of Distancescene		6H22	0.05	0. 0 0	6. 0 0	0.00	0.00	ac s .
Lood Service Asies		8834	0.05	c.0c	c.ñu	c.ue	u uo	30%
All Ceber Soles		NG VA	ous	c.uc	c.uo	e.ne	9.00	9.6%
Leases and Servals		66°D	0.00	C.DC	c. b o	c.n:	on c	205
Interest		5630	0.00	6.90	c.nc	e.ne	ans	20%
Net Increase (Decrease) in the Fair Value 01 - woodmants		5 0 62	õ.úc	c.30	c.00	u.u	c. u o	SUN
Fees and Contracts								
Aduri Educzikin Fires		5671	0.00	0.00	0.05	0.00		
Repérentient Strands		5672	0.00	0.90	0.00	0.00		
Transportation Flees Linors India duale		PG75	0.00	e.aŭ	0.ÚC	Ó.ÓO	0.00	aut
Interegency Services		8677	0.00	6.00	e.ac	a.on	c.nt	205
Milgalin/Devoloper Floos		5021	0.16	с.:к	e.ar	0.00	c.nt	en c
All Drater Fees and Garoraus		5030	016	e 50	a ne	0.00	C.00	0.0>
Other Local Revenue								
Pare, Mara Fonde Narsalf, FF (S25s) Adjustment		5051	onc	n.00	0.M	0.00		

El Tayon Lmilled Kern County

1023-24 First Interim General Tund Restricted (Resources 2000-9939) Reserves, Espenditures, and Changes in Fund Balance

15 75158 0000000 Form D11 EFULCE1K(00)2023-24

Jescopimo	Rancu ren Go-3ea	Dbjaci Codes	Original Perign (A)	Doerd Approved Operaling Budget (B)	Actuals To DMP (C)	Projectes Yane Tocaja (C)	Gufference (Col R & D) IÉ)	% D∦T Column B ▲ D (Fi
Pass-Through Revenues From Local		1097		,				
Nouncers		13151	000	0.00	6.50	0.30	0.00	0.0%
All Other Local Revenue		8699	45.000.00	45.600.00	51 445.27	(5.000.00	0.00	00%
Tuition		H71U	P 00 1	0.00	0.00	0.IC	000	0.0%
All Other Transfers In		H/H1-H/EI	0.00	C.00	6.05	0.00	202	00%
Therefore DI Aspedicements								
Special Education EEUPA Transfers			!					
Liem Detrois of Config Schools	6408	0205		C.nc		оло 		0.0%
From Courty Offices	6500	6205	555,710,00	555,212.00	57,130.00	.550,011,00	a,590 on	0.5%
Fran Jaks	6500	6263	<u>c.00</u>	0.00 	0.00	0 60	0,%	0.34
RDC/P Transform								
i men Disincia di Charler Schnols	6360	ATS	0,00	5.00	II CA	n ca 1	n 3n	. cn4
Frank Country Offices	6360	8792	0.00	0.00	0.00	0.00	0.00	G.074
Fram JPAs	6360	8799	6.00	000	000	0.00	0.00	C.0%
Other Transferz St Apportunitiants								
I mm Tisidols to Cheder Schools	All Other	8794	ຸດຫ	0.003	0.00	0.00	n,an	с.п.,
Free Court, Olikes	A) Other	5752	ચ.છ	000	0.00	0.00	0.00	0.0%
Frum JPAs	All Olhan	5793	0.00	0.00	C.30	0.50	C.00	0.0%
All Cline Transfers to from All Lithers		8790	0.00	0.50	c.00	0.00	0.00	80.0
ICTAL, CINER TRUCK NEW NUM			600,212,00	600,213/20	108 575.27	BC3 S1 C.DU	a Saeluo	0.89
TOTAL, REVENUES			3 352,578 OI	3,342,579,68	A09/360.54	⊃,85⊌ C68.00	468,487.00	14.8%
CER)IPICATED SALARIES			!					
Cotil cated Toachers' Selaics		1.00	358,813 C0	658 810.00	208 243.58	871 391.00	(12 578.00)	-1.5%
Cemi raied Pupil Support Salarwa		1200	334,874 OU	234 874.00	40 (444.20)	222 689.05	1,985.0c	
Cerni valet Supervision' and Arministration'. Salates		1300	103.450.00	109 490.00	34.497.18	(43,062,05	(39.572.00)	30.2%
(Jiba) Carri calet Selates		ISPC	u 00	e.0e	0.00		aar	û.cri
TOTAL GERTIFICATED SALARIES			1,187,17 Cau	5,196177.00	261,684.94	1 247,548.00	150,185.00)	-4.2%
CLASSIFIED SALARIES			1					
Classified Instructional Salenas		2180	\$81,574.45	331 574.45	65,191:4	461.3;6.00	(60,741.65)	-21 CS
Classified Support Salades		2280	5 8 0,301.70	350 301.70	97,142.01	208 631 00	61,470 7 0	17 1%
Class Fiel Supervisors' and Administrators' Salares		2300	25,010.69	29.915.83	10,332.27	28,899,05	230 85	0.6%
Circles, Technical and Office Salaries.		2400	00,454.00	50,454.00	21,368.74	74,772.00	15,662.00	17.25
Cifter Classified Sciarles		2800	20,875.00	72,875.00	855 81	300	20,875.00	IOUCN
TOTAL CLASSIFIED SALARIES			K17, 175 ID	837,175.03	214,837.27	JEL, MIR DO	20,514.03	3.45
EMPLOYEE REVEETS								
Nars		3101-0107	586,575.00	5K5,575 No	62,846 D6	590, HN7 (21)	(S. M2 C.D.	-1 5%
PERS		3204 7202	170 375.00	130,725.00	36,4/3 48	112,074,00	17,451 00	13 45
GABC/Hedicate/Microstive		3901 2302	65,040.00	66,640.00	16,530.37	66,540,60	6,094.00	R 1%
Seatth and welling Benetiks		3401-2402	385 383.00	388,383.03	05,027.97	383.004.00	4,5*8.90	1 24
		3601-290X	1 385.00	1,065 00	248 23	·	120.00	0.7%
Matcher Compensation		3801-3812	24.512.00	24,513.00	5,01560	ŀ	(070.50)	4.0%
୦୧୯.୩. Alimated		3/01-2/02	C.00	0.00	0.00	<u>.</u>	0.20	0.0%
ORB, Actual Imphyses		3/51-2132	00.5	009	000		0.00	0.05
a set concerning the			L	0.65		1.00	0.00	

El Tajon Uniñad Kerli Courty

2323-24 First Inisuim General Fund Reprieted (Repources 3000-5999) Nevenues, Espendituses, and Ghangas in Fund Balanca

Jenariation	Besnurce Gudes	Objeci Codes	Griginal Budges (A)	Roard Approved Opersong Budget (5)	Actuals To Date (C)	Projected Yyar Toiglis (D)	Dilleranca Gol 8 & D) 4)	N Diff Column R L D F
OTAL, ENVLOYEE BENEFITS			1.210 631.00	1.219 831.00	203 642.19	1.102 892.00	17 590.00	1.5%
BOCKS AND SUPPLIES								
Approved Textbooks and Core Controlin Materials		4100	26 050.00	23,060,60	15 313.77	77.000.50	(57 C00.00)	-285.0%
Ronta and Oliver Reference Valenaia		4505	u.cu	u.cu	264.96	8,000.00	12 cactour	hem
Haledala and Supplies		4300	415 851.00	415 851 CU	200 432.00	485 048.00	(63.227.00)	-15,1%
Konceptainet Equipment		4407	271,745 (0)	271,745 CB	165 451.74	481,745,00	12, in case only	-77.3%
Foot		470;		0.00	10 U	0.00	0.00	0.05
TOTAL, ECOKS AND SUPPLIES			710,575,08	710,585.00	078 800 45	1,045,890,00	1012,222,000	-40.006
SERVICES AND OTHER OPERATING EXPENDITURES								
Subgrammis for Services		G100	242.010.00	242.010 CO	86.967.58	225.655.30	÷6 145.00	6.7%
have been the second second		9200	92,4483.0	02,448 CO j	96,652,31	182.153.00	(89.705.00)	.75,4%
Guez en: Nembeud-pa		4300	2,845 (4	2,845.00	507 50	2,845 (00	u.cu	C.IN
housea		0400-5454	1,000,000	1,000.00	û cû	1,000,00	ú ou	0.0%
Operations and Housekeeping Services		5500	11 011	11 191	11 CH	11 621	11 CH	0.0 %
Reniak, Seases, Repairs, and Norson inized. Implayer renis		5500	125.000 00	125.000 60	163.222 19	102.070 00	(#3.070 00)	51.8%
hensfere of Check Coate		a210	0.0	0.00	3.620.32	10.000.00	(10.0.0 (0)	New
Tranzform of Olivert Coxes - Interford		6750	<u> </u>	0.00	0.0	0.03	0.00	0.0%
Professional@nosulting Sets new and Operating Excenditions		5500	52.274 (0	548,284,00	147,705 73	422.029 (%)	135,855,50	24,44
Communications		5000	67.070.00	00.010.00	J2.870 13	65,000,00	(*0.050.00)	20.0%
TUTAL, SERVICES AND OTHER OPERATING CORP. NOTUGES			1 675,577 GB ;	1,070,577110	671,545 AU	1.054,155,05	71,418.00	7.3%
CAPIERL QUILAY								
Lerd		8100	uco !	aus		о во	u ca	0.5%
Lend Improvements		6170	11120	300	0 d9	suo.	II AII	0.0%
Buildings and improvements of Euridings		6200	3185	aio	2.02	ала	11.00	0.2%
Books and Meillo for New School (Prianes or Major Expansion of School Libraries		6300	205	a.05	2.42	5.00	и со	u.5%
E çırpman:		5404	a co	an	2,02	0.00	шко	0.0%
Esuption: Replacement		6500	108,009.00	nuo, ueo up	5 d 9	тш, нео шо	u no	U 0%
Lease Assels		0750	3180	оно	200	0110	0.00	11 O N
Substantion Assess		6700	0.00	a no-	cn c	0.00	0.00	0.0%
TOTAL CAPITAL OUTLAY			190,000,001	100,000,001	0.60	san,ono no	0.05	9.0%
OTHER OUTGO (excluding Transfere of Endirect Coale)								
Tultu-								
In tion invitragement Linder Interclation								
Altendarke Agreenienis		7110	000	0.0C	202	0.00	0.00	0.0%
State Spacial Schools		7150	0.06	3.00	C0.C	0.00	0.00	2.0%
indion bizaeea Costa landrur Saloot Peymenia								
Faynesis to Districts or Charter Schools		712.	000	0.00	2,00	2.00	6.00	2.0%
Payments to County Diffices		(142	350.500.00	350,000,00	41.587.64	250.cuc.bu	10,000,00	30.65
Pary manife to UPAs		7143	0.00	0.00	0.40			

Cellfonia Septial Ecocotion SACS Financial Recording Software - SACS V7 File Fund-Ai, Venicul S El Tojen Uniñad Kern County

2323-74 First injerim Ooferel Fund Mastriciad (Kasuurcas 2000-1955) Resetsute, Expandessies, and Changes in Fund Relagos

Description	Resource Godes	QL/ccl Gades	Original Budgat (A)	Board Approved Operating Budger (B)	Actuale To Data IG(Projected Vear Totels (23)	Britaranca (Col B & D) (C)	∿ Diff Colume R ∎ D (F)
To Database of Annual Sectors in		721 1		0.00	5.05	c.00	cnic	поъ
Ta Dataleta ar Charles Schucht In County Charge			D CO					0.0%
to County Offices		/113	0.00	6.30	2.02	0.00	0.00	
in JPAy Special Ecucation SEUFA Transfers of Appointments		1917	ûcui	C.04	2.00	0.00		6.044
To Distincts of Charles Schools	6502	7271	6.01	3115	u ou	8.00	0.50	0.0%
To County Offices	8503	7220	0.012	ana	n.00	8.00	U.LU	0.0%
TuuPaa	u505	7220	0.05	0.00	n an	псл	0.02	000
RUI./P Installers of Appreliatories.a				!				
To Disidels or Chane: Schools	0303	7271	5.00	пси	E.00	u.50	0.00	u c %
To County LIPIces	6363	7222	0.00	0.00	6 0 5	n.:n	0.10	
m.IPAz	6368	7223	0.00	0.00	0.07	0.30	0,00	11.0%
Other Frenslers of Apportxorments	ALLINE	7221-7223	D CO		0.00	c.00	060	0.05
Al Other Transfera		(201-1200)	· ava	6.00	0.05	0.00		0.04
All Other Timesfors Crig to All Others		7306	. uoù	0.00 0.00	3.06	0.00	200	0.05
Peb Serville								
Debi Sary ce - Insunsi		7435	0.00	c.00	D CO	0.00	0.30	0,5%
Other Dabi Service - Principal		7439	C.00	c.uo	0:0	0.00	D.20	C.D4
TO IAL, OTHER GUTSC (exclusing Transfers) of Intinet Contail			360 C0C.00	050.003.00	41,557 64	250,000 80	110,000,00	30.00
DINER OUTGU - FNANSPERS OF						•		
Transferr of Indiana Scara		2310	72 465.00	72,448.00	245.52	82,758.00	(10,260.00)	-14.29
Transfers of Individu Cests - Interfund		7850	- c.ne	003	06.U	800	U.06	0.03
ICTAL, OTHER OUTSON THANSFERS OF INDEPTOTIONSIS			72.485.00	72,468.00	245.02	82.758.00	(10.290.00)	14.28
TOTAL EVERNOUSERS			5,558,744,03	5 566,744 63	1 5-3 534.21	5.773 551.00	(214 808.07)	60.6-
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN							1	
Front - Special Reserve Fund		8912	0.00	0.50	0.00	6.00		0.05
From Brot Interest and					i		<u> </u>	
Rederigtion Fund		0014	0.00	0.00	0.03	<u>n,</u> m		
Other Authorized Interfund Transferr In		HEIS	0.00	0.00	205	600	- A A A	0.05
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	2.00	.00	000	0.05
ISTERFUND TRANSPERS OUT			Ì					<u> </u>
In Clair Development Fund		7611	0.20	6.00	D CD	0.00	0.00	0.7
To Special Reserve Funa		7517	0.00	6.00	0.00	0.01	200	0.2
To Sime School Building Fund County School Featland Fund		76-3	a.pa	c.00	0.00	0.03	Ū CN	. na•
To Califiena Fund		7655	0.00	6.00	000	a07	0.00	0.0
Other Authorized Interfaint Transfers Out		7640	C.04	0.00	0.00		D.00	ំ
(b) TOTAL, INTERFUND TRANSFERS OUT			C.W	0.00	u où	0.00	0.10	t · 0.04
OTHER SOURCES USES								i –
SOURCES								
Stele Appartamenta								1
Emergency Apportionments		8921	0.00	G (3)	0.00		I	1

El Tajon Unified Kern County

2053-24 First Interim Geteral Fund Restricted (Resources 2000-8963) Revenues, Copenalitures, one Changes in Fund Balance

Descrip≢on	Resource Codec	Objett Cades	Drigin al Budyat IAj	Board Approved Operating Budgel JBJ	Actuale To Clase (C)	i Projeciad Year Lutate ID)	Difference (Gol 8 & C) (E)	S DIF Column B & C (5)
		· · · · ·	1			<u> </u>		
Proceeds from Disposal of Capital Assers		6550	0.05	6.60	000	3.09	0.00	0.5%
Other Sources								
Transfers from Funds cl Locsed"Reorgan 200 LEAs		R95-5	3.00	ംഗം	aus	5.00	ە ھ	0.3%
. mg-ferm Dehl Finteeds								
Proceeds from Cenvicates of Participation		8971	0.00	0.00	cuu	3.40	u 00	0.54
Proceeds from Leases		8973	0.00	0.00	600	0.80	80	0.0%
Pincentie from Loase Royerus Ronda		R17.1	0.00	0.00	cn.c	2.00	<u>пс</u> э	0.2%
Proceeds from SPITAs		6874	onc	C 116	0.00	onic	0.65	0.0%
All Other Financing Sources		5970	00	G 00	302	2.00	000	0.7%
(c) TGTAL SOURCES			0.00	C.0C	2,00	0.00	0.00	0.0%
USP8								
Lienal eta m'i i unda door. Lapaco: Rociganizari i 1,86		2654	6,00	0.00	2.05	5.0C	2,07	0.0%
All Other Financing Usus		7 e su	C.00	6.90	3.00	6.0C	2.05	0.0%
ndj Tatal, uses			0.00	6.00	.00	2.00	200	0.0%
CONTRIBUT ONS								
Contributions from Unresinced Revenues		890	1,046,474.03	1,346 471,52	200	1,177-)24,00	(172,547.07)	-12.8%
Contributions from Resultates Revenues		SuBu	C.00	0.00	2.00	C.0C	2.00	0.0%
iej Tatal, Cantribut-Ons			1.049.471.03	1.349 471.02	2.00	1.177.124.00	(*72.347.02)	-12.8%
TOTAL OTHER FINANCING SCURE OS USES (4 + 0 + 0 + 0 + 0)			נענרלא פאני,ר	1,349 471.02	5.UC	1,177 124.00	12,547.03	12 855

El Tayon Unified Kern County

202).24 First Interim Onioral Fund Summary - Unrestricted/Restricted Revolues, Excenditures, and Changes in Fund Relance

15 76168 0208080 Form 018 C6180S1 K UW(2020-34)

Pesariplion	Raiouros Codes	Uujeci Godes	Original Budget (4)	Board Approved Operating Gudger (B)	Letwie 1a Dak (f.)	Projeciaal Yean Totale (0)	Difference (Col B A D) (E)	54 (548 Column 8 5 D (5)
A. REVENUES			<u> </u>			<u> </u>		
1; LCF ^L Sources		eoro eces	10,618 487,00	13 0 10,457 00	1,945,541,75	in, 342, 190, cu	[375 304.00]	3 3%
2) Lonie in Revenues		BUD-BSIN	1.a17 907.DC	1 317.837 GD	28.9(4.07	1,587,201.00	269 284.00	20.4%
3 Other State Revenue		70124592	1 555 661.00	1.585.651.00	763.500.45	2,055,010,00	4/11,646-110	20.7%
4) Other Local Revenue		8020 0789	H78 \$13.00	573 219.00	163.100.50	710.811.00	37,588,02	5.5%
S) TOTAL, REVEAUES			14 301 305 190	14,500 308.50	2,958 244,98	14,401 515,00		
B. EXPENDITUNES								
() Contracted Solales		1000-1658	4,200,648.66	4,240,605.00	1,073,655.46	4 152,015.00	118,071-00	2.8%
2) Currentined Satomer		2000-2000	2.381.010.30		767,572.80	2 453,425 00	172,378 70)	3.0%
Ji Employee Ganatria		3000-3900	3.433.838.00	3,430,909,00	766,365.40	3,451,837,00	(24,958.00)	-0.7%
4) Books and Supplies		4000-4148	1 075.641.00	1.078.541.00	525.380 2B	1.429.050 (0	(342,227,30)	su ex
5; Services and Citier Operating								
CapendAurea		5000-5985	2,038 721 03	2 (20,731 00	474,068.62	2,025,852.00	22 881.00	16%
N Caskal Outlay		6000-0009	a50 C06.03	330,070,60	0 cn	370,030.00	(su chorna)	-67%
7) Other Curpa Jecaluding Transfers of Indepet Costsj		7 bib-7599 7400 7469	cn ABI B36	569, 199, 011	41,567.84	426 C75.0C	-49,124.00	20.1%
N (liber Quips - Iranaliers of Instant) Gasta		7908-7930	205	0.20	0.00	0.00	5.0.5	n 0%
IN TUTAL, EAHONDITURES			14 152 (37 35	14,152 157.50	4,048 201.22	>4,917,005.00		
C. PACESS (DEFICIENCY) DF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A6 - 89)			≈ 2,170 70	48,175,75	(1.092/555.00)	204,453.00		
D. OTHER FINANCING BOLACESAUSES								
i) interfunz Tiensfers			c.m	11155	205	ucu	Ú.VŰ	0.0%
a) Transfera Io 		8900 8628 7500-7629	C 00	0.CD	000	1.01	0.00	0.0%
2) Ciher Sources/Uses		1040/1024	°``	· · -				
a) Sources		4700 6979	0.00	0.00		0.50	c.oc	2.0%
b) U.A.M.		7606-7604			псл	1	0.00	0.0%
3) Contributions		anno-acco	0.00	0.00	0.00	0,00	0.00	40.0
4) TOTAL, OTHER FINANCING SILUNCTSUBSES			200		100	0.00		
E. NET INCREASE (DECREASE) IN FUND DALANCE (C + D4)			48,170.70	48 170.70	(1,052 056.36)	254.469.00		
Y. FUND BALANCE, RESERVES	·							
1) Beginning Fund Balarke								
a) As of July 1 - Lineaction		9791	6.555.040 34	6,858,340,01		5 559,340 01		6.0%
b; Auch Adjustments		8/KI	0.50			0.00		C.U%
ic) As of July 1 - Audilee (Filla + Fib)			8,655,040.31	6.651.343.01		0 856,240 31		
et: Other Rentelements		8785	U.UÚ	0.00	1	000	0.0	с.пъ
a' Adjuntos Beginning Baturce (F.'c. + F.10)			e,855.340.31	6.8%.040.J1	1	6,859,040.31	!	-
2) Ending Bolance, June 30 (E + F1+)			e,007,611.01	6.507.511.01	1	7.143.750.31		
Comparished Strictly Ford Barance					1		ĺ	
o) Norste-date					•			
Revolving Gash		8711	c.uo	0.00		0.00		
					-		1	
Shores		97.2	6.10	II CÛ		0.00		

Cantonia Dept of Education SACS Financial Reporting Software - SACS 1/7

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2023-24 First Interim General Fuind Summary - Unitest Icled/Restricted Revenues, Capenditures, and Changes in Fund Balance

16 76168 0400000 Form 011 E316051KUW(3033-34)

3øscription	Resource Codes	Objeci Codec	Qriginal Budget (A)	Board Approved Operating Budget (B)	Actuals Te Data IC	Projeksed Year Tolala Di	Difference (Col B B C) (E)	N Diff • Column 8 3 0 (11
Al Obers		atic						
		8719	<u>c.nc</u>	n /sn				
h) Hencald		9741	1,514 007.84	1 514,007.94		1,509,841,94		
4) Commined								
Stab Bation Americants		9360	E.ac	0.0		n d 3		
Giber Commingelia		3705	2,767 (651.90	3 757,001 03		3,267,601.00		I
Techook Adaption	0000	8750	454,549,05					
School Bus Hecksomers FV 24 26	0000	87 <u>5</u> u	500,000.00					
OGIG: Post: Entplicy ment Benefit Costs (Unitedent OMU/UT Datability)	0002	975U	1,967,061.02					
Technology	0000	D760	500,000.00					
Tecibicok Astophum	licita	2750		10: 0:0 CA				
School Rus Replacement FY24 20	0000	9740		595 969.00				
Other Post Employment Barahi Costs (United Off Hit Moley)	0000	sirea		1,967 961 00				
Fechnology	0000	5760	.	500 320.09				
Testback Adestron	9000	5760				302 060 60		
School Rus Replacement Fit 74- 25	5050	9765				500, 0a9.c9		
Cities' Post-Employment Benefit Conts. (Dat and ed. CP1111 woliny)	0000	s (6)				1.567,061.00		
Teomology	0000	5760				506,000,000		
2) Adolgred								'
Other Assignments		8750	0.00	0.00		0.00		
s) Unassigned/Unappropriated								
Receive for boundarie Droutefulles		9749	343,735,00	343,735,20		011.74° 50		
Unass gred-Unappropriated Amount		9790	1 201,807 07	1.291.607.07		- 1.496.776 37 ⁻		
LCFF SOURCES								
Educated Apparlianment								
State Ald - Curren Mean		3011	5 247.551.05	6 347,251 CU	1 434,926 63	5,035,020,00	(16) 221 OB	-1.1%
Education Pretaction Association Seale Ard - Convert Vesa		•012	352,505,00	382,958 00	94.256.00	132.622.00	1850 (48.50)	-85.44
State Ad - Prior Yeu's		50° V	0.05	0.00	0.00	00 0	0.00	0.044
Tax Hotel Salarasilana								
Humaconeus' Evencilions		9021	28,513.00	29.616.00	2.00	25.207.00	(430.30)	-1.4%
Tomor mela Tax		8022	0.00	0.00	5.60	0.09	0.00	0.0%
Other State Vices In-Lieb Taxes		4029	900-000-006	200.000.00	19 675.46	a.us	(200 DOD COD)	-100.0%
County & Cretrot Faces								
Secured Boll Taxes		3041	4,770-387.0C	4 770.397.00	11.562.23	9 098.277.00	327 A XO CU	ê :%
Unicerce: RAI Times		4046	468 173.00	498.575.00	459.662.25	522.577.00	34,232.00	7.6%
Prior Moars' Taxos		4043	6.00	3,45	407.67	o.up	0.00	n c%
Europono del Tenco		4344	22 245.00	52,546.05	a,/ee.uc	36,445.00	7 200 50	22.3%
Education Stavenue Augministics Forst (CRAF)		3945	(617 832,04)	(\$17.812.00)	c.00	(\$54,567.00)	(98,725.00)	7 · x
Community, Rodovelational: Fonds (SE 817/e09/1512)		8347	0.00	onc	c,te	0, 0 0	502	800
Formilies and Interest From Deling-ort Taxes		904 5	u.96	ວມວ	451.02	c.0:	016	n <i>a</i> %
Miscolleniszter Franks (I.C. 41604)								
Rovalles etc Baruses		8001	0.50	0.00	0.00	c.00	0.00	50%

Celifornia Displicit Education SACS Financial Reporting Software - SACS V7 Film Fund-Au Version N

2003-34.F.cal Interim General Fund Suttemery - Lineatericity/Restricted Revenues, Expenditures, and Changes an Fund Debugs

Description	Résource Codes	Object Codes	Original Budget JAI	Boted Approved Operating Sudget 18)	Artusia 1a Gan (C)	Projected Year Totals (0)	Difference (Col 3 & O) (C)	% Dirf Calump ■ 4 (F)
Ciber In Lieu Takes		6262	on:	ana	3.00	0 OU	u.uc	0.U%
Less Non-CEF								
(SC%) Altustment		нанр	3150	ઘભા	503	u cu	0.05	20%
Subratal, LC+P Sources			10 /32,810.00	101,735 910 CH	1,0H0,H61 25	10,363,491 00	(3/9,419,00)	-3 5%.
VCI I Iransfers								
L'Anthone COFF								
Insisten - Current Year	nono	ADOL	n on			a.m.	6 UXI	0.0%
All Other LOFF Transfers - Current New	Al Other	5054	0.00	e 20	n :n	e no	n on	0.0%
Transfers to Charter Schools in Lice of Property: Laser		ыын	{114,410.20j	(114,413,00)	(24-244.50)	lati sairnoi	2, I 15 CU	-2.7%
Property Taxes Transfers		9097	¢ M	onc	0.00	200	11 01	2.0%
LCF () Revenue Canal Transfers - Phon Maana		8093	0.00	0.00	c.nc	0uC	0.00	0.0%
TOTAL LOFF SOURCES			10,610 407.00	10.618,497.00	1.946,541.75	10 242,195,00	ја7в сочковј	-3.51
FEDERAL REVENUE								
Manianetts and Operations		8115	cu.o	uwo	0.10	0.c0	0.00	0.0%
Spsora' Education Environment		0101	127,373.80	107,370.00	cuc	107,904.00	624.00	asa
Special Education Discretionary Granus		6162	514.00	514.00	3.06r	0.20	(514.00)	-100.0%
Child Notrition Programs		6220	0.00	000	пли	0.00	c.10	30%
DoneSed Fault Commutation		8221	0,00	0.00	0.00	n :m	0.00	90%
Forest Reserve Funds		aten	0.00	0.00	0.00	0.00	6.00	0.0%
Fined Control Funce		ay7u	0.00	0.00	0.00	0.50		0.0%
Wildle Peserve Funds		8780	0.00	0.50	: a.co	0.00	3,00	60%
* EMA		8721	u ou	. area	000	U.0C	5.00	8008
meregency Contracts Between UEAs		8285	11 OU	0.00	0.00	0.00	3.00	0.0%
Pass-7trough Revenues from Federal Srenzes		8287	0.00	· 0.00	0.30	0.00	9 60	0.04
Titel, Pag A, Rasia	30'0	6290	\$12,854.00	512.684.0u	59 777.00	\$14,595,00	1,420.00	0.3%
The F. Port D. Lacal Delinqueor Programs	3025	8230	с.ш	0.00	0.50	0.00	עכש	0.0%
The II. For A, Supporting Effective Instruction	4005	B200	c.00	0.02	17 321.90	0.05	D (30	0.9%
Tile III. Parl A 3mm pren: Sludeni Frogram	4201	0280	C.00	6.65	C.00	5.00	0.50	C.0%
Tille III. Parl A. English Unamer Program	4203	B2BC	10 648.00	IS BAR BI	13 326,41	9,538.09	(N) 12 OU	
Puels: Churter Schools Grant Program (1973569)	4810	8290	!0.00	205	0.00	2.00	03.0	0.0%
Qiher NCLB ' Evon, Suders Succeeds Av	3040 3060 3061 3110 3160 3155 3160, 3165 4037 4123 4037 4123 4124 4125 4127 4126 5630	n780	121,068.00	GQ DBR CD	חה כיק	64,316 CR	5 747.DC	51%
Coreor and Technical Education	3500-3590	6290	15,4.31,00	15,411.00	5,376 AD	12,434 CD	a.nc	0.0%
All (illier Ledend Revenue	Al Olici	8290	570.241.60	570,241.60	(01.105.07)	543.020.00	273 507.00	48.0%
TOTAL, FEBERAL IN MINUE			1.017.937.60	\.3 ¹ 7.837 €0	28,634.07	1.587.204.00	259,264.00	204%
OTHER STATE REVENUE								
Clier State Apportonments							1	
9QC021500enet							l	
Prior Years	6360	0319	000	u on	0.150	0.50	0113	0.0%

California (apt of Education SACS Financial Reporting Software - SACS V7

Fle Fundion S

El Tajun Uniñad Karn County

3923-24 Fixet Inteilin General Fund Summery - Unrestricted/Restricted Recontes, Expandistores, and Changes in Fund Delence

15 751 88 3030000 Form #11 E81BD51KUW(2323-24)

Ümcalpikan	Retource Codes	Objtel Coden	Orginal Budgat IAI	Board Approved Cyenaling Rudget (B)	Actuals To Date (C)	Projected Year Tuisis JDJ	Dufference (CoiB∔D) (Ci	∿ Crn Golume B∔ D (F)
Special Education Waster Plan								
Clanced York	6500	83(1	0.00	2.05	0.00	0.00	0.00	0.0%
Educ Years	8600	4215	C.0C	3.02	000	0.00	 0.00	003
All Coher Slave Approximents - Cikren: Year	All Other	43/1	0.00	2.05	000	n on	non	nc%
All Oliver State Application mence - Prov Treas	All Ober	4315	0.05	 כ הוו כ	пс::		ucu	ucs
Child Nutrelium Programs		8520	e,nc	ала	0.03	11 011	11 011	0.0%
Menteted Costs Reinforsements		8550	11 582 00	ar ,582.00	cna	.15,021 OR	43.9 00	14%
Lattury - Unicatificited and instructional Materials		asio	157 985.00	152,6d5.00	50,860 /S	140,805.00	7 740.00	9.14
Tax Relie! Subventions								
Nazireisal Las en - Olive			1					
Homeowners' Exemptions		4575] 0.00	cn c	cn a	li on	ncar	II CS
Other Subvertient-Inclus Texas		8575	0.30	2,00	0.00	11.01	II CII	
Pers-Though Revenues from State Sources		4587	e.sc	2.02	CDU	8 00	0 c0	0 crá
After School Educator and Eafory (ASES)	6010	854D	244-202.90	244,500.00	17,575 75	244,208.00	ů.cv	û.c%
Charles School Factory Chard	5030	8900	0.00	cn.c	ch n	0.00	uou	u c%
Сілен Терілісіл Ецісімірі Іліеніме Віан: Рідуалі	5357	8500	200 000.00	200.000.00	179.804 10	203.600.00	0.00	0 C %
Drug-Akohok' obacca Funds	norn, norn, 6600		c.05	505	cna	пов	non	
Elektores Clour bridgy Jobs Act	6230	4500	0.00	2.05	(4,242,03)	n.an	non	псъ
Special cert Secondary	נה.בת	deeb	0.00	202	000	0.00	0.00	0.0%
American Index Larly Childhood Literation	7210	659D	G.0C	2.02	 	0.00	0.00	0.0%
All Other State Revenue	All Other	CREN	957 614.00	957.5(4.00	554.5C3.80	1,419,484,00	462,470 CD	40.1%
TOTAL, OTHER STATE REVENUE			1,565 481.00	1.595.681.00	798,508.45	2.365.3:0.00	473.649.00	29.7%
OTHER LOCAL REVENUE								
20%ar Local Revenue								
Econty and Parintz Faces								
Other Residered Levies								
Serviced Pol		3R15	0.00	5.00	000	0.00	0.00	00%
Unsecured Roll		46.0	c.uc	5.00	600	0.00	0.00	00%
From Means Taxes		AG: T	C.DC	2.03	υ 0 0	цсэ	ШСЬ	yov.
Supplemental Taxes		90-B	e 16	0.00	940	цса	u cu	660
Non-Aut Valetern Taxes								
Parcel Terres		5621	9.00	э.но	2,00	uco	0.00	U U N
Ciber		8622	0.00	5.110	ыю	щes	0.00	00%
Contrainty Redevelosment Funds Not Subject to LC+1. Destroller		2625	c.ue	5.00	0.00	a.co	0.00	00%
Periaties and interost from Dolestvenn Non-LCFP Taxes		9620	C.0C	2.02	000	600	n ca	0.CX
Sawa								
Sale of Equipment/Supplies		P(2)1	6.0°	cn c	0.00	11 63	11.00	0.0%
Sale of Publications		3632	C.0C	2,02	0.00	ça n	0.00	0u×
Ford Sera of Sales		3834	0.00	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	0.051	0.63	n con	na¥
All Other Sales		583N	0.0	100	. 0 <i>m</i>	0.60	. n ce	n 14
Lenara and Rocine		5650	C.0C	202	000	000	0.00	0.0%

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File: Fund Ai, Version S

El Tejon Unified Kern Councy

2023-24 Ferst Interem General Fund Sommery - Unregencied/Reghticted Revenues, Expenditures, and Chengeker, Fund Balance

Gaseription	Resaucce Codes	(ìhjaci Cudas	Origi Ani Burigat JAJ	Oberd Approved Operating Budget (8)	Actuals 70 Dam (2)	Projecieo Year Totala (0)	Olfference (Col 8 & O) (E)	%, Deff Calumn B & C*1
ninen:		nene	10.009.00	18,000.05	32.924.02	63.000-90	34 400 00	213.5%
Net Increase (Decreaser in the Fair Value 31 Investments		8702	0.00	0 GD	0.00	<u>1</u> האון		0.012
Lises and Concasts								
Adul: Education Fores		e071	0.00	0.00	0 M C	0.00	C.BO	20%
Non-Resident Statents		ax72	0.00	000	0 00	0.00	o no	0.055
Fransporto: on Even. From Instantiols		1675	0.00	0.90	0.00	0.0°	5.0.2	n e%
Interaporay Services		NG77	C.00	0.00	0.50	0.00	. 0.00	n o%
Mi: galar/Oca eloper Fees		6061	C.UU	0.00	U.00	0.05	000	00%
All Other Feas and Convision		BGB9	12 OKUN	12,010.10	5 140.00	12,000.00	0.00	0.0%
Other Local Revenue								I
Piluar Naso Funda Non (1011-1604) Adjustivori		D3R1	ano	ana	610	11 CU .	0.60	0.04
Pase-Princip: Rimenuos From Local Sources		8597		шсэ	0.00	00	0.00	6.0*
All Otres Local Revence		6689	anjnen ca	95,000,00	87,295,67	95,000.60	C.0C	×0.0
falar		6750	II ON	11.011	3115	0.00	0.00	0.0%
All Other Trenslets In		8781-8783	0.00	0.00	9.00	0.50	0.00	20%
Transfels CI Apont converte					-			
Special Education SELPA Transfers					:			
Frant Districts of Chiefor Schools	6500	8791	0.00	0.00	0.00	6 0 0	505	0.0%
Fram Soundy Offices	6400	8./97	565.210.00	555 212.00	57,130 .00	658,811,00	1.058 (6)	0.0%
Prem JPAs	6500	0.290	0.00	C.00	0.50	0.00	0.00	0.05
AUC-P T ION OF								r .
From Destricts or Charter Schools	6380	8761	C.0C	C.00	0.00	0.00	0 cm	n 254
From County GH ces	6360	0762	c.00	0.00	G.0u	0.00	0.50	j 0.0%
Fism JPAs	6360	0763	G.10	6.85	C.ÚU	000	0.30	0.0%
Other Transform of Apportion (1995							i	
From Designation: Charles Schools	All (Oher	н7ят		0.00	0.00	DCD	. 0.00	C.04
From County Offices	Al Other	8792	0.00	0.00	0.80	0.00	0.00	G.D%
L'iom 2 PAu	Al Other	6703	000	шсэ	CU.0	0.00	. 0.00	C.0%
All Differ Transformer from All Officia		6700	n cn	n 00	000	u ou	8.00	0.0%
TOTAL, OTHER LOCAL REVENUE			678.210.00	678,210.00	103, 190 59	715,011 an	37,598.00	5.5%
TOTAL, REVENUES			14.200,800 CD	14.200.309 CD	2,958,244.05	14,601 515 60	401,207.00	5.6%
CERTIFICATED SALARIES					,			
Centriceted Teachers' Salaries		1100	0.426.000 00	2,436,300,00	404,213.05	0,324,556,53	116, MIL 16	3.2%
Conflicated Pupil Supcort Salaries		1200	275.266.50	276 266.00	51.29Z 76	Z70.040.00	1,473,00	0.6%
Catilitaned Supervisors' and Administrators' Selates		1700	569,120 ND	550 120.00	j 106,120.46	553 220.00	6,000.00	1.0%
Other Certificated Selades		1950	0.00	0.00	n on	o ne	c n <i>o</i>	00%
TOTAL GENTIFICATED SALANITS			4,260,669.00	4.250.685.00	1.073.055 40	j klieziole oc	118,67) AD	2.4%
CLASSIFIED SALARIÉS				Ī		1		
Created horizontonial Salarius		2000	433 824.84	433,824,04	150,481,57	545,257.00	(° 0, 56 5 (6)	-25.7%
Classified Support Salama		2200	B37 C2C.7C	637.525.70	313.648.32	872.642.07	34,3/6 /D	375
Diass i ed Serenzisors' and Arministration" Selance		2700	200 105.04	320,105.88	15046.27	206,606.00	(6,500,12)	; ; -3.2%
Clencel, Inchristel and CH on Selance		2400	59A J85, 14	.529,395 I.A	212,668 01	598,005.00	1,387 18	U 2%

California Capitor Education

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El Tayon Livillad Karn Copoly

2013-24 First Inderim General Fund Burnwary - Unrestnoiced/Rassocied Koveruus, Seponditurca, and Changes en Fund Balance

15 75153 000000 Finan 01) 5818051×UW(2623-24)

Description	Renaurce Codes	Coges Coges	Original Badges (Al	Boerd Approved Operating Budget IPI	Actodia To Data (C)	Projected Year Taraia jū:	Dirio-ance jCol D & P) (E)	% Diff Column H ■ D (f)
Other Classified Solarca		2950	210.TC1 7D	210,791,70	47.657.51	200 782.00	0 515.70	4.7%
TOTAL CLASSIFIED SALADIES			2 18°.045 10	2.381.048.30	767.532.50	2.459 425.00	(72 376,70)	
EMPLOYEE GENEFITS							,	
5T=5		3501 3407	1 164,403,00	1,164,400,00	109,190 17	1,150 363 00	4 (37 00	0 '%
TERS		3261-3202	160,146 00	465,148,30	140.050.52	452 636.00	7 340,00	. 1.54
GASDI Musicana All continue		37201-33302	217.083 00	217.053.00	85,830.50	211.598.00	S 485.00	2.5%
Figally and Wallare Constra		3401-3402	1 248.915.00	1.245,515.00	545,058.10	1,230 596.00	(42 465.00)	-0.4%
Linkop nymeri lokuraose		2501-3507	4,54200	4,342.00	918.50	4 20 8.0 0	44.0u	1.6%
White a Compensation		3001-3002	NI,523.00	но, кби.он	21,858.57	201082.00	£71.00	u.?%
OFLU, Worked		0701-3702	200,750.00	268,700,00	112,055,830	266,700,00	E 00	0.05
OFER, Arlive Employees		3754 3752	2010	n cn ,		n ən	n: 00	0.0%
Olter Employ on Ecolofics		3054 3002	200	n cn	n ca	0.50	0.00	0.0%
TOTAL EVELOYEE BENEF TS			3,433,639,65	0.401,018.00	765.0*6.40	3,450,027.00	(24 800 205	-0.7%
Approximation for the second state of the second se		4160	20,000,00	23,000,00	12,015 77	77.000-00	(\$7,050.50)	-285 (%
Eacks and Other Reference Materials		4200	0.00		264 95	2,000-00	12 000 000	New
Meternal and Supplica		4900	758,695.07	763,076 00		842, 20 00		0.5%
Монсцейзбана Самриси:		4400	250,745,00	205.745 CD	170,012 50	···· ·· ··· ·••	12:0 050.00	 72 59
l ucul		eVcu	3.00	0 0 0	0:0	0.0	0.00	
TOTAL ECONS AND SUPPLIES			1 078.541.00	т с7а.њет ди	525,360.28	1,420,868 CU		
SERVICES AND OTHER OPERATING EXPERIMITURES								
Signediamenta (c) Services		51691	242,01010	242,000,000	на, но на на	225,855 OI	18 145 CH	ь 7%
Travel ent Conferences		5200	105 201.00	195,001.00	87,510-10	176,016.00	(69,705,00)	-05 DX
Dues and Mercherships		5360	26,915.00	25,815,00	15,967 50	21,815.00	5,000 CP	16.6X
Insurance		5400 5460	145,305.00	\$45,065.00	16,640-0	147,641.00	(2,335.02)	-16%
Operations and Housekeeping Bervices		5900	\$15,700,00	\$15,500,00	15,451,53	515.500.00	0.00	
Rentals, Leases, Repairs, and Nencapitalized Insurantiania		5600	262 606.00	202,000 0.7	129,200-17	263,47K CII	150,076 oct	-25.23
Transfers di Pireci Goela		57·D	C.RC	cn conjanz cn c	3,875.32	252,976 C.1 0.C3	100 ana; est	0.02
Tramfais el Durci Cimis - Interluna		575D	0.00	200		n n.ca	0.00	2002
Professional/Consulting Services and		5600						
Liperaling Expenditories			768 S ACLUC	75N_070,UD	246,341,09	625,226.00	144 (41 00	: 5.Hv.
Communications TOTAL SERVICES AND OTHER		C00*	50 251.00	51,260 110	30,97C.12	60,360,05	funtació nos	-16.9%
OPERATING EXPEND TURES			2.058 721.00	8,058.721.05	874 C85.62	2 025.862.00	32,980.01	1.6N
CÁPITÁL DUYLÁY						5.45	500	•
Land Land Ingrovemania		-2100 -2179	C.0C	0.00 0.00	0.00 0.00	2.05	2.0:	0.0%
Caro reproventing Dublings and improvements of Dublings		8710 8710						C.0%
Profesional Media for New School Finance or			0.00	5.00	c.0e	5.00	air	C.ÚN
Pojer Excension of School Literanes		5000	c.0C	200	0.00	2.00	0.00	C.D%
First Press		2410	250,000,00	250,505,00	0.00	270,000,05	(20,565,003	-2.0%
Loupter: Ruphrameri		8500	100.000.00	-00.503.00	20.5	100.005.00	<u> </u>	2.0%
Lanza Azarta		CUBS	6.00	c.00	c.00	دە.ە	0.00	G.Ø%
Subscription Azeroa		6700	6.00	0.00	C.00	0.00	0.00	6.0%

Callionia Deptor Education SACS Financial Reporting Soliware - SACS V/ File: Fund-Ar Version 5 El Tajon Uniñad Kern Gousty

2023-24 First Interim Feneral Fland Summary - Unrestricted/Resoluted Revenues, Expanditures, and Changes on Fund Balance

15 76169 000000 Form 641 E648051KUW(2023-24)

Descriptio*	Resoynte Codes	()bjarr Godes	⊙nganil Budgøl (X}	Onerd Appröved Operating Bodget (8)	Actuals To Dage IC1	Projected Year Totale (Di	Q-Herende (Col B ≗ D) (E)	Nia y Banetoù U Iti
TOTAL, CAPITAL CUTLAY			350,000,00	360,000,00	5.00	375,000,00	(20.007.05)	-57%
OTISER OUTGO (eacheding Transfers of Indirect Costs)						·		
Tu lian					ļ			
Tation for Instruction Daries Insurtation.								
Attendance Aproements		7' 10	0.00	n, ae	11 211	מטכ	U.60	0.3%
Øate Special Schools		7130	0.00	0,00	n,an	5.00	U I I I	e.ov
Parlam, Liszens, Ocata, andVor DeFical Paymonia								
Peymants to Districts or Chanks Schools		7141	0.02	2.02	C.0C	0.40	c no	0.01
Payments to County Official		7142	393.124.00	393.124.00	41.587.64	260.000.00	140,124.00	.35.43
Fay mons to JPAs		7143	ca.	0 CU	0.00	0.00	3.00	
Transfers et Pass-Tribugh Revenues								
To Descrite of Cherter Schools		7211	B.CD	0.00	5 G C	0.00	60.C	0.0
To Criminal Offices		7217	0.00	0.00	0.00		0.00	00
To JPAs		7710	uou	u.où	0.60	0.00	0 (D	00
Special Educator: SELFA Transfers of Appartumenta								
To Disincia or Charle' Schoole	6500	5721	0.00	u.:u	u.ou	5.05	0.60	; 0.9
La Councy - Official	6500	7222	0.00	си	11.00	300	U.M	Ú.Ú
fn.ll'Ax	6500	7223	c m	one	0.00	:1 i Hi	Û.MI	
BCC/F Banslets of Apportmental			·					
To Zisulais or Chane: Schools	6360	7771	c ne	016	e :0	0.00	e.ac	0.0
In County 1916cm	4380	7222	C 100	o no	c ne	11 CH	. C.BO	0.0
1a IPAa	eseu	7223	0.02	5.00	onc	n.:n	0.00	0.0
Other Danafers of Apparliaments	AF Lillen	7521-7823	0.00	0.00	3.00	non) no	
All Guner The Isliens		7201-7203	3.00	0.00	0.05	0,00	3.09	00
All Conor Transfers Cur to All Others		7299	0.00	0.00	005	 0.00	2.00	20
Dele Service						4.64		·· ··
Debi Service - Interest		7438	2,690.00	2.650 CO	0.00	2 880.00	202	00
Quite: Debi Service - Principal		7418	172,195.00	173 \96.00	0.00	173 195.DC	D 00	00
TOTAL, OTHER OUTSC (one being Transfers of Inchart Casta)		·	585,150 C0	D68 190 00	41,557.64	426,577.00	141,174 CR	
OTHER DUTGO - FRANSPERS OF INDIRECT COSTS					1	1		<u> </u>
Translers of Indirect Cesis		ci ili	ບອນ	. Ú.1UU	0.50	0.00		
Frenders of Indexed Costs - Interfand		7350	n nn	 		0.110	úc.u	i ; 0.0
TOTAL OFFER SUITED - IRANSFERS OF INDIRECT COSTS			 a.uu	c.00	0.20	0.06	0.50	c.a
ID:AL EXPENDITURES			14,152 137.30	14, 552, 137, 36	4,048 201.52	14:017,065:00	104-9£7.30	-1.2
INTERFUND TRANSFERS						-		
INTERFUND TRANSFERS IN								
From: Special Reserve Fund		8912	c.00	9.00	0.00	0 60	6.00	C.0
From, Boyo Interest and						· ·	•··· · ·	
Refemplion * and		8714	6.00	0.05	000	0.00	6 BC	c.n
other Authorited Interfund Transfors In		HOLO	0.00	0.0	0.05	0.00	0.00	c,n
					1		*	

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2023-24 First Interins General 7 und Summary - Unrestricted®Rasoficies Mosce uss. Expendituros, and Changes in Fund Bolance

Description	Resource Codes	Object Codes	Criginal Budges (A)	Board Approved Operating Budget IPI	Actuale To Dele (*1	Projected Year Totals (3)	DIMerance (Col D & D) (E)	W Olf Column 8 & C JF)
To i⊂trito Develuciment Fund		Je1.		u	u.uu	5.80	an	s.ira
in Special Reserve Lord			200	0.00	. U.00	3.00	200	3.0%
In State School Fulking Fundy Courty		-117	- 100	0.0	0.00		-10.	
School Facilities Fund		7610	0.00	0.00	0.50	6.00	3.02	3.0%
's Calciona Fund		7616	3.60	00	0.50	0.00	0.0:	3.0%
Other Authorized Interfaced Trendlers Cor-		TEIS	0.00	U.00	u.au	5.80	3.85	2.0%
METOTAL, INTERFORCE TRANSPERSION			3 (40	u.cu	U.3U	0.00	anc	2.0%
OTHER SOURCESIUSES								
SOURCES								
State Apportionments								
Energia'dy Apportonments		R17.	o uo	u cu	0.40	C.00	0.02	0.0%
Property								
Proceeds from Olsposal of Capital Associa		9454	Sup	u cu	u.cu	c.ue	o.uu	6.0%
Ciber Sources								
Transfers from Fands af Lepsed Neorganized - Mar		696ā	2.00	11 CH	11 CH	с.м	ow	a.uru
Long-Term D+b1 Proceese								1
Process from Consideration Participation		5171	SIIS	u cii	11 CH	c.uii	сы	a.u~4
Pinceels from Leases		6477	cu.c	u ou j	u cu	с.ш	0.00	0.0%
Procepts from Upate Revenue Eords		6870	on c	n cn	n an	c. m	см	
Prosects from SPITAs		8074	cn.c	n ca	n on	C 101	6.00	4.004
All Other Financing Sources		9870	2.63	0.00	0.00	c 60	C 00	0,0%
IZI 101AL SOUKCES			0.00	0.00	0.00	C.00	6.00	0.0%
UEES						1		•
L'ensiera di Luccia Lucci L'apped-Peorgonizo d'UEAs		2651	- 0-	500	000	0.50	c 30	0.544
All Other Financing User		76.0	0.00	2.02	0 0 0	03.0	6-30	0.6%
nij futA., USLS			0.00	2.02	. 000	0.00	0.50	0.5%
CONTRABUTIONS								
Contributions from Unrestricted Revenues		6850	0.00	0.00	0.00	0.00		
Contributions from Restricted Revenues		50.00	0.00	0.00	0.00	0.60		
jej Tatsa, CawiRibutiono,			0.00	0.00	EDD	0.50 (0.60	: a.os
TOTAL OTHER FINANCING SCHR026/DSLS (a - 5 / 5 - 6 / 4)			с. и с	3.00	3.00	u ou i		

First interim General Fund Ext-bill: Resincted Balance Densin

Regourca	Description	3023-24 Projected Togels
2400	rapaeded Learning Opportunities. Program	504 668.02
2010	ESSA, Tile I, Pan A, Basic Grenis Cow-Income and Neglected	22.030.00
8062	Child Gev. Lowered Pretictingenter (UPK) Prendry and Incompositator Grant Program - Line and Provide/genter Planning Orients	26 613.00
6206	Educator Effect veness, FY 2021-22	25,210 44
6300	Lenery: restuctional Materials	201.558.75
6331	CA Community Schools Parloculum Art - Planning Krent	18
6545	Nenal Health Related Services	19.010.00
6547	Special Induced on Lady Intervention Preschool Grant	5,848 71
6762	Arts, Misic and Instructional Network's Discretionary Glock Gmrt	110,840.65
0012	Ch M Nutrition, Kitches Infrastruction and Training Funds - 2022 NT Funds	93,015 25
7412	A G Access/Scorosa Grafi	16,214.55
2413	A-O Loanning Cosis Milipot on Creat	46.414.00
7425	Learning Boom any Employmenty Minch Grant	794,779.34
7e1u	Othe Polyleted State	6 61 5.00
BC1D	Other Bouldsind Loon	112 125.08
Table Peerroted	Delance	1,528 211.94

24 Tejon Voll va Kern Coupty

3023-24 First Interim Cafetarie Special Revenue Fund Expenditures by Object

Description	Resource Godes	Object Codee	Onginal Budgen A	Board Approved Operating Rudget [0]	Achaela To Date (Ĉ)	Projecteo Year Totals (D)	Dilferance Col 9 4 D E)	S DIM Caluma B & D (F)
A. REVENUEB								
1) LCFF Sources		8010-8589	0.00	a.oo	0.00	0.00	0.00	0.4%
2) Federal Revenue		8100-8269	300.000.00	200.000.00	51,178,47	300.000.00	U 00	0.055
3) Other State Revenue		5200-6550	150 000 00	150,000.00	17.001.00	160.000.00	n an	
4) Other Local Sevenus		8600 8790	800.008	600.0D	785.33	600.00	n 20	n n•v
SI TOTAL, REVENUES			460 800 00	495,800.00	64,975,40	450 800 00		
8. EXPENDITURES								
1) Contributed Selected		1008-1995	0.00	0.00	2.60	0.00	6,00	с пэ
2) Claicent nich Siellernin		2008-2995	150,554.00	160 664.00	41 610 30	150.664.00	(10.00)	0.05
3) Employee Benetica		2008-3999	50.232.00	ED 233.00	19.517 52	48.550.00	640.00	135
4) Sonta ant Supplies		4000-4599	226.000.00	228.000.00	60.163-07	228.000.00	000	205
5) Services and Other Operating Expanditures		5000-5569	21,913,00	21.913.00	2.373.24	21.813.00	0.00	n 64
E) Capital Cultay		6000-6909	6.09	0.00	0.00	0.0N	non :	n 🗸
7) Other Guige (excluding Transfers of Indress Gosis)		7100- /285,7400- 7496	ace	; c.os	6.00	C.CD	0.00	0.00
8) Other Oulgo - Transfers of Indust: Costa		7:00-7990	100	: 0.09	c.ap	0.00	0.00	0.05
9) TOTAL CAPENDITURIS			460 800 00	450,800.00	17,984.23			
C EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A6 - 64)			0.00	- 	(53,002.83)	539.00		
D. OTHER FINANCING BOUNCESIUSEB					1-1			
I injertant frankers								
aŭ Translavi la		8900 8929	6.00	0.00	200	0.00	c.00	50
to hand en. flat		7600-7629	C.00	0.00	DOC	0.30	6.00	0.0
2) Other Sciences/Lines								
el Sources		8930-9979	L C.00	0.00	0.00	0.00	0.00	t on
h) (laar		7630-7699	0.00	0.00	0.00	0.00	003	00
3) Contributions		205C 8540	0.00	0.00	0.00	0.00	0.00	90
4) TOTAL, PUBLIC FINANCIAG SOURCES/USES			0.65	0.00	0.00	0.00		
E NET INCREASE (OECREAGE) IN FUND BALANCE (C +			0.00		(\$3.000.83)	630.00	1	
F FUND BALANCE, RESERVES					:	1	<u> </u>	
1) Regioning Fund Palauce				;	i			
n) As of July 1 - Unoudled		8751	268.018.65	256.016 86		264,014,46	n on	n 2
Ej Aulii Adusimenta		8763	0.00	0.00		300	n ae	n 2
c) As of July 1 - Audieu (Fise + Fib)			256 0 16 86	256.016.05		256 616 86		
o; Often Restalements		6795	0.00	0.00		360	n uc	n
e) Adjusted Restming Release (F10 + F1d)			236-016-56	286 015 66		256 016 86		
Z(Loring Relators, June 33 (F ≥ F1s)			256-016.BE	285 015 85		256 646 96		
Components of Ending Fund Release								
a) Nonspendable								
Revulo ng Cash		9711	0.00	0.00		n ao		
Stores		9712	6.00	0.00		0.30		
Prepaid Dama		9713	c.00	0.00		0.00		
Al Olara		9715	0.00	0.00		n,eo		
m Residuted		9/40	256.016.06	205,015,46		206,MK M		
				1	1	1	1	1

Celifornia Dept of Education SACS Financial Reporting Software - SACS V7

File Fund-Bil Version 4

El Tapon Urblind Karn Coursiy

2023-24 First Interim Galeteria Special Revenue Fund Expenditures by Object

1575168060000 Form 131 E819051KUW(2029-24

Description	Readurca Godas	Object Codes	Original Budget (A)	Board Approved Operating Budget (8)	Actuale To Dele (C)	Projectad Year Tot als (D)	Dulfarence (Col B & D) (≅)	% Dill Column 6 & D (5)
Stab kzavon whengenichts		975a	341	E.()#		i 000		
Other Commitments		9766	5.cu	c.ua		с п э		
d; Assigned								
Other Assignments		9780	0.00	0.00	;	11 11 2		
e; Unassigned/Unappropriated							1	
Reserve for Economic Uncertainlies		9789	0.00	C.00		0.00		
Unassigned/Unappropriated Amount		9790	.000	0.00		0.00	Ì	
FEDERAL REVENUE								
Child Number Programs		8220	800,000.00	300.020.00	51,178.47	300,000.90	2,00	0.0%
Contred Flora Commodilies		8221	. c.os	0.05	0.90	0.0 0	2.02	c.o%
48 Olher Federal Revenue		8290	່ ເວ	0.00	0.00	0.30	0.00	c.o%
STAL FOREAL REVENUE			300,000.00	300-300.00	51 178 47	\$10,300.30	0.00	0.0%
OTHER STATE REVENUE								
Cluk: Nulu'no Pingrama		8520	150.000.00	150 000.00	13 001 60	153 000.00	C.60	0.0%
All Other State Revenue		8590	0.00	0.00	0.00	9.90	C.60	0.D%
TOTAL, OTHER STATE PLANNU			150.000.00	150 000 00	13 001 60	160.009.00	0.00	0.0%
OTHER LCGAL REVENUE								
Sales								
Sale of Equipment/Superior		8521	0.00	5 GO	000	200	0.00	0.3%
Food Solvike Balos		8524	000	acu	226.00	2.00	0.00	0.3°×
Leases and Revals		8850	0.00	0 CU	0.00	200	0.00	0.74
Interest		нуыл	вэн но	лікі сн	609 CU	407-00	0.00	0.3%
Net Increase (Decrease) in the Fair Value of Trweshnerts		8562	0.00	0.00	ари	ର ଆ	n no	5.0%
Fees and Contracts								
Interogency Services		8577	0.00	0.03	0.00	ocu	u se	3.0%
Cihe: Local Rovenue								
All Other Local Revenue		8509	0.50	6.60	0.00	0.40	u cu	3.0%
TOTAL OTHER LOCAL REVENUE			800.00	800.00	795.35	800.00	u cu	3.0%
TOTAL, REVENUES			450,800,00	456.800.00	54.875.4D	450,800,00		
CERTIFICATED SALARIES								
Confidence Supervisors' and Administrative' Salares		1350	ncn	C,00	6.00	C.00	000	0.0%
Other Certificated Selector		1900	ncn	C.00	600	0.00	0.00	0.0%
TOTAL CERTIFICATED SALARIES			o en	C 00)	C 00	0.00	D C 0	0.6%
GLASSIFIED SALARIES								
Classifies Support Sale ins		2705	81,642.00	65,543,00	22.018.30	81.728.00	(05.03)	-C.'S
Classifi og Supervisers' eta Administratoris' Selaries		2.05	NS,011-00	м,ш. ю	18,601.00	68,836,00	15,00	G.1%
Cierical, Tesnnical etd Orlice Sale es		2400	0.00	0.00	0.00	0.00	0.07	C.0%
Other Stassified Salaries		2905	0.00	000	n nc	0.00	0.00	C.0%
TOTAL, CLASSIFIED BALARIES			h5c,654.80	150,654.00	41,610.30	150,054,00	(10 B2)	с пъ,
CMPLOYEE BENEFITS								
ETRE		3101-0102	e.00	ú uc	11 20	n no	o na	0, 0%
FERS		3201-3232	22,293.00	52 2 10.9 0	5,542.78	30,626 NO	1.457.05	6,5%
OASD/Medicare/Alternative		3901-9,492	7,51e.u0	7 518 32	2,512.75	7,171.00	245.00	4 6%
Health and Weil are Bene' is		3401-3482	18,554.00	18 554 00	4,048 70	19,716.30	(1,1N2.00)	-6.5%
Premptoy ment insurance		3501-3582	75.00	75 CC	20 56	75 X	E (10	0.954
Workers' Compensation		2601-3602	795.60	1 795 00	495 70	1 795 60	6.66	0.0%

El Yejon Unilled Keen County

2023-24 First Interne Cofeteria Special Revenue Fund Expensionas by Objace

		_		<u> </u>	<u> </u>	~ <u> </u>		
. Description	Resource Codes	Object Godes	Qrigipal Bodgal (A)	Roard Approved Operating Budget (B)	Actuale To Dete (C)	Projected Vear Totale (D)	Difference (Col P A P) (E)	הסוא Column בגם (₽)
OPES, Alkowed		3701-3732	0.00	000	0.60	II CIE	C.00	6.0%
CPEB, Active Employees		3751-3752	0.00	0.50	0 (A)	11 (10)	000	0.0%
Other Employ on Benefits		3901-3902	0.00	0.00	0.00	u úp	o ca	0.0%
TOTAL EMPLOYEE BENEFI78		I	50.220.00	50,200 NG	13,617.67	45,5RI IIL	e40.00	1.9%
BOOKS AND SUPPLIES						- ·	[
Books and Other Reference Moterials		4200	0.00	0.00	Ç RO	0111	u.50	30%
Materials and Suppres		4300	18.000.00	18,000,00	2,336,79	LL CROITIN	u.ac	
lasocapreized Equipment		and	200	C.00	¢.00	0.00	u be	0.0%
Food		4700	5/0/000 60	210.000.00	57.844.28	5.0 000 00	000	00%
TOTAL, BOOKS AND SUFFLIES			229,000.00	228.000.00	60, 103, C /	228,010 CE	0.0	0.0%
SERVICES AND OTHER OFERATING EXPENDITURES								[
Subayroomants for Services		§100	0.00	340	noe	n.ao	DÚNU	0.0%
Travel and Conferences		520G	3,813.30	0.910-00	n 36	3,813 UO	סטט	c.0%
Dues eru Merritotships		\$300	0.00	9.30	n no	r u o	000	c.c%
Insurance		\$400-\$450	C.00	0.30	li no	c u n	: 600	0.0%
Operations and Housekeeping Services		5600	G.00	0.00	0.00	с на	0.00	acts
Renale Leeves Repairs, and Nancookalized Improvements		5600	3.000.00	3.000.00	0.00	2,030,000	0.00	acts
Transfere of Direct Costs		5710	0.00	0.00	¢,113	0,00	000	0.0%
Transfere of Direct Costs - Interfund		5750	0.00	0.05	; ; ; ; ; ;; ; ;	000	0.00	3.0%
Protessiona/Consulling Services and								
Operating Expenditures		5800	15 000 00	15,000 00	3,373.24	15 OU2 OU	0.00	0.0%
Sommarkations		5900	3,00	0.000	0 CU	300	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			21 913 00	21,913 CO	3, 273, 24	21 919 00	n no	0.0%5
CAPITAL DUTLAY								
Buildings and Improvements of Buildings		8200	0.00	200	0.00	0.00	C.00	0.0%
Equipment		8400	0.00	9.50	9.3C	0.00	6.60	i 0.0%
Equipment Replacement		céció	0.00	3.00	0.00	0.05	0.00	G.0%
Lease Assets		6600	6.60	0.00	0.00	0.0C	0.00	6.0%
Subscriptor Assets		6790	C.00	0.00	0.50	ca.o	0.00	j 0.0%
TOTAL CAPITA, OUCLAY			0.60	i 0.50	0.00	6.00	000	C.0%
OTHER OUTGO (excluding firenators of indirect Couts)			1			1		
Debi Service							i	
Debi Service - Interest		7438	0.00	0.05	0.00	C.CD	0.00	0.6%
Ciher Debi Servite - Principal		7439	0.00	C.05	: C.00	0.60	0.00	0.0%
TOTAL, OTHER OUTED (sycluding frameface of Indirec) Costs:			000	6.00	с.пл	0.01	8.00	11.0%
OFHER CUTOO - TAANSFERS OF INDIRECT COSTS								
Transfers of Indias', Costs - Unlant and		7350	200	0.00	0.00		n nc	0.24
IOTAL, OTHER OUTGO - TRANSFERS OF INDIA EQT COSTS			11.00	000	500	0.00	0.00	0.0%
TOTAL, EXFENDITURES			450 500 00	450.800.00	117,984.23	450,170-00		
INTERFUND TRANSFERS								
INTERFUND TRANSFORS IN								
From: General Fond		69.10	u 30	<u>a</u> on	3.00	0.00	6.00	0.0%
Ciber Autocraed Interfund Transfers In		нятя	u 30	0.00	300	0.00	C.60	0.0%
(4) TOTAL INTERFUND TRANSFERS IN			0.00	0.00	300	0.00	C.60	0.0%

2023-24 First Interim 16751580000000 El Tejon Uniñad Celeterle Speciel Revenue Fund Form 131 E018051KU(V)2070-24} Kern County Expenditures by Object Board Projected Ortherence S. Orti Unginal Approved Actuals (Col 8 A 8) Resource Object Year Calumii **Secuription** To Qale Oudget Operating 860 Codes Codes Totels (*1 Şudişi (7) ₹£1 101 (É) (B) INTERFUND TRANSFERS OUT Office Authorized Interfund Transform Out-7619 3.00 0.00 G.00 -0.00 0.0% 0.00 (b) TOTAL, INTERFUND "PANSHRS ((U) 3.60 6.00 G.DD C.00 3.00 0.0% OTHER SOURCES/USES SOURCES Ofter Statutes Transfers from hunds of Lapsed®Reargenmed BLAs 0.0% 8965 0.00 6.BO C.09 0 GØ 0.00 Lucy-Teur (Tehl Proceeds Россиось Гонт, Селения 8672 0.09 İ 0.00 0.00 a.ap 0.00 acs Proceeds from SEITAs. 6574 0.00 G.60 o.ca 0.0% C.03 0.00 All Other Financing Sources. 6379 C.00 0.06 0.00 0.00 0.00 0.0% [1] TOTAL, SOURCES. 0.00 0.0% C.00 0.00 0.00 0.00 USES Transfers of Funds (tom) Lapand/Reorgan and LFAs 2651 0.00 0.00 200 9,90 C.03 C.0% All Other Financing Uses Экам н на 0.00 3.00 3 30 C.03 G.0% (5) TOTAL, USES 0.00 9.00 0.00 3.30 0.03 C.0% CONTRIBUTIONS Confidentians (rary Diversificial Revenues) 2950 Ó.ÓÓ ú co 0.00 0.30 0,00 0.0% Contributions from Restricted Reviewes 3996 0.00 0.00 п, пъ 0.00 a,ao 0,07

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(5) TOTAL, CONTRIBUTIONS

(a - b = c - d f a)

TOTAL, OTHER FINANCING SOLICES/USES

εI	Tojon	Unified
Ke	rn Coi	anty

Resource	Discoplion	2023-24 Propected Totals
	Сым	
	Nulli, on	
	School	
	Programa	
	(e.g., School	
5210	Lunch,	
	School	
	Breakfast	
	MK.	
	Pregnant &	
	Codeling	
	Sluger/s)	235 753 69
	Child	
	Multilan	
5465	5u2p y	
3103	Chain	
	Assistance	
	(SGA) Funds	20 513 17
Tolal Reshicted Balance		256 546 BE

El Tejon Unified Karn County

5023-24 First Interim Special Reserve Fund for Other Then Capital Outlay Projects Expenditures by Object

1575161001000 Form 17 E618D61KUW(2023-24)

Descilution	Raspurca Godes	Objeca Codes	Original Pudget (A)	Board Approved Operating Budget (b)	Actuala To Data (C)	Projected Year Totele (D)	Difference (Col 6 & D) (E)	Solumn B&D IFI
A. REVENUES								
1) JCFF Sources		6010-5CB9	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Reviews		€100-B2B9	0.00	0.00	0.0 0	d.00 !	0.00	0.0%
Ar Other State Reviewe		8300-8599	0.00	0.00	0.00	сю	0.00	0.0%
4) (Jiher Local Revenue		8600-8799	125.00	125.00	70.95	125.CD	0.00	0.0%
SETO PL. REVENUES			126.00	125.00	70.95	. 125.CD		
8. EXPENDITURES								
1) Cartificativo Salanes		1000 1969	0.09	c.oo	0.00	0.00	0.03	0.0%
7) Clausified Salaries		2000 2969	0.00	0.00	0.00	0.00	0.03	0.0%
3) Empty of Benefits		3000 1999	6.00	0.00	0.00	0.00	0.00	0.0%
4) books and Supplies		4000-4999	6.00	0.040	0.00	6.00	0.00	0.0%
5) Services and Other Operaling Expenditures		B665 CD03	0.00	0.00	0.00	0.00	B. D2	0.0%
5) Capin Colley		6002 6999	0.00	0.00	0.00	0.03	6.00	0.09
7) Cilier Guige (accluding Sienation of Indirect Costs)		7100 7299 7400- 7409	0.00	4.50	0.00	0.00	0.00	0.6%
8) Other Dutge - Transfers of Indirect Costs		7308-7393	0.00	200	0.00	0.00	0.00	
S' TOTAL EXPENDITURES			0.60	200	2.00	0.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (AS - 69)			125 GC	125 00	70 95	125.00		
D. OTHER PINANCING SOURCES/USES								Ì
1) Shied and Transfers								
ai Transfars in		6900 5929	0.00	0.00	0.00	0.0D	0.00	0.6%
bi Transfero OJ		7000-7629	D.00	0.50	0.00	C0.0	200	0.09
2) Other Sources/Discs								
al Sources		8930-8979	0.00	0.00	0.90	C.00	0.00	0.00
b) Uses		7630-7699	0.00	0.00	0.00	c.ao	. 0.00	000
3) Conintutions		8950-8989	0.00	0.00	0.00	0.00	6.00	0.05
4) TOTAL, OTHER FRANCING SOURCES/USES			0.00	0.00	0.00	C.CD	1	
E NET INCREASE (DECREASE) IN YUND BALANCE (C + D4)			175,00	125.00	70,95	128.00	İ	
F. FUND BALANCE, RESERVEB								
i) Desirong hand Belance								
a! As of July 1 - Unsudite:		8/81	14./44.19	14./44.19		14,744,18	0.00	0.0%
b) Authi Adjustments		8.783.	n,n-1	0.00	ł	i 0.00	0.00	0.0%
 a) As initiality (1 - Audited (1 Late (1 th)) 			14,744,19	14,744,19		1 14,244,18		
4) Cilber Residements		D/05	6 0 ,0	e,no	5	0.00	0.00	0.0%
e) Asiyatan Deginning Optance (F. Ja + F.'d)			14,744,19	14,744,19	Ì	14,744,18		
Zi Ending Palance, June 30 (C + F le)			14.068.19	14,005.19	5	14,402,18		
Components of Enderg Fune Balance					[
a' Norapendab'a				-	i i			
Reading Cesh		8711	n.00	¢.00	i	0.00		
Since		H712	0.00	0,63	[0.00		
Prepara Dema		8/13	0,00	ç.n,o		9.00		
Ab Cibere		9/19	0.07	e,63		• ০০গ		
b) Next ratio		9740	C.03		1	১০ ০		
n) Commuted								

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El Tejon Unified Kern Gourniy

2023-24 First Interim Special Reserve Fund for Other Than Capital Quilay Projects Expenditures by Capital

167515600000 Poim 1/1 E5160\$1KU(V)(2025-24)

				D				
Oescription	Resource Codea	Qhjact Codes	Original Budget A.	Board Approved Operating Budget IB;	à chuais To Date I ^C	Pro,ected Year Totala jDj	Odiatanca (Coli ti A O) (S)	s bin Column B & O IF)
Stabilitation Americantemite		<u>9750</u>	c.a>	0.00		C.00		
Citier Controk-terra		9768	c.ao	0.00		C.00		
di Asaigned								
Other Assignments		6780	14,856.19	14.569.19		14,858.18		
er uv assigned-Unappropilate a								
Reserve for Economic Uncertainties		5789	G.00	0.00		G.OD		
Unassigned' Anappropriated Amauni		5790	G.00	0.00		C.OD		
OTHER LOCAL REVENUE								
Sales								
Sale of Equipment/Supplies		8521	0.00	0.00	0.00	C.00	0.00	איח ח
Interest		8560	125 00	125.36	70 NJ	125.00	0.00	0.0%
Nel Increase (Decrease) in the Fak Value of Investments		0562	0.05	0.00	000	C.00	n ac	n nv.
TOTAL OTHER LOCAL REVEAUS			125.00	125,00	70.96	175,00	0.00	n uw
TOTAL, REVENUES			135.00	125 X	70 <i>0</i> 6	125.00		
INTERFUND TRANSFERS								
INTERFUNC TRANSFERS IN								
Linne: General Lund/0332		Ha12	00.01	0.36	0.00	0.00	0.00	0.0%
Cibe: Authorized InterLand Iransfers, r		HOLE	e oo	0.00	û ce:	0.00	0.00	0.0%
(a) NUTAL INTERFLING TRANSFERIS IN			0.06	0.00	a ce	0.00	0.00	0.0%
INTERFUND TRANSFERB OUT								
To Deserved ForenciaSSF		7512	c.o.	0.00	0.00	0.00	a.50	0.0%
To State School Building FunctiCountry School Facilities Func		75\9	C.05	0.00	0.00	0.00	0.00	0.0%
Citier Authorized Interfland Transfers Out		7519	6.00	0.00	0.00	0.00	0.00	0.0%
(6) TOTAL INTERFUNC TRAVSFERS OUT			6.00	0.00	0.00	a.a>	9.00	0.0%
OTHER BOURCESIUSES								
SOURCEE								
Oller Sources								
Transfers from Funds of Lepsed/Reorganized LEAs		8965	0.00	9.00	0.00	0.9D	0.00	D 9%
IN: TOTAL SCURCES			0.00	0.00	0.00	. CO.D	0.00	0.3%
USES								
Transfers of Funds from Lassed-Reorganized LEAs		7551	G.DO	0.00	2.00	C0.D	0 GC	0.0%
ia) TOTAL USES			0.00	0.00	2.03	CO.D	0.00	0.3%
CONTRIBUTIONS								
Computions from Restricted Revenues		8990	0.00	0.90	0.00	0.00	9 C Q	0.0%
(e) FOTAL, CONTRIBUTIONS			0.00	9.90	0.00	0.00	0.60	0.0%
TOTAL, OTHER FINANCING SCURCE SIUSES								
(a-t+c-d+-)			0.00	3.00	0.00	n 70		

El Tejon U	in filed i
Kern Cour	aly:

2030-24 Final Interim Special Reserve Fund for Other Then Capital Outlity Projects Resiriced Detail

Resource Description	2323-24 Projectori Totale
Total Pestician Itatince	0.00

El Tojon United Kern Cussty

2023-14 First Internat Special Reserve Fund for Postemployotent Benefits Espenditures by Object

167515e0000000 Form 20 E818D81KUW(2053-24)

Description	Resource Codes	Object Codes	Original Budget 4	Board Approved Operating Budgat (B)	Actuelle Té Öste (C)	Projected Veze Totale (0)	Ulfilerance (Col B & O) (E)	Solumn B & O JF)
A. REVENUES								
1) LORE Sources		8018-8095	0.00	0.00	0.60	0.00	0.00	0.0%
2) Federal Revenue		8168-8299	0.00	8.00	6.00	0.00	0.00	0.0%
3) Ciher Sielo Revenue		8300-8599	0.00	0.00	0.00	CO.0	0.00	a.0%
4) Ciher Local Revenue		8500-8799	·.00	1.00	.43	1.00	000	3.0%
6) TOTAL, REVENJES			ao	1.65	.43	1.00		
B. CXPEN DITURES								
1) Centil cared Salaries		1000-1969	с.00	0.00	0.00	. 0.00	0.00	0.0%
2) Class Hed Salares		2000-2958	0.00	0.00	6.60	0.00	0.00	0.0%
3) Employee Bonefits		3080-2998	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000 4999	0.00	0.00	0.00	6.00	0.05	0.0%
5) Services and Other Operating Expanditures		5080-5091	0.00	0.00	0.00	a.00	0.00	0.0%
وعبدك القليفة (5)		6000-6009	0.00	0.68	0.040	0.00	0.00	0.0%
4 Other Outgo (excluding Transfers of Indirect Costs)		7160- (288.)400- 7469	0.00	0.00	200	0.00	11,03	e.a%
8) Other Codign - Trectations of Industry Coalts		73:0-7309	0.00	0.00	2.00	0.00	a.05	0.05
aj TOTAL, Edifinistri (KES			0.00	0.00	0.00	0.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A.5 - BA)			·.00	1.00	.42	·.05		ļ
D. OTHER FINANGING SOURCES/USES								1
1) Interfund Transfors								
ai Tuanatora In		8900-8529	a.ao	0.00	0.50	C.60	0.00	0.0%
bi Transilers Qui		7600-7629	G.09	. e.ao	0.00	C.00	0.00	0.00
2; Cilver Sources/Uses						l .		
el Sources		8930-8979	0.00	. c.o	0.00	C.60	! 	00%
by Uses		7630-7599	6.00	C.00	c.00	0.00	200	000
2: Contributions		2969 0825	0.00	c.00	0.00	i 0.00		0.05
4) TOTAL, OTHER FINANCING SOURCESAUSES			a.ca	C.00	C.0D	ü.GD	1	
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			1.60	1.00	43	1.00		<u> </u>
P FUND RALANCE, RESERVES					1			<u> </u>
1) Beginning Fund Balance								
a) As all suly 1 - Unoudled		9751	72 347 28	72,347 28		/2 347 20	0.00	n n •
b) Audi Adjusiments		9790	3.00	9.00		n.cn	0.00	
c; As all July 1 worked (F1a + F1b)			72 347 20	72 347 20		77 247 20		
d; Cihe: Resialements		8795	9.00	0.00		0.00	n na	0,05
e; vojusies Beginning Balance (F1s + F1d)			72.347 28	72 347 20		72.347 20	·	
2) Enting Balance, June 30 (E – Fife)			72.340.28	/2 346 26		/2.546.20		
Components of Ending Fund Balance								
a' Nonspendable								
Revolving Cash		9/11	0.00	0.00		n,00		
Biores		9/17	0.00			n do		
Prepaid ineme		9713	0.00			n,an		
AU Coners		9719	0.00			1.00		
o' Restricted		9/40	1,00			11:00		
c) Commiled								

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El Tajon Unifed Karn Counsy

2023-24 First Interim Special Reserve Fund for Postensioyment Benetils Expenditures by Object

15731400003000 Porm 201 P41RD\$1K169(2033-24)

	_		Original	Board Approved	Achais	Projected	Difference	S CIA
Description	Recovice Codes	Qoject Çades	ðvdgar (A)	Operad og Budget B	Tn Gate (⊂)	Yqar Tolalu (D)	Col 24 8 P \$}	Column 8▲D Ifi
Statifization Amergements		9750	0.00	000		0.00		
Other Contributerts		9760	0.00	000		0.00		
d) Assigned						ļ		
Other Assignments		9760	72.348.28	72 348 28		72 348 28		1
oj Unassignetatur appropriateo								1
Reserve for Economic Uncenaidles		9789	0.00	مىە		0.00		1
Unassigned-Unappropriated Amount		9790	0.00	0 CB		0.00		
OTHER LOCAL REVENUE						:		
liveresi		B660	1.00	1 CO	.43	1 60	C.00	0.0%
Nel Increase (Decrease) in the Fait Volue of Investmente		B662	0.00	0.00	C.00	0.00	6.00	0.0%
TOTAL, OTHER LOCAL REVENUE			1.00	100	.43	1 C Ø	G.00	0.6%
KOTAL REVENUES			1.00	1.00	.43	1.00		
INTERFUND TRANSFERS								
INTERFIND TAANSFERS IN								
Fight Seneral Lond/CSSI		8812	n on	0.041	с,10	0.00	л, но	0.0%
Other Authorized Interfund Trensfers In		61.84		0.05	C N 3	o en	0.05	0.0%
(a) IOCAL, IN VERICING TRANSPERSING			n on	011:1	GI 13	o nu	пю	0.0%
INTERFUNG TRANSFERS OLT			· ·		[
to Genere FundicissF		7u i a	ստա	eno	с. u o	0 80	0.0 0	0.0%
To Mate Scisol Building Ford/County School Features Fund		7613	0 GB	0.00	0.00	0.00	0.00	0.0%
Other Authorided Miniford Trensfers City		7619	0.00	0.00	c.au	6.00	0.00	0.0%
(SI TOTAL, INTERFIUND TRANSFERS OF T			0.00	0.00	c.o.	0.00	0.00	0.0%
OTHER SOURCES/USES			i		!			
SOURCES								
Cline Sources								
Transform From Fones of Suparch/Representate LEAs		5966	9.09	c.ao	0.00	C.00	0.00	C.0%
(c) TOTAL, SOURCES			0.00	c.ao	6.60	C.00	0.00	C.0%
UEES		i	i					
Transitions of Funds (from LapsockReorganized LEAs		7651	2.00	C.00 -	0.00	0.00	0.00	a.o%
(c) TOTAL, LISES			3.00	C.D.)	0.00	0.0C	0.00	d.0%
CONTRIBUTIONS								
Contributions from Restricted Reviewes		889C	a.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, CONTRIBUTIONS			0.00	0.09 .	0.00	60.0	0.0C	0.0%
TOTAL OTHER FINANCING SOURCESSUS								
(8-640-d+M)			3.00	n,no	n n::	n ,na		

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9923-24 Firsj Interns Spatal Reserve Fund for Postempinyment Benetiks Restricted Petali

Péédures Descript	n Pr	12]-24 rojected otele	
Total Residence Bearco		0.00	

El Tajon Unition Kern County

2023-24 Firse Interim Building Fund Expenditures by Object

15751880400000 Form 311 E8160\$1KUW(2003-24)

Uuacuplines	Resource Codes	Object Cades	Origanal Budgel (4)	Buéna Approvéd Opérading Budgen JBy	Actuals To Date (C)	Projecnić Year Totala (D)	Cilference (Co) % & Cj (Č)	5, 0111 Column 8 & D (F)
A. NEVENURS								
1) LOF7 Sources		8010-0099	0.00	- D.C.O	6.00	0.00	0.00	0.0%
2) Føderaf Reverue		6100-6299	и, из	0.00	oca j	i 000	0.00	C.0%
3) Other State Revenue		8307-3599	п ікі	3.00	200	0.00	0.00	0.0%
Ar Ciher Lacal Revenue		8503-4785	16,000 no	10 000 00	7 283 91	10 C00 C0	0.05	ac%
SI TOTAL, REVENUES			ic,nno na	10,000.00	7,380 er	10 000 00		
D, EXPENDITURES								
1) Gerth paled Salaries		1010-1989	0 60	cn,a	0.30	0.00	600	0.0%
2) Classified Salaries		2000-2999	a con	E II S	U.U C	0.00	6.00	0.0%
3) Employee Banel 2s		3000-0668	U 90	0.00	0.00	oc u	0.00	0.0%
4) Books and Supplies		(000-4958	0.00	0.03	C.10	0.03	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5898	1,628,359,30	1,629,052 00	M,245.97	1,859,352.05	3 00	0.0%
6) Capital Outlay		CCOD-GRSB	cutacutue	ко, гака он	000	60,000,00	0.00	0.0%
7: Other Ourgo (excluding Transfers of Indhect Costs;		7 (00)- 7293(7400)- 7469	6.00	300	0 C M		0.30	c.e%
8) Other Outgo - Treneliens of Indirect Costs		7303 7396	0.00	0.00	0.00	0.00	, n. q a	0.0%
S) TOTAL, EXPENDITURES			1.685.362.00	1,608 352 30	04 245 37	1 CR8,052 CD	İ	
C. EXCEES [DEFICIENCY] OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (AS - BRI			(1,675,352 AD)	(1,67a,362 ac)	175,8K4 4K1	:1 679 353 80j		
D. OTHER FINANCING SOURCES/USES								
r; Intert and Transfers								
a) Transfers In		6900-0929	j on	с. п а	u oc	uae	0.00	0.54
bj Transfeis Out		/600-/528	0 00	с на	e oc	0.00	0.00	0.0%
2) Other Sources/Uses								
OJ Sources		4830-8978	แลก	c IXI	00.0	0.00	0.00	0.0%
bj Uses		7630-7658	n.ae	0121	C R C	0.00	0.00	0.0%
3) Comfbuiens		ISIN-RESE	n ()	a 01	taa j	6.63		0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			n no	0.00	0.60	0.00		
E. HET INCREASE (DECREASE) IN FUND BAUANCE (C + DA)			11,679,352,005	, (т н7э,яšа са)	(78,854,45)	(1,679,352.00)		
F. FUND BALANCE, RESERVES				ĺ				
1) Beginning Fund Balanse							į	
a) As of July 1. Unpudked		8.091	1,557,120.57	1.562 120 62		1 585, 120.62	6.60	0.0%
b) Audit Adjustments		8 /90	083	U.32		6.00	a.ao	0.6%
c) As of J.Fy N+ Audited (F1a + F1b)			1,552,520,62	1,522,120.62		1 582, 120.62		
a) Skren Restalements		9(85	ac::	u uo		i ωαα	C.00	. acu
er Adjusted Beginning Balance (Fits + Fild)			1,652,120,62	1,962,120,63		1 582,120.42		t i
2) Ending Balance, June 30 (E + Fife)			1117,231,061	(11)(22) 38)		(117/291.28)		
Components of Enging Fund Balance								
a) Nonspendable								1
Revolving Gast		9711	u 0ù	ć.00		0.00		1
Stores		9/15	1 0.00	0.03		0.00		1
Prepaid literos		0/13	u cu	ב.של	ļ	0.00		
A1 Others		8/19	u cu	c.00	;	0.00		
b) Lepsily Residued Balance		9740	u 00	c.os	ŧ	0.00		

Certifonie Septial Education SACS Financial Recording Software - SACS V7 File Fund-Dil Version 3

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El Tojon Uniñed Karn County

2023-24 First Inter a Busiding Fund Expanditures by Object

16751480003000 Porm 331 E6160\$1Ku/JJ(2:33:74)

Description	92000/co Godas	Gbyret Coars	Criginal Budget (A)	Board Approved Operating Dudget (b)	4 studis To Cate (=)	Projecesti Vear Totels (9)	Bilferenze (Col Ó A Ú) (E)	NoiM Column Bau IF)
Stabilization Amangements		9/50	000	0.00		0.00		
Other Commitments		\$750	c.05	000		j 0.60		
sh Av regned								
Other Assignments		a7er.	6,63	0.00		0.00		
 a) Unexalgorization appropriate discussion 						ł		
Reserve for Economic Hocene ites		9759	9,00	a.60		0.00		
Unassigned:://aps/cphates.Amou/U		97w:	117,251 301	(117,231,36)		017.251.38)		
FEDERAL REVENUS								
FEW		8251	й ж	C INI	11 1103	е па	0.60	0.3%
All Ozer Federal Revenue		82;0	u.u o	c 89	n no	n no	0.00	9.7%
TOTAL FEDERAL REVENUE			u.u o	c iiu	uno	пю	en c	3.0%
OTHER STATE REVENUE							•••	
Tax Relief Subserviors								
Resincted Levizs - Other								
i Homedwhers' Exemplians		8575	0.00	0.00 ;	0.00	0.00	c fici	0.0%
Orter Subveri profilmines Trices		8576	0 20	a.ac	0.00	9.00	c.na	00%
Al: Other State Revenue		859D	0.00	0.90	0.00	3.30	c.00	000
TOTAL, OTHER STATE REVENUE			0.50	0.00	ace	3.30	e.ao	00%
OTHER LOCAL NEVEN JE							ĺ	
County and Distoct Lases								
Qiver Restricted Levies								
Secured Piol		6615	0.00	0.00	0.00	0.00	0.00	0.0%
Dissound Rol		6616	0.00	0.00	DCO	0.00	0.00	0.0%
Prior Years' Taces		M12	5.00	n ar	500	000	0.DC	0.0%
Supplementer Texas		1212	ગલા	9.00	0.68	0.00	0.00	0.0%
Norwed Vernam Texas			•					
Pe del Teros		8821	0.00	s ac	0 5 1	0.00	0.00	0.0%
Onner		882z	c.cu	3.00	C.E.T	c m a	0.00	0.0%
Community, Redevelopixen: Funds Not Subject to LCLL Designation		8675	C.69	9.00	c.es	c.oo ;	D C O	0.0%
Ženaluss and Interest from Deleguent Non-LCLP		8629					II CĤ	
Teaci			C RH	0.40	6.00 j	G.00 -		0.2%
Suct								
Sale of Equipment/Supplies		8821	C 113	କମ୍ <u>ୟ</u>	C.U0	C0.0	900	J.7%
Leases and Remels		2850	2.00	200	E 10	0,00	963	2.2%
NIEREP		\$85C	10,000.00	IN CID CI	7,:ше ил	ra, non, no	6 na	3.9%
Nel Protesso (Doctoeso) in the Foir Value of Toyesiments		8662	c.o	0.00	0.0J	۵.۵۰	C.00	006
Other Local Revenue							Į	
All Other Local Revenue		6695	0.00	0.00	6.00	0.05	C.00	004
All Ulber Transfers In from All Others		6795	0.00	0.00	0.00	0.00	C.60	00%
TOTAL, COURD OTAL REVENUE			10.000.00	10,000,00	7,330.B1	10,000.00	C.60	aes
TOTAL, BEVENUES			10,000 00	10,000 00	7,330 B1	10,000,00		
CLASSIFIED SALARIES				i				
Classified Support Salarea		2200	U 110	< 00	n 30	0 OC	0.00	0.6%
Classified Supervisors: and Administrators' Solaries		33CB	0.00	0.00	0.00	9 CQ	0.00-	c.e%

El Tojon Unibed Kern County

2073-74 First Interim Dulining Fund Expanditures by Object

Description	Resource Codes	Ohjaci Codas	Origi ndi Buagol (A)	Board Approved Operating Budget (B)	Acto Na To Gam (C)	Projectad Year Towis (0)	QiMerence (Čol R ≜ Č) (¢)	N Diff Column B 2 b F
Glencal Technicerene Office Salaries		2480	0.00	0.00	0 CO	300	C.00	0.0%
Other Classif as Securies		cuec	3 00	0.00	0.00	0.00	0.00	30%
TOTAL CLASSIFIED SALARIES			9 G C	0.05	0.00	0.00	0.00	8.0%
EMPLOYEE BENEFITS								
STAS		\$101-2102	0.00	: c.a	0.00	0.00	000	0.0%
PERS		3201-3202	0.0c	0.63	6.0t	0.00	0.00	0.0%
OASDI/Westcare:Aliamethic		3301-3332	u.Se	0.03	0.00	Ċ.ÛD	3 00	0.0%
PCARP and Wallars Bonci Is		3401-5402	u.úp	000	00.00	Ľ.ÚD	û Qu	0.0%
Where play the of the water of		3501-3500	0.00	6.00	6.85	C.09	0.00	0.0%
Workers' Compensaters		3501-3807	C 00	0.00	605	0.00	0.00	C.0%
OPEB, Allocated		9701-9702	0.00	300	000	6.00	0.00	C.C%
OPEB, Active Employees		2751-3757	000	0.00	000	0.00	8.30	6.6%
Other Employ on Banefits		3001-9402	000	0.00	000	0.60	0.05	6.6%
TOTAL, EMPLOYEE BENEF TS			000	0.00	900	400	0.00	6.0%
SOOKS AND SUPPLIES								
Eoosa etti Ollilei Reference Melavela		4280	0.00	0.00	0.00	800	0.00	(aom
katerala and Supples		4383	0.00	U.ÛO	808	0.00	C.00	0.0%
Noncepterized Equipment		44 00	200	0.03	0.00	0.00	0.60	- 20%
TOTAL BOOKS AND SUPPLIES			200	6.60	000	0.00	0.00	0.64
BERVICES AND OTHER OPERATING EXPENDITURES								
Subegreations for Bowleas		51CÚ	0.00	C.00	0.00	0.00	0.00	0.0%
Tieso and Conferences		5200	0.90	C.00	a.50	0.00	0.00	0.0%
hisarance		5400-5450	0.50	C.60	a se	0.00	0.00	0.0%
Osciarions and Housekeaping Services		5500	6.90	c.co	0.00	0.00	0.00	0.0%
Remais, Leases, Repairs, and Mondapresed Improvements		5500	0.00	. oo	; C.02	0.02	0.00	0.0%
Transilers of Orrect Costs		5710	CO.D		0.02	0.00	0.00	0.0%
Transfers of Orrect Costs - interfund		5750	0.00		6.02	0.00	200	0.0%
Protessional/Consulting Services and Operating Plagenomian		6800	1,829,352.00	i Tezo,ośy ou	64,245.37	1,850,052.00	8.00	u.0%
Çammunications		5900	נשט		0.00	c.ou	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			1,629,352.00	1 629 362 00	84 245.37	1.629,252.00	0.00	0.0%
CAPITAL OUTLAY							1	
		6100	0.03	0.00	0.00	0.00	0.00	0.0%
Land migrosements		6170	0.00	0.00			0.00	0.0%
Buildings and Improvements of Buildings		6200		0.90	0.00	a.cd	6.60	C.0%
Rooks and Media for New School Librares of Major Expansion of School Strattes		елпо	0.00	0.00	200	0.00	u.uo	0.0%
Equiptient		6400	60,000,00	60,300 50	300	60,000 of	0.05	\$ 6%
Equipment Replacement		6500	000	0.90	300	0.00	0.05	0,6%
Lease Assers		6600	000	0.00	960	0.00	0.00	0,6%
Subscription Assess		6700	000	0.00	0.00	0.00	0.00	2.0%
TOTAL CAPITAL OUTLAY			63 003 00	60.000.00	0.00	53,603,60	0.00	9.0%
OTHER OUTED (excluding Transfers of Indirect Costs)			1					
Olber Transfera Col								

El Tajon Unified Kern County

2023-24 First Inserim Building Fund Expenditures by Chaol

1,3721 MBCC00000 Piorm 211 £ 11 MDS1 K UMV2029-24)

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Dasetly>on	Regolifra Endra	Object Codes	Original Budgen A	Board Approved Cperating Budgel (B)	Acwais To Dele (C)	Projeciec Year Totala ID)	Difference Coll G B D É	N, Dill Calumii 8 K D (F)
Al Oten Tenafers Out to Al Others		7239	0.00	0.60	0.60	0.00	000	00%
Debl Service								
Repayment of State School Building Fund Ald - Proceeds from Bonds		7415	0.00	6.00	0.00	0.00	503	0.0%
Oebt Service - Interest		7478	0.00	6.00	0.00	0.02	505	- 30%
Octe: Debi Service - Principal		7418	0.00	6.00	n no	пю	en c	- 30%
TOTAL, CTHER OUTSO (excluding Transfers of Included Coulor)			u.uo	0.00	0.00	0.06	3.00	00%
TOTAL EXFENDITURES			1.529.052.00	1.699.352.00	84.245.07	1.689.352.00		
INTERFUND TRANSFERE								
INTERFUND TRANSFERS IN								
Other Authorized Interfaced Transfers, In		8919	0.00	0.00	0.00	0.00	0.05	00%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	C.00	0.00	0.00	0.00	00%
INTERFUND TRANSFERS OUT								
To State School Building Fund/Courty School Facilities Fund		7619		c 103	шю	0.95	0.00	at s .
Other Authorized Interfund Transfers Out		A518	n no	E 11:1	11110	0.06	e na	0.0%
(b) TOTAL, INTERPLAID TRANSPERS (9) 7			0.00	E 11:1	11.110	9.06	сткі	00%
OTHER SOURCES/USES								
SEURCES								
Proceeds								
Proceeds from Sala of Dords		Hast	11.110	c 119	шю	11:30	o u:i	00%
Proceeds from Saleit, ease-Purchass of Lanc/Buildings		8050	0.00	C.00	0.00	0.50	C 0 J	00%
Other Exandes								
Courty Schoul Eailing Aid		8961	0.00	c.ap	0.00	9.90	6.00	0.0%
Transfers From Funds of Lapsed Reorganized LEAs		6085	0.00	eus	Ų IID	51 Sec.	c.00	0.0%
Unip-Term Celtr Proceeds								
Proceeds from Certificates of Parkopation		HQ71	0.00	8.00	0.00	3.50	c.00	0.0%
Encends from Leonas		8972	0.00	6.00	0.00	3 SC	e. 60 .9	0.0%
Proceeds from Levis Revision Sunds		8973	0.00	c.a2	0.00	3.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	c.ap	0.00	3.00	C.00	0.0%
All (Illen Finerschig Sociaen		8979	0.00	c.ao	0.00	3.00	0.00	0.6%
(c) TOTAL, SOURCES			0.00	c.ao	0.00	3.00	6.60	0.0%
USES								
Trensfers of Fords from Lepsed-Recogenized LEAs		8541	0.50	6.00	0.90	0.00	ино	C.0%
All Other Financing Uses		7599	0.00	C.00	0.06	0.00	0.00	C.0%
· (d) TOTA., USES			0.00	6.00	0.00	0.00	0.00	c.0%
CONTRIBUTIONS								
Controllions From Unrestricted Revenues		0910	0.00	0.00	0.00	0.90	0.00	0.0%
Contributions from Restincted Revenues		e aso	n,na	6.00	0,00	e oc	n,na	0,0%
14) TOTA, CONTRIBUTIONS			n.no	D,00	a na na secondaria de la comunicita de la comunicita de la comunicita de la comunicita de la comunicita de la c	a,oe	n,na	6.6%
TOTAL, DITHER FINANCING SQURCESHIDES								

2022-28 First Inlama Do Iding Fund Restricted Detail

Rosource Description	2023-24 Prayectod Tatala
Total, Restlicter Baranco	ə 0 0

fil Teyan Qr.ifiad Kem County

2023-24 Pirst Interim Capital Socialies Fund Expanditures by Object

Description	Resource Codee	Objaci Godes	Orlyindi Budyot (A)	Board Approved Operating Budge: (B)	Actuale To Galo (C)	Projected Year Talets (0)	Oufference (Col 9 ♣ 3) (E)	X PIM Çolumo 9 2 3 IFI
A. REVENUES							:	
I) LC * F. Saunasa		вити-вския	200	0.00	0,00	مەن	0,00	40%
2) Féderel Navenue		в казнаряя	\$00	0.00	000	0.00	0.00	0.0%
3) Other State Revenue		ажиснизая	11 CAL	е но	9 CH	0.00	0.00	604
4) Other Local Revenue		аказыялыя	HS_RCALOR	85,000 00	90 12 8 52	a5 ,000.00	0.00	0.2%
S) TOTAL REVENUES			аб, пон ос	нь, гистра ,	901 1018 SO	45,000 HD		
B. EXPENDITURES				— · ·				
*) Could called Saturday		1003-1825	u nc	əcn	U 100	C.U3	. a ac	0.0%
2) Class Hed Sebres		2010-1925	u uc	201	U UO	C UU	u ac	0.0%
3) Employee Benelika		30100-20696	11110	0 C U	11100	6 B.	0.00	6.0%
4) Backs and Supples		60 (2)-4505	0.00	п с()	0.00	000	0.00	C.0%
5: Services and Other Operating Expenditures		5000-5689	6.63	пон	∴,55 4 98	0.00	0.05	C C 3
8) Capital Flatby		корн-кояр	0.03	n oe	ena	0.00	e 03	
7: Other Ourgo (excluding Transfers of Indirect Costs)		7100- 7259,7400- 7499	200	i 0.90-	0.00	300	6.09	; ocs
5) Other Oulgo - Transfers of Indirect Cases		7900-7388	9.00	0.00	0.00	0.00	0.00	0.5%
a) TOTAL EXPENDITURES			3 60	0.00	1,558.96	0.00		1
C EXCESS [DEFICIENCY] OF NEVENUES OVEN EXPENDITURES REFORE OTHER FINANCING SOURCES AND USES (A6 - 84)			н5, жл он	H5,1KW 1K		85 (IBII 190		
D. OTHER FINANCING SOURCES/USES			l	1				
1) Injeriund Transfers								
a) Transfere In		asno-asas	n be	с.па	300	cn.0	a 0u	0.24
6) Investore Crut		лию-льзя	u 06	 c 10 	u bu	בט ט	300	- u 🗠
2) Other Sources/Uses								
al Srumes		кажыкала	0.30	000	: 0.50	0.0x1	i nan	0.0%
b) Uses		20:00-20:99	0.00	000	0.00	Ć IKI	0 (B	0.0%
3) Contributions		NSR0-1924	0.02	001	0.00	0.00	0.00	0.6%
4; SCIAL, CONTRELINANCING SCHRUPPUSES			u be	200	0.00	C.Ú.J	1	
E. NET INCHEASE (DEGREASE) IN FUND BALANCE (C + C4)			55,032.00	es oua ce	28,572 56	se,ood.cu	· · · ·	
P FUND BALANCE, RESERVES								
1) Degroup Lund Balance								
e, As of July 1 - Doeudied		s791	231,777.39	238,777.39		235,777.29	0.00	0.03
b) Audit Adpairments		\$760	U.ÚD	8.00		0.60	0.00	u.ú ?
o; As of suty 1 - Audited (Charles File)			233,777.30	230,777.50		233,777.29		
dj Cihe: Restalemente		976	0.00	u se		000	0.05	6.03
e; Aajuslad Organa ng Calance (Filo + Filo)			235,777,394	253,777.58		235,77) 29		
2) Ensing Balance, June 39 /E + H (m)			012 777 SU	318,777 3 8		316,777.39		l
Components of Fraing Luna Salance								
a) Nonspectable			1					l
Reading Cash		ə7+1	6.00	0.00		3.00		[
Sicre		ə715	0.00	0.00		0.00		
Prepaid Liena		0713	000	0.0c		3.00		ŀ
All Offices		0715	مده	0.00		200		ŀ
b) Legely Real-Club Helence		9740	314 763 56	, 914,763.56		314,763 56		
n) Comm Bad				i				
aldomia Depi of Fiducetion			1			1		

