

LAKE SIDE UNION SCHOOL DISTRICT

Office of the Superintendent
12335 Woodside Avenue
Lakeside, California 92040
(619) 390-2600

District Administrative Center

August 8, 2019

Closed Session: 4:30 p.m.

Open Session: 4:45 p.m.

NOTICE OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES

Members of the public who require disability modification or accommodation in order to participate in the meeting should contact the Superintendent's Office at (619) 390-2606 or in writing, at least twenty-four (24) hours before the meeting. (Government Code section 54954.2).

A. CALL TO ORDER AND ROLL CALL

B. OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE BOARD ON ANY ITEM DESCRIBED IN THIS NOTICE (GOVERNMENT CODE SECTION 54954.3) – 4:30PM

During this time, citizens are invited to address the Board of Education. Request-to-speak cards should be submitted before the start of the meeting. The Board may not take action on any item presented. The Board has policy limiting any speaker to four minutes or 20 minutes on one subject.

C. CLOSED SESSION

Conference with Labor Negotiator, Stacy Coble, regarding the California School Employees' Association, Chapter 240, pursuant to Government Code §54957.6.

D. OPENING PROCEDURES – 4:45PM

1. Reconvene
2. Welcome Visitors
3. Closed Session Report
4. The Pledge of Allegiance will be led by President Taylor.

E. PRESENTATION

Dale Scott will present the polling results of a potential General Obligation bond election in 2020.

F. TRUSTEE REPORTS AND COMMENTS

Trustees will report and comment as desired.

G. SUPERINTENDENT'S REPORT

Dr. Andy Johnsen will present overall district updates.

H. ITEMS OF BUSINESS

1.1 Designate consent agenda items.

Note: Consent agenda items are generally routine items of business. The Board will designate those items to be approved as a whole, unless a member of the public requests consideration of an item on an individual basis. The Board will review and act on the remaining items of business.

1.2 Discussion/adoption of consent agenda items.

SUPERINTENDENT

2.1 **Adoption** is requested of the regular board meeting minutes of July 11, 2019 and the special board meeting minutes of July 12, 2019.

2.2 **Adoption** is requested of the 2019 Board of Trustees Goals, as re-developed during the July 12, 2019 board retreat.

2.3 **Adoption** is requested of the LUSD Board Governance Handbook, as expanded during the July 12, 2019 board retreat.

2.4 **Consideration** is requested of CSBA's Call for Nominations for Directors-at-Large African American, American Indian, and County are being accepted until Saturday, October 5, 2019.

BUSINESS SERVICES

3.1 **Approval** is requested of the following monthly business items: A) Commercial Warrants; B) Revolving Cash; C) Purchase Orders and Change Orders; and D) Purchase Card Expenditures.

3.2 **Approval** is requested of the 45-day Budget Update to the 2019-20 Adopted Budget.

3.3 **Approval** is requested of the following annual contracts for the 2019-20 school year: A) Dr. Debra Dupree with Relationships at Work, Inc. (HR); B) Math Transformations (District); C) Deaf Community Services of San Diego (District); and D) I Love a Clean San Diego (District) (**Emphasis Goal #1, Academic Achievement and Emphasis Goal #2, Social-Emotional**)

3.4 **Approval** is requested of the following fundraisers for Lakeside Middle School: A) Lakeside National Little League snack bar; B) Band: Voluntary donation drive (September & February); T-shirt sales (September); Red Apple fundraising (September); C) Show Choir: Voluntary donation drive; dance spirit wear; awards dinner fundraiser; dessert concerts; voluntary admission to concerts/opportunity baskets at events; dance-a-thon; D) Physical Education: PE Clothes; and water sales; E) Drama: Voluntary ticket sales to performances; F) Art: Voluntary donation drive; G) ASB: H2O Go fundraiser (October); school dances; holiday grams; water sales at promotion; candy fundraiser; and talent show; H) Color Guard: Chuck Wagon BBQ; Red Apple fundraiser; one school dance; holiday photo fundraiser; and fall festival; I) FFA: honey sales at a variety of events; pancake breakfast (January); banquet/silent auction (Spring); Volunteer donation drive; teacher luncheon fundraisers (August & January); various restaurants dine night fundraisers; Farm Day dance; popcorn/cookie dough fundraiser; and T-shirt sales; J) PLAY: funds go to purchasing play rights, costumes, sets, lighting and sound equipment; ticket sales; and voluntary donation drive.

H. ITEMS OF BUSINESS (CONTINUED)

- 3.5 **Authorization** is requested to attend out-of-county performances for the following: A) Show Choir to the Burbank Blast Competition in Burbank from April 1-4, 2020, the Katella competition in Anaheim in March 2020; and competitions at Disneyland and Knott's Berry Farm (TBD); B) ASB to the leadership conference in Anaheim June 2020; D) Color Guard to Orange County in February OR March 2020 and Las Vegas, Nevada for regional competition (TBD); E) FFA to State Conference in Anaheim April 2020, Discovery Conference in September, Delegate Meeting on March 2 and Regional day trips (TBD).
- 3.6 **Acceptance** is requested of the following donations: A) Holly Ferrante Farmers Insurance donated playground balls and basketballs (\$99.54) and dry erase markers (\$99.59) to Lindo Park; B) Elizabeth Sanchez donated \$100 to PLAY; C) Emily Merklinger of the "Goggle Fairy Project" donated 800 pairs of goggles to the District; and D) Donor Choose to various sites in the amount of \$5,535.61.

EDUCATIONAL SERVICES

- 4.1 **Approval** is requested of a Student Teaching Agreement with United States University to provide these students teaching experience through practice teaching.

PUPIL SERVICES/SPECIAL EDUCATION

- 5.1 **Approval** is requested of Amendment 02 to the Local Agreement for Child Development Services for the State Preschool Program. The State Preschool is participating in the San Diego County Pilot Plan, with a maximum reimbursable amount of \$262,542.

POLICIES, REGULATIONS & BYLAWS

- 6.1 **Review** is requested of Administrative Regulation and Exhibits 1312.4: Williams Uniform Complaint Procedures.
- 6.2 **Adoption** is requested of Board Policy and Administrative Regulation 3290: Gifts, Grants and Bequests.
- 6.3 **Review** is requested of Board Bylaw 9322: Agenda/Meeting Materials.
- 6.4 **Review** is requested of Board Bylaw and Exhibits 9323.2: Actions by the Board.

I. DISCUSSION

1. Board Self Evaluation
2. *First Reading* of Board Policy and Administrative Regulation 0450: Comprehensive Safety Plan.
3. *First Reading* of Board Policy and Administrative Regulation 1312.3: Uniform Complaint Procedures.
4. *First Reading* of Board Policy and Administrative Regulation 3260: Fees and Charges.
5. *First Reading* of Board Policy and Administrative Regulation 3515.4: Recovery for Property Loss or Damage.

Lakeside Union School District
Board of Trustees Agenda
August 8, 2019

I. DISCUSSION (CONTINUED)

6. *First Reading* of Board Policy 6170.1: Transitional Kindergarten.
7. *Second Reading/Adoption* of Board Bylaw 9324, Minutes and Recordings.

J. REPORTS TO THE BOARD

1. Union Representatives:

- A. **Cathy Sprecco**, Lakeside Teachers Association President
- B. **Lisa Ford**, California School Employees Association President

2. District Superintendents:

- A. **Erin Garcia** will present business and operations updates.
- B. **Dr. Kim Reed** will present educational services updates.
- C. **Dr. Andy Johnsen** will present closing comments.

K. ADJOURNMENT

Respectfully Submitted,

Andrew S. Johnsen, Ed.D.
Superintendent

LAKE SIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: 8/8/19

Agenda Item:

Approval of Minutes

Background (Describe purpose/rationale of the agenda item):

It is recommended that the Board of Trustees approve the attached minutes with any necessary modifications:

Regular Board Meeting of July 11, 2019

Special Board Meeting of July 12, 2019

Fiscal Impact (Cost):

N/A

Funding Source:

N/A

Recommended Action:

- | | |
|--|---|
| <input type="checkbox"/> Informational | <input type="checkbox"/> Denial |
| <input type="checkbox"/> Discussion | <input type="checkbox"/> Ratification |
| <input type="checkbox"/> Approval | <input type="checkbox"/> Explanation: Click here to enter text. |
| <input checked="" type="checkbox"/> Adoption | |

Originating Department/School: Superintendent's Office

Submitted/Recommended By:

Approved for Submission to the Governing Board:



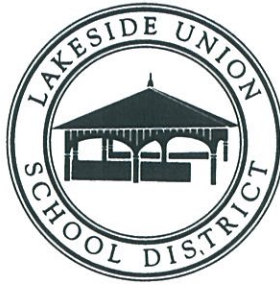
Lisa DeRosier, Executive Assistant



Dr. Andy Johnsen, Superintendent

Administration:

ANDREW S. JOHNSEN, Ed.D.
Superintendent
KIM REED, Ed.D.
Assistant Superintendent
ERIN GARCIA
Assistant Superintendent



Board of Trustees:

JOHN V. BUTZ
HOLLY FERRANTE
ANDREW HAYES
BONNIE LACHAPPA
RHONDA TAYLOR, Ed.D.

Minutes of the Special Meeting of the Board of Trustees

July 12, 2019
Willowbrook Golf Center

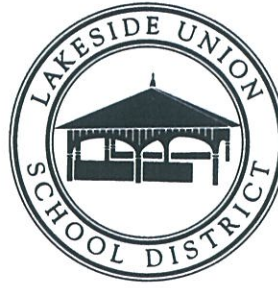
- | | |
|---|-----------------|
| A. The special meeting of the Lakeside Union School District Board of Trustees was called to order at 8:40 a.m. by Dr. Rhonda Taylor, President, with the following members present: Holly Ferrante, Vice President; Bonnie LaChappa, Clerk; John Butz, Member; and Andrew Hayes, Member. Also in attendance were Dr. Andrew Johnsen, Superintendent; Dr. Kim Reed, Assistant Superintendent; and Erin Garcia, Assistant Superintendent. Lisa DeRosier was present to record the minutes. | Call to Order |
| B. There were no requests to speak to the Board. | Public Comments |
| C. The Governing Board discussed current Lakeside Union School District goals and future project needs. | Board Retreat |
| D. President Taylor asked if there was any further business to come before the board. There being none, the president declared the special board meeting adjourned at 1:27 p.m. | Adjournment |

Andrew S. Johnsen, Ed.D.
Secretary to the Board

Bonnie LaChappa
Clerk of the Board

Administration:

ANDREW S. JOHNSEN, Ed.D.
Superintendent
KIM REED, Ed.D.
Assistant Superintendent
ERIN GARCIA
Assistant Superintendent



Board of Trustees:

JOHN V. BUTZ
HOLLY FERRANTE
ANDREW HAYES
BONNIE LACHAPPA
RHONDA TAYLOR, Ed.D.

Minutes of the Regular Meeting of the Board of Trustees

July 11, 2019

District Administrative Center

- | | |
|---|--------------------------------|
| A. The regular meeting of the Lakeside Union School District Board of Trustees was called to order at 4:30 p.m. by Dr. Rhonda Taylor, President, with the following members present: Holly Ferrante, Vice President; Bonnie LaChappa, Clerk; John V. Butz, Member; and Andrew Hayes, Member. Also in attendance were Dr. Andrew Johnsen, Superintendent; Dr. Kim Reed, Assistant Superintendent; and Erin Garcia, Assistant Superintendent. Lisa DeRosier was present to record the minutes. | Call to Order |
| B. There were no requests to speak to the Board regarding items on or off the agenda. | Public Comments |
| C. At 4:31 p.m. the Governing Board moved to closed session to Conference with Legal Counsel (Nielson, Merksamer, Parrinello, Gross & Leoni LLP) – 1 potential case - pursuant to Government Code §54956.9. | Closed Session |
| D. At 4:59 p.m. President Taylor called the regular meeting to order, welcomed guests, and reported no action was taken on the closed session item. | Welcome |
| The pledge of allegiance was led by President Taylor. | Flag Salute |
| E. Brian Epperson of Target River presented on the current marketing campaign. He shared the campaign tactics and the successful results. Dr. Johnsen commented that we needed 4 students next year to pay for the campaign and we currently have 14 enrolled. Some of the highlights were: 75,000 emails deployed; 126 hours of SEO work performed; 11 press releases generated; 305 inbound calls tracked; 124 inbound emails tracked; etc. We believe that many of our phone calls are for preschool, and the program is currently full. | |
| F. Clerk LaChappa had no formal report. | Trustee's Reports and Comments |
| Member Hayes was absent last meeting and report on the LMI workshop. It was "a lot of fun" and he "was sad" he couldn't have been "there the rest of the time." He's been reading the book and believes this is "a great opportunity to bridge some gaps." | |
| Member Butz asked about the preschool students who are not getting placed. Dr. Johnsen explained that currently we have no room to house another class of preschoolers. | |
| Vice President Ferrante had no formal report. | |
| President Taylor had no formal report. | |

G. Dr. Johnsen commented that “schools are out” and things have quieted down with the exception of the district office which is “buzzing.” He introduced the new PTA Council president, Dena Estrada. She commented that this was her “first time at a meeting” and she was learning a lot.	Superintendent’s Report
H. <u>It was moved by</u> Vice President Ferrante and seconded by Member Butz to designate all Items of Business to the consent agenda. The motion carried unanimously to designate Items of Business 2.1, 2.2, 2.3. 3.1, 3.2, 3.3, 3.4, 4.1, 4.2, and 4.3 to the consent agenda.	Consent Agenda
1.1 <u>It was moved by</u> Clerk LaChappa and seconded by Member Hayes to adopt the following items of business:	Items of Business
1.2 There was no discussion on items of business.	Discussion
<u>SUPERINTENDENT</u>	
2.1 A motion to adopt the minutes of the regular board meetings of June 20, 2019 and June 27, 2019.	Adopt Minutes
2.2 A motion to approve an Amendment to the Employment Agreement with Assistant Superintendent Erin Garcia from July 12, 2019 – June 30, 2022.	Approve Contract Extension
2.3 A motion to approve an Amendment to the Employment Agreement with Assistant Superintendent Dr. Kimberly Reed from July 12, 2019 – June 30, 2022.	Approve Contract Extension
<u>BUSINESS SERVICES</u>	
3.1 A motion to approve the following monthly business items: A) Commercial Warrants; B) Revolving Cash; C) Purchase Orders and Change Orders; and D) Purchase Card Expenditures.	Approve Monthly Reports
3.2 A motion to award the Request for Proposal to Kyocera Document Solutions for copies and service districtwide at an approximate annual savings of \$50,000.	Award Kyocera Document Sol
3.3 A motion to approve a contract with Kirk Paving to install asphalt at the ESS administrative office (on Riverview Dr.) and the Riverview playground (adjacent to ESS room) at a cost of \$19,400 paid with ESS funds.	Approve Contract with Kirk Paving
3.4 A motion to approve the following annual contracts for the 2019-20 school year: A) SPOT Kids Therapy (Spec Ed, NPS); B) Amplify Music Therapy (Spec Ed); C) Sea World (ESS); D) Mission Valley Academy for 2018-19 (Spec Ed, NPS); and E) San Diego Superintendent of Schools (Ed Services).	Approve Annual Contracts
<u>BOND</u>	
4.1 A motion to award Bid No. 2019C-02, through the CUPCAA informal bid process to Anton’s Service, Inc. for the planter infill paving project located at Lemon Crest Elementary in the amount of \$77,500.	Award Bid to Anton’s Service

H. BOND (CONTINUED)

- | | | |
|-----|---|---------------------------------------|
| 4.2 | A motion to award a contract for Inspector of Record (IOR) Services in support of the bond modernization and new construction program to Consulting & Inspection Services, LLC. not to exceed \$50,000. | Award Contract to C & I Services, LLC |
| 4.3 | A motion to appoint Liz Higgins to the Citizens' Bond Oversight Committee as the Senior Citizens' organization representative. Her term would end on March 31, 2021. | Appoint CBOC Member |

Motion carried 5:0 (Ayes: Butz, Ferrante, Hayes, LaChappa, Taylor).

- | | | |
|----|--|------------------|
| I. | Erin Garcia presented the Enrollment Report for Month 11, ending June 14, 2019. | Enrollment Rpt |
| J. | 1. First Reading of Board Bylaw 9322, Agenda/Meeting Materials. The Board will adopt the bylaw at the August meeting. | BB 9322 |
| | 2. First Reading of Board Bylaw 9324, Minutes and Recordings. The bylaw will go for a second reading at the August meeting as there was much discussion regarding the recording portion of the policy. | BB 9324 |
| K. | 1A. LTA President, Cathy Sprecco, was not in attendance. | LTA President |
| | 1B. CSEA President, Lisa Ford, commented that she agrees that "change is hard." She "appreciates you having the strength to put it out there." She likes to know what happens at a meeting that she is unable to attend. Having that "access would be beneficial." | CSEA President |
| | 2A. Erin Garcia, Assistant Superintendent, commented that the Business Office was busy closing the books and the summer bond projects were "up and running." | Erin Garcia |
| | 2B. Dr. Kim Reed, Assistant Superintendent, commented she is working on the August professional development day. She has received input during the school year and is "putting the pieces in place." She is also working on new LCAP process ideas; putting training in place for the facilitators; ordering curriculum and software licenses; and looking for a new home school teacher. She is excited to "think about next year." | Dr. Kim Reed |
| | 2C. Dr. Andy Johnsen, Superintendent, thanked the Board for coming out on this "warm day in July." | Dr. Andy Johnsen |
| L. | President Taylor asked if there was any further business to come before the board. There being none, the president declared the regular board meeting adjourned at 5:46 p.m. | Adjournment |

Andrew S. Johnsen, Ed.D.
Superintendent

Bonnie LaChappa
Clerk of the Board

LAKESIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: 8/8/19

Agenda Item:

2019 Board Goals

Background (Describe purpose/rationale of the agenda item):

The Board of Trustees made revisions to the board goals at their retreat on July 12, 2019.

Fiscal Impact (Cost):

N/A

Funding Source:

N/A

Recommended Action:

- | | |
|--|---|
| <input type="checkbox"/> Informational | <input type="checkbox"/> Denial |
| <input type="checkbox"/> Discussion | <input type="checkbox"/> Ratification |
| <input type="checkbox"/> Approval | <input type="checkbox"/> Explanation: Click here to enter text. |
| <input checked="" type="checkbox"/> Adoption | |


Originating Department/School: Superintendent's Office

Submitted/Recommended By:

Approved for Submission to the Governing Board:



Lisa DeRosier, Executive Assistant



Dr. Andy Johnsen, Superintendent

Administration:

ANDREW S. JOHNSEN, Ed.D.
Superintendent
KIM REED, Ed.D.
Assistant Superintendent
ERIN GARCIA
Assistant Superintendent



Board of Trustees:

JOHN V. BUTZ
HOLLY FERRANTE
ANDREW HAYES
BONNIE LACHAPPA
RHONDA TAYLOR, Ed.D.

BOARD OF TRUSTEES GOALS 2019

The Lakeside Union School District Board of Trustees affirms its continuing commitment to academic excellence, a rich and varied curriculum, the use of data to evaluate outcomes, and focus on best practices for teaching and learning. The Board has adopted Core Values that describe in detail the principles by which it governs.

Accordingly, the Board of Trustees renews its commitment to innovation and initiative to meet the individual needs of each student and attain its vision of "Igniting Passion in Today's Students for Tomorrow's Opportunities." The Board honors the LCAP process and pledges the support and focus of district resources to the following goals:

Academic Achievement: All students will make academic growth in order to reach mastery of grade level standards, individual goals, and development of the LUSD Student Profile competencies. Schools will set annual goals to improve student outcomes and close achievement gaps.

The Board continues to support LUSD signature programs that build Student Profile competencies:

- **Arts and Sciences:** Provide opportunities and access for students to excel in the arts and sciences before, during, and after school.
- **Digital Literacy:** Integrate meaningful technology and digital citizenship into instruction to empower students to excel in a technology-driven world.
- **Multilingualism:** Support and maintain multilingual opportunities in our schools.

Social-Emotional Wellbeing: Students will receive classroom and non-classroom support that enables them to thrive socially and emotionally. Schools will set annual goals to improve the social-emotional wellbeing of students.

Physical Environments that Support Student Learning: Schools and individual classrooms will be safe, inviting, and student-centered.

*Created by the Board of Trustees on July 12, 2019
Adopted on August 8, 2019*

Schools of Arts and Sciences

12335 Woodside Avenue • Lakeside, California 92040
619.390.2600 • FAX 619.561.7929 • <http://www.lsusd.net/>

LAKESIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: 8/8/19

Agenda Item:

Governance Handbook

Background (Describe purpose/rationale of the agenda item):

A board governance handbook which includes core values; standards of practice; roles and responsibilities; and board protocols.

Fiscal Impact (Cost):

N/A

Funding Source:

N/A

Recommended Action:

- | | |
|--|---|
| <input type="checkbox"/> Informational | <input type="checkbox"/> Denial |
| <input type="checkbox"/> Discussion | <input type="checkbox"/> Ratification |
| <input type="checkbox"/> Approval | <input type="checkbox"/> Explanation: Click here to enter text. |
| <input checked="" type="checkbox"/> Adoption | |

Originating Department/School: Superintendent's Office

Submitted/Recommended By:

Approved for Submission to the Governing Board:



Lisa DeRosier, Executive Assistant



Dr. Andy Johnsen, Superintendent

LUSD GOVERNANCE HANDBOOK

TOPIC	PAGE #
Core Values	2
Standards of Practice	3
Roles and Responsibilities	4
Board Protocols:	
Communication	5
Board Meetings	6-7
Periodic Evaluation	8
Visiting Schools	8
Handling Concerns/Complaints from Public and Staff	8
Written Correspondence	9
Orientation of New Board Members	9



Adopted on August 8, 2019

BOARD CORE VALUES

High Achievement for All LUSD Students

Our schools are dedicated to teaching students to be involved, active learners who think critically, learn continuously, collaborate constructively, communicate effectively, persevere relentlessly and care deeply. We emphasize high academic expectations for all students, and support them to reach their full potential to be prepared for college, career and life. We believe these outcomes are attainable for all LUSD students.

Excellence in Teaching

Passionate, knowledgeable, skillful teachers, supported by strong site leaders, are the core strength of our school district. We expect our faculty, staff and site leaders to provide engaging, challenging, and relevant learning experiences for all students. Excellent teaching begins with strong relationships between staff and students and is nurtured by collaboration among colleagues. We are committed to supporting a professional community that creates an atmosphere of excellence, engaging instruction, and ongoing growth for students and adults alike.

Respect for Human Difference

We are committed to acknowledging and celebrating the diversity within our community while affirming the importance of our common humanity. By promoting an emotionally safe environment for questioning, debate, and dialogue, we foster the growth and value that comes from different perspectives, cultures and experiences. Our commitment is to create an atmosphere of emotional and intellectual safety in which to express difference while advancing acceptance and respect for all.

Continuous Improvement

We believe that powerful, relevant goals and clear action plans guide progress over time, and we commit to setting goals, monitoring progress and sharing results. We believe that high standards of responsibility and accountability must be present throughout the system, and we commit to providing resources to enable staff to meet Board goals. When staff, students, parents and the community are responsible and valued partners in the education of our students and active participants in the decision-making process, our entire system is stronger.

Effective Governance

As a Board of Trustees, we believe that a fiscally sound budget that is reflective of the district's vision is imperative to the financial stability of the district and to attainment of its goals. We believe that our governance of the district sets the tone for the organization and provides a model for students and staff of effective dialogue, decision-making and leadership. We believe in open, honest communication, trusting relationships, and integrity in all we do, and strive to model this consistently, both among Board members and between the Board and the Superintendent.

GOVERNANCE TEAM STANDARDS OF PRACTICE

As elected members of the board of the Lakeside Union School District, we accept the high honor and trust that has been placed in us to ensure that the children of this district receive the best education available anywhere in the United States of America. In accepting this role, we hold the pursuit of that goal as our sacred duty. To that end, we hereby commit to the following in the conduct of our business. We will:

- Place the interests of children above all others in every decision that we make;
- Uphold all applicable federal and state laws and regulations;
- Abide by the policies of the Board, and work with fellow governance team members to change those policies as needed to improve student learning;
- Maintain board focus on the achievement of all students regardless of race, class, ethnicity, or gender;
- Not use our positions for personal or partisan gain;
- Model continuous learning in our roles as members of the governance team;
- Maintain a long-range plan for the district that clearly defines success and accountability for the board, the staff, and our students;
- Focus on the policy work of the Board and monitor progress on the indicators of success in our strategic plan, leaving the day to day operation of the district to the superintendent and staff;
- Base our decisions upon available facts, vote our convictions, avoid bias, and uphold and support the decisions of the majority of the board once a decision is made;
- Work to build trust between and among board members and the superintendent by treating everyone with dignity and respect, even in times of disagreement;
- Maintain the confidentiality of privileged information including that shared in executive sessions of the board;
- Recognize that authority rests only with majority decisions of the board and will make no independent commitments or take any independent actions that may compromise the board as a whole;
- Refer constituent complaints and concerns to the appropriate person within the district chain of command; and
- Respect the leadership roles of the board chair and superintendent.

We will maintain fidelity to these commitments and will be held accountable by our fellow board members should any one of us fail to live up to these commitments.

ROLES AND RESPONSIBILITIES

Board Roles

- ⇒ Involve the community, parents, students and staff in developing a common vision for the District focused on learning and achievement and responsive to the needs of all students.
- ⇒ Adopt, evaluate and update policies consistent with the law and the District's vision and goals.
- ⇒ Maintain accountability for student learning by adopting the district curriculum and monitoring student progress.
- ⇒ Hire and support the Superintendent so that the vision, goals and policies of the District can be implemented.
- ⇒ Conduct regular and timely evaluations of the Superintendent based on the vision, goals and performance of the District, and ensure that the Superintendent holds District personnel accountable.
- ⇒ Adopt a fiscally responsible budget based on the District's vision and goals, and regularly monitor the fiscal health of the District.
- ⇒ Ensure that a safe and appropriate educational environment is provided to all students.
- ⇒ Establish parameters for the District's collective bargaining process and adopt responsible agreements.
- ⇒ Provide community leadership on educational issues and advocate on behalf of students and public education at the local, state and federal levels.

Superintendent Standards

To support the Board in the governance of the District, the Superintendent:

- ⇒ Promotes the success of all students and supports the efforts of the Board of Trustees to keep the District focused on learning and achievement.
- ⇒ Values, advocates and supports public education and all stakeholders.
- ⇒ Recognizes and respects the differences of perspective and style on the Board and among staff, students, parents and the community – and ensures that the diverse range of views inform Board decisions.
- ⇒ Acts with dignity, treats everyone with civility and respect, and understands the implications of demeanor and behavior.
- ⇒ Serves as a model for the value of lifelong learning and supports the Board's continuous professional development.
- ⇒ Works with the Board as a "governance team" and assures collective responsibility for building a unity of purpose, communicating a common vision and creating a positive organizational culture.
- ⇒ Recognizes that the Board/Superintendent governance relationship is supported by the management team in each District.
- ⇒ Understands the distinctions between Board and staff roles, and respects the role of the Board as the representative of the community.
- ⇒ Understands that authority rests with the Board as a whole; provides guidance to the Board to assist in decision-making; and provides leadership based on the direction of the Board as a whole.
- ⇒ Accepts leadership responsibility and accountability for implementing the vision, goals and policies of the District.

BOARD PROTOCOLS: COMMUNICATION

1. We recognize that the superintendent is the only employee of the district who reports to five bosses, therefore communication protocols are not only necessary, but must be established in order to maintain effective communications between the superintendent, board, and all constituent groups of the system.
2. As superintendent, you can expect me to keep you as fully informed as needed to effectively fulfill your responsibilities.
3. This communication will be provided through my office via the following methods:
 - a. Monthly board meetings and board study sessions
 - b. Quarterly governance team retreats
 - c. Quarterly superintendent/board member one-on-one interviews
 - d. Periodic phone check-ins
 - e. Periodic one-on-one face-to-face meetings as necessary
 - f. Urgent calls or emails to alert you to events you're likely to hear about through the media or from your neighbors
 - g. Information requested by any member will be distributed to all members
 - h. If I have a concern about something you have done or have not done, you will hear it from me only
 - i. Media advisories and press releases
 - j. Planning meetings with the board president/vice president
4. As superintendent, I need the following from you if I am going to do my job effectively:
 - a. Be a good listener to constituent concerns.
 - b. Refer employee concerns to the point of the problem and/or to their union representative if a contract violation is alleged. Inform me so that I can ensure the issue is handled properly.
 - c. Refer constituent concerns or complaints to the point of the problem, and, through the appropriate chain of command, to my office if necessary.
 - d. If you believe that a concern raised by a constituent is of a potentially serious nature or may require a board policy change, inform me immediately.
 - e. If you need information on any aspect of the district, please communicate this request to my office so that I can ensure that your needs are met.
 - f. Remember that as a board member, your electronic communications are public information.
 - g. If you have a concern about something that I have done or have not done, reciprocate the courtesy outlined in 3.h.
 - h. Maintain fidelity to your fellow board members, your board policies and governance team standards when communicating with the media.

BOARD PROTOCOLS: BOARD MEETINGS

- ⇒ *When an individual Board Member requests information, it will be provided to all Board Members.* An individual Board Member will – insofar as possible – work to let the Superintendent and staff know ahead of time when a request will be made in public. This will allow the staff member to be prepared to answer any questions or to prepare materials. Board Members will self-monitor their requests to ensure that one member's requests will not divert an inappropriate amount of time from staff efforts to achieve District goals. Board Members recognize the concept of “Nice to Know” vs. “Need to Know” in information and will seek information only needed for effective decision making.
- ⇒ *No Surprises:* In working as a Governance Team, it is important that whenever possible, Board Members communicate issues and concerns openly with the Superintendent prior to a public meeting. The Governance Team should work toward a professional manner and a standard of “No Surprises” during Board meetings, both from the Board to the Superintendent, and from the Superintendent to the Board.
- ⇒ *Confidentiality:* The responsibility of our Governance Team includes being privy to closed sessions or confidential information about District litigation, personnel, negotiations, Superintendent evaluation and other issues permitted under the Brown Act. Each Trustee will work to maintain the public's trust by not breaching this confidentiality. If a Trustee inadvertently or accidentally violates this confidentiality, the Trustee will take immediate responsibility for his/her action.
- ⇒ *Follow-up on Items Brought up by Community Members during Board Meetings:* There are times when a community member makes comments to the Board at a Board Meeting about an item which is not on the agenda. After the presentation, the Superintendent may assign the appropriate person to follow up. The Superintendent will then report back to the Board.
- ⇒ *Voting “No”:* Each Trustee respects the right of other Trustees to vote “no” or to abstain on an issue. But everyone agrees it is a courtesy to the team to explain the reasons for the “no” vote or abstention during deliberation.
- ⇒ *Abstaining:* The Board believes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains, his/her abstention shall not be counted for purposes of determining whether a majority of the membership of the Board has taken action. The reason for the abstention needs to be stated and recorded in the minutes.
- ⇒ *Communications During Meetings:* Communications utilized during Board meetings, including those by electronic means, are subject to requests from the public under the Public Records Act. Trustees will refrain from sending/receiving electronic communication during Board meetings on matters that are being heard, considered, or deliberated.
- ⇒ *Getting Questions Answered about Items on the Agenda Prior to a Meeting:*
 - **Method 1:** Call or email questions to the Superintendent (with cc to the Assistant Superintendents, if applicable) as soon as possible. If the item is confidential, do not use names of personnel or students when using email.

BOARD PROTOCOLS: BOARD MEETINGS (CONT'D)

- **Method 2:** Ask questions of the Superintendent during the board member briefing phone call.
- **Method 3:** Make an appointment through the Superintendent's secretary and ask the questions then.

- ⇒ *Closed Session Protocol:* During board agenda planning, Cabinet will identify any input they plan to obtain from the Board during the upcoming Closed Session. At the end of Closed Session, the Board Vice President will summarize (and record) the direction provided by the Board. During negotiations, School Board Members act as a single entity to determine objective and give parameters to the district's negotiating team. By law, Board Members are prohibited from engaging in negotiations with bargaining units or bargaining unit members.
- ⇒ *Election of Board Officers:* The Board normally follows a rotation method (Clerk to Vice President to President) for selecting officers. The Board President will call a special meeting by the end of October should any Board member wish to discuss the Board positions the following year.
- ⇒ *Board President and Vice President:* The Board President conducts meetings, works closely with the Superintendent to construct upcoming agendas, and at times serves as the public face of the Board. Because of the key role the President plays in the success of the Governance Team, the Board requires that President complete the New President workshop offered through CSBA before assuming office. A new Vice President must commit to completing the New President workshop by December 1 of the following year.

BOARD PROTOCOLS: PERIODIC EVALUATION

Board Members will:

- ⇒ Objectively evaluate the Superintendent's performance and provide appropriate feedback.
- ⇒ Periodically evaluate its own effectiveness, review its protocols at least every two years.

The Superintendent will:

- ⇒ Respect and acknowledge the Board's role in setting policy and overseeing the performance of the Superintendent.
- ⇒ Complete the Board's self-assessment instrument for the Board's consideration, once the Board self-assessment process is determined.

BOARD PROTOCOLS: SCHOOL VISITS

School visits are encouraged. Board Members will call the Principal ahead of time to arrange a formal visit. Board Members will be cautious about encroaching on the learning environment. To assist in this matter, the Superintendent will ensure that principals and teachers know that a teacher does not need to interrupt his/her lesson when a Board Member visits a classroom. Board Members will advise the Superintendent when they plan to make site visits.

BOARD PROTOCOLS: HANDLING CONCERNS/ COMPLAINTS FROM PUBLIC & STAFF

Individual Board Members have no authority to fix problems. Trustees listen carefully to complaints, remembering they are only hearing one side of the story, then direct the person making the complaint to the person in the District most appropriate and able to help them resolve their concern. The appropriate order of whom to contact is first the teacher, then principal, then District staff. This will ensure everyone is treated fairly, equally and expeditiously and that the processes and procedures of the District are upheld. As representative of the public, it is important that Trustees invite the person with the complaint to ultimately get back to them if the issue is not resolved. The Trustee will advise the Superintendent of the concern.

