

MODOC JOINT UNIFIED SCHOOL DISTRICT

Board of Trustees

Regular Board Meeting

April 15, 2026

Closed Session: 5:00 p.m.

Open Session: 6:00 p.m.

District Office Board Room

906 W 4th Street, Alturas, CA 96101

MJUSD BOARD OF TRUSTEES STATEMENT OF PHILOSOPHY

The MJUSD Board of Trustees is committed to represent the community and act in a responsible manner while focusing on the highest quality of education for the students in our District.

The Board recognizes the importance of a setting that promotes a regard for others while communicating, collaborating, being creative and critically thinking.

The Board further recognizes that all employees, families and students have rights and those rights are safeguarded in this setting.

Finally, the Board will continually put the highest priority on student academic achievement and educational excellence.

Meeting facilities are accessible to persons with disabilities. By request, alternative agenda document formats are available to persons with disabilities. To arrange an alternative agenda document format, or to arrange aid or services to modify or accommodate persons with a disability to participate in a public meeting, please provide a written request to the Superintendent at the Modoc Joint Unified School District Office at least three (3) working days prior to any public meeting.

AGENDA

Call to Order by Presiding Officer: _____ at: _____ p.m.

Roll Call:

Fernand Larranaga, President	_____
Ruth Ann Criner, Vice President	_____
Monica Widby, Clerk	_____
Jodie Veverka, Member	_____
Shaun Wood, Member	_____
Rebecca Lewis, Superintendent	_____

/ Yes: No: Abstain:

- 1.1.4. Classified Staff _____/_____ Yes: No: Abstain:
- 1.2. Recommendations for Approval**
- 1.2.1. MHS Varsity Volleyball Coach _____/_____ Yes: No: Abstain:
- 1.2.2. Summer School Food Service Worker _____/_____ Yes: No:
Abstain:
- 1.2.3. Certificated Staff _____/_____ Yes: No: Abstain:
- 1.2.4. Teaching Associate _____/_____ Yes: No: Abstain:
- 1.2.5. MHS Administrative Assistant _____/_____ Yes: No: Abstain:
- 1.3. Public Employee Performance Evaluation**

- 2. Negotiations:**Conference with labor negotiator pursuant to [Government Code § 54957.6]: Agency Negotiators: Rebecca Lewis, Elizabeth Guzman, Gerese Weber
- 2.1.** Employee Organization: Modoc Teachers Association.
- 2.2.** Employee Organization: Teamsters Local 137
- 2.3.** Employee Organization: Unrepresented

Reports

1. MHS Student Representative
2. Site Principals
3. Rebecca Lewis, Superintendent
4. Board Reports
5. Modoc Teachers Association
6. Teamsters Local 137
7. Director of Maintenance & Transportation

Public Comments on Items on and not on the Agenda:

Under this item, the public is invited to address the Board regarding items that are and not on tonight's agenda. Speakers are limited to three (3) minutes each. The Board is not allowed under the law to take action on matters that are not listed on the agenda.

CONSENT AGENDA

The consent agenda, if approved, will be recorded in the minutes as if each item had been acted upon individually. Requests by members of the Board to have any item taken off the consent agenda for discussion will be honored without debate. Requests by the public to have an item taken off the consent agenda will be considered prior to the Board taking action.

Motion That all consent items be approved as recommended by the superintendent

Alternative Motion That consent items with the exception of (*name items*) be approved as recommended by the superintendent

Approval of Consent Agenda

_____/_____ Yes: No: Abstain:

1. Administration

- 1.1. Approve Minutes (**Pages 1-10**)
 - 1.1.1. Special Board Meeting March 11, 2026
 - 1.1.2. Regular Board Meeting March 11, 2026
- 1.2. Approve Quarterly Uniform Complaint Summary 4th Quarter (**Page 11**)
- 1.3. Approve Surplus of Technology Items (**Pages 12-26**)
- 1.4. Approve Dual Enrollment Memorandum of Understanding between Modoc Joint Unified School District and College of the Siskiyous (**Pages 27-41**)
- 1.5. Approve the 2026-2027 Designation of CIF Representatives to League (**Page 42**)
- 1.6. Approve the DSA Inspection Service Agreement Extension (**Page 43**)
- 1.7. Approve the Annual Integrated Pest Management Plan (**Pages 44-54**)
- 1.8. Approve Out of State/Over Night Field Trip (**Pages 55-56**)
 - 1.8.1. Upward Bound College Campus Tour

2. Budget and Finance

- 2.1. Approve Budget Changes Over \$10,000 (**Page 57**)
- 2.2. Approve warrants to be paid from the following (**Pages 58-63**)
 - 2.2.1. Checks dated 3/1/26-3/31/26
 - General Fund in the amount of \$226,776.19
 - Cafeteria Fund in the amount of \$30,784.26
 - Special Reserve Capital Outlay Fund in the amount of \$591,256.99
 - Warrant Pass Through in the amount of \$181,267.02

DISCUSSION/ACTION AGENDA

1. Approve San Joaquin County Office of Education Codestack Memorandum of Contract (**Pages 64-71**)

_____/____ Yes: No: Abstain:

2. Approve the Proposal for Virtual Special Education Teacher Services (**Page 72**)

_____/____ Yes: No: Abstain:

3. Preliminary Review of the Mathematics Curriculum at Modoc High School. The curriculum is supported by the curriculum committee at Modoc High School. It will be on display for 30 days at the District Office, with final adoption at the May Board Meeting. (**Page 73**)

_____/____ Yes: No: Abstain:

4. Preliminary Review of the Mathematics Curriculum at Alturas Elementary School. The curriculum is supported by the curriculum committee at Alturas Elementary School. It will be on display for 30 days at the District Office, with final adoption at the May Board Meeting. (**Page 74**)

_____/____ Yes: No: Abstain:

5. Approve the Final Adoption of the Science Curriculum at Modoc High School. The curriculum is supported by the curriculum committee at Modoc High School. **(Page 75)**

_____/_____/_____ Yes: No: Abstain:

6. Approve the First Reading to Rescind the Board Policy
a. BP 6146.2 - Certificate of Proficiency / High School Equivalency

7. Approve the First Reading of the Board Policies. **(Pages 76-170)**

- a. BP 1000 - Concepts and Roles
- b. BP / AR 1114 - District Sponsored Social Media
- c. BP 2120 - Superintendent Recruitment and Selection
- d. AR 3311.3 - Design-Build Contracts
- e. BP3470 - Debt Issuance and Management
- f. BP 4000 - Concepts and Roles
- g. BP 5000 - Concepts and Roles
- h. BP / AR 5020 - Parent Rights and Responsibilities
- i. BP / AR 5117 - Interdistrict Attendance
- j. BP 5138 - Conflict Resolution / Peer Mediation
- k. BP / AR 6020 - Parent Involvement
- l. BP / AR 6143 - Courses of Study
- m. AR 6146.2 - Certificate of Proficiency / High School Equivalency
- n. BP 7000 - Concepts and Roles
- o. BP 7131 - Relations with Local Agencies
- p. BB 9310 - Board Policies
- q. BB / E(1) / E(2) 9321 - Closed Session

_____/_____/_____ Yes: No: Abstain:

DISCUSSION

1. Construction Project Update

INFORMATION

- 1. Certificates of Participation Financial Update March 2026 **(Page 171)**
- 2. February 2026 ASB Report **(Pages 172-173)**
- 3. 2025-26 MJUSD General Fund Budget as of April 7, 2026 **(Page 174)**
- 4. 2025-26 Cash Flow Projection: General Fund as of April 7, 2026 **(Page 175)**

Board Member Request(s) for Items on the Next Regular Meeting Agenda

- 1.
- 2.

Next Regular Board Meeting:

May 13, 2026

5:00 p.m. Closed Session

6:00 p.m. Open Session

Adjournment:

MODOC JOINT UNIFIED SCHOOL DISTRICT

Board of Trustees

Special Board Meeting

March 11, 2026

Open Session: 4:45 p.m.

District Office Board Room

906 W 4th Street, Alturas, CA 96101

MINUTES

A full, recorded transcript of the regular board meeting is available upon request. Contact the District Office (530) 233-7201.

Call to Order by Fernand Larranaga at 5:45 p.m.

Roll Call:

Fernand Larranaga, President	Present
Ruth Ann Criner, Vice President	Present
Monica Widby, Clerk	Present
Jodie Veverka, Member	Present
Shaun Wood, Member	Present
Rebecca Lewis, Superintendent	Present

Pledge of Allegiance Led By: Monica Widby

Approval of Agenda: Jodie Veverka/Shawn Wood Yes:5 (Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0

Public Comments on Closed Session Agenda:

No public comments were made on items that were on the closed session agenda.

DISCUSSION / ACTION AGENDA

1. Approve the Vendor for E Rate Category II Project (**Pages 1-24**)

Monica Widby/Ruth Ann Criner

Yes:5 (Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0

Next Regular Board Meeting:

March 11, 2026

5:00 p.m. Closed Session

6:00 p.m. Open Session.

Adjournment: 4:50

MODOC JOINT UNIFIED SCHOOL DISTRICT

Board of Trustees

Regular Board Meeting

March 11, 2026

Closed Session: 5:00 p.m.

Open Session: 6:00 p.m.

District Office Board Room

906 W 4th Street, Alturas, CA 96101

MINUTES

A full, recorded transcript of the regular board meeting is available upon request. Contact the District Office (530) 233-7201.

Call to Order by Fernand Larranaga at 5:00 p.m. closed session and at 6:05 p.m. open session.

Roll Call:

Fernand Larranaga, President	Present
Ruth Ann Criner, Vice President	Present
Monica Widby, Clerk	Present
Jodie Veverka, Member	Present
Shaun Wood, Member	Present
Rebecca Lewis, Superintendent	Present

Approval of Agenda: Shaun Wood/Jodie Veverka Yes:5 (Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0

Public Comments on Closed Session Agenda:

No public comments were made on items that were on the closed session agenda.

CLOSED SESSION

The Board will now adjourn to Closed Session to discuss Personnel Matters Pursuant to Government Code § 54957:

- 1. Personnel - Public Employee Employment:**
 - 1.1. Resignations / Retirements / Releases**
 - 1.1.1. MMS Principal
 - 1.1.2. Certificated Staff
 - 1.1.3. Maintenance Worker
 - 1.1.4. MHS Varsity Volleyball Coach
 - 1.1.5. Short Term Certificated Staff
 - 1.1.6. Short Term Certificated Staff
 - 1.1.7. MHS Assistant Principal
 - 1.2. Recommendations for Approval**

- 1.2.1. Certificated Substitute
- 1.2.2. Certificated Substitute
- 1.2.3. Classified Substitute
- 1.2.4. Maintenance Worker
- 1.2.5. Ratify Junior Varsity Baseball Coach
- 1.2.6. Head Varsity Football Coach
- 1.2.7. Summer School Secretary
- 1.2.8. ESY Teacher
- 1.2.9. ESY Instructional Aide
- 1.2.10. ESY Instructional Aide
- 1.2.11. Summer School Teacher
- 1.2.12. Summer School Teacher
- 1.2.13. Summer School Teacher
- 1.2.14. Summer School Teacher
- 1.2.15. Summer School Teacher
- 1.2.16. Summer School Teacher
- 1.2.17. Summer School Teacher
- 1.2.18. Summer School Teacher
- 1.2.19. Summer School Teacher
- 1.2.20. Summer School Instructional Aide
- 1.2.21. Summer School Instructional Aide
- 1.2.22. Summer School Instructional Aide
- 1.2.23. Summer School Instructional Aide
- 1.2.24. Summer School Instructional Aide
- 1.2.25. Summer School Instructional Aide
- 1.2.26. Summer School Instructional Aide
- 1.2.27. Summer School Instructional Aide
- 1.3. **Public Employee Performance Evaluation**
- 1.4. **Public Employee Performance Evaluation - Superintendent;**

- 2. **Negotiations:** Conference with labor negotiator pursuant to [Government Code § 54957.6]: Agency Negotiator: Rebecca Lewis;
- 2.1. Employee Organization: Modoc Teachers Association.
- 2.2. Employee Organization: Teamsters Local 137
- 2.3. Employee Organization: Unrepresented

OPEN SESSION

Reporting of Closed Session Items:

- 1. **Personnel - Public Employee Employment:**
- 1.1. **Resignations / Retirements / Releases**

1.1.1. MMS Principal Ruth Ann Criner/Jodie Veverka Yes:5
 (Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0

1.1.2.	Certificated Staff	Ruth Ann Criner/Jodie Veverka	Yes:5
	(Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0		
1.1.3.	Maintenance Staff	Ruth Ann Criner/Jodie Veverka	Yes:5 (Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0
1.1.4.	MHS Varsity Volleyball Coach	Ruth Ann Criner/Jodie Veverka	Yes:5
	(Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0		
1.1.5.	Short Term Certificated Staff	Ruth Ann Criner/Jodie Veverka	Yes:5
	(Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0		
1.1.6.	Short Term Certificated Staff	Ruth Ann Criner/Jodie Veverka	Yes:5
	(Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0		
1.1.7.	MHS Assistant Principal	Ruth Ann Criner/Jodie Veverka	Yes:5
	(Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0		
1.2.	Recommendations for Approval		
1.2.1.	Certificated Substitute	Ruth Ann Criner/Jodie Veverka	Yes:5
	(Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0		
1.2.2.	Certificated Substitute	Ruth Ann Criner/Jodie Veverka	Yes:5
	(Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0		
1.2.3.	Classified Substitute	Ruth Ann Criner/Jodie Veverka	Yes:5
	(Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0		
1.2.4.	Maintenance Worker	Ruth Ann Criner/Jodie Veverka	Yes:5
	(Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0		
1.2.5.	Ratify Junior Varsity Baseball Coach	Ruth Ann Criner/Jodie Veverka	Yes:5
	(Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0		
1.2.6.	Head Varsity Football Coach	Ruth Ann Criner/Jodie Veverka	Yes:5
	(Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0		
1.2.7.	Summer School Secretary	Ruth Ann Criner/Jodie Veverka	Yes:5
	(Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0		
1.2.8.	ESY Teacher	Ruth Ann Criner/Jodie Veverka	Yes:5
	(Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0		
1.2.9.	ESY Instructional Aide	Ruth Ann Criner/Jodie Veverka	Yes:5
	(Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0		
1.2.10.	ESY Instructional Aide	Ruth Ann Criner/Jodie Veverka	Yes:5
	(Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0		
1.2.11.	Summer School Teacher	Ruth Ann Criner/Jodie Veverka	Yes:5
	(Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0		
1.2.12.	Summer School Teacher	Ruth Ann Criner/Jodie Veverka	Yes:5
	(Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0		
1.2.13.	Summer School Teacher	Ruth Ann Criner/Jodie Veverka	Yes:5
	(Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0		
1.2.14.	Summer School Teacher	Ruth Ann Criner/Jodie Veverka	Yes:5
	(Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0		
1.2.15.	Summer School Teacher	Ruth Ann Criner/Jodie Veverka	Yes:5
	(Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0		

1.2.16.	Summer School Teacher	Ruth Ann Criner/Jodie Veverka	Yes:5
	(Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0		
1.2.17.	Summer School Teacher	Ruth Ann Criner/Jodie Veverka	Yes:5
	(Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0		
1.2.18.	Summer School Teacher	Ruth Ann Criner/Jodie Veverka	Yes:5
	(Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0		
1.2.19.	Summer School Teacher	Ruth Ann Criner/Jodie Veverka	Yes:5
	(Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0		
1.2.20.	Summer School Instructional Aide	Ruth Ann Criner/Jodie Veverka	Yes:5
	(Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0		
1.2.21.	Summer School Instructional Aide	Ruth Ann Criner/Jodie Veverka	Yes:5
	(Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0		
1.2.22.	Summer School Instructional Aide	Ruth Ann Criner/Jodie Veverka	Yes:5
	(Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0		
1.2.23.	Summer School Instructional Aide	Ruth Ann Criner/Jodie Veverka	Yes:5
	(Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0		
1.2.24.	Summer School Instructional Aide	Ruth Ann Criner/Jodie Veverka	Yes:5
	(Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0		
1.2.25.	Summer School Instructional Aide	Ruth Ann Criner/Jodie Veverka	Yes:5
	(Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0		
1.2.26.	Summer School Instructional Aide	Ruth Ann Criner/Jodie Veverka	Yes:5
	(Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0		
1.2.27.	Summer School Instructional Aide	Ruth Ann Criner/Jodie Veverka	Yes:5
	(Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0		

1.3. Public Employee Performance Evaluation - No Reportable Action

1.4. Public Employee Performance Evaluation - Superintendent - No Reportable Action

2. Negotiations:Conference with labor negotiator pursuant to [Government Code § 54957.6]: Agency Negotiator: Rebecca Lewis - **No Reportable Action**

2.1. Employee Organization: Modoc Teachers Association.

2.2. Employee Organization: Teamsters Local 137

2.3. Employee Organization: Unrepresented

Reports

1. Modoc High School Student Representatives - Kaylee Kendall and Lauren Moriarity reported that:
 - o Girls basketball was in the final four of the Division 5 playoffs and the stands were packed in support during their run at State Playoffs. The girls won the Division 5 championship. They are very proud of the girls and coaches and what they accomplished this season. Spring sports is beginning this week although Softball had to be pushed back because of basketball playoffs.

- FFA had a speaking contest and they will have 6 students moving on to the regional competition in Chico in March. They are working on FFA week plans which will include dress up days, daily Ag facts, a rally and the drive-thru BBQ.
 - FFA has 6 students moving on to the regional competition in Chico. If they place in the top 4, they move onto state competition in April. FFA week was a huge success. The CDE teams are still competing. 19 students will be going to the State Conference in Ontario.
 - ASB is planning a school-wide egg hunt and a Modoc Mystery Day in April. They revised their fundraiser form and will roll out the information to classes, athletics, clubs, etc.
 - The Interact Club is hosting a Prom Clothing drive. They are taking gently used prom dresses, shoes, etc. and provide access to them to students.
 - Senior mock interviews were a great success and students improved from Fall to Spring semester. The CNC class made 20 commemorative coins for the girl's basketball home playoff game. They sold out within 30 minutes. The laser bought to make them was bought with the income from creating award plaques.
 - MHS Ceramics and AES 5th graders are collaborating on a public art project. The 5th graders will be making ceramic poppies to display on Memorial Day to honor our nation's fallen soldiers. The public can dedicate the poppies to specific veterans of their choosing.
 - Maezy Smith travelled to Sacramento to represent Modoc County at the Poetry Out Loud State Competition.
2. Modoc Middle School Representatives, Renata Mendez, Rylee Prince, Kamila Chavez, Benelli Britton and Paige Mason, reported that:
- February events included Dudes and Donuts, the 100th Day of School Rally, Valentines Candy Grams and a Winter Dance.
 - Upcoming events include Spring Fever Week, March Madness 3 on 3 Tournament, Spring Candy Grams, a Great Egg Hunt, a Spring Dance and a Staff Appreciation Week.
3. Site Principals

- Amy Welch, Principal of Alturas Elementary School, reported that they finished their MAP testing and the students showed growth in all areas. They finished the 2nd trimester. The AVID strategy of the month was One Pager with a 20 word gist. The character trait of the month was Resilience. Schoolwide attendance is 92.41%. March 12th will be the Spring Fling Bingo and March 17th will be a Bagpipe Assembly. PLC topics are End of Trimester Data Disaggregation, CAASP Testing Supports and Accommodations, and Narrative Writing Shareout. The Family Challenge is Spring Cleaning.
- Todd Hughes, Assistant Principal of Modoc High School, passed out a MAP testing data sheet showing growth percentage from Fall to Spring. The Smart Pass program will begin this month. This program is a hall pass program that tracks the amount of time that students are gone from class. He thanked all those that helped clean up the gym before the playoff game.
- Matt McCandless, Principal of Modoc Middle School, reported that the character trait for March is Caring. The staff focus this month is essential standards and test

preparation skills. Upcoming events include a 6th grade field trip to Lassen College, Ballet Folklorico and a 7th grade field trip to Redding. Boys basketball finished with 1st place for 8th Grade and 4th place for 7th Grade. Track starts March 30th and Golf starts Tuesday.

4. Superintendent's Report - Beckie Lewis:

- Shared the District wide MAP data and explained how to read it. Overall, each site had good growth.
- A Family Screen Time night was held but the attendance was not what she hoped. She handed out some information from the meeting.
- She attended the SSDA conference and reported on the AI topic that was presented.
- She met with Stacy Sphar and the Pit River Tribe to talk about a Boys and Girls Club for 4th - 8th grade kids.
- The North State Consortium has been approved for a Residency Program. Anyone with a Bachelors Degree can apply. It is a 1 year credential program instead of 2.

5. Board Reports

- Shaun Wood walked through the new building. He also thought the home Wrestling tournament was fun.
- Jodie Veverka went to the Wrestling tournament and the basketball playoff games. She is proud of our Varsity Girls Basketball team..
- Ruth Ann Criner thought the FFA BBQ was a big hit. She watched all of the Varsity Girls basketball games on-line.
- Monica Widby did an AES walk through. She also attended the Family Screen Time meeting.
- Fernand Larranaga informed the other trustees that they needed to do their Ethics training through Public School Works.

6. MTA

- Diana Rudin reported that negotiations were going smoothly..

7. Director of Maintenance & Transportation

- Doug Waterman appreciated all the thanks to the Maintenance department for cleaning up the gym after the wrestling tournament. He is down 2 men but will hopefully be hiring a new bus driver. There are lots of trips planned.

Public Comments on Items on and not on the Agenda:

Under this item, the public is invited to address the Board regarding items that are and not on tonight's agenda. Speakers are limited to three (3) minutes each. The Board is not allowed under the law to take action on matters that are not listed on the agenda.

1. No comments.

CONSENT AGENDA

The consent agenda, if approved, will be recorded in the minutes as if each item had been acted upon individually. Requests by members of the Board to have any item taken off the consent agenda for discussion will be honored without debate. Requests by the public to have an item taken off the consent agenda will be considered prior to the Board taking action.

Motion That all consent items be approved as recommended by the superintendent

Alternative Motion That consent items with the exception of (*name items*) be approved as recommended by the superintendent

Approval of Consent Agenda

Jodie Veverka/Shawn Wood Yes: 5 (Larranaga, Widby, Veverka, Wood, Criner)

No: 0 Abstain: 0

1. Administration

1.1. Approve Minutes (**Pages 1-7**)

1.1.1. Regular Board Meeting February 11, 2026

1.2. Approve the Agreement with Gaynor Telesystems, Inc (**Pages 8-10**)

1.3. Approve the K-12 Strong Workforce Program Data Sharing Memorandum of Understanding between California Community College Chancellor's Office and Modoc Joint Unified School District. (**Pages 11-18**)

1.4. Approve Overnight or Out-of State Field Trips (**Page 19**)

1.4.1. MMS 8th Grade Trip to Reno, NV

2. Budget and Finance

2.1. Approve Donations (**Pages 20-21**)

2.1.1. Ted's Barber Shop

2.1.2. Sunrise Rotary

2.2. Approve warrants to be paid from the following (**Pages 22-26**)

2.2.1. Checks dated 2/1/26-2/28/26

General Fund in the amount of \$179,172.16

Cafeteria Fund in the amount of \$30,590.41

Special Reserve Capital Outlay Fund in the amount of \$537,004.44

Warrant/Pass Through in the amount of \$303,309.47

DISCUSSION / ACTION AGENDA

1. Approve Resolution No. FY 25.26.4 Notice of Election and Specifications of the Election Order (**Page 27**)

Ruth Ann Criner/Monica Widby Yes: 5 (Larranaga, Widby, Veverka, Wood, Criner) No: 0 Abstain: 0

2. Approve the Board of Trustees Election Tie Breaking Method (**Page 28**)

Shawn Wood/Ruth Ann Criner Yes: 5 (Larranaga, Widby, Veverka, Wood, Criner) No: 0 Abstain: 0

3. Approve the Memorandum of Understanding Between Modoc Joint Unified School District and the City of Alturas **(Page 29)**

Monica Widby/Jodie Veverka Yes: 5 (Larranaga, Widby, Veverka, Wood, Criner) No: 0 Abstain: 0

4. Presentation of the MJUSD Initial Proposal for Negotiations with the Teamsters General Classified Unit and the Instructional Aide Unit for 2026/2027 **(Pages 30-31)**

Shaun Wood/Jodie Veverka Yes: 5 (Larranaga, Widby, Veverka, Wood, Criner) No: 0 Abstain: 0

5. Approve the Final Reading of the 26/27 and 27/28 MJUSD School Calendars **(Pages 32-33)**

Ruth Ann Criner/Monica Widby Yes: 5 (Larranaga, Widby, Veverka, Wood, Criner) No: 0 Abstain: 0

6. Approve the Final Adoption of the Math Curriculum at Modoc Middle School. The curriculum is supported by the curriculum committee at Modoc Middle School. **(Page 34)**

Jodie Veverka/Shawn Wood Yes: 5 (Larranaga, Widby, Veverka, Wood, Criner) No: 0 Abstain: 0

7. Approve the Second Interim Report **(Insert)**

Jodie Veverka/Monica Widby Yes: 5 (Larranaga, Widby, Veverka, Wood, Criner) No: 0 Abstain: 0

8. Ratify the Memorandum of Understanding Between Modoc Joint Unified School District and the Modoc Teacher's Association **(Page 35)**

Ruth Ann Criner/Shawn Wood Yes: 5 (Larranaga, Widby, Veverka, Wood, Criner) No: 0 Abstain: 0

9. Approve the Modified Graduation Credits for an Individual Student **(Page 36)**

Jodie Veverka/Ruth Ann Criner Yes: 5 (Larranaga, Widby, Veverka, Wood, Criner) No: 0 Abstain: 0

10. Approve the 26/27 Administrative Salary Schedule **(Pages 37-38)**

Monica Widby/Ruth Ann Criner Yes: 5 (Larranaga, Widby, Veverka, Wood, Criner) No: 0 Abstain: 0

11. Ratify MHS Administrative Assistant Job Description **(Pages 39-40)**

Jodie Veverka/Shawn Wood Yes: 5 (Larranaga, Widby, Veverka, Wood, Criner) No: 0 Abstain: 0

12. Preliminary Review of the Science Curriculum at Modoc High School. The curriculum is supported by the curriculum committee at Modoc High School. It will be on display for 30 days at the District Office, with final adoption at the April Board Meeting. **(Page 41)**

Jodie Veverka/Ruth Ann Criner Yes: 5 (Larranaga, Widby, Veverka, Wood, Criner) No: 0 Abstain: 0

13. Approve the Final Reading of the Following Policies **(Pages 42-97)**

- a. BP 3515 / AR 3515 - Campus Security
- b. BP 3515.4 / AR 3515.4 - Recovery for Property Loss or Damage
- c. AR 3516.1 - Fire Drills and Fires
- d. BP 5113 / AR 5113 - Absences and Excuses
- e. BP 5113.12 / AR 5113.12 - District School Attendance Review Board
- f. BP 5113.2 / AR 5113.2 - Work Permits
- g. BP 5141 / AR 5141 - Health Care and Emergencies
- h. BP 5141.4 / AR 5141.4 - Child Abuse Prevention and Reporting
- i. BP 5142 / AR 5142 - Safety
- j. BP 6178.1 / AR 6178.1 - Work-Based Learning
- k. BB 9005 - Governance Standards

Shaun Wood/Jodie Veverka Yes: 5 (Larranaga, Widby, Veverka, Wood, Criner) No: 0 Abstain: 0

DISCUSSION

- 1. Construction Project Update - Floors going in this week. The epoxy floors are done, the scoreboards are up and the painting is done. Estimated finish date is the 1st week of April.

INFORMATION

- 1. Associated Student Body Report as of January 31, 2026 **(Pages 98-99)**

Board Member Request(s) for Items on the Next Regular Meeting Agenda

- 1.
- 2.

Next Regular Board Meeting:

April 15, 2026

5:00 p.m. Closed Session

6:00 p.m. Open Session

Adjournment: 7:15

Quarterly Report on Williams Uniform Complaints

Education Code 35186(d): A school district shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district. The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of the governing board of the school district. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. The complaints and written responses shall be available as public records.

- ☐ 1st Quarter July 1 to September 30
☐ 2nd Quarter October 1 to December 31
☒ 3rd Quarter **January 1 to March 31**
☐ 4th Quarter April 1 to June 30

Date for information to be reported publicly at governing board meeting: April 15, 2026

- ☒ **No complaints were filed with any school in the district during the quarter indicated above.**
- ☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0		
Teacher Vacancy or Misassignment	0		
Facilities Conditions	0		
TOTALS	0		

Print Name of Superintendent: Beckie Lewis

Signature Of Superintendent: 

Date: 3/26/26

Submit report quarterly to: **Mike Martin, County Superintendent of Schools**
Modoc County Office of Education
139 Henderson Street
Alturas, CA 96101

Modoc Joint Unified School District

Technology Department

To: Rebecca Lewis, Superintendent
From: Keegan Richardson, Contracted Technology Support
Date: March 23, 2025
Subject: Surplus Technology

The technology department would like to surplus the following items:

(see attached)

These items are obsolete, damaged, and/or taking up space in the tech shop with no purposeful life left in them.

Please consider surplusing these items so we may get the tech shop cleaned up and make room.

Please contact me if you have any questions.



Keegan Richardson
Contracted Technology

Asset Number / Serial Number	Description	Location	Reason	Disposition	Estimated Value
4145	Acer CB3-431	Tech	Obsolete	E-waste	\$0
4148	Acer CB3-431	Tech	Obsolete	E-waste	\$0
4157	Acer CB3-431	Tech	Obsolete	E-waste	\$0
7681	Acer CB3-431	Tech	Obsolete	E-waste	\$0
7682	Acer CB3-431	Tech	Obsolete	E-waste	\$0
7683	Acer CB3-431	Tech	Obsolete	E-waste	\$0
7684	Acer CB3-431	Tech	Obsolete	E-waste	\$0
7685	Acer CB3-431	Tech	Obsolete	E-waste	\$0
7686	Acer CB3-431	Tech	Obsolete	E-waste	\$0
7687	Acer CB3-431	Tech	Obsolete	E-waste	\$0
7688	Acer CB3-431	Tech	Obsolete	E-waste	\$0
7689	Acer CB3-431	Tech	Obsolete	E-waste	\$0
7690	Acer CB3-431	Tech	Obsolete	E-waste	\$0
7691	Acer CB3-431	Tech	Obsolete	E-waste	\$0
7692	Acer CB3-431	Tech	Obsolete	E-waste	\$0
7693	Acer CB3-431	Tech	Obsolete	E-waste	\$0
7694	Acer CB3-431	Tech	Obsolete	E-waste	\$0
7697	Acer CB3-431	Tech	Obsolete	E-waste	\$0
7698	Acer CB3-431	Tech	Obsolete	E-waste	\$0
7941	Acer CB3-431	Tech	Obsolete	E-waste	\$0
7958	Acer CB3-431	Tech	Obsolete	E-waste	\$0
7959	Acer CB3-431	Tech	Obsolete	E-waste	\$0

Asset Number / Serial Number	Description	Location	Reason	Disposition	Estimated Value
7960	Acer CB3-431	Tech	Obsolete	E-waste	\$0
7961	Acer CB3-431	Tech	Obsolete	E-waste	\$0
7962	Acer CB3-431	Tech	Obsolete	E-waste	\$0
7963	Acer CB3-431	Tech	Obsolete	E-waste	\$0
7964	Acer CB3-431	Tech	Obsolete	E-waste	\$0
7965	Acer CB3-431	Tech	Obsolete	E-waste	\$0
7966	Acer CB3-431	Tech	Obsolete	E-waste	\$0
7967	Acer CB3-431	Tech	Obsolete	E-waste	\$0
7968	Acer CB3-431	Tech	Obsolete	E-waste	\$0
7969	Acer CB3-431	Tech	Obsolete	E-waste	\$0
7970	Acer CB3-431	Tech	Obsolete	E-waste	\$0
7973	Acer CB3-431	Tech	Obsolete	E-waste	\$0
7974	Acer CB3-431	Tech	Obsolete	E-waste	\$0
7975	Acer CB3-431	Tech	Obsolete	E-waste	\$0
7976	Acer CB3-431	Tech	Obsolete	E-waste	\$0
7977	Acer CB3-431	Tech	Obsolete	E-waste	\$0
7978	Acer CB3-431	Tech	Obsolete	E-waste	\$0
7979	Acer CB3-431	Tech	Obsolete	E-waste	\$0
7980	Acer CB3-431	Tech	Obsolete	E-waste	\$0
7981	Acer CB3-431	Tech	Obsolete	E-waste	\$0
7983	Acer CB3-431	Tech	Obsolete	E-waste	\$0
7984	Acer CB3-431	Tech	Obsolete	E-waste	\$0

Asset Number / Serial Number	Description	Location	Reason	Disposition	Estimated Value
7990	Acer CB3-431	Tech	Obsolete	E-waste	\$0
7991	Acer CB3-431	Tech	Obsolete	E-waste	\$0
7992	Acer CB3-431	Tech	Obsolete	E-waste	\$0
7997	Acer CB3-431	Tech	Obsolete	E-waste	\$0
7998	Acer CB3-431	Tech	Obsolete	E-waste	\$0
9751	Acer CB3-431	Tech	Obsolete	E-waste	\$0
9752	Acer CB3-431	Tech	Obsolete	E-waste	\$0
9753	Acer CB3-431	Tech	Obsolete	E-waste	\$0
9754	Acer CB3-431	Tech	Obsolete	E-waste	\$0
9755	Acer CB3-431	Tech	Obsolete	E-waste	\$0
9756	Acer CB3-431	Tech	Obsolete	E-waste	\$0
9758	Acer CB3-431	Tech	Obsolete	E-waste	\$0
9759	Acer CB3-431	Tech	Obsolete	E-waste	\$0
9760	Acer CB3-431	Tech	Obsolete	E-waste	\$0
9875	Acer CB3-431	Tech	Obsolete	E-waste	\$0
9882	Acer CB3-431	Tech	Obsolete	E-waste	\$0
9895	Acer CB3-431	Tech	Obsolete	E-waste	\$0
9900	Acer CB3-431	Tech	Obsolete	E-waste	\$0
9907	Acer CB3-431	Tech	Obsolete	E-waste	\$0
9908	Acer CB3-431	Tech	Obsolete	E-waste	\$0
9909	Acer CB3-431	Tech	Obsolete	E-waste	\$0
9949	Acer CB3-431	Tech	Obsolete	E-waste	\$0

Asset Number / Serial Number	Description	Location	Reason	Disposition	Estimated Value
7362	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7364	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7366	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7367	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7368	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7392	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7393	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7394	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7460	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7466	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7475	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7477	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7478	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7480	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7485	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7502	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7503	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7505	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7506	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7507	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7508	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7509	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0

Asset Number / Serial Number	Description	Location	Reason	Disposition	Estimated Value
7510	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7513	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7514	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7515	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7516	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7517	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7518	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7519	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7520	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7523	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7524	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7772	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7773	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7774	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7775	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7776	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7777	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7778	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7780	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7781	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7783	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7784	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0

Asset Number / Serial Number	Description	Location	Reason	Disposition	Estimated Value
7785	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7786	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7788	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7789	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7790	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7791	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7792	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7792	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7794	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7801	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7802	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7803	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7804	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7807	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7808	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7809	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7811	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7812	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7813	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7814	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7815	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7816	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0

Asset Number / Serial Number	Description	Location	Reason	Disposition	Estimated Value
7818	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7819	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7820	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7821	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7822	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7823	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
8281	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9487	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9488	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9501	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9502	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9503	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9504	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9505	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9506	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9507	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9508	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9509	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9510	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9572	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9579	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9662	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0

Asset Number / Serial Number	Description	Location	Reason	Disposition	Estimated Value
9663	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9664	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9665	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9666	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9667	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9668	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9669	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9672	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9673	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9674	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9675	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9677	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9679	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9680	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9681	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9682	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9683	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9684	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9699	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9701	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9703	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9710	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0

Asset Number / Serial Number	Description	Location	Reason	Disposition	Estimated Value
9711	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9713	HP Chromebook 14 G4	Tech	Broken beyond repair	E-waste	\$0
9721	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9723	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9731	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9734	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9782	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9786	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9788	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9789	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
9790	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
10344/5cd6495pq7	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
10345/5cd5524stb	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
5cd7196ghd	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
5dc7196ghp	HP Chromebook 14 G4	Tech	Broken beyond repair	E-waste	\$0
7619/8237	HP Chromebook 14 G4	Tech	Obsolete	E-waste	\$0
7331	HP Chromebook G1	Beckie Lewis	Obsolete	E-waste	\$0
7411	HP Chromebook G1	Tech	Obsolete	E-waste	\$0
7412	HP Chromebook G1	Tech	Obsolete	E-waste	\$0
7413	HP Chromebook G1	Tech	Obsolete	E-waste	\$0
7414	HP Chromebook G1	Tech	Obsolete	E-waste	\$0
7415	HP Chromebook G1	Tech	Obsolete	E-waste	\$0

Asset Number / Serial Number	Description	Location	Reason	Disposition	Estimated Value
7427	HP Chromebook G1	Tech	Obsolete	E-waste	\$0
8236	HP Chromebook G1	Tech	Obsolete	E-waste	\$0
9517	HP Chromebook G1	Tech	Obsolete	E-waste	\$0
3450	HP Compaq	Tech	Obsolete	E-waste	\$0
3795	HP Compaq	Tech	Obsolete	E-waste	\$0
7070	HP Compaq	Tech	Obsolete	E-waste	\$0
7292	HP Compaq	Tech	Obsolete	E-waste	\$0
7448	HP Compaq	Tech	Obsolete	E-waste	\$0
7449	HP Compaq	Tech	Obsolete	E-waste	\$0
9685	HP Compaq	Tech	Obsolete	E-waste	\$0
MXL018011P	HP Compaq	Tech	Obsolete	E-waste	\$0
MXL20218P5	HP Compaq	Tech	Obsolete	E-waste	\$0
MXL2460Q87	HP Compaq	Tech	Obsolete	E-waste	\$0
MXL2461L6D	HP Compaq	Tech	Obsolete	E-waste	\$0
MXL2461L6P	HP Compaq	Tech	Obsolete	E-waste	\$0
MXL3381TWR	HP Compaq	Tech	Obsolete	E-waste	\$0
MXL8520VGT	HP Compaq	Tech	Obsolete	E-waste	\$0
4655	HP Elitedesk 800 G1	Tech	Obsolete	E-waste	\$0
2UA42324JB	HP Elitedesk 800 G1	Tech	Obsolete	E-waste	\$0
2UA43308DR	HP Elitedesk 800 G1	Tech	Obsolete	E-waste	\$0
2UA4400RRR	HP Elitedesk 800 G1	Tech	Obsolete	E-waste	\$0
MXL4250YPG	HP Elitedesk 800 G1	Tech	Obsolete	E-waste	\$0

Asset Number / Serial Number	Description	Location	Reason	Disposition	Estimated Value
MXL44263Q	HP Elitedesk 800 G1	Tech	Obsolete	E-waste	\$0
3584	HP Prodesk 600 G1	Tech	Obsolete	E-waste	\$0
3634	HP Prodesk 600 G1	Tech	Obsolete	E-waste	\$0
7306	HP Prodesk 600 G1	Tech	Obsolete	E-waste	\$0
7307	HP Prodesk 600 G1	Tech	Obsolete	E-waste	\$0
7310	HP Prodesk 600 G1	Tech	Obsolete	E-waste	\$0
7319	HP Prodesk 600 G1	Tech	Obsolete	E-waste	\$0
7320	HP Prodesk 600 G1	Tech	Obsolete	E-waste	\$0
7337	HP Prodesk 600 G1	Tech	Obsolete	E-waste	\$0
7338	HP Prodesk 600 G1	Tech	Obsolete	E-waste	\$0
7349	HP Prodesk 600 G1	Tech	Obsolete	E-waste	\$0
7350	HP Prodesk 600 G1	Tech	Obsolete	E-waste	\$0
7354	HP Prodesk 600 G1	Tech	Obsolete	E-waste	\$0
7359	HP Prodesk 600 G1	Tech	Obsolete	E-waste	\$0
7360	HP Prodesk 600 G1	Tech	Obsolete	E-waste	\$0
7365	HP Prodesk 600 G1	Tech	Obsolete	E-waste	\$0
7442	HP Prodesk 600 G1	Tech	Obsolete	E-waste	\$0
9405	HP Prodesk 600 G1	Tech	Obsolete	E-waste	\$0
9406	HP Prodesk 600 G1	Tech	Obsolete	E-waste	\$0
9491	HP Prodesk 600 G1	Tech	Obsolete	E-waste	\$0
9492	HP Prodesk 600 G1	Tech	Obsolete	E-waste	\$0
9512	HP Prodesk 600 G1	Tech	Obsolete	E-waste	\$0

Asset Number / Serial Number	Description	Location	Reason	Disposition	Estimated Value
9548	HP Prodesk 600 G1	Tech	Obsolete	E-waste	\$0
9549	HP Prodesk 600 G1	Tech	Obsolete	E-waste	\$0
9642	HP Prodesk 600 G1	Tech	Obsolete	E-waste	\$0
9645	HP Prodesk 600 G1	Tech	Obsolete	E-waste	\$0
9646	HP Prodesk 600 G1	Tech	Obsolete	E-waste	\$0
9655	HP Prodesk 600 G1	Tech	Obsolete	E-waste	\$0
9656	HP Prodesk 600 G1	Tech	Obsolete	E-waste	\$0
9659	HP Prodesk 600 G1	Tech	Obsolete	E-waste	\$0
9660	HP Prodesk 600 G1	Tech	Obsolete	E-waste	\$0
MXL41109DX	HP Prodesk 600 G1	Tech	Obsolete	E-waste	\$0
MXL412026T	HP Prodesk 600 G1	Tech	Obsolete	E-waste	\$0
MXL4232DNL	HP Prodesk 600 G1	Tech	Obsolete	E-waste	\$0
MXL4341LQT	HP Prodesk 600 G1	Tech	Obsolete	E-waste	\$0
MXL4382L2R	HP Prodesk 600 G1	Tech	Obsolete	E-waste	\$0
MXL4460TWV	HP Prodesk 600 G1	Tech	Obsolete	E-waste	\$0
MXL5282GRS	HP Prodesk 600 G1	Tech	Obsolete	E-waste	\$0
MXL5450ZC5	HP Prodesk 600 G1	Tech	Obsolete	E-waste	\$0
MXL6211MM7	HP Prodesk 600 G1	Tech	Obsolete	E-waste	\$0
No Tag	HP Z240	Tech	Obsolete	E-waste	\$0
No Tag	HP Z240	Tech	Obsolete	E-waste	\$0
No Tag	HP Z240	Tech	Obsolete	E-waste	\$0
No Tag	HP Z240	Tech	Obsolete	E-waste	\$0

Asset Number / Serial Number	Description	Location	Reason	Disposition	Estimated Value
No Tag	HP Elitedesk 800 G1	Tech	Obsolete	E-waste	\$0
No Tag	22 HP EliteDesk 800 G1	Tech	Obsolete	E-waste	\$0
4988	HP Prodesk 600 G5 SFF	Tech	Broken beyond repair	E-waste	\$0
9484	Dell Latitude 5420	Tech	Obsolete	E-waste	\$0
9481	Dell Latitude 5420	Tech	Obsolete	E-waste	\$0
9483	Dell Latitude 5420	Tech	Obsolete	E-waste	\$0
7288	HP Probook 6560b	Tech	Obsolete	E-waste	\$0
7528	HP Probook 650 G5	Tech	Broken beyond repair	E-waste	\$0
9720	HP Elitebook 850 G3	Tech	Obsolete	E-waste	\$0
4978	HP Elitebook 850 G3	Tech	Obsolete	E-waste	\$0
9513	Hp Probook 450 G2	Tech	Obsolete	E-waste	\$0
3650	Apple iPad A1474	Tech	Obsolete	E-waste	\$0
3742	Apple iPad A1458	Tech	Obsolete	E-waste	\$0
No Tag	Apple iPad A1337	Tech	Obsolete	E-waste	\$0
3704	Apple iPad A1395	Tech	Obsolete	E-waste	\$0
7400	Apple iPad A1395	Tech	Obsolete	E-waste	\$0
3581	Apple iPad A1395	Tech	Obsolete	E-waste	\$0
3579	Apple iPad A1395	Tech	Obsolete	E-waste	\$0
3468	Apple iPad A1395	Tech	Obsolete	E-waste	\$0
3701	Apple iPad A1395	Tech	Obsolete	E-waste	\$0
4529	Apple iPad A1395	Tech	Obsolete	E-waste	\$0
3550	Apple iPad A1395	Tech	Obsolete	E-waste	\$0

Asset Number / Serial Number	Description	Location	Reason	Disposition	Estimated Value
9381	Apple iPad A1395	Tech	Obsolete	E-waste	\$0
3558	Apple iPad A1395	Tech	Obsolete	E-waste	\$0
3717	Apple iPad A1395	Tech	Obsolete	E-waste	\$0
3714	Apple iPad A1395	Tech	Obsolete	E-waste	\$0
3718	Apple iPad A1395	Tech	Obsolete	E-waste	\$0
9386	Apple iPad A1395	Tech	Obsolete	E-waste	\$0
3707	Apple iPad A1395	Tech	Obsolete	E-waste	\$0
3798	Apple iPad A1395	Tech	Obsolete	E-waste	\$0
7297	Apple iPad A1395	Tech	Obsolete	E-waste	\$0
3752	Apple iPad A1395	Tech	Obsolete	E-waste	\$0
3694	Apple iPad A1395	Tech	Obsolete	E-waste	\$0
3698	Apple iPad A1395	Tech	Obsolete	E-waste	\$0
3691	Apple iPad A1395	Tech	Obsolete	E-waste	\$0

Dual Enrollment Memorandum of Understanding Siskiyou Joint Community College District

This Memorandum of Understanding ("MOU") is between Siskiyou Joint Community College District ("SJCCD"), which operates the College of the Siskiyous ("COS"), and Modoc Joint Unified School District ("DISTRICT"). SJCCD and DISTRICT will collectively be referred to as "Parties," or individually as "Party." For identification purposes only this MOU is effective: July 1, 2026.

RECITALS

WHEREAS, SJCCD is a community college district whose mission includes providing accessible, flexible, affordable, and innovative education within the DISTRICT;

WHEREAS, DISTRICT is a High School District located in Modoc County;

WHEREAS, the Parties desire to collaborate and provide college credit, stand-alone courses, and dual enrollment courses ("Courses");

WHEREAS, instruction will comply with the student selection standards, curriculum guidelines, recommendations and procedures promulgated by the Legislature and SJCCD;

WHEREAS, the Parties desire to enter into a MOU, which sets forth their mutual rights and responsibilities and governs their relationship regarding the subject Courses;

WHEREAS, this MOU contemplates that the Parties will enter into a related course agreement for the individual subject Courses, that each course agreement will fully incorporate the terms of this MOU, and that each course agreement will set out the necessary details specific to the subject Programs/Courses;

WHEREAS, the Parties intend for SJCCD to report full-time equivalent students (FTES) and obtain state apportionment for the subject Courses given through this MOU in accordance with California Code of Regulations, Title 5, sections 58050, 58051, and 58051.5;

WHEREAS, all Courses will be located within SJCCD's District boundaries unless agreed upon by other Community College Districts (in compliance with requirements of Title 5 of the California Code of Regulations, Sections 53000 et seq. concerning approval by adjoining high school or community college districts and use of non-district facilities);

NOW, THEREFORE, the Parties mutually agree as follows:

TERMS

1. **Recitals.** The above recitals are incorporated herein and made a part of this MOU.

2. **Effective Date and Duration.** This MOU shall be effective on the date authorized representatives of both Parties sign it and continue in effect until June 30, 2027, or until duly modified or terminated by the Parties.

3. **Early Termination.**

A. This MOU may be terminated by either Party with cause if another Party fails to comply with the insurance or indemnification requirements or otherwise commits a material breach. Termination will be effective no sooner than 15 calendar days after a written demand to cure is provided and the Party fails to cure. This remedy is in addition to any other remedy which may be provided for by law.

