

Tipton Elementary School District

AGENDA

REGULAR BOARD MEETING

Tuesday, November 7, 2023
7:00 p.m. District Board Room

1. **Call to order- Flag Salute**

In compliance with the Americans with Disabilities Act and the Brown Act, if you need special assistance to participate in the meeting, including the receipt of the agenda and documents in the agenda package in an alternate format, please contact the Tipton Elementary School District office at (559) 752-4213. Notification 48 hours prior to the meeting will enable the district to make reasonable arrangements to ensure accessibility to this meeting (28CFR35.102-35, 104 ADA Title II), and allow for the preparation of documents in appropriate alternate format

2. **Public Input:**

- 2.1 Community Relations/Citizen Comments-
- 2.2 Reports by Employee Units CTA/CSEA-

3. **CONSENT CALENDAR: Action items:**

- 3.1 Minutes of the Regular Board Meeting, October 3, 2023
- 3.2 Conference, Field Trip, Fund Raiser and Facilities Requests
- 3.3 Library Surplus

4. **ADMINISTRATIVE: Action items:**

- 4.1 Setting the Date for the Annual Organizational Meeting
- 4.2 Avila Cabinet Company Estimate – Trophy Case
- 4.3 Memorandum of Understanding By and Between California School Employee Association and it's Tipton Chapter 765 and the Tipton Elementary School District
- 4.4 Tulare County Superintendent of Schools and Tipton Elementary School – Tipton Lease Agreement

5. **FINANCE: Action items:**

- 5.1 Vendor Payments

6. **INFORMATION: (Verbal Reports & presentations)**

- 6.1 MOT--FOOD SERVICE—PROJECTS
- 6.2 E-Sports – Tim Starling
- 6.3 Williams Uniform Complaint Procedures – Quarterly Update

7. **ANY OTHER BUSINESS:**

- 7.1 Review Board Policy for October

8. **Adjourn to Closed Session: The Board will consider and may act upon any of the following items in closed session. Any action taken will be reported publicly at the end of closed session as required by law.**

- 8.1 Government Code Section 54957

Public Employee Appointment/Employment

Title: ASES Instructional Aide

8.2 Government Code Section 54957.6

Conference with labor negotiators

Agency designated representatives: Superintendent

Employee Organization: Business Manager

8.3 Government Code Section 54957.6

Conference with labor negotiators

Agency designated representatives: Superintendent

Employee Organization: California School Employees Association and its Chapter 765

8.4 Education Code Section 35146

Student Transfers, inner District request

8.5 Government Code 54957

Public Employment Discipline/ Dismissal/Release/Complaint

9. Reconvene to open session:

10. Report out from Closed Session:

11. Adjournment

Notice: If documents are distributed to Board Members concerning an agenda item within 72 hours of a regular board meeting, at the same time the documents will be made available for public inspection at the District Office located at 370 N. Evans Road, Tipton CA. 93272, telephone 752-4213

Agenda Posted: November 3, 2023

Distrito escolar primario de Tipton

AGENDA

REUNIÓN ORDINARIA DE LA JUNTA

Martes 7 de noviembre de 2023

7:00 pm. Sala de juntas del distrito

1. Llame para ordenar - Saludo a la Bandera

De conformidad con la Ley de Estadounidenses con Discapacidades y la Ley Brown, si necesita asistencia especial para participar en la reunión, incluido el recibo de la agenda y los documentos en el paquete de la agenda en un formato alternativo, comuníquese con la oficina del Distrito Escolar Primario Tipton al (559) 752-4213. La notificación 48 horas antes de la reunión permitirá al distrito hacer arreglos razonables para garantizar la accesibilidad a esta reunión (28CFR35.102-35, 104 ADA Título II) y permitirá la preparación de documentos en un formato alternativo apropiado.

2. Aportes del público:

2.1 Relaciones Comunitarias/Comentarios de los Ciudadanos-

2.2 Informes por Unidades de Empleados CTA/CSEA-

3. CALENDARIO DE CONSENTIMIENTO: Elementos de acción:

3.1 Acta de la Reunión Ordinaria de Directorio del 3 de octubre de 2023

3.2 Solicitudes de conferencias, excursiones, recaudación de fondos e instalaciones

3.3 Excedente de biblioteca

4. ADMINISTRATIVO: Elementos de acción:

4.1 Fijación de la fecha de la reunión organizativa anual

4.2 Estimación de la Compañía de Gabinetes de Ávila – Vitrina de Trofeos

4.3 Memorando de entendimiento por y entre la Asociación de Empleados Escolares de California y es el Capítulo 765 de Tipton y el Distrito Escolar Primario de Tipton

4.4 Superintendente de Escuelas del Condado de Tulare y Escuela Primaria Tipton –

Arrendamiento de Tipton Acuerdo

5. FINANZAS: Elementos de acción:

5.1 Pagos a proveedores

6. INFORMACIÓN: (Informes verbales y presentaciones)

6.1 MOT--SERVICIO DE ALIMENTOS-PROYECTOS

6.2 Deportes electrónicos – Tim Starling

6.3 Procedimientos uniformes de quejas de Williams: actualización trimestral

7. CUALQUIER OTRO NEGOCIO:

7.1 Política de la Junta de Revisión para octubre

8. Suspender la sesión cerrada: La Junta considerará y podrá actuar sobre cualquiera de los siguientes artículos en sesión cerrada. Cualquier acción tomada se informará públicamente al final de la sesión cerrada. según lo exige la ley.

8.1 Código de Gobierno Sección 54957

Nombramiento/Empleo de Empleado Público

Título: Asistente de instrucción de ASES

8.2 Código de Gobierno Sección 54957.6

Conferencia con negociadores laborales

Representantes designados de la agencia: Superintendente

Organización de empleados: Gerente comercial

8.3 Código de Gobierno Sección 54957.6

Conferencia con negociadores laborales

Representantes designados de la agencia: Superintendente

Organización de empleados: Asociación de empleados escolares de California y su capítulo

765

8.4 Código de Educación Sección 35146

Transferencias de estudiantes, solicitud del distrito interno

8.5 Código de Gobierno 54957

Disciplina en el Empleo Público/Despido/Liberación/Queja

9. Volver a reunirse para abrir la sesión:

10. Informe de la sesión cerrada:

11. Aplazamiento

Aviso: Si se distribuyen documentos a los miembros de la junta sobre un tema de la agenda dentro de las 72 horas posteriores a una reunión regular de la junta, al mismo tiempo los documentos estarán disponibles para inspección pública en la oficina del distrito ubicada en 370 N. Evans Road, Tipton CA. 93272, teléfono 752-4213

Agenda publicada: 3 de noviembre de 2023

3. CONSENT CALENDAR: Action items:

3.1 Minutes of the Regular Board Meeting, October 3, 2023

Tipton Elementary School District MINUTES

REGULAR BOARD MEETING

Tuesday, October 3, 2023

7:00 p.m. District Board Room

1. Call to order- Flag Salute

Board President, Greg Rice called the meeting to order at 7:00 pm and led the flag salute. Board Members present: Shelley Heeger, Iva Sousa, Fernando Cunha, John Cardoza and Greg Rice. Guest: Fausto Martin and Cassandra Young

2. Public Input:

2.1 Community Relations/ Citizen Comments

2.2 Reports by Employee Units CTA/CSEA

2.3 Correspondence

Review and Approval of Budget, Fiscal Year

3. CONSENT CALENDAR: Action items:

3.1 Minutes Regular Board Meeting September 5, 2023

3.2 Conference, Field Trip, Fund Raiser and Facilities Requests

3.3 Agreement with TCOE for Education Resource Service

3.4 Library Surplus

Motion to approve consent calendar was made by Iva Sousa and second by Fernando Cunha.

Vote Yea 5 / No 0 / Abstain 0 / Absent 0

Yea - Iva Sousa, Shelley Heeger, John Cardoza, Fernando Cunha and Greg Rice

No – 0

Abstain –0

Absent – 0

4. ADMINISTRATIVE: Action items:

4.1 Consulting Agreement with Nancy Akhavan Consulting, Inc.

Motion to approve Consulting Agreement with Nancy Akhavan Consulting, Inc. was made by Iva Sousa and second by Fernando Cunha.

Vote Yea 5 / No 0 / Abstain 0 / Absent 0

Yea - Iva Sousa, Shelley Heeger, John Cardoza, Fernando Cunha and Greg Rice

No – 0

Abstain –0

Absent – 0

4.2 Discussion/Approval of Increase to Salary Schedule and District Contributions Toward Health and Welfare Benefits, effective July 1, 2023, for Business Manager

Board President read the following:

This item is the Board's discussion and possible approval of an increase to the salary and benefits for the Business Manager, Cassandra Young. The proposed increase would result in the following material terms of employment:

- 1. The Business Manager was employed by the District beginning on February 18, 2021.*
- 2. Effective July 1, 2023, a salary schedule increase of 7% of the Business Manager's current annual base salary for a total annual salary of \$93,363.00*
- 3. The Business Manager is entitled to receive the same health and welfare benefits as other classified employees. This includes District contributions of \$19,179.00 per year.*

This concludes the summary of Business Manager, Cassandra Young's compensation terms.

Board President: Is there a motion? Motion made by Shelley Heeger and second by John Cardoza.

Board President: Is there any discussion? Mrs. Sousa asked to discuss something in closed session.

Motion to approve Increase to Salary Schedule and District Contributions Toward Health and Welfare Benefits, effective July 1, 2023, for Business Manager was made by Shelley Heeger and second by John Cardoza.

Vote Yea 4 / No 0 / Abstain 1 / Absent 0

Yea - Iva Sousa, Shelley Heeger, John Cardoza, and Greg Rice

No - 0

Abstain - Fernando Cunha

Absent - 0

4.3 June Quarterly Board Policy Updates

Motion to approve June Quarterly Board Policy Updates was made by Iva Sousa and second by John Cardoza.

Vote Yea 5 / No 0 / Abstain 0 / Absent 0

Yea - Iva Sousa, Shelley Heeger, John Cardoza, Fernando Cunha and Greg Rice

No - 0

Abstain - 0

Absent - 0

5. FINANCE: Action items:

5.1 Vendor Payments

Motion to approve Vendor payments was made by Shelley Heeger and second by John Cardoza.