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File: Food Dy, Verslan a

El Tejon d'rified Kern Caunty

2023-24 First Interim Capital Facilities Fund Expanditures by Object

Distanciation	Resource Codes	Objeci Godeb	Qriginal Budget IA}	Dourd Approved Operating Budget (8)	Actuals To Date IG)	Projected Year Totale (D)	Olife-ence (Col B & O) (E)	4: DHF Column B 4: D (≦)
Stabilization Aurangements		97M	0.00	0.00		000		
Other Committeens		s7en	0.00	0.00		0111		
di Anangunal								
Citier Assignments		9720	4,010 85	4 013 62		4 613 83		
er ./~eestyne//inappropriated								
Reserve for Economic Uncerteintes		9729	0.00	40 .0		0 00		
Unatis g*65%.**épségrated AmouN		u/su	0.00	11.02		рин		
OTHER STATE REVENUE								
Tet Resel Subvertions								
Rustielet Levis - Olles								
Homo-whors' Excerptions		8575	0.05	0.00	c.co	c.o.2	5 GB	0.0%
Other Subvertions/In-Lieu Taxes		8578	0.00	3.00	c.co	: c.o.	5.00	0.0%
All Over State Revenue		8590	0.00	0 C C	C.69	C.00	0.00	0.0%
TOTAL OTHER STATE REVENUE			0.00	3.00	C.00	6.60	0.00	0.0%
OTHER . OCAL REVENUE								
Ecurity and Disinci Takes								
Other Resoluted Levies					.			
Secured S NI		8615	0.00	000	C.00	0.00	0.00	0.0%
Unsequeed Bio)		00-0	0.00	000	C.00	0.00	9,00	G.C%
Prior 'r Marx' Takeg		0557	0.00	00 0	C.00	0.02	9,00	C.0%
Supsi-mental Takes		8676	0.00	ə oo	C.00	0.90	6 6 5	G.0%
Von-Ari Valtiem Taxes					.			
Panel Lates		H621	0.40	0.00	C U J	0.00	< 00	0.0%
Olles		8622	11 (32)	0.00	CII !!	0.36	с но	0.055
Community Radevelopment Funds Not Subject to ICFF Declarities		0(25	2.00	مده	0.00	0.90	0.00	0.0%
Penakies and Mierest from Delinquest Non-CGFF Taxes		B629	0.00	0.00	0.00	0.00	0.00	0.0%
Eales -								
Sale of Eau privero/Supplies		9631	0.00	0.02	0.00	3.90	0.00	0.0%
Interest		9660	0.00	0.03	1.160.31	9.00	0.00	0.D%
Net Increase (Decrease) in the Fair Value of Investments		n =62	a.co	0.00	0.9%	9,30	0.00	0.0%
Fees and Contracts								
Wilgation/Developer Floor		6501	05 600 00	05,000,00	80.050 21	85,900.00	0.00	0.9%
Olher Local Revenue								
All Other Local Revenue		6689	0.00	6.00	0.00	3 - 30	0.90	0.3%
All Other Transfers in From All Others		6789	0.00	6.00	0.00	0 -70	0.30	9. 3 74
TOTAL, OTHER LOCAL MEVENUE			85,000,00	68.000.00	50,128.52	85,000-00	0.30	5 JY4
TOTAL REVENILES			65 000.00	66,000 NO (90 129 52	as 300 c0		
GERTIFICATED BALARIES								
Other Contilicated Selected		1980	6.00	c.oo	. a ou	3 00	0.50	2.0%
TOTAL, CERTIFICATED SALARIES			6.00	c.oo	0.00	300	0.50	2.0%
GLASSIFIED SALARIES								
Classified Support Balanes		2205	0.00	C.00		3.00	0 CO	20%
Classified Supervisors' and Administrators' Salaries		2300	0.00	c.a>	200	200	0.00	224
Clerical, Technical and Office Solaries		2405	0.00	C.D2	200	0.00	DCO	204
Other Classified Salaries		2505	6.09	C.00	0.00	000	D C 0	0.0%

El Tejon Uniñad Kern Caunty

7091-24 Piret Interim Ceptós: 7 scilltuss Pund Espenditures by Ubject

Description	Recourse Codes	Object Codes	Original Budgm A	Boerd Approved Operation Budgen (B)	Actuals To Dale (C)	Pacyaciad Yaar Totala (0)	Gullerence (Col B & D) (E)	N Din Calama B & J Fi
TOTAL CLASSIFILD SALARIES			0.00	0.00	0.69	000	000	00%
EMPLOYEE BENEFITS								
2065		310%-8102	DCO	C.00	0.00	0.90	00 C	0.04
PERS		3231-3282	0.50	C.60	0.00	0.05	0.00	0.0%
CASO//Medicare/Allemetica		3281-2302	0.00	C.00	0.90	6a.b	0.00	00%
rivally and Welfare Censtria		3481-2402	0.00	6.03	0.0C	C.00	0.00	0.0%
Jnemploymen: Insurance		3501-3512	0.00	0.00	0.00	0.00	0.05	G.D'6
Workers' Compensation		3501-3802	0.00	0.00	C.00	0.60	C.DO	C.0%
OPI.9. Alcover		9701-5702	c.oo	0.00	C.00	۵۵۵ (0.00	0.0%
OPEB. Active Employees		3751-3753	0.03	0.00	C.60	000	0.00	0.0%
Ciher Employ es Ornel He		3001-3902	مەن ا	0.00	0.00	000	000	0.6%
TOTAL EMPLOYEE PONETUS			6.00	0.00	6.00	0.00	000	0.0%
BOOKS AND SUPPLIES								
Approved Feelbooks and Core Combone Melecials		4100	906	0.00	0.CD	0.00	0.00	0.0%
Ooglis and Other Reference Motennia		4200	8.00	0.00	n ca	C0.0	0.00	0.0%
Materials and Supplem		4300	0.00	C.03	0.00	ca.a	0.00	0.0%
Nonceptakzed Equipment		4400	0.00	0.00	0.50	C.00	0.00	0.0°>
10TAL, BOOKS AND SUPPOPS			0.00	6.63	0.00	C.00	0.30	0.0%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5160	0.00	2.00	0.00	0.00	0.00	e, r rs.
Travel and Conterences		5200	C0.0	D.CO	0.00	0.00	0.00	C.0%
Insulance		5400-5450	6.00	DCO	6.00	0.00	G.00	c.0%
Uperations and Konselverping Services		550C	C.05	0.50	0.00	0.00	0.00	¢ 0%
Rentats, Lenses, Repairs, and Noncapitelited Improviments.		5600	· 0.00	0.90	0.00	0.00	0.03	1
Instates of Deer' Costs		5710	0.00	0.00	0.00	0.00	0.00	1
Transfera of Direct Cruits - Loteri and		5790	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Concuting Structure and Operating Estandautos		5860	2.00	0.00	1 565.96	0.00	000	2.6%
Communications		5560	200	0.00	500	0.00	0.00	0.0%
TOTAL, SERVICES AND GINER OPERATING FROENDITURES			300	e,00	т, 555 он	0.06	0.00	0.0%
CAPITAL OUTLAY					:			
Land		6100	0 ac	1	1		1 0.00	0.0%
Lend Imporementă		6170	0.00	0.05	0.00		1	0.0%
Nuldings and improvements of Buildings		6260	0.00	nnc	1 10	C.03	u 00	0.0%
Hooky and Madia for New Echeol Libraries of Major Expansion of School Ubraries		6920	0.00		a.00	t –	0.00	a.p%
Eudpnev		8400	0.00	1	0.00		G.B0	1
Equipment Replacement		GNOC	U.U0	1	0.00		C.OD	1
Lease Assets		ence	C.UD		C.05		C.00	1
Eubscription Assets		6/X	0.00	1	C.03		C.00	1
TOTAL CAFITAL CUTLAY			0.00	: 0.5C	0.00	000	C.00	F 0.0%
OTHER OUTIST (excluding Transium of Indirect Cobie)								ł
Ciher Transfeis Out								
All Ciher Transfeis OJ to All Others		7796	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service Debt Service - Inspess		2438	0.00	; 0.50	3.00	0.00	0.00	2.0%
			1	!	1	1		

El Tegon United Karn Coulsig

2023-24 Firsa Interim Gapila' Facilation Fund Espandibrean by Objact

Description	Resource Codes	Objecs Codes	Oʻsginal Budget (A)	Boerd Approved Operating Budget (B)	Actoria To Data (C)	Projested Year Totels JP)	Difference (Coll B IA O) (TC)	N DI ⁴⁴ Column RAP (FI
TOTAL, OTHER OLTEO (exclusing transfers of indiced lights)			2.68	مده	c.ac	c.o	C 0 3	0.0%
TOTAL EXFENDITURES			3.00	0.03	1,555,85	6,65		
INTERFUND TRANSFERS			1					
INTERFUND TRANSFERS IN								
Other Authorized Interfund Transfines In		8519		000	0.00	0.90	6.00	c.0%
(5) TOTAL, INTERFUND TRANSPICACE IN				000	0.00	0.00	0.00	G.0%
INTERFUND TRANSFERS OUT								
To State Select Building FundWornly School Facilities Fund		7613	0.00		0.00	8.30	0.00	0.0%
Other Authorized Interfund Transfors, Dut		7619	0.03	0.00	0.00	0.00	0.00	ú.ute
(6) FOTAL INTERFUND TRANSFERS OUT			0.03	0.00	0.00	0.30	0.00	0.0%
OTHER SOURCES/USES			1					
SOURCES								
Proceeds								
Proceeds from Sale/Lease-Purchase of Land-Buildings		8950	C.60	C 110	3 OU	0.00	0.00	0.054
Ciher Sources				· ·				
Transfers from Funds of Capses/Rearganized LEAs		8965	C.60	0.05 -		300	0.50	0.3%
Long-Term Detil Proceeds								
Proceeds from Certificates of Pomolpokon		6871	C.65	0.05	3.00	9.50	0.50	0.7%
Pinconde From Leases		6872	C.00	0.05	2.00	9.00	0.50	0.3%
Pineweds from Lease Revenue Eards		0973	C.65	6.65	0.00	0.00	0.50	a.3%
Pinceeds from 53ITAs		0974	6.00	0.00	0.00	0.00	D G G	0.0%
All Other Hinaucing Sources		66/8	G.00	0.00	0.00	0.00	DCO	0.0%
ren TIDTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
DEE9								
Trêfatian et Frisla tixm tiepseti(Reorganized tiFAa		Vite (n nr-	0.00	0.00	000	0.00	00%
All Otter Financing User		7589	0.05	n an	0.00	0.00		200
(d) TOTAL USES			U 12:	5 an	o en	6 AN	0.00	904
CONTRIBUTIONS								
Contributions Front Unrestricted Revenues		8580	0.00	ມດມ	0,00	0.00	9.00	90%
Contributions From Resincued Revenues		8950	0.00	û cu	0.00	Q.UII	000	av*
(e) "GTAL CONTRIBUTIONS			0.03	a qu	¢ va	G.UU	a.0 0	00%
IOTAL, OTHER AINANG N'S SCUPCES/USES								
(a · ≥ + n - n + +)			0.00	000	C.05	C.00		

El Tejan Unilled Kern Gourty	Gapilel Facilities Fund	76188006000 Faon 20 IKUW(2822-24)
Acsuurice	Description	2033-24 Projected Totale
50'0	Oten Resucces Local	314,763 56
Total, Pesincred Balance		андтер м

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Ci Tajon Vc.II(ad Karn Dounly

7023-7(First Interior Special Reserve Funct for Capital Quility Projects Expenditures by Object

15751480000000 Form fül BarBD91KUW(2013-24)

Descaption	Rasoums Codae	Otpei Codea	Origi Aul Buagen (A)	Board Approved Operating Budgot (B)	Actual s Ta Data ICh	Projecied Year Totala (D)	Ofference (Col B A O) (E)	Vy Dif Column Bis D (F)
A. REVENUES								
1) LCFF (Journey		5010-8059	0,00	c,00 (0,00	D.00	6.05	6.0%
2) Féderel Revenue		8100-8259	500	c.co	0.00	0.00	0.00	0.0%
3) Other State Revences		8303-8559	0 c 0	600	0.00	0.30	0.00	acs
4) Other Local Review		8603-37:9	i cù	1.ĊÚ	.02	0.05	(1.00)	-100.0%
S) TOTAL OF MENDES			100	1.CÚ	.02	0.00		
B. EXPENDITURES							:	
I) Codification Salares		1000-1999	0,60	0.00	4.00	0.00	0.00	0.6%
2) Cleand wit Salariez		2000-2995	0 U U O	0.00	0 X	C.CO	000	0.0%
3) Employee Benelins		2000-39994	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supples		4008-4993	0.05	0.06	0.00	0.00	0.00	0.0%
 Services and Other Operating Expanditures 		5000-5999	e.00	0.00	0.00	600	0.02	0.0%
d) Capital (Lifey		6030-6699	c.00	0.00	0.00	0.00	C.03	0.0%
7) Other Ourgo Joseboing Transfers of Indirect Cests)		7105- 7295,7405- 7498	000	c 119	; ; , , , , , , , , , , , , , , , , , ,	noc	C.00	a.u%
3) Other Dulgo - Transfers of Instead Casts		7.300-2058	9.00	6 c.00	\$,00	0.00	0.00	0,0%
3) TOTAL, EXPENDITURES			3.60	C 68	0.0	1.10		
C ERCESS (DEFICIENCY) OF REVENDES OVER EXPENDITURES REFORE OTHER FINANCING SOURCES AND USES (AS - 62)				1.CÚ	.02	0.00	-	:
D DINEK FINANCIND SOUNCESINGES								I
is injetiond Transfers								
a) iranafais in		8000-6959	0.00		0.06	0.00	0.00	acs
bi Iranafeis Uir		7600-7659	0.00	0.00	300	0.00	000	20%
2) Other Sources/Uses								
r) Sources		8920-6976	0.00	0.00	0.00	c.03	i Dica	208
bi Uses		76:0-7699	0.00	0.00	0 OC	00.5	0.00	205
3) Confucidiona		8050-6205	0.00	0.00	0.00	4.60	a.co	0.09
4) TOTAL, ODIER FINANCING SOURCE SUSES			0.00	0.00	0.00	0.00	1	
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + C4)			1.00	1.00	05	a.co		
F TUND BALANCE, RESERVES			-			<u> </u>		
1) Begroung Lune Iblance			:			:		
ej As di vuly N - Uccutileri		0791	.40		1	.40	0.00	0.0%
t) Audi Adusimenta		9795	0.00	0.00		200	0.00	0.0%
c) As of July 1 - Auditari (File + File)			.40	; .43		40		
d) Otra: Restalements		9795	3.00	c.0a		300	0.00	0.03
e) Attusted Deginging Delence (* Io + H Id)			40	.40		40		
Z) Enring Halance, June 30 (F + File)			1.40	1.40		40		
Components of Locing Lund Balance								
a) Moneperdable.								
Rearburg Case.		9711	500	0.00		0.00		
Store		9712	0.00	0.00		0.00		ŀ
Prepari liana		9719	200	0.00		0.05		ļ
All Olivera		5719	500	aco		0.00		ļ
 b) Legally Restricted Beterice 		5740	500			0.00		ł
			I	1	1		1	1

California Cept of Education SACS Financial Reporting Software - SACS V7 File: Fund-31, Version 3 El Tajon Unified Karn County

2023-24 First Interim Special Resorva Fund for Capital Dullay Projects Expenditures by Object

15751380000000 Form 401 E8180914.0W/(2023-24)

DeterlysionResource GadesObject CadesOriginal Budget (A)Resource Approxen (B)Resource Approxen (C)Projective CadesProjective Cade	S DIA Co'umn 8 4 0 (F) 0.0% 0.0%
Stabilization ArrangementsS (S)0 (0)0 (0)0 (0)Differ ComminantsS (G)N (G)N (G)N (G)N (G)d) AssignedS (G)S (G)N (G)N (G)N (G)Differ AssignmentsS (G)U (G)I (H)H (G)H (G)é) Uhastignéet/LinéoproprietetetS (G)O (G)O (G)O (G)I (H)é) Uhastignéet/LinéoproprietetetS (G)O (G)O (G)O (G)I (H)É été é 1 et Economic UncantaintiesS (G)O (G)O (G)O (G)I (H)D'réssignéet/Uhapp actuated AnnauntS (G)I (H)I (H)I (H)I (H)FEDERAL REVENUEEEEEEI (H)FEMA6831O (G)O (G)O (G)I (G)I (G)All Chier Federal Revenue8030O (G)O (G)I (G)I (G)TCTAL, FEDERAL REVENUEI (G)I (G)I (G)I (G)I (G)OTHER STATE REVENUEI (G)I (G)I (G) <tdi (g)<="" td=""><tdi (g)<="" td=""></tdi></tdi>	
d) Assigned 97au 97au 140 40 40 d) Unastripted Linesproprised 97au 97au 140 40 40 d) Unastripted Linesproprised 97au 97au 97au 40 40 40 Excerve for Economic Linearitainties 97au 97au 97au 97au 97au 40 97au 40 <	
Once Assignments 9780 0.00 1.40 40 40 a) UndeStrupted Structure Neet 789 0.00 0.00 0.00 Kesserve for Economic Uncentainles 9789 0.00 0.00 0.00 L*ressigned-Unapproxitated Anson 9790 1.40 0.00 0.00 FEDERAL REVENUE 8881 0.00 0.00 0.00 0.00 ALI Chier Federal Revenue 8893 0.00 0.00 0.00 0.00 ALI Chier Federal Revenue 8290 0.00 0.00 0.00 0.00 0.00 ALI Chier Federal Revenue 8290 0.00 0.00 0.00 0.00 0.00 ALI Chier Federal Revenue 8290 0.00 0.00 0.00 0.00 0.00 CTAL, FEDERAL REVEnue 0.00 0.00 0.00 0.00 0.00 0.00 0.00 OTNER STATE REVENUE 0.00 0.00 0.00 0.00 0.00 0.00	
6) Unastinguisht, näpprogrammed 9789 0.00 0.00 0.00 0.00 Ereservanter Economic Uncentainties 9789 0.00 0.00 0.00 0.00 Ereservanter Economic Uncentainties 9790 1.40 0.00 0.00 0.00 Ereservanter Economic Uncentainties 9790 1.40 0.00 0.00 0.00 FEDERAL REVENUE 8991 0.00 0.00 0.00 0.00 0.00 All Giber Federal Revenue 8991 0.00 0.00 0.00 0.00 0.00 CTAL, FEDERAL REVEnue 800 0.00 0.00 0.00 0.00 0.00 OTHER STATE REVENUE 0.00 0.00 0.00 0.00 0.00 0.00	
Reserve for Economic Linuaritainties 9789 0.05 0.00 0.00 Linassigned-Unapproxitated Ansonit 9790 1.40 0.00 0.00 0.00 FEDERAL REVENUE 8891 0.00 0.00 0.00 0.00 0.00 All Other Federal Revenue 8600 0.00 0.00 0.00 0.00 0.00 CTAL, FEDERAL REVENUE 0.00 0.00 0.00 0.00 0.00 0.00 OTHER STATE REVENUE 0.00 0.00 0.00 0.00 0.00 0.00	
Drassigned-Unappiontated Ansamt 9700 1.40 0.00 0.00 FEDERAL REVENUE 6281 0.00 0.00 0.00 0.00 FEMA 6291 0.00 0.00 0.00 0.00 0.00 All Giber Federal Revenue 6290 0.00 0.00 0.00 0.00 CTAL, FEDERAL REVEnue 0.00 0.00 0.00 0.00 0.00 OTHER STATE REVENUE Image: State Revenue 0.00 0.00 0.00	
FEDERAL REVENUE 8281 0.00	
FEMA 8281 0.00 <th< td=""><td></td></th<>	
All Giber Fezerial Revenue 800 0.00 0.00 0.00 0.00 TCTAL, FEDERAL REVENUE 0.00 0.00 0.00 0.00 0.00 OTHER STATE REVENUE 0 0 0 0 0 0	
TOTAL FEDERAL REVENUE 300 000 000 0.00 0.00 0.00 0.00	0.0%
OTHER STATE REVENUE	
	0.9%
Pass-Thm-ah Revenues Incr State Sources 6457 0.00 0.00 0.00 0.00 0.00	
	0.3%6
California Clean Energy Jobs Act 6220 8590 0.00 0.00 0.00 0.00 0.00 0.00	0.5%
Al Diher State Revenue Al Diher 19590 0.00 0.00 0.00 0.00 0.00	0.3%
TCTAL OTHER STATE REVENUE	Ø.3%
ÓTHER LCCAL REVENUC	
Onte: Local Revenue	
Gommunity Reserve Angenesi Funda Noi Subject to LCFF 9625 and 2 million 0.00	0.54
Sales	
Sele of Equipment/Supplies 8691 0.00 0.00 0.00 0.00 0.00	0.5%
Leases and Rentals 8660 0.00 0.00 0.00 0.00 0.00	0.0%
Interesi 8660 1.00 1.02 0.00 (1.00)	400.064
Nel Increase (Decrease) in the Fair Value of Investments B662 0.00 0.00 0.00 0.00 0.00	3.0%
Criter Local Revenue	
AF Other Local Revenue 8699 0.00 0.00 0.00 0.00 0.00	0.0%
A LOther Transfers in From AL Citiers 0.00 0.00 0.00 0.00 0.00 0.00	0.0%
TOTAL DIFFER LOCAL REVENUE 1.00 1.00 .02 C.00 ¹ (1.00	-160 0%
TOFAL, REVENUES 0.0 7 C.0.7	
CLASSIFIED SALARIES	· · · · · .
Chees Led Suspert Selenes 2200 Diro nino nino Cing ¹ nich	0.0%
Chees fied Supports on Administrators' Salance 200 B.00 0.00 0.00 0.00 0.00	0.0%
Clorical Technical and Office Selicins. 2400 0.00 1 00 0.00 100 0.00 1000	0.0%
Ciner Glassifies Salaries 2903 C.03 0.00 0.00 0.00 0.00	0.0%
TOTAL CLASSIFIED SALARIES 0.00 0.00 0.00 0.00 0.00	0.0%
EMPLOYEE BENEFITS	
STRS 2101-3102 2.02 0.02 0.00 0.00 0.00	0.0%
PERS 2201-3201 0.00 0.00 0.00 0.00 0.00 0.00	0.0%
CABDI:Medicare/Anemanike 2301-330; 0.00 0.00 0.00 0.00 0.00	0.0%
Health and Welfare Benefixs 2401-3402 C.00 0.00 0.00 0.00 6.00	0.0%
Unemployment Insurance 2501-3503 C.00 0.00 0.00 0.00 6.00	0.0%
Workers' Compensation 2601-3602 C.DO 0.00 0.00 0.00 0.00	C.0%
	c.o%
CPER. Alocated 3701-3702 0.00 0.00 0.00 0.00 0.00 0.00	
CPER. Allocated 8701-3702 0.00<	0.0%

El Teyon Unelled Karn County

2023-24 First Internet Special Resorve Fund for Capital Guilay Projects Expenditures by Object

157514850000050 Form 401 6818D91KUW(2028-24)

				_				
Description	Resource Codas	Object Cades	Üriyind Buðgéi (A)	Board Appsoved Operating Budget (B)	Actuals To Onte IC)	Projected Year Totals (D)	Cifference (Col B A 5) (E)	ry Coli Columni B & D IF)
TOTAL, EMPLOYEE BENEFITS			6,00	e op	0.00	0.00	6.00	C.0%
BOOKS AND SUPPLIES								
Books and Other Reference Materials		4200	0,00	0.00	0.60	ca.o	0.00	0.0%
Nato as and Supplies		4700	8.00	0.00	a ac	C.09	500	0.04
Noncepte text Equipment		4400	0.30	aon	00 U	6.60	0.00	0.0%
TOTAL, BOXWS AND SUPPLIES			0.00	u cu:	и.ао	6.00	0.00	0.0%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagenerante for Setuices		5102	0.00	11.110	נים.ם	j 0.00	6.00	0.0%
Travel and Conferences		5200	c,eu	0.05	C 00	0 GC	c.00	C.D%
lineur-ce		\$400-6450	c na		0.00	0.30	0.00	C.0%
Currentions and Househooping Services		6560	0 6 6 1	c.eu	مدس	0.03	0.00	6.0%
Rentate, Lessan, Ropeirs, and Nordepitalized Intervents		5660	्र २ दन	0.00	300	e.a>	0.00	j aen
Trenklass of Deect Costs		5710	0.90	0.00	0.00	0.00	0.00	a.c.4
Transitius of Damet Cotts - Interfune		6.750	0.00	0.00	abe	c.oo	0.00	2.0%
Professional/Consulting Services and Operating Expenditures		5600	0.00	ace	000	0.00	j 0.00	0.0%
Communications		3970	n no	0.00	0.05	6.00	0.00	0.3%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			пю	0.30	0.00	: oca	0.00	0.0%
CAPITAL OUTLAY						İ		
, Land		6100	c.uu	0.00	C.00	0.00	6.00	0.0%
Land Impire pricits		6170] cuu		0.00	0.50	C.00	0.0%
kulturajy and improvidments of Buildings		5700	0.000	. 0.03	0.00	0.00	C.60	0.0%
Hawke and Masia Lor New School Libraries of Major Expansion of School Libraries		6300	مده	C.GD	0.00	0.00	c.00	0.0%
Equipment		e400	2.00	0.00	0.00	0,00	0.07	j 0.0%.
Equipment Replacement		6500	2.00	0.00	0.00	a,no	0.00	ocs
Lesse Assers		6600	0.00	0.00	0.00	6,00	המו	0.0%
Subscription Assers		6760	0.50	0.00	0.00	6.00	; non	3.0%
TOTAL CAPITAL OUTLAY			0.00	0.00	0.00	2.00	1 00	3.0%
CTNER OUTGO (etc unling 7 renafers of Indirect Coals)							···	
Other Transfers Cul								
Transfers of Pose-Through Revenues								
To Disidels of Charles Schools		7211	. c.ap	0.00	_{0.00}	3.00	n no	11 IPA
Te Gounty Offices		72;2	, 0.00	: 6.60	, 0.00	0.00	n no	0.0%
To JFAs		72-3	G.CD	j a.ao	0.00	0.00	n.no	0.0%
All Other Transfers Out to All Others		7299	0.00	C.00	0.00	0.02	c,10	0.05
Dati Service								
Debi Service - Merest		7435	0.00	0.00	0.00	0.00	6,00	0.0%
Diner Cebr Service - Print-pol		7439	200	0.00	000	0.00	0 150	j ous
TOTAL OTHER OUTSO (ovoluding Transform of Indiana) Could			0.00	0.00	0.00	0.05	i oran	0.0%
TOTAL, EXPENDITUTES			3.30	3.00	0.00		:	
INT #HFUND TRANSFERS				<u> </u>			i	1
INTERPLAND TRANSFERS IN								
Flan, Beneral Fund-CSSF		5912	0.00	0.00	0.02	0.00	n ca	3.0%
Cities Authorized Interfund Transform in		5919	0.00		1	1		0.0%
(a) TOTAL INTERFUND TRANSLEAS IN			0.00	0.00		0.00	0.00	30%
INTERFUND TRANSFERS CUT			1			:	<u> </u>	
To Serieval Fundiciosol		7612	0.00	0,70	e no	a cu	0.0	3.0%
ll California Destint Education								'

California Dest of Education SACS Filtencial Reporting Software - SACS V7

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El Tepon United Kern County

2023-24 First Invertio Special Reservo Fund for Capital Outlay Projects Excenditores by Object

15751540000000 Form 401 ZE10051KUW(3023-24)

Description	Rabourse Cades	Gb;ect Codes	Driginal Buoget (A)	Board Approved Operating Budget (B)	A counte Tu Date (C)	Projected Year Totale (D)	다바aranca Ccd ■ 3 다 다	% (011) Caluma 8 ⊈ b (*)
To State School Building Fund/County School Fucilities Fund		/610	0.00	900	0.00	0.00	مده	0.0%
Other Authorized Interfund Transfers, Out		/5\/8	0.00	000	0.00	0.00	0.00	0.0%
(6) TOTAL INTERFUNC TRAVAFERS OUT			9.00	0.00	0.00	0.00	6.00	0.0%
CTHEN SOURCESIUSES			ľ					
SOURCES								
Proceeds								
Proceeds from Sale/Lease-Purchase of LernhRubrings		8963	0.00	0.00	c.e5	0.00	C.69	0.0%
Other Saurces								
Transfers from Funas of Copseq/Resignized LEAs		6965	0.00	0.00	G.00	0.00	0.00	6.0%
Long-Term Debi Proceeds								
Proceeds from Centricates of Participation		NS (1	000	0.90	G.DO ;	0.00	0.00	0.0%
Proceeds from Leases		15/0	, 000	0.90	0.00	0.00	0.00	0.3%
Prospeds from Lease Revenue Bands		5972	0,05	: 0.30	0.00	0.00	0.00	0.0%
Proceeds from SBITAs		5974	C 00 -	0.00	0.00	G.00	0.00	0.0%
All (Sher Linanovig Sources		5979	0.00	0.00	n ce	0.00	0.90	0.2%
IN THAT SUUPCES			0.ue	u or.	n ce	0.00	0.00	20%
uSE3					·			
Transfers of Yanda from Lopsed®sorgeoged (EAs		785°	0.00	3.06	3 00	n,na	0.40	30%
All Other Financing Have		7658	0.00	3 cu	uou	и, иа	a cu	3.0%
(d) TOTAL, USES			0.X	9 CB	avu	u ua	:i cii	0.0%
CONTRIBUTIONS								
Combubles from the entropy Revenues		6980	0.90	ə ca	0.00	0.00	aai	aoni
Cottributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	acs
(e) TOTAL, CONTRIBUTION 3			0.00	a.ao	0.60	0.00	0.00	0.0%
TOTAL OTHER FINANCING SOURCESAUSES								
(n - U + G - d + n)			3 CH	c ng	6 00 3	0.00		

2093-24 K rai 'mierien Spectal Reserve Fund für Capital Gutley Projecta Restricted Detail

Resource Description	2033-34 Projected Totels
Total Reslicied Boo-ce	000

El Tejon Unified Karn Gousty 2023-34 Finat Interian General Fund Vehigeer Projections Uprevoluted

16 76168, 0016000 Parm NYPI 68 16/0516/04/(2020-24)

Ucasilpilva	Jhjerr Cories	Projected Year Tata's (Ferm û'T) (A)	N Change (Cols. E JUA) (^B)	2034-25 Pinjacian Ki	% Change (Cole: E-C/C) (0)	2825-26 Projecilos (5)
(Erser projectional for subsequent years hierd 2 in Onlumine Cland E:			- · · · ·			
current paer - Column A - exected add	Ì					
A REVENUES AND CITIER FINANCING SOURCES						
1 ISEC(Beverue Linu Scimes	a: 10-0159	10 245 192.30	2.50%	10.507.945.60	38+5	15, 616, 526, 69
2. Federal Neverses	8100-8259	c.so	C 56%	5.00	000%	0.00
2 Data: Socie Revenies	0300-0569	348.237.30	1,66/4	185.575 IA	1435	401,515.05
 A. Other Lucal Revenues 	5500-4250	112,005,00	(36.05%)	69.326.69	(1.2054)	 68,277.78
5. Otto: Francing Sparces						
E Trensfers In	6262-6909	0.00	0.0C*.	0.00	0.00%	4.50
6. DUver Sources	8992-6079	n na	- 0.005	8.00	0.00%	S.E0
s. Contributora	8380-6070	11,177,184.031	0.05%	0,212,377 521		(1.257,155,625)
6 Total (Sus Jove 21 the 25c)		0.005.320 02	2016	0 757,527 47	2016	10,120 073.18
6. EXFENDICIAES AND COMER FINANCING LISES						-
 Certificaties Satation] !				
		1	1	2 914,670 00		2,117 891.60
a Base Salars				R0, 157 K0		03,742 01
h Sion & Column 44, withers						LL, (+/ L1
C Grat of Loving Algorithms				2.00		
 Citer Adjustments 				123 08:.00		
e Tolei Carlé povo: Sabase (Sur lines Bilo linu 916)	1003-1660	7 \$14,676 DD	8 B74	2,117 561.50	z 75%	3.203.539.61
2 (Janat'ina Salutina						
e. Vena Selecea				1,649 817 00		1,757,542.44
L. Step & Column Antistranov				45,246.44		42,941,05
e, Oushel-Exing Adjustment				0.00		n :n
d. Düher Adjustimente				HE.580 00		
 Total Classified Science (Sum uses USe thru USe) 	2000-5999	1,549,817,01	6.54%	1,757,847.44	3.50%	801 982.50
8 Stephty an Encode C	3900-3999	2,265 536 01	6.32%	9 410,787 65	1.97%	2 457,751.58
A bourn and Southes	4100 4935	\$76.475.05	(* 66%)	124,676-17	264%	JED 611 70
5 Services and Other Occusions Exponditions	3050 (495	W/1.894 CC	7.72%	: 047.599.25	2.67%	1,076 155 44
G. Ceptal Docky	6000-6979	270,500.00	e cars	2/0,000 00	0.00%	220.000.00
7. Other O upp devoluting Transfers of Industry Costs.	7100-7793 - 7405- 7493	176.075 (%	care	175,075 53	a@%	175 0/5.00
a, pine ourgo - Transfers of States? Custe	7355-7399	(52,765,00)	C.50%	182,755,005	0.05%	(02,250 cm)
6 Other Minanang Mea						
a Francista Out	7500-/630	00.5	0.6476	5.00	0.00%	0.02
a Other Pices	7590-7690	ē 00.	0.00V	L	0.00%	U UC
10. Other Adjustments (Explain In Section F. Bebry)					5	
11 Tale (Sur lives UT the BTC)		5 543, 514.00	\$17%	9,010,454,40	2.25	9,285,369.01
C. NET INCREASE (DECREASE) IN FLIND DALANCE		t — —		:	· · · · —	_
(Line 48 minus for \$11)		1,001,011.00		687 377.98		843.585.17
D, EUKD INI ANCE						
I Not Departing Fund Balance)I can bill, the Film		4,000,200,00		5,655,679.00		8 845.762.25
2 Every Fund Relative (Sum data Class D*)		F.638 670 00	1	5,045,252,25		× 199,337.45
Comparents of Ending Fund Bolance (Form 01):			1		1	
e konsportable	9710-9719	0.00	8	0.05		e 50
b. Pentschul	5740		1		1	
2. Committed		8	1		l)	
1. Subilization Anangements	8730	0.02	1	0.00		0.30
a. Sinci Govinismenic	a (190	à 767,55° 00	1	0 467,061 40	1	7.55 (061.00
burgered b	2701	00:	1	0.95	1	0.30
 UnsugnatiVineppropriated 			1	·	1	

El Fejan Unifes Kam Caunty	Ger Multipe	i Fuel Intenza Recal Fund VE Projections receicted			FLIP	na 25168 ooddool Form VYP natwyVganaataa
Castra;Ban	abject Cades	Projected Year Totele (Form 011) (A)	S Change /Cola, S-(U6) (R)	2024-26 Projection ICj	% Change رکتابی E-C/Cl رکار	2025-94 Frogenitos (E)
 Reserve for Proceeding Uncomprises 	0766	345 741,00		362,81,6100		1) (.*15.00
2 Unsaught/Unappropriated	8256	1549-07-09		3 5 IS M/3 38		3 510 76 41
 Tatel Components of Foliog Funt Balance 		·]				
(Life D3) must data with the D2-		5 658 679 30		6 345 752 28		7,189,007,45
E AVAILABLE RESERVES			:			
1. Germel Fund						
a Shasharlan Anangemenis	0751	2.60		υœ		0.00
bill taxanve for bourborno lince tarolees	8.015	346-741.60		THE REALCO		3/1,513.00
 Jossagnedi Anappropriated 	8781	1549 877 20		2,555,063,28		3,455,061,45
(Enter other reserve projections in Colorbins C and E for subsequent						
y ness if and 5, connect year - Column A - in astracted;						
2. Special Reserve Funal Inforcabrial Dailby (Fund 11)		Ē I				
 State boardon Actemptotentia 	9750	5.50				
b Arte ve for Ecolution Directoritas	2003					
e Unassignes/Enggroundal	2726	1.5V				
3. Tolal Averletic Personal (Sum Franch / a Str. 175)		1 491,815.20		2,8/5 691 25		4,227.276.46
F ASSIAUTIONS						
Neosa Osy de teloy or on a separate allocimient. The assumptions used	to defermine the so	cardiona fue field rate				
second subsequent flacel years. Funnel, please but tale an expression for	alang akjina dalapas	poor une ally someous				
projectes in faces 2015, 220 and 2001 for applicate information, projected ref	ler soldse Uudgel Au	controlicity such on of	lta.			
SeCS Financel Reporting Sel ware Later Guide						
Roxe ste allashmen						

3023-24 Feat Intern Galeral Fand Nulliyeer Projections Rescricted

Description (but projections for subsequent years 1 and 2 in Columns C and 5, (after 5 of - Column 2 - 5 00/2016/0 2 INCVTHURS AND OTHER FIRALICING SOURCES	Obyeci Codes	Projecied Year Tatala (Caem O'T)	X Change (Cols. C-A/A)	2024-25 Piojection	7. Change	2326-26
Call Citle 5 add - Ockaning A - 5 doc/GC1805		i wi i	(Coll. C-X/H) (D)	1다	jCala, 6-ĈIĈ) ⊘j	Projection (C)
				1		
A REVENUES AND OTHER EINALIGING SOURCES	-					
1 JCFF/Revenue Linel Sources	6010-6000	u.co	u curs	6.00	0.00%	5.00
2 Federal Prevenues	9100 8292	1,387,201 CD	(\$4.26%)	724,022,60	u.034	724 026.00
2, 20 m Stele Revenues	6350 0355	nen, nen an	2 73%	1,730,225.67	2.28%	1,791 27 4 27
4. Other Local Revenues	0000-0780	053,811.00	0 D0%	500 411 00	 	503,311.00
5 Olive Financing Stormen						
a francisca in	6900-85CD	3.00	0.00%	0.00	0.07%	0.05
p Olirar Sources	Reat Jone	0.00	0.03%		c 30 A	0.06
s. Convibulions	9990-8669	1,177 124 00	3715	1,213,277,58	3 44%	1 257, 155 65
5. Jului (Sura man Al Ilinu Abo)		F.006 150 07	(16.15%)	4,273,407.43	1 89%	4 354,367.45
D. EXTENDITURES AND OTHER FINASCING USES						
1. Conflicted Salaries					1	
A Reno Salenes				1247,342.003	i 1	146.625.32
5. Step & Column Adjustment				29,600 33		SB 565.37
s. Casi-olik ving Adjustment	· · · ·				1 1	
d. Offer 4dga/ments				(131,603.00)		154 966,001
n John Certificated Salarnes (Sum men Die Han Girc)	1000-1949	· 947,542-00	(9.169)	1,145,570,72	(7 '3W)	1,120 511.59
3 Classified Salaras					· · ·	
a Rusa Salama				500.005,00	:	719,775-04
b Step & Cribma Argistment				17 850,74		'7,5FR @
e Castal I ving Azustmen						
4 Citer Athusperiz				110-350.001		
Forzi Classified Selanes (Sum lines 826 linu 624)	2000-2558	103 6:6.03	, j10.≪÷j	7/9.578.74	2.55%	737,568 22
3. Employde Bollefield	3000-1=99	1,197,865.00	(6.327)	1.117.479.69	(1e96)	1.038.500.93
4. Books and Supplies	4003-4599	1,042 85 M	155 755	470,014.70	(7 25%)	412,341 80
5. Services and Directlipending Lependiana.	5000-5000	1,054 \(10.00)	120.51%	m6,272.95	(4.17%)	; 7/2,519.98
5. Cat lai Collay	NI02-2958	100 000.00	1100 02%5	0.00	1.00%	0.00
	7100-7288, 7400-			***	1	
 One: Ovgu geoducing Transfers of Industry Costs) 	/460	253 000 00	0.00%	250.500 dc	2.50%	255,009,20
R Rither Durge - Leenstein of Instruct Costs	7100-1993	87,750.05	(46.63%)	44,154 25	(33.78%)	13 661.00
A Other Economy Unes				1		
a Town two Col	7633-7625	. ac-	0.00%		5 0 0%	
o. Other Uses	/630-/688	0.09	0.005		5,004	
no l'Oriza Adjustments (Ecolori n Section F below)						
 Total (Surplines Billion Bill) 		6773.66\00	(21 20%)	4.548,635,44	(2,28%)	4,445,261,70
C. KET IN: REASE (DECREASE) IN EURO SMIANCE	· · · · ·					
3 we AS minuting 010		(737.961.50)		1270, 157, 045		(80.354.27)
2. FUIRD EALANCE	···	·····				
1 Net Regioning Fund Rational Train Cit, Ine I fet		2 222.472.01		425.101.01		1,209 919 00
1. Lineing Fund Balance (Sunt Lines C. and Cit)		1 455, 111,01		1 3148 915.00	1 !	1.118.075.70
1. Components of Loding Frind Balance of our 101 i			1	j		1
a Nationation e	6710-9718	: 10	l		I	
h Perinteri	9740	1,706,211 84	1	1,200 8 15 00		 Ц ни сэх га
6 Comment			1	1	[
1. Statissian Anargamente	9755			İ		
2. O(tel Lotinumeris	B/60	1				
d Ara, grea	9745					1
e Unassigneziunappropriated		8	Ħ		0 ;	2
L. General For Fornamic Undertainles	9735	H			L 3	

California Deptiol Education SACS Finanziel Receiving Software - SACS V7 File - MYPL Version 6

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Description	Sbject Codes	Projected Year Taisis (Jaren 411) (A)	16 Changa (Cnia: C-RIA) (R)	2024-26 Projection (C)	N Changa (Colu: P-C/C) (2)	1025-36 Fragerijae (F)
2. പങ്കാള പർവരണമാണ് .	9750	27, 101, 57,		2.00		4.00
1 Total Companying of Ercing Fore Balance						
(Uno O3) must agree with line E2)		1.485 יור 1.485		1,209 015,00		1118.023 73
E AVGILANCE RESERVES	••••					
n Oeroval Fund (
al Stephics for Analyzinstein	975D					
1. Reserve for Economic Uncertainies	9765]			
o it.nasalgradā insproprovas Amouni	675D					
(Enter current year new we procedure in Calorin All and effer reserve		l i	1			
projections in Columbia Cland Fills: subsequent years if and 2)						
2. Special Nations's Note - Notespitel Outlay, (Notal 17)		1 1				
a Brackanton amengamente	0756	1				
E Reparve Inn Continue lineariannes	8/82					
 Loss-gradultopprotoxical 	97%					
3. Total Available Reserves (Stan Ines File Intel F2t)						
F KSSUMPTIONS						
Please provide below or on elegende relationent, the assumptions used to	a desernine the pr	njectrus for the factor	175			
several subsequent Long years. Function, please we have no expension for	an sinti in a	pennika disposi nenis				
projected in these Bird, F2ri, and Bird. For end crossil information, ploase role	r Io the Endgel A	sumplines section of t	֥			
SADS France Reporting Software User build						
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1025-24 Funz Interim

2023-24 Cast Interio General Fued Multiyest Projectane Unresidicyed Recorded

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Vestolyllen	Object Coare	Projecied Year Tocale (Formúti) (A)	е Change (Cale, C-AIA) (В)	2034-25 Projection Kij	% Changa (Cala: E-CIC) (0)	2625-28 Projecijon (E)
(Enter projections for sugged, entry wats if and 2 in Onlinets C and P;						
current year - Column A - in exception?-						
A. REVENUES AND UTHER FINANCING SOURCES						
1 CONVERSION Line Sciences	M0.10-M096	10 247 192.00	2.50%	15.504,945.60	0.63%	10.810.535.05
2 moderal Reviewant	8106-8295	1 557,201 00	(54 20 %)	/24,023.00	4700.0	724,609 00
3. Other Scale Reviewers	8300-8569	2,556,313,00	3.20%	2,125,602,01	2 11%	2 170,581 55
4 Carer Local Revenues	4500-4729	716 811.00	(6.05%)	670 196.69	(1756)	672,041.26
5 Citive Farances Sciences		i i	I			
a Tracellers (n	5600-5659	0.00	U UC#/	0.06	6.00%	4,60
E Citas Sources	5090-6579		0.00%	800	0.004	2.00
< Constant	8060-5565	0.05	0.02%	000	600%	2.00
E, Total (Such they Ad (rowASc)	1	14.601.516.00	រូវ អាងម	(4.03),661.90	572N	14,400,340,61
B. EXHERIDITURES AND OTHER PHANDING USES						
L. Can Ilizaleti Şalenas						
u. Besu Zelens				4,152,018.00		4,353.411 82
b Siep & Column Advancem				109,037 62	.	112,731,33
C. Cost-Cirk, ving Aquerment				L.60		0.45
d. Utter Algeometiks				(3.440.00)	1 1	(\$4,669-66)
 Taul Sectionize Selectes (Sum into Bile thy, Bil); 	1000-1055	4,152,016.04	24415	4,353 411.62	1455	# 824, 145,20
) Classified Colories						
a Baue Salares				2,453,425.00		2 477,225,18
D Step & Column Ashistment				53,796-19	1 1	61,020.54
C. Custof-Long-Adjustment.				0.00	i	C,50
4. Citar Adjustrema				(15,000 ec)		2.50
 Ford C. samined Salaras, (Sem lines USs Unv USs) 	5006-2099	9,453 425 60	\$2%	2 477,571 15	3.50W	2 529 151.12
A Employon Annalan	3000-2099	8,459,527 (4)	1595	3 527,767 54	.01%	1,556 352.61
A But s d Bugues	4000-4009	1.425.553 00	(46,55%)	840.690 F2	(2.8°54)	\$16,252,54
5. Sinvers and dire Opening DeportYons	6005-5009	2 025,852 CD	2.51%)	1,453,612,25	(8° %)	1,547,768.60
6 Capital Callay	000-6993	370,690 00	(37,00%)	3/0,000.00	0.005	570 656100
7. Offer Quigt (estiluting Transfers of Indirect Croix)	7100-7593 7400- 7479	426.075.00	5,00%	426.075.60	0.055	620,175.02
Bildher Dugs - Transfers stimptes, Costs	7.309-7.192	0.00	1.00%	188.533.701	87.92%	(45,587.00)
a Cher Francing data						
u. Transfers Gu:	7606-7839	0.00	- R.004		0.00%	0 00
h Outer Lane	7-50-7690	n.m	6.001	5.00	0.025	u as
Va Citer Adjustments			l	0.00		8.00
11. Islal (Sam leas B1 Ma B10)		14.317 066.03	14.87%	16,070,784,87	21%	1.),732,649,71
C. NET INCREASE (DECREASE) IN FUND BADANCE				1		
(Jeno 20 marys The Bill)		384 450.00		a10.579.97		752,660 90
D, FOND BALANCE A NAL CORPORT Fund Dataset a Resta Oh, Joa Kilan		5,003,240,21	1	7 142.700 JT		7 554,670,28
 Not Segment Fund Baches (Form Off The File) Ender Fund Halance (Sum less Cland D1) 		7,143,160.01	1	(354,54) 25	1	8 307.861.18
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a Verspendeble	9710-9719	a	1	400		0.30
a tentera	9740	1.534.211.54	1	· 308, 814-50	1	1110 073 73
c Curnelled	=	1	1	,	1	
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2 Clim Commitments	9760	3 /6/.061.06	1	3 457.061.00	1	2.567 0=1.00
d Accepted	-)760		1	0.30		3.00
 Jossafara Impercented 		<u> </u>	1	⊢		· ·
 Receive fur boarceric Uncertevilles 	9769	141,741.20	1	362,815,00		372 475,00
Automic Device File Sec			1		, ,	

California Dost of Education

SAGS Financial Reporting Software - SACS V7

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si Tejan Unified Kern County

2023-14 Final Interim Lizheridi Fulio Natrivear Projections Unrealricted/Restricted

16 76168 0098000 Farm MYPI E810DS1KUW(2323-24)

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nescription	Dtjeci Ecdes	Projected Year Tabela (Poom Dill) (A)	% Chan≱e (Cols. C-A/A) (Be)	ato4-25 Projection JCh	u Côleige (Cola: 8-C/C) (C)	2338-26 Projection 6
2. Unossigned clinar propriated	5792	1,406 735 27		2,515,870,03		3,050 851.46
 Yotel Components of Fosting Fired Balance 						
(Line E-3" must agree with www.02-		2,14) 797-14		: т _а лықтора		5,207 WE IN
E X2004o05 RESCRIVES (Units Includ exception includ)						
1 Santual Fann		[
a Siab taskar Anargemenia	\$ 150	C.30		0.03		
b. Reservo for Economic Uncertainties	5760	241 241 20		362 KID 01		3/2 05 m
e: Unexe presidina proprieted	a790	1,529 877 70		0.515,570,08		1, RM 45125
di Nagasya Kasinciad briding Salances						,
(Megaliyo resources 2000-3599)	9792	169 (02.53)		0.00		0.00
 Special Baserye Lund - Noncooral Carley (2005) 10. 						
a Stockaawr 44argemeris	a790	c.10		0.04		0.00
 Benerve for Economic Juceta Ides 	\$709	C C00		ш и	:	<u>6.00</u>
o Unassignesi Charpiophziel	5760	C 50	''	nna		E.LO
2. Total Avacable Reserves - by Arrow ((Surrives ET 201, Ez.)		1 930 517 37		2,643,661,20		4,222.375.45
 Istal Available Penerves - by Percent (Line 63 de ded by 1 no FSc) 		12.94%		21,14%	i i	37,25%
 NECOMMUNDED DESERVES 					~	
1 Special Ecucation Pass-Intelign Ecologicals						
For detrois that each as the exists shallow as L(A.V at a						
special education focal pair area (SELPA)						
 Do your storme to each on inclusion and also also 						
If e pass-lineage-to-rols a structure to EECPA-members (Yes					
b. If you reality 571 PX AS1 and are excluding approx?						
advoefen oenvilleough fante						
 Enser the carriet(s) of the SELPA(a). 						
2. Ésecul occuation passificarge fonds					[
[Solution &: Fund 10 Linearityse 0000-2869, 6529-6540 and 6546						
obasta 7211-7510 and 7221-7220 which projections for						
subsequent years 1 and 2 in Onlumps C and B)		0.0-			i l	
5 Endred ADA						
Used to assist the reserve standard assignting level to los PTo						
Atol Al Form At Estimated "42 x04 colorer Lines A4 and 04 when pr	wyeciaare)	554 W/		834 P.		634 G/
3. Catoluting the Roserves						
 Expandeures and Other Extension (Lass (Lass B11)) 		14 347 053 40		1,500 054 25		13 /20,849 /1
b. Hes. Souve: Education Pass-Press/ Fonds (Long FRU) & Long Friend	•					enc
o Total CopareVuras and Citar Langtong Usas (Una 200 alas law 1964	i i	14 017 065 01		11,520,094 56		18 736,649 71
4 Reserve Signauri Forcerlege Level						
(Rate to Some GTCS), Colored to tar categorian activity		~ ~		49.		
 Pereve Standard, Py Percent (The F2c Imas F3c) 		972 587 60		544 (6)2 40		546 329 VG
(Reparts Standard - By Arrown						
(Refer in From CHV). Cristen 10 far ceisealan ceiala)		SO SET UC		50 1000 000		80 BBB 60
 g. Reserve Standard (Breater of Line Figs of F31) 		572 502 60		545 813 45		346,225,95
In Available Hearnard (Line E3) Meet Rosava Standard (Line Flag		MF3		~FŞ	L	YES

Delivary tion	A ASSUMPTIONS		with the second
	<u></u>	(69), Y XOT&-17 ⁽⁾	Keblig Toto-SP
State Rates	5.338	3.5.00	3, 3, 20
State Categorica: CDLA	6.22%	3.54%	3.299
California (P)	3.55%	3.03%	2.649
California Lottery - Base	\$177.00	\$177.00	\$177.DC
App ed Charge Rate	4	0.00%	0.003
California Loctery - Instructional Materials	\$72.DC	\$72.03	\$72.00
Appled Charge Rate		0.00%	0.009
Mandate Block Grant	8.22%	3.94%	3.297
Interest Hate Trend for 10-Year Treasuries	3.60%	2.98%	2,905
Applied Change Rate		-17.22%	-2.585
STRS Rate Change	19.10%	19.10%	13.105
Applied Change Rate		0.00%	D.005
PERS Rate Change	26.68%	27.70%	28.309
Applied Change Rate		3.82%	2.179
Federal COLA	0.00%	0.00%	0.039
ESSA. Title I- Part A- Basic Grants Low-Income and Neglected	0.00%	0.00%	0.039
Local Rates			
LCFF Sources - State Aid- Current Year	\$0.00	\$5,359,815.00	\$5,673,558.00
LCFP Sources - Education Protection Account- Current Year	\$9.00	\$128,174.00	\$223,615.00
LCFP Sources - Local Revenue	0.00%	0.00%	0.009
LCFP Sources - Local Revenue- ERAF Adjustments	\$3.90	\$D.00	\$0.00
LCFF Sources - Charter In-Lieu of Property Tax Transfer	\$0.00	(\$114,989.50)	\$115,477.00
Certificated Staff Step & Column	0.00%	2.75%	2.759
Certificated COLA	0.00%	0.00%	0.009
Certificated COLA - One-Time Olf Schedule Bonus %	0.02%	0.00%	0.009
Classified Staff Step	0.00%	2.50%	2.50%
Classified CDLA	0.00%	0.00%	0.00%
Classified CDLA - One-time Off Schedule Bonus %	0.00%	0.00%	0.009
Certificated Management COLA	0.00%	0.00%	0.003
Certificated Management COLA - One-time Off Schedule Bonus %	0.00%	0.00%	0.00%
Classified Management COLA	0.00%	0.00%	0.003
Classified Management COLA - One-time Off Schedule Bonus %	0.00%	0.00%	0.003
Certificated Health & Welfare Percent Change	0.00%	0.00%	0.003
Classified Health & Welfare Percent Change	0.00%	0.00%	0.00
CASDI/Medicare/Alternative Rate Change	0.00%	0.00%	0.005
Applied Change Rate		0.00%	a.ao;
Certificated OASDI/Medicare/Alternative Rate Change	0.00%	0.00%	a.ao;
Applied Change Rate		0.00%	a.aos
Classified OASDI/Classified Medicare/Alternative Rate Change	0.00%	\$00.B	0.00%
Applied Change Rate		0.00%	0.005
State Unemployment Insurance Rate Change	0.00%	0.00%	0.005
Applied Change Rate		0.00%	0.005
Workers Compensation insurance Rate Change	G.00%	0.00%	0.009
Applied Change Rate		0.00%	0.005
OPEB- Allocated Rate Change	C.00%	B.:00%	9.005
Applied Change Rate		0.00%	
Average Cash Balance	\$0.00	\$0.00	\$0.00
Applied Change Rate		0.00%	
User-defined Rates and Values			
Other Adjustments			
Other Adjustments - Unrestricted - Expenditures	\$0.00	\$0.00	\$0.00
Other Adjustments - Uniestricted - Other Financing Uses	\$0.00	\$0.0D	\$0.00
Other Adjustments - Restricted - Expenditures	\$0.00	\$0.0D	\$0.00
Other Adjustments - Restricted - Other Financing Uses	\$0.00	\$0.0D	\$0.00

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First Interim Special Education Montennore of Efford 2021-24 Projected Expenditures us Actual Comparison Yuit 2023-24 Projected Copendulues by LEA (LP-I)

15 75163 300000 Report SEMAL DE4KUW42622.26

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Cejard Code	Description	Special Special Educacion, ' Unapocified (Goal Snot)	Reg-onalized Sarvieas (Geal Stâtij	Regionalizad Program Specialist (Coal 5080)	Special Education, Intants (Goal 5710)	Sarah Education. Preschool Students (Goal Stan)	Spen, Educación. Ages 522 ICaal 5760)	Adjustmants'	Tobl
	UNDUPLICATED PUPIL COUNT								03.011
TOTAL MOJECT	TOTAL MOJECTED EXPENDITURES Funds 01.09, & 62, IESOURCES (000-9999								
1-000-1590	Sentitional Sector Sect	C.CD	CO.D	2.0	C.C0	000	634 652.CD		604 SS2 CM
2000-2858	Свол Гене Знание	86,118.CO	0.00	XX	G.CO	Q: 1:	434 165.00		620 240.00
3660 DOCD	Empty se Ursei ds	48.972.00	0.00	80	C.C0	8C C	402.162.00		451 125.00
4004095	Books and Supplies	C:CD	0.00	0.0		80	10.300.00		1.3 SC.CO
5005-0005	Services and Other Operating Expenditures	1,000.00	000	00.0	C.C0		134.000.00		135 200.00
600-6356	Capital Outby tay sapt objects 6600, 5700, 6910. 5 69201	000	0.0D	8.0	C.CU	35	G.CD		
1130	State Speciel Schools		0.AD	X.C	C.CU	3.0	C.GD		0°0
T420-7439	Dest Service	0:0	0.00	XX	G.CO	vic ĉ	e ch		C.CD
	Total Direct Costs	136,091,00	0.30	80	C.CD	(CC C	1,515,475.00	<u>ເຊ</u>	1,761 556,00
0122	Transfers of Indreed Costs	C.CO	0.00	2,6	C.CD	80	0.00		0;C
0300	Transland of Indexel Costs - Interfund	0.0	0.00	0.0	C.C0	0.0	G.CD		3
	Yetal test and Costs	000	Û.ĤÛ	0.0	C.CD	au e	C.CD	CC C	C CU
	SISCO TVICE	136.091.00	0.00	3.6	C.CO	ас С	1.815.475.00	88	1,751.555.00
STATE AND LOC	STATE AND LOGAL PROJECTED EXPENDITURES (FUNDE P1, P3, & 52; IMENUTEM 000).	-3999 3335, & 6MD-0999)	(6660-0						
66A: 1330.	Centercation Salarian	0.00	0.00	3.00	0.00		589.654.00		CB3 558.CN
2008-2996	Diazs fine da antes	88,118,CO	0D.D	00°C	C.C0	°.	434,165.00		523 253.CD
3000-0306	Employ w Bandik	48,973 CO	0.00	0.0	C.CU	335	272 B37.C0		421 S1C CD
460×300r	Особе али Фиррина	000	UUU	80	C.CD	00 C	5.570.00		5.50.00
5000-5999	Bervices and Other Operating Expendition	1,000.00	0.00	3.00	0.0	0.6	101,000,000		102.000.00
6200-6839	Capital Dullay textept objects 6500, 5404, 6910, A 49201	90'0 - ''	0.00	01.00	C.C0	00.6	G.CO		CC
0E17	State Special Stincold	9 3	00'D	0.0	C.CO	G 0	6.60		ଞ୍ଚ :
7436-7430	Dao: Survice	300	0.0D	0.0	C.CO	86	C.CD		e I
	Tucil Dreet: Costs	100.0a1 CC	A.AD	0.0	C.CU	30.0	1,533.160.00	cc.c	1,668,251 C0
0.27	Yerelere al Indepationals	000	0.00	330	C.CD	· C0.6	. cn	ļ	C.C0
130	Constant of Indexed Costs - Interfund	9 00	0.00	0.00	C.C0	60.0	c c0		80
	Total Indiecti Dosts	90 ¢	0.0D	00'0	i: cū	60 0	0.00	0011	3
	TOTAL REPORE CRIEDT RAC	106.031.00	UUU	C0.0	0.03	10.0	1,533,160.00	0.00	1,668,251.00

Carterus Dapres Coucehon SACS Financial Percentry Software - 32 CS VI F. H. SEUN, VHA on 3

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First Interim Special Education Mainterance of Chiert 2023-24 Projected Expenditures vs. Actual Compariana Year 2023-34 Projected Expenditions by LEA ILMAI

15 73163 000000 Report SEMAL E018 0514UW(2023.24)

	1202	kiz4 Projested Ex	2021-24 Projested Expendences by LEA (LP4)					201	
	Dana Dana	Special Eductrian, Unspecified	Regional cold Services (Goal Rocol	Regionalized - Program - Spacialist 1 (Goal 5050) -	Special Education. Infants Court 5710;	Special Education, Preschool Students (Coal 5730)	Span. Span. Ages 2-72 IGoal 6780)	Adjuctments ⁴	Tolal
Contributions from Unresting: (Aquentow X) 19400, axeep 04106410, andeb 5.0,05869.	Contributions from Unrestricted Review and In Federal Resources (Procention 2010) 0.3400, accept 2085, all guads, resources 3000-2175 5 241755410, and 540,058460.								CO.0
TCTAL DOSTS									C0': =Z G99'-
PENDITURE	LOCAL PROJECTED EXPEMDITURES (Funds M. 09, E 52; rowaurean bloc-1959 & 30M-34	16054-							
Certificated Sinance	B	0.0	2010	ž	<u>e.c</u> D	80	∋ 222.00		9.222.00
Classified Salaries		63 566.00	C0:0	X		80	95.151.00		C0:210 CS.
Smparee Berefts		41 322.CD	C0.0	:XX		87	21 543.00		R.7 465.03
Язека яна Спрайка	×	U U U	C0.0	XX.	0.00	i ĉ	n.n		0.0N
ers and Othe	Gery des and Other Operating Expenditures	C.CU	-00 -	×	0.00	2.0	5 (00.00		5 000.00
al Outby lee	Capital Outby Tercept objects 6600, 6400, 6310, 5 66201	C.CU	CO.0	8	0.00	ж¢	0.00		C0.0
Elale Special Schools	sici	C.CD	C0:0	×	U C U	8	0D.D		0.00
Dust Survice		C.C0	C0.0	×	0.00	86	0.0D		0.00
icial Deact Cosis		104.659.00	CU U	X	D.CD	жс 1	151 VIA.00	×	200 (04.00)
Transiens of Indeed Costs	tel Costs	C.CU	0 0	2	0.GN	3X (0.00		C0:0
lie's of Indee	Translass of Indreel Costs Intertund	C.CD	CU.0	×	0.00	XX	0.00		0.00
Total Instant Costs		C.C.	C0.0	×.	0.00		0.00	XC	Ū.0D
L DCFORC (TOTAL DEFORE ORUEOT READ	104.529.00	- CU'U	X	0.00	300	181 216,00	×	225 101,00
rtulions from Fand Local Pr	Concretations from Uncelrated Recontes to Verteral Resources (Frum State and Local Projected Lyperchures section)								0.00
thulions from sureux 3255, 7510, except	Constabilions from Unestration Revenues to State Resources (Revenues 3225, 6600-6640, 8, 7240, al goods; resources 2000 2593 K 6010-7640, essept 6600-6540, 8, 7240, acats 6000-5699;								76a %30.00
TOTAL COSTS									UN'U PZ 5021.

" Allaction additional speek who explorations of any and mis in the Ary alments to unit

Kern County	2021-24 Pro 201	iajeoleed Espendiduree us, Artual Compurison Yee 022-23 Actual Espendituren hy LEA (LA4)	ures us, Actual C Ignalituran hy LB	kamparisan Yah A (LA4)				E818D6	E81BDS1KUW[2023 24)
Object Code	Daxeription	Special Eauconton, Unspecified (Soal SOD1)	Regionalized Services (Goal 5090)	Regional und Program Specialie (Goal Sõõõj	Special Education. Infants [Coul 5710]	Special Special Education Praxelicol Students Igoal 5730	Spec. Educaton, Ages 5-22 (Goal 3760)	⁴ alm ant erip A	
									20101
TOTAL ACTUAL	TOTAL ACTUAL EXPENDIT: RES of and \$1. \$3. \$ \$2: recourses 0000-0999)								
000-000	Cutificulus Sula és	306	0.0	0.0	80	UU U	30	00'0	ACC
9505 2052	Cless/ed/Sabres	204		0.0	C.CI	CN D	8	0.0	0.00
6662-0000	Employ se Benetits	200	0:0	C0 0	6.8	01.10	8	0.00	C.CU
4000-4939	Ecols and Supples	200	C C 0	CU U	0.0	98.0	**	0 UD	0.00
6502-0005	Services and Other Operating Expenditures	×.	0.0	CU:U	3	0.00	200	0.0	C.C0
600-6030	Capital Cultay iaxeapti objects 6600, 5700, 6910. & 65201	80	6.00	C0.0	З i	000	201	0.09	5
0212	Gran Special Scheats	200	0.0	CO.N	0.0	00 A	300	0.00	0.00
6EP2 0572	DeM Service	200	00'0	. 0.0	83	00	3	0.00	0.0
	Total Direct Cosis	XC	00.0	0.03	is	00.0	200	0 U U	0.0
7540	Тинийник ut Itylicast Сселя		0.0	C0:0	000	UUU	XC	0.00	000
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First Interim Special Education Malatunumu of Effort 1023-24 Proyected Expandiures vs. Actual Comparton Year 1023-25 Actual Expandiures by LEA (LA4)

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El Tujun dall ad Kera County

56LPA:

First Inverim Special Education MaIntenance of Ettori 2023-24 Projected Ettoenditures vs. Actual Comparison Yren 2023-24 Projected Espendituren by SELPA (SP-I)

3

	Description	Adjuulmen s *	Tolal
	TOTAL CESTS	C.C0	0 00
PROJECTED EXPENDITURES - Local Sources			
1005-1-000	Certicated Salates		0.00
200-2969	Clangel and Statemen		0.00
54.000-33060	Employee benefits		0.0
ACCULO COMPA	Bocks and Supplies		000
6060 0000	Sherares and Othur Ocanaling Extend luncs		00.0
90C0-6999	Capita Outling (normali intjinda 6260, 6730, 5630, 8 6920)		0.00
7:30	Glate Goed al Cohools		9.00
00×1.00×1	Cebl Sov. re		0.0
	Total Direct Dosts	0.00	1.00
0:02	Tiam Vice of Indiant Gests		0.0
1350	Transfers of Indress Casts - "Aser, nd		0.00
	Tota Indias: Cests	L.CU	60.0
	TOTAL REFORE COLOCIED 2050	C.CD	0.03
2360	Contrbutions from Unrestricted Revenues to Ferdinal Remainded (From PRCJECTED EXPENDITURES - Stells and unrel Studies spectant		du e
6360	Contributions, Form Dimensional Ray entres to State Recourses		0.0
	TUTAL CUSIS	C CU	CO.0
tik biliki té 8.460 étimi. A bilikt			0.0

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Gal toma Doprof Education EACE Financial Reporting Sintmark - SACS VI Fille: SEMAL, Vasi un S

Peri L-Deneral Administrative Share of Plent Savices Costs	
California's indived cost plan allows that the general administrative costs in the fedrect cost pool may include that period of clarif services posits (ma operations costs and finalities rants and eases costs) anticulable to the general administrative of fices. The calculation of the plant services costs all coministration and included with a pool is crandardiard and automated using the percentage of isataries and benefits relating to general administration at	learning of heliotic
percentate of square factory decorpted by general administration.	
A. Salaries and Benoties - Other General Administration and Centralized Date Processing	
 Selares and penality paid through payroli (Funds 01, 49, and 62, page 34, 1000-3999 water), 3701-3702) 	
(Functions 7201-7200, gaals 0000 and 9000)	487,348.00
2. Contracted general administrative positions invitibility pwymi	
Enler the costs, if any, of general administrative positions performing services ON SITE but pad through a	
comraph, rather than through pay foll in Functions 7209-7700, goels 0000 and 9000. Object 5800	C.CO
b) If an amount is entered up Line A24, getwide the title, pares, and approximate FTE of data general.	
admenstrative position part through a contract. Relatio supporting documentation in case of audit	
	J
B. Salaries and Benalits - All Other Activities	
 Sateres and tenel to past through payron (Funds 01, 09, and 62, objects 1000-3909 except 3701-3702) 	
(∓inctions 1000-6999, 7100 7180, & \$100 8400; Functions 720+7700, p1 gpais except 0000 & 9000)	R,308,221.00
C. Pergeniego of Plant Services Costs Attributable to General Astronistration	
(Linn A1 any Linn A2x, divided by Lina B1, zona & segative) (Sue Part III, Units A5 and A6)	5,34%
Pari II - Adjustments for Employment Separation Costs	
When an propage secarates from service, the most educational agency (LEA) may include us a second-ed with the separation to addition	
In the complexively exactly address of some "its for the line pay verice. These address can be callegorized as "herma" of "abnormal	
er mass' sejalallan cosis.	
er mass separator costs recting thems such as pay for accumulated cruzed leave or routing severance pay authorized by governing board	
policy. Normal separation pasts are not allowable as direct posts to rederal programs, but are allowable as indirect rosts. Sitely programs	
may have similar restrictions. Where feilere or state program guidelines required that the LEA sharps en prophytica's normal separation	
custs to an avestificted tesource rather than to the residuted program in which the employee worked, the LEA may identify and anti-	
these sosis on Line All of inclusion if the indirectional post	
Abronnel or mass separation costs an those sosts resulting from accors taken by an USA to Mittence employees to terminate them	
employment earlier than they normally workt have. Abovement or mass separation costs include tellowment incentives such as a Boldon	
Humbehake in survaining packages registered to effect femination. Abnormal or mass separation costs may not be prorged to federal	
programs as either direct costs or increations and a Where and FA paid absorbant or many separation costs on tableal of positions in general	
eominatively expected with reduced in the reduced cost pool, the LEA must leavel'y and enterphase costs on the B for explosion from the pool.	
A. Normal Separation Costs (aptional)	
Enter any normal separation costs paid on behalf of employees of restricted state or factors programs that	
were charges to an unwatched resource (0000-1900) in Lands 01, 09, and 52 with Lanchons 1000 0958 or \$100 0400	
rather than to the restricted program. These costs will be moved in (first 10) from twose costs in the inclust, cost paul	0.00
Retain appparticly (pp.m.+al.ahn)) De Aberganal an Mana Casanal an Casah (an an India	
B. Abmornial or Mass Separation Costs (required)	
Enter any abnormal or mass separation costs coloring baraif of general administrative positions charged to	
mmuntsicted resources (8900-1989) in funds D1, 99, and 62 with functions 7200 7700. These tosts will be	
moved in Part IV from the indirect cost pool to pase costs. 21 none, either anno	a.ca
Per J III - Indirect Cost Rate Celculation (Funds 51, 68, and 52, unless indicated otherwase)	
A. Indiraci Gosis	
 Other General Administration, less portion charged to realificted matanication Apeolitic (toels) 	
(Functions 7250-7600, objects 1000 5699, mikus Line 85)	582,854 CC
2. Completed Onio Processing, less port on changed to restricted resources or sponific guals	
(Function 7709), objects 1000-5099), mirus Line 610)	155,907-00
	-

	Et Ing a strawings
3 External Financial Audit - Single Audit (Function 7190, resources 2000-1990, goals 0000 and 9140, objects 5000 - 5980)	0.00
 Staff Relations and Negoliations (Lumbion / 120 resources 0000 1999, goals 0000 and 6000 Lucjobs 1000 - 3036). 	0.00
5. Flank Maintenance and Uperations (portion relating to general administrative offices coly.)	
(Functions 8100-8400, osjeda, 1000-5589 escept 5100, it test Pert 1, 1 ins (0)	88.270.58
C. Pacifiers Kenis and Leases (portion relating to general administrative offlices only)	
(Panetion 2700 resonnes 0000-1669, objects UKK-5898 except 5100, tenes Part II, Due C)	0.00
/ Adjustment for Employment Separation Costs	
a. Hos. Normal Separation Costs (Cart II, Los A)	0.00
ti Less: Abnomalio: Mass Separation Cesis (Parl II, Line B)	6.60
8. Total Indirect Costs (Lines A1 through A74, minus Line A7h)	825,521 68
9. Carry-Edward Adjustment (Part IV) Long F)	227,493-76
 Total Adjusted Industri Costs (Line A0 plus), no A9) 	1,054.016.46
P. Base Cosis	
L Grainzolom (Functions 1000-1995, objects 1000-5598 evcept 5100)	7,130,208.00
2. Instruction-Rolated Services (Functions 2000-2992, orijedar 1000-5999 except 5100)	983,761 00
3. Pupit Services (Functions 3000-0998, objects 1000-5988 except 4700 and 5100)	2,050 596.00
A Analisty Services (Functions 4000-4998, objects 1000-5899 except \$100)	328 4 25.00
5. Community Services @unclians 5000 5999, abjacts 1000-6999 except 5100)	0.00
5. Enterprise (Function 6000, solects 1009-5959 except 4700 and 5100)	0,01
7. Board and Superinterniert (Function: 7100-7150, edjects 1000-5899, indexs Part U), Une A4(375.737.00
S Holwinal Financial Audit - Single Audit and Other (Functions /1987/1911, objects SDOC - 5999, minus Part III, Une AD)	0.03
9. Other General Activity/ration (portion charged to restricted resources or speet" a goals only (
(Functions 7200-7600, resources 2000-0000, «Ljects 1000-6-69, Functions 7206-790)	
resources 0000-1899, aligoals extend 0000 and 9000, pajasts 1000 5999)	7,744 (6
10. Gonzralized Data Processing (partic) charged to restricted resources or specific goals only (
(Cumpton 2200, resp.roes 2000-9995, objects 1980-5959; Function 7740, resources 8000-1985, all goals	
except 0000 and 0000, objects (000-6000)	67.294.00
1) Plani Memienanda and Operations (all except portion relating to general administrative offices)	
(Functions 8100-8400, pojects 1000-596); evidepi 5100, minus Part III, Line A5)	1,084,705,32
12. Fix-Nilves Renis and Lesses tall except portion relating to general administrative off cost	
(Function 8750) abjects 1000-5908 except 5100, minute Pert II: 1 ann 46)	0.00
10 Adjustment for Employment Separation Costs	
 Less: Vormal Separation Costs (Fart II, Line A) 	0.00
5 Must Abdormation Mass Separation Costs (Port III Line B)	6.00
14. Sludeni Activity (Fund 05. Lunckons 4000-5599, abjects 1000-5905 except 5100)	n co
15. Adult Education (Fund 11, Tozotions 1800-6999, 8108-8400, and 8700, rejecta 1880-5889 eccept 5190)	C 60
16. Critit Extremisment (Fund 17, Traditiona 1090-6999, 8140-8400-8 8700, ptypets 1000-5959 except 4700-5 51001	C.G0
17, Cafelena (Funds 13 & A1, functions 1900 0999, 8100 6400 8 9700, checks 1000 5000 except 4700 & 5100)	240.170.00
50. Foundation (Flancs, 19 & 57. 1unations, 1000 6999, 8100-8400 & 8700, objects, 1000-8000 eccept; 4706 & 5160)	0.00
nti. Taral Sase Casis (Linas Bri Innolign Bri 2 and Lines Brith Interior 21.5) minus Line Frige;	12,704,760,02
3. Sturight Indirect Cost Percentage Sefere Carry-Forward Adjustment	
(For Information only - not for the Whon claiming/recovering indirect social	
(Line AB dwiked by Line 319)	6.53%
3. Preim very Proposed Indirect Cost Reis	

First Interim

2023-24 Projected Year Totals

Indirect Gost Rate Workshoot

D. Freith hery Prepares Indirect List, Itele

(For the all approved theodowith corry-forward rate for use in 2025-28 we wantedle to goverg/apity) (Line A10 divided by Line B19) Park IV - Carry-forward Adjustment

The carry Torward adjustment is an after the fact adjustment for the difference between indirect usets recommonly using the indirect

cost ritle approved for use in a group year, and the actual indianal costs incurred in that year. The carry forward adjustment eliminates

El Tajon Unified

Keen County

8.29%

15 75168 0000000

EMBD S1KUW(2023-24)

Form ICR

El Tejon Unified Kern Counsy

First Interim 2023-24 Projected Year Totals Every Studem Succeeds Act Maintenance of Effort Expenditures

ļ	Funds	s D1. D9 and 62		2073-74
Secilian I - Expandituras	Gaels	Functions	Objacis	Expenditures
A Total state, (ederal, and loce expenditures (el resources)	AI	Al	1000- 7659	14,317,665.00
6. Loss all fodural experificands fot stowed for VCE (Resources vC0>5899, scorpt JORS)	AI	<u>ा</u>	1000- 7 <u>9</u> 95	1,628,935.00
D. Loss state and local asponotionas not a lowes fun MOE. (At. Insolates, mempi fuckes) as destriet in Linn E)				
1 Dominiumily Services	лі	5000-6889	1008- 7998	. c.co
2. Gapta Cullay	All Recopt 71-00-7199	All except 5000-5999	5000- 6999 skcepi 6500, 6910	. 370.000 oc
3 Oeld Satuka		9:00	5400- 5450, 5800, 7430- 7430	176,075.00
4 Other Trensface Out	AI	6200	7200- 7200	3.20
C. Interfund Transfers Out	AF	6003	768). 7629	0.00
		care	168 8	
6, All Other Financing Cisas	.40	nutra	7661	0.00
? Nonagency	710)-7180	All encept 5000-5898, 9050-6999	1000- 7968	C.UU
8 Luiton (Revenue in leu ci expenditures la appreximate costs ci services for which cuiton	 ILA	AI	07 IQ	
is received)				: DCA

El Tajen Unitiad Kem Gounty

Eltat luterim 2023-24 Projected Year Totals Every Sludent Succeeds Act Maintenance of Effort

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D Supplemental Dependitures modelais e residentially declared closester 10. Yolat elate and local expondnumes not altared Acrite(2), calculation (Com Tres Calp	Aerus iy enicited. Nosi nation: 'u	de expenditures « kres B, C I G8, D1. 5 D2.		0.00
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E. Tatul expendent-s subject to MOF (LPC A onnus loss E and C10, play loss D1 atol D2) Section II - Expanditures		··· ·· ··		12.101.992.00 2023-24 An must ADA/Faps
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El Tajon Unified
Kern Gounty

First Interiim 2023-24 Projected Year Totals Every Sludent Succeeds Act Maintenance of Effort Evpanditures

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n"at fLine A.2 If ves 60%) C. Corrent year expenditures (Une 1.E and Line II.B) C. WOF dal every emain: if pry (Line R minus Une C111 negatives then	B. Required		
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E. NOL determination (II one or both of the amounts in une D ora		
zera, the AQL requirement is mel: Il talh amajinis are		
positive, the Movi requirement is not met. If	MDF Catellation (non-mplate	
e Grendslumn In Une A.2 or Line Cleguas 2003, The RFUL calculation to		
ncanole(n.) F. MCE deficiency percentage, if MCE rectmet,	· … <u>··</u>	
scherwise, sero (Lare Didivited by Lare B) (Fonding onter ESRA day and Signature to 52		
2025-06 Wy to reduced by the Wear of the two cereorages)	c.com	0.70%
* sterm Renocs - Annual ADA not available from Form AL. For your convertine recurred to relieve estimated Annual ASA.	· · · · · · · · · · · · · · · · · · ·	
SECTION IV - Detail of Adjustments to Reper Exponditures (used in Section III, Line A,1)		
Description of Adjustments	Total Espandeluren	Expenditures Per AE A
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Tata	· · · · · · · · · · · · · · · · · · ·	
actustments no base aconditures	3.00	0.0 0

First Inter m 2023-24 Projected Year Tolais Exhibit A: Indirect Cost Rales Charged to Programs

Approvied Indirect Cost rate	2.56%
Highest	
raja used	
н нгу	
եպնւթա	3,56%

Fund	Resource	Elişihə Copendetures (Objects 1000-5998 əscəşti 4700 & 5100)	Indiraci Coste Charged (Objecte 1310 and 7350j	Rate Used
01	2690	285 395.00	10.266.00	3.56%
61	2010	545 4.37.00	12 458.00	3 56%
01	3213	729.977.08	13.056.00	1.61%
21	4126	25,705.00	914 GC	2.58%
01	4127	38,335.00	1,364.90	3.56%
'n	4200	9,000,00	327.00	3.66%
51	6010	37.009.00	1,174.00	3 56%
31	60.50	54,877.05	1,953.00	a 58%
01	6266	34,996.00	1,248,00	3 56%
ŲI	6.85	24, 147, 0,0	859-00	3 56%
01	6367	193,125.00	6.875.00	3 56%
ŲI	6547	61.568 UU	0 156 00	3.54%
ů1	8782	170,008.00	6.032.09	3.56%
u'	/220	05,216,00	> 784.00	3 55%
ñ1	7412	42 745.00	1 521.00	3.59%
U'	(413	22.604.08	949-00	0.55%
c.	7435	330,814.80	11,776.00	3.6678

the need for LE/Is to file parended federal reports when their associated pasts vary. From the estimated indirect cests on which the	
Approced rate was based	
Where the ratio of indirect costs victured in the current year is less than the estimated ratio of indirect costs on which the approved rate for	
can be the current year way toxed, the conv-forward adjustment is instead by using either the approved rate times current year case costs,	
or the highest rate obtually used to recover costs from any pregram limes current year base costs, if the highest rate used was less than	
the approven rate. Retes used to recover posts from programe an display who fichibit A	
A. Indirect costs incurred in the current year (Part III, Line AB)	826,521.69
B. Carry-forward adjustment from palor year(s)	
1. Cany-forward adjustment from the securit pilor year	(146,595-23)
2. Gamy forward adjustment amount deferred from prior year(a), if any	0.00
C. Carry-forward odjustment for under- or over-recovery in the current year	
1. Under recovery: Parl III. Line A8. plus carry forward adjustment from prior years, minus (approved indirect	
cost rate (3.56%) times Part. II, time B19), zero II rospative	227,493 76
2. Over receivery: Part RI, Une A8, plus carry forward adjustment from prior years, minus the lesser of	
(approved codies/ cost vete (0.565) tones from 0., Line 519) or (the highest rate used to	
recover costs from any program (3.55%) lines Part. II, the B19); sero if pasitive	0.00
D. Prelitniwery carry⊀orward edjuelment (Line C1 or C2)	227,493.76
E. Optional allocation of negative carry-torward adjustment over more than one year	
When a migrown carry-forward industriant causas the proposed approximates to fail taken with or work: manon the only of which	
the LEA could recover height, costs to such an extent that it would cause the UEA significant fiscal harm, the LEA may request that	
the cary-forward adjustment be electricity from the year. Where effection of le response carry-forward adjustment over none	
than one year does not resolve a negative rate, the ODE will work with the LEA on a case-by-case basis to establish an approved rate	
Option 1. Preliminary proposed approved rate (Pert UI, Line 5) if mone regative damy-known)	
adjustment is applied to the surrent year calculation	noi appiesatio
Option 2. Pretinniary proposed approved rate (Pert D), the D) it constrail of respetive decry-forward	
adjustment is applied to the surrent year calculation and the remainder	
a defended to role of none future y sets	not applicable.
Option 3. Preiminary prepased approved rate (Part 19, Line C) & one trivid of negotive carry forward	
experiment a spring to the current year relations and the remember	
vs defeited to one or more future years.	vo: appicabl e
. FA remet for Salka 1, Option 2, or Option 3	
	1
F. Carry-forward edgustment uses in Part (II. Lene A& (Lino Dimensial execution) deferred if	
Option 2 or Option 3 is selected	227,493.76

6) 1e, an Umiliad Kern Gauniy	Final Interno General Final School Dhaziel Critiana and Standarda Maviaw	13,75(60,00050) Point DIC 31 199190316(74)3622-24)
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in the second second second second second second second second second second second second second second second	4	

Deviations from the standards must be explained and may of fext the interface (or ¹⁹Cario).

CRIFCRIA AND STANDARDS

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luma-1 Maar (3233-24)					
Dointi Regés:		d5: 4:	699-049		
Charles School	Г	560	0.00		
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a Succession new provide	i		T I		
Divido: Reguer		537.42	524,74		
Chaner Second		0.04	501		
	701# AD4	637.42	127.74	14	
nd Yubarquen: Yes: (2025-201					
Desire) Kegula		624.32	834.67		
Charge School	Г	0.00			1
	Total ADA	604 32	634.67	.1%	Mei

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10. Comparison of Disirici ADA is the Senderd

for DUPNITRY. Creation applications if the element of a rational

(g) S(An(0,k)) (E) Fixagen bits has not changed a non-subgrist according to manifold was present in any of the current year of two subscurved to all yields.

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Exclanation (respired at 900 met)

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3. CRITCRIOH: Carallatani

STANCIUM. I investment were there any of the current function and not extend and function was not charged by more than two percent ence beings adoption

24. Eulepining the Claimar's Formilinear Variances

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	Charter School		0.00			
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lay Successford Year (20)	2439j					
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2nd Subsequent www.j2D	ac-sa					İ
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Faplanation: Reported & NOT mell The deletel is apparenting an increase in enrichment, specifically in grader 5-5-bit for Tri 2003-24.

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1. CHITCRICH - ADA to Environment

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34, Calculating The District's ADA to Enrollment Standard

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		P-2 ADA Unaucitad Actuals	Enclose CODES work	Licenton Raia
hoved Year		(Four A. Lines 24 and C4)	(Farmú)CS, Hann M()	o' ABAro Erectmen
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	Torpi & DA-Envolment	685 118	E11	98 G%
Second Prov Year (7029-22)				
Colici Regula-		870	as	
There: Scient)
	Total ADA/Enrollmont		85	93.9W
hind Prov Year (2022-27-		• • • • • • • • • • • • • • • • • • • •		
DB160 Hogale		862	82	
Claster School				1
	Talel ADA/Enrollment	682	662	100.0%
			Hold Kall Average Hollo	F2.2%
	Distances added to	Freeborn Greeked pastor	ood everage ratio plus 0.5%)	nt.25j

35. Calculating the Clairic's Projected Raiss of ADA to Enrollment

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Ταςμί άξιψιβ	arallparr 335	ניק	12.1%	۷an
ner Sufmieguen: Meer (2024-25)				
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Chenar School		G		
Told ADAID	trefnum sai	74	68 les	¥-I
2-e Subsected View (2156.24)				
District Republic	536	752		
CHING Scient		c		
Total ADAIN	arbanyni 325	713	T5.0%	Wal

30 Companies of Blaimt 404 is birofiniant Rate to the Standard

DADUENTRY, Ship en explanation : The elements is not met.

1s STANDAPD VET - Stoyed P-7 ADA in anniment and has not extended the sumption for the current year and no autoregiest forming each

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	initing the District's Proyected Change in LCFF Revenue RM - Index Adapted data the scatter be estimated, otherwise	na aniar sana mis dha (nai ce umr.	n ite l'ut inservisei mei Cur	en Yeerdela we estracioa lea	Aanglada tur jina pan				
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	of to 0.50, 12 percent 6000, 8072, 6020, 6080								
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and Subsequent Yes" (30/5-36)

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Bound Mish Asso (402) 424	\$,214,040 \$0	0,500,340.97	77.04		
Ens: Print mean (2022-205	5,566,685.23	8 8 (5 (5 C))) (5 C	74.8%		
		Holiand Avoiage Selo.	14.0%		

	G120-24]	(3(3/2/))	()075-3M
Divocia Reserve Standard Perteniage (Charaot 128, Line e)	-r+ j	-14	63.
District's Salaras and Darrel of Standard			
linisis-test average ratio, closity nos for gresser of 3% or the district's receive Vienders percentaget	T4.0%.12 B2.0%	74.0% to an 0%.	74 0% <u>to</u> 83.3%

89. Calso along fits blanket's Projected Kabol of Direst-Fital Selects and Benetik to Total Directorized Denatal Face Expenditores –

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tsi Subvegveni Yaer (2024-20)	7.255.527.63	0.070,454.49	N 15	
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SC. Comparison of District Salaries and Banelio Ratio is the Sandard

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*y Staking D WFT Balls of wall concepted elabors and here is no stal-investiged expertisions and met the constant for metasaning year and us consumption for all years.

Exclanation. Jacques: 4 h.C.⁻mer.)

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CALEFAICH, Olive Assesses and Expenditions.

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and Surrequent Your (2015 20)	1,362,645, H	3 556 705 61	8.2%	Hol Vel	
Tolal Acake and Supplies, and Reviews and Other Operating Expanditures (Section 44)					
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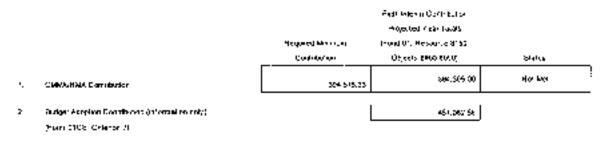
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108. Calculating the Orskorta Reserve Standard

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1	Special Reserve Fund - Linux right Sittingui no failed Arriva A			
	(Fund 17) Digest 9/901 (Form Writh Line 52c)	0.00		
а.	Councils As ministe Preserve Amount			
	junas Cilifin, C7)	1,858,407.57	5 978 (An 98	4,222,276,45
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	(Sector 50, Line 7)	572,642,60	\$44,833.48 [649.336.09
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100. Comparison of District Reserve Amount to the Standard

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SUPPLEMENTAL INFORMATION

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54. Contregent Reserves

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identify capital project cost promote that have occurred analyticatiget adoption that may impact the general fund budget.

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finglada kanafon anno bi c'inan gabalag do'i ès ès bara d	e geven find or my other laws				
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Lang-win Commission 56

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SSU Idensification of the District's Long-Serie Commitments

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500. Comparison of the District's Annual Payments to Prior Year Annual Payment

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SSC Identification of Decreases to Funding Sources Used to Pay Long-tran Convolution(s)

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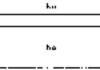
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MEMORANDUM OF UNDERSTANDING (Contract Hours and Services)

This Memorandum of Understanding (MOU) is entered into on July 30, 2023, by and between Master Welder. Jose Bucio, address 4000 Roosevelt Trail Frazier Park, Ca 93225, and El Tejon Unified School District (ETUSD), Community Schools, address 4337 Lebec Road, Lebec, CA 93243-0676. Master Welder, Jose Bucio and ETUSD are collectively hereafter known as the "the Parties"

Upon acceptance and signatures by both Master Welder, Jose Suci:, and ETUSD this proposal becomes an agreement for services wherein each mutually agree as follow:

RESPONSIBILITIES AND OBLIGATIONS OF THE PARTIES

1. Master Welder, Jose Bucio shall:

a) Provide welding education and skill to students weekly.

b) Mester Welder, Jose Bucio will assist students in understanding safety procedures
c) Mester Welder, Jose Bucio may propare and present workshops for El Tejon students or parents, and/or arrange for workshop presenters, by request from relevant El Tejon staff.
d)Master Welder, Jose Bucio will contact Corey Hansen as soon as possible if he is not available for one of its scheduled weekdays.

e) Master Welder, Jose Buck shall provide welding instruction during a 90 minute block at a minimum of one day per week, with a goal of two days per week.

2. ETUSD Shall:

a) Provide a space for the Master Welder, Jose Bucio to meet with families.

b) Provide a translator if needed and the translator agrees to confidentiality.

c) Allow use of the copier and scanner to make copies or send items for families as needed.

e) Provide transportation for efter school activities

f) Provide safety gear and materials for students as needed

3. ETUSD Understands:

a) Master Welder, Jose Bucio are mandated reporters.

b) Master Welder, Jose Bucio can share family/client information with school district staff but all information is to remain confidential

4. ETUSD agrees to Master Welder, Jose Bucio:

a) \$3,950 for services provided from August 28, 2023 to December 22, 2023

b) \$3,950 for services provided from January 9, 2024 to June 7, 2024

TERMS OF UNDERSTANDING

The term of this Memorandum of Understanding shall be for the period from June 12, 2023 to June 7, 2024 and may be extended upon written mutual agreement of both Parties.

AMENDMENT OR CANCELLATION OF THIS MEMORANDUM

This Memorandum of Understanding may be amended, modified, or canceled at any time in writing by mutual consent of both Parties.

GENERAL PROVISIONS

If at any time either party is unable to perform their duties or responsibilities under this Memorandum of Understanding, the affected party shall immediately provide written notice to the other party to establish a date for resolution of the matter.

This Agreement shall be signed by Master Welder, Jose Bucio, Principal Corey Hansen, and Sara Haflich, Superintendent, ETUSD and shall be effective as of the date first written above.

Master Welder, Jose Bucio

Corey Hansen, Principal ETS

Cory, Eshinar

Sara Haflich, Superintendent, ETUSD

07/31/2023

<u>07/31/2023</u> (Date)

(Dale)

07/31/2023 (Date)

EL TEJON UNIFIED SCHOOL DISTRICT AGREEMENT FOR PROFESSIONAL SERVICES (SPEECH-LANGUAGE PATHOLOGIST SERVICES)

This Agreement ("Agreement") is between EI Tejon Unified School District, a California public education agency ("ETUSD"), and Kristin Ericsson, M.A. CCC-SLP "Speech-Language Pathologist."

RECITALS

This Agreement is based on the following facts and understandings of the parties:

A. ETUSD needs the services of a licensed Speech-Language Pathologist to provide services to its pupils with disabilities under applicable law as it does not employ the necessary, qualified personnel.

B. Speech-Language Pathologist is in good standing with the State of California and is willing to provide services to ETUSD on the terms contained in this Agreement.

C. Speech-Language Pathologist understands that this Agreement is non-exclusive and that ETUSD may, in its own discretion, utilize other service providers.

D. Speech-Language Pathologist understands that this Agreement may be available to third parties through the California Public Records Act.

E. This Agreement is intended to be the written agreement between the parties regarding the services to be provided during the referenced term.

TERMS

Based upon the Recitals and the promises exchanged by the parties in this Agreement, the parties agree as follows:

 Scope of Services. The nature and scope of services under this Agreement are set forth in Attachment A and are fully incorporated by reference into this Agreement.

 Term. The initial term of this Agreement shall be December 1, 2023, to June 30, 2024. This Agreement shall continue in force after the termination date by automatically rolling over for successive terms of one year, up to a maximum of three years total; provided, however, that any party may terminate this Agreement upon 30 days' written notice.

3. <u>Billing</u>. Speech-Language Pathologist will submit an itemized monthly invoice describing the nature of the service(s) provided, the number of hours associated with each type of service, and the date the service was delivered. Contractor shall be paid for services satisfactorily rendered at the rate of \$100.00 per hour and/or pro-rata for partial hours in increments no larger than 1/10 of an hour. Invoices shall be submitted no more frequently than monthly. Time spent traveling is not compensable. Time spent preparing the invoices or associated with billing is not compensable.

Mileage is reimbursable at the ETUSD rate and pursuant to ETUSD rules so long as it is within Kern County. Mileage outside of Kern County is not reimbursable unless the written permission of the ETUSD Superintendent is provided in advance. Lodging and meals are reimbursable at District rates and pursuant to District rules. Lodging and meals are not reimbursable unless the written permission of the ETUSD Superintendent is provided in advance.

Page 1

Payment by District is to be made within 30 calendar days following receipt of each monthly invoice. Inconsistencies and discrepancies must be resolved prior to payment by District. Speech-Language Pathologist must provide District with a W-9 form.

The total days of services delivered under this Agreement shall not exceed 100 hours per fiscal year without the advance written permission of the ETUSD Superintendent. The total cost of the services provided under this Agreement shall not exceed \$10,000 per fiscal year unless the written permission of the ETUSD Superintendent is provided in advance.

Speech-Language Pathologist shall provide all labor. ETUSD will provide materials and supplies to furnish the services called for under this Agreement.

4. <u>Additional Provisions.</u> The attached additional provisions are part of this Agreement and fully incorporated by reference.

EL TEJON UNIFIED SCHOOL DISTRICT

SPEECH-LANGUAGE PATHOLOGIST

Bv: Sara Haflich

Superintendent 4337 Lebec Rd. Lebec, CA 93243

Date:

By Kristin M. Ericsson, M.A., CCC-SLO

Kristin Ericsson, M.A., CCC-SLP 7600 Pack Saddle Court Bakersfield, CA 93309

Date: 12/4/2023

ADDITIONAL PROVISIONS OF THIS AGREEMENT.

Indemnification. Each party agrees to defend, 5. hold harmless, and indemnify the other party (including ETUSD's employees, trustecs, officers, agenia successors and assigns) against ali claims, suits, expenses (including reasonable attorney's fees), tosses, penalties, fines, costa, and liability whether in contract, tort, or strict liability (including but not limited to personal injury, death at any time and properly damage) arising but of or made necessary by (A) the indemnifying party's breach of the terms of this the act or umission of Agreement, (8) the indemnifying party, its employees officers, agents, and assigns in connection with the performance of this Agreement, and (C) the presence of the indemnifying party, its officers, employees, agents. assigns, or invitees on the other party's premises.

In the event any action or proceeding is brought against either party by reason of any claim or demand discussed in this section, upon notice from the other party, the incomnitying party shall defend the action or proceeding, at the incomnitying party's expense, through counsel reasonably satisfactory to the other party. The obligation to indemnify set forth in this section shall include reasonable attorney's fees and investigation costs and all other reasonable costs expenses, and liabilities from the first notice that any claim or demand is to be made

The indemnifying party's obligations under this aection shall apply regardless of whether the other party is actively or passively negligent, but shall not apply to any loss, tiability fine, benatty, forfeiture, bost, or damage determined by an arbitrator or court of competent jurisdiction to be caused by the sola active negligence or willful misconduct of the other party.

This provision shall survive the expiration and/or early termination of this Agreement.

Insurance Requirements Each party shall Б obtain, pay for and maintain in effect during the life of this Agreement the following policies of insurance issued by an insurance company rated not less than in Best Insurance Rating Guide and admitted to transact insurance business in California: (A) commercial general trability insurance (including contractual, products, and completed operations coverages, bodily injury, and property damage liability) with single combined limits of not less than \$1,000,000 per occurrence: (B) commercial automobile liability insurance for any auto with combined single tim is of tiability not less than \$1,000,000 peroccurrence; (C) professional Lability insurance (erroral and omissions) with a limit of liability not less than \$1,000,000, per occurrence: and (D) workers' compensation insurance as required under state law \$1,000,000, Professional liability insurance shall not exclude sexual

misconduct.

Speech-Language Pathologist policy(ies) shall contain. an andorsement naming ETUSD (and its officers, employees, trustees, agents, successors and assigns). as an additional insured insofar as this Agreement is concerned, and provide that written notice shall be given. to the other party at least 30 days prior to cancellation or material change in the form of the policy or reduction in Speech-Language Pathologist shall furnish COVEIBOB ETUSD with a certificate of insurance containing the andorsements required under this section - FIUS(1) shell have the right to inspect Speech-Language. Pathologist' original insurance policy(ies) upon Upon notification of receipt of a notice of request. cancellation, change, or reduction in coverage. Speech-Canquage Pathologist shall immediately file with ETUSD. a certified copy of the required new or ranewal policy. and certificates for such policy. Nothing in this section. concerning, minimum insurance requirements shall reduce a party's liability or obligations.

under the indemnification provisions of this Agreement.

Independent Contractor. The parties agree 7 Pathologist that Speech-Language shall act - 215 an independent contractor. Except as specified in Pathologist this Agreement, Speech-Lenguage shall determine the means and methods for carrying out the work to achieve the result required by District Speech-Language Pathologist shall be free to contract with third parties while under contract Ihal Speech-Language ETUSD, provided with -Pathologist will not accept such engagements, which interfere with the performance under this Agreement. Speech-Language Pathologist is not entitled to participate in any pension plan insurance, bonus, or similar banefit ETUSO provides for its employees.

retained Any employees. аг assistents Patholog-st shall be Speech-Language 1he by – Pathologist responsibility of Speech-Language of ETUSD, Speech Language Pathologist and ncl shall determine the hours during which the. services shall be partormed and the sequence of tasks, subject to the reasonable business needs of ETUSD and the IEP of its special education. students.

Nothing contained in this Agreement will be construed to imply a print venture, partnership, or principalagent relationship between the parties. Neither party shall have the authority to bind or make any commitment on cehalf of the other. Nothing contained in this Agreement shall be dearned to create any association, partnership joint venture, or relationship principal and agent, master and servent or 0 employer and employee between ETU\$D and Speech-Language Pathologist Speech-Language shall Pathologist be solely

A definition of the second seco

responsible tor his/her own withholding, applicable payroll taxes and contributions, including federal, state, and local income taxes, FICA, FUTA, and state unemployment, workers' compensation, and disability insurance. Speech-Language Pathologist agrees to hold harmess, indemnify, and defend ETUSD from any liability resulting from Speech-Language Pathologist failure to make such payment, including solf-employment taxes.

lf ETUSD is held 10 be pariner, joint а venturer co-principal employer. aco-Pathologist, employer of Speech-Language Speech-Language Pathologist shall hold harmless and indemnify ETUSE from and against any and all claims. for loss, liability, or damages arising from that holding, as well as any expenses, costs, laxes, penalties and interest charges incurred by ETUSD as a rosult of that holding.