B. This MOU may be terminated without cause and for any reason by any Party. The Party desiring early termination without cause must provide written notice to the other Parties. Termination will be effective no sooner than the last day of the semester after actual receipt of the written notice.

The Parties agree to consider the needs of currently enrolled students when determining a termination date.

The indemnification provisions contained in this MOU shall survive termination.

4. **Course Agreements.** The terms of this MOU are deemed to be part of and fully incorporated into any and all presently existing or future course agreements pertaining to the Courses unless expressly modified by a related course agreement. Related course agreements will typically address the instructor's name, class title and CRN, time, date, and other specifics related to each Course. Any inconsistency between the MOU and an express provision of a course agreement will be resolved in favor of this MOU.

5. **Certifications for State Apportionment Purposes**

A. DISTRICT and SJCCD shall adhere to the Title 5 and Education Code Provisions governing dual enrollment, specified in Sections 48800 and 48802 subdivisions (a) and (b). The referenced sections detailed below are taken directly from California Education Code:

48802. (a) For purposes of allowances and apportionments from Section B of the State School Fund, a community college shall be credited with additional units of average daily attendance attributable to the attendance of pupils at the community college as special part-time students pursuant to this article and as set forth in Section 76002.

(b) A school district whose pupils attend a community college as special part-time students pursuant to this article shall, for purposes of allowances and apportionments from Section A of the State School Fund, continue to receive credit for attendance by those pupils computed in the manner prescribed by law, and a pupil's attendance at school for the minimum school day shall be deemed a day of attendance for purposes of making this computation.

- B. For purposes of the dual enrollment partnership, DISTRICT defines a "regular school day" as at least 50 minutes of instruction in high school credit only courses.
- C. DISTRICT certifies that the direct education costs of the courses are not being fully funded through other sources.
- D. SJCCD certifies that it has not received full compensation for the direct education costs for the conduct of the course from other sources.
- E. DISTRICT and SJCCD shall adhere to the Title 5 and Education Code section 76002 provisions governing dual enrollment. The Board of Trustees of DISTRICT will pass a resolution during a regularly scheduled board meeting which will provide that the location where courses are being held under this MOU will be open to the public at all times when courses are in session. The resolution shall be in the form provided in Attachment A to this MOU. This resolution shall provide that the provisions of Penal Code 627.2 do not apply to the DISTRICT facilities where courses are being held during those times when courses are in session. The referenced sections detailed below are taken directly from California Education and California Penal Code:

California Education Code 76002 If the community college class is offered at a high school campus, the class shall not be held during the time the campus is closed to the general public, as defined by the governing board of the school district during a regularly scheduled board meeting.

California Penal Code Section 627.2 No outsider shall enter or remain on school grounds during school hours without having registered with the principal or designee, except to proceed expeditiously to the office of the principal or designee for the purpose of registering. If signs posted in accordance with Section 627.6 restrict the entrance or route that outsiders may use to reach the office of the principal or designee, an outsider shall comply with such signs.

- F. DISTRICT agrees and acknowledges that all courses held under the terms of this MOU must be open to the general public and if a community college class is offered during the regular school day, any member of the general public enrolled in the community college class shall have access to the campus equal to the high school students attending the high school. The high school may require non-high school enrollees to adhere to all campus policies.

CCAP courses may be closed to the public if courses are part of SJCCD and the DISTRICT's CCAP agreement and pathway.

Per California Educational Code 76004, section O(1) A community college district may limit enrollment in a community college course solely to eligible high school pupils if the course is offered at a high school campus, either in person or using an online platform, during the regular schoolday and the community college course is offered pursuant to a CCAP partnership agreement.

- G. DISTRICT will not pay SJCCD for the full costs of offering any course under this MOU. DISTRICT agrees and acknowledges that SJCCD will claim apportionment for the students enrolled in courses under this MOU.
- H. DISTRICT shall adhere to Title 5 Education code, sections 5800. Pursuant to the California Code of Regulations Title 5 Sections 58000 (seq.) as referenced in SJCCD Administrative Procedure 5070 and the COS Catalog, in order claim apportionment (State funding) and qualify for a degree or transfer, a course shall meet the minimum number of hours as specified in the Course Outline of Record. Excused absences shall be made up by the student in consultation with the instructor. Absences that exceed the number of times the class meets each week (generally 10%) may result in an instructor dropping the student from the course.

If the Instructor of Record for the course is unable to attend class, they shall notify the College of the Siskiyous Office of Academic Affairs at instruction@siskiyous.edu. If a substitute instructor who meets the minimum qualifications for the discipline is available, they may be assigned by SJCCD and COS to instruct that portion of the course missed by the Instructor of Record. If a substitute instructor is not available for the class meeting time, the missed class hours may be made up by outside-of-class assignments or an extension of the semester as coordinated with the College of the Siskiyous Office of Academic Affairs. Long term substitutions (those exceeding 10% of the instructional hours) shall be coordinated with the College of the Siskiyous Office of Academic Affairs.

- I. If the course instructor is an employee of DISTRICT, the DISTRICT can bill SJCCD an instructional fee of \$30 per student who is active and enrolled at the time of census. DISTRICT must bill SJCCD by the end of the academic year.

6. **Regulatory Requirements for State Apportionment Purposes Applicable to All Courses Conducted Under the Terms of This MOU**

These provisions may not be voided, modified nor waived by a related course agreement unless otherwise expressly provided herein:

- A. Responsibilities of Each Party. SJCCD policies and procedures apply and SJCCD and COS are responsible for the Courses. The Courses will comply with all applicable regulations, procedures, prerequisites and standards applicable to SJCCD, as well as any corresponding local policies, practices, and requirements of the DISTRICT.
- B. Enrollment Period. The enrollment period shall be determined by SJCCD and COS in accordance with its guidelines, policies, pertinent statutes, and regulations.
- C. Number of Course Hours Sufficient to Meet the Stated Performance Objectives. SJCCD will determine the performance objectives for each of the Courses and the number of course hours necessary to meet the performance objectives. The performance objectives and corresponding course hours shall be specified in the related course agreement.
- D. Supervision and Evaluation of Students. Supervision and evaluation of students shall be in accordance with SJCCD guidelines, policies, pertinent statutes, and regulations. All students will be under the immediate supervision of an employee of SJCCD. For purposes of this paragraph all DISTRICT employees who are teaching the courses shall be deemed to be employees of SJCCD for attendance accounting purposes.
- E. Withdrawal Prior to Completion of the Course. A student's withdrawal prior to completion of the Course shall be in accordance with SJCCD guidelines, policies, pertinent statutes and regulations.
- F. Right to Control and Direct Instructional Activities. SJCCD is responsible for the Courses and has the sole right to control and direct the instructional activities of all instructors, including those who are DISTRICT personnel.
- G. Minimum Qualifications for Instructors Teaching Courses. Instructors who are DISTRICT personnel shall meet the minimum qualifications to provide

instruction in a California community college. The minimum qualifications shall be consistent with the requirements in other similar courses offered by SJCCD and COS and shall be published or otherwise listed by SJCCD. All instructors shall meet the qualification requirements of Title 5 CCR sections 53410 and 58060.

- H. Facilities. DISTRICT will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the contemplated instruction and do so without charge to SJCCD or students. DISTRICT agrees to clean, maintain, and safeguard DISTRICT's premises. DISTRICT warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes. All courses will be held at facilities which are clearly identified as being open to the general public. Pursuant to the provisions of Penal Code Section 627.9 subdivision (d) the DISTRICT Board of Trustees will pass a resolution before courses are held which exempts all campuses in the District which will be used for courses under this MOU from the provisions of Penal Code Section 627.2. The exemption from Section 627.2 may be limited by the resolution to the time immediately before, immediately after and during the time courses are being held under the terms of this MOU.
- I. Equipment. DISTRICT will furnish, at its own expense, all course materials, specialized equipment, and other necessary equipment for all DISTRICT students. The Parties understand that such equipment and materials are DISTRICT's sole property. The instructor shall determine the type, make, and model of all equipment and materials to be used during each Course. DISTRICT understands that no equipment or materials fee may be charged to students except as provided for by SJCCD policies and practices. Students in a course who are not enrolled in DISTRICT shall be provided course materials, specialized equipment, and other necessary equipment as specified in SJCCD Policies and the applicable student handbook.
- J. Enrollment. Enrollment shall be open to any person who has been admitted to SJCCD and COS and meets all applicable prerequisites. Applicable prerequisite courses, training, or experience will be determined by SJCCD. Applicants must meet the standards and prerequisites of the SJCCD.

SJCCD will provide the necessary admission forms and procedures and both SJCCD and DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements, including liability and medical care coverage requirements, if any.

DISTRICT shall take primary responsibility for ensuring that each student completes the admissions procedure and course enrollment process.

SJCCD will assist DISTRICT as necessary. A successful enrollment requires that each student has completed the CCC application and enrollment application/permissions, that the enrollment application/permissions has been delivered to and accepted by SJCCD and COS's Admissions and Records Office, that all enrollment and other applicable fees have been paid, and that the applicant has met all requirements, to include the standard SJCCD student liability and medical care coverage, if applicable.

- K. Enrollment Fees. Pursuant to SJCCD Board Policy 5030 (Education Code Section 76300(f)) the enrollment fee for students who are Special Part-Time Students (Education Code 76001) will be waived by SJCCCD.
 - L. Records of Student Attendance and Achievement. All records of student attendance and achievement shall be submitted to SJCCD at a pre-determined time, or upon demand, and shall be maintained by SJCCD.
 - M. Ancillary Support Services for Students. Both SJCCD and DISTRICT shall ensure that students enrolled in the Courses are provided ancillary and support services as may be needed, including but not limited to counseling and guidance and placement assistance.
 - N. Courses Outside SJCCD Boundaries. For locations outside the geographical boundaries of SJCCD, SJCCD will comply with the requirements of Title 5 of the California Code of Regulations, Sections 53000 et seq. concerning approval by adjoining high school or community college districts and use of non-district facilities.
7. Liaison. At no cost to the DISTRICT, SJCCD will provide the services of faculty members related to coordination of courses between SJCCD and DISTRICT. ~~SJCCD will provide DISTRICT personnel with reasonable assistance, direction and instruction in how to fulfill their responsibilities under this MOU, including conducting appropriate student assessments, outreach/recruitment activities and the SJCCD's application procedures.~~
8. Support Staff. These provisions may not be voided, modified nor waived by a related course agreement unless otherwise expressly provided herein:
- A. DISTRICT to Provide Support Services. Unless otherwise provided for in a related course agreement, DISTRICT may provide personnel to assist in activities related to providing Dual Enrollment opportunities.
 - B. DISTRICT is Responsible for its Own Personnel. DISTRICT's personnel will perform these services on duty time. DISTRICT personnel performing these services will be employees solely of DISTRICT, subject to the authority of DISTRICT, but will also be subject to the direction of SJCCD,

specifically with regard to their duties pertaining to the Courses described in the related course agreements. SJCCD has the primary right to control and direct such activities.

9. **Instructors.** These provisions may not be voided, modified nor waived by a related course agreement unless otherwise expressly provided herein:

- A. SJCCD to Select Instructors. SJCCD may select instructors from DISTRICT personnel nominated by the DISTRICT, or other sources. DISTRICT personnel will perform instructional duties on duty time. DISTRICT personnel selected to be instructors remain employees solely of the DISTRICT, subject to the authority of the DISTRICT, but will also be subject to the authority of SJCCD, specifically with regard to their duties as instructors. SJCCD will exercise this authority in consultation with the DISTRICT.
- B. District May Nominate Instructors. DISTRICT shall ensure that all instructor nominees are experienced, competent personnel who have the personal attributes necessary for providing instruction in the Courses. DISTRICT shall ensure that all instructor/staff nominees possess any Certificates or other training indicated that may be required including, but not limited to the qualification requirements of Title 5 CCR 53410 and 58060. District will provide SJCCD proof of compliance with this paragraph before the beginning of each semester or session. SJCCD reserves the right to verify and evaluate proof of compliance.
- C. SJCCD Shall Determine Instructor Requirements. SJCCD shall determine the number of instructors, the ratio of instructors to students, and the subject areas of instruction.
- D. DISTRICT is Responsible for its Own Personnel. DISTRICT's personnel will perform these services on duty time. DISTRICT personnel performing their services will be employees solely of DISTRICT, subject to the authority of DISTRICT, but will also be subject to the direction of SJCCD, specifically with regard to their duties pertaining to the Courses described in the related course agreements. SJCCD has the primary right to control and direct such activities.
- E. DISTRICT shall ensure that personnel comply with Education Code Sections 87408, 87408.6, and 88021 related to communicable diseases and Education Code Sections 87013 and 88024; Penal Code Sections 11102.2 and 11077.1 related to fingerprinting.
- F. Orientation Meeting. Instructors shall attend an orientation meeting if scheduled, and SJCCD shall provide manuals, course outlines, curriculum materials, and testing and grading procedures as necessary.

- G. Instructor Agreement with SJCCD. All instructors who are DISTRICT employees must sign an agreement with SJCCD which states that SJCCD shall have the primary right of control over the instructor's activities while the instructor is teaching a course under the terms of this MOU.
- H. No Other Assigned Duties. Instructors teaching courses under this MOU shall not have any other assigned duty while course instruction is taking place.
- I. Cost of Instruction and Compensation. DISTRICT's personnel will perform these services on duty time. DISTRICT personnel performing their services will be employees solely of DISTRICT. DISTRICT shall be solely responsible for paying all salaries, wages, benefits, and other compensation which its employees or subcontractors may be entitled to receive in connection with performing services under this MOU and any related course agreement.
11. Instruction. The instructional services provided by DISTRICT personnel shall include development of appropriate lectures. The lectures will conform to the approved curriculum and course outlines and recommendations of experienced SJCCD instructors. Instructional presentations shall incorporate planned practical demonstrations, as may be necessary, and use audiovisual techniques or equipment and vocational equipment.
- All instructional presentations, including practical demonstrations and demonstrations of vocational equipment, are subject to the advance approval of SJCCD.
12. Facilities. The Parties contemplate that primarily, the facilities of the DISTRICT will be utilized to carry out the goals of this MOU and any related course agreement, although from time to time SJCCD facilities may be utilized subject to mutual MOU by the Parties as expressed in a related course agreement. DISTRICT agrees to defend, hold harmless, and indemnify SJCCD and its governing board, officers, employees, administrators, independent contractors, subcontractors, and other representatives from all damages, losses, or expenses, including litigation costs such as attorney's fees, should a student, instructor, or third party be injured as a result of or connected with the condition of the DISTRICT's premises, in whole or in part. The indemnity shall survive termination of this MOU and is in addition to any other rights or remedies SJCCD may have under law or otherwise.
13. Workers' Compensation. DISTRICT shall be the "primary employer" for all its personnel who perform services as instructors and support staff. DISTRICT shall be solely responsible for processing, investigating, defending, and paying all

workers' compensation claims by their respective DISTRICT personnel made in connection with performing services and receiving instruction under this MOU or any related course agreement. DISTRICT agrees to hold harmless, indemnify, and defend SJCCD from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by DISTRICT personnel connected with providing services under this MOU or any related course agreement. DISTRICT is not responsible for non-District personnel who may serve as instructors or students who are not affiliated with the DISTRICT. These provisions may not be voided, modified nor waived by a related course agreement.

14 Indemnification.

- A. DISTRICT shall defend, hold harmless, and indemnify SJCCD, its governing board, officers, administrators, agents, employees, independent contractors, subcontractors, consultants, and other representatives from and against any and all liabilities, claims, demands, costs, losses, damages, or expenses, including reasonable attorney fees and costs, including but not limited to consequential damages, death, sickness, or injury to any person(s) or damage to any property arising from or connected with its provision of instruction pursuant to this MOU or any related course agreement that may arise out of or result from, in whole or in part, the negligent, wrongful, or willful acts or omissions of DISTRICT, its employees, agents, subcontractors, independent contractors, consultants, or other representatives.
- B. SJCCD shall defend, hold harmless, and indemnify DISTRICT, their governing board, officers, administrators, agents, employees, independent contractors, subcontractors, consultants, and other representatives from and against any and all liabilities, claims, demands, costs, losses, damages, or expenses, including reasonable attorney fees and costs, including but not limited to consequential damages, death, sickness, or injury to any person(s) or damage to any property arising from or connected with its performance of its responsibilities hereunder that may arise out of or result from, in whole or in part, the negligent, wrongful, or willful acts or omissions of SJCCD, its employees, agents, subcontractors, independent contractors, consultants, or other representatives.
- C. DISTRICT shall have no obligation to defend, hold harmless, or indemnify SJCCD, its governing board, officers, administrators, agents, employees, independent contractors, subcontractors, consultants, and other representatives for their sole negligence or willful misconduct; and SJCCD shall have no obligation to defend, hold harmless, or indemnify DISTRICT, its governing board, officers, administrators, agents, employees, independent contractors, subcontractors, consultants, and other representatives for their sole negligence or willful misconduct.

- D. This indemnity shall survive termination of this MOU or any related course agreement and is in addition to any other rights or remedies that DISTRICT or SJCCD may have under law or otherwise.
- E. These provisions may not be voided, modified nor waived by any related course agreement.

15. Insurance Requirements.

- A. Each Party shall obtain, pay for, and maintain in effect during the life of this MOU the following policies of insurance issued by an insurance company rated not less than "A-;V" in Best Insurance Rating Guide and admitted to transact business in California: (1) commercial general liability (including contractual, products, and completed operations coverages, bodily injury, and property damage liability) with single combined limits not less than \$1,000,000 per occurrence; (2) commercial automobile liability for "any auto" with combined single limits of liability not less than \$1,000,000 per occurrence; (3) professional liability (errors and omissions) with a limit of liability not less than \$1,000,000 per occurrence; and (4) workers' compensation insurance as required under state law.
- B. Each Party's policy(ies) shall contain an endorsement naming the other Party as an additional insured insofar as this MOU 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 coverage. Each Party shall furnish the other with a certificate of insurance containing the endorsements required under this section, and each Party shall have the right to inspect the other Party's original insurance policies upon request. Upon notification of receipt of a notice of cancellation, change, or reduction in a Party's coverage, that Party shall immediately file with the other Party a certified copy of the required new or renewal policy and certificates for such policy.
- C. Nothing in this section concerning minimum insurance requirements shall reduce a Party's liability or obligations under the indemnification provisions of this MOU.
- D. The Parties acknowledge that both Parties are permissibly self-insured under California law.
- E. These provisions may not be voided, modified nor waived by a related course agreement.

16. Discrimination and Harassment. Each Party agrees it will not unlawfully discriminate, harass, or allow harassment against any employee or other person because of sex, race, color, ancestry, religious creed, national origin, mental or

physical disability (including HIV and AIDS), marital status, or age, and shall comply with all applicable laws pertaining to employment.

17. **Entire Agreement.** This MOU and any related course agreements constitute the entire agreement between the Parties with regard to the Courses and supersedes any prior or contemporaneous understanding or agreement. No Party has been induced to enter into this MOU by, nor is any Party relying on, any representation or promise outside those expressly set forth in this MOU and any related course agreement.
18. **Amendment.** The provisions of this MOU may be modified only by mutual MOU 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.
19. **Waiver.** Unless otherwise precluded by the terms of this MOU, terms or conditions may be waived by the Party entitled 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 of that term or condition as it applies on a subsequent occasion.
20. **Assignment.** Neither Party may assign any rights or benefits or delegate any duty under this MOU without written consent of the other Party. Any purported assignment without written consent shall be void.
21. **Parties in Interest.** Nothing in this MOU, whether express or implied, is intended to confer any rights or remedies under or by reason of this MOU on any person other than the Parties to it and their respective successors and assigns, nor is anything in this MOU intended to relieve or discharge the obligation or liability of any third person to any Party to this MOU, nor shall any provision give any third person any right to subrogation or action against any Party to this MOU.
22. **Severability.** If any provision of this MOU is held by an arbitrator or court of competent jurisdiction to be invalid or unenforceable, the remainder of the MOU shall continue in full force and effect and shall in no way be impaired or invalidated.
23. **Notices.** Any notice under this MOU 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 the Parties or on the second business day after mailing if the document is mailed by registered or certified mail, addressed to the Parties at the addresses set forth below, or at the most recent address specified by the addressee through written notice under this provision. Failure to conform to the requirement that mailings be done by registered or certified mail shall not defeat the effectiveness of notice actually received by the addressee.

24. **Authority to Enter Into MOU.** Each Party to this MOU represents and warrants that it has the full power and authority to enter into this MOU and to carry out the transactions contemplated by it and that it has taken all action necessary to authorize the execution, delivery, and performance of this MOU.
25. **Status of the Parties.** Neither Party is a partner, joint venture, co-principal, employer, or co-employer of the other or of an employee of the other Party. DISTRICT shall be solely responsible for paying all salaries, wages, benefits, and other compensation which its employees or subcontractors may be entitled to receive in connection with performing services under this MOU and any related course agreement. DISTRICT shall be solely responsible for withholding and paying all applicable payroll taxes and contributions, including federal, state, and local income taxes, FICA, FUTA, and state unemployment, workers' compensation, and disability insurance in connection with performing services under this MOU and any related course agreement.
26. **Retention and Audit of Records.** DISTRICT shall maintain permanent records of student enrollment, attendance, grades and achievement for SJCCD students who enroll in the Courses. DISTRICT shall submit such records to SJCCD through the appropriate college, campus, or center periodically or upon demand. Each Party shall maintain records pertaining to this MOU and related course agreements as may be required by federal and state law. Each Party may review and obtain a copy of the other Party's pertinent records subject to federal and state privacy statutes.
27. **Governing Law and Venue.** This MOU will be governed by and construed in accordance with California law and venue of any action or proceeding in connection with this MOU shall be Siskiyou County, California.
28. **Disputes.** SJCCD and DISTRICT recognize that, from time to time, disputes may arise between SJCCD employees or students and DISTRICT employees or students. When such disputes arise, SJCCD and DISTRICT shall act in good faith to resolve such disputes informally. Where informal resolution is not successful, or the Parties must address a formal inter-agency complaint, the Parties will utilize the following process to resolve the matter:
- A. The Party receiving the complaint will timely notify the other and promptly provide the other Party with any written complaint received.
 - B. An Educational Administrator from each Party will review the complaint to determine, based on the nature of the complaint, whether any statutory or regulatory timelines or other procedural requirements apply, including but not limited to:

- i. Whether SJCCD is required to investigate or report the complaint to the Chancellor of the California Community Colleges pursuant to Title 5 of the California Code of Regulations.
 - ii. Whether, based on the nature of the complaint, the complainant is entitled to any rights or protections regarding how the complaint is handled, pursuant to applicable state or federal laws or regulations, including but not limited to Title 5 of the California Code of Regulations and Title IX of the Education Amendments of 1972.
 - iii. If either Educational Administrator finds such rights to exist, they shall notify the other Educational Administrator, and SJCCD and DISTRICT shall cooperate as needed in carrying out these requirements, which may include but are not limited to conducting a formal investigation within regulatory timelines or the implementation of interim safety measures for the complainant.
- C. Within a reasonable time of either Party receiving the complaint, the Parties will discuss the nature of the allegations to determine whether there an investigation is required. If the Parties agree that a formal investigation is required, the Parties will mutually agree upon the scope of the investigation, as well as the identity of the investigator, who may be an outside investigator, or qualified employee of SJCCD or DISTRICT. If the Parties agree to utilize one Party's employee as the investigator, the other Party may designate an employee to attend all witness interviews, if appropriate. If the Parties agree to utilize an outside investigator, the Parties agree to divide the costs of the investigation equally.
- D. If, despite the good faith effort of the Parties, they are unable to agree on a process for investigating the complaint, the Party whose employee/student is the subject of the complaint will determine the process.
- E. Each Party agrees to cooperate in any investigation initiated and make its employees available to the investigator.
- F. All investigative interviews of any students or employees shall comply with any rights and protections afforded to such employees or students under an applicable collective bargaining agreement or state or federal law, including but not limited to the right to have a representative present during an interview that could lead to discipline.
- G. The investigator must provide all investigative reports to both Parties setting forth findings as to the allegations and the basis for the findings.
- H. The SJCCD and DISTRICT shall share all materials from the investigation.

- I. Each Party shall have sole discretion to determine the disciplinary measures it will impose against its respective employees or students. Notwithstanding the foregoing, the other Party retains the right to have the subject of a sustained complaint removed from participating in the Courses or providing services under this CCAP Agreement.

IN WITNESS WHEREOF, the Parties hereto have caused this MOU to be executed the day and year first below written.

AGREED TO AND ACCEPTED:

Siskiyou Joint Community College District

AGREED TO AND ACCEPTED:

Modoc Joint Unified School District

By: _____

Char Perlas, PhD MPA MS
Superintendent/President
800 College Avenue
Weed, CA 96094
(530) 938-5555

Date: _____

By: _____

Title: _____

Address: _____

Telephone: _____

Date: _____

2026-2027 Designation of CIF Representatives to League

Please complete the form below for each school under your jurisdiction and RETURN TO THE CIF SECTION OFFICE no later than June 26, 2026.

_____ School District/Governing Board at its _____ meeting,
(Name of school district/governing board) (Date)
appointed the following individual(s) to serve for the 2026-2027 school year as the school's league representative:

PHOTOCOPY THIS FORM TO LIST ADDITIONAL SCHOOL REPRESENTATIVES

NAME OF SCHOOL Modoc High School
NAME OF REPRESENTATIVE Kristen Budmark POSITION Principal
ADDRESS 900 N. Main Street CITY Alturas ZIP 96101
PHONE 530 233 7201 FAX 530 2337306 E-MAIL kbudmark@modoc.k12.ca.us

NAME OF SCHOOL Modoc High School
NAME OF REPRESENTATIVE Rafael A. Sevilla POSITION Athletic Director
ADDRESS 900 N. Main Street CITY Alturas ZIP 96101
PHONE 530 515 5032 FAX _____ E-MAIL rsevilla@modoc.k12.ca.us

NAME OF SCHOOL Modoc High School
NAME OF REPRESENTATIVE Beckie Lewis POSITION Superintendent
ADDRESS 900 N. Main Street CITY Alturas ZIP 96101
PHONE 530 233 7201 FAX 530 233 7306 E-MAIL blewis@modoc.k12.ca.us

NAME OF SCHOOL _____
NAME OF REPRESENTATIVE _____ POSITION _____
ADDRESS _____ CITY _____ ZIP _____
PHONE _____ FAX _____ E-MAIL _____

If the designated representative is not available for a given league meeting, an alternate designee of the district governing board may be sent in his/her place. **NOTE:** League representatives from public schools and private schools must be designated representatives of the school's governing boards in order to be eligible to serve on the section and state governance bodies.

Superintendent's or Principal's Name Kristen Budmark

Address 900 N. Main Street City Alturas Zip 96101

Phone 530 233 7201 Fax 530 233 7306

PLEASE RETURN THIS FORM DIRECTLY TO THE CIF SECTION OFFICE



906 West 4th Street, Alturas, CA 96101
Phone: (530) 233-7201 Fax: (530) 233-4362 Web: www.modoc.k12.ca.us

Inspection Service Agreement Extension

Limited Term Extension ("Amendment") to the **Collins Construction Service Agreement**, dated **June 23, 2025** ("Agreement"), is entered into by and between **Modoc Joint Unified School District ("District" or "MJUSD")** and **Collins Construction, LLC**. This Amendment is intended to extend the term of the Agreement for a defined period and to clarify reporting and closeout expectations. Except as expressly amended herein, all terms and conditions of the Agreement remain unchanged and in full force and effect.

1. Term

Pursuant to the Term provisions of the Agreement, the term is hereby extended for a limited period beginning April 1, 2026, and ending April 30, 2026, unless further amended in writing by mutual agreement of the parties.

2. Services

During the extension period, Collins Construction shall continue to perform the Services as described in the Agreement, with Services focused on project progress, coordination, and activities necessary to support completion and closeout of the work.

3. Reports and Deliverables

In addition to any reporting obligations set forth in the Agreement, Collins Construction agrees to the following:

- Weekly written progress reports shall be provided to MJUSD and the Project Architect via email throughout the extension period.
- All reports generated from the commencement of the project through April 30, 2026, shall be provided to MJUSD and the Project Architect via email.

4. End-of-Term Review

At the conclusion of the extension period, and no later than April 30, 2026, MJUSD and Collins shall revisit the Agreement to review project status and discuss the remaining scope, time, and level of effort required to complete and close out the project, including whether a further amendment or extension is necessary.

Modoc Joint Unified School District

Collins Construction LLC

By (sign): _____
Date: _____

By (sign): _____
Date: _____

Name (print): Rebecca Lewis
Title: Superintendent
Email: blewis@modoc.k12.ca.us
Address: 906 West 4th Street
Address: Alturas, CA 96101

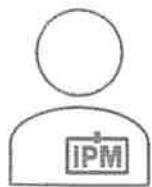
Name (print): Scott Collins
Title: President
Email: Inspectorscott@hotmail.com
Address: 372 S Eagle Rd #173
Address: Eagle, ID 83616



Integrated Pest Management Plan



Healthy Schools Act Requirements for Public K-12 Schools and Child Care Centers



IDENTIFY

Choose an IPM coordinator who will make sure the requirements of the HSA are met.



PLAN

Create a plan for IPM and publish it on the school, district, or child care center website. If a website does not exist, include the plan in the annual written notification.



TRAIN

Provide annual Healthy Schools Act training to all teachers, staff, and volunteers who use any pesticides, including exempt pesticides.



POST

Post warning signs in the area where a pesticide will be applied, at least 24 hours before and 72 hours after the application.



NOTIFY

Send an annual notification to all parents, guardians, and staff of all pesticides expected to be applied during the year.



RECORD

Keep records of pesticide applications, and file these records for at least 4 years.



REGISTER

Give parents, guardians, and staff the opportunity to register to be notified 72 hours in advance of individual pesticide applications.



REPORT

Submit annual pesticide use reports to DPR by January 30 for the previous year's applications. Only report pesticide use by school personnel.

Visit our website: <http://apps.cdpr.ca.gov/schoolipm/>

Questions? Email us at: school-ipm@cdpr.ca.gov

School District Integrated Pest Management Plan

When completed, this template meets the Healthy Schools Act requirement for an integrated pest management (IPM) plan.
An IPM plan is required if a school district uses pesticides¹

Contacts

Modoc Joint USD

906 West 4th St., Alturas, CA 96101

School District Name

Address

Superintendent or Designee

(530) 233-7201

blewis@modoc.k12.ca.us

District IPM Coordinator

IPM Coordinator's Phone Number

Email Address

IPM statement

It is the goal of Modoc Joint USD to implement IPM by focusing on long-term prevention or suppression of pests through accurate pest identification, by frequent monitoring for pest presence, by applying appropriate action levels, and by making the habitat less conducive to pests using sanitation and mechanical and physical controls. Pesticides that are effective will be used in a manner that minimizes risks to people, property, and the environment, and only after other options have been shown ineffective.

Our pest management objectives are to: *(Example: Focus on long-term pest prevention)*

Preventive Maintenance Plan, Routine Maintenance and Work Requests

IPM team

In addition to the IPM Coordinator, other individuals who are involved in purchasing, making IPM decisions, applying pesticides, and complying with the Healthy Schools Act requirements, include:

Name and/or Title	Role in IPM program
Maintenance/Transportation Dir., Staff	Pest I.D., monitoring of applications Herbicides/Pesticides
Custodians	Pest I.D., monitoring of applications Herbicides/Pesticides
Staff	Pest I.D., monitoring of applications Herbicides/Pesticides

Pest management contracting

- ☒ Pest management services are contracted to a licensed pest control business.

Pest Control Business name(s): Terminex Pest Control

- ☒ Prior to entering into a contract, the school district has confirmed that the pest control business understands the training requirement and other requirements of the Healthy Schools Act.

Pest identification, monitoring and inspection

Pest Identification is done by IPM Coordinator, M/T Dir., Custodial Staff and contracted service provider
(Example: College/University staff, Pest Control Business, etc.)

Monitoring and inspecting for pests and conditions that lead to pest problems are done regularly by M/T Dir., Custodial, Staff and results are communicated to the IPM Coordinator.

(Example: District staff title, e.g. Maintenance staff)

Specific information about monitoring and inspecting for pests, such as locations, times, or techniques include:

(Example: Sticky monitoring boards are placed in the kitchen and are checked weekly by custodial staff.)

Preventive Maintenance, Routine Maintenance and Work Requests

Pests and non-chemical management practices

This school district has identified the following pests and routinely uses the following non-chemical practices to prevent pests from reaching the action level:

Pest	Remove food	Fix leaks	Seal cracks	Install barriers	Physical removal	Traps	Manage irrigation	Other
Ants/Spiders	☒	☐	☒	☐	☒	☒	☐	
Roaches	☐	☐	☒	☐	☐	☐	☐	
Weeds	☐	☐	☐	☐	☒	☐	☒	
Rodents	☒	☐	☒	☒	☒	☒	☐	
	☐	☐	☐	☐	☐	☐	☐	
	☐	☐	☐	☐	☐	☐	☐	

Chemical pest management practices

If non-chemical methods are ineffective, the school district will consider pesticides only after careful monitoring indicates that they are needed according to pre-established action levels and will use pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property and the environment.

This school district expects the following pesticides (pesticide products and active ingredients) to be applied during the year. (This list includes pesticides that will be applied by school district staff or licensed pest control businesses.):

See Appendix 1

Healthy Schools Act

- ☒ This school district complies with the notification, posting, recordkeeping, and all other requirements of the Healthy Schools Act. (Education Code Sections 17608 - 17613, 48980.3; Food & Agricultural Code Sections 13180 - 13188)

Training

Every year school district employees who make pesticide applications receive the following training prior to pesticide use:

- ☐ Pesticide specific safety training (Title 3 California Code of Regulations 6724)
- ☒ School IPM training course approved by the Department of Pesticide Regulation (Education Code Section 16714; Food & Agricultural Code Section 13186.5).

Submittal of pesticide use reports

- ☒ Reports of all pesticides applied by school district staff during the calendar year, except pesticides exempt¹ from HSA recordkeeping, are submitted to the Department of Pesticide Regulation at least annually, by January 30 of the following year, using the form provided at www.cdpr.ca.gov/schoolipm. (Education Code Section 16711)

Notification

This school district has made this IPM plan publicly available by the following methods (check at least one):

- ☒ This IPM plan can be found online at the following web address: www.modoc.k12.ca.us
- ☐ This IPM plan is sent out to all parents, guardians and staff annually.

Review

- ☒ This IPM plan will be reviewed (and revised, if needed) at least annually to ensure that the information provided is still true and correct.

Date of next review: April 2027

I acknowledge that I have reviewed this school district's IPM Plan and it is true and correct.

Signature: _____

Date: _____

¹ These pesticides are exempt from all Healthy Schools Act requirements, except the training requirement: 1) products used in self-contained baits or traps, 2) gels or pastes used as crack and crevice treatments, 3) antimicrobials, and 4) pesticides exempt from U.S. EPA registration. (Education Code Section 17610.5)

PESTICIDE USE REPORTING FOR SCHOOL AND CHILD DAY CARE CENTER EMPLOYEES

DEPARTMENT OF PESTICIDE REGULATION
PEST MANAGEMENT & LICENSING BRANCH

APPLICATION YEAR		SCHOOL DESIGNEE (IPM COORDINATOR)		DISTRICT / CENTER NAME		LICENSE / CERTIFICATE NUMBER (OPTIONAL)		
REPORT PREPARED BY:				E-MAIL ADDRESS		CITY		PHONE NUMBER
School CDS #/Child Day Care Facility # OR Name & Address AND Specify if School or Child Day Care Facility	County Code	Date & Time Application Completed	Location (# from list on back)	Manufacturer & Name of Product Applied	EPA REG. Number on Label or CA Reg. Number for adjuvants (include alpha code, if listed)	Amount of Pesticide Product Used (check or write in unit from label)		Pest Control Code (from list on back)
☐ School ☐ Day Care						(vol.) ☐ OZ ☐ ML ☐ PT (wt.) ☐ GR ☐ OZ ☐ LB		
☐ School ☐ Day Care						(vol.) ☐ OZ ☐ ML ☐ PT (wt.) ☐ GR ☐ OZ ☐ LB		
☐ School ☐ Day Care						(vol.) ☐ OZ ☐ ML ☐ PT (wt.) ☐ GR ☐ OZ ☐ LB		
☐ School ☐ Day Care						(vol.) ☐ OZ ☐ ML ☐ PT (wt.) ☐ GR ☐ OZ ☐ LB		
☐ School ☐ Day Care						(vol.) ☐ OZ ☐ ML ☐ PT (wt.) ☐ GR ☐ OZ ☐ LB		

Use this form ONLY to report pesticide applications made by schoolsite employees, staff, and volunteers at schools and child care centers. DO NOT report pesticide use by pest management professionals contracted to apply pesticides at schoolsites. They will report their own use. Report must be submitted no later than January 30th of the year following the year of use to:
School Pesticide Use Reporting, Department of Pesticide Regulation, P.O. Box 4015, Sacramento, CA 95812-4015

INSTRUCTIONS:

1. Each line is an individual pesticide application. Report only one schoolsite, date/time, and pesticide per line. Multiple pages will be needed if you need to report more than 5 pesticide applications.
2. A name and address is required for each schoolsite. A cover sheet with all schoolsite names/addresses can be included with your report to prevent repetitive writing/typing.
3. Applicators: If you are mixing a concentrate with a liquid, report the amount of concentrate applied. For products that don't require dilution, report the amount of finished product applied.

PEST CONTROL CODES:

Code 10 - Structural Pest Control Includes pest control work performed within or on buildings or other structures

Code 30 - Landscape Maintenance Pest Control... Includes pest control work performed on landscape plantings around buildings

Code 80 - Vertebrate Pest Control Includes pest control work performed by public agencies or work under the supervision of the State or county agricultural commissioner

LOCATION CODES:

1 Administration Bldg	5 Cafeteria/Kitchen	9 Landscape (Indoor)	13 Multipurpose Room	17 Vehicle
2 Athletic Field	6 Classroom	10 Landscape (outdoor)	14 Playground	18 Multiple Locations
3 Auditorium	7 Gymnasium	11 Library	15 Pool	19 Other (Please indicate)
4 Bldg, Exterior	8 Hardscape (parking lot, sidewalk, etc.)	12 Locker Room	16 Restroom	

Reason for application is not required for reporting. This form, when filled out completely, can be used as the pesticide use record required under HSA.
Reasons for application (required for Healthy Schools Act recordkeeping).

Application 1:	
Application 2:	
Application 3:	
Application 4:	
Application 5:	

Integrated Pest Management

Definitions

Integrated pest management (IPM) means a strategy that focuses on long-term prevention or suppression of pest problems through a combination of techniques such as monitoring for pest presence and establishing treatment threshold levels, using nonchemical practices to make the habitat less conducive to pest development, improving sanitation, and employing mechanical and physical controls. (Education Code 17609; Food and Agricultural Code 13181)

(cf. 3510 - Green School Operations)

School site means any facility used as a child day care facility or for kindergarten, elementary, or secondary school purposes and includes the buildings or structures, playgrounds, athletic fields, vehicles, or any other area of property visited or used by students. (Education Code 17609)

Program Components

The Superintendent or designee shall designate an employee at the district office and/or school site to develop, implement, and coordinate an IPM strategy that incorporates effective, least toxic pest management practices.

The IPM coordinator shall prepare and annually update a districtwide or school site IPM plan based on the template provided by the California Department of Pesticide Regulation (DPR).

The IPM plan shall include the name of the district and/or school IPM coordinator, the pesticides expected to be applied at the school site by district employees and/or pest control applicators, and a date that the plan shall be reviewed and, if necessary, updated. (Education Code 17611.5)

The district shall use pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property, and the environment. Such pesticides shall only be used after careful monitoring indicates they are needed according to pre-established guidelines and treatment thresholds. (Food and Agricultural Code 13181)

The IPM plan and this administrative regulation shall not apply to reduced-risk pesticides, including self-contained baits or traps, gels or pastes used for crack and crevice treatments, antimicrobials, and pesticides exempt from registration by law. (Education Code 17610.5; 3 CCR 6147)

The district's program shall include, but not necessarily be limited to, the following components:

1. Identifying and monitoring pest population levels and identifying practices that could affect pest populations. Strategies for managing the pest shall be influenced by the pest species and whether that species poses a threat to people, property, or the environment.
2. Setting action threshold levels to determine when pest populations or vegetation at a specific location might cause unacceptable health or economic hazards that would indicate corrective action should be taken.
3. Modifying or eliminating pest habitats to deter pest populations and minimize pest infestations.
4. Considering a full range of possible alternative cost-effective treatments. Such alternative treatments may include taking no action or controlling the pest by physical, horticultural, or biological methods. Cost or staffing considerations alone will not be adequate justification for the use of chemical control agents.

5. Selecting nonchemical pest management methods over chemical methods whenever such methods are effective in providing the desired control or, when it is determined that chemical methods must be used, giving preference to those chemicals that pose the least hazardous effects to people and the environment.

No pesticide that is prohibited by DPR or the U.S. Environmental Protection Agency, as listed on the DPR web site, shall be used at a school site. (Education Code 17610.1)

6. Limiting pesticide purchases to amounts needed for the year. Pesticides shall be stored at a secure location that is not accessible to students and unauthorized staff. They shall be stored and disposed of in accordance with state regulations and product label directions.

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

7. Informing parents/guardians and employees regarding pesticide use as described in the sections "Notifications" and "Warning Signs" below.

8. Ensuring that persons applying pesticides follow label precautions and are sufficiently trained in the principles and practices of IPM as described in the section "Training" below.

9. Evaluating the effectiveness of treatments to determine if revisions to the IPM plan are needed.

Training

The IPM coordinator and any employee or contractor who may be designated to apply a pesticide at a school site shall annually complete a DPR-approved training course on IPM and the safe use of pesticides in relation to the unique nature of school sites and children's health. (Education Code 17614; Food and Agricultural Code 13186.5)

(cf. 4231 - Staff Development)

Any district employee who handles pesticides shall also receive pesticide-specific safety training prior to applying pesticides and annually thereafter in accordance with 3 CCR 6724.

Notifications

Staff and parents/guardians of students enrolled at a school site shall be annually notified, in writing, regarding pesticide products expected to be applied at the school site in the upcoming year. The notification shall include at least the following: (Education Code 17612)

1. The name of each pesticide product expected to be applied in the upcoming year and the active ingredient(s) in it
2. The Internet address (<http://www.cdpr.ca.gov/schoolipm>) used to access information on pesticides and pesticide use reduction developed by the DPR pursuant to Food and Agricultural Code 13184
3. If the school has posted its IPM plan, the Internet address where the plan may be found
4. The opportunity to view a copy of the IPM plan in the school office
5. An opportunity for interested persons to register to receive prior notification of each application of a pesticide at the school site
6. Other information deemed necessary by the IPM coordinator

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 3517 - Facilities Inspection)

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

(cf. 5145.6 - Parental Notifications)

Whenever a person registers to receive notice of individual pesticide application pursuant to item #5 above, the IPM coordinator shall notify such registered persons of individual pesticide applications at least 72 hours prior to the application. The notice shall include the product name, the active ingredient(s) in the product, and the intended date of application. (Education Code 17612)

If a pesticide product not included in the annual notification is subsequently intended for use at a school site, the IPM coordinator shall provide written notification of its intended use to staff and parents/guardians of students enrolled at the school, at least 72 hours prior to the application. (Education Code 17612)

If a school chooses to use a pesticide not exempted pursuant to Education Code 17610.5, it shall post the school or district IPM plan on the school's web site or, if the school does not have a web site, then on the district web site. If neither the school nor district has a web site, then the IPM plan shall be included with the annual notification sent to staff and parents/guardians pursuant to Education Code 17612 as described above. When not required, the IPM coordinator may post or distribute the IPM plan at his/her discretion. (Education Code 17611.5)

Whenever the IPM coordinator deems that the immediate use of a pesticide is necessary to protect the health and safety of students, staff, or other persons at the school site, he/she shall make every effort to provide the required notifications prior to the application of the pesticide. (Education Code 17612)

Warning Signs

The IPM coordinator shall post a warning sign at each area of the school site where pesticides will be applied that shall be visible to all persons entering the treated area. The sign shall be posted at least 24 hours prior to the application and shall remain posted until 72 hours after the application. The warning sign shall prominently display the following information: (Education Code 17612)

1. The term "Warning/Pesticide Treated Area"
2. The product name, manufacturer's name, and the EPA's product registration number
3. Intended areas and dates of application
4. Reason for the pesticide application

When advance posting is not possible due to an emergency condition requiring immediate use of a pesticide to protect the health and safety of students, staff, or other persons or the school site, the warning sign shall be posted immediately upon application and shall remain posted until 72 hours after the application. (Education Code 17609, 17612)

Records

At the end of each calendar year, the IPM coordinator shall submit to DPR, on a form provided by DPR, a copy of the records of all pesticide use at the school site for that year, excluding any pesticides exempted by law and any pesticide use reported by the pest control operator pursuant to Food and Agricultural Code 13186. The IPM coordinator may submit more frequent reports at his/her discretion. (Education Code 17611)

Each school site shall maintain records of all pesticide use at the school for four years, and shall make the information available to the public, upon request, in accordance with the California Public Records Act. A school may meet this requirement by retaining a copy of the warning sign posted for each pesticide application with a recording on that copy of the amount of the pesticide used. (Education Code 17611)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

Pesticide Use near School Site

Upon receiving notification pursuant to 3 CCR 6692 that a grower expects to use agricultural pesticides within one-quarter mile of a school site Monday through Friday from 6:00 a.m. to 6:00 p.m., the principal or designee shall notify the Superintendent or designee, IPM coordinator, staff at the school site, and parents/guardians of students enrolled at the school.

The principal or designee may communicate with any grower within one-quarter mile of the school to request that the grower not apply pesticides during evenings or weekends when school activities are scheduled.

Legal Reference:

EDUCATION CODE

17366 Legislative intent (fitness of buildings for occupancy)

17608-17614 Healthy Schools Act of 2000

48980 Notice at beginning of term

48980.3 Notification of pesticides

BUSINESS AND PROFESSIONS CODE

8593.2 Licensed pest control operators; training requirements

FOOD AND AGRICULTURAL CODE

11401-12408 Pest control operations and agricultural chemicals

13180-13188 Healthy Schools Act of 2000

GOVERNMENT CODE

3543.2 Scope of representation; right to negotiate safety conditions

6250-6270 California Public Records Act

CODE OF REGULATIONS, TITLE 3

6147 Pesticides exempted from registration requirements

6690-6692 Pesticide use near school sites

6724 Training of employees handling pesticides

CODE OF REGULATIONS, TITLE 8

340-340.2 Employer's obligation to provide safety information

UNITED STATES CODE, TITLE 7

136-136y Insecticide, Fungicide and Rodenticide Act

Management Resources:

CALIFORNIA DEPARTMENT OF PESTICIDE REGULATION PUBLICATIONS

California School IPM Model Program Guidebook

Healthy Schools Act Requirements for Public K-12 Schools

School District Integrated Pest Management Plan Template

U.S. ENVIRONMENTAL PROTECTION AGENCY

Pest Control in the School Environment: Implementing Integrated Pest Management (IPM), May 2017

WEB SITES

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

California Department of Pesticide Regulation, School IPM: <http://www.cdpr.ca.gov/schoolipm>

U.S. Environmental Protection Agency, Integrated Pest Management at Schools: <https://www.epa.gov/managing-pests-schools>

Regulation MODOC JOINT UNIFIED SCHOOL DISTRICT

approved: May 29, 2018 Alturas, California



MEMORANDUM

To: Becky Lewis, Superintendent, MJUSD

From: Kristen Budmark, Principal MHS

Chantz Witt & Jillian Steinbrook-Cory

Upward Bound & ETS Advisor, MHS

Date: 5/5/2026-05/06/2026

Subject: Upward Bound College Campus Tour

Klamath Falls/Medford/Ashland Field Trip

The Upward Bound and Educational Talent Search programs, hosted by advisors Chantz Witt and Jillian Steinbrook-Cory, respectfully request approval for a two-day college exploration field trip scheduled for May 5–6.