BOARD PROTOCOLS: WRITTEN CORRESPONDENCE

The Governance Team recognizes that electronic and other written correspondence is an effective and convenient way to communicate among Board Members and between Board Members, District administration and members of the public. Members of the Governance Team shall exercise caution to ensure that electronic communications are not used as a means to deliberate outside of an agendaized Board meeting. If an individual Board Member chooses to respond to written correspondence received from a member of the community, the communication shall clearly state that the response does not necessarily reflect the views of the Board as a whole. Any complaint or request for information received by the Governance Team will be addressed by the Superintendent through the appropriate District process. Like other writings concerning District business, a Board Member's electronic communication may be subject to disclosure under the California Public Records Act.

BOARD PROTOCOLS: ORIENTATION OF NEW BOARD MEMBERS

Immediately following the certification of public election or appointment of the Board, new Board Members will be seated following the oath of office. As soon as possible, the Board President will schedule an orientation session for the new members. The orientation session will include, but is not limited to:

- ⇒ Review the Governance Handbook protocols and agreements
- ⇒ Review of Board agenda process and procedures
- ⇒ Review of 9000 series of Board Bylaws
- ⇒ Review of the Brown Act and discussion of confidentiality
- ⇒ Review of Board Policy 2100, Professional Standards of the Superintendent, as they relate to accountability of Superintendent to Board
- ⇒ Review Superintendent evaluation procedures
- ⇒ Discuss critical issues and any pending litigation
- ⇒ Discuss responsibility of Board to monitor fiscal matters
- ⇒ Review of Board calendar

LAKE SIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: AUGUST, 2019

Agenda Item:

COMMERCIAL WARRANT LISTING SHEET – for the period 07/01/2019-07/31/2019

Background (Describe purpose/rationale of the agenda item):

This is a required monthly report - per Board Policy #3300, "the Governing Board shall review all warrants issued by the district at their monthly Board meeting".

Fiscal Impact (Cost):

\$2,079,837.70

Funding Source:

General, Child Development, Capital Facilities, Cafeteria, & Charter Schools (Barona, RVCS)

Addresses Emphasis Goal(s):

☐ **#1:** Academic Achievement ☐ **#2:** Social Emotional ☐ **#3:** Physical Environments

Recommended Action:

<input type="checkbox"/> Informational	<input type="checkbox"/> Denial/Rejection
<input type="checkbox"/> Discussion	<input type="checkbox"/> Ratification
<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Explanation: Click here to enter text.
<input type="checkbox"/> Adoption	

Originating Department/School: Click here to enter text.

Submitted/Recommended By:

Approved for Submission to the Governing Board:


Principal/Department Head Signature


Dr. Andy Johnsen, Superintendent

Reviewed by Cabinet Member 

BOARD WARRANT REPORT

07/01/2019-07/31/2019

Warrant ID	Vendor Name	Payment Date	Invoice Item Description	Fund	Amount Charged to Fund
14567883	ACSA	7/2/2019	ACSA Dues 2019-20 for Erin Gar	0100	1,525.00
14567885	CASBO	7/2/2019	Organizational Subscription FY	0100	2,000.00
14567886	DIGITAL SCHOOLS, LLC	7/2/2019	Annual Software Services Fee 2	0100	49,952.76
14567887	IMAGINE LEARNING	7/2/2019	PART TWO PAYMENT FOR SOFTWARE	0100	7,875.00
14567888	MATHALICIOUS	7/2/2019	ONLINE ACCESS TO MATHALICIOUS.	0100	2,240.00
14567890	RENAISSANCE INDIAN WELLS RESORT	7/2/2019	Hotel for NEU Conference for 1	0100	2,336.04
14568035	EMBASSY SUITES SACRAMENTO	7/3/2019	Hotel rooms for 4 nights for 7	0100	11,894.40
14568322	APPLE FINANCIAL SERVICES	7/9/2019	INVOICE NO. 17473 SCHEDULE 3	0100	108,194.47
14568323	AIRGAS USA, LLC	7/9/2019	MISC SUPPLIES	0100	398.80
14568325	AMAZON CAPITAL SERVICES, INC.	7/9/2019	AMAZON ORDERS	0100	1,812.15
14568326	ASELTINE SCHOOL	7/9/2019		0100	4,425.33
14568327	BEST VALUE GLASS	7/9/2019	GLASS	0100	75.43
14568328	CAMEO PAPER & JANITORIAL	7/9/2019	LINERS TRASH	0100	236.27
14568329	CINTAS CORPORATION	7/9/2019	LAUNDRY SERVICES	0100	176.02
14568330	CPM EDUCATIONAL PROGRAM	7/9/2019	TE BUNDLE/STUDENT HB 8YR	0100	4,357.23
14568332	DATTEL SYSTEMS INCORPORATED	7/9/2019	SMARTNET 24X7X4	0100	1,419.00
14568333	DIALCOM SYSTEMS GROUP, INC.	7/9/2019	CHECK DETECTOR TROUBLE	0100	285.00
14568334	DION INTERNATIONAL TRUCKS LLC	7/9/2019	SWITCH TURN SIGNAL	0100	276.14
14568336	EDCO DISPOSAL CORPORATION	7/9/2019	TRASH SERVICE	0100	3,975.04
14568337	EL CAJON FORD	7/9/2019	BUS WORK	0100	2,316.40
14568338	EXCELSIOR ACADEMY	7/9/2019	NON PUBLIC SCHOOL	0100	1,507.77
14568339	MORSCO SUPPLY, LLC	7/9/2019	MISC SUPPLIES	0100	985.03
14568340	EYE PHONE CITY	7/9/2019	IPAD REPAIRS	0100	1,908.50
14568342	GRAINGER	7/9/2019	MISC SUPPLIES	0100	886.19
14568345	INTERLINK SUPPLY OF SAN DIEGO	7/9/2019	MISC SUPPLIES	0100	776.49
14568347	LOWE'S	7/9/2019	MISC SUPPLIES	0100	1,014.27
14568349	JOCELYN MCCULLOUGH	7/9/2019	JUNE SETTLEMENT PAYMENT	0100	6,398.70
14568350	McGRAW-HILL SCHOOL EDUCATION HOLDINGS	7/9/2019	TEXTBOOKS	0100	37,929.64
14568352	NIELSEN MERKSAMER PARRINELLO GROSS&LEONI	7/9/2019	ATTORNEY FEES	0100	6,274.50
14568353	OFFICE DEPOT, INC.	7/9/2019	SUPPLIES	0100	30.15
14568354	DAVIS CONSULTING CORPORATION	7/9/2019	ASSESSMENT RFP MGMT SUPPORT	0100	1,550.00
14568355	O'REILLY AUTO PARTS	7/9/2019	MISC SUPPLIED	0100	1,144.26
14568356	PPG ARCHITECTURAL FINISHES INC	7/9/2019	PANIT/MISC SUPPLIES	0100	4,036.97
14568357	RICK'S MOBILE GLASS	7/9/2019	BACKGLASS	0100	315.46
14568358	LASERCYCLE USA, INC.	7/9/2019	TONER	0100	230.04
14568359	VILLA SANTA MARIA, INC.	7/9/2019	NON PUBLIC SCHOOL	0100	16,164.75
14568360	WAXIE SANITARY SUPPLY	7/9/2019	MISC SUPPLIES	0100	11,158.92
14568361	XEROX CORPORATION	7/9/2019	COPY MACHINE LEASE/CHARGES	0100	4,291.01
14568564	A&B SAW & LAWNMOWER SHOP	7/10/2019	SPOOLS	0100	90.08
14568565	AGRICULTURAL PEST CONTROL	7/10/2019	PEST CONTROL	0100	730.00
14568569	CALIFORNIA STATE TEACHERS	7/10/2019	RETIREMENT INCENTIVE	0100	83,499.97
14568570	CANAL TRANSMISSIONS	7/10/2019	TRANSMISSION WORK	0100	2,008.58
14568572	COUNTY OF SAN DIEGO	7/10/2019	AUTOMATIC EXTERNAL DEFIB	0100	305.00
14568573	DANNIS WOLIVER KELLEY	7/10/2019	LEGAL FEES	0100	2,832.00
14568574	DATA DISPOSAL, INC.	7/10/2019	DOCUMENT DESTRUCTION	0100	61.00

BOARD WARRANT REPORT

07/01/2019-07/31/2019

Warrant ID	Vendor Name	Payment Date	Invoice Item Description	Fund	Amount Charged to Fund
14568575	DION & SONS, INC.	7/10/2019	FUEL	0100	4,529.65
14568576	EDUCATIONAL TESTING SERVICE	7/10/2019	CAASPP PARENT/GUARDIAN	0100	713.24
14568577	TWILA GODLEY	7/10/2019	BOARD POLICY CONSULTANT	0100	1,800.00
14568580	IMPERIAL SPRINKLER SUPPLY, INC.	7/10/2019	SPRINKLER	0100	26.41
14568581	INSTITUTE FOR EFFECTIVE EDUC.	7/10/2019	NON PUBLIC SCHOOL	0100	1,112.00
14568582	JUNIOR ACHIEVEMENT OF S.D.	7/10/2019	BIZ TOWN	0100	3,473.00
14568583	KYOCERA DOCUMENT SOLUTIONS WEST, LLC	7/10/2019	COPY LEASE	0100	656.48
14568584	KYOCERA DOCUMENT SOLUTIONS WEST, LLC	7/10/2019	COPY MAINTENANCE	0100	3,486.00
14568585	MAXIM HEALTHCARE SERVICES, INC	7/10/2019		0100	152.00
14568586	McGRAW-HILL SCHOOL EDUCATION HOLDINGS	7/10/2019	TEXTBOOKS	0100	53,436.82
14568588	NATIONAL BENEFIT SERVICES	7/10/2019	2nd Year payment contribution	0100	74,718.79
14568589	PAYTON TRUE VALUE HARDWARE	7/10/2019	MISC SUPPLIES	0100	2,462.39
14568590	NCS PEARSON, INC	7/10/2019	EXAM SETS	0100	355.83
14568591	SDCOE	7/10/2019	COMPREHENSIVE SCHOOL SAFETY	0100	50.00
14568594	SYCAMORE LANDFILL	7/10/2019	WASTE	0100	69.68
14568595	THE PRINT BUTTON	7/10/2019	BUSINESS CARDS	0100	110.00
14568596	BORDER RECAPING, LLC	7/10/2019	TIRE WORK	0100	1,359.49
14568597	UCSD COMMUNITY PEDIATRICS	7/10/2019	PHYSICIAN CONSULTANT	0100	140.00
14568598	WEBB'S RV SUPPLY	7/10/2019	TRUCK SUPPLIES	0100	21.44
14568599	BRENDA WILSON	7/10/2019	SPED SERVICES	0100	310.50
14568600	WINTER GARDENS SMOG & TUNE	7/10/2019	BRAKE/SYLINDER/DRUMS	0100	1,175.84
14568601	YOUNG ACTORS' THEATRE, INC.	7/10/2019	COSTUME RENTALS	0100	675.00
14568926	BORDERLAN SECURITY	7/11/2019	MALWARE DEFENSE FEATURES - PAY	0100	32,594.38
14568927	METEOR EDUCATION, LLC	7/11/2019	SEATING	0100	679.69
14569390	APPLE FINANCIAL SERVICES	7/12/2019	APPLE LEASE - IPADS - SCHED #1&2	0100	264,839.28
14569391	CINTAS CORPORATION	7/12/2019	BLANKET FOR FISCAL YEAR 2019-	0100	176.02
14569392	SAN DIEGO COUNTY SCHOOL FBC	7/12/2019	JULY DELTA DENTAL COBRA	0100	339.02
14569394	OFFICE DEPOT, INC.	7/12/2019	BLANKET PURCHASE ORDER FOR FIS	0100	131.25
14569396	APPLE INC.	7/12/2019	APPLE LEASE - IPADS - SCHED #4	0100	142,047.68
14569397	VSP	7/12/2019	JULY DELTA DENTAL COBRA	0100	33.92
14569935	EASTERN SAN DIEGO COUNTY JUNIOR FAIR	7/15/2019	8TH GRADE PROMOTION FACILITIES	0100	750.00
14569936	INSTITUTE FOR EFFECTIVE EDUC.	7/15/2019	NON PUBLIC SCHOOL	0100	3,558.40
14569937	KYOCERA DOCUMENT SOLUTIONS WEST, LLC	7/15/2019	COPIER MAINTENANCE	0100	1,044.88
14569938	MACDOUGAL-MORRIS GROUP LLC	7/15/2019	LATE CHARGE	0100	163.04
14569939	RO HEALTH, INC	7/15/2019	LVN	0100	171.00
14569940	VISTA HILL FOUNDATION	7/15/2019	GUIDANCE PROGRESS SERVICES	0100	14,777.00
14570582	DEPARTMENT OF JUSTICE	7/16/2019	FINGERPRINTS	0100	243.00
14570583	DEVEREUX TEXAS TREATMENT NETWORK	7/16/2019	NON PUBLIC SCHOOL	0100	17,017.51
14570584	GROSSMONT UNION HIGH	7/16/2019	JUN 2019 EXTRACURRICULAR	0100	336.95
14570585	KYOCERA DOCUMENT SOLUTIONS WEST, LLC	7/16/2019	COPIER MAINTENANCE	0100	344.57
14570586	MAXIM HEALTHCARE SERVICES, INC	7/16/2019	HEALTH SERVICES	0100	228.00
14570587	ALANA MILLER	7/16/2019		0100	36.54
14570588	CATHY NEVINS	7/16/2019	JUNE 2019 MILEAGE	0100	41.06
14571091	ERIN GARCIA, CUSTODIAN	7/17/2019	REVOLVING CASH	0100	10,557.37
14571092	SOUTHWEST SCHOOL & OFFICE SUPPLY	7/17/2019	SUPPLIES	0100	116.66

BOARD WARRANT REPORT

07/01/2019-07/31/2019

Warrant ID	Vendor Name	Payment Date	Invoice Item Description	Fund	Amount Charged to Fund
14571561	AT&T	7/18/2019	AT&T	0100	2,730.81
14571562	BLACKIE'S TROPHIES AND AWARDS	7/18/2019	AWARDS	0100	2,842.73
14571563	COUNTY OF SAN DIEGO	7/18/2019	4TH QTR PROBATION OFFICER - 50	0100	14,557.50
14571564	CURRIER & HUDSON	7/18/2019	LEGAL FEES	0100	16,366.95
14571565	DEVEREUX TEXAS TREATMENT NETWORK	7/18/2019	TRAVEL EXPENSES	0100	393.23
14571566	EDCO DISPOSAL CORPORATION	7/18/2019	DELIVERY C-BOX 6/30/19	0100	3,094.27
14571567	GODFREY EDUCATIONAL CONSULTING GROUP	7/18/2019	SERVICES	0100	1,080.00
14571568	KEVIN T PRESSLEY	7/18/2019	LUSD ALT SCHOOL PROJ PH2 JAN-J	0100	2,115.00
14571569	LAKESIDE WATER DISTRICT	7/18/2019		0100	3,929.89
14571570	LISA M. WEISS OD OPTOMETRIC CORP	7/18/2019	VISION THERAPY	0100	785.00
14571571	RAYO WHOLESALE	7/18/2019	MISC SUPPLIES	0100	89.42
14571572	ROADONE	7/18/2019	TOWING	0100	240.00
14572170	HOME DEPOT CREDIT SERVICES	7/19/2019	MISC SUPPLIES	0100	224.85
14572653	LANGUAGE TESTING INTERNATIONAL, INC.	7/22/2019	TESTING	0100	1,585.00
14572655	AMAZON CAPITAL SERVICES, INC.	7/22/2019	MISC SUPPLIES	0100	356.16
14572656	CALIFORNIA STATE TEACHERS	7/22/2019	K.CHILDS PAYOFF	0100	5,830.13
14572657	STACY COBLE	7/22/2019	STACY COBLE MILEAGE ER 21684	0100	45.86
14572658	MORSCO SUPPLY, LLC	7/22/2019	MISC SUPPLIES	0100	134.92
14572659	ERIN GARCIA, CUSTODIAN	7/22/2019	T&C REVOLVING CASH	0100	2,676.60
14572660	INSTITUTE FOR EFFECTIVE EDUC.	7/22/2019	NON PUBLIC SCHOOL	0100	4,003.20
14572661	MAXIM HEALTHCARE SERVICES, INC	7/22/2019	LPN SCHOOL HOURLY	0100	456.00
14572662	RO HEALTH, INC	7/22/2019	LVN	0100	685.00
14572663	SAN DIEGO GAS & ELECTRIC	7/22/2019	GAS AND ELECTRIC	0100	105,692.12
14572664	SMART & FINAL	7/22/2019	MISC SUPPLIES	0100	740.63
14572665	VERIZON WIRELESS	7/22/2019	CELL PHONE	0100	2,117.78
14572666	VILLA SANTA MARIA, INC.	7/22/2019	NON PUBLIC SCHOOL	0100	14,546.75
14572998	DIXIELINE	7/23/2019	FELT PAPER/LUMBER ASSESSMENT	0100	617.98
14572999	LEADER SERVICES	7/23/2019	SPEECH THERAPY	0100	1,099.24
14573000	SIERRA ACADEMY OF SAN DIEGO	7/23/2019	NON PUBLIC SCHOOL	0100	658.36
14573002	VEBA	7/23/2019	JULY VEBA COBRA	0100	1,214.00
14573543	DOCUMENT TRACKING SERVICES	7/24/2019	LICENSE AGREEMENT FOR THE 2019	0100	2,800.00
14573544	A&B SAW & LAWNMOWER SHOP	7/24/2019	BLANKET PURCHASE ORDER FOR FIS	0100	308.00
14573545	ACSA	7/24/2019	ACSA MEMBERSHIP RENEWAL	0100	1,855.00
14573546	AIRGAS USA, LLC	7/24/2019	CARBON DIOXIDE CYL	0100	55.81
14573547	AMAZON CAPITAL SERVICES, INC.	7/24/2019	BLANKET FOR FISCAL YEAR 2019-2	0100	332.17
14573549	CELEBRATE LIFE	7/24/2019	PERPETUAL PLAQUES	0100	48.38
14573550	CINTAS CORPORATION	7/24/2019	BLANKET FOR FISCAL YEAR 2019-	0100	176.02
14573551	CLARK SECURITY PRODUCTS	7/24/2019	BLANKET FOR FISCAL YEAR 2019-2	0100	107.62
14573553	DATTEL SYSTEMS INCORPORATED	7/24/2019	SQ# 310450 - ITEM#183877 - VSP	0100	10,008.00
14573554	DION INTERNATIONAL TRUCKS LLC	7/24/2019	BLANKET FOR FISCAL YEAR 2019-2	0100	172.65
14573555	MORSCO SUPPLY, LLC	7/24/2019	BLANKET FOR FISCAL YEAR 2019-2	0100	6,853.84
14573556	IMPERIAL SPRINKLER SUPPLY, INC.	7/24/2019	HUNTER ULTRA SUPPLIES	0100	157.32
14573557	MISSION FEDERAL CREDIT UNION	7/24/2019	P CARDS	0100	19,440.82
14573558	ALANA MILLER	7/24/2019	MAY 2019 MILEAGE ER 21397	0100	23.78
14573559	OFFICE DEPOT, INC.	7/24/2019	MISC SUPPLIES	0100	147.09

BOARD WARRANT REPORT

07/01/2019-07/31/2019

Warrant ID	Vendor Name	Payment Date	Invoice Item Description	Fund	Amount Charged to Fund
14573560	DAVIS CONSULTING CORPORATION	7/24/2019	ASSESSMENT, RFP, MNGMT SUPP	0100	1,550.00
14573561	ROADONE	7/24/2019	TOWING	0100	360.00
14573562	SAFETY-KLEEN	7/24/2019	OIL SERVICE	0100	110.00
14573923	ROCK AND BLOCK HARDSCAPE SUPPLY	7/25/2019	BLANKET FOR FISCAL YEAR 2019-2	0100	292.36
14573925	HOUGHTON MIFFLIN HARCOURT	7/25/2019	ALL SITES ANNUAL HOSTING	0100	15,220.00
14573926	IMPERIAL SPRINKLER SUPPLY, INC.	7/25/2019	BLANKET FOR FISCAL YEAR 2019-2	0100	38.99
14573927	LAKESIDE EQUIPMENT	7/25/2019	BLANKET FOR FISCAL YEAR 2019-2	0100	121.92
14573928	LYNN'S LOCKSMITH SERVICE	7/25/2019	BLANKET FOR FISCAL YEAR 2019-2	0100	5.41
14573929	MAILFINANCE INC.	7/25/2019	LEASE OF POSTAGE MACHINE FOR F	0100	301.89
14573930	MRC	7/25/2019	BLANKET FOR FISCAL YEAR 2019-2	0100	473.33
14573931	METEOR EDUCATION, LLC	7/25/2019	MISC FURNITURE	0100	9,114.50
14573932	NICHOLAS TAYLOR	7/25/2019	BLANKET FOR FISCAL YEAR 2019-2	0100	260.00
14573933	OFFICE DEPOT, INC.	7/25/2019	BLANKET FOR FISCAL YEAR 2019-2	0100	160.41
14573934	O'REILLY AUTO PARTS	7/25/2019	BLANKET FOR FISCAL YEAR 2019-2	0100	863.59
14573935	PECK'S HEAVY FRICTION INC	7/25/2019	BLANKET FOR FISCAL YEAR 2019-2	0100	90.64
14573936	PPG ARCHITECTURAL FINISHES INC	7/25/2019	BLANKET FOR FISCAL YEAR 2019-2	0100	2,055.54
14573937	ROADONE	7/25/2019	BLANKET FOR FISCAL YEAR 2019-2	0100	480.00
14573938	SAN DIEGO COUNTY SCHOOL BOARDS	7/25/2019	SDCSBA MEMBERSHIP	0100	309.45
14573939	SCHOOL SERVICES OF CA, INC	7/25/2019	FISCAL BUDGET SERVICES JULY 1,	0100	3,660.00
14573940	SPARKLETT'S	7/25/2019	BLANKET FOR FISCAL YEAR 2019-2	0100	224.80
14573941	SPRINT SOLUTIONS, INC.	7/25/2019	BLANKET FOR FISCAL YEAR 2019-2	0100	2,040.14
14573942	THE PRINT BUTTON	7/25/2019	#10 REG ENVELOPES - HUMAN RESO	0100	191.40
14574408	CALIFORNIA STATE TEACHERS	7/26/2019	2018-19 STRS RETIRE. INCENTIVE	0100	538,728.27
14574409	ERIN GARCIA, CUSTODIAN	7/26/2019	REVOLVING CASH	0100	1,846.79
14574410	LISA M. WEISS OD OPTOMETRIC CORP	7/26/2019	OPTOMETRIST	0100	360.00
14574760	BEST BEST & KRIEGER	7/29/2019	LEGAL FEES	0100	4,139.60
14574761	BLACKBOARD CONNECT INC.	7/29/2019	WEBSITE & CONTENT MGMT SYSTM S	0100	21,237.00
14574762	CALIFORNIA SCHOOL BOARDS ASSN	7/29/2019	CSBA MEMBERSHIP	0100	18,829.00
14574763	CINTAS CORPORATION	7/29/2019	BLANKET FOR FISCAL YEAR 2019-	0100	176.02
14574764	DIALCOM SYSTEMS GROUP, INC.	7/29/2019	DIALCOM SYSTEMS	0100	451.25
14574765	LAKESIDE CHAMBER OF COMMERCE	7/29/2019	CHAMBER MEMBERSHIP	0100	125.00
14574766	LEADER SERVICES	7/29/2019	ADMINISTRATIVE CLAIMS	0100	1,875.00
14574767	LEXIA LEARNING SYSTEMS LLC	7/29/2019	7/1/2019 TO 6/30/2020 LEXIA CO	0100	9,000.00
14574768	LOWE'S	7/29/2019	BLANKET FOR FISCAL YEAR 2019-2	0100	1,050.71
14574769	ORANGE COUNTY DEPT. OF EDU.	7/29/2019	CA MTSS Professional Learning	0100	250.00
14574770	PYRAMID EDUCATIONAL CONSULTANTS, INC.	7/29/2019	PECS LEVEL 1 TRAINING - WON MI	0100	399.00
14574771	ROCHESTER 100, INC.	7/29/2019	ORANGE FOLDERS	0100	985.50
14574774	WESS TRANSPORTATION SERVICES	7/29/2019	FIELD TRIP TRANSPORTATION	0100	3,183.39
14574775	KERI WUTZKE	7/29/2019	APRIL-JUNE 2019 MILEAGE	0100	79.46
GENERAL				0100 Total	1,906,997.78
14567884	SATELLITE SPORTS GROUP	7/2/2019	1 SCHOOL SHOW BMX RIDERS WITH	1200	1,197.00
14567889	PROCARE SOFTWARE, LLC	7/2/2019	ANNUAL CLOUD BASED SOFTWARE 7/	1200	3,360.00
14568325	AMAZON CAPITAL SERVICES, INC.	7/9/2019	AMAZON ORDERS	1200	1,040.04
14568336	EDCO DISPOSAL CORPORATION	7/9/2019	TRASH SERVICE	1200	99.30
14568347	LOWE'S	7/9/2019	MISC SUPPLIES	1200	446.59

BOARD WARRANT REPORT

07/01/2019-07/31/2019

Warrant ID	Vendor Name	Payment Date	Invoice Item Description	Fund	Amount Charged to Fund
14568361	XEROX CORPORATION	7/9/2019	XEROX COPY LEASE CHARGES	1200	684.89
14569395	PARKWAY BOWL	7/12/2019	OPEN PURCHASE ORDER FOR PARKWA	1200	416.00
14571569	LAKESIDE WATER DISTRICT	7/18/2019		1200	299.25
14572654	ALBERTSONS	7/22/2019	MISC SUPPLIES	1200	45.81
14572663	SAN DIEGO GAS & ELECTRIC	7/22/2019	GAS AND ELECTRIC	1200	1,350.04
14572664	SMART & FINAL	7/22/2019	MISC SUPPLIES	1200	831.72
14573547	AMAZON CAPITAL SERVICES, INC.	7/24/2019	BLANKET FOR FISCAL YEAR 2019-2	1200	114.68
14573557	MISSION FEDERAL CREDIT UNION	7/24/2019	P CARDS	1200	14,678.88
14573940	SPARKLETTTS	7/25/2019	BLANKET FOR FISCAL YEAR 2019-2	1200	38.69
14574772	SEA WORLD OF CALIFORNIA	7/29/2019	BANQUET LUNCHES FOR SEA WORLD	1200	5,031.00
CHILD CARE				1200 Total	29,633.89
14568335	DOMINO'S PIZZA	7/9/2019	PIZZA	1300	7,970.66
14568341	GARCIA'S PUEBLA MERCADO	7/9/2019	CORN	1300	100.00
14568343	HOLLANDIA DAIRY	7/9/2019	DAIRY	1300	10,315.16
14568344	TAKKT AMERICA HOLDING INC	7/9/2019	PASTRY BRUSH	1300	30.63
14568346	K GRAPHICS POSTERS	7/9/2019	POSTERS	1300	315.00
14568348	dba HEARTLAND SCHOOL SOLUTIONS	7/9/2019	PIN PAD SCANNER	1300	716.85
14568562	Delia Marie Shook	7/10/2019	JUNE 2019 MILEAGE/ER 21263	1300	11.60
14568563	Heather Marie Ragole-Guidi	7/10/2019	JUNE 2019 MILEAGE/ER 21265	1300	4.64
14568566	AMERICAN PRODUCE DISTRIBUTORS	7/10/2019	FOOD	1300	7,291.30
14568567	KIMBERLY BRINTON	7/10/2019	JUNE 2019 MILEAGE/ER 21262	1300	16.24
14568568	CA DEPT OF EDUCATION	7/10/2019	FOOD DISTRIBUTION PROGRAM	1300	286.00
14568571	CARLA DUPRAS	7/10/2019	JUNE 2019 MILEAGE/ER 21263	1300	7.54
14568575	DION & SONS, INC.	7/10/2019	FUEL	1300	249.56
14568578	GOLD STAR FOODS INC	7/10/2019	FOOD CHILD NUTRITION	1300	4,415.50
14568579	MARILYN HENZIE	7/10/2019	JUNE 2019 MILEAGE/ER 21265	1300	6.96
14568587	CATHY MONTGOMERY	7/10/2019	JUNE 2019 MILEAGE/ER 21268	1300	14.50
14568589	PAYTON TRUE VALUE HARDWARE	7/10/2019	MISC SUPPLIES	1300	6.72
14568593	KRISTIE SUMMERS	7/10/2019	JUNE 2019 MILEAGE/ER 21260	1300	29.00
14569393	NUTRISLICE, INC	7/12/2019	NUTRISLICE MENU RENEWAL 07/01/	1300	2,898.00
14571561	AT&T	7/18/2019	AT&T	1300	13.53
14572665	VERIZON WIRELESS	7/22/2019	CELL PHONE	1300	54.38
14573552	CULLIGAN	7/24/2019	WATER SERVICE	1300	51.67
14573557	MISSION FEDERAL CREDIT UNION	7/24/2019	P CARDS	1300	155.28
14573924	CHEMSEARCH	7/25/2019	WATER TREATMENT	1300	429.65
14573930	MRC	7/25/2019	BLANKET FOR FISCAL YEAR 2019-2	1300	78.89
CAFETERIA				1300 Total	35,469.26
14568324	ALPHA STUDIO DESIGN GROUP	7/9/2019	BOND SITE PROJECTS	2139	17,500.00
14568331	DAILY JOURNAL CORPORATION	7/9/2019	FLOORING REPLACEMENT	2139	163.80
14574759	ALPHA STUDIO DESIGN GROUP	7/29/2019	CONSULTANT SERVICES - VIDEO SU	2139	22,680.00
14575046	ERIC HALL & ASSOCIATES, LLC	7/30/2019	BLANKET FOR FISCAL YEAR 2019-2	2139	6,400.00
BOND				2139 Total	46,743.80
14568592	SPECIALIZED THERAPY SERVICES	7/10/2019	SPECIALIZED THERAPY SERVICE	6200	7,683.75
14573001	U.S. BANK CORPORATE PYMT SYS	7/23/2019	SERVICES	6200	1,392.88
14573548	BARONA BAND OF MISSION INDIANS	7/24/2019	FACILITES & COUNSELOR	6200	19,178.61

BOARD WARRANT REPORT
07/01/2019-07/31/2019

Warrant ID	Vendor Name	Payment Date	Invoice Item Description	Fund	Amount Charged to Fund
14574773	SPECIALIZED THERAPY SERVICES	7/29/2019	SPECIALIZED THERAPY	6200	2,375.63
			BARONA CHARTER	6200 Total	30,630.87
14568336	EDCO DISPOSAL CORPORATION	7/9/2019	TRASH SERVICE	6201	186.00
14568351	MRC	7/9/2019	MAINTENANCE COPY MACHINES	6201	347.22
14570581	CALIFORNIA COAST CREDIT UNION	7/16/2019	CREDIT CARD	6201	1,605.09
14571093	TRIED & TRUE TUTORING, LLC	7/17/2019	SAT TUTORING IN MAY	6201	2,786.00
14571094	WAXIE SANITARY SUPPLY	7/17/2019	ROLL TOWELS/TOILET PAPER	6201	206.72
14571569	LAKESIDE WATER DISTRICT	7/18/2019		6201	69.18
14572169	ERIN GARCIA, CUSTODIAN	7/19/2019	REVOLVING CASH	6201	36.03
14572170	HOME DEPOT CREDIT SERVICES	7/19/2019	MISC SUPPLIES	6201	7,313.41
14572663	SAN DIEGO GAS & ELECTRIC	7/22/2019	GAS AND ELECTRIC	6201	2,882.25
14573940	SPARKLETTS	7/25/2019	BLANKET FOR FISCAL YEAR 2019-2	6201	109.97
14574776	XEROX CORPORATION	7/29/2019	XEROX LEASE	6201	2,220.23
14575458	SNOW ENGINEERING CORP	7/31/2019	ASPHALT DEMO COMPLETED FOR CON	6201	12,600.00
			RIVER VALLEY CHARTER	6201 Total	30,362.10
				Grand Total	2,079,837.70

LAKE SIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: August 8, 2019

Agenda Item:

Revolving Cash Register

Background (Describe purpose/rationale of the agenda item):

LISTING OF ALL TRANSACTIONS (REIMBURSEMENTS, MILEAGE EXPENSES ETC) FOR THE MONTH PRIOR TO BOARD MEETING

Fiscal Impact (Cost):

\$6,150.22

Funding Source:

GENERAL FUND, DONATION ACCOUNTS, ETC

Recommended Action:

- | | |
|--|---|
| <input type="checkbox"/> Informational | <input type="checkbox"/> Denial |
| <input type="checkbox"/> Discussion | <input type="checkbox"/> Ratification |
| <input checked="" type="checkbox"/> Approval | <input type="checkbox"/> Explanation: Click here to enter text. |
| <input type="checkbox"/> Adoption | |

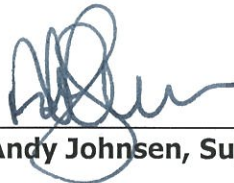
Originating Department/School: Business Services

Submitted/Recommended By:

Approved for Submission to the Governing Board:



Erin Garcia, Assistant Superintendent



Dr. Andy Johnsen, Superintendent

This form must be typed written and have all signatures before it will be placed on the agenda. All agenda item requests must be submitted for approval 10 days prior to the board meeting.