Vote Yea 5 / No 0 / Abstain 0 / Absent 0

Yea - Iva Sousa, Shelley Heeger, John Cardoza, Fernando Cunha and Greg Rice

No – 0

Abstain –0

Absent – 0

6. INFORMATION: (Verbal Reports & presentations)

6.1 MOT--FOOD SERVICE—PROJECTS

Mr. Martin updated the Board on CHP inspection; the semi-annual lift inspection along with the mural painting that were completed. He also shared an update on the E-sports room and upcoming field trips and our first cross-country meet that the district would be hosting.

Mrs. Bettencourt shared upcoming events with the Board and asked if they would like to help at the fall carnival.

6.2 Arts, Music and Instructional Materials Discretionary Block Grant

Mrs. Bettencourt reviewed the Arts, Music and Instructional Materials Discretionary Block Grant with the Board and discussed the plan for using the funds.

6.3 TK Building Update

Mrs. Bettencourt shared that the school would be going back out to bid for the TK building project next week due to the lack of bids. Publication will be posted in the paper on October 11 and 18 and bids will be opened on November 8. The district will need to hold a special board meeting to approve a contractor.

7. Adjourn to Closed Session: 7:37 pm

8. Reconvene to open session: 10:07 pm

9. Report out from Closed Session:

7.1 Government Code Section 54957

Public Employee Appointment/Employment

Title: ASES Instructional Aide

Motion to approve Stephanie Neri-Sanchez as an ASES instructional Aide was made by John Cardoza and second by Shelley Heeger.

Vote Yea 5 / No 0 / Abstain 0 / Absent 0

Yea - Iva Sousa, Shelley Heeger, John Cardoza, Fernando Cunha and Greg Rice

No – 0

Abstain –0

Absent – 0

7.2 Government Code Section 54957

Public Employee Discipline/Dismissal/Release/Complaint

Motion to ratify employee # 2023202401, ASES Instructional Aide's Resignation effective October 3, 2023 and accepted by the Superintendent on Sept 6, 2023 was made by John Cardoza and second by Iva Sousa.

Vote Yea 5 / No 0 / Abstain 0 / Absent 0

Yea - Iva Sousa, Shelley Heeger, John Cardoza, Fernando Cunha and Greg Rice

No – 0

Abstain –0

Absent – 0

7.3 Government Code Section 54957

Public Employee Performance Evaluation

Title: Superintendent

Discussion

10. Adjournment 10:08 pm

Minutes approved November 7, 2023

Greg Rice, President

Iva Sousa, Clerk

Stacey Bettencourt, Secretary

Distrito escolar primario de Tipton

MINUTOS

REUNIÓN ORDINARIA DE LA JUNTA

martes, 3 de octubre de 2023

7:00 pm. Sala de juntas del distrito

1. Llame para ordenar - Saludo a la Bandera

El presidente de la junta, Greg Rice, abrió la reunión a las 7:00 pm y encabezó el saludo a la bandera. Miembros de la Junta presentes: Shelley Heeger, Iva Sousa, Fernando Cunha, John Cardoza y Greg Rice. Invitados: Fausto Martín y Cassandra Young

2. Aportes del público:

2.1 Relaciones Comunitarias/Comentarios de los Ciudadanos

2.2 Informes por Unidades de Empleados CTA/CSEA

2.3 Correspondencia

Revisión y Aprobación del Presupuesto del Año Fiscal

3. CALENDARIO DE CONSENTIMIENTO: Elementos de acción:

3.1 Acta Reunión Ordinaria de Directorio 5 de septiembre de 2023

3.2 Solicitudes de conferencias, excursiones, recaudación de fondos e instalaciones

3.3 Acuerdo con TCOE para el Servicio de Recursos Educativos

3.4 Excedente de biblioteca

La moción para aprobar el calendario de consentimiento fue hecha por Iva Sousa y la segunda por Fernando Cunha.

Voto Sí 5 / No 0 / Abstenerse 0 / Ausente 0

Sí: Iva Sousa, Shelley Heeger, John Cardoza, Fernando Cunha y Greg Rice

No – 0

Abstenerse –0

Ausente – 0

4. ADMINISTRATIVO: Elementos de acción:

4.1 Acuerdo de consultoría con Nancy Akhavan Consulting, Inc.

La moción para aprobar el Acuerdo de Consultoría con Nancy Akhavan Consulting, Inc. fue realizado por Iva Sousa y segundo por Fernando Cunha.

Voto Sí 5 / No 0 / Abstenerse 0 / Ausente 0

Sí: Iva Sousa, Shelley Heeger, John Cardoza, Fernando Cunha y Greg Rice

No – 0

Abstenerse –0

Ausente – 0

4.2 Discusión/Aprobación del Aumento al Cuadro Salarial y Contribuciones del Distrito

Hacia beneficios de salud y bienestar, a partir del 1 de julio de 2023, para Business Manager

El Presidente de la Junta leyó lo siguiente:

Este punto es la discusión y posible aprobación de la Junta de un aumento de salario y beneficios para la Gerente de Negocios, Cassandra Young. El aumento propuesto daría como resultado las siguientes condiciones materiales de empleo:

- 1. El Gerente Comercial fue contratado por el Distrito a partir del 18 de febrero de 2021.*
- 2. A partir del 1 de julio de 2023, un aumento salarial del 7% del salario base anual actual del Gerente Comercial para un salario anual total de \$93,363.00*
- 3. El Gerente Comercial tiene derecho a recibir los mismos beneficios de salud y bienestar que los demás empleados clasificados. Esto incluye contribuciones del Distrito de \$19,179.00 por año.*

Con esto concluye el resumen de los términos de compensación de la Gerente Comercial, Cassandra Young.

Presidente de la junta: ¿Hay alguna moción? Moción presentada por Shelley Heeger y segunda por John Cardoza.

Presidente de la junta: ¿Hay alguna discusión? La señora Sousa pidió discutir algo en sesión cerrada.

Moción para aprobar el aumento de la escala salarial y las contribuciones del distrito

Hacia beneficios de salud y bienestar, a partir del 1 de julio de 2023, para Business Manager fue

realizado por Shelley Heeger y segundo por John Cardoza.

Voto Sí 4 / No 0 / Abstenerse 1 / Ausente 0

Sí: Iva Sousa, Shelley Heeger, John Cardoza y Greg Rice

No – 0

Abstenerse – Fernando Cunha

Ausente – 0

4.3 *Actualizaciones trimestrales de las políticas de la junta directiva de junio*

Iva Sousa y segundo por John Cardoza.

Voto Sí 5 / No 0 / Abstenerse 0 / Ausente 0

Sí: Iva Sousa, Shelley Heeger, John Cardoza, Fernando Cunha y Greg Rice

No – 0

Abstenerse – 0

Ausente – 0

5. FINANZAS: Elementos de acción:

5.1 Pagos a proveedores

La moción para aprobar los pagos a los proveedores fue presentada por Shelley Heeger y la segunda por John Cardoza.

Voto Sí 5 / No 0 / Abstenerse 0 / Ausente 0

Sí: Iva Sousa, Shelley Heeger, John Cardoza, Fernando Cunha y Greg Rice

No – 0

Abstenerse –0

Ausente – 0

6. INFORMACIÓN: (Informes verbales y presentaciones)

6.1 MOT--SERVICIO DE ALIMENTOS-PROYECTOS

El Sr. Martin actualizó a la Junta sobre la inspección de CHP; la inspección semestral del ascensor junto con la pintura mural que se completaron. También compartió una actualización sobre la sala de deportes electrónicos y las próximas excursiones y nuestra primera reunión a campo traviesa que organizaría el distrito.

La Sra. Bettencourt compartió los próximos eventos con la Junta y preguntó si les gustaría ayudar en el carnaval de otoño.

6.2 Subvención en bloque discrecional para artes, música y materiales educativos

La Sra. Bettencourt revisó la subvención en bloque discrecional para artes, música y materiales educativos con la Junta y analizó el plan para utilizar los fondos.

6.3 Actualización del edificio TK

La Sra. Bettencourt compartió que la escuela volvería a licitar para el proyecto de construcción de TK la próxima semana debido a la falta de ofertas. La publicación se publicará en el periódico los días 11 y 18 de octubre y las ofertas se abrirán el 8 de noviembre. El distrito deberá celebrar una reunión especial de la junta para aprobar a un contratista.

7. Clausura de la sesión cerrada: 7:37 pm

8. Volver a reunirse para abrir la sesión: 10:07 pm

9. Informe de la sesión cerrada:

7.1 Código de Gobierno Sección 54957

Nombramiento/Empleo de Empleado Público

Título: Asistente de instrucción de ASES

La moción para aprobar a Stephanie Neri-Sánchez como asistente de instrucción de ASES fue presentada por John Cardoza y la segunda por Shelley Heeger.

Voto Sí 5 / No 0 / Abstenerse 0 / Ausente 0

Sí: Iva Sousa, Shelley Heeger, John Cardoza, Fernando Cunha y Greg Rice

No – 0

Abstenerse –0

Ausente – 0

7.2 Código de Gobierno Sección 54957

Disciplina/Despido/Liberación/Queja de Empleados Públicos

Moción para ratificar el empleado # 2023202401, renuncia del asistente de instrucción de ASES vigente el 3 de octubre de 2023 y aceptado por el Superintendente el 6 de septiembre de 2023 fue realizado por John Cardoza y segundo por Iva Sousa.