This trip is designed to provide students with valuable exposure to postsecondary education opportunities through guided campus tours and engagement with college environments. Students will visit the Oregon Institute of Technology (OIT), Klamath Community College (KCC), and Southern Oregon University (SOU).

Proposed Itinerary:

May 5:

- Depart for Klamath Falls, Oregon

MODOC HIGH SCHOOL



900 N. MAIN ST.
ALTURAS, CA 96101

(530) 233-7201

(530) 233-7306 FAX

MEMORANDUM

(Continued)

Tour Klamath Community College (KCC) and Oregon Institute of Technology (OIT)

- Lunch on OIT campus
- Travel to Medford, Oregon, and check into hotel accommodations
- Evening visit to a local family fun center for recreational activities and dinner
- Return to the hotel for an overnight stay

May 6:

- Depart Medford for Ashland, Oregon
- Tour Southern Oregon University (SOU)
- Lunch in the SOU cafeteria
- Return home following lunch

This trip aligns with the mission of both programs to promote college readiness, increase awareness of higher education pathways, and motivate students to pursue their academic and career goals.

We appreciate your consideration of this request and look forward to providing our students with this enriching educational opportunity.

Please let us know if you need any additional information.



906 West 4th Street, Alturas, CA 96101
Phone: (530) 233-7201 Fax: (530) 233-4362 Web: www.modoc.k12.ca.us

April 7, 2026

MEMORANDUM

To: Beckie Lewis, Superintendent
From: Elizabeth Nikki Guzman, Business Manager
Subject: BUDGET CHANGES OVER \$10,000

This is to request that the Board of Trustees approve the following changes over \$10,000 to the 2025-26 budget at the next Board meeting:

- Increase budgeted interest revenue and capital outlay expenditures by \$57,973 in the Special Reserve Fund from interest earned in the Certificates of Participation (COPs) project account.

Checks Dated 03/01/2026 through 03/31/2026

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
30076827	03/02/2026	Fidelity Security Life/EyeMed FSL/EyeMed Premiums	76-9571	Vision Insurance March 2026		1,057.81
30076828	03/02/2026	McCuen Construction, Inc.	40-6200	new construction of gym & cafe		202,728.31
30076876	03/04/2026	Guardian	76-9570	Dental Claims Feb 2026		10,138.85
30076880	03/05/2026	Shea, Johana C	01-5200	Meals for Academic Dec.		208.00
30076881	03/05/2026	Eddy, John R	01-5200	Meals for Academic Dec		208.00
30076882	03/05/2026	NAPA Sierra	01-4300	Maintenance Supplies	30.09	
			01-4314	Transportation Supplies	378.64	408.73
30076883	03/05/2026	Alturas Tire Center	01-4300	Maintenance Supplies/Services	79.00	
			01-5800	Maintenance Supplies/Services	65.00	144.00
30076884	03/05/2026	Amazon Capital Services, Inc.	01-4100	College Textbooks	172.38	
			01-4300	AMS supplies	206.49	
				Art and Music supplies	84.39	
				Bluetooth Speaker	160.86	
				Cart and Supplies	537.05	
				Class supplies	488.77	
				Classroom Printer	667.36	
				Classroom Supplies	3,394.58	
				CTE Classroom Supplies	250.12	
				edu materials	356.33	
				Fathers Day Craft	54.14	
				Library and classrooms supplies	292.79	
				Music Supplies	113.68	
				Office Supplies	1,678.18	
				Tier 1 Incentives	56.36	
				Woodshop Supplies	773.30	
				Wrestling Singlets	337.71	9,624.49
30076885	03/05/2026	CDW Government	01-4300	Airtame	418.84	
			01-4400	Laptop	1,624.01	
			01-5800	Adobe Software Subscription	2,500.00	4,542.85
30076886	03/05/2026	CenturyLink	01-5901	Phone SLES		59.53
30076887	03/05/2026	Ed Staub & Sons Petroleum, Inc	01-4311	Fuel for vehicles		1,892.78
30076888	03/05/2026	Ewell Educational Services, Inc.	01-5800	Ag Certifications		1,060.00
30076889	03/05/2026	Fagen Friedman & Fulfrost LLP	01-5800	Sped Symposium Webinar		145.00
30076890	03/05/2026	Flinn Scientific Inc.	01-4300	Chemistry Supplies		482.55
30076891	03/05/2026	North State Grocery, Inc.	01-4300	Honor Roll Refreshments	240.87	
				Parent Engagement Feb	15.98	256.85
30076892	03/05/2026	Juniors Automotive	01-4314	PT Mechanic Services	65.32	

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

003 - Modoc J.U.S.D.

Generated for Elizabeth Guzman (EGUZMAN), Apr 7 2026 8:24AM

Checks Dated 03/01/2026 through 03/31/2026

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
30076892	03/05/2026	Juniors Automotive	01-5800	PT Mechanic Services	112.52	177.84
30076893	03/05/2026	Keegan Richardson	01-5800	Technology services 25/26		1,050.00
30076894	03/05/2026	Mandy Larranaga	01-5800	Sped Case Management Services		2,340.00
30076895	03/05/2026	Card Service Center	01-4300	CNC Part	98.29	
				Woodshop Supplies	132.14	
			01-5200	Proficient Mentor Training	205.00	
				Wrestling State Lodging	452.13	
			01-5800	IS Audit Compliance Webinar	249.00	1,136.56
30076896	03/05/2026	Modoc Jt Unified School Dist Revolving Fund	01-5904	Nurse Equipment Package Shipping		62.42
30076897	03/05/2026	MJUSD, Food Service	01-4300	Parent involvement/Participation		99.28
30076898	03/05/2026	Nourish Food Hub	01-4700	Cafeteria Food Supplies		1,898.12
30076899	03/05/2026	ODP Business Solutions, LLC	01-4300	Office Supplies	2,820.90	
				Staff Room	923.61	
				Toner Cartridges	632.41	4,376.92
30076900	03/05/2026	Oxford Suites - Redding	01-5200	Wrestling Masters Lodging		757.50
30076901	03/05/2026	Plumas Bank -Scholarship Trust Acct.	01-5800	Board Scholarship		138.92
30076902	03/05/2026	Josiah Sanders Sanders Mobile Repair	01-4314	Mechanic Services	99.00	
59	03/05/2026	Sportsmen's Den	01-5800	Mechanic Services	1,320.00	1,419.00
30076903	03/05/2026	Transwest Truck Center, LLC	01-4300	Track Uniforms Tops		1,088.90
30076904	03/05/2026	Cooper-Vanosdell, Colleen M	01-4314	Transportation Parts		116.03
30076951	03/12/2026	Vanosdell, Mathew T	01-5800	CTC Fees	100.00	
30076952	03/12/2026	A-Z Bus Sales, Inc. - Sacramento	01-5800	Final CLAD Course Reimb Fee	705.00	805.00
30076953	03/12/2026	Alturas Tire Center	01-4314	CTC Fee Reimb	100.00	
30076954	03/12/2026	City of Alturas Water Department	01-4313	Final CLAD Course Reimb Fee	705.00	805.00
30076955	03/12/2026	Beacon Fire Alarm & Security	01-5800	Transportation Supplies	77.12	73.17
30076956	03/12/2026	Double Down Distributing Inc	01-5800	Transportation Supplies	65.00	142.12
30076957	03/12/2026	Ed Staub & Sons Petroleum, Inc	01-5503	Water/Sewer		1,129.38
30076958	03/12/2026	Four Seasons Supply Center	01-5800	Fire Alarm System		180.00
30076959	03/12/2026	Frontier	13-4300	Food Service Supplies	371.58	9,810.43
30076960	03/12/2026	Gopher Sport	13-4700	Food Service Supplies	9,438.85	
30076961	03/12/2026		01-4300	Propane for Forklift	20.64	510.77
			01-4311	Bus Tank Fuel Delivery	490.13	
			01-4300	Custodial Supplies	4,852.43	
				Maintenance Supplies	5,728.12	10,580.55
			01-5901	Phone Service		2,272.32
			01-4300	AMS supplies		501.69

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003 - Modoc J.U.S.D.

Generated for Elizabeth Guzman (EGUZMAN), Apr 7 2026 8:24AM

Checks Dated 03/01/2026 through 03/31/2026

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
30076962	03/12/2026	North State Grocery, Inc.	01-4300	Ag Foods I & II February		308.27
30076963	03/12/2026	Card Service Center	01-4300	Superintendent Business Cards		51.46
30076964	03/12/2026	McCombs Electric, Inc.	01-5800	Geothermal Well Parts		1,871.29
30076965	03/12/2026	McDougal Boehmer Foley Lyon Mitchell & Erickson	01-5800	Superintendent Legal Fees		45.00
30076966	03/12/2026	Oxford Suites - Redding	01-5200	Girls Basketball Championship Lodging		976.29
30076967	03/12/2026	Pacific Power & Light	01-5501	Power Service		36,357.20
30076968	03/12/2026	Pro Acoustics	01-4300	Sound System for MMS gym		8,753.11
30076969	03/12/2026	Sysco Food Services of Sacramento	13-4300	Food Service Supplies	1,292.73	
			13-4700	Food Service Supplies	19,506.39	
30076970	03/12/2026	U.S. Bank Equipment Finance	01-5620	DO Copier		20,799.12
30076971	03/12/2026	U.S. Cellular	01-5902	Social Worker Phone		483.39
30076972	03/12/2026	Los Angeles Truck Centers, LLC	01-4314	Transportation Parts		47.78
30076973	03/12/2026	Xerox Business Solutions	01-5620	AES Copier Color Copies		351.94
30077022	03/18/2026	WM Corporate Services, Inc. as Payment Agent	01-5504	Garbage Service All Sites		584.47
30077023	03/18/2026	Alturas Tire Center	01-4300	Maintenance Supplies/Services	77.12	3,261.50
			01-5800	Maintenance Supplies/Services	85.00	
30077024	03/18/2026	BSN Sports LLC	01-4300	Wrestling Supplies		162.12
30077025	03/18/2026	Canon Financial Services, Inc	01-5620	MHS/MMS Copiers		797.26
30077026	03/18/2026	Department of Justice Accounting Office	01-5800	Fingerprint Services		1,398.98
30077027	03/18/2026	Ed Staub & Sons Petroleum, Inc	01-4311	Bus Tank Fuel Delivery	2,297.44	284.00
				Fuel for vehicles	1,081.99	
			01-5506	Propane all sites	427.87	
			13-4311	Fuel for vehicles	159.31	3,966.61
30077028	03/18/2026	Grainger	01-4300	Custodial Supplies		409.58
30077029	03/18/2026	North State Grocery, Inc.	01-4300	Attendance Incentives	69.93	
				Food Living Skills Supplies	138.78	
				MAP testing incentives Spring	820.93	
				Parent Involvement	19.47	
				Refreshments for Building Culture & Equity	118.72	1,167.83
30077030	03/18/2026	Keegan Richardson	01-5800	Technology services 25/26		3,825.00
30077031	03/18/2026	Les Schwab Tire Center	01-4313	Tires for Transportation		1,357.79
30077032	03/18/2026	Card Service Center	01-4300	Baseball Field Improvements	1,607.91	
			01-5200	College Tour Airfare	2,041.20	
				Math Conference Registration	40.00	
				Superintendent Conference Lodging	854.61	
			01-5800	CARB bus report fee	260.81	
				Google Certification Training	500.00	5,304.53

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Checks Dated 03/01/2026 through 03/31/2026

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
30077033	03/18/2026	McCombs Electric, Inc.	01-5800	MHS Gym Emergency Light Repair		470.00
30077034	03/18/2026	McDougal Boehmer Foley Lyon Mitchell & Erickson	01-5800	Superintendent Legal Fees		922.50
30077035	03/18/2026	MCOE	01-5800	Mleage for Student Health Visit		330.60
30077036	03/18/2026	Modoc Jt Unified School Dist Revolving Fund	01-5800	Wrestling Meet Registrations		165.00
30077037	03/18/2026	Modoc County Record	01-5800	Help Wanted Ads		140.00
30077038	03/18/2026	ODP Business Solutions, LLC	01-4300	5th grade art supplies	522.44	
				Custodial Supplies	765.89	
				Toner Cartridges	219.44	1,507.77
30077039	03/18/2026	Oxford Suites	01-5200	Lodging Gridley Field Day		505.00
30077040	03/18/2026	Sweetwater Music Instruments and PRO Audio	01-4300	Expanding Music		1,040.28
30077041	03/18/2026	Sysco Food Services of Sacramento	01-4300	kitchen equipment		21.38
30077042	03/18/2026	Tehama County Dept of Ed	01-5800	CTE teacher preparation program		8,400.00
30077043	03/18/2026	Buswest, LLC	01-4314	Transportation Parts		127.44
30077044	03/18/2026	Vestis	01-5505	Maint/Cafe Laundry		1,072.36
30077045	03/18/2026	McCuen Construction, Inc.	40-6200	new construction of gym & cafe		277,515.24
30077082	03/26/2026	Guardian	76-9570	Dental Insurance April 2026		568.80
30077083	03/26/2026	Northern CA General Teamsters Security Fund	76-9572	Health Insurance April 2026		31,397.00
30077084	03/26/2026	Northern CA General Teamsters Security Fund	76-9572	IA Health Insurance April 2026		15,383.00
30077106	03/30/2026	Armstrong, Chris E	01-5200	UNR Career Fair Meal Reimb		47.00
30077107	03/30/2026	1867 Fee Ranch Meat Co	01-4700	Beef for School Meals		5,500.00
30077108	03/30/2026	Amazon Capital Services, Inc.	01-4300	1st grade order	27.72	
				Anatomy Supplies	343.89	
				Art supplies	272.89	
				Balls	51.45	
				Baseball Belts	222.00	
				Character Traits incentives	694.33	
				Class incentives	46.35	
				Classroom Supplies	499.48	
				IA small group	674.45	
				PBIS Rewards	628.94	
				PE Towels	250.92	
				Receiver Amplifier	160.86	
				Small group supplies	301.00	
				SPED class supplies	289.27	
				Staff Room	752.78	
				Textbook	46.11	
				Toner	150.98	

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Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
30077108	03/30/2026	Amazon Capital Services, Inc.	01-4300	tv and mount	550.79	
				Utencil holder	21.44	
30077109	03/30/2026	BSN Sports LLC	01-6200	Ag Kitchen Microwaves	3,008.76	9,004.41
30077110	03/30/2026	CenturyLink	01-4300	Baseball Pants		1,470.40
30077111	03/30/2026	Christine Armstrong	01-5901	Phone SLES		58.25
30077112	03/30/2026	E-rate Advisors, Inc	01-5800	Pianist		1,100.00
30077113	03/30/2026	Ed Staub & Sons Petroleum, Inc	01-5800	E-Rate Cat II Equipment		4,000.00
			01-4311	Bus Tank Fuel Delivery	1,387.64	
30077114	03/30/2026	Fagen Friedman & Fulfrost LLP	01-5800	Fuel for vehicles	2,319.48	3,707.12
30077115	03/30/2026	Four Seasons Supply Center	01-4300	Superintendent Legal Fees		333.00
30077116	03/30/2026	Jostens, Inc.	01-4300	District Office Blind Replacement		187.07
30077117	03/30/2026	Juniors Automotive	01-4300	Diploma Covers		591.97
30077118	03/30/2026	Les Schwab Tire Center	01-4313	Maintenance Vehicles Service		622.01
30077119	03/30/2026	Lozano Smith, LLP	01-5800	Tires for Transportation		82.94
30077120	03/30/2026	Mandy Larranaga	01-5800	Construction Webinar		95.00
30077121	03/30/2026	Card Service Center	01-4300	Sped Case Management Services	16,954.83	2,421.25
				Kitchen equipment	69.99	
				Reading software		
			01-5200	FFA State Leadership Conference Lodging	5,621.76	
				Hotel AERIES conference	1,388.40	
				Superintendent Conference Parking	90.00	
			01-5800	MMS/Alt Ed Principal Ad	1,042.00	
				Staff Development	9.00	25,175.98
30077122	03/30/2026	Modoc Jt Unified School Dist Revolving Fund	01-5800	Wrestling Meet Registrations		135.00
30077123	03/30/2026	MJUSD, Food Service	01-4300	Parent involvement/Participation		30.20
30077124	03/30/2026	Modoc County Sheriff's Office	01-5800	Live Scan Services		25.00
30077125	03/30/2026	Nourish Food Hub	01-4700	Cafeteria Food Supplies	813.13	
			13-4700	Cafeteria Food Supplies	15.40	828.53
30077126	03/30/2026	ODP Business Solutions, LLC	01-4300	Custodial Supplies	1,295.78	
				District Office Envelopes	383.01	
				Office Supplies	737.72	
				Printer Drum	256.26	2,672.77
30077127	03/30/2026	Oxford Suites	01-5200	FFA Lodging Superior Region Chico		550.08
30077128	03/30/2026	Ray Mac Mechanical, Inc.	40-6200	new construction; HVAC		111,013.44
30077129	03/30/2026	Riverside County Office of Education	01-5800	Teacher Induction Program		30,000.00
30077130	03/30/2026	Sequoia Floral International	01-4300	Floral Materials		603.99
30077131	03/30/2026	Small School Districts Association	01-5800	MMS/Alt Ed Principal Ad		50.00

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Checks Dated 03/01/2026 through 03/31/2026

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
30077132	03/30/2026	Xerox Financial Services	01-5620	AES Copier		496.93
30077136	03/31/2026	Tri County Schools Ins. Group	76-9558	Workers' Comp March 2026	10,604.92	
			76-9572	Health Insurance April 2026	112,116.64	122,721.56
			Total Number of Checks		106	1,030,084.46

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	95	226,776.19
13	Cafeteria	4	30,784.26
40	Sp Rsrv Capt Outly	3	591,256.99
76	Warrant/pass Through	6	181,267.02
	Total Number of Checks	106	1,030,084.46
	Less Unpaid Sales Tax Liability		.00
	Net (Check Amount)		1,030,084.46

**SAN JOAQUIN COUNTY OFFICE OF EDUCATION
CODESTACK
MEMORANDUM OF CONTRACT**

July 1, 2026 - June 30, 2029

**PROGRAMMING AND MAINTENANCE OF SEIS/SIS INTEGRATION
COMPONENTS AND SERVICES**

This memorandum of contract constitutes an understanding between the San Joaquin County Office of Education (CODESTACK), a county office of education of the state of California, (SJCOE/ CODESTACK) and the Modoc Joint Unified School District, (Client), a California school district, concerning design, programming and maintenance of integration components between Special Education Information System (SEIS) and the Client's Student Information System (SIS). Note that any deletions, additions or modifications to this memorandum of contract must be in writing signed by both parties.

1.0 OVERVIEW OF THE PROJECT

1.1 The Client has requested the setup/configuration and support of integration components and services to allow bidirectional data transfer between SEIS and the Client's SIS. SJCOE/ CODESTACK will set up and provide integration services developed using ASP.Net 4.0 to integrate SEIS with Client's SIS. Custom procedures, server jobs, and custom reports will be developed in both systems to facilitate full interoperability and data integrity.

2.0 PROJECT DELIVERABLES

2.1. Programming

SJCOE/ CODESTACK will work closely with the Client in the development stages to set, ascertain and meet milestones as the project is completed. SJCOE/ CODESTACK will program the front-end of the system using Microsoft's Windows Communication Foundation, ASP.Net, and .Net Framework 4.0 to develop the services. For the back-end database SJCOE/ CODESTACK will create SQL Server stored procedures, tables, and SQL Server Integrated Services (SSIS) packages to work with the data merge and updates. The front-end and back-end will be constructed to provide data integrity, efficiency, and scalability.

2.2. Sending Data to SEIS

The SJCOE/ CODESTACK will provide any needed SQL Server scripts or installation packages required to send data prepared by the Client, to SEIS (data must be provided in the structure defined by SJCOE/ CODESTACK). The service will need to be installed on a Windows Server at the Client's location. The service will encrypt and send SEIS the demographic data specified by SJCOE/ CODESTACK. The service will be configured to run on a nightly basis.



As the data is sent via the service, SEIS will update student records based on matching birth date and District ID. All transactions will be logged and to streamline errors all records not added will appear in an exception report with a description of error (i.e. not matching District ID, more than one matching District ID, etc.) Client agrees to send only special education students from SIS to SEIS.

The exception report will be available for district level users on their SEIS home page. Student records on the exception report will have links to quickly search, add, transfer, or delete the student record.

2.3. SEIS Sending Data to SIS

The SJCOE/CODESTACK will provide a nightly extract to the Client to facilitate updating data in the Client SIS. The Client will be responsible to process these updates in the SIS once this file is received.

2.4. Security

Data will be transmitted via REST API be encrypted via TLS if using the client integration application or protected by a client-hosted SFTP server.

2.5. User Acceptance Period

A “User Acceptance Period” will be established for two months following production implementation for the purposes of refinements and additions to the Web Services based on production feedback. Within these two months, feedback will be provided to CODESTACKs by the client and responded to by CODESTACKs within the User Acceptance Period.

3.0 SYSTEM MAINTENANCE

The SEIS data, integrated services, and recurring jobs will be served and hosted on SJCOE/ CODESTACK’s secure web and database servers. Maintenance tasks to be undertaken by SJCOE/ CODESTACK during the three-year contract period will include, but not be limited to, the following:

- upgrade and redesign of additions and refinements to the Web Services during the User Acceptance Period as described in section 2.5;
- periodic revisions and additions during the course of the contract period months; and
- on-going debugging and maintenance of the Web Services and interface screens.

4.0 CLIENT RESPONSIBILITIES

Should the Client’s SIS reside “On-Premise” or has control over SIS server(s)/database(s) and is not hosted by a 3rd party vendor, the Client will be responsible for:

- Developing required the stored procedure(s)/queries, jobs/processes, and/or SIS packages needed in the SIS database or application for pulling proper data fields and data types required by the integrated service and any jobs related therein.
- Developing the inserts/updates, jobs/processes, SSIS packages, and/or exception rules for handling the data sent from SEIS (Only applicable if the Client is pulling data from SEIS).
- Uptime and maintenance of the Client's Windows Server and hosting any applications/service used in the integrated services.

If the Client's SIS is hosted and maintain by a 3rd party vendor, then it is the Clients responsibility to ensure the 3rd party vendor provides all test files, data, and transfer/authentication credentials.

In either scenario it is always the Client's responsibility to validate the data and ensure the minimal hardware and software requirements are met.

Minimum Hardware Requirements: Xeon 1.4Ghz, 8GB RAM and 18 GB Hard Drive Space.

Minimum Software Requirements: Windows 2016, and .Net Framework 4.7. Or compatible client-hosted SFTP server

5.0 TERMS OF THE CONTRACT

The Client agrees to pay the SJCOE/ CODESTACK annual maintenance fees of \$2.00 (two dollars), per student based on the Eligible and Pending Student Count in SEIS. The Client's first annual maintenance fee will be \$214.00 (two hundred and fourteen dollars) based on the count of 107. SJCOE/ CODESTACK will invoice the district for this first annual maintenance fee upon completion of the User Acceptance Period defined in section 2.5.

~~Note: Subsequent annual fees will be assessed and billed to the district every 12 months~~ during the Term of this contract following the System Launch Date calculated using the most recent Census Day Student Count.

Note: Anything above the standard Integration Services will have a minimum fee of \$1,000 (one thousand dollars).

6.0 TERM AND TERMINATION

This Contract shall be in effect between the SJCOE/ CODESTACK and the Client beginning with the Effective Date and terminating 36 months from the implementation of production ready software (System Launch Date).

Assuming timely provision of required information and required reviews and approvals as deliverables are developed, all work required to provide tested, production ready software shall be completed no later than 60 days after the signing of this Contract. The User

Acceptance Period will begin upon delivery and implementation of production ready software.

Either SJCOE/ CODESTACK or Customer may terminate this Contract upon at least thirty (30) days prior written notice to the other party, with such termination to be effective at the end of the current period for which Customer has paid annual fees when the notice of termination is provided. Within thirty (30) days of the effective date of termination of this Contract, SJCOE/ CODESTACK shall return Customer Data to Customer in an ASCII delimited file format or such other mutually agreeable format.

The provisions under which this Contract may be terminated shall be in addition to any and all other legal remedies which either party may have for the enforcement of any and all terms hereof, and do not in any way limit any other legal remedy such party may have.

7.0 PROTECTION OF PRIVATE CUSTOMER DATA

- 7.1 Customer and Provider recognize that some Customer Data in the SELPA and are confidential pursuant to relevant federal and state law, including but not limited to 20 USC section 1232(g) and Education Code sections 49060, et seq. Both Customer and Provider certify they will each abide by all applicable state and federal laws concerning Pupil Records.
- 7.2 Customer shall inform each Authorized User of the need to protect Customer Data containing Pupil Records. Customer agrees not to disclose or make available to any unauthorized third party any Pupil Records to which Customer's Authorized Users are granted access pursuant to this Agreement.
- 7.3 To further protect Customer Data, Customer agrees to restrict access to SEIS to Customer's Authorized Users. In addition, Customer agrees to advise each Authorized User before he or she receives access to SEIS Integration, of the obligations of Customer under this Agreement, and will require each Authorized User to maintain those obligations as set forth below:
 - Customer's Authorized Users are prohibited from accessing or using SEIS for any purpose other than to serve the SELPA in connection with this Agreement. If an Authorized User uses SEIS for any unauthorized purpose, the use shall be deemed a breach of this Agreement.
 - SEIS and all supporting documentation shall remain the property of the Provider, excluding Customer Data, which includes Pupil Records, provided by Customer.
- 7.4 Any failure by an Authorized User to protect Pupil Records shall be deemed a breach of this Agreement.
- 7.5 All Customer Data, including Pupil Records, shall remain the property of Customer.

7.6 Security and Confidentiality of Pupil Records. Provider will do the following to ensure the security and confidentiality of Pupil Records:

- a) Designate an employee responsible for the training and compliance of all Provider employees, agents, and assigns on compliance with security and confidentiality provisions detailed in this Agreement.
- b) Provider will protect the confidentiality of Pupil Records and take all reasonably necessary measures consistent with industry standards to protect Customer Data from any and all unauthorized access and disclosures.
- c) Provider has designated an individual responsible for training Provider employees, agents and assigns on reasonable protection measures and the confidentiality of Pupil Records consistent with state and federal law.
- d) Provider shall not disclose Pupil Records, except as specified under the terms of this Agreement or as required by law.
- e) Provider shall develop, implement, maintain and use appropriate administrative, technical and physical security measures to preserve the confidentiality, integrity and availability of all stored, managed, retained, accessed or used Pupil Records received from or on behalf of Customer and/or Pupils.
- f) Provider warrants that all confidentiality and security measures identified in this Agreement will be extended by contract to any and all subcontractors used by Provider, if any, to execute the terms of this Agreement.
- g) Provider warrants that all Pupil Records will be encrypted in transmission and storage.
- h) Provider will use appropriate and reliable storage media, which shall include weekly backup of all input provided by Customer and offsite storage of backup material for a 30-day period.

7.7 Unauthorized Disclosure Notifications. In the event of an unauthorized disclosure of Pupil Records, the following process will be followed:

- a) Immediately upon becoming aware of a compromise of Pupil Records, or of circumstances that could have resulted in an unauthorized access to or disclosure of Pupil Records, Customer and Provider agree to notify the other Party, fully investigate the incident and fully cooperate with the other Party's investigation of the incident, implement remedial measures and respond in a timely manner.
 - a. Parent or Adult Pupil will be immediately notified of:
 - i. The nature of the unauthorized use or disclosure (e.g., security breach, nonconsensual re-disclosure, etc.);
 - ii. The specific Pupil Records that were used or disclosed without authorization;
 - iii. What Provider and Customer have done or will do to mitigate any effects of the unauthorized use or disclosure; and
 - iv. What corrective action Provider and Customer have taken or will take to prevent future occurrences.

- b) Except as otherwise required by law, Provider will not provide notice of the incident directly to the Parent or Adult Pupil whose Pupil Records were involved, regulatory agencies, or other entities, without prior written permission from Customer.

7.8 Compliance with Applicable Laws. Customer Data, includes Pupil Records subject to the Family Educational Rights and Privacy Act (20 U.S.C. Sec. 1232g). Provider recognizes that as a county office of education and public entity, Provider is considered a “School Official” (as the term is used in FERPA and its implementing regulations) for any and all software, hosting and services provided to Customer through this Agreement. The Parties agree that the services provided to Customer through this Agreement serve a “legitimate educational interest,” as defined and used in FERPA and its implementing regulations. The Parties agree to jointly ensure compliance with FERPA, its implementing regulations and Pupil privacy and confidentiality requirements of California law, including but not limited to Education Code section 49060 et. seq. The Parties shall comply with the following process for compliance with FERPA and California law:

- a) Provider and Customer warrant that they are familiar with the confidentiality, security and disclosure requirements of FERPA, its implementing regulations and Pupil privacy and confidentiality requirements of California law, including but not limited to Education Code section 49060 et. seq. and have designated an individual responsible for ensuring compliance therewith.
- b) Provider and Customer shall abide by the disclosure, security, breach notification, retention/destruction and use provisions contained in this Agreement and as required by law.
- c) By the signature of its authorized representative or agent below, Provider hereby acknowledges that Customer has provided notice under Education Code section 49075(a) and 34 C.F.R. section 99.33(d) that Provider is strictly prohibited from disclosing Pupil Records from Customer to any third party without the prior written consent and direction to authorize -disclosure by Customer.

7.9 Within thirty (30) days of the Effective Date of termination of this Agreement, or within thirty (30) days from completion of this Agreement, Provider warrants that it will securely transmit all Customer Data, including Pupil Records, to Customer in ASCII delimited file format or other mutually agreed format, without retaining any copies of Customer Data. In the alternative, and subject to a written request from Customer, Provider will securely destroy all Customer Data, including Pupil Records, upon termination of this Agreement. Provider will then provide verification to Customer that the Customer Data not otherwise returned to Customer was destroyed subject to Customer’s written request, the date of destruction and the method of destruction.

8.0 WARRANTY DISCLAIMER

SJCOE/CODESTACK MAKES NO REPRESENTATIONS OR WARRANTIES OF ANY KIND WITH RESPECT TO SERVICES OR DATA MADE AVAILABLE BY PROVIDER, INCLUDING, BUT NOT LIMITED TO, THE WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE OR MERCHANTABILITY. SJCOE/CODESTACK ASSUMES

NO RESPONSIBILITY IN CONNECTION WITH THE USE OF ANY OF THE SERVICES OR DATA MADE AVAILABLE BY SJCOE/CODESTACK. CLIENT AGREES THAT SJCOE/CODESTACK SHALL NOT BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT, PUNITIVE, OR CONSEQUENTIAL DAMAGES OR FOR THE LOSS OF PROFIT, REVENUE OR DATA ARISING OUT OF THE SUBJECT MATTER OF THIS CONTRACT, EVEN IF CLIENT HAS BEEN ADVISED OF THE POSSIBILITY OF POTENTIAL LOSS OR DAMAGE.

9.0 APPLICABLE LAWS

This Contract is subject to all applicable laws of the State of California, rules and regulations of the State Board of Education, and all applicable federal laws, all of which are made part of this Contract and incorporated herein as if fully set forth. It is also subject to any amendments in such laws during the term of this Contract. Should it be determined by a Court of competent jurisdiction that this contract or any portion of it is illegal or invalid, the contract shall be deemed terminated and both parties relieved of their obligations hereunder except the obligation of Client to pay for work already completed.

10.0 INDEPENDENT CONTRACTOR STATUS

This Contract is between two independent contractors and is not intended to and shall not be construed to create a relationship of agent, servant, employee, partnership, joint venture or association.

11.0 INDEMNIFICATION

SJCOE/ CODESTACK agrees to indemnify, defend and hold harmless the Client for and against any and all actions, claims, complaints, formal or informal, caused or the result of negligence of SJCOE/ CODESTACK.

~~The Client agrees to indemnify, defend and hold harmless SJCOE/ CODESTACK for and against any and all actions, claims, complaints, formal or informal, caused or the result of negligence or the Client.~~

CONTRACTOR/CONSULTANT to Provide Insurance

CONTRACTOR/CONSULTANT shall not commence any work before obtaining and shall maintain in force at all times during the term and performance of this Agreement, to the extent required by law, the policies of insurance specified below.

1. I am aware of the provisions of Section 3700 of the Labor Code, which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of the contract.
2. Comprehensive General Liability Insurance in the amount of \$

3. Cyber Liability Insurance.
4. CONTRACTOR/CONSULTANT must provide a certificate of insurance prior to beginning any work under this Agreement ☐ Yes ☐ N/A
5. If student contact shall occur, the Certificate of Insurance must show liability coverage in the amount of \$ N/A for Child Abuse, Child Molestation and or Sexual Abuse. No coverage will be accepted without these declarations.
6. By signing this Agreement CONTRACTOR/CONSULTANT confirms that all requirements of the section have been met.
7. The insurance shall name the Modoc Joint Unified School District as the additional named insured in the policy.

SJCOE Project Manager Fingerprinting Certification:

By signing this agreement, the SJCOE project manager hereby certifies that the **CONTRACTOR/CONSULTANT** for this project will have contact with students as indicated below:

X CONTRACTOR/CONSULTANT will have NO contact with students.

☐ CONTRACTOR/CONSULTANT will have contact with students only in the immediate presence of an SJCOE staff member.

☐ CONTRACTOR/CONSULTANT will have unsupervised contact with students. Please complete the Contractor Certification information.

IN WITNESS WHEREOF, the parties have caused their duly authorized representatives to execute this Agreement as of the date first set forth above.

Johnny Arguelles, Division Director
CodeStack
San Joaquin County Office of Education

Date

Authorized Signer
Modoc Joint Unified School District

Date



Proposal for Services

Modoc Joint Unified School District



Services:
Virtual Special Education Teacher
Services

Contract Dates:
07/01/2026 - 6/30/2027

Total Cost

\$152,460

Payment Options (Check one of the boxes)

☒

Net 15, Monthly Billing

☐

**Pay 100% upfront and
get a 3% discount**

\$4,573.80

Description of Services:

Special Education Teacher	Rate	Quantity	Total Price
Flat Rate FTE <i>1.0 FTE, 38.5 hours per week, 36 weeks</i>	\$152,460	1	\$152,460



MEMORANDUM

TO: Beckie Lewis, Superintendent MJUSD

FROM: Kristen Budmark, MHS Principal

DATE: April 7, 2026

SUBJECT: Request for Board Approval –Mathematics Curriculum

This memorandum recommends Board approval for the adoption of Big Ideas Math by Cengage for Algebra 1, Geometry, and Algebra 2 at Modoc High School beginning in the 2026–2027 school year.

This curriculum adoption will support stronger alignment, consistency, and rigor across our core high school math courses. Big Ideas Math provides standards-aligned instruction with both print and digital resources designed to support conceptual understanding, procedural fluency, problem solving, and real-world application. The program also includes assessment, intervention, and instructional support tools for both teachers and students.

At this time, staff and supporting parties recommend adoption of Algebra 1, Geometry, and Algebra 2. Staff is also reviewing Pre-Calculus, which was recently released, and a sample has been requested for consideration. A separate recommendation may be brought forward at a later date if appropriate.

Please feel free to contact me with any questions.

A handwritten signature in dark ink, located in the bottom right corner of the page. The signature is stylized and appears to be the name of the principal, Kristen Budmark.



Alturas Elementary School

MODOC JOINT UNIFIED SCHOOL DISTRICT

809 West 8th Street, Alturas, California 96101

Amy Welch, Principal

To: Beckie Lewis, Superintendent
Modoc Joint Unified School District

From: Amy Welch, Principal
Alturas Elementary School

Date: March 26, 2025

SUBJECT: Preliminary Review of Mathematics Curriculum for the 2026–2027 School Year

In collaboration with the Modoc County Office of Education, Alturas Elementary has conducted a preliminary review and selection process for a new mathematics curriculum aligned with the updated California Math Framework.

A representative team of teachers, selected through a staff vote, participated in the review process to ensure broad input and stakeholder voice. The team evaluated multiple programs and identified a curriculum that emphasizes real-world application, conceptual understanding, and student engagement.

The Ca Envision program published by SAVVAS is currently being piloted in classrooms. Initial feedback from teachers has been positive, highlighting the curriculum's practical problem-solving approach that challenges higher order thinking and built-in support for families, including QR codes that provide guidance for at-home support.

The SAVVAS: CA Envision curriculum is now available for public review. Materials are prepared for display to provide families and community members an opportunity to the program and offer input as part of the review process.



MEMORANDUM

TO: Beckie Lewis, Superintendent MJUSD

FROM: Todd Hughes, MHS Principal

DATE: March 5, 2026

SUBJECT: Request for Board Approval – Science Curriculum

I would like the Board to consider the approval of the following Science Curriculum for Modoc High School:

HMH California Dimensions - The Living Earth (Biology)

HMH California Dimensions - Chemistry in the Earth System

HMH California Dimensions - Physics in the Universe

G-W Principles of Agriculture, Food, and Natural Resources (Intro to Agriculture)

They were chosen with thorough discussion where all parties gave input and were heard. The MHS Science teachers liked the digital platform, integration with current technology, alignment to the NGSS Standards, AVID/WICOR strategies embedded and the ability to incorporate individual material into predesigned lessons.

Thank you for your consideration. Please contact me if you have any questions.

Please consider taking this to the MJUSD Board for *ratification*.

A handwritten signature in the bottom right corner of the page.

Memorandum

To: Modoc Joint Unified School District Board of Trustees
From: Beckie Lewis, Superintendent, MJUSD
Date: April 8, 2026
Subject: Summary of Board Policy & Administrative Regulation Updates

Based on the attached November 2025 CSBA Policy Guide, I have reviewed and at this time I am recommending the following policy updates for board adoption. These updates ensure district policies remain compliant with current state and federal laws, recent court decisions, and guidance from relevant agencies.

- BP 1000
- BP 1114 AR 1114
- BP 2120
- AR 3311.3
- BP 3470
- BP 4000
- BP 5000
- BP 5020 AR 5020
- BP 5117 AR 5117
- BP 5138
- BP 6020 AR 6020
- BP 6143 AR 6143
- AR 6146.2
- BP 7000
- BP 7131
- BB 9310
- BB 9321 E(1) 9321 E(2) 9321

I have also reviewed the following Exhibit, which is not mandated and I recommend that we do not include it...

- E(1) 6146.2

I have reviewed the following BP and the CSBA's recommendation to delete it. My recommendation is to rescind...

- BP 6146.2

CSBA POLICY GUIDE SHEET
November 2025

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

Board Policy 1000 - Concepts and Roles

- * Policy updated as part of CSBA's process to regularly review policy documents that otherwise would not be revised, due to no applicable changes to law, regulations, new guidance, or other directives, and amended for timeliness, organization, and to add a reference to Board Bylaw 9005 - Governance Standards.

Board Policy 1114 - District-Sponsored Social Media

- * Policy updated in conjunction with the accompanying administrative, with minor revisions.

Administrative Regulation 1114 - District-Sponsored Social Media

- * Regulation updated to reflect **NEW LAW (AB 2481, 2024)** which (1) requires, beginning January 1, 2026, a large social media platform, as defined, to create a process to verify certain individuals as "verified reporters," including a school principal and other district leaders, and to create a process by which a verified reporter can make a report of a social media-related threat or a violation of the platform's terms of service that poses a risk or a severe risk to the health and safety of a minor in the verified reporter's opinion, (2) directs each school principal, or an individual in a position of similar responsibility, to register as a verified reporter with each large social media platform on which the applicable school has an account when directed by the Superintendent or designee, and (3) directs a verified reporter to inform the Superintendent or designee of a social media-related threat or a violation of a social media platform's terms of service that, in the opinion of the reporter, poses a risk or severe risk to the health and safety of a minor who the reporter knows is enrolled in the reporter's school and report the threat or violation via the process created by the applicable social media platform. Additionally, regulation updated to reference "www.stopbullying.gov", which provides information from various government agencies related to bullying and includes a list of online platforms, with links, for the reporting of cyberbullying which violates the terms of service established by the online platforms. In addition, regulation updated to reflect **NEW LAW (AB 1785, 2024)** which expands the prohibition for districts to publicly post specified information of an elected or appointed official on the internet, without first obtaining the written permission of that individual, to include the name and assessor parcel number associated with the official's home address.

Board Policy 2120 - Superintendent Recruitment and Selection

- * Policy updated to reference CSBA's, "California Consultants and Leadership" search services, which provides guidance to districts recruiting and selecting a Superintendent. Additionally, policy updated to remove from the list related to the Governing Board's search and selection process items which are rarely carried out by the Board, and to add duties that a professional advisor may facilitate. In addition, policy updated to clarify material related to discussing, negotiating, and voting on the Superintendent's contract. Policy also updated to reflect **NEW LAW (SB 521, 2025)**, which prohibits the employment of a person as Superintendent if within the past five years the candidate was convicted of any felony involving accepting or giving, or offering to give, any bribe, conflict of interest, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes arising directly out of their official duties as a public employee.

Administrative Regulation 3311.3 - Design-Build Contracts

- * Regulation updated to reflect **NEW LAW (SB 956, 2024)** which extends indefinitely the authorization to enter into a design-build contract for a public works project in excess of \$1,000,000. Additionally, regulation updated to add objective criteria for awarding a design-build contract, including the minimum factors of price, technical design and construction experience, and life-cycle costs over 15 years or more. In addition, regulation updated to clarify which occupations are subject to the 30 percent threshold for a skilled and trained workforce.

Board Policy 3470 - Debt Issuance and Management

* Policy updated to (1) add communication to the public to the list of debt issuance program activities that the Superintendent administers and coordinates, (2) remove reference to Qualified Zone Academy Bonds which are no longer authorized to be issued, (3) add types of temporary borrowing or short-term transfers to the list of potential financing sources for the district, (4) add that the method of sale for any district-issued debt be the most cost-effective, (5) add that before any sale of bonds, the Governing Board adopt a resolution stating the Board's express approval of the method of sale and a statement of the reasons for the method of sale selected, and (6) include additional information regarding the report to the California Debt Investment and Advisory Commission, which the district is required to submit annually following a bond issuance.

Board Policy 4000 - Concepts and Roles

* Policy updated as part of CSBA's process to regularly review policy documents that otherwise would not be revised, due to no applicable changes to law, regulations, new guidance, or other directives, and amended to (1) clarify that it is the academic achievement, personal growth, and well-being of district students, in addition to the success of district programs, that hinges on district personnel, and (2) reflect The California Labor Management Initiative's, "Resource Guidebook: Building Partnerships to Create Great Public Schools," which provides guidance to support education leaders in developing labor-management partnerships that benefit students, staff, and the community.

Board Policy 5000 - Concepts and Roles

* Policy updated as part of CSBA's process to regularly review policy documents that otherwise would not be revised, due to no applicable changes to law, regulations, new guidance, or other directives, and amended for timeliness, to include material related to school safety, and to reference applicable related Board policies and administrative regulations.

Board Policy 5020 - Parent Rights and Responsibilities

* Policy updated to more closely align with law the Governing Board's belief that the district's relationship with parents/guardians is one of mutual support and respect, and that the partnership with parents/guardians is specific to their children. Additionally, policy updated to clarify that the notification parents/guardians receive regarding their rights, includes, but is not limited to, rights under the Family Educational Rights and Privacy Act (FERPA), in accordance with Board Policy/Exhibit (1) 5145.6 - Parent/Guardian Notifications. In addition, policy updated to reflect NEW COURT DECISION (*Mahmoud v. Taylor*) which held that the First Amendment prohibited a district from including lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ+) storybooks as part of elementary school instruction without providing parents/guardians with notice and the ability to opt their students out of that instructional content on the grounds that the storybooks substantially interfered with the religious development of their children. Policy also updated to include that the Superintendent or designee may establish a parent center at a school with a substantial number of students with a home language other than English, to encourage parent/guardian understanding of and participation in their children's educational programs.

Administrative Regulation 5020 - Parent Rights and Responsibilities

* Regulation updated to add that parent/guardian rights include notification of the opportunity to opt their child out of certain instruction, as required by state law, and NEW COURT DECISION (*Mahmoud v. Taylor*) which held that the First Amendment prohibited a district from including lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ+) storybooks as part of elementary school instruction without providing parents/guardians with notice and the ability to opt their students out of that instructional content on the grounds that the storybooks substantially interfered with the religious development of their children. Additionally, regulation updated to clarify that parents/guardians have the right to receive notice and information about and to opt out of (1) any psychological testing involving their child and (2) any assessment, analysis, evaluation, or monitoring of the quality or character of the student's home life. In addition, regulation updated to add that (1) parents/guardians of English learners be given any required written notification in English and the student's home language, and (2) that the rights of parents/guardians be exercised in accordance with applicable Board policy and administrative regulation. Regulation also updated to expand that parents/guardians may support the learning environment of their child by monitoring and prohibiting or regulating the use of social media and other forms of online entertainment viewed by their child.

Board Policy 5117 - Interdistrict Attendance

✕ Policy updated to clarify that the Board policy and accompanying administrative regulation apply to students transferring into and out of the district. Additionally, policy updated to reflect **NEW LAW (SB 897, 2024)** which (1) extends the school district of choice program indefinitely, (2) requires the accounting of requests for district of choice transfers to include foster youth and student experiencing homelessness status, and (3) provides that compliance of all provisions of a district's school district of choice program are subject to the annual district audit required by law.

Administrative Regulation 5117 - Interdistrict Attendance

✕ Regulation updated to reflect **NEW LAW (SB 897, 2024)** which (1) expands the prohibition for school districts of choice from targeting communications regarding a school district of choice program to include individual parents/guardians or residential neighborhoods on the basis of a student's proficiency in English, family income, or any of the individual characteristics set forth in Education Code 200, (2) requires, the district to, by January 15, notify the district of residence of the number and names of students from the district of residence, by school and grade level, requesting to be transferred for the following school year, (3) prohibits rejecting the transfer of a foster youth or student experiencing homelessness, in addition to a student with a disability or an English learner, based on the transfer requiring the district to create a new program to serve that student, (4) expands second priority for transfer under the school district of choice program to include foster youth and students experiencing homelessness, (5) expands the required notification to parents/guardians when the number of students requesting to transfer exceeds the district's capacity to include that the number of students exceeds the specific school or program to which the student applied, (6) requires the district to respond to a request from the county office of education to provide data regarding the number of students transferring into the district, (7) expands the authorization for a district of residence to limit the number of students who transfer out of the district in a fiscal year if the most recent budget certification completed by the County Superintendent of Schools is a qualified status, and (8) requires the district of residence to, by February 15, notify the district of choice of the total number and names of students requesting to be transferred that exceed the number of students for which the district of residence is authorized to limit the transfer.

Board Policy 5138 - Conflict Resolution/Peer Mediation

✕ Policy updated to clarify the distinction between students providing peer mediation and those receiving it. Additionally, policy updated to include, in the development of a conflict resolution and/or peer mediation program (1) the expectation for confidentiality regarding who participated, what was discussed, and how any conflict was resolved, and (2) the selection of and requirements to train as a peer mediator.

Board Policy 6020 - Parent Involvement

✕ Policy updated to reference the U.S. Department of Education's June 2025 Dear Colleague Letter which provides school choice guidance and explains how states can use federal funds to both expand education choice and turn around underperforming schools. Additionally, policy updated to ensure compliance with the California Department of Education's federal program monitoring instrument. In addition, policy updated to add material related to the establishment and convening of a parent advisory committee (PAC) and, as applicable, an English learner parent advisory committee (ELPAC), which was moved from the accompanying administrative regulation, as it is more appropriately placed in Board policy. Policy also updated to add that the Superintendent or designee annually attend a regular meeting of the PAC or ELPAC, if applicable.

Administrative Regulation 6020 - Parent Involvement

✕ Regulation updated to ensure compliance with the California Department of Education's Federal Program Monitoring. Additionally, regulation updated to delete material related to the establishment and convening of a parent advisory committee and, as applicable, an English learner parent advisory committee, which was moved to the accompanying Board policy for more appropriate placement. In addition, regulation updated to include that (1) the district may utilize department leaders and district instructional coaches to provide parent/guardian training on topics that include, English language development, state academic standards and assessments, and specific strategies to support the student in the home, and (2) the Superintendent or designee

may utilize professional development sessions to train teachers, administrators, and staff on ways to effectively engage parents/guardians, with each school site sharing best practices that others may learn from.