<u>Termination</u>.

A. This Agreement may be terminated without cause by either party prior to its expiration date. The party desiring early termination must provide written notice to the other party. Early termination will be effective 60 calendar days after actual receipt of the written notice.

B This Agreement may be immediately terminated by ETUSO for cause, if (i) Speech-Language Pathologist Service Providers are convicted of or enters a plea of noto contendre to charges of any sex offense as defined in Education Code section 44010, or to a felony that would disqualify Speech-Language Pathologist from chipfoyment pursuant to Education Code section 44237.

(ii) Speech-Language Pathologist DOJ clearance is revoked, (iii) Speech-Language Pathologist taks to maintain pertinent licenses and credentials. (iv) Speech-Language Pathologist untawfully discriminates or harasses any employee or other person because of sex, race, color, ancestry, religious creed, national origin mental or physical disability (including HIV and AIDS). status, or age. (v) if in ETUSD'S maratat judgment Speech-Language Pathologist is incompetent. negligent has engaged in misconduct, is unable to work on a collaborative basis with E1USD personnel. or others, or has failed to perform assigned services in a timely and competent manner, or (vi) Speech-Language Pathologist otherwise commits a material breach of this Agreement. Termination for any of those reasons will be effective immediately upon group written notice. In such a case, Superintendent shall pay Speech-Language Pathologist only for work. actually performed up to the time of termination and no other amounts.

10 Miscellaneous Provisions.

A. <u>Entire Agreement</u>. This Agreement, including any exhibits or schedules to which it refers, constitutes.

the final, complete and exclusive statement of the terms of agreement between the parties pertaining to the subject matter of this Agreement. It supersedes all prior and contemporaneous understandings or agreements of the parties. No party has been induced to enterintio this Agreement by, nor is any party relying on, any representation or warranty outside those expressly set forh in this Agreement.

B. <u>Amendment</u>. The provisions of this Agreement may be modified only by mutual agreement of the parties. No modification shall be binding unless it is in writing and signed by the party against whom enforcement of the modification is sought

C. <u>Waiver</u> Any of the terms or conditions of this Agreement may be waived at any time by the party sublied to the benefit of the term or condition, but no such waiver shall affect or impair the right of the waiving party to require observance, performance, or satisfaction either of that term or condition as it applies on a subsequent occession or any other term or condition of this Agreement.

D. <u>Assignment</u> Neither party may assign any rights or benefits or delegate any duties under this Agreement without the written consent of the other party. Any purported assignment without written consent shall be void.

E. <u>Parties in Interest</u>. Nothing in this Agreement, whether express or implied is interged to confer any nghts or remedies under or by reason of this Agreement on any person other than the parties to it and their respective successors and assigns, nor is anything in this Agreement intended to releve or discharge the obligation or liability of any third persons to any party to this Agreement, nor shall any provision give any third person any right of subrogation or action against any party to this Agreement.

F. <u>Severability</u>. If any provision of this Agreement is held by an arbitrator or court of competent jurisdiction to be invalid or unenforceable. The remainder of the Agreement shall continue in full force and effect and shall in no way be impaired or invalidated

G. <u>Notices</u>. Any notice under this Agreement shall be in writing, and any written notice or other document shall be deemed to have been duly given on the date of personal service on a party, or on the second business day after mailing if the document is mailed by registered or certified mail, addressed to a party at the address set torth below, or at the most recent address specified by the party through written notice under this provision.

H <u>Authority to Enter into Agreement</u>. Each party to this Agreement represents and warrants that it has the

full power and authority to enter into this Agreement and to carky out the transactions contemptated by it, and has taken all action necessary to authorize the execution, delivery and performance of this Agreement.

 <u>Compliance with Law</u> In the course of performing this Agreement, both parties shell observe and comply with all applicable federal, state and local laws, regulations, and ordinances now in effect or subsequently enacted

J. <u>Non-discrimination</u> Neither party, not any officer, agont, employee, or subcontractor of a party, shall discriminate in the treatment or employment of any individual or group of individuals on any ground prohibited by law nor shall any of them harass any person in the course of performing this Agreement based on gender or any other basis prohibited by applicable law.

K. <u>Counterparts</u> This Agreement may be executed its any number of counterparts with the same effect as if

the parties had all signed the same document. All counterparts shall be construed together and shall constitute one agreement.

L. <u>Licenses and Permits</u>. Speech-Language Pathologist represents that he/she is fully qualified and competent to provide the services called for under this Agreement. Speech-Language Pathologist represents that any permits or licenses required to be held by a school Speech-Language Pathologist to perform the services called for under this Agreement are current

M <u>Confidentiality</u>, Each party shall at all times protect the confidentiality of student information as required by California law.

N. <u>Pupil Salety Requirements</u>. Speech-Language Pathologist certifies that he/she has never been convicted of a felory as defined in Education Code section 45122.1, and that he/she has been cleared through the Department of Justice.

ATTACHMENT A

SCOPE OF SERVICES (Speech-Language Pathologist)

The services provided shall include, but are not limited to, the following:

- •
- Completion of ASHA training for supervision of clinical hours. Supervision of SLP completing clinical hours which will include the following •
- 8 hour monthly of observation during clinical practice including screenings, assessments, therapies 0
- 8 hours monthly of consultation regarding clinical practice. 0

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MEMORANDUM OF UNDERSTANDING

State of: California

This Memorandum of Understanding (this "MOU") is made and entered into on September 2nd, 2023 ("Effective Date") by and between: El Tejon Middle School and Perseverance Educational Consulting

El Tejon Middle School ("First Party") and Perseverance Educational Consulting ("Second Party"). Both are known collectively as the "Parties".

Background:

The First Party and the Second Party desire to enter into an agreement in which they will work together to achieve the various aims and objectives relating to trauma-informed support for student. at El Tejon Middle School.

The First and Second Parties desire to enter into an agreement between them, setting out the working arrangements that each of the two agree are necessary to complete the Project.

Purpose & Scope

1.The purpose of this MOU is to provide the framework, the scope of work, terms and conditions, and responsibilities of the Parties associated with their work on the Project, as attached in more detailed information for the Project that Parties have agreed upon, if applicable. The obligations of the Parties will end on June 8, 2024.

2. As further outlined below, both parties will collaborate on the following:

a. Supporting students who experience trauma and other difficulties in adjusting to classroom and school decorum.

The Parties Obligations

1. The Parties desire and wish that this document will not create any form or manner of a formal agreement, but rather an agreement between the Parties to work together in such a manner that would promote a genuine atmosphere of collaboration in support of an effective and efficient partnership and leadership meant to maintain, safeguard, and sustain sound and optimal financial, managerial, and administrative commitment with regards to all matters related to the Project.

Responsibilities

1. The First Party shall undertake the following activities under this MOU:

Provide a location for the second party to meet with and support students. Provide needed information about students requiring support. Provide compensation for services rendered per the submitted invoice. 2. The Second Party shall undertake the following activities under this MOU:

Provide support to all identified students and staff. Support administration and staff with student issues as

they arise. Coordinate with administration to speak with parents/families to design support plans for students, and provide professional development around trauma informed instruction and restorative practices.

SECURITY AND RIGHTS: The El Tejon records and information are hereby declared to be confidential information and the Advisor is prohibited from using the same or from disclosing or publishing the data in full or partially for any purpose whatsoever (except to the participating banks and utility companies) without the express permission of the El Tejon administration.

Dispute Resolution

1-The Parties to this MOU agree that if any dispute arises through any aspect of this agreement, including, but not limited to, any matters, disputes, or claims, the Parties shall confer in good faith to promptly resolve any dispute. In the event that the Parties are unable to resolve the issue or dispute between them, then the matter shall be:

a.Mediated in an attempt to resolve any and all issues between the Parties. The parties should agree to resolve disputes in good faith through mutual negotiations.

Governing Law

t. This MOU shall be construed in accordance with the laws of the State of California.

<u>Assienment</u>

 Neither Party may assign or transfer the responsibilities or agreement made herein without the prior written consent of the non-assigning party.

Amendment

1. This MOU may be amended from time to time by mutual agreement of the parties in a written modification signed by both parties.

Termination

1. This MOU may be terminated by mutual written agreement of the Parties upon three days' notice. 2. This MOU shall automatically terminate upon completion of all responsibilities as stated in the "Purpose & Scope" section.

Understanding

1. By signing this MOU, both Parties of this MOU mutually agree and understand that:

- a. Each Partywill take finance and legal responsibility for the actions of its affiliates, officers, employees, independent contractors, agents, volunteers, and representatives.
- b. Each Party shall carry insurance at its sole expense to cover its activities in connection with this MOU. Each Party shall also obtain and maintain insurance for general liability, workers' compensation, and husiness automobile liability adequate to cover any potential liabilities.
- c. Each Party agrees to indemnify, defend, and hold harmless the other to the fullest extent permitted by law from and against all actions, demands, claims, losses, liabilities, costs (including attorney's costs and fees), and damages. Each Party shall also be responsible for the proportionate cost of any damages arising from the fault of such Party, its officers, agents, employees, and independent contractors.

<u>Notices</u>

 All notices, demands, requests, and other communications given hercunder for purposes other than termination shall be made in writing and shall be deemed given if:

a. Delivered by hand; or

b. Mailed by domestic registered or certified mail with prepaid postage, after three days of business days from the date postmatked.

2. Any notices, demands, requests, and other communications returned to the sending Party as non-delivered should be re-delivered or re-mailed to the forwarding address affixed thereto. Such communications will be deemed delivered in the same way as those that have not been returned to the sending Party. 3. All written notices so given will be deemed effective upon receipt.

Severability

1. Any part or provision of this MOU that is found to be unenforceable, illegal, void, or prohibited in any jurisdiction will be ineffective without invalidating the remaining provisions and parts of the MOU. In such a scenario, the Parties will use reasonable efforts to employ and find an alternative way to achieve the same or substantially the same result as contemplated by such part or provision.

SIGNATURES	ŝ
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		First Party
Signature	Date	
		Second Party
Signature	Date	Socorda a drig

Estimate #20K

k



Invoice

Perseverance Educational Consulting Services

Baltersfield CA 661.864.5920

Devid@pecspro.org

RECEIVED AUG 2 8 2023

BILL TO El Tejon School El Tejon Unified School District 4337 Lebec Road Letiec CA 93243 secretary@el-tejon.k12.ca.us (861)249-6650

Invoice # Date Due date

012023 Aug 25, 2023 Dec 10, 2023

ltem	Quantity	Price	Amount
Trauma Informed Practices	1	\$20,000.00	\$20,000.00
		Subtotal	\$20,000.00
		Net	\$20,000.00
		Total	\$20,000.00
	A	mount Due	

\$20,000.00

Thank you for choosing PECS!

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BEFORE THE GOVERNING BOARD OF THE EL TEJON UNIFIED SCHOOL DISTRICT OF KERN **COUNTY, STATE OF CALIFORNIA**

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In the Matter of:) **AUTHORIZATION TO SUPERINTENDENT** TO DETERMINE AMOUNT AND REQUEST **RELEASE OF IMPOUNDED MONIES IN** SETTLEMENT OF PENDING LITIGATION

RESOLUTION NO: 24-11

WHEREAS, by prior resolution of this Board, certain monies due to this District from the County as local tax revenues have been impounded against contingent tax liabilities in litigation or tax appeal cases; and

WHEREAS, by recent letters the County Counsel has notified the District of an excess of local tax revenues in the impound fund due to recent settlements.

NOW, THEREFORE, the Board resolves as follows:

- Α. All of the above recitals are found to be true and correct.
- Β. The Board hereby orders the Superintendent to:
 - Determine the exact amount of impound monies which should be 1. released to the District General Fund to meet and articulate with all pending fiscal needs of the District.
 - 2. Notify, on behalf of this Board, the County Auditor's Office in writing of the amount to be so released and the effective date for such release.
- C. A copy of this resolution shall be delivered to the County Auditor-Controller and Kern County Superintendent of Schools office forthwith

The foregoing resolution, on motion of ______, and seconded by ______, was duly passed and adopted this <u>13th</u>day of <u>December</u>, <u>2023</u>, by the following vote:

AYES: NOES: ABSENT: ABSTENTIONS:

BOARD OF TRUSTEES OF THE EL TEJON UNIFIED SCHOOL DISTRICT

By:____

Authorized Agent

Member

Member

Member

Member

Member

I HEREBY CERTIFY that the foregoing is a full, true, and correct excerpt from the Journal of the Board of Trustees of the El Tejon Unified School District pertaining to the adoption of the foregoing Resolution at a regular meeting held on <u>December 13th,2023</u>.

Authorized Agent of the Board of Trustees of the <u>El Tejon Unified</u> School District, County of Kern, State of California

UDITOR-CONTROLLER						
ESTIMATE OF CONTING		ſŶ				
AS OF 6/30/2023						
AGENCY	FUND	APPEALS TAXES	PPEALS INTEREST	TOTAL	IMPOUNDS	NET
ARVIN UNION	80004	232,654.71	5,688.87	238,343.59	243,236.93	<u>CONTINGENT</u> (4,893.34)
BAKERSFIELD CITY	80004	90,690.44	2,217.56	92,908.00	93,393.33	(4,893.34)
BEARDSLEY	80008	196,950.68	4,815.84	201766.52	20159166	174.86
BELRIDGE	80009	234,746.10	5,740.01	240,486,11	201,39100	240,486.11
BLAKE	80009	306.37	7.49	313.86	286.03	240,488.11
BUTTONWILLOW UNION	80013	6,060.99	148.20	6,209.20	6,290.67	(8147)
	80014	544.48	13.31	557.79	489.79	68.00
DELANO UNION	80018	35,383.30	865.19	36,248.49	36,262.22	(13.73)
DIGIORGIO	80020	282.275.08	6,902.19	289,177.27	289,172.30	4.97
EDISON	80022	38,717.41	946.72	39,664.13	39,657.41	6.72
ELKHILLS	80022	11,855.02	289.88	12.144.90	12,157.51	(12.61)
FAIRFAX	80024	685,577.44	16,763.74	702,341.18	702,31166	29.52
FRUITVALE	80028	509,596.62	12,460.66	522,057.27	522.869.50	(812.23)
GENERAL SHAFTER	80030	142.533.37	3,485.23	146.018.60	145,89158	127.02
	80033	34,974.64	855.20	35,829.84	35,750.82	79.02
KERNVILLE UNION	80033	5.743.37	140.44	5,883.81	6,045.56	(161.75)
	80040	93,455.53	2,285.17	95,740.71	51,232.31	44,508.40
LAMONT	80044	461,172.50	11,276.59	472,449.09	472,459.50	(10.41)
LINNS VALLEY-POSO FLAT U	80048	1029.88	25.18	1,055.06	944.76	110.30
LOST HILLS UNION	80050	190,537.15	4,659.01	195,196.17	195,270.44	(74.27)
MAPLE	80054	4,467.03	109.23	4,576.26	4,599.74	(23.48)
MCKITTRICK	80056	81,866.22	2,00179	83,868.01	1,0001,11	83,868.01
MIDWAY	80058	164.822.14	4,030.23	168,852.37	168.896.70	(44.33)
NORRIS	80064	26,425.93	646.17	27,072.09	26,776.38	295.72
PANAMA-BUENA VISTA	80066	228,534.82	5,588.13	234,122.95	233,427.01	695.94
	80068	2,823.10	69.03	2,892.13	3,008.13	(116.00)
RICHLAND LERDO	80072	161,795.58	3,956.23	165,751.81	170,386.74	(4,634.93)
RIO-BRAVO - GREELEY UNIO	80074	1,102,747.55	26.964.38	1,129,711.93	1,129,522.25	189.68
ROSEDALE UNION	80076	197,846.54	4,837.74	202,684.29	202,177.21	507.08
SEMITROPIC	80078	1,404.39	34.34	1,438.73	1,240.76	197.97
SOUTH FORK UNION	80084	908.18	22.21	930.39	957.32	(26.93)
STANDARD	80086	11,980.77	292.95	12,273.72	12,202.36	7136
TAFT CITY	80088	322,583.77	7,887.82	330,47159	332,467.91	(1,996.32)
VINELAND	80092	1,284,388.80	31,405.88	1,315,794.68	1,315,80106	(6.38)
WASCOUNION	80094	80,801.13	1,975.75	82,776.88	82,488.87	288.01
DELANO JOINT UNION HIGH	81018	36,944.44	903.37	37,847.80	37,842.72	5.08
KERN JOINT UNION HIGH	81038	7,212,600.01	176,362.50	7,388,962.50	7,578,433.13	(189,470.63)
TAFT UNION HIGH	81088	3,480,273.94	85,099.66	3,565,373.60	3,566,009.79	(636.19)
WASCO UNION HIGH	81094	433,754.20	10,606.16	444,360.36	444,263.02	97.34
EL TEJON UNIFIED	82050	10,143.65	248.03	10,391.68	10,596.79	(205.11)
MARICOPA UNIFIED	82052	58,391.11	1,427.78	59,818.89	59,933.48	(114.59)
MCFARLAND UNIFIED	82055	216,397.16	5,29134	221,688.50	221,495.20	193.30
MOJAVEUNIFIED	82060	16,249,387.65	397,330.03	16,646,717.68	16,646,180.75	536.93
MUROC UNIFIED	82062	11,171,622.96	273,168.52	11,444,791.49	11,679,039.20	(234,247.71)
SOUTHERN KERN UNIFIED	82080	4,363,056.14	106,685.45	4,469,74159	4,469,386.33	355.26
SIERRA SANDS UNIFIED	82082	31,383.56	767.39	32,150.95	34,235.03	(2,084.08)
TEHACHAPIUNIFIED	82090	5,802,302.14	141,877.89	5,944,180.03	4,455,344.25	1,488,835.78
KERN JOINT COM MUNITY C		9,665,372.66	236,337.69	9,901,710.36	9,905,206.32	(3,495.96)
WEST KERN JOINT COMM C	84096	437,828.20	10,705.78	448,533.98	449,112.65	(578.67)
	86010	3,778,751.15	92,398.02	3,871,149.18	3,872,479.28	(1,330.10)
	TOTAL	69,876,410.01	1,708,617.98	71,585,027.98	70,168,824.36	1,416,203.62

RIGHT OF ENTRY AGREEMENT

This Right of Entry Agreement ("Agreement") is entered into as of Degrade (2023 ("Effective Date") by and between Pacific Gas and Electric Company, a California corporation, ("PG&E"), El Tejon School District ("Owner").

WHEREAS, PG&E is undertaking the PSPS – Tejon Phase 1.2 System Hardening Project ("Project") to ensure the safety and reliability of PG&E's electric grid;

WHEREAS, Owner is in possession of certain real property identified as APN 255-160-01-00-8, Lebec, Kern County ("Property");

WHEREAS, PG&E desires to construct electric and communication infrastructure ("Facility") on the Property in connection with the Project (Facility is hereby incorporated and included within the defined term of Project);

WHEREAS, PG&E desires to enter upon the Property in order to begin construction of the Project prior to obtaining the formal easement rights from Owner with respect to the Property;

NOW, THEREFORE, the parties agree as follows:

 <u>Right of Entry</u>: Owner hereby grants to PG&E the right to enter upon the Property and the irrevocable right to possession and use of the area shown on Exhibit A (the "Right of Entry Area") for the purpose of pre-construction activities, Project surveys, vegetation management, construction, operation and maintenance of the Project, subject to the terms and conditions of the Easement (no signed easement at this point) and this Agreement.

 Easement: PG&E agrees to contact the Owner within 90 days after construction is completed to secure an easement ("Easement"), if necessary, across the Property owned by the Owner. Both parties agree to negotiate in good faith to finalize the Easement in a form substantially similar to Exhibit B attached hereto.

 <u>Consideration</u>: PG&E will pay the sum of \$500.00 to Owner upon the signing of this Agreement. This sum will be credited against the amount ultimately due to Owner for the Easement and any property damage or other loss.

4. <u>Construction of Project</u>: Owner consents to the construction, operation and maintenance of the Project on the Property and PG&E shall construct the Project at PG&E's sole cost and expense. PG&E shall comply with all applicable laws and regulations in connection with its entry onto the Property and construction, operation and maintenance of the Project.

 <u>Restoration of Property</u>: PG&E shall restore the Property as nearly as practicable to its condition prior to PG&E's construction work associated with the Project. Right of Entry Agreement (Rev. 3/2023).

6. <u>Indemnity</u>: PG&E agrees to indemnify Owner against any loss and damage which shall be caused by any wrongful or negligent act or omission of PG&E or of its agents or employees in the course of their employment, provided, however, that this indemnity shall not extend to that portion of such loss or damage that shall have been caused by Owner's comparative negligence or willful misconduct.

7. <u>Successors, Assigns and Notices to Others</u>: Owner understands that this Agreement must be disclosed to any prospective buyer or tenant of the Property and that this Agreement shall inure to the benefit of and be binding upon the successors and assigns of the parties hereto.

8. <u>Counterparts</u>: This Agreement may be executed in one or more counterparts, and all of the counterparts shall constitute one and the same Agreement, notwithstanding that all parties hereto are not signatory to the same or original counterpart.

9. <u>Integration</u>: It is understood and agreed that this Agreement has been voluntarily entered into by the parties, and is the complete expression of the agreement of the parties, and no promise or representation of any kind has been expressed or implied except as set out herein. All prior and contemporaneous agreements and representations are superseded

10. <u>Warranty of Authority</u>: Each of the signatories hereto warrants and represents that he or she is competent and authorized to enter into this Agreement on behalf of the party for whom he or she purports to execute this Agreement, without the consent or approval of any other person or eatity.

11. <u>Electronic Signature</u>: This Agreement may be executed by electronic signature(s) and transmitted either by facsimile or in a portable document format ("pdf") version by email and such electronic signature(s) shall be deemed original for purposes of this Agreement and shall have the same force and effect as a manually executed original.

12. <u>Acceptance of Terms</u>: Signatures of the parties on this Agreement shall constitute matcal acceptance of all the terms and conditions of the Agreement.

Right of Entry Agreement (Rev. 3/2023)

"PG&E"

"Owner"

PACIFIC GAS AND ELECTRIC COMPANY, a California corporation El Tejon School District

By:		
Name:		
Title:		
Date:		

By:	Saeathalin
Name:	Sam Haflich
Title:	Superintendent
Date:	12/6/23

RECEIVED DEC 0 5 2023

MEMORANDUM OF UNDERSTANDING (Contract Hours and Services)

This Memorandum of Understanding (MOU) is entered into on November 29,2023 by and between Melissa Termini, Performing Arts Instructor, and El Tejon Unified School District (ETUSD), Community Schools, address 4337 Lebec Road, Lebec, CA 93243-0876.Melissa and ETUSD are collectively hereafter known as the "the Parties"

Upon acceptance and signatures by both Melissa Termini PErforming Arts Instructor and ETUSD this proposal becomes an agreement for services wherein each mutually agree as follow:

RESPONSIBILITIES AND OBLIGATIONS OF THE PARTIES.

1. Mellssa Termini, Performing Arts Instructor:

a) Provide drama and performing arts education to families and students weekly.

 b) Melissa Termini, Performing Arts Instructor will assist families by providing performing arts instruction and training

c) Melissa Termini, Performing Arts Instructor may prepare and present workshops for EI Tejon students or parents, and/or aπange for workshop presenters, by request from relevant EI Tejon staff.

d) Melissa Termini, Performing Arts Instructor will contact Corey Hansen as soon as possible if she is not available for one of its scheduled weekdays.

e) Melissa Termini, Performing Arts Instructor shall provide instruction during a 90 minute block at a minimum of one day per week, with a goal of two days per week.

2. ETUSD Shall:

a) Provide a space for the Melissa Termini, Performing Arts Instructor to meet with families.

b) Provide a translator if needed and the translator agrees to confidentiality.

c) Allow use of the copier and scanner to make copies or send items for families as needed.

e) Provide transportation for after school activities

3 ETUSD Understands:

a) Mélissa Termini , Performing Arts Instructor is a mandated reporter.

b) Melissa Termini, Performing Arts Instructor can share family/client information with school district staff but all information is to remain confidential

4 ETUSD agrees to Melissa Termini, Performing Arts Instructor:

a) \$4,450 for services provided from December 4, 2023 to June 7, 2024

TERMS OF UNDERSTANDING

The term of this Memorandum of Understanding shall be for the period from December 4, 2023 to June 7, 2024 and may be extended upon written mutual agreement of both Parties.

AMENDMENT OR CANCELLATION OF THIS MEMORANDUM

This Momorandum of Understanding may be amended, modified, or canceled at any time in writing by mutual consent of both Parties.

GENERAL PROVISIONS

If at any time either party is unable to perform their duties or responsibilities under this Memorandum of Understanding, the affected party shall immediately provide written notice to the other party to establish a date for resolution of the matter.

This Agreement shall be signed by Melissa Termini , Performing Arts Instructor and Sara Haflich, Superintendent, ETUSD and shall be effective as of the date first written above.

- - - - -

Melissa Termini , Performing Arts Instructor

Haline Termin

<u>12|412</u>3 (Date)

Sara Haflich, Superintendent, ETUSD

(Date)

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DESTRUCTES AND PROCEDURES THEREIN. DESTRUCTES AND PROCEDURES THEREIN. DESTRUCT: Original to Draneportation: <u>Tellor</u> to Site Administration: <u>Phys</u> to Cafeteria: <u>Gold</u> to Requestor.

•



Lee Bizzini <lbizzini@el-tejon.k12.ca.us>

Advisors - Visalia II MFE/ALA

3 messages

Jasmine Flores <iflores@californiaffa.org>

Wed, Feb 8, 2023 at 2:24 PM

To: "abates@slcusd.org" <abates@slcusd.org>, "kawalther@cojusd.org" <kawalther@cojusd.org>, "sa-r@kcusd.com" <sar@kcusd.com>, Henry Sharp <Henry_Sharp@kernhigh.org>, "roobie_richards@kernhigh.org" <roobie_richards@kernhigh.org>, "julieluxon@maderausd.org" <julieluxon@maderausd.org>, Tanya Love <tlove@bakersfieldchristian.com>, "kmendes@exeterk12.org" <kmendes@exeterk12.org>, "kfetterman@cuyamaunified.org" <kfetterman@cuyamaunified.org>, "luis_nichols@sangerusd.net" <luis_nichols@sangerusd.net>, Lee Bizzini <loiszini@eltejon.k12.ca.us>, "dthornburg@w-usd.org" <dthornburg@w-usd.org>, "soshew@wascohsd.org" <soshew@wascohsd.org>, "arossi@garces.org" <arossi@garces.org>, "milesrobinson@corcoranunified.com" <milesrobinson@corcoranunified.com>, "paul.magill@fowler.k12.ca.us" <paul.magill@fowler.k12.ca.us>, "swhitmore@muhsd.org" <swhitmore@muhsd.org>, C:: "Chapman, Trisha" <tchapman@californiaffa.org>, Tim Brown <tbrown@californiaffa.org>, Shay Williams-Hopper <SWilliamsHopper@cde.ca.gov>

Advisors - Visalia II MFE/ALA, February 19 - 20, 2023

Good afternoon, Advisors,

If you are not the advisor attending, please forward this email to the advisor(s) in your department who are!

The State Officers are very excited to be spending next weekend with you and your students at MFE and ALA. Below is some helpful information and things to note out as you head to the conference. Pease read below.

1) ARRIVAL (LOCATION AND TIME)

The address for the conference site is:

Visalia Wyndham 9000 Airport Drive Visalia, CA 93277 (559) 651-5000

Registration is from 12:00 pm to 12:45 pm. We will start on time at 1:00 pm on Sunday afternoon and release between 11:45 am - 12:00 pm on Monday. Just a reminder that all hotel rooms are done through each chapter. Advisors will be responsible for checking in at the hotel and receiving room keys. Most hotels allow guests to check in after 3pm. We advise that students keep their luggage in the school vehicle when you arrive for registration and the start of the conference. An appropriate time for students to officially take their luggage to their rooms would be during dinner (they will be in uniform after dinner for session 5) or even better, after session 5 right before the dance.

Students should come to the conference fed, as we do not provide lunch upon arrival, nor do we provide lunch once the conference is adjourned.

3) What to Wear & Bring (Conference Shirts)

All students will be in official FFA uniform all day Friday of MFE/ALA. All students will receive a conference shirt (size of their choice as sizes last) during registration Friday afternoon. <u>The</u> <u>second day, Saturday, of MFE/ALA, students will be wearing their conference shirts not</u> <u>their official FFA uniform.</u> Therefore, students should pack appropriate clothing to wear with their conference shirts for the Saturday of the conference (nice, non-distressed jeans, khakis or pastthe-knee skirts would all be appropriate). The ALA shirts are heather grey and the MFE shirts are white if students ask.

For the dance, we encourage advisors to have students wear FFA gear (i.e. Chapter FFA shirts or other FFA shirts they might have) with appropriate school clothing.

Bringing a size chart of what shirt size your students wear is often useful and will speed up your registration process if desired/if you have a large group.

MFE Students: <u>BRING HEADPHONES AND PHONES, please</u>. We will be using these during Session 5 after dinner. *If not, they can borrow and share. It will be a partner activity.

4) ADVISOR EXPECTATIONS

There will be an Advisor Meeting with a state staff member in attendance around 1:15pm which we ask that you attend. You are more than welcome to work on items throughout the conference and we just ask that you please do not leave the hotel for extended periods of time.

"It is the expectation of California FFA and the California Department of Education that supervising instructors remain on site at the event within a reasonable distance for student management and liability issues."

A Teacher Conduct Form was asked to be created and used by the CA FFA Advisory Committee. We ask that you please read through it and sign. This document and the teacher meeting on site will help to ensure everyone is on the same page during the weekend.

We have a few requests for assistance from teachers:

 We ask that teachers have a conversation with their students the morning of the conference to share with them their personal expectations and to encourage full participation.

 Please note that teachers are responsible for supervision of students before and after conference sessions. This includes meals as well as the dance in the evening and bed checks.

3) To grab certificates folders during registration to use for the certificates you print out later on. (Certificates can be found on calaged.org under Events > Made for Excellence & Advanced Leadership Academy.)

4) To take pictures and walk around periodically throughout the conference to see what your students are experiencing throughout the day. The conferences have changed this year and we would love your feedback!

Otherwise, the two days are fairly flexible for you to work, grade and chat with other teachers in attendance.

Let me know if you need anything else and feel free to call/email with questions.

Thank you so much for registering and we look forward to seeing you all next weekend!

Kind Regards, Jasmine

Ms. Jasmine Flores California State FFA Leadership Development Coordinator iflores@californiaffa.org | (209) 631-6163

11/14/23, 11:54 AM

El Tejon Unified School District Mail - Advisors - Visalia II MFE/ALA

Jasmine Flores <iflores@californiaffa.org> Wed, Feb 8, 2023 at 4:32 PM To: "abates@slcusd.org" <abates@slcusd.org>, "kawalther@cojusd.org" <kawalther@cojusd.org>, "sa-r@kcusd.com" <sar@kcusd.com>, Henry Sharp <Henry_Sharp@kernhigh.org>, "roobie_richards@kernhigh.org" <roobie_richards@kernhigh.org>, "julieluxon@maderausd.org" <julieluxon@maderausd.org", Tanya Love <tlove@bakersfieldchristian.com>, "kmendes@exeterk12.org" <kmendes@exeterk12.org>, "kfetterman@cuyamaunified.org" <kfetterman@cuyamaunified.org>, "luis_nichols@sangerusd.net" <luis_nichols@sangerusd.net>, Lee Bizzini <luizzini@eltejon.k12.ca.us>, "dthornburg@w-usd.org" <dthornburg@w-usd.org>, "soshew@wascohsd.org" <soshew@wascohsd.org>, "arossi@garces.org" <arossi@garces.org>, "milesrobinson@corcoranunified.com" <milesrobinson@corcoranunified.com>, "paul.magili@fowler.k12.ca.us" <paul.magili@fowler.k12.ca.us>, "swhitmore@muhsd.org" <swhitmore@muhsd.org> Cc: "Chapman, Trisha" <tchapman@californiaffa.org>, Tim Brown <tbrown@californiaffa.org>, Shay Williams-Hopper <SWilliamsHopper@cde.ca.gov>

My apologies!

Here are the attachments I forgot to include in the email.

Attached you will find both the MFE and ALA advisor letters and the MFE/ALA schedules.

SO sorryl

Kind Regards, Jasmine

Ms. Jasmine Flores

California State FFA Leadership Development Coordinator iflores@californiaffa.org | (209) 631-6163

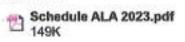
From: Jasmine Flores

Sent: Wednesday, February 8, 2023 2:24 PM

To: abates@slcusd.org <abates@slcusd.org>; kawalther@cojusd.org <kawalther@cojusd.org>; sar@kcusd.com <sa-r@kcusd.com>; Henry Sharp <Henry_Sharp@kernhigh.org>; roobie_richards@kernhigh.org <roobie_richards@kernhigh.org>; julieluxon@maderausd.org <julieluxon@maderausd.org>; Tanya Love <tlove@bakersfieldchristian.com>; kmendes@exeterk12.org <kmendes@exeterk12.org>; kfetterman@cuyamaunified.org <kfetterman@cuyamaunified.org>; luis_nichols@sangerusd.net <luis_nichols@sangerusd.net>; Lee Bizzini lbizzini@el-tejon.k12.ca.us>; dthomburg@w-usd.org <dthomburg@w-usd.org>; soshew@wascohsd.org <soshew@wascohsd.org>; arossi@garces.org <arossi@garces.org>; milesrobinson@corcoranunified.com <milesrobinson@ corcoranunified.com>; milesrobinson@corcoranunified.com <milesrobinson@corcoranunified.com>; paul.magill@fowler.k12.ca.us <paul.magill@fowler.k12.ca.us>; swhitmore@muhsd.org <swhitmore@muhsd.org>; Crystal Luera <Crystal_Luera@kernhigh.org>; amber_carter@kernhigh.org <amber_carter@kernhigh.org>; julieluxon@maderausd.org <julieluxon@maderausd.org> Cc: Chapman, Trisha <tchapman@californiaffa.org>; Tim Brown <tbrown@californiaffa.org>; Shay Williams-Hopper <SWilliamsHopper@cde.ca.gov> Subject: Advisors - Visalia II MFE/ALA

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4 a	ttachments
1	Schedule ALA 2023.pdf 149K
B	Advisor Letter - MFE 2023.pdf 195K
B	Advisor Letter - ALA 2023.pdf 196K



Jasmine Flores <iflores@californiaffa.org>

Wed, Feb 8, 2023 at 5:05 PM

To: "abates@slcusd.org" <abates@slcusd.org>, "kawalther@cojusd.org" <kawalther@cojusd.org>, "sa-r@kcusd.com" <sar@kcusd.com>, Henry Sharp <Henry_Sharp@kernhigh.org>, "roobie_richards@kernhigh.org" <roobie_richards@kernhigh.org>, "julieluxon@maderausd.org" <julieluxon@maderausd.org>, Tanya Love <tlove@bakersfieldchristian.com>, "kmendes@exeterk12.org" <kmendes@exeterk12.org>, "kfetterman@cuyamaunified.org" <kfetterman@cuyamaunified.org>, "luis_nichols@sangerusd.net" <luis_nichols@sangerusd.net>, Lee Bizzini bizzini@eltejon.k12.ca.us>, "dthornburg@w-usd.org" <dthornburg@w-usd.org>, "soshew@wascohsd.org" <soshew@wascohsd.org", "arossi@garces.org" <arossi@garces.org>, "milesrobinson@corcoranunified.com" <milesrobinson@corcoranunified.com>, "paul.magill@fowler.k12.ca.us" <paul.magill@fowler.k12.ca.us>, "swhitmore@muhsd.org" <swhitmore@muhsd.org>, Crystal Luera <Crystal_Luera@kernhigh.org>, "amber_carter@kernhigh.org" <amber_carter@kernhigh.org>, Shay Williams-Hopper <SWilliamsHopper@cde.ca.gov>

Sorry, here's the MFE schedule!

Kind Regards, Jasmine

Ms. Jasmine Flores

California State FFA Leadership Development Coordinator iflores@californiaffa.org | (209) 631-6163

From: Jasmine Flores </flores@californiaffa.org>

Sent: Wednesday, February 8, 2023 4:32 PM

To: abates@slcusd.org <abates@slcusd.org>; kawalther@cojusd.org <kawalther@cojusd.org>; sar@kcusd.com <sa-r@kcusd.com>; Henry Sharp <Henry_Sharp@kernhigh.org>; roobie_richards@kernhigh.org <roobie_richards@kernhigh.org>; julieluxon@maderausd.org <julieluxon@maderausd.org>; Tanya Love <tiove@bakersfieldchristian.com>; kmendes@exeterk12.org <kmendes@exeterk12.org>; kfetterman@cuyamaunified.org <kfetterman@cuyamaunified.org>; luis_nichols@sangerusd.net <luis_nichols@sangerusd.net>; Lee Bizzini <loizzini@el-tejon.k12.ca.us>; dthornburg@w-usd.org <dthornburg@w-usd.org>; soshew@wascohsd.org <soshew@wascohsd.org>; arossi@garces.org <arossi@garces.org>; milesrobinson@corcoranunified.com <milesrobinson@ corcoranunified.com>; milesrobinson@corcoranunified.com <milesrobinson@corcoranunified.com>; paul.magili@fowler.k12.ca.us <paul.magili@fowler.k12.ca.us>; swhitmore@muhsd.org <swhitmore@muhsd.org>; Crystal Luera <Crystal_Luera@kernhigh.org>; amber_carter@kernhigh.org <amber_carter@kernhigh.org>; julieluxon@maderausd.org <julieluxon@maderausd.org> Cc: Chapman, Trisha <tchapman@californiaffa.org>; Tim Brown <tbrown@californiaffa.org>; Shay Williams-Hopper <SWilliamsHopper@cde.ca.gov> Subject: Re: Advisors - Visalia II MFE/ALA

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Schedule MFE 2023 (1).pdf 141K



CALIFORNIA ASSOCIATION OF THE FUTURE FARMERS OF AMERICA

TO: FFA Chapter Advisors

FROM: Ms. Jasmine Flores, State FFA Leadership Development Coordinator Mrs. Trisha Chapman, State FFA Membership Services Director

SUBJECT: 2023 MADE FOR EXCELLENCE CONFERENCES

Once again, we are pleased to offer the second program in our leadership and personal growth continuum, Made For Excellence (MFE) for our second-year members. Students must be enrolled in an agricultural education course to participate in this program, which targets high school sophomores.

Made For Excellence

MFE is all about a student understanding who they are and how they can build trust, show vulnerability, and give empathy to develop relationships to ultimately influence those around them. This conference is about "WE: knowing that leadership starts by first believing in ourselves in order to build our confidence to then serve others."

<u>Who</u>: Sophomores <u>When</u>: 9 Conferences in January and February <u>Dress:</u> Day 1 – CA FFA Official Dress; Day 2 – Conference T-shirt <u>What</u>: Each student will:

- Define leadership and six different leadership truths
- · Develop five core values to help guide life decisions
- Explore how to continually build leadership as a skill over time
- · Evaluate and improve self-integrity
- · Practice three ways to build lasting relationships
- Evaluate the message the agriculture industry portrays through different forms of media
 Walk away with three specific practices to implement after MFE

Hotel Reservations: FFA advisors are responsible for booking hotel rooms needed directly with the hotel. California FFA has organized a block of rooms for each conference on a first-come, first-served basis. Please look at the hotel list and booking information on the conference's individual registration page. Once the hotel block is full, chapters will need to look for lodging at neighboring hotels.

A few benefits of advisors booking their own rooms include:

- · FFA Advisors are not required to identify student names when registering.
- · FFA Advisors will have more control of their own rooming lists

Electronic Check-In/ Registration. Computer-based check in for chapters on site please know how many students you brought for each conference and how many advisors.

Registration:

Conferences for 2023 will be hosted at 6 locations, delivering 9 conferences throughout the state (the list of sites and dates is included in this packet).

Due to hotel availability and ability to sign contracts, registration opens periodically during November & December as sites become available. In order to qualify for early registration cost of \$100 per participant online registration must be submitted AND check or purchase order must be postmarked by Monday, December 19, 2022, OR submitted on CalAgEd.org on that date by 5:00pm. We do accept faxed or cmailed forms. Registrations submitted after the deadline will pay the full registration cost of \$125 per student and \$85 per advisor. If an approved purchase order or check is not received by deadline, the chapter will be charged full registration cost.

A maximum of 200-250 seats, depending on location, will be available at each conference. To be certain you secure the number of seats you need, complete the registration materials and submit payment immediately. Each conference will begin promptly at 1:00 pm and conclude at 11:45 am the next day. All conferences will include dinner and breakfast.

ALL REGISTRATION IS HANDLED ON A FIRST-COME BASIS.

One week prior to your registered conference, you will receive an email with additional instructions. Just like the last few years, <u>we will not be printing and handing out certificates to participants</u>. The certificates will be available on calaged.org > Resources > FFA Resources > Search "Certificate".

Teacher Expectations:

Registration will begin at 12 noon through 12:45pm. Please arrive between those times knowing how many students and chaperones you brought and your students t-shirt sizes (small-4xl). Shirts will be laid out for advisors to grab after checking in at registration along with certificate folders. Following the start of the conference there will be an **advisor/chaperone meeting around 1:15 - 1:30pm.**

Advisors will be expected to supervise students and be present with them during breaks and be available on site in the event of an emergency or for student management. <u>A school staff member/chaperone must</u> <u>alwavs be present on site and in supervision while students are in participation at an out-of-school</u> <u>sponsored event</u>. At some locations, staff will have informal meetings coordinated by their regional supervisors or CATA leadership.

Liability Waiver - California FFA is not directly responsible for students, advisors or chaperones attending events sanctioned by the state association. Local school districts and designated advisors/chaperones are responsible for the oversight and management of themselves and their students. Local management also includes securing proper insurance and medical waivers as designated by a chapter's local school board.

MADE FOR EXCELLENCE ADVANCED LEADERSHIP ACADEMY 2023 Conference Dates and Locations

Frl, Jan. 13 - Sat, Jan. 14, 2023 Sacramento - Hilton Arden West

2200 Harvard Street Sacramento, CA 95815 916/922-4700

Fri, Jan. 20 - Sat, Jan. 21, Monterey I & Sun, Jan. 22 - Mon, Jan. 23, 2023 Monterey II- Embassy Sultes

1441 Canyon Del Rey Boulevard Seaside, CA 93955 831/ 393-1115

Fri, Jan. 27 - Sat., Jan 28, 2023 Redding - Holiday Inn

1900 Hilltop Drive Redding, CA 96002

Fri, Feb. 3 - Sat, Feb. 4, Ontario I & Sun, Feb. 5 - Mon, Feb. 6, 2023, Ontario II - DoubleTree Airport / Convention Center

222 N Vineyard Avenue Ontario, CA 91764 909/ 937-0900

Fri, Feb. 10 – Sat, Feb. 11, 2023 Modesto – DoubleTree

1150 9th Street Modesto, CA 95354 209/ 526-6000

Fri., Feb. 17 - Sat, Feb. 18, Visalia J & Sun, Feb. 19 - Mon, Feb. 20, 2023 Visalla II - Wyndham

9000 Airport Drive Visalia, CA 93277 559/651-5000

Contect/ Questions:

Registration - Mrs. Trisha Chapman, 209/ 744-1601, tchapman@californiaffa.org Programming -

MADE FOR EXCELLENCE

Conference Schedule

12:00 Conference Registration, T-Shirts (Official Dress) -12:45 pm Shirts are available immediately for pick up. Rooming is done by the chapters and keys can be picked up at the front desk. Session 1 - "Welcome to Adventure!" 1:00 pm 2:00 pm Session 2 - "Leadership is PERSONAL" Break Session 3 - "Leadership is a SKILL" 3:15 pm Break Session 4 - "Leadership is INTERPERSONAL" 4:30 pm 6:00 pm Dinner – 60 minutes 7:15 pm Session 5 – "Leadership is an ACTION" Hotel Room Break/ Change for Dance 8:30 pm 9:00 pm Dance – 90 minutes (FFA/Chapter T-shirts) 11:00 pm Curfew Breakfast – 45/60 minutes (Conference T-shirts) 7:00 am Luggage out of rooms 8:15 am Session 6 - "Leadership is a TEAM SPORT" Break Session 7 - "Leadership is a LIFESTYLE" 10:30 am Adjourn Conference 11:45 am



ADVANCED LEADERSHIP ACADEMY

Conference Schedule

- 12:00 **Conference Registration, T-Shirts** (Official Dress) - 12:45 pm Shirts are available immediately for pick up. Rooming is done by the chapters and keys can be picked up at the front desk.
- 1:00 pm Session 1 "Welcome to the Team!"
- 2:00 pm Session 2 "Forming Purpose"
- 3:30 pm Session 3 "Creating Synergy" Break
- 5:00 pm Session 4 "Practicing Synergy"
- 6:00 pm Dinner 60 minutes
- 7:15 pm Session 5 "Develop Strategy"
- 8:30 pm Hotel Room Break/ Change for Dance
- 9:00 pm Dance 90 minutes (FFA/ Chapter T-shirts)
- 11:00 pm Curfew
- 7:00 am Breakfast 45/60 minutes (Conference T-shirts) Luggage out of rooms
- 8:15 am Session 6 "Establish Influence" Break
- 10:30 am Session 7 "Be the Change!"
- 11:45 am Adjourn Conference





El Tejon Unified School District Mail - RE: Reservation at The Iris House Visalia Home - Near Sequoia Park for Feb 18 - 19, 2024



Lee Bizzini

dbizzini@el-tejon.k12.ca.us>

RE: Reservation at The Iris House Visalia Home - Near Sequoia Park for Feb 18 - 19, 2024

1 message

Airbnb <express@airbnb.com> Reply-To: "Kermit (Airbnb)" <492yp83uawk04x2wcwn2eooug4q0o1szydb9@reply.airbnb.com> To: Ibizzini@el-tejon.k12.ca.us

Mon, Nov 13, 2023 at 7:20 PM

RE: Reservation at The Iris House Visalia Home - Near Sequoia Park for Feb 18 - 19, 2024

For your protection and safety, always communicate through Airbnb.



airbnb

Kermit

So glad you're returning. I remember you folks. Hope you have a great and wonderful Thanksgiving this year.

Reply

Respond to Kermit by replying directly to this email.

Reservation details

The Iris House Visalia Home - Near Sequoia Park Home - Entire home/apt hosted by Kermit

Guests

6 guests

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↑ Check-out

Sunday February 18, 2024 Monday February 19, 2024

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Q

Airbnb, Inc. 888 Brannan St. San Francisco, CA 94103, USA

Get the Airbnb app



Update your email preferences to choose which emails you get or unsubscribe from this type of email.

🖉 airbnb

Your receipt from Airbnb

Receipt ID: RCTRF29USQ · November 13, 2023

Visalia

ning all a second strategy and second

1 night in Visalla

Sun, Feb 18, 2024 - .- Mon, Feb 19, 2024 Entire home/apt - 6 beds - 6 guests Confirmation code: HMH4RR89JX Go to listing

S....

Cancellation policy Free cancellation before 4:00 PM on Feb 13. After that, the reservation is nonrefundable.

Price breakdown

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Price breakdown

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Amount paìd (USD)	VISA •••• 5564 November 13, 2023 • 9:55:01 PM EST	Payment	Total (USD)	Taxes	Service fee	Cleaning fee	\$176.00 × 1 night	
\$367.39	\$367.39		\$367.39	\$29.60	\$41.79	\$120.00	\$176.00	

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Price breakdown

Amount paid (USD)	VISA 5564 November 13, 2023 - 9:55:01 PM EST	Payment	Total (USD)	Taxes	Service fee	Cleaning fee	\$176.00 x 1 night	
\$367.39	\$367.39		\$367.39	\$29.60	\$41,79	\$120.00	\$176.00	

Conservation (Conservation) No obie states Anton of

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<u>í</u>	EL TEJON UNIF INSTRUCTIONAL or AT	IED SCHOOL DISTRI HLETIC FIELD TRIP	372, 574, e. e. e. e. e. e. e. e. e. e. e. e. e.	
SCHOOL SITE:	Frazier Park School 📋	El Tejon School 🔲	FMHS 🛛	PMLC
Please check applic	able if Transportation needed: (I	Bus(es) XNo. of L) Van	Ag Truck 🗌 Othe	т
Please check here if	driver is other than District Emp		QUIRED Forms CO	DMPLETED:
Date of Trip 17-19.1	1ay 2024 Departure Time FMH	SebAm May 17 1	Return Time <u>56</u>	an on May 19
Location of Field Trip	(Event: Catalina Island/1	avilion Hotel	Miles One Way_/	21 /
Destination Address Bit Loom Does driver need to s	513 Crescent AVE Stop may be readed top for junch? Yes No NI	City AVa.lon mber of lunches needed for	State <u>C</u>	A zip90704
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	up Academy Seniors		melo ali	operane 26
Applicable to Subject	Area/Unit. Academy			
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FUNDING SOURCE:	District March Form		Thepman Date	11/14/2023
APPROVAL:		1		
Principal	Date	Sup't/Designee		_ Date
Trans. Supervisor	Dâte	Board Approval (Date of Meeting)	
TRANSPORTATION	1	-		
Driver's Name	Bu	s Number(s)	Actual Student Co	unt
Bus Evacuation Rev	iewed as Required by 82.7 (Time) _	(Initials)	Actual Departure	Time
	Ending Mileage			
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RETURNED TO THE REQUESTOR. ALL TRIPS THAT ARE FURTHER THAN 150 MILES ONE-WAY FROM DISTRICT POINT OF ORIGIN, MUST BE APPROVED BY THE GOVERNING BOARD OF TRUSTEES (See Board Policies #3541, #5143 and #6153). ALL DRIVERS NOT EMPLOYED BY THE DISTRICT MUST COMPLETE THE ETUSD TRANSPORTATION BULLETIN FORMS AND ADHERE TO ALL POLICIES AND PROCEDURES THEREIN. 1

Distibution: Original to Transportation: Yellow to Site Administration: Pink to Cafeteria: Gold to Requestor.

Catalina Island May 17-19, 2024

Purpose:

As the final culminating event for the Entrepreneur Academy, students within the graduating class of 2024 have done extensive fundraising in order to attend this field trip to Avalon on the Catalina Islands. Here the students will be able to:

- Observe the bio-diversity of the flora and fauna of the island
- Research the rich culture and history of the island
- Research the Native American history and artifacts of the island
- Visit the historical Wrigley Mansion and Memorial

Transportation:

Transportation for this event will be provided by an El Tejon Unified School District school bus. The bus will travel 101 miles one way to transport the students to the Long Beach Harbor. Here, the students will board the Catalina Express, which will take them directly to Avalon on the Catalina Islands. Overall, the bus will travel 404 miles. See attached itinerary for arrival and departure times. Approximate cost for the bus is \$2040.00 and will be paid for through district match for the Academy Grant.

Substitutes:

Three substitutes for 1 day will be needed to cover the three chaperones. The cost for substitutes is approximately \$450.00 and will be paid for through district match for the Academy Grant.

Location:

All students, teachers, and chaperones will be staying at the Pavilion Hotel in Avalon for the duration of the trip. The phone number to the Pavilion Hotel is (877) 778-8322. The hotel address: 513 Crescent Ave., Avalon, CA 90704

Supervision:

Supervision for this event will be provided by the Entrepreneur Academy teachers: Alexandra Crane, Christy Zimmerman and Carolyn Chapman. Eric Crane, Alexandra Crane's husband, will also be in attendance to help supervise. Eric has met all district protocols to function as a chaperone on this trip. To help guarantee that all students behave in an appropriate manner at all times, the students and their parents will sign a permission slip and contract. Before leaving Frazier Mountain High School, all student bags and backpacks will be searched for alcohol and drugs or any other inappropriate items. There will also be a group meeting after arrival on the Catalina Islands to outline expected check-in times and proper decorum. This will help ensure that students follow all school rules. In addition, students will have the cell phone numbers of all three of the teachers, designated check-in times, and a curfew and room check at the close of every day. Due to the swimming potential on the trip, any water activities must be approved by one of the chaperones and will be limited to a 1 to 10 ratio.

There are also opportunities for bicycle rentals, which must be approved by a teacher.

Catalina Itinerary May 17-19, 2023

Friday May 17:

- * 6:15am Depart Frazier Mountain High School
- * 10:00am Depart Long Beach Port via the Catalina Express
- * 11:00am Arrive Avalon at Catalina Islands
- * 12:00pm Hotel check-in
- * 12:15pm Group Meeting
- * 1:00pm Lunch
- * 2:00pm Afternoon Activities
- * 6:00pm Group check-in
- * 6:05pm Dinner
- * 7:00pm Evening Activities
- * 11:00pm Curfew/Room Check

Saturday May 18:

- * 8:00am Breakfast and group check-in
- * 9:00am Team Building Activities
- * 12:00pm Lunch and text check in
- * 1:00pm Visit Research Site
- * 6:00pm Group check-in
- * 6:05pm Dinner
- * 7:00pm Evening Activities
- * 11:00pm Curfew/Room Check

Sunday May 19:

- * 8:00am Breakfast and group check-in
- * 9:00am Team Building Activities
- * 11:00am Lunch
- * 12:00pm Hotel Check-Out
- *12:15pm Afternoon Activities
- *1:00pm Arrive at Avalon Port
- *2:05pm Depart Avalon on the Catalina Express
- * 3:05pm Arrive at Long Beach Port
- * 5:30-6:00pm Approximate arrival time at Frazier Mountain High School

Afternoon Activities (May Include):

- Mountain Biking
- Researching
- Shopping
- Hiking
- Touring the Local Area/Art
- Kayaking/Canoeing

- Fishing

Evening Activities (May Include):

- Movie Theaters
- Shopping
- Touring the Local Area
- -Art Work/Art Appreciation

-Dining

Funding:

Funding for the Entrepreneur Academy Senior Class Trip to Avalon on the Catalina Islands comes from the Academy ASB account, student contributions of \$100.00 each student, and extensive fundraising by the Academy classes. The cost for 7 student hotel rooms is approximately \$5800.00 and approximately \$2500.00 for the Catalina Express boat transportation to the island. Funding for the three teacher rooms and ferry tickets for the teachers will come from the Academy Grant (teacher retreat for Academy project development and collaboration).

Catalina Details

Hotel:

Pavilion Hotel. Our contact at the hotel is Nick Anderson: 310.510.2000, Ext1343. Mobile: 714.589.9128.

Boat departure to Catalina on Friday:

Departure time from Long Beach on May 17th is approximately 10:00 am. Arrival time at Catalina is approximately 11:00am.

Boat departure from Catalina on Sunday:

Departure time from Catalina on May 19th is 2:05pm. Arrival time at Long Beach is 3:05pm.

"The district bus should arrive at the Long Beach Port no later than 3:00 pm on Sunday, May 19th to pick us up for transport back to FMHS.

Michelle Dizon MSN, RN, CSN 14136 Saddletree Court, Sylmar, CA 91342 PHONE (213)552-0166 EMAIL: mdizon.nova@yaboo.com

ADDENBUM dated November 2, 2023 to original proposal for services dated May 10, 2023 is. MICHELLE and submitted by: DIZON hereinafter referred "FACILITATOR" AND EL tn $2\mathbf{g}$ TEJON UNIFIED SCHOOL DISTRICT hereinafter referred to as "DISTRICT". Upon acceptance and signature by both **DISTRICT AND FACILITATOR**, this proposal becomes an agreement for services wherein each mutually agree as follows-

L FACILITATOR shall;

- FACUATATOR to du a complete records review and health history. **(a)** assessment in order to draft a comprehensive individualized health care. plan (IHCP) for two diabetic students, and spend an additional full day. on-site at Frazier Mountain High School training 3-4 school staff members on signs and symptoms of hypo/hyperglycemia, diabetes management including carbohydrate insulin calculations and blood glucose insulin calcuations, proper technique for insulin administration. lwice daily phone consultations for each student and ongoing blood glucose management throughout the school day, which may include hypoglycemic and hyperglycemic interventions and possible emergency. medication administration. Time spent on-site will include welcoming the parent and student on their first day of school, orientation of the health office, and an in-person review of the student's individualized health care plan. The FACILITATOR will be available for telephone. consultations regarding student health care needs and concerns (root school staff and parents for the remainder of the 2023-2024 school year, one student is newly enrolled at Frazier Mountain High School and the other is newly diagnosed and therefore not included in the original agreement between DISTRICT AND FACILITATOR.
- 2. For the services rendered under this Agreement, DISTRICT shall pay to the FACILITATOR, a rate of \$9,000.00 for the additional site visit, review of records for two disbetic students, drafting of the IHCP for each disbetic student and ongoing daily consultations regarding disbetic health management. Payment shall be 30 days upon seceipt of invoice.
- 3. FACILITATOR will submit an invoice for \$2,000 of the amount stated to DISTRICT upon completing the site visit and \$2,000 at the file second someties of school, with the remaining amount being divided equally over the school year.

Accepted: MICHELLE DIZON-PACILITATOR

BY: Michella Dinon.

TTLE: Credenilaied School Nurse, Riv DATE: 11/2/2023 Accepted: EL TEION UNIFIED SCHOOL DISTRICT-DISTRICT

BΥ DATE:

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El Tejon USD	Sept	Qct	Nov	Dec.	nel	Feb	March April	April	γew		Total
Initial contract	+\$2,500	•\$833.3	\$833.36	E.EE82	\$833.33	\$833.3	5833.3	5833.3	\$833.3	\$833.3	\$10,00
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additlonal			2	m			цIJ	m,	m	r î	
Diabetic students											
											\$21,29
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23-24 School Year Payment Schedule

indicates payment received

CSBA Sample District Policy Manual CSBA Sample Manual Site

Policy 1160: Political Processes

Status: ADOPTED

Original Adopted Date: 02/01/1996 | Last Revised Date: 9309/01/20112023 | Last Reviewed Date: 030<u>7</u>/01/2011<u>2023</u>

CSBA NOTE: The following optional policy addresses political activities conducted by members of the Governing Board or district staff acting on belvalf of the district. It does not apply to individuals acting as private citizens on their own time and at their own expense. When acting as private citizens, individuals have broad rights under the First Amendment to engage in political activities, including taking positions on electoral measures and candidates and establishing and participating in political action committees.

Education Code 7055 authorizes the district to establish reasonable regulations related to employees engaging in political activity. See BP/AR 4119.25/4219.25/4319.25 - Political Activities of Employees for language Implementing this statute as well as language regarding activities by employee organizations.

The Governing Board has a responsibility to actively advocate fiscal and public policy that supports the district's schools and the children in the community. The Board shall be proactive in defining the district's advocacy agenda based on the district's vision and goals and the needs of the district and community. The Board's advocacy efforts shall be conducted in accordance with legal requirements.

Ballot Measures/Candidates

No district funds, services, supplies, or equipment shall be used to urge the support or deteat of any bailot measure or candidate, including any candidate for election to the Board. (Education Code 7054)

CSBA NOTE: Whether an activity is an appropriate use of public funds or an impermissible campaign activity is a complicated analysis. In *Vargas v. City of Salinas*, the California Supreme Court created three categories of activities: (1) permissible informational activities, such as resolutions and providing objective analysis; (2) impermissible campaign activities, such as producing or distributing literature that urges a voter to act a certain way; or (3) unclear activities which do not fall into either group and must be analyzed lonking at the "style, tenor, and timing" of the activity. The following two paragraphs reflect the court's analysis of permissible activities. **District**CSBA's <u>District and County Office of Education Legal Services or district</u> legal counsel should be consulted when there is a question as to whether an activity is permissible.

The Board may discuss and study the potential effect of proposed or qualified ballot measures on the district's schools at an open and agendized Board meeting. The Board's discussion of the effect of such measures shall include an opportunity for staff and members of the public to speak on all sides of the issue. At that meeting, the Board may adopt a position or resolution in support of or in opposition to a ballot measure. The language in any resolution adopted by the Board shall not urge the public to take any action regarding the measure. The Board's position on a ballot measure, including any resolution, shall be publicized only through normal district procedures and consistent with regular district practice for reporting Board actions. Such publicity shall be for informational purposes and shall not attempt to influence voters.

¹ <u>CSBA NOTE: Elections Code 9170, as added by AB 1416 (Ch. 751, Statutes of 2022), requires the ballot label or similar description of a school district measure, or other local government measure, on a county ballot to list, either as a supporter or an opponent of the measure, the associations, nonprofit organizations, businesses, or individuals, including current or former elected officials such as board members, who have signed the ballot argument or are listed in the text of the argument for or against the measure, unless the county board of supervisors elects not to list such supporters and opponents,</u>

Individual School Board members may include their name in support of or opposition to a county, city, district, or school measure on a county ballot in accordance with Elections Code 9170.

CSBA NOTE. When it is unclear whether a campaign activity is permissible, the court will analyze the activity based on its "style, tenor and timing" to determine whether it involves an appropriate expenditure of public funds. Examples of things that a court might look for include how the material was distributed (i.e., special edition or regular publication), the language used in the publication (i.e., inflammatory or informational), and whether the distribution was consistent with regular district practice (i.e., regular circulation or special mailing). Districts should be cautious and ensure that any such informational material is an appropriate use of district funds.

The Superintendent or designee may use district resources to provide students, parents/guardians, and community members with fair and impartial information related to ballot measures, including information about the impact of ballot measures on the district, [Education Code 7054]

In preparing or distributing such informational material, the Superintendent or designee shall analyze the material to help ensure that it is an appropriate informational activity, provides a fair analysis of the issues, and does not advocate passage or defeat of a measure or candidate.

CSBA NOTE: In Vargas v. City of Solinos, the court offered examples of activities which would be impermissible campaign activities, as reflected in the following paragraph. In addition, 2 CCR 18901.1 prohibits the use of public funds for a newsletter or "mass maiting" which expressly advocates the election or defeat of a ballot measure or candidate or, when taken in context, urges a particular result. Because violation of this regulation could result in enforcement action by the Fair Political Practices Commission (FPPC), districts should proceed with cauffor and consult with <u>CSBA's District and County Office of Education Legal Services or district legal counsel, as</u> appropriate.

District resources, including email or computer systems, shall not be used to disseminate campaign literature. In addition, district resources shall not be used to purchase advertisements, bumper stickers, posters, or similar promotional items that advocate an election result or urge voters to take any action in support of or in opposition to a measure.

CSBA NOTE: Both the courts (Santa Barbara County Coalition Against Automobile Subsidies v. Santa Barbara County Association of Governments) and the Attorney General (88 Ops.Cal.Atty.Gen. 46 (2005)) have provided guidance as to the appropriate use of district funds when the district Is preparing to submit a bond proposal to the voters for approval. The key distinction is whether the action is taken before or after the measure has been placed on the ballot and whether the activity is directed at swaying voters. Permissible expenditures include researching the need for the measure, formulating and drafting the proposal, and conducting polling and focus groups to assess the feasibility of the measure. Impermissible activities include recruiting and organizing supporters for a compaign, raising funds for the compaign, or hiring a consultant to develop a strategy for building support for the measure.

Political activity related to district bond measures shall, in addition to the above, be subject to the following conditions:

- The Superintendent or designee may research, draft, and prepare a district bond measure or other initiative for the balliot, but shall not use district resources to influence voters or otherwise campaign for the measure.
- Upon request, Board members and district administrators may appear at any time before a citizens' group to explain why the Board called for an election on a bond measure and to answer questions. (Education Code 7054.1)

If the presentation occurs during working hours, the employee representing the district shall not urge a citizens' group to vote for or against the bond measure.

 The Board or any individual Board member may file a written argument for the ballot that is either for or against any school measure. (Elections Code 9501)

Legislation

CSBA NOTE: Pursuant to Government Code 53060.5, the district may engage in legislative activities and lobbying, either directly or through a representative, and the cost of this activity is an appropriate use of district funds. Lobbying activities are regulated by the FPPC (2 CCR 18600-18640) and governed by the Political Reform Act (Government Code 81000-91015).

The Board's responsibility as an advocate for the district may include lobbying and outreach at the state, national, and local levels. The Board and SuperIntendent or designed shall work to establish and maintain ongoing relationships with elected officials, community leaders, and the media in order to communicate district positions and concerns

The Board and Superintendent shall develop an advocacy action plan to define expectations and responsibilities. This plan may include, but is not limited to, legislative priorities, strategies for outreach to the media and community, development of key messages and talking points, and adoption of positions on specific legislation, regulations, or budget proposals.

In order to strengthen legislative advocacy efforts, the district may work with organizations and coalitions and may join associations whose representatives lobby on behalf of their members in accordance with Government Code 53060.5.

C5BA NOTE: Although the district has the authority to lobby the legislature, it cannot use district resources to urge the public to lobby the legislature on its behalf. In *Miller v. Miller* the court concluded that urging the public was impermissible election campaigning because the activity was directed to the public and not the legislature.

The district may provide fair and impartial information about legislative issues affecting schools and children and shall inform the community about its advocacy activities. However, informational materials about legislation shall not urge the public to lobby the legislature, Governor, or state agencies on behalf of the district.

CSRA NOTE: An appellate court held in League of Women Voters v. Countywide Criminal Justice Coordination Committee that the drafting of legislative proposals was a permissible use of public funds since it was more similar to the exercise of a local agency's governing authority than a campaign activity. As necessary, the Board may direct the Superintendent or designee to draft legislative or regulatory proposals which serve the district's interests.

Legal Advocacy

CSBA NOTE: When an issue requires resolution in the courts rather than through legislation, it is permissible for districts to use public funds to initiate or participate in legal advocacy. Toward these ends, districts may choose to join with other districts in a group, such as CSBA's Education Legal Alliance which funds and supports litigation in cases of statewide significance to its members.

The Board recognizes that some issues are more appropriately addressed judicially rather than legislatively. When a legal issue is likely to set a state or national precedent, the district may join with other districts or parties in order to resolve the issue through litigation or other appropriate means.

Political Forums

Forums on political issues may be held in district facilities as long as the forum is made available to ail sides of the issue on an equitable basis. (Education Code 7058)

Policy Reference UPDATE Service

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Policy Reference Disclaimer;

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

State 2 CCR 1 8600-18640	Description Lobbyists
2 CCR 18901.1	Campaign related mailings sent at public expense
Ed. Code 35160	Authority of governing boards
Fri. Corfe 35172	Promotional activities
Ed, Code 7050-7058	Political activities of school officers and employees
Ed. Code 7054	Use of district property
Ed. Code 7054.1	Requested appearance
Ed Code 7056	Soliciting or receiving political funds
Elec. Code 9170	Ballot label; support and opposition listings
Elec. Code 9501	School district elections; arguments for priagainst a measure
Gov. Code 53060.5	Attendance at legislative body; expenses
Gov. Code 54953.5	Audio or video recording of proceedings
Gav. Cade \$4953.6	Broadcasts of proceedings
Gov. Code 81000-91014	Political Reform Act

Gov. Code 82031	Definition of independent expenditure
Gov. Code B314	Unlawful use of state resources
Management Resources Attorney General Opinion	Description 73 Ops.Cal.Atty.Gen. 255 (1990)
Attorney General Opinion	88 Ops.Cal.Atty.Gen. 46 (2005)
Court Decision	Choice-in-Education League et al V. Los Angeles Unified School District, (1993) 17 Cal.App.4th 415
Court Decision	League of Women Viters v. Countywide Criminal Justice Coordination Committee ₇ (1988) 203 Cal.App.3d 529
Court Decision	Miller v. Miller, (1978) 87 Cal.App.3d 762
Court Decision	Santa Barbara County Coalition Against Automobile Subsidies v. Santa Barbara County Association of Governments, (2008) 167 Cal.App.4th 1229
Court Decision	Stanson v. Mott, (1976) 17 Cal3d 206
Court Decision	Vargas v. City of Salinas; (2009) 46 Cal. 4th 1
Court Decision	Yes on Measure Alv. City of Lake Forest, (1997) 60 CallApp.4th 620
CSBA Publication	Legal Guidelines for Lobbying Activity. Fact Sheet, February 2011
CSBA Publication	Legal Guidelines: Use of Public Resources for Ballot Measures and Candidates, Fact Shoot, February 2011
Institute for Local Government Publication	Legal Issues Associated with Use of Public Resources and Ballot Measure Activities, June 2010
Website	CSBA District and County Office of Education Legal Services
Website	Institute for Local Government
Website	Fair Political Practices Commission
Website	C5BA

Crass References

Code 0000	Description Vision
0200	Goals For The School District
1000	Cancepts And Roles
1100	Communication With The Public
1112	Media Relations
1114	District-Sponsored Social Media
1114	District-Sponsored Social Media

1325	Advertising And Promotion
1330	Use Of School Facilities
1330	Use Of School Facilities
133C-E(1)	Use Of School Facilities
1400	Relations Between Other Governmental Agencies And The Schools
4119.25	Political Activities Of Employees
4119.25	Pulitical Activities Of Employees
4219.25	Political Activities Of Employees
4219,25	Political Activities Of Employees
4319.25	Political Activities Of Employees
4319.25	Political Activities Of Employees
7131	Relations With Local Agencies
7714	General Obligation Bonds
7214	General Obligation Bonds
9000	Role Of The Board
9010	Public Statements
9124	Atlomey
9200	Limits Of Board Member Authority
9230	Orientation
9250	Remuneration, Reimbursement And Other Benefits
9250-E(1)	Remuneration, Reimbursement And Other Benefics
9320	Meetings And Notices
9321	Closed Session
9321-E(1)	Closed Session
9321-E(2)	Closed Session

Policy 1330: Use Of School Facilities

Status: ADOPTED

Original Adopted Date: 04/01/2013 | Last Revised Date: 07<u>07</u>/01/2018<u>2023</u> | Last Reviewed | Date: 07<u>07</u>/01/2018<u>2023</u>

CSBA NOTE: Education Code 38133 mandates that the Governing Board to develop rules and regulations related to the management, direction, and control of school facilities. Pursuant to Education Code 38130-38138 (the Civic Center Act), school facilities are civic centers and, under certain circumstances, members of the school community must be allowed to use them for specified purposes. In granting access for the use of school facilities to district residents and community groups, the Board must be careful to avoid discriminating against certain individuals, groups, or viewpoints and thereby violating constitutional requirements, including free speech rights. In Good News Club v. Milford Central School, the U.S. Supreme Court held that the school district violated the <u>club'sclub's</u> free speech rights when it denied the <u>club</u> use of school facilities for after-school meetings because of the religious nature of the meetings.

The Governing Board believes that school facilities and grounds are a vital community resource which should be used to foster community involvement and development. Therefore, the Board authorizes the use of school facilities by district residents and community groups for purposes specified in the Civic Center Act, to the extent that such use does not interfere with school activities or other school-related uses.

The Superintendent or designee shall give priority to school-related activities in the use of school facilities and grounds. Other uses authorized under the Civic Center Act shall be on a first-come, first-served basis.

CSBA NOTE: Pursuant to Education Code 38133, the Board is mandated to develop rules and regulations which must include the items specified below for the management, direction, and control of school facilities.

For the effective management and control of school facilities and grounds, the Superintendent or designee shall maintain procedures and regulations that: (Education Code 38133)

- 1. Aid, encourage, and assist groups desiring to use school facilities for approved activities.
- Preserve order In school facilities and on school grounds and protect school facilities, designating<u>including the designation</u> of a person to supervise this task, if necessary
- Ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of school workschoolwork.

CSBA NOTE: The following paragraph is optional and may be modified to reflect district practice. Subject to prior approval by the Board, the Superintendent or designee may grant the use of school facilities or grounds on those days on which district schools are closed. (Education Code 37220)

There shall be no advertising on school facilities and grounds except as allowed by district policy specified in BPB<u>pard Policy</u> 1325 · Advertising and Promotion.

C5BA NOTE: The following optional paragraph may be modified to reflect district practice. A district may enter into an agreement with another entity for the joint use of school facilities or

grounds. For considerations to guide the development of such an agreement, see BP 1330.1 - Joint Use Agreements.

As necessary to ensure efficient use of school facilities, the Superintendent or designed may, with the Board's approval, enter into an agreement for the joint use of any school facilities or grounds. The Board shall approve any such agreement only if it determines that it is in the best interest of the district and the community.

Fees

CSBA NOTE: Education Code 38134 authorizes districts to charge an amount "not exceeding" to <u>exceed</u>" direct costs for the use of school facilities or grounds by community groups and entities. 5 CCR 14037-14041 contain specific rules adopted by the State Board of Education for determining "direct costs" to be charged for use of school facilities and grounds. See the section "Calculating Direct Costs" below. If the district chooses to charge fees, 5 CCR 14041 requires the Board to adopt a fee schedule that specifies the hourly fee to be charged by the district either tor specific school facilities and grounds or for types or categories of school facilities or grounds (e.g., all gymnasiums or playgrounds).

The Board shall adopt a comprehensive schedule of fees to be charged for community use of school facilities and grounds, including, but not limited to, the multipurpose room(s), playing or athletic field(s), track and field venue(s), tenn's court(s), and outdoor baskethall court(s). The schedule of fees shall be prepared in accordance with 5 CCR 14037-14041. (5 CCR 14041)

CSBA NOTE: Education Code 38134 mandates each district that chooses to charge the community a fee for the use of school facilities to adopt a policy specifying the activities and organizations that shall be subjected to the fees.

The options below provide suggestions on how districts that choose to charge fees may categorize activities and organizations for that purpose. Option 1 is for use by districts that choose to charge an amount "not exceedingty exceed" direct costs to all community groups. Option 2 is for use by districts that choose to grant free use to ponprofit organizations and to groups organized to promote youth and school activities but charge other groups an amount "not exceedingto exceed" direct costs. Option 3 is for use by districts that grant free use to school-related organizations only.

Regardless of the option chosen, there is an exception for the use of school facilities and grounds for religious services, as noted below.

OPTION 1: (Amount not exceeding to exceed direct costs to all community groups)

The Board believes that the use of school facilities or grounds should not result in an expense to the district. The Superintendent or designee shall charge all groups granted the use of school facilities or grounds under the Civic Center Act an amount not exceeding<u>th exceed</u> direct costs determined in accordance with 5 CCR 14037-14041. (Education Code 38134) **OPTION 1 ENDS** HERE

OPTION 2: (No charge to nonprofit organizations and youth and school-oriented groups)

CSBA NOTE: This option reflects the common practice among districts to allow free use of school facilities by nonprofit organizations and clubs and associations that promote youth and school activities pursuant to Education Code 38134. Districts that wish to allow free use by some groups but charge other groups should proceed cautiously and ensure that such free use or discount is granted on a reasonable and nondiscriminatory basis. It is strongly recommended that districts

consult <u>CSBA's District and County Office</u> of Education <u>Legal Services of district</u> legal counsel before deciding which groups will on will not be charged and, based upon legal counsel's advice, decide whether it would be appropriate to specifically name in the district's policy the community groups that will or will not be charged.

The Board authorizes the use of school facilities or grounds, without charge, by nonprofit organizations and by clubs or associations organized to promote youth and school activities, including, but not limited to, Girl Scouts, Boy Scouts, Camp Fire USA, YMCA, parent-teacher associations, school-community advisory councils, and recreational youth sports leagues that charge participants no more than an average of \$60 per month. Other groups that request the use of school facilities under the Clvic Center Act shall be charged an amount not exceeding to exceed direct costs determined in accordance with 5 CCR 14037-14041. (Education Code 38134) **OPTION 2 END5 HERE**

OPTION 3: (No charge to school-related organizations)

The Board authorizes the use of school facilities or grounds without charge to school-related organizations whose activities are directly related to or for the benefit of district schools. All other groups requesting the use of school facilities under the Civic Center Act shall be charged an amount not exceeding to exceed direct costs determined in accordance with 5 CCR 14037-14041. OPTION 3 ENDS HERE

CSBA NOTE: The remainder of this section is for use by all districts regardless of the option chosen above.

Pursuant to Education Code 38134, a district must <u>charge</u> "at least" <u>direct costs to</u> any group authorized to useusing school facilities for religious services must begyen if the district <u>selects</u>. Option 2 or Option <u>3 above and poes not charge other groups</u>. However, this <u>may conflict with the</u> <u>U.S. Supreme Court's ruling in Good News Club v. Miljord Central School, which held that a district's</u> <u>refusal to let a Christian club hold after-school meetings because of its religious nature, while</u> <u>permitting other secular character-building clubs to meet, constituted impermissible viewpoint</u> <u>discrimination under the First Amendment</u>. Due to the potential conflict hetween this case and <u>state law, districts should take caution in selecting Option 2 or Option 3 above or adopting a</u> <u>policy that charges religious</u> groups direct cests when those costs are not charged "at least" direct coststo other groups, <u>Districts are advised to consult with CSBA's District and County Office of</u> <u>Fducation Legal Services or district legal counsel with</u> questions about charging religious groups for use of district facilities.

Additionally, when any use of school facilities or grounds is for religious services, the district shall charge an amount at least equal to the district's direct costs. (Education Code 38134)

CSBA NOTE: Education Code 3B134 requires the district to charge fair rental value when facilities are used for fundraising activities which are not beneficial to youth, public school activities, or charitable purposes, under the conditions specified below, "Fair rental value" is defined as direct costs plus the amortized costs of the school facilities or grounds used for the duration of the activity.

Groups shall be charged fair rental value when using school facilities or grounds for entertainment, or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the weltare of the district's students. (Education Code 38134)

Calculating Direct Costs

Direct costs to be charged for community use of each, or each type of, school facility or grounds shall be calculated in accordance with 5 CCR 14038 and may reflect the community's proportionate share of the following costs: (Education Code 38134; 5 CCR 14038-14041)

- Capital direct costs calculated in accordance with 5 CCR 14039, including the estimated costs of maintenance, repair, restoration, and refurbishment of non-classmom space school facilities or grounds
- Operational direct costs calculated in accordance with 5 CCR 14040, including estimated costs of supplies, utilities, janitorial services, other services performed by district employees and/or contracted workers, and salaries and benefits paid to district employees directly associated with the administration of the Civic Center Act to operate and maintain school facilities and grounds

CSBA NOTE: The following optional paragraph applies to districts that choose to discount direct cost fees based on the type or category of the applicant, such as to groups with tax-exempt status as authorized pursuant to 5 CCR 14041.

Direct cost fees shall not be discounted to any group or organization except when the discount is specifically authorized in the adopted fee schedule. (S CCR 14041)

Expending Funds Collected as Capital Direct Costs

Any funds collected as capital direct costs shall be deposited into a special fund to be used only for capital maintenance, repair, restoration, and refurbishment of school facilities and grounds. (5 CCR 14042)

Use of School Facility as Polling Place

CSBA NOTE: Pursuant to Elections Code 12283, an elections official requesting the use of a school building as a polling place or vote center must include in his/her/he request a list of the schools needed. Such requests must be made within sufficient time before the start of the school year so that the Board can determine and notify parents/guardians whether (1) the school will remain in session on those days, (2) the school day will be designated for staff training and development, or (3) the school will be closed to students and nonclassified employees. See BP 6111 - School Calendar.

The Board may authorize the use of school buildings as polling places on any, private centers for election day, and. The Board may also authorize the use of school buildings, without cost, for the storage of voting machines and other vote-tabulating devices. However, if a city or county elections official specifically requests the use of a school building as a polling place or vote center on election day and/or during the 10 days preceding election day, as well as during key dates necessary for drop-off, set-up, and pick-up of election materials, as determined by the elections official, the Board shall allow its use for such purpose. If school will be in session, the Superintendent or designee shall identify to elections officials the specific areas of the school buildings not occupied by school activities that will be allowed for use as a polling places, place or vote <u>center</u>. (Elections Code 12283)

When a school is used as a polling place or vote center, the Superintendent or designed shall provide the electrons official a site with an adequate amount of soace that will a low the precinct board to perform its duties in a manner that will not impede, interfere, or interrupt the normal process of voting and shall make a telephone line for internet access available for use by local electrons officials if so requested. He/sheTho Superintendent of gesignee shall make a reasonable

effort to ensure that the size is accessible to persons with disabilities. (Elections Code 12283)

The Superintendent or designee shall establish procedures to ensure student safety and minimize disruptions whenever school is in session while the facilities are being used as a polling place. <u>or vote center</u>.

Policy Reference UPDATE Service

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Policy Reference Disclaimen

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

State 5 CCR 1 4037- 14042	Description Proportionate direct costs for use of school facilities and grounds
Bus, Code 25608	Alcohol on school property; use in connection with instruction
Ed. Cade 10900- 10914.5	Community recreation programs
Ed. Code 32280- 32289.5	School safety plans
Ed. Code 37220	School holidays
Fd. Code 38130+ 38136	Civic Center Act; use of school property for public purposes
Ed. Code 51860	Time and facilities for bicycle and scooter safety instruction
Elec. Code 12283	Polling places; schools
Gov. Code 54950- 54963	The Ralph M. Brown Act
M&V Code 1800	Definitions
Federal 20 USC 7905	Description Equal access to public school facilities
40 CFR 141.1- 141.723	Drinking water standards
Management Resources	Description
Attorney General Opinion	79 Ops.Cal.Atty.Gen. 248 (1996)
Attorney General Opinion	82 Ops.Cal.Alty.Gen. 90 (1999)
Court Decision	Ellis v. Board of Education, (1945) 27 Cal.2d 322
Court Decision	Good News Club v. Milford Central Schools (2001) 533 U.S. 98
Court Decision	Lamb's Chapel v. Center Moriches Union Free School District, (1993) 508 U.S. 384
Court Decision	ACLUIV. Board of Education of Los Angeles, (1961) 55 Call.2d 167

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Court Decision	Cole v. Richardson; (1972) 405 U.S. 676	
Court Decision	Connelly, Higgenbotham, (1971) 403 U.S. 207	
CSBA Publication	Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009 (<u>Inteps://www.csba.org/~/media/</u> 4D07909373B14A0BB5CA2CCF41F9 <u>8351.asbx</u>)	
CSBA Publication	Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, February 2010 (https://ww <u>wesba.org/Educationissues/Educationissues//-</u> /media/Files/Educationissues/Welfness/201002_Joi <u>ntUse_PolicyBriet.ashx)</u>	
Website	CSBA District and County Office of Education Legal Services	
Website	California Department of Education	
Website	CSBA	

Cross References

Code 0410	Description Nondiscrimination In District Programs And Activities
0450	Comprehensive Safety Plan
0450	Comprehensive Satety Plan
0470	COVID-19 Mitigation Plan
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1160	Political Processes
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3513.4	Orbg And Alcohol Free Schools
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6111	School Calendar
6115	Ceremonies And Observances
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6141.2	Recognition Of Religious Beliefs And Custums
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6145.5	Student Organizations And Equal Access
6145.5	Student Organizations And Equal Access
7160	Charter School Facilities
7160	Charter School Facilities
9320	Meetings And Notices

Regulation 1330: Use Of School Facilities

Status: ADOPTED

Original Adopted Date: 07/01/2018 | Last Reviewed Date: 9709/01/20182023

C58A NOTE: The following administrative regulation is mandated for the management, direction, and control of school facilities, pursuant to Education Code 38133.

Application for Use of Facilities

<u>CSBA NOTE:</u> <u>Districts are encouraged</u> to consult with CSBA's District and County Office of <u>Education Legal Services or district legal normal to create a facilities use application and agreement</u> for the use of school facilities and grounds by any entity other than the district. Any person applying for the use of any school facilities or grounds on behalf of any society, group, or organization shall present written authorization from the group or organization to make the application.

CSBA NOTE: The California Supreme Court has determined that the requirements of Education Code 38135 and 38136 are unconstitutional (ACLU v. *Sourd of Education of City of Los Angeles*). Although these provisions have not been repealed, districts are advised not to require any oath affirming that the group does not intend to take actions leading to the overthrow of the government.

Other types of oaths have been held constitutionally acceptable. The California Supreme Court upheld the use of an oath that the individual or group does not intend to use school premises to commit unlawful acts (ACLU V. Board of Education), and the U.S. Supreme Court has upheld affirmative loyalty oaths for public employees, expressing a promise to support the (ederal and state constitutions (Cannell V. Higgenbotham; Cole V. Richardson). The accompanying exhibit provides a sample facilities use statement. The following paragraph is optional.

Persons or organizations applying for the use of school facilities or grounds shall submit a facilities use statement indicating that they uphold the state and federal constitutions and do not intend to use school premises or facilities to commit unlawful acts.<u>Anyone applying to use school facilities</u> shall do so as specified in district procedures and in accordance with law,

Civic Center Use

Subject to district policies and regulations, school facilities and grounds shall be available to different and community groups as a divid center for the following purposes: (Education Code 32282, 38131, <u>51860</u>)

- 1. Public, literary, scientific, recreational, educational, or public agency meetings.
- 2. The discussion of matters of general or public interest.

CSBA NOTE: An<u>The</u> Attorney General Opinion (opined in 75 Ops.Cal.Atty.Gen. 248 (1996)) found unconstitutional) that the section of Education Code 38131 which provides that a board may grant the use of school facilities to a religious group to conduct services only when the religious group has no other suitable meeting place, is <u>unconstitutional</u>. Although Attorney General opinions do not carry the force of law, they are given deference by the courts in the case of legal challenge.

Therefore, a district should consult <u>CSBA's District and County Office of Education Legal Services</u> or <u>district</u> legal counsel before requiring a religious organization to establish that it lacks another suitable meeting place for the conduct of its services in order to rent school facilities. In that same opinion, the Attorney General also determined that Education Code 38131 does not limit the renewability of the temporary use permit for school facilities by a religious organization. Thus, legal counsel should also be consulted before a district refuses to renew a temporary permit. Item #3 below is consistent with the Attorney General's interpretation of Education Code 38131.

- The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization
- Child care programs to provide supervision and activities for children of preschool and elementary school age
- The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies
- Supervised recreational activities, including, but not limited to, sports league activities tor youth that are arranged for and supervised by entities, including religious organizations or churches, and in which youth may participate regardless of religious belief or denomination.
- 7 A community youth center

CSBA NOTE: Pursuant to Education Code 32282, procedures to allow school facilities to be used by public agencies, such as the Red Cross, for mass care and welfare shelters during an emergency must be included in the comprehensive school safety plan. See AR 0450 - Comprehensive Safety Plan.

- Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare
- A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization

9. A veterans' organization means the American Legion, Veterans of Foreign Wars, Disabled American Veterans. United Spanish Wor Veterans, Grand Army of the Republic, or other duly recognized organization of honorably discharged soldiers, sailors, or marines of the United States, or any of their territories. (Military and Veterans Code 1800)

CSBA NOTE: To enable the district to provide students safety instruction related to using electric, motorized, or nonmotorized hicycles and scooters. Education Code 51860, as amended by AB 2028 (Ch. 116, Statutes of 2022), authorizes the Governing Board to assist local law enforcement, nonprofit associations or organizations specified in Education Code 38134, such as the Girls Scouts, Boys Scouts, and parent-teacher associations, and public agencies that provide such safety instruction, in providing safety instruction to district students.

10. Bicycle, scooter, electric bicycle, motorized bicycle, or motorized scooter safety instruction for district students by local law enforcement, public agencies, nonprofit associations, or organizations specified in Education Code 38134 CSBA NOTE: Education Code 38131 allows the district to grant use of school facilities for other purposes as deemed appropriate. The district may add any other purposes approved by the Coverning Board and not inconsis<u>tent with existing law</u>.

10.11. Other purposes deemed appropriate by the Governing Board

Restrictions

CSBA NOTE: In adopting rules for the management and control of school facilities, districts must be careful to ensure that they do not impose restrictions that may violate constitutionally protected rights. Generally, court decisions have held that districts may not discriminate on the basis of a group's viewpoint, and thus the use of facilities should be granted on a neutral basis. In Good News Club v. Milford Central School, the U.S. Supreme Court held that a district which prohibited a religious club from using school facilities after school hours for activities for which it allowed other community groups to use the school facilities discriminated against the club on the basis of the club's religious viewpoint in violation of the First Amendment to the United States Constitution.

Because federal and state constitutional free speech issues may be involved when a district denies the use of school facilities to certain groups. It is strongly recommended that a district consult with <u>CSBA's District and County Office</u> of Education Legal Services <u>or district</u> legal counsel before doing so.

School facilities or grounds shall not be used for any of the following activities:

- Any use by an individual or group for the commission of any crime or any act prohibited by law.
- Any use which is inconsistent with the use of school facilities for school purposes or which interferes with the regular conduct of school or school work.
- Any use which involves the possession, consumption, or sale of drugs or any restricted substances, including tohacco.

CSBA NOTE: Pursuant to Business and Professions Code 25608, it is a misdemean or to possess, consume, sell, give, or deliver any alcoholic beverage to any person in a school building or on school grounds unless a specified exception applies. One such exception is serving alcohol during. a special event, pursuant to a license or permit obtained under the Afcohol Beverage Control Act, at district-owned facilities at a time when students are not present. For this purpose, "facilities" include, but are not limited to, office complexes, conference centers, or retreat facilities. Although Business and Professions Code 25608 allows this exception, the district should consult CSBA's District and County Office of Education Legal Services, district legal counsel, and/or risk. management personnel when determining whether to allow alcohol on district property pursuant. to this exception. When a district allows the use of its facilities or grounds for events that may involve the serving or consumption of alcoholic beverages, it is recommended that rules and/or limitations be established to minimize risks to the district and attendees at such events (e.g., requiring security guards and/or additional insurance, limiting the presence of alcoholic heverages. to designated areas, limiting the types of beverages and/or how many drinks can be served at a time, specifying the time period during which alcoholic beverages may be served). Item #4 is optional and may be deleted or revised to reflect any limitations imposed on the facility user.

 Any use which involves the possession, consumption, or sale of a coholic beverages, except for special events approved by the Superintendent or designee pursuant to Business and Professions Code 25608 which are covered by a special events permit pursuant to Division 9 of the Business and Professions Code and which will occur at a time when students are not on the grounds. Any such use of school facilities shall be subject to any limitations that may be necessary to reduce risks to the district and ensure the safety of participants, as determined by the Superintendent or designed. Applicable limitations shall be clearly stated in the facility use agreement to be signed by the user's representative.

CSBA NOTE: Districts may exclude certain facilities from community use for safety or security reasons. Such facilities might include (1) offices or computer rooms containing records and confidential information and (2) science rooms and other rooms containing hazardous chemicals or equipment that cannot be used safely without special knowledge or skills. The following paragraph is optional and may be revised to specify excluded facilities.

The district may exclude certain school facilities from nonschool use for safety or security reasons.

Damage and Llability

CSBA NOTE: Pursuant to Education Code 28134, a district is authorized to take the actions specified in the following optional paragraph when damage to school facilities or grounds occurs from use by a nonprofit group, organization, club, or association that prumotes youth and school activities.

Groups, organizations, or persons using school facilities or grounds shall be liable for any property clamage caused by the activity. The district may charge the amount necessary to repair the damages and may deny the group further use of school facilities or grounds. (Education Code 38134)

CSBA NOTE: Education Code 38134 distinguishes the liability and insurance obligations of nonprofit groups, clubs, and associations that promote youth and school activities from those of the district. The district is liable for any injuries resulting from its negligence in the ownership and maintenance of its facilities and groupds and must bear the cost of insuring against these risks and defending itself from related claims.

Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its negligence during the use of district facilities or grounds. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. (Education Code 38134)

Groups or organizations shall provide the district with evidence of insurance against claims arising out of the group's own negligence when using school facilities. (Education Code 38134)

CSBA NOTE: Pursuant to Education Code 38134, groups that promote youth and school activities cannot be required to sign hold harmless and Indemnification agreements agreeing to defend and indemnify the district against liability arising during the group's use of school facilities to the extent that the agreement requires the group to assume liability for the district's negligence. The statute is unclear as to whether the district can require non-youtly-related groups to indemnify the district from any and all injuries resulting from the use of the facilities. Districts wishing to create such an agreement should consult <u>CSBA's District and County Office of Education Legal Services</u> or district legal counsel.

Because hold harmless agreements are only as strong as the groups' credit, districts should generally require proof of insurance in addition to such agreements. When a hold harmless and indemnification agreement appears necessary for any specific school facilities or a specific event, the district's risk manager, insurance carrier, or legal counsel should tailor it to the situation.

AsWhen permitted <u>by law</u>, the SuperIntendent or designed may<u>shall</u> require a hold harmless agreement and indemnification when warranted by the type of activity or the specific facilities being used.

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Ed. Code 37220	School holidays
Ed. Code 38130- 38138	Civic Center Act: use of school property for public purposes
E <u>d. Code 51860</u>	Time and facilities for bicycle and scooter safety instruction
Elec. Code 12283	Palling places: schools Poiling places; schools
Gov. Code 54950- 54963	The Raiph M. Brown Act
M&V Code 1800	Definitions
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20 USC 7905 40 CFR 141.1- 141.723 Management Resources Attorney General Opinion Attorney General Opinion Court Decision	Equal access to public school facilities Drinking water standards Description 79 Ops.Cal.Atty.Gen. 248 (1996) 82 Ops.Cal.Atty.Gen. 90 (1999) Ellis v. Board of Education, (1945) 27 Cal.2d 322

Court Decision	Cole v. Richardson; (1972) 405 U.S. 676
Court Decision	Conneli v. Higgenbotham, (1971) 403 U.S. 207
CSBA Fublication	Building Healthy Communities: A School Learler's Guide to Collaboration and Community Engagement, 2009 (https://www.csba.org/~/media/4D07909373B14A08B5CA2CCF4 <u>1F98351.ashx)</u>
CSBA Publication	Maximizing Opportunities for Physical Activity Through Joint Use of Facilities. Policy Brief, February 2010 (https://www.csba.org/Educationissues/Educationissues//- /media/Files/Educationissues/Wellness/201002.JointUse_PolicyBrief,ashx)
Website	CSBA District and County Office of Education Legal Services
Website	California Department of Education
Website	CSBA

Cross References

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Exhibit 1330-E(1): Use Of School Facilities

Status: ADOPTED

Original Adopted Date: 07/01/1987 | Last Revised Date: 04/01/2013 | Last Reviewed Oate: 04/01/2013

CSBA NOTE: The following exhibit is provided for the management and control of school facilities pursuant to Education Code 38133 and may be modified to reflect other district requirements such as specific restrictions and insurance documents.

_____ SCHOOL DISTRICT FACILITIES USE STATEMENT

The organization shall comply with all restrictions placed on the use of the school facilities by law or district policy or regulations.

The organization recognizes that, in accordance with Education Code 38134, it is liable for any damage to the school facilities or for any injury to any person due to the organization's negligence in using the school facilities.

 		Signed)
 		(Date)
 	·	Qrganization

Policy Reference Disclaimen

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Federal	Description
20 USC 79 05	Equal access to public school facilities
40 CFR 141.1 141.728	Drinking water standards
Management Resources	Description
Attorney General Opinion	79 Ops.Cal.Atty.Gen. 248 (1996)
Attomey General Opinion	82 Op s:Cal.Atty.Gen. 90 (1999)
Court Decision	Ellis + Beard of Education, (1945) 27 Gal2d 322
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Court Decision	Connell v. Higgenbotham, (1971) 403 U.S. 207
ESBA Publication	Building Healthy Communities: A Scheni Leader's Guide to Collaboration and Community Engagement, 2009
CSBA Publication	Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, February 2010
Website	CSBA Dist <u>rict and County Office of Education Legal Services</u>
Website	California Department of Echnacion
Website	<u>CSBA</u>

Cross References

Code 0410	Description Nonoiscrimination I <u>n District Programs And Activities</u>
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0450	<u>Comprehensive Safe</u> ty Plan
0470	COVID-19 Mitigati <u>on Pion</u>
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3280	Sale Or Lease Of District-Owned Real Property
3513.2	Tobacco-Free Schools
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2513.4	Drug And Alcohol Free Schools
3515.2	Disrupti <u>ons</u>
3515.2	<u>Disruptions</u>
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Regulation 3311: Bids

Status: ADOPTED

Original Adopted Date: 10/01/2015 | Last Revised Date: 4209/01/20162023 | Last Reviewed Date: 1209/01/20162023

CSBA NOTE: Pursuant to Government Code 54202, districts are mandated to establish bidding procedures governing the purchase of equipment and supplies. The following administrative regulation reflects the competitive bidding procedures applicable to these purchases, as well as contracts for certain services, public works projects, and repairs and maintenance, when the contract exceeds the amount specified in law.

An alternative procedure for public works projects is provided pursuant to the Uniform Public Construction Cost Accounting Act (UPCCAA) [Public Contract Code 22000-22045), as amended by AB 2249 (Ch. 469, Statutes of 2018h which allows public projects of \$60,000 or less to be performed by district employees and public projects of \$200,000 or less to be awarded through an informal bidding process. See BP/AR 3311.1 - Uniform Public Construction Cost Accounting Procedures. Districts that have adopted the UPCCAA procedures should madify the following regulation to delete or revise conflicting provisions related to contracts for public works. Also see AR 3311.2 - Lease-Leaseback Contracts, AR 3311.3 - Design-Build Contracts, and AR 3311.4 -Procurement of Technological Equipment for procedures applicable to those contracts.

Advertised/Competitive Bids

The district shall advertise for any of the following: (Public Contract Code 2011).

 A public project contract that involves an expenditure of \$15,000 or more, including a contract for construction, reconstruction, erection, alteration, renovation, Improvement, painting, repainting, demolition, or repair work involving a district owned, leased, or operated facility

CSBA NOTE: For the contracts specified in item<u>item</u> #2a-c below, Public Contract Code 20111 requires the Superintendent of Public Instruction (SPI) to annually establish a bid limit that reflects U.S. Department of Commerce data. The following paragraph allows the amount to escalate automatically once the SPI has made the annual determination. For 20192023, the hid limit is $\frac{992,600109,300}{100,300}$.

- A contract that exceeds the amount specified in law, as annually adjusted by the Superintendent of Public Instruction, for any of the following:
 - The purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district
 - Services, not including construction services or special services and advice in accounting, financial, legal, or administrative matters
 - c. Repairs that are not a public project, including maintenance

Maintenance means routine, recurring, and usual work for preserving, protecting, and keeping a district facility operating in a safe, efficient, and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered, or repaired. Maintenance includes, but is not limited to, caruentry, electrical, plumbing, glazing, and other craft work designed to preserve the facility, as well as repairs, cleaning, and other operations on machinery and other permanently attached equipment. Maintenance does not include painting, repainting, or obcorating other than touchup, or among other types of work, janitorial or custodial services and protection provided by security forces. (Public Contract Code 20115)

Instructions and Procedures for Advertised Bids

The Superintendent or designee shall call for brus by placing a notice at least once a week for two weeks in a local newspaper of general circulation published in the district, or if no such newspaper exists, then in some newspaper of general circulation that is circulated in the county. The Superintendent or designee also may post the notice on the district's web sitewebsite or through an electronic portal. The notice shall state the work to be done or materia's or supplies to be furnished and the time and place and web sitewebsite where hirls will be opened. (Public Contract Code 20112)

CSBA NOTE: Pursuant to Public Contract Code 2600 all birl documents and construction contracts, when applicable, must contain a notice that the project is subject to the skilled and trained workforce requirements specified in Public Contract Code 2600-2603. Skilled and trained workforce requirements are required for lease-leaseback projects, design-build, and alternative design-build projects. Skilled and trained workforce is obtional for all other construction delivery methods, See AR 3311.2 Lease-Leaseback Contracts and AR 3311.3 - Design-Build Contracts for specific bidding requirements.

The notice shall contain the time, date, and location of any mandatory prebid conference, site visit, or meeting and detaits regarding when and where project documents, including the final plan and specifications, are available. Any such mandatory visit or meeting shall occur not less than five calendar days after the publication of the initial notice. (Public Contract Code For lease-leaseback, design-build, and alternative design-build projects, the notice shall specify that the project is subject to skilled and trained workforce requirements. (Education Code 17250.25, 17250.62, 17407.5; Public Contract Code 2600, 6610)

Bid instructions and specifications shall include the following requirements and information:

- All bidders shall certify in writing the minimum, if not exact, percentage of post-consumer materials in products, materials, goods, or supplies offered or sold. (Public Contract Code 22152)
- All bids for construction work shall be presented under sealed cover. The district may accept a bid that has been submitted electronically or on paper. (Public Contract Code 2011), 20112)

The bid shall be accompanied by a form of bidder's security, locluding either cash, a cashier's check payable to the district, a certified check made payable to the district, or a bidder's bond executed by an admitted surety insurer and made payable to the district. The security of unsuccessful bidders shall be returned in a reasonable period of time, but in ou event

later than 60 days after the bid is awarded. (Public Contract Code 20111, 20112)

- When a standardized proposal form is provided by the district, bids not presented on the standard form shall be disregarded. (Public Contract Code 20111.5)
- Bids shall not be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time. (Public Contract Code 20112)
- When two or more identical lowest or highest bids are received, the Governing Board may determine by lot which bid shall be accepted. (Public Contract Code 20117)

CSBA NOTE: Public Contract Code 20103.8 specifies that, in those cases when the bid includes items that may be added to or deducted from the scope of the work in the contract, the bid solicitation must specify the method to be used to determine the lowest bid, as detailed below. Districts should nonsult with <u>CSBA's District and County Office of Edu</u>cation Legal Services <u>or</u> <u>district</u> legal counsel, as appropriate, if they have questions regarding the applicability of this law.

- If the district requires that the bid include prices for items that may be added to or deducted from the scope of work in the contract, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid. In the absence of such a specification, only the method provided in item<u>item</u> #6a below shall be used. (Public Contract Code 20103.8)
 - a. The lowest bid shall be the lowest total of the bid prices on the base contract without consideration of the prices on the additive or deductive items.
 - b. The lowest fuld shall be the lowest total of the bid prices on the base contract and those additive or deductive items that were specifically identified in the bid solicitation as being used for the purpose of determining the lowest bid price.
 - c. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that, when taken in order from a specifically identified list of those items in the solicitation, and added to or subtracted from the base contract, are less than or equal to a funding amount publicly disclosed by the district before the first bid is opened.