Voto Sí 5 / No 0 / Abstenerse 0 / Ausente 0

Sí: Iva Sousa, Shelley Heeger, John Cardoza, Fernando Cunha y Greg Rice

No – 0

Abstenerse –0

Ausente – 0

7.3 Código de Gobierno Sección 54957

Evaluación del desempeño de los empleados públicos

Título: Superintendente

Discusión

10. Clausura 22:08 horas

Acta aprobada el 7 de noviembre de 2023

Greg Rice, Presidente

Iva Sousa, Secretaria

Stacey Bettencourt, Secretaria

3. CONSENT CALENDAR: Action items:

3.2 Conference, Field Trip, Fund Raiser and Facilities Requests

Field Trip Approval Form

(MUST BE SUBMITTED ONE MONTH PRIOR TO FIELD TRIP)

TEACHER(S) Morton, Landeros, McReynolds GRADE 4th grade

CLASSES ATTENDING Morton, Landeros, McReynolds

DATE OF TRIP Mar 19 NUMBER OF PUPILS ≈ 40 ADULTS ≈ 9

DESTINATION ²⁰²⁴ Columbia State Park

BUS TO LEAVE SCHOOL AT 6 AM RETURN AT 6 pm

BUS ROUTING AND STOPS

Charter Bus - Classic Charter

USE THE BACK OF THIS PAPER IF ROUTNING NEEDS MORE SPACE

PRELIMINARY STEPS: Booked Online, Arranged Charter Bus, Ordering Passport (Discover Columbia)

TRIP RELEVENCY: 4th grade Social Studies Standards 4.3 and 4.4

OTHER INFORMATION/STAFF CHAPARONE REQUEST:

COST \$ 3,295.⁰⁰

CAFETERIA LUNCHES NEEDED FOR STUDENTS: YES NO HOW MANY _____

CAFETERIA LUNCHES NEEDED FOR ADULTS: YES NO HOW MANY _____

SIGNATURE OF TEACHER IN CHARGE Jamaya Morton

TRIP AUTHORIZED BY SCHOOL BOARD YES NO

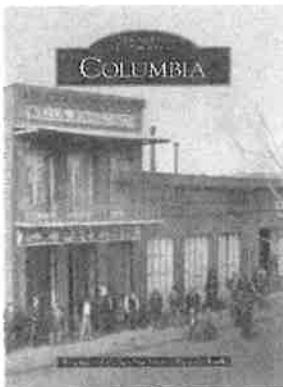
SIGNATURE OF SUPERINTENDENT Dr. Cherie S. H.
Principal

COLUMBIA STATE PARK FIELD TRIP
MARCH 19, 2024
4TH GRADE FIELDTRIP

	Item	Qty	Price	Total
1	Chapter Bus/Classic Charter	1	per trip	\$ 2,309.00
2	School Town Tour	2	\$55 per group	\$ 110.00
3	Gold Panning	40	\$5 per student	\$ 200.00
4	Stage Coach	50	\$8 per person (minimum \$480)	\$ 480.00
5	Discover Columbia (Passport)	40	\$1.25 each (\$10.00 shipping)	\$ 60.00
6	Columbia (Images of America)	3	\$17.33 per class + (\$ shipping)	\$ 56.40
7	Candle Making	40	\$2 per student	\$ 80.00



Grand Total	\$ 3,295.40
-------------	-------------



Field Trip Approval Form

(MUST BE SUBMITTED ONE MONTH PRIOR TO FIELD TRIP)

TEACHER(S) Gilbert/Valencia/Ramirez _____ GRADE 5th _____

CLASSES ATTENDING 5th _____

DATE OF TRIP 12/6/2023 _____ NUMBER OF PUPILS 61 _____ ADULTS 3 _____

DESTINATION-Condors Hockey Game _____

BUS TO LEAVE SCHOOL AT 8:30 _____ RETURN AT approx 3:00 _____

BUS ROUTING AND STOPS

USE THE BACK OF THIS PAPER IF ROUTING NEEDS MORE SPACE

PRELIMINARY STEPS: _____

TRIP RELEVENCY: pregame school related activities _____

OTHER INFORMATION/STAFF CHAPARONE REQUEST:

COST \$ paid from 5th grade funds TBA

CAFETERIA LUNCHES NEEDED FOR STUDENTS: YES _____ NO HOW MANY _____

CAFETERIA LUNCHES NEEDED FOR ADULTS: YES _____ NO HOW MANY _____

SIGNATURE OF TEACHER IN CHARGE _____

TRIP AUTHORIZED BY SCHOOL BOARD YES _____ NO _____

SIGNATURE OF SUPERINTENDENT



Field Trip Approval Form

(MUST BE SUBMITTED ONE MONTH PRIOR TO FIELD TRIP)

TEACHER(S) Gilbert _____ GRADE 5th-8th _____

CLASSES ATTENDING 5th-8th grade Spelling Bee Team _____

DATE OF TRIP 12/5/2023 _____ NUMBER OF PUPILS 14 _____ ADULTS 1 _____

DESTINATION Palo Verde School _____

BUS TO LEAVE SCHOOL AT 12:00 _____ RETURN AT approx 3:00 _____

BUS ROUTING AND STOPS

USE THE BACK OF THIS PAPER IF ROUTING NEEDS MORE SPACE

PRELIMINARY STEPS: Students will eat breakfast at 7:50, since junior high students will miss 2nd Chance Breakfast _____

TRIP RELEVENCY: Rural Schools Spelling Bee Championship _____

OTHER INFORMATION/STAFF CHAPARONE REQUEST:

COST \$

CAFETERIA LUNCHES NEEDED FOR STUDENTS: YES _____ NO HOW MANY _____

CAFETERIA LUNCHES NEEDED FOR ADULTS: YES _____ NO HOW MANY _____

SIGNATURE OF TEACHER IN CHARGE _____

TRIP AUTHORIZED BY SCHOOL BOARD YES _____ NO _____

SIGNATURE OF SUPERINTENDENT Steve Bull _____

2023-2024 TULARE COUNTY RURAL SCHOOLS SPELLING BEE



To: All Spelling Bee Coaches and Administrators
From: Heather Pilgrim, Oak Valley Superintendent
Re: Rural School's Spelling Bee Contest

Hello everyone! It's time to prepare for the Tulare County Rural Schools Spelling Bee! Each year, the spelling bee competitions, which are divided into the Northern Division (Sundale, Buena Vista, Liberty and Oak Valley) and the Southern Division (Pixley, Palo Verde, Tipton and Waukena) take place on an agreed upon date. Please let me know if the date below works for you. The school that hosts and organizes the Bee is the school that wins the championship the prior year. After the winner is determined, a championship Bee will be held for the top 2 teams in each division and will be hosted at the school who had the most overall points between the two divisions.

The following is a schedule for this year's Spelling Bee. The fee to participate is **\$50.00** for each team. The fee covers the cost of awards and snacks for the hosting schools. Please send your entry fee asap to:

Oak Valley Union Elementary School District
c/o Gabby Gutierrez
24500 Rd. 68
Tulare, CA 93274

Buena V	Sundale	Liberty	Oak Val	Pixley	Palo Ver	Tipton	Waukena

The following tentative schedule has been set: (please let me know if this date does not work for you)

Tuesday, December 5, 2022

Northern Division: (8:45 @ Oak Valley)

Southern Division: (12:45 @ Palo Verde)

Buena Vista
Sundale
Liberty
Oak Valley

Pixley
Palo Verde
Tipton
Waukena

*The championship contest has not yet been set. Please add a possible date below that your school is available for the championship spelling bee.

The school receiving the highest spelling score between the two division Bees will host the Championship. (We will finalize the date and times after the two division contests are complete.)

If you have any questions, please feel free to contact me at 559-688-2002 or email to h.pilgrim@oakvalleyschool.org

Thank you for participating! Happy Spelling!
Heather Pilgrim

North Valley	Participating Yes or No	Possible Date for championship	South Valley	Participating Yes or No	Possible Date for championship
Buena Vista			Pixley		
Sundale			Palo Verde		
Liberty			Tipton		
Oak Valley			Waukena		

Field Trip Approval Form

(MUST BE SUBMITTED ONE MONTH PRIOR TO FIELD TRIP)

TEACHER(S) Mrs. Mendonza / Sullivan GRADE 4-8

CLASSES ATTENDING ASES / ELOP

DATE OF TRIP 11/18/23 NUMBER OF PUPILS 90 ADULTS 10

DESTINATION Fresno State Football game

BUS TO LEAVE SCHOOL AT 11 AM RETURN AT 5:00 pm

BUS ROUTING AND STOPS

To Fresno State / Back to Tipton

USE THE BACK OF THIS PAPER IF ROUTING NEEDS MORE SPACE

PRELIMINARY STEPS: _____

TRIP RELEVENCY: ELOP Day

OTHER INFORMATION/STAFF CHAPARONE REQUEST: _____

COST \$ 3,500

CAFETERIA LUNCHES NEEDED FOR STUDENTS: YES _____ NO HOW MANY _____

Snack + Breakfast

CAFETERIA LUNCHES NEEDED FOR ADULTS: YES _____ NO HOW MANY _____

SIGNATURE OF TEACHER IN CHARGE Mrs. Mendonza

TRIP AUTHORIZED BY SCHOOL BOARD YES _____ NO _____

SIGNATURE OF SUPERINTENDENT Shirley Bull

Field Trip Approval Form

(MUST BE SUBMITTED ONE MONTH PRIOR TO FIELD TRIP)

TEACHER(S) Mrs. Pettencourt GRADE TK-3

CLASSES ATTENDING ASES

DATE OF TRIP 10/18/23 NUMBER OF PUPILS 50 ADULTS 5

DESTINATION Tulare Galaxy Theater

BUS TO LEAVE SCHOOL AT 12:00 PM RETURN AT 4:PM

BUS ROUTING AND STOPS

Tipton to Tulare
Tulare to Tipton

USE THE BACK OF THIS PAPER IF ROUTNING NEEDS MORE SPACE

PRELIMINARY STEPS: _____

TRIP RELEVENCY: ELOP days

OTHER INFORMATION/STAFF CHAPARONE REQUEST:

COST \$ 532.50 ~~*~~ only Breakfast and snack

CAFETERIA LUNCHES NEEDED FOR STUDENTS: YES _____ NO HOW MANY _____

CAFETERIA LUNCHES NEEDED FOR ADULTS: YES _____ NO HOW MANY _____

SIGNATURE OF TEACHER IN CHARGE [Signature]

TRIP AUTHORIZED BY SCHOOL BOARD YES _____ NO _____

SIGNATURE OF SUPERINTENDENT [Signature]

3. CONSENT CALENDAR: Action items:

3.3 Library Surplus

Tipton Elementary
School
"Library News"

Memo

To: Mrs. Bettencourt
From: Megan Rice
Date: November 1, 2023
Re: Library Surplus

Attached is a list of books, library materials, and other educational materials that have been weeded from the library collection or textbook resources due to the fact that these books were torn, missing pages, damaged, irrelevant, out of date, etc.