Board Policy 6143 - Courses of Study

* Policy updated to clarify, in accordance with various provisions of state and federal law and related court cases, the actual or perceived characteristics of an individual or group that may serve as a basis for unlawful discrimination in education programs and activities, and reflect **NEW LAW (SB 1137, 2024)** which provides that prohibited discrimination includes discrimination not just because of one protected class under state law, but also because of the combination of two or more protected bases. Additionally, policy updated to clarify that the Governing Board adopt a course of study for elementary and secondary grades that, in addition to preparing students for the next level of study and/or employment, includes all required instructional content. In addition, policy updated to reflect **NEW COURT DECISION (Mahmoud v. Taylor)** which held that the First Amendment prohibited a district from including lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ+) storybooks as part of elementary school instruction without providing parents/guardians with notice and the ability to opt their students out of that instructional content on the grounds that the storybooks substantially interfered with the religious development of their children.

Administrative Regulation 6143 - Courses of Study

* Regulation updated to include, in the courses of study for grades 1-6 (1) instruction in cursive and joined italics, (2) Spanish colonization of California and the Gold Rush Era, including the treatment and perspectives of Native Americans during those periods, as required by **NEW LAW (AB 1821, 2024)**, (3) the causes and effects of climate change and the methods to mitigate climate change, and (4) prenatal care for pregnant women. Additionally, regulation updated to include, in the courses of study for grades 7-12 (1) personal financial literacy, as required by **NEW LAW (AB 1871, 2024)**, (2) to the extent instruction is provided on the Spanish colonization of California or the Gold Rush Era, the treatment and perspectives of Native Americans during those periods, as required by **NEW LAW (AB 1821, 2024)**, (3) the causes and effects of climate change and the methods to mitigate and adapt to climate change, (4) starting with the 2026-27 school year for districts that require a course in health education for high school graduation, the dangers associated with fentanyl use, as required by **NEW LAW (AB 2429, 2024)**, and (5) commencing in the 2027-28 school year, a one-semester course in personal finance. In addition, regulation updated to add how a one-semester course in Ethnic studies may be fulfilled. Regulation also updated to reflect **NEW LAW (SB 153, 2024)** which (1) requires at the beginning of each school year, the Superintendent to provide written notice to parents/guardians of students in grades 9-12 that includes a separate and distinct disclosure that data may be shared with the California College Guidance Initiative (CCGI) to provide students and their parents/guardians with direct access to online tools and resources for college and career planning, and contact information for the CaliforniaColleges.edu platform in order to access resources that help students and their parents/guardians learn about college admissions requirements, and (2) requires districts to advise each student in grade 11 to complete the grade 11 financial aid lessons on the CCGI's CaliforniaColleges.edu platform and submit student transcript information to the CCGI for students in grades 9-12. Additionally, regulation updated to reflect **NEW LAW (AB 2165, 2024)** which requires a district to provide the student and the student's parent/guardian with specified information before being exempted from the requirement to complete a Free Application for Federal Student Aid and/or the California Dream Act Application. In addition, regulation updated to reflect **NEW LAW (AB 123, 2025)** which requires a district to provide each student in grade 12, and if applicable, the student's parent/guardian, with information about, and potential eligibility for, the California Kids Investment and Development Savings Program.

Delete - Board Policy 6146.2 - Certificate of Proficiency/High School Equivalency

* Policy deleted as unnecessary as the requirements stated within vest with the California Department of Education and/or the State Board of Education rather than being the obligation of a school district.

Administrative Regulation 6146.2 - Certificate of Proficiency/High School Equivalency

* Regulation updated to reflect the name change from the California High School Proficiency Examination to the California Proficiency Program. Additionally, regulation updated to align language with guidance on the California Department of Education's, "California Proficiency Program," webpage. In addition, regulation updated to delete criteria related to a repealed state regulation and instead align with state law.

Exhibit(1) 6146.2 - Certificate of Proficiency/High School Equivalency

u/r Exhibit updated in conjunction with the accompanying Board policy and administrative regulation, including reflecting the name change from the California High School Proficiency Examination to the California Proficiency Program.

Board Policy 7000 - Concepts and Roles

*** Policy updated as part of CSBA's process to regularly review policy documents that otherwise would not be revised, due to no applicable changes to law, regulations, new guidance, or other directives, and amended to clarify that (1) one of the major responsibilities of the Governing Board, in addition to providing healthful, safe and adequate facilities that enhance the instructional program, is to provide facilities that align with the needs of the district, and (2) in some instances, the best use of facilities may be reuse by a third party, and in other instances, may be lease or sale. Additionally, policy updated to clarify that, in order to plan for long-range facilities needs, the Superintendent or designee may develop, for Board approval, a school facilities master plan in accordance with Board Policy 7110 - Facilities Master Plan and that, in accordance with the plan, the Board will (1) select and purchase school sites for future expansion, as needed, and facilities for new school sites or other district use, (2) sell or lease facilities, including joint occupancy or joint use, when no other better use is identified, (3) authorize the use of school facilities by district residents and community groups, and (4) consider the use of district property for workforce housing.

Board Policy 7131 - Relations with Local Agencies

*** Policy updated to add that (1) the Governing Board is required to meet with appropriate local agency recreation and park authorities to review possible methods of coordinating the planning, design, and construction of new school facilities and school sites, or major additions to existing school facilities and recreation and park facilities in the community, and (2) the district is required to recommend measures for inclusion in the city/county general plan to ensure the availability of adequate school facilities to address a new development. Additionally, policy updated to clarify material related to development within the district, including that in order to adequately mitigate additional students generated by such development, the Board may make certain findings required by law and that upon such findings, notify the city council or county board of supervisors. In addition, policy updated to add material related to a district workforce housing development.

Board Bylaw 9310 - Board Policies

*** Bylaw updated to reflect current Board policy development and adoption process practice. Additionally, bylaw updated to include new "Definitions" section which more clearly defines the use of "Board policy," "Board bylaw," and "administrative regulation." In addition, bylaw updated to add section headers to differentiate between the development and adoption of Board policies versus administrative regulations. Bylaw also updated to delete the section "Monitoring and Evaluation" and include that content in the new "Board Policy Development and Adoption" section.

Board Bylaw 9321 - Closed Session

*** Bylaw updated to add (1) that public comment is required to occur prior to closed session, and (2) that a copy of a document that becomes public after action was taken during closed session be provided to any person who has made a standing request for all documentation as part of a request for notice of meeting, in addition to providing such document to any person present at the conclusion of the closed session who has submitted a written request. Additionally, bylaw updated to reflect **NEW ATTORNEY GENERAL OPINION** which states that only a person with "an official or essential role to play in a particular closed session" agenda item may attend closed session for that particular item, and to add new section "Attendance in Closed Session" to address who is permitted to attend a particular closed session item. In addition, bylaw updated to clarify that for purposes of a closed session agenda item on personnel matters that "employee" includes an officer or independent contractor who functions as an officer or employee but excludes Governing Board members and other independent contractors. Bylaw also updated to clarify that disclosure of an approved agreement concluding labor negotiations identify the item approved and the other parties to the negotiation. Additionally, bylaw updated to reflect **NEW LAW (SB 1445, 2024)** which authorizes the Board to allow student board members to make restorative justice recommendations that would be considered in closed session expulsion hearings. In addition, bylaw updated to reflect **NEW LAW (AB 2715, 2024)** which

authorizes the Board to hold a closed session with additional types of law enforcement or security personnel and to hold a closed session on a threat to critical infrastructure controls or critical infrastructure information.

Exhibit(1) 9321 - Closed Session

- * Exhibit updated in conjunction with the accompanying bylaw, with minor revisions.

Exhibit(2) 9321 - Closed Session

- * Exhibit updated in conjunction with the accompanying bylaw, with minor revisions.

Policy 1000: Concepts And Roles

Status: ADOPTED

Original Adopted Date: 06/01/1985 | Last Revised Date: 11/01/2025 | Last Reviewed Date: 11/01/2025

The Governing Board desires to represent the community and provide leadership in addressing community interests related to education. In order to encourage support for the district and district schools, promote collaboration between the district, parents/guardians, community members, and local organizations, and to identify and respond to community priorities, the Board shall establish effective two-way communication systems between the district and the community.

The Board and the Superintendent or designee shall work together with city, county, and other local agencies and organizations to promote and facilitate coordinated services for children, and seek to develop partnerships with local businesses and organizations.

The Board recognizes that district schools are an important community resource and encourages community members to make appropriate use of school facilities. Community members are also encouraged to attend Board meetings, participate in district and school activities, and take an active interest in issues that affect the district and its schools. The Board and the Superintendent or designee shall keep community members well informed about district programs, needs, and accomplishments and shall ensure that they have opportunities to share in the development of district decisions, in accordance with Board Bylaw 9005 - Governance Standards.

The Board recognizes that its ability to fulfill the community's expectations for a high-quality educational program is dependent upon the level of funding provided by the state and federal government and community support. In an effort to provide the best educational experience for district students, the Board shall study legislative processes and issues, establish ongoing relationships with federal, state, and local leaders and the media, adopt positions on key issues, set priorities for advocacy, and collaborate with other organizations and coalitions in legislative and legal advocacy efforts.

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 Governing 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 35160

Ed. Code 35172

Description

[Authority of governing boards](#)

[Promotional activities](#)

Management Resources

[Website](#)

Description

[CSBA District and County Office of Education Legal Services](#)

Cross References

0100

0510

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Description

[Philosophy](#)

[School Accountability Report Card](#)

[School Accountability Report Card](#)

[Media Relations](#)

[Commendations And Awards](#)

[Political Processes](#)

[Citizen Advisory Committees](#)

[Citizen Advisory Committees](#)

[Volunteer Assistance](#)

[Volunteer Assistance](#)

[Use Of School Facilities](#)

[Use Of School Facilities](#)

[Relations Between Other Governmental Agencies And The Schools](#)

Policy 1114: District-Sponsored Social Media

Status: ADOPTED

Original Adopted Date: 07/01/2011 | Last Revised Date: 11/01/2025 | Last Reviewed Date: 11/01/2025

CSBA NOTE: The following optional policy is for use by districts that have created one or more official district (i.e., district-sponsored) social media accounts. "Social media" is defined in the accompanying administrative regulation as an online platform for collaboration, interaction, or active participation, or that allows users to post content, including social networking sites such as Instagram, TikTok, Facebook, X/Twitter, SnapChat, YouTube, or LinkedIn.

District strategies for effective use of online social media may be incorporated into the district's comprehensive communications plan. For more information related to informing the public, see BP 1100 - Communication with the Public.

The Governing Board recognizes the value of social media to share district information with families and the community and promote community involvement and collaboration in district decisions. The purpose of any official district social media account shall be to further the district's vision and mission, to support student learning and staff professional development, and to enhance communication and engagement with students, families, staff, and community members. The Superintendent or designee shall ensure that the content posted by the district on an official district social media account is accessible to individuals with disabilities.

CSBA NOTE: To minimize liability to the district, it is important to clearly define which social media accounts are official district social media accounts and to specify the standards, guidelines, and protocols for their use. Board policies and administrative regulations do not apply to personal social media accounts, such as those created by students, staff members, individual Governing Board members, or other individuals since those accounts are not sponsored by the district even though they may sometimes include discussion of district-related issues. For more information, see BB 9010 - Public Statements, BB 9012 - Board Member Electronic Communications, and BB 9320 - Meetings and Notices.

The Superintendent or designee shall develop content guidelines and protocols for official district social media accounts to ensure public access, appropriate and responsible use, and compliance with law, Board policy, and administrative regulation.

Guidelines for Content

CSBA NOTE: Social media platforms typically allow users to post or reply to content posted on users' accounts, which is or can be made viewable to other users and even the public. This may create a "limited public forum," which grants individuals certain freedom of speech rights and limits the district's ability to remove comments or posts. Any removal of content by the district should be based on viewpoint-neutral considerations to protect against possible legal challenges. This may include, but is not limited to, removing content that constitutes discrimination, harassment, or bullying, as specified in the accompanying administrative regulation, or that is unrelated to the purpose of the account. Additionally, in order to help maintain the district's ability to remove content, users should be informed of the purpose of the account(s) and the limited nature of the discussion. District staff should regularly monitor all such accounts so that materials are promptly removed as permitted by law. See the accompanying administrative regulation for language regarding removal of posts and monitoring of accounts. It is recommended that districts consult CSBA's District and County Office of Education Legal Services or district legal counsel to ensure that any provisions related to removal of posts or discipline of students or staff are consistent with law.

Official district social media accounts shall be used only for their stated purposes and in a manner consistent with this policy and administrative regulation. This policy is not intended to create an open public forum or otherwise guarantee an individual's right to free speech on any of the official district social media accounts even if one or more features on the account that permit interaction with and between members of the public are enabled.

The Superintendent or designee shall ensure that the limited purpose of official district social media accounts is clearly communicated to users. Each account shall contain a statement specifying the purposes of the account, that the account shall only be used for such purposes, and any other user expectations or conditions as specified in the accompanying administrative regulation.

Content that is obscene, libelous, or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules, or substantial disruption of the school's orderly operation shall not be permitted on official district social media accounts.

CSBA NOTE: Staff and students who post prohibited content on official district social media accounts are subject to

discipline in accordance with Board policies and administrative regulations. Pursuant to Education Code 48900(r), a student may be subject to suspension or expulsion if the student engages in an act of bullying by means of an electronic act, as defined. For more information on student suspension and expulsion, including when bullying is through an electronic act, see AR 5144.1 - Suspension and Expulsion/Due Process. Pursuant to Education Code 48900, an "electronic act" includes, but is not limited to, posts on a social networking site such as a social media platform.

When staff and students misuse the district's technological resources, they also may be subject to cancellation of user privileges in accordance with the district's Acceptable Use Agreement. For more information regarding acceptable use of the district's technological resources, see BP/E 4040 - Employee Use of Technology and BP/E 6163.4 - Student Use of Technology.

Staff or students who post on, reply from, or otherwise use an official district social media account in a manner that violates Board policies and administrative regulations shall be subject to discipline in accordance with applicable policies and regulations.

Users of official district social media accounts, and anyone who posts on, replies to, or otherwise leaves a digital footprint on an official district social media account, should be aware of the public nature and accessibility of social media and that such information posted on, replied with, or otherwise left on an official district social media account may be considered a public record subject to disclosure under the Public Records Act.

Privacy

To the extent practicable, the Superintendent or designee shall ensure that the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on official district social media accounts.

As it pertains to the posting of student photographs and the privacy of telephone numbers, home addresses, and email addresses, official district social media accounts shall comply with Board Policy 1113 - District and School Websites.

Social media and other online platforms shall not be used by district employees to transmit confidential information about students, employees, or district operations.

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 Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
Bus. and Prof. Code 22588.2-22588.4	Youth Social Media Protection Act
Ed. Code 32260-32262	Interagency School Safety Demonstration Act of 1985
Ed. Code 35182.5	Contracts for advertising
Ed. Code 48900	Grounds for suspension or expulsion
Ed. Code 48907	Exercise of free expression: time, place, and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 49061	Definitions: directory information
Ed. Code 49073	Release of directory information
Ed. Code 60048	Commercial brand names, contracts or logos
Gov. Code 3307.5	Publishing identity of public safety officers
Gov. Code 54952.2	Brown Act: definition of meeting
Gov. Code 7920.000-7930.215	California Public Records Act
Federal	Description
17 USC 101-1101	Federal copyright law
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974

Regulation 1114: District-Sponsored Social Media

Status: ADOPTED

Original Adopted Date: 07/01/2011 | Last Revised Date: 11/01/2025 | Last Reviewed Date: 11/01/2025

CSBA NOTE: The following optional administrative regulation may be revised to reflect district practice and the types of social media accounts used by the district.

Definitions

Social media means any online platform for collaboration, interaction, or active participation, or that allows users to post content, including, but not limited to, social networking sites such as Instagram, TikTok, Facebook, X/Twitter, SnapChat, YouTube, and LinkedIn.

CSBA NOTE: To minimize liability to the district, it is important to clearly define which social media accounts are official district social media accounts and to specify the standards, guidelines, and protocols for their use. Board policies and administrative regulations do not apply to personal social media accounts such as those created by students, staff members, individual Governing Board members, or other individuals since those are not sponsored by the district even though they may sometimes include discussion of district-related issues. For more information, see BB 9010 - Public Statements, BB 9012 - Board Member Electronic Communications, and BB 9320 - Meetings and Notices.

The following definition may be revised to reflect district practice.

An *official district social media account* is an account on a social media platform authorized by the Superintendent or designee.

An account that contains content related to the district or comments about district operations but that has not been created based on authorization or direction from the Superintendent or designee, such as an account created by a parent-teacher organization, booster club, or other school-connected organization or a student's or employee's personal account, is not an official district social media account.

School-level employees such as teachers and coaches shall obtain authorization from the school principal before creating an official social media account.

CSBA NOTE: Business and Professions Code 22588.2-22588.4 (the Youth Social Media Protection Act), as added by AB 2481 (Ch. 832, Statutes of 2024), requires, beginning January 1, 2026, a large social media platform, as defined, to create a process to verify certain individuals as "verified reporters," including a school principal and other district leaders, and to create a process by which a verified reporter can make a report of a social media-related threat or a violation of the platform's terms of service that poses a risk or a severe risk to the health and safety of a minor in the verified reporter's opinion. The following paragraph directs each school principal, or an individual in a position of similar responsibility, to register as a verified reporter and should be modified to include other district leaders to reflect district practice.

When directed by the Superintendent or designee, each school principal, or an individual in a position of similar responsibility, shall register as a verified reporter with each large social media platform on which the applicable school has an account in accordance with Business and Professions Code 22588.2-22588.4.

Guidelines for Content

Each official district social media account shall contain content that is useful and appropriate for all audiences.

CSBA NOTE: Federal copyright law (17 USC 107) and the courts have generally provided that teachers, students, and schools are allowed to make "fair use" of materials for instructional purposes in situations which are not likely to deprive a publisher or an author of income. For more information regarding copyrights, including "fair use", see BP/AR 6162.6 - Use of Copyrighted Materials. However, as this is a fact-specific determination, it is recommended that districts consult CSBA's District and County Office of Education Legal Services or district legal counsel.

District employees or agents in charge of posting or adding information to an official district social media account shall ensure that copyright laws are not violated in the use of material on official district social media accounts.

CSBA NOTE: Social media platforms typically allow users to post or reply to content on each other's accounts, which is or can be made viewable to other users and even the public. This may create a "limited public forum," which grants individuals certain freedom of speech rights and limits the district's ability to remove comments or posts. Any removal of content by the district should be based on viewpoint-neutral considerations to protect

against possible legal challenges. This may include, but is not limited to, removing content that constitutes discrimination, harassment, or bullying, as specified in the accompanying Board Policy, or that is unrelated to the purpose of the account. Additionally, in order to help maintain the district's ability to remove content, users should be informed of the purpose of the account(s) and the limited nature of the discussion. District staff should regularly monitor all such accounts so that materials are removed as permitted by law. It is recommended that districts consult CSBA's District and County Office of Education Legal Services or district legal counsel to ensure that any provisions related to removal of posts or discipline of students or staff are consistent with law.

In *Sears*, the National Labor Relations Board (NLRB) advised caution when establishing policy related to employee use of electronic communications as it might interfere with an employee's right to engage in protected, concerted activity granted by 29 USC 157. The NLRB has held that social media policies can prohibit the disclosure of confidential information and address legitimate concerns for managing the workplace, but cannot expressly or by implication prohibit employees from talking with each other about wages, hours, and other terms and conditions of employment.

Additionally, Education Code 48907 grants students the right to freedom of speech except for speech which is obscene, libelous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of lawful school regulations, or substantial disruption of the orderly operation of the school. For more information, see BP/AR 5145.2 - Freedom of Speech/Expression and BP/AR 6145.5 - Student Organizations and Equal Access.

In addition, if the district chooses to post advertising of a commercial nature on an official district social media account, then the ability to remove comments of a commercial nature posted by others may be limited as removing some commercial content and not others may constitute viewpoint discrimination. Districts should also be cautious about the use of district resources, such as its official district social media account, for political purposes. For more information, see BP 1160 - Political Processes.

Pursuant to the U.S. Supreme Court's decision in *Lindke v. Freed*, a district official who limits or prevents critics from speaking, such as by blocking them on social media or deleting their posts, violates the First Amendment only if the official (1) has been granted the power to speak on behalf of the district and (2) claims to be actually exercising that power. Because the determination as to whether a public official's action meets these two conditions is a fact-specific undertaking, it is recommended that districts with questions regarding this issue consult CSBA's District and County Office of Education Legal Services or district legal counsel.

The Superintendent or designee shall ensure that official district social media accounts are regularly monitored. Staff members responsible for monitoring content may remove posts or even suspend users from interacting with the account only based on viewpoint-neutral considerations, such as lack of relation to the account's purpose or violation of board policies or administrative regulations.

CSBA NOTE: While Business and Professions Code 22588.2-22588.4, beginning January 1, 2026, requires large social media platforms to create a process by which a verified reporter can make a report of a social media-related threat or a violation of the platform's terms of service as specified below, the following paragraph adds that the verified reporter is required to notify the Superintendent or designee of the threat or violation, and should be modified to reflect district practice.

If a verified reporter becomes aware of a social media-related threat or a violation of a social media platform's terms of service that, in the opinion of the reporter, poses a risk or severe risk to the health and safety of a minor who the reporter knows is enrolled in the reporter's school, the reporter shall inform the Superintendent or designee and report the threat or violation via the process created by the applicable social media platform as specified in Business and Professions Code 22588.2-22588.4.

Each official district social media account shall, as appropriate, prominently display a link to this regulation or a statement that includes Items #1-10, below:

1. The purpose(s) of the account, such as providing information to a class, school community, athletic team, or student club; engaging with the public regarding district decisions and Governing Board meetings; and sharing information regarding employment opportunities with the district
2. Users shall use the site only for those intended purposes
3. The account is regularly monitored and any inappropriate interaction will be promptly removed, blocked, or similarly addressed

Inappropriate interactions include, but are not limited to, interactions that:

- a. Are obscene, libelous, or so incite students as to create a clear and present danger of the commission of unlawful acts on district premises, violation of district or school rules, or substantial disruption to the district or school's orderly operation
 - b. Are not related to the stated purpose of the account, including, but not limited to, threats, comments of a commercial nature, political activity, and comments prohibited by board policies and administrative regulations
4. Users are expected to communicate in a respectful, courteous, and professional manner and are personally responsible for their use of the account
 5. The district is not responsible for the content posted by other users or how other users interact with the account
 6. The views and comments expressed by other users on the account belong to those users and do not necessarily reflect the views of the district
 7. Any user's reference to a specific commercial product or service does not imply endorsement or recommendation of that product or service by the district
 8. The individual(s) to contact regarding violation of district guidelines on the use of official district social media accounts

CSBA NOTE: The Cyberbullying Protection Act (Business and Professions Code 22589-22589.4) requires a social media platform, as defined, to establish a mechanism that allows any individual, including the district, to report cyberbullying or any content that violates the existing terms of service. Although not directly applicable to districts, it is good guidance for districts seeking to create a safe online space. For more information, districts may want to visit www.stopbullying.gov, which provides information from various government agencies related to bullying and includes a list of online platforms, with links, for the reporting of cyberbullying which violates the terms of service established by the online platforms.

9. Violations may be reported to the appropriate social media platform, law enforcement, or other third parties, as appropriate

CSBA NOTE: Item #10 details the length of and preconditions for a user's suspension and should be modified to reflect district practice.

10. A user may be suspended from interacting with the account for one month upon three prior violations and for ~~six months upon two prior one-month suspensions~~

Appropriate Use by District Employees

CSBA NOTE: Pursuant to Government Code 7928.205, a district may not post a Board member's home address, telephone number, or, as amended by AB 1785 (Ch. 551, Statutes of 2024), both the name and assessor parcel number associated with the home address, without first obtaining the written permission of that individual. However, Government Code 7928.205 does not prohibit a district from publicly posting a legally required notice or publication of an elected or appointed official on the internet.

For policy language regarding appropriate employee communications and relationships with students, see BP 4119.21/4219.21/4319.21 - Professional Standards and BP 4040 - Employee Use Of Technology.

District employees who participate in official district social media accounts shall adhere to all applicable board policies and administrative regulations, such as Board Policy 1313 - Civility and Board Policy/Administrative Regulation 4119.25/4219.25/4319.25 - Political Activities of Employees, and shall not share confidential information about students, employees, Board members, or district operations.

When appropriate, employees posting, replying, or otherwise interacting with the public outside of their professional duties or responsibilities on official district social media accounts shall identify themselves by name and district title and include a disclaimer stating that the views and opinions expressed in their post are theirs alone and do not necessarily represent those of the district or school.

All staff shall receive information about appropriate use of the official district social media accounts.

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 Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
Bus. and Prof. Code 22588.2-22588.4	Youth Social Media Protection Act
Ed. Code 32260-32262	<u>Interagency School Safety Demonstration Act of 1985</u>
Ed. Code 35182.5	<u>Contracts for advertising</u>
Ed. Code 48900	<u>Grounds for suspension or expulsion</u>
Ed. Code 48907	<u>Exercise of free expression; time, place, and manner rules and regulations</u>
Ed. Code 48950	<u>Speech and other communication</u>
Ed. Code 49061	<u>Definitions; directory information</u>
Ed. Code 49073	<u>Release of directory information</u>
Ed. Code 60048	<u>Commercial brand names, contracts or logos</u>
Gov. Code 3307.5	<u>Publishing identity of public safety officers</u>
Gov. Code 54952.2	<u>Brown Act; definition of meeting</u>
Gov. Code 7920.000-7930.215	<u>California Public Records Act</u>
Federal	Description
17 USC 101-1101	Federal copyright law
20 USC 1232g	<u>Family Educational Rights and Privacy Act (FERPA) of 1974</u>
29 USC 157	<u>Employee rights to engage in concerted, protected activity</u>
29 USC 794	<u>Rehabilitation Act of 1973; Section 504</u>
34 CFR 99.1-99.67	<u>Family Educational Rights and Privacy</u>
Management Resources	Description
Court Decision	<u>Lindke v. Freed (2024) 601 U.S. 187</u>
Court Decision	<u>Board of Education, Island Trees Union Free School District, et.al. v. Pico (1982) 457 U.S. 853</u>
Court Decision	<u>Page v. Lexington County School District (2008, 4th Cir.) 531 F.3d 275</u>
Court Decision	<u>Perry Education Association v. Perry Local Educators' Association (1983) 460 U.S. 37</u>
Court Decision	<u>Aaris v. Las Virgenes Unified School District (1998) 64 Cal.App.4th 1112</u>
Court Decision	<u>Downs v. Los Angeles Unified School District (2000, 9th Cir.) 228 F.3d 1003</u>
National Labor Relations Board Decision	<u>Sears Holdings, Advice Memorandum 18-CA-1908, (December 4, 2009)</u>
Website	<u>Bullying Resources</u>
Website	<u>Meta in Education</u>
Website	<u>CSBA District and County Office of Education Legal Services</u>
Website	<u>Facebook, privacy resources</u>
Website	<u>California School Public Relations Association</u>
Website	<u>CSBA</u>
Cross References	Description
0000	<u>Vision</u>

Policy 2120: Superintendent Recruitment And Selection

Status: ADOPTED

Original Adopted Date: 07/01/2001 | Last Revised Date: 11/01/2025 | Last Reviewed Date: 11/01/2025

CSBA NOTE: The following optional policy may be revised to reflect district practice. CSBA's California Consultants and Leadership search service provides guidance to districts recruiting and selecting a Superintendent.

The Governing Board recognizes that it is responsible for selecting and employing the Superintendent. Whenever it becomes necessary for the Board to fill a vacancy in the position of Superintendent, the Board shall work diligently to employ a person whose management and leadership abilities are most closely aligned with district needs.

The Board shall establish and implement a search and selection process that includes consideration of:

1. The district's current and long-term needs, including a review of the district's vision and goals
2. The desired characteristics of a new Superintendent, including professional experience, educational qualifications, leadership characteristics, philosophy of education, and other management, technical, interpersonal and conceptual skills, as well as the priorities the Board wants to place on different abilities, traits and levels of knowledge
3. The scope of the search, including whether to promote from within the district or broaden the search to include both internal and external candidates and, if external candidates will be considered, whether to conduct a statewide or nationwide search
4. The salary range and benefits to be offered
5. Basic elements to be included in the Superintendent's contract
6. Whether to hire a professional adviser to facilitate the hiring and contract negotiation process and to ensure that verifications of the candidates' qualifications are obtained
7. How and when to involve the community in certain phases of the selection process
8. The process for screening applications and determining how the screener(s) will be selected
9. Interview questions, processes, and participants
10. Other actions necessary to ensure a fair selection process and a smooth transition to new leadership

Even if a professional adviser is used to facilitate the process, the Board shall retain the right and responsibility to oversee the process and to review all applications if desired.

The Board shall select candidates to be interviewed based on recommendations of the screener(s), if applicable, and the Board's own assessment of how candidates meet the criteria established by the Board.

CSBA NOTE: Pursuant to Government Code 54957, specified personnel matters, including interviews and deliberation of the appointment or employment of an employee, may be discussed in closed session as provided in the following paragraph. For more information regarding closed session meetings, see BB 9321 - Closed Session.

The Board shall interview candidates and select a final candidate in closed session. (Government Code 54957)

CSBA NOTE: Government Code 54954 provides an exception to the requirement that meetings of the Governing Board be held within the district and authorizes a quorum of the Board to meet outside of the district to (1) interview members of the public about the potential employment of an applicant for superintendent, and (2) interview a potential employee from that district.

In general, if a quorum of the Board participates in an interview, the Brown Act open meeting laws apply. If less than a quorum of the Board participates in an interview, the Brown Act may not apply.

Because this is a complex area of law with significant consequences for violations, it is recommended that Boards consult CSBA's District and County Office of Education Legal Services or district legal counsel prior to visiting a candidate's district.

For more information about what constitutes a Board meeting, see BB 9320 - Meetings and Notices.

Before offering the position to the selected candidate or making any announcements, Board members may visit that candidate's current place of employment, as appropriate.

Pursuant to Board Policy 2121 - Superintendent's Contract, the Board shall discuss and negotiate the Superintendent's contract in closed session, but shall vote to approve the contract in open session. (Government Code 53262, 54957, 54957.6)

The Board shall conduct any superintendent recruitment and selection process in accordance with legal and ethical obligations regarding confidentiality and equal opportunity.

As necessary, the Board may appoint an interim or acting superintendent, to manage the district when there is no permanent superintendent.

CSBA NOTE: Education Code 35029 authorizes the Board to waive the credential requirements of Education Code 35028. However, Education Code 35029.1 prohibits a district from employing a superintendent whose credential has been revoked by the Commission on Teacher Credentialing.

The Superintendent shall hold both a valid school administration certificate and a valid teacher's certificate. The Board may waive any credential requirement, but shall not employ a person whose credential has been revoked by the Commission on Teacher Credentialing pursuant to Education Code 44421-44427. (Education Code 35028, 35029, 35029.1)

CSBA NOTE: Pursuant to Government Code 1021.5, as amended by SB 521 (Ch. 92, Statutes of 2025), if a public employee is convicted of any felony involving accepting or giving, or offering to give, any bribe, conflict of interest, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes arising directly out of their official duties as a public employee, the public employee shall be disqualified for five years from any public employment, including, but not limited to, employment with a city, county, district, or any other public agency of the state. The five-year disqualification period begins on the later of either the date of final conviction or the date on which the public employee is released from any incarceration.

The Board shall not employ a person as Superintendent if, within the past five years, the candidate was convicted of any felony involving accepting or giving, or offering to give, any bribe, conflict of interest, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes arising directly out of their official duties as a public employee. (Government Code 1021.5)

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 Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
2 CCR 11006-11086	Discrimination in employment
Ed. Code 220	<u>Prohibition of discrimination</u>
Ed. Code 35026	<u>Employment of district superintendent by certain district</u>
Ed. Code 35028	<u>Qualifications for employment</u>
Ed. Code 35029	<u>Waiver of credential requirements</u>
Ed. Code 35029.1	Superintendent credentials
Ed. Code 35031	<u>Term of employment</u>
Ed. Code 44420-44440	<u>Revocation and suspension of credentials</u>
Gov. Code 1021.5	Public employment disqualification
Gov. Code 11135	<u>Prohibition of discrimination</u>
Gov. Code 12900-12996	<u>Fair Employment and Housing Act</u>
Gov. Code 53260-53264	<u>Employment contracts</u>
Gov. Code 54954	<u>Time and place of regular meetings</u>
Gov. Code 54957	<u>Closed session personnel matters</u>
Gov. Code 54957.1	<u>Closed session; public report of action taken</u>

Regulation 3311.3: Design-Build Contracts

Status: ADOPTED

Original Adopted Date: 12/01/2016 | Last Revised Date: 11/01/2025 | Last Reviewed Date: 11/01/2025

CSBA NOTE: The following optional Board policy may be revised to reflect district practice.

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 enter into a design-build contract for a public works project in excess of \$1,000,000 pursuant to Education Code 17250.10-17250.52. Education Code 17250.55, which made this authorization inoperative on January 1, 2025, was deleted by SB 956 (Ch. 177, Statutes of 2024), thereby extending such authorization indefinitely. 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. Additionally, pursuant to Education Code 17250.61, the district may, until January 1, 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 are procured from a single design-build entity based on its proposed design cost, general conditions, overhead, and profit as a component of the project price. Education Code 17250.15, 17250.25, 17250.60, and 17250.61 provide that such contracts may be awarded to either the low bid or best value, as defined.

The Governing Board may approve a design-build contract with a single entity for both design and construction of any school facility in excess of \$1,000,000, awarding the contract to either the low bid or the best value as determined by evaluation of objective criteria including the minimum factors of price; technical design and construction experience; and life-cycle costs over 15 years or more. (Education Code 17250.20, Education Code 17250.25)

Additionally, until January 1, 2029, the Board may approve an alternative design-build contract with a single entity for both design and construction of any school facility in excess of \$5,000,000. Such contracts may be awarded to the low bid or the best value. If the selection is based on best value, the Board shall evaluate competitive proposals, taking into consideration the minimum factors of design cost, general conditions, overhead, and profit as a component of the project price; technical design and construction expertise; and life-cycle costs over 15 or more years. The district's determination of price shall be based on the open book evaluation of construction subcontracts. The contract may be subject to further negotiations or amendment and may be terminated by the district if the district and the design-build entity are unable to reach an agreement. (Education Code 17250.61, 17250.62, 17250.65)

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 design-build projects shall be as follows: (Education Code 17250.25, 17250.35, 17250.62, 17250.65; Public Contract Code 2600)

1. Performance specifications, which includes the district preparing 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
- b. Performance specifications that cover the quality of materials, equipment, and workmanship
- c. Preliminary plans or building layouts
- d. Any other information deemed 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.

2. Prequalification, which includes the district preparing and issuing a request for qualifications in order to prequalify, 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
- c. 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 17250.62
- d. 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 qualifications and proposal.

3. Request for Proposals (RFP), which includes the district preparing an 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 #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 RFPs and shall publish separately or incorporate into the RFPs applicable procedures to be observed by the district to ensure that any discussions or negotiations are conducted in good faith.

4. Selection based on low bid, which includes for those projects utilizing low bid as the final selection method, that the bidding process shall result in lump-sum bids by the prequalified or short-listed design-build entities, and the contract shall be awarded to the lowest responsible bidder
5. Selection based on best value, which includes for those projects utilizing best value as a selection method, that the following procedures shall be used:

- a. Competitive proposals shall be evaluated using only the criteria and selection procedures specifically identified in the RFPs

Criteria shall be weighted as deemed appropriate by the district. The proposal for a design-build project, as specified in Education Code 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 Education Code 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 expertise; and life-cycle 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
- c. 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 audit.

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, failure to provide the notice described in Items #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.

Pursuant to Public Contract Code 2602, as amended by SB 1162 (Ch. 882, Statutes of 2024), the monthly compliance report is required to include the full name of, and identify the apprenticeship program name, location, and graduation date of, each worker relied upon to satisfy the apprenticeship graduation percentage requirements of Public Contract Code 2601.

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, 17250.62; 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 work performed in the following occupations, which are subject to a 30 percent threshold: (Public Contract Code 2601)

1. Acoustical installer
2. Bricklayer
3. Carpenter
4. Cement mason
5. Drywall installer or lather
6. Marble mason, finisher, or setter
7. Modular furniture or systems installer
8. Operating engineer
9. Pile driver
10. Plasterer, roofer, or waterproofer
11. Stone mason
12. Surveyor
13. Teamster
14. Terrazzo worker or finisher
15. Tile layer, setter, or finisher

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. Additionally, 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 Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing 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 17250.10-17250.52
Ed. Code 17250.60-17250.69
Pub. Cont. Code 2600-2603

Description

Design-build contracts
Alternative design-build contracts
Skilled and trained workforce requirements

Management Resources

Website
Website
Website
Website

Description

CSBA District and County Office of Education Legal Services
California Association of School Business Officials
California Department of Education, School Facilities
CSBA

Cross References

3311
3311
3312
7000
7110
7140
7140

Description

Bids
Bids
Contracts
Concepts And Roles
Facilities Master Plan
Architectural And Engineering Services
Architectural And Engineering Services

Policy 3470: Debt Issuance And Management

Status: ADOPTED

Original Adopted Date: 12/01/2016 | Last Revised Date: 11/01/2025 | Last Reviewed Date: 11/01/2025

CSBA NOTE: Government Code 8855 mandates that the Governing Board adopt a debt management policy prior to issuing any debt, such as general obligation bonds, tax and revenue anticipation notes (TRANs), and certificates of participation. The policy is required to include (1) the purposes for which the debt proceeds may be used, (2) the types of debt that may be issued, (3) the relationship of the debt to, and integration with, the district's capital improvement program or budget, if applicable, (4) policy goals related to the district's planning goals and objectives, and (5) internal control procedures to ensure that the proceeds of the proposed debt issuance will be directed to the intended use. It is recommended that districts consult CSBA's District and County Office of Education Legal Services or district legal counsel, and their financial advisor, in developing this policy. The following policy should be revised to reflect district practice.

The Governing Board is committed to long-term capital and financial planning and recognizes that the issuance of debt is a key source for funding the improvement and maintenance of school facilities and managing cash flow. Any debt issued by the district shall be consistent with law and this policy.

CSBA NOTE: Article 16, Section 18 of the California Constitution contains the basic "debt limitation" which places constraints on discretionary borrowing applicable to school districts. Under the "traditional authority," districts may authorize the issuance of general obligation bonds if approved by two-thirds of the electorate. Under Proposition 39, the district may authorize the issuance of general obligation bonds for the specific purpose of construction, reconstruction, rehabilitation, or replacement of school facilities if approved by 55 percent of the electorate. Lease financings, such as certificates of participation, are not considered "indebtedness" for purposes of the Constitutional debt limitation and are not subject to voter approval. For more information regarding general obligation bonds, see BP/AR 7214 - General Obligation Bonds, and for public debt financing options, see the California Debt and Investment Advisory Commission's (CDIAC), "California Debt Issuance Primer."

The district shall not enter into indebtedness or liability that in any year exceeds the income and revenue provided for such year, unless two-thirds of the voters approve the obligation or one of the exceptions specified in law applies.

When the Board determines that it is in the best interest of the district, the Board may issue debt or order an election to issue debt. The Superintendent or designee shall make recommendations to the Board regarding appropriate financing methods for capital projects or other projects that are authorized purposes for debt issuance. When approved by the Board and/or the voters as applicable, the Superintendent or designee shall administer and coordinate the district's debt issuance program and activities, including the timing of issuance, sizing of issuance, method of sale, structuring of the issue, communication with the public, and marketing strategies.

CSBA NOTE: Pursuant to 15 USC 78o-4 (Section 15B of Securities Exchange Act of 1934), any financial advisor retained by the district is required to be duly registered with both the Securities Exchange Commission (SEC) and the Municipal Securities Rulemaking Board (MSRB) and to additionally hold any certifications and/or licenses required by the SEC and/or MSRB.

The Superintendent or designee shall retain a financial advisor, municipal advisor, investment advisor, and/or other financial services professionals as needed to assist with the structuring of the debt issuance and to provide general advice on the district's debt management program, financing options, investments, and compliance with legal requirements. Contracts for services provided by such advisors may be for a single transaction or for multiple transactions, consistent with the contracting requirements in Education Code 17596. In the event that the district issues debt through a negotiated sale, underwriters may be selected for multiple transactions if multiple issuances are planned for the same project. Additionally, the district shall select a legal team on an as-needed basis to assist with debt issuances or special projects.

Goals

CSBA NOTE: Government Code 8855 requires that the district's debt management policy includes policy goals related to the district's planning goals and objectives. The following section should be revised to reflect district goals.

The district's debt issuance activities and procedures shall be aligned with the district's vision and goals for providing adequate facilities and programs that support student learning and well-being. When issuing debt, the district shall ensure that it:

1. Maintains accountability for the fiscal health of the district, including prudent management and transparency of

the district's financing programs

2. Attains the best possible credit rating for each debt issue in order to reduce interest costs, within the context of preserving financial flexibility and meeting capital funding requirements
3. Takes all practical precautions and proactive measures to avoid any financial decision that will negatively impact current credit ratings on existing or future debt issues
4. Maintains effective communication with rating agencies and, as appropriate, credit enhancers such as bond insurers or other providers of credit or liquidity instruments in order to enhance the creditworthiness, liquidity, or marketability of the debt
5. Monitors the district's statutory debt limit in relation to assessed valuation within the district and the tax burden needed to meet long-term debt service requirements
6. When determining the timing of debt issuance, considers market conditions, cash flows associated with repayment, and the district's ability to expend the obtained funds in a timely, efficient, and economical manner consistent with federal tax laws
7. Determines the amortization (maturity) schedule which will fit best within the overall debt structure of the district at the time the new debt is issued
8. Considers the useful lives of assets funded by the debt issue, as well as repair and replacement costs of those assets to be incurred in the future
9. Preserves the availability of the district's general fund for operating purposes and other purposes that cannot be funded by the issuance of voter-approved debt
10. Meets the ongoing obligations and accountability requirements associated with the issuance and management of debt under state and federal tax and securities laws

Authorized Purposes for the Issuance of Debt

CSBA NOTE: Government Code 8855 requires that the district's debt management policy include the purposes for which debt proceeds may be used. The following section should be revised to reflect purposes that the Board has determined may be appropriate purposes for issuing debt in the district.

The district may issue debt for any of the following purposes:

1. To pay for the cost of capital improvements, including acquiring, constructing, reconstructing, rehabilitating, replacing, improving, extending, enlarging, and/or equipping district facilities
2. To refund existing debt
3. To provide for cash flow needs

Pursuant to Government Code 53854, general operating costs, including, but not limited to, items normally funded in the district's annual operating budget, shall not be financed from debt payable later than 15 months from the date of issuance. The district may deem it desirable to finance cash flow requirements under certain conditions so that available resources better match expenditures within a given fiscal year. To satisfy both state constitutional and statutory constraints, such cash flow borrowing shall be payable from taxes, income, revenue, cash receipts, and other moneys attributable to the fiscal year in which the debt is issued.

Authorized Types of Debt

CSBA NOTE: Government Code 8855 requires that the district's debt management policy include the types of debt that may be issued. The following section should be revised to reflect the types of debt instruments authorized by the Board.

The Superintendent or designee shall recommend to the Board potential financing method(s) that result in the highest benefit to the district, with the cost of staff and consultants considered. Potential financing sources may include:

1. Short-Term Debt

- a. Short-term debt, such as tax and revenue anticipation notes (TRANS), when necessary to allow the district to meet its cash flow requirements (Government Code 53850-53858)
- b. Bond anticipation notes (BANs) to provide interim financing for capital bond projects that will ultimately be paid from general obligation bonds (Education Code 15150)
- c. Grant anticipation notes (GANs) to provide interim financing pending the receipt of grants and/or loans from the state or federal government that have been appropriated and committed to the district (Government Code 53859-53859.08)

2. Long-Term Debt

CSBA NOTE: The California Constitution, Article 13A, Sections 1(b)(2) and 1(b)(3), Education Code 15100-15262 and 15264-15276, and Government Code 53506-53509.5 authorize the district to issue general obligation bonds requiring either two-thirds voter approval or 55 percent voter approval, subject to specific accountability requirements. Voter-approved general obligation bonds typically provide the lowest cost of borrowing and, by providing for the levy of additional ad valorem property taxes to service the debt, do not impact the district's general fund. For requirements pertaining to the issuance of general obligation bonds, see BP/AR 7214 - General Obligation Bonds.

- a. General obligation bonds for projects approved by voters (Education Code 15100-15262, 15264-15276; Government Code 53506-53509.5)

CSBA NOTE: Districts may establish a community facilities district for school facility purposes in accordance with the Mello-Roos Community Facilities Act (Government Code 53311-53368.3). The boundaries of the Mello-Roos district may include the entire school district, but usually include only a portion of the district, such as an area with new housing developments. The bonds sold by the community facilities district are paid for by a special tax on the properties within that community facilities district's boundaries. For more information regarding community facilities districts, see BP 7212 - Mello-Roos Districts.

- b. Special tax bonds issued pursuant to the Mello-Roos Community Facilities Act of 1982 (Government Code 53311-53368.3)

3. Lease financing, including certificates of participation (COPs)

- a. Lease financing to fund the highest priority capital equipment purchases when pay-as-you-go financing is not feasible (Education Code 17450-17453.1)

CSBA NOTE: Authority for lease financings is based in part on judicial rulings finding that leases that meet certain conditions do not constitute indebtedness subject to a vote of the electorate.

- b. Lease financing to fund facilities projects when there is insufficient time to obtain voter approval or in instances where obtaining voter approval is either not feasible or unavailable (Education Code 17400-17429)

4. Special financing programs or structures offered by the federal or state government when the use of such programs or structures is determined to result in sufficiently lower financing costs compared to traditional tax-exempt bonds and/or COPs (Government Code 53700-53706)

5. Temporary borrowing or short-term transfers from other sources, including the following: (Education Code 42620, 42621; Government Code 53820-53833, 53850-53858)

- a. When the district lacks sufficient funds to meet its current expenses:
 - i. Transfers of funds from the County Treasurer up to 85 percent of the amount of money that will accrue to the district within the fiscal year
 - ii. Transfers of funds from the county school service fund up to 85 percent of the money accruing to the district at the time of transfer, to be repaid before June 30 of the current fiscal year

b. Temporary borrowing from other sources

CSBA NOTE: Government Code 8855 requires that the district's debt management policy include the relationship of the debt to, and integration with, the district's capital improvement program or budget, if applicable. The following section should be revised to reflect district practice.

COPs, TRANS, revenue bonds, or any other non-voter approved debt instrument shall not be issued by the district in any fiscal year in which the district has a qualified or negative certification, unless the County Superintendent of Schools determines, pursuant to criteria established by the Superintendent of Public Instruction, that the district's repayment of that indebtedness is probable. (Education Code 42133)

Relationship of Debt to District Facilities Program and Budget

CSBA NOTE: Government Code 8855 requires that the district's debt management policy includes the relationship of the debt to, and integration with, the district's capital improvement program or budget, if applicable. The following section should be revised to reflect district practice.

Decisions regarding the issuance of debt for the purpose of financing capital improvement shall be aligned with current needs for acquisition, development, and/or improvement of district property and facilities as identified in the district's facilities master plan or other applicable needs assessment, the projected costs of those needs, schedules for the projects, and the expected resources.

CSBA NOTE: The following paragraph is optional.

The cost of debt issued for major capital repairs or replacements shall be evaluated against the potential cost of delaying such repairs and/or replacing such facilities.

When considering a debt issuance, the Board and the Superintendent or designee shall evaluate both the short-term and long-term implications of the debt issuance and additional operating costs associated with the new projects involved. Such evaluation may include, but is not limited to, the projected ratio of annual debt service to the tax burden on the district's taxpayers and the ratio of annual debt service secured by the general fund to general fund expenditures.