Lakeside Union School District
Revolving Cash Register
July 2019

Date	Num	Name	Memo/Description	Amount
07/01/2019	38158	Mike Bishop	Smart & Final - Ice Cream In A Bag Supplies.	-44.27
07/01/2019	38159	Sasha Elbaz	Walmart - Classroom Supplies - Binders, Foil, Glue Sticks, Card Stock, Laminating Pouches.	-45.00
07/01/2019	38160	Sarah Grosskreutz	Target, Costco - Classroom Supplies - Copy Paper, Wipes, Facial.	-86.64
07/01/2019	38161	Eva Johnson	Classroom Supplies - Writing Journals, White Board Worksheets, Plates For Art, Disk For Apple TV To Install Material For ESY.	-42.33
07/01/2019	38162	Paula Peterson	Dollar Tree - Bubble Wands, Colored Pencils, Sticky Notes, Mailing Tape, Dry Erase Boards, Highlighters, Magnets.	-36.84
07/10/2019	38163	David Tupper	Food And Supplies For Science Instructional Material Evaluation Committee Paper Screen: June 17-21, 2019, 35 People.	-1,846.79
07/15/2019	38164	Richard Benzing	Wire, PC Cord/Coupling, Cable Nail.	-36.03
07/31/2019	38165	Richard Benzing	Payton's True Value Hardware - Keys.	-12.61
07/31/2019	38166	Robyn Bowman	Amazing Dana Magician.	-225.00
07/31/2019	38167	Jerred Murphy	Costco - Pens, Hot Dogs, Chips, Snacks For Field Trip, Broom, Fans, Batteries, Popcorn, Boogie Boards, Laminating Pouches, Tide For Science Project.	-2,441.40
07/31/2019	38168	Jerred Murphy	Albertsons, Lowes, Costco, Aquatica - Lemon Aide, Lumber For Craft Project, Hot Dogs And Buns, Meal Vouchers For Aquatica.	-1,268.66
07/31/2019	38169	Lucretia Browning	Walmart- Cooking Club Supplies, All Pets - Supplies For Class Pets.	-64.65
				<u>-\$ 6,150.22</u>

LAKE SIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: August 8, 2019

Agenda Item:

Ratification of Purchase Orders and Change Orders Listing (July 1, 2019 to July 31, 2019)

Background (Describe purpose/rationale of the agenda item):

The Governing Board must ratify all purchase orders and change orders that have been created pursuant to the authority granted under Education Code 17605 and Board Policy 3300 that authorizes staff to purchase supplies, materials, equipment, and services up to the amounts specified in Public Contract Code 20111. In addition, the Governing Board should review and ratify all purchase orders and change orders created as a result of prior Board approval. A list of purchase orders and change orders for the period of July 1, 2019, through July 31, 2019 is attached.

Fiscal Impact (Cost):

\$5,330,266.26

Funding Source:

General Fund Total: \$4,199,171.08 Pre-School Fund Total: \$96,506.02 Food Services Fund Total: \$915,824.56 Bond Fund Total: \$110,359.60 Developer Fees Fund Total: \$8,405.00

Addresses Emphasis Goal(s):

☐ **#1:** Academic Achievement ☐ **#2:** Social Emotional ☐ **#3:** Physical Environments

Recommended Action:

☐ **Informational** ☐ **Denial/Rejection**
☐ **Discussion** ☒ **Ratification**
☐ **Approval** ☐ **Explanation:** [Click here to enter text.](#)
☐ **Adoption**

Originating Department/School: District Wide/Business Services

Submitted/Recommended By:

Approved for Submission to the Governing Board:


Principal/Department Head Signature


Dr. Andy Johnsen, Superintendent

Reviewed by Cabinet Member 

JULY 2019 PURCHASE ORDERS

PO No.	Supplier	PO Ref	Fund	Total
0000004834	CENTER FOR RESPONSIVE SCHOOLS, INC.	T&C FOR 8 ATTENDEES 19-20 - LC	0100	\$ 5,832.00
0000004852	EXPLORE LEARNING LLC	SOFTWARE 2019-20 - TDS	0100	\$ 3,277.50
0000004859	LISTEN INNOVATION INC	ACADEMIC SOFTWARE - TDS	0100	\$ 4,000.00
0000004861	MATHALICIOUS	SOFTWARE - TDS	0100	\$ 2,240.00
0000004880	MATH TRANSFORMATIONS	I2020-001 MATH CONSULTANT- LF	0100	\$ 21,600.00
0000004916	IMAGINE LEARNING	SOFTWARE RENEWAL - LC	0100	\$ 7,875.00
0000004930	EMBASSY SUITES SACRAMENTO	T&C - LC	0100	\$ 11,894.40
0000004945	RENAISSANCE INDIAN WELLS RESORT	T&C - LC	0100	\$ 2,336.04
0000004946	LEXIA LEARNING SYSTEMS LLC	SOFTWARE - LC	0100	\$ 9,000.00
0000004971	DIGITAL SCHOOLS, LLC	PAYROLL SOFTWARE - BUS SVCS	0100	\$ 49,952.76
0000004972	CASBO	2019-20 SUBSCRIPTION - BUS SVC	0100	\$ 2,000.00
0000005001	A&B SAW & LAWNMOWER SHOP	BLANKET PO 2019-20 - MAINT	0100	\$ 1,000.00
0000005002	ACSA	ACSA DUES - BUS SVCS	0100	\$ 1,525.00
0000005003	NATIONAL BENEFIT SERVICES	2ND YEAR PYMNT - BUS SVCS	0100	\$ 74,718.79
0000005004	CURRICULUM ASSOCIATES, INC.	QUICK WORDS - LV	0100	\$ 887.61
0000005005	ROCHESTER 100, INC.	FOLDERS - LV	0100	\$ 1,072.66
0000005007	PROCARE SOFTWARE, LLC	SOFTWARE - ESS	1200	\$ 3,360.00
0000005008	OFFICE DEPOT, INC.	BLANKET PO 2019-20 - HR	0100	\$ 500.00
0000005009	AMAZON CAPITAL SERVICES, INC.	BLANKET PO 2019-20 - HR	0100	\$ 500.00
0000005010	OFFICE DEPOT, INC.	BLANKET 2019-20 TECH/ED TECH	0100	\$ 3,000.00
0000005011	OFFICE DEPOT, INC.	BLANKET 2019-20 - ED SVCS/SUPT	0100	\$ 4,000.00
0000005012	MAILFINANCE INC.	BLANKET 2019-20/V2020-026/SUPT	0100	\$ 4,365.24
0000005013	AAF INTERNATIONAL	BLANKET 2019-20 - MAINT	0100	\$ 7,500.00
0000005014	ABABA BOLT	BLANKET 2019-20 - MAINT/TRANS	0100	\$ 450.00
0000005015	ACOUSTICAL MATERIAL SERVICES (AMS)	BLANKET 2019-20 - MAINT	0100	\$ 1,000.00
0000005016	AGRICULTURAL PEST CONTROL	BLANKET 2019-20 - MAINT	0100	\$ 8,000.00
0000005017	AIRGAS USA, LLC	BLANKET 2019-20 - MAINT	0100	\$ 500.00
0000005018	ALLIED REFRIGERATION INC	BLANKET 2019-20 - MAINT	0100	\$ 9,000.00
0000005019	AMERICAN BUILDERS & CONTRACTORS SUPP	BLANKET 2019-20 - MAINT	0100	\$ 2,500.00
0000005020	A-Z BUS SALES	BLANKET 2019-20 - TRANS	0100	\$ 538.75
0000005021	AZTEC FIRE & SAFETY INC.	BLANKET 2019-20 - MAINT/TRANS	0100	\$ 10,000.00
0000005022	BADI'S	BLANKET 2019-20 - MAINT/TRANS	0100	\$ 600.00
0000005023	BEST VALUE GLASS	BLANKET 2019-20 - MAINT	0100	\$ 2,500.00
0000005024	BORDER RECAPING, LLC	BLANKET 2019-20 - MAINT/TRANS	0100	\$ 6,000.00
0000005025	BROADWAY AUTO ELECTRIC	BLANKET 2019-20 - TRANS	0100	\$ 500.00
0000005027	AMAZON CAPITAL SERVICES, INC.	BLANKET 2019-20 - LEAPP	1200	\$ 6,600.00
0000005028	CAMEO PAPER & JANITORIAL	BLANKET 2019-20 - MAINT	0100	\$ 2,000.00
0000005029	APPLE FINANCIAL SERVICES	SCHEDULE 3 MASTER LEASE-ED TEC	0100	\$ 108,194.47
0000005030	APPLE INC.	SCHED. 4 LEASE - ED TECH	0100	\$ 142,047.68

JULY 2019 PURCHASE ORDERS

PO No.	Supplier	PO Ref	Fund	Total
0000005031	APPLE FINANCIAL SERVICES	APPLE LEASE SCHED 1 - ED TECH	0100	\$ 147,383.15
0000005032	APPLE FINANCIAL SERVICES	APPLE LEASE SCHED. 2 - ED TECH	0100	\$ 117,456.13
0000005033	PALOS SPORTS	PHYSICAL ED ITEMS - TDS	0100	\$ 2,793.93
0000005034	ACHIEVE3000	V2020-029 SOFTWARE - LC	0100	\$ 22,120.62
0000005035	ACHIEVE3000	V2020-029 SOFTWARE - LV	0100	\$ 22,120.62
0000005036	K-LOG INC.	STUDENT DESKS - LF	0100	\$ 3,859.49
0000005037	ACHIEVE3000	V2020-029 SOFTWARE - LF	0100	\$ 21,153.48
0000005038	BLACKBOARD CONNECT INC.	WEBSITE SOFTWARE - ED TECH	0100	\$ 21,237.00
0000005039	AREY JONES EDUCATIONAL SOLUTIONS	V2019-116 SERVICES - ED TECH	0100	\$ 24,000.00
0000005040	HOUGHTON MIFFLIN HARCOURT	V2020-048 SOFTWARE - VARIOUS	0100	\$ 15,220.00
0000005041	BORDERLAN SECURITY	V2019-114 SFTWR/HRDWR - TECH	0100	\$ 32,594.38
0000005042	ZOHO CORPORATION	SOFTWARE - TECH	0100	\$ 1,076.00
0000005043	DATEL SYSTEMS INCORPORATED	SOFTWARE RENEWAL - ED TECH	0100	\$ 4,859.00
0000005044	DATEL SYSTEMS INCORPORATED	SOFTWARE - ED TECH	0100	\$ 17,759.00
0000005045	DATEL SYSTEMS INCORPORATED	SOFTWARE - TECH	0100	\$ 769.00
0000005045	DATEL SYSTEMS INCORPORATED	SOFTWARE - TECH	0100	\$ 4,380.00
0000005046	DATEL SYSTEMS INCORPORATED	SOFTWARE - TECH	0100	\$ 18,400.00
0000005047	COMPANION CORPORATION	LIBRARY SOFTWARE - ED TECH	0100	\$ 3,192.00
0000005048	EDUDANCE CLASSROOMS IN MOTION	L2020-003 DANCE ENRICH.- LF	0100	\$ 5,280.00
0000005050	DAVIS CONSULTING CORPORATION	BLANKET 2019-20 - BUS SVCS	0100	\$ 18,600.00
0000005051	CED-SAN DIEGO CONSOLIDATED ELECTRIC	BLANKET 2019-20 - MAINT	0100	\$ 1,000.00
0000005052	CINTAS CORPORATION	BLANKET 2019-20 - MNT/TRN	0100	\$ 4,000.00
0000005053	CLARK SECURITY PRODUCTS	BLANKET 2019-20 - MAINT	0100	\$ 5,000.00
0000005054	COMPETITIVE METALS, INC	BLANKET 2019-20 - MAINT	0100	\$ 3,500.00
0000005055	DION & SONS, INC.	BLANKET 2019-20 - MNT/TRN	0100	\$ 75,000.00
0000005056	THE PRINT BUTTON	PREPRINTED ENVELOPES - HR	0100	\$ 191.41
0000005057	DION INTERNATIONAL TRUCKS LLC	BLANKET 2019-20 - TRANS	0100	\$ 10,000.00
0000005058	DIXIELINE PROBUILD	BLANKET 2019-20 - MAINT	0100	\$ 4,000.00
0000005059	EAST PENN MFG CO	BLANKET 2019-20 - MAINT/TRANS	0100	\$ 4,500.00
0000005060	EWING IRRIGATION PRODUCTS	BLANKET 2019-20 - MAINT	0100	\$ 2,500.00
0000005061	EL CAJON FORD	BLANKET 2019-20 - TRANS	0100	\$ 1,000.00
0000005062	FERGUSON ENTERPRISES, INC	BLANKET 2019-20 - MAINT	0100	\$ 500.00
0000005063	GEARY PACIFIC SUPPLY	BLANKET 2019-20 - MAINT	0100	\$ 500.00
0000005064	GRAINGER	BLANKET 2019-20 - MAINT	0100	\$ 6,000.00
0000005065	HD SUPPLY FACILITIES MAINT	BLANKET 2019-20 - MAINT	0100	\$ 2,500.00
0000005066	HOME DEPOT CREDIT SERVICES	BLANKET 2019-20 - MAINT	0100	\$ 17,000.00
0000005067	IMPERIAL SPRINKLER SUPPLY, INC.	BLANKET 2019-20 - MAINT	0100	\$ 2,000.00
0000005068	JOHNSTONE SUPPLY	BLANKET 2019-20 - MAINT	0100	\$ 1,000.00
0000005069	AMAZON CAPITAL SERVICES, INC.	BLANKET 2019-20 - SUPT	0100	\$ 1,500.00

JULY 2019 PURCHASE ORDERS

PO No.	Supplier	PO Ref	Fund	Total
0000005070	LAKESIDE EQUIPMENT	BLANKET 2019-20 - MAINT	0100	\$ 5,000.00
0000005071	LOWE'S	BLANKET 2019-20 - MAINT	0100	\$ 5,000.00
0000005072	LYNN'S LOCKSMITH SERVICE	BLANKET 2019-20 - MAINT	0100	\$ 1,000.00
0000005073	MORSCO SUPPLY, LLC	BLANKET 2019-20 - MAINT	0100	\$ 16,000.00
0000005074	NATIONAL PETROLEUM INC	BLANKET 2019-20 - TRANS	0100	\$ 3,000.00
0000005075	OFFICE DEPOT, INC.	BLANKET 2019-20- MAINT/TRANS	0100	\$ 1,500.00
0000005076	O'REILLY AUTO PARTS	BLANKET 2019-20 - MAINT/TRANS	0100	\$ 13,500.00
0000005077	ACHIEVE3000	V2020-029 SOFTWARE - TDS	0100	\$ 29,695.62
0000005078	ACHIEVE3000	2020-029 SOFTWARE - LP	0100	\$ 16,311.72
0000005079	AMAZON CAPITAL SERVICES, INC.	BLANKET 2019-20 - BUS SVCS	0100	\$ 1,000.00
0000005080	OFFICE DEPOT, INC.	BLANKET 2019-20 - BUS SVCS	0100	\$ 1,500.00
0000005081	PAYTON TRUE VALUE HARDWARE	BLANKET 2019-20 - MAINT/TRANS	0100	\$ 7,700.00
0000005082	PECK'S HEAVY FRICTION INC	BLANKET 2019-20 - TRANS	0100	\$ 6,000.00
0000005083	PPG ARCHITECTURAL FINISHES INC	BLANKET 2019-20 - MAINT	0100	\$ 15,000.00
0000005084	ROCK AND BLOCK HARDSCAPE SUPPLY	BLANKET 2019-20 - MAINT	0100	\$ 2,500.00
0000005085	RUSSELL SIGLER, INC.	BLANKET 2019-20 - MAINT	0100	\$ 5,000.00
0000005086	SAFETY-KLEEN	BLANKET 2019-20 - TRANS	0100	\$ 3,000.00
0000005087	SO CA AIR CONDITIONING SUPPLY	BLANKET 2019-20 - MAINT	0100	\$ 1,500.00
0000005088	SYCAMORE LANDFILL	BLANKET 2019-20 - MAINT	0100	\$ 5,000.00
0000005089	US AIR CONDITIONING DISTRIB.	BLANKET 2019-20 - MAINT	0100	\$ 2,000.00
0000005090	WAXIE SANITARY SUPPLY	BLANKET 2019-20 - MAINT	0100	\$ 100,000.00
0000005091	WEBB'S RV SUPPLY	BLANKET 2019-20 - MAINT/TRANS	0100	\$ 500.00
0000005092	ROADONE	BLANKET 2019-20 - TRANS	0100	\$ 500.00
0000005096	ACSA	MEMBERSHIP - SUPT	0100	\$ 330.00
0000005097	CALIFORNIA SCHOOL BOARDS ASSN	MEMBERSHIP FEES - SUPT	0100	\$ 18,629.00
0000005098	SAN DIEGO COUNTY SCHOOL BOARDS	MEMBERSHIP - SUPT	0100	\$ 309.45
0000005099	ACSA	MEMBERSHIP DUES - SUPT	0100	\$ 1,525.00
0000005100	SAN JOAQUIN CO. OFFICE OF EDUC	MEMBERSHIP - HR	0100	\$ 744.15
0000005101	STARFALL EDUCATION	SOFTWARE MEMBERSHIP - LP	0100	\$ 270.00
0000005102	LAKESIDE CHAMBER OF COMMERCE	MEMBERSHIP FEE - SUPT	0100	\$ 125.00
0000005103	COOLE SCHOOL	STUDENT PLANNERS - LP	0100	\$ 1,736.94
0000005105	DATTEL SYSTEMS INCORPORATED	SOFTWARE 3 YEAR - TECH	0100	\$ 22,225.00
0000005106	DATTEL SYSTEMS INCORPORATED	LAPTOP AND DOCK - HR	0100	\$ 2,216.12
0000005107	DATTEL SYSTEMS INCORPORATED	SOFTWARE - TECH	0100	\$ 1,657.75
0000005108	SCHOOL HEALTH CORP.	HEALTH SUPPLIES - HLTH SVCS	0100	\$ 122.59
0000005109	SCHOOL NURSE SUPPLY INC	HEALTH SUPPLIES - HLTH SVCS	0100	\$ 128.95
0000005110	EVERYTHING MEDICAL, LLC	HEALTH SUPPLIES - HLTH SVCS	0100	\$ 1,308.45
0000005111	SCHOOL HEALTH CORP.	AUDIOMETERS - HLTH SVCS	0100	\$ 1,996.50
0000005112	WILLIAM V. MACGILL & COMPANY	HEALTH SUPPLIES - HLTH SVCS	0100	\$ 184.85

JULY 2019 PURCHASE ORDERS

PO No.	Supplier	PO Ref	Fund	Total
0000005113	SCHOOL NURSE SUPPLY INC	HEALTH SUPPLIES - HLTH SVCS	0100	\$ 375.91
0000005114	ORANGE COUNTY DEPT. OF EDU.	T&C REGISTRATION FEE - ED SVCS	0100	\$ 250.00
0000005115	ORANGE COUNTY DEPT. OF EDU.	T&C REGISTRATION FEES - PUP SV	0100	\$ 250.00
0000005116	PYRAMID EDUCATIONAL CONSULTANTS, INC.	T&C REGISTRATION - SPED	0100	\$ 399.00
0000005117	MATH TRANSFORMATIONS	I2020-001 MATH CONULTANT-ED SV	0100	\$ 45,500.00
0000005118	MZHY EDITORS GROUP	MANDARIN BOOKS/RV - ED SVCS	0100	\$ 5,267.29
0000005119	MCGRAW-HILL	MATH BOOKS/LC - ED SVCS	0100	\$ 3,647.00
0000005120	GODFREY EDUCATIONAL CONSULTING GROU	I2020-008 CONSULTANT - ED SVCS	0100	\$ 5,000.00
0000005121	EL EDUCATION	V2020-008 EL EDUCATION-ED SVCS	0100	\$ 46,600.00
0000005123	SCHOOL SERVICES OF CA, INC	V2020-008 FISCAL SVCS - BUS SV	0100	\$ 3,660.00
0000005124	DOCUMENT TRACKING SERVICES	V2020-036 DOC TRACKING - ED SV	0100	\$ 2,800.00
0000005125	HOUGHTON MIFFLIN HARCOURT	INSTRUCTIONAL SUPPLIES-ED SVCS	0100	\$ 1,005.74
0000005126	U.S. POSTAL SERVICE	POSTAGE - SUPT	0100	\$ 25,000.00
0000005127	COUNTY OF SAN DIEGO	PROBATION OFFICER - LMS/TDS/ED	0100	\$ 59,982.00
0000005129	MAILFINANCE INC.	BLANKET 2019-20 - SUPT	0100	\$ 3,623.00
0000005130	THE PRINT BUTTON	BLANKET 2019-20 - SUPT	0100	\$ 2,000.00
0000005131	MRC	BLANKET 2019-20 - D.O.	0100	\$ 6,950.00
0000005132	DEPARTMENT OF JUSTICE	BLANKET 2019-20 - HR	0100	\$ 6,500.00
0000005133	OFFICE DEPOT, INC.	BLANKET 2019-20 - SPED	0100	\$ 14,000.00
0000005134	RADY CHILDREN'S HOSPITAL-SD	I2020-004 BLANKET 2019-20/HLTH	0100	\$ 23,000.00
0000005136	DION & SONS, INC.	BLANKET 2019-20 - TECH	0100	\$ 3,000.00
0000005137	DATTEL SYSTEMS INCORPORATED	BLANKET 2019-20 - TECH	0100	\$ 15,000.00
0000005138	EYE PHONE CITY	BLANKET 2019-20 - TECH	0100	\$ 40,000.00
0000005139	OTHER WORLD COMPUTING INC.OWC	BLANKET 2019-20 - TECH	0100	\$ 5,000.00
0000005140	TROXELL COMMUNICATIONS, INC	BLANKET 2019-20 - TECH	0100	\$ 7,000.00
0000005141	AMAZON CAPITAL SERVICES, INC.	BLANKET 2019-20-TECH & ED TECH	0100	\$ 6,500.00
0000005142	SPRINT SOLUTIONS, INC.	BLANKET 2019-20 - ED TECH	0100	\$ 25,000.00
0000005143	OFFICE DEPOT, INC.	BLANKET 2019-20 - ESS/LEAPP	0100	\$ 9,700.00
0000005144	ALBERTSONS	BLANKET 2019-20 - ESS	0100	\$ 4,300.00
0000005145	HOME DEPOT CREDIT SERVICES	BLANKET PO 2019-20 - ESS	0100	\$ 2,200.00
0000005146	LOWE'S	BLANKET 2019-20 - ESS	0100	\$ 800.00
0000005147	SMART & FINAL	BLANKET 2019-20 - ESS	0100	\$ 4,200.00
0000005149	ABA EDUCATION FOUNDATION	V2020-033 NPS BLANKET 19-20	0100	\$ 20,000.00
0000005150	ALLIANCE FOR AFRICAN	V2020-038 BLANKET 19-20 - SPED	0100	\$ 2,500.00
0000005151	ASELTINE SCHOOL	V2020-023 BLANKET 2019-20-SPED	0100	\$ 45,785.00
0000005152	AMAZON CAPITAL SERVICES, INC.	BLANKET 2019-20 - LMS	0100	\$ 19,000.00
0000005153	SPARKLETTES	BLANKET 2019-20 - VARIOUS	0100	\$ 4,780.24
0000005154	AMAZON CAPITAL SERVICES, INC.	BLANKET 2019-20 - ED SVCS	0100	\$ 1,500.00
0000005155	NORTH COUNTY EDUCATIONAL PURCH CONS	CONSORTIUM MBRSHIP - BUS SVCS	0100	\$ 400.00

JULY 2019 PURCHASE ORDERS

PO No.	Supplier	PO Ref	Fund	Total
0000005158	ALPHA INVESTMENTS, INC.	MEETING ROOM RENTALS - SUPT	0100	\$ 525.00
0000005159	COALITION FOR ADEQUATE SCHOOL HOUSING	MEMBERSHIP DUES - BUS SVCS	0100	\$ 591.00
0000005160	BRENT LUALLIN	WEBSITE SERVICES - TECH	0100	\$ 600.00
0000005161	AMAZON CAPITAL SERVICES, INC.	BADGE MAKER - HR	0100	\$ 671.97
0000005162	SOUTHWEST SCHOOL & OFFICE SUPPLY	BLANKET 2019-20 - SPED	0100	\$ 4,500.00
0000005163	AMAZON CAPITAL SERVICES, INC.	BLANKET 2019-20 - SPED	0100	\$ 11,000.00
0000005164	GOPHER SPORT	BLANKET 2019-20 - TDS	0100	\$ 1,000.00
0000005165	RAYNE OF SAN DIEGO	BLANKET 2019-20 - TDS	0100	\$ 336.00
0000005166	SOUTHWEST SCHOOL & OFFICE SUPPLY	BLANKET 2019-20 - TDS	0100	\$ 8,500.00
0000005167	LASERCYCLE USA, INC.	BLANKET 2019-20 - TDS	0100	\$ 2,000.00
0000005168	ONE STONE APPAREL INC	BLANKET 2019-20 - TDS	0100	\$ 15,000.00
0000005170	RAYNE OF SAN DIEGO	BLANKET 2019-20 - LMS	0100	\$ 400.00
0000005171	OFFICE DEPOT, INC.	BLANKET 2019-20 - LMS	0100	\$ 10,750.00
0000005172	ENRIQUE J. MORAS	READING MATERIALS - ED SVCS	0100	\$ 2,821.06
0000005174	CALIFORNIA SCHOOL BOARDS ASSN	BOARD EVALUATION SURVEY - SUPT	0100	\$ 200.00
0000005176	CELEBRATE LIFE	PLAQUES - SUPT	0100	\$ 48.38
0000005181	PALOS SPORTS	BLANKET 2019-20 - TDS	0100	\$ 6,500.00
0000005182	CARQUEST AUTO PARTS	BLANKET 2019-20 - TRANS	0100	\$ 300.00
0000005183	KIRK'S RADIATOR	BLANKET 2019-20 - TRANS	0100	\$ 1,000.00
0000005184	OMEGA FUEL INJECTION	BLANKET 2019-20 - TRANS	0100	\$ 500.00
0000005185	NICHOLAS TAYLOR	BLANKET 2019-20 - MAINT	0100	\$ 1,000.00
0000005186	PARKHOUSE TIRE INC	BLANKET 2019-20 - TRANS	0100	\$ 2,000.00
0000005187	RUSSELL PLUMBING & SUPPL INC.	BLANKET 2019-20 - MAINT	0100	\$ 3,500.00
0000005188	SCHOOL BUS PARTS CO.	BLANKET 2019-20 - TRANS	0100	\$ 500.00
0000005189	SHIFFLER EQUIPMENT SALES INC	BLANKET 2019-20 - MAINT	0100	\$ 500.00
0000005190	TRANE U.S.INC	BLANKET 2019-20 - MAINT	0100	\$ 1,000.00
0000005191	UNITED TRANSMISSION EXCHANGE	BLANKET 2019-20 - TRANS	0100	\$ 500.00
0000005192	ZINGPRINT	BLANKET 2019-20 - TRANS	0100	\$ 500.00
0000005196	SAN DIEGO COUNTY OFFICE OF ED	PROF DEV MGMT-HR FOR DISTRICT	0100	\$ 2,100.00
0000005203	AMAZON CAPITAL SERVICES, INC.	BLANKET 2019-20 - ESS	0100	\$ 20,000.00
0000005204	SOUTHWEST SCHOOL & OFFICE SUPPLY	BLANKET 2019-20 - LMS	0100	\$ 2,000.00
0000005205	NICK RAIL MUSIC INC	BLANKET 2019-20 - LMS	0100	\$ 2,000.00
0000005206	SMART & FINAL	BLANKET 2019-20 - LMS	0100	\$ 4,300.00
0000005207	SOUTHWEST SCHOOL & OFFICE SUPPLY	BLANKET 2019-20 - LC	0100	\$ 5,000.00
0000005208	OFFICE DEPOT, INC.	BLANKET 2019-20 - LC	0100	\$ 1,500.00
0000005209	PEPSI-COLA	BLANKET 2019-20 - LC	0100	\$ 850.00
0000005210	KYOCERA DOCUMENT SOLUTIONS WEST, LLC	BLANKET 2019-20 - LC	0100	\$ 6,192.00
0000005211	OFFICE DEPOT, INC.	BLANKET 2019-20 - WG	0100	\$ 5,500.00
0000005212	SOUTHWEST SCHOOL & OFFICE SUPPLY	BLANKET 2019-20 - WG	0100	\$ 2,600.00

JULY 2019 PURCHASE ORDERS

PO No.	Supplier	PC Ref	Fund	Total
0000005213	OFFICE DEPOT, INC.	BLANKET 2019-20 - RV	0100	\$ 5,500.00
0000005214	AMAZON CAPITAL SERVICES, INC.	BLANKET 2019-20 - RV	0100	\$ 2,200.00
0000005215	DATA DISPOSAL, INC.	BLANKET 2019-20- LP	0100	\$ 150.00
0000005216	RAYNE OF SAN DIEGO	BLANKET 2019-20 - LP	0100	\$ 400.00
0000005217	SOUTHWEST SCHOOL & OFFICE SUPPLY	BLANKET 2019-20 - LP	0100	\$ 6,000.00
0000005218	OFFICE DEPOT, INC.	BLANKET 2019-20 - LV	0100	\$ 5,000.00
0000005219	SOUTHWEST SCHOOL & OFFICE SUPPLY	BLANKET 2019-20 - LV	0100	\$ 3,000.00
0000005220	AMAZON CAPITAL SERVICES, INC.	BLANKET 2019-20 - LV	0100	\$ 5,000.00
0000005221	SOUTHWEST SCHOOL & OFFICE SUPPLY	BLANKET 2019-20 - EH	0100	\$ 2,000.00
0000005224	LEADER SERVICES	V2020-017 BILLING SVCS - SPED	0100	\$ 15,000.00
0000005225	SIERRA ACADEMY OF SAN DIEGO	V2020-043 NPS - SPED	0100	\$ 35,078.00
0000005226	SPRINGALL ACADEMY	V2020-042 NPS - SPED	0100	\$ 40,154.00
0000005227	SPOT Kids Therapy, Inc.	V2020-053 NPS - SPED	0100	\$ 210,000.00
0000005228	TURNAROUND SCHOOLS	T&C N. DRAMMISSI -SUPT/FOR LP	0100	\$ 650.00
0000005229	VILLA SANTA MARIA, INC.	V2020-035 NPS - SPED	0100	\$ 182,501.00
0000005230	THE DEVEREUX FOUNDATION	V2020-046 NPS - SPED	0100	\$ 238,696.00
0000005231	MACDOUGAL-MORRIS GROUP LLC	V2020-0300 NPS - SPED	0100	\$ 69,034.00
0000005232	VISTA HILL FOUNDATION	V2020-034 NPS - SPED	0100	\$ 130,000.00
0000005233	SAN DIEGO GAS & ELECTRIC	BLANKET 2019-20 - DISTRICT	0100	\$ 1,059,269.00
0000005234	LAKESIDE WATER DISTRICT	BLANKET 2019-20 - DISTRICT	0100	\$ 67,780.00
0000005235	HELIX WATER DISTRICT	BLANKET 2019-20 - LV	0100	\$ 11,560.00
0000005236	COUNTY OF SAN DIEGO	BLANKET 2019-20 SEWER - DIST.	0100	\$ 38,002.00
0000005250	XEROX CORPORATION	BLANKET 2019-20 SVC&LEASE-LP	0100	\$ 1,947.00
0000005251	KYOCERA DOCUMENT SOLUTIONS WEST, LLC	BLANKET 19-20 LEASE - LMS & RV	0100	\$ 4,459.29
				\$ 4,199,171.08

JULY 2019 PURCHASE ORDERS

PO No.	Supplier	PO Ref	Fund	Total
0000004873	SATELLITE SPORTS GROUP	L2020-001 ASSEMBLY - ESS	1200	\$ 1,197.00
0000005049	PARKWAY BOWL	FIELD TRIP ADMISSION FEES-ESS	1200	\$ 5,000.00
0000005093	KIRK PAVING, INC.	ASPHALT PAVING - ESS	1200	\$ 19,400.00
0000005147	SMART & FINAL	BLANKET 2019-20 - ESS	1200	\$ 6,000.00
0000005148	LAKESHORE LEARNING MATERIALS	BLANKET 2019-20- ESS	1200	\$ 10,000.00
0000005153	SPARKLETTS	BLANKET 2019-20 - VARIOUS	1200	\$ 474.02
0000005194	JIPC VENTURES, INC	BLANKET 2019-20 - ESS	1200	\$ 20,000.00
0000005223	SEA WORLD OF CALIFORNIA	FIELD TRIPS 2019-20 - ESS	1200	\$ 20,000.00
0000005233	SAN DIEGO GAS & ELECTRIC	BLANKET 2019-20 - DISTRICT	1200	\$ 13,022.00
0000005234	LAKESIDE WATER DISTRICT	BLANKET 2019-20 - DISTRICT	1200	\$ 1,413.00
				\$ 96,506.02
0000004906	CHEMSEARCH	V2020-004 WATER TREATMENT - FS	1300	\$ 1,718.61
0000004907	NUTRISLICE, INC	V2020-006 MENU SOFTWARE - FS	1300	\$ 2,898.00
0000004929	NUTRI-LINK TECHNOLOGIES, INC.	V2020-002 SOFTWARE- FS	1300	\$ 3,310.00
0000004977	SEAPORT MEAT COMPANY	BLANKET PO 2019-20 - FS	1300	\$ 12,000.00
0000004978	K GRAPHICS POSTERS	BLANKET PO 2019-20 - FS	1300	\$ 4,000.00
0000004979	DION & SONS, INC.	BLANKET PO 2019-20 - FS	1300	\$ 4,000.00
0000004980	WEBB'S RV SUPPLY	BLANKET PO 2019-20 - FS	1300	\$ 1,000.00
0000004981	SYSCO FOODS SERVICES	BLANKET PO 2019-20 - FS	1300	\$ 80,000.00
0000004982	TEMPERATURE DESIGN REFRIGERATION	BLANKET PO 2019-20 - FS	1300	\$ 10,000.00
0000004983	CA DEPT OF EDUCATION	BLANKET PO 2019-20 - FS	1300	\$ 14,000.00
0000004984	PRO-EDGE KNIFE	BLANKET PO 2019-20 - FS	1300	\$ 810.00
0000004985	OFFICE DEPOT, INC.	BLANKET PO 2019-20 - FS	1300	\$ 2,500.00
0000004986	MERRILL BEVERAGE, INC.	BLANKET PO 2019-20 - FS	1300	\$ 5,000.00
0000004987	HOLLANDIA DAIRY	BLANKET PO 2019-20 - FS	1300	\$ 200,000.00
0000004988	CULLIGAN	BLANKET PO 2019-20 -FS	1300	\$ 500.00
0000004989	AMERICAN PRODUCE DISTRIBUTORS	BLANKET PO 2019-20 - FS	1300	\$ 150,000.00
0000004992	P&R PAPER SUPPLY COMPANY, INC.	BLANKET PO 2019-20 - FS	1300	\$ 53,000.00
0000004993	GARCIA'S PUEBLA MERCADO	BLANKET PO 2019-20 - FS	1300	\$ 1,200.00
0000004994	TAKKT AMERICA HOLDING INC	BLANKET PO 2019-20 - FS	1300	\$ 10,000.00
0000004995	GOLD STAR FOODS INC	BLANKET PO 2019-20 - FS	1300	\$ 195,000.00
0000004996	DOMINO'S PIZZA	BLANKET PO 2019-20 - FS	1300	\$ 130,000.00
0000004997	SMART & FINAL	BLANKET PO 2019-20 - FS	1300	\$ 3,200.00
0000004998	GALASSO'S BAKERY	BLANKET PO 2019-20 - FS	1300	\$ 15,000.00
0000004999	AMAZON CAPITAL SERVICES, INC.	BLANKET PO 2019-20 - FS	1300	\$ 2,500.00
0000005000	ECOLAB FOOD SAFETY SPECIALTIES	BLANKET PO 2019-20 - FS	1300	\$ 1,000.00
0000005195	AMAZON CAPITAL SERVICES, INC.	SLUSHIE MACHINE FOR LMS - FS	1300	\$ 2,098.00

JULY 2019 PURCHASE ORDERS

PO No.	Supplier	PO Ref	Fund	Total
0000005234	LAKESIDE WATER DISTRICT	BLANKET 2019-20 - DISTRICT	1300	\$ 1,300.00
ART300	ARTIC CONTAINERS	V2020-024 FREEZER RENTAL - FS	1300	\$ 9,789.95
				\$ 915,824.56
0000005095	ERIC HALL & ASSOCIATES, LLC	BLANKET 2019-20 - BOND	2139	\$ 76,800.00
0000005177	ALPHA STUDIO DESIGN GROUP	VIDEO SURVEILLANCE - BOND	2139	\$ 10,320.00
0000005178	ALPHA STUDIO DESIGN GROUP	LP ES HVAC PORTABLES - BOND	2139	\$ 1,360.00
0000005179	ALPHA STUDIO DESIGN GROUP	LC WALKWAY MAINTENANCE - BOND	2139	\$ 3,500.00
0000005180	ALPHA STUDIO DESIGN GROUP	EH & WG ES FIRE ALARM - BOND	2139	\$ 11,000.00
0000005253	ALASKA PERMIUM BEVERAGE & BOTTLING INC	FENCING AT LF - BOND	2139	\$ 7,379.60
				\$ 110,359.60
0000005135	GOLDEN OFFICE TRAILERS, INC.	BLANKET 2019-20 - DEV FEES	2519	\$ 8,405.00
				\$ 8,405.00
				\$ 5,330,266.26

LAKESIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: August 8, 2019

Agenda Item:

Ratification of P Card expenditure transactions for the month of June 2019

Background (Describe purpose/rationale of the agenda item):

It is recommended that The Governing Board approve/ratify expenditure transactions charged to District P Cards for the month of June 2019.