Weeding Project: This weeding project is in effort to continually make our library collection of better quality resources. This will also allow us to see which areas we may be lacking relevant sources in and create room for the new titles we add each year.

Books that are severely damaged and worn will be disposed of. Those books that are still in readable condition will be offered to teachers and/or students to take home. All of the books listed have been stamped with "discard", our barcode and labels have been removed, and removed from our library system.

If you have any further questions, please let me know.

Thank you,

Megan Rice

November 1, 2023

Tipton Elementary School Library
Discarded/Weeded Library & School Materials

Title/Author/Number of copies

GUIDED READING

BOOKS

101 ho-ho holiday jokes / Kowitt, H.N.	Ghosts in the fog: the untold story of alaska's wwii invasion / Seiple, Samantha
2020 book of world records / O'Brien, Cynthia	Harry potter and the chamber of secrets / Rowling, J.K.
Automobiles / Corbett, David	Kristy's great idea / Telgemeier, Raina
Bad kitty / Bruel, Nick	My secret war: the world war ii diary of madeline beck / Osborne, Mary Pope
Cat kid comic club: perspectives / Pilkey, Dav	Pete the cat: Pete's big lunch / Dean, James
Charlotte's web / White, E.B.	Pete the cat and his magic sunglasses / Dean, James
Don't let the pigeon stay up late / Willems, Mo	Pikachu in love / West, Tracey
Gangs and drugs / Williams, Stanley	Sparkle bunny day /Simon, Jenne
Gangs and self-esteem / Williams, Stanley	Tuck everlasting / Babbitt, Natalie / 13
Gangs and the abuse of power / Williams, Stanley	Very impatient caterpillar, the / Burach, Ross
Gangs and violence / Williams, Stanley	Welcome to dead house / Stine, R.L.
Gangs and wanting to belong / Williams, Stanley	
Gangs and weapons / Williams, Stanley	
Gangs and your friends / Williams, Stanley	
Gangs and your neighborhood/ Williams, Stanley	

4. ADMINISTRATIVE: Action items:

4.1 Setting the Date for the Annual Organizational Meeting

NOTIFICATION OF ANNUAL ORGANIZATIONAL MEETING

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

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

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

Annual Organizational Meeting of the _____ School District

Date: December ____, 2023

Time: _____ a.m. p.m.

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

4. ADMINISTRATIVE: Action items:

4.2 Avila Cabinet Company Estimate – Trophy Case



Avila Cabinet Company #1079675

1054 North J St.
Tulare, CA 93274
+1 5596872003
Avilacabco@yahoo.com

Estimate

ADDRESS

Tipton Elementary School
District
Superintendent: Stacy
Bettencourt

ESTIMATE # 1552

DATE 10/10/2023

JOB NAME

Tipton Elementary School

ACTIVITY	DESCRIPTION	RATE	AMOUNT
Laminated Exterior	Laminated Exterior Frameless Construction, W/Laminate Interior, W/Tempered Glass, W/Blumotion Soft Closing Doors, W/Wire Pulls. (TROPHY CASE)	11,037.00	11,037.00
Deposit Down 50%	REQUESTING 50% NON-REFUNDABLE DEPOSIT DOWN TO START PROJECT. WHEN JOB IS COMPLETED THE REMAINING BALANCE WILL BE DUE THANK YOU!!!! After Installation of Cabinets balance must be paid in 3 to 5 days. If there is any trimming needed to be done due to Counter Tops or Flooring customer can hold 5% of the job balance and once we complete the trim the remaining balance will be due. Please sign and send back.		

** Please Allow 8 to 10 weeks for Delivery & Installation from Deposit date. ***

TOTAL

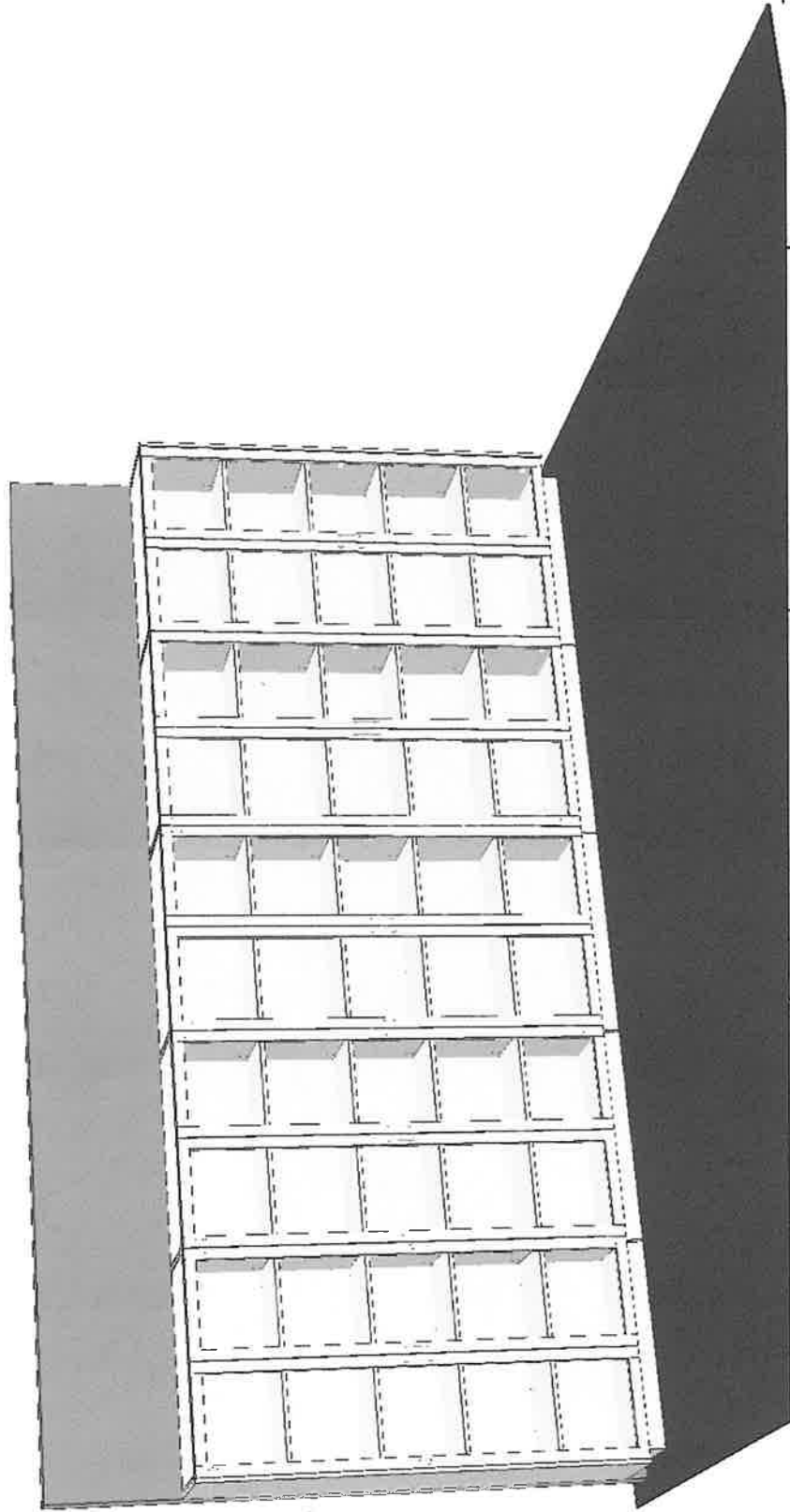
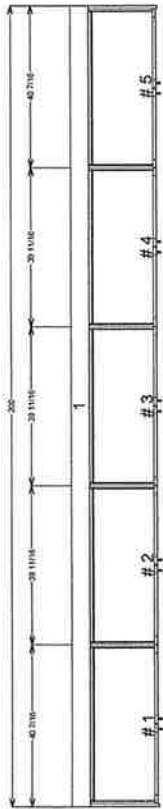
\$11,037.00

Any Alterations from specifications involving costs will be executed only upon written order & will become an extra charge over and above original estimate. This proposal may be withdrawn by us if not accepted within ninety (90) days.

*****Price does not Included any City License Fee or Extra Insurance Fees that may be Required.*****

Accepted By

Accepted Date



Avila Cabinet Company

1054 North J st., Tulare, Ca., 93274
 Phone: 559.687.2003 Fax: 559.687.2003

Approved
 Rejected (As Noted)

Name:		Title: Default	
Address:		Scale:	Date:
City:	State:	DWG. By:	Sheet #
Job #: Stacey bettencourt			Sheet 1

4. ADMINISTRATIVE: Action items:

4.3 Memorandum of Understanding By and Between California School Employee Association and its Tipton Chapter 765 and the Tipton Elementary School District

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS
TIPTON CHAPTER 765
AND THE TIPTON ELEMENTARY SCHOOL DISTRICT
September 15, 2023**

The following Memorandum of Understanding (“MOU”) reflects the full and complete agreement of the California School Employees Association and its Tipton Chapter 765 (“CSEA”) and the Tipton Elementary School District (“District”) (collectively referred to as the “Parties”), regarding staffing procedures of classified work for the District's Expanded Learning Opportunities Program (“ELOP”) Plan for the 2023-2024 school year.

RECITALS

- A. CSEA is the exclusive representative for classified employees of the District. The District and CSEA have negotiated a collective bargaining agreement (“CBA”), which governs the terms and conditions of employment for bargaining unit members.
- B. California Education Code section 46120 addresses the use of additional funding for schools to use in providing students in in-person instructional programs access to comprehensive after school and intersessional expanding learning opportunities.
- C. The Parties enter into this MOU to establish staffing procedures as it relates to classified work performed under the District ELOP Plan for the 2023-2024 school year.