The district may enter into credit enhancement agreements such as municipal bond insurance, surety bonds, letters of credit, and lines of credit with commercial banks, municipal bond insurance companies, or other financial entities when their use is judged to lower borrowing costs, eliminate restrictive covenants, or have a net economic benefit to the financing.

Structure of Debt Issues

The district shall consider the overall impact of the current and future debt burden of the financing when determining the duration of the debt issue.

The district shall design the financing schedule and repayment of debt so as to take best advantage of market conditions, ensure cost effectiveness, provide flexibility, and, as practical, recapture or maximize its debt capacity for future use. Principal amortization will be structured to meet debt repayment, tax rate, and flexibility goals.

CSBA NOTE: Education Code 15102 and 15268 limit the principal portion of the district's total outstanding bonded debt to 1.25 percent of the assessed valuation of the taxable property of a non-unified district. Education Code 15106 and 15270 limit the principal portion of the district's total outstanding bonded debt to 2.5 percent of the assessed valuation of the taxable property of a unified district. Consequently, the issuance of new debt is limited when the district has total bonded indebtedness in excess of the applicable percentage of the assessed valuation in the district. TRANS and lease payment obligations in support of COPs generally do not count against this limit except as provided in Education Code 17422.

For new money debt issuances for capital improvements, the district shall size the debt issuance with the aim of funding capital projects as deemed appropriate by the Board, as long as the issuance is consistent with the overall financing plan, does not exceed the amount authorized by voters, and, unless a waiver is sought and received from the state, will not cause the district to exceed the limitation on debt issuances specified in the California Constitution or Education Code 15102, 15106, 15268, and 15270.

To the extent practicable, the district shall also consider credit issues, market factors, and tax law when sizing the district's bond issuance. The sizing of refunding bonds shall be determined by the amount of money that will be required to cover the principal of, any accrued interest on, and any redemption premium for the debt to be paid on

the call date and to cover appropriate financing costs.

Any general obligation bond issued by the district shall mature within 40 years of the issuance date or as otherwise required by law. (Government Code 53508.6)

The final maturity of equipment or real property lease obligations will be limited to the useful life of the assets to be financed but, with respect to a lease purchase of equipment, no longer than a period of 10 years. (Education Code 17452)

Method of Sale

For the sale of any district-issued debt, the Superintendent or designee shall recommend the method of sale which is most cost-effective, that has the potential to achieve the lowest financing cost, and/or generates other benefits to the district. Potential methods of sale include:

1. A competitive bidding process through which the award is based on, among other factors, the lowest offered true interest cost
2. Negotiated sale, subject to approval by the district to ensure that interest costs are in accordance with comparable market interest rates
3. Private placement sale, when the financing can or must be structured for a single or limited number of purchasers or where the terms of the private placement are more beneficial to the district than either a negotiated or competitive sale

Before any sale of bonds, the Board shall adopt a resolution stating the Board's express approval of the method of sale and a statement of the reasons for the method of sale selected. (Education Code 15146)

Investment of Proceeds

The district shall actively manage the proceeds of debt issued for public purposes in a manner that is consistent with state law governing the investment of public funds and with the permitted securities covenants of related financing documents executed by the district. Where applicable, the district's official investment policy and legal documents for a particular debt issuance shall govern specific methods of investment of bond-related proceeds. Preservation of principal shall be the primary goal of any investment strategy, followed by the availability of funds and then by return on investment.

CSBA NOTE: Pursuant to Education Code 15146, the proceeds of the sale of bonds, exclusive of any premium received, are required to be deposited in the county treasury to the credit of the building fund of the district. Additionally, Education Code 15146 prohibits districts from withdrawing proceeds from the sale of bonds at any time for purposes of making investments outside the county treasury.

With regard to general obligation bonds, the district shall invest new money bond proceeds in the county treasury pool as required by law. (Education Code 15146)

The management of public funds shall enable the district to respond to changes in markets or changes in payment or construction schedules so as to ensure liquidity and minimize risk.

Refunding/Restructuring

CSBA NOTE: The following section may be revised to reflect district practice. The Government Finance Officers Association's (GFOA), "Best Practices: Refunding Municipal Bonds," states that a test often used to assess the appropriateness of a refunding is the achievement of a minimum net present value savings. According to the GFOA, a common threshold is that the savings, as a percentage of the refunding bonds, should be at least 3-5 percent. However, the GFOA recognizes that it may be appropriate to approve refunding that results in lower anticipated savings in some circumstances, such as when interest rates are at low levels or the time remaining to maturity is limited and thus future opportunities to achieve greater savings are not likely to occur.

The district may consider refunding or restructuring outstanding debt if it will be financially advantageous or beneficial for debt repayment and/or structuring flexibility. When doing so, the district shall consider the maximization of the district's expected net savings over the life of the debt issuance and, when using a general obligation bond to refund an existing bond, shall ensure that the final maturity of the refunding bond is no longer than the final maturity of the existing bond.

Internal Controls

CSBA NOTE: Government Code 8855 requires that the district's debt management policy include the internal control procedures that the district has implemented or will implement to ensure that the proceeds of the proposed debt issuance will be directed to the intended use. Examples of internal control standards for the management of bond funds are contained in the U.S. Government Accountability Office's, "Standards for Internal Control in the Federal Government." These include factors related to the internal control environment, risk assessment, control activities, information and communications, and monitoring. Because internal controls and accountability measures may be lengthy, districts may choose to develop an administrative regulation, exhibit, or other document that provides further details and that may be updated as needed. For more information regarding the effective management of the district's assets and resources, see BP 3400 - Management of District Assets/Accounts. The following section should be revised to reflect district practice.

The Superintendent or designee shall establish internal control procedures to ensure that the proceeds of any debt issuance are directed to the intended use. Such procedures shall assist the district in maintaining the effectiveness and efficiency of operations, properly expending funds, reliably reporting debt incurred by the district and the use of the proceeds, complying with all laws and regulations, preventing fraud, and avoiding conflict of interest.

The district shall be vigilant in using bond proceeds in accordance with the stated purposes at the time such debt was incurred as defined in the text of the voter-approved bond measure. (Government Code 53410)

When feasible, the district shall issue debt with a defined revenue source in order to preserve the use of the general fund for general operating purposes.

The district shall annually conduct a due diligence review to ensure its compliance with all ongoing obligations applicable to issuers of debt. Such a review may be conducted by general legal counsel or bond counsel. Any district personnel involved in conducting such reviews shall receive periodic training regarding their responsibilities.

Additionally, the Superintendent or designee shall ensure that the district completes, as applicable, all performance and financial audits that may be required for any debt issued by the district, including disclosure requirements applicable to a particular transaction.

Records/Reports

CSBA NOTE: Government Code 8855 requires that the district report any proposed issuance of debt to the CDIAC at least 30 days prior to the sale of the debt issue. Typically, bond counsel will file the report on behalf of the district. Government Code 8855 requires that the report includes a certification that the district has adopted a debt policy and that the issuance is consistent with that policy.

At least 30 days prior to the sale of any debt issue, the Superintendent or designee shall submit a report of the proposed issuance to the California Debt and Investment Advisory Commission (CDIAC). Such report shall include a self-certification that the district has adopted a policy concerning the use of debt that complies with law and that the contemplated debt issuance is consistent with that policy. (Government Code 8855)

CSBA NOTE: Pursuant to Government Code 8855, the district is required to report any final sale of debt to CDIAC. The report covers the period from July 1 to June 30, and is required to be submitted electronically on a form provided by CDIAC within seven months of the end of the reporting period (January 31).

Following a bond issuance, by each subsequent January 31, the district shall submit an annual report to CDIAC that consists of the following information for a reporting period of the prior July 1 to June 30, inclusive: (Government Code 8855)

1. The debt authorized, issued, authorized but unissued, and debt for which authorization has lapsed during the reporting period
2. The principal balance at the beginning of the reporting period, the principal paid during the reporting period, and the remaining principal outstanding at the end of the reporting period
3. The use of proceeds of issued debt including the amount of proceeds available at the beginning of the reporting period, the proceeds spent during the reporting period and the purposes for which they were spent, and the proceeds remaining at the end of the reporting period

CSBA NOTE: Pursuant to 17 CFR 240.15c2-12, most financings are required to have official disclosure statements

which include the terms of the bond, security, risk factors, financial and operating information concerning the issuer, and background information. Additionally, districts are required to provide ongoing disclosure in the form of annual reports and event notices pursuant to 17 CFR 240.15c2-12. Such disclosures are required to be made to the MSRB through its Electronic Municipal Market Access repository or any successor repository, as well as to investors and other persons or entities entitled to disclosure. For further information, see CDIAC's, "California Debt Issuance Primer," and GFOA's, "Understanding Your Continuing Disclosure Requirements."

The Superintendent or designee shall provide initial and any annual or ongoing disclosures required by 17 CFR 240.10b-5 and 240.15c2-12 to the Municipal Securities Rulemaking Board, investors, and other persons or entities entitled to disclosure, and shall ensure that the district's disclosure filings are updated as needed.

CSBA NOTE: 26 CFR 1.6001-1 requires districts to retain records for as long as the contents thereof are material in the administration of any internal revenue law. Records related to debt issuance may affect tax liability in both past and future tax years. In order to be consistent with specific record retention requirements, the Internal Revenue Service's (IRS), "Tax Exempt Bond FAQs Regarding Record Retention Requirements," available on IRS's website, recommends that material records should be kept for as long as the debt is outstanding, plus three years after the final payment of the debt. Although the IRS recommendation is specific to tax-exempt bonds, districts should also retain records related to other forms debt issuance for the same length of time.

The Superintendent or designee shall maintain transaction records of decisions made in connection with each debt issuance, including the selection of members of the financing team, the structuring of the financing, selection of credit enhancement products and providers, and selection of investment products. Each transaction file shall include the official transcript for the financing, interest rates and cost of issuance on the day when the debt was sold ("final number runs"), and a post-pricing summary of the debt issue. Additionally, documentation evidencing the expenditure of proceeds, the use of debt-financed property by public and private entities, all sources of payment or security for the debt, and investment of proceeds shall be kept for as long as the debt is outstanding, plus the period ending three years after the financial payment date of the debt or the final payment date of any obligations or series of bonds issued to refund directly or indirectly all of any portion of the debt, whichever is later.

The Superintendent or designee shall annually report to the Board regarding debt issued by the district, including information on actual and projected tax rates, an analysis of bonding capacity, ratings on the district's bonds, market update and refunding opportunities, new development for California bond financings, and the district's compliance with post-issuance requirements.

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 Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
CA Constitution Article 13A, Section 1	<u>Tax limitation</u>
CA Constitution Article 16, Section 18	<u>Debt limit</u>
Ed. Code 15100-15262	<u>Bonds for school districts and community college districts</u>
Ed. Code 15264-15276	<u>Strict accountability in local school construction bonds</u>
Ed. Code 15278-15288	<u>Citizen's oversight committees</u>
Ed. Code 15300-15425	<u>School facilities improvement districts</u>
Ed. Code 17150	<u>Public disclosure of non-voter-approved debt</u>
Ed. Code 17400-17429	<u>Leasing of school buildings</u>
Ed. Code 17450-17453.1	<u>Leasing of equipment</u>
Ed. Code 17456	<u>Sale or lease of district property</u>
Ed. Code 17596	<u>Limit on continuing contracts</u>
Ed. Code 42130-42134	<u>Financial reports and certifications</u>
Ed. Code 42620	<u>Transfer of county funds to district credit to meet current maintenance expenses</u>
Ed. Code 42621	<u>Temporary transfers to school districts or charter schools from county school service fund; repayment</u>
Ed. Code 5300-5441	<u>Conduct of elections</u>

Policy 4000: Concepts And Roles

Status: ADOPTED

Original Adopted Date: 01/01/1985 | Last Revised Date: 11/01/2025 | Last Reviewed Date: 11/01/2025

The Governing Board believes that the academic achievement, personal growth, and well-being of district students, and the success of district programs, hinges on district personnel. The Board desires to establish safe and supportive working conditions that will attract and retain staff members who are highly qualified and dedicated to the education and welfare of students.

The Board recognizes that every employee has a role in the district's successful operation. The Board encourages all district employees to express their ideas, concerns, and proposals related to the improvement of working conditions and the total educational program. The district's personnel policies and related regulations shall be designed to ensure a supportive, positive climate and shall be consistent with collective bargaining agreements and in conformance with state and federal law and regulations.

CSBA NOTE: The California Labor Management Initiative's, "Resource Guidebook: Building Partnerships to Create Great Public Schools," is a tool for building collaborative practices between administrators, bargaining unit leaders, and Governing Board members, and provides guidance to support education leaders in developing deeper labor-management partnerships that benefit students, staff, and the community.

The district's relationship with its collective bargaining units is critical to enhancing organizational effectiveness and improving student outcomes. Whenever possible, it is the intent of the Board that the district communicate and collaborate regularly with the representatives of collective bargaining units to resolve conflict.

As the legal representative of the district in negotiations with employee representatives, the Board shall set goals and guidelines for collective bargaining and take action on any tentative agreement. Additionally, the Board, in conjunction with the Superintendent, shall select the district's bargaining team and maintain communications with the negotiating team during the bargaining process.

Terms and conditions of employment which have been negotiated and stated in employee contracts shall have the force of policy. The Board shall hear employee complaints and appeals when such hearings are in accordance with Board policy or negotiated agreements. Additionally, the Board shall adopt wage and salary schedules and shall commit budget funds for staff development so that staff members may continue developing their skills.

The Superintendent has responsibility for overseeing district personnel. To support this effort, the Board shall approve a framework for sound hiring practices. The Superintendent shall nominate all personnel for employment, and the Board shall approve only those persons so recommended. Individuals who approach Board members regarding prospective employment shall be referred to the Superintendent or designee.

The Superintendent or designee shall assign and supervise the work of all employees and shall evaluate their work in accordance with all applicable collective bargaining agreements and any accountability systems approved by the Board. Additionally, the Superintendent or designee shall recommend disciplinary action which the Board may take against employees when warranted pursuant to Board policy, administrative regulations, and/or state or federal law.

The Superintendent or designee shall establish procedures whereby the Superintendent or designee will receive and consider employee suggestions and submit them, when appropriate, for consideration by the Board.

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 Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
Ed. Code 35020	Duties of employees fixed by governing board
Ed. Code 35035	Powers and duties of the superintendent; transfer authority
Ed. Code 35160	Authority of governing boards
Gov. Code 3540-3549.3	Educational Employment Relations Act

Management Resources	Description
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Policy 5000: Concepts And Roles

Status: ADOPTED

Original Adopted Date: 05/01/1985 | Last Revised Date: 11/01/2025 | Last Reviewed Date: 11/01/2025

The Governing Board desires to create a safe school environment and positive school climate that promotes student welfare and academic achievement. Additionally, the Board recognizes that student services offered by the district play an integral role in the academic achievement and emotional well-being of district students. In addition, the Board expects students to engage in learning opportunities offered by the district by demonstrating regular attendance and completing assigned work in a timely and diligent manner, while maintaining appropriate conduct and respect for others.

The Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and has high expectations for staff and student conduct, responsible behavior, and respect for others, in accordance with Board Policy 0450 - Comprehensive Safety Plan.

The Board is fully committed to providing equal educational opportunities and maintaining schools that are free from discrimination. The Board shall not tolerate the intimidation or harassment of any student for any reason, including discriminatory harassment, intimidation, and/or bullying, in accordance with Board Policy 0410 - Nondiscrimination in District Programs and Activities and Board Policy/Administrative Regulation 5145.3 - Nondiscrimination/Harassment.

The Superintendent or designee shall establish and inform parents/guardians and students about school and district rules and regulations related to attendance, health examinations, records, grades, and student conduct. When conducting hearings related to discipline, attendance, and other student matters, the Board shall afford students their due process rights in accordance with law and applicable Board policies and administrative regulations.

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 Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
CA Constitution Article I, Section 28	Declaration of rights
Ed. Code 35160	<u>Authority of governing boards</u>
Ed. Code 35160.1	Broad authority of school districts
Ed. Code 35291-35291.5	Rules

Management Resources	Description
Website	<u>CSBA District and County Office of Education Legal Services</u>

Cross References	Description
0410	<u>Nondiscrimination In District Programs And Activities</u>
0450	<u>Comprehensive Safety Plan</u>
0450	<u>Comprehensive Safety Plan</u>
3452	<u>Student Activity Funds</u>
5113	<u>Absences And Excuses</u>
5113	Absences And Excuses
5125	<u>Student Records</u>
5125	<u>Student Records</u>
5131	<u>Conduct</u>
5137	<u>Positive School Climate</u>
5144	Discipline

Policy 5020: Parent Rights And Responsibilities

Status: ADOPTED

Original Adopted Date: 02/01/1999 | Last Revised Date: 11/01/2025 | Last Reviewed Date: 11/01/2025

The Governing Board recognizes that parents/guardians of district students have certain rights as well as responsibilities related to the education of their children.

CSBA NOTE: Pursuant to Education Code 51101, each Governing Board is mandated to adopt policy, jointly developed with parents/guardians, including parents/guardians whose primary language is not English, that outlines how parents/guardians, school staff, and students may share the responsibility for continuing the intellectual, physical, emotional, and social development and well-being of students at each school site. Such policy is required to include (1) the means by which the school and parents/guardians may help students achieve academic and other standards of the school, (2) a description of the school's responsibility to provide a high-quality curriculum and instructional program in a supportive and effective learning environment that enables all students to meet the academic expectations of the school, and (3) the manner in which parents/guardians may support the learning environment of their children, including, but not limited to, the responsibilities as detailed in the accompanying administrative regulation.

The following should be revised, so long as done so in accordance with law, to reflect the policy jointly developed with parents/guardians.

The Board believes that the district's relationship with parents/guardians is one of mutual support and respect. The Superintendent or designee shall work with parents/guardians, including parents/guardians of English learners, to determine appropriate roles and responsibilities of parents/guardians for continuing the intellectual, physical, emotional, and social development and well-being of their students, including the means by which the district and parents/guardians can help their students achieve academic and other standards of the district.

Within this framework, the district's primary responsibility shall be to provide a high-quality curriculum and instructional program in a supportive and effective learning environment that enables all students to meet the academic expectations of the district.

Parents/guardians shall have the opportunity to work with schools in a mutually supportive and respectful partnership and to help their children succeed in school. (Education Code 51100)

The Superintendent or designee shall ensure that district staff understand the rights of parents/guardians afforded by law, Board policy, and administrative regulation, and follow acceptable practices that respect those rights.

CSBA NOTE: Districts are required to annually provide parents/guardians with notice of their rights pursuant to the Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g; 34 CFR 99.1-99.8). For more information regarding annual notifications to parents/guardians, see BP/E(1) 5145.6 - Parent/Guardian Notifications.

The Superintendent or designee shall ensure that parents/guardians receive notification regarding their rights, including, but not limited to, their rights in accordance with 20 USC 1232g and 34 CFR 99.1-99.8, the federal Family Educational Rights and Privacy Act (FERPA), and as specified in Board Policy/Exhibit (1) 5145.6 - Parent/Guardian Notifications.

CSBA NOTE: Districts are required to teach certain instructional content. For example, 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 includes people of all genders, Native Americans, African Americans, Latino Americans, Asian Americans, Pacific Islanders, European Americans, lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ) Americans, and members of other ethnic, cultural, religious, and socioeconomic status groups. Additionally, pursuant to Education Code 243 and 51501, the Board may not prohibit the continued use of an appropriately adopted textbook, instructional material, or curriculum on the basis that it contains inclusive or diverse perspectives

State law requires districts to provide parents/guardians notice and the opportunity to opt their students out of certain instruction, in some instances only based on religious beliefs and in other instances for any basis. For more information, see BP/AR 6142.1 -- Sexual Health And HIV/AIDS Prevention Instruction.

Additionally, in June 2025, the U.S. Supreme Court, in *Mahmoud v. Taylor*, held that the First Amendment prohibited a district from including LGBTQ storybooks as part of elementary school instruction without providing parents with notice and the ability to opt their students out of that instructional content on the grounds that the

storybooks substantially interfered with the religious development of their children. The court's reasoning may be interpreted to apply to other instructional content that parents/guardians could view as substantially interfering with the religious development of their children. In addition, the court's holding emphasized that the question of whether certain instructional content substantially interferes with the religious development of a student will always be fact-intensive. For more information, see BP/AR 6141.2 - Recognition of Religious Beliefs and Customs.

In light of Mahmoud and the existence of some statutorily required opt-outs and the requirement to teach certain content, it is recommended that districts consult CSBA's District and County Office of Education Legal Services or district legal counsel when determining the instructional content for which parents/guardians may opt their students out, creating opt-out procedures, and evaluating opt-out requests.

When required by law, Board policy, or administrative regulation, the district shall notify parents/guardians that they may request to opt their student out of certain instruction. Students for whom the district has approved the opt out shall be offered an alternative activity of similar educational value.

CSBA NOTE: Education Code 51101.1 provides that parents/guardians be afforded all rights pursuant to Education Code 51100-51140, regardless of English fluency, and grants additional rights for parents/guardians of English learners. See the accompanying administrative regulation.

Additionally, Education Code 51101.1 requires the district to take all reasonable steps to ensure that parents/guardians of English language learners are notified of the rights and opportunities available to them in English and in their home language pursuant to Education Code 48985. Education Code 48985 provides that 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 are required to also be written in the primary language and may be answered by the parent/guardian in either language.

In addition, Education Code 51101.1 encourages those districts with a substantial number of English learners to establish parent centers with district staff who can communicate with the parents/guardians and to encourage their participation in the district's educational programs.

The Superintendent or designee shall take all reasonable steps to ensure that all parents/guardians who speak a language other than English are properly notified in English, and in their home language, of the rights and opportunities available to them pursuant to Education Code 48985. (Education Code 51101.1)

The Superintendent or designee may establish a parent center at a school with a substantial number of students with a home language other than English, to encourage parent/guardian understanding of, and participation in, their children's educational programs. (Education Code 51101.1)

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 Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
Ed. Code 220.3	Prohibition of requiring employee or contractor to disclose information related to student's sexual orientation, gender identity, or gender expression
Ed. Code 243	Refusal of approval or prohibition of instructional materials
Ed. Code 33126	School accountability report card
Ed. Code 35291	Rules
Ed. Code 48070.5	Promotion and retention of students
Ed. Code 48985	Notices to parents/guardian in language other than English
Ed. Code 49091.10-49091.19	Parental review of curriculum and instruction
Ed. Code 49602	Counseling and confidentiality of student information
Ed. Code 51100-51140	Parent/guardian rights
Ed. Code 51204.5	History of California; contributions of people of all genders, ethnic, and cultural groups to development of state and nation
Ed. Code 51240	Excuse from health instruction due to conflicts with religious beliefs
Ed. Code 51501	Prohibited means of instruction; continued use of appropriately adopted materials

Regulation 5020: Parent Rights And Responsibilities

Status: ADOPTED

Original Adopted Date: 11/01/2002 | Last Revised Date: 11/01/2025 | Last Reviewed Date: 11/01/2025

Parent/Guardian Rights

CSBA NOTE: Education Code 49091.10-49091.19 and 51100-51102 specify explicit rights of parents/guardians regarding the education of their children, however, such rights may not conflict with a valid restraining order, protective order, or order for custody or visitation issued by a court. For more information about noncustodial parent rights, see BP 5021 - Noncustodial Parents.

Some of the rights specified in Education Code 49091.10-49091.19 and 51100-51102 may be addressed in other policies and regulations. However, districts may choose to adopt this separate section on parent/guardian rights in order to compile these provisions in one location as provided in the following optional section.

The rights of parents/guardians of district students include, but are not limited to, the following:

1. To observe, within a reasonable period of time after making the request, the classroom(s) in which their child is enrolled or for the purpose of selecting the school in which their child will be enrolled (Education Code 51101)

Parents/guardians may observe instructional and other school activities that involve their child in accordance with Board policy and administrative regulations adopted to ensure the safety of students and staff, prevent undue interference with instruction or harassment of school staff, and provide reasonable accommodation to parents/guardians. Upon written request by a parent/guardian, the Superintendent or designee shall arrange for parental observation of a class or activity in a reasonable time frame and in accordance with Board policy and administrative regulations. (Education Code 49091.10)

2. To meet, within a reasonable time of their request, with their child's teacher(s) and the principal (Education Code 51101)
3. Under the supervision of district employees, to volunteer their time and resources for the improvement of school facilities and school programs, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher (Education Code 51101)
4. To be notified on a timely basis if their child is absent from school without permission (Education Code 51101)
5. To receive the results of their child's performance and the school's performance on standardized tests and statewide tests (Education Code 51101)

For parents/guardians of English learners, this right shall include the right to receive the results of their child's performance on the English language development test. (Education Code 51101.1)

6. To request a particular school for their child and to receive a response from the district (Education Code 51101)
7. To have a school environment for their child that is safe and supportive of learning (Education Code 51101)

CSBA NOTE: 20 USC 1232h, the Protection of Pupil Rights Act, mandates that any district receiving funds from a program administered by the U.S. Department of Education adopt a policy regarding, among other things, the right of parents/guardians to inspect instructional materials. See BP/AR 5022 - Student and Family Privacy Rights for language implementing this mandate. It is recommended that districts with questions about the inspection of instructional materials consult CSBA's District and County Office of Education Legal Services or district legal counsel.

8. To examine the curriculum materials of the class(es) in which their child is enrolled (Education Code 51101; 20 USC 1232h)

Parents/guardians may inspect, in a reasonable time frame, all primary supplemental instructional materials and assessments including textbooks, teacher's manuals, films, audio and video recordings, and software, stored by the classroom teacher. (Education Code 49091.10)

Each school site shall make available to parents/guardians and others, upon request, a copy of the prospectus for each course, including the titles, descriptions and instructional aims of the course. (Education Code

49091.14)

The school may charge an amount not to exceed the cost of duplication if a hardcopy is created. (Education Code 49091.14)

CSBA NOTE: State law requires districts to provide parents/guardians notice and the opportunity to opt their students out of certain instruction, in some instances only based on religious beliefs and in other instances for any basis. For more information, see BP/AR 6142.1 -- Sexual Health And HIV/AIDS Prevention Instruction.

Additionally, in June 2025, the U.S. Supreme Court, in *Mahmoud v. Taylor*, held that the First Amendment prohibited a district from including lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ) storybooks as part of elementary school instruction without providing parents with notice and the ability to opt their students out of that instructional content on the grounds that the storybooks substantially interfered with the religious development of their children. The court's reasoning may be interpreted to apply to other instructional content that parents/guardians could view as substantially interfering with the religious development of their children. In addition, the court's holding emphasized that the question of whether certain instructional content substantially interferes with the religious development of a student will always be fact-intensive. For more information, see BP/AR 6141.2 - Recognition of Religious Beliefs and Customs.

In light of *Mahmoud* and the existence of some statutorily required opt-outs, and the requirement to teach certain content, it is recommended that districts consult CSBA's District and County Office of Education Legal Services or district legal counsel when determining the instructional content for which parents/guardians may opt their students out, creating opt-out procedures, and evaluating opt-out requests.

9. To be notified of the opportunity to opt their child out of certain instruction, as required by law (Education Code 51240, 51938)
10. To be informed of their child's progress in school and of the appropriate school personnel whom they should contact if problems arise with their child (Education Code 51101)
11. For parents/guardians of English learners, to support their child's advancement toward literacy (Education Code 51101.1)

The Superintendent or designee may make available, to the extent possible, surplus or undistributed instructional materials to parents/guardians pursuant to Education Code 60510. (Education Code 51101.1)

12. For parents/guardians of English learners, to be informed, through the school accountability report card, about statewide and local academic standards, testing programs, accountability measures, and school improvement efforts (Education Code 51101.1)

CSBA NOTE: Pursuant to Education Code 220.3, as added by AB 1955 (Ch. 95, Statutes of 2024), a district is prohibited from requiring an employee or contractor to disclose any information related to a student's sexual orientation, gender identity, or gender expression, including changing student records, to any other person without the student's consent unless otherwise required by state or federal law. For information regarding disclosure of student records, see BP/AR 5125 - Student Records. It is recommended that districts with questions regarding the disclosure of student records consult CSBA's District and County Office of Education Legal Services or district legal counsel.

13. To have access to the student records of their child (Education Code 51101)
14. To receive information concerning the academic performance standards, proficiencies, or skills their child is expected to accomplish (Education Code 51101)
15. To be informed in advance about school rules, including disciplinary rules and procedures in accordance with Education Code 48980, attendance policies, dress codes, and procedures for visiting the school (Education Code 51101)
16. To be notified, as early in the school year as practicable pursuant to Education Code 48070.5, if their child is identified as being at risk of retention, and of their right to consult with district personnel responsible for a decision to promote or retain their child and to appeal such a decision (Education Code 51101)
17. To receive notice and information about and to opt out of any psychological testing involving their child (Education Code 51101)

CSBA NOTE: 20 USC 1232h grants a parent/guardian the right to refuse to allow the parent/guardian's child to participate in a survey requesting personal information or information for marketing purposes. See AR 5022 - Student and Family Privacy Rights.

18. To receive notice and information about and to opt out of any assessment, analysis, evaluation, or monitoring of the quality or character of the student's home life, any form of parent/guardian screening or testing, any nonacademic home-based counseling program, parent/guardian training, or any prescribed family education service plan, and to inspect any survey collecting personal information (Education Code 49091.18; 20 USC 1232h)
19. To participate as a member of a parent advisory committee, school site council, or site-based management leadership team in accordance with any rules and regulations governing membership in these organizations (Education Code 51101)
 - For parents/guardians of English learners, this right shall include the right to participate in school and district advisory bodies in accordance with federal and state law and regulations. (Education Code 51101.1)
20. To question anything in their child's student record that the parent/guardian feels is inaccurate or misleading or is an invasion of privacy and to receive a response from the school (Education Code 51101)
21. To provide informed, written parental consent before their child is tested for a behavioral, mental, or emotional evaluation
 - A general consent, including medical consent used to approve admission to or involvement in a special education or remedial program or regular school activity, shall not constitute written consent for these purposes. (Education Code 49091.12)
22. For parents/guardians of English learners, to be given any required written notification, under any applicable law, in English and the student's home language pursuant to Education Code 48985 (Education Code 51101.1)

These rights shall be exercised in accordance with applicable Board policy and administrative regulation.

Parent Responsibilities

CSBA NOTE: Education Code 51101 requires that the policy adopted by the district include Items #1-7 below, except that Item #4 below has been expanded to include social media and other forms of online entertainment.

Parents/guardians may support the learning environment of their child by: (Education Code 51101)

1. Monitoring attendance of their child
2. Ensuring that homework is completed and turned in on time
3. Encouraging their child to participate in extracurricular and cocurricular activities
4. Monitoring and prohibiting or regulating the use of social media and other forms of online entertainment viewed by their child
5. Working with their child at home in learning activities that extend the classroom learning
6. Volunteering in their child's classroom(s) or for other school activities
7. Participating in decisions related to the education of their own child or the total school program, as appropriate

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 Governing 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 220.3

Description

Prohibition of requiring employee or contractor to disclose information related to student's sexual orientation, gender identity, or gender expression

Policy 5117: Interdistrict Attendance

Status: ADOPTED

Original Adopted Date: 12/01/2015 | Last Revised Date: 11/01/2025 | Last Reviewed Date: 11/01/2025

CSBA NOTE: The Education Code provides a number of options under which a district may enroll a student whose parent/guardian does not reside within district boundaries. Under an "interdistrict attendance permit" or "reciprocal agreement" pursuant to Education Code 46600-46610, a student may attend school in a different district when both the district of residence and the district of proposed attendance agree (Option 1 below). Alternatively, pursuant to Education Code 48300-48317, the Governing Board may declare the district to be a "school district of choice" willing to accept a specific number of interdistrict transfers into the district through a random selection process (Option 2 below). In order to maintain the integrity of the random selection process, it is recommended that a school district of choice not also accept transfers under the interdistrict attendance permit option except when extraordinary circumstances exist, as provided in Option 2 below. Districts that wish to use both sources of authority should consult CSBA's District and County Office of Education Legal Services or district legal counsel.

In addition to these options, pursuant to Education 48345, the Board is authorized, until July 1, 2029, to enter into an agreement with other local educational agencies (LEA) to offer courses and coursework to students from another LEA who have been impacted by disruptions or cancellations to specified courses, or teacher shortages to such courses. See "Instruction Collaboration Agreements," below.

Pursuant to Education Code 48204, a district may authorize a student whose parent/guardian is employed within district boundaries to attend a school in the district (Allen bill transfer); see AR 5111.1 - District Residency.

The Governing Board recognizes that parents/guardians of students who reside within the geographic boundaries of one district may, for a variety of reasons, desire to enroll their children in a school in another district. Student transfers into and out of the district shall be in accordance with law and as specified in this policy and accompanying administrative regulation.

OPTION 1: Interdistrict Attendance Agreements and Permits

CSBA NOTE: The following section is for use by districts that have entered into an agreement with one or more other districts to accept student transfers through interdistrict attendance permits pursuant to Education Code 46600-46610. Districts selecting this option should also select Option 1 in the accompanying administrative regulation.

The district may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of either district. (Education Code 46600)

CSBA NOTE: Education Code 46600 requires that the interdistrict attendance agreement specify the terms and conditions under which individual permits may be granted or denied. Additionally, pursuant to Education Code 46600, students who have been granted an interdistrict attendance permit are required to be allowed to continue to attend the school without having to reapply unless the agreement between the two districts contains specific agreed-upon standards for reapplication; see the accompanying administrative regulation. In addition, districts may include in the agreement the agreed-upon standards for revocation of students' interdistrict attendance. Examples of conditions that may result in revocation include falsification of information stated on the permit application, unsatisfactory attendance, continual disruption, or poor academic achievement.

The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. Additionally, it may contain standards agreed upon by both districts for reapplication and/or revocation of the student's permit. (Education Code 46600)

CSBA NOTE: Pursuant to Education Code 46600, it is the responsibility of the Superintendent or designee of the district of residence, subject to Board policies of the district of residence and terms of the agreement, to issue an individual permit verifying the district's approval of an interdistrict transfer out of the district. The permit shall become valid when endorsed by the Board's designee in the district of proposed enrollment.

See the accompanying administrative regulation for procedures to follow when the permit is denied.

When the request of a student seeking to transfer out of the district, or an individual permit verifying another district's approval for its student to transfer into the district, is received, the Superintendent or designee shall review, and approve or deny the request or permit based on the terms and conditions of the interdistrict attendance agreement.

OPTION 1 ENDS HERE

OPTION 2: School District of Choice Program

CSBA NOTE: The following section is for use by districts that elect to participate in the school district of choice program pursuant to Education Code 48300-48317. Pursuant to Education Code 48301, such a district must register as a school district of choice with the Superintendent of Public Instruction and County Board of Education before enrolling students under this option. Districts selecting this option should also select Option 2 in the accompanying administrative regulation.

SB 897 (Ch. 865, Statutes of 2024) repealed Education Code 48315 thereby extending the school district of choice program indefinitely.

The district has registered as a "school district of choice" in accordance with Education Code 48301.

The Board shall, by resolution, annually establish the number of students that will be accepted into the district through this program based on recommendations by the Superintendent or designee. Once established, the district shall accept all students who apply to transfer into the district until the district is at maximum capacity, as required pursuant to Education Code 48301.

CSBA NOTE: Education Code 48301 requires a random, unbiased process for selecting students who will be transferred through the school district of choice program and prohibits consideration of certain characteristics and factors in making the selections. Pursuant to Education Code 48301, family income may only be considered to the extent necessary to determine enrollment priority pursuant to Education Code 48306; see the accompanying administrative regulation.

Student transfer requests into the district shall be considered through an unbiased process that prohibits an inquiry into or evaluation or consideration of whether a student should be enrolled based upon the student's academic or athletic performance, physical condition, proficiency in English, any of the individual characteristics set forth in Education Code 200, or family income. (Education Code 48301)

If the number of transfer applications exceeds the number of transfers the Board has elected to accept, approval for transfer shall be determined by a random drawing held in public at a regularly scheduled Board meeting. (Education Code 48301)

CSBA NOTE: Because the school district of choice program requires a random selection process, it is recommended that participating districts not transfer students through the interdistrict attendance permit process described in Option 1 above, except under extraordinary circumstances. Such circumstances might include approving interdistrict attendance permits for students who are victims of an act of bullying. Such students are given priority for interdistrict attendance permits pursuant to Education Code 46600; see the accompanying administrative regulation.

Because the district admits students in accordance with the school district of choice program, the Superintendent or designee shall not approve a student's transfer into the district based on an individual interdistrict attendance permit, pursuant to Education Code 46600-46610, except under extraordinary circumstances.

The Superintendent or designee shall keep an accounting of all requests for transfer through the school district of choice program and a record of their disposition, including, but not limited to, all of the following: (Education Code 48313)

1. The number of requests granted, denied, or withdrawn and, for denied requests, the reason for the denial
2. The number of students transferred into and out of the district pursuant to this program

CSBA NOTE: Pursuant to Education Code 48313, as amended by SB 897, the accounting of requests for district of choice transfers is required to include foster youth and student experiencing homelessness status.

3. The race, ethnicity, gender, self-reported socioeconomic status, eligibility for free or reduced-price meals, foster youth status, student experiencing homelessness status, and the district of residence for each student transferred into or out of the district pursuant to this program
4. The number of students transferred into or out of the district pursuant to this program who are classified as English learners or students with disabilities

CSBA NOTE: Education Code 48311 authorizes, but does not require, a school district of choice to provide

transportation to participating students to the extent that the district provides transportation assistance to other students. See "Transportation" below. Item #5 may be deleted by districts that do not provide transportation.

5. As applicable, the number of students described in Items #3 and 4 above who are provided transportation assistance to a district school or program, and the total number of students provided transportation assistance, pursuant to the school district of choice program

The information specified in Items #1-5 above shall be reported to the Board at a regularly scheduled meeting. No later than October 15 of each year, the Superintendent or designee shall provide the same information for the current school year, as well as information regarding the district's status as a school district of choice in the upcoming school year, to each geographically adjacent school district, the county office of education, and the Superintendent of Public Instruction. (Education Code 48313)

CSBA NOTE: Pursuant to Education Code 48301, as amended by SB 897, compliance of all provisions of a district's school district of choice program are subject to the annual district audit conducted pursuant to Education Code 41020.

The district's compliance with all school district of choice program requirements shall be reviewed as part of the annual district audit conducted pursuant to Education Code 41020. (Education Code 48301)

OPTION 2 ENDS HERE

Instruction Collaboration Agreements

The district may, with Board approval, enter into an instruction collaboration agreement (ICA) with another school district, county office of education, or charter school for the district to offer the same or similar courses and coursework to students from another school district, county office of education, or charter school who have been impacted by any of the following: (Education Code 48345)

1. Disruptions or cancellations in science, technology, engineering, and mathematics (STEM) classes
2. Disruptions or cancellations in dual language immersion programs
3. Teacher shortages in STEM classes or dual language immersion programs

Prior to accepting students for classes for any of the reasons specified in Items #1-3 above, the Superintendent or designee shall, with Board approval, determine the maximum number of students that the district can accept for these purposes. The district shall accept students who apply until the district is at maximum capacity.

Students shall be transferred to this program through an unbiased process that prohibits an inquiry into, or evaluation or consideration of, whether a student should be authorized to participate in the course or coursework based upon the student's current academic or athletic performance, proficiency in English, physical condition, any of the individual characteristics specified in Education Code 200, or family income. If the number of applicants exceeds the number of seats available, the approval for participation shall be determined by a random public drawing at a regularly scheduled Board meeting. (Education Code 48345)

The Superintendent or designee shall publicly post information, including, but not limited to, applicable forms and timelines for submission pursuant to the ICA, to ensure that students and their families are aware of the opportunities to participate. (Education Code 48345)

CSBA NOTE: Pursuant to Education Code 48345, the average daily attendance attributable to a student participating in the instruction collaboration agreement shall remain with the LEA of origination for purposes of state apportionment.

When negotiating the ICA, the Superintendent or designee shall collaborate with the other participating local educational agencies to agree upon an appropriate shared cost structure. (Education Code 48345)

Transportation

CSBA NOTE: Districts are not required to provide transportation or transportation assistance to students transferred under an interdistrict attendance permit pursuant to Education Code 46600-46610, except that Education Code 46600 requires the district of enrollment to provide transportation assistance to a student who is eligible for free or reduced price meals and is either a child of an active military duty parent/guardian or a victim of

an act of bullying, as defined in Education Code 48900.

Pursuant to Education Code 48311, a school district of choice is authorized, but not required, to provide transportation assistance to the extent that the district otherwise provides transportation assistance to students.

Upon parent/guardian request, the district shall provide transportation assistance to a student receiving an interdistrict transfer who is eligible for free and reduced-price meals and is the child of an active duty military parent/guardian or a victim of bullying, as defined in Education Code 46600. (Education Code 46600)

Additionally, upon request of a student's parent/guardian, the Superintendent or designee may authorize transportation for any interdistrict transfer student to and from designated bus stops within the attendance area of the school that the student attends, if space is available.

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

State	Description
CA Constitution Article 1, Section 31	<u>Nondiscrimination on the basis of race, sex, color, ethnicity, or national origin</u>
Ed. Code 200	<u>Educational equity</u>
Ed. Code 41020	<u>Requirement for annual audit</u>
Ed. Code 46600-46611	<u>Interdistrict attendance agreements</u>
Ed. Code 48204	<u>Residency requirements for school attendance</u>
Ed. Code 48300-48317	<u>Student attendance alternatives; school district of choice program</u>
Ed. Code 48900	<u>Grounds for suspension or expulsion</u>
Ed. Code 48915	<u>Expulsion; particular circumstances</u>
Ed. Code 48915.1	<u>Expelled individuals; enrollment in another district</u>
Ed. Code 48918	<u>Rules governing expulsion procedures</u>
Ed. Code 48980	<u>Parent/Guardian notifications</u>
Ed. Code 48985	<u>Notices to parents/guardian in language other than English</u>
Ed. Code 52317	<u>Regional Occupational Center/Program; enrollment of students; interdistrict attendance</u>
Ed. Code 8151	<u>Apprentices; exemption from interdistrict attendance agreement</u>

Management Resources	Description
Attorney General Opinion	<u>84 Ops.Cal.Atty.Gen. 198 (2001)</u>
Attorney General Opinion	<u>87 Ops.Cal.Atty.Gen. 132 (2004)</u>
Court Decision	<u>Walnut Valley Unified School District v. the Superior Court of Los Angeles County (2011) 192 Cal.App.4th 234</u>
Court Decision	<u>Crawford v. Huntington Beach Union High School District (2002) 98 Cal.App.4th 1275</u>
Website	<u>CSBA District and County Office of Education Legal Services</u>
Website	<u>California Department of Education</u>
Website	<u>CSBA</u>

Cross References	Description
1312.3	<u>Uniform Complaint Procedures</u>
1312.3	<u>Uniform Complaint Procedures</u>
1312.3-E(1)	<u>Uniform Complaint Procedures</u>

Regulation 5117: Interdistrict Attendance

Status: ADOPTED

Original Adopted Date: 07/01/2012 | Last Revised Date: 11/01/2025 | Last Reviewed Date: 11/01/2025

CSBA NOTE: The district should select Option 1 and/or Option 2 below in accordance with the accompanying Board policy. For guidance on which option to select, see the accompanying Board policy.

OPTION 1: Interdistrict Attendance Agreements and Permits

CSBA NOTE: The following option is for use by districts that have entered into an agreement with one or more other school districts to accept transfers through the "interdistrict attendance permit" or "reciprocal agreement" process pursuant to Education Code 46600-46610. See Option 1 in the accompanying Board policy. In 87 Ops.Cal.Atty.Gen. 132 (2004), the Attorney General opined that districts could not charge students a fee for processing applications for interdistrict attendance.

In accordance with an agreement between the district and another district, a permit authorizing a student of either district to enroll in the other district may be issued upon approval of both districts.

The district shall post on its website the procedures and timelines for requesting an interdistrict transfer permit, including a link to Board Policy 5117 - Interdistrict Attendance. The posted information shall include, but is not limited to: (Education Code 46600.1, 46600.2)

1. The date upon which the district will begin accepting and processing interdistrict transfer requests for the following school year
2. The reasons for which the district may approve or deny a request, and any information or documents that must be submitted as supporting evidence
3. If applicable, the process and timelines by which a denial of a request may be appealed within the district before the district renders a final decision
4. A statement that failure of a parent/guardian to meet any timelines established by the district shall be deemed an abandonment of the request
5. Applicable timelines for processing a request, including the following statements:
 - a. For an interdistrict transfer request received by the district 15 or fewer calendar days before the commencement of instruction in the school year for which the transfer is sought, the district will notify the parent/guardian of its final decision within 30 calendar days from the date the request was received
 - b. For an interdistrict transfer request received by the district more than 15 days before the commencement of instruction in the school year for which the interdistrict transfer is sought, the district will notify the parent/guardian of its final decision as soon as possible, but no later than 14 calendar days after the commencement of instruction in the school year for which transfer is sought
6. The conditions under which an existing interdistrict transfer permit may be revoked or rescinded

CSBA NOTE: Education Code 46600 requires districts to give priority for interdistrict attendance permits to a student who is a victim of an act of bullying, as provided below. For this purpose, Education Code 48900(r) defines bullying to include, but not be limited to, bullying committed by means of an electronic act directed specifically toward the student. For more information regarding the definition of bullying, see AR 5144.1 - Suspension and Expulsion/Due Process.

Priority for interdistrict attendance shall be given to a student who has been determined, through an investigation by either the district of residence or district of proposed enrollment, to be a victim of an act of bullying, as defined in Education Code 48900(r), committed by a student of the district of residence. (Education Code 46600)

CSBA NOTE: Education Code 46600 requires districts to ensure that students who are victims of bullying or are children of active duty military parents/guardians be selected through an unbiased process that prohibits consideration of other specified characteristics.

Until the district is at maximum capacity, the district shall accept any student whose interdistrict transfer application is based on being the victim of an act of bullying or a child of an active duty military parent/guardian. The district shall ensure that such students are transferred through an unbiased process that prohibits an inquiry into or

evaluation or consideration of whether a student should be enrolled based on academic or athletic performance, physical condition, proficiency in English, family income, or any of the individual characteristics set forth in Education Code 220, including, but not limited to, race or ethnicity, gender, gender identity, gender expression, and immigration status. (Education Code 46600)

Additionally, the Superintendent or designee may approve an interdistrict attendance permit for a student for any of the following reasons when stipulated in the agreement:

CSBA NOTE: Optional Items #1-11 below should be revised and/or deleted to reflect district practice.

1. To meet the child care needs of the student, only as long as the student's child care provider remains within district boundaries
2. To meet the student's special mental or physical health needs as certified by a physician, school psychologist, or other appropriate school personnel
3. When the student has a sibling attending school in the receiving district, to avoid splitting the family's attendance
4. To allow the student to complete a school year when the student's parents/guardians have moved out of the district during that year
5. To allow the student to remain with a class graduating that year from an elementary, middle, or senior high school
6. To allow a high school senior to attend the same school attended as a junior, even if the student's family moved out of the district during the junior year
7. When the parent/guardian provides written evidence that the family will be moving into the district in the immediate future and would like the student to start the school year in the district
8. When the student will be living out of the district for one year or less
9. When recommended by the school attendance review board, or by county child welfare, probation, or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence
10. When there is valid interest in a particular educational program not offered in the district of residence
11. To provide a change in school environment for reasons of personal and social adjustment

CSBA NOTE: In 84 Ops.Cal.Atty.Gen. 198 (2001), the Attorney General opined that a lack of school facilities is a justifiable reason for denial of the interdistrict attendance permit request. However, according to the Attorney General, once the student is transferred, the district may not later deny the student continued attendance at a district school because of overcrowding. The following paragraph is based on this Attorney General opinion. It is recommended that districts consult CSBA's District and County Office of Education Legal Services or district legal counsel prior to removing an interdistrict transfer student currently attending the district.

The Superintendent or designee may deny initial requests for interdistrict attendance permits due to limited district resources, overcrowding of school facilities at the relevant grade level, or other considerations that are not arbitrary. However, once a student is transferred, the district shall not deny continued attendance because of overcrowded facilities at the relevant grade level.