Fiscal Impact (Cost):

\$34,274.98

Funding Source:

General Fund Total: \$19,440.82 Child Development Fund Total: \$14,678.88 Food Services Fund Total: \$252.90

Addresses Emphasis Goal(s):

☐ #1: Academic Achievement ☐ #2: Social Emotional ☐ #3: Physical Environments

Recommended Action:

☐ Informational ☐ Denial/Rejection
☐ Discussion ☒ Ratification
☐ Approval ☐ Explanation: Click here to enter text.
☐ Adoption

Originating Department/School: District Wide/Business Services

Submitted/Recommended By:

Approved for Submission to the Governing Board:


Principal/Department Head Signature


Dr. Andy Johnsen, Superintendent

Reviewed by Cabinet Member 

JUNE 2019 MISSION FEDERAL P-CARD LEDGER					
ACCT NAME	POST DATE	AMT	MERCHANT NAME	FIN.ACCOUNTING CODE	FIN.EXPENSE DESCRIPTION
BOWMAN,ROBYN	06/20/2019	\$ 260.54	THE PRINT BUTTON	1200-9010200-0001-1000-4300000-082-205	CUME FOLDERS
	06/14/2019	\$ 292.04	TARGET 00014852	1200-9010200-0001-1000-4300000-082-205	MISC SUPPLIES FOR PROGRAM
	06/14/2019	\$ 60.00	EINSTEIN BROS BAGELS33	1200-9010200-0001-1000-4300000-082-205	LAST DAY OF SCHOOL TEACHER SNACK
	06/13/2019	\$ 202.90	COSTCO BY INSTACART	1200-9010200-0001-1000-4300000-082-205	MISC SNACK ITEMS FOR PROGRAM
	06/12/2019	\$ 48.49	LITTLE CAESARS 3154-00	1200-9010200-0001-1000-4300000-082-205	SNACK FOR STUDENTS PROMOTION DAY
	06/11/2019	\$ 87.72	SMART VIA INSTACART	1200-9010200-0001-1000-4300000-082-205	SNACKS FOR PROGRAM FINAL WEEKS
	06/09/2019	\$ 135.59	TARGET 00014852	1200-9010200-0001-1000-4300000-082-205	MISC TOY SUPPLIES FOR PROGRAM
TOTAL CHARGED TO BUDGET		\$ 1,087.28	1200-9010200-0001-XXXX-XXXX-9511001-XXXXXX		
BOWMAN,ROBYN	06/27/2019	\$ 90.06	SMART AND FINAL 930	1200-9010200-8500-5000-4300000-781-205	CAMP SUPPLIES FOR ESS PROGRAM
TOTAL CHARGED TO BUDGET		\$ 90.06	1200-9010200-XXXX-XXXX-9511001-XXXXXX		
BOWMAN,ROBYN	06/25/2019	\$ 125.25	SEAWORLD PARKS & ENT	1200-9010200-8500-5000-5800076-781-205	SUMMER PASSES FOR ESS CAMP STUDENTS JUNE 2019
	06/26/2019	\$ 167.00	SEAWORLD PARKS & ENT	1200-9010200-8500-5000-5800076-781-205	SUMMER PASSES FOR ESS CAMP STUDENTS JUNE 2019
	06/25/2019	\$ 3,047.75	SEAWORLD PARKS & ENT	1200-9010200-8500-5000-5800076-781-205	SUMMER PASSES FOR ESS CAMP STUDENTS JUNE 2019
	06/25/2019	\$ 41.75	SEAWORLD PARKS & ENT	1200-9010200-8500-5000-5800076-781-205	SUMMER PASSES FOR ESS CAMP STUDENTS JUNE 2019
	06/26/2019	\$ 125.25	SEAWORLD PARKS & ENT	1200-9010200-8500-5000-5800076-781-205	SUMMER PASSES FOR ESS CAMP STUDENTS JUNE 2019
TOTAL CHARGED TO BUDGET		\$ 3,507.00	1200-9010200-XXXX-XXXX-9511001-XXXXXX		
COBLE,STACY	06/28/2019	\$ 529.00	ASS CAL SCH ADMIN	0100 0000000 0000 7200 5200010 189650	ACSA PERSONNEL INSTITUTE FOR S. COBLE OCTOBER 2-4, 2019
TOTAL CHARGED TO BUDGET		\$ 529.00	0100 0000000 0000 7200 5200010 189650		
DEROSIER,LISA A	06/19/2019	\$ 160.00	TM *TICKETMASTER TICKT	0100 0000000 0000 7100 5200010 189610	8 TICKETS TO THE SALUTE TO TEACHERS EVENT SEPT. 7, 2019
	06/06/2019	\$ 299.00	CA SCHOOL BOARD ASSOC	0100 0000000 0000 7100 5200010 189610	MASTERS IN GOVERNANCE COURSE #4 FOR R. TAYLOR OCTOBER 19, 2019
	06/06/2019	\$ 299.00	CA SCHOOL BOARD ASSOC	0100 0000000 0000 7100 5200010 189610	MASTERS IN GOVERNANCE COURSE #4 FOR A. HAYES OCTOBER 19, 2019
	06/06/2019	\$ 299.00	CA SCHOOL BOARD ASSOC	0100 0000000 0000 7100 5200010 189610	MASTERS IN GOVERNANCE COURSE #5 FOR A. HAYES OCTOBER 26, 2019
TOTAL CHARGED TO BUDGET		\$ 1,057.00	0100 0000000 0000 7100 5200010 189610		
DEROSIER,LISA A	06/06/2019	\$ 42.35	GREEK CHICKEN	0100 0000000 0000 7200 4300000 189610	LUNCH FOR SMALL SCHOOLS ADMINISTRATOR INTERVIEWS
	06/07/2019	\$ 33.00	NOTHING BUNDT CAKES 3	0100 0000000 0000 7200 4300000 189610	REFRESHMENTS FOR PTA COUNCIL MEETING
TOTAL CHARGED TO BUDGET		\$ 75.35	0100 0000000 XXXX XXXX 9511001 XXXXXX		
DRAMMISSI,NINA	06/04/2019	\$ 101.78	IDENTAKID	0100-0000600-1110-1000-4300000-376-170	LABELS FOR IDENT A KID MACHINE
TOTAL CHARGED TO BUDGET		\$ 101.78	0100-0000600-XXXX XXXX 9511001 XXXXXX		
GARCIA,ERIN	06/30/2019	\$ 13.44	ALLIES GIFTS AND SHIPP	0100 0000000 0000 7200 5900010 189670	POSTAGE FOR APPLE LEASE DOCS
	06/26/2019	\$ 27.36	USPS PO 0541460040	0100 0000000 0000 7200 5900010 189670	POSTAGE FOR COBRA MAILINGS
TOTAL CHARGED TO BUDGET		\$ 40.80	0100 0000000 XXXX XXXX 9511001 XXXXXX		
GREEN,TESSA	06/27/2019	\$ 350.00	SDSU RESEARCH FOUND CA	0100 3010000 1110 1000 5200010 047 270	CA. WORLD LANGUAGE PROJECT CONF. REG. FOR C.HERRERA JULY 1-5 2019
TOTAL CHARGED TO BUDGET		\$ 350.00	0100 3010000 1110 1000 5200010 047 270		
HARDIMAN,LESLIE	06/12/2019	\$ 969.75	COPY CORRAL	0100 0300675 1110 1000 5800000 047 270	PROMOTION PROGRAMS FOR 8TH GRADE STUDENTS
TOTAL CHARGED TO BUDGET		\$ 969.75	0100 0300675 XXXX XXXX 9511001 XXXXXX		
HARDIMAN,LESLIE	06/12/2019	\$ 1,499.00	GOFORMATIVE.COM	0100 0300616 1110 1000 5800092 047 270	MATH SOFTWARE JULY 2019 TO JUNE 2020 FOR TEACHERS
TOTAL CHARGED TO BUDGET		\$ 1,499.00	0100 0300616 1110 1000 5800092 047 270		
HARDIMAN,LESLIE	06/10/2019	\$ 18.72	7-ELEVEN 22481	0100 0300675 1110 1000 4300000 047 270	ICE FOR 8TH GRADE DANCE
TOTAL CHARGED TO BUDGET		\$ 18.72	0100 0300675 XXXX XXXX 9511001 XXXXXX		
JOHNSEN,ANDREW	06/14/2019	\$ 125.00	SCHED ORG	0100 0000000 1110 1000 5800092 189630	SCHED SOFTWARE FOR ED SERVICES
TOTAL CHARGED TO BUDGET		\$ 125.00	0100 0000000 XXXX XXXX 9511001 XXXXXX		
JOHNSEN,ANDREW	06/11/2019	\$ 7.96	SAN DIEGO UNION TRIB-S	0100 0000000 0000 7200 5300000 189610	ONLINE NEWSPAPER SUBSCRIPTION
TOTAL CHARGED TO BUDGET		\$ 7.96	0100 0000000 XXXX XXXX 9511001 XXXXXX		
JOHNSEN,ANDREW	06/07/2019	\$ (15.00)	CSBA	0100 0000000 0000 7100 5200010 189610	PARTIAL REFUND ON CSBA REGISTRATION FOR A JOHNSEN
	06/06/2019	\$ 299.00	CALIFORNIA SCHOOL BOAR	0100 0000000 0000 7100 5200010 189610	MASTERS IN GOVERNANCE #5 OCTOBER 26, 2019 FOR A JOHNSEN
	06/05/2019	\$ 565.00	CSBA	0100 0000000 0000 7100 5200010 189610	CSBA REGISTRATION FOR DECEMBER 5-7, 2019 FOR A JOHNSEN
TOTAL CHARGED TO BUDGET		\$ 849.00	0100 0000000 0000 7100 5200010 189610		
JOHNSEN,ANDREW	06/03/2019	\$ 80.00	PP*NINTH DISTRICT PTA	0100 0000000 0000 7200 5200010 189610	PTA CONVENTION (1 DAY) ON SITE REGISTRATION JUNE 1, 2019
TOTAL CHARGED TO BUDGET		\$ 80.00	0100 0000000 XXXX XXXX 9511001 XXXXXX		
KEIPER,KEITH	06/25/2019	\$ 31.40	ALASKA AIRLINES INC.	0100 3010000 1110 1000 5200010 092230	L. GROSSET CANC. RE-BOOK FEE FOR REPL. TEACHER (RESPONSIVE CLASSROOM JULY 201
	06/25/2019	\$ 125.00	ALASKA AIRLINES INC.	0100 3010000 1110 1000 5200010 092230	L. GROSSET CANC. RE-BOOK FEE FOR REPL. TEACHER (RESPONSIVE CLASSROOM JULY 201
	06/23/2019	\$ 3,325.00	NO EXCUSES UNIVERSITY	0100 3010000 1110 1000 5200010 092230	REG. FEES FOR NEU CONFERENCE FOR TEACHERS AND PRINCIPAL
TOTAL CHARGED TO BUDGET		\$ 3,481.40	0100 3010000 1110 1000 5200010 092230		
KEIPER,KEITH	06/16/2019	\$ 113.13	OFFICE DEPOT #908	0100 0952100 0000 2700 4300000 092230	TONER FOR SECRETARY
TOTAL CHARGED TO BUDGET		\$ 113.13	0100 0952100 XXXX XXXX 9511001 XXXXXX		
KEIPER,KEITH	06/12/2019	\$ 150.00	SQU*SQ *KINGS FUN TIME	0100 0300616 1110 1000 5800000 092230	OBSTACLE COURSE FOR ALL SCHOOL FIELD DAY ON LAST DAY OF SCHOOL.
TOTAL CHARGED TO BUDGET		\$ 150.00	0100 0300616 XXXX XXXX 9511001 XXXXXX		

JUNE 2019 MISSION FEDERAL P-CARD LEDGER					
KEIPER,KEITH	06/11/2019	\$ 16.98	PAYTON HARDWARE	0100 0300616 1110 1000 4300000 092230	GOO OFF FOR WINDOWS WHERE ART DISPLAY WAS REMOVED
	06/10/2019	\$ 36.37	ALBERTSONS 0738	0100 0300616 1110 1000 4300000 092230	WATERS AND CAKE FOR PD METING AND YEAR END WRAP UP
	06/05/2019	\$ (163.83)	AMZN MKTP US AMZN.COM/	0100 0300616 1110 1000 4300000 092230	RETURNED ITEM - DID NOT WORK
	06/05/2019	\$ (40.96)	AMZN MKTP US AMZN.COM/	0100 0300616 1110 1000 4300000 092230	RETURNED ITEM - DID NOT WORK
	06/05/2019	\$ (13.23)	AMZN MKTP US AMZN.COM/	0100 0300616 1110 1000 4300000 092230	RETURNED ITEM - DID NOT WORK
TOTAL CHARGED TO BUDGET		\$ (164.67)		0100 0300616 XXXX XXXX 9511001 XXXXXX	
MULL,STEVE	06/13/2019	\$ 61.60	GIANT PIZZA KING	0100 0300642 1110 1000 4300000 350 250	FOOD FOR DRAMA
TOTAL CHARGED TO BUDGET		\$ 61.60		0100 0300642 XXXX XXXX 9511001 XXXXXX	
MULL,STEVE	06/12/2019	\$ 418.65	JONES SCHOOL SUPPLY CO	0100 0300610 1110 1000 4300000 350 250	ITEMS FOR END OF YEAR AWARDS
TOTAL CHARGED TO BUDGET		\$ 418.65		0100 0300610 XXXX XXXX 9511001 XXXXXX	
MULL,STEVE	06/11/2019	\$ 215.98	SOUTHWEST AIRLINES	0100 0952100 1110 1000 5200010 350 250	FLIGHT FOR L. FARRIS CPM CONFERENCE JUNE 23-28, 2019
TOTAL CHARGED TO BUDGET		\$ 215.98		0100 0952100 XXXX XXXX 9511001 XXXXXX	
MURPHY,JERRED C	06/20/2019	\$ 175.64	TSHIRT MART	1200-9010200-8500-5000-5800000-781-205	PRINTING ON CAMP TSHIRTS
TOTAL CHARGED TO BUDGET		\$ 175.64		1200 9010200 XXXX XXXX 9511001 XXXXXX	
MURPHY,JERRED C	06/20/2019	\$ 752.50	PETCO PARK TICKET I	1200-9010200-8500-5000-5800076-781-205	ADMISSION FOR SUMMER CAMP FIELD TRIP (JUNE 2019)
	06/23/2019	\$ 83.50	SEAWORLD PARKS & ENT	1200-9010200-8500-5000-5800076-781-205	ADMISSION FOR STUDENT SUMMER PASS (2) (JUNE 2019)
	06/23/2019	\$ 41.75	SEAWORLD PARKS & ENT	1200-9010200-8500-5000-5800076-781-205	ADMISSION FOR STUDENT SUMMER PASS (1) (JUNE 2019)
	06/19/2019	\$ 622.71	0429 AMC PLAZA BONITA	1200-9010200-8500-5000-5800076-781-205	ADMISSION FOR SUMMER FIELD TRIP (JUNE 2019)
	06/19/2019	\$ 113.22	0429 AMC PLAZA BONITA	1200-9010200-8500-5000-5800076-781-205	ADMISSION FOR SUMMER CAMP FIELD TRIP (JUNE 2019)
	06/19/2019	\$ 547.23	0429 AMC PLAZA BONITA	1200-9010200-8500-5000-5800076-781-205	ADMISSION FOR SUMMER CAMP FIELD TRIP (JUNE 2019)
	06/09/2019	\$ 270.00	EL CAJON BOOMERS	1200-9010200-8500-5000-5800076-781-205	INITIAL ADMISSION FOR SUMMER CAMP FIELD TRIP BALANCE (JUNE 2019)
	06/18/2019	\$ 5,032.99	JOHNS INCREDIBLE PIZZA	1200-9010200-8500-5000-5800076-781-205	ADMISSION FOR SUMMER FIELD TRIP (JUNE 2019)
TOTAL CHARGED TO BUDGET		\$ 7,463.90		1200 9010200 XXXX XXXX 9511001 XXXXXX	
MURPHY,JERRED C	06/20/2019	\$ 5.46	PAYTON HARDWARE	1200-9010200-8500-5000-4300000-781-205	SUPPLIES FOR SUMMER CAMP WOOD SHOP CLUB
	06/19/2019	\$ 224.44	MISSION IMPRINTABLES I	1200-9010200-8500-5000-4300000-781-205	TSHIRTS FOR CAMP
	06/26/2019	\$ 36.60	SMART AND FINAL 930	1200-9010200-8500-5000-4300000-781-205	BREAD FOR COOKING CLUB @ SUMMER CAMP
	06/21/2019	\$ 121.82	SUBWAY 00038208	1200-9010200-8500-5000-4300000-781-205	LUNCH SUPPLIES FOR PADRES FIELD TRIP DAY
	06/16/2019	\$ 23.68	PAYTON HARDWARE	1200-9010200-8500-5000-4300000-781-205	SUPPLIES FOR SUMMER WOOD SHOP CLUB
	06/16/2019	\$ 43.05	PAYTON HARDWARE	1200-9010200-8500-5000-4300000-781-205	SUPPLIES FOR SUMMER WOOD SHOP CLUB
	06/09/2019	\$ 1,851.49	SAMSCUB #6235	1200-9010200-8500-5000-4300000-781-205	SUNSCREEN, FIRST AIDE SUPPLIES AND GAME ACTIVITY
	06/05/2019	\$ 48.46	PAYTON HARDWARE	1200-9010200-8500-5000-4300000-781-205	SUPPLIES FOR SUMMER WOOD SHOP CLASS
TOTAL CHARGED TO BUDGET		\$ 2,355.00		1200 -9010200 XXXX XXXX 9511001 XXXXXX	
OWENS,TODD	06/21/2019	\$ 40.00	SANDAG/SR-125	0100 0983000 5001 3600 4300000 189750	FASTRAK PASS FOR SOUTH BAY EXPRESSWAY TO TRANSPORT STUDENT
TOTAL CHARGED TO BUDGET		\$ 40.00		0100 0983000 XXXX XXXX 9511001 XXXXXX	
OWENS,TODD	06/19/2019	\$ 82.99	HAWTHORNE MACHINERY CO	0100 8150000 0000 8100 5600000 189710	EQUIP. NEEDED TO REMOVE PROMOTION TURF FROM RODEO GROUNDS
	06/13/2019	\$ 384.00	NATIONAL CONSTRUCTION	0100 8150000 0000 8100 5600000 189710	FENCE RENTAL FOR PROMOTIONS AT THE RODEO GROUNDS
	06/03/2019	\$ 265.57	HAWTHORNE MACHINERY CO	0100 8150000 0000 8100 5600000 189710	TRACTOR RENTAL TO DRAG EH DIRT LOTS
TOTAL CHARGED TO BUDGET		\$ 732.56		0100 8150000 XXXX XXXX 9511001 XXXXXX	
OWENS,TODD	06/02/2019	\$ 1,537.30	FENCESCREEN INC.	0100 8150000 0000 8100 4300000 189710	FENCE SCREEN AND MATERIALS FOR PROMOTIONS AT THE RODEO GROUNDS
	06/07/2019	\$ 5,339.12	JUS INDUSTRIES	0100 8150000 0000 8100 4300000 189710	ARTIFICIAL TURF FOR PROMOTIONS AT THE RODEO GROUNDS
TOTAL CHARGED TO BUDGET		\$ 6,876.42		0100 8150000 XXXX XXXX 9511001 XXXXXX	
ROSA,JIM	06/16/2019	\$ 84.46	SHRED-IT USA LLC	0100 0300601 1110 1000 5800000 343 110	SHREDDING SERVICE
	06/13/2019	\$ 210.11	COPY CORRAL	0100 0300601 1110 1000 5800000 343 110	5TH GRADE PROMOTION PROGRAMS
	06/12/2019	\$ 42.22	EC PRNT CLASS A TROPHY	0100 0300601 1110 1000 5800000 343 110	5TH GRADE PROMOTION TROPHIES
TOTAL CHARGED TO BUDGET		\$ 336.79		0100 0300601 XXXX XXXX 9511001 XXXXXX	
ROSA,JIM	06/12/2019	\$ 21.83	ACE HDWE	0100 0952100 1110 1000 4300000 343 110	SPRAY PAINT FOR FIELD DAY
TOTAL CHARGED TO BUDGET		\$ 21.83		0100 0952100 XXXX XXXX 9511001 XXXXXX	
ROSA,JIM	06/07/2019	\$ 525.00	NO EXCUSES UNIVERSITY	0100 0000000 0000 7200 5200010 189610	NEU CONFERENCE FOR J. ROSA JULY 15-16, 2019
TOTAL CHARGED TO BUDGET		\$ 525.00		0100 0000000 0000 7200 5200010 189610	
SINATRA,CHRISTINE	06/16/2019	\$ 320.00	AWL*PEARSON EDUCATION	0100-6500000-5770-1120-5300000-189640	(8) 1 YR Q-GLOBAL SUBSCRIPTIONS - 8EA WIAT III SCORE REPORT
TOTAL CHARGED TO BUDGET		\$ 320.00		0100-6500000-5770-1120-5300000-189640	
SPERO,SARAH	06/30/2019	\$ 9.99	AMZN DIGITAL*MH16J4JN1	1300 5310000 0000 3700 4300000 189770	CREDIT PENDING, CHARGED IN ERROR
	06/10/2019	\$ 80.39	PARTS TOWN	1300 5310000 0000 3700 4300000 189770	TOMATO PRO BLADE ASSEMBLY
	06/03/2019	\$ 28.36	LOWES #01661*	1300 5310000 0000 3700 4300000 189770	BATTERIES FOR DIGITAL THERMOMETERS
TOTAL CHARGED TO BUDGET		\$ 118.74		1300 5310000 XXXX XXXX 9511001 XXXXXX	
SPERO,SARAH	06/06/2019	\$ 36.54	MARY'S DONUTS	1300 531000 0000 3700 4700000 189770	DONUTS FOR CATERING AT LAKESIDE FARMS
TOTAL CHARGED TO BUDGET		\$ 36.54		1300 5310000 XXXX XXXX 9511001 XXXXXX	
WILL,STEVE	06/13/2019	\$ 591.55	THE HOME DEPOT #0673	0100 0300601 0000 8100 4400010 335130	STORAGE SHED FOR SCHOOL (ASSET TAG NO. 31516)

JUNE 2019 MISSION FEDERAL P-CARD LEDGER					
TOTAL CHARGED TO BUDGET	\$	591.55	0100 0300601 XXXX XXXX 9511001 XXXXXX		
WILL,STEVE	06/13/2019	\$ 17.22	THE HOME DEPOT #0673	0100 0300601 1110 1000 4300000 335130	FLEXRITE HOSE FOR GARDEN
TOTAL CHARGED TO BUDGET	\$	17.22	0100 0300601 XXXX XXXX 9511001 XXXXXX		
		\$ 34,274.98			

LAKESIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: August 8, 2019

Agenda Item:

Approval of the 45 Day Budget Update to the 2019-20 Adopted Budget

Background (Describe purpose/rationale of the agenda item):

Approval is requested of a 45-day budget update to the Adopted 2019-20 LUSD budget. Pursuant to Education Code 42127 (i)(4), the District shall make available any revisions in revenue and expenditures no later than 45 days after the Governor signs the annual Budget Act. The annual budget was signed June 27, 2019, allowing for a budget revision to be made available to the public prior to August 12, 2019. These revisions have resulted in an increase of \$618,624 to the ending fund balance, and a total reserve percentage of 12.73%.

Fiscal Impact (Cost):

Increase of \$618,624 to the Ending Fund Balance, and a total reserve percentage of 12.73%.

Funding Source:

General Fund

Recommended Action:

- | | |
|--|---|
| <input type="checkbox"/> Informational | <input type="checkbox"/> Denial |
| <input type="checkbox"/> Discussion | <input type="checkbox"/> Ratification |
| <input checked="" type="checkbox"/> Approval | <input type="checkbox"/> Explanation: Click here to enter text. |
| <input type="checkbox"/> Adoption | |

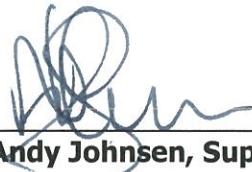
Originating Department/School: Business Services

Submitted/Recommended By:

Approved for Submission to the Governing Board:



Erin Garcia, Assistant Superintendent



Dr. Andy Johnsen, Superintendent

Reviewed by Cabinet Member:



2019/20 45-Day Budget Update

School District:

Pursuant to Ed Code 42127 (I) (4), "Not later than 45 days after the Governor signs the annual Budget Act, the school district shall make available for public review any revisions in revenues and expenditures that it has made to its budget to reflect the funding made available by that Budget Act."

The Budget Act was officially signed by the Governor on **June 27, 2019**. The major changes between the May Revise and the Adopted State Budget that require revenue and expenditure revisions are as follows:

Redistribution of the one-time state pension contribution between CalSTRS and CalPERS:

Increased STRS rates from 16.7% to 17.1%

Decreased PERS rates from 20.7% to 19.721%

Special Education equalization to increase SELPA funding to the statewide target rate increased projected revenues

Special Education Early Intervention Preschool Grant increased projected revenues

	Board Adopted Budget	45-Day Budget Revision	Difference	Descriptions/Explanation
Revenues				
LCFF	44,694,281	44,694,281	-	
Federal	2,591,094	2,591,094	-	
State	4,485,803	5,150,803	665,000	State Preschool Special Education funding
Local	4,771,967	4,929,730	157,763	SELPA funding-Equalization and redistribution of funds; \$6K of donations recognized
Total Revenues	56,543,145	57,365,908	822,763	
Expenditures				
Certificated	24,908,601	24,859,618	(48,983)	New Principal Savings; Small School Admin Increase; Mileage and extra pays corrections
Classified	8,345,825	8,387,916	42,091	IT Analyst position not captured, Mileage and extra pay corrections
Employee Benefits	17,671,828	17,694,152	22,324	STRS increase \$94K, PERS decrease \$73K
Books & Supplies	2,425,813	2,453,322	27,509	Department supplies & equipment correction, Donations budgets increase with revenue increase
Services and Other Operating	5,799,567	5,960,765	161,197	\$145K Special Education NPS contract increases, Special Ed settlement fees decrease \$55K, \$60K Ed Tech contracts updated
Capital Outlay	80,000	80,000	-	
Other Outgo	-	-	-	
Indirect Costs	(134,026)	(134,026)	-	
Interfund Transfers	-	-	-	
Total Expenditures	59,097,607	59,301,747	204,140	

Net Increase (Decrease) in Fund Balance	(2,554,462)	(1,935,839)		
--	-------------	-------------	--	--

Beginning Fund Balance	10,198,920	10,198,920		
Projected Ending Balance, June 30, 2019	7,644,457	8,263,081		

LAKE SIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: August 8, 2019

Agenda Item:

Approval of the August contracts list for the next fiscal year, 2019-20.

Background (Describe purpose/rationale of the agenda item):

Ratification and approval is requested for the attached list of agreements with outside vendors for fiscal year, 2019-20.

Fiscal Impact (Cost):

See attached list.

Funding Source:

General Fund.

Addresses Emphasis Goal(s):

☐ **#1:** Academic Achievement ☐ **#2:** Social Emotional ☐ **#3:** Physical Environments

Recommended Action:

<input type="checkbox"/> Informational	<input type="checkbox"/> Denial/Rejection
<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Ratification
<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Explanation: Click here to enter text.
<input type="checkbox"/> Adoption	

Originating Department/School: Business Services

Submitted/Recommended By:

Approved for Submission to the Governing Board:



Erin Garcia, Assistant Superintendent



Dr. Andy Johnsen, Superintendent

Reviewed by Cabinet Member 

LUSD Contracts 2019-20

Agency Name	Description	Contract #	Dept./Site	Began	Ends	Amount (not to exceed)
Dr. Debra Dupree, Relationships at Work, Inc.	Employee Medical Condidtion Consult	I2020-013	HR	7/1/2019	6/30/2021	See Statement of Work
Math Transformations	Addendum A	I2020-001	District	8/20/2019	6/30/2019	\$6,000.00
Deaf Community Services of San Diego	American Sign Language Interpreting	I2020-014	District	7/1/2019	6/30/2020	See Attachment A
I Love a Clearn San Diego	Environmental Presentations	L2020-005	District	7/1/2019	6/30/2020	No Cost to District

LAKESIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: 8/8/18

Agenda Item:

Fundraisers

Background (Describe purpose/rationale of the agenda item):

Approve the following fundraisers for Lakeside Middle School: A) Lakeside National Little League snack bar; B) Band: Voluntary donation drive (September & February); T-shirt sales (September); Red Apple fundraising (September); C) Show Choir: Voluntary donation drive; dance spirit wear; awards dinner fundraiser; dessert concerts; voluntary admission to concerts/opportunity baskets at events; dance-a-thon; D) Physical Education: PE Clothes; and water sales; E) Drama: Voluntary ticket sales to performances; F) Art: Voluntary donation drive; G) ASB: H2O Go fundraiser (October); school dances; holiday grams; water sales at promotion; candy fundraiser; and talent show; H) Color Guard: Chuck Wagon BBQ; Red Apple fundraiser; one school dance; holiday photo fundraiser; and fall festival; I) FFA: honey sales at a variety of events; pancake breakfast (January); banquet/silent auction (Spring); Volunteer donation drive; teacher luncheon fundraisers (August & January); various restaurants dine night fundraisers; Farm Day dance; popcorn/cookie dough fundraiser; and T-shirt sales; J) PLAY: funds go to purchasing play rights, costumes, sets, lighting and sound equipment; ticket sales; and voluntary donation drive.

Fiscal Impact (Cost):

Site specific

Funding Source:

None

Recommended Action:

☐ Informational

☐ Denial

☐ Discussion

☐ Ratification

☒ Approval

☐ Explanation: [Click here to enter text.](#)

Originating Department/School: Superintendent's Office

Submitted/Recommended By:

Approved for Submission to the Governing Board:


Lisa DeRosier, Executive Assistant


Dr. Andy Johnsen, Superintendent

LAKESIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: 8/8/19

Agenda Item:

Out of County Performances

Background (Describe purpose/rationale of the agenda item):

Approve the following out-of-county performance trips for Lakeside Middle School: A) Show Choir to the Burbank Blast Competition in Burbank from April 1-4, 2020, the Katella competition in Anaheim in March 2020; and competitions at Disneyland and Knott's Berry Farm (TBD); B) ASB to the leadership conference in Anaheim June 2020; D) Color Guard to Orange County in February OR March 2020 and Las Vegas, Nevada for regional competition (TBD); E) FFA to State Conference in Anaheim April 2020, Discovery Conference in September, Delegate Meeting on March 2 and Regional day trips (TBD).

Fiscal Impact (Cost):

Site specific

Funding Source:

None

Recommended Action:

☐ **Informational**

☐ **Denial**

☐ **Discussion**

☐ **Ratification**

☒ **Approval**

☐ **Explanation:** [Click here to enter text.](#)

Originating Department/School: Superintendent's Office

Submitted/Recommended By:

Approved for Submission to the Governing Board:



Lisa DeRosier, Executive Assistant

Dr. Andy Johnsen, Superintendent

LAKE SIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: 8/8/19

Agenda Item:

Donations

Background (Describe purpose/rationale of the agenda item):

Per Board Policy #3290, the Governing Board may accept any gift, grant, or bequest of money, property, or service to the district from any individual, private agency or organization, or other public agency that desires to support the district's educational program. While greatly appreciating suitable donations, the Board shall reject any gift which may directly or indirectly impair its authority to make decisions in the best interest of district students or its ability or commitment to provide equitable educational opportunities.