AGREEMENT

The Parties agree as follows:

- 1. Recitals. The recitals set forth above are true and correct.
- 2. Extra Hours/Work. The Parties agree that it shall be the exclusive right of the District to determine if there is a need for extra work under the ELOP Plan, the duties to be performed and the daily length and/or duration of those duties.
- 3. Intent to Participate. The District shall create an interest form that will be sent out to all current classified employees in the bargaining unit. This interest form shall be the employee’s election to be contacted for extra hours of classified work, as solely determined and offered by the District, as it pertains to the District’s ELOP Plan. Following the date the form is sent to employees, employees shall have one workweek to submit this form to the Superintendent’s mailbox. This process shall not be applied to any summer hours/work. Employees hired after interest forms are sent out shall be provided an interest form upon hire.

4. Right of Refusal. Classified employees shall have the first right of refusal to all hours of classified work offered for the District's ELOP Plan, in classifications for which the classified employee meets the minimum qualification. These hours will be offered first to classified employees within the ASES program, and then to other classified employees, and then may be offered outside of the classified bargaining unit.
5. Scheduling. Employees who submit an interest form shall be contacted to perform extra hours based on seniority (date of hire), when practicable. This contact shall be made as far in advance as possible. It is within the District's sole discretion to determine the number of hours each classified employee shall be assigned as it relates to the ELOP Plan.
6. Compensation Rate for ELOP Hours. All employees working hours within the District's ELOP Plan, pursuant to this MOU, shall receive a pay incentive rate of forty dollars (\$40.00) per hour.
7. Overtime. If, based on the extra hours worked pursuant to this MOU, an employee is entitled to overtime compensation, the employee shall be compensated in accordance with applicable law.
8. Adjustment to Assigned Time. The Parties recognize that the extra work which may be offered to unit members under this MOU is of a temporary nature and any hours spent by the unit member performing this work shall not become a part of the unit member's regular work assignment. Accordingly, Section 6.10, Adjustment to Assigned Time, shall be suspended for any work performed pursuant to this MOU.
9. Summer Program. The District's ELOP Plan shall be incorporated into summer school with the morning hours being certificated based on enrichment and the afternoon being continued enrichment. These summer hours shall be offered in accordance with the CBA related to applying for and assigning summer school work.
10. Compensatory Time Off. Employees shall not be eligible for compensatory time off in lieu of overtime related to hours worked pursuant to this MOU.
11. Discipline. All hours are voluntary, and employee shall not be disciplined for refusing extra assignments.
12. Term. This Memorandum of Understanding shall be valid July 1, 2023, through June 30, 2024, unless extended or modified by mutual agreement.
13. Changes to Statute/Program. The Parties agree to meet and confer if there are any changes to the ELOP Plan or Education Code section 46120, and shall meet and negotiate the effects of those changes.

14. No Past Practice/Precedent. The Parties agree that this MOU is not precedent setting and does not constitute a past practice. The Parties agree the terms of this MOU shall only apply to the District's 2023-2024 ELOP Plan, and any future summer program assignments and extra duty assignments, or extra hours unrelated to the District's ELOP, shall be governed by the terms of the CBA.
15. Inconsistencies with Law. If any term or provision of this MOU is inconsistent with any applicable law or any order issued by any federal, state, or local officer or agency having jurisdiction over the District, or if the inconsistency could result in a loss of state or federal funding, the terms of the applicable law/order shall prevail and the inconsistent term of this MOU shall be disregarded. In this instance, the Parties shall negotiate the changes to this MOU as soon as possible and, in advance, if practical.
16. Execution. The undersigned Parties represent they have read and understand the terms of the MOU and are authorized to execute this MOU on behalf of their principals. Copies of signatures shall have the same force and effect as original signatures. Facsimile and electronic signatures shall be deemed original signatures.
17. Ratification. This MOU is subject to ratification by the District's Board of Trustees and CSEA membership.

Agreed to on this date: 9/21/23

For the District:

Shirley Beltman

For CSEA:

Yuzor
Two Min

4. ADMINISTRATIVE: Action items:

4.4 Tulare County Superintendent of Schools and Tipton Elementary School – Tipton Lease Agreement

TULARE COUNTY SUPERINTENDENT OF SCHOOLS
AND
TIPTON ELEMENTARY SCHOOL

TIPTON LEASE AGREEMENT

1. DATE: This Lease is made and entered into as of the 1st day of July, 2023.
2. PARTIES: By and between Tipton Elementary School, hereinafter referred to as the LESSOR, and Tulare County Superintendent of Schools for its Early Childhood Education Program, hereinafter referred to as the LESSEE.
3. PREMISES: The property subject to this Lease is one (1) classroom on the grounds of Tipton Elementary School, located at 370 North Evans Room 103, Tipton, California 93272.
4. TERM: The term of this Lease is three (3) years, commencing July 1, 2023, and terminating June 30, 2026.
5. RENTAL: As rental for the premises herein leased, LESSEE shall pay to the LESSOR the amount of \$435.00 per month during the term of this Lease. Rental payments will be made quarterly, in advance, with each such payment representing the sum of three months' rental payments, due on or before the final day of each March, June, September, and December, ending with the final payment to be made on March 31, 2026, unless the term hereof shall be extended as provided hereunder.

LESSEE shall pay to LESSOR the prorated share of Custodial costs and utilities attributable to the premises leased herein, as further provided in Section 8 hereof.

6. OPTION TO RENEW: LESSEE shall have the right and option to renew this Lease on all the provisions contained herein, excepting as to rental, for two additional three-year periods following expiration of the initial lease term, by giving written notice of the exercise of such option(s) to LESSOR at least ninety (90) days prior to the expiration of the initial or renewed Lease term, as the case may be; provided, however, that in the event that LESSEE is in default on the date of giving such option notice, the option notice shall be totally ineffective, or if LESSEE is in default on the date the extended term(s) are to commence, the extended term(s) shall not commence and this Lease shall expire at the end of the initial lease term or the end of the first extended term, as the case may be.

The parties shall have thirty (30) days after LESSOR receives the written option notice in which to agree on monthly rent during each additional term. If the parties agree on monthly rent for the additional term(s) during that period, they shall immediately execute an amendment to this Lease stating the monthly rent. If for any reason the parties are unable to agree on the monthly rent for the additional term(s) within that period, the option notice shall be of no effect

and this Lease shall expire at the end of the initial term or end of the extended first term as the case may be. Neither party to this Lease shall have the right to have a court or other third party determine the monthly rent.

7. EARLY TERMINATION: This Lease may be terminated prior to the date specified in paragraph four hereof under any of the following circumstances. In the event of termination of this Lease as provided herein, the LESSOR and LESSEE shall be under no further obligation or liability to each other by reason of the Lease, and any prior rental payments will be prorated accordingly. Any rents due to LESSOR will be paid through the effective date of termination of this Lease.

- a. Loss of Funding: It is understood that LESSEE is dependent upon funds from other governmental and private sources. If a reduction in such funding renders LESSEE unable to maintain its program, LESSEE shall have the right to terminate this Lease by providing LESSOR with ninety (90) days prior written notice. The determination as to whether sufficient funds are available to operate shall be within the sole discretion of LESSEE.
- b. Expansion of Program: If an increase in available funding allows LESSEE to expand its program to such an extent that the premises are no longer adequate to house the program activities; LESSEE shall have the right to terminate this Lease by providing LESSOR with ninety (90) days prior written notice. The determination as to whether the premises provide adequate space to house the program shall be within the sole discretion of LESSEE.
- c. Mutual Consent: Both parties may terminate this Lease at any time by written mutual consent.

8. TAXES, INSURANCE AND UTILITY CHARGES: LESSOR will pay all real property taxes and assessments levied upon the premises by any governmental entity during the term hereof. LESSEE shall pay all taxes levied or assessed upon all personal property and fixtures owned by LESSEE and located in said premises. Insurance for the personal property contents of the leased premises shall be the responsibility of the LESSEE to procure. LESSOR shall be responsible for keeping the building and premises insured for their fair market value during the entire term hereof.

LESSOR shall provide custodial services, and shall maintain all utility services including electrical, data, telephone, water, and trash service (together, "Utilities") for the premises leased hereunder, in the same manner and to the same extent as LESSOR's other classrooms not subject to this LEASE. LESSEE shall pay to LESSOR the prorated share of custodial and Utilities costs, which prorated amount shall be based on LESSOR's prior year annual custodial costs and Utilities costs, not including groundskeeping or other exterior costs, multiplied by the percentage share attributable to the classroom leased hereunder.

LESSOR shall invoice LESSEE for its share of custodial and Utilities costs by no later than July 31 following the end of the fiscal year.

9. WASTE: LESSEE shall not commit any waste or suffer any waste to be committed to the leased premises. At all times during the Lease term, LESSEE shall keep and maintain said premises in a good, clean and sanitary condition. LESSEE will not cause, suffer or permit any nuisance to exist on said premises at any time during said term. LESSEE will conform to, comply with and faithfully obey all local ordinances, and all laws of the State of California, and of the United States of America in any way affecting the use or occupation of said premises.

LESSEE taking possession of the premises on the commencement of the Lease term shall constitute LESSEE's acknowledgment that the premises are in good condition.

10. INITIAL REMODELING: The parties understand that certain remodeling and construction is necessary to put the leased premises in condition for LESSEE to use the same. Such remodeling and construction as is contemplated by the parties is set forth in Exhibit A hereto entitled A Cost Estimate. LESSOR will be responsible for the cost of such remodeling and construction up to the total amount set forth in Exhibit AA. LESSOR shall use best efforts to work with LESSEEs floor plan in modifying the interior of the building, in conjunction with Exhibit AB hereto.