If the transfer request is for a school year that begins within 15 calendar days of the receipt of the request, the Superintendent or designee shall notify the parent/guardian of the final decision within 30 calendar days of receiving the request. If the transfer request is for a school year that begins more than 15 calendar days after the receipt of the request, the parent/guardian shall be notified of the final decision as soon as possible, but no later than 14 calendar days after the commencement of instruction during that school year. (Education Code 46600.2)

CSBA NOTE: Education Code 46600.2 requires a district that denies a request for an interdistrict transfer to give written notice to the parent/guardian of the right to appeal to the County Board of Education.

Pursuant to Education Code 46601, parents/guardians may submit an appeal to the County Board within 30 calendar days of the district's final denial of the permit. The County Board then has 30 calendar days, unless extended by an additional five school days for good cause, to make its determination as to whether the student should be allowed to attend the district of proposed enrollment and the applicable period of attendance.

Pursuant to Education Code 46602, if the County Board determines that the student should be permitted to attend the district of proposed enrollment, the district is required to transfer the student without delay.

If a student's interdistrict transfer request is denied, the Superintendent or designee shall, in writing, notify the parents/guardians of their right to appeal to the County Board of Education within 30 calendar days from the date of the final denial. (Education Code 46600.2)

All notices to parents/guardians regarding the district's decision on any request for interdistrict transfer shall conform to the translation requirements of Education Code 48985, and may be provided by regular mail, electronic format if the parent/guardian provides an email address, or by any other method normally used to communicate with parents/guardians in writing. (Education Code 46600.2)

Pending a decision by the two districts or by the County Board on appeal, the Superintendent or designee may provisionally transfer a student who resides in another district for a period not to exceed two school months, provided the district is the district of proposed enrollment. If the decision has not been rendered by the conclusion of two school months and the districts or County Board is still operating within the prescribed timelines, the student shall not be allowed to continue attending the district school to which the student was provisionally transferred. (Education Code 46603)

Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or rescissions while expulsion proceedings are pending or during the term of the expulsion. (Education Code 46601)

Once a student is transferred to a school on the basis of an interdistrict attendance permit, the student shall not be required to reapply for an interdistrict transfer and shall be allowed to continue to attend the school of enrollment, unless reapplication standards are otherwise specified in the interdistrict attendance agreement. Existing interdistrict attendance permits shall not be rescinded after June 30 following a student's completion of grade 10 or for any student entering grade 11 or 12 in the subsequent school year. (Education Code 46600)

OPTION 1 ENDS HERE

OPTION 2: School District of Choice Program

CSBA NOTE: The following section is for use by districts that elect to participate in the school district of choice program pursuant to Education Code 48300-48317. See Option 2 in the accompanying Board policy.

Education Code 48301, as amended by SB 897 (Ch. 865, Statutes of 2024), expands the prohibition for school districts of choice from targeting communications regarding a school district of choice program to include individual parents/guardians or residential neighborhoods on the basis of a student's actual or perceived academic or athletic skill, proficiency in English, any of the individual characteristics set forth in Education Code 200, or family income.

The Superintendent or designee shall communicate with parents/guardians regarding transfer opportunities under the school district of choice program. Communications sent to parents/guardians shall be available in all languages for which translations are required pursuant to Education Code 48985, shall be factually accurate, and shall not target particular neighborhoods or individual parents/guardians on the basis of a child's actual or perceived academic or athletic skill, proficiency in English, family income, or any other individual characteristic specified in Education Code 200. (Education Code 48301, 48980)

The Superintendent or designee shall also make public announcements regarding district schools, programs, policies, and procedures, including transportation options if applicable, during the enrollment period. (Education Code 48312)

CSBA NOTE: The following optional paragraph reflects Education Code 48302, which encourages districts to hold informational meetings as described below, and may be revised to reflect district practice.

The Superintendent or designee may hold informational meetings on the district's current educational programs, so that parents/guardians can provide input to the district on methods to improve current programs and make informed decisions regarding their children's education. (Education Code 48302)

The process for student transfers into the district under the school district of choice program, including, but not

limited to, any applicable form, the timeline for a transfer, and an explanation of the selection process, shall be posted on the district's website. (Education Code 48301)

Parents/guardians shall submit applications for interdistrict attendance to the district office before January 1 of the school year preceding the school year for which the student is requesting to be transferred. The application deadline may be waived upon agreement between the district and the student's district of residence. (Education Code 48308)

The application deadline shall not apply to an application requesting a transfer if the parent/guardian with whom the student resides is enlisted in the military and was relocated by the military within 90 days prior to submitting the application. (Education Code 48308)

CSBA NOTE: Pursuant to Education Code 48308, as amended by SB 897, a school district of choice is required to notify a district of residence, no later than January 15, of the number and names of students from the district of residence, by school and grade level, requesting to be transferred for the following school year.

No later than January 15 of each year, the Superintendent or designee shall notify the district of residence of the number and names of students from the district of residence, by school and grade level, requesting to be transferred for the following school year. (Education Code 48308)

CSBA NOTE: Pursuant to Education Code 48305, if the district chooses to use existing entrance criteria for specialized schools or programs, then the criteria is required to be uniformly applied. The following optional paragraph is for use by districts that choose to use existing entrance criteria.

Any existing entrance criteria for specialized schools or programs shall be uniformly applied to all applicants. (Education Code 48305)

CSBA NOTE: Pursuant to Education Code 48303, a school district of choice may reject the transfer of a student if the transfer of that student would require the district to create a new program to serve that student, except that a district of choice may not reject the transfer of a student with a disability, an English learner, or, as amended by SB 897, a foster youth, or student experiencing homelessness.

The district may reject a transfer into the district under the school district of choice program if the transfer would require the district to create a new program to serve that student, except that the district shall not reject the transfer of a student with disabilities, an English learner, a foster youth, or a student experiencing homelessness. (Education Code 48303)

Whenever the number of transfer applications exceeds the number of interdistrict transfers that may be accepted as annually determined by the Governing Board, students accepted for transfer shall be selected by a random drawing held in public at a regularly scheduled Board meeting before February 15 of the school year preceding the school year for which the transfer is sought. (Education Code 48301)

Priority for transfer under the school district of choice program shall be granted as follows: (Education Code 48306)

1. First priority shall be given to siblings of students already in attendance in the district

CSBA NOTE: Pursuant to Education Code 48306, as amended by SB 897, second priority for transfer under the school district of choice program is expanded to include foster youth and students experiencing homelessness

2. Second priority shall be given to students eligible for free or reduced-price meals, foster youth, and students experiencing homelessness
3. Third priority shall be given to children of military personnel

No later than February 15 of the school year preceding the school year for which the student is requesting to be transferred, the Superintendent or designee shall notify the parent/guardian in writing whether the application has been provisionally accepted or rejected or of the student's position on any waiting list. (Education Code 48308)

If a student's application for transfer is accepted, the Superintendent or designee shall so notify the student's district of residence no later than February 15 of the school year preceding the school year for which the student is requesting to be transferred. (Education Code 48308)

The number of students accepted for transfer into the district, by school and grade level, shall be reported to the district of residence on or before February 15. (Education Code 48308)

CSBA NOTE: Education Code 48308, as amended by SB 897, expands the required notification to parents/guardians when the number of students requesting to transfer exceeds the district's capacity to include that the number of students exceeds the specific school or program to which the student applied.

If a student's application is denied, the Superintendent or designee shall notify the student's parents/guardians that the number of students requesting to transfer exceeded the district's capacity, or the specific school or program to which the student applied, and that the student was not selected during the random drawing. Such determination shall be accurately recorded in the minutes of the Board meeting at which the determination was made. (Education Code 48308)

For a student whose parent/guardian was relocated by the military less than 90 days prior to the submission of the application, the district shall make a final decision to accept or reject the application within 90 days of its receipt. If the student's application has been submitted less than 90 days prior to the beginning of the school year, then the district shall accept or deny the application before the school year begins. Upon acceptance, the student may immediately enroll in a district school. (Education Code 48308)

Vacancies may be filled from the waiting list until May 1 of the school year preceding the school year for which students are requesting to be transferred. (Education Code 48308)

The final number of students enrolled in the district through the school district of choice program, by school and grade level, along with the names of the students, shall be reported to the district of residence on or before May 1. (Education Code 48308)

CSBA NOTE: Education Code 48307, as amended by SB 897, requires the district to respond to a request from the county office of education (COE) to provide data regarding the number of students transferring into the district in order for the COE to determine, when requested by a district of residence with average daily attendance (ADA) of 50,000 or less, the percentage of students transferring out of the district of residence for the duration of the program. If the district does not provide such information to the COE within 30 days, the district is prohibited from accepting new student transfers under the district of choice program until the district complies with the request.

The Superintendent or designee shall, within 30 days, respond to any request by the county office of education to provide data regarding the number of students transferring into the district. (Education Code 48307)

Students who transfer into the district through the school district of choice program are deemed to have fulfilled district residency requirements pursuant to Education Code 48204. (Education Code 48301)

Final acceptance of the transfer is applicable for one school year and shall be renewed automatically each year unless the Board, by adoption of a resolution, withdraws from participation in the program and no longer accepts transfer students from other districts. (Education Code 48308)

CSBA NOTE: The following paragraph may be revised by districts that do not maintain high schools.

Even if the district withdraws from participation in the program, students who attended or received a notice of acceptance into the district before the Board's resolution of withdrawal shall be permitted to attend school in the district, and high school students who transfer into the district may continue attending school in the district until they graduate from high school. (Education Code 48307, 48308)

The district may accept any completed coursework, attendance, and other academic progress credited to an accepted student by any district(s) the student has previously attended and may grant academic standing to the student based upon the district's evaluation of the student's academic progress. (Education Code 48309)

The district may revoke a student's enrollment if the student is recommended for expulsion pursuant to Education Code 48918. (Education Code 48309)

OPTION 2 ENDS HERE

Transfers Out of the District

CSBA NOTE: The following optional section is for use by all districts.

A student whose parent/guardian is in active military duty shall not be prohibited from transferring out of the district, provided the school district of proposed enrollment approves the application for transfer. (Education Code 46600, 48307)

CSBA NOTE: Pursuant to Education Code 46600, the district may not prohibit a transfer out of the district for a victim of bullying if the district has only one school offering the student's grade level and thus is unable to grant an intradistrict transfer.

If the district is unable to provide an intradistrict transfer to a student who is a victim of an act of bullying, as defined in Education Code 46600, the district shall not prohibit the student from transferring out of the district if the district of proposed enrollment approves the application for transfer. (Education Code 46600)

The district may limit transfers out of the district to a school district of choice under any of the following circumstances: (Education Code 48307)

CSBA NOTE: Pursuant to Education Code 48307, as amended by SB 897, even if a district has not designated itself as a school district of choice, it has the authority pursuant to Education Code 48307 to limit the number of students transferring out of the district into other districts that have designated themselves as school districts of choice. A district with an ADA of more than 50,000 may annually limit the number of such transfers to one percent of its ADA for the first principal apportionment for the prior fiscal year. A district with an ADA of 50,000 or less may limit the number of such transfers to three percent of its ADA for the first principal apportionment for the prior fiscal year and may limit the maximum number of such transfers for the duration of the program to 10 percent of the ADA for that period. In *Walnut Valley Unified School District v. Superior Court of Los Angeles County*, the appellate court held that the 10 percent cap on outbound transfers "for the duration of the program" should be based on the district's ADA over the entire life of the district of choice program (i.e., from the program's inception in 1994 until the present day).

Education Code 48308, as amended by SB 897, requires the district of residence to, by no later than February 15, notify the district of choice of the total number and names of students requesting to be transferred that exceed the number of students for which the district of residence is authorized to limit the transfer.

The district may revise Item #1 to reflect the applicable percentage in Education Code 48307 based on its ADA.

1. The number of student transfers out of the district to a school district of choice has reached the limit specified in Education Code 48307 based on the district's average daily attendance

CSBA NOTE: Education Code 48307, as amended by SB 897, expands the authorization for a district of residence to limit the number of students who transfer out of the district in a fiscal year if the most recent budget certification completed by the County Superintendent of Schools is a qualified status.

2. The County Superintendent of Schools has given the district a qualified or negative budget certification or has determined that the district will not meet the state's standards and criteria for fiscal stability in the subsequent fiscal year exclusively as a result of student transfers from this district to a school district of choice

CSBA NOTE: Item #3 is optional and should be revised to reflect district practice. Education Code 48307 authorizes the district to prohibit a transfer out of the district under the school district of choice program if the Governing Board determines that the transfer would negatively impact a court-ordered desegregation plan, a voluntary desegregation plan, or the racial and ethnic balance of the district. Education Code 48307 provides that denial of transfers on the basis of a voluntary desegregation plan or the racial and ethnic balance of the district must be consistent with the constitutional provisions added by Proposition 209 in 1996 (California Constitution, Article 1, Section 31). It is recommended that districts consult CSBA's District and County Office of Education Legal Services or district legal counsel before adopting policy to allow denial of transfers on either of these bases.

3. The Board determines that the transfer would negatively impact any of the following: (Education Code 48307)
 - a. A court-ordered desegregation plan
 - b. A voluntary desegregation plan of the district, consistent with the California Constitution, Article 1, Section 31
 - c. The racial and ethnic balance of the district, consistent with the California Constitution, Article 1, Section 31

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 Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter

Policy 5138: Conflict Resolution/Peer Mediation

Status: ADOPTED

Original Adopted Date: 07/01/1999 | Last Revised Date: 11/01/2025 | Last Reviewed Date: 11/01/2025

CSBA NOTE: Research indicates that school-based conflict resolution/peer mediation programs effectively reduce violence and promote safe learning environments at schools. Districts that have integrated conflict resolution/peer mediation programs into existing disciplinary procedures have reported reductions in suspensions, expulsions, and student-to-student conflict. Additionally, conflict resolution/peer mediation programs can help to promote personal responsibility and citizenship among students.

The following optional policy may be used by districts wishing to encourage the development of conflict resolution/peer mediation programs at the school site.

To promote student safety and contribute to the maintenance of a positive school climate, the Governing Board encourages the development of school-based conflict resolution and peer mediation programs designed to help students learn constructive ways of handling conflict. The Board believes that such programs can reduce violence and promote communication, personal responsibility, and problem-solving skills among students.

Conflict resolution and peer mediation programs may be considered as part of each school's comprehensive safety plan and incorporated into other district discipline procedures as appropriate. Such programs shall not supplant the authority of district staff to take appropriate action as necessary to prevent violence, ensure student safety, maintain order in the school, and institute disciplinary measures.

Such programs may incorporate peer mediation strategies in which selected student volunteers are specifically trained to work with their peers in resolving conflicts. This training may involve effective communication and listening, critical thinking, problem-solving processes, and the use of negotiation to find mutually acceptable solutions. Additionally, the training may address the ethical and social development of students, respect for diversity, and interpersonal and behavioral skills.

CSBA NOTE: It is important that students voluntarily enter the mediation process in order to secure acceptance of the program. Confidentiality by all involved parties, including the program coordinator, is essential in maintaining the integrity of the peer mediation program.

Participation in a peer mediation program by a student engaged in a conflict shall be voluntary and kept confidential by all parties involved.

In developing a conflict resolution and/or peer mediation program, school-site teams shall address, as appropriate:

1. The grade levels and courses in which the conflict resolution curriculum shall be delivered
2. Staff development related to the implementation of the curriculum and modeling of appropriate behaviors and communication skills
3. The selection of peer mediators involving, to the extent possible, a cross-section of students in terms of grade, gender, race, ethnicity, and socioeconomic status, and including some students who exhibit negative leadership among peers
4. Training and support for peer mediators, including training in mediation processes and in the skills related to understanding conflict, communicating effectively and listening
5. The process for identifying and referring students to the peer mediation program
6. The types of conflicts suitable for peer mediation
7. Expectation for confidentiality regarding who participated, what was discussed, and how any conflict was resolved
8. Scheduling and location of peer mediation sessions
9. Methods of obtaining and recording agreement from all disputants
10. The appropriate involvement of parents/guardians, the community, and staff, including counseling/guidance and security staff

11. Communications to students, parents/guardians, and staff regarding the availability of the program
12. Methods of following up with students to determine the effectiveness of the process
13. Development of assessment tools to periodically evaluate the success of the program including, but not limited to, measurements of whether there has been a reduction in violence at the school and whether the school's suspension rates have fallen since the program has been introduced
14. Selection of and requirements to train as peer mediators

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 Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

CA Constitution Article 1, Section 28
Ed. Code 32280-32289.5
Ed. Code 32295.5
Ed. Code 35291-35291.5
Ed. Code 44807
Ed. Code 51240

Description

[Right to safe schools](#)
[School safety plans](#)
[Teen court programs](#)
Rules
[Teachers' duty concerning conduct of students](#)
[Excuse from instruction due to religious beliefs](#)

Management Resources

Court Decision
Court Decision
Website
Website

Description

S.E. v Grey 782 F.Supp.3d 939 (S.D. Cal 2025)
Mahmoud v. Taylor (2025) 606 U.S. ____ (2025 WL 1773627)
[CSBA District and County Office of Education Legal Services](#)
[California Department of Education, Safe Schools](#)

Cross References

0450
0450
1313
3515
3515
4131
4231
5116.2
5125
5125
5131
5131.1
5131.1
5131.2
5131.2
5131.4
5131.4

Description

[Comprehensive Safety Plan](#)
Comprehensive Safety Plan
[Civility](#)
[Campus Security](#)
[Campus Security](#)
[Staff Development](#)
[Staff Development](#)
[Involuntary Student Transfers](#)
[Student Records](#)
[Student Records](#)
Conduct
[Bus Conduct](#)
[Bus Conduct](#)
[Bullying](#)
[Bullying](#)
[Student Disturbances](#)
[Student Disturbances](#)

Policy 6020: Parent Involvement

Status: ADOPTED

Original Adopted Date: 06/01/1996 | Last Revised Date: 11/01/2025 | Last Reviewed Date: 11/01/2025

CSBA NOTE: Education Code 11503 and 20 USC 6318 mandate each district receiving federal Title I, Part A, funds to have a written parent/guardian and family engagement policy developed jointly with and agreed upon by parents/guardians and family members of participating students. Education Code 11504 mandates districts to adopt a policy on parent/guardian involvement applicable to each school that does not receive Title I funds. The following policy and accompanying administrative regulation contain language satisfying both mandates and should be revised to reflect whether the district receives Title I funds.

Additionally, Education Code 51101 mandates policy for all districts addressing the manner in which parents/guardians, school staff, and students may share responsibility for continuing the intellectual, physical, emotional, and social development and well-being of students; see BP/AR 5020 - Parent Rights and Responsibilities for language fulfilling this mandate.

The U.S. Department of Education's June 2025 Dear Colleague Letter provides school choice guidance and explains how states can use federal funds to both expand education choice and turn around underperforming schools. The letter provides specific examples of ways in which districts can offer choice to enable parents/guardians to make decisions that best meet the educational needs of their student, such as offering a range of activities from which parents/guardians are able to choose, dual enrollment opportunities, academic tutoring programs, and career and technical education activities. Additionally, districts may, unless any part of Title I allocations are reserved for public school choice, use Elementary and Secondary Education Act funds for any activity that it determines will help a school identified for comprehensive support and improvement, targeted support and improvement due to consistently underperforming subgroups, and additional targeted support and improvement to improve student outcomes, such as offering public school choice as part of its support and improvement plan and providing parents/guardians with information about such choice.

For best practices in implementing parent/guardian and family engagement programs, see the California Department of Education's, "Family Engagement Framework: A Tool for California School Districts."

The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent/guardian involvement in the education of their children contributes greatly to student achievement and a positive school environment.

The Superintendent or designee shall work with parents/guardians and family members to jointly develop and implement this policy, and the programs established by this policy, and to propose revisions to this policy, as needed. Additionally, the Superintendent or designee shall meaningfully involve parents/guardians and family members in district and school activities at all grade levels; advisory, decision-making, and advocacy roles; and activities to support learning at home. (Education Code 11500-11504, 51101; 20 USC 6318)

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available for them to do so, in accordance with Board Policy/Administrative Regulation 5020 - Parents Rights and Responsibilities.

The district's local control and accountability plan (LCAP) shall include goals and strategies for parent/guardian involvement and family engagement, including district efforts to seek parent/guardian input in district and school site decision making and to promote parent/guardian participation in programs for English learners, foster youth, students eligible for free and reduced-price meals, and students with disabilities. (Education Code 42238.02, 52060)

The Board shall establish and convene a parent advisory committee (PAC), and, as applicable, an English learner parent advisory committee (ELPAC) to review and comment on the LCAP, in accordance Board Policy 0460 - Local Control and Accountability Plan, including the use of federal funds and how funds will be allocated for parent/guardian involvement activities as well as activities related to increasing student achievement.

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent/guardian and family engagement efforts, including, but not limited to, input from parents/guardians, family members, and school staff on the adequacy of parent/guardian involvement opportunities and on barriers that may inhibit participation.

Title I Schools

CSBA NOTE: The following section is for use by districts that receive Title I funds. 20 USC 6318 mandates that such districts develop, jointly with parents/guardians and family members of participating students, policy which establishes expectations and objectives for meaningful parent/guardian and family involvement and describes how the district will address specified components. See the accompanying administrative regulation for the required components and optional strategies for addressing each component.

State law (Education Code 11503) also mandates procedures to ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the Title I parent/guardian and family engagement program.

The Superintendent or designee shall involve parents/guardians and family members in establishing district expectations and objectives for meaningful parent/guardian and family engagement in schools supported by Title I funding; developing strategies that describe how the district will carry out each activity listed in 20 USC 6318; and implementing and evaluating such programs, activities, and procedures. The Superintendent or designee shall implement these obligations in accordance with the accompanying administrative regulation. As appropriate, the Superintendent or designee shall conduct outreach to all parents/guardians and family members. (Education Code 11503; 20 USC 6318)

CSBA NOTE: The following paragraph is for use by districts that receive more than \$500,000 in Title I, Part A funding. Pursuant to 20 USC 6318, the Governing Board is required to reserve at least one percent of the district's Title I funding to carry out parent/guardian and family engagement activities, provided that one percent of the allocation received by the district totals more than \$5,000.

When the district's Title I, Part A allocation exceeds the amount specified in 20 USC 6318, the Board shall reserve at least one percent of the funding to implement parent/guardian and family engagement activities and distribute at least 90 percent of those reserved funds to eligible schools, with priority given to high-need schools as defined in 20 USC 6631. The Superintendent or designee shall involve parents/guardians and family members of participating students in decisions regarding how the district's Title I funds will be allotted for parent/guardian and family engagement activities. (20 USC 6318)

CSBA NOTE: 20 USC 6318 identifies allowable uses of the Title I funds reserved for parent/guardian and family engagement, as provided below. These uses are consistent with the activities that are required to be addressed in the district's parent/guardian and family engagement policy, as described in the accompanying administrative regulation.

Expenditures of such funds shall be consistent with the activities specified in this Board policy and shall include at least one of the following: (20 USC 6318)

1. Support for schools and nonprofit organizations in providing professional development for district and school staff regarding parent/guardian and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents/guardians and family members
2. Support for programs that reach parents/guardians and family members at home, in the community, and at school
3. Dissemination of information on best practices focused on parent/guardian and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents/guardians and family members
4. Collaboration, or the provision of subgrants to schools to enable collaboration, with community-based or other organizations or employers with a record of success in improving and increasing parent/guardian and family engagement
5. Any other activities and strategies that the district determines are appropriate and consistent with this policy

CSBA NOTE: The following paragraph is for use by districts that receive funds under federal Title IV, Part E (20 USC 7241-7246), and should be deleted by districts that do not receive such funds.

To coordinate and enhance family engagement programs, the Superintendent or designee shall inform parents/guardians and organizations of the existence of Title IV. (20 USC 6318)

CSBA NOTE: Pursuant to 20 USC 6318, the district's parent/guardian and family engagement policy is required to be incorporated into the district's Title I LEA plan. In California, all the requirements of the LEA plan are addressed

in an addendum to the local control and accountability plan (LCAP). For more information related to LCAP requirements, see BP 0460 - Local Control and Accountability Plan.

The district's Board policy and administrative regulation containing parent/guardian and family engagement strategies shall be incorporated into the district's LCAP in accordance with 20 USC 6312. (20 USC 6318)

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent/guardian and family engagement policy in accordance with 20 USC 6318.

District and school-level parent/guardian and family engagement policies and administrative regulations shall be distributed to parents/guardians of students participating in Title I programs and shall be available to the local community. Parents/guardians shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand. (20 USC 6318)

As required by law, the Superintendent or designee shall annually attend a regular meeting of the PAC or ELPAC, if applicable, to receive input and feedback on topics that support student achievement and programs that reach parents/guardians and family members at home, in the community, and at school. (20 USC 6318)

Non-Title I Schools

CSBA NOTE: The following section is for use by districts that do not receive any Title I funds or that have one or more individual schools that do not receive Title I funds. Education Code 11504 mandates the Board to adopt a policy on parent/guardian involvement, applicable to each school that does not receive Title I funds, that is consistent with the purposes and goals in Education Code 11502. See the accompanying administrative regulation for information about these goals and sample strategies for addressing each goal.

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502. (Education Code 11504)

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 Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 18275	<u>Child care and development programs; parent involvement and education</u>
Ed. Code 11500-11505	<u>Programs to encourage parent/guardian involvement</u>
Ed. Code 48985	<u>Notices to parents/guardian in language other than English</u>
Ed. Code 51101	<u>Parents Rights Act of 2002</u>
Ed. Code 52060-52077	<u>Local control and accountability plan</u>
Ed. Code 54444.1-54444.2	<u>Parent advisory councils; services to migrant children</u>
Ed. Code 56190-56194	<u>Community advisory committee; special education</u>
Ed. Code 64001	<u>School plan for student achievement; consolidated application programs</u>
Lab. Code 230.8	<u>Time off to visit child's school</u>
Federal	Description
20 USC 6311	<u>State plan</u>
20 USC 6312	<u>Local educational agency plan</u>
20 USC 6314	<u>Schoolwide programs</u>
20 USC 6318	<u>Parent/guardian and family engagement</u>
20 USC 6631	<u>Teacher and school leader incentive program; purposes and definitions</u>
28 CFR 35.104	<u>Definitions, auxiliary aids and services</u>
28 CFR 35.160	<u>Effective communications for individuals with disabilities</u>

Regulation 6020: Parent Involvement

Status: ADOPTED

Original Adopted Date: 08/01/2006 | Last Revised Date: 11/01/2025 | Last Reviewed Date: 11/01/2025

CSBA NOTE: The following administrative regulation contains parent/guardian and family engagement strategies that meet legal requirements applicable to districts and schools that do and do not receive federal Title I funds. The district should use and adapt the section(s) applicable to its circumstances. If desired, the district may develop one set of strategies applicable to all schools, provided that all the provisions required by law for both types of schools are included.

District Strategies for Title I Schools

CSBA NOTE: The following section is for use by districts that receive Title I, Part A, funds. 20 USC 6318 mandates that such districts develop a policy, jointly with and agreed upon by parents/guardians and family members of participating students, that describes the means by which the district will address the components specified in Items #1-6 below. Under each required component below are optional strategies for addressing the component, which should be modified to reflect the specific strategies jointly developed by the district and the parents/guardians and family members of participating students. In the state's Federal Program Monitoring process, California Department of Education (CDE) staff will check to ensure that the district has identified such strategies.

To ensure that parents/guardians and family members of students participating in Title I programs are provided with opportunities to be involved in their children's education, the district shall:

CSBA NOTE: Pursuant to 20 USC 6318, districts are required to involve parents/guardians and family members in the development of the Title I local educational agency (LEA) plan described in 20 USC 6312. For more information regarding Title I program requirements and LEA plans, see BP 6171 - Title I Programs. In California, all the requirements of the LEA plan are addressed in an addendum to the local control and accountability plan (LCAP). See BP 0460 - Local Control and Accountability Plan for further information about the development of the LCAP, including requirements for consultation with parents/guardians and other stakeholders and for the establishment of a parent advisory committee and English learner parent advisory committee.

1. Involve parents/guardians and family members in the joint development of a district plan that meets the requirements of 20 USC 6312 and in the development of school support and improvement plans pursuant to 20 USC 6311 (20 USC 6318)

The Superintendent or designee may:

- a. Invite input on the plan from other district committees and school site councils
 - b. Communicate with parents/guardians through the district newsletter, website, or other methods regarding the plan and the opportunity to provide input
 - c. Provide copies of working drafts of the plan to parents/guardians in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand
 - d. Ensure that there is an opportunity at a public Governing Board meeting for public comment on the plan prior to the Board's approval of the plan or revisions to the plan
 - e. Ensure that school-level policies on parent/guardian and family engagement address the role of school site councils and other parents/guardians as appropriate in the development and review of school plans
2. Provide coordination, technical assistance, and other support necessary to assist and build the capacity of Title I schools in planning and implementing effective parent/guardian and family engagement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations or individuals with expertise in effectively engaging parents/guardians and family members in education (20 USC 6318)

The Superintendent or designee may:

- a. Assign district personnel to serve as a liaison to the schools regarding Title I parent/guardian and family engagement issues

- b. Identify funding and other resources, including community resources and services, that may be used to strengthen district and school parent/guardian and family engagement programs
 - c. Provide training for the principal or designee of each participating school regarding Title I requirements for parent/guardian and family engagement, leadership strategies, and communication skills to assist in facilitating the planning and implementation of related activities
 - d. With the assistance of parents/guardians, provide information and training to teachers and other staff regarding effective parent/guardian involvement practices and legal requirements
 - e. Provide information to schools about the indicators and assessment tools that will be used to monitor progress
3. To the extent feasible and appropriate, coordinate and integrate Title I parent/guardian and family engagement strategies with parent/guardian and family engagement strategies of other relevant federal, state, and local programs and ensure consistency with federal, state, and local laws (20 USC 6318)

The Superintendent or designee may:

- a. Identify overlapping or similar program requirements
 - b. Involve district and school site representatives from other programs to assist in identifying specific population needs
 - c. Schedule joint meetings with representatives from related programs and share data and information across programs
 - d. Develop a cohesive, coordinated plan focused on student needs and shared goals
4. Conduct, with meaningful involvement of parents/guardians and family members, an annual evaluation of the content and effectiveness of the parent/guardian and family engagement policy in improving the academic quality of the schools served by Title I, including identification of: (20 USC 6318)
- a. Barriers to greater participation in parent/guardian and family engagement activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
 - b. The needs of parents/guardians and family members, so they can better assist with their children's learning and engage with school personnel and teachers
 - c. Strategies to support successful school and family interactions

The Superintendent or designee may:

- a. Use a variety of methods, such as focus groups, surveys, and workshops, to evaluate the satisfaction of parents/guardians and staff with the quality and frequency of district communications
- b. Gather and monitor data regarding the number of parents/guardians and family members participating in district activities and the types of activities in which they are engaged
- c. Recommend to the Board measures to evaluate the impact of the district's parent/guardian and family engagement efforts on student achievement

CSBA NOTE: Although it is not mandated to be included in the district's policy or regulation, the following paragraph reflects a legal requirement of Education Code 11503 pertaining to evaluation of the district's parent/guardian involvement efforts.

The Superintendent or designee shall notify parents/guardians of this review and assessment through regular school communications mechanisms and shall provide a copy of the assessment to parents/guardians upon their request. (Education Code 11503)

5. Use the findings of the evaluation conducted pursuant to Item #4 above to design evidence-based strategies for more effective parent/guardian and family involvement and, if necessary, to revise the

parent/guardian and family engagement policy (20 USC 6318)

The Superintendent or designee may:

- a. Analyze data from the evaluation to identify parent/guardian and family engagement activities that have been successful and those activities that have had lower participation or less meaningful involvement by parents/guardians
 - b. Analyze parent/guardian and family participation to determine the level of participation by traditionally underrepresented groups
 - c. With the involvement of parents/guardians, recommend and draft proposed policy revisions to submit to the Board for consideration
6. Involve parents/guardians in the activities of schools served by Title I, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents/guardians or family members served by the district to adequately represent the needs of the population served by the district for the purposes of developing, revising, and reviewing the parent/guardian and family engagement policy (20 USC 6318)

The Superintendent or designee may:

- a. Include information about school activities in district communications to parents/guardians and family members
- b. To the extent practicable, assist schools with translation services or other accommodations needed to encourage participation of parents/guardians and family members
- c. Establish processes to encourage parent/guardian input regarding their expectations and concerns for their children

Additionally, the district shall promote the effective involvement of parents/guardians and support a partnership among the school, parents/guardians, and the community to improve student achievement by implementing the actions specified in Item #7 of "School-Level Policies for Title I Schools," below. (20 USC 6318)

School-Level Policies for Title I Schools

CSBA NOTE: The following section is for use by districts that receive federal Title I, Part A funds. 20 USC 6318 requires that each individual school receiving Title I funds have a written parent/guardian and family engagement policy, developed jointly with and agreed upon by parents/guardians and family members of participating students, that describes the means for carrying out the requirements of 20 USC 6318(c) through (f), reflected in Items #1-8 below. The following section lists the required components but does not include specific strategies since those should be added by each school. Schools may also use a template available on CDE's website, "Title I School-Level Parental Involvement Policy," to develop the school-level policy.

At each school receiving Title I funds, a written policy on parent/guardian and family engagement shall be developed jointly with the parents/guardians and family members of participating students. The school policy shall describe the means by which the school will: (20 USC 6318)

1. Convene an annual meeting, at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, in order to inform parents/guardians of their school's participation in Title I and to explain Title I requirements and the right of parents/guardians to be involved
2. Offer a flexible number of meetings, such as meetings in the morning or evening, for which related transportation, child care, and/or home visits may be provided as such services relate to parent/guardian involvement

CSBA NOTE: As provided in Item #3 below, 20 USC 6318 requires parent/guardian involvement in the development of the comprehensive plan required by 20 USC 6314 for schoolwide programs. Education Code 64001 requires that this plan be incorporated into the school plan for student achievement (SPSA) covering all categorical programs in the state's consolidated application. For further information about the development of this plan, see AR 6171 - Title I Programs and BP/AR 0420 - School Plans/Site Councils.

3. Involve parents/guardians in an organized, ongoing, and timely way in the planning, review, and improvement

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of Title I programs, including the planning, review, and improvement of the school's parent/guardian and family engagement policy and, if applicable, the joint development of the plan for schoolwide programs pursuant to 20 USC 6314

The school may use an existing process for involving parents/guardians in the joint planning and design of the school's programs provided that the process includes adequate representation of parents/guardians of participating students.

4. Provide the parents/guardians of participating students all of the following:
 - a. Timely information about Title I programs
 - b. A description and explanation of the school's curriculum, forms of academic assessment used to measure student progress, and the achievement levels of the state academic standards
 - c. If requested by parents/guardians, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions related to their children's education. The district shall respond to any such suggestions as soon as practicably possible.
5. If the schoolwide program plan is not satisfactory to the parents/guardians of participating students, submit any parent/guardian comments when the school makes the plan available to the district

CSBA NOTE: 20 USC 6318 requires Title I schools to develop a school-parent compact as provided in Item #6 below. U.S. Department of Education non-regulatory guidance, "Parental Involvement: Title I, Part A," provides a sample template that schools may use in the development of the school-parent compact.

6. Jointly develop with the parents/guardians of participating students a school-parent compact that outlines how parents/guardians, the entire school staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents/guardians will build a partnership to help students achieve state standards

This compact shall address:

- a. The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state's challenging academic achievement standards
- b. Ways in which parents/guardians will be responsible for supporting their children's learning, volunteering in the classroom, and participating, as appropriate, in decisions related to their children's education and the positive use of extracurricular time
- c. The importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:
 - i. Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the student's achievement
 - ii. Frequent reports to parents/guardians on their children's progress
 - iii. Reasonable access to staff, opportunities to volunteer and participate in their child's classroom, and observation of classroom activities
 - iv. Regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand
7. Promote the effective involvement of parents/guardians and support a partnership among the school, parents/guardians, and the community to improve student achievement through the following actions:
 - a. Assist parents/guardians, as appropriate, in understanding such topics as the state academic standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children

- b. Provide parents/guardians with materials and training, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to help them work with their children to improve their children's achievement
- c. With the assistance of parents/guardians, educate teachers, specialized instructional support personnel, principals and other school leaders, and other staff, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools
- d. To the extent feasible and appropriate, coordinate and integrate parent/guardian involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents/guardians in fully participating in their children's education
- e. Ensure that information related to school and parent/guardian programs, meetings, and other activities is sent to the parents/guardians of participating students in a format and, to the extent practicable, in a language the parents/guardians can understand
- f. Provide other such reasonable support for parent/guardian involvement activities as parents/guardians may request

CSBA NOTE: Items #7a-q below are optional and should be revised to reflect district practice. Items #7a-h are authorized, but not required, by 20 USC 6318.

In addition, the school plan may include strategies to:

- a. Involve parents/guardians in the development of training for teachers, principals, and other educators to improve the effectiveness of such training
- b. Provide necessary literacy training, using Title I funds if the district has exhausted all other reasonably available sources of funding for such training
- c. Pay reasonable and necessary expenses associated with parent/guardian involvement activities, including transportation and child care costs, to enable parents/guardians to participate in school-related meetings and training sessions
- d. Train parents/guardians to enhance the involvement of other parents/guardians
- e. ~~Arrange school meetings at a variety of times or, when parents/guardians are unable to attend~~ such conferences, conduct in-home conferences between parents/guardians and teachers or other educators who work directly with participating students, in order to maximize parent/guardian involvement and participation
- f. Adopt and implement model approaches to improving parent/guardian involvement
- g. Establish a parent advisory council to provide advice on all matters related to parent/guardian involvement in Title I programs
- h. Develop appropriate roles for community-based organizations and businesses in parent/guardian involvement activities
- i. Make referrals to community agencies and organizations that offer literacy training, parent/guardian education programs, and/or other services that help to improve the conditions of parents/guardians and families
- j. Provide a master calendar of district/school activities and meetings
- k. Provide information about opportunities for parent/guardian and family engagement through the district newsletter, website, or other written or electronic means
- l. Engage parent-teacher organizations to actively seek out and involve parents/guardians through

regular communication updates and information sessions

- m. To the extent practicable, provide translation services at school sites and at meetings involving parents/guardians and family members as needed
 - n. Provide training and information to members of district and school site councils and advisory committees to help them fulfill their functions
 - o. Provide ongoing workshops to assist school site staff, parents/guardians, and family members in planning and implementing improvement strategies, and seek their input in developing the workshops
 - p. Regularly evaluate the effectiveness of staff development activities related to parent/guardian and family engagement
 - q. Include expectations for parent/guardian outreach and involvement in staff job descriptions and evaluations
8. To the extent practicable, provide opportunities for the informed participation of parents/guardians and family members (including parents/guardians and family members with limited English proficiency, parents/guardians and family members with disabilities, and parents/guardians and family members of migrant children), including providing information and school reports required under 20 USC 6311(h) in a format and language such parents/guardians can understand

If the school has a parent involvement policy that applies to all parents/guardians, it may amend that policy to meet the above requirements. (20 USC 6318)

CSBA NOTE: The following paragraph is optional. Education Code 64001 requires that the SPSA covering the categorical programs in the state's consolidated application, including Title I schoolwide programs, be annually reviewed by the school site council and submitted to the Governing Board for approval. For more information regarding SPSAs and school site councils, see BP/AR 0420 - School Plans/Site Councils.

Each school receiving Title I funds shall annually evaluate the effectiveness of its parent/guardian and family engagement policy. Such evaluation may be conducted during the process of reviewing the school plan for student achievement in accordance with Education Code 64001.

The school's policy shall be periodically updated to meet the changing needs of parents/guardians and the school. (20 USC 6318)

District Strategies for Non-Title I Schools

CSBA NOTE: The following section is for use by districts that do not receive any Title I funds or that have one or more individual schools that do not receive Title I funds. Education Code 11504 mandates the Board to adopt a policy on parent/guardian involvement, applicable to each school that does not receive Title I funds, that is consistent with the purposes and goals in Education Code 11502, as reflected in Items #1-5 below. Subitems under Items #1-5 are optional strategies for carrying out the legal requirement and should be revised to reflect district practice. The district may instead develop one administrative regulation applicable to both Title I and non-Title I schools, provided it meets the requirements below and in the sections above.

For each school that does not receive federal Title I funds, the Superintendent or designee shall, at a minimum:

- 1. Engage parents/guardians and family members positively in their children's education by providing assistance and training on topics such as state academic standards and assessments to increase their knowledge and skills to use at home to support their children's academic efforts at school and their children's development as responsible members of society (Education Code 11502, 11504)

The district may utilize department leaders and district instructional coaches to provide parent/guardian training on topics that include, English language development, state academic standards and assessments, and specific strategies to support the student in the home.

The Superintendent or designee may:

- a. Provide or make referrals to literacy training and/or parent education programs designed to improve the

skills of parents/guardians and enhance their ability to support their children's education

- b. Provide information, in parent handbooks and through other appropriate means, regarding academic expectations and resources to assist with the subject matter
 - c. Provide parents/guardians with information about students' class assignments and homework assignments
2. Inform parents/guardians that they can directly affect the success of their children's learning, by providing them with techniques and strategies that they may use to improve their children's academic success and to assist their children in learning at home (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Provide parents/guardians with information regarding ways to create an effective study environment for their children at home and to encourage good study habits
 - b. Encourage parents/guardians to monitor their children's school attendance, homework completion, and television viewing
 - c. Encourage parents/guardians to volunteer in their child's classroom and to participate in school advisory committees
3. Build consistent and effective two-way communication between the home and school so that parents/guardians and family members may know when and how to assist their children in support of classroom learning activities (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Ensure that teachers provide frequent reports to parents/guardians on their children's progress and hold parent-teacher conferences at least once per year with parents/guardians of elementary school students
 - b. Provide opportunities for parents/guardians to observe classroom activities and to volunteer in their child's classroom
 - c. Provide information about parent/guardian and family engagement opportunities through district, school, and/or class newsletters, the district's website, and other written or electronic communications
 - d. To the extent practicable, provide notices and information to parents/guardians in a format and language they can understand
 - e. Develop mechanisms to encourage parent/guardian input on district and school issues
 - f. Identify barriers to parent/guardian and family participation in school activities, including parents/guardians and family members who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
 - g. Encourage greater parent/guardian participation by adjusting meeting schedules to accommodate parent/guardian needs and, to the extent practicable, by providing translation or interpreter services, transportation, and/or child care
4. Train teachers, administrators, specialized instructional support personnel, and other staff to communicate effectively with parents/guardians as equal partners (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Provide staff development to assist staff in strengthening two-way communications with parents/guardians, including parents/guardians who have limited English proficiency or limited literacy
- b. Invite input from parents/guardians regarding the content of staff development activities pertaining to home-school communications

- c. Utilize professional development sessions to train teachers, administrators, and staff on ways to effectively engage parents/guardians, with each school site sharing best practices that others may learn from
- 5. Integrate and coordinate parent/guardian and family engagement activities within the LCAP with other activities

The Superintendent or designee may:

- a. Include parent/guardian and family engagement strategies in school reform or school improvement initiatives
- b. Involve parents/guardians and family members in school planning processes

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 Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 18275	<u>Child care and development programs; parent involvement and education</u>
Ed. Code 11500-11505	<u>Programs to encourage parent/guardian involvement</u>
Ed. Code 48985	<u>Notices to parents/guardian in language other than English</u>
Ed. Code 51101	<u>Parents Rights Act of 2002</u>
Ed. Code 52060-52077	<u>Local control and accountability plan</u>
Ed. Code 54444.1-54444.2	<u>Parent advisory councils; services to migrant children</u>
Ed. Code 56190-56194	<u>Community advisory committee; special education</u>
Ed. Code 64001	<u>School plan for student achievement; consolidated application programs</u>
Lab. Code 230.8	<u>Time off to visit child's school</u>

Federal	Description
20 USC 6311	<u>State plan</u>
20 USC 6312	<u>Local educational agency plan</u>
20 USC 6314	<u>Schoolwide programs</u>
20 USC 6318	<u>Parent/guardian and family engagement</u>
20 USC 6631	<u>Teacher and school leader incentive program; purposes and definitions</u>
28 CFR 35.104	<u>Definitions, auxiliary aids and services</u>
28 CFR 35.160	<u>Effective communications for individuals with disabilities</u>

Management Resources	Description
California Department of Education Publication	<u>Family Engagement Framework: A Tool for California School Districts, 2014</u>
California Department of Education Publication	<u>Title I School-Level Parental Involvement Policy</u>
U.S. Department of Education Publication	<u>Dear Colleague Letter: School Choice Guidance to States, June 26, 2025</u>
Website	<u>CSBA District and County Office of Education Legal Services</u>
Website	<u>California Department of Education, Family, School, Community Partnerships</u>
Website	<u>California Parent Center</u>
Website	<u>California State Parent Teacher Association</u>
Website	<u>CSBA</u>

Policy 6143: Courses Of Study

Status: ADOPTED

Original Adopted Date: 03/01/2003 | Last Revised Date: 11/01/2025 | Last Reviewed Date: 11/01/2025

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.

CSBA NOTE: In accordance with various provisions of state and federal law and regulation, and related court cases, discrimination in education programs and activities is unlawful when it is based on certain actual or perceived characteristics of an individual. This includes, but is not limited to, discrimination based on race or ethnicity; ancestry; color; ethnic group identification; nationality; national origin; immigration status; sex; sexual orientation; sex stereotypes; gender; gender identity; gender expression; religion; disability; medical condition; genetic information; pregnancy, false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; and parental, marital, and family status. For more information regarding the requirement for district programs and activities to be free from discrimination, see BP 0410 - Nondiscrimination in District Programs and Activities, regarding the protection of district students against discrimination, see BP/AR 5145.3 - Nondiscrimination/Harassment, and regarding the protection of students against sexual harassment, see BP/AR 5145.7 - Sexual Harassment.

Education Code 200 and 210.2, as amended by SB 1137 (Ch. 779, Statutes of 2024), provide that prohibited discrimination includes discrimination not just because of one protected class under state law, but also because of the combination of two or more protected bases.

The district shall not provide any course separately or require or refuse participation by any student on the basis of the student's actual race or ethnicity; ancestry; color; ethnic group identification; nationality; national origin; immigration status; sex; sexual orientation; sex stereotypes; gender; gender identity; gender expression; religion; disability; medical condition; genetic information; pregnancy, false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; and parental, marital, and family status; a perception of one or more of such characteristics; a combination of two or more of such characteristics or association with a person or group with one or more of these actual or perceived characteristics or a combination of two or more of them. (Education Code 200, 210.1, 210.2, 212, 212.1, 220, 221.51, 230, 260; Government Code 11135, 12926; Penal Code 422.55; 5 CCR 4940; 20 USC 1681-1688, 42 USC 2000d-2000d-7)

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 includes all required instructional content and sufficiently prepares students for the secondary course of study specified in Education Code 51225.3.

Secondary Grades

CSBA NOTE: Education Code 51228 requires districts to offer students in grades 7-12 a course of study that fulfills the requirements and prerequisites 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 includes all required instructional content and prepares 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 Code 51228)

CSBA NOTE: The remainder of this policy is for use by districts maintaining any of grades 9-12.

Additionally, 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)

CSBA 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-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-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 parents/guardians of students in grades 9-12; see the accompanying administrative regulation and E(1) 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-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, ensure that the list is provided annually to all students in grades 9-12 and their parents/guardians, and make updated lists readily available. (Education Code 51229, 66204)

Parental Notification and Opt-Out

CSBA NOTE: Districts are required to teach certain instructional content. For example, 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 includes people of all genders, Native Americans, African Americans, Latino Americans, Asian Americans, Pacific Islanders, European Americans, lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ) Americans, and members of other ethnic, cultural, religious, and socioeconomic status groups. Additionally, pursuant to Education Code 243 and 51501, the Governing Board may not prohibit the continued use of an appropriately adopted textbook, instructional material, or curriculum on the basis that it contains inclusive or diverse perspectives.

State law requires districts to provide parents/guardians notice and the opportunity to opt their students out of certain instruction, in some instances only based on religious beliefs and in other instances for any basis. For more information, see BP/AR 6142.1 -- Sexual Health And HIV/AIDS Prevention Instruction.