Fiscal Impact (Cost):

Site specific

Funding Source:

None

Addresses Emphasis Goal(s):

☐ **#1:** Academic Achievement ☐ **#2:** Social Emotional ☐ **#3:** Physical Environments

Recommended Action:

☐ **Informational** ☐ **Denial**
☐ **Discussion** ☐ **Ratification**
☒ **Approval** ☐ **Explanation:** [Click here to enter text.](#)


Originating Department/School: Superintendent's Office

Submitted/Recommended By:

Approved for Submission to the Governing Board:



Lisa DeRosier, Executive Assistant



Dr. Andy Johnsen, Superintendent

Item	Approximate Value	Donated By	Designated for Use at:
Playground balls and basketballs	\$99.54	Holly Ferrante Farmers Insurance	Lindo Park
Dry erase markers	\$99.59	Holly Ferrante Farmers Insurance	Lindo Park
	\$100	Elizabeth Sanchez	PLAY Program
800 Pairs of Goggles		Emily Merklinger of the "Goggle Fairy Project"	LUSD
	\$5,535.61	DonorsChoose.org	Various Sites

Monthly Report of Donations-Crowdfunding

www.donorschoose.org June and July 2019

Project Funded	Donation	Total Project Amount	School	Teacher	Project Funded by donations from
June 2019	Apple Mac Computer and HP Officejet Printer	\$ 1,982.00	TDS	Dahlia Rinck	Kelly Parsons 5 Anonymous Donors Google Match
June 2019	Flashforge Dreamer 3D Printer	\$ 946.00	TDS	David Brumbaugh	3 Anonymous Donors
June 2019	Lakeshore Career Costume Set	\$ 490.00	Lindo Park	Sandy Patterson	Margaret Mason Nancy Waters 1 Anonymous Donor Kim Reed
July 2019	Makey Makey Stem Pack-Classroom Literacy Kit	\$ 946.47	TDS	Dahlia Rinck	Julie 5 Anonymous Donors SDGE Match
July 2019	Little Bits STEM Club	\$ 520.09	TDS	David Brumbaugh	Misty Miller 5 Anonymous Donors SDGE Match
July 2019	STEM Books & Materials	\$ 411.78	Lemon Crest	Kelsey Thomas	RM, San Diego Laura Smith 1 Anonymous Donor SDGE Match
July 2019	Classroom Library Books	\$ 239.27	Lemon Crest	Kelsey Thomas	Laura Smith 3 Anonymous Donors Google Match
	Total funded through Donors Choose	\$ 5,535.61			

LAKE SIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: 8/8/19

Agenda Item:

Student Teaching Agreement with United States University

Background (Describe purpose/rationale of the agenda item):

To provide students of United States University teaching experience through practice teaching.

Fiscal Impact (Cost):

The university will provide compensation to the District

Funding Source:

n/a

Recommended Action:

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Informational | <input type="checkbox"/> Denial |
| <input type="checkbox"/> Discussion | <input type="checkbox"/> Ratification |
| <input checked="" type="checkbox"/> Approval | <input type="checkbox"/> Explanation: |
| <input type="checkbox"/> Adoption | |

Originating Department/School: Educational Services

Submitted/Recommended By:

Approved for Submission to the Governing Board:

Kim Reed, Assistant Superintendent



Dr. Andy Johnsen, Superintendent

Reviewed by Cabinet Member: _____

STUDENT TEACHER AGREEMENT
School of Education
United States University

THIS AGREEMENT is made and entered into as of this 1st day of August, 2019 by and between UNITED STATES UNIVERSITY, a California corporation, hereinafter called the "University," and the **Lakeside Union School District**, hereinafter called the "District."

WITNESSETH

WHEREAS, pursuant to the provisions of Section 44320(b) of the Education Code, the governing board of any school district is authorized to enter into an agreement with a state university, the University of California, or any other university or college accredited by the State Board of Education as a teacher education institution, to provide teaching experience through STUDENT TEACHING to students enrolled in teacher training curricula of such institutions; and,

NOW, THEREFORE, it is mutually agreed between the University and the District hereto, as follows:

GENERAL TERMS

I

The District shall provide teaching experience through STUDENT TEACHING in schools and classes of the District in terms of "semester units" for students who possess a valid Certificate of Clearance and are assigned by the University to STUDENT TEACHING in schools or classes of the District. Such STUDENT TEACHING shall be under the direct supervision and instruction of such employees of the District, as the District and the University through their duly authorized representative may agree upon.

The District shall provide each APPRENTICE and STUDENT TEACHER trainee with a set of District rules, guidelines and expectations.

The District may, for good cause, refuse to accept any student of the University assigned to STUDENT TEACHING in the District, and upon request of the District made for a good cause, the University shall terminate the assignment of any student of the University to STUDENT TEACHING in the District.

"STUDENT TEACHING" as used herein and elsewhere in the Agreement, means active participation in the duties and functions of classroom teaching under the direct supervision and instruction of employees of the District holding valid credentials issued by the Commission on Teacher Credentialing, other than emergency credentials, authorizing them to serve as classroom teachers in the schools in which the pre-professional teaching experience or STUDENT TEACHING is provided.

The number of semester units STUDENT TEACHING to be provided for each student of the University assigned STUDENT TEACHING under this Agreement shall be determined by the University.

II

If District policies allow, the University will compensate either the District or the MASTER TEACHER \$150.00 per STUDENT TEACHER for the Master Teacher services. The District acknowledges that the issuance of such compensation directly to the Master Teacher will not render the Master Teacher an employee or agent of the University and that the University will not withhold or in any way be responsible for the payment of any federal, state or local income or occupational taxes, FICA taxes, unemployment compensation or worker's compensation, vacation pay, sick leave, retirement benefits or any other payments for or on behalf of the Master Teacher.

III

Neither the University nor the District will provide worker compensation insurance for STUDENT TEACHERS. Since all STUDENT TEACHERS are students at United States University, they are either covered by the mandatory student health insurance or have comparable health insurance coverage.

IV

The assignment of a student of the University for STUDENT TEACHING in the District shall be deemed to be effective for the purposes of this Agreement as of the date supplied by the Teacher Education Program Coordinator to the proper authorities of the District. A Certificate of Clearance for teaching issued by the Commission on Teacher Credentialing, or equivalent, will be provided to the District by each STUDENT TEACHER prior to the effective date of the assignment.

V

The School District agrees to indemnify, defend and hold harmless the University, its officers, agents and employees from any and all claims and losses accruing or resulting in connection with the performance of this agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the School District in the performance of this Agreement.

The University agrees to indemnify, defend, protect, hold harmless, and release the District, its officers, agents, and employees from and against any and all claims, loss proceedings, damages, causes of action, liability, costs or expenses arises out of the negligent acts or omissions in the performance by the University under this Agreement; except such liability caused by the sole negligence or willful misconduct of the District.

VI

The term of this Agreement shall be from August 1, 2019 through June 21, 2022, and thereafter from year to year unless terminated by either party upon a minimum of thirty (30) days advance written notice to the other party.

VII

Notwithstanding anything herein to the contrary, the provisions of the Agreement may be altered, changed or amended, by mutual written consent of the parties hereto.

LAKESIDE UNION SCHOOL DISTRICT

UNITED STATES UNIVERSITY

By: _____

(signature)

(print name, title)

Date: _____

By: *Marco Curiel*

(signature)

Marco Curiel, Director , Teacher Credentialing Pgm
(print name, title)

Date: _____

LAKESIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: August 15, 2019

Agenda Item:

Amendment to CSPP contract FY 2018/19 (state preschool)

Background (Describe purpose/rationale of the agenda item):

State preschool is in a pilot program with the SDCOE for CSPP in the area. Amendment must be done with the CDE to have it updated for FY 18/19

Fiscal Impact (Cost):

none

Funding Source:

Click here to enter text.

Recommended Action:

☐ Informational

☐ Discussion

☒ Approval

☐ Adoption

☐ Denial/Rejection

☐ Ratification

☐ Explanation: Click here to enter text.

Originating Department/School:

LEAPP / Lindo Park

Submitted/Recommended By:

Approved for Submission to the Governing Board:



Principal/Department Head Signature



Dr. Andy Johnsen, Superintendent

Reviewed by Cabinet Member



This form must be typed written and have all signatures before it will be placed on the agenda. All agenda item requests must be submitted for approval 10 days prior to the board meeting.



**CALIFORNIA DEPARTMENT
OF EDUCATION**

TOM TORLAKSON
STATE SUPERINTENDENT OF
PUBLIC INSTRUCTION

1430 N STREET, SACRAMENTO, CA 95814-5901 • 916-319-0800 • WWW.CDE.CA.GOV

December 24, 2018

Dezerie Martinez, LPC Coordinator
San Diego County Office of Education
6401 Linda Vista Road, Room 315
San Diego, CA 92111-7319

Dear Ms. Martinez:

Subject: Request for Additional Information for the San Diego County Pilot Plan Template

Thank you for submitting your San Diego County Pilot Plan Template, dated December 5, 2018.

The California Department of Education, Early Learning and Care Division (ELCD), Pilot Team reviewed the San Diego County Pilot Plan Template, application, and needs assessment documents.

As the ELCD Pilot Team reviewed the plan, we gave special attention to the goals that San Diego County had set and the child care issues that San Diego County is trying to resolve by participating in the Pilot.

Template items 3 and 16 are approved as follows:

Item 3: Children enrolled in part-day California State Preschool Programs, may be eligible for up to two 180-day periods within a 24-month period without the family being certified as a new enrollment each year (EC 8263).

San Diego County will need to monitor this measurable outcome, as the ELCD Pilot Team will use this as an evaluation criteria.

Item 16: Authorize local flexibility for transfer of funds among contractors to maximize fund use in the county by allowing transfers outside the Voluntary Temporary Transfer of Funds (VTT) windows of opportunity currently established by EESD (EC 8275.5). San Diego's proposed policy will allow VTT windows between calendar days 1-15 in August, November, February, and May.

Item 16 is approved as follows:

The VTT of funds may occur between the calendar days of the 1st through the 15th in November, February and May to increase the local flexibility for transferring funds amongst participating agencies.

As part of Item number 16, the request to include the month of August to allow VTT of funds is not approved and further clarification is needed of San Diego County chooses to include at a future time. San Diego County has indicated that allowing transfers during the month of August will decrease the amount of unearned funds in San Diego County. Due to the early timeline and lack of earnings data during this period, the current justification does not support your request.

The following items were not approved:

Item 5: Authorized threshold for subsidized care for Title 5 contractors in San Diego County without the inclusion of military housing allowance in the calculation of family income. The information provided as Attachment B, page 3, does not support the proposed local policy changes.

The ELCD Pilot Team requests information on how many families would be affected by this change.

Item 9: For seeking permanent housing, services shall occur on no more than five (5) days per week and for less than 32.5 hours per week *California Code of Regulations*, Title 5 (5CCR) 18091.

This provision will become effective July 1, 2019. If San Diego County wants to resubmit the proposed policy change, the ELCD Pilot Team will need additional information.

The ELCD Pilot Team requests the reasons that families need additional hours to search for housing and examples. Additionally, please provide the number of children that may be affected by this policy which may be used as a baseline.

Item. 10: For seeking employment, services shall occur on no more than five (5) days per week and for less than 32.5 per week (5CCR) 15056.5.

The Template needs assessment does not indicate or provide evidence to support the need for increasing seeking employment services beyond the authorized days and hours per day. Please provide reasons why families seeking employment need additional hours and the number of children that may be affected by the policy.

If San Diego County wishes to submit the additional information to the ELCD Pilot Team, the next window of opportunity for submitting a plan modification is the 1st through the 15th of February, 2019.

Dezerie Martinez, LPC Coordinator
San Diego County Office of Education
Page 3

The ELCD Pilot Team appreciates your commitment and your willingness to work with us toward implementing policies that will benefit San Diego County's children and families.

If you have any questions about the information we have requested, please contact us by email at ELCDPilots@cde.ca.gov or contact Irene Martinez by phone at 916-323-1342.

Sincerely,


Sarah Neville-Morgan, Director
Early Learning and Care Division

SNM:im

Proposed Local Policy	What data collected in the "needs assessment" supports superseding state law for this local policy?	What goal does this meet?	Expected Measurable Outcomes
Fees			
<i>Reimbursement Rates</i>			
For seeking permanent housing, services shall occur on no more than 6.5 hours per day, five (5) days per week and for less than 32.5 hours per week (SCCR 18091).	Longer hours of care per week are needed for those seeking housing, given the location of center-based care, the size of the county, and commute to/from child care and house search activities. Limited affordable housing availability compounded with Median Income Level, Self Sufficiency Income Level, Regional Gaps in Subsidized Child Care Enrollment, and Housing Affordability, further reflects the need for this proposed policy change (see attachment B). San Diego County 2016-17 Annual Homeless Education Data reports 57 children aged 0-2 and 371 children aged 3-5, collected by district (see attachment E). CDE reports 15 children being served for family seeking housing/ homelessness (see attachment F).	To better meet the needs of families in San Diego County, extending care for those seeking permanent housing will promote stable care and decrease unearned CSPP funds.	The number of children being served for 'family seeking housing/ homelessness' will increase, the number of children enrolled in full day services will increase, and the amount of unearned funds will decrease over the next 5 years. CDE reports 15 children being served for the purpose of family seeking housing/ homelessness (see attachment B), 3688 children enrolled in CSPP Full Day (see attachment G), and 85% CSPP MRA earned (see attachment D). This data will be used to measure outcomes in years to come.
For seeking employment, services shall occur on no more than 6.5 hours per day, five (5) days per week and for less than 32.5 hours per week (SCCR 15056.5).	Longer hours of care per week are needed for those seeking employment given the location of center-based care, the size of the county, and commute to/from child care and employment search activities. Median Income Level, Self Sufficiency Income Level, Regional Gaps in Subsidized Child Care Enrollment, and Housing Affordability, further support the need for extended hours of care per week (see attachment B). CDE reports 573 children served with primary reason for care being 'Seeking Employment' during the 2016-17 fiscal year (see attachment F).	To better meet the needs of families in San Diego County, extending care for those seeking employment will promote stable care and decrease unearned CSPP funds.	The number of children being served for 'seeking employment' will increase, the number of children enrolled in full day services will increase, and the amount of unearned funds will decrease over the next 5 years. CDE reports 573 children being served for families seeking employment (see attachment B), 3688 children enrolled in CSPP Full Day (see attachment G), and 85% CSPP MRA earned (see attachment D). This data will be used to measure outcomes in years to come.
Fees			
<i>Methods of Maximizing the Efficient use of Subsidy Funds</i>			
Authorize local flexibility for transfer of funds among contractors to maximize fund use in the county by allowing transfers outside the VTTF transfer opportunity windows currently established by EESD [EC 8275.5].	Current VTTF windows established by CDE prevent contractors from transferring funds early in the fiscal year when they identify programmatic difficulties in earning their full contract (Ex. licensing or facilities issues). Allowing VTTF windows between calendar days 1-15 in August, November, February, and May will decrease the amount of unearned funds in San Diego County.	This proposed local policy will reduce unearned contract funds within the county.	Allowing VTTF windows between calendar days 1-15 in August, November, February, and May will decrease the amount of unearned funds allocated to San Diego County. CSPP and CCTR programs left \$10,378,243.44 unspent within San Diego County (see attachment D). It is expected that the amount of unearned funds will decrease over the next 5 years.

**SAN DIEGO AGENCIES WITH SIGNED AGREEMENTS TO PARTICIPATE IN THE
SAN DIEGO CHILD CARE SUBSIDY PILOT**

AGENCY
AKA Head Start - B786
Borrego Springs School District - 6798
Boys & Girls Clubs of Greater San Diego - H406
Cajon Valley School District - 6799
Chicano Federation - Q118
Child Development Associates - T007
Children of the Rainbow - Q804
Children's Paradise - V273
Chula Vista Elementary School District - 6802
Community Action Partnership of San Luis Obispo County - B621
Coronado Unified School District - 6803
Easter Seals - Q808 W929
Escondido Community Child Development Center - B794
Educational Enrichment Systems - H521
Escondido Union School District - 6809
Fallbrook Child Development Center - H543
Fallbrook Elementary School District - 6811
Grossmont College/Cuyamaca College - 6814
Healthright 360 - A670
Higher Learning Academy - A063
King Chavez Academy - Z530
La Mesa/Spring Valley School District - 6819
Lakeside School District - 6818
Lemon Grove School District - 6820
MAAC - H677
Mountain Empire - 6821
National School District - 6822
The Neighborhood House Association - B801
North County Community Services - B803
Oceanside School District - 7356
Palomar College - 6827
Poway Unified School District - 6829
Quality Children's Service - Q862
Renu Hope - B540
San Diego Unified School District - 6833
San Ysidro School District - 6837
Santee Elementary School District - 6836
SDCOE - 1037
San Diego State University Children's Center - H378
South Bay Union School District - 6839
UCSD Regents - 3006
Vallecitos Elementary - 6843
Warner Springs Elementary - 6846 7541
YMCA of San Diego County - H945

**CALIFORNIA DEPARTMENT OF EDUCATION**

1430 N Street

Sacramento, CA 95814-5901

F.Y. 18 - 19**Amendment 02****LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES**

New San Diego County Pilot Participant

DATE: July 01, 2018**CONTRACT NUMBER:** CSPP-8456**PROGRAM TYPE:** CALIFORNIA STATE
PRESCHOOL PROGRAM**PROJECT NUMBER:** 37-6818-00-8**CONTRACTOR'S NAME:** LAKESIDE UNION ELEMENTARY SCHOOL DISTRICT

This agreement with the State of California dated July 01, 2018 designated as number CSPP-8456 and Amendment #01 (Budget Act) shall be amended in the following particulars but no others:

The Contractor agrees to comply with the SAN DIEGO COUNTY PILOT PLAN as specifically approved by letter from the California Department of Education, dated December 24, 2018 with an Effective Date of March 25, 2019. The Contractor must meet the specifications of the STATE PRESCHOOL PROGRAM REQUIREMENTS; except where the SAN DIEGO COUNTY PILOT PLAN allows for exceptions.

The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be \$262,542.00. (No change)

SERVICE REQUIREMENTS

The minimum Child Days of Enrollment (CDE) Requirement shall be 5,438.0. (No Change)

Minimum Days of Operation (MDO) Requirement shall be 182. (No change))

EXCEPT AS AMENDED HEREIN all terms and conditions of the original agreement shall remain unchanged and in full force and effect.

STATE OF CALIFORNIA

BY (AUTHORIZED SIGNATURE)

PRINTED NAME OF PERSON SIGNING

Jaymi Brown,

TITLE

Contract Manager

CONTRACTOR

BY (AUTHORIZED SIGNATURE)

PRINTED NAME AND TITLE OF PERSON SIGNING

ADDRESS

AMOUNT ENCUMBERED BY THIS DOCUMENT

\$ 0

PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT

\$ 262,542

TOTAL AMOUNT ENCUMBERED TO DATE

\$ 262,542

PROGRAM/CATEGORY (CODE AND TITLE)

Child Development Programs

FUND TITLE

General

(OPTIONAL USE) 0656

23038-6818

ITEM 30.10.010.

6100-196-0001

CHAPTER

29

STATUTE

2018

FISCAL YEAR

2018-2019

OBJECT OF EXPENDITURE (CODE AND TITLE)

702

SACS: Res-6105 Rev-8590

Department of General Services
use only

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.

T.B.A. NO.

B.R. NO.

SIGNATURE OF ACCOUNTING OFFICER

DATE

LAKE SIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: 8/8/19

Agenda Item:

Administrative Regulation and Exhibits 1312.4: Williams Uniform Complaint Procedures

Background (Describe purpose/rationale of the agenda item):

Regulation updated to reflect NEW LAW (AB 1808) which authorizes the use of Williams UCP to resolve allegations of health and safety violations in license-exempt California State Preschool Programs. Regulation also adds optional paragraph authorizing the use of Williams UCP for complaints alleging that a school that serves grades 6-12 and meets a 40 percent student poverty threshold fails to comply with the requirements to stock at least 50 percent of the school's restrooms with feminine hygiene products and to not charge students for such products. Exhibit 1 revised to add the applicable complaint procedure for the types of complaints listed in the notice. Exhibit 2 expands the applicability of the complaint form to include complaints alleging the failure to provide feminine hygiene products. New Exhibits 3 and 4 provide a sample notice and complaint form for complaints regarding health and safety in license-exempt preschool programs pursuant to AB 1808.

Fiscal Impact (Cost):

N/A

Funding Source:

N/A

Recommended Action:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Informational | <input type="checkbox"/> Denial |
| <input type="checkbox"/> Discussion | <input type="checkbox"/> Ratification |
| <input type="checkbox"/> Approval | <input type="checkbox"/> Explanation: Click here to enter text. |
| <input type="checkbox"/> Adoption | |

Originating Department/School: Superintendent's Office

Submitted/Recommended By:

Approved for Submission to the Governing Board:



Lisa DeRosier, Executive Assistant



Dr. Andy Johnsen, Superintendent

Reviewed by Cabinet Member: _____

WILLIAMS UNIFORM COMPLAINT PROCEDURES**Types of Complaints**

The district shall use the following procedures **described in this administrative regulation only** to investigate and resolve complaints ~~when the complainant alleges that any of the following has occurred:~~ (Education Code 35186; 5 CCR 4681, 4682, 4683)

1. **Complaints regarding the insufficiency of t**Textbooks and instructional materials **including any complaint alleging that: (Education Code 35186; 5 CCR 4681)**

- a. A ~~pupil~~ **student**, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
- b. A ~~pupil~~ **student** does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each ~~pupil~~ **student**.
- c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- d. A ~~pupil~~ **student** was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

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

2. **Complaints regarding t**Teacher vacancy or misassignment, **including any complaint alleging that: (Education Code 35186; 5 CCR 4682)**

- a. A semester begins and a teacher vacancy exists.
- b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.

(cf. 4112.22 - Staff Teaching Students of Limited English Proficiency)

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

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

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

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

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

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

3. Complaints regarding the condition of school facilities, including any complaint alleging that: (Education Code 35186; 5 CCR4683)

- a. A condition poses an emergency or urgent threat to the health or safety of pupils or staff.

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

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

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

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

Open restroom means the school has kept all restrooms open during school hours when pupils are not in classes and has kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when the temporary closing of the restroom is necessary for ~~pupil~~ **student** safety or to make repairs. (Education Code 35292.5)

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

(cf. 3514 – Environmental Safety)

(cf. 3517 – Facilities Inspection)

4. ~~High school exit examination intensive instruction and services~~

~~A pupil, including an English learner, who has not passed the exit exam by the end of grade 12 was not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254(d)(4) and (5) after completion of grade 12 for two consecutive academic years or until the pupil has passed both parts of the exam, whichever comes first. (Education Code 35186)~~

~~*(cf. 6162.52 – High School Exit Examination)*~~

~~*(cf. 6179 – Supplemental Instruction)*~~

4. Complaints regarding the noncompliance of a license-exempt California State Preschool Program (CSPP) with health and safety standards specified in Health and Safety Code 1596.7925 and related state regulations, including any complaint alleging that: (Education Code 8235.5; Health and Safety Code 1596.7925)

a. The preschool does not have outdoor shade that is safe and in good repair.

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

- b. Drinking water is not accessible and/or readily available throughout the day.**
- c. The preschool does not provide safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children.**
- d. Restroom facilities are not available only for preschoolers and kindergartners.**
- e. The preschool program does not provide visual supervision of children at all times.**
- f. Indoor or outdoor space is not properly contained or fenced or does not provide sufficient space for the number of children using the space at any given time.**
- g. Playground equipment is not safe, in good repair, or age appropriate.**

Forms and Notices

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

The Superintendent or designee shall ensure that the district's complaint form specifies the location for filing a complaint and contains a space to indicate whether the complainant desires a response to the complaint. A complainant may add as much text to explain the complaint as desired. (Education Code 8235.5, 35186; 5 CCR 4680)

The Superintendent or designee shall post in each K-12 classroom in each school a notice containing the components specified in Education Code 35186. In each license-exempt CSPP classroom, a notice containing the components specified in Education Code 8235.5 shall be posted. (Education Code 8235.5, 35186)

Filing of Complaint

A complaint alleging any condition(s) specified in items #1-3 in the section entitled "Types of Complaints" above shall be filed with the principal or designee or the preschool administrator or designee as appropriate, at the school in which the complaint arises. The principal or designee shall forward a A complaint about problems beyond his/her the authority of the principal or preschool administrator shall be forwarded to the Superintendent or designee in a timely manner, but not to exceed 10 working days. Complaints may be filed anonymously. (Education Code 8235.5, 35186; 5 CCR 4680)

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

~~A complaint alleging any deficiency specified in item #4 in the section entitled "Types of Complaints" above shall be filed with a district official designated by the Superintendent. Such complaints may be filed at the district office or school site and shall be immediately forwarded to the Superintendent or designee. (Education Code 35186)~~

Investigation and Response

The principal/**preschool administrator** or a designee **of the Superintendent** shall make all reasonable efforts to investigate any problem within ~~his/her~~ **their** authority. (Education Code 8235.5, 35186; 5 CCR 4685)

Investigation of a complaint regarding preschool health or safety issues shall begin within 10 calendar days of receipt of the complaint. (Education Code 8235.5)

The principal/preschool administrator or Superintendent's designee ~~He/she~~ shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code **8235.5**, 35186; 5 CCR 4685)

~~Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a~~ **desire to receive** a response to the complaint, the principal/**preschool administrator or Superintendent's** designee shall report the resolution of the complaint to ~~him/her~~ **the complainant** within 45 working days of the initial filing of the complaint. ~~If a response is requested, the response shall be made to the mailing address of the complainant as indicated on the complaint form. If the principal/preschool administrator makes this report, the information shall be reported a~~At the same time; ~~the principal or designee shall report the same information to the Superintendent or designee.~~ (Education Code **8235.5**, 35186; 5 CCR 4680, 4685)

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code **8235.5**, 35186)

If a complainant is not satisfied with the resolution of a complaint, ~~he/she~~ **the complainant** has the right to describe the complaint to the Governing Board at a regularly scheduled meeting. (Education Code **8235.5**, 35186; 5 CCR 4686)

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of pupils or staff as described in item #3a **or #4** in the section entitled "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal/**preschool administrator** or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code **8235.5**, 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code **8235.5**, 35186; 5 CCR 4686)

(cf. 1340 - Access to District Records)

Reports

On a quarterly basis, The Superintendent or designee shall report ~~summarized data on the nature and resolution of all complaints to the Board at a regularly scheduled public Board meeting and to the County Superintendent of Schools on a quarterly basis~~ **summarized data on the nature and resolution of all complaints**. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. ~~These summaries shall be publicly reported on a quarterly basis at a regularly scheduled Board meeting.~~ (Education Code **8235.5**, 35186; 5 CCR 4686)

Forms and Notices

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

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

~~The Superintendent or designee shall ensure that a notice is posted in each classroom in each school containing the components specified in Education Code 35186.~~ (Education Code 35186)

Legal Reference: (see next page)

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

Legal Reference:

EDUCATION CODE

234.1 Prohibition of discrimination, harassment, intimidation, and bullying

1240 County superintendent of schools, duties

8235-8239.1 California State Preschool Programs, especially:

8235.5 California State Preschool Program, complaints, regarding, health and safety issues

17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account

33126 School accountability report card

35186 Williams uniform complaint procedure

35292.5-35292.6 Restrooms, maintenance and cleanliness

~~37254 Supplemental instruction based on failure to pass exit exam by end of grade 12~~

48985 Notice to parents in language other than English

60119 Hearing on sufficiency of instructional materials

HEALTH AND SAFETY CODE

1596.792 California Child Day Care Act; general provisions and definitions

1596.7925 California Child Day Care Act; health and safety regulations

CODE OF REGULATIONS, TITLE 5

~~4600-46704687~~ Uniform complaint procedures, especially:

4680-4687 Williams complaints

UNITED STATES CODE, TITLE 20

6314 Title I schoolwide program

Management Resources:

WEB SITES

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

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

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

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

Regulation
approved:
revised:

LAKESIDE UNION SCHOOL DISTRICT
Lakeside, California

WILLIAMS UNIFORM COMPLAINT PROCEDURES

**NOTICE TO PARENTS/GUARDIANS, PUPILS, AND TEACHERS:
COMPLAINT RIGHTS**

Parents/Guardians, Pupils, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each pupil, including English learners, must have a textbook or instructional material, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

- ~~4. Pupils, including English learners, who have not passed one or both parts of the high school exit examination by the end of grade 12 are to be provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.~~
54. **If you choose to file a complaint alleging that any of the above conditions is not being met your complaint will be addressed through the district's Williams uniform complaint procedures as required by law.** A complaint form can may be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc>. **However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.**

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

Exhibit 1
version:
revised:

LAKESIDE UNION SCHOOL DISTRICT
Lakeside, California

WILLIAMS UNIFORM COMPLAINT PROCEDURES**COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURES**

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, teacher vacancy or misassignment, ~~or the lack of opportunity to receive intensive instruction and services to pupils who did not pass one or both parts of the high school exit examination by the end of grade 12.~~ The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? ☐ Yes ☐ No

Contact information:

Name: _____

Address: _____

Phone number: Day: _____ Evening: _____

E-mail address, if any: _____

Date problem was observed: _____

Location of the problem that is the subject of this complaint:

School name/address: _____

Course title/grade level and teacher name: _____

Room number/name of room/location of facility: _____

~~Date problem was observed:~~ _____

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please use the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

1. Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)

- ☐ A ~~pupil~~ **student**, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
- ☐ A ~~pupil~~ **student** does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
- ☐ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

- ☐ A ~~pupil~~ **student** was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 46842)

- ☐ A semester begins and a teacher vacancy exists. A *teacher vacancy* is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.
- ☐ A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.
- ☐ A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facility conditions: (Education Code 17592.72, 35186, 35292.5, **35292.6**; 5 CCR 4683)

- ☐ A condition exists that poses an emergency or urgent threat to the health or safety of pupils or staff including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to ~~pupils~~ **students** or staff; structural damage creating a hazardous or uninhabitable condition; and any other condition deemed appropriate by the district.
- ☐ A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers.
- ☐ For a school that serves students in any of grades 6-12 with 40 percent or more of its students from low-income families, as defined, the school has not stocked at least half of its restrooms with feminine products at all and made those products available to students at no cost.
- ☐ The school has not kept all restrooms open during school hours when pupils are not in classes and has not kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when temporary closing of the restroom is necessary for pupil safety or to make repairs.

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)~~4. High school exit exam intensive instruction and services: (Education Code 35186)~~

- ~~☐ Pupils who have not passed the high school exit exam by the end of grade 12 were not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254(d)(4) and (5) after the completion of grade 12.~~

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of **pupils students** or staff.

Please file this complaint at the following location:

(principal or title of designee of the Superintendent)

(address)

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

 (signature)

 (date)

Exhibit 2
 version:
 revised:

LAKESIDE UNION SCHOOL DISTRICT
 Lakeside, California

WILLIAMS UNIFORM COMPLAINT PROCEDURES

**NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS:
PRESCHOOL COMPLAINT RIGHTS**

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 8235.5, you are hereby notified that any California State Preschool Program that is exempt from licensure must have:

- 1. Outdoor shade that is safe and in good repair**
- 2. Drinking water that is accessible and readily available throughout the day**
- 3. Safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children**
- 4. Restroom facilities that are available only for preschoolers and kindergartners**
- 5. Visual supervision of children at all times**
- 6. Indoor and outdoor space that is properly contained or fenced and provides sufficient space for the number of children using the space at any given time**
- 7. Playground equipment that is safe, in good repair, and age appropriate**

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's Williams uniform complaint procedures as required by law. A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

WILLIAMS UNIFORM COMPLAINT PROCEDURES**PRESCHOOL COMPLAINT FORM:
WILLIAMS UNIFORM COMPLAINT PROCEDURES**

Education Code 8235.5 requires that the complaint procedures in 5 CCR 4680-4687 be used for the filing of complaints concerning noncompliance with health and safety standards for license-exempt California State Preschool Programs. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? ☐ Yes ☐ No

Contact information: (if response is requested)

Name: _____

Address: _____

Phone number: Day: _____ Evening: _____

E-mail address, if any: _____

Date problem was observed: _____

Location of the problem that is the subject of this complaint:

School name/address: _____

Room number/name of room/location of facility: _____

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or district for the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

- ☐ The preschool does not have outdoor shade that is safe and in good repair.
- ☐ Drinking water is not accessible and/or readily available throughout the day.
- ☐ The preschool does not provide safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children.
- ☐ Restroom facilities are not available only for preschoolers and kindergartners.

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

- ☐ The preschool program does not provide visual supervision of children at all times.
- ☐ Indoor or outdoor space is not properly contained or fenced or does not provide sufficient space for the number of children using the space at any given time.
- ☐ Playground equipment is not safe, in good repair, or age appropriate.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation.

Please file this complaint at the following location:

(preschool administrator or designee)

(address)

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

(Signature)

(Date)

Exhibit 4
version:
revised:

LAKESIDE UNION SCHOOL DISTRICT
Lakeside, California

LAKE SIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: 8/8/19

Agenda Item:

Board Policy and Administrative Regulation 3290, Gifts, Grants and Bequests

Background (Describe purpose/rationale of the agenda item):

First Reading: Policy updated to reflect new wording. The regulation is new to reflect crowdfunding procedures.

Fiscal Impact (Cost):

N/A

Funding Source:

N/A

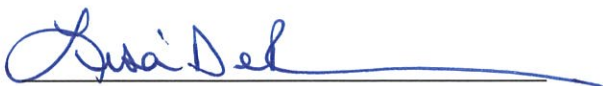
Recommended Action:

- | | |
|--|---|
| <input type="checkbox"/> Informational | <input type="checkbox"/> Denial |
| <input checked="" type="checkbox"/> Discussion | <input type="checkbox"/> Ratification |
| <input type="checkbox"/> Approval | <input type="checkbox"/> Explanation: Click here to enter text. |
| <input type="checkbox"/> Adoption | |

Originating Department/School: Superintendent's Office

Submitted/Recommended By:

Approved for Submission to the Governing Board:



Lisa DeRosier, Executive Assistant



Dr. Andy Johnson, Superintendent

Reviewed by Cabinet Member: 

GIFTS, GRANTS AND BEQUESTS

The Governing Board may accept any gift, grant, or bequest of money, property, or service to the district from any individual, ~~private agency or organization~~, **foundation**, or ~~other public or private~~ agency that desires to support the district's educational program. While greatly appreciating suitable donations, the Board shall reject any gift which may directly or indirectly impair its authority to make decisions in the best interest of district students or its ability or commitment to provide equitable educational opportunities.