The lowest hid shall be determined in a manner that prevents any information that would identify any of the bidders or proposed subcontractors or suppliers from being revealed to the district before the ranking of all bidders from lowest to highest has been determined. (Public Contract Code 20103.8)

CSBA NOTE: For a hid to be successful, it must conform to bld specifications (i.e., it must be "responsive") and the bidder must be determined to be able to perform the work (i.e., he/shethe bidder must be "responsible" as defined in Public Contract Code 1103). There is no right to a due process hearing when the district has merely found the bid to be nonresponsive. However, the district must be careful in making a determination on the "honresponsiveness" of a bid based on anything other than the documents submitted. To avoid any confusion, the district should provide clear and comprehensive bid specifications to bidders.

When rejecting the lowest responsive bid on the basis that the bidder is nonresponsible, the

district must inform the bidder of the evidence used when making the determination and afford him/her/he bidder a hearing with the right to present evidence that <u>he/shelbe bidder</u> is responsible. (Gity of Inglewood-Los Angeles County Civic Center Authority v. Superior Court and Great West Contractors Inc. v. (rvine Unified School District).

- In determining the lowest bid, the district shall consider only responsive bids that conform to bid specifications and are submitted by responsible bidders who have demonstrated trustworthiness, quality, fitness, capacity, and experience to satisfactorily perform the public works contract,
 - a. When a bid is determined to be nonresponsive, the Superintendent or designee shall notify the bidder and give him/herthe bidder an opportunity to respond to the determination.
 - b. When the lowest bidder is determined to be nonresponsible. the SuperIntendent or designed shall notify the aidder of his/heighg right to present evidence of his/heighe bidder's responsibility at a hearing before the Board.
- After being opened, all submitted bids become public renords pursuant to Government Code. 7920-530 and shall be made available for public review pursuant to law, Board policy, and administrative regulation.

Progualification Procedure

CSBA NOTE: The following section is optional. Pursuant to Public Contract Code 20111.6, a district with average flaily attendance (ADA) of 2,500 or greater is required to prequalify all general contractors and electrical, mechanical, and plumbing subcontractors for any public project of \$1 million,000,000 or more, when the project uses or is reimbursed from School Facilities Program funds (Education Code 17070.10-17077.30) or other future state school bonds. A model prequalification questionnaire is available on the <u>Department of Industrial Relations website.</u>

Additionally, pursuant to Public Contract Code 20111.5, districts are permitted, but not required, to establish pregual fication procedures for other contracts which, by law, require competitive bidding.

When required by law or the Board, the Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. For this purpose, the Superintendent or designee shall furnish prospective bidders a standardized prequalification questionnaire and financial record which, when completed, shall indicate a bidder's statement of financial ability and experience in performing public works. The bidder's information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection. (Code of Civil Procedure 446) Public Contract Code 20111.5, 20111.6)

When any public project involves an expenditure of \$1,000,000 or more and is funded or reimbursed wholly or partly by the School Facilities Program funds or other future state school bond, the district shall prequalify prospective bidders either quarterly or annually. The prequalification shall be valid for one year and the following requirements shall apply: (Public Contract Code 20111.6)

- Prospective bidders, including, but not limited to, prime, general engineering, and general building contractors and electrical, mechanical, and plumbing subcontractors, as defined in Public Contract Code 4113 or Business and Professions Code 7056 nr 7057, as applicable, shall submit a standardized questionnaire and financial statement 10 or more business days, as determined by the district, before the date fixed for the public opening of sealed bids.
- Prospective bidders shall be pregualified by the district five or more business days, as determined by the district, before the date fixed for the public opening of sealed bids.

If the project includes electrical, mechanical, or plumbing components that will be performed by electrical, mechanical, or plumbing contractors, the Superintendent or designed shall make available to all bidders a list of prequalified general contractors and electrical, mechanical, and plumbing subcontractors five or more husiness days, as determined by the district, before the date fixed for the public opening of sealed bids. (<u>Public Contract Code 20</u>111.6)

For all other contracts requiring competitive bidding, the district may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the Initial prequalification. Prospective bidders for such contracts shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed hids and shall be prequalified by the district at least one day before the fixed bid-opening date. (Public Contract Code 20111.5)

Award of Contract

The district shall award each contract to the lowest responsible bidder, except in the following circumstances:

- When the contract is for the procurement and/or maintenance of electronic data processing systems and supporting software, in which case the Roard may contract with any one of the three lowest responsible bidders - (Public Contract Code 20118.1)
- 2. When the contract is for any transportation service which involves an expenditure of more than \$10,000 and which will be made with any person or corporation other than a common carrier, municipally owned transit system, or a parent/guardian of a student who is to be transported, in which case the Board may contract with other than the lowest bidder (Education Code 39802)

CSBA NOTE: Pursuant to Public Contract Code 2000-2002, a district is permitted to establish bidding requirements that facilitate the participation of minority, women, disabled veteran, and small business enterprises in contracts. Though minorities and women are included in Public Contract Code 2000, Article 1, Section 31(a) of the California Constitution prohibits the granting of preferences based on race, sex, color, ethnicity, etc. or pational origin in state employment and contracting. The district should consult with CSBA's <u>District and County Office of Education Legal</u> <u>Services or district</u> legal counsel if there is any question about the granting of preferences to any such business.

3. When the contract is one for which the Board has established goals and requirements relating to participation of disabled veteran or small business enterprises in accordance with Public Centract Code 2000-2002, in which case the Board may contract with the lowest responsible bidder who submits a responsive bid and complies or makes a good faith effort.

to comply with the goals and requirements (Public Contract Code 2000-2007).

 When procuring a lease-leaseback contract, in which case the Board shall award the contract based on objective criteria for determining the best combination of price and qualifications in accordance with Education Code 17400 and 1740(cf. 3311.2 - Lease-Leaseback Contracts 17406

<u>CSBA NOTE: Until January 1, 2025, districts may, in accordance with Education Code 17250.25, utilize the design-build method of construction delivery. Pursuant to Education Code 17250.15, design-build means a project delivery process in which both the design and construction of a project are procured from a single entity.</u>

 When produring a design-build contract for a public works project in excess of \$1,000,000 in accordance with Education Code 17250.20, in which case the Board may award the contract to either the low bid or the best value to the district, taking into consideration, at a minimum, price, technical design and construction expertise, and life-cycle costs. (Education Code 17250.20, 17250.25)

<u>CSBA NOTE: Pursuant to Education Code</u> <u>17250.60-17250.67</u>, as added by AB 185 (Ch. <u>571</u>, Statutes of 2022), the <u>district may</u>, <u>until January 1</u>, <u>2029</u>, <u>until ze alternative design-build</u> <u>contracts for public works projects in excess of \$5,000,000</u>, <u>Pursuant to Education Code</u> 17250.60, alternative design-build means a project delivery process in which both the design and <u>construction</u> of a project are procured from a single design-build <u>entity based on its</u> proposed design cost, general conditions, overfiead, and profit as a component of the project price.

A contract for an alternative design-build project must be awarded to either the low hidder or the best value, and is subject to further negotiation and amendment pursuant to Education Code 17250.65. Alternative design-build subcontracts are subject to an open book evaluation i by the district and the district sets the price based on this open book evaluation. The alternative design build contract may be subject to further negotiation or amendment and if the district and the design-build entity are unable to reach an agreement, the district may terminate the contract. A district that utilizes the alternative design-build procurement method is required to submit, by January 1, 2028, a report to the Legislature, as specified in Education Code 17250.67. See AR 3311.3 – Design-Build Contracts for more information specific to designbuild and alternative design-build projects.

When produring an <u>alternative design-build contract for a public works project in excess of \$5,000,000 in accordance with Education Code 17250.62, in which case the Board may award the contract to either the low bid or the best value, taking into consideration, at a minimum design cost, general conditions, overhead, and profit as a component of the project price; technical design and construction expertise; and life-cycle costs (Education Code 17250.61, 17250.62)
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Protests by Bidders

C5BA NOTE: The law does not specify a procedure for handling protests by bidders. The following optional section provides one such procedure and should be modified to reflect district practice.

A<u>lf the</u> bidder may protest a bid award if he/she believes that the award is not in compliance with law. Board policy, or the bid specification, <u>the bidder may protest the award.</u> A protest must be filed in writing with the Superintendent or designee within five working days after receipt of notification of the contract award and shall include all documents supporting or justifying the protest. A bidder's failure to file the protestprotested documents in a timely manner shall constitute a waiver of his/herthe right to protest the award of the contract.

The SuperIntendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 working days. The SuperIntendent or designee may also convene a meeting with the bidder in order to attempt to resolve the problem

CSBA NOTE: The following paragraph provides a process for appealing a hid award to the Board. Although the law does not specify the notice to be given in this circumstance, CSBA recommends at least three business days which may be modified to reflect district practice.

The bidder may appeal the Superintendent or designee's decision to the Board. The Superintendent or designee shall provide notice to the bidder of the date and time for Board consideration of the protest at least three business days before the Board meeting. The Board's decision shall be final.

Limitation on Use of Solo Sourcing

CSBA NOTE: "Sole sourcing" is the practice by which one brand name product is specified, although comparable, competitive products are available. Public Contract Code 3400 allows sole sourcing in limited circumstances and requires that the specification of the designated product be followed by the words "or equal," so that bidders for such a contract are able to base their bids on the use of other products of equal functionality that may result in cost savings for the district. The following section is optional.

In any contract for the construction, alteration, or repair of school facilities, the Superintendent or designee shall ensure that the bid specification: (Public Contract Code 3002, 3400)

- 1. Does not directly or indirectly limit bidding to any one specific concern.
- Does not call for a designated material, product, thing, or service by a specific brand or tradename, unless the specification is followed by the words "or equal," on that bidders may furnish any equal material, product, thing, or service

In any such case, the hid specification shall provide a time period, before and/or after the award of the contract, for the contractor to submit data substantiating the request for substituting the designated material, product, thing, or service. If no such time period is specified, the contractor may submit the data within 35 days after the award of the contract.

CSBA NOTE: The following optional paragraph is for use by districts with ADA of more than 2,500. For the repair or replacement of the roof of a public facility, a material must meet the requirements specified helow to be considered "equal" pursuant to Public Contract Code 3000-3010.

When the bid is for a roof project, a material, product, thing, or service is considered "equal" to that designated if it is equal in quality, durability, design, and appearance: will perform the intended function equally well, and conforms substantially to the detailed requirements in the bid specification. <u>(Public Contract Code 30</u>02)

However, the Superintendent or designee may designate a specific material, product, thing, or

service by brand or trade name (<u>, also known</u> as sole sourcing), if the Board has made a finding, described in the invitation for bids or request for proposals (RFP), that a particular material, product, thing, or service is designated for any of the following purposes: (Public Contract Code 3400)

- 1. To conduct a field test or experiment to determine its suitability for future use
- To match others in use on a particular public improvement that has been completed or is in the course of completion
- 3. To obtain a necessary item that is only available from one source
- To respond to the Board's declaration of an emergency, as long as the declaration has been approved by four-fifths of the Board when issuing the invitation for bid or RFP.

Bids Not Required

CSBA NOTE: The following paragraph lists those items that may be purchased through a "piggybacked" bid; see the accompanying Board policy. Many districts have used the piggyback procedure to purchase portable and relocatable buildings. The Altorney General has opined (in 89 Ops.Cal.Acty.Gen. 1, 2006) that a district may not rely on the biggyback exception to contract for the acquisition and installation of factory-built modular building components (i.e., roofs and walls) for installation on a permanent foundation. However, this his opinion does not apply to typical portable or relocatable single-classroom buildings, because they lack a permanent foundation and building mebility. Additionally, in 2022 the State Allocation Board (SAB) notified districts that modular school facilities must be competitively bid and districts that use piggyback contracts for modular facilities are ineligible for state funding from SAB administered programs. Districts considering using the piggyback process for relocatables, portables, modulars, and the like should consult district legal counsel. While Attorney General opinions are not building, they are often making funding decisions.CSBA's District and County Office of Education Legal Services or district legal counsel.

Without advertising for bids and upon a determination that it is in the best interest of the district, the Board may authorize"<u>piagyback</u>" by <u>allthorizing</u> another public corporation or agency, by contract, lease, requisition, or purchase order, to fease data-processing equipment or to purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner that the other public corporation or agency is authorized to make the leases or purchases from a vendor ("piggyback": Alternatively, if the public corporation or agency has an existing contract with a vendor for the lease or purchase of personal property, the district may authorize the lease or purchase of personal property directly from the vendor and make payments under the same terms that are available to the public corporation or agency under the contract. (Public Contract Code 20118)

CSBA NOTE: The following optional paragraph reflects the authority granted to public agencies pursuant to Government Code 4217,10-4217,18 to enter into energy service contracts without competitive bidding when the agency's governing body determines that the contract is in the best interest of the agency based on the "costs-benefit" analysis specified in Government Code 4217,12.

Without advertising for bids, the Board may enter into an energy service contract and any related facility ground lease, when it determines that the terms of the contract and lease are in the best

interest of the district and meet the rost effectiveness requirements specified in Government Code 4217.12. The Board's determination shall be made at a regularly scheduled public hearing of which notice is given to the public at least two weeks in advance and shall be based on a cost and savingssaving comparison findingsfipding specified in Government Code 4217.12. (Government Code 4217.12)

Supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals may be purchased in any amount without taking estimates or advertising for bids. (Public Contract Code 20118.3)

Perishable foodstuffs and seasonal commodities needed in the operations of cafetorias may be purchased through bid or on the open market. (Education Code 38083)

Bids shall not be required for day labor under circumstances specified in Public Centract Code 20114. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis - (Public Contract Code 20114)

C\$BA NOTE: Pursuant to Public Contract Code 20113, a district may award contracts without competitive bidding in emergency situations, as specified below. In Marshall v. Pasadena Unified School District, a court held that the definition of "emergency" in Public Contract Code 1102 is applicable. Public Contract Code 1102 defines "emergency" as a "sudden, unexpected occurrence that poses a clear and Imminent danger, requiring immediate action to prevent or mitigate the loss or impalment of life, health, property, or essential public services."

In an emergency when any repairs, alterations, work, or improvement to any school facility is necessary to permit the continuance of existing school classes or to avoid danger to life or property, the Board may, by unanimous vote and with the approval of the County Superintendent of Schools, contract for labor and materials or supplies without advertising for or inviting hids or may authorize the use of day labor or force account for the emergency purpose. (Public Contract Code 1102, 20113)

The district may purchase any surplus property from the federal government or any of its agencies in any quantity needed for the operation of its schools without faking estimates or advertising for bids. (Education Code 17602)

Policy Reference UPDATE Service

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Policy Reference Disclaimer:

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

State	Description
Bus. Code 7056	General engineering contractor
Bus, Code 7057	General building contractor
Code of Civil Procedure 446	Verification of pleadings

Ed. Code 17070.10-17079.30	Leroy F. Greene School Facilities Acc
Ed. Code 17250 10-17250.55	Design-build contracts
<u>Ed. Code</u> 17250 60-17250.6 <u>9</u>	Alternative design-build contracts
Ed. Code 17406	Lease-leaseback contract
Ed. Code 17595	Purchase of supplies through Department of General Services
Ed. Code 17602	Purchase of surplus property from federal agencies
Eo. Code 38083	Purchase of perishable foodstuffs and seasonal commodities
Ed. Code 38110-39120	Apparatus and supplies
Ed. Code 39802	Transportation services
Gov. Code 4217,10-4217,18	Energy conservation contracts
Gov, Code 4330-4334	California made materials
Gov. Code 53060	Special services and advice
Gev. Code 54201-54205	Purchase of supplies and equipment by local agencies
Gov. Code 7920.530	Definition of public record
Pub. Cant. Cade 1102	Definition of emergency
Pub. Cont. Code 1103	Definition; responsible bidder
Pub. Cont. Code 12200	Definitions; recycled goods, materials, and supplies
Pub. Cont. Code 2000-2002	Responsive hidders
Pub. Cont. Code 20101-20103.7	Public construction projects: requirements for bidding
Pub. Conf. Code 20103.8	Award of contracts
Pub. Cont. Code 20110-20118.4	Local Agency Public Construction Act; school districts
Pub. Cont. Code 20189	Bidder's security; earthquake relief
Pub. Cont. Code 22000-22045	<u>Alternative precedures</u> for public proje <u>cts</u> <u>{UPCCAA}Oniform Public Construction Cost Accounting</u> <u>Acc</u>
Pua, Cant. Code 22152	Recycled product procurement
Pub. Cont. Code 3000-3010	Roofing projects
Publ Cont. Code 3400	Bid specifications; preference for materials
Pub. Cont. Code 3410	U.S. produce and processed foods
Pub. Cont. Code 4113	Prime contractor; subcontractor

Pub, Cont, Code 6102	Bribery <u>of public</u> official; voidable <u>co</u> ntract
Pub. Cont. Code 6610	Bid visits
Management Resources Attorney General Opinion	Description 89 Ops.Cal.Acty Gen. 1 (2006)
Court Decision	City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court ₇ (1972) 7 Cal.3d 861
Court Decision	Great West Contractors Inc. v. Irvine Unified School District, (2010) 187 Cal.App.4th 1425
Court Decision	Konica Business Machines V. Regents of the University of California _r (1988) 206 Cal.App.3d 449
Court Decision	Ens Angeles Unified School District v. Great American Insurance Co _m (2010) 49 Cal.4th 739
Court Decision	Marshall v. Pasadena Uniñed School District; (2004) 119 Cal.App.4th 1241
Califo <u>mia Department of General</u> Se <u>rvic</u> es Publication	Office of <u>Public School Construction</u> Notification to <u>School</u> <u>Districts Regarding Use of Piggyback Contracts for</u> 5AB- Administered <u>Programs</u> , July 2022 (https://www.dgs.ca.gov/- /media/Divisions/Q <u>PSC/Resources/Piggybank- Contracts/Piggyback-Contract-Email-Biast-July 5- 2022FINAL- ADA.pdf?(agen&hash=9594C7B8BD4C9796DDB57D682/ 75331EEA8CE658A)</u>
C <u>alifornia Department of Indust</u> ial <u>Relations</u> <u>Publication</u>	Model <u>Prequali</u> fica <u>tion</u> Questi <u>oma</u> ire <u>(https://www.dlr.ca.go</u> v/Public-Work <u>s/Public-Works-</u> <u>Pre%E2</u> %80%90Qua <u>jification-ot-Contractors.</u> html}
Website	CSBA District and County Office of Education Legal Services
Website	California Department of General Services
Website	Offic <u>e of Public School Constructio</u> n, Piggyback <u>Contracts</u> (<u>https://www.dgs.ca.gov/OP5</u> C/Resources/Pages <u>Content/Office-of-Public-School-Construction-Resources-</u> List-Folder/Piggy <u>back-Contracts-for-SAB-Administered</u> <u>Programs</u>)
Website	CSBA ·
Website	California Department of Education
Website	California Association of School Business Officials

Cross References

Code 0410	Description Nondiscrimination in District Programs And Activities
1113	District And School Websites
1113	District And School Websites
1113-E(1)	District And School Websites
1340	Access To District Records
1340	Access To District Records
3000	Concepts And Roles
3230	Federal Grant Funds
3230	Federal Grant Funds
3270	Sale And Disposal Of Books, Equipment And Supplies
3270	Sale And Disposal Of Books, Equipment And Supplies
3300	Expenditures And Purchases
3311.1	Uniform Public Construction Cost Accounting Procedures
3311.1	Uniform Public Construction Cost Accounting Procedures
3311.2	Lease-Leaseback Contracts
3311.3	Design-Build Contracts
3311.4	Procurement Of Technological Equipment
3312	Contracts
3314	Payment For Goods And Services
3314	Payment For Goods And Services
3510	Green School Operations
3511	Energy And Water Management
3511	Energy And Water Management
3511.1	Integrated Waste Management
3511.1	Integrated Waste Management
3512	Equipment
3512-E(1)	Equipment
3517	Facilities Inspection
3517-E(1)	Facilities Inspection
3540	Transportation

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3551	Food Service Operations/Cafeteria Fund
3551	Food Service Operations/Cafeteria Fund
3580	District Records
3580	District Records
3600	Consultants
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials
6161.11	Supplementary Instructional Materials
6163.1	Library Media Centers
7000	Concepts And Roles
7140	Architectural And Engineering Services
7140	Architectural And Engineering Services
9270	Conflict Of Interest
9270-F(1)	Conflict Of Interest
9320	Meetings And Natices
9323.2	Actions By The Board
9323 2-E(1)	Actions By The Board
9323.2-E(2)	Actions By The Board

Regulation 3311.3: Design-Build Contracts

Status: ADOPTED

Original Adopted Date: 12/01/2016 | Last Revised Date: 0309/01/2021/2023 | Last Reviewed Date: 0309/01/20212023

CSBA NOTE: As an alternative to the more traditional design-bid-build process (see BP/AR 3311 - Bids) or a lease-leaseback process (see AR 3311.2 - Lease-Leaseback Contracts), the district may, <u>until January 1, 2025</u>, enter into a design-build contract for a public works project In excess of \$1 million,<u>000,000</u> pursuant to Education Code 17250.10-17250.55. As defined by Education Code 17250.15, "design-build" means a project delivery process in which both the design and construction of a project are procured from a single entity. <u>Additionally, pursuant to Education</u> Code 17250.61, as added by AB 185 (Ch. 571, Statutes of 2022), the district may, <u>until January 1</u>, 2029, enter into an alternative design-build contract for a public works project in excess of \$5,000,000. As defined by Education Code 17250.60, "alternative design-build" means a project delivery process in which both the design and construction of a project in excess of \$5,000,000. As defined by Education Code 17250.60, "alternative design-build contract for a public works project in excess of \$5,000,000. As defined by Education Code 17250.60, "alternative design-build" means a project delivery process in which both the design and construction of a project are procured from a single design-build entract for a public works project in excess of \$5,000,000. As defined by Education Code 17250.60, "alternative design-build" means a project delivery process in which both the design and construction of a project are procured from a single design-build entract for a project are procured from a single design-build entract for a project are procured from a single design-build profit as a component of the project price. Education Code 17250 15 and, 17250.25, <u>17250.60</u>, and 17250.61 provide that such contracts may be awarded to either the low bid or best value, as defined.

TheUntil January 1, 2025, the Governing Board may approve a <u>design-hulld</u> contract with a single entity for hoth design and construction of any school facility in excess of \$1,000,000, awarding the contract to other the low bid or the best value as determined by evaluation of objective criteria. (Education Code 17250.20)

Additionally, <u>until January 1, 2029, the Board may approve an alternative design-build contract with</u> a single entity for both design and construction of any school facility in excess at \$5,000,000. Such <u>contracts may be awarded to the lew birl or the host value, taking into consideration, at a minimum, design cost, general conditions, avernead, and profit as a component of the project price, technical <u>design and construction of construction subcontracts</u>. The <u>district's determination of price shall be</u> based on the open book evaluation of construction <u>subcontracts</u>. The contract <u>may be subject to</u> further negotiations or <u>amendment and may be terminated by the district if the district and the design build entity are unable to reach an agreement</u>. (Education Code 17250,61, 17250.62, 17250.65)</u>

Design-build documents shall not include provisions for long term project operations, but may include operations during a training or transition period. (Education Code 17250.25, 17250.62)

Procedures for Awarding the Contract

The procurement process for design-build and alternative <u>design-build</u> projects shall be as follows: (Education Code 17250.25, 17250.35, <u>17250.62</u>, <u>17250.65</u>; Public Contract Code 2600)

 Performance Specifications: The district shall prepare a set of documents setting forth the scope and estimated price of the project. The documents may include, but are not limited to:

- a. The size, type, and desired design character of the project.
- Performance specifications that cover the quality of materials, equipment, and workmanship
- c. Preliminary plans or building layouts
- d. Any other information deamed necessary to describe adequately the district's needs

The performance specifications and any plans shall be prepared by a design professional who is duly licensed and registered in California.

- Prequalification: The district shall prepare and issue a request for qualifications in order to
 prequality, or develop a short list of, the design-build entities whose proposals shall be
 evaluated for final selection. The request for qualifications shall include, but is not limited to,
 all of the following elements:
 - a. Identification of the basic scope and needs of the project or contract, the expected cost range, the methodology that will be used by the district to evaluate proposals, the procedure for final selection of the design-build entity, and any other information deemed necessary by the district to inform interested parties of the contracting opportunity.
 - b. Significant factors that the district reasonably expects to consider in evaluating qualifications, including technical design and construction expertise, acceptable safety record, and all other non-price-related factors.
 - A standard template request for statements of qualifications prepared by the district, which shall contain all of the information required pursuant to Education Code 17250.25 or <u>17250.62</u>

CSBA NOTE: Public Contract Code 2600, as amended by AB 2311 (Clit 347, Statules of 2020); adds a requirement to include in all bid documents and construction contracts, when applicable, a notice that the project is subject to the skilled and trained workforce requirements specified in Public Contract Code 2600-2603. Pursuant to Education Code 17250.25 and <u>17250.62</u>, designbuild contracts are subject to such requirements.

> A notice that the project is subject to the skilled and trained workforce requirements specified in Public Contract Code 2600-2603

The district also may identify specific types of subcontractors that must be included in the statement of gualifications and proposal.

3. Request for Proposals: The district shall prepare a request for proposals (RFP) that invites prequalified or short-listed entities to submit competitive sealed proposals in a manner prescribed by the district. The RFP shall include the information identified in items<u>items</u> #2a, 2b, and 2d above and the relative importance or weight assigned to each of the factors. If the district uses a best value selection method for a project, the district may reserve the right to request proposal revisions and hold discussions and negotiations with responsive proposers, in which case the district shall so specify in the request for proposals and shall publish separately or incorporate into the request for proposals applicable procedures to be

observed by the district to ensure that any discussions or negotiations are conducted in good faith.

- Selection Based on Low Bid: For those projects utilizing low bid as the final selection method, the bidding process shall result in lump-sum hids by the prequalified or short-listed design-build entities, and the contract shall be awarded to the lowest responsible bidder.
- Selection Based on Best Value: For those projects utilizing best value as a selection method, the following procedures shall be used:
 - a. Competitive proposals shall be evaluated using only the criteria and selection procedures specifically identified in the request for proposals. Criteria shall be weighted as deemed appropriate by the district and, The proposal for a design-build project, as specified in 17250.25, shall, at a minimum, include price, unless a stipulated sum is specified; technical design and construction experience; and life-cycle costs over 15 or more years. The proposal for an alternative design-build project, as specified in 17250.62, shall, at a minimum, include design cost, general conditions, overhead, and profit as a component of the project price, unless a stipulated sum for the project is specified; technical design and construction experience costs over 15 or more years.
 - b. Following any discussions or negotiations with responsive proposers and completion of the evaluation process, the responsive proposers shall be ranked on a determination of value provided, provided that no more than three proposers are required to be ranked-
 - The contract shall be awarded to the responsible entity whose proposal is determined by the district to have offered the best value to the public,
 - d. The district shall publicly announce the contract award, identifying the entity to which the award is made and the basis of the award. This statement and the contract file shall provide sufficient information to satisfy an external audiL.

Skilled and Trained Workforce

CSBA NOTE: Education Code 17250.25 requires the district to obtain an enforceable commitment that the contractor will comply with the requirements to use a skilled and trained workforce, as defined, in accordance with Public Contract Code 2600-2603. Pursuant to Public Contract Code 2600.5; as added by AB 2311; failure to provide the notice described in items/tems #2d and 3 above does not excuse the district from the requirement to obtain an enforceable commitment that a contractor or other entity will use a skilled and trained workforce to complete a contract or project.

A design-build entity shall not be prequalified or short-listed unless the entity provides an enforceable commitment to the district that the entity and its subcontractors at every tier will use a skilled and trained workforce to perform all work on the project or contract that falls within an apprenticeable occupation in the building and construction trades. The entity may demonstrate such commitment through a project labor agreement, by becoming a party to the district's project labor agreement, or through an agreement with the district to provide evidence of compliance on a monthly basis during the performance of the project or contract. (Education Code 17250.25, <u>17250.62</u>: Public Contract Code 2602) Skilled and trained workforce means that all the workers performing the work are either skilled journeypersons or apprentices registered in a state-approved apprenticeship program. At least 60 percent of the skilled journeypersons employed to perform the work shall be graduates of an apprenticeship program for the applicable occupation or at least 60 percent of the hours worked by skilled journeypersons shall be performed by graduates of an apprenticeship program, with the exception of certain occupations specified in Public Contract Code 2601 which are subject to a 30 percent threshold. (Public Contract Code 2601)

If the contractor fails to provide the monthly report demonstrating compliance with the skilled and trained workforce requirements or provides an incomplete report, the district shall withhold further payments until a complete report is provided. If a report does not demonstrate compliance with the skilled and trained workforce requirements, the district shall withhold further payments until the contractor provides a sufficient plan to achieve substantial compliance with respect to the relevant apprenticeable occupation, prior to completion of the contract or project. In addition, the district shall forward to the Labor Commissioner a copy of the monthly report, any plan to achieve compliance, and the district's response to that plan. (Public Contract Code 2602)

Policy Reference UPDATE Service

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Policy Reference Disclaimer:

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

State Ed. Cade 17250.10-17250.55	Description Design-build contracts
<u>Ed Code</u> 17250.60 <u>-17250.69</u>	Alternative design-build contracts
Pub. Cont. Code 2600-2603	5killed and trained workforce requirements
Management Resources Website	Description CSBA District and County Office of Education Legal Services
Website	California Association of School Business Officials
Website	California Department of Education, School Facilities
Website	CSBA

Cross References

Code 3311	Description Bids
3311	Bids
3312	Contracts
7000	Concepts And Roles

7110	Facilities Master Plan
7140	Architectural And Engineering Services
7140	Architectural And Engineering Services

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CSBA Sample District Policy Manual CSBA Sample Manual Site

Policy 3312: Contracts

Status: ADOPTED

Original Adopted Date: 11/01/2003 | Last Revised Date: 64<u>07</u>/01/20152023 | Last Reviewed | Date: 6409/01/20152023 | Last Reviewed | Date: 6409/01/20152023 | Last Reviewed | Date: 6409/01/20152023 | Last Reviewed | Date: 6409/01/20152023 | Last Reviewed | Date: 6409/01/20152023 | Last Reviewed | Date: 6409/01/20152023 | Last Reviewed | Date: 6409/01/20152023 | Last Reviewed | Date: 6409/01/20152023 | Last Reviewed | Date: 6409/01/20152023 | Last Reviewed | Date: 6409/01/20152023 | Last Reviewed | Date: 6409/01/20152023 | Last Reviewed | Date: 6409/01/20152023 | Last Reviewed | Date: 6409/01/20152023 | Last Reviewed | Date: 6409/01/20152023 | Last Reviewed | Date: 6409/01/20152023 | Last Reviewed | Date: 6409/01/20152023 | Last Reviewed | Date: 6409/01/20152023 | Last Reviewed | Date: 6409/01/20152023 | Last Reviewed | Date: 6409/01/20152023 | Last Reviewed | Date: 6409/01/20152023 | Last Reviewed | Date: 6409/01/20152023 | Last Reviewed | Date: 6409/01/20152023 | Last Reviewed | Date: 6409/01/20152023 | Last Reviewed | Date: 6409/01/20152023 | Last Reviewed | Date: 6409/01/20152023 | Last Reviewed | Date: 6409/01/20152023 | Last Reviewed | Date: 6409/01/20152023 | Last Reviewed | Date: 6409/01/20152023 | Last Reviewed | Date: 6409/01/20152023 | Last Reviewed | Date: 6409/01/20152023 | Last Reviewed | Date: 6409/01/20152023 | Last Reviewed | Date: 6409/01/20152023 | Last Reviewed | Date: 6409/01/20152023 | Last Reviewed | Date: 6409/01/20152023 | Last Reviewed | Date: 6409/01/2015203 | Last Reviewed | Date: 6409/01/20152023 | Last Reviewed | Date: 6409/01/2015203 | Last Reviewed | Date: 6409/01/2015203 | Last Reviewed | Date: 6409/01/2015203 | Last Reviewed | Date: 6409/01/2015203 | Last Reviewed | Date: 6409/01/2015203 | Last Reviewed | Date: 6409/01/2015203 | Last Reviewed | Date: 6409/01/2015203 | Last Reviewed | Date: 6409/01/2015203 | Last Reviewed | Date: 6409/01/2015203 | Last Reviewed | Date: 6409/01/2015203 | Last Reviewed | Date: 6409/01/201520 | Last Reviewed | Date: 6409/01/2015204 | Last Revie

CSBA NOTE: Several statutes authorize the Governing Board to contract for services; equipment, materials, and supplies on behalf of the district. Such statutes include, but are not limited to, Education Code 17596 which allows a broad range of services to be performed under a "continuing contract" and Education Code 45103.5 which authorizes a contract for management consulting services relating to food service.

Some contracts are subject to certain specific legal requirements which, if not complied with, may render the contract void or unenforceable. For instance, when contracting for the purchase of equipment, materials, or supplies in excess of the current bid limit (\$92,600109.300 for 20192023), the district must seek competitive bids, pursuant to Public Contract Code 20111. See sections below titled "Contracts for Non-nutritious Foods or Beverages," "Contracts for Electronic Products and Services," "Contracts for Digital Storage and Maintenance of Student Records," and "Contracts for Personal Services" for specific requirements and/or restrictions related to those contracts. See AR 3311.3 - Design-Build Contracts for Information about design-build contracts for public works projects in excess of \$1 million.2000,000 and for alternative design-build projects in excess of \$1 million.2000,000 and for alternative design-build projects in excess of \$1 million.2000,000 and for alternative design-build projects in excess of \$1 million.2000,000 and for alternative design-build projects in excess of \$2,000,000, The district should consult its CSBA's District and County Office of Education Legal Services or district legal counsel when questions arise about legal requirements for specific kinds of contract.

The Governing Board recognizes its responsibility to enter into contracts on behalf of the district for the acquisition of equipment, supplies, services, and other resources necessary for the achievement of district goals. In exercising this authority to enter into a contract, the Board shall ensure that the district's interest is protected and, that the terms of the contract conform to applicable legal standards, including the bidding requirements in Public Contract Code 20111.

<u>CSBA NOTE:</u> When entering into a contract, a school district is required to comply with <u>California's conflict of interest laws, including, but not limited to, Government Code 1090 [financial Interest in a contract, Government Code 8710D-87500 (Political Reform Act), and Government Code 84308, as amended by SB 1439 (Ch. 848, Statutes of 2022), related to conflict of interest trom campaign contributions. The violation of any of these laws could result in cancelation of the contract and, in certain cases, the Board members and/or district officials implicated Could be subject to civil and criminal penalties. For example, pursuant to Government Code 84308, as amended, Board members are prohibited from participating in decisions involving parties who have provided campaign contributions of more than \$250 in the prior 12 months. Additionally, pursuant to Public Contract Code 6102, as added by SB 34 (Ch. 297, Statutes of 2022), a contract executed on or after January 1, 2023, including a contract negotiated prior to January 1, 2023, is voirtable if entered into in violation of Penal Code 68 or 86. For more information related to the policy on conflict of interest, see BB 9270 – Conflict of Interest.</u>

In addition, Board members and district employees involved in the making of contracts on behalt of the district shall comply with the district's conflict of interest policy as specified in Board Bylaw

9270 - Conflict of Interest.

CSBA NOTE: The following optional paragraph may be revised to specify any desired limits to this delegation of authority.

The Board may, by a majority vote, delegate to the Superintendent or designee the authority to enter into contracts on behalf of the district. To be valid or to constitute an enforceable obligation against the district, all such contracts must be approved and/or ratified by the Board.

CSBA NOTE. The following optional paragraph reflects the requirements of Education Code 35182.5 which are applicable to contracts for exclusive or nonexclusive advertising and sale of carbonated beverages or non-nutritious foods or beverages. Though not required for all contracts, such requirements help to minimize public waste and ensure transparency in public contracting and should be adopted by the Board for other contracts. See "Contracts for Non-nutritious Foods or Beverages" below.

Every contract entered into on behalf of the district shall be made available for public inspection, except when the law prohibits disclosure. No contract shall prohibit a district employee from disparaging the goods or services of any contracting party.

Contracts for Non-nutritious Foods or Beverages

CSBA NOTE: Foods and beverages that do not meet nutritional standards specified in law may not be sold in schools except under limited circumstances; see BP/AR 3554 - Other Food Sales. Schools that do not participate in the National School Lunch or Breakfast program are required to comply with the nutritional standards in Education Code 49431-49431.7 and 5 CCR 15500-15501 and 15575-15578 from one-half hour before the school day to one-half hour after it. Schools that participate in the National School. Lunch or Breakfast program must comply with the stringer of the nutritional standards in 7 CFR 210.11 and 220.12 and Education Code 49431-49431.7 between midnight before and one-half hour after the end of the school day.

The district shall not enter into or renew a contract for the sale of foods or beverages that do not meet applicable nutritional standards specified in Education Code 49431-49431.7, 5 CCR 15500-15501 or 15575-15578, or 7 CFR 210.11 or 220.12, unless the contract specifies that such sale will occur off campus or outside the time restriction specified in the applicable law.

CSBA NOTE: Pursuant to Education Code 35182.5, the district may not enter into a contract that grants exclusive or non-nutritious sales or advertising for carbonated beverages, non-nutritious beverages, or non-nutritious foods unless the Board holds a public hearing and, as mandated, adopts a policy that ensures that internal controls are in place to protect the integrity of public funds, that the funds raised will benefit public education, and that the contracts are entered into on a competitive basis.

Before the district enters into or renews a contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, or non-nutritious foods as defined in law, the Board shall ensure that the district has sufficient internal controls in place to protect the integrity of public funds and to ensure that funds raised as a result of the contract benefit public education. (Education Code 35182.5)

CSBA NOTE: Education Code 35182.5 does not define the term "internal controls." (tenss #1-2 below are based on suggested "internal controls" as recommended by the California Association of

School Business Officials (CASBO),) and should be medified to reflect the specific internal controls developed by the district.

The Superintendent or designee shall develop the district's internal control procedures to protect the integrity of public funds. Such internal controls may include, but not be limited to, the following:

- Procedures that produce accurate and reliable financial statements and, at the same time, safeguard the assets, financial resources, and integrity of every employed responsible for handling money or property. Control systems shall be systematically evaluated and revised to keep pace with the changing responsibilities of management.
- Procedures to ensure that district personnel do not handle cash or product at the school site. The contract shall specify that the vendor stock the machines and shall provide cash accounting, along with a check, for district proceeds directly to the control office.

CSBA NOTE: Optional items<u>items</u> #1-4 below are not required by law, but present additional factors for the Board to consider to help ensure that the funds raised benefit public education in accordance with Education Code 35182.5. The following list should be mudified to reflect district practice.

To ensure that funds raised by the contract benefit district schools and students:

- The Superintendent or designee may invite parents/guardians, students, staff, and interested community members to make recommendations regarding the contract, including recommendations as to how the funds will be spent in a manner that benefits public education.
- Prior to ratifying the contract, the Board shall designate the specific programs and activities that will be funded by the proceeds of the contract and consider how the contract reflects the district's vision and goals.
- 3 The contract shall specify that the contractor report, on a quarterly basis, to the Superintendent or designee the number of food items or beverages sold within the district and the amount of money raised by the sales. The Superintendent or designee shall report these amounts to the Board on a regular basis.
- The SuperIntendent or designee shall ensure that the contract does not limit the ability of student and parent organizations to plan and operate fundraising activities.

CSBA NOTE: Education Code 35182.5 mandates that Board policy to ensure that the contract is entered into on a competitive basis pursuant to Public Contract Code 20111 or through the issuance of a Request for Proposal. Public Contract Code 20111 requires districts to seek competitive bids through advertisements for contracts for<u>ur</u> services exceeding an amount specified in law. For a detailed procedure for the bidding of contracts, see AR 3311 - Bids.

Any contract for the sale or advertisement of non-nutritious foods or carbonated or non-nutritious beverages shall be entered into on a competitive hirl hasis pursuant to Public Contract Code 20111 or through the issuance of a Request for Proposal. (Education Code 35182.5)

CSBA NOTE: Pursuant to Education Code 35182.5, the public hearing required before the district may enter into or renew a contract for non-nutritious foods or carbonated or non-nutritious beverages may be met through an annual public hearing to review and discuss existing and potential contracts for the sale of foods and beverages on campuses, as provided in Option 1 below. Option 2 is available for districts that prefer to hold a public hearing for the making or renewal of each contract involving non-nutritious foods or beverages.

OPTION 1: (Annual public hearing to review and discuss existing and potential contracts)

The Board shall hold an annual public hearing to review and discuss all existing and potential contracts for the sale of foods and beverages on campus, including those sold as full meals or through competitive sales, fundraisers, or vending mathines. The Board shall hold a public hearing meeting for any contract not discussed at the annual public hearing. (Education Code 35182.5)

OPTION 1 ENDS HERE

OPTION 2: (Public hearing for the making or renewal of each contract)

The Board shall not enter into or renew any contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, oron non-nutritious foods until parents/guardians, students, and mombers of the public have had an opportunity to comment on the contract at a public hearing held during a regularly scheduled Board meeting. The Board shall clearly, and in a manner recognizable to the general public, identity in the agenda the contract to be discussed at the meeting. (Education Code 35182.5.))

OPTION 2 ENDS HERE

CSBA NOTE: The following paragraph is applicable to both Options 1 and 2.

The public hearing shall include, but not be limited to, a discussion of the nutritional value of foods and heverages sold within the district; the availability of fresh fruit, vegetables, and grains in school meals and snacks, including locally grown and organic produce; the amount of fat, sugar, and additives in the foods and beverages discussed; and barriers to student participation in school breaktast and lunch programs. (Education Code 35182.5)

The contract shall be accessible to the public and may not include a confidentiality clause that would prevent the district or a district school from making any part of the contract public. (Education Code 35182.5)

Contracts for Electronic Products or Services

CSBA NOTE: Education Code 35182.5 prohibits districts or schools from entering into contracts for electronic products or services that require dissemination of advertising to students, unless the following conditions are satisfied. This section should be modified to reflect any additional requirements included by the district.

The Board shall not enter into a contract for electronic products or services that requires the dissemination of advertising to students, unless the Board (Education Code 35182.5)

1. Enters into the contract at a noticed, public hearing of the Board.

- Makes a finding that the electronic product or service is or would be an integral component, of the education of students.
- Makes a finding that the district cannot afford to provide the electronic product or service upless it contracts to permit dissemination of advertising to students.
- As part of the district's normal, ongoing communication to parents/guardians, provides written notice that the advertising will be used in the classroom or other learning center.
- 5. Offers parents/guardians the opportunity to request in writing that their child not be exposed to the program that contains the advertising. A request shall be bonured for the school year in which it is submitted, or longer if specified, but may be withdrawn by the parents/guardians at any time.

Contracts for Digital Storage and Maintenance of Student Records

CSBA NOTE. Pursuant to Education Code 49073.1, as added by AB 1584 (Ch. 800; Statutes of 2014); the Board is mandated to adopt a policy when the district chooses to enter into a contract with a third party to provide services specified in the following section.

If the district bas a contract in effect prior to January 1, 2015, the requirements of Education Code. 19073-1 will not become effective until the expiration, amendment, or renewal of the cristing contract.

The district may enter into or renew a contract with a third party for the purpose of providing services, including cloud-based services, for the digital storage, management, and retrieval of student records and/or to provide digital educational software that authorizes a third-party provider of digital educational software to access, store, and use student records. For these purposes, student records include any information maintained by the district that is directly related to a student and any information acquired directly from the student through the use of instructional software or applications assigned to the student by a teacher or other district employee, and do not include devidentified information. (Education Code 49073.3)

Any such contract shall contain all of the following: (Education Code 49073.1)

- A statement that student records continue to be the property of and under the control of the district
- If applicable, a description of the means by which students may retain possession and control of their own student-generated content, as defined in Education Code 49073-1, including options by which a student may transfer student-generated content to a personal account.
- A prohibition against the third party using any information in the student record for any purpose other than those required or specifically permitted by the contract
- A description of the procedures by which a parent/guardian or a student age 18 years or older may review personally identifiable information in the student's records and correct erroneous information

- A description of the actions the third party will take, including the designation and training of responsible individuals, to ensure the security and confidentiality of student records
- A description of the procedures for notifying the affected parent/guardian, or the affected student if age 18 years or older, in the event of an unauthorized disclosure of the student's records
- 7. A certification that a student's records shall not be retained or available to the third party upon completion of the terms of the contract and a description of how that certification will be enforced, except that these requirements shall not apply to student-generated content if the student chooses to establish or maintain an account with the third party for the purpose of storing that content.
- A description of how the district and the third party will jointly ensure compliance with the tederal Family Educational Rights and Privacy Act, 20 USC 1232g
- A prohibition against the third party using personally identifiable information in student, records to engage in targeted advertising.

Contracts for Personal Services

CSBA NOTE: The following optional paragraph is applicable when the district chooses to contract for personal services that are currently or customarily performed by its classified employees. Pursuant to Education Code 45103.1, such a contract may be entered into or renewed by the district in order to achieve cost savings, but only if the nontract (1) is awarded through a publicized, competitive bidding process; (2) does not result in displacement of district employees (layoff, demotion, involuntary transfer to a new classification, etc.); and (3) meets other specified conditions.

In order to achieve cost sovings, the district may enter into or renew a contract for any personal service that is currently or destomarily performed by classified employees, if the contract does not displace school district employees and meets other conditions specified in Education Code 45103.1. To enter into or renew such a contract, the Board shall ensure that the district meets the numerous conditions specified in Education Code 45103.1.

CSBA NOTE: Education Code 45103.1 also permits personal service contracts that do not meet the conditions specified in the paragraph above in the circumstances as listed below.

In addition, the district may enter into or renew any contract for personal service without meeting the conditions described above, if any of the following conditions exists: (Education Code 45103.1).

- The contract is for new district functions and the Legislature has specifically mandated or authorized the performance of the work by independent contractors.
- The services contracted are not available within the district, cannot be performed satisfactorily by district employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the district.
- The services are incidental to a contract for the purchase or lease of real or personal property, including, but not be limited to, agreements to service or maintain office

equipment or computers that are leased or rented-

- The district's policy, administrative, or legal goals and purposes cannot be accomplished through the utilization of persons selected pursuant to the regular or ordinary district hiring process.
- The nature of the work is such that the criteria for emergency appointments, as defined in Education Code 45103.1, apply.
- The contractor will provide equipment, materials, facilities, or support services that could not feasibly be provided by the district in the location where the services are to be performed.
- The services are of such an urgent, temporary, or necasional nature that the delay that would result from using the district's regular or ordinary kiring process would frustrate their very purpose.

Policy Reference UPDATE Service

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Policy Reference Disclaimer:

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

State 5 CCR 15500	Description Food sales in elementary schools
5 ÇCR 15501	Food sales in high schools and junior high schools
5 CCR 15575-15578	Requirements for foods and beverages outside the federal meals program
Ed. Code 14505	Provisions required in contracts for audits
Ed. Code 17250.10-17250.55	Design-build contracts
Ed. Cade 17595-17606	Contracts
Ed. Code 200-242.4	Prohibition of discrimination
Ed. Code 35182.5	Contracts for advertising
Ed, Code 45103.1	Personal services contracts
Ed. Code 45103.5	Contracts for management consulting services; restrictions
Ed, Code 49073.1	Contract requirements for digital storage, maintenance, and retrieval of student records
Ed. Code 49431-49431.7	Nutritional standards
Gov. Code 12990	Nondiscrimination and compliance employment programs

Gav. Code 53260	Contract provision re-maximum cash settlement
Gav. Cede 53262	Employment contracts
<u>Gov. Code</u> 84308	Campaign disclosure
Lab. Code 1775	Penalties for violations
Lab. Code 1810-1813	Working hours
Pub. Cont. Code 20104.50	Timely progress payments
Pub. Cont. Code 20111	Contracts over \$50,000; contracts for construction; award to lowest responsible bidder
Pub. Cont. Code 22300	Performance retencions
Pub. Cont. Code 4100-4114	Subletting and subcontracting fair practices
Pub. Cont. Code 61 <u>02</u>	Awarding of contracts
Pub. Cont. Code 7104	Contracts for excavations; discovery of hazardous waste
Pub. ConL Code 7106	Noncollusion affidavit
Federal 20 USC 1232g	Description Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1681-1689	Fitle IX of the Education Amendments of 1972; discrimination based on sex
7 CFR 210.1-210.31	National School Lunch Program
7 CFR 220,1-220,21	National School Breakfast Program
Management Resources CSBA Publication	Description Student Wellness: A Healthy Food and Physical Activity Policy Resource Guice, rev. 2005
CSBA Publication	Student Wellness: A Healthy Fuod and Physical Activity Policy Resource Guide, rev. April 2005
Website	C5BA District and County Office of Education Legal Services
Website	CSBA
Website	California Association of School Business Officials
Cross References	

Code 0100	Description Philosophy
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0440	District Technology Plan

0440	District Technology Plan
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3460	Financial Reports And Accountability
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5148	Child Care And Development

6162.5	Use Of Copyrighted Materials
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Policy 3460: Financial Reports And Accountability

Status: ADOPTED

Original Adopted Date: 11/01/2004 | Last Revised Date: 4209/01/20222023 | Last Reviewed Date: 1209/01/20222023

CSBA NOTE: The following policy is optional and should be revised to reflect district practice. The Governing Board is committed to ensuring public accountability and the fiscal health of the district. The Board shall adopt sound fiscal management policies and practices, oversee the district's financial condition, and continually evaluate whether the district's budget and financial operations support the district's goals for student achievement.

CSBA NOTE: The following optional paragraph sets the Governing Board's expectation that the district's financial reports will adhere to generally accepted financial and accounting standards. The Governmental Accounting Standards Board (GASB) is a nonprofit agency that establishes financial and accounting standards for state and local government agencies, including school districts. By using the California Department of Education's (CDE) standaroized account node structure (SACS) software to develop financial reports, the district will be assured of complying with generally accepted accounting principles prescribed by GASB and meeting other state and federal reporting guidelines.

The Superintendent or designee shall ensure that district financial reports are prepared in accordance with law and in conformity with generally accepted accounting principles and financial reporting standards stipulated by the Governmental Accounting Standards Board and the California Department of Education (CDE). The Superintendent or designee shall establish a system of origoing internal controls to ensure the reliability of financial reporting.

When required hy law or <u>as directed by</u> the Board, the Superintendent or designed shall submit to the Board reports of the district's financial status, including, but not fimited to, any report specified in this Board policy or accompanying administrative regulation. When submission of any such report to a local, state, and/or federal agency requires prior Board approval, the Superintendent or designed shall provide the report to the Board in sufficient time to enable the Board to carefully review the report without breaking any applicable submission deadline.

CSBA NOTE: The Fiscal Crisis and Management Assistance Team (FCMAT) is an independent entity created whose primary mission is to help districts identify, prevent, and resolve financial, operational, and data management challenges, including assisting districts to evert fiscal insolvency and to provide, providing districts with fiscal management assistance. In August 2019, FCMAT revised the 15 identified predictors of fiscal distress common in districts needing state intervention, and creating efficient organizational operations. According to FCMAT's, "Indicators of Risk or Potential Insolvency for K-12 Local Education Agencies," the indicators of risk or potential insulvency include, but are not limited to, conditions related to unreliable budget development, insufficient budget monitoring or updates, indequate cash management, mismanaged collective bargaining agreements, increasing and/or unplanned contributions and transfers, continuing deficit spending, mismanaged employee benefits, and inattention to enrolment and attendance reporting, decreasing fund balance and reserve for economic uncertainty, ineffective internal controls and fraud prevention, breakdown in leadership and communication, lack of multivear planning, inattention to non-voter-approved debt and risk management, lack of position control, and other issues of concern.

In reviewing the district's budget (see AR 3100 - Budgeth, the County Superintendent of Schools is required by Education Code 42127 and 42127.6 to consider any studies, reports, evaluations, or audits of the district that contain evidence of fiscal distress based on the standards and criteria specified in Education Code 33127 or a finding that the district is in moderate or high risk of intervention based on the most common FCMAT indicators of a district needing intervention; see BP/AR 3100 – Budget. In the event of any such evidence or finding, or if the district is showing fiscal distress under state criteria and standards for budgets or interim reports, as specified in 5 CCR 1544C-15451 and 15453-15464, the County Superintendent is required to investigate whether the district may be unable to meet the current year's or two subsequent fiscal years' financial obligations.

The Board shall regularly assess the district's financial position and communicate the results to the public, and shall use financial reports to determine the actions and budget amendments, if any, that are needed to ensure the district's financial stability. It district conditions predict fiscal distress or indicate that the district might not be able to meet its fiscal obligations, the Board and Superintendent or designed shall take action to resolve these conditions without delay. The Board shall work cooperatively with the County Superintendent of Schools to improve the district's fiscal health and may contract with an external individual or organization to provide the district with needed advice or fiscal management or training.

CSBA NOTE: When a district is fiscally inselvent and is considering applying to the state for an emergency apportionment that exceeds 200 percent of the recommended reserve for that district, Education Code 41326 requires the Board to first discuss the need for that apportionment at a regutar or special meeting. At finat meeting, the Board mustis required to receive testimony from parents/guardians, exclusive representatives of employees of the district, and other community members. Any district that receives such an apportionment is subject to the conditions set forth in Education Code 41326, including assumption of all the Board's legal rights, duties, and powers by a state-appointed administrator-the County SuperIntendent, who is required to appoint, with concurrence from the Superintendent of Public Instruction (SPI) and President of the State Board of Education (SBE), or the President's designee, an administrator to exercise the authority. If the district is facing fiscal insolvency, the Board may consider applying to the state for an emergency apportionment that exceeds 200 percent of the district's recommended reserve. Before applying for such emergency apportionment, the Board shall discuss, at a regular or special meeting, the need for an emergency apportionment and receive testimony regarding the apportionment from <u>parents/guardians, the exclusive representatives of employees of the district, and other members of</u> the community. (Education Code 41326)

Unaudited Actual Receipts and Expenditures

On or before September 15, the Board shall approve and file with the County Superintendent a statement of the district's unaudited actual receipts and expenditures for the preceding fiscal year. The Superintendent or designue shall prepare this statement using the state's standardized account code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI). (Education Code 42100)

Gann Appropriations Limit Resolution

On or before September 15, the Board shall, at a regular or special moeting, adopt a resolution identifying, pursuant to Government Code 7900-7914, the district's estimated appropriations limit for the current fiscal year and the actual appropriations limit for the preceding fiscal year. Documentation used to identify these limits shall be made available to the public on the day of the Board meeting. (Education Code 42132; Government Code 7510)

Interim Reports/Certification of Ability to Meet Fiscal Obligations

CSBA NOTE: Education Code 42130 requires that the district issue two interim reports, as described below, based on the criteria and standards <u>for fiscal</u> stability adopted by the State Roard of Education (SBE) pursuant to Education Code 33127. These criteria and standards are defineated in 5 CCR 15453-15464. See the accompanying administrative regulation for further information about the contents of the interim reports.

Each fiscal year, the Superintendent or designee shall submit two interim reports to the Board. The first report shall cover the district's financial and budgetary status for the period ending October 31 and the second report shall cover the period ending January 31. These reports and supporting data shall be made available by the district for public review. (Education Code 42130)

Within 45 days after the close of the period reported, the Board shall approve the interim report and, on the basis of the interim report and any additional financial information known by the Board, shall certify in writing whether the district will be able to meet its fiscal obligations for the remainder of the fiscal year and, based on current forecasts, for the two subsequent fiscal years. The certification shall be classified as one of the following: (Education Code 42130, 42131)

- 4. <u>1.</u> 'Positive certification' indicating that the district will meet its financial obligations for the current fiscal year and two subsequent fiscal years
- 2. [2. _____]"Qualified certification" indicating that the district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years
- 3/ <u>3.</u> "Negative certification" indicating that the district will be unable to most its financial obligations for the remainder of the fiscal year or the subsequent fiscal year.

CSBA NOTE: Education Code 42130 and 42131 require that the interim report and certification be submitted to the County Superintendent in a formation on forms prescribed by the Superintendent of Public Instruction (SPI)-<u>SPI</u>. CDE requires that these be reported using the SACS software. Pursuant to Education Code 42131, upon receiving the certification, the County Superintendent is required to send any qualified or negative certification, along with the interim report, to the State Controller and the SPI.

The Superintendent or designee shall submit a copy of each interim report and certification to the County Superintendent using the state's SACS software, as prescribed by the SPL. (Education Code 42130, 42131)

¹CSBA NOTE: Education Code #2131 gives the County Superintendent 75 days after the close of the reporting period to downgrade the district's positive certification to qualified or negative or a

qualified certification to negative. Districts may appeal the County Superintendent's determination to the SPI, who will then determine the certification to be given to the district.

If the district's certification is subsequently changed by the County Superintendent from a positive to a qualified or negative certification, or from a qualified to a negative certification, the Board may appeal the decision to the SPI within five days of receiving the notice of change. (Education Code 42131)

CSBA NOTE: Whenever the district receives a qualified or negative certification, Education Code 42131 requires the County Superintendent, within 75 days after the close of the reporting period. to submit comments on the certification to the State Controller and the SPI and report any remedial action proposed or taken under the authority granted by Education Code 42127.6. Pursuant to Education Code 42127.6, the County Superintendent is required to take one or more of the following actions: (1) assign a fiscal expert to advise the district on the financial problems: (2) conduct a study of the district's financial and budgetary conditions including, but not knitted to, a review of internal controls; (3) direct the district to submit a financial projection of all fund and cash balances as of June 30 of the current year and subsequent fiscal years; (4) require the district to encumber all contracts and other obligations, prepare appropriate cash flow analyses and monthly or quarterly budget revisions, and appropriately record all receivables and payables; (5) direct the district to submit a proposal for addressing the fiscal conditions that caused the negative or qualified certification; (6) withhold Board stipend and Superintendent compensation if requested financial information is not provided; and/or (7) assign FCMAT to review and provide recommendations to Improve the district's teacher hiring process, teacher retention rate, extent of teacher misassignment, and percentage of provision of highly qualified teachers, and extent of teacher misassignment. Education Code 42131 also authorizes the State Controller to conduct an audit or review of the financial condition of any district having a negative or qualified cortification.

Pursuant to Education Code 42652, a district that receives a qualified or negative certification also may lose the County Superintendent's or SPI's approval to draw warrants on the county treasury. Furthermore, pursuant to Education Code 42133, a district that receives a qualified or negative certification must have the County Superintendent's approval before issuing any certificates of participation, tax anticipation notes, revenue bonds, or other non-voter-approved debt (; see the section "Non-Voter-Approved Debt Report" in the accompanying administrative regulation.

Whenever a district with a qualified or negative certification is negotiating a collective bargaining agreement, it must allow the County Superintendent 10 working days to review and comment on the proposed collective bargaining agreement pursuant to Government Code 3540.2; see BP [4143/4243 - Negotiations/Consultation.

Whenever the district receives a qualified or negative certification from the Board or the County Superintendent, the Superintendent or designed shall cooperate in the implementation of any remedial actions taken or prescribed by the County Superintendent. (Education Code 42131)

CSBA NOTE: Whenever the district's second interim report is accompanied by a qualified or negative certification, the district must submit another financial statement by June 1 as described below; this report is sometimes referred to as the "third interim report."

If the second interim report is accompanied by a qualified or negative certification, the Board shall, no later than June 1, provide to the County Superintendent, the State Controller, and the SPJ a financial statement as of April 30 ("chird interim report") that projects the district's fund and cash balances through June 30. (Education Code 42131)

CSBA NOTE: Education Code 42637 authorizes the County Superintendent, upon concluding at any time during the fiscal year, that the district's budget does not comply with criteria and standards for fiscal stability adopted by the SBE, to conduct a comprehensive review of the district's financial and budgetary conditions and, if such a review is conducted, requires the County <u>Superintendent</u> to report the findings to the Board at a public meeting. According to FCM AT's , "Fiscal Oversight Guide," the County SuperIntendent must exercise this authority when the district receives a qualified certification. After receiving the report, the Board is required to respond to the recommendations within 15 days.

If at any time during the fiscal year, the County Superintendent concludes that the district's budget closs not comply with the standards and criteria for financial stability and conducts a comprehensive review of the district's financial and budgetary conditions, the Board shall review any report of the County Superintendent's findings and recommendations at a public Board meeting. Within 15 days of receiving the report, the district shall notify the County Superintendent and the SPI of the Board's proposed actions on the recommendation. (Education Code 42637)

Audit Report

CSBA NOTE: Pursuant to Education Code 41020, the Board must, no later than May 1 of each year, arrange for an audit of all the district's funds. However, if the Board has not provided for an audit by April 1, the County Superintendent must do so at the district's cost. Thus, the paragraph below reflects the April 1, deadline.

Pursuant to Education Code 41020, any district contract for auditing services must be approved by the <u>Board and the</u> County Superintendent if the district has a disapproved budget, has received a negative certification on any budget or interim report during the current fiscal year or either of the two preceding fiscal years, or has otherwise been determined by the County Superintenfent to have a lack of going concern.

By April 1 of each year, the Board shall provide for an annual audit of the district's books and accounts. (Education Code 43020)

CSBA NOTE: Education Code 41020 regulies the Board to select an auditor from a directory of certified public accountants and public accountants deemed by the State Controller as qualified to conduct audits of local education agencies. The State Controller is required to publish this directory by December 31 of each year.

In addition, Education Code 41020.5 prohibits the Board from employing any accountant identified by the State Controller as ineligible based on failure of past audits to comply with provisions of the K-12 annual audit guide. The State Controller will annually notify districts of ineligible accountants by March 1.

To conduct the audit, the Board shall select a certified public accountant or public accountant licensed by the State Board of Accountancy from among those deemed qualified by the State Controller. (Education Code 41020, 41020.5)

CSBA NOTE: Education Code 41020 requires that districts rotate auditors as specified below. However, the district may request that the Education Audit Appeals Panel waive this requirement if no otherwise eligible auditor is available to perform the audit. Except when, as determined by the Education Audits Appeal Panel, no otherwise eligible auditor is available, a public accounting firm whose lead or coordinating audit partner having primary responsibility for the audit or whose audit partner responsible for reviewing the audit has performed audit services for the district in each of the six previous fiscal years shall not be selected to perform a district audit. (Education Code 41020)

CSBA NOTE: Education Code 41020.3 requires the Board to review the audit report at an open meeting by January 31 of each year. However, Education Code 41020 requires that the audit report be filed with the County Superintendent, CDE, and State Controller no later than December 15. Thus, it is recommended that the Board conduct its review of the audit prior to December 15 whenever possible.

No later than December 15, the report of the audit for the preceding fiscal year shall be filed with the County Superintendent, the CDE, and the State Controller. (Education Code 41020)

Prior to December 15 whenever possible, but in no case later than January 31, the Board shall review, at an open meeting, the annual district audit for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of correction or plans to correct any exceptions or any issue raised in a management letter. (Education Code 41020.3)

The Board shall have an opportunity at the meeting to ask questions of the auditor and request further information about the audit findings.

Audit Committee

C58A NOTE: The following optional section may be revised to reflect district practice. Although it is the responsibility of district staff to prepare financial statements and the responsibility of the independent auditor to assure that the information in the statements is reliable and fairly presented, establishment of an audit committee provides an additional mechanism to ensure fiscal responsibility, as well as providing an opportunity for community participation. Committees established by Board action are subject to the Brown Act; see BP/AR 1220 - Citizen Advisory Committees and BB 9130 - Board Committees.

The Board may appoint an audit committee composed of staff knowledgeable about fiscal matters, other staff, and representatives of the community.

The committee shall serve in an advisory capacity and may:

- <u>1.</u> Make recommendations regarding the selection of the external independent auditor in accordance with Education Code 41020 and 41020.5
- 2. Review the plan for the audit process with the independent auditor to determine the adequacy of the nature, scope, and timetable of the audit
- <u>3.</u> Review the results of the audit and participate with the independent auditor and management ip proparing final recommendations and responses

- 4. <u>4.</u> Participate with the independent auditor in presenting the audit report to the Board
- <u>5.</u> Review Board policies and administrative regulations to recommend any revisions needed to ensure effective financial reporting
- 4- <u>6.</u> Provide input on the effectiveness of the independent and tar.
- # <u>7.</u> Periodically report to the Board regarding the status of previous audit recommendations for improving the accounting and internal control systems.

Policy Reference UPDATE Service

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Policy Reference Disclaimer:

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

State 2 CCR 1859.104	Description Leroy F. Greene School Facilities Program; reporting requirements
5 CCR 15040	Standardized account code structure
5 CCR 15070	Submission of reports using standardized account code structure
5 CCR 15440-15451	Criteria and standards for school district budgets
5 CCR 15453-15464	Coteria and standards for school district interim reports
5 CCR 19810-1981419826.1	Audits
Ed. Code 1240	County superintendent of schools; duties
Ed. Code 14500-14508	Financial and compliance audits
Ed. Code 17070.10-17079.30	Leray F. Greens School Facilities Act
Ed. Code 17150-17150,1	Public disclosure of non-veter-approved debt
Ed. Code 17170-17199.56	California School Finance Authority
Ed. Code 33127	Standards and offeria for local budgets and expenditures
Ed. Code 33128	Standards and criteria; inclusions
Ed. Code 33129	Standards and criteria; use by local agencies
Ed. Code 35035	Powers and duties of the superintendent; transfer authority

Ed. Code 41010-41024	Accounting system and audits
Ed. Code 4 <u>1,32641,320,41322</u>	Emergency apportionments
Ed. Code 41325-41329	Conditions on emergency apportionments
Ed. Code 41344	Repayment of apportionment significant audit exceptions
Ed. Code 41344.1	Appeals of audit findings
Ed. Code 41455	Examination of financial problems of local districts
Ed. Code 42100-42105	Requirement to propare and file annual statement
Ed. Code 42122-42129	Budget requirements
Ed. Code 42130-42134	Financial reports and certifications
Ed. Code 42140-42142	Public disclosure of fiscal obligations
Ed. Code 42637	County superintendent review of district's financial and budgetary conditions
Fd, Code 42652	Revocation or suspension of warrant authority
Ed. Code 48300-48316	Student attendance alternatives; school district of choice program
Ed. Cade 52060-52077	Local control and accountability plan
Gov. Code 16429.1	Local agency investment fund
Gov. Code 3540.2	Meeting and negotiating in public educational employment
Gov. Code 53646	Treasurer reports and statements of investment policy
Gov. Code 7900-7914	Appropriations limit
Federa) 2 CFR 200.0-200.521	Description Federal uniform grant guidance
31 USC 7501-7507	Single audits of federal program funds
Management Resources California Department of Education Communication	Description New Financial Reporting Requirements for Postemployment Benefits Other than Pensions, February 26, 2007
California Department of Education Communication	Audit Resolution Process: Repayment Plans, December 8, 2000
Fiscal Crisis & Management Assistance Team Pub.	Indicators of Risk or Potential Insolvency For K-12 Local Education Agencies
Fiscal Crisis & Management Assistance Team Pub.	Fisnal Oversight Guide for AB 1200, AB 2756, AB 1840 and Related Legislation, September 2021
Governmental Accounting Standards Board Statement	Statement 87, Leases, June 2017

Governmental Accounting Standards Board Statement	Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, MarchFebruary 2009
Governmental Accounting Standards Board Statement	Statement 75, Accounting and Financial Reporting by Employees for Post-employment Benefits Other Than Pensions, June 2015
Governmental Accounting Standards Board Statement	Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999
<u>Education Audit Appeals Panel</u> Publication	<u>Guide for Appual Audits of K-12 Local Educational Agencies</u> <u>and State Comp</u> liance Repo <u>rting</u>
Office of Attorney General Publication	<u>Gui</u> dance Regarding <u>Laws Governing School Closures apd</u> <u>Bost Practices for Implementation in California, April 2023</u>
State Controller Publication	Standards and Proce dures for Audits of Ca lif om ia K-12 Local Educational Agencies
U.5. Gov. Accountability Office & PCIE Publication	Financial Audit Manual, revised 2008
Publication U.S. Gov. Accountability Office & PCIE Publication	Government Auditing Standards, 2011
Website	CSBA District and County Office of Education Legal Services
Website	Governmental Accounting Standards Board
Website	California State Controller
Website	U.5. Government Accountability Office
Website	California County Superintendents Edu <u>cational Services</u> Association
Website	California Department of Education, Finance and Grants
Website	Education Audit Appeals Panel
Website	Fiscal Crisis and Management Assistance Team
Website	CS8A
Website	California Association of School Business Officials
Website	Office of Management and Budget
Website	School Services of California, Inc.
n n t n t	

Cross References

Code	Description
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan

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1220	Citizen Advisory Committees
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1340	Access To District Records
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7214	General Obligation Bonds
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9322	Agenda/Meeting Materials

Policy 3551: Food Service Operations/Cafeteria Fund

Status: ADOPTED

Original Adopted Date: 03/01/2018 | Last Revised Date: 06<u>07</u>/01/20222023 | Last Reviewed Date: 06<u>07</u>/01/20222023

CSBA NOTE: The following conditionally mandated policy may be revised to reflect district. practice, Pursuant to U.S. Department of Agriculture's (USDA) Memorandum 5P 46-2016, districts participating in the National School Lunch and/or Breakfast Program (42 USC 1751-1769), 1773). are mandated to adopt policy addressing meal charges; see the section "Meal Sales" below and the accompanying administrative regulation. However, with the establishment of the California Universal Meal Program pursuant to Education Code 49501.5, as added by AB 130 (Ch: 44, Statutes of 2021), all public schools in California must provide free of charge, a nutritionally. adequate breakfast and lunch to any student who requests a meal, regardless of the student's free. or reduced-price meal eligibility status. Consequently, certain program requirements may no longer be applicableConsequently, certain program requirements may be longer be applicable. For example, the California Department of Education (CDE) which, by law, provides guidance and oversight on the use of federal funding in nutrition programs, clarifies in <u>Nutrition Services</u> Division Management Bulletin SNP-04-2023 that districts that operate a non-pricing program such as the California Universal Meals Program, the Community Eligibility Program, or Provision 2. at all sites are not required to establish a meal charge policy because no students are charged for <u>meals.</u>

In view of the potential conflict between the federal requirement and CDE guidance, it is recommended that districts adopt this policy and accompanying administrative regulation which addresses meal charges, even if the district operates a non-pricing program such as the California Universal Meals Program. Districts with questions about meal charge policies should consult CSBA's District and County Offices of Education or district legal counsel.

Pursuant to 7 CFR 210.9, 210.14, and 220.7, districts participating in the National School Lunch and/or Breakfast program must maintain a nonprofit school food service program. Revenues received through the program may be used for the operation or improvement of the food service program, but not to purchase land or buildings unless otherwise approved by USDA's Food and Nutrition Services, or to construct buildings. Authorized expenditures are specified in Education Code 38100 and defined in the California Department of Education's (CDE)(CDE's, "California School Accounting Manual."

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

CSBA NOTE: The following paragraph is for use by districts that participate in the National School Lunch and/or Breakfast Program and may be adapted for use by other districts. Pursuant to 42 USC 1776 and 7 CFR 210.30, USDA has established minimum professional standards for food service directors and granted CDE the authority to adopt more flexible standards for districts with average daily attendance of less than 2,500. See CDE's Nutrition Services Division Management Bulletin SNP 13-2020 for updated information about state hiring standards.

The Superintendent or designee shall ensure that food service director(s) possess the qualifications required by 7 CFR 210.30 and California Department of Education (CDE) standards. CSBA NOTE: The following paragraph is for use by districts participating in the National School Lunch and/or Breakfast Program. Pursuant to 42 USC 1776, such districts must ensure that food service personnel and other appropriate personnel who conduct or oversee administrative procedures receive training, at least once each year, on food service administrative practices (i.e., training in application, certification, verification, meal counting, and meal claiming procedures). In addition, all food service personnel are required to receive annual training that is designed to improve the accuracy of approvals for free and reduced-price meals and the identification of reimbursable meals at the point of service and to ensure program compliance and integrity. Food service personnel must obtain certification on an annual basis to demonstrate competence in the training. Such training is required to include modules on nutrition, health and food safety standards and methodologies, and any other appropriate topics as determined by the U.S. Secretary of Agriculture. See CDE's web sitewebsite for online training that meets these requirements.

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

Meal Sales

CSBA NOTE: Commercingin accordance with the 2022-23 school year, <u>Education Code 49501.5</u>, cach district is required; pursuant to Education Gode 49501.5, as added by AB 130, to provide a nutritionally adequate breakfast and lunch tree of charge; to any student who requests a meal, regardless of the student's eligibility for participation in the federal tree or reduced-price meal program. Consequently, only nonprogram toods may be sold to students. For further information, see BP 3553 - Free and Reduced Price Meals.

Pursuant to Education Code 49495, as added by AB 558 (Ch. 905, Statutes of 2022), CDE has developed guidance, "Breakfast and Spacks for Nonschoolaged Children," available on its website, which provides information on the allowability and options for <u>offering nonschoolaged children</u> breakfast of a magning snack at a school site.

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

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

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

CSBA NOTE: Pursuant to Education Code 38082, the Governing Board is authorized to adopt a resolution to permit the serving of meals to individuals and organizations other than those specified in the preceding paragraph. CDE's Nutrition Services Division Management Bulletin SNP-04-2021 states that funds from the National School Lunch or Breakfast Program may not be used to serve any nonstudents, that the price of an adult meal must fully cover all costs incurred in the production of the meal, including USDA Food fair market value, and that the common practice of 50 cent markup method to price adult meals may not be in compliance with USDA FNS instruction. The following optional paragraph is for districts that have adopted such a resolution and should be revised to reflect district practice.

In addition, meals may be sold to nonstudents, including parents/guardians, volunteers, students' slolings, or other individuals, who are authorized by the Superintendent or designed to be on

campus. Any meals served to nonstrudents shall not be subsidized by federal or state reimhursements, tood service revenues, or U.S. Department of Agriculture (USDA) foods.

CSBA NOTE: Pursuant to Education Code 38084, the district may determine meal prices consistent with the goal of paying the costs of maintaining the cafeterias (exclusive of the costs of housing and equipping catetorias or other costs determined by Board resolution, which are paid from district funds other than the cafetoria fund, pursuant to Education Code 38100).

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

CSBA NOTE: Pursuant to USDA Memorandum SP 46-2016, districts participating in the National School Lunch and/or Breakfast Program are mandated to have a written and clearly communicated meal charge policy. See the accompanying administrative regulation for additional language fulfilling this mandate.

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

Cafeteria Fund and Account

CSBA NOTE: Pursuant to Education Code 38090, money received for the sale of food or for any services performed by the cafeterias may be paid into the county treasury to the credit of a "cafeteria fund" for the district.

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

CSBA NOTE: The following optional paragraph may be revised to reflect district practice. 2 CFR Part 200, Appendix VII and USDA's guidance; "Indirect Cests: Guidance for State Agencies and School Food Authorities,"USDA Memorandum SP60-2016 provide information regarding allowable indirect costs that may be charged to the nonprofit school food service account. Also see the accompanying administrative regulation.

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

CSBA NOTE. Education Code 38103 allows the Board, at its discretion and with the approval of the County Superintendent of Schools who is responsible for a countywide payroll/retirement system under Education Code 42646, to have wages, salaries, and benefits of food service employees paid either from the district's general fund (Option 1 below) or from the district's cafeteria fund (Option 2).

OPTION 1: (Food service employees paid from general fund)

The wages, salaries, and benefits of food service employees shall be paid from the district's general fund. At any time, the Board may order reimbursement from the district's cafeteria fund for these payments in amounts prescribed by the Board and not exceeding the costs actually incurred. (Education Code 38103)

OPTION 1 ENDS HERE

OPTION 2: (Food service amployees paid from cafeteria fund)

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

OPTION 2 ENDS HERE

Contracts with Outside Services

C5BA NOTE: The following section is optional. Pursuant to Education Cede 45103.5, the district is authorized to contract for consulting services related to food service management. Education Code 45103.5, 42 USC 1758, and 7 CFR 210.16 authorize a district, under specified conditions, and with approval of CDE, to contract with a food service management company to manage food service operations in any district school. See the accompanying administrative regulation for related requirements,

With Board approval, the district may enter into a contract for food service consulting services or management services in one or more district schools. (Education Code 45103.5; 42 USC 1758; 7 CFR 210.14)

Procurement of Foods, Equipment and Supplies

CSBA NOTE: The following two paragraphs reflect requirements for districts participating in the National School Lunch and/or Breakfast Program.

Pursuant to 7 CFR 210.21, districts are required to comply with all requirements for purchasing commercial food products served in the school meal programs, including those outlined in the Buy American provision. USDA's Memorandum SP 38-2017 clarifies that a district participating in the National School Lunch and/or Breakfast Program or any entity purchasing food on its behalf must, to the maximum extent practicable, purchase domestically grown and processed foods, as defined. According to the Memorandum, a domestic commodity or product is deemed to be "substantially using" domestic agricultural commodities when over 51 percent of the final processed product consists of agricultural commodities produced in the United States. Districts should include a Buy American clause in all product specifications, solucitations, purchase orders, and any other procurement documents to ensure contractors are aware of this requirement.

Limited exceptions to the Buy American requirement are described in USDA's Memorandum SP 38-2017. If the district is using one of these exceptions, it must maintain documentation justifying the exception(s).

Pursuant to Education Code 49563, CDE is required to make resources, requirements, and best practices related to the Buy American provisionhas <u>made information</u> available on its web site and to provide districts with related USDA guidance or regulations as updates are issued, website; see the, "Buy American Provision," section in, "Procurement in the CNPs Frequently Asked Questions".

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

<u>C5BA NOTE: Pursuant to Hood and Agriculture Code 58596</u>,3, as added by <u>S5 490 (Ch. 602,</u> <u>Statutes of 2022), commencing on January 1, 2024</u>, districts participating in the National School Lunch and/or Break(ast Program, except those with annual reimbursement of less than <u>\$1,000,000</u>, are also required to comply with the requirements specified in the following paragraph.

When soliciting for bids and contracts for the purchase of an agricultural food product, the district shall specify in the solicitation that only the purchase of agricultural food products grown, packed, or processed domestically is authorized, unless a specific exception applies. A nondomestic food product may be purchased for use in the district's food service program only as a last resort when the product is not produced or manufactured in the United States in sufficient and reasonably available quantities of a satisfactory quality, or when competitive nids reveal the costsguality of a United States the domestic product are significantly higher than is interior to the quality of the nondomestic product, or the bid or price of the nondomestic product is more than 25 percent lower than the bid or price of the domestic product. In such cases, the Superintendent or designee shall retain documentation justifying the use of the exception.

Furthermore, for three years from the date of purchase. (Fried and Agriculture Code 58596.3)

CSBA NO<u>TE: The following paragraph applies to all districts</u>, whether or not they <u>participate in the</u> <u>National School Lunch or Breakfast Program</u>. Food and Agriculture Code <u>58595</u>, as <u>amended by AB</u> <u>778 (Ch. 576</u>, <u>Statutes</u> of 2022), requires a district shallto accept a bid or price for an agricultural food product grown in California before accepting a bid or price for ana dom<u>estic</u> agricultural <u>food</u> product that is grown outside the state, when the <u>conditions specified below</u> are met.]

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

CSBA NOTE: Pursuant to Public Contract Code 20111, districts participating in a federally funded child nutrition program, such as the National School Lunch and/or Breakfast Program, roust comply with the federal producement standards of 2 CFR 200,318-200.324 in regard to brd solicitations and awards. Also see BP/AR 3230 - Federal Grant Funds. Districts that do not participate in such a program may revise the following paragraph.

Bid solicitations and awards for purchases of equipment, materials, or supplies in support of the district's child nutrition program, or for contracts awarded pursuant to Public Contract Code 2000, shall be consistent with the federal procurement standards in 2 CFR 200.31B-200.326. Awards shall be let to the most responsive and responsible party. Price shall be the primary consideration, but not the only determining factor, in making such an award. (Public Contract Code 20113)

Program Monitoring and Evaluation

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

CSBA NOTE: The following paragraph is for use by districts that have one or more schools participating in the National School Lunch Program, School Breakfast Program, Seamless Summer Feeding Option, and/or other federal meal program. The state monitoring process (the Administrative Review) includes a review of district compliance with requirements for federal meal programs, including a review of resource management in the feod service program as provided in the following paragraph. The CDE performs an Administrative Reviewadministrative review of participating districts every three years. See CDE's nutrition services web sitewebsite for a current list of documents that may be requested for the review.

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

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Policy Reference Disclaimer:

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

State 5 CCR 15550-15565	Description School lunch and breakfast programs
12 CCR 18928-18998.4	Short-lived climate pollutants
Ed. Code 38060-33086	School meals
Fd Code 38090-38095	Cafeterias, funds and accounts
Ed. Code 38100-38103	Cafeterias; allocation of charges
Ed. Code 42646	Alternate payroll procedure
F.d. Cade 45103.5	Contracts for management consulting services; restrictions
Ed. Code 49490-49494	School breakfast and lunch programs
Ed. Code 49500 49505	School meals
Ed. Cade 49550-49564.5	Meals for needy students
Ed. Code 19551	Contract for services
Ed. Code 49580-49581	Food recovery program
F&A Code 58595	Preference for California-grown agricultural products
F&A Code 58596.1-58596.5	Buy An <u>terican Food Act; purchase of nondomestic agricultural</u> food products
H&5 Code 113700-114437	California Retail Food Code; sanitation and safety requirements
Publ Cont. Code 2000-2002	Responsive bidders
Pub. Cont. Code 20111	Centracts over \$50,000; contracts for construction; award to lowest responsible bidder
Pub. Cont. Code 3410	U.S. produce and processed foods
Federal	Description

2 CFR 200	Appendix VII Indirect cost proposals
2 CFR 200.219-200.326	Procurement standards
2 CFR 200 400-200.475	Cost principles
2 CFR 200.56	Indirect costs; definition
42 USC 1751-1769j	School Lunch Program
42 USC 1771-1793	Child Nutrition Act
42 USC 1773	School Breakfast Program
7 CFR 210.1-210.31	National School Lunch Program
7 CFR 210.1-210.33	National School Lunch Program
7 CFR 220.1-220.21	National School Breakfast Program
7 GFR 220.1-220.22	National School Breakfast Program
7 CFR 245.8	Nondiscrimination practices for students eligible for free and reduced price meal and free milk
7 CFR 250,1-250.70	USDA foods
Management Resources CA Department of Education Publication	Description California School Accounting Manual (https://www <u>y.cde.ca.gov/fg/ac/sa/)</u>
California Department of Education Publication	Pricing of Adult Meals in the National School Lunch and School Breakfast Programs, NSD Management Bulletin, SNP- 04-2021, August 2021 (<u>https://www.cde</u> .ca.gov/ls/nu/sn/mbs <u>pg</u> 04202 <u>1.a</u> sp)
California Department of Education Publication	Procuring and Monisoring of Food Service Management Contracts, NSD Management Bulletin, SNP-13-2015, January 2015 <u>(https://ww</u> w.cde.ca.gov/ls/nu/s <u>n/mbsnp1320</u> 15.asp)
California Department of Education Publication	Cafeteria Funds <u></u> Allowabic Uses, NSD Management Bulletin, NSD-SNP-05-2020, February 2020 (https://www <u>ucde.ca.gov/ls/nu/sn/mbsnp0520</u> 20.asp)
<u>California Department</u> of Education <u>Publication</u>	<u>Excess Net Cash Resources – R</u> evised to I <u>ncrease Limitation,</u> NSD <u>Management Bulletin, SNP-04-2</u> 022, May 2022 (<u>https://www.cde.ca.gov/ls/nu/s</u> n/mbsnp04 <u>2022.asp</u>)
<u>California D</u> epartmen <u>t of Edu</u> cat <u>ion</u> Publ <u>ication</u>	<u>Unpaid</u> Meal Charges, Lotal <u>Meal Charge Policies</u> , <u>Clarification on Collection of Delin</u> quent Meal Paym <u>ents, and</u> <u>Excess Student Account Balan</u> ces, NSD <u>Management Bulletin</u> , <u>SNP-04-2023</u> , July 2023 (https://www.coe.ca.gov/ls/nu/sn/mbsuu042023.asp)
<u>California Department</u> of Educatio <u>n</u> <u>Publication</u>	<u>Food Service Management Company Contract Preapproval, NSD Management Bulletin, SNP-05-2023, March 2023</u> (htt <u>ps://www.cde.ca.gov/ls/yu/sn/mbsnp</u> 052523.asp)

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Website	California Department of Education, Accounting
	California Department of Education, Nutrition Services Division California Department of Education, Accounting
Website Website	U.S. Department of Agriculture, Food and Nutrition Service
Website	CSBA District and County Office of Education Legal Services
U.S. Dept of Agriculture Publication	School Meals — FAQs <u>(https://www.fns.usda.gov/cn/s</u> chool _f meals-faqs)
U.S. Department of Agriculture Publication	Unpaid Meal Charges: Local Meal Charge Policies, SP-46- 2016, July 2016 <u>(https://www.fns.usda.goy/cn/enpaid-meal-</u> charges-lo <u>cal-meal-charge-pol.cies)</u>
U.S. Department of Agriculture Publication	Discretionary Elimination of Reduced Price Charges in the School Meal Programs, SP 17-2014, January 2014 (https://www.f <u>ns.usda.gov/un/discretionary-elimination- reduced-price-charges-school-meal-programs)</u>
U.S. Department of Agnoulture Publication	Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program, SP-38-2017, June 2017 (https://ww <u>y.fns.usda.gov/nslp/compliance- enforcement-buy-am</u> erican)
U. <u>S. Department of Agriculture</u> Public <u>ation</u>	Buy American and the Agriculture Improvement Art of 2018, SP-32-2019, August 2019 (https://www.fns.usda.gov/cn/buy- american_and-agriculturg-improvement-act)
U.S. Department of Agriculture Publication	Indirect Costs: Guidance for State Agencies and School Food Authorities, SP 60-2016, September 2016 [https://www.fns.usda.gov/cn/in <u>direct-cost-guidance</u>]
<u>U.S. Department of Agriculture</u> Publication	<u>Procuring Local Feeds for Child Nutrition Programs, January</u> 2022 (https://www. <u>fus.usda.gov/T2s/procuring-local-foods)</u>
California Department of Education Publication	Storage and Inventory Management of U.S. Department of Agriculture Foods, NSD Management Bulletin, FDP-01-2018. January 2018 (https://www.cd <u>e.ca.gov/ls/nu/fd/mbfdp012018.asp)</u>
Services Publication	<u>al</u> Food Distribution Program Administrative Manual (<u> 4ttps://www.cdss.ca.gov/cacfp/resources/cacfp-</u> admin <u>istrative-manual</u>)

0410

Description Nondiscrimination In District Programs And Activities

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1113	District And School Websites
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3260	Fees And Charges
3260	Fees And Charges
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3314.2	Revolving Funds
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3515.6	Criminal Background Checks For Contractors
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5030	Student Wellness
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications

Regulation 3551: Food Service Operations/Cafeteria Fund

Status: ADOPTED

Original Adopted Date: 03/01/2010 | Last Revised Date: 66<u>07</u>/01/20222023 | Last Reviewed | Date: 66<u>07</u>/01/20222023

CSBA NOTE: With the establishment of the California Universal Meal Program pursuant to Education Code 49501 5, as added by AB 130 (Ch. 44, Statutes of 2021); all public schools in California must provide tree of charge, a nutritionally adequate breaktast and lunch to any student who requests a meal, regardless of the student's free or reduced-price meal eligibility status. No receive state reimbursement for the two meals, districts must participate in both the National School Lunch Program and the School Breakfast Program and comply with the requirement to have a written and clearly communicated meal charge policy as mandated pursuant to U.S. Department of Agriculture's (USDA) Memorandum 5P 46-2016. However, some requirements of the National School Lunch Program and/or School Breakfast Program are no longer applicable.

The California Department of Education's (CDE) Nutrition Services Division Management Bulletin SNP-04-2023 clarifies that districts that operate a non-pricing program such as the California Universal Meals Program, the Community Eligibility Program, or Provision 2 at all sites are not required to establish a meal charge policy because no students are charged for meals, However, If any school in the district charges for meals because it does not only operate a non-pricing program at all sites, the district is mandated to adopt and communicate a meal charge policy.

In view of the potential conflict hetween the federal requirement and <u>CDF</u> guidance, it is recommended that districts adopt this administrative regulation and accompanying Board policy, which addresses meal charges, even if the district operates a non-pricing program such as the <u>California</u> Universal Meals Program, <u>Districts with guestions about meal charge policies should</u> <u>consult</u> CSBA's District and <u>County Offices of Edu</u>cation or district legal counsel.

The district may revise the following paragraphs accordingly.

Payments for Meals

The Superintendent or designee shall maintain a system for accurately recording payments received and tracking meals provided to each student.

At the beginning of the school year, the Superintendent or designee shall communicate the district's meal payment policies through multiple methods, including, but not limited to:

- Explaining the meal charge policy within registration materials provided to parents/guardians at the start of the school year.
- Including the policy in print versions of student handbooks, if provided to parents/guardlans annually
- Providing the policy whenever parents/guardians are notified regarding the application process for free and reduced-price meals, such as in the distribution of eligibility forms at the start of the school year.
- Pasting the policy on the district's web site<u>website</u>

Reimbursement Claims

CSBA NOTE: To streamline administration of state and federal meal programs, the California Department of Education (CDE)CSBA NOTE: Pursuant to Education Code 49501.5, as amended by SB 114 (Ch. 48, Statutes of 2023). CDE is required to provide state meal reimbursement to districts that participate in, and meet the requirements of the federal School Breakfast Program and National School Lunch Program, and any applicable state laws or regulations, for reduced-price and paid meals served to students. For additional information on California's Universal Meals Program, see BP/AR 3550 – Food Service/Child Nutrition Program and BP/AR 3553 – Free and Reduced Price Meals.

<u>To streamline</u> administration of <u>state and federal meal programs</u>, <u>CDF</u>: has developed an online Child Nutrition Information and Payment System which must be used to submit reimbursement claims and to submit and track the status of applications and USDA food requests.

The Superintendent or designee shall maintain records of the number of meals served each day by school site and by category of free and reduced-price meals. The Superintentient or designee shall submit reimbursement claims for school meals to the California Department of Education (CDE) using the online Child Nutrition Information and Payment System.

Donation of Leftover Food

To<u>The District shall take stops to</u> minimize food waste and reduce food insecurity, <u>in district schools.</u> [Health and Safety Code <u>114079</u>]

<u>CSBA NOTE: Beginning January 1, 2024</u>, districts with an on-site food facility, such as a school nate required to donate edible food that would otherwise be thrown away to a food recovery organization, unless the district glemonstrates the existence of extraordinary circumstances beyond its control that makes such compliance impracticable. Additionally, pursuant to 14 CCR 18225.1 and 18995.4, beginning January 1, 2024, districts with an op-site food facility will be inspected by the governmental entity that provides solid waste collection services regarding its edible food recovery program and may be issued a Notice of Violation for noncompliance. If a Notice of Violation is issued, compliance is impracticable due to extenuating circumstances, as specified in 14 CCR 18991.3. For more information regarding organic waste reduction requirements, including a model edible food recovery agreement, see CalRecyle's, 'Resources for Local Education Agencies: K-12 Public Schools and School Districts' givenballe on its website, Also see BP/AR 3511.1 -- Integrated Waste Management for additional requirements related to waste diversion and recovery.

The <u>Superintendent</u> or <u>designed shalls arrange</u> to <u>recover</u> the maximum <u>amount</u> of <u>edible food that</u> <u>would</u> otherwise be disposed for denation to a focal feed recovery preanization. (14 CCR 18991.3)

The district <u>may also</u> provide sharing tables where students and staff may return appropriate unused cafeteria food items to be made available to students during the course of a regular school meal time. If food on the sharing tables is not taken by a student, the school cafetoria may donate the food to a food bank or any other nonprofit charitable organization. (Health and Safety Code 114079)

Food that may be donated includes prepackaged, nonpotentially hazardous food with the packaging still intact and in good condition, whole uncut produce that complies with Health and Safety Code 113992, unopened bags of sliced fruit, unopened containers of milk that are immediately stored in a

cooling bin maintained at 41 degrees Fahrenheit or below, and perishable prepackaged food if it is placed in a proper temperature-controlled environment. The preparation, safety, and donation of food shall he consistent with Health and Safety Code 113980. (Health and Safety Code 114079)

The Superintendent or designee shall maintain records related to edible food recovery including a list of each food recovery service or organization that collects or receives the district's edible food, contact information for the service or organization, the types of food, frequency, and guantity that will be collected on hauled by the district, and a copy of contracts or written agreements between the district and food recovery services or organizations. (14 CCR 18991.4)

Cafeterla Fund and Account

CSBA NOTE: Education Code 35093 authorizes the Geverning Board to establish one or more cafeteria revolving accounts to be treated as revolving cash accounts of the cafeteria fund.

All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. (Education Code 38090, 38093)

CSBA NOTE: Education Code 38101 permits a district, with approval from CDE, to utilize cafeteria funds to pay for the purchase of a mobile food facility. However, If the district uses federal reimbursements from any of the federal child nutrition programs for such purchase, the mobile food facility shall only be used to support the administration of those federal programs. Mobile food facilities used for any purposes other than to support the administration of federal child nutrition programs shall not be purchased with cafetoria funds.

The cafeteria fund shall be used only for those expenditures authorized by the Governing Board as necessary for the operation of school cafeterias in accordance with Education Code 38100-38103. 2 CFR Part 200 Appendix VII, and the California School Accounting Manual.

CSBA NOTE: The following paragraph is optional. By taw, cafeteria funds may be used for the operation and improvement of school food services. For example, pursuant to Education Code 49550.5, districts may use cafeteria funds to supplement the cost of providing universal breakfast provided they submit the required certification to CDE.

The district may use cafeteria funds to supplement the provision of a nutritionally adequate breakfast and/or lunch to district students when permitted by law.

Any charges to, or transfers from, a food service program shall be dated and accompanied by a written explanation of the purpose of and basis for the expenditure. (Education Code 38101)

CSBA NOTE: The following optional paragraph may be revised to reflect district practice. 2 CFR Part 200 Appendix VII and, USDA's guidance, "SP 60-2016," and <u>CDE's website</u>, <u>"Frequently Asked</u> <u>Questions about Indirect Costs: Guidance for State Agencies and School Food Authorities,"</u> provide information regarding allowable indirect costs that may be charged to the ponprofit school food service account. Indirect costs are those that are incurred for the benefit of multiple programs or objectives and typically support administrative overhead functions (e.g., accounting, payroll, purchasing, utilities, janitorial services]. Each program or objective that benefits from the indirect cost bears a commensurate portion of the cost. Costs may be charged to the nonprofit food service account only if properly documented.

Indirect costs charged to the food service program shall be based on either the district's prior year indirect cost rate as approved by CDE or the statewide average approved Indirect cost rate for the second prior fiscal year, whichever is less. (Education Code 38101)

CSBA NOTE: Pursuant to 7 CFR 210.14 and 220.7, net cash resources (i.e., all monies that have accrued to the nonprofit school food service at any given time, less cash payable) should not

exceed three months' average expenditures- or such other amount as may be approved by CDE, If there is a surplus, then according to USDA's guidance, "Indirect Costs: Guidance for State Agencies and School Food Authorities," the district must lower the price of paid lunches, improve food quality, or make other improvements to school meal operations. CDE's Nutrition Services Division Management Bulletin NSD-SNP-07-2013 provides04-2022 states that in an effort to provide flexibility to districts affected by various natural disasters and recovery from the COVID: <u>19 pandemic</u>, CDE may approve a district's has increased the excess net cash resources in an amount greater than three months'limitation to six months' average operating expenditures if the district has a spending olan for the excess funds in place with the Nutrition Services Net cash resources in the nonprofit school food service shall not exceed threesix months' average expenditures. (7 CFR 210.14, 220.7)

U.S. Department of Agriculture Foods

CSBA NOTE: The following optional section is for use by districts that participate in the National School Lunch Program and receive foods from USDA pursuant to 42 USC 1755 and 7 CFR 250.1-250.70. CDE is responsible for ordering and distributing USDA foods for use in California schools. The district shall provide facilities for the storage and control of foods received through the U.S. Department of Agriculture (USDA) that protect against theft, speilage, damage, or other toss. Such storage facilities shall maintain donated foods in sanitary conditions, at the proper temperature and humidity, and with anequate air circulation. The district shall comply with all federal, state, or local requirements related to food safety and health and procedures for responding to a food recall, as applicable, and shall obtain all required health inspections. (7 CFR 250.14)

The Superintendent or designce shall maintain inventories of USDA foods in accordance with 7 CFR 250.59 and CDE procedures, and shall ensure that foods are used before their expiration dates.

USDA donated foods shall be used in school lunches as far as practicable. USDA foods also may be used in other nonprofit food service acrivities, including, but not limited to, school breaktasts or other meals, a la carte foods sold to students, meals served to adults directly involved in the operation and administration of the food service and to other school staff, and training in nutrition, health, food service, or general home economics instruction for students, provided that any revenues from such activities accrue to the district's nonprofit food service account. (7 CFR 250.59)

Contracts with Outside Services

CSBA NOTE: The following optional section is for use by districts that contract for food service management services pursuant to Education Code 49554, 42 USC 1758, or 7 CFR 210.16 or consulting services pursuant to Education Code 45103.5, and should be modified to reflect the type(s) of contracts the district maintains, see the accompanying Board policy.