11. IMPROVEMENTS AND ALTERATIONS: LESSEE shall have the right to remodel and make such improvements or alterations to the interior of the leased premises as LESSEE shall desire for the proper and efficient operation of LESSEEs uses; provided, however, that no alterations or changes shall be made without the prior written consent of LESSOR; and, provided further, that any and all such improvements and alterations shall be made at the sole cost and expense of LESSEE. All such improvements and alterations shall conform to building codes and zoning regulations now or hereafter legally effective and promulgated by appropriate governmental authority. All such improvements or alterations shall, at the expiration of the term hereof, be and remain in the leased premises and become the property of said LESSOR; provided, however, that LESSEE shall have the right to remove all trade fixtures which LESSEE may own or place in the leased premises during the lease term, provided that LESSEE shall not then be in default in the performance of any of the terms of this Lease, that any such removal shall be effected before the expiration of the lease term, and that all damage caused to the leased premises by such removal shall be repaired by LESSEE on or before the expiration of the term hereof.

12. LIENS: LESSEE will not cause, suffer or permit any lien provided for by the Civil Code of the State of California, relating to liens of mechanics and others upon real property, to attach to or to be impressed upon, or to be filed or recorded against the leased premises or any part thereof, and the LESSOR reserves and has the right to post and maintain on said premises any and all notices of non-responsibility that LESSOR may deem necessary or proper to protect LESSOR's title in and to said premises against any such liens.

13. **REPAIRS:** LESSEE shall keep and maintain said premises in as good order, condition and repair as reasonable use and wear thereof will permit. LESSOR will be responsible for major maintenance and repairs, including, but not limited to, replacement of roofs, exterior walls, floors, foundations, electrical fixtures and plumbing systems. All such work shall be done so far as practical in such a manner and time as to avoid interference with the LESSEE'S use of the leased property. To the extent practicable, LESSOR shall provide LESSEE at least 24 hours' notice prior to undertaking any repairs of the leased premises. LESSOR represents that when LESSEE takes possession of the premises, all plumbing and electrical will be in good working condition. At the end of the term, or on the sooner termination of this Lease, LESSEE shall quit and surrender said premises to LESSOR in as good order, condition and repair as reasonable use and wear thereof will permit, damage by the elements excepted.

14. **INSPECTION:** LESSOR, or LESSOR's agents, shall have the right or ingress and egress from the leased premises at all reasonable times during the lease term for the purpose of inspecting the same.

DESTRUCTION OF BUILDING: In the event the leased premises shall be destroyed by fire or other casualty, or shall suffer sufficient damage to substantially interfere with LESSEE's use of the leased premises, this Lease and the term hereof shall immediately terminate

15. **INDEMNIFICATION; INSURANCE:** LESSEE agrees to indemnify, hold harmless and defend LESSOR from any and all loss, liability, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by any other person, and from any and all claims, demands and actions in law or equity (including attorney's fees and litigation expenses), arising or alleged to have arisen directly or indirectly out of the negligent acts or willful misconduct of the LESSEE in the performance of this Lease or the operation of LESSEE's program on the leased premises.

LESSOR agrees to indemnify, hold harmless and defend the from any and all loss, liability, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by any other person, and from any and all claims, demands and actions in law or equity (including attorney's fees and litigation expenses), arising or alleged to have arisen directly or indirectly out of the negligent acts or willful misconduct of LESSOR in the performance of this Lease or in operation of the larger building of which the leased premises are a part.

LESSEE agrees to maintain a policy of premises liability insurance in a company acceptable to LESSOR covering both LESSEE and LESSOR, as an additional insured, in an amount of not less than \$1,000,000.00. for each person and \$500,000.00 property damage during the term of this Lease.

LESSOR represents that it is not aware of any pre-existing environmental problems as to the leased premises, and will indemnify and hold harmless LESSEE from any such pre-existing environmental problems if found. LESSOR agrees to promptly notify LESEE of any

communication received from any governmental entity concerning hazardous substances or the violation of environmental laws that relate to the premises.

16. USE OF PREMISES: LESSEE will use the leased premises for the purpose of carrying out the needs of the program, and for no other business or purpose whatsoever without the written consent of LESSOR.

17. ASSIGNMENT AND SUBLEASE: LESSEE shall not assign this Lease or any interest herein, or let or sublet the leased premises or any part thereof, without first obtaining the written consent of the LESSOR to do so. A consent to one assignment or subletting shall not be deemed to be consent to any subsequent assignment or subletting hereunder. LESSOR agrees not to unreasonably withhold such consent.

18. DEFAULT: In the event of any breach of this Lease by LESSEE, then LESSOR, besides other rights or remedies it may have, shall have the immediate right of re-entry and may remove all persons and property from the premises, subject to ten (10) days prior written notice to LESSEE. If LESSOR elects to terminate the LESSEE's rights because of a breach of the Lease, or if LESSOR elects to terminate LESSEE's right to possession due to LESSEE's abandonment of the premises before the end of the term, then in either such case, LESSOR may recover from LESSEE all damages suffered by LESSOR as the result of LESSEE's failure to perform LESSEE's obligations hereunder, including but not limited to, the worth at the time of award by a court of law of the amount by which the unpaid rent for the balance of the lease term after the time of award exceeds the amount of such rental loss that the LESSEE proves could be reasonably avoided.

As provided in California Civil Code section 1951.4, in the event that LESSEE breaches this Lease and abandons the property, this Lease will continue in effect for so long as LESSOR does not terminate the LESSEE's right of possession; and LESSOR may enforce all of LESSOR's rights and remedies under this Lease, including the right to recover the rent as it becomes due under this Lease. For the purposes of this paragraph, the following do not constitute a termination of LESSEE's right to possession:

- a. Acts of maintenance or preservation or efforts to re-let the property; and
- b. The appointment of a receiver upon initiative of LESSOR to protect LESSOR's interest under this Lease.

19. ATTORNEYS FEES: In the event that it shall become necessary for either party to institute legal proceedings of any kind or character in order to compel performance of any of the covenants or conditions herein contained, the prevailing party shall have and recover all reasonable attorneys fees incurred in connection with such legal proceedings.

20. SIGNS: LESSEE shall comply with all local sign ordinances.

21. HOLDING OVER: Any holding over of said premises after default made by said

LESSEE shall be deemed an unlawful detainer by LESSEE, and any holding over after the term hereof (or extended term(s) if exercised) shall be deemed to be tenancy from month to month.

22. BANKRUPTCY: Either (a) the appointment of a receiver to take possession of all or substantially all of the assets of the LESSEE, or (b) a general assignment by LESSEE for the benefit of creditors, or (c) any action taken or suffered by LESSEE under any insolvency or bankruptcy act shall, at the option of the LESSOR, constitute a breach of the Lease by the LESSEE.

23. CONDEMNATION: If any part of the premises shall be taken or condemned for a public or quasi-public use, and a part thereof remains which is susceptible for occupation hereunder, this Lease shall, as to the part so taken, terminate as of the date title shall vest in the condemnor, and the rent payable hereunder shall be adjusted so that the LESSEE shall be required to pay for the remainder of the term only such portion of such rent as to the value of the part remaining after the condemnation bears to the value of the entire premises at the date of condemnation. If all of the leased premises, or such part thereof be taken or condemned so that there does not remain a portion susceptible for occupation hereunder, this Lease shall thereupon terminate. If a part or all of the leased premises be taken or condemned, all compensation awarded upon such condemnation or taking shall go to the LESSOR and the LESSEE shall have no claim thereto, and the LESSEE hereby irrevocably assigns and transfers to the LESSOR any right to compensation or damages to which the LESSEE may become entitled during the term hereof by reason of the condemnation of all, or a part of the leased premises.

24. QUIET POSSESSION: LESSOR shall place LESSEE in the peaceful and undisturbed possession of the leased premises at the commencement of the term hereof, and LESSEE performing and observing all of the conditions and covenants on LESSEE's part to be performed, LESSOR shall secure to LESSEE the quiet and peaceful possession of the leased premises during the term hereof against all persons claiming the same.

25. TIME OF ESSENCE: Time is of the essence of each and every covenant herein contained.

26. WAIVER OF BREACH: In the event LESSOR shall waive one or more breaches of any of the terms of this Lease, LESSOR shall not thereafter be precluded from preventing any further breaches of any of said terms, nor from enforcing a strict performance of each and all of said terms thereafter to be paid, kept or performed. Each and all of the rights and remedies herein given to LESSOR are cumulative and the election of LESSOR to proceed under any one or any number of such remedies shall in no manner abrogate LESSOR's right to maintain or enforce any or all of the remaining rights or remedies herein given to LESSOR.

27. BINDS SUCCESSORS: This Lease and the provisions hereof shall inure to the benefit of and shall be binding upon the heirs, executors, administrators and assigns of the respective parties hereto.

28. MODIFICATION: This Lease is not subject to modification except in writing.

29. DELINQUENT RENTAL: Any sum accruing to LESSOR under the terms of this Lease which shall not be paid to LESSOR when due shall bear interest at the rate of ten percent (10%) per annum until paid in full.

30. NOTICES: All notices, demands and requests from LESSEE to LESSOR shall be given to LESSOR at P O Box 787, Tipton, CA 93272 or personally served.

All notices, demands and requests from LESSOR to LESSEE shall be given to LESSEE at 7000 Doe Avenue, Suite C, Visalia, California, 93291, or personally served.

31. ENTIRE AGREEMENT: This Lease contains the entire agreement of the parties with respect to the matters covered by this Lease, and no other agreement, statement, or promise made by any party, whether to any employee, officer, or agent of any party, which is not contained in this Lease shall be binding or valid.

32. VALIDITY: If any term or provision of this Lease is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions shall remain in force and effect and shall in no way be affected, impaired or invalid.

33. AUTHORITY: If either party is a corporation, trust or general or limited partnership, all individuals executing the Lease on behalf of that entity represent that they are authorized to execute and deliver this Lease on behalf of that entity.