(cf. 0100 – Philosophy)

(cf. 0200 - Goals for the School District)

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

(cf. 0415 – Equity)

(cf. 1260 - Educational Foundation)

(cf. 9270 – Conflict of Interest)

Before accepting any gift, grant, or bequest, the Board shall carefully consider any conditions or restrictions imposed by the donor to ensure their consistency with the district's vision, philosophy, and operations. If the Board believes the district will be unable to fully satisfy the donor's conditions, the gift shall not be accepted.

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

In addition, the Board shall ensure that acceptance of the gift, grant, or bequest does not:

1. Involve creation of a program which the Board would be unable to sustain when the donation is exhausted
2. Entail undesirable or excessive costs
3. Promote the use of violence, drugs, tobacco, or alcohol or the violation of any law or district policy

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.62 - Tobacco)

4. **Advertise or endorse the use of non-nutritious food or beverages during the school day**

(cf. 5030 – Student Wellness)

5. **Encourage or enable the violation of any law or district policy**

- 4.6 **Imply endorsement of any business or product or unduly commercialize or politicize the school environment**

GIFTS, GRANTS AND BEQUESTS (continued)

(cf. 1325 - Advertising and Promotion)

Any gift of books and instructional materials shall be accepted only if they meet regular district criteria for selection of instructional materials.

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

(cf. 6161.11 – Supplementary Instructional Materials)

All gifts, grants, and bequests shall become district property. Donors are encouraged to donate all gifts to the district rather than to a particular school, **classroom, or teacher**. At the Superintendent or designee's discretion, a gift may be used at a particular school **or classroom**.

When any gift of money received by the district is not immediately used, it shall be placed in the county treasury in accordance with law. (Education Code 41030-41031)

(cf. 3430 – Investing)

Online Fundraising/Crowdfunding

- 1. This policy defines “crowdfunding” as an Internet-based request for resources from individuals and organizations to support activities or projects that enhance an educational program.**
- 2. Any person or entity who wishes to conduct an online fundraising campaign, including a crowdfunding campaign shall submit a written request for prior approval to the Superintendent or designee.**
- 3. Employees may only use crowdfunding services that have at least a three-star rating on Charity Navigator. All crowdfunding classroom-projects must: support the school’s priorities as established by the principal; align with the district’s technology plan and requirements; not receive cash payments to district personnel; comply with applicable federal and state student privacy laws; provide status reports to the school’s principal upon commencement and delivery of materials and resources to the school site; and materials and supplies must become the property of the school or district.**
- 4. Funds raised by an online fundraising campaign and donated to the district shall be subject to the same terms, criteria for acceptance and accountability measures as any other donation as specified in this policy.**
- 5. Employees that launch crowdfunding campaigns in violation of this policy do so at their own risk and may not act-on-behalf or hold themselves out as acting-on-behalf of their school or the district.**

GIFTS, GRANTS AND BEQUESTS (continued)

Appreciation

The Board may show appreciation for any donation to the district in any manner it deems appropriate. Such appreciation may take the form of letters of recognition or Board resolutions; plaques, commendations, or awards; planting of commemorative trees or gardens; or naming or renaming of buildings, grounds, or facilities. Conferment of any such honor shall be in accordance with applicable Board policy.

(cf. 1150 - Commendations and Awards)

(cf. 7310 - Naming of Facility)

Legal Reference:

EDUCATION CODE

1834 Acquisition of materials and apparatus

35160 Powers and duties

35162 Power to sue, be sued, hold and convey property

41030 School district may invest surplus monies from bequest or gifts

41031 Special fund or account in county treasury

41032 Authority of school board to accept gift or bequest; investments; gift of land requirements

41035 Advisory committee

41036 Function of advisory committee

41037 Rules and regulations

41038 Applicability of other provisions of chapter

Management Resources:

WEB SITES

California Consortium of Education Foundations: <http://www.cceflink.org>

GIFTS, GRANTS AND BEQUESTS

Crowdfunding Definition

This policy defines “crowdfunding” as an Internet-based request for resources from individuals and organizations to support activities or projects that enhance an educational program.

Responsibilities of Eligible Staff

- 1. Eligible staff are teachers and front-line educators currently employed by the public school district.**
- 2. The purpose of this crowdfunding policy is to support an employee’s efforts to enhance the district or school’s educational programming. Postings that describe the purpose and rationale for conducting the crowdfunding campaign may not negatively reflect upon the District, its programs and services, its staff, or its students.**
- 3. All posting must comply with applicable federal and state student privacy laws, including the FERPA, IDEA, and applicable laws and regulations.**
- 4. Postings may not include identifiable student images without prior parental permission.**
- 5. Eligible staff posting projects must consult with appropriate district personnel to ensure desired technologies align with the district or school’s technology plan and requirements.**
- 6. The school principal or designated district administrators ARE REQUIRED to pre-approve classroom projects posted by eligible staff in accordance with the sections below.**

Pre-Approved Crowdfunding Services

- 1. The Superintendent or designee shall identify approved crowdfunding sites for use by eligible staff. (Donorschoose.org)**
- 2. Eligible staff may pursue crowdfunding classroom projects using approved sites/services after sending an email to the Principal describing the project and items requested. Principal must send written approval via email before processing.**
 - 2a. To ensure adherence to established District standards, technology and furniture/equipment campaigns must be pre-approved by the appropriate department manager.**
- 3. An approved crowdfunding service must:**
 - a. Only allow currently employed eligible staff to create projects;**
 - b. Have at least a three-star rating on Charity Navigator;**
 - c. Prohibit cash payments to district personnel.**
 - d. Protect the privacy of students in accordance with state and federal law, and district policy;**

GIFTS, GRANTS AND BEQUESTS

- a. **Provide individual unit/item cost and inventory reporting on the materials and supplies shipped to schools;**
- b. **Track the shipment and delivery of materials to verified public schools with notification to the school principal;**
- c. **Require the materials and supplies to become the property of the district or school, in accordance with district policy;**
- d. **Require subsequent documentation of the project's educational benefit; and**
- e. **Provide dedicated reporting for school district officials regarding the status of each request and the materials delivered to verified public schools for proper notification and approval by the Governing Board.**

Non-Approved Crowdfunding Services

1. **Staff must seek prior approval from the Superintendent, Superintendent's designee, or the responsible school principal for each classroom project using a non-approved crowdfunding service.**
2. **Non-approved crowdfunding services must contain terms and conditions that are acceptable to the Board and consistent with Board policy and applicable laws and regulations.**

Regulation
adopted:

LAKESIDE UNION SCHOOL DISTRICT
Lakeside, California

LAKESIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: 8/8/19

Agenda Item:

Board Bylaw 9322, Agenda/Meeting Materials

Background (Describe purpose/rationale of the agenda item):

Bylaw updated to reflect requirement that districts post a direct link on the homepage of their website to the current board meeting agenda or to the district's agenda management platform. Bylaw also clarifies that the agenda need not provide an opportunity for public comment on any agenda items that has previously been considered at an open meeting of a committee comprised exclusively of board members.

Fiscal Impact (Cost):

N/A

Funding Source:

N/A

Recommended Action:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Informational | <input type="checkbox"/> Denial |
| <input type="checkbox"/> Discussion | <input type="checkbox"/> Ratification |
| <input type="checkbox"/> Approval | <input type="checkbox"/> Explanation: Click here to enter text. |
| <input type="checkbox"/> Adoption | |

Originating Department/School: Superintendent's Office

Submitted/Recommended By:

Approved for Submission to the Governing Board:


Principal/Department Head Signature


Dr. Andy Johnsen, Superintendent

Reviewed by Cabinet Member: _____

AGENDA/MEETING MATERIALS

Agenda Content

Governing Board meeting agendas shall reflect the district's vision and goals and the Board's focus on student learning.

(cf. 0000 – Vision)

(cf. 0200 – Goals for the School District)

~~Governing Board meeting~~ **Each** agendas shall state the meeting time and place and shall briefly describe each business item to be transacted or discussed, including items to be discussed in closed session. (Government Code 54954.2)

(cf. 9320 - Meetings and Notices)

(cf. 9321- Closed Session Purposes and Agendas)

The agenda shall provide members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. **However, the agenda need not provide an opportunity for public comment when the agenda item has previously been considered at an open meeting of a committee comprised exclusively of Board members, provided that members of the public were afforded an opportunity to comment on the item at that meeting and that the item has not been substantially changed since the committee considered it.**

The agenda **for a regular Board meeting** shall also provide members of the public an opportunity to ~~testify at regular meetings~~ **provide comment** on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. (Education Code 35145.5; Government Code 54954.3)

(cf. 9323 - Meeting Conduct)

Each ~~meeting~~ agenda **for a regular Board meeting** shall list the address designated by the Superintendent or designee for public inspection of agenda documents **related to an open session item** that have been distributed to the Board less than 72 hours before the meeting. (Government Code 54957.5)

The agenda shall ~~specify that~~ **include information regarding how, when, and to whom a request should be made if** an individual ~~who~~ requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting ~~should contact the Superintendent or designee.~~ (Government Code 54954.2)

Agenda Preparation

The Board president and the Superintendent, as secretary to the Board, shall work together to develop the agenda for each regular and special meeting. ~~Each agenda shall reflect the district's vision and goals and the Board's focus on student learning.~~

~~(cf. 0000—Vision)~~

~~(cf. 0200—Goals for the School District)~~

~~(cf. 9121 - President)~~

~~(cf. 9122 - Secretary)~~

Any Board member or member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request shall be in writing and be submitted to the Superintendent or designee with supporting documents and information, if any, at least one week before the scheduled meeting date. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

The Board president and Superintendent shall decide whether a request **from a member of the public** is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on the agenda. In addition, **before placing the item on the agenda**, the Board president and Superintendent shall determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative regulation before placing the item on the agenda.

The Board president and Superintendent shall **also** decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item subject to Board vote, **or** an information item that does not require immediate action, ~~or a consent item that is routine in nature and for which no discussion is anticipated.~~

Consent Items

In order to promote efficient meetings, the Board may **bundle a number of items and** act upon **them together** ~~more than one item~~ by a single vote through the use of a consent agenda. Consent items shall be items of a routine nature **and** ~~or~~ items for which ~~no~~ Board discussion is **not** anticipated and for which the Superintendent recommends approval. ~~In accordance with law, the public has a right to comment on any consent item. At the request of any member of the~~ **When any Board member requests the removal of an, any item on from** the consent agenda, **the item** shall be removed and given individual consideration for action as a regular agenda item.

The agenda shall provide an opportunity for members of the public to comment on any consent agenda item that has not been previously considered. (Government Code 54954.3)

Any Board action that involves borrowing \$100,000 or more shall be discussed, considered, and deliberated upon as a separate item of business on the meeting agenda. (Government Code 53635.7)

(cf. 9323.2 - Actions by the Board)

All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 1312.4 – Williams Uniform Complaint Procedures)
(cf. 3320 - Claims and Actions Against the District)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

Agenda Dissemination to Board Members

At least ~~three days~~ **72 hours** before each regular meeting, **each Board member shall be provided** a copy of the agenda and agenda packet ~~shall be forwarded to each Board member,~~ including the Superintendent or designee's report; minutes to be approved; copies of communications; reports from committees, staff, ~~citizens,~~ and others; and other available documents pertinent to the meeting.

When special meetings are called, ~~the Superintendent or designee shall make every effort to distribute the agenda and supporting materials to Board members as soon as possible before the meeting~~ **Board members shall receive, at least 24 hours prior to the meeting, notice of the business to be transacted. (Government Code 54956).**

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designee to request additional information on agenda items. **However, a majority of Board members shall not, outside of a noticed meeting, directly or through intermediaries or electronic means discuss, deliberate, or take action on any matter within the subject matter jurisdiction of the Board.**

(cf. 9012 – Board Member Electronic Communications)

Agenda Dissemination to Members of the Public

~~The Superintendent or designee shall mail a copy of the agenda or a copy of all the documents constituting the agenda packet to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the Board, whichever occurs first. (Government Code 54954.1)~~

Any agenda and related materials distributed to the Board shall be made available to the public upon request without delay. ~~If a document is distributed to the Board less than 72 hours prior to a meeting, the Superintendent or designee shall make the document available for public inspection at the time the document is distributed to a majority of the Board provided that the document is a public record under the~~ **Only those documents which are disclosable public records under the Public Records Act and which relates to an agenda item scheduled for an the open session portion of a regular Board meeting shall be made available to the public.** ~~The Superintendent or designee may also post the document on the district's web site in a position and manner that makes it clear that the document relates to an agenda item for an upcoming meeting. (Government Code 54957.5)~~

In addition, the Superintendent or designee shall post the agenda on the homepage of the district website. The posted agenda shall be accessible through a prominent direct link to the current agenda or to the district's agenda management platform in accordance with Government Code 54954.2.

*(cf. 1113 - District and School Web Sites)
(cf. 1340 - Access to District Records)*

~~Any documents prepared by the district or the Board and distributed during a public meeting shall be made available for public inspection at the meeting. Any documents prepared by another person shall be made available for public inspection after the meeting. These requirements shall not apply to a document that is exempt from public disclosure under the Public Records Act. (Government Code 54957.5)~~

~~Upon request, the Superintendent or designee shall make the agenda, agenda packet, and/or any writings distributed at the meeting available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. (Government Code 54954.1)~~

If a document which relates to an open session agenda item of a regular Board meeting is distributed to the Board less than 72 hours prior to a meeting, the Superintendent or designee shall make the document available for public inspection at a designated location at the same time the document is distributed to all or a majority of the Board. (Government Code 54957.5)

The Superintendent or designee shall mail a copy of the agenda or a copy of all the documents constituting the agenda packet to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the Board, whichever occurs first. (Government Code 54954.1)

Any request for mailed copies of agendas or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Written requests must be renewed following January 1 of each year. (Government Code 54954.1)

Persons requesting mailing of the agenda or agenda packet shall pay an annual fee, as determined by the Superintendent or designee, not to exceed the cost of providing the service.

~~Any document prepared by the district or Board and distributed during a public meeting shall be made available for public inspection at the meeting. Any document prepared by another person shall be made available for public inspection after the meeting. These requirements shall not apply to a document that is exempt from public disclosure under the Public Records Act. (Government Code 54957.5)~~

Upon request, the Superintendent or designee shall make the agenda, agenda packet, and/or any writings distributed at the meeting available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Acts. (Government Code 54954.1)

Legal Reference: (see next page)

Legal Reference:

EDUCATION CODE

35144 *Special meetings*

35145 *Public meetings*

35145.5 *Right of public to place matters on agenda*

GOVERNMENT CODE

6250-6270 *Public Records Act*

53635.7 *Separate item of business*

54954.1 *Mailed agenda of meeting*

54954.2 *Agenda posting requirements; board actions*

54954.3 *Opportunity for public to address legislative body*

54954.5 *Closed session item descriptions*

54956.5 *Emergency meetings*

54957.5 *Availability of public records*

54960.2 *Challenging board actions; cease and desist*

UNITED STATES CODE, TITLE 42

12101-12213 *Americans with Disabilities Act*

CODE OF FEDERAL REGULATIONS, TITLE 28

35.160 *Effective communications*

36.303 *Auxiliary aids and services*

COURT DECISIONS

***Mooney v. Garcia*, (2012) 207 Cal.App.4th 229**

Caldwell v. Roseville Joint Union HSD, 2007 U.S. Dist. LEXIS 66318

ATTORNEY GENERAL OPINIONS

99 *Ops. Cal. Atty. Gen. 11* (2016)

78 *Ops. Cal. Atty. Gen. 327* (1995)

Management Resources:

CSBA PUBLICATIONS

Call to Order: A Blueprint for Great Board Meetings, 2015

The Brown Act: School Boards and Open Meeting Laws, rev. 2007 **2014**

Guide to Effective Meetings, rev. 2007

Maximizing School Board Leadership: Boardsmanship, 1996

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, California Attorney General's Office, rev. 2003

CALIFORNIA CITY ATTORNEY PUBLICATIONS

Open and Public III: A User's Guide to the Ralph M. Brown Act, 2000

WEB SITES

CSBA, Agenda Online:

<http://www.csba.org/Services/Services/GovernanceTechnology/AgendaOnline.aspx>

California Attorney General's Office: <http://www.eaag.state.ca.us/oag.ca.gov>

Bylaw
adopted: September 17, 2012
revised:

LAKESIDE UNION SCHOOL DISTRICT
Lakeside, California

LAKE SIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: 8/8/19

Agenda Item:

Board Bylaw and Exhibits 9323.2: Actions by the Board

Background (Describe purpose/rationale of the agenda item):

Bylaw updated to reference the timelines by which a civil action may be filed to determine the applicability of the Brown Act to past board actions, and to clarify the circumstances under which a board action cannot be invalidated. Exhibit 1 updated to consolidate several items related to siting a community day school on an existing school site, add board action to respond to an emergency facilities condition without giving notice for bids to let contracts (requiring two-thirds vote for three-member boards, or four-fifths vote for five-member and seven-member boards), and reflect **NEW LAW (AB 2249)** which amends the threshold requirements for public works projects bid pursuant to the Uniform Public Construction Cost Accounting Act. Section on "Actions Requiring a Unanimous Vote of the Board" updated to further explain the ability to authorize the use of day labor or force account and/or waive the competitive bid process when the board determines that an emergency exists. Exhibit 2 contains minor revision for clarity.

Fiscal Impact (Cost):

N/A

Funding Source:

N/A

Recommended Action:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Informational | <input type="checkbox"/> Denial |
| <input type="checkbox"/> Discussion | <input type="checkbox"/> Ratification |
| <input type="checkbox"/> Approval | <input type="checkbox"/> Review Click here to enter text. |
| <input type="checkbox"/> Adoption | <input type="checkbox"/> Explanation: Click here to enter text. |

Originating Department/School: Superintendent's Office

Submitted/Recommended By:


Lisa DeRosier, Executive Assistant

Approved for Submission to the Governing Board:


Dr. Andy Johnsen, Superintendent

Reviewed by Cabinet Member: _____

ACTIONS BY THE BOARD

The Governing Board shall act by a majority vote of all of the membership constituting the Board, unless otherwise required by law. (Education Code 35164)

(cf. 9000 – Role of the Board)

(cf. 9005 – Governance Standards)

(cf. 9012 – Board Member Electronic Communications)

(cf. 9200 – Limits of Board Member Authority)

An "action" by the Board means: (Government Code 54952.6)

1. A collective decision by a majority of the Board members
2. A collective commitment or promise by a majority of the members to make a positive or negative decision
3. A vote by a majority of the members when sitting as the Board upon a motion, proposal, resolution, order, or ordinance

The Board shall not take action by secret ballot, whether preliminary or final. (Government Code 54953)

Actions taken by the Board in open session shall be recorded in the Board minutes. (Education Code 35145)

(cf. 9324 - Minutes and Recordings)

Action on Non-Agenda Items

After publicly identifying the item, the Board may take action on a subject not appearing on the posted meeting agenda under any of the following conditions: (Government Code 54954.2)

1. When a majority of the Board determines that an emergency situation exists, as defined for emergency meetings pursuant to Government Code 54956.5
2. When two-thirds of the members present, or if less than two-thirds of the members are present then by a unanimous vote of all members present, determine that the need to take immediate action came to the district's attention after the agenda was posted
3. When an item appeared on the agenda of, and was continued from, a meeting that occurred not more than five days earlier

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

ACTIONS BY THE BOARD (continued)

Challenging Board Actions

The district attorney's office or any interested person may file an action in court for the purpose of: (Government Code 54960, 54960.2)

- 1. Stopping or preventing the Board's violation or threatened violations of the Brown Act**
- 2. Determining the applicability of the Brown Act to ongoing or future threatened Board actions**
- 3. Determining the applicability of the Brown Act to a past action of the Board that is not specified in Government Code 54960.1, provided that:**
 - a. Within nine months of the alleged violation, a cease and desist letter is submitted to the Board, clearly describing the past Board action and the nature of the alleged violation.**
 - b. The time for the Board to respond has expired and the Board has not provided an unconditional commitment to cease and desist from and not repeat the past action alleged to have violated the Brown Act.**
 - c. The action is brought within the time required by Government Code 54960.2.**
- 4. Determining the validity, under state or federal law, of any Board rule or action which penalizes any of its members or otherwise discourages their expression**
- 5. Compelling the Board to audio record its closed sessions because of a court's finding of the Board's violation of any applicable Government Code provision**

The district attorney or any interested person may file an action in court to nullify a Board action which is alleged to be in violation of law regarding any of the following: (Government Code 54960.1)

- 1. Open meeting and teleconferencing (Government Code 54953)**
- 2. Agenda posting (Government Code 54954.2)**
- 3. Closed session item descriptions (Government Code 54954.5)**
- 4. New or increased tax assessments (Government Code 54954.6)**

ACTIONS BY THE BOARD (continued)

5. Special meetings (Government Code 54956)

6. Emergency meetings (Government Code 54956.5)

Prior to bringing any action to nullify a Board action, the district attorney or other interested person shall present a ~~The district attorney's office may present a demand that the Board cure and correct a Board action which he/she alleges is in violation of Government Code 54954.2 (agenda posting), Government Code 54953 (open meeting and teleconferencing), Government Code 54954.5 (closed session item descriptions), Government Code 54954.6 (new or increased tax assessments), Government Code 54956 (special meetings), or Government Code 54956.5 (emergency meetings). (Government Code 54960.1)~~ **Any demand to "cure and correct" an** the alleged violation. **The demand** shall clearly describe the challenged action and the nature of the alleged violation and shall be presented to the Board in writing within 90 days of the date when the action was taken. If the alleged violation concerns action taken in an open session but in violation of Government Code 54954.2 (agenda posting), the written demand must be made within 30 days of the date when the alleged action took place. (Government Code 54960.1)

Within 30 days of receiving the demand, the Board shall do one of the following: (Government Code 54960.1)

1. Cure or correct the challenged action and inform the demanding party in writing of its actions to cure or correct.
2. Determine not to cure or correct the alleged violation and inform the demanding party in writing of its decision to not cure or correct.
3. Take no action. If the Board takes no action within the 30-day ~~review~~ period, its inaction shall be considered a decision not to cure or correct the **challenged** action.

Legal Reference:

EDUCATION CODE

15266 School construction bonds

17466 Declaration of intent to sell or lease real property

17481 Lease of property with residence for nondistrict purposes

17510-17511 **17512 Leasing for product of gas, r**~~Resolution requiring unanimous vote of all members constituting board~~

17546 Private sale of personal property

17556-17561 Dedication of real property

~~17582-17583 District deferred maintenance fund~~

35140-35149 Meetings

35160-35178.4 Powers and duties

48660-48661 Community day schools establishment and restrictions

CODE OF CIVIL PROCEDURE

425.16 Special motion to strike in connection with a public issue

ACTIONS BY THE BOARD (continued)

Legal Reference continued:

1245.240 Eminent domain vote requirements

1245.245 Eminent domain, resolution adopting different use

GOVERNMENT CODE

53090-53097.5 Regulation of local agencies by counties and cities

53724 Parcel tax resolution requirements

GOVERNMENT CODE (continued)

53790-53792 Exceeding the budget

53820-53833 Temporary borrowing

53850-53858 Temporary borrowing

54950-54963 The Ralph M. Brown Act, especially:

54952.6 Action taken, definition

54953 Meetings to be open and public; attendance; **prohibition against** secret ballots

54960-**54960.5** Action to prevent violations

65352.2 Coordination with planning agency

PUBLIC CONTRACT CODE

3400 Bid specifications

20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

20113 Emergencies, award of contracts without bids

20114 Repairs, maintenance, and improvements to district facilities by day labor or force account

22034 Uniform Public Construction Cost Accounting Act informal bidding ordinance

22035 Repair or replacement of facilities in case of emergency

22050 Emergency contracting procedures

COURT DECISIONS

Los Angeles Times Communications LLC v. Los Angeles County Board of Supervisors, (2003) 112 Cal.App.4th 1313

McKee v. Orange Unified School District, (2003) 110 Cal.App.4th 1310

Bell v. Vista Unified School District, (2002) 82 Cal.App.4th 672

Boyle v. City of Redondo Beach, (1999) 70 Cal.App.4th 1109

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, ~~2009~~**2014**

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Local Legislative Bodies, 2003

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

Open and Public IV: A Guide to the Ralph M. Brown Act, **2nd Edition, rev. July 2010** ~~2007~~

WEB SITES

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

California Attorney General's Office: <http://www.caag.state.ca.us>

Institute of for Local Government: <http://www.ca-ilg.org>

Office of the Attorney General: <http://www.oag.ca.gov>

Bylaw
adopted: September 17, 2012
revised:

LAKESIDE UNION SCHOOL DISTRICT
Lakeside, California



CSBA Board Self Evaluation Report for Lakeside Union School District

This board self-evaluation report is provided to member districts by the California School Boards Association. The information contained in this report is preliminary; it is the first step in the board self-evaluation process. Board members will need to set aside time at a board meeting to discuss the results of the evaluation, their individual assessments of the board's progress toward their goals, and how the board might best improve board performance.

Data collection and report distribution

Each board member used an online self-evaluation form to record their individual thoughts; board members did not have access to each other's responses. CSBA provided this report to the district with CSBA's recommendation that it be distributed to board members through the district's regular process for distributing board meeting agenda and materials.

What does the report mean?

This report is a record of individual perceptions at the time board members took the survey. The report indicates the range of their perceptions. However, these are only perceptions, not facts. The purpose in collecting and organizing these perceptions is to give the board a starting place to have an effective conversation about their governance work.

Why do school boards evaluate themselves?

CSBA believes the board self-evaluation can strengthen board performance and lead to improved district performance and greater community confidence in the board and the district. Board self evaluation is an important responsibility for the board for three reasons:

1. *School boards evaluate themselves to demonstrate that districts leadership is committed to continuous learning at every level.* To do this, districts must invest in the professional development of every adult in the system, including the district's governing board.
2. *School boards evaluate themselves to create a culture of using feedback to get better.* If districts need to be data-driven, so do boards. By conducting the self-evaluation, boards help create the culture that makes it safe to reflect on performance in order to improve it.
3. *School boards evaluate themselves to demonstrate accountability to the community that elected them.* As an elected entity, the board has an obligation to report back to the community on how well the board is performing in its service to the students and the district that serves them.

At CSBA, we hope these results will help your board model continuous improvement, create the culture of reflecting on performance, and engage the community more fully in the challenge and the importance of school district governance. Good luck.

How to use your *Board Self-Evaluation Results*







When?

The board should schedule a special open-session conversation/discussion meeting to review the results of this survey.

Guide to the Report

The report provides the board with perception data - how trustees individually perceive the board's effectiveness. The range of scores across topics will help the board identify areas in which board members might achieve greater collective clarity in fulfilling their governance responsibilities. The results are color-coded for ease of interpretation.

Color	Distribution of Ratings	Implications
	All board members rated this item as <i>Almost Always</i> or <i>Often</i>	A strength for all members
	A majority of board member rated these items as <i>Almost Always</i> or <i>Often</i>	A strength for majority of members
	A majority of board member rated these items as <i>Less Often</i> or <i>Rarely</i>	An area of growth for majority of members
	All board members rated this item as <i>Less Often, Rarely, or Not Sure</i>	An area of growth for all members

The board can improve its cohesiveness by discussing the range of responses, learning each member's rationale for his/her ratings. In some cases, the board may find that members have different expectations for what deserves an 'Almost always' vs. an 'often,' but that there is general agreement on how the board is performing.

How to structure the board conversation

As the board discusses these results, remember a few critical points:

- The report displays a range of perceptions, *not facts*.
- Focus your discussion on what matters most.
- Each member should practice empathetic listening and work to understand the views of other board members.
- It's okay to differ in opinion; you don't always need to agree, but *you do need to understand*.

Step 1: Confirm the strengths. (Green)

Step 2: Confirm the areas for growth. (Red)

Step 3: Identify areas where perceptions are mixed. (Blue or Yellow)

Step 4: Focus.

From the results from steps 2 and 3 above, the board should agree on the three to five most important areas for improving board performance. The board should answer the question: *Which areas of improvement will be most beneficial to the board and the district?*

Step 5: Set goals.

Set specific, measurable, time-bound goals with success indicators for improving board performance in each area.

Step 6: Schedule board development workshops throughout the year and add them to your Governance Calendar.

If you would like help: CSBA's *Governance Consulting Services* provides board development coaching and guidance. If you would like to discuss how these services can be tailored to meet your particular needs, please call us at 916-669-3293 or to request a board self-evaluation visit <http://bse.csba.org>.

Board Self-Evaluation Result

Lakeside Union SD



1. Conditions of Effective Governance

Number of members responded

Almost Always	Often	Less Often	Rarely	Not Sure
---------------	-------	------------	--------	----------

Board unity

1. The board is focused on achievement for all students.		4	0	0	0	1
2. The board is committed to a common vision.		4	0	0	0	1
3. The board stays focused on district priorities.		3	0	1	0	1
4. The board works well together.		4	0	0	0	1
5. The board commits the time to become informed.		2	2	0	0	1
6. Individual board members do not undermine board decisions.		3	0	0	1	1

Roles and responsibilities

7. Board members agree on the role and responsibilities of the board and the superintendent.		4	0	0	0	1
8. Board members follow board agreements regarding speaking for the board.		4	0	0	0	1
9. Board members keep confidential matters confidential.		3	1	0	0	1
10. The board gives direction to the superintendent only at board meetings.		2	3	0	0	0
11. Individual board members do not attempt to direct the superintendent.		2	1	0	1	1

A strength for most members














A strength for simple majority

Area of growth for simple majority

Area of growth for most members

1. Conditions of Effective Governance

Number of members responded

		Almost Always	Often	Less Often	Rarely	Not Sure
Board culture						
12. The board treats the superintendent with respect.		4	0	0	0	1
13. The board manages internal conflicts in a productive manner.		3	2	0	0	0
14. Board members follow agreements on how they will act towards each other.		3	1	0	0	1
15. Board members treat each other with respect.		4	0	0	0	1
16. Board members demonstrate they understand other perspectives.		4	0	0	0	1
17. Board members usually discuss questions about agenda items with the superintendent prior to the board meeting.		5	0	0	0	0
Board operations						
18. The board governs within board-adopted policies, bylaws and protocols to manage board operations.		4	0	0	0	1
19. Board members receive timely information.		3	2	0	0	0
20. Board members receive adequate information.		3	1	0	0	1
21. All board members receive the same information.		3	1	0	0	1
22. Board members follow agreements about how to request clarifying or additional information about agenda items.		4	1	0	0	0
23. Board members follow agreements on how to bring up new ideas.		3	0	0	0	2
24. Board members follow agreements on how concerns from the community will be handled.		3	1	0	0	1










1. Conditions of Effective Governance

Number of members responded

Almost Always	Often	Less Often	Rarely	Not Sure
---------------	-------	------------	--------	----------


Board meetings


25. The board agrees on the role of the board president in managing board meetings.		3	2	0	0	0
26. Board meeting agendas reflect district priorities.		3	1	0	0	1
27. Board members come to meetings prepared.		2	3	0	0	0
28. The board effectively uses data in its decision-making.		3	2	0	0	0
29. The board confines its meetings to a reasonable length of time.		4	1	0	0	0
30. There is a good relationship between how long the board spends on an agenda item and the importance of the item.		4	0	0	0	1
31. The board effectively manages community input at board meetings.		4	0	0	0	1


Board development

32. The board agrees on the process for identifying officers.		3	0	0	0	2
33. The board plans for the development and training of the board.		2	2	0	0	1
34. The board effectively orients new members.		2	2	0	0	1
35. The board reviews its governance agreements regularly.		3	1	0	0	1

 A strength for most members

 A strength for simple majority

 Area of growth for simple majority

 Area of growth for most members

2. Board Responsibilities

Number of members responded

Almost Always	Often	Less Often	Rarely	Not Sure
---------------	-------	------------	--------	----------

Setting direction

36. The board provides opportunity for community input when developing the district's mission, core beliefs and vision.



3	2	0	0	0
---	---	---	---	---

37. The board adopts long-range priorities.



3	2	0	0	0
---	---	---	---	---

38. The board uses the district's mission, core beliefs and vision to drive district performance.



3	2	0	0	0
---	---	---	---	---

39. The board adopts clear and measurable indicators to assess district performance.



2	2	0	0	1
---	---	---	---	---

Structure

40. The board adopts a fiscally responsible budget aligned to the district's vision and goals.



4	1	0	0	0
---	---	---	---	---

41. The board regularly monitors the fiscal health of the district.



4	1	0	0	0
---	---	---	---	---

42. The board has an effective process to review, revise and adopt policies.



3	1	0	0	1
---	---	---	---	---

43. The board establishes priorities for the district's collective bargaining process that support the district vision and goals.



3	1	0	0	1
---	---	---	---	---

Support

44. The board demonstrates commitment to district priorities and goals.



3	2	0	0	0
---	---	---	---	---

45. The board demonstrates support for the superintendent in carrying out board directives.



3	2	0	0	0
---	---	---	---	---

46. The board is represented at key district events.



4	1	0	0	0
---	---	---	---	---

47. The board celebrates district accomplishments.














4	1	0	0	0
---	---	---	---	---

A strength for most members	A strength for simple majority	Area of growth for simple majority	Area of growth for most members
-----------------------------	--------------------------------	------------------------------------	---------------------------------

2. Board Responsibilities

Number of members responded

		Almost Always	Often	Less Often	Rarely	Not Sure
Accountability						
48. The board monitors student progress against established benchmarks.		3	1	0	0	1
49. The board monitors progress towards district goals based on established success indicators.		2	1	0	0	2
50. The board monitors the implementation of the adopted budget.		4	1	0	0	0
51. The board monitors the implementation of board policies.		4	1	0	0	0
52. The board evaluates the performance of the board.		3	0	0	1	1
53. The board evaluates the performance of the superintendent based on established expectations.		4	1	0	0	0
Community leadership						
54. The board uses cohesive messages to communicate district priorities, goals and needs.		2	3	0	0	0
55. The board provides community leadership on educational issues.		3	1	0	0	1
56. The board pursues partnerships to support district efforts.		2	2	1	0	0
57. The board advocates on behalf of students and public education at the local, state and federal levels.		3	2	0	0	0
58. The board informs the community on district priorities, progress, needs and opportunities for involvement.		1	3	0	1	0

LAKE SIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: 8/8/19

Agenda Item:

Board Policy and Administrative Regulation 0450: Comprehensive Safety Plan

Background (Describe purpose/rationale of the agenda item):

First Reading: Policy updated to reflect NEW LAW (AB 1747) which requires the California Department of Education (CDE) to post a compliance checklist for developing the compliance checklist for developing the comprehensive safety plan and best practices related to reviewing and approving the plan, and requires districts to share their approved comprehensive safety plans with local law enforcement, the fire department, and other first responder entities. Regulation updated to reflect AB 1747, which adds requirements to consult with the fire department and other first responders in developing safety plans and to develop procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on campus and at school-related functions.