<u>Pursuant to CQE's Nutrition Services Division Management Bulletin SNP-OS-2023, a district that participates in the School Nutrition Programs must obtain prior CDT approval for all food service management company Request for Proposals, invitation for Bids, proposed contracts, contracts, and contract amendments. Districts currently using, or plauning to use, the services of a food service inanagement company must conduct a competitive procurement process. CDE suggests districts submit their bid solicitation documents in January, or at least 120 days prior to the anticipated contract execution date, whichever comes first. See AR 3311 ... Bids for additional information on bidding requirements.</u>

The term of any contract for food service management or consulting services shall not exceed one year. Any renewal of the contract or further requests for proposals to provide such services shall be considered on a year-to-year basis. (Education Code 45103.5, 7 CFR 210.16)

Any contract for management of the food service operation shall be approved by CDE and comply with the conditions in Education Code 49554 and 7 CFR 210.16 as applicable. The district shall retain control of the quality, extent, and general nature of its fond services. (Education Code 49554; 42 USC 1758; 7 CFR 210.16)

Any contract for consulting services shall not result in the supervision of food service classified staff by the management consultant, nor shall it result in the elimination of any food service classified staff or position or have any adverse effect on the wages, benefits, or other terms and conditions of employment of classified food service staff or positions. All persons providing consulting services shall be subject to applicable employment conditions related to health and safety as listed in Education Code 45103.5. (Education Code 45103.5)

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Policy Reference Disclaimer:

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

State 5 CCR 15550-15565	Description School lunch and breakfast programs
12 <u>CCR 18928-18998.4</u>	Short-l'ved climate pollutants
Ed. Code 38080-38086	School meals
Fd. Code 38090+38095	Cafeterias; funds and accounts
Ed. Catle 38100-38103	Cafeterias; allocation of charges
Ed. Code 42646	Alternate payroll procedure
Ed. Code 45103.5	Contracts for management consulting services; restrictions
Ed. Code 49490-49494	School breakfast and lunch programs
Ed. Code 49500-49505	School meals
Ed. Cade 49550-49564.5	Meals for needy students
Ed. Code 49554	Contract for services
Ed. Cade 49580-49581	Food recovery program
F&A Code 58595	Preference for California-grown agricultural products
F&A Code 58596.1-58596.5	Buy <u>American</u> Food Act: purchase <u>of nondomestic agricultur</u> al <u>food products</u>
H&S Code 113700-114437	California Retail Food Code; sanitation and safety requirements

Pub. Cont. Code 2000-2002	Responsive bidders
Pub. Cont. Code 20111	Contracts over \$50,000; contracts for construction; award to lowest responsible bidde:
Pub. Cont. Code 3410	U.S. produce and processed foods
Federal 2 ⊂FR 200	Description Appendix VII Indirect cost proposals
2 CFR 200.318-200.326	Procurement standards
2 CFR 200.400-200.475	Cost principles
2 CFR 200.56	Indirect costs; definition
42 USC 1751-1769j	School Lunch Program
42 USC 1771-1793	Child Nutrition Act
42 USC 1773	School Breakfast Program
7 CFR 210.1-210.31	National School Lench Program
7 CFR 210.1-210.33	National School Lunch Program
7 CFR 229/1-220/23	National School Breakfast Program
7 CFR 990 ,1-220,22	National School Breakfast Program
7 CFR 245.8	Nondiscrimination practices for students eligible for free and reduced price meal and free milk
7 CFR 250.1-250.70	USDA foods
Management Resources CA Department of Education Publication	Description California School Accounting Manual (<u>https://www.c</u> de.ca.gov/fg/ac/sa/)
California Department of Education Publication	Pricing of Adult Meals in the National School Lunch and School Breakfast Programs, NSD Management Bulletin, SNP- 04-2021, August 2021 (https://www.cde. <u>ca.gov/ls/nu/sn/mbsnp042021.asp</u>)
California Department of Education Publication	Procuring and Munitoring of Food Service Management Contracts, NSD Management Bulletin, SNP-13-2015, January 2015 (<u>https://www.cde.ca.gov/ls/nu/sn/mbsnp132015.asp</u>)
California Department of Education Publication	Cafeteria Funds <u></u> Allowabie Uses, NSD Management Bulletin, NSO- SNP-05-2020, February 2020 (https://ww <u>wy.cde.ca.gov/ls/nu/sn/mbsnµ052020.asp)</u>
California Department of Education <u>Publication</u>	<u>Excess Net Cash Resources – Revised to Increase Limitation, NSD Management Bullotin, SNP-04-2022, May 2022</u> (https://www.ode.ca.gov/ls/nu/sn/mbsnp042022.asp)
<u>California</u> <u>Department of Education</u> Publication	<u>Unpaid Meal Charges: Local Meal Charge Policies</u> Clarification on <u>Collection of Delinquent Meal Payments, and</u> Excess Student Account Balances, NSD <u>Magagement Bulletin</u> ,

	<u>SNP-04_2023, July 2023</u> <u>(https://www.cde.ca.gov/ls/nu/sn/mbsnp04202</u> 3.asp)
California <u>Department of Education</u> <u>Publication</u>	Food Servi <u>ce Management Company Contract Preapproval.</u> NS <u>D Management Bulletin,</u> SNP-05-2023, <u>March 2023</u> (<u>https://www.c</u> de.ca.gov/is <u>/nu/sn/mbsnµ0525</u> 23.asp)
California Department of Education <u>Socia</u> <u>Services</u> Publication	<u>l</u> Food Distribution Program Administrative Manual (https://www.cdss.ca.goy/cacfp/resource <u>s/cacfp-</u> <u>administrative-</u> manual)
California Department of Education Publication	Storage and Inventory Management of U.S. Department of Agriculture Foods, NSD Management Bulletin, FDP-01-2018. January 2018
	(<u>inttps://www.cde.ca</u> .gov/lis/nu <u>/td/mbfdp012018.a</u> sp)
<u>U.S. Department of Agriculturg</u> Publication	Pr <u>ocuring Local Feeds for Child</u> Nutrition <u>Programs, January</u> 2022 (https://www.ins.usda.gov/f2s/ <u>nrocuring-local-foo</u> ds)
U.S. Department of Agriculture Publication	Indirect Costs, Guidance for State Agencies and School Food Authorifies, SP 60-2016, September 2016 (<u>https://www.fns.usda.gov/cn</u> /indirect- <u>cost-guidance)</u>
U.S. Depar <u>tment of Agriculture</u> P <u>ublication</u>	Buy American and the Agriculture Improvement Act of 2018, <u>SP-32-2017, August 2019</u> (https://www.fns.usda.gov/cn/buy; american-and-agriculture-impro <u>vement-act)</u>
U.5. Department of Agriculture Publication	Compliance with and Enforcement of the Buy American Prevision in the National School Lunch Program, SP-38-2017. June 2017 (<u>https://www.tns.usda.gov/nslp/compli</u> ance- <u>enforcem</u> ent-buy-am <u>erican</u>)
U.S. Department of Agriculture Publication	Discretionary Elimination of Reduced Price Charges in the School Meal Programs, SP 17-2014, January 2014 (https://www <u>.fns.usda.gov/cn/discretionary-elimination+</u> reduc <u>ed-price-charges-school-meal-programs)</u>
U.S. Department of Agriculture Publication	Unpaid Meal Charges: Local Meal Charge Policies, SP-46- 2016, July 2016 <u>(https://www.fns.usd</u> a.gov/cn/un <u>paid-meal</u> <u>charges-local-meal-cligi</u> ge-policies)
U.S. Dept of Agriculture Publication	School Meals — FAQs <u>[https://www.fns.usda.g</u> ov/cn/school ₅ meal <u>s:faqs)</u>
Website	CSBA District and County Office of Education Legal Services
Website	U.S. Department of Agriculture, Food and Nutrition Service
Website	California Department of Education, Nutrition Services Division
<u>Website</u>	<u>California Department of Education, Accounting</u> (https://www <u>.coe.ca.gov/fg/ac/)</u>
<u>Website</u>	<u>CalR</u> ecycle, Resources <u>for Local Education Ag</u> encies: K-12 <u>Public Schools and School Districts</u> (<u>https://calrecycle.ca</u> .gov/organi <u>cs/slon/schools/)</u>

Code 0410	Description Nondiscrimination in District Programs And Activities
1113	District And School Websites
1113	District And School Websites
1113-E(1)	District And School Websites
1340	Access To District Records
1340	Access To District Records
3100	Budget
3100	Budget
3110	Transfer Of Funds
3230	Federal Grant Funds
3230	Federal Grant Funds
3260	Fees And Charges
3260	Fees And Charges
3300	Expenditures And Purchases
3311	Bids
3311	Bīds
3312	Contracts
3314.2	Revolving Funds
3400	Management Of District Assets/Accounts
3400	Management Of District Assets/Accounts
3460	Financial Reports And Accountability
3460	Financial Reports Anri Accountability
3510	Green School Operations
3511	Energy And Water Management
3511	Energy And Water Management
3512	Equipment
3512-E{1;	Equipment
3515.6	Criminal Background Checks For Contractors
3550	Food Service/Child Nutrition Program

3550	Food Service/Child Nutrition Program
3552	Summer Meal Program
3552	Summer Meal Program
3553	Free And Reduced Price Meals
3553	Free And Reduced Price Meals
3554	Other Food Sales
3554	Other Food Sales
3555	Nutrition Program Compliance
3555-E(1)	Nutrition Program Compliance
3580	District Records
35BO	District Records
4112.4	Health Examinations
4212	Appaintment And Conditions Of Employment
4212.4	Health Examinations
4231	Staff Development
4212.4	Realth Examinations
4531	Staff Development
5030	Student Wellness
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications

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Policy 4151: Employee Compensation

Status: ADOPTED

Original Adopted Date: 02/01/1997 [Last Revised Date: 0507/01/20202023 | Last Reviewed] Date: 0509/01/20202023

CSBA NOTE: Districts that include provisions related to employee compensation in their collective bargaining agreements should motify or delete the following optional policy accordingly.

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

CSBA NOTE: Education Code 45023 and 45162 require the Governing Board to adopt salary schedules for certificated and classified employees, respectively. For districts operating under a merit system, Education Code 45268 specifies that the personnel commission will recommend a salary schedule for classified employees to the Board for approval and that the Board may not amend the schedule without first giving the commission as opportunity to respond to the amendments.

The Board shall adopt separate salary schedules for certificated, classified, and supervisory and administrative personne). These schedules shall comply with faw and collective bargaining agreements and shall be printed and made available for review at the district office. (Education Code 45022, 45023, 45160, 45167, 45268)

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

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

CSBA NOTE: Pursuant to Education Code 45038, certificated employees may be paid once every two weeks, twice a month, or once every four weeks. The Board may also choose to pay certificated employees, or one or more individual employees, in 10, 11, or 12 equal payments over the year. Education Code 45039 provides that, if the Board arranges to pay certificated employees in 12 equal payments for the year, it may pay each monthly installment at the end of each calendar month, <u>regardless of</u> whether or not the employees are engaged in teaching during the month, Education Code 45165 addresses salary payments for classified employees who are employed 9-11 months per year.

Additionally, pursuant to Education Code 45500, districts may participate in the Classified School Employee Summer Assistance Program whereby cligible classified employees may elect to have up to 10 percent of the employee's monthly salary withhe'd and paid out during the summer recess in

either one or two payments.

Education Code 45048 and 45165 provide specific timelines for issuing salary payments depending on the frequency of payments. If payments are not made in a timely manner, tae district is required to pay the employee interest on the unpaid amount

The following paragraph may be revised to reflect the payroll schedule determined by the Board.

The Board shall determine the frequency and schedule of salary payments, including whether payments for employees who work less than 12 months per year will be made over the course of the school year or in equal installments over the calendar year. (Education Code 45638, 45039, 45048, 45165However, if the district participates in the Classified School Employee Summer Assistance Program, eligible classified employees may elect to have up to 10 percent of the employee's monthly salary withheld and paid out during the summer recess in either one or two payments. (Education Code 45038, 45035, 45048, 45165, 45500)

CSBA NOTE: According to Office of Management and Budget Memorandum M-20-17, during extraordinary circumstances, such as a pandemic, which interrupts<u>interrupt</u> district operations, employees paid with federal grant funds can continue to be paid out of federal grant funds as long as other similarly situated employees paid with nontederal funds are continuing to get compensated. The following optional paragraph establishes such emergency contingencies so that the Board may continue to provide employee compensation during such times.

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

CSBA NOTE: Pursuant to 29 CFR 516.4, districts are required to post a notice of the minimum wage provisions of the Fair Labor Standards Act (FLSA) (29 USC 201-219) in a conspicuous place at all work sites. The poster that must be used by state and local governments is available on the web sitewebsite of the U.S. Department of Labor's Wage and Hour Division.

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

Overtime Compensation

CSBA NOTE: Pursuant to the FLSA (29 CFR 553.20) and Education Code 45128, employees who are not specifically exempted by law, including classified employees in both merit and non-merit system districts, must receive overtime pay or compensatory time off at a rate not less than one and one-half times their regular rate of pay for hours worked in excess of eight hours in any one day and/or in excess of 40 hours per calendar week. However, if the Board has established a work day of less than eight hours but at least seven hours, and a work week of less than 40 hours but at least 35 hours, all time worked in excess of the established work schedule must be deemed overtime.

Pursuant to Education Code 45130, districts are not required to pay overtime for any classified positions established by the Board, or by the personnel commission in a merit system district, as supervisory, administrative, or executive. In approving positions for exclusion from the overtime provisions, the Board or personnel commission must certify in writing that the duties, flexibility of

hours, salary, benefit structure, and authority of the positions are of such a nature that they should be set apart from those positions which are subject to the overtime provisions. See, see BP/AR 4300 - Administrative and Supervisory Personnel. However, Education Code 45130 requires that, If a classified employee in an exempt position is required to work on a holiday designated in law or by the Board, the employee must be paid the regular pay for that day plus compensation or compensatory time off at a rate not less than the employee's normal rate of pay.

Overtime pay requirements are also not applicable to school administrators or teachers in elementary or secondary schools under specific exemptions in 29 USC 213 and 29 CFR 541.303. Pursuant to 29 CFR 541.303 and 541.600, teachers do not need to meet the salary level requirement to be exempt from overtime rules. 29 CFR 541.204 provides that, to be exempt from overtime rules, administrators must either meet the salary level requirement or be compensated on a salary hasis that is at least equal to the entrance salary for teachers in the administrator's school.

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

CSBA NOTE: The following optional paragraph is for use by districts that allow employees to take compensatory time off in lieu of overtime compensation as authorized by 29 USC 207 and 29 CFR 553.20-553.25. Time off in lieu of overtime compensation is allowed only if provided for in a collective bargaining agreement or other agreement and must be provided at the rate of at least one and one-half hours for each hour of overtime work.

Pursuant to 29 CFR 553.21, an employee must be allowed to use earned compensatory time within a "reasonable period" after making the request. 29 CFR 553.25 provides that a "reasonable period" is determined on a case-by-case basis by considering customary work practices such as the normal work schedule, anticipated peak workloads based on past experience, emergency requirements for staff and services, and the availability of qualified substitute staff. Education Code 45129 provides that the compensatory time off must be used within 12 calendar months.

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

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

Wage Overpayment

C5BANOTE: Education Code 44042.5, as added by AB 185 (Ch. 571, Statutes of 2022) and amended by SB 114 (Ch. 48, Statutes of 2023), requires districts to follow the process specified below when a [wage <u>overpayment is made to a district employee. If the provisions of</u> this section are in <u>conflict with</u> a <u>collective hargaining agreement or a memorandum of</u> understanding <u>that was in effect on July 31</u>, <u>2022, such agreements shall be controlling until the expiration or renewal of such agreements. The district should consult CSBA's District and County Office of Education Legal Services or district legal <u>counsel when questions arise about legal requirements for specific wage overpayments</u>.</u>

If, following the determination of an overpayment, the employee disputes the overpayment, the district shall initiate legal action and obtain a court order or hinding arbitration decision. Binding arbitration may only apply to such overpayment disputes if a memorandum of understanding between the district and exclusive representative sets forth procedures for adjudicating such wage overpayment disputes that meet the minimum requirements set forth in Education Code 44042.5.

If the district <u>determines an employee</u> has been overpaid, the district <u>shall notify the employee</u> in <u>writing of</u> the overpayment, afford the <u>employee</u> an <u>opportunity to respond</u> before commencing <u>any</u> recoupment actions, and <u>inform the employee of the employee's</u> rights to dispute the <u>existence or</u> <u>amount of the claimed overpayment. If the employee agrees there was an overpayment in the claimed amount, relimbursement shall be made to the district through one of the methods described in <u>Education Code</u> 44042.5 as mutually agreed upon by the employee and the district, <u>(Education Code</u> 44042.5)</u>

tf a mutual agreement on a method of reimbursement is not reached, within 30 days of the employee verifying the overpayment amount, the district shall recoup the overpayment through payroll deductions in accordance with Education Code <u>44042.5</u>.

<u>If the employee does not</u> respond or disputes the existence or amount of the district's claimed overpayment, the district shall, with board approval, institute a legal action to recover the everpayment. (Education Code 44042.5)</u>

If the employee separates from the district before the overpayment is fully repaid, the district shall withhold the remaining balance due from any money owed to the employee upon separation, provided that the state minimum wage is still paid to the employee as required by Education Code 44042,5. The Superintendent or designee may consult with legal counsel to calculate the amount to withhold.

If an outstanding overpayment balance still remains, the district shall, with Board approval, exercise any legal means to <u>recover the remaining amount owed</u> by the employ<u>ee.</u> (Education Code 44042.5)

Legal action to rec<u>over any overpayment under this policy shall be initiated within three years from</u> the date of the overpayment, which for leave credits is the date that the employee receives compensation in exchange for leave erroneously credited to the employee. (Education Code 44042.5)

Policy Reference UPDATE Service

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Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, non-do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

8 CCR 11040	Wages and hours: definitions of administrative, executive, and professional employees
Ec. Code 440 <u>42.5</u>	Wage overpayment
Ed. Code 45022-45061.5	Salaries
Ed. Code 45023	Availability of salary schedule
Ed. Code 45020	Salary schedule and exceptions
Ed. Cade 45127-45133.5	Classified employees; work week; overtime provisions
Ed. Code 45160-45169	Salaries for classified employees
Ed. Code 45268	Salary schedule for classified service in merit system districts
Ed. Code 46500	Classified Schuel Employee Summer Assistance Program
Gav. Code 3540-3549	Meeting and negotiating
Gov. Code 3543.2	Scope of representation
Gov. Cade 3543.7	Duty to meet and negotiate in good faith
Lab. Code 226	Employee access to payroll records
Lab. Code 232	Disclosure of wages
Federal 26 CFR 1.409A-1	Description Definitions and covered plans
26 USC 409A	Deferred compensation plans
29 CFR 516.4	Notice of minimum wage and overtime provisions
29 CFR 516,5-516.6	Records
29 CFR 541.0-541.710	Exemptions for executive, administrative, and protessional employees
29 CFR 553,1-553,51	Fair Labor Standards Act, applicability to public agencies
29 USC 201-219	Fair Labor Standards Act
29 USC 203	Definitions
29 USC 207	Fair Labor Standards Acc
29 USC 213	Exemptions from minimum wage and overtime requirements
Management Resources Court Decision	Description Flores v. City of San Gabriel, (9th Cir., 30ne 2, 2016, No. 1 4- 56421) <u>824</u> <u>F.3d</u> 890
Office of Management and Budget Publication	Administrative Relief for Recipients & <u>and</u> Applicants of Fed- Fin. Assist. <u>Federal Fina</u> ncial Assis <u>tance</u> Directly Impacted by COVID-19 Dee <u>due</u> to Loss <u>of Operations</u> , Memo M-20-17. March 19 , 2020

Website	CSBA District and County Office of Education Legal Services
Website	U.S. Department of Labor, Wage and Hour Division
Website	Internal Revenue Service
Website	School Services of California, Inc
Website	CSBA

Code 0470	Description COVID-19 Mitigation Plan
3100	Budget
3100	Budget
3400	Management Of District Assets/Accounts
3400	Management Of District Assets/Accounts
3580	District Records
3580	District Records
4000	Concepts And Roles
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4112.6	Personnel Files
4113.5	Working Remotely
4121	Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel
4140	Bargaining Units
4141	Collective Bargaining Agreement
4143	Negotiations/Consultation
4154	Health And Welfare Benchts
4154	Health And Welfare Benefits
4212	Appaintment And Conditions Of Employment
4212.6	Personnel Files
4213.5	Working Remutely
4240	Bargaining Units

4241	Collective Borgaining Agreement
4243	Negotiations/Consultation
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits
43121	Contracts
4312.6	Personnel Files
43135	Working Remotely
4340	Bargaining Units
4354	Health And Weifare Benefits
4354	Health And Welfare Benefits

CSBA Sample District Policy Manual CSBA Sample Manual Site

Regulation 4217.3: Layoff/Rehire

Status: ADOPTED

Original Adopted Date: 13/01/2003 [Last Revised Date: 1207/01/20212023 | Last Reviewed Date: 4209/01/2022 2023

CSBA NOTE: The following optional regulation is subject to collective bargaining, and may be deleted by those districts whose agreements fully cover the provisions specified below.

Education Code 45114, 45117, 45298, and 45308 establish the procedures by which the Governing Board may lay off and reemploy classified employees.

Recause of the complexity of related Education Code provisions and the interaction with collective bargaining agreements, it is strongly recommended that the district consult with <u>CSBA's District</u> and <u>County Office of Education Legal Services or district legal counsel before instituting layoff</u> proceedings.

Classified employees shall be subject to layoff for lack of work or lack of funds. (Education Code: 45114, 45308)

A classified employee shall not be laid off if a short-term employee is retained to render a service that the classified employee is qualified to render. (Education Code 45117)

Order of Layoff Within a Classification/Determination of Schlority

Within each class, the order of layoff shall be determined by length of service. (Education Code, 45114, 45308)

CSBA NOTE: For any district whose average daily attendance (ADA) is under 400250,000, Education Code 45308, <u>as amended by SB 913 (Ch. 920, Statutes of 2022)</u>, defines "length of service" as employees' hours in paid status (Option 1 below). However, such a district may instead choose to enter into an agreement with the exclusive representative of classified employees to determine "length of service" based on an employee's date of hire (Option 2 below).

For any district with an ADA of 400<u>250</u>,000 or higher, Education Code 45308 requires length of service to be based on the date of hire; such districts should select Option 2 below.

"Date of filter" is not defined in the law and could refer to the employee's first date of filte in the district or the employee's date of filte in the classification or higher classification. Districts selecting Option 2 below may revise the applicable paragraph to reflect the definition determined by the district or by agreement with the exclusive representative of classified employees, as applicable.

OPTION 1: (For districts with overage daily attendance (ADA) under 400250,000 that do not have an agreement with the exclusive representative of classified employees to determine length of service as employee's date of hire) Rength of service[®] means all hours in paid status, whether during the school year, a holiday, recess, or during any period that school is in session or closed. However, length of service shall not include hours compensated solely on an overtime basis, as provided <u>infor</u> Education Code 45128, and shall not include hours for any service performed prior to entering into probationary or permanent status except for service in a restricted position pursuant to Education Code 45105. (Education Code 45308)

The employee who has been employed the shortest time in the class, plus higher classes, shall be laid off first. (Education Code 45308)

For an employee who is a member of the Military Reserve or the National Guard, length of service credit shalf be granted for military leave of absence, including voluntary or involuntary active duty during a period of national emergency or war. (Education Code 45297, 45308)

Length of service credit may be granted for time spent on unpaid illness or maternity leave, unpaid family care leave, or unpaid industrial accident leave. Length of service credit shall not be granted for other types of unpaid leaves. (Education Code 45308)

OPTION 1 ENDS HERE

<u>OPTION</u> 2: (For districts with ADA under 4002<u>50</u>,000 that have an agreement with the exclusive representative of classified employees to determine length of service as employee's date of hire, and for districts with ADA over 409250,000)

Length of service shall be determined by the date of hire. The employee who has been employed the shortest time in the class, plus higher classes, by the district shall be laid off first. (Education Code 45308)

END OF OPTION 2 ENDS HERE

CSBA NOTE: The following paragraph applies to both Options 1 and 2. Pursuant to Education Code 45105 and 45259, persons employed in "restricted positions" are classified employees. However, they do not acquire permanent status or seniority credits unless they satisfy the conditions specified below.

For an employee in a "restricted position" under Education Code 45105 or 45259, the original date of employment in the restricted position shall be used to determine the length of service, provided the employee has completed six months of satisfactory service and has successfully passed the qualifying examination regulated for service in the class. (Education Code 45105)

Notice of Layoff and Hearing Rights

CSBA NOTE: Education Code 45117 applies to both districts that have adopted the menit system and those that have not. Education Code 45117; as amended by AB 438 (Ch. 665; Statutes of 2024), specifies notice requirements and hearing rights the district must provide to permanent classified employees, as defined, who are subject to fayoff due to lack of work or tack of funds, including that notice be given no later than March 15. If a permanent classified employee is not given the required notice and a right to a hearing in accordance with law, the employee is deemed reemployed for the next school year. Pursuant to Education Code 45117, as amended by AB 438, a "permanent employee" is defined as an employee who was permanent at the time the notice or right to a hearing was required and an employee who became permanent after the date of the required notice.

Whenever a permanent classified employee is to be laid off for lack of work or lack of funds, the Superintendent or designee shall, no later than March 15 and before the employee is given formal notice by the Governing Board, give to the employee written notice of the recommendation, the reasons that the employee's services will not be required for the ensuing year, any displacement rights, reemployment rights, and the employee's right to a hearing. The district shall adhere to the notice, hearing, and layoff procedures in Education Code 45117, Government Code 11503 and 11505, and other applicable provisions of law. (Education Code 45117)

An employee who is so notified may request a hearing to determine if there is cause for not reemploying the employee for the ensuing year. The request shall be in writing and shall be delivered to the person who sent notice to the employee, on or before March 15 but not less than seven days after the date the notice is served on the employee. Failure of an employee to request a hearing on or before the date specified shall constitute a waiver of the employee's right to a hearing. (Education Code 45117)

The Superintendent or designee shall serve an employee who timely requests a hearing with the District Statement of Reduction in Force documents. The employee has five calendar days from service of the District Statement of Reduction in Force documents to timely file a notice of participation with the district. The parties are entitled to discovery, if requested within 15 days of service of the District Statement of Reduction in Force documents. (Education Code 45117)

CSBA NOTE: Education Code 45117; as amended by AB 438; allows permanent classified employees given notice of a layoff to request a hearing before an administrative law judge. Solucation Code 45117, as amended by AR 185 (Ch. 571, Statutes of 2022), authorizes such employee to be represented at the hearing by an attorney or by a nonattorney representative of the employed organization designated as the exclusive representative of the distinct's classified. employees. On or before May 7, the administrative judge is required to submit the proposed decision, containing a determination as to the sufficiency of the cause and a recommendation as to disposition regarding the loyoff, to the Board for consideration and to the affected employee(s). If a hearing is requested by a permanent classified employee, the proceeding shall be conducted and a decision made by an administrative law judge in accordance with Government Code 11500-11529. At the hearing, the employee may be represented by an attorney or by a nonattorney. representative of the employee organization designated as the exclusive representative for classified coployees. The Roard shall make a final decision regarding the sufficiency of the cause. and disposition of the layoff upon receipt of the administrative, aw judge's proposed decision. None of the findings, recommendations, or determinations in the proposed decision prepared by the administrative (aw judge shall be binding on the Board. (Education Code 45117).

Following the Board's decision, the Superintendent or designee shall give final notice of termination to the affected employee(s) before May 15 unless a continuance was granted after a request for hearing was made. In which case such date may be extended by the number of days of the continuance. (Education Code 45117)

CSBA NOTE: Pursuant to Education Code 45117; as amended by A8 438, the district may reduce classified staff due to tack of work or lack of funds when the Board determines, during the time between five days after the enactment of the Budget Act and August 15, that the district's total local control funding formula apportionment per unit of ADA for the fiscal year of the Budget Act has not increased by at least two percent.

If 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, 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, and that it is therefore necessary to decrease the number of classified employees due to lack of work or lack of funds, the Board may issue a District Statement of Reduction in Force to those employees in accordance with a schedule of notice and hearing adopted by the Board, and layoff proceedings shall be carried out as required by law, (Education Code 45117)

When classified positions are eliminated as a result of the expiration of a specifically funded program, the district shall give written notice to the affected employee(s) not less than 60 days prior to the effective date of the layoff informing the employee(s) of the layoff date, any displacement vights, and employment rights. (Education Code 45117)

The district is not required to provide a layoff notice to any person hired as a short-term employed for a period not exceeding 60 days whose service may not be extended or renewed. (Education Code 45127)

Additionally, the district may release probationary classified employees without notice or hearing for reasons other than lack of work or lack of funds. (Education Code 45117)

Reemployment

CSBA NOTE: The following optional section specifies the rights of employees who are laid off or who take voluntary demotion or reduction in assigned time in field of layoff. Pursuant to Education Code 45308, laid-off classified employees have reemployment rights which are enforced in order of seniority rather than reverse order of layoff. In *Tucker v. Grossmont Union High School* District, a California appellate court ruled that a laid-off employee's reemployment right entitled the employee to preference over any new applicant to available positions for which the employee is qualified, including positions in different classes from which the employee was laid off.

Classified employees taid off because of lack of work or tack of funds shall be eligible for seemployment for a period of 39 months and shall be reemployed in preference to new applicants. Reemployment shall be in order of seniority. Persons so laid off also have the right to apply and establish their qualification for vacant promotional positions within the district during the 39-month period. (Education Code 45114, 45298, 45308)

CSBA NOTE: Pursuant to San Mateo City School District v. Public Employment Relations Board, districts may adopt procedures which implement Education Code 45113 and 45114 as long as such procedures do not replace or set aside mandatory Education Code provisions. These procedures may be adopted pursuant to Board policy and/or collective bargaining agreement.

The following optional paragraph should be deleted by districts with a collective bargaining agreement that contains reemployment procedures, unless the district also has unrepresented classified employees. When a vacancy occurs, the district shall give the employee with the most seniority an opportunity to accept or reject the position, by first calling the employee at the employee's last known telephone number to notify the employee of the vacancy and then sending written notice by certified and standard mail to the employee's last known address. The employee shall advise the district of the decision by any means no later than 10 calendar days from the date the notice was sent. If the employee accepts, the employee shall report to work no later than two calendar weeks from the vacancy notification date or on a fater date specified by the cistrict.

C5BA NOTF: The following paragraph is optional and may be modified to reflect district practice. In order to be reemployed, the employee must be capable of performing the essential duties of the job with or without reasonable accommodations. When an otherwise eligible employee is unable to perform the essential duties of the job, the employee shall be kept on the reemploynemic list until another opportunity becomes available or the period of reemployment eligibility expires, whichever occurs first.

CSBA NOTE: An argument can be made that, absent a collective bargaining provision to the contrary, once a district has offered a laid-off classified employee a position pursuant to the employee's reemployment rights under Education Code 45298 and that employee has refused the position, the district has discharged its duty to that employee. Whether such action conflicts with an employee's statutory right to reemployment is unclear.

The following two optional paragraphs should be used only with the approval of <u>CSBA's</u> District and <u>County</u> Office of Education <u>Legal Services or</u> the district's legal counsel; the number of refusals that will trigger the removal of the employee's name from the district's reemployment list should be modified accordingly.

Upon rejecting two offers of reemployment, the employee's name shall be removed from the reemployment list and the employee will forfeit all reemployment rights to which the employee would otherwise be entitled.

When an employee is notified of a vacancy and fails to respond or report to work within time limits specified by district procedures, the employee's name shall be removed from the reemployment list and all reemployment rights to which the employee would otherwise be entitled shall be forfeited.

If an employee is reemployed in a new position and fails to complete the probationary period in the new position, the employee shall be returned to the reemployment list for the remainder of the 39month period. The remaining time period shall be calculated as the time remaining in the 39-month period as of the date of reemployment. (Education Code 45114, 45298)

Reinstatement of Benefits

CSBA NOTE: The following optional section should be deleted by districts that do not reinstate laid-off employee benefits upon reemployment and those whose collective bargaining agreements address the issue.

When a laid-off employee is reemployed, all accumulated sick leave credit shall be restored.

A laid-off permanent employee shall be reemployed with all rights and benefits accorded at the time of layoff.

A laid-off probationary employee shall be reemployed as a probationary employee, and the previous time served toward the completion of the required probationary period shall be counted. The employee shall also be reemployed with all rights and benefits accorded to a probationary employee at the time of layoff.

A laid-off employee, when reemployed, shall be placed on the salary step held at the time of layelf. An employee who was bumped into a lower class shall, when reinstated to the previous class, be placed on the salary step to which the employee would have progressed had the employee remained there. An adjusted anniversary date shall be established for step increment purposes so as to reflect the actual amount of time served in the district.

Voluntary Demotion or Reduction of Hours

Classified employees who take voluntary denotion or voluntary reduction in assigned time in lieu of layoff, or in order to remain in their present position rather than be reclassified or reassigned, shall be granted the same rights as employees who are laid off. In addition, such employees shall retain eligibility to be considered for reemployment in their previously held class or position with increased assigned time, for an additional period of time up to 24 months as determined by the Board on a class-by-class basis, provided that the same test of fitness under which they qualified for appointment to that class shall still apply. (Education Code 45114, 45298)

Employees who take voluntary demotion or voluntary reduction in assigned time in fieu of layoff shall have the option of returning to a position in their former class or to positions with increased assigned time as vacancies become available and without limitation of time. If there is a valid reemployment list, they shall be ranked on that list in accordance with their proper seniority, (Education Code 45114, 45298)

Policy Reference UPDATE Service

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Pollcy Reference Disclaimer:

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

State Ed. Code 45101	Description Definitions: disciplinary action and cause
Ed. Code 45103	Classified service in districts not incorporating the merit system
Ed. Code 45105	Positions under various acts not requiring certification qualifications
Ed. Code 45113	Notification of charges; classified employees
Ed. Code 45114	Layoff and reemployment procedures; definitions
Ed. Code 45115	Layoff: reinstatement from service retirement

Fd. Code 45117	Notice of layoff; classified employees
Ed. Code 45286	Limited term employees
Ed. Cade 45297	Right to take equivalent examination while employee in military service
Ed. Code 45298	Reemployment of persons laid off; voluntary demotions or reductions in time
Ed. Code 45308	Order of layoff and reemployment; length of service
Ed. Code 45309	Reinstatement of permanent poncertified employees after resignation
Gov. Code 11500-11529	Administrative adjudination; formal bearings
Federal 38 USC 4301-4335	Description Employment and reemployment rights of members of the uniformed services
Management Resources Court Decision	Description San Mateo City School District v. Public Employment Relations Board (1983) 33 Cal.3d 850
Court Decision	Tucker v. Grossmont Union High School District (2008) 168 Cal.App.4th 640
Website	CSBA District and County Office of Education Legal Services
Website	California School Employees Association

Code 1240	Description Volunteer Assistance
1240	Volunteer Assistance
4032	Reasonable Accommodation
4112.9	Employee Notifications
4112.9-E(1)	Employee Notifications
4121	Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel
4161.11	Industrial Accident/Illness Leave
4161.5	Military Leave
4161.8	Family Care And Medical Leave

4200	Classified Personnel
4200	Classified Personnel
4212.9	Employee Natifications
4212.9-E(1)	Employee Notifications
4261.1	Personal Illness/Injury Leave
4261.11	Industrial Accident/Illness Leave
4261.5	Military Leave
4261.8	Family Care And Medical Leave
4312.9	Employee Notifications
4312.9-E(1)	Employee Notifications
4361.11	Industrial Accident/Illness Leave
4361.5	Military Leave
4361.8	Family Care And Medical Leave

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Policy 4251: Employee Compensation

Status: ADOPTED

Original Adopted Date: 02/01/1997 | Last Revised Date: 05<u>09</u>/01/20292023 | Last Reviewed Date: 05<u>09</u>/01/20202023

CSBA NOTE: Districts that include provisions related to employee compensation in their collective bargaining agreements should monify or delete the following optional policy accordingly.

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

CSBA NOTE: Education Code 45023 and 45162 require the Governing Board to adopt salary schedules for certificated and classified employees, respectively. For districts operating under a merit system, Education Code 45268 specifies that the personnel commission will recommend a salary schedule for classified employees to the Board for approval and that the Board may not amend the schedule without first giving the commission an opportunity to respond to the amendments.

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

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

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

CSBA NOTE: Pursuant to Education Code 45038, certificated employees may be paid once every two weeks, twice a month, or once every four weeks. The Board may also choose to pay certificated employees, or one or more individual employees, in 10, 11, or 12 equal payments over the year. Education Code 45039 provides that, if the Board arranges to pay certificated employees in 12 equal payments for the year, it may pay each monthly installment at the end of each calendar month, <u>regardless</u> of whether er set the employees are engaged in teaching during the month. Education Code 45165 addresses salary payments for classified employees who are employed 9-11 months per year.

<u>Additionally, pursuant to Education Code 45500, districts may participate in the Classified School</u> F<u>mployee Summer Assistance Program whereby eligible classified employees may elect to bave up to 10 percent of the employee's monthly salary withheld and paid out during the summer recess in the summer</u> cliber one or two payments.

Education Code 45048 and 45165 provide specific timelines for issuing salary payments depending on the frequency of payments. If payments are not made in a timely manner, the district is required to pay the employee interest on the unpaid amount.

The following paragraph may be revised to reflect the payrull schedule determined by the Board.

The Board shall determine the frequency and schedule of salary payments, including whether payments for employees who work less than 12 months per year will be made over the course of the school year or in equal installments over the calendar year. (Schuration Code 45038, 45039, 45048, 45165 However, if the district participates in the <u>Classified School Employee Summer</u> <u>Assistance Program, eligible classified employees may elect to have up to 10 percent of the employee's monthly salary withheld and paid out during the summer recess in either one or two payments. (Education Code 45038, 45039, 45048, 45165, 45500)</u>

CSBA NOTE: According to Office of Management and Budget Memorandum M-20-17, during extraordinary circumstances, such as a pandemic, which <u>interrupts interrupt</u> district operations. employees paid with federal grant funds can continue to be paid out of federal grant funds as long as other similarly situated employees paid with nontederal funds are continuing to get compensated. The following optional paragraph establishes such emergency contingencies so that the Board may continue to previde employee compensation during such times.

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

CSBA NOTE: Pursuant to 29 CFR 516.4, districts are required to post a notice of the minimum wage provisions of the Fair Labor Standards Act (FLSA) (29 USC 201-219) in a conspicuous place at all work sites. The poster that must be used by state and local governments is available on the web sitewebsite of the U.S. Department of Labor's Wage and Hour Division.

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

Overtime Compensation

CSBA NOTE: Pursuant to the FLSA (29 CFR 553.20) and Education Code 45128, employees who are not specifically exempted by law, including classified employees in both merit and non-merit system districts, must receive overtime pay or compensatory time off at a rate not less than one and one-half times their regular rate of pay for hours worked in excess of eight hours in any one day and/<u>or</u> in excess of 40 hours per calendar week. However, if the Board has established a work day of less than eight hours but at least seven hours, and a work week of less than 40 hours but at least 35 hours, all time worked in excess of the established work schedule must be deemed overtime.

Pursuant to Education Code 45130, districts are not required to pay overtime for any classified positions established by the Board, or by the personnel commission in a merit system district, as supervisory, administrative, or executive. In approving positions for exclusion from the overtime provisions, the Board or personnel commission must certify in writing that the duties, flexibility of

hours, salary, benefit structure, and authority of the positions are of such a nature that they should be set apart from those positions which are subject to the overtime provisions. See; see BP/AR 4300 - Administrative and Supervisory Personnel. However, Education Code 45130 requires that, if a classified employee in an exempt position is required to work on a holiday designated in law or by the Board, the employee must be paid the regular pay for that day plus compensation or compensatory time off at a rate not less than the employee's normal rate of pay.

Overtime pay requirements are also not applicable to school administrators or teachers in elementary or secondary schools under specific exemptions in 29 USC 213 and 29 CFR 541.303. Pursuant to 29 CFR 541.303 and 541.600, teachers do not need to meet the salary level requirement to be exempt from overtime rules. 29 CFR 541.204 provides that to be exempt from overtime rules, administrators must either meet the salary level requirement or be compensated on a salary basis that is at least equal to the entrance salary for teachers in the administrator's school.

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

CSBA NOTE: The following optional paragraph is for use by districts that allow employees to take compensatory time off in lieu of overtime compensation as authorized by 29 USC 207 and 29 CFR 553.20-553.25. Time off in lieu of overtime compensation is allowed only if provided for in a collective bargaining agreement or other agreement and must be provided at the rate of al least one and one-half hours for each hour of overtime work.

Pursuant to 29 CFR 553.21, an employee must be allowed to use earned compensatory time within a "reasonable period" after making the request. 29 CFR 553.25 provides that a "reasonable period" is determined on a case-by-case basis by considering customary work practices such as the normal work schedule, anticipated peak workloads based on past experience, emergency requirements for staff and services, and the availability of qualified substitute staff. Education Code 45129 provides that the compensatory time off must be used within 12 calendar months.

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

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

Wage Overpayment

CSBA NOTE: Education Code 44042.5, as added by AB 185 (Ch. 571, Statutes of 2022) and amended by SB 114 (Ch. 48, Statutes of 2023), requires districts to follow the process specified below when a

wage overpayment is made to a district employee. If the provisions of this section are in conflict with a collective bargaining agreement or a memorandum of <u>understanding that was in effect on July 31.</u> 2022, such <u>agreements shall be controlling until the expiration or renewal of such agreements. The</u> <u>district should consult C5BA's District and County Office of Education Legal Services or district legal</u> <u>counsel when guestions arise about legal requirements for specific wage overpayments.</u>

If, following the desermination of an overpayment, the <u>circuloyee disputes the overpayment</u>, the district shall initiate legal action and obtain a court order or <u>binding arotration decision</u>. Binding <u>arhitration</u> may only apply to such overpayment disputes if a memorandum of understanding between the <u>district</u> and <u>exclusive</u> representative sets furth procedures for adjudicating such wage overpayment disputes that meet the minimum requirements set for the In Education Code 44042.5.

It the district determines an employed has been overpaid, the district shall notify the employee in waiting of the overpayment, afford the employee an opportunity to respond before commencing any recoupment actions, and inform the employee of the employee's rights to dispute the existence or amount of the claimed overpayment. If the employee agrees there was an overpayment in the claimed amount, reimbursement shall be made to the district through one of the methods described in Education (Education by the employee and the district. (Education Code 44042.5)

If a mutual <u>agreement on a method of normbursement</u> is not reached, within 30 days of the employed <u>verifying</u> the overpayment amount, the district shall recoup the overpayment through payroll <u>deductions in accordance with Ed</u>ircation Code 44042.5

If the employee does not respond or disputes the existence or amount of the district's claimed overpayment, the district shall, with board approval, initiate a legal action to recover the overpayment. (Education Code 44042.5)

It the employee separates from the district before the overpayment is fully repaid, the district shall withhold the remaining balance due from any money owed to the employee upon separation, provided that the state minimum wage is still paid to the employee as required by Education Code 44042.5. The Superintendent or des gnee may consult with legal coursel to calculate the amount to withhold.

If an ou<u>tstanding overpayment balance still remains, the district shall, with Board approval, exercise any legal means to recover the remaining amount owed by the employee (Education Code 44042.5)</u>

<u>Legal action to recover any overpayment under this policy shall be initiated within three years from</u> the date of the overpayment, which for leave credits is the date that the employee receives compensation in exchange for leave erroneously credited to the employee. (Education, Code 44042.5)

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Policy Reference Disclaimer:

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

State

8 CCR 11040	Wages and hours; definitions of administrative, executive, and professional employees
Eyl, Code 44042.5	Mage proteatingur
Ed. Code 45022-45061.5	Salaries
Ed. Code 45023	Availability of salary schedule
Ed, Çoda 45028	Salary schedule and exceptions
Ed. Code 45127-45133.5	Classified employees; work week; overtime provisions
Ed, Code 45160-45169	Salaries for classified employees
Ed. Code 45268	Salary schedule for classified service in merit system districts
Ed. Code 45390	Classified School Employee Summer Assistance Program
Gav. Cade 3540-3549	Meeting and negotiating
Gov. Code 3543.2	Scope of representation
Gov. Code 3543.7	Duty to meet and negotiate in good faith
1 ab, Code 226	Employee access to payroll records
Lab. Code 232	Disclosure of wages
Federal 26 CFR 1.409A-1	Description Definitions and covered plans
26 USC 409A	Deferred compensation plans
29 CFR 516.4	Notice of minimum wage and overtime provisions
29 CFR 516.5-516.6	Records
29 CFR 541.0-541.710	Exemptions for executive, administrative, and professional employees
29 CFR 553.1-553.51	Fair Labor Standards Act; applicability to public agencies
29 USC 201-219	Fair Labor Standards Act
29 USC 203	Definitions
29 USC 207	Fair Labor Standards Act
29 USC 213	Exemptions from minimum wage and overtime requirements
Management Resources Court Decision	Description Flores v. City of San Gabriel, (9th Cir., June 2, 2016; No: 44- 56421) 824 F.3d 8 <u>90</u>
Office of Management and Budget Publication	Administrative Relief for Recipients & <u>an</u> d Applicants of F ed. Fin: Assist:Federal Financial Assistan <u>ce</u> Directly Impacted by COVID-19 Dued <u>ue</u> to Loss <u>of Operations</u> , Mema M-20-17, March 19, 2020

Website	CSBA District and County Office of Education Legal Services
Website	U.S. Department of Labor, Wage and Hour Division
Website	Internal Revenue Service
Website	School Services of California, Inc.
Website	CSBA

Code 0470	Description COVID-19 Mitigation Plan
3100	Budget
3100	Budget
3400	Management Of District Assets/Accounts
3400	Management Of District Assets/Accounts
3580	District Records
3580	District Records
4000	Concepts And Roles
4030	Nondiscrimination In Employment
4030	Nondiscrimination in Employment
4112.6	Personnel Files
4113.5	Working Remotely
4121	Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel
4140	Bargaining Units
4141	Collective Bargaining Agreement
4143	Negotiations/Consultation
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits
4212	Appointment And Conditions Of Employment
1212.6	Personnel Files
4213.5	Working Remotely
4240	Bargalning Units

4241	Collective Bargalning Agreement
4243	Negotiations/Consultation
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits
4312.1	Contracts
4312.6	Personnel Files
4313.5	Working Remotely
4340	Bargaining Units
4354	Health And Wolfare Benefits
4354	Health And Welfare Bencfits

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Policy 4351: Employee Compensation

Status: ADOPTED

Original Adopted Date: 02/02/1997 | Last Revised Date: 0509/01/20202023 | Last Reviewed Date: 0509/01/20202023

CSBA NOTE: Districts that include provisions related to employee compensation in their collective bargaining agreements should motify or delete the following optional policy accordingly.

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

C5BA NOTE: Education Code 45023 and 45162 require the Governing Board to adopt salary schedules for certificated and classified employees, respectively. For districts operating under a merit system, Education Code 45268 specifies that the personnel commission will recommend a salary schedule for classified employees to the Board for approval and that the Board may not amend the schedule without first giving the commission an opportunity to respond to the amendments.

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

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

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

CSBA NOTE: Pursuant to Education Code 45038, certificated employees may be paid once every two weeks, twice a month, or once every four weeks. The Board may also choose to pay certificated employees, or one or more individual employees, in 10, 11, or 12 equal payments over the year. Education Code 45039 provides that, if the Board arranges to pay certificated employees in 12 equal payments for the year, it may pay each monthly installment at the end of each calendar month, regardless of whether or net the employees are engaged in teaching during the month. Education Code 45165 addresses salary payments for classified employees who are employed 9-11 months per year.

<u>Additionally, pursuant to Education Code</u> 45500, districts may <u>participate in the Classified School</u> <u>Employee Summer Assistance Program whereby eligible classified employees may elect to have up</u> to <u>10 percent of the employee's monthly salary withheld and paid out during the summer recess in</u> either one or two payments.

Education Code 45048 and 45165 provide specific timelines for issuing salary payments depending on the frequency of payments. If payments are not made in a timely manner, the district is required to pay the employee interest on the unpaid amount.

The following paragraph may be revised to reflect the payroll schedule determined by the Board. The Board shall determine the frequency and schedule of salary payments, including whether payments for employees who work less than 12 months per year will be made over the course of the school year or in equal installments over the calendar year. (Education Code 45038, 45039, 45048, 45165<u>However</u>, if the district <u>participates in the Classified School Employee Summer</u> <u>Assistance Program, eligible classified employees may elect to have up to 10 percent of the</u> employee's <u>monthly salary withheld and paid out during the summer recess in either</u> one or two <u>navments</u>. (Education Code 45038, 45039, 45048, 45165, 45500)

CSBA NOTE: According to Office of Management and Budget Memorandum M-20-17, during extraordinary circumstances, such as a pandemic, which interruptsinterrupt district operations, employees paid with federal grant funds can continue to be paid out of federal grant funds as long as other similarly situated employees paid with nonfederal funds are continuing to get compensated. The following optional paragraph establishes such emergency contingencies so that the Board may continue to provide employee compensation during such times.

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

CSBA NOTE: Pursuant to 29 CFR 516.4. districts are required to post a notice of the minimum wage provisions of the Fair Labor Standards Act (FI.SA) (29 USC 201-219) in a conspicuous place at all work sites. The poster that must be used by state and local governments is available on the web sitewebsite of the U.S. Department of Labor's Wage and Hour Division.

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

Overtime Compensation

CSBA NOTE: Pursuant to the FLSA (29 CFR 553.20) and Education Code 45128, employees who are not specifically exempted by law, including classified employees in both merit and non-merit system districts, must receive overtime pay or compensatory time off at a rate not less than one and one-half times their regular rate of pay for hours worked in excess of eight hours in any one day and/<u>or</u> in excess of 40 hours per calendar week. However, if the Board has established a work day of tess than eight hours but at least seven hours, and a work week of less than 40 hours but at least 35 hours, all time worked in excess of the established work schedule must be deemed overtime.

Pursuant to Education Code 45130, districts are not required to pay overtime for any classified positions established by the Board, or by the personnel commission in a merit system district, as supervisory, administrative, or executive. In approving positions for exclusion from the overtime provisions, the Board or personnel commission must certify in writing that the duties, flexibility of

hours, salary, penefit structure, and authority of the positions are of such a nature that they should be set apart from those positions which are subject to the overtime provisions. See; see BP/AR 4300 - Administrative and Supervisory Personnel. However, Education Code 45130 requires that, if a classified employee in an exempt position is required to work on a holiday designated in law or by the Board, the employee must he paid the regular pay for that day plus compensation or compensatory time off at a rate not less than the employee's normal rate of pay.

Overtime pay requirements are also not applicable to school administrators or teachers in elementary or secondary schools under specific exemptions in 29 USC 213 and 29 CFR 541.303. Pursuant to 29 CFR 541.303 and 541.600, teachers rip not need to meet the salary level requirement to be exempt from overtime rules. 29 CFR 541.204 provides that, to be exempt from overtime rules, administrators must either meet the salary level requirement or be componsated on a salary basis that is at least equal to the entrance salary for teachers in the administrator's school.

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

CSBA NOTE: The following optional paragraph is for use by districts that allow employees to take compensatory time off in lieu of overtime compensation as authorized by 29 USC 207 and 29 CER 553.20-553.25. Time off in lieu of overtime compensation is allowed only if provided for in a collective bargaining agreement or other agreement and must be provided at the rate of at least one and one-half hours for each hour of overtime work.

Pursuant to 29 CFR 553.21, an employee must be allowed to use carned compensatory time within a "reasonable period" after making the request, 29 CFR 553.25 provides that a "reasonable" period" is determined on a case-by-case basis by considering customary work practices such as the normal work schedule, anticipated peak workloads based on past experience, emergency requirements for staff and services, and the availability of qualified substitute staff. Education Code 45129 provides that the compensatory time off must be used within 12 calendar months. When authorized in a collective bargaining agreement or other agreement between the district and employees, an employee may take compensatory time off in lieu of overtime compensation, provided the employee has not accrued compensatory time in excess of the limits specified in 29 USC 207. An employee who has requested the use of compensatory time shall be allowed to use such time within 12 calendar months after making the request if the use of the compensatory time does not unduly disrupt district operations. (Education Code 45129; 29 USC 207; 29 CFR 553.20-

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

Wage Overpayment

553.25

CSBA NOTE: Education Code 44042.5, as added by AB 185 (Ch. 571, Statutes of 2022) and amended by SB 114 (Ch. 48, Statutes of 2023), requires districts to follow the process specified below when a

wage overpayment is made to a district employee. If the provisions of this section are in conflict with a collective bargalning agreement or a memorandum of understanding that was in effect on July 31, 2022, such agreements shall be controlling until the expiration or renewal of such agreements. The district should consult CSBA's District and County Office of Education Legal Services or district legal counsel when questions arise about legal requirements for specific wage overpayments.

If, <u>following</u> the determination <u>of an overpayment</u>, <u>the employee</u> disputes <u>the overpayment</u>, <u>the</u> district shall initiate legal <u>action and obtain a court</u> order or binding arbitration <u>decision</u>. <u>Binding</u> <u>arbitration may only apply to such overpayment disputes if a memorandum of understanding between</u> <u>the district and exclusive</u> representative <u>sets</u> forth procedures for adjudicating <u>such wage</u> <u>overpayment disputes</u> that me<u>at the minimum requirements set</u> forth in Education <u>Code 44042.5</u>.

If the district determines an employee has been overpaid, the district shall notify the employee in writing of the overpayment, afford the employee an opportunity to respond before commencing any recomment actions, and inform the employee of the employee's rights to dispute the existence or amount of the claimed overpayment. If the employee agrees there was an overpayment in the claimed amount, reimburgement shall be made to the district through one of the methods described in Education Code 44042.5 as mutually agreed upon by the employee and the district. (Education Code 44042.5)

If a mutual agreement on a <u>method of reimbursement is not</u> reached, w<u>ithin 30 days of the employ</u>ee verifying the <u>excerpayment amount</u>, the <u>district</u> shall recoup <u>the overpayment</u> <u>through</u> payroll <u>deductions</u> in accordance with Education Code <u>44042.5</u>.

If the employee <u>does not respond</u> or <u>disputes</u> the existence or <u>amount</u> of the <u>district</u>'s claimed <u>overpayment</u>, <u>the district shall</u>, with bo<u>ard approval</u>, <u>initiate a legal</u> action to <u>recover</u> the <u>overpayment</u>. (Education Code <u>44042.5)</u>

It the employee separates from the district before the overpayment is fully repaid, the district shall withing the remaining balance due from any money owed to the employee upon separation, provided that the state minimum wage is still gaid to the employee as required by Education Code 44042.5. The Superintendent or designee may consult with legal counsel to calculate the amount to withhold.

If an <u>outstanding overvayment balance still remains, the district shall, with Board approval, exercise</u> any legal means to recover the remaining amount owed by the employee. [Education Code 44042.5]

<u>Legal action to recover any</u> overpayment unde<u>r this policy shall be initiated</u> within thr<u>ee years from</u> <u>the date of the overpayment, which for leave credits is</u> the date that the <u>employee</u> receives <u>compensation in exchange for leave engneously credited to the employee. (Education Code</u> 440<u>42.5)</u>

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State

8 CCR 11040	Wages and hours; definitions of administrative, executive, and professional employees
Ed, Code 44042.5	<u>Wage overpayment</u>
Ed. Code 45022-45061.5	Salarjes
Ed. Cede 45023	Availability of satary schedule
Ed. Code 45028	Salary schedule and exceptions
Ed. Code 45127-45133.5	Classified employees; work week; overtime provisions
Ed. Cade 45160-45169	Salaries for classified employees
Ed. Code 45268	Salary schedule for classified service in morit system districts
<u>Ed. Code</u> <u>45500</u>	Classified School Employee Summer Assistance Program
Gav. Code 3540-3549	Meeting and negotiating
Gov. Code 3543.2	Scope of representation
Gov. Code 3543.7	Duty to meet and negatiate in good faith
Lab. Code 226	Employee access to payro records
Lab. Code 232	Disclosure of wages
Federal 26 CFR 1.407A-1	Description Definitions and covered plans
26 USC 409A	Deferred compensation plans
29 CFR 516.4	Notice of minimum wage and overtime provisions
29 CFR 516.5-516 6	Records
27 CFR 541.0-541.710	Exemptions for executive, administrative, and professional employees
29 CFR 553.1-553.51	Fair Labor Standards Act; applicability to public agencies
29 USC 201-219	Fair Labor Standards Act
29 USC 203	Definitions
29 USC 207	Fair Labor Standards Acc
29 USC 213	Exemptions from minimum wage and overtime requirements
Management Resources Court Decision	Description Flozes v. City of San Gabriel- (9th Cir., Jun e 2, 2016, No. 14- 56424) <u>824</u> <u>F.3d 890</u>
Office of Management and Budget Publication	Administrative Relief for Recipients <u>Sand</u> Applicants of Fed. Fin: Assist <u>Federal Financial Assistance Directly Impacted by</u> COVID-19 Due <u>due</u> to Loss <u>of Operations</u> , Memo M-20-17, March 19, 2020

Website	CSBA District and County Office of Education Legal Services
Website	U.S. Department of Labor, Wage and Hour Division
Website	Internal Revenue Service
Website	School Services of California, Inc.
Website	CSBA

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Code 0470	Description COVID-19 Mitigation Plan
3100	Budget
3100	Budget
3400	Management Of District Assets/Accounts
3400	Management Of District Assets/Accounts
3580	District Records
3580	District Records
4000	Concepts And Roles
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4112.6	Personnel Files
4113.5	Working Remotely
4121	Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel
4140	Bargatolog Units
4141	Collective Bargaining Agreement
4143	Negotiations/Consultation
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits
4212	Appointment And Conditions Of Employment
4212.6	Personnel Files
4213.5	Working Remotely
4240	Bargaining Units

4241	Collective Bargaining Agreement
4243	Negatiations/Consultation
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits
4312.1	Contracts
4312.6	Personnet Files
4313.5	Working Remotely
4340	Bargaining Units
4354	Health And Welfare Benefits
4354	Health And Wolfare Benefits

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Policy 5131.9: Academic Honesty

Status: ADOPTED

Original Adopted Date: 06/01/1987 | Last Revised Date: 0709/01/20002023 | Last Reviewed Date: 07<u>09</u>/01/2000<u>2023</u>

CSBA NOTE: The Following policy is optional and may be revised to reflect district practice. The Governing Board believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not cheat, lie, plagianize, or commit other acts of academic dishonesty.

Students, parents/guardians, staff, and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty. Students found to have committed an act of academic dishonesty shall be subject to district and school-site discipline rules.

The Superintendent or designee may establish a committee comprised of students, parents/guardians, staff, administrators, and members of the public to develop standards of academic honesty, measures of preventing dishonesty, and specific consequences for acts of dishonesty. -Any recommendations for discipline shall be incorporated into the school's site level discipline rules.

Prohibited and Permitted Technology Use

<u>CSBA NOTE: The following section addresses student use of technology</u>, such as artificial intelligence (AI), as it relates to academic honesty, and may be modified to reflect district practice. The U.S. Department of Education Office of Educational Technology's, "Artificial Intelligence and the Foture of Teaching and Learning: Insights and Recommendations," provides information related to the opportunities for using AI to improve education, the challenges in doing so, and recommendations to guide further policy development. Districts are encouraged to continue to monitor the development of new technologies, including AI, and, as needed, consult with CSBA's District and County Office of Education Legal Services or district legal counsel. For more information on student use of technology, see BP 6163.4 – Student Use of Technology. As the district's standards for academic achievement are designed to challenge all students to reach their full potential in acquiring the knowledge and skills needed for success in postsecondary education, employment, and responsible citizenship, and use of technology that prevents or inhibits a student from achieving these standards is prohibited. Prohibited uses include, but are not limited to, using technology primarily or solely for the completion of coursework as a student's original work and generating answers to mathematical, scientific, or analytical problems.

Permitted uses of technology include, but are not limited to, conducting research, correcting <u>grammar and spelling, and learning from educa</u>tional applications such as tutoring sys<u>tems and language learning applications</u>.

Additionally, consist<u>ent with the limitations expressed in this policy and with teacher consent,</u> <u>students may also use technology</u> to assist with assessments, homewo<u>rk, and/or makeup work or</u> <u>other uses approve</u>d by the teacher,

CSBA <u>NOTE: A student who has been identified as a student with a disability may require assistive</u> <u>technology</u> devices and services, <u>including the use of AL Pursuant to Education Code 56341.1, a</u> <u>student's Individualized Education</u> Program team must consider whether a <u>student with a disability</u> needs assistive technology devices or services, defined in 20 USC 1401 as any item, piece of <u>equipment</u>, or product system that is used to <u>increase</u>, <u>maintain</u>, or improve functional capabilities</u> <u>of a student with a disability</u>. For more information regarding assistive technology for a student with <u>a disability</u>, see AR 6159 - Individualized Education Program.

However, a student with a disability shall be committed to use technology for any purpose identified in the student's individualized education program as a tool to support the <u>student's learning</u>. If an employee suspects that a student has used technology in violation of this policy, the <u>student</u> shall be given the <u>opportunity to demonstrate that the use of technology was in accordance with</u> <u>this policy</u>.

Any information acquired from an employee's use of technology in determining whether a student has committed an act of academic dishonesty shall be shared with the student, and the student's parent/guardian as appropriate.

<u>The Superintendent or designee may provide training to staff regarding the use of technology to</u> improve education, including the detection of plagiarism and sensitivity to potential discrimination <u>from algorithmic bias</u>.

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State Ed. Code 35291-35291.5	Description Rules
Ed. Code 56341.1	Assistive technology devices f <u>or a student with a disability</u>
Federal <u>2005C 1401</u> Management Resources Website	Description <u>Assistive</u> technology device; de <u>finition</u> Description CSBA District and County Office of Education Legal Services
Website	<u>Metropolitan Educational Research Consortium</u> (<u>https://merc.soe.vcu.edu/)</u>
U.S. Department of Education, Office of Educational Technology Publication	Artificial Intelligence and the Fugure of Teaching and Lea <u>rning: Insights and Recommendations. May 2023</u> <u>Inteps://ww</u> w2.ed.gov/docume <u>pts/ai-report/ai-report.pdf)</u>
Metropolitan Educational Research <u>Consortium Publication</u>	Balancing the Benefits and Risks of Al Large L <u>anguage</u> <u>Models in K1</u> 2 Public Schools, 20 <u>23</u> <u>(https://scholarscompass.vcu.e</u> du/cgi/viewcontent.cgi?artjcle ~1133&con <u>text=merc_pubs)</u>

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Code 5131	Description Conduct
5131.8	Mobile Communication Devices
5137	Positive School Climate
5144	Discipline
5144	Discipline
<u>6000</u>	Concepts An <u>d Roles</u>
<u>5</u> 141	Curnculum Development and Evaluation
<u>6159</u>	Individualized Education Program
6162.54	Test Integrity/Test Preparation
6162.6	Use Of Copyrighted Materials
6162.6	Use Of Copyrighted Materials
<u>6163.4</u>	Student Use of Technology

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Policy 6154: Homework/Makeup Work

Status: ADOPTED

Original Adopted Date: 02/01/1997 | Last Revised Date: 4209/01/20192023 | Last Reviewed Date: 4209/01/20192023

C5BA NOTE. The following optional policy may be revised to reflect district practice.

The Governing Board recognizes that meaningful homework assignments can be a valuable extension of student learning time, provide enrichment, and assist students in developing good study habits. Homework <u>and/or makeup</u> work shall be assigned when necessary to support classroom fessons, enable students to complete unfinished assignments, or review and apply academic content for better understanding.

CSBA NOTE: The following paragraph addresses student use of technology, including artificial intelligence (AI), in relation to homework and makeup work, and may be modified to reflect district practice. The U.S. Department of Education Office of Educational Technology's, "Artificial Intelligence and the Euture of Teaching and Learning: Insights and Recommendations," provides information selated to the puportunities for using AI to improve education, the challenges in doing so, and recommendations to guide further policy development. For more information regarding prohibited and permitted student use of technology, see BP 5131.9 – Acodemic Honesty and BP 6163.4 – Student Use of Technology.

Students may use technology to assist with homework and/or makeup work in conducting research, correcting grammar and spelling, and learning <u>from educational applications such as trebring</u> systems and language learning applications, as <u>specifie</u>d in Roard Policy 51<u>31.9 – Academic</u> Honesty and Bo<u>ard Policy 6163.4 – Student Use of Technology.</u>

The Superintendent or designed shall collaborate with school administrators and teachers to develop and regularly review guidelines for the assignment of homework and the related responsibilities of students, staff, and parents/guardians.

CSBA NOTE: The following optional paragraph may be revised to specify the average number of minutes of nonework that may be expected per day at each grade level, or the district may adopt an administrative regulation that contains such guidelines.

Homework assignments shall be reasonable in length and appropriate to the grade level and course. The Board expects that the number, frequency, and degree of difficulty of homework assignments will increase with the grade level and the maturity of students. Teachers shall assign homework only as necessary to fulfill academic goals and reinforce current instruction.

As needed, teachers may receive training in designing relevant homework assignments that, reinforce classroom learning objectives <u>and inspire students' interests</u>.

CSBA NOTE: The following optional paragraph may be revised to reflect district practice. Although on-time completion of homework is important to maintain academic progress, the Board recognizes that students learn at different rates. Students shall receive credit for work that is completed late in order to encourage their continued learning.

Age-appropriate instruction may be given to help students allocate their time wisely, meet their deadlines, learn to work independently, and develop good personal study habits.

At the beginning of the school year, teachers shall communicate homework expectations to students and their parents/guardians. Homework guidelines shall also be included in student and/or parent/guardian handbooks. These communications shall include the manner in which homework relates to achievement of academic standards and course content, the impact of homework assignments on students' grades, any school resources and programs that are available to provide homework support, and ways in which parents/guardians may appropriately assist their children.

Although it is the student's responsibility to undertake assignments independently, parents/guardians may serve as a resource and are ennouraged to ensure that their child's homework assignments are completed. When a student repeatedly fails to complete homework; the teacher shall notify the studenc's parents/guardians as soon as possible so that corrective action can be taken prior to the release of any final grades or report cards Students may also work with other students and use approved outside resources as directed by the teacher.

CSBA NOTE: The following paragraph should be revised to reflect district practice. Pursuant to Education Code 8482.3, before-school and after school programs operated under the After School Education and Safety Program (Education Code 8482-8484.65) and/o/, the federal 21st Century Community Learning Center program (Education Code 8482-8484.65) and/o/, the federal 21st Century Community Learning Center program (Education Code 8482-8484.65) and/o/, the federal 21st Century Community Learning Center program (Education Code 8484.7-8484.9; 20 USC 7171-7176), and/or the Expanded Learning Opportunities Program (Education Code 46120) are required to include an educational and literacy component in which tutoring or homework assistance is provided in language arts, mathematics, history-social science, computer training, and/or science. If the district offers a before-school or after-school program under the 21st Century High School After School Safety and Enrichment for Teens program for grades 9-12 (Education Code 8420-8428; 20 USC 7171-7176), the program must include an academic assistance program, which may include homework assistance. See AR 5148.2 - Before/After School Programs. In addition, some districts offer a supervised study hall elective which high school students can take instead of other electives.

To further support students' homework efforts, the Superintendent or designee may establish and maintain electronic forums, provide access to school library media centers and technological resources, and/or provide before-school and after-school programs where students can receive homework assistance from teachers, volunteers, and/or student tutors. The Board encourages the Superintendent or designee to design class and transportation schedules that will enable students to make use of homework support services.

Teachers shall review all completed homework to assess the student's understanding of academic content and shall provide timely feedback to the student

<u>If a student repeatedly fails to complete bornework, the teacher shall notify</u> the student's parents/guardi<u>ans as soon as possible so that correc</u>tive action can be ta<u>ken prior to the release of</u> any <u>final grades or report cards.</u>

Makeup Work

CSBA NOTE: Pursuant to Education Code 48205, students who miss school work<u>schoolwork</u> because of an excused absence must be given full credit for makeup work satisfactorily completed within a reasonable period of time. State law does not require districts to give full credit for makeup work following an unexcused absence. However, CSBA's governance brief , <u>"Research-Supported Strategies to Improve the Accuracy and Fairness of Grades," recommends that student absence be dealt with separately from determining students' academic understanding and progress. Thus, the following paragraph provides for full credit to be awarded for satisfactory completion of makeup work regardless of the reason for the absence, an approach which is consistent with RP/AR 5121 - Grades/Evaluation for Student Achievement. Also see BP/AR 5113.1 - Chronic Absence and Truancy for strategies to address excessive excused and/or unexcused absences. The district may revise the following paragraph to reflect district practice, provided that it ensures compliance with Education Code 48205.</u>

Students who are absent from school shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive tuli credit for work satisfactorily completed within a reasonable period of time.

The Superintendent or designed shall notify parents/guardians that no student may have a grade reduced or lose anademic credit for any excused absence when missed assignments and tests are satisfactorily completed within a reasonable period of time. Such notification shall include the full fext of Education Code 48205. (Education Code 48980)

Suspended Students

CSBA NOTE: Education Gode 48913.5. as added by AB 982 (Ch. 779; Stabilities of 2019), requires that when a parent/guardian of a student who has been suspended for two or more school days requests bornework that the student would otherwise have been assigned, the student's teacher shall provide such homework.

When a parent/guardian of a student who has been suspended for two or more school days requests homework that the student would otherwise have been assigned, the student's teacher shall provide such homework. If a homework assignment is requested and is turned in to the teacher by the student either upon the student's return from suspension or within the timeframe originally prescribed by the teacher, whichever is later, and is not graded before the end of the academic term, the homework assignment shall not be included in the calculation of the student's overall grade in the class. (Education Code 48913.5)

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the suspension. (Education Code 48913)

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State <u>Ed. Code 46120</u> Ed. Code 48205	Description <u>Expa</u> nded Learning Op <u>portunities Program</u> Absence from school for jury duty or precinct board service
Ed, Code 48913	Completion of work missed by suspended student
Ed. Code 48913 5	Suspended students; homework assignments
Fd. Code 48980	Parent/Guardian notifications
Ed. Code 56341.1	Assistive <u>technology devices</u> for a student with a disability
Ed. Code 842D-8428	21st Century High School After School Safety and Enrichment for Teens
Ed. Code 8482-8484.65	After School Education and Safety Program
Fd. Code 8484.7-8484.9	21st Century Community Learning Centers
Federal <u>20 USC 1401</u> 20 USC 7171-7176	Description <u>Assistive technology device; definit</u> ion 21st Century Community Learning Centers
Management Resources CSBA Publication	Description Research-Supported Strategies to Improve the Accuracy and
-	•
-	Research-Supported Strategies to Improve the Accuracy and Fairness of Grades, Governance Brief, July 2016 (https://www.csba.org/- /media/CSBA/Files/GovernanceResources/GovernanceBriefs /20161507- GradingGB.ashx?la=en&rev=4e25a7ce86c742198068af40c2 7324b5)
CSBA Publication	Research-Supported Strategies to Improve the Accuracy and Fairness of Grades, Governance Brief, July 2016 (https://www.csba.org/- /media/CSBA/Files/GovernanceResources/GovernanceBriefs /20161507- GradingGB.ashx?la=en&rev=4e25a7ce86c742198068af40c2 7324u5) Arcificial Intelligence and the Suture of Teaching and Learning: Insights and Recommendations. May 2023
CSBA Publication <u>U.S. Department of Education, Office of</u> <u>Educational Technology Publication</u>	Research-Supported Strategies to Improve the Accuracy and Fairness of Grades, Governance Brief, July 2016 (https://www.csba.org/- /media/CSBA/Files/GovernanceBriefs /20161507- GradingGB.ashx?la=en&rev=4e25a7ce86c742198068af40c2 7324b5) Artificial Intelligence and the Suture of Teaching and Learning: Insights and Recommendations. May 2023 (https://www/2.ed.gov/documents/ai-report/ai-report.pdf)
CSBA Publication <u>U.S. Department of Education, Office of</u> <u>Educational Technology Publication</u> Website	Research-Supported Strategies to Improve the Accuracy and Fairness of Grades, Governance Brief, July 2016 (https://www.csba.org/- /media/CSBA/Files/GovernanceBriefs /20161507- GradingGB.ashx?la=en&rev=4e25a7ce86c742198068af40c2 7324b5) Artificial Intelligence and the Suture of Teaching and Learning: Insights and Recommendations. May 2023 (https://wwwv2.ed.gov/documents/ai-report/ai-report.pdf) CSBA District and County Office of Education Legal Services

Cross References

Code 0470	Description COVID-19 Mitigation Plan
1240	Volunteer Assistance
1240	Volunteer Assistance

1700	Relations Between Private Industry And The Schools
3541	Transportation Routes And Services
4131	Staff Development
5020	Parent Rights And Responsibilities
5020	Parent Rights And Responsibilities
5113	Absences And Excuses
5113	Absences And Excuses
5121	Grades/Evaluation Of Student Achievement
5121	Grades/Evaluation Of Student Achievement
<u>5131.9</u>	<u>Academic Hon</u> esty
5144.1	Suspension And Expulsion/Que Process
5144 1	Suspension And Expulsion/Due Process
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications
5148	Child Care And Development
5148	Child Care And Development
5148.2	Before/After School Programs
5148.2	Eafore/After School Programs
6011	Academic Standards
6020	Parent Involvement
6020	Parent Involvement
6112	School Day
6112	School Day
6141.2	Recognition Of Religious Beliefs And Customs
6141.2	Recognition Of Religious Beliefs And Customs
6142.4	Service Learning/Community Service Classes
<u>6159</u>	Individualized Education Program
6163.1	Library Media Centers
6163.4	Student Use of Technology
6176	Weekend/Saturday Classes
6177	Summer Learning Programs

Policy 6162.5: Student Assessment

Status: ADOPTED

Original Adopted Date: 07/01/2010 [Last Revised Date: 0309/01/20182023] Last Reviewed Date: 0309/01/20182023

CSBA NOTE: The following optional policy may be revised to reflect district practice. For information about required state assessments administered as part of the California Assessment of Student Performance and Progress (CAA5PP), see BP/AR 6162.51 - State Academic Achievement Tests.

The Governing Board recognizes that student assessments are an important instructional and accountability tool. To obtain the most accurate evaluation of student performance, the district shall use a variety of measures, including district, state, and/or national assessments.

<u>(NEW CSRA NOTE: The following paragraph reflects that prohibited and permitted student use of</u> technology, including artificial intelligence (Al), in relation to assessments, should be as socified in BP \$131.9 - Academic Honesty and BP 6163.4 - Student Use of Technology, and may be modified

to reflect district practice. The U.S. <u>Department of Education Office</u> of Educational <u>Technology's</u>. [Artificial Intelligence and the Future of Teaching and Learning: Insights and Recommendations," <u>provides information related to the opportunities for using Al to improve education, the challences</u> in <u>doing so, and recommendations to guide further policy development.</u>]

Any student use of technology to complete assessments shall be as specified in Board Policy 5131.9 - Academic Honesty and Board Policy 6163.4 - Student Use of Technology.

CSBA NOTE: The following paragraph addresses potential uses of student assessment data. Pursuant to Education Code 52060, applicable statewide student assessments must be used as one of the measures of progress toward the district's annual goals for student achievement included in its local control and accountability plan; see AR 0460 - Local Control and Accountability Plan. In addition, pursuant to Education Code 44662, evaluations of certificated staff must include an assessment of students' progress toward meeting district standards of expected student achievement at each grade level in each area of study and, if applicable, toward state standards as measured by state criterion-referenced assessments (i.e., assessments that test students' mastery of the content). However, Education Code 44662 prohibits the use of publishers norms established by standardized tests (i.e., assessments that compare students' performance to a representative sample of students) for the purpose of evaluating and assessing certificated staff performance. The use of student assessment results in staff evaluations may also be addressed in collective bargaining agreements or employment contracts. See BP/AR 4115 -Evaluation/Supervision and BP 4315 - Evaluation/Supervision.

Assessment data shall be used to help determine individual students' progress, mastery of academic standards, appropriate placement in district programs, and/or eligibility for graduation. In addition, summary data on student assessment results shall be used by the district to identify and review student achievement goals in the district's local control and accountability plan, evaluate district educational programs in order to identify needed improvements, and, as appropriate, evaluate staff performance.

In selecting or developing any district assessment, the Superintendent or designee shall examine evidence of its reliability, its validity for the intended purpose and for various student populations, and the extent to which it aligns with the material that is being taught.

The Superintendent or designee shall ensure that assessments are administered in accordance with law and test publisher's directions, and that test administration procedures are fair and equitable for all students.

CSBA NOTE: Education Code 52052 requires that schools and districts demonstrate comparable improvement in academic achievement by all "numerically significant" student subgroups, including, as amended by AB 114 (<u>Ch. 48, Statutes of 2023</u>), ethnic subgroups, socioeconomically disadvantaged students, English learners, <u>long term English learners</u>, students with disabilities, foster youth, and homelees students <u>experiencing homelessness</u>. A "numerically significant" subgroup is one that consists of at least 30 students, or 15 foster youth or homeless, students experiencing <u>homelessness</u>, <u>or long-term</u> English learners, each of whom has a valid test score. To evaluate the extent to which the district fulfilts this responsibility, it will be important to examine disaggregated student assessment results as provided below.

Pursuant to Education Code 49558. the Governing Board may adopt policy allowing the use of Individual applications or records from the free and reduced-price meal program to identify students for the purpose of disaggregating student achievement data. See BP/AR 3553 - Free and Reduced Price Meaks for optional language providing such authorization.

As appropriate, assessment results shall be disaggregated by student subgroup, classroom, grade level, and/or school site to allow for critical analysis of student needs.

The Superintendent or designee shall provide professional development as needed to assist administrators and teachers in interpreting and using assessment data to improve student performance and the instructional program.

When district wide and school-level results of student assessments are published by the state, the Superintendent or designee may provide supplementary information to assist parents/guardians and the community in understanding test results.

Interim and Formative Assessments

CSBA NOTE: At their discretion, districts may choose to use the Smarter Balanced Interim and formative assessments, which are part of the CAASPP. Pursuant to Education Code 60642.6, as amended by AB 1035 (Ghe 762; Statutes of 2017), these tests may be used, in combination with other sources of information, to gain timely feedback about student progress in an effort to continually adjust instruction to improve learning. Education Code 60642.7, as added by AB 1035; Specifies that results of such assessments shall not be used for any high-stakes purpose.

State interim and formative assessments may be used in combination with other sources of information to gain timely feedback about student progress in an effort to continually adjust instruction to improve learning, and for communicating with students' parents/guardians and identifying professional development goals. Results from interim and formative assessments shall not be used for any high-stakes purpose, including, but not limited to, teacher or other school staff evaluation, accountability, student grade promotion or retention, graduation, course or class placement, identification for gifted or talented education, reclass/fication of English learners, or

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identification as an individual with exceptional needs. (Education Code 60642.6, 60642.7)

The Superintendent or designed shall ensure that teachers who administer interim and formative assessments have access to all functions and information designed for teacher use related to such assessments and student performance on the assessments. (Education Code 60642.6)

Individual Record of Accomplishment

CSBA NOTE: The following section is for use by districts that maintain high schools.

The Superintendent or designee shall ensure that each student, by the end of grade 12, has an Individual record of accomplishment that includes the following: (Education Code 60607)

- The results of the state achievement tests required and administered as part of the California Assessment of Student Performance and Progress, or any predecessor assessments, pursuant to Education Code 60640-60649
- 2. The results of any end-of-course examinations taken
- 3. The results of any vocational education certification examinations taken

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Policy Reference Disclaimer:

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

State 5 CCR 850-864876	Description California Assessment of Student Performance and Progress
Ed. Code 10400-10610	California Education Information System
Ed. Code 313	Assessment of English language development
Ed. Code 44660-44665	Evaluation and assessment of performance of certificated employees

Ed. Code 4955B	Free and reduced-price meals, use of individual applications and records
Ed. Code 51041	Evaluation of the educational program
Ed. Code 51450-51455	Golden State Seal Merit Diploma
Ec. Code 52052	Accountability: numerically significant student subgroups
Ed. Code 52060-52077	Local control and accountability plan
Ed. <u>Code 56341.1</u>	Assistive technology devices for a student with a disability
Ed. Code 60600-60648.5 <u>60649</u>	Assessment of academic achievement
Ed. Code 60640- 60648.5<u>60649</u>	California Assessment of Student Performance and Progress
Ed. Code 60800	Physical performance test
Ed. Code 60900	California Longitudinal Pupil Achievement Data System
Ed. Code 6 <u>0910</u>	<u>California State Preschool Prog</u> ram Longitudinal Pupil Achlevement Data System
Federal 1/USC 10 2	Description Definitions
0011004404	
20 USC 1401	<u>Assistive technology device; definition</u>
20 USC 9622	Assistive technology device; definition National Assessment of Educational Progress
20 USC 9622 Management Resources U.S. Department of <u>Education</u> , <u>Office of</u>	National Assessment of Educational Progress Description <u>Artificial Intelligence and the Future of Teaching and Learning- Insights and Recommendations, May 2022</u>
20 USC 9622 Management Resources U.S. Department of <u>Education</u> , <u>Office of</u> <u>Educational</u> Technology Publication	National Assessment of Educational Progress Description <u>Artificial Intelligence and the Future of Teaching and Learning- Insights and Recommendations, May 2022</u> (https://www2.ed.goy/documents/ai-seport/al-report.pdf)
20 USC 9622 Management Resources U.S. Department of <u>Education</u> , <u>Office of</u> <u>Educational</u> Technology Publication Website	National Assessment of Educational Progress Description <u>Artificial Intelligence and the Future of Teaching and Learning- Insights and Recommendations, May 2022</u> (https://www2.ed.goy/documents/ai-report/al-report.pdf) CSBA District and County Office of Education Legal Services
20 USC 9622 Management Resources U.S. Department of <u>Education</u> , <u>Office of</u> <u>Educational</u> Technology Publication Website	National Assessment of Educational Progress Description <u>Artificial Intelligence and the Future of Teaching and Learning- Insights and Recommendations, May 2022</u> (https://www2.ed.goy/documents/ai-report/al-report.pdf) CSBA District and County Office of Education Legal Services Smarter Balanced Assessment Consortium California Department of Education, Testing and
20 USC 9622 Management Resources U.S. Department of <u>Education</u> , <u>Office of</u> <u>Educational</u> Technology Publication Website Website	National Assessment of Educational Progress Description <u>Artificial Intelligence and the Future of Teaching and Learning- Insights and Recommendations, May 2022</u> (https://www2.ed.goy/documents/ai-report/al-report.pdf) CSBA District and County Office of Education Legal Services Smarter Balanced Assessment Consortium California Department of Education, Testing and Accountability
20 USC 9622 Management Resources U.S. Department of <u>Education</u> , <u>Office of</u> <u>Educational</u> Technology Publication Website Website Website	National Assessment of Educational Progress Description <u>Artificial Intelligence and the Future of Teaching and Learning- Insights and Recommendations, May 2022</u> (https://www2.ed.goy/documents/ai-report/al-report.pdf) CSBA District and County Office of Education Legal Services Smarter Balanced Assessment Consortium California Department of Education, Testing and Accountability CSBA

Code	Description
0410	Nondiscrimination In District Programs And Activities
0415	Equity

0420	School Plans/Site Councils
0420	School Plans/Site Councils
0450	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
0500	Accountability
0510	School Accountability Report Card
1340	Access To District Records
1340	Access To District Records
2140	Evaluation Of The Superintendent
4115	Evaluation/Supervision
4115	Evaluation/Supervision
4131	Staff Development
4315	Evaluation/Supervision
4331	Staff Development
5121	Grades/Evaluation Of Student Achievement
5121	Grades/Evaluation Of Student Achievement
5123	Promotion/Acceleration/Retention
5123	Promotion/Acceleration/Retention
5125	Student Records
5125	Student Records
5 <u>131.9</u>	<u>A</u> cademic Hon <u>esty</u>
6000	Concepts And Roles
6011	Academic Standards
6020	Parent Involvement
6020	Parent Involvement
6120	Response To Instruction And Intervention
6141	Curricolum Development And Evaluation
6141	Corriculum Development And Evaluation
6142.6	Visual And Performing Arts Education
6142 7	Physical Education And Activity
6142.7	Physical Education And Activity

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6142.91	Reading/Language Arts Instruction
6142,92	Mathematics Instruction
6146.1	High School Graduation Requirements
6146.3	Reciprocity Of Academic Credit
6146.3	Reciprocity Of Academic Credit
6146.5	Elementary/Midule School Graduation Requirements
6151	Class Size
6152	Class Assignment
6152.1	Placement In Mathematics Courses
6152.1	Placement in Mathematics Courses
6155	Challenging Courses By Examination
6155	Challenging Courses By Examination
6158	Independent Study
6158	Independent Study
<u>6159</u>	Individualized Education Program
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials
6162.51	State Academic Achievement Tests
6162.51	State Academic Achievement Tests
6162.54	Test Integrity/Test Preparation
6163.4	<u>Student Us</u> e of Technology
6164.4	Identification And Evaluation Of Individuals For Special Education
6164.4	Identification And Evaluation Of Individuals For Special Education
6164.5	Student Success Teams
5164.5	Student Success Teams
6170.1	Transitional Kindergarten
6171	Title 3 Programs
6171	Title Programs

6172	Gifted And Talented Studient Program
6172	Gifted And Talented Student Program
61/2.1	Concurrent Enrollment in College Classes
6172.1	Concurrent Enrollment in College Classes
6173.4	Title VI Indian Education Program
6174	Education For English Learners
6174	Education For English Learners
6178	Career Technical Education
6178	Career Technical Education
6178.2	Regional Occupational Center/Program
6151	Alternative Schools/Programs Of Choice
6181	Alternative Schools/Programs Of Choice
6184	Continuation Education
6184	Continuation Education
£190	Evaluation Of The Instructional Program
9000	Role Of The Board
9321	Closed Session
9321-F(1)	Closed Session
9321-E(2)	Clased Session

Regulation 7140: Architectural And Engineering Services

Status: ADOPTED

Original Adopted Date: 02/01/1996 | Last Revised Date: 4609/01/20192023 | Last Reviewed Date: 4009/01/20192023

C5BA NOTE. When applying for state facilities funding, the district will be required to certify that any professional design services used for the project were selected using a qualification-based selection process. The Office of Public School Construction, is its <u>Construction's</u>, "School Facility <u>Program</u> Handbooks," advises districts to consult with legal counsel to ensure that its process for selecting architects or structural engineers is a qualification-based selection process and complies with all other legal requirements, including the Public Contract Code and requirements for disabled veterans business enterprises.

Contractors for any <u>private</u> architectural, landscape architectural, engineering, environmental, fand surveying or construction project management services shall be selected, at fair and reasonable prices, on the basis of demonstrated competence and protessional qualifications necessary for the satisfactory performance of the services required. (Government Code 4526)

C5BA NOTE: Government Code 4526 requires that the district's selection process include at least items/items #1-3 below, however, the law does not prescribe the exact procedures that must be followed. Generally, elements of a "competitive process" include advertising and notice of the need for services, objective evaluation and selection criteria, and an appeals process for use by those not selected. Districts may wish to develop procedures consistent with these and other requirements in consultation with <u>CSBA's District and County</u> Office of Education Legal Services or <u>district</u> legal counsel.

The Superintendent or designee shall ensure that the selection process for projects receiving state finding: (Government Code 4526)

- Assures maximum participation by small husiness firms as defined pursuant to Government Code 14837
- Prohibits practices which might result in unlawful artivity such as rebates, kickbacks, or other unlawful consideration
- Prohibits district employees from participating in the selection process when they have a relationship with a person or business entity seeking a contract which would subject the employee to the prohibition of Government Code 87100

CSBA NOTE: Pursuant to Government Code 4527, the following items are optional and may be revised to reflect district practice.

The selection process may also include: (Government Code 4527)

 Evaluation of current statements of qualifications and performance data on file with the district and evaluation of statements that may be submitted by other films regarding the proposed project.

- Discussion with at least three firms regarding anticipated concepts and the relative utility of alternative approaches for furnishing the required services.
- Selection, in order of preference, of at least three firms deemed to be the most highly qualified to provide the required services in accordance with established district criteria.

CSBA NOTE: The following paragraph is optional and may be revised to reflect district practice. Government Code 4528 authorizes, but does not require, the district to implement the following procedures.

The district shall negotiate a contract with the best qualified firm at compensation determined by the district to be fair and reasonable. If the district is unable to negotiate a contract with the most qualified firm, the district shall negotiate a contract with the second most qualified firm and, if unsuccessful, with the third most qualified firm. If the district is unable to negotiate a satisfactory contract with any of the selected firms, the district shall select additional firms in order of their competence and qualification and continue negotiations until an agreement is reached. (Government Code 4528)

The above procedures shall not apply if the Superintendent or designee determines that the services needed are more of a technical nature and involve little professional judgment and that requiring bids would be in the public interest. (Government Code 4529)

Contracts shall specify that all plans, including, but not limited to, record drawings, specifications, and estimates prepared by the architect or structural engineer shall become the property of the district. For the purpose of repair, maintenance, reprovation, modernization, or other purposes, but only as they relate to the project for which the architect or structural engineer was related. The contract shall also specify terms and conditions for reuse within the district of any plans prepared by the architect or structural engineer. (Education Code 17316)

<u>CSBA NOTE: Education Code 17250.20 authorizes the district, until January 1, 2025, to utilize the resign-build method of construction delivery for projects in excess of \$1.000,000, Additionally, pursuant to Education Code 17250.60-017250.69, as added by AB 165 (Ch. 571, Statutes of 2022), the district may, unfil January 1, 2029, utilize alternative design-build contracts for public works projects in excess of \$5,000,000, See AR 3311 – Birls and AR 3311.3 – Design-Build Contracts for more information regarding design-build.</u>

A <u>design-build</u> contract may be awarded to a single entity for both design and construction of any school facility <u>if the contract is</u> in excess of \$1.000,000, or an alternative design-build con<u>tract may</u> <u>be awarded if the contract is in accordance with ARexcess of \$5,000,000, as specified in</u> <u>Administrative Regulation 3311,3 - Design-Build Contracts. (Education Code 17250.20), 17250.62)</u>

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Policy Reference Disclaimen-

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24 CCR 101	California Building Standards Code
5 CCR 14001	Minimum standards for school facilities
5 CCR 14030-14036	Standards, planning, and approval of school facilities
Bus. Code 5500-5502	Architecture
Bus. Code 5550-5558	Architects, licensu:e
Bus. Code 6700-6706.3	Engineers Professional Engineers Act
Bus. Code 6750-67666767	Engineers; licensure
CA Constitution Article 22	Architectural and engineering services
Ed. Code 17070.10-17079.30	Leroy F. Greene School Facilities Act
Ed. Code 17070.50	Conditions for appartionment
Ed Code 17250.10-17250.55	Design-build contracts
Ed. Cade 17250.60-17250.69	<u>Alternative</u> design-build contracts
Ed. Cade 17251-17256	CDE powers concerning buildings and building sites
Ed. Code 17260-17268	Plans and specifications for school facilities
Ed. Code 17280-1731617317	Building approvals
Ed. Code 17302	Persons qualified to prepare plans, specifications and estimates and supervise construction
Ed. Code 1 731 6	Contract provision re school district property
Ed. Code 17371	Limitation on liability of gaverning board
Gov. Code 14837	Definition of small business
Gev. Code 4525-4529.5	Contracts with private architects, engineering, land surveying, and construction project management firms
0	
Gev. Code 87100	Public officials; financial interest
Pub. Cont. Code 20144/20110-	Public officials; financial interest School district contracts

Office of Public School Construction Publication	School Facility Program Handbook, January 2019 (<u>https://www.dgs.ca.gov/O</u> PSC/Resources/ <u>Pager</u> <u>Content/Office-of-Public-School-Construction</u> -Resour <u>ces-</u> List-F <u>older/Handbooks-Guides-and-Br</u> ochures)
Website	CSBA District and County Office of Education Legal Services
Website	Department of General Services, Division of the State Architect
Website	American Institute of Architects California Council
Website	Department of General Services, Office of Public School Construction
Websice	California Department of Education, School Facilities

Cross References

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Code	Description
1240	Volunteer Assistance
1240	Volunteer Assistance
3311	Bids
3311	Bids
3311.3	Design-Build Contracts
3312	Contracts
3515.6	Criminal Background Checks For Contractors
7000	Concepts And Rules
7110	Facilities Master Plan
7150	Site Selection And Development
7150	Site Selection And Development
9270	Conflict Of Interest
9270-E(1)	Conflict Of Interest

Bylaw 9124: Attorney

Status: ADOPTED

Original Adopted Date: 06/01/1991 | Last Revised Date: 9709/01/20082023 | Last Reviewed Date: 07<u>09</u>/01/20082023

CSBA NOTE: Education Code 35041.5, 35204, and 35205 authorize the Governing Board to enter into a contract to hire an attorney as a district employee or independent contractor or to contract with a private firm to provide legal services for purposes deamed appropriate by the Board. According to the Rules of Protessional Conduct of the State Bar of California; (Rule 1.13), when an attorney is hired by an organization such as a school district, the attorney's client is the district as a whole, and not an individual Board member or employee. However, at certain times an attorney may owe a duty of defense to a Board member or employee pursuant to the Tort Claims Act (Government Code 814-895.8). See<u>For more information regarding the Tort Claims Act, see</u> BP/AR 3320 - Claims and Actions Against the District, and <u>for more information regarding protection</u> *against liability for Board members*, see BB 9260 - Legal Protection.

The California Council

<u>Districts may subscribe to CSBA</u>'s District and <u>County Office</u> of School Attendeys, which provides professional opportunities for school attorneys, is a component of CSBA. CSBA has also established the Education Legal Alliance to initiate and support litigation in cases of statewide significanceServices to school districtsreceive legal advice, <u>services</u>, and <u>resources</u>.

The Governing Board recognizes the complex legal environment in which districts operate and desires, the need to provide legal representation for the district, and the importance of reliable, <u>cost-effective</u>, high-quality legal advice at reasonable sates, and services.

In order to meet the district's legal needs, the Board may contract with county counsel, attorneys in private practice; or appoint legal counsel <u>and</u> fix and <u>order paid legal counsel's compensation</u> as a district<u>an</u> employee or <u>as an</u> independent contractor. (<u>Education Code 35041.5</u>)

<u>The Board may enter into independent contractor services agreements with county counsel, law</u> <u>firms, attorneys in private practice, and other public or grivate legal services entities.</u> (Education Code 35204, 3520<u>5: Government Code 26520, 26529</u>)

The Board also supports pursuing collaborative legal efforts with other agencies and districts as <u>well</u> as <u>other government</u> agencies as appropriate.

Duties of Legal Counsel

The district's legal counsel may: (Education Code 35041.5)

- 1. Render legal advice to the Board and the Superintendent or designee.
- Serve the Board and the Superintendent or designee in the proparation and conduct of district itigation and administrative proceedings

- Render advice on school bond and tax increase measures and prepare the necessary forms for the voting of these measures
- Perform other administrative duffes as assigned by the Board and Superintendent or designee

Retaining Legal Counsel

CSBA NOTE: Government Code 53060 exempts contracts for legal services from the bidding requirements of the Public Contract Code; <u>for more</u> information regarding <u>bidding requirements</u>, see AR 3311 - Bids. However, when entering into a new contract for legal services, it is recommended that the BoardBoards may use a Request for Proposal (RFP) procedure in order to solicit a range of proposals for services. The following optional section is for use by districts that contract with outside firms to provide legal services and should be modified to reflect district practice.

When the district is seeking legal advice or representation, the Superintendent or designee shall identify prospective attorney(s), firm(s), and/or legal services antity(ics).

The district may, but is <u>not required to</u>, initiate a Request for Proposals (RFP) to advertise and solicit proposals for legal services. In evaluating the proposals, pros<u>mective attorney's</u>), <u>()(m(s)</u>, and/or <u>entity(ics)</u>, the Board and Superintendent shall<u>may</u> consider the <u>form's</u> or attorney's, <u>firm's</u>, <u>and/or entity's</u> background, experience, and <u>relevant legal</u> reputation in education law, experience advising orand representing school districts in California; fees; and experience of attorneys at the fum who will provide legal services.

Any att<u>orney representing the district shall</u> be admitted <u>to practice law in California.</u> (Education, <u>Code 35041.5)</u>

The Board and Superintendent shall annually periodically evaluate the performance of the firm(<u>s</u>) and/or attomeys providing legal services in such areas as <u>attorney(s)</u>; <u>the</u> efficiency and adequacy of advice; <u>the</u> results obtained for the district; <u>the</u> reasonableness of fees; and the responsiveness to and interactions with the Board, administration, and community. Upon a successful

The <u>Board may use such</u> evaluation, the Board may(s) to <u>determine</u> whether to renew theany <u>current</u> agreement with(s) for legal counse! without initiating an RFP.services.

The Board may also contract for temporary, specialized legal services without initiating an RFP, as appropriate, when a majority of the Board determines that the unique demands of a particular issue or emergency situation so requires<u>require such representation</u>.

Contacting Legal Counsel

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

At his/her discretion, theThe Board president, or Superintendent or designee, may, at their discretion, confer with district legal counsel subject to any limits or parameters established by the Board. In addition, the <u>Board president</u>, or Superintendent or <u>Beard president</u>designee, may contact district legal counsel to provide the Board with legal information or advice when so directed by a majority of the Board.

Individual Board members other than the Board president may not seek advice from district legal counsel on matters of district business unless so authorized by the Superintendent, <u>the Board</u> president, or a majority of the Board.

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State Ed. Code 35041	Description Administrative adviser
Fd. Code 35041.5	Legal counsel
Ed. Code 35161	Board delegation of any powers or duties
Ed. Code 35200-35214	Liabilities
Ed. Code 35204	Contract with attorney in private practice
Ed. Cade 35205	Contract for legal services
Gov. Code 26520	Legal services to school districts
<u>Gov</u> , Code 26529	District Attorney
Gov. Code 53060	Special services and advice
Gov. Code 814-895.8	Liability of public entities and public employees
Gov. Code 995-996.6	Defense of public employees
Management Resources CSBA Publication	Description The Brown Act: School Boards and Open Meeting Laws, rev. 2019
National School Roards Association Publication	Selecting and Working with a School Attorney: A Guide for School Boards, 1997
State Bar of California Publication	California Rules of Professional Conduct
Website	CSBA District and County Office of Education Legal Services
Website	State Bar of California
Website	California Council of School Attorneys
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Code 1160	Description Political Processes
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Policy 0410: Nondiscrimination in District Programs And Activities

Status: ADOPTED

Original Adopted Date: 02/01/2014 | Last Revised Date: 05<u>10</u>/01/2018<u>2023 |</u> Last Reviewed Date: 05<u>10</u>/01/2018<u>2023</u>

CSBA NOTE: Education Code 234.1 mandates districts to adopt policy and regulations<u>as</u> well as a <u>process</u> to ensure that district programs and activities are free from unlawful discrimination. <u>Education Code 234.1 requires that the district's pondiscrimination policy include a statement that the policy applies to all acts related to a school activity or school attendance and, as amended by AB 1078 (Ch. 229, Statutes of 2023), to all acts of the Governing Board and the Superintendent in <u>enacting policies and procedures that govern the district. Education</u> Code 234.1, as amended by AB 1078, contains similar language regarding the <u>County Board of Education and the County</u> Superintendent of Schools.</u>

In accordance with various provisions of state and federal law, discrimination in education programs and activities is unlawful when it is based on certain actual or perceived characteristics of an individual. Education Code 220, as amended by AB 699 (Ch. 492, Statutes of 2017), prohibits discrimination based on race or etholeity, nationality, immigration status, sex, sexual orientation, gender, gender identity, gender expression, religion, disability, or any other characteristic contained in the definition of hate crimes in Penal Code 422,55. Education Code 260 prohibits discrimination based on age, Government Code 11135 prohibits discrimination based on all<u>many of</u> the foregoing characteristics and on age, disability, and an individual's genetic information and medical condition. Title VI of the Civil Rights Act of 1964 (42 USC 20C06-2000d-7) prohibits discrimination on the basis of sace, color, and national origin. Title (X (20 USC 1681-1688) prohibits discrimination on the basis of sex, gender, gender identity, prognancy, and parental status. The Americans with Disabilities Act (ADA) (42 USC 12101-12210] and Section 504 of the Rehabilitation Act of 1973 (29 USC 794) prohibit discrimination on the basis of disability. For policy language protecting students against discrimination and harassment, see BP/AR 5145.3 - Nondiscrimination/Harassment and BP/AR 5145.7 - Sexual Harassment.

Education Code 260 and 5 CCR 4900-4965 require the Governing Board to monitor district compliance with these state and tederal Jaws. The federal laws are enforced by the Office for Civil Rights (OCR) of the U.S. Department of Education, and the California Department of Education (<u>CDE</u>) may investigate complaints regarding discrimination pursuant to 5 CCR 4600-4670.

OCR's August 2023 Dear <u>Colleague Letter</u>, <u>"Race and School Programming," states that a district</u> <u>may not separate students based on race, but may include group discussions or activities that focus</u> <u>on race as part of the curriculum, courses, or programs so long as access or participation is not</u> <u>permitted or limited based on race. OCR's guidance also provides that a school-sponsored program</u>, with emphasis <u>on race, such as a student club, that is open to all students.</u> <u>typically would not</u> <u>violate Title VI solely because of its race-related theme</u>.

Additionally, OCR's May 2023 Dear <u>Colleague Letter</u>, <u>"Resource on Confronting Radal</u> <u>Discrimination in Student Discipline." published in conjunction with the U.S. Department of Justice</u> (DOJ), <u>states that a district's responsibility not to di</u>scriminate against students app<u>lies to any of its</u> <u>programs or activities</u>, whether directly or through <u>contractual</u> or <u>other arrangements</u>.

Similarly, Government Code 12940 provides protections for employees, job applicants, unpaid interns, and volunteers against unlawful discrimination and horassment: <u>on the hasis of actual or</u>

The GoverningThis policy shall apply to all acts related to a school activity or school attendance and to all acts of the Governing Board and the Superintendent in enacting policies and procedures that govern the district.

The Board is committed to providing equal opportunity for all individuars in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, reproductive health decisionmaking, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identify, gender expression, veteran or military status, or genetic information; a perception of one or more of such characteristics, or association with a person or group with one or more of these actual or perceived characteristics.

CSBA NOTE: Education Code 234.7; as added by AB 699 (Ch. 493, Statutes of 2017), mandates that districts adopt policy consistent with the California Attomey <u>General's General's</u> model policy contained in the Office of the Actomey General's General's publication . "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's California's K-12 Schools in Responding to Immigration Issues, That model policy includes statements. regarding the equitable provision of services and a prohibition against the use of school resources or data for creating a registry based on specific characteristics. In addition, Government Code 8310.3. as added by SB 31 (Gh. 826, Statutes of 2017), prohibits districts from disclosing information about immigration status or religion to federal government authorities for use in the compilation of a registry for immigration enforcement or otherwise assisting in the creation of such a registry. <u>For more information regarding this mandate and appropriate respon</u>ses to citizenship. and immigration concerns, see <u>BP/AR 5145.13 – Response to Immigration Enforcement.</u> All individuals shall be treated equitably in the receipt of district and school services. Personally ident@iable information collected in the implementation of any district program, including, but not limited to, student and family information for the free and reduced-price lunch program, transportation, or any other educational program, shall be used only for the purposes of the program, except when the Superintendent or designee authorizes its use for another purpose in accordance with law. Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on race, gender, sexual orientation, religion, ethnicicy, national origin, or immigration status or any other category identified above.

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

<u>may not prohibit such use on</u> the basis that the study of the role and con<u>tributions contain inclusive</u> ⁱ o<u>r diverse</u> perspectives.

Education Code 242, as added by AB 1078, requires CDE to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access informa<u>tion about</u> educational laws and policies that <u>safeguard</u> the right to an accurate and inclusive curriculum.

District programs and activities shall be free of any discriminatory use, selection, or rejection of textbooks, instructional materials, library books, or similar educational resources.

The use of any <u>textbook</u>, <u>instructional material</u>, <u>supplemental instructional material</u>, <u>or other</u> curriculum for classroom <u>instruction</u>, <u>or any book or other resource in a school library shall not be</u> rejected or publikited by the Board or district on the basis that it includes a study of the role and <u>contributions</u> of any individual or group consistent with the requirements of Education <u>Code</u> 51204.5 and 60040, unless such study would <u>violate Education</u> <u>Code</u> 51501 or 60044. (Education <u>Code</u> 243)

CSBA NOTE: Education Code 221.2-221.3 f, the California Racial Mascot Act), declare the use of racially derogatory or discriminatory school or athletic team names, mascots, or nicknames to be contrary to an equal education and specifically prohibit public schools from using the term "Redskins" as a school or athletic team name, mascot, or nickname. The following paragraph expands this prohibition to include any racially derogatory or discriminatory athletic team name, mascot, or nickname and may be revised to reflect district practice.

District programs and activities shall be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

CSBA NOTE: Pursuant to Education Code 221.5, a district is required to permit a student to participate in sex-segregated school programs and activities, including athletic teams and competitions, and to use facilities consistent with the student's gender Identity, regardless of his/herthe student's gender as listed on his/herthe student's educational records. See BP/AR 5145.3 - Nondiscrimination/Harassment.