Additionally, in June 2025, the U.S. Supreme Court, in *Mahmoud v. Taylor*, held that the First Amendment prohibited a district from including LGBTQ storybooks as part of elementary school instruction without providing parents with notice and the ability to opt their students out of that instructional content on the grounds that the storybooks substantially interfered with the religious development of their children. The court's reasoning may be interpreted to apply to other instructional content that parents/guardians could view as substantially interfering with the religious development of their children. In addition, the court's holding emphasized that the question of whether certain instructional content substantially interferes with the religious development of a student will always be fact-intensive. For more information, see BP/AR 6141.2 - Recognition of Religious Beliefs and Customs.

In light of *Mahmoud* and the existence of some statutorily required opt-outs and the requirement to teach certain

content, it is recommended that districts consult CSBA's District and County Office of Education Legal Services or district legal counsel when determining the instructional content for which parents/guardians may opt their students out, creating opt-out procedures, and evaluating opt-out requests.

When required by law, Board policy, or administrative regulation, the district shall notify parents/guardians that they may request to opt their student out of certain instruction. Students for whom the district has approved the opt-out shall be offered an alternative activity of similar educational value.

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 Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 10020	<u>Automobile driver education</u>
5 CCR 10040-10043	<u>Automobile driver training</u>
5 CCR 10060	<u>Criteria for high school physical education programs</u>
5 CCR 430-438	<u>Individual student records</u>
5 CCR 4940	<u>Nondiscrimination; course access</u>
Ed. Code 200	<u>Prohibition of discrimination</u>
Ed. Code 33319.3	<u>Driver education; CDE materials on road rage</u>
Ed. Code 33540	<u>Standards for government and civics instruction</u>
Ed. Code 33540.2	Model curriculum related to Vietnamese American refugee experience
Ed. Code 33540.4	Model curriculum related to Cambodian American history and heritage
Ed. Code 33547.5	Mathematics curriculum framework; Algebra I or Mathematics offered to students in grade 8
Ed. Code 33548	Media literacy and artificial intelligence literacy curriculum frameworks
Ed. Code 48980	<u>Parent/Guardian notifications</u>
Ed. Code 49060-49079	<u>Student records</u>
Ed. Code 49110.5	Workplace readiness week
Ed. Code 51202	<u>Instruction in personal and public health and safety</u>
Ed. Code 51203	<u>Instruction on alcohol, narcotics and dangerous drugs</u>
Ed. Code 51204	<u>Course of study designed for student's needs</u>
Ed. Code 51204.5	<u>History of California; contributions of specified groups</u>
Ed. Code 51210	<u>Course of study for grades 1-6</u>
Ed. Code 51220	<u>Course of study for grades 7-12</u>
Ed. Code 51221.1	California Teachers Collaborative for Holocaust and Genocide Education
Ed. Code 51221.2	Holocaust and genocide education; notice, survey, and grant program
Ed. Code 51225.3	<u>High school graduation requirements</u>
Ed. Code 51225.38	Health education; fentanyl instruction
Ed. Code 51225.7-51225.8	<u>Completion and submission of the Free Application for Federal Student Aid and California Dream Act Application</u>
Ed. Code 51226.3	<u>Instruction on civil rights, human rights violations, genocide, slavery, and the Holocaust</u>
Ed. Code 51226.7	<u>Model curriculum in ethnic studies</u>
Ed. Code 51226.8	Personal finance course; curriculum guide and resources
Ed. Code 51229	Notifications related to college admissions and career technical education
Ed. Code 51241	<u>Temporary two-year or permanent exemption from physical education</u>

Regulation 6143: Courses Of Study

Status: ADOPTED

Original Adopted Date: 11/01/2014 | Last Revised Date: 11/01/2025 | Last Reviewed Date: 11/01/2025

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 courses 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.

Pursuant to Education Code 242, the California Department of Education (CDE) has posted on its website guidance and public educational materials developed to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum. For more information regarding the prohibition of discrimination as it applies to textbooks, instructional materials, supplemental instructional materials, or other curriculum for classroom instruction, or any book or resource in a school library, see BP/AR 6161.1 - Selection and Evaluation of Instructional Materials, BP 6161.11 - Supplementary Instructional Materials, and BP 6163.1 - Library Media Centers. Also see CSBA's publication, "Instructional Materials Adoptions: State and local governing board processes, roles, and responsibilities," and corresponding Fact Sheet and Reference, and the California Attorney General's, "Guidance to School Officials re: Legal Requirements for Providing Inclusive Curricula and Books."

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:

CSBA NOTE: Education Code 51210 requires instruction in handwriting, including instruction in cursive or joined italics.

1. English: knowledge and appreciation of language and literature, and the skills of speaking, reading, listening, spelling, handwriting, including instruction in cursive or joined italics in the appropriate grade levels, and composition (Education Code 51210)
2. Mathematics: concepts, operational skills, and problem solving (Education Code 51210)
3. Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, including instruction in:
 - a. The history, resources, development, and government of California and the United States

CSBA NOTE: 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 includes people of all genders, Latino Americans, lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ+) Americans, and members of other ethnic, cultural, religious, and socioeconomic status groups. The complete list required by Education Code 51204.5 is reflected below.

Instruction shall include the early history of California and a study of the role and contributions of people of all genders, Native Americans, African Americans, Latino Americans, Asian Americans, Pacific Islanders, European Americans, lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ+) Americans, persons with disabilities, and members of other ethnic, 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, 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

CSBA NOTE: Education Code 51210, as amended by AB 1821 (Ch. 658, Statutes of 2024), requires instruction in social sciences in grades 1-6 to include the Spanish colonization of California and the Gold Rush Era as specified in Item #3g, below.

- g. Spanish colonization of California and the Gold Rush Era, including the treatment and perspectives of Native Americans during those periods

CSBA NOTE: Education Code 51210 requires instruction in science to include the causes and effects of climate change, and the methods to mitigate and adapt to climate change.

- 4. Science: biological and physical aspects, with emphasis on the processes of experimental inquiry, the place of humans in ecological systems, the causes and effects of climate change, and the methods to mitigate and adapt to climate change (Education Code 51210)
- 5. Visual and performing arts: instruction in dance, music, theater, 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 Items #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.

- 6. 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)
 - a. 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
 - 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 items are optional pursuant to Education Code 51202.

- f. Prenatal care for pregnant women
- g. 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 #6h. 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 #6h. Districts that offer 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 #6h, as appropriate.

Education Code 51929 requires CDE to develop a plan to expand mental health instruction, and has created a webinar, "Student Mental Health Education Implementation: Why, What & How," available on its website.

- h. 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
- ii. Explaining evidence-based services and supports that effectively help individuals manage mental health challenges
- iii. Promoting mental health wellness and protective factors, including positive 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
- iv. Identifying warning signs of common mental health problems in order to promote awareness and early intervention so that students know to take action before a situation turns into a crisis, including how to obtain assistance from the district or the community for themselves or others and evidence-based and culturally responsive practices that are proven to help overcome mental health challenges
- v. 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
- vi. Conveying an awareness 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
- vii. Understanding the stigma surrounding 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

Mental health instruction offered by the district shall: (Education Code 51926)

- A. Be appropriate for use with students of all races, genders, sexual orientations, ethnic and cultural backgrounds, students with disabilities, and English learners
- B. Be accessible to students with disabilities, including, but not limited to, providing a modified curriculum, materials, and instruction in alternative formats, and auxiliary aids
- C. Not reflect or promote bias against any person on the basis of any category protected by Education Code 220
- D. Be coordinated with any existing on-campus mental 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 course of receiving the instruction. (Education Code 51927)

7. Physical education: with emphasis on physical activities conducive to health and vigor of body and mind

CSBA NOTE: Item #8 below is optional. Education Code 51210.5 authorizes age-appropriate 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. For more information regarding history-social science instruction, 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

Grades 7-12

CSBA NOTE: Items #1-14 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:

1. English: knowledge and appreciation of literature, language, and composition, and the skills of reading, listening, and speaking (Education Code 51220)
2. 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)
 - a. The history, resources, development, and government of California and the United States, including instruction in:

CSBA NOTE: 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 includes people of all genders, Latino Americans, LGBTQ Americans, and members of other ethnic, religious, cultural, and socioeconomic status groups. The complete list required by Education Code 51204.5 is reflected below.

- i. The early history of California and a study of the role and contributions of people of all genders, Native Americans, African Americans, Latino Americans, Asian Americans, Pacific Islanders, European Americans, LGBTQ+ Americans, persons with disabilities, and members of other ethnic, 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, 60040)

CSBA NOTE: Education Code 51221.3 and 51221.4 encourage, but do not require, instruction on the topics described in optional Items #2(a)(ii)-(iv) 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. For more information regarding history-social science instruction, see BP 6142.94 - History-Social Science Instruction.

- ii. World War II, including the role of Americans and Filipino Americans who served in the United States Army during that time

CSBA NOTE: Pursuant to Education Code 33540.2, CDE has posted on its "Model Curricula and Curriculum Guides" webpage, model curriculum regarding the Vietnamese American refugee experience that includes the period from the Vietnam War and the Fall of Saigon in 1975 to the year 2000.

- 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

CSBA 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)

CSBA NOTE: Pursuant to Education Code 49110.5, all public high schools are required to observe the week that includes April 28 as "Workplace Readiness Week" by providing information to students on their rights as workers, including specified topics. For students in grades 11 and 12, the "Workplace

Readiness Week" observances are required to be integrated into the regular school program, consistent with the history-social science framework, but may also include special events after regular school hours. For more information on "Workplace Readiness Week," see BP 6142.94 - History-Social Science Instruction.

- c. The development of the American economic system, including the role of the entrepreneur and labor

CSBA NOTE: The following item is required pursuant to Education Code 51220, as amended by AB 1871 (Ch. 810, Statutes of 2024).

- d. Personal financial literacy
- e. The relations of persons to their human and natural environments, including the wise use of natural resources (Education Code 51221)
- f. Eastern and western cultures and civilizations

CSBA NOTE: Pursuant to Education Code 51220, instruction related to human rights issues, as provided in Item #2g below, may include the study of the Armenian genocide. Education Code 51226.3 encourages the incorporation of oral testimony into instruction in human rights, the Holocaust, and genocide, including the Armenian, Cambodian, Darfur, and Rwandan genocides. In accordance with Education Code 33540.4, model curriculum related to Cambodian American history and heritage is available on CDE's, "Model Curricula and Curriculum Guides," webpage.

Education Code 51221.1, as added by SB 1277 (Ch. 890, Statutes of 2024), created the California Teachers Collaborative for Holocaust and Genocide Education, which established a statewide teacher professional development program on genocide, including the Holocaust, to ensure that genocide education is taught consistent with the current content standards, curriculum frameworks, and instructional materials adopted by the State Board of Education (SBE), and in ways that are interdisciplinary and age-appropriate to students of different grade levels. Additionally, pursuant to Education Code 51221.2, as added by SB 472 (Ch. 761, Statutes of 2025), CDE is required to establish a grant program for direct allocations to districts to enable them provide resources and opportunities and professional development for Holocaust and genocide education. In addition, Education Code 51221.2 requires CDE to provide to districts serving students in grades 7-12, a notice clarifying the requirements of Education Code 51220 as related to the understanding of human rights issues, with particular attention to the study of the inhumanity of genocide, slavery, and the Holocaust.

- g. 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 (Education Code 51221.2, 51226.3)

CSBA NOTE: Education Code 51220, as amended by AB 1821, requires, to the extent instruction is provided on the Spanish colonization of California or the Gold Rush Era for grades 7-12, to include the treatment and perspectives of Native Americans during those periods.

Pursuant to Education Code 51226.3, as amended by AB 1821, when SBE adopts new history-social science instructional materials, the Instructional Quality Commission (IQC) is required to consider including content on the treatment and perspectives of Native Americans during the periods of the Spanish colonization of California and the Gold Rush Era.

- h. To the extent instruction is provided on the Spanish colonization of California or the Gold Rush Era, the treatment and perspectives of Native Americans during those periods
 - i. Contemporary issues
3. World language(s): understanding, speaking, reading, and writing, beginning not later than grade 7 (Education Code 51220)
 4. 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)
 5. Science: physical and biological aspects; emphasis on basic concepts, theories, and processes of scientific investigation and on the place of humans in ecological systems; the causes and effects of climate change, the methods to mitigate and adapt to climate change; and appropriate applications of the interrelation and

interdependence of the sciences (Education Code 51220)

CSBA NOTE: Pursuant to Education Code 33547.5, as amended by SB 1410 (Ch. 476, Statutes of 2024), the IQC is required to consider including in the mathematics curriculum framework that students in grade 8 be offered the opportunity to take an Algebra I or Mathematics I course that is aligned to the content standards adopted by SBE.

6. Mathematics: mathematical understandings, operational skills, and problem-solving procedures; algebra (Education Code 51220, 51224.5)
7. 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)
9. 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 51220)

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. For components of such instruction and required opt-out procedures, see BP/AR 6142.1 - Sexual Health and HIV/AIDS Prevention 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 kindergarten-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.

11. 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. For more information regarding high school graduation requirements, see BP 6146.1 - High School Graduation Requirements. Pursuant to Education Code 51225.6, such districts are 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 compression-only CPR, such as those developed by the American Heart Association or the American Red Cross, and must include hands-on practice in compression-only CPR. On 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

CSBA NOTE: Education Code 51925 requires districts that offer a health education course 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.

Pursuant to Education Code 51929, CDE has developed a plan to expand mental health instruction, and has posted, "Education Code 51925: Mental Health Instruction Expansion Education Plan," on its website.

h. 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
- ii. Explaining evidence-based services and supports that effectively help individuals manage mental health challenges
- iii. Promoting mental health wellness and protective factors, including positive 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
- iv. Identifying warning signs of common mental health problems in order to promote awareness and early intervention so that students know to take action before a situation turns into a crisis, including how to obtain assistance from the district or the community for themselves or others and evidence-based and culturally responsive practices that are proven to help overcome mental health challenges
- v. 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
- vi. Conveying an awareness 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
- vii. Understanding the stigma surrounding 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

Mental health instruction offered by the district shall: (Education Code 51926)

- A. Be appropriate for use with students of all races, genders, sexual orientations, ethnic and cultural backgrounds, students with disabilities, and English learners
- B. Be accessible to students with disabilities, including, but not limited to, providing a modified curriculum, materials, and instruction in alternative formats, and auxiliary aids
- C. Not reflect or promote bias against any person on the basis of any category protected by Education Code 220
- D. Be coordinated with any existing on-campus mental 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 course of receiving the instruction. (Education Code 51927)

CSBA NOTE: The following paragraph is for use by districts that require a course in health education for high school graduation. Beginning with the 2026-27 school year, Education Code 51225.38, as added by AB 2429 (Ch. 67, Statutes of 2024), requires such districts to include instruction in the dangers associated with fentanyl use in such a course. For more information regarding health education, see AR 6142.8 - Comprehensive Health Education.

- viii. Starting with the 2026-27 school year, the dangers associated with fentanyl use (Education Code 51225.38)

CSBA NOTE: Item #12 is optional. Education Code 51220.3 authorizes age-appropriate 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, SBE 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 requires a one-semester course in ethnic studies for high school graduation beginning with students who graduate in the 2029-30 school year. 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 conditional upon the Legislature appropriating funding for ethnic studies courses. If funding is appropriated, districts will be required to offer a one-semester ethnic studies course, as specified.

13. A one-semester course in Ethnic studies, which may be any one of the following: (Education Code 51225.3)

- a. A course based on the model curriculum developed pursuant to Education Code 51226.7
- b. An existing ethnic studies course
- c. An ethnic studies course taught as part of a course that has been approved as meeting the University of California (UC)/California State University (CSU) A-G requirements

CSBA NOTE: Even though there is a model ethnic studies curriculum developed by IQC and adopted by SBE as described above, districts may locally develop an ethnic studies course pursuant to Education Code 51225.3. Education Code 51225.3 expresses legislative intent that boards choosing to locally develop an ethnic studies course not use portions of the draft model curriculum that were not adopted by IQC due to concerns related to bias, bigotry, and discrimination.

- d. A locally developed ethnic studies course approved by the Governing Board

Such a course shall first be presented at an open Board meeting, and approved only after a subsequent open Board meeting at which the public has had the opportunity to express its views on the proposed course

For the courses described in Items #13a-d above, the curriculum, instruction, and instructional materials shall: (Education Code 51225.3)

- i. Be appropriate for use with students of all races, religious, nationalities, genders, sexual orientation, and diverse ethnic and cultural backgrounds, students with disabilities, and English learners
- ii. Not reflect or promote, directly or indirectly, any bias, bigotry, or discrimination against any person or group of persons based on any category protected by Education Code 220

- iii. Not teach or promote religious doctrine

CSBA NOTE: Pursuant to Education Code 51225.3, the district is required, commencing in the 2027-28 school year, to offer a one semester course in personal finance. Additionally, Education Code 51225.3, authorizes districts to exempt a student who completes a separate, stand-alone one-semester course in personal finance, that is not combined with any other course, from the graduation requirement to complete a one-semester course in economics.

Pursuant to Education Code 51226.8, IQC is required to develop and recommend to SBE a curriculum guide and resources for a separate, stand-alone one-semester course in personal finance that is not combined with any other course.

14. Commencing in the 2027-28 school year, a separate, stand-alone one-semester course in personal finance (Education Code 51225.3)

CSBA 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, 51220.1, 51220.4)

1. Vehicle Code provisions and other relevant state laws
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
6. The dangers involved in consuming alcohol or drugs in connection with the operation of a motor vehicle
7. 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 (CSU) system is a requirement that students satisfactorily complete 15 yearlong/30 semesters of specified courses ("A-G" courses). In order to qualify as an "A-G" 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-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-G" courses.

The Superintendent or designee shall identify district courses that may qualify for designation as "A-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 UC for "A-G" designation.

Notification and Information Sharing Related 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, as part of the annual notification required pursuant to Education Code 48980, 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)

1. A brief explanation of the course requirements for admission to UC and CSU

CSBA NOTE: The UC maintains a searchable website that lists certified "A-G" courses for all regular California public high schools.

2. A list of the current UC and CSU 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
3. A brief description of what career technical education is, as defined by the California Department of Education (CDE)
4. The Internet address for the portion of CDE's website where students can learn more about career technical education
5. Information about how students may meet with school counselors to help them choose courses that will meet college admission requirements and/or enroll in career technical education courses

CSBA NOTE: Items #6-7 were added to the list of required information to be provided to parents/guardians pursuant to Education Code 51229, as amended by SB 153 (Ch. 38, Statutes of 2024).

6. A separate and distinct disclosure, in accordance with 20 USC 1232g, the federal Family Education Rights and Privacy Act of 1974 (FERPA), that data may be shared with the California College Guidance Initiative (CCGI) to provide students and their parents/guardians with direct access to online tools and resources for college and career planning
7. Contact information for the CaliforniaColleges.edu platform in order to access resources that help students and their parents/guardians learn about college admissions requirements

CSBA NOTE: Pursuant to Education Code 60900, as amended by SB 153, districts are required to, on or before January 1, 2026, enter into a data sharing agreement with the California College Guidance Initiative (CCGI), and by June 30, 2026, submit data for students in grades 9-12, as specified. Pursuant to Education Code 60900 and 60900.5, as amended by SB 153, CDE also shares specified data with CCGI. The district is required to include in the annual notification to parents/guardians a distinct notification that data may be shared with CCGI for specific purposes; see AR 5125 - Student Records and E(1) 5145.6 - Parent/Guardian Notifications.

In order to provide data needed to improve student achievement and accomplish other specified goals, the Superintendent or designee shall submit student transcript information for grades 9-12 students to CCGI and shall comply with other program requirements specified in Education Code 60900.5. (Education Code 60900)

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 designee 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)

CSBA NOTE: Pursuant to Education Code 51225.8, as amended by SB 153, districts are required to advise students in grade 11 to complete the grade 11 financial aid lessons on CCGI's CaliforniaColleges.edu platform. The district may disseminate the information provided through in-class instruction, an existing program, family information sessions, group or individual sessions with school counselors, or other appropriate means.

The Superintendent or designee shall advise each student in grade 11 to complete the grade 11 financial aid lessons on CCGI's CaliforniaColleges.edu platform. (Education Code 51225.8)

Information shared by students and parents/guardians in completing and submitting the FAFSA and/or CADAA shall be handled in compliance with FERPA and applicable state law, regardless of any person's immigration status or other personal information. (Education Code 51225.7)

CSBA NOTE: Pursuant to Education Code 51225.7, as amended by AB 123 (Ch. 9, Statutes of 2025), beginning with the 2025-26 school year, the Board is required to provide each student and student's parent/guardian with information about, and potential eligibility for, the California Kids Investment and Development Program.

The Superintendent or designee shall provide each student in grade 12, and if applicable, the student's parent/guardian, with information about, and potential eligibility for, the California Kids Investment and Development Savings Program. (Education Code 51225.7)

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 Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 10020	<u>Automobile driver education</u>
5 CCR 10040-10043	<u>Automobile driver training</u>
5 CCR 10060	<u>Criteria for high school physical education programs</u>
5 CCR 430-438	<u>Individual student records</u>
5 CCR 4940	<u>Nondiscrimination; course access</u>
Ed. Code 200	<u>Prohibition of discrimination</u>
Ed. Code 33319.3	<u>Driver education; CDE materials on road rage</u>
Ed. Code 33540	<u>Standards for government and civics instruction</u>
Ed. Code 33540.2	Model curriculum related to Vietnamese American refugee experience
Ed. Code 33540.4	Model curriculum related to Cambodian American history and heritage
Ed. Code 33547.5	Mathematics curriculum framework; Algebra I or Mathematics offered to students in grade 8
Ed. Code 33548	Media literacy and artificial intelligence literacy curriculum frameworks
Ed. Code 48980	<u>Parent/Guardian notifications</u>
Ed. Code 49060-49079	<u>Student records</u>
Ed. Code 49110.5	<u>Workplace readiness week</u>
Ed. Code 51202	<u>Instruction in personal and public health and safety</u>
Ed. Code 51203	<u>Instruction on alcohol, narcotics and dangerous drugs</u>
Ed. Code 51204	<u>Course of study designed for student's needs</u>
Ed. Code 51204.5	<u>History of California; contributions of specified groups</u>
Ed. Code 51210	<u>Course of study for grades 1-6</u>
Ed. Code 51220	<u>Course of study for grades 7-12</u>
Ed. Code 51221.1	California Teachers Collaborative for Holocaust and Genocide Education
Ed. Code 51221.2	Holocaust and genocide education; notice, survey, and grant program
Ed. Code 51225.3	<u>High school graduation requirements</u>
Ed. Code 51225.38	Health education; fentanyl instruction
Ed. Code 51225.7-51225.8	<u>Completion and submission of the Free Application for Federal Student Aid and California Dream Act Application</u>
Ed. Code 51226.3	<u>Instruction on civil rights, human rights violations, genocide, slavery, and the Holocaust</u>
Ed. Code 51226.7	<u>Model curriculum in ethnic studies</u>

Financial Aid Requirements for Students in Grade 12

CSBA NOTE: Pursuant to Education Code 51225.7, 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 tuition, 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 requires CSAC to provide data to CCGI to inform reports available through CaliforniaColleges.edu.

Pursuant to Education Code 51225.7, CSAC adopted regulations, available on its website, 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.

The California Student Opportunity and Access Program (Cal-SOAP) is a CSAC outreach program that seeks to improve access to postsecondary education and financial aid for low-income and first-generation students in underserved regions by providing students and parents/guardians with guidance on financial aid and college admissions to make higher education accessible and affordable. CSAC's website includes toolkits available for school staff who support students in their financial aid process, including applying for the FAFSA and CADAA.

The Superintendent or designee 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 51225.7)

1. The student's parent/guardian, emancipated minor, or student age 18 years or older submits an opt-out form to the district
2. 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 and notify the student's parent/guardian of the student's exemption

CSBA NOTE: Pursuant to Education Code 51225.7, as amended by AB 2165 (Ch. 702, Statutes of 2024), the district is required to provide the student and the student's parent/guardian with specified information before being exempted from the requirement to complete a FAFSA or CADAA.

Before a student or the student's parent/guardian is exempted from the requirement to complete the FAFSA or CADAA, the district shall provide a student and the student's parent/guardian with the following information: (Education Code 51225.7)

1. The purposes and benefits of the FAFSA or CADAA, which include consideration for financial aid
2. The consequences of not completing and submitting a FAFSA or CADAA
3. The option to complete a FAFSA or CADAA after an opt-out form has been submitted

The information provided in Items #1-3 above shall be provided: (Education Code 51225.7)

1. To the student through a meeting between a school counselor and the student or, if no school counselor is employed at the school, between the student and other school staff, through written material, or by other means of communication
2. To the student's parent/guardian, or the student when required, and shall include notification of the date by which the student will be opted out by the district if no action is taken

This notice shall be provided with sufficient time for the student or parent/guardian to act before the district opts out the student.

The Superintendent or designee 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 that may be available 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)

Regulation 6146.2: Certificate Of Proficiency/High School Equivalency

Status: ADOPTED

Original Adopted Date: 11/01/2007 | Last Revised Date: 11/01/2025 | Last Reviewed Date: 11/01/2025

Certificate of Proficiency

CSBA NOTE: The following administrative regulation is for use by districts that maintain grades 9-12.

CSBA NOTE: Pursuant to Education Code 48412, the State Board of Education (SBE) will award a "certificate of proficiency" to persons who pass the California Proficiency Program (CPP) established by the California Department of Education (CDE) to assess proficiency in reading, writing, and mathematics skills. A list of test centers and testing dates is available on the CPP website. Education Code 48412 requires CDE to schedule testing dates at least once in the fall semester and once in the spring semester. CDE keeps a permanent record of the issuance of all certificates.

Pursuant to 5 CCR 11523, the Superintendent is obligated to require the principal of each high school to distribute information about the exam to students in grades 11-12. At their discretion, districts may revise the following paragraph to require distribution of such information to students in grade 10.

The principal of each high school shall distribute to each student in grades 11-12 an announcement explaining the California Proficiency Program (CPP). Announcements from the California Department of Education (CDE) or its contractor shall be distributed early enough to enable interested students to register for the test to be given in the fall of that year. (5 CCR 11523)

CSBA NOTE: The following optional paragraph reflects CPP information on CDE's website.

Additionally, students may be advised that the certificate of proficiency awarded upon passing the CPP is equivalent to a high school diploma. However, once the student has taken the CPP, passed the language arts and mathematics subtests and exited high school, they may choose to take the remaining High School Equivalency Test (HiSET)-Equivalency subtests in science and social studies to earn their California High School Equivalency Certificate, which provides more opportunities than the certificate of proficiency does alone.

A student may take the CPP if the student meets one of the following conditions: (Education Code 48412)

1. Is age 16 or older
2. Has been enrolled in the 10th grade for one school year or longer
3. Will complete one school year of enrollment in 10th grade at the end of the semester during which the next CPP will be administered

If a student receives the certificate of proficiency, the district shall indicate the student's accomplishment and the date of the award on the student's official transcript. (5 CCR 11521)

Any student who has received the certificate of proficiency may be exempted from compulsory school attendance upon the student's request, with verified parent/guardian consent as appropriate. For this purpose, the Superintendent or designee shall provide a consent form which contains at least the following information: (Education Code 48410; 5 CCR 11522)

1. A general explanation of the student's rights of exemption from compulsory attendance and of re-enrollment in the public high schools
2. The date of issuance of the certificate of proficiency
3. The signature of the parent/guardian and the date
4. The signature of the school administrator who has personally confirmed the authenticity of the parent/guardian's signature and the date

Any student, 16- or 17-years of age, who terminates enrollment after receiving the certificate of proficiency may re-enroll in the district. If enrollment is subsequently terminated again, the student may be denied re-enrollment until the beginning of the following semester. (Education Code 48414)

High School Equivalency Certificate

CSBA NOTE: Education Code 51420-51427 provide that persons may be awarded the California High School Equivalency Certificate by taking a general educational development test and receiving a score that is at least as high as that determined by SBE to be equal to the standard of performance expected from high school graduates. SBE has approved the use of two tests for this purpose: (1) the General Educational Development (GED) test adopted by the General Educational Development Testing Service and (2) the High School Equivalency Test (HiSET) provided by the Educational Testing Service.

Obtaining a high school equivalency certificate requires passing of a general educational development test designated by the State Board of Education pursuant to Education Code 51420, including the General Educational Development (GED) test or the HiSET.

Anyone taking a test leading to a high school equivalency certificate is required to be a resident of California or a member of the armed forces assigned to duty in California and meet any one of the following criteria: (Education Code 51420)

1. Is 18 years of age or older
2. Would have graduated from high school had the person remained in school and followed the usual course of study
3. Is 17 years of age, has accumulated fewer than 100 units of high school credit, and is confined to a state or county hospital or to an institution maintained by a state or county correctional facility
4. Is 17 years of age, has accumulated fewer than 100 units of high school credit prior to enrollment in an academic program offered by a dropout recovery high school and has successfully completed the dropout recovery high school's state standards aligned instructional program which offers the opportunity for completion of the requirements for a high school diploma and at least one year of instruction or instruction followed by services related to the academic program

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 Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 11520-11523	Proficiency examination and certificate
5 CCR 11530-11532.5	High school equivalency certificate
Ed. Code 48400-48403	Compulsory continuation education
Ed. Code 48410	Exemption from continuation education
Ed. Code 48412	Certificate of proficiency
Ed. Code 48413	Enrollment in continuation classes
Ed. Code 48414	Reenrollment in district
Ed. Code 51420-51427	High school equivalency certificates
Ed. Code 52052	Accountability: numerically significant student subgroups
Management Resources	Description
Website	California Department of Education, California High School Equivalency FAQ
Website	CSBA District and County Office of Education Legal Services
Website	High School Equivalency Test
Website	General Educational Development Test
Website	California High School Proficiency Examination
Website	California Department of Education, High School Equivalency Tests
Website	California Department of Education, California Proficiency Program

Policy 7000: Concepts And Roles

Status: ADOPTED

Original Adopted Date: 09/01/1988 | Last Revised Date: 11/01/2025 | Last Reviewed Date: 11/01/2025

The Governing Board recognizes that one of its major responsibilities is to provide healthful, safe and adequate facilities that enhance the instructional program and align with the needs of the district. The Board shall endeavor to provide and maintain high-quality school facilities that support the district's educational program. Because the schools serve as a focal point for the community, the Board shall strive to provide district facilities that are compatible with surrounding neighborhoods and have the flexibility of design to meet future educational and community needs. As part of its intent to make use of each facility, the Board recognizes that, in some instances, the best use may be reuse by a third party, and in other instances, may be lease or sale.

In order to plan for long-range facilities needs, the Superintendent or designee may develop, for Board approval, a school facilities master plan in accordance with Board Policy 7110 - Facilities Master Plan, and regularly review such plan in light of the district's educational goals. In accordance with this plan, the Board shall:

1. Approve additions or major alterations to existing buildings
2. Determine what new buildings shall be built, when and where, and what equipment shall be purchased for them
3. Determine the method of financing that will be used
4. Select and purchase school sites for future expansion, as needed, and facilities for new school sites or other district use
5. Sell or lease facilities, including via joint occupancy or joint use, when no other better use is identified
6. Approve the selection of architects and structural engineers
7. Award contracts for design and construction
8. Authorize the use of school facilities by district residents and community groups in accordance with Board Policy/Administrative Regulation 1330 - Use of School Facilities
9. Consider the use of district property for workforce housing
10. Advocate school facility needs to the community

The Superintendent or designee shall:

1. Assess the district's short- and long-term facilities needs
2. Direct the preparation and updating of the facilities master plan
3. Oversee the preparation of bids and awarding of contracts
4. Supervise the implementation of the district's building program in accordance with the master plan, Board policy, and state and local requirements, including collaboration with the architect and contractor on the construction of new facilities and modernization of existing facilities
5. Represent the district in official governmental interactions related to the building program

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 Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

Description

5 CCR 14001

Minimum standards for school facilities

5 CCR 14010

Procedure for site acquisition

Policy 7131: Relations With Local Agencies

Status: ADOPTED

Original Adopted Date: 02/01/1996 | Last Revised Date: 11/01/2025 | Last Reviewed Date: 11/01/2025

CSBA NOTE: The following optional Board policy may be revised to reflect district practice.

Districts are generally authorized to cooperate and/or coordinate their activities or services with other local agencies, including cities, counties, and special districts, as necessary to maximize efficient use of resources.

The Governing Board recognizes the importance of collaborating and communicating with other local agencies in order to provide the best possible school facilities and to allocate facility resources in an effective and efficient manner. The Board and district staff shall consult and coordinate with local agencies as required by law, and shall utilize the expertise and resources of such agencies when useful to the district in the planning, design, and construction of facilities.

CSBA NOTE: Education Code 35275 requires the Governing Board to meet with local park and recreation authorities to coordinate the planning, design, and construction of new school facilities and school sites, or major additions to existing school facilities and recreation and park facilities. For more information regarding the site selection and development process, see AR 7150 - Site Selection and Development. Additionally, Government Code 65352.2 encourages collaboration between districts, cities, and counties by authorizing meetings between those agencies to discuss methods of coordinating the planning, design, and construction of facilities.

The Board shall meet with the appropriate local agency recreation and park authorities to review all possible methods of coordinating the planning, design, and construction of new school facilities and school sites, or major additions to existing school facilities and recreation and park facilities in the community. (Education Code 35275)

Upon receiving notification of proposed action to adopt or substantially revise a city or county general plan, the Board may request a meeting with the local planning agency to discuss possible methods of coordinating planning, design, and construction of new school facilities and school sites. (Government Code 65352.2)

CSBA NOTE: Because new developments could impact the adequacy of school facilities to support student population, the district should maintain regular communication with city/county planning officials to ensure that considerations of adequacy of school facilities and other public facilities essential to development are included in city/county planning. Without this, the district may lack necessary funds to provide adequate school facilities, since the imposition of any fee, charge, or other requirement for the construction or reconstruction of school facilities is prohibited pursuant to Government Code 65995, unless it is a school impact fee specifically authorized by Education Code 17620.

The Superintendent or designee shall monitor land development proposals within district boundaries and shall ensure that an exchange of accurate information is maintained with city/county planning staff regarding the impact of land development on the district's educational programs and facility needs. When necessary, the district shall recommend measures for inclusion in the city/county general plan to ensure the availability of adequate school facilities to address the new development.

Recognizing that available funds may not suffice to eliminate overcrowding in district schools caused by new development, the Board urges the city/county to adopt in its general plan or other appropriate planning documents, to the extent permitted by law, a provision which ensures that adequate school facilities will be available.

Notifications to Other Local Agencies

CSBA NOTE: For new residential development, Government Code 65971 requires the Board, upon making a finding described below by clear and convincing evidence, to notify the city council or board of supervisors of the city or county in which the district is located of such finding. Government Code 65972 requires that the development be denied unless the city or county, by ordinance and as a condition of approval, imposes specific land and/or fee requirements on the developer to fund interim classroom facilities, or specific overriding factors exist which, in the judgment of the city or county, justify approval of the development. It is recommended that districts with questions about requiring developer land dedication or levying fees consult CSBA's District and County Office of Education Legal Services or district legal counsel.

In order to adequately mitigate the additional students generated by new development within the district, the Board may make a finding, based on clear and convincing evidence, that: (Government Code 65971)

1. That conditions of overcrowding, as defined in Government Code 65973, exist in one or more attendance areas within the district which will impair the normal functioning of the educational programs, and the reason

for the existence of those conditions

2. That all reasonable methods of mitigating conditions of overcrowding have been evaluated and no feasible method for reducing those conditions exists

Upon making such a finding, the Board shall notify the city council or county board of supervisors of such finding. The notice shall include a completed application to the Office of Public School Construction for preliminary determination of eligibility for school construction under applicable state law. (Government Code 65971)

CSBA NOTE: Government Code 53094 authorizes Boards to render a city or county zoning ordinance inapplicable to a proposed use of property by the district, excluding nonclassroom facilities (such as warehouses, administrative buildings, and automotive storage and repair buildings), as long as (1) the property lies within the geographical jurisdiction of the district in accordance with Government Code 53097.3, (2) if applicable, the district notifies the city or county planning commission of the acquisition of a new school site in accordance with Public Resources Code 21151.2, (3) if applicable, the district notifies the city or county planning commission or agency prior to completion of a facilities needs analysis, master plan, or other long-range plan that relates to the expansion of existing school sites or necessity to acquire new school sites in accordance with Government Code 65352.2, and (4) 2/3 of the Board's members vote in the affirmative.

However, pursuant to Government Code 53097.3, a district may not render a city or county ordinance inapplicable to a charter school facility unless that facility is physically located within the geographical jurisdiction of the district. For more information on Board action to render a zoning ordinance inapplicable, see E(1) 9323.2 - Actions by the Board.

The Superintendent or designee shall notify the appropriate city or county planning agency of the adoption of a school facility needs analysis; facilities master plan or other long-range plan; the acquisition of a school site; and any other action regarding school facilities, in accordance with law.

District Workforce Housing Development

CSBA NOTE: The following section is optional and may be revised to reflect district practice. Government Code 65914.7 deems a housing development project to be an allowable use on any real property owned by a district if the housing development satisfies certain criteria. A housing development that meets the requirements of Government Code 65914.7 is deemed consistent, compliant, and in conformity with local development standards, zoning codes or maps, and the general plan. Land used for the development of workforce housing in accordance with Government Code 65914.7 may be jointly used or jointly occupied by the district and any other party. For more information related to developing education workforce housing, see CSBA's, "Education Workforce Housing," available on its website.

The Superintendent or designee shall ensure that the use of district-owned real property for workforce housing is consistent with the criteria specified in Government Code 65914.7.

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 Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
14 CCR 15000-15285	Implementation of California Environmental Quality Act of 1970
5 CCR 14010	Procedure for site acquisition
Ed. Code 17280-17317	Building approvals
Ed. Code 17620	Imposition of school impact fees on development
Ed. Code 35275	New school planning; cooperation with recreation and park authorities
Gov. Code 53090-53097.5	Regulation of local agencies by counties and cities
Gov. Code 65300-65303.4	Authority for and scope of general plans
Gov. Code 65352.2	Communicating and coordinating of school sites
Gov. Code 65850-65863.11	Adoption of regulations
Gov. Code 65914.7	Local educational agencies; housing development projects
Gov. Code 65970-65981	School facilities

Bylaw 9310: Board Policies

Status: ADOPTED

Original Adopted Date: 06/01/1999 | Last Revised Date: 11/01/2025 | Last Reviewed Date: 11/01/2025

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

Definitions

Board policies are the written rules of the district. They establish the parameters by which staff, students, parents/guardians, volunteers, contractors, visitors, and others shall abide while attending or participating in district programs or activities, on district property, or otherwise within the jurisdiction of the district. Additionally, Board policies clarify the roles and responsibilities of the Governing Board and Superintendent, and communicate Board philosophy and values to students, staff, parents/guardians, and the community.

Board bylaws are specific Board policies that govern the operations of the Board and establish the rights and obligations of Board members.

Administrative regulations, which shall not be inconsistent with Board policies, are written rules that implement Board policies or prescribe the operations and administration of the district. In case of conflict between an administrative regulation and a Board policy, the Board policy, or applicable portion thereof, shall prevail.

Board policies and administrative regulations shall align with the district's vision and goals, promote student learning and achievement, provide for consistent and fair treatment of students and staff, and proactively address equity and the provision of equal access to opportunities for all students.

CSBA NOTE: State and federal laws mandate that districts enact Board policies or administrative regulations on numerous topics, with certain Board policies or administrative regulations being mandated only if specific conditions apply. CSBA maintains a list of mandated and conditionally mandated Board policies and administrative regulations, and also indicates in its sample Board policies and administrative regulations when certain language is mandated or conditionally mandated.

The Board recognizes the importance of maintaining Board policies and administrative regulations that are up to date and reflect the mandates of law. Board policies or administrative regulation shall be binding to the extent that they do not conflict with federal or state law and are consistent with the district's collective bargaining agreements. No Board policy or administrative regulation, or any portion thereof, shall be operative if the Superintendent determines, based on advice of district legal counsel, it is in conflict with applicable federal or state law or regulations or court decisions. However, any portion of a Board policy or administrative regulation so determined to be inoperative shall not affect the operability of other provisions of the Board policy or administrative regulation.

Board Policy Development and Adoption

CSBA NOTE: In general, the process of policy review is not specified in state law. However, Education Code 35160.5 requires that district policies pertaining to intradistrict open enrollment and extracurricular/cocurricular activities be reviewed annually.

The following section describes the basic steps in the policy development process and should be revised to reflect district practice. CSBA offers a variety of policy services designed to assist governance teams with this process, including comprehensive reviews of district policies and policy development workshops.

The Board shall regularly review Board policies and shall do so at Board meetings or Policy Committee meetings, as applicable. Additionally, the Board shall annually review the policies specified in Education Code 35160.5. If no revisions are deemed necessary, the Board minutes for the applicable meeting shall nevertheless indicate that the review was conducted. Other Board policies shall be monitored and reviewed as specified in the Board policy itself or as needed to reflect changes in law or district circumstances.

The following steps shall be used to develop, propose, and adopt a new Board policy or revisions to an existing Board policy:

1. The Board and/or Superintendent or designee shall identify the need for a new or revised Board policy
2. As needed, the Superintendent or designee shall gather fiscal data, staff and public input, related Board policies or administrative regulations, sample Board policies from the California School Boards Association, legal advice, and other useful information and data

3. The Board may agendize one or more discussions or presentations with respect to the need for a new or revised Board policy

As part of those discussions or presentations, the Board may request additional information or research and may provide direction to the Superintendent or designee regarding how to proceed with proposing a new or revised Board policy, including a request for review by district legal counsel.

CSBA NOTE: Once a new or revised Board policy is drafted, it is common for it to be agendized at two different meetings, with the first time (often referred to as the "first read") being for public input and Governing Board discussion, and the second time (often referred to as the "second read") being for further discussion, if warranted, and Board action. This approach is reflected in Item #4, below and should be modified to reflect district practice.

4. Once drafted, the proposed new or revised Board policy shall be agendized at two separate Board meetings, with the first for public input and Board review and direction, and the second for further discussion, if warranted, and Board action

The Board may waive or modify any of the above requirements on a case-by-case basis.

All Board policies shall be formally adopted by a majority vote of the Board.

Board policies shall become effective upon Board adoption or at a future date if so designated by the Board at the time of adoption.

At any time, the Board and Superintendent or designee may determine that progress reports to the Board on the implementation and/or effectiveness of a Board policy are necessary. If so, the Board and Superintendent or designee shall agree upon a timeline and, as applicable, measures for evaluating the effectiveness of the Board policy in achieving its purpose.

Administrative Regulation Development and Approval

CSBA NOTE: It is common for the Superintendent or designee to be solely responsible for the development and approval of administrative regulations. This approach is reflected below and should be modified to reflect district practice.

The Superintendent or designee shall be responsible for the development and approval of administrative regulations.

When new Board policies are created or existing Board policies are revised, the Superintendent or designee shall, as necessary, create or revise any applicable administrative regulations to ensure that they conform to the intent of the new or revised Board policy.

To carry out the intent of the Board, the Superintendent or designee may, in addition to developing and approving administrative regulations, develop procedures manuals, handbooks, or other guides.

Access

CSBA NOTE: Districts that subscribe to CSBA's GAMUT Policy Plus service are able to update and provide public access to their Board policies, administrative regulations, and related documents, such as exhibits, through their GAMUT Policy Plus site.

The Superintendent or designee shall ensure that all district employees and the public have easy and free access to all Board policies, administrative regulations, and, as applicable, related documents

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 Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
Ed. Code 35010	<u>Control of district; prescription and enforcement of rules</u>
Ed. Code 35160	<u>Authority of governing boards</u>
Ed. Code 35160.5	<u>Intradistrict open enrollment</u>

Bylaw 9321: Closed Session

Status: ADOPTED

Original Adopted Date: 12/01/2014 | Last Revised Date: 11/01/2025 | Last Reviewed Date: 11/01/2025

CSBA NOTE: The Governing Board may only meet in closed session for purposes expressly authorized by the Brown Act (Government Code 54950-54963), Government Code 3549.1, or by a provision of the Education Code. Prior to recessing to closed session, the Brown Act requires the Board to disclose the items to be discussed in closed session either verbally or by reference to the items as they are described in the posted agenda. Consistent with the Brown Act, the accompanying Exhibit (1) provides specific language for most types of closed session items. Additionally, whenever the Board meets in closed session, the Brown Act generally requires it to reconvene in open session following closed session to disclose, either orally or in writing, each action taken in closed session and the vote, recusal, or absence on each action. Consistent with the Brown Act, the accompanying Exhibit (2) provides specific language for disclosing closed session items in open session following closed session.

The Governing Board is committed to complying with state open meeting laws and modeling transparency in its conduct of district business. The Board shall meet in closed session during a regular, special, or emergency meeting only for purposes authorized by law.

Each agenda shall contain a general description of each closed session item to be discussed at the meeting as required by law and provided in the accompanying Exhibit (1). (Education Code 35145; Government Code 54954.2, 54954.5, 54957)

In the open session preceding closed session, the Board shall disclose the items to be discussed in closed session as specified in this bylaw. The Board chair, who is either the Board president or the Board member chairing the meeting at the time if the Board president is absent, shall either verbally state the closed session items listed in the agenda or refer the public to the closed session item(s) as listed by number or letter in the agenda. In closed session, the Board shall consider only those items covered in its statement. (Government Code 54957, 54957.7)

CSBA NOTE: Pursuant to Education Code 35145.5 and Government Code 54954.3, the public is required to be given an opportunity to directly address the Board on any agenda item of interest to the public, including closed session items, either before or during the Board's consideration of the item. As the public is not permitted to attend closed session, such an opportunity for public comment is required to occur prior to closed session. For additional information, see BB 9322 - Agenda/Meeting Materials and BB 9323 - Meeting Conduct.

Prior to closed session, members of the public shall be given an opportunity to address the Board on any closed session item in the agenda in accordance with Board Bylaw 9322 - Agenda/Meeting Materials and Board Bylaw 9323 - Meeting Conduct. (Education Code 35145.5; Government Code 54954.3)

After closed session, the Board shall reconvene in open session before adjourning the meeting and, when applicable, shall disclose any actions taken in closed session, the votes or abstentions thereon, and other disclosures as specified in this bylaw. Such disclosures may be made in writing or orally at the location announced in the agenda for closed session as required by law and provided in the accompanying Exhibit (2). (Education Code 32281; Government Code 54957.1, 54957.7)

CSBA NOTE: Pursuant to Government Code 54957.1, a document approved or adopted in closed session must be provided to any person who has submitted a written request within 24 hours of the posting of the agenda or who has made a standing request for all documentation as part of a request for meeting notices pursuant to Government Code 54954.1 or 54956.

When an action taken during closed session involves final approval or adoption of a document, such as a contract or settlement agreement, that becomes public upon such approval or adoption, the Superintendent or designee shall immediately provide a copy of the document to any person present at the conclusion of closed session who has submitted a written request or made a standing request for all documentation as part of a request for notice of meetings. (Government Code 54957.1)

If, when adopting or approving a document during closed session, substantive amendments are required to finalize the document, the Superintendent or designee shall make the document available as soon as the necessary changes to the document are completed. Whenever such a document will not be immediately released, the Board chair shall orally summarize the substance of the amendment in open session as part of the required disclosures. (Government Code 54957.1)

Attendance in Closed Session

Each Board member may attend closed session for each agenda item except if the Board member is required to recuse themselves or is prohibited by law from attending. Additionally, the Superintendent may attend closed session for each agenda item, except for personnel matters, complaints, or charges regarding the Superintendent under Government Code 54957, or to discuss the Superintendent's compensation under Government Code 54957.6.