34. SIGNATURES: IN WITNESS WHEREOF, the parties have executed this Lease the day and year first hereinbefore written.

Date: 10/30/23

TIPTON ELEMENTARY SCHOOL

By 

Date: 10/25/23

TULARE COUNTY SUPERINTENDENT
OF SCHOOLS

By 

Tim A. Hire, County Superintendent

5. FINANCE: Action items:

5.1 Vendor Payments

APY List

**FISCAL YEAR 2023-
2024**

Date Paid between 09/26/2023 and 10/30/2023

Vendor No	Vendor Name	Reference Number	Payment Date	Invoice Number/Desc.	AccountCode	Amount	COVID Expenses
14446	95 PERCENT GROUP INC.	240560	09/29/2023	INV137499	010-07200-0-11100-10000-58000-0-0103	\$3,100.00	
14447	ACADIENCE LEARNING INC.	240650	10/13/2023	29910	010-07200-0-11100-10000-58000-0-0103	\$415.06	
13971	ALMEIDA, VIRGINIA	240724	10/27/2023	REIMB.STC.SUPPLY	010-90336-0-11100-10000-43000-0-0000	\$36.22	
13971	ALMEIDA, VIRGINIA	240725	10/27/2023	REIMB.REIMB.TRAVEL	010-90336-0-11100-10000-52000-0-0000	\$92.10	
13036	AMERICAN FIDELITY	240649	10/13/2023	SEPTEMBER 2023	010-00000-0-00000-00000-95024-0-0000	\$304.22	
12788	ARAMARK UNIFORM SERVICES INC	240578	09/29/2023	5031271709	010-00000-0-00000-81000-58000-0-0000	\$625.28	
12788	ARAMARK UNIFORM SERVICES INC	240436	09/29/2023	5031267808	010-00000-0-00000-81000-58000-0-0000	\$625.28	
12788	ARAMARK UNIFORM SERVICES INC	240435	09/29/2023	5031263330	010-00000-0-00000-81000-58000-0-0000	\$625.28	
12788	ARAMARK UNIFORM SERVICES INC	240647	10/13/2023	5031276143	010-00000-0-00000-81000-58000-0-0000	\$625.28	
12788	ARAMARK UNIFORM SERVICES INC	240815	10/27/2023	5031288255	010-00000-0-00000-81000-58000-0-0000	\$625.28	
12788	ARAMARK UNIFORM SERVICES INC	240718	10/27/2023	5031284146	010-00000-0-00000-81000-58000-0-0000	\$625.28	
12788	ARAMARK UNIFORM SERVICES INC	240717	10/27/2023	5031280263	010-00000-0-00000-81000-58000-0-0000	\$625.28	
13904	AT&T	240438	09/29/2023	9391028858	010-00000-0-00000-81000-59000-0-0000	\$211.14	
13904	AT&T	240646	10/13/2023	9391028859	010-00000-0-00000-81000-59000-0-0000	\$27.10	
13904	AT&T	240716	10/27/2023	9391028858	010-00000-0-00000-81000-59000-0-0000	\$130.64	
14404	AT&T	240648	10/13/2023	0826963964-062523	010-00000-0-00000-82000-59000-0-0000	\$612.06	
13903	A-Z BUS SALES	240728	10/27/2023	INVSAC10891	010-07230-0-00000-36000-43000-0-0000	\$456.33	
14037	CALIFORNIA BUSINESS MACHINES	240579	09/29/2023	332121	010-11000-0-11100-10000-43000-0-0000	\$342.65	
13354	CALIFORNIA DEPT. OF EDUCATION	240658	10/13/2023	C-070742	010-00000-0-00000-00000-86990-0-0000	\$1,655.50	
13354	CALIFORNIA DEPT. OF EDUCATION	240800	10/27/2023	C-070999	010-00000-0-00000-72000-58000-0-0000	\$1,026.00	
12548	CALIFORNIA TURF EQUIP. & SUPP.	240729	10/27/2023	605876	010-81500-0-00000-81000-43000-0-0000	\$551.95	
12548	CALIFORNIA TURF EQUIP. & SUPP.	240722	10/27/2023	609673	010-81500-0-00000-81000-43000-0-0000	\$1,731.95	
14567	CALIFORNINA STATE UNIVERSITY,	240665	10/13/2023	275992	010-26000-3-11100-10000-43000-0-0000	\$1,200.00	
14567	CALIFORNINA STATE UNIVERSITY,	240587	10/03/2023	275992	010-26000-3-11100-10000-58000-0-0000	\$2,300.00	
14498	CINTAS	240721	10/27/2023	5179184348	010-07230-0-00000-36000-43000-0-0000	\$85.04	
13389	CLASSIC CHARTER	240443	09/26/2023	164555	010-07200-0-11100-10000-58000-0-0107	\$150.00	
14561	CONSCIOUS DISCIPLINE	240719	10/27/2023	1742430	010-90336-0-11100-10000-43000-0-0000	\$732.65	
12143	DEBRA GILBERT	240731	10/27/2023	REIMN.DANCE PICTURES	010-07200-0-00000-24950-43000-0-0301	\$83.08	
13459	DELL MARKETING L.P.	240740	10/27/2023	10705423020	010-07200-0-11100-24900-44000-0-0102	\$1,507.00	
14462	EBSO INFORMATION SERVICES, LL	240651	10/13/2023	0562363	010-07200-0-11100-24203-42000-0-0114	\$374.64	
14374	ELAN FINANCIAL SERIVCES	240604	10/06/2023	9190 BETTENCOURT	010-00000-0-00000-71000-58000-0-0000	\$239.88	
14374	ELAN FINANCIAL SERIVCES	240606	10/06/2023	9190 BETTENCOURT	010-00000-0-00000-71500-43000-0-0000	\$14.09	
14374	ELAN FINANCIAL SERIVCES	240605	10/06/2023	9190 BETTENCOURT	010-26000-3-11100-10000-43000-0-0000	\$222.88	
14375	ELAN FINANCIAL SERVICES	240612	10/06/2023	9281 SOLIAN	010-07200-0-11100-10000-43000-0-0201	\$162.97	
14375	ELAN FINANCIAL SERVICES	240618	10/06/2023	9281 SOLIAN	010-26000-0-11100-10000-58000-0-0000	\$1,560.00	
14375	ELAN FINANCIAL SERVICES	240611	10/06/2023	9281 SOLIAN	010-26000-3-11100-10000-43000-0-0000	\$36.80	
14375	ELAN FINANCIAL SERVICES	240610	10/06/2023	9281 SOLIAN	010-26000-3-11100-10000-43000-0-0000	\$207.00	
14375	ELAN FINANCIAL SERVICES	240609	10/06/2023	9281 SOLIAN	010-26000-3-11100-10000-43000-0-0000	\$108.00	
14373	ELAN FINANCIAL SERVICES	240599	10/06/2023	0461 MARTIN	010-60100-0-11100-10000-43000-0-0000	\$183.15	
14373	ELAN FINANCIAL SERVICES	240601	10/06/2023	0461 MARTIN	010-60100-0-11100-10000-43000-0-0000	\$135.77	
14373	ELAN FINANCIAL SERVICES	240602	10/06/2023	0461 MARTIN	010-60100-0-11100-10000-44000-0-0000	\$2,801.66	
14373	ELAN FINANCIAL SERVICES	240603	10/06/2023	0461 MARTIN	010-81500-0-00000-81000-43000-0-0000	\$38.69	
14373	ELAN FINANCIAL SERVICES	240600	10/06/2023	0461 MARTIN	010-81500-0-00000-81000-43000-0-0000	\$658.30	
14459	ELAN FINANCIAL SERVICES	240598	10/06/2023	1091 YOUNG	010-00000-0-00000-31400-43000-0-0000	\$25.79	
14459	ELAN FINANCIAL SERVICES	240590	10/06/2023	1091 YOUNG	010-00000-0-11100-10000-43000-0-0000	\$108.22	
14459	ELAN FINANCIAL SERVICES	240595	10/06/2023	1091 YOUNG	010-00000-0-11100-10000-59000-0-0000	\$2.55	