For further information, see CSBA's Updated , "Legal Guidance: Protecting on <u>Rights of</u> Transgender and Gender Nonconforming Students Against Sex Discrimination in Schools," <u>and</u> <u>CSBA's Recently Asked Questions, "Parentol and Student Rights in Relation to Transgender and</u> Gender Nonconforming Students."

The Superintendent or designee shall annually review district programs and activities to ensure the removal of any derogatory or discriminatory name, image, practice, or other barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities. He/sheThe Superintendent or designee shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report his/her/the findings and recommendations to the Board after each review.

All allegations of unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with the procedures specified in AR 1312-3 - Uniform Complaint Procedures.

<u>CSBA NOTE: Complaints alleging discrimination based on a violation of Education Orde 243, as</u> added by AB 1078, related to the use or prohibited use of any textbook, Instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library, as described above, may be brought under the district's uniform complaint procedures (UCP) or may be filed directly with the Superintendent of Public Instruction (SPI). Complaints that are filed directly with the SPI are required to identify the hasis for doing so, and present evidence that supports the basis for the direct filing. In such cases, the SPI may directly intervene without waiting for an investigation by the district. See BP/AR 1312.3 - Uniform Complaint Procedures.

All allegations of <u>unlawful discrimination in district programs and activities shall be brought</u>, <u>investigated</u>, <u>and resolved in accordance with Board Policy 1312 3 - Uniform Complaint</u> <u>Procedures</u>.

CSBA NOTE: Many nondiscrimination laws and regulations contain a notification requirement. For example, pursuant to 34 CFR 104.8 and 106.98, a district that receives federal aid is required to take "continuing steps" to notify students, parents/guardians, employees, employee organizations, and applicants for admission and employment that it does not discriminate on the basis of disability or sex in its educational programs or activities. In addition, Education Code 221.61 requires districts to post specified information relating to Title IX on their web sites<u>websites</u>. To ensure consistent implementation of the laws, the same notification requirement should be adopted for all the protected categories as provided in the following paragraph.

Pursuant to 34 CFR 104.8 and 34 CFR 106.9<u>8</u>, the Superintendent or designed shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in the annual parental notification distributed pursuant to Education Code 48980 and, as applicable, in announcements, bulletins, catalogs, handbooks, application forms, or other materials distributed by the district. The notification shall also be posted on the district's web site<u>weasite</u> and social media and in district schools and offices, including staff lounges, student government meeting rooms, and other prominent locations as appropriate.

C5BA NOTE: Education Code 234.7, as added by AB 699 (Cb. 493, Statutes of 2017), requires the following notification. Information about the educational rights of all students is contained in the appendix of the Office of the Attorney General's publication , "Promoting a Safe and Secure "Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues,"

In addition, the annual parental notification shall inform parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, including information on educational rights issued by the California Attorney General. Alternatively, such information may be provided through any other cost-effective means determined by the Superintendent or designed. (Education Code 234.7)

CSBA NOTE: Pursuant to Education Code 48985, when 15 percent or more of students enrolled in a school speak a single primary language other than English, all notices and reports sent to the parents/guardians of these students must also be written in the primary language and may be answered by the parent/guardian in English or the primary language. In addition, 20 USC 6311 and 6312 require that districts receiving Title I funds provide parent/guardian notices in an uncerstandable and uniform format and, to the extent practicable, in a language that parents/guardians understand.

The district's nondiscrimination policy and related informational materials shall be published in a format that parents/guard'ans can understand. In addition, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language. (Ed<u>ucation Code 48985; 20 USC 6312)</u>

Access for Individuals with Disabilities

CSBA NOTE: Pursuant to the ADA and its implementing regulations, 28 CFR 35.150 and 35.151, district facilities must be accessible to and usable by individuals with disabilities. Compliance methods may include equipment redesign, reassignment of services to accessible buildings, assignment of aides to beneficiaries, home visits, delivery of services at alternate accessible sites, and alteration of existing facilities and construction of new facilities. In achieving compliance, a district need not make structural changes to existing facilities if other methods are effective and the district can demonstrate that the structural change would result in a fundamental alteration in the nature of the activity or an undue financial or administrative burden. However, pursuant to 28 CFR 35.151, all newly constructed facilities must comply with the 2010 ADA Standards for Accessible Designs issued by the U.S. Department of Justice.DOJ.

In addition, pursuant to 28 CFR 35.136, a district must permit an individual with a disability to be accompanied by a service animal on district premises when, without the animal's assistance, the individual with a disability will not be able to access or participate in a district program or activity. For language addressing this mandate, see AR 6163.2 - Animals at School. Districts with questions about compliance with the ADA should consult with <u>ESBA's District and County Office of</u> Education Jegal <u>Services or district</u> legal counsel as appropriate.

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations. When structural changes to existing district facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.

CSBA NOTE: Pursuant to 28 CFR 35.130 and 35.160, the ADA requires districts to provide services and aids to ensure that a disabled individual is not excluded from participation or denied a benefit, service, or program on the basis of a disability. However, if the district can show that providing such aids and services would fundamentally alter the nature of the function, program, or meeting or would be an undue burden, then the district need not provide them.

The requirement to provide services and aids extends to gualified individuals with speech, hearing, or vision disabilities who participate in Medi-Cal, and, in accordance with the Department of Health. Care Services Policy and Procedure Letters No. 21-017R and No. 23-004, districts are required to have a plan to meet these alternative format requirements; see AR 5141.6 – School Health Services.

In addition, Government Code 54953 2 requires that all Board meetings meet the protections of the ADA and implementing regulations (28 CFR 35.160 and 36.303). In effect, the <u>The</u> district must ensure that such meetings are accessible to persons with disabilities and that, upon the request of any person with a disability, disability-related accommonations, such as auxiliary aids and services, are made available. <u>Additionally, Government Code 54953</u>, as amended by AB 2449 (Ch. 285, <u>Statutes of 2022</u>), requires <u>boards to maintain and implement a procedure for receiving and swittly resolving reguests for reasonable accommodation for individuals with disabilities, consistent with the ADA, and to resolve any doubt in favor of accessibility. See BB 932D - Meetings and Notices and BB 9322 - Agenda/Meeting Materials.</u>

OCR has interpreted the ADA and Section 504 of the Rehabilitation Act of 1973 to include the requirement that district web siteswebsites be accessible to individuals with disabilities. See the OCR's June 2010 and May 2011 Dear Colleague Letters and BP 1113 - District and School Web SitesWebsites.

The Superintendent or designue shall ensure that the district provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or

enjoy the benefics of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to district and school web siteswebsites, notetakers, written materials, taped text, and Braille or large-print materials. Individuals with disabilities shall notify the Superintendent or principal<u>designee</u> if they have a disability that requires special assistance or services. Reasonable notification should be given prior to a school-sponsored function, program, or meeting.

C5BA NOTE: Pursuant to 28 CFR 35.107, a district that has 50 or more employees is required to designate at least one employee to coordinate the district's efforts to comply with the ADA. The designated employee could be the same individual or position responsible for the district's compliance with state and federal laws and regulations governing educational programs as identified in the district's uniform complaintUCP procedures. The following paragraph, which identifies the person or position identified in the AR 1312.3 - Uniform Complaint Procedures as the responsible employee, may be modified if the district chooses to designate another person or position.

The individual identified in AR<u>Adm</u>inistrative Regulation 1312.3 - Uniform Complaint Procedures as the employee responsible for coordinating the district's response to complaints and for complying with state federal civil rights laws is hereby designated as the district's ADA coordinator. He/shellne compliance officer shall receive and address requests for accommodation submitted by individuals with disabilities, and shall investigate and resolve complaints regarding their access to district programs, services, activities, or facilities.

(title or position)

(address)

(telephane number)

. (email)

Policy Reference UPDATE Service

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Pollcy Reference Disclaimer:

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

State 5 CCR 4600-4670	Description Uniform complaint procedures
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
Ed. Code 200-262.4	Prohibition of discrimination
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 51007	Legislative intent; state policy

Ed. Code <u>51204</u> ,5	Social sciences instruction; contributions of specified groups
Ed. Code 51501	Nondiscriminatory subject matter
Ed. Code 60010	Instructional materials; definition
Ed. Code 60040-60052	Requirements for instructional materials
Gav. Cade 11000	Definitions
Gov. Code 11135	Prohibition of discrimination
Gav. Cade 12900-12996	Fair Employment and Housing Act
Gov. Code 54953	Meetings; Americans with Disabilities Act accessibility
Gov. Code 54953.2	Brown Act compliance with Americans with Disabilities Act
Gov. Code 8310.3	California Religious Freedom Act
Pen. Code 422.55	Definition of hate crime
Pen. Code 422.6	Crimes; harassment
Federal 20 USC 1400 1482	Description Individuals with Disabilities Education Act
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
20 USC 2301-2414	Strengthening Career and Technical Education for the 21st Century Act
20 USC 6311	State plan
20 USC 6312	Local educational agency plan
28 CFR 35.101-35.190	Americans with Disabilities Act
28 CFR 36.303	Nondiscrimination on the basis of disability, public accommodations, auxiliary aids, and services
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 100.1-100.13	Nondiscrimination in federal programs; effectuating Title VI
34 CFR 104.1-104.39	Section 504 of the Rehabilitation Act of 1973
34 CFR 106.1-106.61 <u>82</u>	Discrimination on the basis of sex; effectuating Title IX
34 ⊊FR (06,9	Severability
42 USC 12101-12213	Americans with Disabilities Act
42 USC 2000d-2000d-7	Title VI. Civil Rights Act of 1964
42 USC 2000e-2000e-17	Title VII. Civil Rights Act of 1964, as amended
Management Resources CA Civil Rights Department Publication	Description California Law Prohibits Workplace Discrimination and Harassment <u>{https://całcivilrights.ca.gov/wp-</u> <u>content/uploads/sites/32/2023/01/Workplace-Discrimination- Poster_ENG.pdf</u>)

<u>CA Department of Health Care</u> Services Publication	Policy and Procedures Letter No. 23:004, February 2023
	Policy and Procedures Letter No. 21-0178, December 2021
CA Office of the Attorney General Publication	Promoting a Safe and Secure Learning Environment for All; <u>Guidance</u> <u>and Model Policies</u> to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018 (<u>https://oag.ca.gov/sites/all/files/agweb/pdfs/hcj/school-guidance-</u> <u>model-k12.pdf</u>)
CSBA Publication	Updated Legal Guidance: Protecting on <u>Rights of</u> Transgender and Gender Nonconforming Students Against Sex Discrimination, March 2017in Schools, <u>October</u> 2022 (<u>https://www.csba.org/-</u> / <u>media/CSBA/</u> Files/Advocary/LegalAdvocacy/Legal-Guidance- <u>Transgender-Legal-10-</u> 2022.ashx?la=en&rev=a3fb6C0ec6d640598c038dfccaef871c)
<u>CSBA</u> Publication	<u>Parental and Student Rights in Relation to Transgender and Gender</u> Nonconforming <u>Students, Recently Asked Questions</u> , <u>August</u> 2023
<u>U.S. Department of Justice</u> Publication, Civil Rights Division Publication	Guidance on Web Accessibility and the ADA. March 2022
U.S. Department of Justice,	Accessibility of State and Local Government Websites to People with n Disabilities, June 2003 <u>February 2020</u> (https://www.ada.gov/resources/accessibility-govt-websites/)
U.5. Department of Justice, Civil Rights Division Publication	2010 ADA Standards for Accessible Design. September 2010 https://www.ada.gov/low-and-regs/design-st <u>an</u> dard <u>s/2010-stds/)</u>
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter, May 26, 2011 ; <u>Race and School Programming</u> . August 2023 (<u>https://www2.ed.gov/about/offices/list/ocr/letters/colleague-</u> 20230824.pdf)
U.S. DOE. Office for Civil Rights Publication	Dear <u>Colleague Letter</u> : Frequently <u>Asked Questions</u> <u>About the June</u> 29, <u>2010, Dear Colleague Letter</u> , <u>May 26, 2011</u> (https://www2.ed.gov/about/offices/list/gc//letters/colleague- 203105-pse.pdf)
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Electronic Book Readers, June 29, 2010 (https://www2.ed.gov/about/offices/list/ocr/letters/colleague- 20100629.pdf)
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U.S. DOE. Office for Civil Rights and U.S. DOJ, Civil <u>Rights Division</u> Publication	Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016Dear Colleague Letter: Resource on <u>Confronting Racial Discrimination in Student Discipline, May 2023</u> (https://www2.ed.gov/about/offices/list/ocr/docs/tvastudent discipline-resource-2 <u>02305.pdf</u>)
U.S. DOE, Office for Civil	Nondiscrimination in Employment Practices in Education. August 1993

Rights Publication	(https://www2.ed.gov/about/offices/list/ocr/docs/hq53e8.html)
U.S. DOE: Office for Civil Rights Publication	Notice of Non-Discrimination, Fact Sheet, August 2010
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Website	World Wide Web Consortium, Web Accessibility Initiative
Website	Pacific ADA Center
Website	U.S. Department of Justice, Civil Rights Division, Disability Rights Section
Website	California Office of the Attorney General
Website	California Safe Schools Coalition
Website	CSBA
Website	California Department of Education
Website	California Civil Rights Department
Website	<u>Ca</u> lifornia Department of Health Care Services (<u>https://www.dhcs.ca.gov/)</u>
Website	U.S. Equal Employment Opportunity Commission
Website	U.S. Department of Education, Office for Civil Rights
Warld Wide Web Consortium Publication	Web Contant Accessibility Guidelines, December 2008

Cross References

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Policy 1312.2: Complaints Concerning Instructional Materials

Status: ADOPTED

Original Adopted Date: 09/01/1988 | Last Revised Date: 0310/01/20062023 | Last Reviewed Date: 0310/01/20062023

CSBA NOTE: The following optional policy and the, accompanying administrative regulation, and exhibit are for complaints concerning the content or use of any existing textbook, instructional instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library, and should be revised to reflect district practice.

Pursuant to Education Code 242, as added by AB 1078 (Ch. 229, Statutes of 2023), the California Department of Education (CDE) is required to develop, by July 1, 2025, guidance and public educational materials to ensure that all <u>Californians</u> can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum.

For complaints regarding the sufficiency of instructional materials or textbooks pursuant to Education Code 35186, see AR/E(1)/E(2) 1312.4 • Will ams Uniform Complaint Procedures.

For more information regarding the selection, evaluation, and prohibited use of individual instructional materials, see BP/AR 6161.1 - Selection and Evaluation of Instructional Materials, BP 6161.11 - Supplementary Instructional Materials, and BP 6163.1 - Library Media Centers.

The Governing Board uses a comprehensive process to adopt district instructional materials that is based on selection criteria established by law and Board policy and includes opportunities for the involvement of <u>district staff</u> parents/guardians, and community members _, and, as appropriate, <u>students</u>. Complaints concerning the content or use of instructional materials, including textbooks, supplementary instructional materials, library materials, or other instructional materials and equipment, shall be properly and fairly considered using established complaint procedures.

Parents/guardians are encouraged to discuss any concerns regarding instructional materials with their child's teacher and/or the school principal. If the situation remains unresolved, a complaint may be filed using the process specified in the accompanying administrative regulations and exhibit.

The district shall accept complaints concerning instructional materials only from staff, district residents, or the parents/guardians of children enrolled in a district school. (<u>Education Code 35160</u>)

When deliberating upon challenged materials, the Superintendent and/or review committee shall consider the educational philosophy of the district, the professional opinions of teachers of the subject and of other competent authorities, reviews of the materials by reputable booles, the teacher's stated objectives in using the materials, community standards, and the objections of the complainant.

Complainants are encouraged to accept the Superintendent's or review committee's decision. However, if the complainant finds that decision unsofisfactory, he/she may appeal the decision to the Board.

The district's decision shall be based on educational suitability of the materials and the criterial established in Board policy and administrative regulation. CSBA NOTF: Education Code 243, as added by AB 1078, clarifies when it is unlawful discrimination if for the Governing Board to (1) refuse to approve the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library or (2) prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library or (2) prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library. The Board may not refuse to approve such use on the basis that the material includes a study of the role and contributions of specified individuals or groups, unless the study of the role and contributions reflects adversely upon legally protected groups. Additionally, the Board may not prohibit such use on the basis that the study of the role and contributions contain inclusive or diverse perspectives.

Complaints alleging discrimination based on a violation of Education Code 243, as added by AB 1078, may be brought under the district's uniform complaint procedures or may be filed directly with the Superintendent of Public Instruction (SPI). Complaints that are filed directly with the SPI are required to identify the basis for doing so, and present evidence that supports the basis for the direct filing. In such cases, the SPI may directly intervene without waiting for an investigation by the district. See BP/AR 1312.3 - Uniform Complaint Procedures.

However, a complaint related to the use or prohibited use of any existing textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library that alleges unlawful discrimination based on a violation of Education Code 243 shall be filed, investigated, and resolved in accordance with Board Policy 1312.3 – Uniform Complaint Procedures.

<u>CSBA NOTE:</u> Pursuant to Education Code <u>60040.5, as added by AB 1078, CDE is required to issue,</u> by July 1, 2025, guidance regarding how to <u>review instructional materials to ensure that they</u>

represent diverse perspectives and are culturally relevant.

When deliberating upon challenged materials, the Superintendent, or any designee or committee established by the Superintendent to review the materials, shall consider the degree to which the materials aligned with the criteria for instructional materials as specified in law, Board policy, and administrative regulation. In addition, such deliberations may consider the educational philosophy and vision of the district; the educational suitability of the materials including the manner in which the materials support the curriculum and appropriateness for the student's age; the professional opinions of teachers of the subject and of other competent authorities and/or experits; reviews of the materials hy reputable bodies: the stated objectives in using the materials; community standards; the allegations in the complaint, including the extent to which the objections are based on the dislike of ideas contained in the materials; and the inpact that keeping or removing the materials would have on student well-being.

CSBA NOTE: Education <u>Code 243</u>, as added by AB 1078, clarifies that it is unlawful discrimination tor the Board to prohibil the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library on the basis that it contains inclusive or diverse perspectives. While Education Code 243 is specifically applicable to boards, districts should assume that any similar decision by the <u>Superintendent</u>, designee, or any committee established by the <u>Superintendent would likely</u> constitute unlawful discrimination as well; see BP 6161.1 – Selection and Evaluation of Instructional Materials.

The Superintendent, o<u>r</u> any designed or <u>committee</u> established by the Superintendent to review the <u>materials</u> <u>shall not prohibit</u> the continued use of an appropriate<u>ly adopted textbook</u>, <u>instructional</u> <u>material</u>, supplemental instructional <u>material</u>, <u>or other curriculum</u> for <u>classroom</u> <u>instruction</u>, <u>or</u> any book or other resource in a school library on the basis that II contains inclusive</u> and/or diverse perspectives, as specified in Education Code 243.

If the complainant finds the Superintendent's or review committee's decision unsatisfactory, the complainant may appeal the decision to the Board.

C5BA NOTE: The following optional paragraph limits reconsideration within a specified time period and should be modified to reflect district practice.

When any<u>Any</u> challenged instructional material <u>that is reviewed</u> by the district, it shall not be subject to further reconsideration for 12 months, unless the Superintendent determines that reconsideration is warranted required by law.

CSBA NOTE: Education Code 35186 details a specific process that districts must use to resolve complaints regarding sufficiency/availability of instructional materials or textbooks. See AR/E(1)/E(2) 1312.4 - Williams Uniform Complaint Procedures.

Pursuant to Education Code 60119, boards are required to hold a public hearing annually regarding the sufficiency of instructional materials. If, at the public hearing, the Board makes a determination of "insufficient materials", Education Code 1240, as amended by AB 1078, requires the Board to take certain actions and specifies potential consequences for not remedying the deficiency as required by law; see BP 6161.1 - Selection and Evaluation of Instructional Materials. Complaints related to the sufficiency of textbooks or Instructional materials shall be resolved pursuant to the district's as specified in Arministrative Regulation 1312.4 - Williams uniform complaint procedure at AR 1312.4 Uniform Complaint Procedures.

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Policy Reference Disclaimer:

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

State 5 CCR 4600-4670 Ed. Cede 18111	Description <u>Uniform complaint procedures</u> Exclusion of books by Governing board <u>that are sectarian.</u> <u>partisan, or denomin</u> ational character
Ed. Cade 220	Prohibition of discrimination
E <u>d. Code</u> 242	Access to information about educational laws and policies regarding right to accur <u>ate and inclusive curriculum</u>
<u>Ed. Code 243</u>	<u>Unlawful discrimination</u> related to the use or prohibited <u>use</u> of <u>textbooks and instructional materials</u>
<u>Ed. Cade 1240</u>	County superintendent of schools; duties
Ed. Code 35050	Control of district; prescription and enforcement of rules
Ed. Code 35160	Powers and duties of school boards
Ed. Cade 35186	Williams uniform complaint procedures
<u>Ed. Code 4480</u> 5	Teacher enfor <u>cement of course of studies; use of textbooks.</u> <u>rules a</u> nd regulations

F d. Code. 44805	Enforcement of course of studies; use of textbooks, rules and regulations
Ed. Code 48907	Exercise o <u>f free expression; time, place and manner rules and</u> regulations
<u>Ed. Code 18950</u>	Speech and other communication
<u>Ed. Code 51204.5</u>	Social sciences instruction; contributions of specified groups
Ed. Code 51501	Subject matter reflecting on race, color, etc. <u>Nondisciminatory</u> subject matter
Ed. Code 51511	Religious matters properly included <u>in courses of study</u>
Ed. Code 51933	Sexual health education and HIV prevention materials
Ed. Code 60000-60005	Instructional materials; legislative intent
Ed. Cade 60040- 60048 60052	Instructional requirements and materialsRequirements for Instructional materials
Ed. Code 60119	Public hearing on sufficiency of materialsPublic hearing on sufficiency of textbooks and instructional materials
Ed. Code 60200-6020660213	Elementary school materials
Ed. Core 60226	Requirements for publishers and manufacturers
Ed. Cone 60400-60411	High school textbooks and instructional materials
Ed. Code 60510-60511	Donation or sale of obsolete instructional materials
Management Resources California Department of Education Publication	Description Selection of Instructional Materials, CHJ 90/91-02 F <u>AQ</u>
Education California Department of Education Publication	Standards for Evaluation of <u>Evaluating</u> Instructional Materials with Respect to <u>for</u> Social Content, 1986 2013 edition, revised 2001
Website	CSBA District and County Office of Education Legal Services
Website	California Department of Education, Curriculum and Instruction <u>Resources</u>
Website	CSBA
Website	Department of Justice (https://oag.ca.gov/)
<u>Website</u>	<u>U.S. Department</u> of Education, Office for Civil Rights (https://www2.ed.gov/about/offices/list/ocr/index.html)
Cross References	

Code	Description
0410	Nondiscrimination in District Programs and Activities
1100	Communication With The Public
1250	Visitors/Outsiders

1250	Visitors/Outsiders
1312.1	Complaints Concerning District Employees
1312.1	Complaints Concerning District Employees
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3 E(2)	Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1312.4-E(1)	Williams Uniform Complaint Procedures
1312.4-F(2)	Williams Uniform Complaint Procedures
<u>5145.3</u>	Nondiscrimination/Harassment
0003	Concepts And Roles
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6142.6	Visual And Performing Arts Education
6142.92	Mathematics Instruction
6142.94	History Social Science Instruction
<u>6143</u>	<u>Courses Of Study</u>
6144	Controversial Issues
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials
6161.11	Supplementary Instructional Materials
6161,2	Damaged Or Lost Instructional Materials
6163.1	Library Media Centers
9000	Role Of The Board
9005	Governance Standards
9012	Board Member Electronic Communications
9200	Limits Of Board Member Authority
9322	Agenda/Meeting Materials

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Regulation 1312.2: Complaints Concerning Instructional Materials Status: ADOPTED

Origina) Adopted Date: 12/01/1990 | Last Revised Date: 03<u>10</u>/01/2006<u>2023 |</u> Last Reviewed Date: 03<u>10</u>/01/2006<u>2023</u>

CSBA NOTE: The following optional regulation is for complaints concerning the content or use of any existing textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library, and should be modified to reflect district practice. <u>Complaints alleging unlawful discrimination based on a</u> violation of Education. Code 243, as added by AB 1078 (Ch. 229, <u>Statutes of 2023</u>), related to the use or prohibited use of any textbook, instructional material, <u>supplemental instructional</u> material, or other curriculum for classroom instruction, or any book <u>or other resource in a school library are</u> required to be investigated or resolved in accordance with the procedures specified in BP/AR <u>1312.3 --</u> Uniform Complaint Procedures, or may be directly filed with the <u>Superintendent of</u> <u>Public Instruction</u>. For a specific process that districts must use to resolve complaints regarding the sufficiency of instructional materials or textbooks pursuant to Education Code 35186, see AR/E(1)/E(2) 1312.4 - Williams Uniform Complaint Procedures.

<u>For more information regarding the selection, evaluation, and prohibited use of individual</u> instructional materials, see <u>BP/AR 6161.1 – Selection and Evaluation of Instructional Materials</u>, <u>BP 6161.11 – Supplementary Instructional Materials, and BP 6163.1 – Library Media Centers</u>.

Step 1: Informal Complaint

If a staff member, district resident, or parent/guardian of a student enrolled in a district school has a complaint regarding the content or use of any specific instructional material, he/shesuch individual shall informally discuss the material in question with the principal, <u>(Education Code 35160)</u>

Step 2: Formal Complaint

If the complainant is not satisfied with the principal's initial response, be/she<u>the complainant</u> shall present a written complaint to the principal. Complaints regarding printed material shall name the author, title, and publisher and shall identify the objection by page and item numbers. In the case of nonprinted material, written information specifying the precise nature of the objection and location of such material shall be given. <u>Complainants in order for the district to reply appropriately.</u> <u>complainants</u> shall sign all complaints and provide identifying information so that the district is able to make a proper reply. Anonymous complaints will not be accepted.

Upon receiving a complaint, the principal shall acknowledgeprovide the <u>complainant with a writter</u>, acknowledgement of its receipt and answer<u>respond to</u> any <u>procedural</u> questions regarding procedure. the <u>complainant may have</u>. The principal then shall then notify the Superintendent or designee and, the teacher(s) involved of the complaint), and other staff as appropriate.

During the investigation of the complaint, the challenged material may remain in use until a final decision has been reached. However, upon request of the parent/guardian who has filed the complaint, his/her child may be excused from using challenged materials until a resolution has been reached. The teacher shall assign the student an alternate material of equal merit.

Step 3: Superintendent Determination Review Committee

The Superintendent or designed shall determine whether <u>to convene</u> a review committee should be convened to review the complaint.

If the SuperIntendent or designee determines that a review committee is not necessary, he/she shall issue a decision regarding the complaint.

Step 4: Review Committee

the Superintendent or designee determines that a review committee is necessary, he/she shall appoint a committee composed of administrators and staff members selected from relevant instructional and administrative areas. The Superintendent or designee may also appoint parents/guardians, students, and community members, as appropriate, to serve on the committee.

The Superintendent or <u>designee may provide training to the</u> review committee shall to <u>ensure that</u> <u>the</u> review committee is informed regarding its <u>responsibilities</u>, the criteria specified <u>late follow</u> when reviewing instructional materials, and applicable laws, Board policy and shall determine the extent to which the challenged material supports the correction, the educational appropriateness of the material, and its spitability for the age level of the student. (ies), and administrative regulation(s).

Within 30 days of being convened, the review committee shall summarize its findings in a written report. The Superintendent or designee shall notify the complainant in writing of the committee's decision within 15 days of receiving the committee's report.

Step 5: Appeal to the Governing Board

If the complainant remains unsatisfied, he/she may appeal the Superintendent's or the review committee's decision to the Beard. The Beard's decision shall be figary

Step 4: Superintendent Determination

If the Superinterclent or designee determines that a review committee is not necessary, the <u>Superintendent or designee shall, in a timely manner, issue a decision regarding the complaint.</u>

Step 5: Appeal to the Governing Board

<u>If the complainant remains un</u>satisfied, the complainant may appeal the S<u>uperintendent's or review</u> <u>committee's decision to the Board.</u> The Board's decision shall be final.

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State 5 CCR 4600-4670 **Description** Uniform complaint <u>procedures</u>

California Department of Education Publication	Standards for Evaluation of Evaluating Instructional Materials with Respect totor Social Content, 19862013 edition, revised 2001
Management Resources California Department of Education Publication	Description Selection of Instructional Materials, GIL: 90/91-02 <u>FAQ</u>
Ed. Code 60510-60511	Donation or sale of obsolete instructional materials
Ed. Code 60400-60411	High school textbooks and instructional materials
Ed. Code 60226	Requirements for publishers and manufacturers
Ed. Code 60200-60206 <u>60213</u>	Elementary school materia's
Ed. Code 60119	Public hearing on sufficiency of materialsPublic hearing on sufficiency of textbooks and instructional materials
Ed. Code 60040-6004860052	Instructional requirements and materials <u>Requirements</u> for instructional materials
Ed. Cada 60000-60005	Instructional materials; legislative intent
Ed. Code 51933	Sexual health education and HIV prevention materials
<u>Ed. Cade 51511</u>	Religious matters properly included in courses of study
Ed. Cade 51501	Subject matter reflecting on race, color, etc. <u>Nondisciminatory</u> subject matter
Ed. Code 51204.5	Social sciences instruction, contributions of specified groups
<u>Ed. Cade 48950</u>	Speech and other communication
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations
E d. God e 44805	Enforcement of course of studies; use of textbooks, rules and regulations
Ed. Code 44805	Teacher enforcement of course of studies; use of textbooks, rules and regulations
Ed. Code 35186	Williams unitom complaint procedures
Ed, Code 35160	Powers and duties of school boards
Ed. Code 35010	Control of district; prescription and enforcement of rules
Ed, Code 1240	County superintendent of schools; duties
Ed. Code 243	Unlawful discrimination related to the use or prohibited use of <u>textbooks and instructional materials</u>
<u>Erl, Code 242</u>	Access to information <u>about educational laws</u> and <u>polities</u> regarding right to accurate and <u>Inclusive</u> curriculum
<u>Ed. Code 220</u>	Prohibition of discrimination
Ed. Code 18111	Exclusion of books by Governing board that are sectarian, partisan, or denominational character

Website	CSBA District and County Office of Education Legal Services
Website	California Department of Education, Cumculum and Instruction <u>Resources</u>
Website	C5BA
<u>Website</u>	Department of Justice (https://oag.ca.guv/)
<u>Website</u>	<u>U.S. Department of Education. Office for Civil Rights</u> (https://www2.ed.gov/about/offices/list/oer/index.html)

Cross References

Code 0410 1100	Description Nondiscrimination in District Programs and Activities Communication With The Public
1250	Visitors/Outsiders
1250	Visitors/Outsiders
1312.1	Complaints Concerning District Employces
1312.1	Complaints Concerning District Employees
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-F(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1312.4	Wilfiams Uniform Complaint Procedures
3312.4-E(1)	Williams Uniform Complaint Procedures
1312.4-E(2)	Williams Uniform Complaint Procedures
<u>5145.3</u>	Nondiscrimination/Harassment
6000	Concepts And Roles
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6142.6	Visual And Performing Arts Education
6142.92	Mathematics Instruction
6142.94	History-Social Science Instruction
6143	Courses Of Study
6144	Controversial (ssues
6161,1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials

6161.1-E(1)	Selection And Evaluation Of Instructional Materials
6161.11	Supplementary Instructional Materials
6161.2	Damaged Or Lost Instructional Materials
6163 1	Library Media Centers
9000	Role Of The Board
9005	Governance Standards
9012	Board Member Electronic Communications
9200	Limits Of Board Member Authority
9322	Agenda/Meeting Materials

CSBA Sample District Policy Manual CSBA Sample Manual Site

Exhibit 1312.2-E(1): Complaints Concerning Instructional Materials

Status: ADOPTED

Original Adopted Date: 12/01/1990 | Last Revised Date: 0310/01/2006/023 | Last Revieweth Date: 0310/01/20062023

REQUEST FOR RECONSIDERATION OF EXISTING INSTRUCTIONAL MATERIALS

This form is <u>only</u> for use **only** by district employees, district residents, or parents/guardians of children eproled in a district school to challenge the content or use of anany existing textbook, instructional materials. **For complaints regarding sufficiency of**, <u>supplemental</u> instructional **materials**, **please use the Williams Uniform Complaint Procedure complaint form**<u>material</u>, <u>or other curriculum</u> <u>for classroom</u> <u>instruction</u>, <u>or any book or other resource in a school</u> library.

Date:
Name of person filing complaint:
Anonymous complaints will not be accepted.
Group represented (if any):
Рюпе:
E-mail address, If any:
Address:
Instructional Material Being Challenged:
Title:
Author:
Publisher:
Date of Edition:
Nome of school/classroom <u>instructiona</u>] material was used:

4. <u>1.</u> Please specifically state the nature of your concern or objection and identify your objection by page, topeyyebsite, webpage and/or link, recording or digital sequence, video frame, or words, as appropriate. You may use additional pages if necessary.

₽.	 Was the instructional material of concern read/viewheard/viewed in isolation or was the entire selection?

.

_____.

__...

.

.....

- 3.—For read/heard/yiewed? If the entire selection was not read/heard/viewed, what age group would you recommend this material?
- If not; what is your estimate regarding the percentage did you<u>of the amount</u> read/view, or what parts? heard/viewed?

5. 3. What do you feel might be the resultis your concern regarding the consequence if a student reads/hears/views thisthe instructional material? In your assessment, is the instructional material appropriate for the age of the students acting taught?

6. 4 What would you like the school to do about this the instructional material?

- ^''b- ----

- 22 Do not assign it to my child.

Reconsider it

Signature of complainant

For District Use:

Request received by:
Date:
Title:
Action taken: Date:
Date:

. .

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Policy Reference Disclaimer:

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State	Description
<u>5 CCR 4600-4670</u>	Uniform complaint procedures
Ed. Code 18111	Exclusion of books by Governing board <u>that are sectarian</u> ,
	partisan, or denominational character
<u>Ed. C</u> odę <u>220</u>	Prohibition of discrimination
Ed. Codc 212	Access to information about educational laws and policies
	regations right to accurate and inclusive curriculum
<u>Ed. Code 213</u>	Unlawful discrimination related to the use or prohibited use
	of textbooks and instructional materials
<u>Ed. Code 1240</u>	<u>County superintendent of schools; duties</u>
C.I. C. J. 25010	
Ed. Code 35010	Control of district; prescription and enforcement of rules
<u>Ed. Code 35160</u>	Powers and duties of school boards
Ed. Code 35186	Williams uniform complaint procedures
Ed. Code 44805	Teacher enforcement of course of studios; use of textbuoks,
	rules and regulations

Ed. Code 44805	Enforcement of course of studies; us e of textbooks, rules and regulations
<u>Ed. Code 48907</u>	<u>Exercise of free expression: time, place</u> and monner rule <u>s and</u> <u>regu</u> lations
5d. Çode 489 <u>5</u> 0	Speech and other communication
<u>Ed. Cade 51204,5</u>	Social sciences instruction; <u>contributions</u> of specified groups
Ed. Code 51501	Subject matter reflecting on race, color, etc.Nondiscimin <u>atory</u> subject matter
Ed. Code 51611	Religious matters properly included in courses of study
Ed, Code 51933	Sexual health education and HIV prevention materials
Ed. Code 60000-60005	Instructional materials; legislative intent
Ed. Cade 60040- 600 48600 <u>5</u> 2	Instructional r equirements and materials<u>Requirements</u> for instructional materials
Ed. Code 60119	Public hearing on sufficiency of materialsPublic hearing on sufficiency of textbooks and instructional materials
Ed. Code 40200- 60206<u>50213</u>	Elementary school materials
Ed. Code 60226	Requirements for publishers and manufacturors
Ed. Code 60400-60411	High school textbooks an <u>d instructional materials</u>
Ed. Code 60510-60511	Donation or sale of obsolete instructional materials
Management Resources California Department of Education Publication	Description Selection of Instructional Materials, CIL: 90/91-02 <u>FAQ</u>
California Department of Education Publication	Standards for Evaluation of Eval <u>uating</u> Instructional Materials with Respect Infor Social Content, 1986 2013 edition: revised 2001
Website	CSBA District and County Office of Education Legal Services
Website	Califernia Department of Education, Curriculum and Instruction <u>Reso</u> urces
Website	ÇŞBA
<u>Website</u>	Department of Justice (https://oag-ca.gov/)
Website	<u>U.S. Department of Education, Office for Civil Rights</u> (<u>https://www2.ed.gov/about/</u> offices/list/ocr/index.html)
Cross References	

Code	Description
0410	Nondiscrimination in District Programs and Activities
1100	Communication With The Public
1250	Visitors/Outsiders

1250	Visitors/Outsiders
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Policy 1312.3: Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 05/01/2017 | Last Revised Date: 4210/01/20242023 | Last Reviewed | Date: 1210/01/20212023

CSBA NOTE: To address prohibited discrimination and violations of state and federal laws. governing educational programs, 5 CCR 4621 mandates districts to adopt uniform complaint. procedures (UCP) consistent with the state's complaint procedures specified in 5 CCR 4600-4670. Additionally, Education Code 52075 mandates districts to adopt policies and procedures. implementing the use of UCP to investigate and resolve complaints alleging noncompliance with regulrements related to the local control and accountability plan, and Education Code 8212, as renumbered by AB 133 (Ch. 116, Statutes at 2021) mandates districts to adopt policies and procedures for resolving complaints regarding specified health and safety issues in license-exempt California State Preschool Programs (CSPP). Furthermore, a number of federal civil rights statutes. and their implementing regulations mandate districts to adopt policies and procedures for the prompt and equitable resolution of complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). For example, districts are mandated pursuant to 28 CFR. 35.107 to adopt policy and procedures to address discrimination on the basis of disability, while clistricts that receive federal financial assistance are mandated pursuant to 34 CFR 106.8 and 34. CFR 110.25 to adopt policies and procedures to address discrimination on the basis of sex and age. The following policy contains a list of programs and activities subject to these procedures. parsuant to state law; see the section "Complaints Subject to UCP", below.

The California Department of Education (CDE) monitors district programs and operations for compliance with these requirements through its Federal Program Monitoring (FPM) process. The FPM consists of a review of (1) written district policies and procedures for required statements, including prohibition of discrimination (such as discriminatory harassment, intimidation, and bullying) against students pursuant to Education Code 234.1; and (2) records of required attivities, such as annual notification provided to students, parents/guardians, employees, and other school community members.

The U.S. Department of Education's Office for Civil Rights (OCR) enforces federal antidiscrimination laws, including Title II of the Americans with Disabilities Act (42 USC 12101-12213), Title VI of the Civil Rights Act of 1964 (42 USC 2000d-2000e-172000d-7), Title IX of the Education Amendments Act of 1972 (20 USC 1681-1688), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), and the Age Discrimination Act of 1975 (42 USC 6101-6107). Whether a complaint of sexual harassment is addressed through the UCP or the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as added by 85 Fed. Reg. 30026, is dependent on whether the alleged conduct meets the more stringent federal definition or the state definition of sexual harassment. See the section "Non-UCP Complaints" below, the accompanying administrative regulation, BP/AR 5145.7 - Sexual Harassment, and AR 5145.71 -Title IX Sexual Harassment Complaint Procedures.

The following policy and accompanying administrative regulation reflect all components required by law. 5 CCR 4600-4670, as amended by Register 2020, No. 24, and the 2024-222023-24 FPM instrument. Additional details provided herein may help districts during a compliance check by CDE or in the event that a CDE or OCR investigation occurs.

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

Complaints Subject to UCP

CSBA NOTE: The FPM process includes a review of a district's policies and procedures to determine whether all district programs and activities that are subject to the UCP, as listed in the FPM instrument, are addressed. Items #1-23The 2023-24 FPM Instrument does not include school safety plans, as was provided for in the 2022-23 instrument. Items #1-22 list all programs and activities identified in the FPM instrument. According to CDE, the district's policy must list all such programs and activities and, at the district's discretion, may add a paragraph below the list stating the UCP programs and activities that are implemented in the district.

For further information regarding requirements for the following programs and activities, see the law cited and/or related CSBA policy and/or administrative regulation.

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

- 1. Accommodations for pregnant and parenting students (Education Code 46015)
- 2. Adult education programs. (Education Code 8500-8538, 52334.7, 52500-52617).
- 3. After School Education and Safety programs (Education Code 8482-8484.65)
- 4. Agricultural career technical education (Education Code 52460-52462)
- Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)
- 6. Child care and development programs (Education Code 8200-8488)
- 7. Compensatory education (Education Corle 54400)
- 8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299,10-299,12).
- 9. Course periods without educational content. (Education Code \$1228.1-51228.3)
- 10 Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group

identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422,55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics. (5 CCR 4610)

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

<u>Complaints alleging discrimination based on a violation of Education Code 243, as added by</u> A8 1078, may be brought under the district's UCP or may be filed directly with the <u>Superintendent of Public Instruction (SPI). Complaints that are filed directly with the SPI are</u> required to identify the basis for doing so, and present evidence that supports the basis for the direct filing. In such cases, the SPI may directly intervene without waiting for an investigation by the district. For more information regarding complaints concerning instructional materials, see BP/AR 1312.2 - Complaints Concerning Instructional Materials and AR 1312.4 - Williams Uniform Complaint Procedures.

Education Code 242, as added by AB 1078, requires CDE to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum.

<u>Discrimination includes, but is not limited to, the Board's refusal to approve the use or</u> prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library, on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. A complaint alleging such unlawful discrimination may, in addition to or in lieu of being filed with the district, be directly filed with the Superintendent of Public Instruction (SPI). (Education Code 243)

- 11 Educational and graduation requirements for students in foster care, homeless students <u>experiencing homelessness</u>, students from military families, and students formerly in a juvenile court school, <u>students who are menatory</u>, and <u>students participating in a newcomer</u> program (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)
- 12. Every Student Succeeds Act. (Education Code 52059.5; 20 USC 6301 et seq.)

13. Local control and accountability plan. (Education Code 52075):

- 14 Migrant education (Education Code 54440-54445)
- 15. Physical education instructional minutes (Education Code 51210, 51222, 51223)
- 16. Student fees (Education Code 49010-49013)
- 17. Reasonable accommodations to a lactating student (Education Code 222)
- 18. Regional occupational centers and programs. (Education Code 52300-52334.7):
- 19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)

20. School safety plans (Education Code 32280-32289)

21-20. School site councils as regulied for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)

22/21. ___State preschool programs (Education Code 8207-8225)

CSBA NOTE: Pursuant to Education Code 8212, as renumbered by AB 131, and CDE's 2021-222023-24 FPM instrument, the district must use the UCP, with modifications as necessary, to resolve complaints alleging deficiencies related to health and safety issues in license-exempt CSPPs.

Pursuant to 5 CCR 4610, such complaints must be addressed through the procedures described in 5 CCR 4690-4694, as added by Register 2020, No. 21., See the section "Health and Safety Complaints in License-Exempt Preschool Programs" in the accompanying administrative regulations.

 23. <u>22</u> State preschool health and safety issues in license-exempt programs. (Education Code 8212)

C5BA NOTE: 5 CCR 4621 mandates that district policy ensure that complainants are protected from retaliation as specified in item #2423 below.

- 24. 23 Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy.
- 25. 24. Any other state or federal educational program the SuperIntendent of Public InstructionSPI or designee deems appropriate

CSBA NOTE: 5 CCR 4631 authorizes the district to utilize alternative dispute resolution (ADR) methods, including mediation, to resolve complaints before initiating a formal investigation. However, the district should ensure that any ADR it uses, particularly "in-person ADR," is appropriate for the particular situation. For example, in some instances (e.g., sexual assault), face-to-face mediation should not be used, even if all parties voluntarily agree, given the risk that a student might feel pressured to "voluntarily" agree to it. Districts may not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student; see AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.

The following optional paragraph provides for a neutral mediator and should be revised to reflect district practice.

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

CSBA NOTE: The following paragraph is mandated pursuant to 5 CCR 4621. Appropriate disclosure will vary in each case depending on the facts and circumstances.

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

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

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

CSBA NOTE: It is important to maintain records of all UCP complaints and the Investigations of those complaints. If the district is investigated by OCR or CDE, these are important documents in demonstrating that the district has complied with federal law, state law, and its own policies and regulations.

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

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be investigated and resolved by the specified agency or through an alternative process:

 Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division or the appropriate law enforcement agency. (5)

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- Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services. (5 CCR 4611)
- 3. Any complaint alleging that a student, while in an education program or activity in which the district exercises substantial control over the context and respondent, was subjected to sexual harassment as defined in 34 CFR 106.30 shall be addressed through the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as specified in ARAdministrative Regulation 5145.71 Title IX Sexual Harassment Complaint Procedures.

CSBA NOTE: Complaints of employment discrimination are not subject to the UCP. Instead, pursuant to 2 CCR 11023, the district must establish an impartial and prompt process for addressing such complaints. In addition, 5 CCR 4611 requires that employment discrimination complaints be referred to the <u>Civil Rights</u> Department of Fair Employment and Housing. See AR 4030 - Nondiscrimination in Employment for applicable complaint procedures.

4. Any complaint alleging employment discrimination or barassment shall be investigated and resolved by the district in accordance with the procedures specified in ARAdministrative <u>Regulation</u> 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California <u>Civil Rights</u> Department of Fair Employment and Housing.

CSBA NOTE: 5 CCR 4610; as amended by Register 2020; No. 21, limits the applicability of the UCP for complaints regarding special education and child nutrition, as provided in items #5-7 below.

- 5. Any complaint alloging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education (EAPE), failure or refusal to implement a due process hearing order to which the district is subject, or a physical safety concern that interferes with the district's provision of EAPE shall be submitted to the California Department of Education (CDE) in accordance with ARAdministrative Regulation 6159.1 Procedural Safeguards and Complaints for Special Education. (5 CCR 3200-3205)
- Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of childron or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to COE in accordance with BPBoard Policy 3555 - Nutrition Program Compliance. (5 CCR 15580-15584)
- Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with BPBoard Policy 3555 - Nutrition Program Compliance. (5 CCR 15582)

CSBA NOTE: Education Code 35166 requires the district to use UCP, with modifications, to investigate and resolve complaints related to the issues stated in the following paragraph (i.e., 'Williams complaints''). Because Education Code 35186 sets forth different timelines for investigation and resolution of these kinds of complaints than the timelines specified in law for other uniform complaints, CDE has created a separate uniform complaint process for the Williams complaints. See AR 1312.4 - Williams Uniform Complaint Procedures for the separate procedure.

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

Policy Reference UPDATE Service

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Policy Reference Disclaimer:

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

State 2 CCR 11023	Description Harassment and discrimination prevention and correction
S CCR 15580-15584	Child nutrition programs complaint procedures
5 CCR 3200-3205	Special education compliance complaints
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4600-4687	Uniform complaint procedures and Williams complaints
5 CCR 4690-4694	Complaints regarding health and safety issues in license- exempt preschool programs
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
Ed. Code 18100-18203	School Ilbraries
Ed. Code 200-262.4	Prohibition of discrimination
Ed. Code 32280 32289.5	School safety plans
Ed. Code 35186	Williams uniform complaint procedures
Ed. Code 46015	Parental leave for students
Ed Code 48645.7	Juvenile court schools
Ed. Code 48853 48853.5	Foster youth
Ed. Code 48785	Notices to parents in language other than English
Ed. Cope 49010-49013	Student foes
Ed. Code 49060-49079	Student records
Ed. Code 49069.5	Records of foster youth
Ed. Code 49490-49590	Child nutrition programs

Ed. Cade 49701	Provisions of the Interstate Compact on Educational Opportunities for Military Children
<u>Ed. Code 51204.5</u>	Social sciences instruction; contributions of specified groups
Ed. Code 51210	Course of study for grades 1-6
Ed. Code 51222	Physical education
Ed. Code 51223	Physical education, elementary schools
Ed. Code 51225.1-51225.2	Foster youth, homeless children, former juvenile court school students; course credits, graduation requirements
Ed. Code 51226-51226.1	Career technical education
Ed. Code 51228.1 51228.3	Course periods without educational content
Ed. Code 51501	Nondiscriminatory subject matter
Ed. Cope 52059.5	Statewide system of support
Ed. Code 52060-52077	Local control and accountability plan
Ed. Code 52075	Complaint for lack of compliance with local control and accountability plan requirements
Ed. Code 52300-52462	Career technical education
Ed. Code 52500-52617	Adult schools
Ed. Code 54400-54425	Compensatory education programs
Ed. Code 54440-54445	Migrant education
Ed. Code 54460-54529	Compensatory education programs
Ed. Code 59000-59300	Special schools and centers
Ed Code 60010	Instructio <u>nal materials, definition</u>
Ed. Code 60040-60052	Requirements for instructional materials
Ed. Code 64000-64001	Consolidated application process; school plan for student achievement
Ed. Code 65000-65001	School site councils
Ed. Code 8200-8488	Child care and development programs
Ed. Code 8500-8538	Adult basic education
Gov. Code 11135	Prohibition of discrimination
Gov. Code 12900-12996	Fair Employment and Housing Act
H&\$ Code 1596.792	California Child Day Care Act; general provisions and definitions
H&S Code 1596.7925	California Child Day Care Act: health and safety regulations
Pen. Code 422.55	Definition of hate crime
Pen. Code 422.6	Crimes: harassment

Federal 20 USC 1221	Description Application of laws
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
20 USC 6301-6576	Title Himproving the Academic Achievement of the Disadvantaged
20 USC 6801•7014	Title III language Instruction for limited English proficient and immigrant students
28 CFR 35.107	Nondiscrimination on basis of disability: complaints
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 100.3	Prohibition of discrimination on basis of race, color or national origin
34 CFR 104.7	Section 504, Designation of responsible employee and adoption of grievances procedures
34 CFR 106.1-106.82	Nondiscrimination on the basis of sex in education programs
34 CFR 106.30	Discrimination on the basis of sex in education programs and activities; definitions
34 CFR 106.44	Recipient's response to sexual harassment
34 CFR 106.45	Grievance process for formal complaints of sexual harassment
34 CFR 106.8	Designation of coordinator: dissemination of policy, and adoption of grievance procedures
34 CFR 110.25	Notification of nondiscrimination on the basis of age
34 CFR 99.1-99.67	Family Educational Rights and Privacy
42 USC 11431-1143 5	McKinney-Vento Homeless Assistance Act
42 USC 12101-12213	Americans with Disabilities Act
42 USC 2000d-2000∈-17 <u>2000d-7</u>	Title VI and Title VII Civil Rights Act of 1964, as amended
42 USC 2000h-2-2000h-6	Title IX of the Civil Rights Act of 1964
42 USC 6101 6107	Age Discrimination Act of 1975
Management Resources California Department of Education Publication	Description Uniform Complaint Procedure 2021-22 Program Instrument
California Department of Education Publication	Sample UCP Board Policies and Procedures
U.S. DOE, Office for Civil Rights Publication	Part 1: Questions and Answers Regarding the Department's Title (X Regulations, January 2021
U.S. DOE, Office for Civil Rights Publication	Questions and Answers on the Title IX Regulations on Sexual Harassment, July 2021

U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014
U.S. DOJ Publication	Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discomination Affecting Limited English Proficient Persons. 2007
Website	CSBA District and County Office of Education Legal Services
Website	Student Privacy Policy Office
Website	U.S. Department of Agriculture
Website	California Department of Social Services
Website	U.S. Department of Justice
Website	California Department of Education
Website	CSBA
Website	U.S. Department of Education, Office for Civil Rights
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Cross References

Code 0410	Description Nondiscrimination in District Programs And Activities
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Regulation 1312.3: Uniform Complaint Procedures

Status: ADOPTED

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CSBA NOTE: 5 CCR 4621 mandates that the district's uniform complaint procedures (UCP) be consistent with the procedures of 5 CCR 4600-4670. Additionally, Education Code 52075 mandates districts to adopt policies and procedures implementing the use of UCP to investigate. and resolve complaints alleging noncompliance with requirements related to the local control and accountability plan (LCAP), and Education Code 8212, as renumbered by AB 131 (Ch. 116, Statutes of 2021! mandates districts to adopt policies and procedures for resolving complaints. regarding specified health and safety issues in license-exempt California State Preschool Programs (CSPP). Furthermore, a number of federal civil rights statutes and their implementing regulations. mandate districts to adopt policies and procedures for the prompt and equitable resolution of complaints of unlawful discrimination, barassment, intimidation, or bullying. For example, all districts are mandated pursuant to 28 CFR 35.107 to adopt policy and procedures to address. discrimination on the basis of disability, while districts that receive federal financial assistance are mandated pursuant to 34 CFR 106.8 and 34 CFR 110.25 to adopt policies and procedures to address discrimination on the basis of sex and age. Some of the factors considered by the U.S. Department of Education's Office for Civil Rights (OCR) when determining whether a district's procedures are "prompt and equitable" are addressed throughout the following administrative. regulation.

Education Code 243, as added by <u>A8 1078 (Ch. 229, Statutes of 2023)</u>, clarifies when it is unlawful discrimination for the Governing Board to (1) refuse to approve the use any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library or (2) prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library or (2) prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library. The Board may not refuse to approve such use on the basis that the material includes a study of the role and contributions of specified individuals or proups, unless the study of the role and contributions reflects adversely upon legally protected groups. Additionally, the Board may not prohibit such use on the basis that the study of the role and contributions contain inclusive or diverse perspectives.

<u>Complaints alleging discrimination based on a violation of Education Code 243, as added by AR</u> 1078, may be brought under the district's UCP or may be filed directly with the Superintendent of Public Instruction (SPI) Complaints that are filed directly with the <u>SPI are required to identify the</u> <u>basis for doing so, and present evidence that supports the basis for the direct filing. In such cases,</u> the <u>SPI may directly Intervene without waiting for an investigation by the district. For more</u> information regarding complaints concerning instructional materials, see BP/AR <u>1312.2</u> – <u>Complaints Concerning Instructional Materials and AR 1312.4</u> – Williams Uniform Complaint <u>Procedures.</u>

<u>Education</u> Code 242, as added by AB 1079, requires the California Department of Education (CDE) to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational says and policies that safeguard the right to an accurate and inclusive gurriculum. Apart from these mandates, state law authorizes the use of UCP to resolve complaints of noncompliance with laws related to the development of a school plan for student achievement and the establishment of school site councils; accommodations for pregnant and parenting students; prohibition against the charging of student fees; educational rights of foster youth, homeless students <u>experiencing homelessness</u>, former juvenile court school students, children of military families, <u>migrant students who are migratory</u> and students participating in a newcomer program for newly arrived immigrants; assignment of students to courses without educational content; and physical education instructional minutes. See the section "Complaints Subject to UCP" in the accompanying Board policy.

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

Compliance Officers

CSBA NOTE: 5 CCR 4621 mandates the district to identify in its policies and procedures the person(s), position(s), or unit(s) responsible for ensuring compliance with applicable state and federal laws and regulations governing educational programs, including the receiving and investigating of complaints alleging unlawful discrimination, harassment, intimidation, or bullying and retaliation. During its Federal Program Monitoring (FPM) process, Calitomia Department of Education (CDE)<u>CDE</u> staff will check to ensure that the district's procedures list the specific title(s) of the compliance officer(s) in the space provided below. If a district identifies multiple compliance officers, it is recommended that one be designated the lead compliance officer.

The following paragraph specifies that the compliance officer will be the same person designated to serve as the Title IX Coordinator for addressing complaints of sexual harassment pursuant to AR 5145.7 • Sexual Harassment and AR 5145.71 • Title IX Sexual Harassment Complaint Procedures. Districts may modify this regulation to designate different district employees to serve these functions.

The district designates the individual(s), position(s), or unit(s) Identified below as responsible for receiving, coordinating, and investigating complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in ARAdministrative Regulation 5145.3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination, harassment, intimidation, or bullying and in ARAdministrative Regulation 5145.7 - Sexual Harassment for handling complaints regarding sexual harassment.

(title or position)
(unit or office)
(address)
(telephone number)
(email)

ⁱ CSBA NOTE: The following paragraph is for use by districts that have designated more than one compliance officer.

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

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

CSBA NOTE: 5 CCR 4621 mandates that the district's policy requires employees responsible for compliance and/or for investigating and resolving complaints to be knowledgeable about the laws and programs at issue in the complaints they are assigned. Compliance officers must also have training or experience in handling discrimination complaints, including appropriate investigative techniques and understanding of the applicable legal standards.

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

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

Notifications

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

CSBA NOTE: During the FPM process, CDE staff will check to ensure that the district's policy contains a statement ensuring annual dissemination of notice of the district's UCP to the persons specified below.

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

CSBA NOTE: 5 CCR 4622 requires the district to include specified information in its annual UCP notice to students, parents/guardians, employees, and others. The following list reflects those required components and additional content of the notice listed in CDE's FPM instrument.

A sample of the annual notice is available through CDE's web site<u>website</u>. It is the district's responsibility to update the notice as necessary to reflect new law.

The notice shall include:

- A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to probibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group, and a list of all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy.
- The title of the position responsible for processing complaints, the identity of the person(s) currently occupying that position if known, and a statement that such persons will be knowledgeable about the laws and programs that they are assigned to investigate
- A statement that a UCP complaint, except a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, must be filed no later than one year from the date the alleged violation occurred.
- 4. A statement that a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct.
- A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracorricular activities
- A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.
- A statement that the district will post a standardized notice of the educational and graduation requirements of foster youth, homeless students experiencing <u>homelessness</u>, children of military families, and former juvenile court school students now enrolled in the district, students who are <u>migratory</u>, and <u>students participating in a newcomer program</u> as specified in Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process
- 8. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant.
- 9. A statement that, for programs within the scope of the UCP as specified in the accompanying Board policy, the complainant has a right to appeal the district's investigation report to the California Department of Education (CDE) by filing a written appeal, including a copy of the original complaint and the district's decision, within 30 calendar days of receiving the district's decision.
- 10. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal laws prohibiting discrimination, harassment, intimidation, or bullying, if applicable
- It. A statement that copies of the district's UCP are available free of charge

CSBA NOTE: The following paragraph may be modified to reflect district practice. Pursuant to Education Code 221.61, a district and district school are required to post information related to Title IX on their web sites<u>websites</u>, including specified information about complaint procedures under Title IX. See AR 5145.3 - Nondiscrimination/Harassment. A school or district that does not maintain a web site<u>website</u> may comply by posting the information on the web sitewebsite of its district or county office of education (COE), however a school, district, or COE is not required to establish a web site<u>website</u> if it does not maintain one. A comprehensive list of rights based on the provisions of the federal regulations implementing Title IX can be found in Education Code 221.8. The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.6 shall be posted on the district and district school web siteswebsites and may be provided through district-supported social media, If available.

CSBA NOTE: Both fuderal and state laws contain requirements for translation of certain information and documents. Title VI of the CivII Rights Act of 1964 requires districts to ensure meaningful access to their programs and activities by persons with limited English proficiency. OCR has interpreted this to require that, whenever information is provided to parents/guardians, districts must notify limited-English-proficient (LEP) parents/guardians in a language other than English in order to be adequate. OCR enforces this requirement consistent with the Department. of Justice's <u>1</u>2007 Guidance to Federal Financial Assistance Recipients Regarding Title VI. Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons." Under the Guidance, a recipient of federal funds has an obligation to provide language assistance. to LEP individuals based on the balancing of four factors: (1) the number or proportion of LEP. individuals likely to encounter the program, (2) the frequency with which LEP individuals come in . contact with the program, (3) the nature and importance of the services provided by the program, and (4) the resources available to the recipient. State law is more specific than federal law, ~ . Education Code 48985 regultes translation of certain information and documents if 15 percent on more of students enrolled in the school speak a single primary language other than English. The Superintendent or designed shall ensure that all students and parents/guardians, including, students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

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

Filing of Complaints

CSBA NOTE: Complaints filed under UCP may be filed directly with a compliance officer or with any site administrator not designated as a compliance officer. For example, acts of unlawful discrimination, harassment, intimidation, or bullying may initially be reported to a principal. See AR 5145.3 - Nondiscrimination/Harassment and AR 5145.7 - Sexual Harassment. It a site administrator not designated as a compliance officer receives a UCP complaint, the site administrator must notify a compliance officer. A district may also establish a site-level process for receiving informal reports about incidents for which a UCP complaint, and be filed and notifying students and parents/guardians of their right to file a UCP complaint. Any site-level process established by a district should be in writing and distributed in the same manner as the grievance procedures listed herein with an explanation of how it interacts with the UCP complaint process.

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. If a site administrator not designated as a compliance officer receives a complaint, the site administrator shall notify the compliance officer.

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

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

 A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy may be filed by any individual, public agency, or organization. (5 CCR 4600)

CSBA NOTE: Education Code 49013 and 52075 mandate districts to adopt procedures that allow for anonymous complaints to be filed when a district allegedly violates the prohibition against the charging of student fees or violates any requirement related to the LCAP.

2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee.

CSBA NOTE: Pursuant to 5 CCR 4630, complaints related to the LCAP must be filed within a year of the date that the County Superintendent of Schools, the reviewing authority for districts, approves the district's LCAP.

- A UCP complaint, except for a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying, shall be filed no later than one year from the date the alleged violation occurred. For complaints related to the LCAP, the date of the alleged violation is the date when the County Superintendent of Schools approves the LCAP that was adopted by the Governing Board. [5 CCR 4630]
- 4 A complaint alleging unlawful distrimination, harassment, infimidation, or bullying may be filed only by a person who alleges having personally suffered unlawful discrimination, a person who believes that any specific class of individuals has been subjected to unlawful discrimination, or a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. (5 CCR 4630)
- 5. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying shall be initiated no 'ater than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 70 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (3 CCR 4630)
- 6. When a complaint alleging unlawful discrimination, harassment, intimidation, or bullying is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.

CSBA NOTE: Districts should consult CSBA's District and County Office of Education Legal <u>Services or district</u> legal counsel before bonoring a coordentiality request to withhold the victim's name from the alleged perpetrator, especially in the case of alleged sexual assault, as this may affect the district's ability to conduct a thorough investigation or provide supportive measures to the victim. In OCR's , "Part 1: Questions and Answers Regarding the Department's Title IX Regulations," it is stated that, "Title IX regulations balance a complainant's desire for confidentiality (in terms of, for instance, the complainant's identity not being disclosed to the respondent) with a school's discretion to pursue an investigation where factual circumstances warrant an investigation even though the complainant does not desire to file a formal complaint or participate in a grievance process."

These guiding principles would also apply to harassment on the basis of race, gender, disability, on other protected characteristic.

7. When a complainant of unlawful discrimination, harassment, intimidation, or bullying or the alleged victim, when not the complainant, requests confidentiality, the complainant of victim that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation

CSBA NOTE: The following section should be used only by those districts that have decided to establish procedures for attempting to resolve complaints through alternative dispute resolution (ADR) procedures such as mediation; see the accompanying Board policy. The following section may be modified to specify the ADR method and timelines used within the district.

Districts may not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student; see AR 5145.71 • Title IX Sexual Harassment Complaint Procedures.

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

Before initiating the mediation of a complaint alleging retaliation or unlawful distrimination, harassment, intimidation, or bullying, the compliance officer shall ensure that all parties agree to permit the mediator access to all relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

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

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

Investigation of Complaint

CSBA NOTE: 5 CCR 4631, which requires the district to provide the complainant with the opportunity to present relevant information, does not provide any timeline. Thus, the timeline specified below may be modified to reflect district practice.

Within 10 business days after the compliance officer receives the complaint, the<u>The</u> compliance officer shall begin an investigation into <u>the complaint within</u> 10 business days of receiving the complaint.

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

CSBA NOTE: During the investigation, the compliance officer should consider all relevant circumstances, such as how the alleged misconduct affected one or more students' education; the type, frequency, and duration of the misconduct; the identity, age, and sex of the individuals involved in and impacted by the conduct and the relationship between them, the number of persons engaged in the conduct and at whom the conduct was directed; the size of the school, location of the incidents, and context in which they occurred; and other incidents at the school involving different individuals.

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

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

CSBA NOTE: 5 CCR 4631 allows the district to dismiss a complaint when the complainant refuses to provide the investigator with relevant documents or otherwise obstructs the Investigation. 5 CCR 4631 also provides that, if the district refuses to provide the Investigator with access to records or other documents, the investigator may issue a finding in favor of the complainant. During the FPM process, CDE staff will check to ensure that both of these statements regarding the provision of access to information are included in the district's policy or procedures, as specified below.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Refusal by the district to provide the investigator with access to records and/or information related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation, or any other obstruction of the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor

of the complainant. (5 CCR 4631)

Timeline for Investigation Report

CSBA NOTE: Pursuant to 5 CCR 4631, the district's investigation report must be sent to the complainant within 60 calendar days of receiving the complaint. Option 1 below is for districts that do not allow complainants to appeal the compliance officer's decision to the **Governing** Board. Option 2 is for districts that allow appeals to the **Bo**ard, and it requires the compliance officer's decision within 30 calendar days so that the Board's decision can still be given within the 60-day time limit.

Pursuant to S CCR 4631, only a complainant has the right to receive the investigation report and to file a complaint with the Board if dissatisfied with the compliance officer's decision. However, under certain circumstances, some of the same rights should be extended to a respondent in order to make the process equitable. For example, since the respondent to a complaint alleging unlawful discrimination, harassment, intimidation, or bullying is usually an individual, the respondent should be notified when the complainant has agreed to an extension of timelines. Options 1 and 2 reflect these recommendations and may be modified to reflect district practice. When questions arise as to what rights to provide to a respondent, the district should consult <u>CSBA's District and County</u> Office of <u>Education Legal Services or district</u> legal counsel accordingly.

Pursuant to 5 CCR 4640, when a UCP complaint is erroneously sent to CDE without first being filed with the district, the 60-day period specified in 5 CCR 4631 begins when the district receives the complaint.

OPTION 1: (Districts that do not allow complainants to appeal to the Board)

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

For any complaint alleging unlawful discrimination, harassment, intimidation, and or bullying, the respondent shall be informed of any extension of the timeline agreed to by the complainant.

OPTION 2: (Districts that allow complainants to appeal to the Board)

C5BA NOTE. The remainder of this section is for use by districts that select Option 2. Unless extended by written agreement with the complainant, the investigation report shall be sent to the complainant within 40 calendar days of the district's receipt of the complaint.

Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Investigation Report" below. If the complainant is dissatisfied with the compliance officer's decision, the complainant may, within five business days, file the complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. When required by law, the matter shall be considered in closed session. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the

complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (S CCR 4631)

For any complaint alleging unlawful discrimination, barassment, intimidation, andor bullying, the respondent shall be informed of any extension of the timeline agreed to by the complainant, and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

END OF OPTION 2

Investigation Report

CSBA NOTE: 5 CCR 4631 specifies components that are required to be part of the district's investigation report. Inclusion of these items will help protect the district's position in case of an appeal to CDE, a complaint submitted to OCR, or if litigation is filed.

For all complaints, the district's investigation report shall include: (S CCR 4631)

- 1. The findings of fact based on the evidence gathered
- 2 A conclusion providing a clear determination for each allegation as to whether the district is in compliance with the relevant law.
- Corrective action(s) whenever the district finds merit in the complaint, including, when
 required by law, a remedy to all affected students and parents/guardians and, for a student
 fees complaint, a remedy that complies with Education Code 49013 and 5 CCR 4600
- Notice of the complainant's right to appeal the district's investigation report to CDE, except when the district has used the UCP to address a complaint not specified in 5 CCR 4610
- 5. Procedures to be followed for initiating an appeal to CDE

The investigation report may also include follow-up procedures to prevent recurrence or retailation and for reporting any subsequent problems.

CSBA NOTE: The Pamily Educational Rights and Privacy Act (FERPA) (20 USC 1232g; 34 CFR 99.1-99.67) protects student privacy, including student renords containing details of the actions taken In response to a UCP complaint. However, pursuant to 20 USC 1221, FERPA may not "be construed to affect the applicability of Title VI of the Civil Rights Act of 1964, Title IX of Education Amendments of 1972, Title V of the Rehabilitation Act of 1973, the Age Discrimination Act, or other statutes prohibiting discrimination, to any applicable program." In February 2015, the Family Policy Compliance Office (FPCO), now the Student Privacy Policy Office, released a letter concluding that FERPA permits a district to disclose to a student who was subjected to unlawful discrimination certain information about the sanctions imposed upon the respondent when the sanctions directly relate to that student. Thus, if properly remering the impact of discrimination would require disclosing to the alleged victim certain information on how the district disciplined the respondent (e.g., an order that the respondent stay away from the alleged victim). FPCO interprets FERPA as allowing the district to disclose that information.

Given the potential liability from improperly disclosing such information, districts are advised to consult with <u>CSBA's District and County Office of Education Log</u>al Services or district legal counsel when presented with a situation where a victim of unlawful discrimination requests information about sanctions imposed upon the respondent. In consultation with district legal counsel, information about the relevant part of an investigation report may be communicated to a victim who is not the complainant and to other parties who may he involved in implementing the investigation report or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination, harassment, intimidation, and/or bullying, notice of the investigation report to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

CSBA NOTE: Education Code 48985 requires that reports sent to parents/guardians be written in their primary language when 15 percent or more of a school's enrolled students speak a single primary language other than English. During the EPM process, CDE staff will check to ensure that UCP complaint procedures pertaining to CSPP health and safety issues include a statement that the district response and the investigation report must, whenever Education Code 48985 is applicable, be written in English and the primary language in which the complaint was filed: see the section "Health and Safety Complaints in License-Exempt Preschool Programs" helow. The following paragraph extends this provision to all types of complaints to ensure compliance with Education Code 48985. In addition, based on Title VI of the Civil Rights Act of 1964, OCR requires districts to ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

If the complaint involves a limited-English-proficient (LEP) student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

C5BA NOTE: During the FPM process, CDE staff will expect to see a statement detailing a complainant's right to pursue civil law remedies (i.e., action in a court of law) in addition to or in conjunction with the right to pursue administrative remedies from CDE.

For complaints alleging unlawful discrimination, harassment, intimidation, and<u>or</u> bullying based on state faw, the investigation report shall also include a notice to the complainant that

- The complainant may pursue available civil law remedies outside of the district's complaint procedures, including, but not limited to, injunctions, restraining orders or other remedies or orders, 60 calendar days after the filing of an appeal with CDE. (Education Code 262.3)
- The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law- (Education Code 262.3)
- Complaints alloging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination;

Corrective Actions

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

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

For complaints involving retaliation or unlawful discrimination, harassment, intimidation, or bully rig, appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

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

For complaints of retaliation or unlawful discrimination, harassment, intimidation, or bullying involving a student as the respondent, appropriate corrective actions that may be provided to the student include, but are not limited to, the following:

- 1. Transfer from a class of school as permitted by law
- 2. Parent/guardian conference
- 3. Education regarding the impact of the conduct on others
- 4. Positive behavior support
- 5. Referral to a student success team
- Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law
- 7. Disciplinary action, such as suspension or expulsion, as permitted by law

When an employee is found to have committed retatiation or unlawful discrimination, harassment, infimidation, or bullying, the district shall take appropriate disciplinary action, up to and including cismissal, in accordance with applicable law and collective bargaining agreement.

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

C5BA NOTE: Generally, when a complaint is found to have merit, an appropriate remody is provided to the complainant or other affected person. However, in certain instances, the law may require a remedy to be provided to all affected persons, not just the complainant or subject of the complaint. For example, pursuant to Education Code 49013 and 5 CCR 4600, if the district, or CDE on appeal, finds merit in the complaint alleging noncompliance with the law regarding student fees and charges, the district is required to provide a remedy to all affected students and parents/guardians, as specified below. The same requirement applies to allegations of noncompliance with required instructional minutes for physical education pursuant to Education.

Code 51222 and 51223, course periods without educational content pursuant to Education Code 51228.2, and the LCAP requirements pursuant to Education Code 52075. Districts that do not maintain elementary schools should delete the reference to physical education below. When a complaint is found to have merit, an appropriate remedy shall be provided to fre complainant or other affected person.

However, if a complaint alleging noncompliance with the law regarding student fees, deposits, and other charges, physical education instructional minutes, courses without educational content, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51222, 51223, 51228.3, 52075)

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

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's investigation report on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with CDE within 30 calendar days of receiving the district's investigation report. (5 CCR 4632)

The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's investigation report for that complaint. The complainant shall specify and explain the basis for the appeal, including at least one of the following: (5 CCR 4632)

- 1. The district failed to follow its complaint procedures-
- Relative to the allegations of the complaint, the district's investigation report lacks material findings of fact necessary to reach a conclusion of laws.
- The material findings of fact in the district's investigation report are not supported by substantial evidence.
- 4. The legal conclusion in the district's investigation report is inconsistent with the law-
- In a case in which the district found noncompliance, the corrective actions fail to provide a proper remedy.

CSBA NOTE: 5 CCR 4633 requires the district to submit the following documents to CDE within 10 days after the district has been notified that an appeal has been filed. The district's fadure to provide a timely and complete response may result in CDE ruling on the appeal without considering information from the district.

Upon notification by CDE that the district's investigation report has been appealed, the Superintendent or designee shall forward the following documents to CDE within 10 days of the date of notification: (5 CCR 4633)

- 1. A copy of the original complaint
- 2. A copy of the district's investigation report

- A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator.
- 4. A report of any action taken to resolve the complaint
- 5. A copy of the district's UCP
- 6. Other relevant information requested by CDE

If notified by CDE that the district's investigation report failed to address allegation(s) raised by the complaint, the district shall, within 2D days of the notification, provide CDE and the appellant with an amended investigation report that addresses the allegation(s) that were not addressed in the original investigation report. The amended report shall also inform the appellant of the right to separately appeal the amended report with respect to the allegation(s) that were not addressed in the original report. (5 CCR 4632)

C5BA NOTE: Pursuant to 5 CCR 4633, CDE is required to issue a written decision regarding the appeal within 60 days of CDE's receipt of the appeal, unless extended by written agreement with the appellant or documentation by CDE of exceptional circumstances. Pursuant to 5 CCR 4635, if CDE's decision was issued based on evidence in the investigation file CDE received from the district or evidence uncovered after further Investigation of the allegations that were the basis of the appeal, either party may request reconsideration by the Superintendent of Public InstructionSPI or designee within 30 days of the appeal decision.

Pursuant to 5 CCR 4650, CDE may directly intervene in a complaint without waiting for action by the district when certain conditions exist, including the following: (1) the complaint alleges failure to comply with the UCP, including failure to follow the required timelines and failure to implement the final investigation report; (2) the complainant requests anonymity due to the possibility of retaliation and would suffer immediate and irreparable harm if a complaint was filed and the complainant was named: or (3) the complainant would suffer immediate and irreparable harm as a result of an application of a districtwide policy that is in conflict with state or federal law and that filing a complaint would be futile.

Health and Safety Complaints in License-Exempt Preschool Programs

CSBA NOTE: The following section is for use by districts that operate any license-exempt CSPP program. Education Code 8212; as renumbered by A8 424 (Ch. 446; Statutes of 2024), mandates districts to adopt policies and procedures for resolving complaints regarding specified health and safety issues in a license-exempt CSPP program. Pursuant to Education Code 8212, the district must use the UCP, with modifications as necessary, to resolve such complaints. Pursuant to 5 CCR 4610, such complaints must be addressed through the procedures described in 5 CCR 4690-4694.

See the accompanying exhibits for a sample classroom notice and complaint form.

Any complaint regarding health or safety issues in a license-exempt California State Preschool Program (CSPP) shall be addressed through the procedures described in 5 CCR 4690-4694.

In order to identify appropriate subjects of CSPP health and safety issues pursuant to Health and Safety Code 1596.7925, a notice shall be posted in each license-exempt CSPP classroom in the district notifying parents/guardians, students, and teachers of the health and safety requirements of Title 5 regulations that apply to CSPP programs pursuant to Health and Safety Corle 1596.7925 and the location at which to obtain a form to file any complaint alleging noncompliance with those requirements. For this purpose, the Superintendent or designed may download and post a notice

available from the CDE web site; (Education Code 8212; 5 CCR 4691)

The district's annual UCP notification distributed pursuant to 5 CCR 4622 shall clearly indicate which of its CSPP programs are operating as exempt from licensing and which CSPP programs are operating pursuant to requirements under Ticle **22** of the Code of Regulations. (5 CCR 4691)

Any complaint regarding specified health or safety issues in a license-exempt CSPP program shall be filed with the preschool program administrator or designee, and may be filed anonymously. The complaint form shall specify the location for filing the complaint, contain a space to indicate whether the complainant desires a response to the complaint, and allow a complainant to add as much text as desired to explain the complaint. (Education Code 8212) \$ CCR 4690}

If it is determined that the complaint is beyond the authority of the preschool program administratur, the matter shall be forwarded to the Superintendent or designee in a timely manner, not to exceed 10 working days, for resolution. The preschool administrator or the Superintendent or designee shall make all reasonable efforts to investigate any complaint within their authority. (Education Code B212; 5 CCR 4692)

Investigation of a complaint regarding health or safety issues in a livense-exempt CSPP program shall begin within 10 days of receipt of the complaint. (Education Code 8212: 5 CCR 4692)

The preschool administrator or designee shall remedy a valid complaint within a reasonable (ime period not to exceed 30 working days from the date the complaint was received. If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the preschool administrator or Superintendent's designee shall, within 45 working days of the initial filing of the complaint, report the resolution of the complaint to the complainant and CDE's assigned field consultant. If the preschool administrator makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 8212; 5 CCR 4692)

CSBA NOTE: Education Code 48985 requires that reports sent to parents/guardians be written in their primary language when 15 percent or more of a school's enrolled students speak a single primary language other than English. During the FPM process, CDE staff will check to ensure compliance with this requirement. Based on Title VI of the Civil Rights Act of 1964, OCR requires districts to ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

If a complaint regarding health or safety issues in a license-exempt CSPP program involves an LEP student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Board at a regularly scheduled hearing and, within 30 days of the date of the written report, may file a written appeal of the district's decision to the Superintendent of Public Instruction in accordance with 5 CCR 4632. (Education Code 8212, 5 CCR 4693, 4694)

Ali complaints and responses are public records (5 CCR 4690).

On a quarterly basis, the Superintendent or designee shall report summarized data on the nature and resolution of all CSPP health and safety complaints, including the number of complaints by general subject area with the number of resolved and unresolved complaints, to the Board at a regularly scheduled Board meeting and to the County Superintendent. (S CCR 4693)

Policy Reference UPDATE Service

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Policy Reference Disclaimer:

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

State 2 CCR 11023	Description Harassment and discrimination prevention and correction
5 CCR 15580-15584	Child nutrition programs complaint procedures
5 CCR 3200-3205	Special education compliance complaints
5 CCR 4600 4670	Uniform complaint procedures
5 CCR 4600-4687	Uniform complaint procedures and Williams complaints
5 CCR 4690 4694	Complaints regarding health and safety issues in license- exempt preschool programs
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
Ed. Code 18100-18203	School librarles
Ed. Code 200-262.4	Prohibition of discrimination
Ed. Code 32280-32289.5	School safety plans
Ed. Code 35186	Williams uniform complaint procedures
Ep. Cade 46015	Parental leave for students
Ed. Code 48645.7	Juvenile court schools
Ed. Cade 48853-48853.5	Foster youth
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 49010-49013	Student fees
Ed. Code 49060-49079	Student records
Ed. Code 49069.5	Records of faster youth
Ed. Code 49490-49590	Child nutrition programs
Ed. Code 49701	Provisions of the Interstate Compact on Educational Opportunities for Military Children
Ed. Code 51204 5	Social sciences instruction: contributions of specified groups
Ed, Code 51210	Course of study for grades 1-6
Ed. Code 51222	Physical education
Ed. Code 51223	Physical education; elementary schools

Ed. Code 51225.1-51225.2 Ed. Code 51226-51226.1 Ed. Code 51228.1-51228.3 Ed. Code 51501 Ed. Code 52059.5 Ed. Code 52060-52077 Ed. Code 52075 Ed. Cade 52300-52462 Ed. Code 52500-52617 Ed. Code 54400-54425 Ed. Code 54440-54445 Ed. Code 54460-54529 Ed. Code 59000-59300 Ec., Code 60010 Ed. Code 60040-60052 Ed. Code 64000-64001 Ed. Code 65000 65001 Fd. Code 8200-8488 Ed. Code 8500-8538 Gay. Cade 11135 Gov. Code 12900-12976 11&S Code 1596.792 H&S Code 1596.7925 Pen, Code 422,55 Pen. Code 422.6 Federal 20 USC 1221 2C USC 1232g 20 USC 1681-1688

Foster youth, homeless children, former juvenile court school. students; course credits; graduation requirements. Career technical education Course periods without educational content. Nondiscriminatory subject matter Statewide system of support. Local control and accountability plan Complaint for lack of compliance with local control and accountability plan requirements. Career technical education Adult schools Compensatory education programs Migrant education Compensatory education programs. Special schools and centers. Instructional materials; definition Requirements for instructional materials Consolidated application process: school plan for student. achievement. School site councils Child care and development programs. Adult basic education Prohibition of discrimination Fair Employment and Housing Act. California Child Day Care Act; general provisions and definitions California Child Day Care Act: health and safety regulations. Definition of hate crime. Crimes: harassment Description Application of Jaws Family Educational Rights and Privacy Act (FERPA) of 1974 Title IX of the Education Amendments of 1972: discrimination based on sex

20 USC 6301-6576	Title I Improving the Academic Achievement of the Disadvantaged
20 USC 6801-7014	Title III language instruction for limited English proficient and immigrant students
28 CFR 35.107	Nondiscrimination on basis of disability, complaints
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 100.3	Prohibition of discrimination on basis of race, color or national origin
34 CFR 104.7	Section 504: Designation of responsible employee and adoption of grievances procedures
34 CFR 106.1-106.82	Nondiscrimination on the basis of sex in education programs
34 CFR 106.30	Discrimination on the basis of sex in education programs and activities; dehnitions
34 CFR 106.44	Recipient's response to sexual harassment
34 CFR 106.45	Grievance process for formal complaints of sexual harassment
34 CFR 106.8	Designation of coordinator; dissemination of policy, and adoption of grievance procedures
34 CFR 110.25	Notification of nondiscrimination on the basis of age
34 CFR 99 1-99.67	Family Educational Rights and Privacy
42 USC 11431-11435	McKinney-Venco Homeless Assistance Act
42 USC 12101-12213	Americans with Disabilities Act
42 USC 2000J-2000e-17 <u>200</u> 0d-7	Title VI and Title VII Civil Rights Act of 1964, as amended
42 USC 2000h-2-2000h-6	Title IX of the Civil Rights Act of 1964
42 USC 6101-6107	Age Discrimination Act of 1975
Management Resources California Department of Education Publication	Description Uniform Complaint Procedure 2021-22 Program Instrument
California Department of Education Publication	Sample UCP Board Policles and Procedures
U.S. DOE, Office for Civil Rights Publication	Part 1: Questions and Answers Regarding the Department's Title IX Regulations, January 2021
U.S. DOE, Office for Civil Rights Publication	Questions and Answers on the Title IX Regulations on Sexual Harassment, July 2021
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014
U.S. DOJ Publication	Guidance to Federal Financial Assistance Recipients Regarding 1 the VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2007

Website	CSBA District and County Office of Education Legal Services
Website	Student Privacy Policy Office
Website	U.S. Department of Agriculture
Website	Californ'a Department of Social Services
Website	U.S. Department of Justice
Website	California Department of Education
Website	CSBA
Website	U.S. Department of Education, Office for Civil Rights
Website	California Civil Rights Department

Cross References

Code 0410	Description Nondiscrimination In District Programs And Activities
0420	School Plans/Site Councils
0420	School Plans/Site Councils
0420.41	Charter School Oversight
0420.41+E(1)	Charter School Oversight
0430	Comprehensive Local Plan For Special Education
043C	Comprehensive Local Plan For Special Education
0450	Comprehensive Safety Plan
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0460	Local Control And Accountability Plan
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4112.9-E(1)	Employee Notifications
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CSBA Sample District Policy Manual CSBA Sample Manual Site

Regulation 1312.4: Williams Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 11/01/2010 | Last Revised Date: 06<u>10</u>/01/2022<u>2023 | Last Reviewed</u> Date: 06<u>10</u>/01/2022<u>2023</u>

CSBA NOTE: Education Code 35186 mandates that districts establish policies and procedures to address complaints regarding insufficiency of textbooks and Instructional materials, teacher vacancy or misassignment, and emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff. When such a complaint is filed with the district, the district is required to investigate and resolve the complaint in accordance with the Williams uniform complaint. procedures established pursuant to 5 CCR 4680-4687.

It is recommended that districts use these procedures only for complaints specified in law and this administrative regulation. See 3P/AR 1312.3 - Uniform Complaint Procedures for a discussion of the types of complaints subject to the uniform complaint procedures established pursuant to 5 CCR 4600-4670-, and for licensetexempt preschool programs pursuant to 5 CCR 4690-4694. For procedures related to complaints about employees, see BP/AR 1312.1 - Complaints Concerning District Employees. For complaints concerning the district's adoption and selection of specific instructional materials, see BP/AR 1312.2 - Complaints Concerning Instructional Materials. For complaints regarding the district's nutrition program, see BP 3555 - Nutrition Program Compliance.

Types of Complaints

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

<u>CSBA NOTE:</u> Education Code 242, as added by AB 1078 (Ch. 229, Statutes of 2023), requires the <u>California Department of Education (CDE) to develop, by July 1, 2025, guidance and public</u> <u>educational materials to ensure that all Californians can access information about educational laws</u> and policies that safeguard the right to an accurate and inclusive curriculum.

Pursuant to Education Code 60119, boards are required to hold a public hearing annually regarding the sufficiency of instructional materials. If, at the public hearing, the Governing Board makes a determination of "insufficient materials", Education Code 1240, as amended by AB 1078, requires the Board to take certain actions and specifies <u>potential consequences</u> (or not remedying the deficiency as required by law; see BP 6161.1 – Selection and Evaluation of Instructional <u>Materials</u>.

- L Complaints regarding the insufficiency of textbooks and Instructional materials, including any complaint alleging that: (Education Code 35186; 5 CCR 4681)
 - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district adopted textbooks or other required instructional materials to use in class.
 - b. b. A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.

- c. Textbooks or instructional materials are in poer or unusable condition, have missing pages, or are unreadable due to damage.
- A: d_{init} A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
- Complaints regarding teacher vacancy or misassignment, including any complaint, alleging that: (Education Code 35186: 5 CCR 4682)
 - a. A semester begins and a teacher vacancy exists.

CSBA NOTE: Education Code 35186, as amended by SB 114 (Ch. 48. Statutes of 2023), requires that the Williams uniform complaint procedure be used to address a complaint related to teacher misassignment that claims that a teacher who lacks credentials or training to teach English learners is assigned to teach a class with one or more English learners in the class.

- b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with <u>one or</u> more than 20 percent English learners in the class.
- e_n <u>c</u>.____A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

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

CSBA NOTE: 5 CCR 4600, as amended by Register 2020, No. 21, revises the definition of "beginning of the year or semester" as provided below

> d. ____Beginning of the year or somester means the time period from the first day students attend classes for a year-long course or semester-long course, though not later than 20 business days afterwards. (5 CCR 4600)

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold (Education Code 35166; 5 CCR 4600)

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

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

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

Clean or maintained school restracom means a school restracom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, scap, er<u>and</u> paper towels or functional hand dryers. (Education Code 35292.5)

<u>CSBA NOTE:</u> Pursuant to Education Code 35292.5, as amended by <u>SB 760 (Ch. 227,</u> <u>Statutes of 2023), districts may temporarily close a restroom for (1) a documented</u> student safety concern. (2) an <u>Immediate threat to student safety</u>, or (3) to repair the <u>facility</u>.

Open restroom means the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary for a <u>documented</u> student safety concern, an immediate threat to student safety, or to make repairsrepair the (acility, (Education Code 35292.5)

CSBA NOTE: The following optional paragraph is for use by districts that maintain any of grades 6-12, and may be revised on reflect the grade levels served by the district.

Pursuant to Education Code 35292.6, as added by AB 367 (Ch. 664, Statutes of 2021), before the start of the 2022-23 school year, a school that serves any of grades 6-12 is required to stock the school's restrooms with menstrual products for use in connection with the menstrual cycle free of charge. See AR 3517 - Facilities Inspection.

Although Education Code 35292.6 does not require a complaint process, it is recommended that the Williams uniform complaint procedures be used to address any allegation of noncompliance with Education Code 35292.6 in order to ensure consistency in the procedures that districts use to address allegations of noncompliance with all restroom maintenance requirements. However, pursuant to 5 CCR 4610, any such district-permitted complaint may not be appealed to CDE. In any school serving any of grades 6-12, a complaint may be filed alleging noncompliance with the requirement of Education Code 35292.6 to, at all times, stock and make available and accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom. (Education Code 35292.6)

Forms and Notices

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

CSBA NOTE: Education Code 35186 requires that the district's complaint form contain the elements stated in the following paragraph. In addition, Education Code 35186 requires that a notice be posted in each classroom in each school in the district, as specified below. See the accompanying exhibits for a sample form and classroom notice.

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

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

Filing of Complaint

CSBA NOTE: Education Code 35186 requires that complaints be investigated and resolved within the timelines specified below. During the Federal Program Monitoring (FPM) process, the California Department of Education (CDE)CDE staff will expect to see statements regarding the filing of the complaint, the investigation, timelines, and the complainant's right to appeal to the Governing Board and to appeal facilities complaints to CDE, as detailed in the following section and the section "Investigation and Response" below.

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

<u>CSBA</u> NOTE: Pursuant to Education Code 35186, as amended by AB 1078, complaints related to instructional materials alleging that more than one student does not have sufficient textbooks or instructional materials as the result of an act by the Board, or the Board's failure to remedy the deficiency, may be filed with the Superintendent of Public Instruction (SPI) directly in addition to or in lieu of being filed with the district, and the SPI may directly intervene without waiting for an investigation, as described in the section "Investigation and Response" below.

Pursuant to Education Code 60150, as added by AB 1078, if the SPI finds that a district has not provided sufficient (exthooks or instructional materials as required, CDE is required to take all remedial actions as specified in Education Code 1240, including purchasing textbooks and instructional materials. Additionally, the SPI is required to assess a financial penalty against the

district's local control funding formula allocation.

A complaint alleging that more than one student does <u>not have sufficient textbooks or instructional</u> <u>insterials as the result of an act by the Board, or the Board's failure to remedy the deficiency, may</u> <u>be filed with the Superintendent of Public Instruction (SPI) directly in addition to or in lieu of being</u> <u>filed with the dis</u>trict. Any such complaint shall identify the basis and provide evidence to support its filing directly with the SPI. (Education Code 35186)

If the Superintendent or designee becomes aware that a complaint alleging insufficient textbooks or instructional materials that has been filed directly with the SPI but not with the district, the

Superintendent or designee may initiate an investigation in accordance with this administrative regulation, as described below, if there is sufficient evidence to do so.

Investigation and Response

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

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

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

CSBA NOTE: Education Code 48985 specifies that, when 15 percent or more of the students enrolled in a particular school speak a single primary language other than English, all notices, reports, statements, or records sent to the parents/guardians of such students be written in English and in the parmary language. Education Code 35186 requires that, when Education Code 48985 is applicable, any response requested by the complainant must be written in English and in the primary language in which the complaint was filed.

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

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

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

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

Reports

CSBA NOTE: During the FPM process, CDE staff will expect to see the following statement.
 On a quarterly basis, the Superintendent or designed shall report, to the Board at a regularly scheduled Board meeting and to the County Superintendent of Schools, summarized data on the nature and resolution of all complaints. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. (Education Cede 35186; 5 CCR 4686)

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State 5 CCR 4600-4670	Description Uniform complaint procedures
5 CCR 4600-4687	Uniform complaint procedures and Williams complaints
<u>5 CCR 4670-4694</u>	Health and safety complaints in license-exempt <u>preschool</u> <u>programs</u>
Ed Code 1240	County superintendent of schools: duties
Ed. Code 17592.72	Urgent or emergency repairs; School Facility Emergency Repair Account
Ed. Code 200-262.4	Prohibibion of discrimination
Ed. Code 234.1	Student protections relating to discrimination, harassment, intimidation, and bullying
Edi. Code 33126	School accountability report card
Ed. Code 35186	Williams uniform complaint procedures
Ed. Code 35292.5-35292.6	Restrooms; maintenance and cleanliness
<u>Ed. Code 48907</u>	Exercise of free expression: time, place and manner rules and regulations
Ed. Code 48550	Speech and other communication
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 51501	Nondiscriminatory subject matter
Ed. Code 60010	Instructional materials; definition
Ed. Code 60040-60052	Requirements for instructional materials
Ed. Code 60119	Hearing on sufficiency of instructional materials
Ed. Code 60150	Penalty for insufficiency of textbooks and instructional materials
Federal 20 USC 6314	Description Title I schoolwide program
Management Resources Website	Description CSBA District and County Office of Education Legal Services
Website	State Allocation Board, Office of Public School Construction
Website	California Department of Education (https://www.cde.ca.gov/)
Website	California County Superintendents Educational Services Association (https://ccsesa.org/)

Website	Department of Justice (https://oag.ca.gov//
<u>Website</u>	<u>U.S. Department of Education. Office for Civil Rights</u> (https://www2.ed.gov/about/offices/list/ocr/index.html)
Website	California Department of Education, Williams Case
Website	California County Superintendents
Website	ÇSBA

Cross References

Code 0410	Description Nondiscrimination In District Programs And Antivities
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
1100	Communication With The Public
1250	Visitors/Outsiders
1250	Visitors/Outsiders
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
13122-F(i)	Complaints Concerning Instructional Materials
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1340	Access To District Records
1340	Access To District Records
3270	Sale And Disposal Of Books, Equipment And Supplies
3270	Sale And Disposa! Of Books, Equipment And Supplies
3514	Environmental Safety
3514	Environmental Safety
3514.2	Integrated Pest Management
3517	Facilities Inspection
3517-E(1)	Facilities Inspection
3550	Food Service/Child Nutrition Program
3550	Food Service/Child Nutrition Program
4112.2	Certification

41122	Certification
4112.22	Staff Teaching English Learners
4113	Assignment
4113	Assignment
4144	Complaints
4144	Complaints
4244	Complaints
4244	Complaints
4344	Complaints
4344	Complaints
<u>5146.3</u>	Nondiscrimination/Harassment
6143	Courses Of Study
6142.92	Mathematics Instruction
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161,1-F(1)	Selection And Evaluation Of Instructional Materials
<u>6161.11</u>	Supplementary Instructional Materials
6161.2	Daniaged Or Lost Instructional Materials
6163.1	Library Modia Centors
9000	Rule Of The Board
9012	Board Member Electronic Communications
9200	Limits Of Board Member Authority
9322	Agenda/Meeting Materials

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Exhibit 1312.4-E(1): Williams Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 11/01/2007 | Last Revised Date: 03<u>10</u>/01/2019<u>2023</u> | Last Reviewed Date: 02<u>10</u>/01/5019<u>2023</u>

CSBA NOTE: Education Code 35186 requires that the following notice be posted in each K-12 classroom in each school in the district. During the Federal Program Monitoring process, California Department of Education (CDE) staff will check to ensure that a notice is placed in each classroom in each school and that the notice contains all the information described below.

NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS: K-12 COMPLAINT RIGHTS

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

 There should be sufficient textbooks and instructional materials. That means each strafent, including an English learner, must have a textbook or instructional materials, or both, to use in class and to take home.

<u>CSBA NOTE: Pursuant to Education Code</u> 35292.5, as amended by **SB** 760 (Ch. 227, <u>Statutes of 2023), districts may temporarily close a restroom for (1) a documented student</u> safety concern, (2) <u>an immediate</u> threat to <u>student</u> safety, or (3) to repair the facility.

2. School facilities must be clean, safe, and maintained in good repair.

<u>CSBA NOTE: Education Code 35186, as amended by SB 114 (Ch. 48, Statutes of 2023).</u> <u>requires that the Williams uniform complaint procedure be used to address a complaint</u> related to teacher misassignment that claims that a feacher who lacks credentials or training <u>to teach English learners is assigned to teach a class with one or more English learners in the</u> class.

3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

Misossignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

CSBA NOTE: Education Code 35186 requires that the notice inform parents/guardians of the location to obtain a complaint form and provides that posting a notice downloadable from the CDE's web sitewebsite will satisfy this requirement. The law does not require that complaint form be placed in any specific location. The following paragraph lists locations where complaint forms may be available and should be modified to reflect district practice, including adding the school and district web site<u>website</u> addresses.

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's Williams uniform complaint procedures as required by law. A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site<u>website</u>. You may also download a copy of the California Department of Education <u>{CDE}</u> complaint form from the following web site; hetp://www.cde.co.gov/re/ep/HcCDE's, website when available. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education & CDE's, website when available.

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State 5 CCR 4600-4670	Description Uniform complaint procedures
5 CCR 4600-4687	Uniform complaint procedures and Williams complaints
<u>5 CCR 4650-4694</u>	<u>Health and safety complaints in license-exempt preschool</u> <u>programs</u>
Ed. Code 1240	County superintendent of schools; duties
Ed. Code 17592.72	Urgent or emergency repairs; School Facility Emergency Repair Account
Ed. Code 200-262 4	Prohibition of discrimination
Ed. Code 234.1	Student protections relating to discrimination, harassment, interridation, and bullying
Ed. Code 33126	School accountability report card
Ed. Code 35186	Williams uniform complaint procedures
Ed. Code 35292.5-35292.6	Restrooms; maintenance and cleanliness
<u>Ed. Code 48907</u>	Exercise of free expression; time, place and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 48985	Notices to parents in Janguage other than English
Ed. Code 51501	Nondiscriminatory subject matter

Ed Code 60010	Instructional materials: definition
Ed. Ca <u>de 60040-60052</u>	Requirements for instructional materials
Ed. Code 60119	Hearing on sufficiency of instructional materials
Fd. Code 60150	<u>Penalty for insufficiency of textbooks and instructional</u> materials
Federal 20 USC 6314	Description Title Eschoolwide program
Management Resources Website	Description CSBA District and County Office of Education Legal Services
Website	State Allocation Board, Office of Public School Construction
Website	California Department of Education (https://www.cdc.ca.gov/)
<u>Website</u>	<u>Calitornia County Superintendents Educational Services</u> <u>Association (https://ccsesa.org/)</u>
Website	Department of Justice (https://oag.ca.gov/)
Website	U.5. Department of Education, Office for Civil Rights <u>(https://www2.ed.gov/about/offices/list/ocr/index.html)</u>
Website	California Department of Education, Williams Case
Website	Colifornia County Superintendents
Website	CSBA

Cross References

Code 0410	Description Nondiscrimination in District Programs And Activities
0460	Local Control And Accountability Plan
6460	Local Control And Accountability Plan
1100	Communication With The Public
1250	Visitors/Outsiders
1250	Visitors/Outsiders
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.2-E(1)	Complaints Concerning Instructional Materials
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures

1340	Access To District Records
1340	Access To District Records
3270	Sale And Disposal Of Books, Equipment And Supplies
3270	Sale And Disposal Of Books, Equipment And Supplies
3514	Environmental Satety
3514	Environmental Safety
3514.2	Integrated Pest Management
3517	Facilities Inspection
3517-E(1)	Facilities Inspection
3550	Food Service/Child Nutrition Program
3550	Food Service/Child Nutrition Program
4112.2	Certification
4112.2	Certification
4112.22	Staff Teaching English Learners
4113	Assignment
4113	Assignment
4144	Complaints
4144	Complaints
4244	Complaints
4244	Complaints
4344	Complaints
4344	Complaints
5145.3	Nondiscrimination/Harassment
<u>6143</u>	Courses Of Study
6142.92	Mathematics Instruction
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials
6161.11	Supplementary Instructional Materials
6161.2	Damaged Or Lost Instructional Materials
6163.1	Library Media Centers
9000	Role Of The Board
9012	Board Member Electronic Communications

9200	Limits Of Board Member Authority
9322	Agenda/Meeting Materials

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

Status: ADOPTED

Original Adopted Date: 11/01/2010 | Last Revised Date: 9610/01/20222023 | Last Reviewed | Date: 9610/01/20222023

CSBA NOTE: Education Code 35186 creates the Williams uniform complaint procedures for the filing of complaints conterning deficiencies in textbooks or instructional materials, conditions of facilities that are not maintained in a clean or safe manner of in good repair, or teacher vacancy or misassignment. The following form contains elements required by Education Code 35186 and **\$** CCR 4681-4683. During the Federal Program Monitoring process. California Department of Education staff will check to ensure that the complaint form includes all of the elements specified below.

K-12 COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURES

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

Response requested? ___ Yes ___ No.

Contact information: (if response is requeste	ed)
Name:	
Address:	
Phone number: Day:	Evening:
E-mail address, if any:	
Date problem was observed:	
Location of the problem that is the subject o	f this complaint:
School name/address:	
Course title/grade level and teacher name: _	
Room number/name of roum/location of fac	ility

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

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

- 1. Jextbooks and instructional materials: (Education Code 35186; 5 CCR 4681)
 - A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required

instructional materials to use in class.

- A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of fextbooks or instructional materials for each student.
- Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
- 2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4682)
 - A semester begins and a teacher vacancy exists. A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a onesemester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester. (5 CCR 4600)

C\$BA NOTE: Education <u>Code 35186</u>, as amended by SB <u>114</u> (Ch. 48, Statutes of 2023), requires that the Williams uniform complaint procedure be used to address a complaint related to teacher misassignment that claims that a teacher who lacks <u>credentials or training to teach English learners is assigned</u> to teach a class with one <u>or more English learners in Lie class</u>.