In addition, the Board secretary or designee shall attend closed session for each agenda item to keep minutes of topics discussed and decisions made. (Government Code 54957.2)

CSBA NOTE: The Attorney General has opined in 105 Ops.Cal.Atty.Gen. 89 (2022) that only a person with "an official or essential role to play in a particular closed session" item may attend closed session for that particular item. Pursuant to the opinion, a person has an "official" role if they are authorized by statute to attend for that particular item (e.g., district legal counsel for a litigation item), as reflected in Item #1, below. Additionally, the opinion provides that anyone else may attend if their presence is "essential" to the Board's ability to conduct its business as it relates to that particular item (e.g., dean of discipline for a student matter), as reflected in Item #2, below.

Except as prohibited by law, the following individuals may attend closed session for a particular item upon invitation by the Board chair or the Superintendent:

1. District legal counsel, district negotiators, or other district staff authorized by statute to attend for the particular item
2. Any other individual whose attendance is essential to the Board's ability to conduct its closed-session business with respect to the particular item

Any other individual shall not attend closed session.

Confidentiality

Any person in attendance in closed session shall not disclose information received in closed session except as permitted by Board Bylaw 9011 - Disclosure of Confidential/Privileged Information or Board Policy 4119.23 - Unauthorized Release Of Confidential/Privileged Information, as applicable.

The Board shall not disclose any information that is protected by state or federal law. Additionally, no victim or alleged victim of tortious sexual conduct or child abuse shall be identified in any Board agenda, notice, announcement, disclosure, or report required by the Brown Act, unless the identity of the person has previously been publicly disclosed. (Government Code 54957.7, 54961)

Personnel Matters: Appointment, Employment, Performance Evaluation, or Discipline/Dismissal/Release

CSBA NOTE: Government Code 54957 authorizes the Board to meet in closed session to consider and, as applicable, vote on the appointment, employment, evaluation of performance, discipline, or dismissal of an employee. Consistent with Government Code 54957.1 and 54957.7, this provision may be interpreted to include a demotion or other change in employment status.

While the Attorney General has concluded in 59 Ops.Cal.Atty.Gen. 532 (1976) that it is appropriate to discuss and evaluate the Superintendent's performance in closed session pursuant to Government Code 54957, Government Code 54957 explicitly prohibits the Board from discussing any proposed change in the Superintendent's compensation other than a reduction of compensation that results from the imposition of discipline under this exception. However, the Board may meet in closed session to discuss the Superintendent's compensation in closed session pursuant to Government Code 54957.6; see "Negotiations/Collective Bargaining," below.

The Board may meet in closed session to consider the appointment, employment, performance evaluation, discipline, dismissal, or change in employment status of an employee. Except as permitted by law, such a closed session item shall not include discussion or action on proposed compensation except for a reduction of compensation that results from the imposition of discipline. (Government Code 54957, 54957.1)

For the purpose of such an agenda item, "employee" includes an officer or independent contractor who functions as an officer or employee, but excludes Board members and other independent contractors. (Government Code 54957)

Personnel Matters: Specific Complaints or Charges

CSBA NOTE: Government Code 54957 authorizes the Board to meet in closed session to consider and, as

applicable, vote on complaints or charges against an employee, so long as the district provides the employee with 24-hour notice in advance of closed session. Failure to provide such notice will render any action taken by the Board in closed session null and void. Determining whether a "specific complaint or charge" is involved is usually fact-specific and it is recommended that the Board consult CSBA's District and County Office of Education Legal Services or district legal counsel, as appropriate.

In *Furtado v. Sierra Community College District*, the court held that the term "specific complaints or charges," as used in Government Code 54957, does not include negative comments in an employee's performance evaluation. In another decision, *Bell v. Vista Unified School District*, the court determined that a presentation to the Board by a district staff member regarding an employee's violation of a California Interscholastic Federation rule constituted a "complaint or charge" and thus the employee was entitled to 24-hour notice. Yet another ruling, *Morrison v. Housing Authority of the City of Los Angeles Board of Commissioners*, held that when a board rejects its hearing officer's findings of fact and conducts its own hearing, the employee must be given 24-hour notice.

Furthermore, in 78 Ops.Cal.Atty.Gen. 218 (1995), the Attorney General clarified that a probationary certificated employee does not have the right to an open session when the Board is discussing whether to reemploy the employee for a third consecutive school year. Education Code 44929.21 authorizes the Board to non-reelect a probationary certificated employee at the end of the first or second school year as long as written notice is given in accordance with law. For more information, see AR 4117.6 - Decision Not to Rehire.

The Board may meet in closed session to hear complaints or charges brought against an employee, unless the employee who is the subject of the complaint requests an open session. Before the Board meets in closed session on specific complaints or charges brought against an employee, the Superintendent or designee shall ensure that the employee receives written notice of the right to have the complaints or charges heard in open session. This notice shall be delivered personally or by mail at least 24 hours before the time of closed session. (Government Code 54957)

For the purpose of such an agenda item, "employee" includes an officer or independent contractor who functions as an officer or employee, but excludes Board members and other independent contractors. (Government Code 54957)

Personnel Matters: Application for Early Withdrawal of Funds in Deferred Compensation Plan

The Board may meet in closed session to discuss an employee's application for early withdrawal of funds in a deferred compensation plan when the application is based on financial hardship arising from an unforeseeable emergency due to illness, accident, casualty, or other extraordinary event, as specified in the deferred compensation plan. (Government Code 54957.10)

Negotiations/Collective Bargaining

CSBA NOTE: Pursuant to Government Code 54957.6, the Board is authorized to meet in closed session with the district's designated representatives regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits to its represented and unrepresented employees, including the Superintendent. However, Government Code 54957.6 explicitly prohibits the Board from taking final action in closed session on the proposed compensation of one or more unrepresented employees. Additionally, the Attorney General has concluded in 98 Ops.Cal.Atty.Gen. 41 (2015) that this exception does not permit the Board to meet in closed session with its designated representative to discuss the negotiation of a project labor agreement because the contractors and laborers covered by such an agreement are not district employees.

The Board may meet in closed session to review the Board's position and/or instruct its designated representative(s) regarding salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees, and, for represented employees, any other matter within the statutorily provided scope of representation. A closed session item regarding salaries, salary schedules, or compensation paid in the form of fringe benefits may include discussions of the district's available funds and funding priorities, but only insofar as they relate to providing instructions to the Board's designated representative. Final action on the proposed compensation of one or more unrepresented employees shall not be taken in closed session. (Government Code 54957.6)

Additionally, the Board may meet in closed session with a state conciliator who has intervened in proceedings regarding any of the purposes enumerated in Government Code 54957.6.

CSBA NOTE: Pursuant to Government Code 54957.1, the Board may vote on an agreement concluding labor negotiations in closed session and then wait to publicly disclose the agreement after it is final and has been accepted or ratified by the other party. For a new collective bargaining agreement, however, it is also common practice for Boards to vote in open session rather than closed session.

Pursuant to Government Code 54957.1, approval in closed session of an agreement concluding labor negotiations with represented employees pursuant to Government Code 54957.6 shall be disclosed after the agreement is final and has been accepted or ratified by the other party. The disclosure shall identify the item approved and the other parties to the negotiation. However, the Board may, at its sole discretion, vote on such an agreement in open session. (Government Code 54957.1)

CSBA NOTE: The Educational Employment Relations Act (EERA) (Government Code 3540-3549.3) lists certain exemptions from the Brown Act related to negotiations. The critical exemption for districts is that the Brown Act does not apply to a meeting of the Board if the meeting is exclusively for the purpose of discussing the Board's position regarding any matter within the scope of representation and determining how to instruct its designated representatives, regardless of whether its designated representatives attended. If it is combined with another closed session item and/or an open session item, then the Brown Act applies. It is recommended that the Board utilize this provision of the EERA sparingly and consult CSBA's District and County Office of Education Legal Services or legal counsel prior to meeting under this provision.

Pursuant to Government Code 3549.1, the Board may, without following the requirements of the Brown Act, meet in closed session exclusively for the purpose of discussing its position regarding any matter within the scope of representation or for the purpose of instructing its designated representatives. The Board shall not discuss any other items, either in closed session or open session, as part of such a meeting. (Government Code 3549.1)

Matters Related to Students

The Board shall meet in closed session to consider an appeal by a parent/guardian of a denial of a request to amend incorrect, inaccurate, or misleading information in a student record maintained by the district in accordance with Administrative Regulation 5125.3 - Challenging Student Records. (Education Code 49070)

CSBA NOTE: The following paragraph should be revised to reflect district practice. Education Code 35146 and 48912 permit a Board to consider in closed session any action, including discipline (except expulsion), against a student. The district is required to provide the student and the student's parent/guardian with advance notice that the disciplinary action will be considered in closed session and that the parent/guardian may, within 48 hours from receipt of the notice, request the district to have the item heard instead in open session. While Education Code 35146 and 48912 do not provide the days or hours prior to the meeting by which the notice to the student and the student's parent/guardian is required to be given, it is recommended that the district notify the student and the student's parent/guardian at least 72 hours before the meeting, including for special meetings.

If a public hearing would lead to the disclosure of confidential student information such as grades or discipline information, the Board shall meet in closed session to consider any action, including discipline, against a student, except expulsion. At least 72 hours prior to the start of the meeting of which closed session is a part, the Superintendent or designee, on behalf of the Board, shall, in writing, by registered or certified mail or by personal service, notify the student and the student's parent/guardian of the intent of the Board to hear the item in closed session. If a written request for open session is received from the student or the student's parents/guardians within 48 hours of receiving the notice, the meeting shall be public, except that any discussion at that meeting which may be in conflict with the right to privacy of any other student shall remain in closed session. (Education Code 35146, 48912)

CSBA NOTE: Education Code 48918 requires a hearing to determine whether a student should be expelled. The hearing may be held by the Board, a hearing officer, or an administrative panel. See BP/AR 5144.1 - Suspension and Expulsion/Due Process.

If the Board conducts an expulsion hearing pursuant to Board Policy 5144.1 - Suspension and Expulsion/Due Process, the Board shall do so in closed session unless the student submits a written request at least five days before the date of the hearing that the hearing be held in open session. Regardless of whether the expulsion hearing is conducted in open or closed session, the Board shall meet in closed session for the purpose of deliberating and determining whether to expel the student. (Education Code 48918)

CSBA NOTE: Pursuant to Education Code 35012, as amended by SB 1445 (Ch. 327, Statutes of 2024), the Board may authorize a student Board member(s) to make restorative justice recommendations regarding expulsions if certain conditions are met. The following paragraph is for districts that have student Board members and should be deleted for districts that do not.

On a case-by-case basis, the student Board member(s) may make restorative justice recommendations to the Board regarding specific expulsion matters in accordance with Board Bylaw 9150 - Student Board Members.

CSBA NOTE: Although Education Code 48918 states that student expulsion records are "nonprivileged, disclosable

public records" and the Attorney General in 80 Ops.Cal.Atty.Gen. 85 (1997) has opined that districts are required to disclose the student's name, the court in *Rim of the World Unified School District v. San Bernardino County Superior Court* held that the federal Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g) preempts state law and prohibits the disclosure of student expulsion records to the public. Failure to comply with FERPA may lead to loss of federal funding. Because of the potential conflict between state and federal law, it is recommended that districts consult CSBA's District and County Office of Education Legal Services or legal counsel prior to adopting the following paragraph.

In order to protect student privacy rights provided in 20 USC 1232g or other applicable laws, the identity of a student shall not be listed in the agenda and, unless the item is heard in open session, shall not be included in any disclosure after closed session. Additionally, a student matter shall be listed in the open session portion of the agenda with the same description and numbering system as it was listed in the closed session portion of the agenda.

Security Matters

CSBA NOTE: Government Code 54957 permits the Board to meet in closed session with the Governor, Attorney General, District Attorney, district legal counsel, sheriff or chief of police, or, as amended by AB 2715 (Ch. 243, Statutes of 2024), other law enforcement or security personnel to discuss certain threats, as specified below.

The Board may meet in closed session with the Governor, Attorney General, District Attorney, district legal counsel, sheriff or chief of police, or other law enforcement or security personnel on matters posing a threat to any of the following: (Government 54957)

1. The security of public buildings
2. The security of essential public services, including water, drinking water, wastewater treatment, natural gas service, and electric service
3. The public's right of access to public services or public facilities
4. Critical infrastructure controls or critical infrastructure information relating to cybersecurity

The Board may meet in closed session to consult with law enforcement officials on the development of a plan for tactical responses to criminal incidents and to approve the plan. (Education Code 32281)

Real Property Negotiations

CSBA NOTE: The Attorney General opined in 94 Ops.Cal.Atty.Gen. 82 (2011) that only three subjects related to real property negotiations may be considered in closed session: (1) the amount of consideration the local agency is willing to pay or accept in exchange for the real property rights to be acquired or transferred; (2) the form, manner, and timing of how that consideration will be paid; and (3) items that are essential to arriving at the authorized price and payment terms.

The Board may meet in closed session with its real property negotiator prior to the purchase, sale, exchange, or lease of real property by or for the district in order to grant its negotiator authority regarding the price and terms of payment for the property. (Government Code 54956.8)

Anticipated Litigation/Initiation of Litigation

Based on the advice of legal counsel, the Board may meet in closed session to confer with or receive advice from legal counsel regarding anticipated litigation or whether to initiate litigation when discussion of either matter in open session would prejudice the district's position with respect to such litigation. For this purpose, "litigation" includes any adjudicatory proceeding, including eminent domain, before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator. (Government Code 54956.9)

CSBA NOTE: Pursuant to Government Code 54956.9, the district is considered to be a "party," or to have "significant exposure," to litigation if any of its officers or employees is a party or has significant exposure to the litigation under circumstances specified below.

Litigation is considered to be "anticipated" when, in the Board's opinion based on the advice of legal counsel regarding the existing facts and circumstances, there is a significant exposure to litigation against the district or against a district officer or employee based on prior or prospective activities or alleged activities during and potentially during the course and scope of that office or employment. (Government Code 54956.9)

Existing facts and circumstances are limited to the following: (Government Code 54956.9)

1. Facts and circumstances that might result in litigation against the district but which the district believes are not yet known to potential plaintiff(s)
2. Facts and circumstances including, but not limited to, an accident, disaster, incident, or transactional occurrence that might result in litigation against the district, which are already known to potential plaintiff(s)
3. The receipt of a claim pursuant to the Government Claims Act or a written threat of litigation from a potential plaintiff
4. A threat of litigation made by a person in an open meeting on a specific matter within the responsibility of the Board
5. A threat of litigation made by a person outside of an open meeting on a specific matter within the responsibility of the Board, provided that the district official or employee receiving knowledge of the threat made a record of the statement before the meeting

CSBA NOTE: Under certain circumstances, Government Code 54954.5 enables multiple anticipated litigation items to be grouped together into one closed session agenda item so long as the number of items is listed in the agenda. However, given the complexity and nuance of the different disclosure requirements for anticipated litigation items, it is recommended that each anticipated litigation item be listed as a separate agenda item.

In *Fowler v. City of Lafayette*, the appellate court clarified that when an item is agendaized in closed session based on Item #5 above, Government Code 54956.9 requires that the statement be made available to the public. Upon receiving a threat of litigation in such a manner, it is recommended that the Board consult CSBA's District and County Office of Education Legal Services or district legal counsel as appropriate. The following paragraph should be revised to reflect district practice.

Each agenda item related to anticipated, or initiation of, litigation shall only contain one such matter. For an anticipated litigation item that is anticipated based on Items #2, #3, or #5 above, the agenda item shall also include the facts or circumstances that might result in litigation, the claim or written threat of litigation, or the record of the threat. However, the agenda item shall not identify the alleged victim of unlawful or tortious sexual conduct or anyone making the threat on the alleged victim's behalf, or identify a public employee who is the alleged perpetrator of any unlawful or tortious conduct upon which a threat of litigation is based, unless the identity of the person has been publicly disclosed. (Government Code 54956.9)

Existing Litigation

Based on the advice of legal counsel, the Board may meet in closed session to confer with or receive advice from legal counsel regarding existing litigation when discussion of the matter in open session would prejudice the district's position with respect to such litigation. Litigation is considered to be "existing" when the district has been named a party to the litigation, or a district officer or employee has been named a party to the litigation based on prior or prospective activities or alleged activities during the course and scope of that office or employment, including litigation which involves whether an activity is outside the course and scope of the office or employment. For this purpose, "litigation" includes any adjudicatory proceeding, including eminent domain, before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator. (Government Code 54956.9)

Tort, Public, or Workers' Compensation Liability

CSBA NOTE: The following paragraph is for use by districts participating in a joint powers agency (JPA) for insurance pooling or in a self-insurance authority.

The Board may meet in closed session to discuss a claim for the payment of tort liability losses, public liability losses, or workers' compensation liability incurred by a joint powers agency (JPA) formed for the purpose of insurance pooling or self-insurance authority of which the district is a member. (Government Code 54956.95)

Joint Powers Agency Issues

CSBA NOTE: Pursuant to Government Code 54956.96, a JPA may adopt a provision, either through a policy or through the joint powers agreement, authorizing a Board member serving on the JPA board to disclose confidential information received during the JPA board's closed session under the circumstances specified below. Government Code 54954.5 provides an agenda description for the purpose of this closed session. The following optional paragraph is for use by districts that participate in a JPA that has adopted such a provision.

The Board may meet in closed session in order to receive, discuss, and take action concerning information that has

direct financial or liability implications for the district and that was obtained in a closed session of a JPA of which the district is a member. However, a Board member serving on the JPA board may only disclose confidential information acquired during a closed session of the JPA to fellow Board members if the governing board of the JPA has so authorized and upon advice of district legal counsel. (Government Code 54956.96)

Review of Audit Report from California State Auditor's Office

CSBA NOTE: Government Code 54956.75 authorizes the Board to meet in closed session to discuss a confidential final draft audit report from the California State Auditor's Office. This authority relates to situations in which a member of the legislature has requested the California State Auditor's Office to audit a school district. This audit is separate from the annual audit that districts are required to conduct pursuant to Education Code 41020. The law does not authorize the Board to meet in closed session to discuss the district's annual audit.

Upon receipt of a confidential final draft audit report from the California State Auditor's Office and before the report has been made public, the Board may meet in closed session to discuss its response to that report. After public release of the report from the California State Auditor's Office, any Board meeting to discuss the report shall be conducted in open session, unless exempted from that requirement by some other provision of law. (Government Code 54956.75)

Review of Assessment Instruments

The Board may meet in closed session to review the contents of any student assessment instrument approved or adopted for the statewide testing system. Before any such meeting, the Board shall agree by resolution to accept any terms or conditions established by the State Board of Education for this review. (Education Code 60617)

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 Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
Ed. Code 35012	Restorative justice
Ed. Code 35145	Public meetings
Ed. Code 35145.5	Public Comment
Ed. Code 35146	<u>Closed sessions regarding suspensions</u>
Ed. Code 44929.21	<u>Notice of reelection decision; districts with 250 ADA or more</u>
Ed. Code 48912	<u>Governing board suspension</u>
Ed. Code 48918	<u>Rules governing expulsion procedures</u>
Ed. Code 49070	Challenging student records
Ed. Code 60617	<u>Meetings of governing board</u>
Gov. Code 3540-3549.3	<u>Educational Employment Relations Act</u>
Gov. Code 54950-54963	The Ralph M. Brown Act

Federal	Description
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974

Management Resources	Description
Attorney General Opinion	105 Ops.Cal.Atty.Gen. 89 (2022)
Attorney General Opinion	<u>98 Ops.Cal.Atty.Gen. 41 (2015)</u>
Attorney General Opinion	89 Ops.Cal.Atty.Gen. 110 (2006)
Attorney General Opinion	59 Ops.Cal.Atty.Gen. 532 (1976)
Attorney General Opinion	78 Ops.Cal.Atty.Gen. 218 (1995)
Attorney General Opinion	<u>86 Ops.Cal.Atty.Gen. 210 (2003)</u>

Exhibit 9321-E(1): Closed Session

Status: ADOPTED

Original Adopted Date: 07/01/2019 | Last Revised Date: 11/01/2025 | Last Reviewed Date: 11/01/2025

BOARD MEETING AGENDA DESCRIPTIONS FOR CLOSED SESSION ITEMS

CSBA NOTE: Pursuant to Government Code 54954.2, the agenda for each Governing Board meeting is required to contain a general description of each item to be discussed in closed session; see the accompanying Board Bylaw. Government Code 54954.5 provides specific agenda descriptions for most closed session items, which are reflected below. Where the law does not provide a specific agenda description for a closed session item, the language offered below is designed to inform the public of the purpose of the item without breaching confidentiality. Language in parentheses is for informational purposes only and should not be included as part of the general description of an item. The district may revise the following descriptions to reflect district practice and should consult CSBA's District and County Office of Education Legal Services or district legal counsel, as appropriate.

The Governing Board meeting agenda shall include the following description of a closed session item, as applicable:

Personnel Matters

PUBLIC EMPLOYEE APPOINTMENT
Government Code 54957

Title: _____
(Specify position to be filled.)

PUBLIC EMPLOYMENT
Government Code 54957

Title: _____
(Specify position to be filled.)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Government Code 54957

Title: _____
(Specify title of employee being evaluated.)

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
Government Code 54957

(Due to employee privacy rights, no additional information may be provided.)

SPECIFIC COMPLAINT OR CHARGE AGAINST EMPLOYEE
Government Code 54957
(Due to employee privacy rights, no additional information may be provided.)

EMPLOYEE APPLICATION FOR EARLY WITHDRAWAL OF FUNDS IN DEFERRED COMPENSATION PLAN
Government Code 54957.10
(No additional information may be provided.)

Negotiations/Collective Bargaining

CONFERENCE WITH LABOR NEGOTIATORS
Government Code 54957.6

District-Designated Representatives: _____
(Specify names of representatives attending the closed session. If circumstances necessitate the absence of a specified designated representative, an agent or designee may participate in place of the absent representative as long as the name of the agent or designee is announced at an open session held prior to the closed session.)

Employee Organization: _____
(Specify name of employee organization with which negotiations are being held.)

or

Unrepresented Employee(s): _____
(Specify position of unrepresented employee(s) who are the subject of the negotiations.)

Matters Related to Students

STUDENT SUSPENSION/OTHER DISCIPLINARY ACTION
Education Code 35146

Tracking/Identification Number: _____
(Due to student privacy rights, no additional information may be provided. The district may use other means to identify the student for record-keeping purposes.)

STUDENT EXPULSION
Education Code 48912

Tracking/Identification Number: _____
(Due to student privacy rights, no additional information may be provided. The district may use other means to identify the student for record-keeping purposes.)

STUDENT GRADE CHANGE APPEAL
Education Code 49070

Tracking/Identification Number: _____

(Due to student privacy rights, no additional information may be provided. The district may use other means to identify the student for record-keeping purposes.)

CONFIDENTIAL STUDENT MATTER

Action Under Consideration: _____
(If the Board is considering a confidential student matter other than those listed above, specify type of action.)

Tracking/Identification Number: _____
(Due to student privacy rights, no additional information may be provided. The district may use other means to identify the student for record-keeping purposes.)

Security Matters

THREAT TO PUBLIC SERVICES OR FACILITIES
Government Code 54957

Consultation With: _____
(Specify name of law enforcement agency and title of officer, or name of applicable agency representative and title, with whom the Board will consult.)

DEVELOPMENT/APPROVAL OF TACTICAL RESPONSE PLAN
Education Code 32281

Consultation With: _____
(Specify name of law enforcement agency and title of officer, or name of applicable agency representative and title, with whom the Board will consult.)

Real Property Negotiations

CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Government Code 54956.8

Property: _____
(Specify street address or, if no street address, the parcel number or other unique reference of the real property)

under negotiation.)

District Negotiator: _____

(Specify names of negotiators attending the closed session. If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator as long as the name of the agent or designee is announced at an open session held prior to the closed session.)

Party With Whom District Is Negotiating: _____

(Specify name of party, not agent.)

Under Negotiation: _____

(Specify whether instruction to negotiator will concern price, terms of payment, or both.)

Anticipated Litigation/Initiation of Litigation

CSBA NOTE: For an anticipated litigation or initiation of litigation closed session item, the district may be required to provide additional information in the agenda or in an oral statement prior to the closed session pursuant to Government Code 54956.9(e)(2)-(5). Boards should consult CSBA's District and County Office of Education Legal Services or district legal counsel, as appropriate.

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code 54956.9(d)(2) or (3)

(If applicable) Existing Facts And Circumstances: _____

CONFERENCE WITH LEGAL COUNSEL - INITIATION OF LITIGATION

Initiation of litigation pursuant to Government Code 54956.9(d)(4)

(If applicable) Existing Facts And Circumstances: _____

Existing Litigation

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

Government Code 54956.9(d)(1)

Name Of Case: _____

(Specify by reference to claimant's name, names of parties, or case or claim numbers.)

or

Case name unspecified, as identification of the case would jeopardize service of process or existing settlement negotiations

Tort, Public, or Workers' Compensation Liability

LIABILITY CLAIMS

Government Code 54956.95

Name Of Claimant(s): _____

(Specify name, except when the claimant is a victim or alleged victim of tortious sexual conduct or child abuse unless the identity of the person has been publicly disclosed.)

Name Of Agency Against Which Claim Is Made: _____

Joint Powers Authority Issues

INFORMATION FROM A JOINT POWERS AGENCY WITH DIRECT FINANCIAL OR LIABILITY IMPLICATIONS FOR DISTRICT

Government Code 54956.96

Name Of JPA: _____

Discussion Will Concern: _____
(Specify closed session description used by the JPA.)

Name Of District Representative On JPA Board: _____

Review of Audit from State Auditor's Office

AUDIT BY CALIFORNIA STATE AUDITOR'S OFFICE
Government Code 54956.75
(No additional information is required.)

Review of Assessment Instruments

REVIEW OF STUDENT ASSESSMENT INSTRUMENT
Education Code 60617
(Reference resolution in which board agreed to accept the terms or conditions established by rules and regulations of the State Board of Education.)

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 Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

Description

Ed. Code 35012	Restorative justice
Ed. Code 35145	<u>Public meetings</u>
Ed. Code 35145.5	Public Comment
Ed. Code 35146	<u>Closed sessions regarding suspensions</u>
Ed. Code 44929.21	<u>Notice of reelection decision; districts with 250 ADA or more</u>
Ed. Code 48912	<u>Governing board suspension</u>
Ed. Code 48918	<u>Rules governing expulsion procedures</u>
Ed. Code 49070	<u>Challenging student records</u>
Ed. Code 60617	<u>Meetings of governing board</u>
Gov. Code 3540-3549.3	Educational Employment Relations Act
Gov. Code 54950-54963	<u>The Ralph M. Brown Act</u>

Federal

Description

20 USC 1232g	<u>Family Educational Rights and Privacy Act (FERPA) of 1974</u>
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Management Resources

Description

Attorney General Opinion	105 Ops.Cal.Atty.Gen. 89 (2022)
Attorney General Opinion	<u>98 Ops.Cal.Atty.Gen. 41 (2015)</u>
Attorney General Opinion	<u>89 Ops.Cal.Atty.Gen. 110 (2006)</u>
Attorney General Opinion	<u>59 Ops.Cal.Atty.Gen. 532 (1976)</u>
Attorney General Opinion	<u>78 Ops.Cal.Atty.Gen. 218 (1995)</u>
Attorney General Opinion	<u>86 Ops.Cal.Atty.Gen. 210 (2003)</u>
Attorney General Opinion	<u>94 Ops.Cal.Atty.Gen. 82 (2011)</u>
Attorney General Publication	<u>The Brown Act: Open Meetings for Legislative Bodies, rev. 2003</u>
Court Decision	<u>Fowler v. City of Lafayette (2020) 45 Cal.App.5th 68</u>

Exhibit 9321-E(2): Closed Session

Status: ADOPTED

Original Adopted Date: 07/01/2019 | Last Revised Date: 11/01/2025 | Last Reviewed Date: 11/01/2025

DISCLOSURES OF CLOSED SESSION ACTIONS

CSBA NOTE: Whenever the Governing Board meets in closed session, the Brown Act generally requires it to reconvene in open session following closed session to disclose, either orally or in writing, on each action taken in closed session and the vote, recusal, or absence on each action; see the accompanying Board Bylaw. The language offered below is intended to follow the specific disclosure requirements found in law. Where the law does not specifically provide disclosure requirements for a closed session item, the following language is designed to inform the public of the Board's action without breaching confidentiality. Language in parentheses is for informational purposes only and should not be included as part of the general description of an item. The district may revise the following descriptions to reflect district practice and should consult CSBA's District and County Office of Education Legal Services or district legal counsel, as appropriate.

After the Governing Board meets in closed session, the Board shall reconvene in open session to disclose, either orally or in writing, any of the following actions taken during closed session, as applicable:

Personnel Matters

CSBA NOTE: Government Code 54957.1 requires the Board to disclose any closed session action taken to appoint, to employ, to dismiss, to accept the resignation of, or that otherwise affects the employment status of a district employee. The Attorney General, in 89 Ops.Cal.Atty.Gen. 110 (2006), opined that boards are not required to disclose an action taken in closed session to reject the proposed dismissal of an employee, as such a decision to maintain the status quo does not constitute "an action taken to dismiss."

PUBLIC EMPLOYEE APPOINTMENT

Title: _____
(Specify position to be filled)

Appointment Made: (Yes; otherwise no action taken)

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of Board members)

PUBLIC EMPLOYMENT

Title: _____
(Specify position to be filled)

Decision to Employ: (Yes; otherwise no action taken)

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of Board members)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: _____
(Specify title of employee being evaluated)

(If applicable) Board evaluated an employee in the above listed position.

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

CSBA NOTE: Government Code 54957.1 generally requires the disclosure of any action taken in closed session to appoint, employ, dismiss, accept the resignation of, or otherwise affect the employment status of a public employee be disclosed. Additionally, Government Code 54957.1 requires that any such disclosure identify the title of the position even, for items where the title of the position was not listed in the agenda. However, Government Code 54957.7 provides for an exception such that the disclosure of a dismissal or nonrenewal of an employment contract is required to be deferred until the first meeting following the exhaustion of administrative remedies, if any.

Title: _____
(Specify position affected)

(If applicable) Decision to Dismiss/Release: (Yes; otherwise no action taken)

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of Board members)

SPECIFIC COMPLAINT OR CHARGE AGAINST EMPLOYEE

(If applicable) Board heard/discussed a specific complaint or charge against an employee.

EMPLOYEE APPLICATION FOR EARLY WITHDRAWAL OF FUNDS IN DEFERRED COMPENSATION PLAN

(If applicable) Board received/discussed an employee's application for early withdrawal of funds in deferred compensation plan.

Negotiations/Collective Bargaining

(If applicable) Agreement Reached With: _____
(Specify Employee Organization)

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of Board members)

Matters Related to Students

STUDENT SUSPENSION/OTHER DISCIPLINARY ACTION

Tracking/Identification Number: _____

(If applicable) Board heard/discussed this matter and will vote in open session as indicated in the agenda.

STUDENT EXPULSION

Tracking/Identification Number: _____

(If applicable) Board heard/discussed this matter and will vote in open session as indicated in the agenda.

STUDENT GRADE CHANGE APPEAL

Tracking/Identification Number: _____

(If applicable) Board heard/discussed this matter.

CONFIDENTIAL STUDENT MATTER

Action Under Consideration: _____

Tracking/Identification Number: _____

(If applicable) Board heard/discussed this matter.

Security Matters

THREAT TO PUBLIC SERVICES OR FACILITIES

(If applicable) Board consulted with: _____

(Specify name of law enforcement agency and title of officer, or name of applicable agency representative and title, with whom the Board will consult.)

DEVELOPMENT/APPROVAL OF TACTICAL RESPONSE PLAN

(If applicable) Board approved a Tactical Response Plan.

Ayes: _____

Nays: _____

Abstentions: _____

Absent: _____

Recused: _____

(Enter names of Board members)

Real Property Negotiations

CSBA NOTE: Pursuant to Government Code 54957.1, if the Board approves an agreement concluding real estate negotiations pursuant to Government Code 54956.8 in closed session, it is required to disclose the vote and the substance of the agreement in open session at the same meeting. However, if final approval rests with the other party to the agreement, the Superintendent or designee is required, upon inquiry by any person, to disclose the fact of that approval and the substance of the agreement as soon as the other party or its agent has informed the district of its approval.

(If applicable) Board approved an agreement concluding real estate negotiations and the agreement is final.

Substance Of Agreement: _____

Ayes: _____

Nays: _____

Abstentions: _____

Absent: _____

Recused: _____

(Enter names of Board members)

Anticipated Litigation/Initiation of Litigation

CSBA NOTE: Pursuant to Government Code 54957.1, if the Board approves an agreement resolving litigation that is anticipated or litigation that the district was going to initiate, it is required to disclose the vote and the substance of the agreement in open session at the same meeting. However, if final approval rests with the other party to the agreement, the Superintendent or designee is required, upon inquiry by any person, to disclose the fact of that approval and the substance of the agreement as soon as the other party or its agent has informed the district of its approval.

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

(If applicable) Board has given approval to legal counsel to defend the district against anticipated litigation.

Ayes: _____

Nays: _____

Abstentions: _____

Absent: _____
Recused: _____
(Enter names of Board members)

or

(If applicable) Board approved an agreement concluding this matter and the agreement is final.

Adverse Party(s): _____

Substance Of Agreement: _____

Ayes: _____

Nays: _____

Abstentions: _____

Absent: _____

Recused: _____

(Enter names of Board members)

CONFERENCE WITH LEGAL COUNSEL - INITIATION OF LITIGATION

CSBA NOTE: Pursuant to Government Code 54957.1, in the case of approval given to initiate litigation, the Board is only required to disclose that it gave direction to initiate litigation. However, the Superintendent or designee is required, upon inquiry by any person, to disclose additional information regarding the action such as the name(s) of the defendant(s) once the litigation is formally commenced, unless doing so would jeopardize the district's ability to effectuate service of process on one or more unserved parties or conclude existing settlement negotiations to its advantage.

(If applicable) Board has given approval to legal counsel to initiate litigation.

Ayes: _____

Nays: _____

Abstentions: _____

Absent: _____

Recused: _____

(Enter names of Board members)

or

(If applicable) Board approved an agreement concluding this matter and the agreement is final.

Adverse Party(s): _____

Substance Of Agreement: _____

Ayes: _____

Nays: _____

Abstentions: _____

Absent: _____

Recused: _____

(Enter names of Board members)

Existing Litigation

CSBA NOTE: Pursuant to Government Code 54957.1, if the Board approves an agreement resolving existing litigation, it is required to disclose the vote and the substance of the agreement in open session at the same meeting. However, if final approval rests with the other party to the agreement, the Superintendent or designee is required, upon inquiry by any person, to disclose the fact of that approval and the substance of the agreement as soon as the other party or its agent has informed the district of its approval.

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

(If applicable) Board has given approval to legal counsel to defend the district, seek or refrain from seeking appellate

review or relief, or to enter as an amicus curiae in this litigation.

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of Board members)

or

(If applicable) Board approved an agreement concluding this litigation and the agreement is final.

Substance Of Agreement: _____

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of Board members)

Tort, Public, or Workers' Compensation Liability

LIABILITY CLAIMS

(If applicable) Board approved disposing of this claim and that disposition is final.

Substance Of Claim, Including Amount Of Payment To Claimant: _____

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of Board members)

Joint Powers Agency Issues

INFORMATION FROM A JOINT POWERS AGENCY WITH DIRECT FINANCIAL OR LIABILITY IMPLICATIONS FOR DISTRICT

(If applicable) Board heard/discussed this matter.

Review of Audit from State Auditor's Office

AUDIT BY CALIFORNIA STATE AUDITOR'S OFFICE

(If applicable) Board heard/discussed this matter.

Review of Assessment Instruments

REVIEW OF STUDENT ASSESSMENT INSTRUMENT

(If applicable) Board reviewed the assessment in compliance with the applicable board resolution.

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 Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

CERTIFICATES OF PARTICIPATION FINANCIAL UPDATE **KITCHEN/GYM PROJECT** **QUARTERLY REPORT - March 2026**

The District is constructing a multi-purpose facility that consists of a kitchen and gymnasium. To finance this project, Certificates of Participation (COPs) were sold in September 2023. Lease payments began April 2024 and will be made for 20 years until October 2043.

COPs Project Fund Account		
Total COPs	6,476,730.50	<i>includes interest earned</i>
- 23/24 Spent	-455,737.24	
- 24/25 Spent	-1,775,142.09	
- 25/26 Spent to Date	-4,241,923.17	
COPs Balance Available	3,928.00	

COPs Lease Payments for 20 Years		
Lease	9,220,773.99	
- Payments Made	-921,342.57	
Total Still Due	8,299,431.42	

TOTAL KITCHEN/GYM PROJECT COSTS

Total Project Costs Spent by Year		
22/23 Paid by District	6,165.50	
23/24 Paid by COPs	455,737.24	
24/25 Paid by COPs	1,775,142.09	
24/25 Paid by District	34,578.24	
25/26 Paid by COPs to date	4,241,923.17	
25/26 Paid by District to date	1,011,422.22	
Total Spent to Date	7,524,968.46	

Original cost estimate was \$9,500,000. Board approved additional \$900,000 on 3/17/25. Estimated total cost is currently \$10,400,000.



906 West 4th Street, Alturas, CA 96101
Phone: (530) 233-7201 Fax: (530) 233-4362 Web: www.modoc.k12.ca.us

ASSOCIATED STUDENT BODY (ASB) REPORT

PERIOD ENDING:

February 28, 2026

To: Beckie Lewis, Superintendent
From: Elizabeth Nikki Guzman, Business Manager
Date: March 6, 2026

A financial summary report for each school's ASB account is provided below.

School Site	Beginning Balance	Deposits	Withdrawals	Ending Balance
Modoc Middle School	\$8,331.86	+\$0.00	-\$1,166.47	\$7,165.39
Modoc High School	\$210,081.04	+\$29,513.62	-\$20,022.00	\$219,572.66

On the following page is a balance summary report for each school's ASB account.

ASSOCIATED STUDENT BODY (ASB) SUMMARY
PERIOD ENDING: February 28, 2026

A balance summary report for each school's ASB account is provided below. These totals include uncleared deposits and expenditures and will not match the bank statement totals.

Modoc High School ASB

2026 Class	12,176.45
2027 Class	7,584.87
2028 Class	4,199.51
2029 Class	1,583.48
Art	3,738.31
Athletics	22,823.88
Baseball	197.49
Boys Basketball	2,344.69
Cheerleading	4,361.82
CNC	396.35
Cross Country	535.43
CSF	102.88
FFA	10,412.57
FFA-Allen Clark Scholarship	6,918.68
FFA - Greenhouse	4,511.60
FFA - Shop	5,540.67
FFA Floral	6,124.00
FFA National Convention	11,742.38
Football	2,971.54
Girls Basketball	6,621.20
Golf	1,292.17
Interact Club	500.00
Music	2,798.83
Scholarship	55,755.98
Shooting Sports Team	850.60
Soccer	1,713.92
Softball	269.14
Student Council	3,590.20
Testing	2,072.05
Track	610.47
Volleyball	3,051.14
Warner High School	504.06
Woodshop	4,749.57
Wrestling	1,446.36
Yearbook	8,625.03

Total MHS ASB \$202,717.32

Modoc Middle School ASB

Yearbook	3,210.54
Book Club	101.74
MMS ASB	3,853.11
Total MMS ASB	\$7,165.39

2025-26 MJUSD GENERAL FUND BUDGET

As of April 7, 2026

Enrollment: 767 ~ Est. P2 ADA: 706.40 ~ COLA: 2.30%

Object Codes		Unrestricted	Restricted	Total
REVENUES:				
LCFF Sources	8010-8099	11,569,874	0	11,569,874
Federal Revenues	8100-8299	398,000	721,071	1,119,071
Other State Revenues	8300-8599	173,320	2,272,531	2,445,851
Other Local Revenues	8600-8799	395,102	507,561	902,663
TOTAL REVENUES		12,536,296	3,501,163	16,037,459
EXPENDITURES:				
Certificated Salaries	1000-1999	4,176,782	645,066	4,821,848
Classified Salaries	2000-2999	1,231,307	1,439,757	2,671,064
Benefits	3000-3999	2,650,190	1,438,273	4,088,463
Books and Supplies	4000-4999	744,413	686,404	1,430,817
Services, Other Operating	5000-5999	1,431,345	1,379,368	2,810,713
Capital Outlay	6000-6999	7,000	330,507	337,507
Other Outgo	7100-7299	177,203	105,319	282,522
Direct/Indirect	7300-7399	-223,536	223,536	0
TOTAL EXPENDITURES		10,194,704	6,248,230	16,442,934
EXCESS (DEFICIENCY)		2,341,592	-2,747,067	-405,475
OTHER FINANCING:				
Transfers In	8900-8929	0	0	0
Transfers Out	7600-7629	-568,234	-244,447	-812,681
Other Sources	8930-8979	0	0	0
Contributions to Rest.	8980-8999	-1,868,184	1,868,184	0
TOTAL OTHER FINANCING		-2,436,418	1,623,737	-812,681
INCREASE (DECREASE)		-94,826	-1,123,330	-1,218,156
FUND BALANCE:				
Beginning Balance		7,524,734	2,502,445	10,027,179
ENDING FUND BALANCE		7,429,908	1,379,115	8,809,023

Components of Fund Balance

Revolving Fund	2,500		2,500
Restricted Carryover		1,379,115	1,379,115
Other Assignments	4,493,953		4,493,953
Economic Uncertainties: 17% Minimum Reserve	2,933,455		2,933,455
Ending Fund Balance	7,429,908	1,379,115	8,809,023

**Modoc Joint Unified School District
2025-26 CASH FLOW PROJECTION: GENERAL FUND**

Updated 4/7/26

	July	August	September	October	November	December	January	February	March	April	May	June	Accruals	Adjustments	TOTAL
Beginning Cash	6,486,679.56	6,147,825.71	5,784,754.28	6,853,623.66	7,143,635.63	6,234,265.36	8,373,145.74	7,751,124.02	7,238,437.91	7,128,684.41	7,476,520.49	6,409,938.89			
RECEIPTS															
LCFF															
State Aid	875,305.00	875,305.00	875,305.00	875,007.00	0.00	0.00	350,122.00	302,186.00	302,186.00	302,186.00	302,186.00	0.00	400,291.00	0.00	5,457,085.00
Education Protection Acct	0.00	0.00	595,697.00	0.00	0.00	595,698.00	0.00	0.00	485,094.00	0.00	0.00	706,300.00	0.00	0.00	2,382,789.00
Property Tax	1,965.42	26,496.89	0.00	0.00	0.00	2,447,964.70	-29,694.33	0.00	0.00	1,250,000.00	0.00	23,287.32	0.00	0.00	3,730,000.00
Federal Rev.	0.00	0.00	66,921.79	5,163.52	0.00	239,236.00	0.00	97,015.00	111,835.76	5,200.00	360,000.00	52,875.93	180,823.00	0.00	1,119,071.00
State Rev.	135,209.00	135,206.00	573,382.15	302,136.00	93,500.00	52,353.90	68,795.09	160,478.52	140,134.15	94,534.85	91,401.06	410,950.88	187,769.40	0.00	2,445,851.00
Local Rev.	34,162.97	10,370.44	25,191.20	106,011.52	19,707.34	11,452.85	97,230.33	14,153.51	7,147.86	29,718.38	8,699.34	217,950.74	320,806.52	0.00	902,663.00
Interfund Transfers In	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
All Other Financing Sources	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECEIPTS	1,046,682.39	1,057,381.33	2,136,500.14	1,285,318.04	113,207.34	3,346,705.45	486,453.09	573,833.03	1,046,397.77	1,681,639.23	762,286.40	1,411,384.87	1,089,889.92	0.00	16,037,459.00
DISBURSEMENTS															
Certificated Salaries	53,473.15	429,894.92	391,466.92	395,588.30	394,203.51	446,573.72	396,137.71	403,873.12	437,926.75	410,000.00	410,000.00	592,709.90	60,000.00	0.00	4,821,848.00
Classified Salaries	96,110.79	245,791.55	203,939.35	207,171.30	206,311.11	274,735.98	203,158.82	206,680.49	192,199.30	210,000.00	280,000.00	342,995.31	0.00	0.00	2,671,064.00
Employee Benefits	97,300.09	317,407.93	308,192.68	289,456.75	305,747.25	316,734.57	310,902.35	310,163.51	300,675.80	320,000.00	335,000.00	876,832.07	0.00	0.00	4,089,463.00
Subtotal Salaries & Benefits	248,934.03	993,064.40	903,598.95	892,216.35	906,261.87	1,038,044.27	910,198.88	920,717.12	930,801.85	940,000.00	1,025,000.00	1,812,537.28	60,000.00	0.00	11,581,375.00
Taxes & Supplies	12,801.66	90,460.65	87,983.76	93,758.97	39,350.25	44,258.24	61,174.27	33,621.54	94,640.06	100,000.00	150,000.00	172,767.60	450,000.00	0.00	1,430,817.00
Services	331,895.28	130,184.21	160,102.23	80,531.58	83,115.50	125,539.71	99,078.27	112,218.10	128,832.60	200,000.00	225,000.00	334,215.52	800,000.00	0.00	2,810,713.00
Capital Outlay	31,405.63	0.00	0.00	0.00	0.00	0.00	7,367.82	2,968.75	3,008.76	0.00	70,000.00	215,753.04	7,000.00	0.00	337,507.00
Other Outgo	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	282,522.00	0.00	0.00	282,522.00
Interfund Transfers Out	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
All Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	360,000.00	452,681.00	0.00	0.00	812,681.00
TOTAL DISBURSEMENTS	625,039.60	1,213,709.26	1,151,684.94	1,066,506.90	1,028,727.62	1,207,842.22	1,077,819.24	1,069,525.51	1,157,283.27	1,240,000.00	1,830,000.00	3,270,476.44	1,317,000.00	0.00	17,255,615.00
BALANCE SHEET ITEMS															
Investments/Cash not in Treasury	-18,435.33	0.00	0.00	-47,743.67	0.00	0.00	-30,024.47	0.00	0.00	-10,000.00	0.00	-5,000.00	111,200.69	4,145,187.29	4,145,187.51
Accounts Receivable	198,247.76	12,397.84	539,055.02	115,403.50	6,150.01	0.00	820.00	1,132.00	1,132.00	10,532.00	1,132.00	97,421.08	154,000.00	0.00	1,136,424.21
Due From Other Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prepaid Expenses	0.00	0.00	22,247.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,247.46
Subtotal Assets	179,812.43	12,397.84	560,303.48	67,659.83	6,150.01	0.00	-29,204.47	1,132.00	1,132.00	532.00	1,132.00	92,421.08	265,200.69	0.00	1,158,668.69
Use Tax	0.00	27.37	415.18	240.00	0.00	17.15	-652.88	98.37	0.00	0.00	0.00	-145.19	0.00	0.00	0.00
Accounts Payable	-952,289.07	-219,168.71	1,456.85	3,301.00	0.00	0.00	-798.22	-18,224.00	0.00	-94,335.15	0.00	-17,178.11	0.00	0.00	-1,297,235.41
Unearned Revenues	0.00	0.00	-478,121.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-478,121.33
Subtotal Liabilities	-952,289.07	-219,141.34	-476,249.30	3,541.00	0.00	17.15	-1,451.10	-18,125.63	0.00	-94,335.15	0.00	-17,323.30	0.00	0.00	-1,775,356.74
TOTAL BALANCE SHEET ITEMS	-772,476.64	-206,743.50	84,054.18	71,200.83	6,150.01	17.15	-30,655.57	-16,993.63	1,132.00	-93,803.15	1,132.00	75,097.78	265,200.69	4,145,187.29	2,868,612.90
Net Increase/Decrease	-350,853.85	-363,071.43	1,068,869.38	290,011.97	-909,370.27	2,138,880.38	-622,021.72	-512,686.11	-109,753.50	347,836.08	-1,066,581.60	-1,783,993.79	37,890.61	4,145,187.29	4,186,768.90
Ending Cash	6,147,825.71	5,784,754.28	6,853,623.66	7,143,635.63	6,234,265.36	8,373,145.74	7,751,124.02	7,238,437.91	7,128,684.41	7,476,520.49	6,409,938.89	4,625,945.10			
Ending Cash, Plus Accruals															8,809,023.00

REPORT: Projections based on historical budgeted and estimated revenue allocations and expenditures.