Fiscal Impact (Cost):

N/A

Funding Source:

N/A

Recommended Action:

- | | |
|--|---|
| <input type="checkbox"/> Informational | <input type="checkbox"/> Denial |
| <input checked="" type="checkbox"/> Discussion | <input type="checkbox"/> Ratification |
| <input type="checkbox"/> Approval | <input type="checkbox"/> Explanation: Click here to enter text. |
| <input type="checkbox"/> Adoption | |


Originating Department/School: Superintendent's Office

Submitted/Recommended By:

Approved for Submission to the Governing Board:



Lisa DeRosier, Executive Assistant



Dr. Andy Johnsen, Superintendent

Reviewed by Cabinet Member: 

COMPREHENSIVE SAFETY PLAN

The Governing 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 high expectations for student conduct, responsible behavior, and respect for others.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 3515 - Campus Security)
(cf. 3515.2 - Disruptions)
(cf. 3515.3 - District Police/Security Department)
(cf. 3513.7 – Firearms on School Grounds)
(cf. 5131 - Conduct)
(cf. 5131.2 – Bullying)
(cf. 5131.4 - Student Disturbances)
(cf. 5131.41 – Use of Seclusion and Restraint)
(cf. 5131.7 - Weapons and Dangerous Instruments)
(cf. 5136 - Gangs)
(cf. 5137 - Positive School Climate)
(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)

The school site council at each district school shall develop a comprehensive school safety plan relevant to the needs and resources of that particular school. New school campuses shall develop a safety plan within one year of initiating operations. (Education Code 32281, 32286)

(cf. 0420 - School Plans/Site Councils)
(cf. 1220 - Citizen Advisory Committees)

The school safety plan shall take into account the school's staffing, available resources, and building design, as well as other factors unique to the site.

~~Each school shall forward its comprehensive safety plan to the Board for approval. (Education Code 32288)~~

~~By October 15 of each year, the Superintendent or designee shall notify the California Department of Education of any schools that have not complied with the requirements of Education Code 32281. (Education Code 32288)~~

Tactical Response Plan

Notwithstanding the process described above, any portion of a comprehensive safety plan

COMPREHENSIVE SAFETY PLAN (continued)

that ~~includes~~ **addresses** tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to be taken to safeguard students and staff, secure the affected school premises, and apprehend the criminal perpetrator(s), shall be developed by district administrators in accordance with Education Code 32281. In developing such strategies, district administrators shall consult with law enforcement officials and with a representative(s) of ~~an~~ employee bargaining unit(s), if ~~he/she~~ **they** chooses to participate.

When reviewing the tactical response plan, the Board may meet in closed session to confer with law enforcement officials, provided that any vote to approve the tactical response plan is announced in open session following the closed session. (Education Code 32281)

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

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

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

Public Access to Safety Plan(s)

The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282)

(cf. 1340 - Access to District Records)

However, those portions of the comprehensive safety plan that include tactical responses to criminal incidents shall not be publicly disclosed.

The Superintendent or designee shall share the comprehensive safety plans and any updates to the plans with local law enforcement, the local fire department, and other first responder entities. (Education Code 32281)

Legal Reference: (see next page)

COMPREHENSIVE SAFETY PLAN (continued)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination
32260-32262 Interagency School Safety Demonstration Act of 1985
32270 School safety cadre
32280-32289 School safety plans
32290 Safety devices
35147 School site councils and advisory committees
35183 School dress code; uniforms
35291 Rules
35291.5 School-adopted discipline rules
~~35294.10-35294.15 School Safety and Violence Prevention Act~~
41020 Annual audits
~~41510-41514 School Safety Consolidated Competitive Grant Program~~
48900-48927 Suspension and expulsion
48950 Speech and other communication
49079 Notification to teacher; student act constituting grounds for suspension or expulsion
67381 Violent crime

GOVERNMENT CODE

54957 Closed session meetings for threats to security

PENAL CODE

422.55 Definition of hate crime
626.8 Disruptions
11164-11174.3 Child Abuse and Neglect Reporting Act

CALIFORNIA CONSTITUTION

Article 1, Section 28(c) Right to Safe Schools

CODE OF REGULATIONS, TITLE 5

11987-11987.7 School Community Violence Prevention Program requirements
11992-11993 Definition, persistently dangerous schools

UNITED STATES CODE, TITLE 20

~~7101-7165 Safe and Drug Free Schools and Communities~~
7111-7122 Student Support and Academic Enrichment Grants
7912 Transfers from persistently dangerous schools

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

Management Resources:

CSBA PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, July 2016

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, Third Edition, October rev. 2011

Community Schools: Partnerships Supporting Students, Families and Communities, Policy Brief, October 2010

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2010

Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Safe Schools: A Planning Guide for Action, 2002

Management Resources continued: (see next page)

COMPREHENSIVE SAFETY PLAN (continued)

Management Resources continued:

FEDERAL BUREAU OF INVESTIGATION PUBLICATIONS

Uniform Crime Reporting Handbook, 2004

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Practical Information on Crisis Planning: A Guide for Schools and Communities, January 2007

Early Warning, Timely Response: A Guide to Safe Schools, August 1998

U.S. SECRET SERVICE AND U.S. DEPARTMENT OF EDUCATION-PUBLICATIONS

Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates, 20024

WEB SITES

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

California Department of Education, Safe Schools: <http://www.cde.ca.gov/lss>

California Emergency Management Agency: <http://www.calema.ca.gov>

California Governor's Office of Emergency Services: <http://www.caloes.ca.gov>

California Healthy Kids Survey: <http://chks.wested.org>

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

Federal Bureau of Investigation: <http://www.fbi.gov>

National Alliance for Safe Schools: <http://www.safeschools.org>

National Center for Crisis Management: <http://www.schoolcrisisresponse.com>

National School Safety Center: <http://www.schoolsafety.us>

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

U.S. Secret Service, National Threat Assessment Center:

<http://www.secretservice.gov/protection/ntac-ssi.shtml>

Policy
adopted: September 17, 2012
revised:

LAKESIDE UNION SCHOOL DISTRICT
Lakeside, California

COMPREHENSIVE SAFETY PLAN

Development and Review of Comprehensive School Safety Plan

The school site council shall consult with local law enforcement, **the local fire department, and other first responders in the** writing and developing **of** the comprehensive school safety plan. When practical, the school site council ~~also~~ shall **also** consult with other school site councils and safety committees. (Education Code 32281, 32282)

(cf. 0420 - School Plans/Site Councils)

The school site council may delegate the responsibility for developing a comprehensive safety plan to a school safety planning committee. ~~This committee shall be~~ composed of the following members: (Education Code 32281)

1. The principal or designee
2. One teacher who is a representative of the recognized certificated employee organization
3. One parent/guardian whose child attends the school
4. One classified employee who is a representative of the recognized classified employee organization
5. Other members, if desired

(cf. 1220 - Citizen Advisory Committees)

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

Before adopting its comprehensive safety plan, the school site council or school safety planning committee shall hold a public meeting at the school in order to allow members of the public the opportunity to express an opinion about the plan. (Education Code 32288)

The school site council or safety planning committee shall notify, in writing, the following persons and entities of the public meeting: (Education Code 32288)

1. ~~The local mayor~~

21. A representative of the local school employee organization
32. A representative of each parent organization at the school, including the parent teacher association and parent teacher clubs

(cf. 1230 - School-Connected Organizations)

COMPREHENSIVE SAFETY PLAN (continued)

43. A representative of each teacher organization at the school

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

54. A representative of the school's student body government

65. All persons who have indicated that they want to be notified

In addition, the school site council or safety planning committee may notify, in writing, the following entities of the public meeting: (Education Code 32288)

1. Representatives of local religious organizations
2. Local civic leaders
3. Local business organizations

(cf. 1700 - Relations Between Private Industry and the Schools)

Content of the Safety Plan

Each comprehensive safety plan shall include an assessment of the current status of school crime committed on campus and at school-related functions. (Education Code 32282)

The assessment may include, but not be limited to, data on reports of school crime, suspension and expulsion rates, and surveys of students, parents/guardians, and staff regarding their perceptions of school safety.

(cf. 0500 - Accountability)

(cf. 0510 - School Accountability Report Card)

The plan ~~also~~ shall identify appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, including all of the following: (Education Code 32282)

1. Child abuse reporting procedures consistent with Penal Code 11164-**11174.3**

(cf. 5141.4 - Child Abuse Prevention and Reporting)

2. Routine and emergency disaster procedures including, but not limited to:

- a. Adaptations for students with disabilities in accordance with the Americans with Disabilities Act

(cf. 6159 - Individualized Education Program)

COMPREHENSIVE SAFETY PLAN (continued)

- b. An earthquake emergency procedure system in accordance with Education Code 32282

(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 3516.3 - Earthquake Emergency Procedure System)

- c. A procedure to allow public agencies, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

(cf. 1330 - Use of School Facilities)
(cf. 3516.1 - Fire Drills and Fires)
(cf. 3516.2 - Bomb Threats)
(cf. 3516.5 - Emergency Schedules)
(cf. 3543 - Transportation Safety and Emergencies)

3. Policies pursuant to Education Code 48915(d) for students who commit an act listed in Education Code 48915(c) and other school-designated serious acts ~~which~~ **that** would lead to suspension, expulsion, or mandatory expulsion recommendations

(cf. 5131.7 - Weapons and Dangerous Instruments)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

4. Procedures to notify teachers of dangerous students pursuant to Education Code 49079

(cf. 4158/4258/4358 - Employee Security)

5. A policy consistent with the prohibition against discrimination, harassment, intimidation, and bullying pursuant to Education Code 200-262.4

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 5131.2 - Bullying)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)

6. If the school has adopted a dress code prohibiting students from wearing "gang-related apparel" pursuant to Education Code 35183, the provisions of that dress code and the definition of "gang-related apparel"

(cf. 5132 - Dress and Grooming)

7. Procedures for safe ingress and egress of students, parents/guardians, and employees to and from school

COMPREHENSIVE SAFETY PLAN (continued)

(cf. 5142 - Safety)

8. A safe and orderly school environment conducive to learning

(cf. 5137 - Positive School Climate)

9. The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5

(cf. 5144 - Discipline)

10. ~~Hate crime reporting~~ **Procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on campus and at school-related functions**

~~*(cf. 5145.9 - Hate-Motivated Behavior)*~~

Among the strategies for providing a safe environment, the school **comprehensive** safety plan may also include:

1. Development of a positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management, and conflict resolution

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

2. Disciplinary policies and procedures that contain prevention strategies, such as strategies to prevent bullying, hazing, and cyberbullying, as well as behavioral expectations and consequences for violations

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5131 - Conduct)

~~*(cf. 5136 - Gangs)*~~

3. Curriculum that emphasizes prevention and alternatives to violence, such as multicultural education, character/values education, **social and emotional learning**, media analysis skills, conflict resolution, community service learning, and education related to the prevention of dating violence

(cf. 6142.3 - Civic Education)

(cf. 6142.4 - Service Learning/Community Service Classes)

(cf. 6142.8 - Comprehensive Health Education)

COMPREHENSIVE SAFETY PLAN (continued)

4. Parent involvement strategies, including strategies to help ensure parent/guardian support and reinforcement of the school's rules and increase the number of adults on campus

(cf. 1240 - Volunteer Assistance)
(cf. 5020 - Parent Rights and Responsibilities)
(cf. 6020 - Parent Involvement)

5. Prevention and intervention strategies related to the sale or use of drugs and alcohol which shall reflect expectations for drug-free schools and support for recovering students

(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5131.61 - Drug Testing)
(cf. 5131.62 - Tobacco)
(cf. 5131.63 - Steroids)

6. Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system, and the schools that lead to the development of a set of common goals and community strategies for violence prevention instruction

(cf. 1020 - Youth Services)

7. ~~Procedures for responding to the release of a pesticide or other toxic substance from properties located within one-quarter mile of the school~~ **District policy related to possession of firearms and ammunition on school grounds**

(cf. 3514.1 - Hazardous Substances)
(cf. 3514.2 - Integrated Pest Management)
(cf. 3515.7 - Firearms on School Grounds)

8. **Measures to prevent or minimize the influence of gangs on campus**

(cf. 5136. - gangs)

89. Procedures for receiving verification from law enforcement that a violent crime has occurred on school grounds and for promptly notifying parents/guardians and employees of that crime

(cf. 5116.1 - Intradistrict Open Enrollment)

910. Assessment of the school's physical environment, including a risk management analysis and development of ground security measures such as procedures for the closing campuses to outsiders, installing surveillance systems, securing the campus

COMPREHENSIVE SAFETY PLAN (continued)

perimeter, protecting buildings against vandalism, and providing for a law enforcement presence on campus

(cf. 1250 - Visitors/Outsiders)

(cf. 3515 - Campus Security)

(cf. 3515.3 - District Police/Security Department)

(cf. 3530 - Risk Management/Insurance)

(cf. 5112.5 - Open/Closed Campus)

(cf. 5131.5 - Vandalism and Graffiti)

101. ~~Crisis prevention and intervention strategies, which may include the following:~~
Guidelines for the roles and responsibilities of mental health professionals, community intervention professionals, school counselors, school resource officers, and police officers on school campuses. Guidelines may include, but are not limited to, the following:

- a. **Strategies to create and maintain a positive school climate, promote school safety, and increase student achievement**
- b. **Strategies to prioritize mental health and intervention services, restorative and transformative justice programs, and positive behavior interventions and support**
- c. **Protocols to address the mental health care of students who have witnessed a violent act at any time, including, but not limited to, while on school grounds, while coming or going from school, during a lunch period whether on or off campus, or during or while going to or coming from a school-sponsored activity**

12. **Strategies for suicide prevention and intervention**

13. **Procedures to implement when a person interferes with or disrupts a school activity, remains on campus after having been asked to leave, or creates a disruption with the intent to threaten the immediate physical safety of students or staff**

(cf. 3515.2 - Disruptions)

14. **Crisis prevention and intervention strategies, which may include the following:**

- a. Identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crisis, including the involvement of law enforcement and other public safety agencies as appropriate

COMPREHENSIVE SAFETY PLAN (continued)

(cf. 3515.2 - Disruptions)

(cf. 3515.5 - Sex Offender Notification)

(cf. 5131.4 - Student Disturbances)

(cf. 5131.4 - Use of Seclusion and Restraint)

- b. Threat assessment strategies to determine the credibility and seriousness of a threat and provide appropriate interventions for the potential offender(s)
- c. Assignment of staff members responsible for each identified task and procedure
- d. Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for students and staff to practice the evacuation plan
- e. Coordination of communication to schools, Governing Board members, parents/guardians, and the media

(cf. 1112 - Media Relations)

(cf. 9010 - Public Statements)

- f. Development of a method for the reporting of violent incidents
- g. Development of follow-up procedures that may be required after a crisis has occurred, such as counseling

145. Staff development in violence prevention and intervention techniques, including preparation to implement the elements of the safety plan

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

16. Environmental safety strategies, including, but not limited to, procedures for preventing and mitigating exposure to toxic pesticides, lead, asbestos, vehicle emissions, and other hazardous substances and contaminants

(cf. 3510 - Green School Operations)

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

(cf. 3514.2 - Integrated Pest Management)

COMPREHENSIVE SAFETY PLAN (continued)

~~Evaluation of the Safety Plan~~

~~The school site council or safety planning committee shall evaluate, and amend as necessary, the safety plan at least once a year to ensure the plan is properly implemented.~~

~~The principal shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public.~~

LAKE SIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: 8/8/19

Agenda Item:

Board Policy and Administrative Regulation 1312.3: Uniform Complaint Procedures

Background (Describe purpose/rationale of the agenda item):

First Reading: Policy and regulation updated to reflect NEW LAWS authorizing the use of uniform complaint procedures (UCP) to resolve allegations of noncompliance with accommodations for pregnant and parenting students (AB 2289), the development and adoption of an LCFF budget overview for parents/guardians (AB 1808), the development of a school plan for student achievement (AB 716), and specified educational rights of migrant students and immigrant students enrolled in a newcomer program (AB 2121). Policy also updates section on "Non-UCP Complaints" to reflect NEW LAW (AB 1808) which provides that complaints alleging health and safety violations in license-exempt California State Preschool Programs are subject to Williams UCP. Regulation also updates section on "Notifications" to more closely reflect the California Department of Education's (CDE) Federal Program Monitoring instrument, deletes section on "District Responsibilities" which duplicates material in other sections, reorganizes section on "Report of Findings" for clarity, and revises section on "Corrective Actions" to delete item #9 which is not a remedy.

Fiscal Impact (Cost):

N/A

Funding Source:

N/A

Recommended Action:

- | | |
|---|--|
| <input type="checkbox"/> Informational | <input type="checkbox"/> Denial |
| <input checked="" type="checkbox"/> Discussion | <input type="checkbox"/> Ratification |
| <input type="checkbox"/> Approval | <input type="checkbox"/> Explanation: Click here to enter text. |
| <input type="checkbox"/> Adoption | |

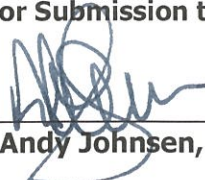
Originating Department/School: Superintendent's Office

Submitted/Recommended By:



Lisa DeRosier, Executive Assistant

Approved for Submission to the Governing Board:



Dr. Andy Johnsen, Superintendent

Reviewed by Cabinet Member: _____

LAKESIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: 8/8/19

Agenda Item:

Board Policy and Administrative Regulation 1312.3: Uniform Complaint Procedures

Background (Describe purpose/rationale of the agenda item):

First Reading: Policy and regulation updated to reflect NEW LAWS authorizing the use of uniform complaint procedures (UCP) to resolve allegations of noncompliance with accommodations for pregnant and parenting students (AB 2289), the development and adoption of an LCFF budget overview for parents/guardians (AB 1808), the development of a school plan for student achievement (AB 716), and specified educational rights of migrant students and immigrant students enrolled in a newcomer program (AB 2121). Policy also updates section on "Non-UCP Complaints" to reflect NEW LAW (AB 1808) which provides that complaints alleging health and safety violations in license-exempt California State Preschool Programs are subject to Williams UCP. Regulation also updates section on "Notifications" to more closely reflect the California Department of Education's (CDE) Federal Program Monitoring instrument, deletes section on "District Responsibilities" which duplicates material in other sections, reorganizes section on "Report of Findings" for clarity, and revises section on "Corrective Actions" to delete item #9 which is not a remedy.

Fiscal Impact (Cost):

N/A

Funding Source:

N/A

Recommended Action:

- | | |
|---|--|
| <input type="checkbox"/> Informational | <input type="checkbox"/> Denial |
| <input checked="" type="checkbox"/> Discussion | <input type="checkbox"/> Ratification |
| <input type="checkbox"/> Approval | <input type="checkbox"/> Explanation: Click here to enter text. |
| <input type="checkbox"/> Adoption | |

Originating Department/School: Superintendent's Office

Submitted/Recommended By:

Approved for Submission to the Governing Board:



Lisa DeRosier, Executive Assistant



Dr. Andy Johnsen, Superintendent

Reviewed by Cabinet Member: _____

UNIFORM COMPLAINT PROCEDURES

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

Complaints Subject to the UCP

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

1. Any complaint alleging district violation of applicable state or federal law or regulations governing **any program subject to the UCP which is offered by the district, including** adult education programs;; after school education and safety programs, ~~migrant education~~, **agricultural** career technical and ~~technical~~ education; **American Indian education centers and early education program assessments; bilingual education; California Peer Assistance and Review programs for teachers; and training programs;** child care and development programs;; child nutrition programs;; **compensatory education; special education programs;** consolidated categorical aid programs;; **Economic Impact Aid; the federal Every Student Succeeds Act; migrant education; school safety plans; special education programs; California State Preschool Programs; Tobacco-Use Prevention Education programs;** and any other district-implemented state categorical program that is not funded through local control funding formula pursuant to ~~program which is listed in Education Code 64000(a) (5 CCR 4610)~~

(cf. 3553 - Free and Reduced Price Meals)

(cf. 3555 - Nutrition Program Compliance)

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

(cf. 5131.62 - Tobacco)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

9cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6159 - Individualized Education Program)

(cf. 6171 - Title I Programs)

(cf. 6174 - Education for English Language Learners)

(cf. 6175 - Migrant Education Program)

(cf. 6178 - Career Technical Education)

(cf. 6178.1 - Work-Based Learning)

(cf. 6178.2 - Regional Occupational Center/Program)

(cf. 6200 - Adult Education)

UNIFORM COMPLAINT PROCEDURES (continued)

2. Any complaint, **by a student, employee, or other person participating in a district program or activity**, alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), ~~against any student, employee or other person participating in district programs and activities, including, but not limited to,~~ **in** those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, **immigration status**, ethnic group identification, age, religion, marital **status**, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on ~~his/her~~ **the person's** association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

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

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

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

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

4. Any complaint alleging district noncompliance with requirements to provide a pregnant or parenting student the accommodations specified in Education Code 46015, including those related to the provision of parental leave, right of return to the school of previous enrollment or to an alternative education program

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

(cf. 3260 - Fees and Charges)

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

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

(cf. 0460 -Local Control and Accountability Plan)

(cf. 3100 - Budget)

UNIFORM COMPLAINT PROCEDURES (continued)

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

(cf. 0420 - School Plans/Site Councils)

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

(cf. 6173.1 - Education for Foster Youth)

69. Any complaint, by or on behalf of a of a student who is a homeless student or youth as defined in 42 USC 11434a, a former juvenile court school student, a child of a military family as defined in Education Code 49701, a migrant child as defined in Education Code 54441, or a newly arrived immigrant student who is Participating in a newcomer program as defined in Education Code 51225.2, alleging district noncompliance with any requirements applicable to the student regarding for the award of credit for coursework satisfactorily completed in another school, or district, **or country** (Education Code 51225.1, 51225.2)

(cf. 6173 - Education for Homeless Children)

710. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)

(cf. 6152 - Class Assignment)

811. Any complaint alleging district noncompliance with the physical education instructional minutes requirement for students in elementary school (Education Code 51210, 51223)

(cf. 6142.7 - Physical Education and Activity)

912. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

UNIFORM COMPLAINT PROCEDURES (continued)**1013.** Any other complaint as specified in a district policy

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

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

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

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

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

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

The Superintendent or designee shall maintain ~~records of all UCP complaints and the investigations of those complaints in accordance with applicable state law and district policy.~~ **a record of each complaint and subsequent related actions, including the steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.**

(cf. 3580 - District Records)

UNIFORM COMPLAINT PROCEDURES (continued)

Non-UCP Complaints

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

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

(cf. 5141.4 – Child Abuse Prevention and Reporting)

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

- ~~3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.~~

43. Any complaint alleging fraud shall be referred to the **Legal Audits and Compliance Branch of the** California Department of Education.

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

~~In addition, the district's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve a~~Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students ~~or staff, or teacher vacancies and misassignments, or health and safety violations in any license-exempt California State preschool Program shall be investigated and resolved in accordance with the procedures in AR 1312.4 – Williams Uniform Complaint Procedures.~~ (Education Code 8235.5, 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

8200-8498 Child care and development programs

8500-8538 Adult basic education

18100-18203 School libraries

32280-32289 School safety plan, uniform complain procedures

UNIFORM COMPLAINT PROCEDURES (continued)

Legal Reference:

~~32289 School safety plan, uniform complaint procedures~~
33380-33384 California Indian Education Centers
 35186 Williams uniform complaint procedures
44500-44508 California Peer Assistance and Review Program for Teachers
46015 Parental Leave for students
48853- 48853.5 Foster Youth
 48985 Notices in language other than English
~~49010-49013~~ **49014 Student fees**
 49060-49079 Student records, *especially:*
49069.5 Records of foster youth
 49490-49590 Child nutrition programs
51210 Courses of study grades 1-6
51223 Physical education, elementary schools
51225.1-51225.2 Foster youth, homeless children, former juvenile court school students, and military-connected students, migrant students, and newly arrived immigrant students; course credits; graduation requirements
51228.1-51228.3 Course periods without educational content
 52060-52077 Local control and accountability plan, *especially*
 52075 Complaint for lack of compliance with local control and accountability plan requirements
 52160-52178 Bilingual education programs
 52800-52870 School-based program coordination
54000-54029 Economic Impact Aid
 54400-54425 Compensatory education programs
 54440-54445 Migrant education
 54460-54529 Compensatory education programs
 56000-56867 ~~5~~ Special education programs
 59000-59300 Special schools and centers
 64000-64001 Consolidated application process
65000-65001 School site councils
GOVERNMENT CODE
 11135 Nondiscrimination in programs or activities funded by state
 12900-12996 Fair Employment and Housing Act
HEALTH AND SAFETY CODE
 1596.792 California Child Day Care Act; general provisions and definitions
 1596.7925 California Child Day Care Act; health and safety regulations
 104420 Tobacco-Use Prevention Education
PENAL CODE
 422.55 Hate crime; definition
 422.6 Interference with constitutional right or privilege
CODE OF REGULATIONS, TITLE 2
 11023 Harassment and discrimination prevention and correction
CODE OF REGULATIONS, TITLE 5
 3080 ~~Application of section~~ Applicability of uniform complain procedures to complaints regarding students and disabilities
 4600-4687 ~~4670~~ Uniform complaint procedures
 4680-4687 Williams uniform complain procedures
 4900-4965 Nondiscrimination in elementary and secondary education programs

UNIFORM COMPLAINT PROCEDURES (continued)*Legal Reference continued:*UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX of the Education Amendments of 1972

6301-65776 ~~Title I basic programs~~ **Improving the Academic Achievement of the Disadvantaged**6801-6871 **7014** Title III language instruction for limited English proficient and immigrant students7101-7184 ~~Safe and Drug-Free Schools and Communities Act~~7201-7283g ~~Title V promoting informed parental choice and innovative programs~~7301-7372 ~~Title V rural and low-income school programs~~12101-12213 ~~Title II equal opportunity for individuals with disabilities~~UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

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

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

6101-6107 Age Discrimination Act of 1975

12101-12213 Title 11 equal opportunity for individuals with disabilitiesCODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

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

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

110.25 Notification of nondiscrimination on the basis of age

*Management Resources:*U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS**Sample UCP Board Policies and Procedures**U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS**Dear Colleague Letter, September 22, 2017**~~Questions and Answers on Title IX and Sexual Violence, April 2014~~**Dear Colleague Letter: Title IX Coordinators, April 2015**~~Dear Colleague Letter: Responding to Bullying of Students with Disabilities, August 2013-October 2014~~~~Dear Colleague Letter: Sexual Violence, April 2011~~~~Dear Colleague Letter: Harassment and Bullying, October 2010~~~~Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001~~U.S. DEPARTMENT OF JUSTICE PUBLICATIONS**Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002**WEB SITESCSBA: <http://www.csba.org>California Department of Education: <http://www.cde.ca.gov>**Family Policy Compliance Office:** <https://www2.ed.gov/policy/gen/guid/fpc/>U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/ocr>U.S. Department of Justice: <http://www.justice.gov>

UNIFORM COMPLAINT PROCEDURES (continued)

Policy
adopted: September 17, 2012
revised: December 8, 2016

LAKESIDE UNION SCHOOL DISTRICT
Lakeside, California

UNIFORM COMPLAINT PROCEDURES

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

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

Compliance Officers

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

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

Assistant Superintendent, Education Services
12335 Woodside Avenue, Lakeside, CA 92040
(619) 390-2608
kreed@lsusd.net

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

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

UNIFORM COMPLAINT PROCEDURES (continued)

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

(cf. 4331 - Staff Development)

(cf. 9124 - Attorney)

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

Notifications

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

In addition, the The Superintendent or designee shall annually provide written notification of the district's UCP, ~~including information regarding unlawful student fees, local control and accountability plan (LCAP) requirements, and requirements related to the educational rights of foster youth and homeless students,~~ to students, employees, parents/guardians **of district students,** , the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. ~~(Education Code 262.3, 48853, 48853.5, 49013, 49069.5, 51225.1, 51225.2, 52075; (5 CCR 4622)~~

(cf. 0420 - School Plans/Site Councils)

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

(cf. 1220 - Citizen Advisory Committees)

(cf. 3260 - ~~Fees and Charges~~)

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

(cf. 5145.6 - Parental Notifications)

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

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

UNIFORM COMPLAINT PROCEDURES (continued)

The notice shall:

1. ~~Identify the person(s), position(s), or unit(s) responsible for receiving complaints~~
2. ~~Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable~~
3. ~~Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination (such as discriminatory harassment, intimidation, or bullying).~~
4. ~~Include statements that:~~
 - a. ~~The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.~~
 - b. ~~The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.~~
 - c. ~~A complaint alleging retaliation, or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.~~
 - d. ~~Complaints should be filed in writing and signed by the complainant. If a complainant is unable to put his/her complaint in writing, for example, due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint.~~
 - e. ~~If a complaint is not filed in writing but the district receives notice of any allegation that is subject to the UCP, the district shall take affirmative steps to investigate and address the allegations, in a manner appropriate to the particular circumstances.~~

UNIFORM COMPLAINT PROCEDURES (continued)

- ~~f. — A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.~~
- ~~g. — The Board is required to adopt and annually adopt the LCAP in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.~~
- ~~h. — A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the district liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between the district and another district.~~
- ~~i. — The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.~~
- ~~— In any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the respondent also shall have the right to file an appeal with the CDE in the same manner as the complainant, if he/she is dissatisfied with the district's decision.~~
- ~~j. — The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.~~
- ~~k. — Copies of the district's UCP are available free of charge.~~

The notice shall include:

- 1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group and all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy**
- 2. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint**

UNIFORM COMPLAINT PROCEDURES (continued)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3260 - Fees and Charges)

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

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

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

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

(cf. 6175 - Migrant Education Program)

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

UNIFORM COMPLAINT PROCEDURES (continued)

The annual notification and complete contact information of the compliance officer(s), **and information related to Title 1X as required pursuant to Education Code 221.61 shall** ~~may~~ be posted on the district web site and, ~~if available, may be~~ provided through district-supported social media, **if available**.

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

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

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

District Responsibilities

~~All UCP-related complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631)~~

~~For complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall inform the respondent when the complainant agrees to an extension of the timeline for investigating and resolving the complaint.~~

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

~~All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation, unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)~~

UNIFORM COMPLAINT PROCEDURES (continued)

Filing of Complaint

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

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

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

1. A ~~written~~ complaint alleging district violation of applicable state or federal law or regulations governing ~~adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs~~ **the programs specified in the accompanying Board policy (item #1 of the section "Complaints Subject to UCP)** may be filed by any individual, public agency, or organization. (5 CCR 4630)
2. Any complaint alleging noncompliance with law regarding the prohibition against ~~requiring students to pay~~ student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)
3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), may be filed only by ~~a person~~ who alleges that ~~he/she~~ **they have** personally suffered unlawful discrimination or ~~by a person~~ who believes that an individual or any specific class of individuals has been subjected to **unlawful discrimination**. The complaint shall be initiated no later than six months from the date ~~when~~ **that** the alleged unlawful discrimination occurred, or six months from the date ~~when~~ **that** the complainant first obtained knowledge of the facts of the alleged discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)

UNIFORM COMPLAINT PROCEDURES (continued)

4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
5. When the complainant or alleged victim of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) **or the alleged victim, when not the complainant**, requests confidentiality, the compliance officer shall inform ~~him/her~~ **the complainant or victim** that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation

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

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

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

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

UNIFORM COMPLAINT PROCEDURES (continued)**Investigation of Complaint**

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

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

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

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

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Similarly, a respondent's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and in the imposition of a remedy in favor of the complainant (5 CCR 4631)

UNIFORM COMPLAINT PROCEDURES (continued)

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

~~The compliance officer shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.~~

Report of Findings-Timeline for Final Decision

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

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

Final Written Decision

~~The district's decision on how it will resolve the complaint shall be in writing and shall be sent to the complainant and respondent. (5 CCR 4631)~~

~~In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation and bullying), notice of the district's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.~~

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

UNIFORM COMPLAINT PROCEDURES (continued)

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

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

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

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

- a. ~~How~~ **The manner in which** the misconduct affected one or more students' education
- b. The type, frequency, and duration of the misconduct
- c. The relationship between the alleged victim(s) and offender(s)
- d. The number of persons engaged in the conduct and at whom the conduct was directed
- e. The size of the school, location of the incidents, and context in which they occurred

UNIFORM COMPLAINT PROCEDURES (continued)

- f. Other incidents at the school involving different individuals
- 5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

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

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

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

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the district's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

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

UNIFORM COMPLAINT PROCEDURES (continued)

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

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

Corrective Actions

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

(cf. 5137 – Positive School Climate)

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

1. Counseling

(cf. 5137 – Positive School Climate)

2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation

UNIFORM COMPLAINT PROCEDURES (continued)

6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation
9. ~~Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint~~

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

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

(cf. 6164.5 – Student Success Teams)

6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law

(cf. 6145 – Extracurricular and Cocurricular Activities)

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

(cf. 5144 – Discipline)

(cf. 5144.1 – Suspension and Expulsion/Due Process)

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

(cf. 4118 – Dismissal/Suspension/Disciplinary Action)

(cf. 4218 – Dismissal/Suspension/Disciplinary Action)

UNIFORM COMPLAINT PROCEDURES (continued)

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

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

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

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

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's final written decision **on a complaint regarding any specified federal or state educational program subject to UCP** may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision. (Education Code 222, 48853, 48853.5, 49013, 49069.5, 51223, 51225.1, 51225.2, 51228.3, 52075; 5 CCR 4632)

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

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

UNIFORM COMPLAINT PROCEDURES (continued)

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

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

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

LAKESIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: 8/8/19

Agenda Item:

Board Policy and Administrative Regulation 3260: Fees and Charges

Background (Describe purpose/rationale of the agenda item):

First Reading: Policy and regulation updated to add new section on "Collection of Debt," reflecting **NEW LAW (AB 1974)** which prohibits negative action against a student or former student for a debt owed to the school and requires districts to provide parents/guardians with an itemized invoice that references applicable district policies. Regulation also revised to more directly reflect the most recent CDE fiscal advisory regarding student fees.