- A teacher who lacks credentials or training to teach English learners is assigned to teach a class with <u>one or more than 20 percent English learners in the class.</u>
- A teacher is assigned to teach a class for which the teacher lacks subject matter competency.
- 3. Facilities conditions: (Education Code 17592.72, 35186, 35292.5, 35292.6; 5 CCR 4683)
 - A condition exists that poses an emergency or urgent threat to the health or safety
 of students or staft including gas leaks: nontunctioning heating, ventilation, fire
 sprinkfers, or air-conditioning systems: electrical power failure: major sewer line
 stoppage; major pest or vermin infestation; broken windows or exterior doors or
 gates that will not lock and that pose a security risk; abatement of hazardous
 materials previously undiscovered that pose an immediate threat to students or staff;
 structural clamage creating a hazardous or uninhabitable condition; and any other
 condition deemed appropriate by the district.
 - A school restroom has not been cleaned or maintained regularly, is not fully
 operational, or has not been stocked at all times with toilet paper, soap, orand paper
 towels or functional hand dryers.

CSBA NOTE: The following optional item is for districts that choose to use the Williams uniform complaint procedures to address complaints alleging noncompliance with requirements to stock restrooms at certain schools with menstrual products pursuant to Education Code 35292.6; see the accompanying administrative regulation. For a school serving any of grades 6-12, the school has not, at all times, stocked and made available and accessible (red of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom.

CSBA NOTE: Pursuant to Education Code 35292.5, as amended by SB 760 (Ch. 227, Statutes of 2023), districts may temporarily close a restroom for (1) a documented student safety concern, (2) an immediate threat ro student safety, or (3) to repair the facility.

The school has not kept all restrooms open during school hours when students are not in classes and has not kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when temporary closing of the restroom is necessary for a <u>documented</u> student safety <u>concern</u>, an <u>iromediate</u> threat to student safety, or to <u>make repairs</u>repair the facility.

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

C5BA NOTE: Education Code 35186 requires that complaints be filed with the principal or designee and that the complaint form specify the location for filing the complaint. Districts should specify the name and/or location in the spaces below.

Please file this complaint at the following location:

(principal or designee)

(address)

- CSBA NOTE: Pursuant to Education Code 35186, as amended by AB 1078 (Ch. 229, Statutes of 2023), complaints related to instructional materials alleging that more than one student does not have sufficient textbooks or instructional materials as the result of an act by the Governing Board,
- or the Board's failure to remedy the deficiency, may be filed with the Superintendent of Public Instruction [SPI] directly, and the SPI may directly intervene without waiting for an investigation by the district; see the accompanying administrative regulation for more information. The following paragraon may be used by districts to inform complainants about the option to file complaints directly with the SPI.

Please be aware that you may file a complaint directly with the Superintendent of Public Instruction if you are alleging that more than one student does not have sufficient textbooks or instructional materials as the result of an act by the Governing Board, or the Board's failure to remedy the deficiency. Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

(Signature)

(Dote)

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State	Description
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4600-4687	Uniform complaint procedures and Williams complaints
5 CCR 4690-4694	Health and safety complain <u>ts in license-exempt</u> <u>preschool</u> programs
Ed. Code 1240	County superintendent of schools; duties
Ed. Code 17592.72	Urgent or emergency repairs; School Facility Emergency Repair Account
Ed. Code 200-262.4	Prohibition of discrimination
Ed. Code 234,1	Student protections relating to discrimination, harassment, intimidation, and bullying
Éd. Code 33126	School accountability report card
Ed. Code 35186	Williams uniform complaint procedures
Ed. Code 35292.5 35292.6	Restrooms; maintenance and cleanliness
Ed. Code <u>48907</u>	<u>Exercise of free expression, time, place and manner rules and repulations</u>
Ed. Code 48950	Speech and other communication
Ed. Code 48965	Notices to parents in language other than English
Ed. Code 51501	Nondiscriminatory subject matter
Ed. Code 60010	Instructional materials; definition
Ed. Code 60040 60052	Requirements for instructional materials
Ed. Code 60119	Hearing on sufficiency of instructional materials
Ed. Code 60150	Penalty for insufficiency of textbooks and instructional materials

Federal 20 USC 6314	Description Title I schoolwide program
Management Resources Website	Description CSBA District and County Office of Education Legal Services
Website	State Adocation Board. Office of Public School Construction
<u>Website</u>	California Department of Education (https://www.c <u>do.ca.gov/)</u>
<u>Website</u>	<u>California County Superintendents Educati</u> onal Services Association [https://cosesa.org/)
Website	Department of Justice (https://oag.ca.gov/)
Website	U 5. Department of Edu <u>cation, Office for Civil Rights</u> {https://w <u>ww2.ed.gov/ahout/offices/list/ocr/index.html)</u>
Website	<u>California</u> Department of Education, Williams Case
Website	California County Superintendents
Website	CSBA
Cross References	

Code 0410	Description Nondiscrimination in District Programs And Activities
0460	Local Control And Accountability Plan
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1250	Visitors/Outsiders
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1312.2	Complaints Concerning Instructional Materials
1312.2-E(1)	Complaints Concerning Instructional Materials
1312.3	Uniform Complaint Procedures
1312-3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
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3270	Sale And Disposal Of Books, Equipment And Supplies

3514	Environmental Safety
35,4	Environmental Safety
3514.2	Integrated Pest Management
3517	Facilities Inspection
3517-E(1)	Facilities Inspection
3550	Food Service/Child Nutrition Program
3550	Food Service/Child Nutrition Program
4112.2	Certification
4112.2	Certification
4112.22	Staff Teaching English Learners
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4144	Complaints
4144	Complaints
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4244	Complaints
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6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials
6161.11	Supplementary Instructional Materials
6161.2	Damaged Or Lost Instructional Materials
6163.1	Library Media Centers
9000	Role Of The Board
9012	Board Member Electronic Communications
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Policy 5145.3: Nondiscrimination/Harassment

Status: ADOPTED

Original Adopted Date: 10/01/2014 | Last Revised Date: 0510/01/20202023 | Last Reviewed Date: 0510/01/20202023

CSBA NOTE: The following mandated policy reflects various provisions of state and federal law which prohibit discrimination against students in educational programs and activities based on certain actual or perceived characteristics of an individual, including. Education Code 22D, which prohibits discrimination based on disability, race, nationality, immigration status, ethnicity, gendier, gender identity, gender expression, sexual orientation, religion, or any other characteristic. contained in the definition of hate crimes in Penal Code 422.55;. Government Code 11135; which prohibits discrimination based on allmost of the foregoing characteristics and on sex, color, ancestry, age, medical condition, marital status, and an individual's genetic information<u>).</u> Title Vi <u>of</u> the Civil Rights Act of 1964 (42 USC 2000d-2000e-17), which 2000d-7) prohibits discrimination. based on race, color, or national origin;. Title IX (20 USC 1681-1688), which prohibits discrimination based on sex, gender, gender identity, pregnancy, and parental status; the, The Age. Discrimination Act of 1975 (42 USC 6101-6107), which) prohibits discrimination based on age; and Fifle H. The Americans with Disabilities Act (ADA) (20 USC 12101-12213) and Section 504 (29 USC 794); which) prohibit discrimination based on disability. Education Code 260 gives the Governing Board primary responsibility for ensuring that district programs and activities are free. from discrimination based on age or any of the characteristics listed in Education Code 220. See also BP 0410 - Nondiscrimination in District Programs and Activities.

Moreover, this sample Board policy and the accompanying administrative regulation reflect the statutory right of a transgender student to participate in sex-segregated educational programs and use facilities consistent with one's gender identity as specified in Education Code 221.5, and best practices based on existing state and federal law. Districts with questions about the rights of transgender and gender-nonconforming students should consult <u>CSBA's District and County</u> <u>Office of Education Legal Services or district</u> legal counsel as appropriate. For more information on the rights of transgender students, see CSBA's Updated , 'Legal Guidance: <u>Protecting on Bights of</u> Transgender and Gender Nonconforming Students Against Sex Discrimination.in Schools.'

Education Code 234.3 mandates that districts adopt policy <u>as well as a process for</u> prohibiting discrimination which applies to all acts related to school activity or school attendance occurring within a school or under the authority of the district, including discriminatory harassment, intimidation, and bullying, based on the foregoing characteristics. The California Department of Education (COE), through its Federal Program Monitoring process, reviews districts' uniform complaint procedures (UCP) and other anti-discrimination policies and practicesprocesses to ensure compliance with these requirements. In addition, the U.S. Department of Education's Office for Civil Rights (OCR) is responsible for the administrative enforcement of federal laws and regulations prohibiting discrimination on the basis of race, color, national origin, sex, disability, and age in programs and activities that receive federal financial assistance from the department, and requires the adoption of nondiscrimination policies and complaint procedures.

Education Code 234.1 requires that the district's nondiscrimination policy include a statement that the policy applies to all acts related to a school attivity or school attendance and, as amended by AB 1078 (Cb. 279, Statute of 2023), all acts of the Board and the Superintendent in enacting policies and procedures that govern the district. Education Code 234.1, as amended by AB 1078,

contains similar language regarding the County Board of Education and the County Superintendent of Schools.

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

OCR has clarified in several publications that conduct that occurs off campus may have an adverse effect on a student at school (keig., create a "hostile environment" for the student). When that happens, the district has an obligation to investigate and to take steps to protect the student.

This policy shall apply to all acts constituting unlawful discrimination or harassment related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsoreril activities but which may have an impact or create a hostile onvironment at school-

The , and to all acts of the Governing Board and the Superintendent in enacting policies and proce<u>dures that govern the district.</u>

<u>The Board</u> desires to provide a <u>welcoming</u>, sate, <u>and supportive</u> school environment that allows all students equal access to and opportunities in the district's academic, extracorricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory barassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

<u>CSBA NOTE: OCR's August 2022 Dear Colleague Letter, 'Rare and School Programming,' states</u> <u>that a district may not separate students based on race, but may include group discussions or</u> activities that focus on race as part of the corriculum, courses, or programs so long as access or <u>participation is not permitted or limited based on race. OCR guidance also provides that a school-</u> <u>sponsored program with emphasis on race, such as a student club, that is open to all students,</u> typically would not violate Title VI solely because of its race-related theme.

Unlawful discrimination, including discriminatory barassment, intimidation, or bullying, may result from physical, verbai, nonverbai, or written conduct based on any of the categories listed above Unlawful discrimination also occurs when prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

CSBA NOTE: in addition to the types of prohibited student conduct described above, unlawful discrimination includes different treatment of students with respect to the provision of

opportunities to participate in school programs or activities or the provision or receipt of educational bonefits or services. See BP 0410 - Nondiscrimination in District Programs and Activities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational henefits or services.

<u>CSBA NOTE: Unlawful discrimination may occur when disciplining students.</u> OCR's guidance, <u>"Supporting Students with Disabilities and Avoiding the Discriminatory Use of Student Discipline</u> under Section 504 of the <u>Rehabilitation Act of 1973.</u> <u>"Resource on Confronting Racial</u> <u>Discrimination in Student Discipline," and "Creating Inclusive and Nondiscriminatory School</u> <u>Environments for LGBTQI+ Students.</u> <u>address discrimination in the use of discipline based on</u> <u>disability, race, and gender expression.</u> <u>For more information regarding student discipline, see</u> <u>BP/AR 5144 – Discipline, BP/AR 5144.1 – Suspension and Expulsion/Due Process, and AR 5144.2</u> <u>– Suspension and Expulsion/Due Process (Students With Disabilities).</u> <u>Recause unlawful discrimination may occur when disciplines students including suspension and</u>

Because unlawful discrimination may occur when disciplining students, including suspension and expulsion, the Superintendent or designee shall ensure that staff enforce discipline rules fairly, consistently and in a non-discriminatory manner, as specified in Board Policy and Administrative Regulation 5144 – Discipline, Board Policy and Administrative Regulation 5144.1 – Suspension and Expulsion/Due Process, and Administrative Regulation 5144.2 – Suspension and Expulsion/Due Process (Students With Disabilities).

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

CSBA NOTE: Pursuant to Education Code 234.1 and 34 CFR 106.98, a district is required to publicize its nondiscrimination policies to the school community. In addition, Education Code 234.6, as added by AB 34 (Ch. 282, Statutes of 2019), requires the district, starting in the 2020-24 school year, to make readily accessible on its web sitewebsite its nondiscrimination, sexual harassment, suicide prevention, and other specified policies and information related to specified state and federal laws and resources. For further information regarding specific posting requirements, see "Measures to Prevent Discrimination" in the accompanying administrative regulation.

The Superintendent or designed shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. In artifition, the Superintendent or designed shall post the district's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the district's web site<u>website</u> in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation. (Education Corte 234.1, 234.6)

C5BA NOTE: In its October 2010 Dear Colleague Letter: Harassment and Bullying, OCR identifies training of the school community as one of the key measures for minimizing discriminatory and harassing behavior in school. See the accompanying administrative regulation for specific measures to prevent discrimination and facilitate students' access to the educational program. The following paragraph may be madified to reflect district practice.

The Superintendent or designee shall provide training and/or information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superlatendent or designed shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. The SuperIntendent or designed shall report the findings and recommendations to the Board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, ail complaints alleging unlawful discrimination, including discriminatory harassment, indimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

C5BA NOTE: Policies related to discrimination must be consistent with the First Amendment right to free speech. Education Code 48950 prohibits a district from subjecting a high school student to disciplinary sanctions solely on the basis of speech or other communication that would be

- constitutionally protected if engaged in outside of campus. However, Education Code 48950 also
- specifies that the law does not prohibit discipline for harassment, threats, or infinidation unless
 constitutionally protected. Whether such speech might he entitled to constitutional protection
 would be determined on a case-by-case basis, with consideration for the specific words used and
 the circumstances involved. The district should consult C5BA's District and <u>County Office of</u>
 . <u>Education Legal Services or district</u> legal counsel as necessary.
- Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Cude 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including eismissal.

CSBA NOTE: Education Code 234.1 requires that districts adopt a process for receiving and investigating complaints of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying that is consistent with the district's UCP specified in 5 CCR 4600-4670.

<u>All allegations of unlawful discrimination in district programs and activities shall be brought.</u> <u>investigated, and resolved in accordance with</u> Board Policy 1312.3 - Uniform Complaint Procedures.

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

Policy Reference UPDATE Service

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Policy Reference Disclaimer:

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

5 CCR 432	Student records
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4900-4965	Noodiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
Civ, Code 1714,1	Liability of parent or guardian for act of willful misconduct by a minor
Ed. Code 200-262.4	Prohibition of discrimination
Ed. Cade 46900.3	Suspension or expulsion for act of hate violence
Ed. Code 46900.4	Suspension or expulsion for harassment, threats, or infimidation
Ed. Code 48904	Liability of parent/guardian for willful student misconduct
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 4902D-49023	Athletic programs
Ed. Code 49060-49079	Student records
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups
Ed, Code 51500	Prohibited instruction or activity
Ed. Code 51501	Prohibited means of instruction <u>Nondiscriminatory subject</u> matter
<u>Ed. Code 60010</u>	Instructional materials; definition
Fd. Code 6004460040-60052	ProhibitedRequirements for instructional materials
Gov. Code 11135	Problibition of discrimination
Pen. Code 422,55	Oefinition of hate crime
Pen. Code 422.6	Crimes; harassment
Federal 20 USC 1681-1688	Description Title IX of the Education Amendments of 1972; discrimination based on sex
28 CFR 35.107	Nondiscrimination on basis of disability; complaints
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 100.3	Prohibition of discrimination on basis of race, color or national origin
34 CFR 104.7	Section 504: Designation of responsible employee and adoption of grievances procedures
34 ⊂FR 104.8	Notice of Nondiscrimination on the Basis of Handicap

34 CFR 106.8	Designation of coordinator; dissemination of policy, and adoption of grievance procedures
<u>34 CFR 106.30</u>	Discrimination on the basis of sex; definitions
34 CFR 106.9 <u>44-106.45</u>	SeverabilityGrievance process for <u>formal complaints of sexual</u> haras <u>sment</u>
34 CFR 110.25	Prohibition of discrimination based on age
34 CFR 99.31	Disclosure of personally identifiable information
42 USC 12101-12213	Americans with Disabilities Act
42 USC 2000d-2000e-17	Title VF and Title VII Civil Rights Act of 1964, as amended
42 USC 2000h-2-2000h-6	Title IX of the Civil Rights Act of 1964
42 USC 6101-6107	Age Discrimination Act of 1975
Management Resources CA Office of the Attorney General Publication	Description Promoting a Safe & and Secure Learning Environment for All: Guidance & and Model Policies to Assist CACalifornia's K-12 Schools in Responding to Immigration Issues, 4/April 2018 (https://oag.ca.gov/sites/all/files/agweb/pdts/hcj/school- guidance-model-k12.pdf)
Court Decision	Donovan v. Poway Unified School District; (2008) 167 Cal.App.4th 567
Court Decision	Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130
CSBA Publication	Updated Legal Guidance: Protecting on Rights of Transgender and Gender Nonconforming Students Against Sex Discrimination, March 2017in School, October 2022 (https://www.csba.org/.: /med-a/CSBA/Files/Advocacy/LegalAdvocacy/Legal: Guidance-Transgender-Legal-10- 2022.ashx?la=en&rev=a3fb600ec6d640598c038dfceaef871 c)
First Amendment Center Publication	Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006
California Department of Education Pu <u>blication</u>	California Longitudinal Pupil Achievement Data System (CALPADS) Update FLASH #158: Guidance for Changing a Student's Gender in CALPADS, July 2019 (https://www.cde.ca.gov/ds/sp/cl/calpadsupdflash158.asp)
U.S Dept of EdDOE, Office for Civil Rights Publication	Resolution Agreement Between the Arcadia USD. US Dept at Ed. OCR. & the US DOJ, CRD, (2013) OCR 09-12-1020, DOJ 169-12C-70 (https://www.justice.gov/s?tes/default/files/crt/legacy/2013/ <u>07/26/arcadiaagree.pdf</u>)
U.S. Dept. of Health & Human Services Publication	Guid.Guidance to Fed Fin. Assist.Federal Financial Assistance Recipients Re. <u>Regarding</u> Title VI Prohibition Against

	NaciNational Origin Discrimination AffectAffecting Limited English Proficient Persons, Aug. 2013 <u>August</u> 2003 (https://www.nhs.gov/civil-rights/for-individuals/special- topics/limited-english-proficiency/guidance-federal-financial- assistance-recipients-title-vi/index.html)
<u>U.5</u> <u>DOE, Office</u> for Civil Rights Publication	Questions and Answers on the Title IX Regul <u>ations on Sexual</u> Harassment, June 2022 <u>(https://www2.ed.gov/about/offices/list/eer/d</u> gcs/202107- <u>ga-titleix.pd</u> f)
U, S. DOF, <u>Office for Civil Rights</u> <u>Publication</u>	U.S. Department of Education Toolkit: Creating Inclusive and Nondiscriminatory School Environments for LGBTQ1+ Students, June 2023 (https://www2.ed.gov/about/offices/list/ocr/ <u>docs/lgbtq1</u> student-resources-toolkit-062023.pdf)
<u>U.S. DOE. Office for Civil Rights</u> Publication	<u>Supporting Students with Disabilities and Avaiding the</u> Discriminatory Use of Stude <u>nt Discipline under Section 504</u> of the Rehabilitation Act of 1973, July 2022 (<u>httos://www2.ed.gov/about/o</u> ff.ces/list/ocr/docs/504- discipline-guidance.pdf)
U.S. DOE, Office for Civil Rights <u>and U.S.</u> DOJ, <u>Civil Rights Division</u> Publication	Dear Colleague Letter: Harassment and Bullying, October 2010Resource on Confronting Racial Discri <u>mination in</u> <u>Student Discipling, May 2023</u> (https://www2.ed.gov/aljout/offices/list/ocr/docs/tvi- <u>student-discipline-resource-202305.pdf</u>)
U.S. DOF Publication	<u>Guidance on Constitutionally Protected Prayer and Religious</u> <u>Expression in Public Elementary</u> and Secondary Schools, May 2023 (https://www. <u>?.ed.gov/policy/gen/guid/religionandschools/pr</u> ayer_guidance.html)
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letten Title IX Coordinators, April 2045 <u>Addressing Discrimination Against Jewish Students, May</u> <u>2023</u> <u>(https://www2</u> ,ed.gov/about/offices/list/ocr/docs/antisemitis m- <u>dcl.pdf?utm_content=Sutm_medium=email&utm_name=&utm_source=govdel_very&utm_term=}</u>
<u>U.S. DOE, Office</u> for Civil Rights Publication	Enforcement of Title IX of the Education Amendments of 1972 With Respect to Discrimination Based on Sexual Orientation and Gender Identity in Light of Bostock v. Clayton County, June 2021 [https://www2.ed.gov/about/offices/list/ocr/docs/202106- titleix- noi.pdf?_cldge=YmshaWZtYW5AY3NiV55vcmc%3d&recipien tid=contact-a0fe1b1b458fe61180et005056h02a09; 2649c94bec724cf58c51a008ab8c6b92&esid=a7f7c74b- 7cd3-cb11-8145-005056b02a09]

U S. DOE, Office for Civil Rights Publication	Dear Colleague Letter Race and School Programming, Aug <u>ust</u> 2023 (<u>https://www2.ec.gov/about/offices/list/ocr/lette</u> rs/colleague -20230824.pdf]
U.S. DOE, Office for Civil Rights Publication	Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016
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Website	CSBA District and County Office of Education Legal Services
Website	First Amendment Center
Website	California Office of the Attorney General
Website	California Sate Schools Coalition
Website	CSBA
Website	California Department of Education
Website	U.S. Department of Education, Office for Civil Rights

Cross References

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0450	Comprehensive Safety Plan
0470	COVID-19 Mitigation Plan
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4319.21-E(1)	Professional Standards
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CSBA Sample District Policy Manual CSBA Sample Manual Site

Policy 6143: Courses Of Study

Status: ADOPTED

Original Adopted Date: 03/01/2003 | Last Revised Date: 4210/01/20242023 | Last Reviewed Date: 1210/01/20242023

The Governing Board recognizes that a well-aligned sequence of courses fosters academic growth and provides for the best possible use of instructional time. The district's course of study shall provide students with opportunities to attain the skills, knowledge, and abilities they need to be successful academically, professionally, and personally.

CSBA NOTE: The following optional paragraph should be revised to reflect the grade levels offered by the district. For example, unified school districts need to be concerned about articulation of courses within the district and with postsecondary institutions, whereas elementary districts and high school districts will need to address articulation with each other.

The Superintendent or designee shall establish processes for ensuring the articulation of courses across grade levels within the district. As necessary, the Superintendent or designee shall work with representatives of appropriate area districts and postsecondary institutions to ensure articulation of courses with other institutions to which district students may matriculate. The sequence of courses shall be designed to ensure that each course provides adequate preparation for the next course in the sequence, only utilizes prerequisites that are essential to success in a given program or course, avoids significant duplication of content, and allows for reinforcement and progression in the subject matter.

<u>CSBA NOTE: OCR's August 2023 Dear Colleague Letter</u>, "Race and Schoot Programming," states that a district may not separate <u>students based on race</u>, <u>but may include group discussions or</u> activities that tools on race as part of the <u>curriculum</u>, <u>courses</u>, <u>or programs so long as access or</u> <u>participation is not permitted or limited based on race</u>. <u>OCR's guidance also provides that a school-sponsored program with emphasis on race</u>, such as a student club, that is open to all students, typically would not violate Title VI solely because of its race-related theme.

The district shall not provide any course separately or require or refuse participation by any student on the basis of the student's actual or perceived sex, sexual orientation, gender, gender expression, gender identity, ethnic group identification, immigration status, race, ancestry, national origin. religion, color, mental or physical disability, <u>age, medical condition, genetic information, maritat</u> <u>status</u>, or any other characteristic listed in Education Code 200 and 220, Government Code 11135, or Penal Code 422.55, or the student's association with a person or group with one or more of such actual or perceived characteristics. (Education Code 200, 220; Government Code 11135; Penal Code 422.55; 5 CCR 4940)

Elementary Grades

CSBA NOTE: The following section is for use by districts offering elementary grades and may be revised to reflect district practice. Education Code 51225.4 mandates elementary school districts to certify to the Superintendent of Public Instruction that they have adopted a policy to implement a course of instruction that sufficiently prepares students for the secondary courses required for graduation pursuant to Education Code 51225.3.

The Board shall adopt a course of study for elementary grades that sufficiently prepares students for the secondary course of study.

Secondary Grades

CSBA NDTF: Education Code 51228 requires districts to offer students in grades 7-12 a course of study that fulfills the requirements and preroquisites for admission to California public colleges. Education Code 51228 also requires districts to offer such students the opportunity to attain entry-level employment skills. Pursuant to Education Code 51228, districts that adopt a course of study that meets or exceeds the state model curriculum standards in career technical education , will be deemed to have satisfied the requirement.

Education Code 66204 prohibits a public school from establishing any policy or practice that directs any student away from choosing programs that prepare a student academically for college, especially for cultural or linguistic reasons.

The following paragraph is for use by districts maintaining any of grades 7-12 and should be revised to reflect the grade levels offered by the district.

The district shall offer all otherwise qualified students in grades 7-12 a course of study that propares them, upon graduation from high school, to meet the requirements and prerequisites for admission to California public colleges and universities and to attain entry-level employment skills in business or industry. The district's course of study may provide for a rigorous academic curriculum that integrates academic and career skills, includes applied learning across all disciplines, and prepares all students for high school graduation and career entry. (Education Corie 51228)

CSBA NOTE: The remainder of this policy is for use by districts maintaining any of grades 9-12. In addition, the course of study for students in grades 9-12 shall include instruction in skills and knowledge for adult life, career technical training, and a timely opportunity for all otherwise qualified students to enroll, within four years, in each course necessary to fulfill the requirements and prerequisites for admission to California public colleges and universities prior to graduation. (Education Code 51224, 51228)

C5BA NOTE: Among the criteria for admission to the University of California (UC) or California State University system is a requirement that high school students satisfactorily complete 15 yearlong/30 semesters of specified courses ("a-gA-G" courses). These include a growing number of career technical education courses that connect knowledge of academic content with practical or work-related applications.

In order to qualify as an "a-gA-G" course, the course must first be submitted to and approved by UC. Education Code 51229 requires that districts annually provide the list of certified courses to the <u>parents/guardians of</u> students in grades 9-12 and their parents/guardians; see the accompanying administrative regulation and E 5145.6 - Parental Notifications.

The Superintendent or designee shall develop a process by which courses that meet California college admission criteria (referred to as "a-gA-G" course requirements) are submitted to the University of California for review and certification. The Superintendent or designee shall maintain an accurate list of all current high school courses that have been so certified, shall ensure that the list is provided annually to all students in grades 9-12 and their parents/guardians, and shall make updated lists readily available. (Education Code 51229, 66204)

Policy Reference UPDATE Service

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Policy Reference Discialmer:

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

State 5 CCR 10020	Description Automobile driver education
5 CCR 4002010040-10043	Automobile driver education and training
5 CCR 10060	Criteria for high school physical education programs
5 CCk 430-438	Individual student records
5 CCR 4940	Norvdiscrimination: course access
Ed. Code 200	Equal rights and opportunities in state educational institutions
Ed. Code 220	Prohibition of discrimination
Ed. Code 234.1	Student protections relating to discrimination, harassment. Intimidation, and bullying
<u>Ed. Code 234.7</u>	Student protections relating to Immigration and citizenship status
Ed. Code <u>242</u>	Access to information about educational taws and policies regarding right to accurate and inclusive curriculum
Ed. Code 33319,3	Driver education; CDE materials on road rage
Ed. Code 33540	Standards for government and civics instruction
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 49060-49079	Student records
Ed. Code 51202	Instruction in personal and public health and safety
Ed. Code 51203	Instruction on alcohol, narcotics, and dangerous drugs
Ed. Code 51204	Course of study designed for student's needs
Ed. Code 51204.5	History of California; contributions of men, women, and ethnic groups <u>History of California; contribu</u> tions of specified groups
Ed. Code 51210	Course of study for grades 1-6
Ed. Code 51220	Course of study for grades 7-12
Ed. Code 51225.3	High School Graduation Requirements
<u>Ed. Cade 51226.7</u>	Model Curriculum in Ethnic Studies
Ed. Code 51241	Temporary two-year or permanent exemption from physical education
Ed. Code 51501	Nondi <u>scriminatory subject</u> matter
Ed. Cade 51911-51921	Comprehensive health education
Ed. Code 51935 <u>-51929</u>	Mandatory mental health education and in-service training

Ed. Code 51930-51939	California Healthy Youth Act
Ed. Cade 51940	Curriculum for brain and spinal condinjury prevention
Ed. Code. 60040-60052	Requirements for instructional materials
Ed. Code 66204	Certification of high school courses as meeting university admission criteria
Gov. Code 11135	Prohibition of discrimination
Gov. Code 7282-7282.5	Standards for responding to U.S. Invesigration and Customs enforcement holds
Gov. Code 7283-7283.2	Standards for participation in U.S. Immigration and Customs enforcement programs
Gov. Code 7284-7284,12	Cooperation with immigration authorities
H&S Code 11032	Definition of dangerous drugs
Pen. Code 422.55	Definition of hate crime
Federal 20 USC 1232g	Description Family Educational Rights and Privacy Act (FERPA) of 1974
34 C.FR 99.1-99.67	Family Educational Rights and Privacy
Management Resources U.5, Department of Education, Office for <u>Civil Rights Fublication</u>	Description Dear Colleague Letter: Race and School Programming, August 2023 (https://www2.ed.gov/about/offices/list/ocr/letters/colleague- 20230824 pdf)
Website	CSBA District and County Office of Education Legal Services
Website	Federal Student Aid
Website	American Red Cross, Hands-Only C <u>PR Training</u> (<u>https://www.redcross.org/cake-a-</u> class/cpr/performing- <u>cpr/hands-only-cpr)</u>
Website	American Heart Association
Website	California Student Aid Commission
Website	University of California, ArG Course Submissions
Website	University of California, List of Approved A-G Courses
Website	California Career Resource Network
Website	California State University, Admission Requirements
Website	California Colleges edu
Website	California Department of Education
Website	CSBA
Website	Department of Justice (https://pag.ca.goy/]

Website	Instructional Quality Commission (https://www.cde.ca.gov/be/cc/cd/)
Website	U.S. Department of Education

Cross References

Code 0410 0415	Description Nondiscrimination in District Programs and Activities Equity
C460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
<u>1312.2</u>	Complaints Concerning Instructional Materials
<u>1312,4</u>	Williams Uniform Complaint Procedures
1340	Access To District Records
1340	Access To District Records
3270	Sale And Disposal Of Books, Equipment And Supplies
3270	Sale And Disposal Of Books, Equipment And Supplies
3513.3	Tobacco-Free Schools
3513.3	Tobacco-Free Schools
5022	Student And Family Privacy Rights
5022	Student And Family Privacy Rights
5121	Grades/Evaluation Of Student Achievement
5121	Grades/Evaluation Of Student Achievement
5125	Student Records
5125	Student Records
5126	Awards For Achievement
5126	Awards For Achievement
5131.6	Alcohol And Other Drugs
5131,6	Alcohol And Other Drugs
5138	Conflict Resolution/Peer Mediation
5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting
5145.13	Response To Immigration Enforcement
5145.13	Response To Immigration Enforcement
5145.3	Nondiscrimination/Harassment

5145.3	Nondiscrimination/Harassment
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications
5146	Married/Pregnant/Parenting Students
6000	Concepts And Roles
6011	Academic Standards
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6141.2	Recognition Of Religious Bellefs And Customs
6141.2	Recognition Of Religious Beliets And Customs
6141.4	International Baccalaureate Program
6141.5	Advanced Placement
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.2	World Language Instruction
6142.2	World Language Instruction
6142.3	Civic Education
6142.4	Service Learning/Community Service Classes
6142.5	Environmental Education
6142.6	Visual And Performing Arts Education
6142.7	Physical Education And Activity
6142.7	Physical Education And Activity
6142.8	Comprehensive Health Education
6142.8	Comprehensive Health Education
6142.91	Reading/Language Arts Instruction
6142.92	Mathematics Instruction
6142.93	Science Instruction
6142.94	History-Social Science Instruction
6144	Controversial Issues
6145	Extracurricular And Cocurricular Activities
6145	Extraconicular And Cocurricular Activities
6145.8	Assemblies And Special Events
6146.1	High School Graduation Requirements

6146.11	Alternative Credits Toward Graduation
6146.11	Alternative Credits Toward Graduation
6146.3	Reciprocity Of Academic Credit
6146.3	Reciprocity Of Academic Credit
6146 5	Elementary/Middle School Graduation Requirements
6151	Class Size
6152.1	Placement in Mathematics Courses
6152.1	Placement in Mathematics Courses
6153	School-Sponsored Trips
6153	School-Sponsored Trips
6155	Challenging Courses By Examination
6155	Challenging Courses By Examination
6158	Independent Study
6158	Independent Study
6159	Individualized Education Program
6159	Individualized Education Program
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials
<u>6161.11</u>	Supplementary Instructional Materials
<u>6163.1</u>	Library Media <u>Centers</u>
6164.2	Guidance/Counseling Services
6172.1	Concurrent Enrollment In College Classes
6172.1	Concurrent Enrollment in College Classes
6173	Education For Homeless Children
6173	Education For Homeless Children
6173-E(1)	Education For Homeless Children
6173-E(2)	Education For Homeless Children
6173.2	Education Of Children Of Milltary Families
6173.2	Education Of Children Of Military Families
6173.3	Education For Juvenile Court School Students
6:77	Summer Learning Programs
6178	Career Technical Education

6178	Career Technical Education
6178.1	Work-Based Learning
6178.1	Work-Based Learning
6181	Alternative Schools/Programs Of Choice
6181	Alternative Schools/Programs Of Choice
6184	Continuation Education
6184	Continuation Education

Regulation 6143: Courses Of Study

Status: ADOPTED

Original Adopted Date: 11/01/2014 | Last Revised Date: 1210/01/20212023 | Last Reviewed Date: 4210/01/20212023

CSBA NOTE: Education Code requirements for courses of study are generally classified into requirements for grades 1-6 and 7-12. Therefore, K-8 districts and high school districts need to collaborate with appropriate area districts to ensure that all required nourses are offered sometime during grades 7-12.

The district should select the sections below ("Grades 1-6" and/or "Grades 7-12") that correspond with the grade levels offered.

For more information regarding the selection, evaluation, and prohibited use of individual Instructional materials, see BP/AR 6161.1 – Selection and Evaluation of Instructional Materials, BP 6161.1.1 – Supplementary Instructional Materials, and BP 6163.1.2. Library Media Centers.

Grades 1-6

CSBA NOTE: Items #1-7 below are areas of study required by law for grades 1-6. The Governing Board may add other studies to this list.

Courses of study for grades 1-6 shall include the following:

- English: knowledge and appreciation of language and literature, and the skills of speaking, reading, listening, spelling, handwriting, and composition (Education Code 51210)
- 2. Mathematics: concepts, operational skills, and problem solving. (Education Code 51210).
- Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, including instruction in: (Education Code 51210)
 - The history, resources, development, and government of California and the United States

<u>CSBA NOTE:</u> Education Code 51204 5 requires instruction in social sciences to include a study of the role and contributions of specified groups of people to the economic, political, and social development of California and the United States of America, which, as amended by AB 1078 (Ch. 229, Statutes of 2023), includes people of all genders (formerly "men and women"), Latino Americans (formerly "Mexican Americans"), LGBTQ+ Americans (formerly "lesbian, gay, bisexual, and transgender Americans"), and members of other ethnic, cultural, religious, and social sciences of other ethnic, cultural, religious, and social sciences of other ethnic and cultural'). The complete list required by Education Code 51204.5, as amended by AB 1078, is reflected below.

<u>Additionally, Education Code 60040, which requires the Board to only adopt instructional materials that in its determination accurately portray the cultural and</u>

<u>racial diversity of our society, was amended by AB 1078 to mirror the changes made</u> to Education Code 51204.5, explained above.

Instruction shall include the early history of California and a study of the role and contributions of men and womenpeople of all genders. Native Americans, African Americans, Mexicant africo Americans, Asian Americans, Pacific Islanders, European Americans, lesbian, gay, bisexual, and transgenderLGBTQ+ Americans, persons with disabilities, and members of other ethnic and, cultural, <u>roligious</u>, and <u>socioeconomic</u> status groups to the economic, political, and social development of California and the United States, with particular emphasis on portraying the role of these groups in contemporary society. (Education Code 51204.5, 60040)

- b. The development of the American economic system, including the role of the entrepreneur and labor
- c. The relations of persons to their human and natural environments
- d. Eastern and western cultures and civilizations
- e. Contemporary issues
- f The wise use of natural resources.
- 4. Science: biological and physical aspects, with emphasis on experimental inquiry and the place of humans in ecological systems. (Education Code 51210)
- 5 Visual and performing arts: instruction in dance, music, theatre, and visual arts aimed at developing aesthetic appreciation and creative expression. (Education Code 51210)

CSBA NOTE: Education Code 51202 requires that certain health-related topics be addressed at "the appropriate elementary and secondary grade levels" during grades K-12. Districts may revise <u>ITEM</u> #6a-e below to indicate topics that will be addressed in grades K-6.

Education Code 51203 requires the Board to adopt regulations specifying the grade(s) and course(s) in which drug and alcohol education will be given. For language fulfilling this mandate, see AR 5131.6 - Alcohol and Other Drugs.

- Health: principles and practices of individual, family, and community health, including instruction at the appropriate grade levels and subject areas in: (Education Code 51202, 51210)
 - Personal and public safety and accident prevention, including instruction in emergency first aid, hemorrhage control, treatment for poisoning, resuscitation techniques, and cardiopulmonary resuscitation (CPR) when appropriate equipment is available

- Fire prevention.
- c. The protection and conservation of resources, including the necessity for the protection of the environment.
- Venereal disease.

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The effects of alcohol, narcotics, drugs, and tobacco upon the human hody.

CSBA NOTE: The following item is optional pursuant to Education Code 51202.

Violence as a public health issue.

. . . .

CSBA NOTE: Education Code 51925 requires districts that offer a health education course to middle school students to include mental health instruction, as specified in Item #6g. Districts that offer a health education course to students in grade 6, and for which grade 6 is part of a middle school program, should include Item #69. Districts that affer mental health instruction to any other elementary grade level(s) or for which grade 6 is not part of the middle school program, may delete or revise Item #6g, as appropriate.

Education Code 51929 requires the California Department of Education (CDE) to develop a plan to expand mental health instruction, and has created a webinar, <u>Student</u> Mental Health Education Implementation: Why, What & How," available on its website.

- <u>e. Montal Health, that provides for reasonably designed instruction on the overarching</u>. themes and core principles of mental health, which includes: (Education Code) 51925)
 - İ. Defining the signs and symptoms of common mental health challenges.
 - ï. Explaining evidence-hased services and supports that effectively help. individuals manage mental health challenges.
 - Promoting mental health wellness and protective factors, including positive <u>lil.</u> development, social and cultural connectedness and supportive relationships, resiliency, problem solving skills, coping skills, self-esteem, and a positive school and home environment in which students feel comfortable.
 - identifying warning signs of common mental health problems in order to İΥ. promote awareness and early intervention so that students know to take action before a <u>situation turns into a crisis, including how to obtain assistance</u> from the district or the community for themselves or others and evidencebased and culturally responsive practices that are proven to help overcome. mental health challenges.
 - Connecting the importance of mental health to overall hearth and academic ٧., success and to co-occurring conditions, such as chronic physical conditions, chemical dependence, and substance abuse.

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- <u>vi.</u> <u>Conveying an awargness and appreciation about the prevalence of mental health challenges across all populations, races, ethnicities, and socioeconomic statuses, including the impact of race, ethnicity, and culture on the experience and treatment of mental health challenges</u>
- vii. Understanding the stigma surrounding mental <u>nealth challenges and what</u> <u>can be done to overcome stigma, increase awareness, and promote</u> <u>acceptance, including. to the extent possible, classroom presentations of</u> narratives by trained peers and other individuals wh<u>o have experienced</u> <u>mental health challenges and how shev coped with their situations, including</u> <u>how they sought help and acceptance</u>

<u>Montal liealth instruction offered by the district shall: (Education Code</u>, 51926)

- Be appropriate for use with students of all races, genders, sexual orientations, ethnic and cultural backgrounds, <u>students with</u> <u>disabilities</u>, and <u>English learners</u>.
- Be accessible to students with disabilities, including, but not limited to, providing a modified curriculum, materials, and instruction in alternative formats, and auxiliary aids
- Not reflect or promote blas against any person on the basis of any category protected by Education Code 220
- Be coordinated with any existing on-compusingental health providers including, but not limited to, providers with a pupil personnel services credential, who may be immediately called upon by students for assistance

Students receiving mental health instruction shall not be required to disclose their confidential health or mental health information at any time in the <u>course of receiving the Instruction</u>. (Education Code 51927)

 Physical education: with emphasis on physical activities conducive to health and viger of body and mind. (Eoucation Code 51210)

CSBA NOTE: Item #8 below is optional. Education Code 51210.5 authorizes ageappropriate instruction on violence awareness and prevention within any area of study listed in items #1-7 above. Pursuant to Education Code 51210.5, such instruction may include personal testimony in the form of oral or video histories that illustrate the economic and cultural effects of violence within a city, the state, and the country, See BP 6142.94 - History-Social Science Instruction.

8. Violence awareness and prevention.

CSBA NOTE: Optional item #9 below is not required by state law but is a highly recommended component of school-to-career instruction.

9. Career awareness exploration

CSBA NOTE: Items #1-11 below are areas of study required by law for grades 7-12. The Board may add other studies to this list.

Courses of study for grades 7-12 shall include the following:

- English: knowledge and appreciation of literature, language, and composition, and the skills of reading, listening, and speaking. (Education Code 51220)
- Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, with instruction in: (Education Code 51220)
 - The history, resources, development, and government of California and the United States, including instruction in:

<u>CSBA NOTE: Education Code 51204.5 requires instruction</u> in social sciences to include a study of the role and contributions of specified groups of people to the economic, political, and social development of California and the United States of America, which, as amended by AB 1078, includes people of all genders (formerly "men and women"), Latino Americans (formerly "Mexican Americans"), LGBTQ+ Americans (formerly "lesbian, gay, bisexual, and transgonder Americans"), LGBTQ+ Americans (formerly "lesbian, gay, bisexual, and transgonder Americans"), and members of other ethnic, religious, cultural, and socioeconomic status groups (formerly "ethnic and cultural"). The complete list required by Education Code 51204.5, as amended by AB 1078, is reflected below.

<u>Accilionally, Education Code 60040, which requires the Board to only adopt</u> <u>Instructional materials</u> that in its determination accurately partray the <u>cultural</u> and racial diversity of our <u>society</u>, was <u>amended</u> by AB 1078 to mirror the <u>changes made to Education Code 51204.5, explained above.</u>

i. The early history of California and a study of the role and contributions of both men and womenpeople of all genders. Native Americans, African Americans, MexicanLating Americans, Asian Americans, Pacific Islanders. European Americans, lesbian, gay, bisexual, and transgenderLGBTQ+ Americans, persons with disabilities, and members of other ethnic and, cultural, religious, and socioeconomic status groups to the economic, political, and social development of California and the United States, with particular emphasis on portraying the role of these groups in contemporary society (Education Code 51204.5, 60<u>C40</u>)

CSBA NQTE: Education Code 51221.3 and 51221.4 encourage, but do not require, instruction on the topics described in optional subitems #(2)-(4) below. These items may be modified or deleted to reflect district practice.

For districts that choose to offer such instruction, Education Code 51221.3 and 51221.4 encourage that a component be drawn from personal testimony, especially in the form of oral or video history. If oral histories are used, they must conform to the requirements of Education Code 51221.3 and 51221.4. See BP 6142.94 - Nistory-Social Science Instruction.

 World War II, including the role of Americans and Filipino Americans who served in the United States Army during that time 1

- iii. The Vietnam War, including the "Secret War" in Laos and role of Southeast Asians in that war
- iv The Bracero program, in which there was a 1942 agreement between the United States and Mexico authorizing the temporary migration of laborers to the United States
- b. The American legal system, the operation of the juvenile and adult criminal justice systems, and the rights and duties of citizens under the criminal and civil law and the state and federal constitutions.

C5BA NOTE: The following optional paragraph is for use by districts that offer a teen court or peer court program.

This course may include participation in a teen court or peer court program. (Education Code 51220.2)

- The development of the American economic system, including the role of the entrepreneur and labor
- The relations of persons to their human and natural environments, including the wise use of natural resources (Education Code 51221)
- e. Eastern and western cultures and civilizations.

CSBA NOTE: Pursuant to Education Code 51220, instruction related to human rights issues, as provided in item<u>item</u> #2t below, may include the study of the Armenian genocide. Education Code 51226.3 encourages the incorporation of oral itestimony into instruction in human rights, the Holocaust, and genocide, including the Armenian, Cambodian, Dartur, and Rwandan genocides.

- f. Human rights issues, with particular attention to the study of the inhumanity of genocide § which may include, but is not limited to, the Armenian, Cambodian, Darfur, and Rwandan genocides§, slavery, and the Holocaust
- g. Contemporary issues
- World ranguage(s), understanding, speaking, reading, and writing, beginning not later than grade 7 (Education Code 51220)
- Physical education: with emphasis on physical activities conducive to health and vigor of body and mind, as required by Education Code 51222 (Education Code 51220)
- Science: physical and biological aspects; emphasis on basic concepts, theories, and processes of scientific investigation and on the place of humans in ecological systems.

appropriate applications of the interrelation and interdependence of the sciences (Education Code 51220)

- Mathematics: mathematical understandings, operational skills, and problem-solving procedures; algebra. (Education Code 51220, 51224.3)
- Visual and performing arts: dance, music, theatre, and visual arts, with emphasis upon development of aesthetic appreciation and creative expression. (Education Code 51220).
- 8. Applied arts: consumer education, family and consumer sciences education, industrial arts, general business education, or general agriculture. (Education Code 51220)
- Career technical/vocational-technical education: in the occupations and in the numbers appropriate to the personnel needs of the state and community served and relevant to the career desires and needs of students. (Education Code \$1220)

CSBA NOTE: Education Code 51934 requires that students be provided comprehensive sexual health and HIV prevention instruction at least once in middle school or junior high school and at least once in high school. See BP/AR 6142.1 • Sexual Health and HIV/AIDS Prevention Instruction for required components of such instruction.

10. Comprehensive sexual health and HIV prevention. (Education Code 51225.36, 51934).

CSBA NOTE: Education Code 51202 requires that certain health-related topics be addressed at "the appropriate elementary and secondary grade levels" during grades K-12. Districts may revise item #11 below to indicate topics that will be addressed in grades 7-12.

Education Code 51203 requires the Board to adopt regulations specifying the grade(s) and course(s) in which drug and alcohol education will be given. For language fulfilling this mandate, see AR 5131.6 - Alcohol and Other Drugs.

- Personal and public safety, accident prevention and health, including instruction In: (Education Code 51202, 51203)
 - a. Emergency first aid, hemorrhage control, treatment for poisoning, resuscitation techniques, and CPR when appropriate equipment is available.

CSBA NOTE: The following paragraph is for use by districts that require a course in health education for high school graduation; see BP 6146.1 - High School Graduation Requirements. Pursuant to Education Code 51225.6, such districts are is required to include instruction in performing compression-only cardiopulmonary resuscitation (CPR), as described below. Such Instruction must be based on national evidence-based emergency cardiovascular care guidelines for the performance of is compression-only CPR, such as those developed by the American Heart Association on the American Red Cross, and must include hands-on practice in compression-only CPR. On its web site, the California Department of EducationOn its website, CDE provides guidance on how to implement this requirement.

Education Code 51225.6 also encourages districts to provide students with general information on the use and importance of an automated external defibrillator.

Instruction shall be provided in compression-only CPR based on national guidelines and shall include hands-on practice: (Education Code 51225.6)

- b. Fire prevention
- c. The protection and conservation of resources, including the necessity for the protection of the environment.
- d. Venereal disease
- e. The effects of alcohol, narcotics, drugs, and tobacco upon the human body.

CSBA NOTE: The following two items are optional pursuant to Education Code 51202.

- f. Prenatal care for pregnant individuals
- g. Violence as a public health issue

<u>CSBA NOTE: Education Code 51925 requires districts that offer a health education course</u> to high school students to include mental health instruction, as specified in Item #11h. Districts that offer a health education course to high school students should include Item #11h, and may be deleted or revised by districts that do not offer such a course.

Education Code 51929 requires CDE to develop a plan to expand mental health instruction, and has created a webmar, "Student Mental Health Education Implementation: Why, What & How," available on its website.

- Mental Health, that provides for reasonably designed instruction on the overarching themes and core principles of mental health, which includes: (Education Code 51925)
 - i Defining the signs and symptoms of common mental health challenges.
 - Explaining evidence-based services and supports that effectively help individuals manage montal health challenges
 - Promoting mental health wellness and protective factors, including positive development, social and cultural connectedness and supportive relationships, <u>resiliency</u>, <u>problem</u> solving skills, coping skills, self-esteem, and a positive school and <u>bome environment in which students feel comfortable</u>
 - iv. Identifying worning signs of <u>common mental health problems</u> in order to <u>promote awareness and early intervention so that students know to take</u> <u>action before a</u> situation turns into a crisis, including how to obtain assistance.

from the district or the community for themselves or others and evidencebased and culturally responsive practices that are proven to help overcome mental health challenges

- <u>Connecting the importance of mental health to overall health and academic success and to co-occurring conditions, such as chronic physical conditions, chemical dependence, and substance abuse</u>
- vi. Conveying an awareness and appreciation about the prevalence of mental <u>health challenges across all populations, races, ethnicities, and socioeconomic statuses, including the impact of race, ethnicity, and culture on the experience and treatment of mental health challenges.</u>
- vii. Understanding the stigma serrounding mental health challenges and what can be done to overcome stigma, increase awareness, and promote acceptance, including, to the extent possible, classroom presentations of narratives by trained peers and other individuals who have experienced mental health challenges and how they coped with their situations, including how they sought help and acceptance

<u>Mental health instruction offered by the district shall: (Education Code</u> 51926)

- <u>Be appropriate for use with students of all races, genders, sexual</u> orientations, ethnic and cultural backgrounds, students with disabilities, and English Jearners
- Be accessible to students with disabilities, including, but not limited to, providing a modified curriculum, materials, and instruction in alternative formats, and auxiliary alds
- No; reflect or promote bias against any person on the basis of any category protected by Education Code 220
- 4. Be coordinated with any existing on-campus mental health providers including, but not limited to, providers with a pupil personnel services credencial, who may be immediately called upon by students for assistance

<u>Students</u> receiving montal health instruction shall not be required to disclose their confidential health or mental health information at any time in the course of receiving the instruction.</u> (Education Code 51927)

CSBA NOTE: Item #12 is optional. Education Code 51220.3 authorizes ageappropriate instruction on violence awareness and prevention within any area of study listed above for grades 7-12.

12. Violence awareness and prevention

CSBA NOTE: Pursuant to Education Code 51226.7, the State Board of Education <u>(SBE)</u> has adopted a model curriculum in ethnic studies upon which districts may offer an elective course in social sciences or English language arts in at least one year during grades 9-12.

Subject to funding in the annual Budget Act or other statute, Education Code 51225.3, as

amended by AB 101 (Ch. 661, Statutes of 2021), requires a one-semester course in ethnic studies for high school graduation beginning with students who graduate in the 2029-30 school yead.

At its discretion, a district may require a full-year course. Districts that require a full-year course should revise item #13 accordingly. A student who completes a course in ethnic studies will also accrue credit for coursework in the subject that the course is offered, including, if applicable, credit towards satisfying a course required for graduation.

Item #13 is currently optional, but, if funding is appropriated, districts will be required to offer a one-semester othn:c studies course, as specified, beginning in the 2025-26 school year.

13. Ethnic studies

Commencing in the 2025-26 school year, the district shall offer a one-semester course in ethnic studies as specified in Education Code 51225-3.

C5BA NOTE: Education Code 51220.5 requires the equivalent content of a one-semester course in parenting skills and education in grade 7 and/or 8, subject to funding which was not subsequently appropriated: thus the following paragraph is currently optional.

In addition, the course of study for grade 7 and/or 8 may include parenting skills and education, including, but not limited to, child growth and development, parental responsibilities, household budgeting, child abuse and neglect issues, personal hygiene, maintenance of healthy relationships, teen parenting issues, and self-esteem. (Education Code 51220.5)

CSBA NOTE: The following paragraph is for use by districts that maintain high schools. High schools shall offer automobile driver education that includes instruction in: (Education Code 51220, 51220.3, 51220.4)

- 1. Vehicle Code provisions and other relevant state faws
- 2. Proper acceptance of personal responsibility in traffic
- 3. Appreciation of the causes, seriousness, and consequences of traffic accidents.
- 4. Knowledge and attitudes necessary for the safe operation of motor vehicles.
- 5. The safe operation of motorcycles
- The dangers involved in consuming alcohol or drugs in connection with the operation of a motor vehicle
- The rights and duties of a motorist as they pertain to pedestrians and the rights and duties of pedestrians as they pertain to traffic laws and traffic safety.

Certification of College Preparatory Courses

CSBA NOTE: The following optional section is for use by districts that maintain grades 9-12 and may be revised to reflect district practice. Among the criteria for admission to the University of California (UC) or California State University (<u>CSU</u>) system is a requirement that students satisfactorily complete 15 yearlong/30 semesters of specified courses ("a-RA-G" courses). In order to qualify as an "a-<u>gA-G</u>" course, the course must first be submitted to and approved by UC. The district or school should develop course descriptions using the templates provided by UC and submit them through UC's online system.

Education Code 51225.37 encourages districts that offer world language courses specifically designed for native speakers to submit those courses to UC for certification and addition to the school's "a-gA-G" course list.

The following paragraph may be revised to reflect the position in the district or school(s) that is responsible for submitting and updating "a-<u>gA-G</u>' courses.

The Superintendent or designee shall identify district courses that may qualify for designation as "agA-G" college preparatory courses, including courses in history-social science. English, mathematics, laboratory science, languages other than English, visual and performing arts, career technical education, and college preparatory electives. The Superintendent or designee shall submit any necessary information regarding each identified course to the University of California (UC) for "agA-G" designation.

Notification and information to Students in Grades 9-12

CSBA NOTE: The following section is for use by districts that maintain grades 9-12. At the beginning of each school year, the Superintendent or designee shall provide written notice to parents/guardians of students in grades 9-12 that, to the extent possible, shall not exceed one page in length and that includes all of the following: (Education Code 51229)

 A brief explanation of the course requirements for admission to UC and the California State University (CSU)

CSBA NOTE: The UC maintains a searchable web sitewebsite that lists certified "a-gA-G" courses for all regular California public high schools.

- A list of the current UC and CSU web sites websites that help students and their families learn about college admission requirements and that list high school courses that have been certified by UC as satisfying the requirements for admission to UC and CSU
- A brief description of what career technical education is, as defined by the California Department of Education (CDE)
- The Internet address for the portion of the CDE web siteCDE's website where students can learn more about career technical education
- 5 Information about how students may meet with school course/ors to help them choose courses that will meet college admission requirements and/or enrol: in career technical education courses

CSBA NOTE: Education Code 51225.8 requires districts to provide specified information on how to properly complete and submit the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application (CADAA), as appropriate, at least once before grade 12. At the district's discretion, the information provided may be disseminated through in-class instruction, an existing program, family information sessions, group or individual sessions with school counselors, or other appropriate means.

The SuperIntendent or designed shall provide information to students and parents/guardians regarding the completion and submission of the Free Application for Federal Student Aid (FAFSA) and/or the California Dream Act Application (CADAA) at least once before grade 12. (Education Code 51225.8)

Financial Aid Requirements for Students in Grade 12

CSBA NOTE: Pursuant to Education Code 51225.7; as added by AB 132 (Ch. 144, Statutes of 2021), starting in the 2022-23 sclool year, the district is required to confirm that each student in grade 12 completes and submits a FAFSA to the U.S. Department of Education and/or, if a student is exempt from paying nonresident tultion, a CADAA to the Student Aid Commission (CSAC), unless there is an exception as specified below.

To enable educators to ensure that each student has successfully completed and submitted a FAFSA or CADAA. Education Code 51225.7, as amended by SB 114 (Ch. 48, Statutes of 2023), requires CSAC to provide data to the California College Guidance Initiative to inform reports available through CaliforniaColleges.edu.

Pursuant to Education Code S1225.7, as added by AB 132, CSAC is required to, by July 1, 2022, adopt<u>CSAC adopted</u> regulations, <u>available on its website</u>, that include model opt-out forms and acceptable use policies for the purpose of providing guidance on the protection of student and parent/guardian data; which will be available on CSAC's web site.

Commencing in the 2022-23 school year, theThe Superintendent or designed shall ensure that each student in grade 12 completes and submits a FAFSA to the U.S. Department of Education or, if a student is exempt from paying nonresident tuition, a CADAA to the Student Aid Commission (CSAC), unless either: (Education Code \$1225.7)

- The student's parent/guardian, emancipated minor, or student age 18 years or older submits an opt-out form to the district
- If the district determines that a student is unable to complete a requirement of Education Code 51225.7, the district shall exempt the student or the student's parent/guardian from completing the FAFSA, CADAA, or opt-out form and shall complete and submit an opt-out form on the student's behalf

CSRA NOTE: Pursuant to Education Code S1225.7, as added by AB 132, the district shall ensure that each high school student in Grade 12, and if applicable, the student's parent/guardian, is directed to any support and assistance necessary to complete the FAFSA and/or CADAA, as described below.

The Superintendent or designee shall ensure that each high school student in grade 12, and if applicable, the student's parent/guardian, be directed to any support and assistance necessary to complete the FAESA and/or CADAA that may be avaitable through outreach programs, including, but not limited to, programs operated by CSAC, postsecondary immigration resource centers, college readiness organizations, community-based organizations, and/or legal resource organizations. (Education Code 51225.7)

Information shared by students and parents/guardians in completing and submitting the FAFSA and/or CADAA shall be handled in compliance with the federal Family Rights and Privacy Act and applicable state 'aw, regardless of any person's immigration status or other personal information, (Education Code \$1225.7)

Policy Reference UPDATE Service

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Policy Reference Disclaimer:

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

State 5 CCR 10020	Description Automobile driver education
5 CCR 10020<u>10040</u>-10043	Automobile driver education and training
5 CCR 10060	Criteria for high school physical education programs
5 CCR 430-438	Individual student records
5 CCR 4940	Nondiscrimination; course access
Ed. Code 200	Equal rights and opportunities in state educational institutions
Ed. Code 220	Prohibition of discrimination
Ed. Code 234. 1	Student protections relating to discrimination, harassment, intimidation, and bullying
Ed. Code 234.7	Student protections relating to immigration and citizenship status
Ed. Code <u>242</u>	Access to information about educational laws and policies regarding right to accu <u>rate and inclusive curriculum</u>
Ed. Code 33319.3	Driver education; CDE materials on road rage
Ed. Code 33540	Standards for government and civics instruction
Ed. Code 48980	Parent/Guardian notifications
Ed Code 49060-49079	Student records
Ed. Code 51202	Instruction in personal and public health and safety
Ed. Code 51203	Instruction on alcohol, narcotics, and dangerous drugs
Ed. Code 51204	Course of study designed for student's needs
Ed. Code 51204.5	Histery of California; contributions of mon, women, and othnic groups <u>History of California; contributions of specified gro</u> ups
Ed. Code 51210	Course of study for grades 1-6
Ed. Code 51220	Course of study for grades 7-12

Ed. Code <u>51225.3</u>	High School Graduation Requirements
Ed. (Code 51226.7	Model Curriculum in Ethnic Studies
Ed. Code 51241	Temporary two-year or permanent exemption from physical education
Ed. Code 51501	Nondiscriminatory subject matter
Ed. Code 51911-51921	Comprehensive health education
Ed. Cade 51925-51929	Mandatory mental health education and in-service training
Ed. Code 51730-51737	California Healthy Youth Act
Ed. Code 51940	Curriculum for brain and spinal cord injury prevention
Ed. Code 60040-60052	Requirements for instructional materials
Ed. Code 66204	Certification of high school courses as meeting university admission criteria
Gov. Code 11135	Prohibition of discrimination
Gov. Codd 7282-7282.5	Standards for responding to U.S. Immigration and Customs enforcement holds
Gov. Code /283-7283.2	Standards for participation in U.S. Immigration and Customs enforcement programs
Gov. Code 7284-7284.12	Cooperation with immigration authorities
H&S Code 11032	Definition of dangerous drugs
Pen. Code 422.55	Definition of hate come
Federal 20 USC 1232g	Description Family Educational Rights and Privacy Act (FERPA) of 1974
34 CFR 99.1-99.67	Family Educational Rights and Privacy
Management Resources <u>U.S. Department of Education, Office for</u> <u>Civil Rights Publication</u>	Description <u>Dear Colleague Letter: Race and School Programming, August</u> <u>2023</u> <u>(https://www2.ed.gov/ahout/offices/list/ocr/letters/colleague-</u> <u>20230824.pdf)</u>
Website	CSBA District and County Office of Education Legal Services
Website	Federal Student Aid
Website	<u>American Red Cross, Hands-Only CPR Training</u> (<u>https://www.redcross.org/take-a-class/cpr/performing-</u> cpr/bands-only-cpr)
Website	American Heart Association
Website	California Student Aid Commission
Website	University of California, A-G Course Submissions
Website	University of California, List of Approved A-G Courses

Website	California Career Resource Network
Website	California State University, Admission Requirements
Website	California Colleges.edu
Website	California Department of Education
Website	C5BA
Website	Department of Justice (https://nag.ca.gov/)
<u>Website</u>	Instructional Quality Commission [<u>https://www.ode.ca.gov/be/cc/cd/</u>]
Website	U.S. Department of Education

Cross References

Code 0410 0415	Description Nondiscrimination in District Programs and Activities Equity
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
1012.2	Complaints Concerning Instructional Materials
<u>1312,4</u>	Williams Uniform Complaint Procedures
1340	Access To District Records
1340	Access To District Records
3270	Sale And Disposal Of Books, Equipment And Supplies
3270	Sale And Disposal Of Books, Equipment And Supplies
3513.3	Tobacco-Free Schools
3513.3	Tobacco-Free Schools
5022	Student And Family Privacy Rights
5022	Student And Family Privacy Rights
5121	Grades/Evaluation Of Student Achievement
5121	Grades/Evaluation Of Student Achievement
5125	Student Records
5125	Student Records
5126	Awards For Achievement
5126	Awards For Achievement
5131.6	Alcohol And Other Drugs
5131.6	Alcohol And Other Drugs

5138	Conflict Resolution/Peer Mediation
5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting
5145.13	Response To Immigration Enforcement
5145.13	Response To Immigration Enforcement
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications
5146	Married/Pregnant/Parenting Students
6000	Concepts And Roles
6011	Academic Standards
6141	Curriculum Development And Evaluation
6141	Corrict lum Development And Evaluation
6141.2	Recognition Of Religious Beliets And Customs
6141.2	Recognition Of Religious Beliefs And Customs
6141.4	International Baccalauruate Program
6141.5	Advancen Placement
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.2	World Language Instruction
6142.2	World Language Instruction
6142.3	Civic Education
6142.4	Service Learning/Community Service Classes
6142.5	Environmental Education
6142.6	Visual And Performing Arts Education
6142.7	Physical Education And Activity
6142.7	Physical Education And Activity
6142.8	Comprehensive Health Education
6142.8	Comprehensive Health Education
6142.91	Reading/Language Arts Instruction
6142.92	Mathematics Instruction
6142.93	Science Instruction

6142.94	History-Social Science Instruction
6144	Controversial Issues
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6145	Extracurricular And Cocurricular Activities
6145.8	Assemblies And Special Events
6146.1	High School Graduation Requirements
6146.11	Alternative Credits Toward Graduation
6146.11	Alternative Credits Toward Graduation
6146 3	Reciprocity Of Academic Credit
6146.3	Reciprocity Of Academic Credit
6146.5	Elementary/Middle School Graduation Requirements
6151	Class Size
6152.1	Placement In Mathematics Courses
6152.1	Placement In Mathematics Courses
6153	School-Sponsored Trips
6153	School-Sponsored Trips
6155	Challenging Courses By Examination
6155	Challenging Courses By Examination
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6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E[1]	Selection And Evaluation Of Instructional Materials
<u>6161.11</u>	Supplementary Instructional Materials
6163.1	Library Media Centers
6164.2	Guidance/Counseling Services
6172.1	Concurrent Enroliment in College Classes
6172.1	Concurrent Enrollment in College Classes
6173	Education For Homeless Children
6173	Education For Homeless Children
6173-E(5)	Education For Homeless Children

6173-E(2)	Education For Homeless Children
6173.2	Education Of Children Of Military Families
6 173.2	Education Of Children Of Military Families
6173.3	Education For Juvenile Court School Students
6177	Summer Learning Programs
6178	Career Technical Education
6178	Career Technical Education
6178.1	Work-Based Learning
6178.1	Work-Based Learning
6181	Alternative Schools/Programs Of Choice
6181	Alternative Schools/Programs Of Choice
6184	Continuation Education
6184	Continuation Education

CSBA Sample District Policy Manual CSBA Sample Manual Site

Policy 6161.1: Selection And Evaluation Of Instructional Materials

Status: ADOPTED

Original Adopted Date: 11/01/2011 | Last Revised Date: 10/01/20202023 | Last Reviewed Date: 10/01/20202023 | Last Reviewed

CSBA NOTE: Pursuant to Education Code 60200 and 60400, the Governing Board is responsible for the adoption of textbooks and other instructional materials, as defined in Education Code 60020, for use in district schools. See the accompanying administrative regulation for required and optional criteria for the selection of instructional materials. See BP 6161.11 - Supplementary Instructional Materials and BP 6163.1 - Library Media Centers for selection processes regarding supplementary books and materials.

For more Information, the California Department of Education's (CDE) website provides guidance on the removal of instruction or Instructional materials. In addition, Education Code 60040.5, as added by AB 1078 [Ch. 229, Statutes of 2023], requires CDE to issue, hy July 1, 2025, guidance regarding how to review instructional materials to ensure that they represent diverse perspectives and are culturally relevant. Additionally, Education Code 242, as added by AB 1078, requires CDE to develop, by July 1, 2025, guidance and public educational materials to ensure that all <u>Californians ran access information about educational laws and policies that safeguard the right to an accurate and Inclusive curriculum.</u>

The Governing Board desires that district instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, accurately reflect and value society's diversity, <u>stimulate thought</u>, the <u>exploration of ideas and intellectual exchanges</u>, and enhance instructors' ability to educate all students through the use of multiple teaching strategies and technologies. The Board shall adopt instructional materials based on a determination that such materials are an effective learning resource to help students achieve grade-level competency and that the materials meet criteria specified in law. Textbooks, technology-based materials, and other educational materials shall be aligned with academic content standards and the district's curriculum to ensure that they effectively support the district's adopted courses of study.</u>

CSBA NOTE: The following paragraph is for use by districts that maintain any of grades K-8 and may be revised to reflect the grade levels offered by the district. Pursuant to Education Code 60200, the State Board of Education (SBE) is required to adopt basic instructional materials in specified subjects that districts may select for use in grades K-8. Education Code 60200 provides that the SBE may adopt materials in any of the specified subject areas at least once, but not more than twice, every eight years. Education Code 60210 authorizes the Board to select materials that have not been approved by SBE, provided they are aligned with state academic content standards or Common Core State Standards.

The Board shall select instructional materials for use in grades K-8 that have been approved by the State Board of Education (SBE) or that have, during the district's review process, been determined to be aligned with the state academic content standards adopted by SBE, which includes instructional materials for mathematics and English language arts that are aligned to Common Core State Standards. (Education Code 60200, 60210)

CSBA NOTE: The following paragraph is for use by districts that maintain high schools. The Board shall adopt instructional materials for grades 9-12 upon determining that the materials meet the criteria specified in law and the accompanying administrative regulation. (Education Code 60400) In selecting or adopting instructional materials, the Board shall consider the recommendation of the Superintendent or designee and/or an advisory committee established to review the materials.

Public Hearing on Sufficiency of Instructional Materials

The degree to which every student has sufficient access to standards-aligned instructional materials shall be included in the district's local control and accountability plan. (Education Code 52060)

Sufficiency of Instructional Materials and Public Hearing

CSBA NOTE: As a condition of receiving funds for instructional materials from any state source, Education Code 60119 requires the Board to annually hold a public hearing to determine whether each student in the district has sufficient standards-aligned textbooks or instructional materials in English/language arts (including English language development), mathematics, science, and history-social science that are consistent with the content and cycles of the curriculum framework adopted by S8E. As clarified in the California Department of Education's (CDE) CDE's [Instructional Materials FAQ₆] state funding sources for instructional materials include local control funding formula funds and Proposition 20 (2000) lottery funds. <u>ThePursuant to Education</u> <u>Code 60119</u>, the Board must also make a written determination during the hearing as to the sufficiency of textbooks or instructional materials in world language and health courses, as well as the availability of science laboratory equipment in science laboratory courses.

Pursuant to Education Code 60010, as amended by SB 820 (Ch; 1/10; Statutes of 2020); "technology-based materials" include the electronic equipment required to make use of those materials, including, but not limited to, laptop computers and devices that provide Internet access. Thus, when districts provide technology-based materials to students, such equipment is subject to the determination of sufficiency pursuant to Education Code 60119.

Education Code 1240 requires the County Superintendent of Schools to review the textbooks and instructional materials of underperforming schools and, if the County SuperIntendent determines that a school does not have sufficient materials, to prepare a report outlining the noncompliance and give the district a chance to remedy the deficiency. If the deficiency is not remedied by the second month of the school year, the County Superintendent may request that CDE purchase textbooks or materials for the district, and the cost must be repaid by the district. CDE will issue a public statement at an SBE meeting indicating the district's failure to provide instructional materials.

The Board shall annually conduct one or more public hearings on the sufficiency of the district's instructional materials, including textbooks, technology-based materials, other educational materials, and tests. Technology-based materials include, but are not limited to, software programs, video disks, compact disks, optical disks, video and audio tapes, lesson plans, databases, and the electronic equipment required to make use of those materials by students and teachers as a learning resource. (Education Code 60010, 60119)

CSBA NOTE: Education Code 60119 specifies that the hearing must be held within eight weeks of the beginning of the school year. Pursuant to Education Code 60119, for a district that operates schools on a multitrack, year-round calendar, the timeline begins with the first day students attend school in any track that begins in August or September.

The hearing shall be held on or before the end of the eighth week from the first day students attend school for that year. (Education Code 60119)

The Board encourages participation by parents/guardians, teachers, interested community members, and bargaining unit leaders at the hearing. Ten days prior to the hearing, the Superintendent or designee shall post a notice in three public places within the district containing the time, place, and purpose of the hearing. The hearing shall not take place during or immediately following school hours. (Education Code 60119)

CSBA NOTE: Education Code 60119 requires the Board to adopt a resolution indicating whether or not each student in each school has sufficient standards-aligned textbooks or instructional materials for the subjects specified in ItemsItems #1-6 below. See the accompanying Exhibit for a sample resolution.

At the hearing(s), the Board shall determine, through a resolution, whether each student in each school, including each English learner, has sufficient textbooks and/or other instructional materials that are aligned to the content scancards adopted by SBE and consistent with the content and cycles of the curriculum framework adopted by SBE in each of the following subjects: (Education Code 60119)

- 1. Mathematics
- 2. Science
- 3. Thstory-social science
- English language arts, including the English language development component of an adopted program
- 5 World language
- 6. Health

CSBA NOTE: The following paragraph is for use by districts that maintain any of grades 9-12. The Board shall also determine the availability of science 'aboratory equipment, as applicable to science laboratory courses offered in grades 9-12. (Education Code 60119)

In making these determinations, the Board shall consider whether each student has sufficient textbooks or other instructional materials to use in class and to take home. This does not require that each student have two sets of materials. However, materials shall not be considered sufficient if they are photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage. (Education Code 60119)

If materials are in a digital format, they shall be considered sufficient as long as each student, at a minimum, has and can access the same materials in the class and to take home as all other students in the same class or course in the district, and has the ability to use and access them at home. (Education Code 60119)

CSBA NOTE: Pursuant to Education Code 60119, if the Board makes a determination determines. by resolution, that there are insufficient textbooks or other Instructional materials, the Board must take action to ensure that the materials are provided within two months of the beginning of the school year. Education Code 60119, as amended by AB 1078, requires the Board to submit a copy of the resolution to the County Superintendent no later than three business days. CDE's , "Instructional Materials FAQ," states that, if a district has submitted purchase orders to the publisher to purchase materials to remedy the insufficiency, these materials should be received and made available to sturfents by the end of the second month of the school year. Thus, districts are strongly encouraged to hold the public hearing as early in the school year as possible in order to provide sufficient time to correct any deficiencies

Pursuant to Education Code 1240, the County Superintendent conducts annual reviews of certain schools to determine, among other things, whether there are insufficient textbooks or instructional materials. Upon making such a determination, the County Superintendent is required to provide the district the opportunity to remedy the deficiency and ensure that the deficiency is remedied no later than the second room of the school term. If the deficiency is not remedied, Education Code 1240 requires the County Superintendent to request CDE to prechase the textbooks or instructional materials, the cost of which must be repaid by the district. CDE will issue a public statement at an 5BE modeling indicating the Superintendent's and Board's failure to provide instructional materials. Additionally, Education Code 1240, as amended by AB 1078, requires the County Superintendent to request when the County Superintendent determines that there are insufficient textbooks or instructional materials based on (1) the Board's resolution. (2) the district's guarterly complaints report provided to the County Superintendent in accordance with Education Code 35186, or (3) an audit exception found in accordance with Education Code 41020.

<u>Pursuant to Education Code 60150, as added by AB 1078. if the Superintendent of Public</u> Instruction (SPI) finds that a district has not provided sufficient textbooks or instructional materials as required, CDE is required to take all remedial actions as specified in Education Code 1240, including purchasing textbooks and instructional materials. Additionally, the SPI will assess a financial penalty against the district's local control funding formula allocation.

If the Board determines that there are insufficient textbooks or other instructional materials, the districtBoard shall, by resolution, provide information to classroom teachers and to the public setting forth, for each school in which an insufficiency exists, the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in each subject area and the reasons that each studeat does not have sufficient textbooks <u>and/or instructional materials. The</u> Board shall submit a copy of the resolution to the County Superintendent of <u>Schools nu later than</u> <u>three business days after the bearing</u>. The Board shall take any action to ensure that each student has sufficient materials within two months of the beginning of the school year in which the determination is made. (Education Code 60119) (Education Code 60119)

The degree to which every student has sufficient access to standards aligned instructional materials, shall be included in the district's local control and accountability plan- (Education Gade 52060)

Complaints

Complaints concerning instructional materials shall be handled in accordance with BP/AR 1312.2 -Complaints Concerning Instructional Materials or AR 1312.4 - Williams Uniform Complaint Procedures, as applicable

In addition, if the <u>County Superintendent</u>, in <u>accordance with</u> <u>Education</u> Code 1240, makes the <u>elstrict</u> <u>aware of a school that does not have sufficient textbooks or instructional materials, the</u> <u>eistrict shall</u> take any action to ensure that each student has sufficient materials within two <u>months</u> <u>of the beginning of the school year</u>.

Prohibition Against Refusal to Approve or Prohibit the Use of Specified Instructional Materials

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

Education Code 242, as added by AB 1078, requires CDE to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum.

The use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library shall not be rejected or prohibited by the Board or district on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 600440, unless such study would violate Education Code 51501 or 60044. (Education Code 243)

Complaints

<u>CSBA NOTE: Complaints alleging discrimination based on a violation of Education Code</u> 243, as added by AB 1078, related to the use or prohibited use of any textbook, instructional material, supplemental instructional material, or other curriculum for classmom instruction, or any book or other resource in a school library as described above, may be brought under the district's uniform complaint procedures or may be filed directly with the SPI. Complaints that are filed directly with the SPI are required to identify the basis for doing so, and present evidence that supports the basis for the direct filing. In such cases, the <u>SPI may directly intervene</u> without waiting for an investigation by the district. See BP/AR 1312.3 – Uniform Complaint Procedures.

<u>Complaints concerning instructional materials shall be handled in accordance with Board Policy</u> 1312.2 - Complaints Concerning Instructional Materials, Board Policy 1312.<u>3 -</u> <u>Uniform Complaint</u> <u>Procedures, or Administrative Regulation</u> 1312.4 - <u>Williams Uniform Complaint Procedures, as</u> <u>applicable.</u>

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State	Description
5 CCR 9505-9530	Instructional materials
Ed. Code 1240	County superintendent of schools; duties
Ed. Code 18111	Exclusion of books by Governing Board that are sectarian, partisan, or denominational character

Ed. Code 220	Prohibition of discrimination
Ed. Code 242	Access to information about educational taws and policies regarding right to accurate and inclusive curriculum
<u>Ed. Code 243</u>	Unlawful discri <u>mination related to the use or prohibited</u> use <u>of textbooks and instructional materials</u>
Ed. Code 33050-33053	General waiver authority
Ed. Code 33126	School accountability report card
Ed. Code 35272	Education and athletic materials
Fd. Code 44805	Enforcement <u>Teacher enforcement</u> of course of studies: use of textbooks, rules and regulations
Ed. Code <u>49907</u>	Exercise of free expression; time, place and manner rules and regulations
Ed. Code (48950	Speech and other communication
Ed. Code 49415	Maximum textbook weight standards
Ed. Code 51204.5	Social sciences instruction; contributions of specified graving
Ed. Code 51501	Nondiscriminatory subject matter
<u>Ed. Code</u> 51511	Religious matters properly included in courses of study
Ed. Code 51933	Sexual health education and HIV prevention materials
Ed Code 52060-52077	Local control and accountability plan
Ed. Code 60000-60005	Instructional materials; legislative intent
Ed. Code 60010	Instructional materials; definition
Ed. Code 60040-60052	Requirements for instructional materials
Ed. Cade 60060-60063.5	Requirements for publishers and manufacturers
Ed. Cade 60070-60076	Prohibited acts (reregarding instructional materials)
Ed. Code 60110-60115	Instructional materials on alcohol and drug education
Ed. Cade 60119	Sufficiency of textbooks and instructional materials; hearing and resolution
Ed. Cade <u>60150</u>	<u>Penalty for insufficiency of text</u> hooks and instructional <u>materials</u>
Ed. Cade 60200+ 6021 0 <u>60213</u>	Elementary school materials
Ed. Code 60226	Requirements for publishers and manufacturors
Ed. Code 60350-66352	Cure reading program instructional materials
Ed. Cade 60400-60411	Instructional materials; high schools
Ed. Code 60510-60511	Donation foror sale of obsolete instructional materials

Ed. Code 60605	State-adopted content and performance standards in core curricular areas
Ed. Code 60605.8	Common Core standards
Ed. Code 60605.86 60605.88	Supplemental instructional materials aligned with Common Core State Standards
H&5 Code 11032	<u>Narcotics, restricted dangerous drugs, and marijuana;</u> <u>definitions</u>
Management Resources California Department of Education Publication	Description Instructional Materials FAQ
California Department of Education Publication	01-05 Guidelines for Piloting Textbooks and Instructional Materials, Policy # 01-05, rev. January 2015
California Department of Education Publication	Standards for Evaluating Instructional Materials for Social Content, 2013
Website	CSBA District and County Office of Education Legal Services
Website	Association of American Publishers
Website	California Academic Content Standards Commission. Common Core State Standards
Website	California Department of Education
Websito	CSBA
Website	Department of Justice (https://oag.ca.gov//
<u>Websile</u>	U.S. <u>Department of Education</u> , Office for Civil Rights (https://www?.ed.goy/about/offices/.ist/ocr/.index.html)

Cross References

Code 0400	Description Comprehensive Plans
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Regulation 6161.1: Selection And Evaluation Of Instructional Materials Status: ADOPTED

Original Adopted Date: 11/01/2010 | Last Revised Date: 10/01/20202023 | Last Reviewed Date: 10/01/20202023

Review Process

CSBA NOTE: The following section may be revised to reflect district practice. Pursuant to Education Code 60002, the district must provide for "substantial" teacher involvement in the selection of instructional materials and must promote the involvement of parents/guardians and other members of the community in the selection of instructional materials. The Education Code does not define "substantial."

The district's review process for evaluating instructional materials shall involve teachers in a substantial manner and shall encourage the participation of parents/guardians and community members in accordance with Education Code 60002. The review process may also involve administrators, other staff who have subject-matter expertise, and students as appropriate. The Superintendent or designee shall seek input from stakeholders with diverse backgrounds and perspectives.

CSBA NOTE: The following paragraph is for use by districts that maintain any of grades K-8. If the district is considering the use of instructional materials for grades K-8 that have not been adopted by the State Board of Education (SBE), the Superintendent or designed shall ensure that a majority of the participants in the district's review process are classroom teachers who are assigned to the subject area or grade level of the materials. (Education Code 60210)

CSBA NOTE: The following paragraph is optional. The use of review committees is recommended as a best practice, but is not required by law.

The Superintendent or designee may establish an advisory committee to conduct the review of instructional materials.

The Superintendent or designee shall present to the Governing Board recommendations for instructional materials and documentation that supports the recommendations.

All recommended instructional materials shall be available for public inspection at the district office.

CSBA NOTE: The State Board of & ExcationEducation's (SBE) policy on , "Guidelines for Piloting Textbooks and Instructional Materials," provides a sample process for piloting instructional materials that addresses the selection of materials to pilot, a chronology of the process, and additional considerations, such as conflict of interest, contacts with publishers, and consideration of standards maps.

When possible, the district may pilot instructional materials in a representative sample of classrooms for a specified period of time during a school year, in order to determine the extent to which the materials support the district's curricular goals and academic standards, and accurately reflect and value society's diversity. Feedback from teachers piloting the materials shall be made available to the Board before the materials are adopted.

Criteria for Selection and Adoption of Instructional Materials

In recommending instructional materials for adoption by the Board, the Superintendent or designed shall ensure that the materials:

<u>CSBA NOTE: The California Department of Education (CDE) provides guidance, available on its</u> <u>website, for the selection of instructional materials that are not adopted by SBE, which includes that</u> <u>districts develop an evaluation instrument that reflects local and state criteria and concerns.</u>

4- <u>1.</u> Are aligned to the content standards adopted by SBE and consistent with the content and cycles of the curriculum framework adopted by SBE

ESBA NOTE: The following paragraph is for use by districts that offer any of grades K-8. Pursuant to Education Code 60200, SBE is responsible for udopting at least five basic instructional materials for grades K-8 in specified core subjects and any other subject for which SBE determines that the adoption of instructional materials is necessary or desirable.

Education Code 60210 authorizes the Governing Board to select instructional materials for grades K-8 that have not been approved by SBE; provided they are aligned with state academic content standards.

2. ____For grades K-6, only instructional materials on the list of materials adopted by SBE and/or other instructional materials that have not been adopted by SBE but are aligned with the state academic content standards or the Common Core State Standards may be recommended (or selection, (Education Code 60200, 60210)

CSBA NOTE: The following optional paragraph is for use by districts offering any of grades 9-12 and may be revised to reflect district practice. The California Department of Education <u>CDE</u> provides standards map templates, <u>available</u> on its web sitewebsite, for reference in determining alignment of instructional materials for gradegrades 9-12 core courses.

- Bergrades 9-12, instructional materials in history-social science, mathematics, English/language arts, and science shall be reviewed using a standards map in order to determine the extent to which the materials are aligned to state academic content standards.
- <u>Do not reflect adversely upon persons because of any characteristic specified in law</u> and <u>BPBoard Policy</u> 0410 - Nondiscrimination in District Programs and Activities, nor contain any sectarian or denominational doctrine or propaganda contrary to law (Education Code 51501, 60044)
- To the satisfaction of the Board, are accurate, objective, current, and suited to the <u>differing</u> needs and comprehension of district students at their respective grade levels (Education Code 60045)
- 4_{zero} ____With the exception of literature and tradebooks, use proper grammar and spelling (Education Code 60045)

CSBA NOTE: Education Code 60048 and 60200 require that the Board not adopt basic instructional materials that provide unnecessary exposure to a commercial brand name, product, or corporate or company logo, unless it makes specific findings that the use has an educational purpose or is incidental to the general nature of an illustration, as provided in item #61tem #5

below. SBE's publication , "Standards for Evaluating Instructional Materials for Social Content," details standards for the use of brand names and corporate logos in instructional materials.

- 5. ____Do not expose students to a commercial brand name, product, or corporate or company logo unless the Board makes a specific finding that the use is appropriate based on one of the following: (Education Code 60048, 60200)
 - a. The commercial brand name, product, or corporate or company logo is used in text for an educational purpose as defined in guidelines or frameworks adopted by SBE:
 - b. <u>b.</u> The appearance of a commercial brand name, product, or corporate or company logo in an illustration is incidental to the general nature of the illustration.

. CSBA NOTE: Education Code 60040-60043 require that specificcertain subject matter be included. in the district's Instructional materials. , as specified below. Education Code 60040 requires that instructional materials include accurate portrayals, as amended by AB 1078 (Ch. 229, Statutes of 2023), expands the accurate portrayal of society's cultural and racial diversity of society as specified Education Code 60041 requires (1) accurate portrayal of humanity's place in ecological systemsto include the contributions of all <u>genders (formerty ^{*}men</u> and the need to protect the environmentwomen"), Lating Americans (formerly <u>"Mexican Americans"), LGBTQ+ Americans</u> (formerly "lesbian, gay, bisexual, and (2) the effects of tobacco, alcohol.transgender Americ<u>ans"),</u> and members of other drug use on the human system, Education Code 60042 requires the Board to adopt materials as it deems necessary to encourage thrift: fire prevention<u>ettmic, cultural, religious,</u> and the humane treatment of animalssocioeconomic status groups (formerly "ethnic and people. Education Code 60013 requires that the Board, when appropriate to the comprehension of students, adopt textbooks for social science, history, or civics classes that contain the Declaration of Independence cultural"). The complete list required by Education Code 60040, as amended by AB 1078, is reflected below.

Additionally, pursuant to Education Code 60040.5, as added by AB 1078, CDE is required to issue, by July 1, 2025, guidance regarding bow to review instructional materials to ensure that they represent diverse perspectives and the Constitution of the United States. If desired, the district may expand item #6 below to list these specific requirements are culturally relevant.

- <u>6.</u> Meet the requirements of Education Code 60040-60043 for specific subject content, including, but not limited, accurately portraying society's cultural and racial diversity to:
 - a. Accurately portraying society's pultural and racial diversity, including.
 - The contributions of all genders in all types of roles, including professional, yocational, and executive roles.
 - ii. The role and contributions of Native Americans, African Americans, Jiatino <u>Americans, Asian Americans, Pacific Islanders, European Americans, LGBTQ+</u> <u>Americans, persons with disabilities, and members of other ethnic, cultural, religious,</u> and screioeconimic groups to the total development of California and the United <u>States</u>

- (iii. The role and contributions of the entrepreneur and labor in the total development of California and the United States.
- b. Accurately portraying humanities place in ecological systems and the necessity for the protection of the environment.
- c. Accurately portraying the effects on the human system of the use of tobacco, alcohol, and narcotics, and restricted dangerous drugs as defined in Health and Safety Code 11032, and other dangerous substances
- d. Encouraging thrift, fire prevention, and the humane treatment of animals and people,
- e. Requiring, when appropriate to the comprehension of students, that textbooks for social science, history, or civics classes contain the Declaration of Independence and the United States Constitution

C\$BA NOTE; Items #7-14 below are optional and may be revised to reflect district practice. The district may choose to develop subject-specific criteria as well as general criteria.

- 9. 7. Support the district's adopted courses of study and curricular goals , including the district's local countrol and accountability plan
- 10. <u>8.</u> Contribute to a comprehensive, balanced curriculum
- 14- 9. Demonstrate reliable quality of scholarship as evidenced by:
 - a. (a.) Accurate, up-to-date, and well-documented information.
 - b. <u>b.</u> Objective presentation of diverse viewpoints.
 - e. <u>c.</u> Clear, concise writing and appropriate vocabulary.
 - e. <u>c.</u> Thorough Ireatment of subject matter.
- 12. 10. Provide for a wide range of materials at all levels of difficulty, with appeal to students of varied interests, abilities, and developmental levels
- Stimulate discussion of contemporary issues, <u>exploration of ideas</u>, and <u>intellectual</u> <u>exchanges</u>, and improve students' thinking and decision-making skills
- 14. <u>12.</u> As appropriate, have corresponding versions available in languages other than English
- 45, 13, Include high-quality teacher's guides

CSBA NOTE: 5 CCR 9517.2 sets the following maximum weight standards for each student textbook: three pounds for grades K-4, four pounds for grades 5-8, and five pounds for grades 9-12. 5 CCR 9517.2 requires publishers submitting textbooks to SBE that exceed those weight standards to provide lighter weight alternatives, such as split volumes or electronic editions, soft cover editions, or other alternate physical formats. For materials for grades 9-12, publishers must disclose the availability of lighter weight alternatives. Item #14 below includes textbook weight as one of the criteria for Board consideration.

46. 14. When available, include options for lighter weight materials, <u>including materials in</u> digital format, in order to help minimize any injury to students by the combined weight of instructional materials

In addition to meeting the above criteria as applicable, technology-based materia's shall:

- <u>1</u> Be both available and comparable to other, equivalent instructional materials (Education Code 60052)
- <u>2.</u> Be accessible to all students, including economically disadvantaged students, students with disabilities, and English learners
- 3. 3 Protect the privacy of student data

Conflict of Interest

CSBA NOTE: The following optional section is for use by districts that choose to require individuals who will participate in the review process to first complete a disclosure statement which provides an opportunity to disclose any conflict of interest or appearance of conflict of interest. To ensure integrity in the evaluation and selection of instructional materials, individuals who are participating in the evaluation of instructional materials and are not otherwise designated in the district's conflict of interest code shall sign a disclosure statement indicating that they:

CSBA NOTE: Education Code 60061 requires provides criteria and/or limitations for publishers to providefollow when establishing the cost of the materials being furnished; see CDF's website for a <u>price list of adopted</u> instructional materials tree of charge within California to the same extent chat they provide free materials to other states or school districts; see Price List of Adopted Instructional Materials on CDE's web site. However, Additionally, Education Code 60071 forbids publishers from offering "valuable thing(s)" to school officials for the purpose of influencing the purchase of instructional materials. CDE's Instructional Materials FAQ elarifies that, in accordance with the definition of "technology-based materials" in Education Code 60010, districts may accept electronic equipment necessary to make use of technology-based materials provided that such equipment is used by students and teachers as a learning resource, not to replace computers or related equipment in an existing computer lab or to establish a new computer lab.

 Will not accept any emolument, money, or other valuable thing or inducement to directly or andirectly introduce, recommend, vote (or, or otherwise influence the adoption or purchase of any instructional material. (Education Code 60072)

Sample copies of instructional materials are excepted from this prohibition- (Education Code 60075)

CSBA NOTE: Items # 2-4 below are optional and should be modified to reflect district practice.

- Are not employed by nor receive compensation from the publisher or supplier of the instructional materials or any person, firm, organization, subsidiary, or controlling entity representing it
- Do not have an interest as a contributor, author, editor, or consultant in any textbook or other instructional material submitted to the district

Policy Reference UPDATE Service

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Policy Reference Disclaimer:

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

State 5 CCR 9505-9530	Description Instructional materials
Ed. Code 1240	County superintendent of schools; duties
Ed. Code 18111	Exclusion of books by Governing Board that are sectarian, partisan, or denominational character
Ed. Code 220	Prohibition of discrimination
Ed, Cade 242	Access to <u>inform</u> ation about educational laws and policies regarding right to accurate and inclusive <u>curriculum</u>
Ed. Code 243	Unlawful discrimination related to the use or <u>prohibited</u> use of <u>textbooks</u> and <u>instructional materials</u>
Ed. Code 33050-33053	General waiver authority
Ed. Code 33126	School accountability report card
Ed. Code 35272	Education and athletic materials
Ed. Code 44805	Enforcement <u>Teacher</u> <u>enforcement</u> of course of studies; use of textbooks, rules and regulations
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations
<u>Ed. Code 48950</u>	Speech and other communication
Ed. Code 49415	Maximum textbook weight <u>stan</u> dards
Ed. Code 51204.5	Soci <u>al sciences instruction; contributions of specifical</u> groups
Ed. Code 51501	Nondiscriminatory subject matter
<u>Ed. Code 51511</u>	Religious matters properly included in courses of study
Ed. Code 51933	Sexual health education and HIV provention materials

Ed. Code 52060-52077	Local control and accountability plan
Ed. Code 50000-60005	Instructional materials, legislative intent
Ed, Code 60010	Instructional materials: definition
Ed. Code 60040-60052	Requirements for instructional materials
Ed. Code 60060-60063.5	Requirements for publishers and manufacturers
Ed. Code 60070-60076	Prohlb ted acts (reregarding instructional materials)
Ed. Code 60:10-60115	Instructional materials on alcohol and drug education
Ed. Code 60119	Sufficiency of textbooks and instructional materials; hearing and resolution
Fd. Code 60150	Penalty for insufficiency of textbooks and instructional <u>materials</u>
Ed. Code 60200-6021060213	Elementary school materials
Ed. Cade 60226	Requirements for publishers and manufacturers
Ed. Code 60350-60352	Core reading program instructional materials
Ed. Code 60400-60411	Instructional materials; high schools
Ed. Code 60510-60511	Donation for <u>or</u> sale of obsolete instructional materials
Ed. Cade 60605	State-adopted content and performance standards in core curricular areas
Ed. Code 60605.8	Common Core standards
Fd, Code 60605.86-60605 88	Supplemental instructional materials aligned with Common Core State Standards
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Management Resources California Department of Education Publication	Description Instructional Materials FAQ
Education Publication Education Publication	01-05 Guidelines for Piloting Textbooks and Instructional Materials, Policy # 01-05, rev. January 2015
California Department of Education Publication	Standards for Evaluating Instructional Materials for Social Content, 2013
Website	CSBA District and County Office of Education Legal Services
Website	Association of American Publishers
Website	California Academic Content Standards Commission, Common Core State Standards
Website	Califernia Department of Education

Website	CSBA
<u>Website</u>	Department of Justice (https://oag.ca.gov/)
Website	U.5 Department of Education, Office for Civil Rights (https://www2.ed.gov/about/offices/list/ocr/index.html)

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Exhibit 6161.1-E(1): Selection And Evaluation Of Instructional Materials Status: ADOPTED

Original Adopted Date: 11/01/2012 | Last Revised Date: 10/01/26502023 | Last Reviewed Date: 10/01/20202023

RESOLUTION ON SUFFICIENCY OF INSTRUCTIONAL MATERIALS

CSBA NOTE: Education Code 60119 requires that the Governing Board hold an annual public hearing regarding the sufficiency of textbooks or other instructional materials and determine, through a resolution, whether each student has sufficient materials; see the accompanying Board policy. #Sufficient textbooks or instructional materials¹⁰/₂ as defined in Education Code 60119, means that each student in the district, including each English learner, has a standards-aligned textbook or instructional materials, which may include technology-based materials, to use in class and to take home.

 The following sample resolution is based on the 2008 sample resolution developed by the California Department of Education (CDE) but has been updated to reflect current law. -This resolution may be used to certify compliance with Education Code 60119.

Whereas, the Governing Board of the (name of school district), in order to complyaceordance with the requirements of Education Code 60119, held a public hearing on (date), at (time) o'clock, which is on er before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and:

Whereas, the Board provided at least 10 days'<u>days</u> notice of the public hearing by posting it in at least three public places within the district stating the time, place, and purpose of the hearing, and:

Whereas, the Board encouraged participation by parents/guardians, teachers, members of the community, and bargaining unit leaders in the public hearing, and:

Whereas, Information provided at the public hearing detailed the extent to which sufficient textbooks or other instructional materials were provided to all students, including English learners, in the (name of school district), and:

Whereas, the definition of "sufficient textbooks or instructional materials" means that each student, including each English learner, has a-standards-aligned textbook textbooks and/or instructional materials to use in class and to take home, which may include materials in a digital format <u>as long as</u> each student, at a minimum, has and can access the same materials in the class and at home as <u>other students in the same class or course in the district</u>, but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage, and:

Whereas, textbooks or instructional materials in core curriculum subjects should be aligned with state academic content standards and/or the Common Core State Standards adupted by the State Soard of Education;

Finding of Sufficient Textbooks or Instructional Materials

CSBA NOTE: The following section is should be used to list the schools and subjects for use when the Board is making a finding that which the district has "provided" sufficient"," materials. According to CDE, Education Code 40119 requires documentation of sufficiency at textbooks or instructional materials to be presented at the public hearing. Survey forms are available on CDE's web site <u>website</u> which may be used as a self-study and county office validation tool for grades K-12. Whereas, Therefore, be it resolved, for the <u>(vear)</u> school year, the <u>(name of school district)</u>, sufficient standards aligned-textbooks or other instructional materials that are consistent with the cycles and content of the curriculum frameworks were provided to each student, including each English learner, at the following schools in the following subjects:

CSBA NOTE: To provide complete information about the basis for the Board'sBoard's determination of sufficiency, the district may wish to include the names of the textbooks or instructional materials provided to students, as well as the applicable state adoption cycle.

 Mathematics: -(List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)

 Science: -(List adopted textbooks or instructional materials for this subject for each-grodelevel or school as well as applicable state adoption cycle.)

 History-social science: -{List adopted textbooks or instructional materials for this subject for each grade level-or school as well as applicable state adoption cycle.}

 English language arts, including the English language development component of an adopted program: -(List adopted textbooks or instructional materials for this subject for each-grade level-ur school as well as applicable state adoption cycle.)

 World language: (List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)

 Health: [List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.]

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CSBA NOTE: The following paragraph is for use by districts that maintain grades 9-12. The Board may provide a list of the science laboratory classes offered in grades 9-12 and details on-the science laboratory equipment available for these classes.

Whereas, 'aboratory science equipment was available for science taboratory classes offered in grades 9-12, Inclusive;

Therefore, it is resolved that for the (year) school-year, the (name of -school district) has provided each-student with sufficient standards-aligned textbooks or other instructional materials that are consistent with the cycles and content of the curriculum frameworks-

Finding of Insufficient Textbooks or Instructional Materials In One or More Subjects

CSBA NOTE: The following section is for use when the Board is making a finding of "insufficient" materials. Education Code 60119 requires that the Board's resolution list, for each school for which an insufficiency exists, the percentage of students at each grade level who lack sufficient materials in each of the subject areas listed below.

CSBA NOTE: In addition to the section above, the following section should be used to list the schools and subjects for which the district has not provided "sufficient" materials, and should be deleted by districts when there is not a finding of insufficient materials in a particular year. Education Code 60119 requires that, for each school for which an insufficiency exists, the Board's resolution include the percentage of students at each grade level who lack sufficient materials in each of the subject areas listed below, and include the reason that each student does not have sufficient textbooks and/or instructional materials. For more information regarding the actions the Board is required to take upon a finding of "insufficient materials," and potential consequences for not remedying the deficiency as required by law, see the section "Sufficiency of Instructional Materia's and Public Hearing" in the accompanying Board policy.

Whereas, information provided at the public hearing and to the Board at the public meeting detailed that insufficient standards aligned textbooks or other instructional materials were provided to students in the following subjects and grade levels at district schools: "For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in mothematics, science, history-social science, English language erts, world language, and health.)

Whereas, sufficient-textbooks or other instructional materials were not provided at each school-listed above-due-to the following reasons: (For each school at which there is an insufficiency, list the reasons that each student does not have sufficient instructional materials in each subject and grade level-listed above.)

·_____·

Therefore.<u>Be</u> it is<u>fur</u>ther resolved, that for the (year) school year, the (name of school district) has not provided leach student—with sufficient-), insufficient standards-aligned textbooks -or -other instructional -materials -that are consistent with were provided to students at the eyeles and content-offollowing schools in the curriculum framework, and, following subjects:

 Mathematics: (For each school, list the percentage of students who lack sufficient standardsaligned textbuoks or instructional materials and the reasons that each student does not have sufficient instructional materials.) Science: (For each school, list the percentage of students who lack sufficient standardsaligned textbooks or instructional materials and the reasons that each student does not have sufficient instructional materials.)

 History-social science: (For each school, list the percentage of students who tack sufficient standards aligned textbooks or instructional materials and the reasons that each student does not have sufficient instructional materials.)

 English language arts, including the English language development component of an adopted program: (For each school, list the percentage of students who lack sufficient standardsaligned textbooks or instructional materials and the reasons that each student does not have sufficient instructional materials.)

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 World language: (For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials and the reasons that each student does not have sufficient instructional materials.)

 Health: (For each school, list the percentage of students who lack sufficient standardsaligned textbooks or instructional materials and the reasons that each student does not have sufficient instructional materials.)

Be it further resolved, that the following actions will be taken to ensure that all students have sufficient standards aligned textbooks or other instructional materials in all subjects that are consistent with the cycles and content of the curriculum frameworks within two months of the beginning of the school year in which this determination is made. (List actions to be taken to resolve insufficiency.)

Finding of Available Science Laboratory Equipment for Grades 9-12

CSBA NOTE: The following optional section is for use by districts that maintain grades 9-12, it should be used to list the science laboratory courses offered in grades 9-12 and whether science laboratory equipment is available for these courses.

Be it further resolved, laboratory science equipment was available or was not available for science laboratory courses offered in grades 9(12, inclusive, as indicated below:

 Available: (List all science laboratory courses offered in grades 9-12 for which science) laboratory equipment was available.)