Fiscal Impact (Cost):

N/A

Funding Source:

N/A

Recommended Action:

- | | |
|--|---|
| <input type="checkbox"/> Informational | <input type="checkbox"/> Denial |
| <input checked="" type="checkbox"/> Discussion | <input type="checkbox"/> Ratification |
| <input type="checkbox"/> Approval | <input type="checkbox"/> Review Click here to enter text. |
| <input type="checkbox"/> Adoption | <input type="checkbox"/> Explanation: Click here to enter text. |

Originating Department/School: Superintendent's Office

Submitted/Recommended By:


Principal/Department Head Signature

Approved for Submission to the Governing Board:


Dr. Andy Johnsen, Superintendent

Reviewed by Cabinet Member: 

Business and Noninstructional Operations

BP 3260(a)

FEES AND CHARGES

The Governing Board recognizes its responsibility to ensure that books, materials, equipment, supplies, and other resources necessary for students' participating in the district's educational program are made available to ~~them~~ **students** at no cost.

No student shall be required to pay a fee, deposit, or other charge for his/her participation in an educational activity which constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities. (Education Code 49010, 49011; 5 CCR 350)

(cf. 3100 - Budget)

(cf. 6145 - Extracurricular and Cocurricular Activities)

As necessary, the Board may approve fees, deposits, and other charges which are specifically authorized by law. When approving such fees, deposits, or charges, establishing fee schedules, or determining whether waivers or exceptions should be granted, the Board shall consider relevant data, including the socioeconomic conditions of ~~district~~ students' families and their ability to pay.

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

(cf. 0415 - Equity)

(cf. 3250 - Transportation Fees)

(cf. 3515.4 - Recovery for Property Loss or Damage)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5143 - Insurance)

(cf. 9323.2 - Actions by the Board)

The prohibition against student fees shall not ~~restrict~~ **prevent** the district from soliciting for donations, ~~participating in~~ **conducting** fundraising activities, or providing prizes or other recognition for participants in such activities and events. The Superintendent or designee shall emphasize that participation of students, parents/guardians, district employees, volunteers, or educational or civic organizations in such activities and events is voluntary. The district shall not offer or award to a student any course credit or privileges related to educational activities in exchange for voluntary donations or participation in fundraising activities by or on behalf of the student. ~~It~~ **The district** also shall not remove, or threaten to remove, from a student any course credit or privileges related to educational activities, or otherwise discriminate against the student, due to a lack of voluntary donations or participation in fundraising activities by or on behalf of the student.

(cf. 1321 - Solicitation of Funds from and by Students)

(cf. 3290 - Gifts, Grants and Bequests)

The Superintendent or designee may provide information or professional development opportunities to administrators, teachers, and other personnel regarding permissible fees.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

FEES AND CHARGES (continued)

Complaints

A complaint alleging district noncompliance with the prohibition against requiring student fees, deposits, or other charges shall be filed in accordance with the district's procedures in BP/AR 1312.3 - Uniform Complaint Procedures. (Education Code 49013)

(cf. 1312.3 - Uniform Complaint Procedures)

If, upon investigation, the district finds merit in the complaint, the Superintendent or designee shall recommend and the Board shall adopt an appropriate remedy to be provided to all affected students and parents/guardians in accordance with 5 CCR 4600.

Information related to the prohibition against requiring students to pay fees for participation in an educational activity shall be included in the district's annual notification of uniform complaint procedures to be provided to all students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 49013)

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

(cf. 5145.6 - Parental Notifications)

Collection of Debt

The Superintendent or designee shall, in accordance with law, recover any debt owed to the district as a result of unpaid permissible student fees approved by the Board. However, the district shall not bill a current or former student for accumulated debt, nor take negative action against a student or former student because of such debt, including, but not limited to, any of the following: (Education Code 49014)

- 1. Denying full credit for any class assignment**
- 2. Denying full and equal participation in any classroom activity**
- 3. Denying access to the library or other on-campus educational facilities**
- 4. Denying or withholding grades or transcripts**
- 5. Denying or withholding a diploma**
- 6. Limiting or barring participation in an extracurricular activity, club, or sport**
- 7. Limiting or excluding the student from participation in an educational activity, field trip, or school ceremony**

FEES AND CHARGES (continued)

~~(cf. 1321—Solicitation of Funds from and by Students)~~
~~(cf. 3250—Transportation Fees)~~
~~(cf. 3290—Gifts, Grants and Bequests)~~
~~(cf. 3515.4—Recovery for Property Loss or Damage)~~
~~(cf. 3553—Free and Reduced Price Meals)~~
~~(cf. 5143—Insurance)~~
~~(cf. 6145—Extracurricular and Coextracurricular Activities)~~
~~(cf. 9323.2—Actions by the Board)~~

*Legal Reference:*EDUCATION CODE

8239 Preschool and wraparound child care services
 8250 Child care and development services for children with disabilities
 8263 Child care eligibility
 8482.6 After School Education and Safety programs
 8760-8773 Outdoor science, ~~and~~ conservation, **and forestry** programs
 17453.1 District sale or lease of Internet appliances or personal computers to ~~students or parents of~~ **students**
 17551 Property fabricated by students
 19910-19911 Offenses against libraries
 32033 Eye protective devices
 32221 Insurance for athletic team member
 32390 Fingerprinting program
 35330-35332 Excursions and field trips
 35335 School camp programs
 38080-38086.1 Cafeteria establishment and use
 38120 Use of school band equipment on excursions to foreign countries
 39807.5 Payment of transportation costs
 39837 Transportation of students to places of summer employment
 48050 Residents of adjoining states
 48052 Tuition for foreign residents
 48904 Liability of parent or guardian
 49010-49013 Student fees
49014 Public School Fair Debt Collection Act
 49065 Charge for copies
 49066 Grades, effect of physical education class apparel
 49091.14 Prospectus of school curriculum
495575 Unpaid school meal fees
 51810-51815 Community service classes
 52612 Tuition for adult classes
 52613 Nonimmigrant foreign nationals
56504 School records; students with disabilities
 60410 Students in classes for adults
GOVERNMENT CODE
 6253 Request for copy; fee
CALIFORNIA CONSTITUTION
 Article 9, Section 5 Common school system

FEES AND CHARGES (continued)

Legal Reference (Continued):

CODE OF REGULATIONS, TITLE 5

350 Fees not permitted

4600-4687 Uniform complaint procedures

UNITED STATES CODE, TITLE 8

1184 ~~Foreign~~ **Nonimmigrant** Students

COURT DECISIONS

Arcadia Unified School District v. State Department of Education (1992) 2 Cal 4th 251

Driving School Assn of CA v. San Mateo Union HSD (~~1993~~**1992**) 11 Cal. App. 4th 1513

Steffes v. California Interscholastic Federation (1986) 176 Cal. App. 3d 739

Hartzell v. Connell (1984) 35 Cal. 3d 899

CTA v. Glendale School District Board of Education (1980) 109 Cal. App. 3d 738

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Pupil Fees: ~~Damage to School Property~~ **Deposits and Other Charges**, Fiscal Management Advisory 16-01, September 16, 2016-17-01, July 28, 2017

Pupil Fees: Parent Service Hours, Fiscal Management Advisory 15-01, January 20, 2015

Pupil Fees, Deposits, and Other Charges: Cap and Gown for High School Graduation Ceremony,

Addendum to Fiscal Management Advisory 12-02, October 4, 2013

Fees, Deposits and Other Charges, Fiscal Management Advisory 12-02, April 24, 2013

WEB SITES

CDE: <http://www.cde.ca.gov>

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

FEES AND CHARGES

When approved by the Governing Board, the Superintendent or designee may impose a fee for the following: (5 CCR 350):

1. Insurance for athletic team members, with an exemption providing for the district to pay the cost of the insurance for any team member who is financially unable to pay (Education Code 32221)

(cf. 5143 - Insurance)

2. Insurance for medical or hospital service for students participating in field trips and excursions (Education Code 35331)

3. Expenses of students' participation in a field trip or excursion within the state or to another state, the District of Columbia, or a foreign country, as long as no student is prohibited from making the field trip due to lack of funds (Education Code 35330)

(cf. 6153 - School-Sponsored Trips)

- ~~4. Student fingerprinting program, as long as the fee does not exceed the actual costs associated with the program (Education Code 32390)~~

~~*(cf. 5142.1 - Identification and Reporting of Missing Children)*~~

- 5.4. School camp programs in science education, conservation education, or forestry operated pursuant to Education Code 8760-8774, provided that the fee is not mandatory and no student is denied the opportunity to participate for nonpayment of the fee (Education Code 35335)

(cf. 6142.5 - Environmental Education)

- 6.5. Reimbursement ~~for to the district~~ for the district cost of materials ~~provided by the district to a student for the fabrication of nonperishable personal property the student used by students to fabricate property they~~ will take home for ~~his/her~~ **their own** possession and use, such as wood shop, art, or sewing projects kept by the students (Education Code 17551)

- 7.6. Home-to-school transportation and transportation between regular, full-time day schools and regional occupational centers, programs or classes, as long as the fee does not exceed the statewide average nonsubsidized cost per student, **the district provides a waiver based on financial needs, and an** exemptions ~~are is~~ made for ~~indigent and disabled students~~ **any student with a disability whose individualized education program includes transportation as a related service necessary to receive a free appropriate public education** (Education Code 39807.5)

(cf. 3250 - Transportation Fees)

(cf. 6159 - Individualized Education Program)

(cf. 6178.2 - Regional Occupational Center/Program)

FEES AND CHARGES (continued)

- 8.7. Transportation for students to and from their places of employment in connection with any summer employment programs for youth (Education Code 39837)
- 9.8. Deposit for school band instruments, music, uniforms, and other regalia which school band members take on excursions to foreign countries (Education Code 38120)
- 10.9. Sale or lease of personal computers or of Internet appliances that allow a person to connect to or access the district's educational network, provided that the items are sold or leased to parents/guardians at no more than cost, and the district provides network access for families who cannot afford it (Education Code 17453.1)

(cf. 0440 – District Technology Plan)

(cf. 6163.4 – Student Use of Technology)

- ~~11. An adult education or secondary school community service class in civic, vocational, literacy, health, homemaking, and technical and general education, not to exceed the cost of maintaining the class (Education Code 51810-51815)~~

- 12.10. Eye safety devices worn in courses or activities involving the use of hazardous substances likely to cause injury to the eyes, when being sold to students and/or teachers or instructors to keep and at a price not to exceed the district's actual costs (Education Code 32033)

(cf. 3514.1 – Hazardous Substances)

(cf. 5142 - Safety)

- ~~13.11.~~ Actual costs of furnishing copies of any student's records, except that no charge shall be made for furnishing up to two transcripts or two verifications of a former student's records or for reproducing records of a student with a disability when the cost would effectively prevent the parent/guardian from exercising the right to receive the copies (Government Code 9065, 56504)

(cf. 5125 – Student Records)

- 14.12. Actual costs of duplication for reproduction of the prospectus of school curriculum or for copies of public records (Education Code 49091.14; Government Code 6253)

(cf. 1340 – Access to District Records)

(cf. 5020 - Parent Rights and Responsibilities)

- 15.13. Food sold at school, subject to free and reduced-price meal program eligibility and other restrictions specified in law (Education Code 38084)

FEES AND CHARGES (continued)

(cf. 3550 – Food Service/Child Nutrition Program)
(cf. 3551 – Food Service Operations/Cafeteria Funds)
~~(cf. 3514.1 – Hazardous Substances)~~
(cf. 3552 – Summer Meal Program)
(cf. 3553 – Free and Reduced Price Meals)
(cf. 3554 – Other Food Sales)

- 16.14.** As ~~allowed~~ **In accordance with** in law, replacement cost or reimbursements for lost or willfully damaged district books, supplies, or property or for district property loaned to a student that ~~he/she~~ **the student** fails to return (Education Code 19910-19911, 48904)

(cf. 3515.4 – Recovery for Property Loss or Damage)

- 17.15.** Tuition for district school attendance by an out-of-state and out-of-country residents (Education Code 48050, 48052, 52613; 8 USC 1184)

(cf. 5111.1 – District Residency)
(cf. 5111.2 – Nonresident Foreign Students)

- ~~18. — Adult education books, materials, transportation and classes, except that no fee may be charged for classes in elementary subjects, classes for which high school credit is granted when taken by a person who does not hold a high school diploma, or classes in English and citizenship (Education Code 52612, 60410)~~

~~(cf. 6200 – Adult Education)~~

- 19.16.** Preschool and child care and development services, in accordance with the fee schedule established by the Superintendent of Public Instruction, unless the family qualifies for subsidized services or the program is ~~for severely disabled children and the student is eligible to enroll in it~~ **exempted from fees by law** (Education Code 8239, 8250, 8263)

(cf. 5148 – Child Care and Development)
(cf. 5148.3 – Preschool/Early Childhood Education)

- 20.17.** Participation in a before-school or after-school program that is funded as an After School Education and Safety (ASES) program, 21st Century Community Learning Center (21st CCLC), or 21st Century High School After School Safety and Enrichment for Teens program, provided that fees are waived or reduced for families with students who are eligible for free or reduced-price meals and, in regard to ASES and 21st CCLC programs, fees are not charged if the district knows the student is a homeless or foster youth (Education Code 8422, 8482.6)

(cf. 5148.2 – Before/After School Programs)
(cf. 6173 – Education for Homeless Children)
(cf. 6173.1 – Education for Foster Youth)

FEES AND CHARGES (continued)

Collection of Debt

Before pursuing payment of any debt that has accumulated from unpaid permissible fees, the Superintendent or designee shall provide an itemized invoice for any amount owed by the parent/guardian on behalf of a student or former student. The invoice shall reference district policies related to debt collection and the rights established pursuant to Education Code 49014 and 49557.5. For each payment received, the district shall provide a receipt to the parent/guardian. (Education Code 49014)

The Superintendent or designee shall not sell debt owed by a parent/guardian of a student or former student. (Education Code 49014)

LAKESIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: 8/8/19

Agenda Item:

Board Policy and Administrative Regulation 3515.4: Recovery for Property Loss or Damage

Background (Describe purpose/rationale of the agenda item):

First Reading: Policy updated to reflect the 2019 limits for parent/guardian liability for property loss or damage caused by a child's willful misconduct and for any reward paid for information leading to the identification of persons responsible for property damage. Policy also reflects **NEW LAW (AB 1974)** which prohibits the collection of debt owed by a current or former homeless or foster youth. Regulation updated to reflect the requirement to offer an option for a student to provide work in lieu of payment when the parents/guardians are unable to pay, and AB 1974 which allows the district, at its discretion, to offer any student, regardless of ability to pay, a nonmonetary means to settle debt. Regulation also adds a paragraph allowing the district to withhold a student's grades, diplomas, or transcripts until the damages have been recovered. Section on "Payment of Reward" deleted and key concepts moved to BP.

Fiscal Impact (Cost):

N/A

Funding Source:

N/A

Recommended Action:


- | | |
|--|---|
| <input type="checkbox"/> Informational | <input type="checkbox"/> Denial |
| <input checked="" type="checkbox"/> Discussion | <input type="checkbox"/> Ratification |
| <input type="checkbox"/> Approval | <input type="checkbox"/> Review Click here to enter text. |
| <input type="checkbox"/> Adoption | <input type="checkbox"/> Explanation: Click here to enter text. |

Originating Department/School: Superintendent's Office

Submitted/Recommended By:

Approved for Submission to the Governing Board:


Principal/Department Head Signature


Dr. Andy Johnson, Superintendent

Reviewed by Cabinet Member: 

eg

Business and Noninstructional Operations

BP 3515.4(a)

RECOVERY FOR PROPERTY LOSS OR DAMAGE

The Governing Board desires to create a safe and secure learning environment and to minimize acts of vandalism and damage to school property. ~~To discourage such acts,~~ **When district property is damaged due to the willful misconduct of a student or other person,** the district shall seek reimbursement of damages, within the limitations specified in law, ~~from any individual, or from the parent/guardian of any a minor child or from any other responsible individual, who has committed theft or has willfully damaged district or employee property.~~

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3515 - Campus Security)
(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)
(cf. 4158/4258/4358 - Employee Security)
(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)
(cf. 5131 - Conduct)
(cf. 5131.5 - Vandalism and Graffiti)
(cf. 5136 - Gangs)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

The district may collect debt owed by a student or former student as a result of vandalism or to cover the replacement cost of district books, supplies, or property loaned to a student that the student willfully fails to return or that is willfully cut, defaced, or otherwise injured. However, this policy shall not apply to a student who is a current or former homeless or foster child or youth. (Education Code 48904, 49014)

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)

Rewards

~~When district or law enforcement officials have not been able to identify the person(s) responsible for the theft or vandalism of district property, the Board may authorize a reward for the identification and apprehension of the responsible person(s).~~ **The Board may offer and pay a reward for information leading to the determination of the identity of, and the apprehension of, any person who willfully damages or destroys any district property. (Government Code 53069.5)**

The Board shall determine the appropriate amount for the reward.

The Superintendent or designee shall disburse the reward when the guilt of the person responsible for the act has been established by a criminal conviction or other appropriate judicial procedure. **If more than one person provides information, the reward shall be divided among them as appropriate.**

RECOVERY FOR PROPERTY LOSS OR DAMAGE (continued)

Legal Reference:

EDUCATION CODE

19910 Libraries, malicious cutting, tearing, defacing, breaking or injuring

19911 Libraries, willful detention of property

44810 Willful interference with classroom conduct

48904 Liability of parent/guardian for willful misconduct

49014 Public School Fair Debt Collection Act

CIVIL CODE

1714.1 Liability of parent or guardian for act of willful misconduct by a minor

GOVERNMENT CODE

53069.5 Reward for information concerning person causing death, injury, or property damage

53069.6 Actions to recover damages

54951 Local agency, definition

PENAL CODE

484 Theft defined

594 Vandalism

594.1 Aerosol paint and etching cream

640.5 Graffiti; facilities or vehicles of governmental entity

640.6 Graffiti

Management Resources:

WEB SITES

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

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

Judicial Council of California: <http://www.courts.ca.gov>

RECOVERY FOR PROPERTY LOSS OR DAMAGE

Reports by Staff

District employees shall report any damage to or loss of school property to the ~~principal~~ **Superintendent** or designee immediately after such damage or loss is discovered. ~~In those instances in which insurance reimbursement may be involved, the principal or designee shall contact the appropriate district official.~~

(cf. 3530 - Risk Management/Insurance)

(cf. 5131.5 - Vandalism and Graffiti)

Investigation

The Superintendent or designee shall conduct a complete investigation of any instance of damage to or loss of school property and shall consult law enforcement officials when appropriate. ~~If it is determined that the damage has been committed by any district student, the Superintendent or designee shall initiate appropriate disciplinary procedures against the student.~~

(cf. 3515.3 - District Police/Security Department)

(cf. 5131—Conduct)

(cf. 5144—Discipline)

(cf. 5144.1—Suspension and Expulsion/Due Process)

(cf. 5145.3—Nondiscrimination/Harassment)

(cf. 5145.7—Sexual Harassment)

(cf. 5145.9—Hate-Motivated Behavior)

Recovery of Damages

When the individual causing the damage or loss has been identified and the costs of repair, replacement, or cleanup determined, the Superintendent or designee shall take all practical and reasonable steps to recover the district's costs and shall consult with the district's legal counsel and/or insurance administrator **carrier**, as appropriate.

Such steps may include the filing of a civil complaint in a court of competent jurisdiction to recover damages from the responsible person and, if the responsible person is a minor, from ~~his/her~~ **the** parent/guardian in accordance with law. Damages may include the cost of repair or replacement of the property, the payment of any reward, interest, court costs, and all other damages as provided by law.

If the responsible person is a minor student of the district and the student's parents/guardians are unable to pay for the damages or to return the property, the district shall offer a program of voluntary work for the student in lieu of the payment of monetary damages. The district may offer any other student or former student, with parent/guardian permission, the option to provide service, work, or other alternative, nonmonetary forms of compensation to settle the debt owed as a result of property loss or damage. Service or work exchanged for repayment of a debt shall comply with all provisions of the Labor Code related to youth employment. (Education Code 48904, 49014)

RECOVERY FOR PROPERTY LOSS OR DAMAGE

The Superintendent or designee may withhold the student's grades, diploma, and/or transcripts until the student's parents/guardians have paid for the damages or the voluntary work has been completed. Prior to withholding a student's grades, diploma, or transcripts, due process shall be afforded the student in accordance with law. (Education Code 48904)

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

In addition, the Superintendent or designee shall initiate appropriate disciplinary procedures against the student.

(cf. 5131 - Conduct)

(cf. 5144 - Discipline)

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

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

Payment of Reward

~~When authorized according to Board policy, the Superintendent or designee shall pay the reward to the party who provides information sufficient to identify and apprehend the person(s) subsequently determined to be responsible for the damage or loss. If more than one person provides information, the reward shall be divided among them as appropriate.~~

LAKESIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: 8/8/19

Agenda Item:

Board Policy 6170.1, Transitional Kindergarten

Background (Describe purpose/rationale of the agenda item):

First Reading: Policy updated to reflect **NEW LAW (AB 341)** which permits districts to maintain transitional kindergarten classes for different lengths of time during the school day, either at the same or different school sites, provided that the length of the school day complies with legal requirements related to the minimum and maximum length of the school day.

Fiscal Impact (Cost):

N/A

Funding Source:

N/A

Recommended Action:

- | | |
|---|--|
| <input type="checkbox"/> Informational | <input type="checkbox"/> Denial |
| <input checked="" type="checkbox"/> Discussion | <input type="checkbox"/> Ratification |
| <input type="checkbox"/> Approval | <input type="checkbox"/> Review Click here to enter text. |
| <input type="checkbox"/> Adoption | <input type="checkbox"/> Explanation: Click here to enter text. |

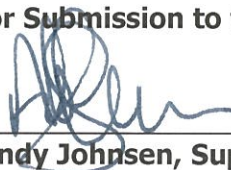
Originating Department/School: Superintendent's Office

Submitted/Recommended By:

Approved for Submission to the Governing Board:



Lisa DeRosier, Executive Assistant



Dr. Andy Johnsen, Superintendent

Reviewed by Cabinet Member: _____

TRANSITIONAL KINDERGARTEN

The Governing Board desires to offer a high-quality transitional kindergarten (TK) program for eligible children who do not yet meet the minimum age criterion for kindergarten. The program shall assist TK children in developing the academic, social, and emotional skills they need to succeed in kindergarten and beyond.

The district's TK program shall be the first year of a two-year kindergarten program. (Education Code 48000)

The Board encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in program development, implementation, and evaluation.

(cf. 1220 - Citizen Advisory Committees)

(cf. 6020 - Parent Involvement)

Eligibility

The district's TK program shall admit children whose fifth birthday is from September 2 through December 2. (Education Code 48000)

Parents/guardians of eligible children shall be notified of the availability of the TK program and the age, residency, immunization, and any other enrollment requirements. Enrollment in the TK program shall be voluntary.

(cf. 5111 - Admission)

(cf. 5111.1 - District Residency)

(cf. 5111.12 - Residency Based on Parent/Guardian Employment)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

Upon request of a child's parents/guardians, the district may, on a case-by-case basis after the Superintendent or designee determines that it is in the child's best interest, admit into the district's TK program a child whose fifth birthday is on or before September 1 and who is therefore eligible for kindergarten.

The district may admit into the TK program a child whose fifth birthday is after December 2, provided that the child is admitted during the school year on or after his/her fifth birthday and the Superintendent or designee recommends that enrollment in a TK program is in the child's best interest. Prior to such enrollment, the child's parents/guardians shall be provided information regarding the advantages and disadvantages and any other explanatory information about the effect of early admittance.

TRANSITIONAL KINDERGARTEN (continued)

Curriculum and Instruction

The district's TK program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate. (Education Code 48000)

(cf. 6141 - Curriculum Development and Evaluation)

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

The program shall be aligned with the preschool learning foundations and preschool curriculum frameworks developed by the California Department of Education (**CDE**). It shall be designed to facilitate students' development in essential skills related to language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6011 - Academic Standards)

(cf. 6174 - Education for English Language Learners)

The Board shall ~~fix~~ **establish** the length(s) of the school day in the district's TK program, ~~which shall be at least five hours or the length of a regular school day.~~ **The Superintendent or designee shall annually report to CDE as to whether the district's TK programs are offered full day, part day, or both. (Education Code 37202, 46111, 46115, 46117, 48003)**

(cf. 6111 - School Calendar)

(cf. 6112 - School Day)

TK students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

TK students may be placed in a classroom commingled with 4-year-old students from a California State Preschool Program as long as the classroom does not include students enrolled in TK for a second year or students enrolled in a regular kindergarten. (EducationCode 8235, 48000)

Staffing

The Superintendent or designee shall ensure that teachers assigned to teach in TK classes possess a teaching credential or permit from the Commission on Teacher Credentialing (CTC) that authorizes such instruction.

(cf. 4112.2 - Certification)

TRANSITIONAL KINDERGARTEN (continued)

A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, 2020, have at least 24 units in early childhood education and/or child development, comparable experience in a preschool setting, and/or a child development teacher permit issued by CTC. (Education Code 48000)

The Superintendent or designee may provide professional development as needed to ensure that TK teachers are knowledgeable about the standards and effective instructional methods for teaching young children.

(cf. 4131 - Staff Development)

Continuation to Kindergarten

Students who complete the TK program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed Kindergarten Continuance Form for kindergarten attendance.

A student shall not attend more than two years in a combination of TK and kindergarten. (Education Code 46300)

(cf. 5123 - Promotion/Acceleration/Retention)

Assessment

The Superintendent or designee may develop or identify appropriate formal and/or informal assessments of TK students' development and progress. He/she shall monitor and regularly report to the Board regarding program implementation and the progress of students in meeting related academic standards.

(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

Legal Reference: (see next page)

TRANSITIONAL KINDERGARTEN (continued)

Legal Reference:

EDUCATION CODE

8235 California State Preschool Program

8973 Extended-day kindergarten

37202 School calendar; equivalency of instructional minutes

44258.9 Assignment monitoring by county superintendent of schools

46111 Kindergarten, hours of attendance

46114-46119 Minimum school day, kindergarten

46300 Computation of ADA, inclusion of kindergarten and transitional kindergarten

48000 Age of admission, kindergarten and transitional kindergarten

48002 Evidence of minimum age required to enter kindergarten or first grade

48003 Kindergarten annual report

48200 Compulsory education, starting at age six

Management Resources:

CSBA PUBLICATIONS

What Boards of Education Can Do About Kindergarten Readiness, Governance Brief, May 2016

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Transitional Kindergarten FAQs

Desired Results Developmental Profile, 2015

Transitional Kindergarten Implementation Guide: A Resource for California Public School District Administrators and Teachers, 2013

California Preschool Curriculum Framework, Vol. 3, 2013

California Preschool Curriculum Framework, Vol. 3, 2012

California Preschool Curriculum Framework, Vol. 2, 2011

California Preschool Curriculum Framework, Vol. 2, 2010

California Preschool Curriculum Framework, Vol. 1, 2010

California Preschool Learning Foundations, Vol. 1, 2008

WEB SITES

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

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

California Kindergarten Association: <http://www.ckanet.org>

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

Transitional Kindergarten California: <http://www.tkalifornia.org>

LAKE SIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: 8/8/19

Agenda Item:

Board Bylaw 9324, Minutes and Recordings

Background (Describe purpose/rationale of the agenda item):

Second Reading: Bylaw updated to reflect **NEW LAW (SB 1036)** which prohibits districts from including in board meeting minutes a student's directory information or a parent/guardian's personal information, as define, when the student or parent/guardian requests that such information be excluded. Bylaw also includes optional statement that the minutes will summarize topics addressed during the public comment period and need not reflect the names of the individuals who comment.

Fiscal Impact (Cost):

N/A

Funding Source:

N/A

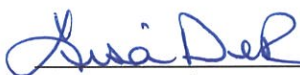
Recommended Action:

- | | |
|---|--|
| <input type="checkbox"/> Informational | <input type="checkbox"/> Denial |
| <input checked="" type="checkbox"/> Discussion | <input type="checkbox"/> Ratification |
| <input type="checkbox"/> Approval | <input type="checkbox"/> Review Click here to enter text. |
| <input type="checkbox"/> Adoption | <input type="checkbox"/> Explanation: Click here to enter text. |

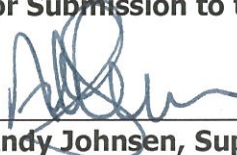
Originating Department/School: Superintendent's Office

Submitted/Recommended By:

Approved for Submission to the Governing Board:



Lisa DeRosier, Executive Assistant



Dr. Andy Johnsen, Superintendent

Reviewed by Cabinet Member: _____

LAKESIDE UNION SCHOOL DISTRICT

Governing Board Meeting Date: 8/8/19

Agenda Item:

Board Bylaw 9324, Minutes and Recordings

Background (Describe purpose/rationale of the agenda item):

Second Reading: Bylaw updated to reflect **NEW LAW (SB 1036)** which prohibits districts from including in board meeting minutes a student's directory information or a parent/guardian's personal information, as define, when the student or parent/guardian requests that such information be excluded. Bylaw also includes optional statement that the minutes will summarize topics addressed during the public comment period and need not reflect the names of the individuals who comment.

Fiscal Impact (Cost):

N/A

Funding Source:

N/A

Recommended Action:

- | | |
|---|--|
| <input type="checkbox"/> Informational | <input type="checkbox"/> Denial |
| <input checked="" type="checkbox"/> Discussion | <input type="checkbox"/> Ratification |
| <input type="checkbox"/> Approval | <input type="checkbox"/> Review Click here to enter text. |
| <input type="checkbox"/> Adoption | <input type="checkbox"/> Explanation: Click here to enter text. |


Originating Department/School: Superintendent's Office

Submitted/Recommended By:

Approved for Submission to the Governing Board:



Lisa DeRosier, Executive Assistant



Dr. Andy Johnsen, Superintendent

Reviewed by Cabinet Member: _____

MINUTES AND RECORDINGS

The Governing Board recognizes that maintaining accurate minutes of Board meetings **helps foster public trust in Board governance and** provides a record of Board actions for use by district staff and the public and ~~helps foster public trust in Board governance.~~

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

(cf. 9323 - Meeting Conduct)

The secretary of the Board shall keep minutes and record all official Board actions. The Board's minutes shall be public records and shall be made available to the public upon request. (Education Code 35145, 35163)

(cf. 1340 - Access to District Records)

(cf. 9122 - Secretary)

(cf. 9323.2 - Actions by the Board)

The minutes of Board meetings shall include, but not be limited to:

1. ~~The minutes shall reflect which~~ **A notation of which Board** members are present, **in person or by teleconference**, and whether a member is not present for part of the meeting due to late arrival and/or early departure.

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

(cf. 9320 - Meetings and Notices)

2. ~~In order to ensure that the minutes are focused on Board action, the minutes shall include only a~~ **A brief summary of the Board's discussion on each agenda topic**, ~~but shall not include~~ **rather than** a verbatim record of ~~the Board's discussion on each agenda topic or the names of each~~ Board member's **who made specific points of view** during the discussion.
3. ~~The minutes shall reflect the names of those individuals who comment during the meeting's public comment period as well as the topics they address.~~ **A summary of the public comments made on agendized items and unagendized topics.**
4. ~~The minutes shall include the specific language of each motion and the names of the Board members who made and seconded the motion. If a board member abstains from a vote, a reason for the abstention may be provided.~~
5. ~~The minutes shall also report any~~ **Any action taken by the Board** and the vote or abstention on that action of each **Board** member present. **(Education Code 35145; Government Code 54953)**

MINUTES AND RECORDINGS (continued)

Upon request by a student's parent/guardian, the minutes shall not include the student's or parent/guardian's address, telephone number, date of birth, or email address, or the student's name or other directory information as defined in Education Code 49061. The request to exclude such information shall be made in writing to the secretary or clerk of the Board. (Education Code 49073.2)

(cf. 5125.1 – Release of Directory Information)

The Superintendent or designee shall distribute a copy of the "unapproved" minutes of the previous meeting(s) with the agenda for the next regular meeting. The Board shall approve the minutes as circulated or with necessary amendments.

Upon approval by the Board, the minutes shall be signed by the Clerk and the Superintendent.

Official Board minutes and recordings shall be stored in a secure location and shall be retained in accordance with law.

(cf. 3580 - District Records)

Any minutes or recordings kept for Board meetings held in closed session shall be kept separately from the minutes or recordings of regular and special meetings. Minutes or recordings of closed sessions are not public records. (Government Code 54957.2)

(cf. 9321.1 - Closed Session Actions and Reports)

Recording or Broadcasting of Meetings

The district may tape, film, **stream**, or broadcast any open Board meeting. **At the beginning of the meeting,** The Board president shall announce that a recording or broadcasting is being made at the direction of the Board ~~at the beginning of the meeting and, as~~. As practicable, the recorder or camera shall be placed in plain view of meeting participants.

Any district recording may be erased or destroyed 30 days after the meeting. Recordings made at the direction of the Board during a meeting are public records and, upon request, shall be made available for inspection by members of the public on district equipment without charge. (Government Code 54953.5)

Legal Reference:

EDUCATION CODE

35012 *Number of members: terms; student board members*

35145 *Public meetings*

35163 *Official actions, minutes and journals*

35164 *Vote requirements*

49061 *Student records; definitions*

49073.2 *Privacy of student and parent/guardian personal information*

MINUTES AND RECORDINGS (continued)

GOVERNMENT CODE

54952.2 Meeting defined

54953 Meetings

54953.5 Audio or video recording of proceedings

54953.6 Broadcasting of proceedings

54957.2 Closed sessions; clerk; minute book

54960 Violations and remedies

PENAL CODE

632 Unlawful to intentionally record a confidential communication without consent

CODE OF REGULATIONS, TITLE 5

16020-16027 Classification and retention of records

Management Resources:

CSBA PUBLICATIONS

Call to Order: A Blueprint for Great Board Meetings, 2015

The Brown Act: School Boards and Open Meeting Laws, rev. 2009

Guide to Effective Meetings, rev. 2007

WEB SITES

CSBA, Agenda Online: <http://www.esba.org/agendaonline.com>