 Not Available: (List all science laboratory courses offered in grades 9-12 for which science. laboratory equipment was not available.)

CSBA NOTE: Education Code 60119, as amended by AB 1078 (Ch. 229, Statutes of 2023), requires the Board, upon a determination of insufficient textbooks or instructional materials, to submit a copy of the resolution making such a determination to the County Superintendent of Schools within three business days after the public hearing regarding the sufficiency of textbooks or other instructional materials. This section should be included in the resolution for every district. 1

So it further resolved, that the Superintendent or designed, on behalf of the Board, shall submit a copy of this resolution to the County Superintendent of Schools within three business days of the bearing.

PASSED AND AD the following vot		day of	at a meeting, by
AYES:	NOES:	ABSENT:	
Attest:			
			Secretary
			President
All rights reserved. Policy Reference D These references a	California School Risclainter: re not intended to this policy. Instead		hente, California 95691 In they indicate the basis or authority f resources for those interested in the
State		Descrip	tion
5 CCR 9505-953	0	Instructional materials	

State	Description
5 CCR 9505-9530	Instructional materials
Ed. Code 1240	County superintendent of schools; duties
Ed. Code 18111	Exclusion of books by Governing Board that are sectarian, partisan, or denominational character
Ed. Code 220	Prohibition of discrimination
<u>Ed. Cade 242</u>	Access to information about educational laws and policies regarding right to accurate and inclusive punjoyium

<u>Ed</u> Code <u>243</u>	<u>Unlawful discrimination related to the use or prohibited</u> use <u>of textbooks and instructional materials</u>
Ed. Code 33050-33053	General waiver authority
Ed. Code 33126	School accountability report card
Ed. Code 35272	Education and athletic materials
Ed. Cade 44805	Enforcement <u>Teacher</u> <u>enforcement</u> of course of studies; use of textbooks, rules and regulations
<u>Ed. Code 48907</u>	Exercise of free expression; time, place and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 49415	Maximum textbook weight standards
Ed. Code 51204.5	Social sciences instruction; contributions of specified <u>groups</u>
Ed. Code 51501	Nondiscriminatory subject matter
<u>Ed. Cade 51511</u>	Religious matters properly included in courses of study
Ed, Code 5193 <u>3</u>	Sexual health education and HIV prevention materials
Ed. Code 52060-52077	Local control and accountability plan
Ed. Cride 60000-60005	instructional materials; legislative intent
Ed. Code 60010	Instructional materials; definition
Ed. Code 60040-60052	Requirements for instructional materials
Ed. Code 60060-60063.5	Requirements for publishers and manufacturers
Ed. Code 60070-60076	Prohibited acts (reregarding instructional materials)
Ed. Code 60110-60115	Instructional materials on alcohol and drug education
Ed. Code 60119	Sufficiency of textbooks and instructional materials; hearing and resolution
<u>Ed. Code 60150</u>	<u>Penalty for insufficiency of textbooks and instructional</u> materials
Ed. Code 60200-69210 <u>60213</u>	Elementary school materials
Ed. Cade 60226	Requirements for publishers and manufacturers
Ed/ Code 60350-60352	Core reading program instructional materials
Ed. Code 60400-60411	(nstructiona) materials; high schools
Ed. Cade 60510-60511	Donation for <u>or</u> sale of obsolete instructional materials
Ed. Code 60605	State-adopted content and performance standares in core curricular areas
Ed. Code 60605.8	Common Core standards

Ed. Code 60605.86-60605.88	Supplemental instructional materials aligned with Common Core State Standards
H&5 Code 11032	<u>Narcotics, restricted dangerous drugs, and marijuana;</u> definitions
Management Resources California Department of Education Publication	Description Instructional Materials FAQ
California Department of Education Publication	01-05 Guidelines for Plfoting Textbooks and Instructional Materials, Policy # 01-05, rev. January 2015
California Department of Education Publication	Standards for Evaluating Instructional Materials for Social Content, 2013
Website	CSBA District and County Office of Education Legal Services
Website	Association of American Publishers
Website	California Academic Content Standards Commission, Common Core State Standards
Website	California Department of Education
Website	C5BA
Website	Department of Justice (https://oag.ca.gov/)
Website	U.S. Department of Education, Office for Civil Rights (https://www2.ed.gov/about/offices/list/ocr/index.html)

Cross References

Code 0400	Description Comprehensive Plans
0410	Nondiscrimination In District Programs And Activities
0415	Equity
044D	District Technology Plan
0440	District Technology Plan
0460	Local Control And Accountability Pian
0460	Local Control And Accountability Plan
1220	Citizen Advisory Committees
1220	Citizen Advisory Committees
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.2-E(1)	Complaints Concerning Instructional Materials
1312.3	<u>Uniform Complaint Procedures</u>

1312.4	Williams Uniform Complaint Procedures
1312.4-E(1)	Williams Uniform Complaint Procedures
1312.4-E(2)	Williams Uniform Complaint Procedures
1325	Advertising And Promotion
1340	Access To District Records
1340	Access To District Records
1700	Relations Between Private Industry And The Schools
3220.1	Lottery Funds
3270	Sale And Disposal Of Books, Equipment And Supplies
3270	Sale And Disposal Of Books, Equipment And Supplies
3290	Gitts, Grants And Bequests
3311	Bids
3311	Bids
4136	Nonschool Employment
4143	Negotiations/Consultation
4236	Nonschool Employment
4243	Negotiations/Consultation
4331	Staff Development
4336	Nonschool Employment
5020	Parent Rights And Responsibilities
5020	Parent Rights And Responsibilities
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
6000	Concepts And Roles
6011	Academic Standards
6020	Parent Involvement
6020	Parent Involvement
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6142.2	World Language Instruction
6142.2	World Language Instruction
6147.6	Visual And Performing Arts Education
6142.8	Comprehensive Health Education

6142.B	Comprehensive Health Education
6142.91	Reading/Language Arts Instruction
6142.92	Mathematics Instruction
6142.93	Science Instruction
6142.94	History-Social Science Instruction
6143	Courses Of Study
6143	Courses Of Study
6144	Controversial Issues
6146.1	High School Graduation Requirements
6161.11	Supplementary Instructional Materials
6161.2	Damaged Or Lust Instructional Materials
6162.5	Student Assessment
6162.6	Use Of Copyrighted Materials
6162.6	Use Of Copyrighted Materials
6163.1	Library Media Centers
6170.1	Transitional Kindergarten
6171	Title I Programs
6171	Title I Programs
6174	Education For English Learners
6174	Education For English Learners
6190	Evaluation Of The Instructional Program
9000	Role Of The Board
9270	Conflict Of Interest
9270-F(1)	Conflict Of Interest
9322	Agenda/Meeting Materials

CSBA Sample District Policy Manual CSBA Sample Manual Site

Policy 6161.11: Supplementary Instructional Materials

Status: ADOPTED

Original Adopted Date: 12/01/1990 | Last Revised Date: 41<u>10</u>/01/2042<u>2023</u> | Last Reviewed Date: 4510/01/20122023

CSBA NOTE: The following optional policy addresses the selection of instructional materials that are used to supplement the basic textbooks and other instructional materials adopted by the Governing Board for use in grades K-8 pursuant to Education Code 60200 or for grades 9-12 pursuant to Education Code 60400. See BP/AR 6161.1 - Selection and Evaluation of Instructional Materials for requirements pertaining to the selection of those basic instructional materials.

The Governing Board encourages the use of supplementary instructional materials to enrich the curriculum and enhance student learning. Such materials shall be aligned with district goals, curriculum objectives, and academic standards and shall supplement and not supplant the use of Board-adopted basic instructional materials that serve as the primary learning resources.

Supplementary instructional materials include, but are not limited to, instructional materials that are designed to serve one or more of the following purposes: (Education Code 60010)

- 1. To provide more complete coverage of one or more subjects included in a given course.
- 2. To meet the various learning ability levels of students in a given age group or grade level.
- To meet the diverse educational needs of students with a language disability in a given age group or grade level
- To meet the diverse educational needs of students reflective of a condition of cultural pluralism
- To use current, relevant technology that further engages interactive learning in the classroom and beyond

Supplementary instructional materials may be selected by the Superintendent or designee, school administrators, or teachers, as applicable, and obtained through donations to the district and/or available funding sources designated for these purposes.

CSBA NOTE: In *McCarthy v* Fletcher, a California appellate court clarified that the Board may exclude materials from classroom teaching because they are educationally unsuitable and unrelated to the goals specified in Education Code 233.5, but not simply because the materials contain ideas to which Board or community members object.

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

<u>For more information, the California Department of Education's (CDE) website provides guidance</u> on the removal of instruction or instructional materials. In addition, Education Code 60049.5, as <u>added by AB 107B, requires CDE to issue, no later than July 1, 2025, guidance regarding how to</u> <u>review instructional materials to ensure that they represent diverse perspectives and are culturally</u> relevant, Additionally, Education Code 242, as added by AB 1078, requires CDE to develop, by July 1, 2025, guidance and gublic educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum.

<u>The use of any supplemental instructional material shall not be rejected or prohibited by the Board or district on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. (Education Code 243)</u> As appropriate, supplementary instructional materials shall meet the criteria developed for the selection and evaluation of hasic instructional materials as described in AR 6161.1 - Selection and Evaluation of Instructional Materials.

Supplementary instructional materials shall be directly related to the course of study in which they are being used and shall be appropriate for the age and maturity level of the students.

The use or reproduction of supplementary instructional materials shall be in accordance with tederal copyright law.

Supplementary Materials Aligned with Common Core Standards

CSBA NOTE: The following optional section is (or use by districts that maintain any of grades K-8, Pursuant to Education Code 60605.8, the State Board of Education (SBE) has adopted Common Core Standards in English language arts and mathematics; see BP 6011 - Academic Standards. In November 2012, the SBE adopted updated English language development standards for English learners which are aligned to the Common Core Standards. However, the SBE has not yet adopted K-8 textbooks and instructional materials aligned to the Common Core Standards because Education Code 60200.7 suspended state adoptions of instructional materials until the 2015-16 school year. To bridge the gap, Education Code 60605.86, as added by SB 140 (Ch. 623, Statutes of 2011), and Education Code 60605.87-60605.88, as added by AB 1719 (Ch. 626, Statutes of 2012), require the California Department of Education (CDE) to recommend and the SBE to approve lists of supplementary Instructional materials aligned with the Common Core Standards in English language arts by September 30, 2012, mathematics by July 80, 2018, and English language development by June 30, 2014. These lists of supplementary materials will be available on the CDE's web site and are informational only; districts are not required to purchase any of the supplementary materials.

To prepare district students to achieve the Common Core Standards in English language arts and mathematics and the English language development standards, as applicable, the Board may select supplementary instructional materials from the lists of materials determined by the State Board of Education (SBE) to be aligned with those standards. (Education Code 60605.86-60605.88)

CSBA NOTE: Pursuant to Education Code 60605.86-60605.88, as added by SB 140 (Ch. 623, Statutes of 2011) and AB 1719 (Ch. 636, Statutes of 2012), the district may select supplementary materials that are not on the SBE-approved lists. Such materials must be reviewed and recommended by content review experts who are selected by the Board, meet specified qualifications, and serve without compensation. The Board must ensure that the selected materials comply with SBE-approved evaluation criteria; which are available on the CDE's web site, and

specified legal requirements for instructional materials, including social content review requirements.

The Board may approve supplementary instructional materials that are not on the lists approved by the SBE but which are aligned with the Common Core Standards provided that the materials comply with the evaluation criteria established by the SBE and Education Code 60050, 60060-60062, and 60226. The Board shall select content review experts who possess the qualifications specified in law to review and recommend such supplementary materials. The majority of the content review experts shall be teachers who are credentialed and/or authorized in the subject area they are reviewing and the remainder shall inclusic appropriate persons from postsecondary educational institutions, school and district curriculum administrators, and other persons who are knowledgeable in the subject area. (Education Code 60605.86-60605.88)

Appropriateness of Materials

<u>CSBA NOTE:</u> The following optional section may be revised to reflect district practice, including any district <u>crite</u>ria for the appropriateness of supplementary instructional materials and/or <u>circumstances under which materials should be submitted to the principal or other designee for</u> review prior to their use (e.g., when materials relate to controversial issues or are presented in a <u>controversial manner or context, such as when materials contain nudity, sexual content, graphic violence, or extensive profanity). The district is encouraged to consult C5BA's District and County Office of Education Legal Services or district legal counsel prior to adopting such criteria or <u>processes</u> or when <u>harming films</u>, electronic resources, or other materials solely on the basis of industry rafings.</u>

Whenever a district employee proposes to use a supplementary resource which is not included in the approved learning resources of the district. <u>he/shethe employee</u> shall preview the material to determine whether, in <u>his/herthe employee's</u> professional judgment, it is appropriate for the grade level taught and is consistent with district criteria for the selection of supplementary instructional materia's.

The employee shall confer with the Superintendent or designee as necessary to determine the compliance of the material with district criteria. The primary considerations should be the educational value, <u>factual accuracy</u>, appropriateness, <u>including whether the material contains</u> <u>pervasive</u> <u>vulgarity or profamity</u>, and relevance of the materials, as well as the ages and maturity of the students.

The Superintendent or designee may provide <u>training to administrators</u> and teachers in the <u>selection and evaluation of supplementary instructional materials</u>, including the criteria to be <u>utilized and applicable legal considerations</u>.

Complaints

<u>CSBA NOTE: Complaints alleging discrimination based on a violation of Education Code 243, as</u> added by AB 1078, related to the use or prohibited use of any supplemental instructional material as described above, may be brought under the district's uniform complaint procedures or may be filed directly with the Superintendent of Public Instruction (SPI). Complaints that are filed directly with the SPI are required to identify the basis for doing so, and present evidence that supports the basis for the direct filing. In such cases, the SPI may directly intervene without waiting for an investigation by the district. See BP/AR 1312.3 – Uniform Complaint Procedures. <u>Complaints concerning supplemental instructional materials shall be handled in accordance with Board Policy 1312.2 : Complaints Concerning Instructional Materials and Board Policy 1312.3 – Uniform Complaint Procedures, as applicable.</u>

Policy Reference UPDATE Service

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Policy Reference Disclaimer:

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

State <u>5 CCR</u> <u>4600-4670</u> Ed. Code 18111	Description <u>Uniform complaint procedures</u> Exclusion of books by governing board that are sectarian, partisan, or denominational character
Ed, Code 220	Prohibition of discrimination
Ed. Code 233.5	Teaching of principles
Ed. Code 242	<u>Access to information about educational laws and policies</u> reparding right to accurate and inclusive curriculum
Ed. Code 243	<u>Unlawful discrimination related to the use or prohibited use</u> of <u>textbooks and instructional materials</u>
Fd. Code 48907	Exercise of free expression; time, place and manner rules and <u>regulations</u>
<u>Ed. Cod</u> e 48950	Speech and other communication
Ed. Code 5 <u>1204.5</u>	Social sciences instruction; contributions of specified groups
Ed. Code 51501	Nondiscriminatory subject matter
Fd. Code 51510	Prohibited study or supplemental materials
Ed. Code 51511	Religious matters properly included in courses of study
Ed. Cede 51933	Sex education materialsSexual health education and HIV prevention materials
<u>Ed. Code 60000-60005</u>	Instructional materials: legislative intent
Ed. Code 60010	Instructional materials, definition
Ed. Code 60050§0040-60052	Social content review of Requirements for instructional materials
Ed. Code 60060-60062 <u>60063.5</u>	Requirements of publishersRequirements for publishers and manufacturers
Ed. C ode 60200.7 <u>-60213</u>	Suspension of state instructional <u>Elementary school</u> materials adoptions
Ed. Code 60226	Requirements for publishers and manufacturers
Ed. Code 60400-60411	Adoption of high school instructional materials instructional materials: high schools
Ed. Code 60605	<u>State-adopted content and performance standards in core</u> curricular areas

Ed. Code 60605.8	Common Core standards
Ed-Code 60605.86-60605.88	Supplemental instructional materials aligned with Common Core State Standards
Ed. Code 60811.3	English language development standards
Management Resources California Department of Education Publication	Description Standards for Evaluating Instructional Materials for Social Content, <u>2000</u> 2013
Court Decision	Fowler v. Board of Education of Lincoln County: (1978 (1987) 819 F.2d 657
Court Decision	McCarthy v. Fletcher, (1969) 207 Cal. App. 3d 130
Website	CSBA District and County Office of Education Legal Services
Website	California Department of Education
Website	CSBA
Website	Department of Justice (https://oag.ca.gov/)
Websice	<u>U.S. Department of Education, Office for Civil Rights</u> (<u>https://www2.ed.gov/about/offices/list/ocr/index.html</u>)

Cross References

Code 0000	Description Vision
0200	Goals For The School District
<u>C410</u>	Nondiscrimination in District Programs and Activities
1260	Educational Foundation
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.2·E(1)	Complaints Concerning Instructional Materials
1312.3	Uniform Complaint Procedures
<u>1312.4</u>	Williams Uniform Complaint Procedures
1325	Advertising And Promotion
3270	Sale And Disposal Of Books, Equipment And Supplies
3270	Sale And Disposal Of Books, Equipment And Supplies
3290	Gifts, Grants And Bequests
3311	Bids
3311	Bids
4132	Publication Or Creation Of Materials

4232	Publication. <u>Over Creation Of of</u> Materials
4332	Publication <u>Geor</u> Creation <u>Ofof</u> Materials
<u>5145.3</u>	Nondiscrimination/Harassment
6000	Concepts And Roles
601:	Academic Standards
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6141.2	Recognition Of Religious Beliefs And Customs
6141.2	Recognition Of Religious Beliefs And Customs
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.2	World Language Instruction
6142.2	World Language Instruction
6142.6	Visual And Performing Arts Education
6142.91	Reading/Language Arts Instruction
6142.92	Mathematics Instruction
6142.93	Science Instruction
6142.94	History-Social Science Instruction
6143	Courses_Of_Study
6144	Controversial Issues
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials
6162.6	Use Of Copyrighted Materials
6162.6	Use Of Copyrighted Materials
6163.1	Library Media Centers
6174	Education For English Learners
6174	Education For English Learners

CSBA Sample District Policy Manual CSBA Sample Manual Site

Policy 6163.1: Library Media Centers

Status: ADOPTED

Original Adopted Date: 03/01/2011 | Last Revised Date: 0410/01/20142023 | Last Reviewed Date: 9410/01/20142023

¹ CSBA NOTE: Education Code 18100 requires the Governing Board to provide library services for students and teachers by maintaining school libraries or contracting with another public agency. The following optional policy is intended for use by districts that maintain their own school libraries, but may be modified to meet the needs of districts that enter into an arrangement to receive services from either a county or city library pursuant to Education Code 18130 or 18134; also see BP 1330.1 - Joint Use Agreements.

The State Board of Education (SBE) has adopted model program standards for school libraries which describe staffing, resources, and infrastructure(1) school library standards for students that delineate what students should know and be able to do at each grade level (see section "Library Instruction," below), and (2) school library program standards that describe staffing, access, resources, and infrastructure, including technology, recommended for effective school library programs. The following policy may be modified to reflect state program standards that the district chooses to implement.

The Governing Board recognizes that school libraries support the educational program by providing access to a variety of informational and supplemental resources that can help raiseinspire a love of reading, stimulate thought, the exploration of ideas and int<u>ellectual</u> exchanges, and contribute to the academic achievement of all students. The Board desires that school libraries he stocked with up-to-date buoks, reference materials, and electronic resources that promote literacy, support academic standards, contain a broad spectrum of knowledge and <u>viewpoints</u>, <u>accurately</u> reflect and value society's diversity, and prepare students to become lifelong learners.

CSBA NOTE: The following optional paragraph may be revised to reflect district practice. The Superintendent or designee may, in consultation with teacher librarians, classroom teachers, administrators, parents/guardians, and students as appropriate, develop and regularly update a plan for school libraries that describes the district's goals for school libraries and how the distribution of funds will be distributed to school sites to support libraries. As appropriate, the plan may also address staffing, facilities, selection and evaluation of materials, the development and maintenance of classroom libraries, prevention of loss or damage of library materials, prioritization of needs, and other related matters. The Superintendent or designee shall ensure that the library plan is aligned with the district's local control and accountability plan and other district and school plans.

Staffing

CSBA NOTE: The following optional section may be revised to reflect district practice. Pursuant to Education Code 18120, the Board may appoint one or more librarians to staff school libraries, provided they possess an appropriate credential issued by the Commission on Teacher Credentialing (CTC) as required by Education Code 44868 and 5 CCR 80053. This may include a teacher librarian services credential issued since January 1, 2008 or a Fbrary media teacher services credential issued prior to that date. In addition, 5 CCR 80024,6 establishes requirements for an emergency teacher librarian services permit that may be issued when there is an insufficient number of qualified certificated persons to fill available positions.

SBE model program standards recommend a ratio of one full-time teacher librarian per 785 students, plus assignment of a classified paraprofessional (e.g., library technician, library aide) at least 34 hours per week.

If the district does not employ any teacher librarians, it should modify this policy to reflect the position(s) that are assigned to fulfill the related duties.

To staff school I braries, the district may employ one or more teacher librarians who possess appropriate credentials issued by the Commission on Teacher Credentialing. (Education Code 18120, 44868; 5 CCR 80024.6, 80053)

CSBA NOTE: 5 CCR 80053 specifies the duties that any teacher librarian who possesses an appropriate credential or emergency permit from the CTC is authorized to perform. 5 CCR 80053.1 establishes a special class authorization which authorizes the holder to provide departmentalized instruction in information literacy, digital literacy, and digital citizenship. The district may revise itemslitents #1-8 below to reflect the duties of teacher librarians included in district job descriptions.

The Superintendent or designee may assign teacher librarians to perform the following duties in accordance with the authorizations of their credential: (5 CCR 80053, 80053.1)

- Instruct students in accessing, evaluating, using, and integrating information and resources in the library program and/or provide departmentalized instruction in information literacy, digital literacy, and digital citizenship.
- Plan and coordinate school library programs with the district's instructional programs through collaboration with teachers
- 3. Select materials for school and district libraries
- 4. Develop and deliver staff development programs for school (ibrary services
- 5. Coordinate or supervise library programs at the school or district level.
- Pian and conduct a course of instruction for students who assist in the operation of school libraries
- 7. Supervise classified personnel assigned school library duries

Develop procedures for and management of the school and district librance.

CSBA NOTE: The following optional paragraph may be revised to reflect district practice. Pursuant to Education Code 35021, the district may not use volunteer aides in lieu of classified employees whose positions were abolished.

The Board also may appoint classified paraprofessionals to serve as library aides or library technicians. Volunteers may assist with school library services in accordance with law, Board policy, and administrative regulation.

Hours of Operation

School libraries shall be open for use by students and teachers during the school day. (Education Code 18103)

CSBA NOTE: The following paragraph is optional.

With the approval of the Board, a school library may be open at other hours outside the school day, including evenings and Saturdays. Any library open to serve students during evening and Saturday hours shall be under the supervision of a certificated employee who consents to the assignment. (Education Code 18103).

Selection and Evaluation of School Library Materials

CSBA NOTE: The following optional section may be revised to reflect district practice. At its discretion, the Board may establish selection criteria that exclude all materials of a sectarian, partisan, or denominational character as authorized by Education Code 18111. Library materials shall include print and electronic resources that align with the curriculum and are accessible to students with varying cognitive and/or language needs.

Library materials shall be selected and evaluated and selected through a process that invites recommendations from administrators, reachers, other staff, parents/guardians, and students as appropriate.

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

For more information, the California Department of Education's (CDE) website provides guidance on the removal of instruction or instructional materials. In addition, Education Code 60040.5, as added by AB 1078 (2023), requires CDF to issue, no later than July 1, 2025, guidance regarding.

how to review instructional materials to ensure that they represent diverse perspectives and are culturally relevant. Additionally, Education Code 242, as added by AB 1078, requires CDE to develop, by July 1, 2025, guidance and public educational materials to ensure that all <u>Californians</u> can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum.

The use of any book or other resource in a school library shall not be rejected or prohibited by the Board or district on the basis that it includes a study of the rale and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51301 or 60044. (Education Code 243)

Library materials shall be continually evaluated in relation to evolving curricula, new formats of materials, new instructional methods, and the needs of students and teachers. Materials that contain outdated subject matter or are no longer appropriate shall be removed.

All gifts and donations of school library materials shall be subject to the same criteria as materials selected for purchase by the district.

Complaints regarding the appropriateness of library materials shall be addressed using the district's procedures for complaints regarding instructional materials.

Fees

CSBA NOTE: Complaints alleging discrimination based on a violation of Education Code 243, as added by AB 1078, related to the use or prohibiten use of any book or other resource in a school library as described above, may be brought under the district's uniform complaint procedures or may be filed directly with the Superintendent of Public Instruction (SPI). Complaints that are filed directly with the SPI are required to identify the basis for doing so, and present evidence that supports the basis for the direct filing. In such cases, the SPI may directly intervene without waiting for an investigation by the district. See BP/AR 1312.3 – Uniform Complaint Procedures. Complaints regarding the appropriateness of library materials shall be addressed in accordance with Board Policy 1312.2 – Complaints Concerning Instructional Materials and Board Policy 1312.3 – Uniform Complaint Procedures, as applicable.

<u>Fees</u>

Students shall be encouraged to return library materials in a timely manner, but no charge shall be assessed for the late return of materials.

CSBA NOTE: Pursuant to 5 CCR 16042, the district shall not charge students for the late return of library materials unless authorized to do so by the Board. The district should select the option below that reflects district practice. Option 2 may be modified to include the amount that will be charged.

OPTION 1: (No late fees)

Students shall be encouraged to return library materials in a timely manner, but no charge shall be assessed for the late return of materials.

OPTION 1 ENDS HERE

OPTION 2: (Late fees charged)

To encourage students to return materials in a timely manner, a nominal fee shall be charged for the late return of materials.

OPTION 2 ENDS HERE

Library Instruction

CSBA NOTE: In September 2010, the SBE adopted model academic standards for library instruction which address what students should know and be able to do at each grade level or grade span in terms of information literacy skills. The introduction to the standards expresses the intent that the standards be taught collaboratively by the classroom teacher and the teacher librarian within the context of the curriculum. The following optional section reflects the four major categories addressed in the state standards and may be revised to reflect district practice.

The SBE has also developed a document identifying examples of where the library instruction standards are aligned with Common Core State Standards. See the California Department of **Education's (CDE) web site.** See CDE's website.

Teacher librarians and/or classroom teachers shall provide library instruction to develop<u>support</u> the development of students' information literacy skills. Such instruction shall be aligned with <u>the</u> state academic standards for library instruction and shall prepare students to:

- Access information by applying knowledge of the organization of libraries, print materials, digital media, and other sources
- Evaluate and analyze information to determine appropriateness in addressing the scope of inquiry
- 3. Organize, synthesize, create, and communicate information
- Integrate information literacy skills into all areas of learning and pursue information. Independently to become life-long learners.

Teacher librarians also may provide support to teachers, administrators, and other staff by identifying instructional materials that will aid in the development of curriculum and instructional activities and by providing information about effective and ethical uses of school library services and equipment.

Program Evaluation

CSBA NOTE: The following optional section may be revised to reflect district practice. The district may use an assessment tool such as the CDE's <u>"Looking at the School Library: An</u> Evaluation Tool," or may develop its own program evaluation indicators or checklist. The Superintendent or designee shall annually assess and report to the Board regarding the condition and use of school libraries. The assessment shall evaluate, at a minimum:

- Access of students and staff to school libraries during school hours and, as appropriate, access outside the school day.
- 2. The process and frequency by which students are allowed to check out library materials.
- 3. Staffing levels, qualifications, and number of hours worked
- 4. The quality of the collection at each library, including, but not limited to, the total number of books in the collection, number of books per student, <u>types of materials (fiction, non-fiction, newspapers, magazines, encyclopedias, materials in other languages, and reference materials), alignment with curriculum, provision of a broad spectrum of <u>knowledge and viewpoints</u>, amount expended during the year for the purchase of new resources, and the number of resources discarded and added during the year.</u>
- 5. Any special programs offered at the school to encourage reading and/or library use
- 6. The adequacy of the facility space and equipment designated for the school library
- 7. The source(s) and adequacy of funding for school libraries
- Knowledge by principals, teachers, and library personnel of the process to tollow when a library material(s) is challenged

CSBA NOTE: Education Code 38122 requires districts to annually report to the CDE op the condition of their district school libraries. This survey is conducted online via the CDE's web sitewebsite.

The district shall, on or before August 31 each year, report to the CDECalifornia Department of <u>Education</u> on the condition of its school libraries for the preceding year ending June 30. (Education Code 18122)

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Policy Reference Disclaimer:

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

State 5 CCR 16040-16043 Description School libraries

5 CCR 80023-80023.2	Emergency permits; general requirements
5 CCR 80024.6	Emergency teacher librarian services permit
5 CCR 80026-80026.6	Emergency permits; Declaration of Need
5 CCR 80053-80053.1	Teacher librarian services credential
Ed. Code 1703	Coordination of district library services by county superintendent
Ed. Code 1770-1775	Provision of library services by county superintendent
Ed. Code 18100-18203	School tibraries
Ed. Code 18300-18571	Union high school district/unified school district libraries
Ed. Cade 19335-19336	Reading Initiative Program; recommended books
Ed. Code 220	Prohibition of discrimination
Ed. Cade 242	Access to information about educational laws and policies regarding right to accurate and inclusive curriculum
Ed. Code 35021	Volunteer aides
Ed. Code 44868-44869	Qualifications and employment of library media teachers
Ed. Code 45340-45349	Instructional aides
Ed. Çoda 48907	<u>Exercise of tree expression; time, place and manner rules and</u> regulations
Ed. Code 48950	Speech and other communication
Ed. Code 51204.5	Social sciences Instruction; contributions of specified groups
Ed. Code 51501	Nondiscriminatory subject matter
<u>Ed. Code 60040 - 60052</u>	Requirements for instructional materials
Management Resources California Department of Education Publication	Description Examples of Model School Library Standards for California Public Schools Supporting Common Core State Standards (CCSSI-) for English Language Arts & Literacy in <u>History/Social</u> <u>Studies</u> , <u>Science</u> , <u>and Technical Subjects</u> , rev. February 2012
California Department of Education Publication	Looking at the 5chool Library, An Evaluation Tool, 2003
California Department of Education Publication	Model School Library Standards for California Public Schools: K - 12, 2010 (includes standards for student instruction as well as program standards)

California Department of Education Publication	Recommended Literature: Kindergarten Through Grade Twolvo
California School Library Association Publication	Standards and Guidelines for Strong School Libraries, 2004
Website	CSBA District and County Office of Education Legal Services
Website	American Association of School Libraries
Website	California Department of Education, Curriculum and Instruction Resources (https://www.cde.ca.gov/ <u>ci/cr/)</u>
Website	California Department of Education, School Libraries
Website	California School Library Association
Website	Department of Justice (https://oag.co.gov/)
Website	U.S. Department of Education, Office for Civil Rights (https://www2.ed.gov/about/offices/list/ocr/i <u>ndex.html)</u>

Cross References

Code 0200	Description Goals For The School District
0400	Comprehensive Plans
0410	Nondiscrimination in District Programs and Activities
0420	School Plans/Site Councils
0420	School Plans/Site Councils
0440	District Technology Plan
0440	District Technology Plan
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
1240	Volunteer Assistance
1240	Volunteer Assistance
1260	Educational Foundation
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.2-E(1)	Complaints Concerning Instructional Materials
1312.3	Uniform Complaint Procedures

<u>131</u> 2.4	Williams Uniform Complaint <u>Procedures</u>
1330.1	Joint Use Agreements
134D	Access To District Records
1340	Access To District Records
3260	Fees And Charges
3260	Fees And Charges
3270	Sale And Disposal Of Books, Equipment And Supplies
3270	Sale And Disposal Of Books, Equipment And Supplies
3290	Gifts, Grants And Bequests
3311	Bids
3311	Bids
4112.2	Certification
4112.2	Certification
4113	Assignment
4113	Assignment
4131	Staff Development
4132	Publication Or Creation Of Materials
4222	Teacher Aides/Paraprofessionals
4222	Teacher Aides/Paraprofessionals
4231	Staff Development
4232	Publication Orention Of Materials
4331	Staff Development
4332	Publication Oreation Of Materials
5125.2	Withholding Grades, Diploma Or Transcripts
<u>5145.3</u>	Nondiscrimination/Harassment
6011	Academic Standards
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6142.2	World Language Instruction

6142 2	World Language Instruction
6142.6	Visual And Performing Arts Education
6142.91	Reading/Language Arts Instruction
6142.92	Mathematics Instruction
6142.94	History-Social Science Instruction
<u>6143</u>	Courses Of Study
6144	Controversial Issues
6154	Homework/Makeup Work
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1·E(1)	Selection And Evaluation Of Instructional Materials
6161.11	Supplementary Instructional Materials
6161.2	Damaged Or Lost Instructional Materials
6162.6	Use Of Copyrighted Materials
6162.6	Use Of Copyrighted Materials
6163.4	Student Use Of Technology
6163.4-E(1)	Student Use Of Technology
7110	Facilities Master Plan

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<pre>addition =</pre>	<pre>a control</pre>	Vendor/Addr Nesit name Reg Reference Date	Description	Tax ID nun	Deposit type FD-RE90-Y-OBJT.50-0	AllA mun OAL-PUBC-ST	Account num 8-T2-TY3-TYP4 TAMP6	불물	z E-ExtRaf Net Amount
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<pre>citates #00146022 Tetre 11/01/2023 01-3131-0-5000.0D-0000-1140-010-00-000 MF</pre>	<pre>citates #0046021 Tetr #1/01/2023 01-311-0-0000.00-0000.0140-310-01000.01 TOTAL EAVORST AMCORT 3,000.00 + 000000000 11 Ref 10/28/2023 01-2600-0-1800.00 -1470-4200-400-0000 MF 00000000 001/00118/00118/00 01-1470-4200-001-00-0000 MF 00000000 MF 00000000 MF 0128/203 01-2600-0-1470-4200-001-00-0000 MF 0128/203 01-2600-0-5500.00-14770-4200-001-00-0000 MF 0128/203 01-2600-0-5500.00-14770-4200-001000 MF 0128/203 01-2600-0-5500.00-14770-4200-001000 MF 0128/203 01-2600-0-5500.00-14770-4200-001000 MF 0128/203 01-2600-0-5500.00-14770-4200-001000 MF 0128/203 01-2600-0-5500.00-14770-4200-001000 MF 0128/203 01-2600-0-5500.00-14770-4200-0000 000 MF 0128/203 01-2600-0-5500.00-14770-4200-0000 000 MF 0128/203 01-2600-0-5500.00-14770-4200-0000 000 MF 0128/203 01-2600-0-5500.00-14770-4200-0000 000 MF 0128/203 01-2600-0-5500.00-14770-4200-0000 000 MF 0128/203 01-2600-0-5500.00-14770-4200-0000 000 MF 0128/203 01-2600-0-5500.00-14770-4200-0000 000 MF 0128/203 01-2600-0-5500.00-14770-4200-0000 000 MF 01.00 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0</pre>	PT-240405 11/01/2023	8 Volleyball Sco	rekeep 10/28/ TOTAL P	8	470-4260-00 80	1-00-000-0009 NT .00 *		00'08
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PV-240382 10/30/2023 PV-240382 10/30/2023 PV-240382 10/30/2023	STTINNI 1207834 SITINNI 120792 SITINNI 120792	01-0000-0-5500.07-0000-0100-001-00-005-0000 35 01-0000-0-5500.07-0000-0100-007-00-0000 57 01-0000-0-5500.07-0000-0100-007-00-0000 50.0.00 01-0000-0-5500.07-0000-0100-001-000	301 0000-0 301 0000-0	50.00 50.00 50.00
ssofe4/00 Found Stuart	00000000			
pv-z40183 10/30/2023 RETMS_Cheer Van Gas	TOTAL	01-2600-0-1200.00-1470-4200-001-00-000-0000 312 PAYAENT ANGUNT 108.34 *	XM 0000-0	108.34
ssp786/00 HHG School				
FV-240368 10/30/2023	PV-240368 10/30/2023 RBG VolleyGell Tournament F	F 01-2600-0-5300.00-1470-6200-001-000-000 300 FAINENT ANCONT 300.00 *	NK 0000-0	300,006
anorst/ou Rubert Spow	000000000			
FV-340410 11/01/2023	PV-340410 11/01/2023 Prochall Ref 10/10-11-23/30 TOTAL NA	1-24/20 01-2600-0-5400.00-1470-4200-001-00-000-0000 NN LOTAL PAYMENT ANDMIT LOTAL PAYMENT ANDMIT	NN 0000-0	405.00

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15,600.00 235.82 800.00 1,035.82 10 76.08 23.94 62.52 2,087,86 287.25 28.97 38.97 HE BE R-TAFE R-RALBAR Net Anount 037.06 205.63 456.04 502.68 4,740.33 4,740.37 APYSOD L.00.21 11/03/23 11:33 PAGE 0.00 Ling Ant. 10,400.00 4,740.33 16708 PD-R88C-Y-08JT.SO-GOAL-FUNC-8TE-T2-TT2-TYP4 T9MP5 4 YM 8101-000-00-0020-000110-100.00-04400.00-1011 1 01-3213-0-4300.00-0000-3140-010-000-0000 MM P 1 01-3214-0-000100-01110-1110-110-000-2015 NN D 01-0000-0-5500.02-0000-8100-007-00-0000 MN 01-0000-0-5500.02-0000-8100-001-00-000-0000 MN 01-0000-0-5500.02-0000-8100-001-00-0000 MN 01-0000-0-5500.02-0000-8100-012-00-0000 MN 01-0000-0-5500.02-0000-8100-010-00-0000 MN MM 0000-000-00-400-0018-0000-20-000-0000-0000-00 01-6010-0-4300,00-1110-4000-002-00-000-0000 MMM se open ss Account nur 15,600.00 + 10.97 * 287,25 * # 12.00 2,087,86 * 4,740.37 * 1,015.82 * ABA Dum CENTRAL PUBL ACCOUNTS PAYABLE PRELIST BATCH: 0026 10/26/2023 TOTAL PAYNEST ANOUNT TOTAL PAYNESST ANCOUNT TOTAL PAYNEET ANOTHET Deposit type TOTAL PANNEST ANGUNT TOTAL PATHENT ANOUNT TOTAL PAYNER'S ANOUNT TOTAL PAYMENT AMOUNT 10 3 TAN CO 2/02/01 - 12/12/6 1411248 1202/02/01 14098-04 Tax ID nun PURD O PV-240393 10/30/2023 056 516 6001 8 10/30/2023 PV-240393 10/30/2023 057 038 4621 9 10/30/2023 PV-240393 10/38/2023 157 316 7500 7 10/30/2023 PV-240393 10/38/2023 083 816 8200 7 10/30/2023 PV-240393 10/38/2023 146 816 7500 7 10/30/2023 PV-240393 10/30/2023 155 216 7500 7 10/30/2023 0000000000 0000000000 552162684 FV-240379 10/30/2023 21597548 102623 14.9098 240005 PO-240005 10/30/2023 208133347309 Description 8 240052 PG-240052 11/02/2023 4273828-00 240050 PG-240050 10/31/2023 6000214555 BOUTHERM CALIFORNIA GAS 340007 PG-240007 10/30/2023 5288736 SOUTHWEST SCHOOL SUPPLY School Specialty, LLC. SCHOOL HEALTH CORP. BOLUTION TARE INC Date DATES 008042/00 Sparkletts CELTAINU NOCEL IN PRO 1-30FL10 Vendor/Addr Nentt Seq Beference 008022/00 002804/00 00/010500 00/001000 000234/00 880739/00

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GAR KL TRUCK UKIFIED	MOX BATCE: 1	ACCOUNTS DAYARUM PERLIST MATCH: DOZE 10/26/2023 FDMD : 01 GENERAL FUHD	APY500 L.00.21 11/01/23 11:33 PAGE << Open >>	EE:II EZ/E0/II	PAGE 7
ciption	t und the p		<pre>#pestit type AMA num Account num FD-RESC-Y-GEUT.SO-GOAL-FUNC-STE-T1-TT3-TYP4 T9M98</pre>	22 ES H-Term E-Earlef Lig Art Net Amount	W B-EstRef Net Anount
ppszzz/00 The Holdings Lockbex	261251927				
TELERTOS ESOS/3E/01 270028-09 270052	TOTAL PAR	TOTAL PATHWAY AND UNT	1 01-6500-0 <mark>-5800.00</mark> -5770-3150-010-000-0000 800 P	4,252.25	4,252.25
0.0.	558427334				
pursent unit of 2023 2023 2023-18 Vision Screening	- 2	01-3213-0-5800,00-000	01-1313- <mark>8-5800,</mark> 00-0000-1340-010-000-0000 NT 6887 AMOUNT - 3,500,00 +		00'005'2
	TOTAL PUND TOTAL PUND	ED CHRCKS	** 23,745,63 **		92,749.63
	TOTAL FUND	PURD PAYMENT USE TAX AMOUNT	\$3,830,60 **		92,830.60

DDB HL TRICK (NSIFIND	249098	ANTCH BATCH FICED	2 0026 10 1 123	ACCOUNTS PAYABUE PERLIST BATCH: 0026 10/24/2023 FUED : 13 CAFFIRIA		APYSD0 L.00 << Open >>	11 12 01	APYSO0 L.00.21 11/03/23 11:33 PAGE << Open >>	=
Vendor/Addr Remit name Reg Reference Date De	Description	Tax ID pun	Ā	Personat type ABA nun Account nun PD-RESC-Y-OSUT_SO-GOAL-FUNC-STS-T1-T194 T9M95	ABA RUD L-FUNC-8T	ARA nun Account num L-FUNC-818-12-713-7794	TSNEE	32 KS R-Tern S-SxtSef Lig Amt Net Amount	n B-ExtRef Net Amount
008351/00 Amazon Capital Services	rvices								
Warv-GD2D-lett 1502/16/01 796096-V9	14.1-G3GD-1.91	TOTAL	-11-	11-5310-0-4304.00-0000-3700-04-0000 MH TOTAL FATNERT ANDUNT 300,75 *	10-0016-0		Ħ		360,75 26,75
2.0000000 gd/ststop									
resoled trot/oc/ii troosc-he	206787 910525	TOTAL	11- 11- 747062077	11-5310-0-4700.00-0000-1700-00-00-0000 800 11-5310-0-4700.00-0000-1700-00-00-0000 800 10-647 ************************************	0-1700-01 0-1700-01 7,420	00-010-00-0000 00-010-00-0000 7,420,47 *	日日		2,843,42 4,577.05 7,420,47
		TOTAL PURD	Cup	PASNENT	100"1	7,801,22 **			7,801.23
		TOTAL	BATCH CHECKS	RECKS	100,550.85	.85 ***	00.00		100,550,85
			BATCH NY?		60	80.97 ***	00.00		80,97
			BATCH PATHERT	A'DUURT	200,431.82	.82 ***	00.00		100,631,82
		TOTAL 1	USE TAX	USE TAX AMOUNT					2,105.98
		TOTAL 1	DISTRIC	DISTRICT CHECKS	100, 550	100,550.85 ****	00'0		100,550.65
		TOTAL 1	DISTRICT MUT	T MUT	08	80.97 ****	00'0		80.97
		I TWIGE	DISTRIC USE TAX	DISTRICT PAYMENT USE TAX AMOUNT	100,431.83	23	0.0		2,105,98
		A Manufa	TAX BUD	ARE DESCRIPTIONS ONLY.	*** 44*				
				BUSCHICTLE WAT	08	80 BT ****	00.0		10 00
				DISTRICTS	100.631.82		0.00		100.631.82
				AMOUNT			2		2,105.99
Number of checks to be printed:		· Bujjunop j	b ubiov	40, not counting voids due to stub overflows.	, as				100,350.65

088 EL TEJON UNIFIED Batch 27	J53025 BA	ACCOUNTS PAYABLE PRELIST BATCH: 0027 11/03/2023 FUND : 01 GENERAL FUND	APY500 L.00.21 1 << Open >>	L.00.21 11/09/23 12:02 \ >>	PAGE 1
Vendor/Addr Remit name Reg Reference Date Description	ion Tax ID num	num Deposit type ABA num Account num FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TY3-TYP4	Account num E-T2-TY3-TYP4 T9MPS	EE ES E-Term Liq Amt	∖ E-ExtRef Net Amount
006542/00 ATFSM, LLC	00000000	00			
PV-240418 11/06/2023 2801	TOTAL	01-0000-0-5800.00-0000-8100 PAYMENT AMOUNT	-002-00-000-0000 NN 880.00 *		880.00 880.00
001466/00 Aramark Uniform Services	00000000	00 99 EFT			
PV-240437 11/08/2023 2601582318 PV-240437 11/08/2023 2601582317	18 17 Total	01-0000-0-4300.00-0000-8100 01-0000-0-4300.00-0000-3600 PAYMENT AMOUNT	-010-00-000-000 NN -010-00-000-000 NN 163 *		431.59 260.24 691.83
003390/00 BOYS & GIRLS CLUBS OF BA	BAKERS				
PV-240435 11/08/2023 7ETASES2324 PV-240435 11/08/2023 7ETASES2324	324 ETS 324 FPS TOTAL	01-6010-0-5100.00-1110-4000-001-00-0000 01-6010-0-5100.00-1110-4000-002-00-0000 AL PAYMENT AMOUNT 11,561.92 *	1-00-000-0000 NN 2-00-000-0000 NN .92 *		5,780.96 5,780.96 11,561.92
003143/00 BUDDY'S ALL STARS					
240130 PO-240130 11/06/2023 54306-00	TOTAL	1 01-2600-0-4300.00-1470-4200-001-00-000-0000 AL PAYNENT AMOUNT 1,362.32 *	1-00-000-0000 NN P .32 *	1,362.32	1,362.32 1,362.32
002006/00 BUENA VISTA MUSEUM	000000000	00			
PV-240433 11/08/2023 Tour Date PV-240433 11/08/2023 Tour Date	e 12/01/23 (ETS) e 12/07/23 (ETS) TOTAL	01-2600-0-5200.00-1110-1000 01-2600-0-5200.00-1110-1000 L PAYMENT AMOUNT	-001-00-000-0000 NN -001-00-000-0000 NN 254.00 *		121.00 133.00 254.00
008038/00 Brady Industries	942289369	69 99 EFT			
240053 PO-240053 11/08/2023 8429373 240053 PO-240053 11/08/2023 8429552 240053 PO-240053 11/08/2023 8429668	TOTAL	<pre>1 01-0000-0-4300.00-0000-8100-010-00-0000 1 01-0000-0-4300.00-0000-8100-010-00-0000 1 01-0000-0-4300.00-0000-8100-010-00-0000 3L PAYMENT AMOUNT 2,833.55 *</pre>	0-00-000-0000 NY P 0-00-000-0000 NY P 0-00-000-0000 NY P 55 *	0.00	704.05 539.74 1,589.76 2,833.55
003160/00 CENTRAL VALLEY OCCUP		199 EFT			
PV-240434 11/08/2023 00596838-00		01-0000-0-5800.00-0000-7200-010-00-000-0000 NN TOTAL PAYMENT AMOUNT 523.00 *	-010-00-000-0000 NN 523.00 *		523.00 523.00

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088 EL TEJON UNIFIED Batch 27	J53025 ACC BATCH: FUND	ACCOUNTS PAYABLE PRELIST H: 0027 11/03/2023 D : 01 GENERAL FUND	APY500 L.00.21 11/09/23 << Open >>	12:02	PAGE 2
Vendor/Addr Remit name Reg Reference Date Descr	Tax ID num Description	n Deposit type ABA num Account num FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TY3-TYP4	Account num J-T2-TY3-TYP4 T9MPS	EE ES E-Term Liq Amt l	ı E-ExtRef Net Amount
004432/00 Christy Zimmerman					
PV-240431 11/06/2023 REIMB	REIMB_Mammoth gas for vans TOTAL	01-0000-0-5200.00-1470-4200 PAYMENT AMOUNT	-007-00-000-0000 NN 250.03 *		250.03 250.03
880668/00 Cofer & Oberlies, Inc	÷				
FV-240428 11/06/2023 98069	- Liftmaster 8	01-0000-0-4300.00-0000-8100- PAYMENT AMOUNT	010-00-000-0000 NN 75.78 *		75.78 75.78
000906/00 EL TEJON UNIFIED ACCT					
PV-240420 11/06/2023 FED I PV-240420 11/06/2023 B. C.	FED INT FY 2022-2023 Q3+Q4 B. C. Planetarium Fee - ETS TOTAL P1	Q3+Q4 01-0000-0-5800.00-0000-7200-010-00-0000 e - ETS 01-2600-0-5200.00-1110-1000-001-00-0000 TOTAL PAYMENT AMOUNT 464.45 *	-00-000-0000 NN -00-000-0000 NN 45 *		314.45 150.00 464.45
000042/00 FRAZIER PARK LUMBER &	: ACE 922121267				
240038 PO-240038 11/06/2023 255053 240038 PO-240038 11/08/2023 255103 240038 PO-240038 11/08/2023 255128 240039 PO-240039 11/08/2023 255124 240039 PO-240039 11/09/2023 255104	.3 13 14 14 TOTAL	<pre>1 01-8150-0-4300.00-0000-8100 1 01-8150-0-4300.00-0000-8100 1 01-8150-0-4300.00-0000-8100 1 01-0000-0-4300.00-0000-3600 1 01-0000-0-4300.00-0000-3600 PAYMENT AMOUNT</pre>	-010-00-0000 NN P -010-00-000-0000 NN P -010-00-000-0000 NN P -010-00-000-0000 NN P -010-00-000-0000 NN P -010-00-0000 NN P	29.58 44.19 149.28 28.28 271.69	29.58 44.19 149.28 28.55 271.69 523.29
000044/00 FRAZIER PARK UTILITY	000000000				
PV-240426 11/06/2023 177,	4, 4 - 10 OCTOBER 2023 TOTAL P	ER 2023 01-0000-0-5500.04-0000-8100-002-00-000-0000 NN TOTAL PAYMENT AMOUNT 1,587.72 *	00-000-0000 NN 72 *		1,587.72 1,587.72
008448/00 Houghton Mifflin Harc	Harcourt Publ 00000000	22 Deposit to checking xxxxx013-8 xxxxxx6354	8 XXXXXXX6354		
240147 PO-240147 11/06/2023 594124	.45 TOTAL	1 01-6300-0-4100.00-1110-1000-007-00-0000 PAYMENT AMOUNT 753.42 *	-007-00-000-0000 NN P 753.42 *	753.42	753.42 753.42
002461/00 Jim's Towing Service	680580310	199 EFT			
240066 PO-240066 11/06/2023 40022 240066 PO-240066 11/06/2023 38981 240066 PO-240066 11/06/2023 40022		<pre>1 01-0000-0-5600.00-0000-3600-010-00-000-0000 1 01-0000-0-5600.00-0000-3600-010-00-0000 1 01-0000-0-5600.00-0000-3600-010-00-0000 TOTAL PAYMENT AMOUNT 2,182.50 *</pre>	-00-000-0000 NY P -00-000-0000 NY P -00-000-0000 NY P	202.50 765.00 1,215.00	202.50 765.00 1,215.00 2,182.50

2 PAGE 3	cm E-ExtRef Net Amount		137.49 137.49		12.85 188.42 86.44 287.71		1,253.04 1,253.04		188.75 188.75		833.36 833.36		50.00 50.00 55.00 55.00 205.00		420.00 420.00 840.00	
11/09/23 12:02	EE ES E-Tern Liq Amt 1				0.00						833.36					
ACCOUNTS PAYABLE PRELIST APY500 L.00.21 1 BATCH: 0027 11/03/2023 << Open >> FUND : 01 GENERAL FUND	num Deposit type ABA num Account num FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TY3-TYP4 T9MPS		cream 01-7010-0-4300.00-3800-1000-007-00-000-0000 NN TOTAL PAYMENT AMOUNT 137.49 *		1 01-0000-0-4300.00-0000-3600-010-00-0000-0000 NN P 1 01-0000-0-4300.00-0000-3600-010-00-00000 NN P 1 01-0000-0-4300.00-0000-3600-010-00-0000 NN P TOTAL PAYMENT AMOUNT 287.71 *	00	01-0000-0-5500.05-0000-8100-010-00-000-0000 NN TOTAL PAYMENT AMOUNT 1,253.04 *		ess 101 01-6266-0-5200.00-1110-1000-007-00-000-0000 NN TOTAL PAYMENT AMOUNT 188.75 *	77	1 01-3213-0-5800.00-0000-3140-010-000-0000 NY P TOTAL PAYMENT AMOUNT 833.36 *		<pre>87 01-0000-0-5500.07-0000-8100-007-00-0000 NN 24 01-00000-0-5500.07-0000-8100-007-00-0000 NN 01-00000-0-5500.07-0000-8100-001-00-000-0000 NN 01-00000-0-5500.07-0000-8100-001-00-000-0000 NN TOTAL PAYMENT AMOUNT 205.00 * 205.00 *</pre>		te Part 01-2600-0-5200.00-1110-1000-001-00-000-0000 NN te Part 01-2600-0-5200.00-1110-1000-001-000-0000 NN TOTAL PAYMENT AMOUNT 840.00 *	
J53025 ₽₽	Tax ID Description		REIMB_AG fence & ice cr TOT	CQ of Lebec	15389-103489 15389-103457 15389-103534 101	OSAL 00000000	726185 TOT	er	REIMB_GFSF Con/ Success 101 TOTAL P	562657177	203 Tot	Control	FMHS 107931 INV:172387 FMHS 107931 INV:172424 ET 107894 INV:172352 ET 107894 INV:172357 TOT		Order 465 - ET Private Part Order 464 - ET Private Part TOTAL P	
088 EL TEJON UNIFIED Batch 27	Vendor/Addr Remit name Reg Reference Date D	001611/00 LEE BIZZINI	PV-240419 11/06/2023 R	008041/00 Lebec Parts, LLC/CQ	240036 PO-240036 11/06/2023 1 240036 PO-240036 11/06/2023 1 240036 PO-240036 11/08/2023 1	000089/00 MOUNTAINSIDE DISPOSAL	PV-240429 11/06/2023 7	880704/00 Michael Vogenthaler	PV-240416 11/06/2023 R	880762/00 Michelle E. Dizon	240107 PO-240107 11/06/2023 2	880656/00 O Connor Pest Con	PV-240421 11/06/2023 FT PV-240421 11/06/2023 FT PV-240421 11/06/2023 FT PV-240421 11/06/2023 FT PV-240421 11/06/2023 FT	880799/00 Rollerama	PV-240436 11/08/2023 0 PV-240436 11/08/2023 0	

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088 EL TEJON UNIFIED Batch 27	BATC FUN	ACCOUNTS PAYABLE FRELIST BATCH: 0027 11/03/2023 FUND : 01 GENERAL FUND	APY500 L.00.21 1 << Open >>	L.00.21 11/09/23 12:02 PAGE 1 >>	PAGE 4
Vendor/Addr Remit name Reg Reference Date Description	Tax ID num n	Deposit type ABA FD-RESC-Y-OBJT.SO-GOAL-FU	num Account num JNC-STE-T2-TY3-TYP4 T9MPS	EE ES E-Term Liq Amt 1	∖ E-ExtRef Net Amount
000094/00 SCHWEBEL PETROLEUM CO, INC	952962284				
FV-240425 11/06/2023 289457	TOTAL	01-0000-0-4300.00-0000-3600-010-00-0000 NN PAYMENT AMOUNT 3,647.73 *	00-010-00-000-0000 NN 3,647.73 *		3,647.73 3,647.73
000221/00 SIERRA SCHOOL EQUIPMENT CO					
PV-240430 11/06/2023 Check Rewri	Rewrite #44934714 TOTAL	01-6762-0-4400.00-1110-1000-001-000-0000 PAYMENT AMOUNT 15.53 *	0-001-00-000-0000 NN 15.53 *		15.53 15.53
000099/00 SOUTHERN CALIFORNIA EDISON	000000000				
<pre>EV-240424 11/06/2023 700567450246 EV-240424 11/06/2023 700573116157 EV-240424 11/06/2023 700224978410 EV-240424 11/06/2023 700558405297 FV-240424 11/06/2023 700571913660</pre>	NOVEMBE NOVEMBE NOVEMBE NOVEMBE NOVEMBE	01-0000-0-5500.01-0000-81 01-0000-0-5500.01-0000-81 01-0000-0-5500.01-0000-81 01-0000-0-5500.01-0000-81 01-0000-0-5500.01-0000-81 PAYMENT AMOUNT	00-007-00-000-0000 NN 00-002-00-000-0000 NN 00-007-00-000-0000 NN 00-007-00-000-0000 NN 00-007-00-000-0000 NN 77,825.71 *		2,215.46 1,920.67 570.48 424.14 2,694.96 7,825.71
008223/00 The Holdings Lockbox	261251927				
240076 PO-240076 11/06/2023 20799383	TOTAL	1 01-6500-0-5800.00-5770-3150-010-00-000-0000 NN PAYMENT AMOUNT 3,701.50 *	50-010-00-000-0000 NN P 3,701.50 *	3,701.50	3,701.50 3,701.50
008247/00 Total School Solutions					
240082 PO-240082 11/06/2023 18-4529	TOTAL	1 01-7032-0-5800.00-0000-3700-010-00-0000 PAYMENT AMOUNT 900.00 *	900.00 *	900.006	900.00 900.00
880662/00 Tyack's Tires					
FV-240423 11/06/2023 228136	TOTAL	01-0000-0-4300.00-0000-3600-010-00-0000 PAYMENT AMOUNT 611.92 *	0-010-00-000-0000 NN 611.92 *		611.92 611.92
	TOTAL TOTAL TOTAL	FUND CHECKS 38 FUND EFT 6 FUND PAYMENT 444	38,160.67 ** 6,230.88 ** 44,391.55 **		38,160.67 6,230.88 44,391.55

088 EL TEJON UNIFIED Batch 27	J53025	AC BATCH: FUND	ACCOUNTS PAYABLE PRELIST BATCH: 0027 11/03/2023 FUND : 13 CAFETERIA	APY <	APY500 L.00.21 << Open >>	11/09/23 12:02	PAGE 5
Vendor/Addr Remit name Req Reference Date Description	ption	Tax ID num	Deposit type ABA num Account num FD-RESC-Y-OBJT.SO-GOAL-FUNC-SFE-TY3-TY94	ABA num Accc L-FUNC-STE-T2-	Account num T2-TY3-TYP4 T9MPS	EE ES Liq	E-Term E-ExtRef Amt Net Amount
000532/00 A.V.H.S.D./PINCO		000000000					
PV-240417 11/06/2023 2819824	4	TOTAL P.	13-5310-0-4700.00-0000-3700-010-00-000-0000 NN PAYMENT AMOUNT 1,167.60 *	0-3700-010-00-(1,167.60 *	NN 0000-000		1,167.60 1,167.60
003535/00 JORDANO'S							
PV-240432 11/08/2023 6914422 PV-240432 11/08/2023 6914423	0 0	TOTAL P	13-5310-0-4700.00-0000-3700-010-00-0000 13-5310-0-4700.00-0000-3700-010-00-0000 PAYMENT AMOUNT 1,887.42 *	0-3700-010-00- 0-3700-010-00- 1,887.42 *	NN 0000-000		1,749.50 137.92 1,887.42
003389/00 TK Elevator Corporation	ц	000000000					
PV-240427 11/06/2023 3007575593	5593	TOTAL P.	13-5310-0-5800.00-0000-3700-010-00-000-0000 NN PAYMENT AMOUNT 87.56 *	0-3700-010-00- 87.56 *	NN 0000-000		87.56 87.56
		TOTAL F	FUND PAYMENT	3,142.58 *	*		3,142.58
		TOTAL B. TOTAL B. TOTAL B.	BATCH CHBCKS BATCH EFT BATCH PAYMENT	41,303.25 * 6,230.88 * 47,534.13 *	* * * * * *	00.00	41,303.25 6,230.88 47,534.13
		TOTAL D TOTAL D TOTAL D	DISTRICT CHECKS DISTRICT EFT DISTRICT PAYMENT	41,303.25 * 6,230.88 * 47,534.13 *	* * * * * *	0.00	41,303.25 6,230.88 47,534.13
		TOTAL F TOTAL F TOTAL F	FOR ALL DISTRICTS CHK: FOR ALL DISTRICTS EFT: FOR ALL DISTRICTS:	41,303.25 * 6,230.88 * 47,534.13 *	* * * * * * * * *	0.00	41,303.25 6,230.88 47,534.13
Number of checks to be printed: Number of ACH generated: Number of EFT generated:	25, no 1 4	not counting v	voids due to stub overflows	ws.			40,549.83 753.42 6,230.88

088 EL TEJON UNIFIED Batch 28	E PRELIST AP 023 GENERAL FUND	Y500 L.00.21 11/20/23 09:13 << Released for Payment >>	PAGE 1
ame Ta Date Description	Tax ID num Deposit type ABA num Account num FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TY3-TYP4	EE ES E-Term T9MPS Lig Amt N	RE-ExtRef Net Amount
002521/00 CAROLYN CHAPMAN			
PV-240453 11/14/2023 REIMB_RonaldReaganLibraryDe TOTAL P	iLibraryDe 01-7220-0-5200.00-0000-1000-007-00-000-0000 NN TOTAL PAYMENT AMOUNT 539.50 *		539.50 539.50
California Association FFA 95	956053264		
PV-240442 11/13/2023 113923	01-6387-0-5200.00-3800-1000-007-00-000-0000 NN TOTAL PAYMENT AMOUNT 1,030.00 *		1,030.00 1,030.00
Canelli Plumbing			
PV-240439 11/13/2023 2396 PV-240439 11/13/2023 2395	01-8150-0-5600.00-0000-8100-002-00-0000 01-8150-0-5600.00-0000-8100-001-00-0000 TOTAL PAYMENT AMOUNT 5,200.00 *	NIN	3,800.00 1,400.00 5,200.00
Cengage Learning 00	00000000		
240141 PO-240141 11/13/2023 82930428 240143 PO-240143 11/13/2023 82930429	1 01-6300-0-4100.00-3800-1000-007-00-0000 1 01-6300-0-4100.00-1110-1000-007-00-0000 TOTAL PAYMENT AMOUNT TOTAL USE TAX AMOUNT TOTAL USE TAX AMOUNT	YN P 6,338.47 YN P 0.00	6,383.13 5,679.05 12,062.18 874.51
Corey Hansen			
PV-240454 11/14/2023 REIMB_UniversalStudiosParki TOTAL P	<pre>idiosParki 01-2600-0-5200.00-1110-1000-001-00-000-0000 NN TOTAL PAYMENT AMOUNT</pre>		30.00
Diana Holt			
PV-240455 11/15/2023 REIMB_CCAC Conference 2023 TOTAL	nce 2023 01-0000-0-5200.00-0000-2700-010-00-000-0000 NN TOTAL PAYMENT AMOUNT 670.28 *	-	670.28 670.28
FRAZIER PARK LUMBER & ACE 92	922121267		
240038 PO-240038 11/13/2023 255146 240038 PO-240038 11/13/2023 255136 240038 PO-240038 11/13/2023 255185 240038 PO-240038 11/14/2023 255199 240038 PO-240038 11/15/2023 255215	<pre>1 01-8150-0-4300.00-0000-8100-010-00-0000 1 01-8159-0-4300.00-0000-8100-010-00-0000 1 01-8150-0-4300.00-0000-8100-010-00-0000 1 01-8150-0-4300.00-0000-8100-010-00-0000 1 01-8150-0-4300.00-0000-8100-010-00-0000 1 01-8150-0-4300.00-0000-8100-010-00-0000 TOTAL PAYMENT AMOUNT</pre>	NN P 40.90 NN P 25.32 NN P 19.47 NN P 18.84 NN P 95.61	40.90 25.32 19.47 18.84 95.61 200.14

088 EL TEJON UNIFIED J58191 BAT Batch 28 FU	ACCOUNTS PAYABLE PRELIST APY500 BATCH: 0028 11/09/2023 << Rv FUND : 01 GENERAL FUND	Y500 L.00.21 11/20/23 09:13 PAGE 2 << Released for Payment >>
Vendor/Addr Remit name Reg Reference Date Description	um Deposit type ABA num Account num FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TY3-TYP4	t num EE ES E-Term E-ExtRef 3-TYP4 T9MPS Liq Amt Net Amount
80732/00 Gibbs Truck Centers		
PV-240440 11/13/2023 376007B TOTA	01-0000-0-4300.00-0000-3600-010-00-0000 TOTAL PAYMENT AMOUNT 1,319.66 *	0-0000 NN 1,319.66 1,319.66
008015/00 Isom Ad., A Div. of Urbn Fut 00000000	0	
PV-240452 11/14/2023 Reissue #44908357 TOTAL	01-0000-0-9510.02-0000-0000-000-000-0000 L PAYMENT AMOUNT 4,725.00 *	0-0000 NN 4,725.00 4,725.00
008362/00 Julie Stiles		
PV-240441 11/13/2023 REIMB_HalloweenEvent rora	01-6010-0-4300.00-1110-4000-001-00-000-0000 NN TOTAL PAYMENT AMOUNT 129.90 *	0-0000 NN 129.90
000058/00 KERN COUNTY SUPT OF SCHOOLS 00000000	0	
240146 PO-240146 11/13/2023 401271 TOTAL	1 01-3213-0-5200.00-0000-2700-010-00-000-2006 NN L PAYMENT AMOUNT 135.00 *	0-2006 NN F 135.00 135.00 135.00
008149/00 Kathleen Wood		
PV-240456 11/15/2023 REIMB_KWood_SewingSupplies TOTAL 1	pplies 01-7010-0-4300.00-1110-1000-001-00-0000 TOTAL PAYMENT AMOUNT 36.38 *	36.38 36.38
001611/00 LEE BIZZINI		
PV-240451 11/14/2023 REIMB_FFAICeCream PV-240451 11/14/2023 REIMB_JunkFoodJubilee PV-240451 11/14/2023 REIMB_FFABreakfast TOTAL	01-7010-0-4300.00-3800-1000-007-00-0000 01-7010-0-4300.00-3800-1000-007-00-0000 01-7010-0-4300.00-3800-1000-007-00-0000 1. PAYMENT AMOUNT 474.19 *	0-0000 NN 175.40 0-0000 NN 121.22 0-0000 NN 177.57 474.19
008041/00 Lebec Parts, LLC/CQ of Lebec		
240036 PO-240036 11/13/2023 15389-103822 TOTA	1 01-0000-0-4300.00-0000-3600-010-00-0000 NN TOTAL PAYMENT AMOUNT 93.38 *	0-0000 NN P 0.00 93.38

088 EL TEJON UNIFIED Batch 28	J58191 ACCOUNTS PAYABLE FRELIST BATCH: 0028 11/09/2023 FUND : 01 GENERAL FUND	APY500 L.00.21 11/20/23 << Released for Payment	09:13 >>	PAGE 3
Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposit type ABA num FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE	Account num J-T2-TY3-TYP4 T9MPS	EE ES E-Term Liq Amt N	ı E-ExtRef Net Amount
000089/00 MOUNTAINSIDE DISPOSAL	0000000			
PV-240449 11/13/2023 727471	01-0000-0-5500.05-0000-8100-010-00-0000 NN TOTAL PAYMENT AMOUNT 1,001.04 *	-00-000-0000 NN 34 *		1,001.04 1,001.04
880762/00 Michelle E. Dizon	562657177			
240107 PO-240107 11/13/2023 204	1 01-3213-0-5800.00-0000-3140-010-00-000-0000 NY TOTAL PAYMENT AMOUNT 2,000.02 *	-00-000-0000 NY P 32 *	2,000.02	2,000.02 2,000.02
000079/00 PG&E	00000000			
PV-240447 11/13/2023 0047046680- PV-240447 11/13/2023 6786651485-	0047046680-6 10/6/23 - 11/5 01-0000-0-5500.01-0000-8100-010-00-0000 6786651485-3 10/6/23 - 11/5 01-0000-0-5500.01-0000-8100-010-00-0000 TOTAL PAYMENT AMOUNT 285.69 *	NN 0000-000-00-00-00- * 69		130.79 154.90 285.69
003523/00 SAN JOAQUIN REGION FFA				
PV-240443 11/13/2023 113727	01-6387-0-5200.00-3800-1000-007-00-000-0000 NN TOTAL PAYMENT AMOUNT 70.00 *	007-00-000-0000 NN 70.00 *		70.00
001804/00 SCHOOL HEALTH CORP	00000000 99 EFT			
240052 PO-240052 11/13/2023 4278609-00	0 1 01-3213-0-4300.00-0000-3140-010-00-000-0000 NN TOTAL PAYMENT AMOUNT 155.20 *	-00-000-0000 NN P 20 *	155.20	155.20 155.20
000094/00 SCHWEBEL PETROLEUM CO, INC	C 952962284			
PV-240445 11/13/2023 289711	01-0000-0-4300.00-0000-3600-010-00-000-0000 NN TOTAL PAYMENT AMOUNT 4,516.90 *	7 NN 0000-000-00		4,516.90 4,516.90
000214/00 SOUTHWEST SCHOOL SUPPLY				
240050 PO-240050 11/15/2023 6000223778	1 01-1100-0-4300.00-1110-1000- TOTAL PAYMENT AMOUNT	002-00-000-0000 NN P 38.17 *	0.00	38.17 38.17

	ES E-Term E-ExtRef Lig Amt Net Amount	344.32 344.32	4,160.00 4,160.00 4,160.00	24.33 24.33	854.62 854.62	3, 659.50 3, 659.50	43,600.20 155.20 43,755.40 874.51
<< Released for Payment >>	EE T9MPS	-010-00-000-0000 NN 344.32 *	Êι	010-00-000-0000 NN 24.33 *	-010-00-000-0000 NN 854.62 *	00-010-00-000-0000 NN 3,659.50 *	43,600.20 ** 155.20 ** 43,755.40 **
FUND : 01 GENERAL FUND	posit type ABA num Account num FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TY3-TYP4	5800.00-0000-7200	5800.00-5770-31	4300.00-0000-3600-	5600.00-0000-7200	5900.00-1110-10	CHECKS 43,60 EFT 15 PAYMENT 43,79 AMOUNT
FUND : 01	Tax ID num Deposit type FD-RESC-Y-	000000000 - 10/31/23 TOTAL PAYM	261251927 1 01-6500-0- TOTAL PAYMENT AMOUNT	01-0000-0- TOTAL PAYMENT AMOUNT	01-0000-0- TOTAL PAYMENT AMOUNT	AYN	TOTAL FUND TOTAL FUND TOTAL FUND TOTAL USE TAX I
	Description	N ENTERPRISE 2023 1171 10/1/23	s Lockbox 2023 20807118	ss 2023 228740	2023 515309599	00 VERIZON WIRELESS 00000000 PV-240448 11/13/2023 9948449963 10/05/23 - 11/04 TOTAL P	
Batch 28	Vendor/Addr Remit name Reg Reference Date	000075/00 THE MOUNTAIN ENTERPRISE PV-240446 11/13/2023 1171 10/1/23	008223/00 The Holdings Lockbox 240076 PO-240076 11/13/2023 20807118	880662/00 Tyack's Tires PV-240438 11/13/2023 228740	003242/00 US BANK PV-240450 11/13/2023	001710/00 VERIZON WIRELESS PV-240448 11/13/2023	

EE ES E-Term E-ExtRef T9MPS Lig Amt Net Amount	posit type ABA num Account num FD-RESC-Y-OBJT.SO-GOAL-FUNC-SFE-TZ-TY3-TYP4	Tax ID num Deposit type A FD-RESC-Y-ORJT SO-GOAL	Description	Vendor/Addr Remit name Req Reference Date D
4				
				JORDANO'S
NN 410.34)-3700-010-00-000-0000 410.34 *	13-5310-0-4700.00-0000-3700-010-00-000-0000 NN TOTAL PAYMENT AMOUNT 410.34 *	23 6914949	PV-240444 11/13/2023 6
410.34	410.34 **	TOTAL FUND PAYMENT		
0.00 44,010.54	44,010.54 ***	TOTAL BATCH CHECKS		
	155.20 ***	TOTAL BATCH EFT		
44,	44,165.74 ***	TOTAL BATCH PAYMENT		
874.51		TOTAL USE TAX AMOUNT		
0.00 44,010.54	44,010.54 ****	TOTAL DISTRICT CHECKS		
	155.20 ****	TOTAL DISTRICT EFT		
44,	44,165.74 ****			
874.51		TOTAL USE TAX AMOUNT		
44,	44,010.54 ****	FOR ALL DISTRICTS		
0.00 155.20	155.20 ****	FOR ALL		
44,	44,165.74 ****	FOR ALL		
874.51		USE TAX		
44,010.54	ís.	26, not counting voids due to stub overflows.	printed: 26, n	Number of checks to be prin
	155.20 44,165.74	TOTAL FOR ALL DISTRICTS EFT: TOTAL FOR ALL DISTRICTS: TOTAL USE TAX AMOUNT (of counting voids due to stub overflow		cks to be prin

.17 PAGE 2	E-Term E-ExtRef Amt Net Amount		2,672.50 2,672.50		130.22 130.22		294.00		8.25 15.07 17.53 17.53 17.53 17.53 83.68 83.68		4,050.00		3 75.34 75.34		298.05
L.00.21 11/20/23 12:17 .>>	EE ES E-To Liq Amt								8.25 15.07 17.53 0.00 53.68				75.33		
CCOUNTS PAYABLE PRELIST APY500 : 0029 11/16/2023 << Open : 01 GENERAL FUND	. Deposit type ABA num Account num FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TY3-TYP4 T9MPS	99 EFT	01-0000-0-4300.00-0000-8100-007-00-000-0000 NN PAYMENT AMOUNT 2,672.50 *		01-0000-0-4300.00-0000-3600-010-00-000-0000 NN PAYMENT AMOUNT 130.22 *		01-6387-0-22001.00-3800-1000-007-00-000-0000 NN PAYMENT AMOUNT 294.00 *		<pre>1 01-8150-0-4300.00-0000-8100-010-00-0000 NN P 1 01-8150-0-4300.00-0000-8100-010-00-0000 NN P 1 01-8150-0-4300.00-0000-8100-010-00-0000 NN P 1 01-8150-0-4300.00-0000-8100-010-00-0000 NN M 1 01-8150-0-4300.00-0000-8100-010-00-0000 NN P 2 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3</pre>		01-3213-0-33102-0000-7700-010-00-000-0000 NN PAYMENT AMOUNT 4,050.00 *	22 Deposit to checking xxxxx013-8 xxxxxxx6354	1 01-6300-0-4100.00-1110-1000-007-00-000-0000 NN P PAYMENT AMOUNT 75.34 *	99 EFT	01-8150-0-0000-0000-8100-000-00-000-000 NN PAYMENT AMOUNT 298.05 *
A(BATCH FUND	Tax ID num		Booster Pump TOTAL	000000000	TOTAL	272961571	TOTAL	922121267	TOTAL	9693416	TOTAL	000000000	TOTAL	000000000	TOTAL
088 EL TEJON UNIFIED	Vendor/Addr Remit name Req Reference Date Description	000552/00 CULLIGAN WATER CONDITIONING	PV-240473 11/20/2023 2054 FMHS Booste	880634/00 Cummins Sales and Service	PV-240476 11/20/2023 Y9-47356	008340/00 Ewell Education Services, Inc.	PV-240457 11/17/2023 CA0405-2023-11	000042/00 FRAZIER PARK LUMBER & ACE	240038 PO-240038 11/17/2023 255228 240038 PO-240038 11/17/2023 255229 240038 PO-240038 11/20/2023 255259 240038 PO-240038 11/20/2023 255261 240038 PO-240038 11/20/2023 255267	880665/00 General Audit Tool Itd	PV-240462 11/17/2023 4649 PO#230103	008448/00 Houghton Mifflin Harcourt Publ	240122 PO-240122 11/17/2023 955945420	002620/00 KERN RIVER POWER EQUIPMT	PV-240469 11/17/2023 152204

088 EL TEJON UNIFIED	BATC FUN	ACCOUNTS PAYABLE FRELIST BATCH: 0029 11/16/2023 FUND : 01 GENERAL FUND	APY500 L.00.21 11 << Open >>	11/20/23 12:17	PAGE 3
Vendor/Addr Remit name Req Reference Date Description	Tax ID num	Deposit type ABA num Account num FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TY3-TYP4	T9MPS	EE ES E-Term Liq Amt 1	l E-ExtRef Net Amount
008041/00 Lebec Parts, LLC/CQ of Lebec					
240036 PO-240036 11/17/2023 15389-103970 240036 PO-240036 11/17/2023 15389-100726 240036 PO-240036 11/17/2023 15389-100726 240036 PO-240036 11/17/2023 15389-99879 240036 PO-240036 11/20/2023 15389-104117	TOTAL P	<pre>1 01-0000-0-4300.00-0000-3600-010-00-000000 1 01-00000-04300.00-0000-3600-010-00-0000 1 01-00000-04300.00-00000-3600-010-00-0000 1 01-00000-04300.00-00000-3600-010-00-0000 1 01-00000-0-4300.00-00000-3600-010-00-0000 1 01-00000-0-4300.00-00000-3600-010-00-0000 281MBNT AMOUNT </pre>	-010-00-000-0000 NN P -010-00-000-0000 NN M -010-00-000-0000 NN M -010-00-000-0000 NN P -010-00-000-0000 NN P 635.05 *	00.00	11.89 20.41 -20.41 490.15 133.01 635.05
000079/00 PG&E	000000000				
PV-240458 11/17/2023 7161651561-9 10/06 PV-240475 11/20/2023 6828318149 10/05/23	1	11/5/2 01-0000-0-5500.01-0000-8100-010-00-0000 - 11/05 01-0000-0-5500.01-0000-8100-010-00-0000 TOTAL PAYMENT AMOUNT 2,535.36 *	0-00-000-0000 NN 36 * 36 *		73.74 2,461.62 2,535.36
000094/00 SCHWEBEL PETROLEUM CO, INC	952962284				
PV-240460 11/17/2023 289907	TOTAL PI	01-0000-0-4300.00-0000-3600-010-00-000-0000 PAYMENT AMOUNT 260.18 *	-010-00-000-0000 NN 260.18 *		260.18 260.18
003491/00 STEPHANIE BISHOP					
PV-240470 11/17/2023 REIMB_DollarGeneralASES TOT	AL	01-6010-0-4300.00-1110-4000-002-00-000-0000 NN PAYMENT AMOUNT 37.61 *	002-00-000-0000 NN 37.61 *		37.61 37.61
880689/00 Sequoia Floral International					
240145 PO-240145 11/17/2023 107647 A 240145 PO-240145 11/17/2023 107646 A	TOTAL P?	1 01-7010-0-4300.00-3800-1000-001-00-000-0000 1 01-7010-0-4300.00-3800-1000-001-00-00000 PAYMENT AMOUNT 827.13 *	-001-00-000-0000 NN P -001-00-000-0000 NN P 827.13 *	381.85 357.49	381.85 445.28 827.13
008223/00 The Holdings Lockbox	261251927				
240076 PO-240076 11/17/2023 20811797	TOTAL PA	1 01-6500-0- <mark>0400-5</mark> 770-3150-010-00-0000 NN PAYMENT AMOUNT 4,252.25 *	0-00-000-0000 NN P .25 *	4,252.25	4,252.25
003457/00 Tina Caverhill					
PV-240459 11/17/2023 MILEAGE_KCSOSTraining2023 TOTAL	STraining2023 TOTAL P/	g2023 01-3213-0-3000.00-0000-7200-010-00-000-0000 NN TOTAL PAYMENT AMOUNT 147.77 *	-010-00-000-0000 NN 147.77 *		147.77

23 12:17 PAGE 4	ES E-Term E-ExtRef Liq Amt Net Amount		3,324.13		142.28 142.28		340.00	99,775.85 3,112.83
AFY500 L.00.21 11/20/23 12:17 PAGE << Open >>	posit type ABA num Account num EE E FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TYP4 T9MPS 1		01-0000-(- <u>1400-0</u> 0-0000-7200-010-00-000-0000 NN 01-0000-0- <mark>14000-</mark> D0-0000-7200-010-00-000-0000 NN ENT AMOUNT 3,324.13 *		01-8150-0-4300.00-0000-8100-010-00-000-0000 NN IENT AMOUNT 142.28 *		01-0000-(3400,00-0000-8100-007-00-000-0000 NN IENT AMOUNT 340.00 * 340.00 *	99,775.85 ** 3,112.83 **
ACCOUNTS PAYABLE FRELIST BATCH: 0029 11/16/2023 FUND : 01 GENERAL FUND	Tax ID num Deposit type AB FD-RESC-Y-OBJT.SO-GOAL-		01-0000-(-1400-0000-7200-010-00-0000 NN 01-0000-0-14400 D0-0000-7200-010-00-000-0000 NN TOTAL PAYMENT AMOUNT 3,324.13 *	99 EFT	01-8150-0-4300.00-0000- TOTAL PAYMENT AMOUNT		01-0000-(-1400-0000- TOTAL PAYMENT AMOUNT	TOTAL FUND CHECKS TOTAL FUND EFT
J58430	Description		23 515569507 23 515569499		23 504157 01	monitoring inc	23 23 - 938	
088 EL TEJON UNIFIED	Vendor/Addr Remit name Req Reference Date	003242/00 US BANK	PV-240467 11/17/2023 515569507 PV-240467 11/17/2023 515569499	004796/00 Winsupply	PV-240477 11/20/2023 504157 01	002699/00 sk00'kum h20 monitoring inc	PV-240463 11/17/2023 23-938	

7 PAGE 5	E-Term E-ExtRef Amt Net Amount		231.00 273.57 131.22 635.79		54.96 290.09 1,467.05 1,812.10		289.00	2,736.89
11/20/23 12:1 ⁻	EE ES Liq							
APY500 L.00.21 11/20/23 12:17 PAGE << Open >>	ABA num Account num L-FUNC-STE-T2-TY24 T9MPS		3700-010-00-0000 NN 3700-010-00-00000 NN 3700-010-00-00000 NN 635.79 *		3700-010-00-0000 NN 3700-010-00-00000 NN 3700-010-00-0000 NN 3700-010-00-0000 NN 1,812.10 *			2,736.89 **
ACCOUNTS PAYABLE PRELIST BATCH: 0029 11/16/2023 FUND : 13 CAFETERIA	Deposit type FD-RESC-Y-OBJT.SO-GOA	000	13-5310-0-4700.00-0000-3700-010-00-0000 13-5310-0-4700.00-0000-3700-010-00-0000 13-5310-0-4700.00-0000-3700-010-00-0000 13-5310-0-4700.00-0000-3700-010-00-0000 TOTAL PAYMENT AMOUNT 635.79 *		13-5310-0-4700.00-0000-3700-010-00-0000 13-5310-0-4700.00-0000-3700-010-00-0000 13-5310-0-4700.00-0000-3700-010-00-0000 13-5310-0-4700.00-0000-3700-010-00-0000 TOTAL PAYMENT AMOUNT	302	13-5310-(-9800-0)-0000- TOTAL PAYMENT AMOUNT	TOTAL FUND PAYMENT
J58430 E	Tax ID num Description	00000000				C 471705302	-	TC
088 EL TEJON UNIFIED	Vendor/Addr Remit name Req Reference Date Desci	000532/00 A.V.H.S.D./PINCO	PV-240474 11/20/2023 2838968 PV-240474 11/20/2023 2839053 PV-240474 11/20/2023 2839023	003535/00 JORDANO'S	PV-240464 11/17/2023 6906035 PV-240464 11/17/2023 6918096 PV-240464 11/17/2023 6918097	008268/00 Simply Good Food, LLC	PV-240471 11/20/2023 12829	

L.00.ZI II/20/23 IZ:I/ PAGE 6	EE ES E-Term E-ExtRef Lig Amt Net Amount		57,322.24 15,666.53 3,653.30 3,918.16 80,560.23	80,560.23	0 183,072.97 3,112.83 0 186,185.80	0 183,072.97 3,112.83 0 186,185.80	0 183,072.97 3,112.83	182,997.63 75.34 3,112.83
~ ~	T 9MPS		547 NN F 547 NN P 547 NN F 547 NN F		0.00	0.00	0.00	
<pre><< Open >> FUND - BOND PROCEEDS</pre>	ABA num Account num AL-FUNC-STE-T2-TY3-TYP		00-0000-8500-002-00-08547 00-0000-8500-002-00-000-8547 00-0000-8500-001-000-08547 00-0000-8500-001-000-08547 00-0000-8500-007-00-000-8547 80,560.23 *	80,560.23 **	183,072.97 *** 3,112.83 *** 186,185.80 ***	183,072.97 **** 3,112.83 **** 186,185.80 ****	183,072.97 **** 3,112.83 ****	.swo
BATCH: 0029 11/16/2023 FUND : 21 BUILDING	Tax ID num Deposit type ABA num Account num FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TY3-TYP4		<pre>1 21-0000-(</pre>	TOTAL FUND PAYMENT	TOTAL BATCH CHECKS TOTAL BATCH EFT TOTAL BATCH PAYMENT	TOTAL DISTRICT CHECKS TOTAL DISTRICT BFT TOTAL DISTRICT PAYMENT	TOTAL FOR ALL DISTRICTS CHK: TOTAL FOR ALL DISTRICTS EFT:	24, not counting voids due to stub overflows. 1 3
	Description	usic, Inc						
	Vendor/Addr Remit name Req Reference Date Descr	000978/00 Serban's Background Music, Inc	240131 PO-240131 11/17/2023 1939 240132 PO-240132 11/17/2023 1938 240133 PO-240133 11/17/2023 1940 240134 PO-240134 11/17/2023 1941					Number of checks to be printed: Number of ACH generated: Number of EFT generated:

ACCOUNTS PAYABLE PRELIST J58627 088 EL TEJON UNIFIED Batch 30

APY500 L.00.21 11/20/23 15:06 PAGE << Open >> BATCH: 0030 AP/ VR/ CALCARD- OCTOBER 23 GENERAL FUND : 01 FUND

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E-Term E-ExtRef Liq Amt Net Amount

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EE FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TY3-TYP4 T9MPS 01-6387-0-4300.00-3800-1000-001-00-000-0000 NN Account num ABA num Deposit type ID num PV-240478 11/20/2023 Nbest Str/ Organic_ETS Тах Description Date Vendor/Addr Remit name US Bank Req Reference 003092/00

82.40

54.95

54.98

119.18 40.00 45.00

2,178.00 2,475.00 37.67 624.85 23.71 20.00

20.00

01-7010-0-4300.00-3800-1000-001-00-000-0000 NN NN 01-3213-0-4300.00-1110-1000-001-00-000-0000 NN 01-6387-0-4300.00-3800-1000-001-00-000-0000 NN 01-6387-0-4300.00-3800-1000-001-0000000 NN 01-2600-0-4300.00-1110-1000-001-000-0000 NN 01-2600-0-5200.00-1110-1000-001-00-0000 NN 01-2600-0-5200.00-1110-1000-001-00-0000000 NN 01-0000-0-4300.00-3800-1000-001-00-000-0000 NN 01-2600-0-4300.00-1110-1000-001-00-0000-0000 NN 01-2600-0-4300.00-1110-1000-001-00-000-0000 NN 01-6387-0-4300.00-3800-1000-001-00-0000-0000 NN 01-7010-0-5200.00-3800-1000-001-00-00000 NN 01-2600-0-4300.00-1110-1000-001-000-0000 NN 01-0044-0-4300.00-1110-1000-001-000-4003 NN NN NN 01-3010-0-4300.00-1110-1000-001-00-0000 NN NN NN NN 01-0000-0-4300.00-1110-1000-001-00-0000 01-6387-0-4300.00-3800-1000-001-00-0000 01-3010-0-4300.00-1110-1000-001-00-000-0000 01-9010-0-4300.00-5770-1110-010-000-0000 01-6387-0-4300.00-3800-1000-001-00-000-0000 01-6387-0-4300.00-3800-1000-001-00-000-0000 PV-240478 11/20/2023 Tickets_Universal_Weld_ETS PV-240478 11/20/2023 John_Incred_Attend_Incent PV-240478 11/20/2023 Pie-In_face_Supplies_ETS PV-240478 11/20/2023 Pie-In_face_Supplies_ETS PV-240478 11/20/2023 Cook_Class_ELOP_Supplies PV-240478 11/20/2023 CTE_FFA_360_OSHA_Power PV-240478 11/20/2023 College_Career_Posters PV-240478 11/20/2023 CTE_FFA_360_OSHA_Power PV-240478 11/20/2023 CTE_FFA_360_OSHA_Power PV-240478 11/20/2023 CTE_FFA_360_OSHA_Power PV-240478 11/20/2023 CTE_FFA_360_OSHA_Power PV-240478 11/20/2023 AfterSchool_Equip_ETS PV-240478 11/20/2023 SSA_7th_8th_Grde_ETS PV-240478 11/20/2023 WinZip_Subscript_ETS PV-240478 11/20/2023 AVID_LA Clippers_ETS PV-240478 11/20/2023 SSA_7th_8th_Grde_ETS PV-240478 11/20/2023 Glass_M.Ibana_MAA PV-240478 11/20/2023 Math_Curricu_ETS PV-240478 11/20/2023 Fair_Tickets_ETS PV-240478 11/20/2023 FFA_Supplies_ETS PV-240478 11/20/2023 Tukerys_SAE_ETS

91.75 20.00 20.00

137.88

20.00

NN

01-6387-0-4300.00-3800-1000-001-00-000-0000

PV-240478 11/20/2023 CTE_FFA_360_OSHA_Power

226.56 217.58

180.00 307.39 449.54

APY500 L.00.21 11/20/23 1	3 << Open >>	
ACCOUNTS PAYABLE PRELIST	AP/ VR/ CALCARD- OCTOBER 23	dising tention 10 . dising
J58627		
088 EL TEJON UNIFIED	Batch 30	

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FUND : 01 GENERAL FUND

EE ES E-Term E-ExtRef Lig Amt Net Amount FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TY3-TYP4 T9MPS ABA num Account num Tax ID num Deposit type PV-240478 11/20/2023 CTE_FFA_360_OSHA_Power Description PV-240478 11/20/2023 Audible_ETS Date Vendor/Addr Remit name 003092 (CONTINUED) Red Reference

PV-240478 11/20/2023 ELOP_Incentives_Supplie PV-240478 11/20/2023 Universal_ELOP_Supplies PV-240478 11/20/2023 Certified_mail_ELOP_tic PV-240478 11/20/2023 Universal_Pyrotechnics PV-240478 11/20/2023 CTE_FFA_360_0SHA_Power PV-240478 11/20/2023 CTE_FFA_360_OSHA_Power PV-240478 11/20/2023 CTE_FFA_360_OSHA_Power PV-240478 11/20/2023 CTE_FFA_360_OSHA_Power PV-240478 11/20/2023 Quickbooks/ASB-OCT 23 PV-240478 11/20/2023 Universal_ELOP_Rental PV-240478 11/20/2023 Honor_Roll_Incentive PV-240478 11/20/2023 Seat_Covers_AG_Truck PV-240478 11/20/2023 AG_Truck_Fuel_Pickup PV-240478 11/20/2023 Universal_Add_Ticket PV-240478 11/20/2023 Red_Ribbon_Supplies PV-240478 11/20/2023 ETS_Tractor_Supply PV-240478 11/20/2023 ELOP_Cooking_Supp PV-240478 11/20/2023 AIG_Supplies_ETS PV-240478 11/20/2023 ELOP_Parking

	FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TY3-TYP4 T9MPS	PS Liq Amt	Net Amount
	01-6387-0-4300.00-3800-1000-001-00-000-0000 NN		20.00
	01-0000-0-4300.00-1110-1000-001-00-000-0000 NN		14.95
	01-0044-0-4300.00-1110-1000-001-00-4003 NN		161.55
	01-6387-0-4300.00-3800-1000-001-00-000-0000 NN		20.00
	01-0000-0-4300.00-0000-3600-010-00-000-0000 NN		476.28
	01-0000-0-4300.00-0000-7200-010-00-000-0000 NN		55.00
	01-2600-0-4300.00-1110-1000-001-00-000-0000 NN		452.85
	01-6387-0-4300.00-3800-1000-001-00-000-0000 NN		50.00
	01-2600-0-4300.00-1110-1000-001-00-000-0000 NN		00.00
S	01-2600-0-4300.00-1110-1000-001-00-000-0000 NN		24.91
	01-2600-0-4300.00-1110-1000-001-00-000-0000 NN		35.00
	01-2600-0-4300.00-1110-1000-001-00-000-0000 NN		36.14
	01-2600-0-4300.00-1110-1000-001-00-000-0000 NN		32.27
	01-2600-0-4300.00-1110-1000-001-00-000-0000 NN		8.00
	01-6762-0-4300.00-1110-1000-001-00-000-0000 NN		54.74
cks	01-2600-0-4300.00-1110-1000-001-00-000-0000 NN		8.56
	01-6387-0-4300.00-3800-1000-001-00-000-0000 NN		20.00
	01-6387-0-4300.00-3800-1000-001-00-000-0000 NN		20.00
	01-6387-0-4300.00-3800-1000-001-00-000-0000 NN		20.00
	01-6387-0-4300.00-3800-1000-001-00-000-0000 NN		391.76
	01-7010-0-4300.00-3800-1000-001-00-000-0000 NN		94.42
	01-7010-0-4300.00-3800-1000-001-00-000-0000 NN		210.03
	01-6387-0-4300.00-3800-1000-001-00-000-0000 NN		40.00

PV-240478 11/20/2023 CTE_FFA_360_OSHA_Power

PV-240478 11/20/2023 AIG_Supplies_ETS

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ACCOUNTS PAYABLE PRELIST	BATCH: 0030 AP/ VR/ CALCARD- OCTOBER 23	FUND : 01 GENERAL FUND
J58627		
088 EL TEJON UNIFIED	Batch 30	

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EE ES E-Term E-ExtRef Liq Amt Net Amount Tax ID num Deposit type ABA num Account num FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TY3-TY94 T9MPS T | | UNU' Description Vendor/Addr Remit name Req Reference Date

00309

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3092	sog2 (continued)			
	PV-240478 11/20/2023 CTE_FFA_360_OSHA_POWEr	_360_OSHA_Power	01-6387-0-4300.00-3800-1000-001-00-000-0000 NN	00
	PV-240478 11/20/2023 CTE_FFA_360_0SHA_Power	360_OSHA_Power	01-6387-0-4300.00-3800-1000-001-00-000-0000 NN	00
	PV-240478 11/20/2023 Piano_Subscription	ubscription	01-6762-0-4300.00-1110-1000-001-00-000-0000 NN	66
	PV-240478 11/20/2023 Pumpkins_Dance_ETS	s_Dance_ETS	01-6762-0-4300.00-1110-1000-001-00-000-0000 NN	35
		s_Dance_ETS	01-6762-0-4300.00-1110-1000-001-00-000-0000 NN	06
	PV-240479 11/20/2023 KIT_Pots_Supplies	s_Supplies	01-7032-0-4300.00-3800-1000-007-00-000-0000 NN	67
	PV-240480 11/20/2023 Radio_Mail_Fee	ail_Fee	01-3213-0-5600.00-0000-7700-007-00-000-0000 NN	50
	PV-240480 11/20/2023 Math_Curriculm_FMHS	criculm_FMHS	01-3213-0-4300.00-1110-1000-007-00-000-0000 NN	68
		efresh 8/23-9/22/23	01-3213-0-4300.00-0000-8100-010-00-000-0000 NN	12
	PV-240481 11/20/2023 NASP_24_Psych_Fee	Psych_Fee	01-3213-0-5200.00-0000-3120-010-00-000-2006 NN	78
		5_Bags	01-6010-0-4300.00-1110-4000-001-00-000-0000 NN	27
	PV-240481 11/20/2023 ASES_ETS_Supplies	Supplies	01-6010-0-4300.00-1110-4000-001-00-000-0000 NN	98
		efresh 10/3/23	01-3213-0-4300.00-0000-8100-010-00-000-0000 NN	69
		<pre>/ Mail</pre>	01-0000-0-4300.00-0000-7200-010-00-000-0000 NN	93
	PV-240481 11/20/2023 NASP_24_L.Webb_Air_Fare	L.Webb_Air_Fare	01-3213-0-5200.00-0000-3120-010-00-000-2006 NN	80
	PV-240481 11/20/2023 NASP_24_J.Flores_Air_Fare	J.Flores_Air_Fare	01-3213-0-5200.00-0000-3120-010-00-000-2006 NN	80
		efresh 10/6/23	01-3213-0-4300.00-0000-8100-010-00-000-0000 NN	12
		efresh 10/6/23	01-3213-0-4300.00-0000-8100-010-000-0000-0000 NN	78
	PV-240481 11/20/2023 NAS_24_P_L.Webb_Reg	P_L.Webb_Reg	01-3213-0-5200.00-0000-3120-010-00-000-2006 NN 1,184.00	00
	PV-240481 11/20/2023 NS_24_P_L.Webb_Reg	2_L.Webb_Reg	01-3213-0-5200.00-0000-3120-010-00-000-2006 NN	00
	PV-240481 11/20/2023 Ready Refresh 10/10/23	efresh 10/10/23	01-3213-0-4300.00-0000-8100-010-00-000-0000 NN	33
		efresh 10/14/23	01-3213-0-4300.00-0000-8100-010-00-000-0000 NN	06
	PV-240481 11/20/2023 Feady Refresh 10/14/23	efresh 10/14/23	01-3213-0-4300.00-0000-8100-010-00-000-0000 NN	68

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ACCOUNTS PAYABLE PRELIST	BATCH: 0030 AP/ VR/ CALCARD- OCTOBER 23	FUND : 01 GENERAL FUND
J58627		
088 EL TEJON UNIFIED	Batch 30	

EE ES E-Term E-ExtRef Liq Amt Net Amount		58.44	116.78
ABA num Account num BJJ.SO-GOAL-FUNC-STE-T2-TY3-TYP4 T9MPS		01-6010-0-4300.00-1110-4000-001-00-000-0000 NN	01-6010-0-4300.00-1110-4000-001-00-0000 NN
Tax ID num Deposit type FD-RESC-Y-			
		PV-240481 11/20/2023 ASES_ETS_Supplies	PV-240481 11/20/2023 ASES_ETS_Supplies
Vendor/Addr Remit name Req Reference Date	003092 (CONTINUED)	PV-240481 11/20/	PV-240481 11/20/

92 (CONTINUED)		
PV-240481 11/20/2023 ASES_ETS_Supplies	01-6010-0-4300.00-1110-4000-001-000-0000 NN	58.44
	01-6010-0-4300.00-1110-4000-001-000-0000 NN	116.78
	01-0044-0-5200.00-1110-8100-010-000-3017 NN	1,441.00
	01-3213-0-5200.00-0000-7700-010-000-2006 NN	46.41
	01-3213-0-4300.00-0000-8100-010-000-0000 NN	128.89
	01-3213-0-5200.00-0000-7700-010-000-2006 NN	39.84
	01-3213-0-5200.00-0000-7700-010-000-2006 NN	20.44
	01-3213-0-5200.00-0000-7700-010-000-2006 NN	16.78
	01-3213-0-5200.00-0000-7700-010-000-2006 NN	58.03
	01-3213-0-5200.00-0000-7700-010-000-2006 NN	160.21
	01-0000-0-4300.00-0000-2700-010-000-000-3016 NN	20.00
	01-3213-0-4300.00-1110-1000-002-000-0000 NN	82.50
	01-0000-0-4300.00-1110-1000-002-000-0000 NN	14.95
	01-0044-0-4300.00-1110-1000-001-000-4003 NN	102.16
	01-3213-0-4300.00-1110-1000-002-000-0000 NN	58.28
	01-0000-0-4300.00-0000-2700-010-000-3016 NN	20.00
	01-4127-0-4300.00-1470-4200-007-000-0000 NN	40.36
PV-240483 11/20/2023 Math_conf_A.Crane	01-6266-0-5200.00-1110-1000-007-000-0000 NN	1,200.00
	01-9010-0-4300.00-0000-3140-010-000-0000 NN	107.13
PV-240484 11/20/2023 Tarpes_FMHS	01-0000-0-4300.00-0000-8100-010-000-0000 NN	200.08
PV-240484 11/20/2023 FPE_GMM_Carpet	01-0000-0-4300.00-0000-8100-010-000-0000 NN	2,048.94
PV-240484 11/20/2023 Narcam_Cans	01-9010-0-4300.00-0000-3140-010-000-0000 NN	200.00

22,892.60

22,892.60 *

TOTAL PAYMENT AMOUNT

088 EL TEJON UNIFIED Batch 30	J58627	ACCOUNTS PAYABLE PREJIST BATCH: 0030 AP/ VR/ CALCARD- OCTOBER 23 FUND : 01 GENERAL FUND		APY500 L.00.21 11/20/23 15:06 PAGE << Open >>	PAGE 5
Vendor/Addr Remit name Req Reference Date	Description	Tax ID num Deposit type FD-RESC-Y-OBJT.SO-GC	posit type ABA num Account num FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TY3-TYP4 T9MPS	EE	ES E-Term E-ExtRef Liq Amt Net Amount
		TOTAL FUND PAYMENT	22,892.60 **		22,892.60
		TOTAL BATCH PAYMENT	22,892.60 ***	0.00	22,892.60
		TOTAL DISTRICT PAYMENT	22,892.60 ****	0.00	22,892.60
		TOTAL FOR ALL DISTRICTS:	22,892.60 ****	0.00	22,892.60
Number of checks to be	printed: 1, nc	1, not counting voids due to stub overflows.	Lows.		22,892.60