14459 ELAN FINANICAL SERVICES	240591	10/06/2023	1091 YOUNG	010-00000-0-11100-10000-59000-0-0000	\$5.43
14459 ELAN FINANICAL SERVICES	240588	10/06/2023	1091 YOUNG	010-07200-0-00000-24950-43000-0-0301	\$129.95
14459 ELAN FINANICAL SERVICES	240592	10/06/2023	1091 YOUNG	010-07200-0-00000-24950-43000-0-0301	\$366.24
14459 ELAN FINANICAL SERVICES	240596	10/06/2023	1091 YOUNG	010-07200-0-11100-10000-43000-0-0103	\$7.98
14459 ELAN FINANICAL SERVICES	240593	10/06/2023	1091 YOUNG	010-07200-0-11100-10000-43000-0-0407	\$29.90
14459 ELAN FINANICAL SERVICES	240594	10/06/2023	1091 YOUNG	010-07200-0-11100-10000-52000-0-0117	\$890.00
14459 ELAN FINANICAL SERVICES	240014	10/06/2023	1091 YOUNG	010-07200-0-11302-10000-43000-0-0403	(\$19.99)
14459 ELAN FINANICAL SERVICES	240013	10/06/2023	1091 YOUNG	010-07200-0-11302-10000-43000-0-0403	(\$326.80)
14459 ELAN FINANICAL SERVICES	240597	10/06/2023	1091 YOUNG	010-07200-0-11302-10000-43000-0-0403	\$327.50
14459 ELAN FINANICAL SERVICES	240589	10/06/2023	1091 YOUNG	010-26000-3-11100-10000-58000-0-0000	\$170.00
5481 EMPLOYMENT DEVELOPMENT DEPT.	240660	10/13/2023	94238433 Q3 2023	010-00000-0-00000-00000-95025-0-0000	\$613.75
14474 FOLLETT CONTENT SOLUTIONS, LLC	240619	10/06/2023	730638	010-07200-0-11100-24203-43000-0-0114	\$4,535.84
14474 FOLLETT CONTENT SOLUTIONS, LLC	240727	10/27/2023	730638A	010-07200-0-11100-24203-43000-0-0114	\$691.34
14146 GINA MANFREDI	240802	10/27/2023	REIMB.ELECTIVE.SUPPL	010-07200-0-11100-10000-43000-0-0407	\$67.90
14146 GINA MANFREDI	240570	09/29/2023	REIMB.LOTTERY	010-11000-0-11100-10000-43000-0-0000	\$59.00
14419 GOGUARDIAN	240652	10/13/2023	INV-110550	010-07200-0-11100-24900-58000-0-0102	\$13,960.00
12921 GOLD STAR FOODS INC.	240806	10/27/2023	6623825	010-26000-3-11100-10000-43000-0-0000	\$47.95
12921 GOLD STAR FOODS INC.	240573	09/29/2023	6454422	010-60100-0-11100-10000-43000-0-0000	\$107.90
12921 GOLD STAR FOODS INC.	240655	10/13/2023	6560901	010-60100-0-11100-10000-43000-0-0000	\$67.90
14542 H.JAMES PRINCETON,M.D.,PROFESS	240620	10/06/2023	661C27520	010-07230-0-00000-36000-58000-0-0000	\$160.00
14542 H.JAMES PRINCETON,M.D.,PROFESS	240666	10/13/2023	1028C27520	010-07230-0-00000-36000-58000-0-0000	\$130.00
14542 H.JAMES PRINCETON,M.D.,PROFESS	240667	10/13/2023	1389C27520	010-07230-0-00000-36000-58000-0-0000	\$130.00
14315 HCI SYSTEMS, Inc	240715	10/17/2023	10049410	010-00000-0-00000-81000-58000-0-0000	\$1,179.00
14315 HCI SYSTEMS, Inc	240689	10/13/2023	10050597	010-81500-0-00000-81000-58000-0-0000	\$418.00
14315 HCI SYSTEMS, Inc	240690	10/13/2023	10049351	010-81500-0-00000-81000-58000-0-0000	\$1,000.00
14315 HCI SYSTEMS, Inc	240801	10/27/2023	10052592	010-81500-0-00000-81000-58000-0-0000	\$1,250.00
13920 HEINKS, DESIREE	240741	10/27/2023	REIMB.STUDENT SUPPLY	010-56340-0-11100-10000-43000-0-0000	\$367.96
13957 INFINITY COMM. & CONSUL., INC.	240659	10/13/2023	16389	010-00000-0-00000-71000-58000-0-0000	\$3,375.00
14512 J & F DIESEL REPAIR	240486	09/29/2023	1077	010-07230-0-00000-36000-58000-0-0000	\$2,302.82
14512 J & F DIESEL REPAIR	240661	10/13/2023	1094	010-07230-0-00000-36000-58000-0-0000	\$2,800.00
14512 J & F DIESEL REPAIR	240662	10/13/2023	1095	010-07230-0-00000-36000-58000-0-0000	\$2,925.42
14562 KNOX COMPANY	240730	10/27/2023	#INK-KA-225641	010-81500-0-00000-81000-44000-0-0000	\$559.23
12733 LAKESHORE	240565	09/29/2023	292401091323	010-90336-0-11100-10000-43000-0-0000	\$423.41
14565 LAWRENCE REYES	240440	09/29/2023	REIMB.LIVE SCAN	010-00000-0-00000-72000-58000-0-0000	\$60.32
14513 LEVEL UP DJS	240441	09/29/2023	9.15.23	010-07200-0-00000-24950-58000-0-0301	\$350.00
14566 LINDSEY MARTIN	240586	09/29/2023	REIMB.LIVESCAN	010-00000-0-00000-72000-58000-0-0000	\$46.00
13961 LOWE'S	240755	10/27/2023	997054	010-81500-0-00000-81000-43000-0-0000	\$329.90
13961 LOWE'S	240759	10/27/2023	995413	010-81500-0-00000-81000-43000-0-0000	\$332.08
13961 LOWE'S	240763	10/27/2023	987105	010-81500-0-00000-81000-43000-0-0000	\$163.93
13961 LOWE'S	240764	10/27/2023	996928	010-81500-0-00000-81000-43000-0-0000	\$444.26
13961 LOWE'S	240761	10/27/2023	971014	010-81500-0-00000-81000-43000-0-0000	\$120.64
13961 LOWE'S	240019	10/27/2023	996897	010-81500-0-00000-81000-43000-0-0000	(\$286.91)
13961 LOWE'S	240760	10/27/2023	996127	010-81500-0-00000-81000-43000-0-0000	\$152.66
13961 LOWE'S	240762	10/27/2023	975841	010-81500-0-00000-81000-43000-0-0000	\$191.43
13961 LOWE'S	240765	10/27/2023	984270	010-81500-0-00000-81000-43000-0-0000	\$392.18
13961 LOWE'S	240758	10/27/2023	989230	010-81500-0-00000-81000-43000-0-0000	\$108.23
13961 LOWE'S	240756	10/27/2023	997063	010-81500-0-00000-81000-43000-0-0000	\$40.92
13961 LOWE'S	240018	10/27/2023	997060	010-81500-0-00000-81000-43000-0-0000	(\$38.59)
13961 LOWE'S	240757	10/27/2023	988871	010-81500-0-00000-81000-43000-0-0000	\$135.62
12270 LOZANO SMITH	240564	09/29/2023	2198032	010-00000-0-00000-72000-58000-0-0000	\$86.62
12270 LOZANO SMITH	240562	09/29/2023	2198029	010-00000-0-00000-72000-58000-0-0000	\$1,443.75
12270 LOZANO SMITH	240563	09/29/2023	2198031	010-00000-0-00000-72000-58000-0-0000	\$5,313.00
12270 LOZANO SMITH	240813	10/27/2023	2200512	010-00000-0-00000-72000-58000-0-0000	\$1,010.62

12270 LOZANO SMITH	240814	10/27/2023	2200513	010-00000-0-00000-72000-58000-0-0000	\$3,205.12
14564 MADISON SUN	240439	09/29/2023	REIMB. LIVE SCAN	010-00000-0-00000-72000-58000-0-0000	\$58.00
14378 McKINLEY ELEVATOR CORP.	240732	10/27/2023	A168926-IN	010-81500-0-00000-81000-58000-0-0000	\$480.00
13063 MICHELLE NUCKOLS	240645	10/10/2023	10/06/23	010-07200-0-00000-24950-43000-0-0301	\$755.79
13063 MICHELLE NUCKOLS	240712	10/13/2023	REIMB.PUMPKIN PATCH	010-07200-0-00000-24950-43000-0-0301	\$126.50
14256 MidAmerica Books	240671	10/13/2023	0015947	010-07200-0-11100-24203-43000-0-0114	\$71.25
13882 MOBILE MODULAR MGT. CORP.	240558	09/29/2023	2459259	010-00000-0-00000-81000-56000-0-0000	\$640.00
13882 MOBILE MODULAR MGT. CORP.	240557	09/29/2023	2459267	010-00000-0-00000-81000-56000-0-0000	\$640.00
13882 MOBILE MODULAR MGT. CORP.	240559	09/29/2023	2459318	010-00000-0-00000-81000-56000-0-0000	\$640.00
13882 MOBILE MODULAR MGT. CORP.	240670	10/13/2023	2470957	010-00000-0-00000-81000-56000-0-0000	\$640.00
13882 MOBILE MODULAR MGT. CORP.	240668	10/13/2023	2470941	010-00000-0-00000-81000-56000-0-0000	\$640.00
13882 MOBILE MODULAR MGT. CORP.	240669	10/13/2023	2470905	010-00000-0-00000-81000-56000-0-0000	\$640.00
14488 N & R DIESEL TRUCK REPAIR	240805	10/27/2023	180221	010-07230-0-00000-36000-58000-0-0000	\$400.00
14568 OAK VALLEY UNION ELEMENTARY SC	240754	10/27/2023	12.5.23	010-07200-0-11100-10000-58000-0-0405	\$50.00
12836 OFFICE DEPOT, INC.	240769	10/27/2023	334673362001	010-00000-0-00000-72000-43000-0-0000	\$98.90
12836 OFFICE DEPOT, INC.	240780	10/27/2023	332470692001	010-00000-0-00000-72000-43000-0-0000	\$145.83
12836 OFFICE DEPOT, INC.	240012	09/29/2023	330065409001	010-07200-0-11100-10000-43000-0-0103	(\$25.82)
12836 OFFICE DEPOT, INC.	240534	09/29/2023	329114733001	010-07200-0-11100-10000-43000-0-0103	\$22.60
12836 OFFICE DEPOT, INC.	240535	09/29/2023	329114728001	010-07200-0-11100-10000-43000-0-0103	\$115.25
12836 OFFICE DEPOT, INC.	240531	09/29/2023	329114729001	010-07200-0-11100-10000-43000-0-0103	\$155.12
12836 OFFICE DEPOT, INC.	240532	09/29/2023	329113724001	010-07200-0-11100-10000-43000-0-0103	\$163.74
12836 OFFICE DEPOT, INC.	240530	09/29/2023	330520141001	010-07200-0-11100-10000-43000-0-0103	\$98.90
12836 OFFICE DEPOT, INC.	240546	09/29/2023	327212024002	010-07200-0-11100-10000-43000-0-0103	\$9.76
12836 OFFICE DEPOT, INC.	240533	09/29/2023	329114727001	010-07200-0-11100-10000-43000-0-0103	\$47.40
12836 OFFICE DEPOT, INC.	240692	10/13/2023	327014173001	010-07200-0-11100-10000-43000-0-0103	\$39.96
12836 OFFICE DEPOT, INC.	240693	10/13/2023	325562859001	010-07200-0-11100-10000-43000-0-0103	\$74.51
12836 OFFICE DEPOT, INC.	240699	10/13/2023	330375982001	010-07200-0-11100-10000-43000-0-0103	\$25.82
12836 OFFICE DEPOT, INC.	240792	10/27/2023	325562859002	010-07200-0-11100-10000-43000-0-0103	\$24.77
12836 OFFICE DEPOT, INC.	240860	10/27/2023	333900343001	010-07200-0-11100-10000-43000-0-0407	\$212.60
12836 OFFICE DEPOT, INC.	240858	10/27/2023	333900347001	010-07200-0-11100-10000-43000-0-0407	\$26.86
12836 OFFICE DEPOT, INC.	240859	10/27/2023	222900345001	010-07200-0-11100-10000-43000-0-0407	\$110.94
12836 OFFICE DEPOT, INC.	240861	10/27/2023	333899378001	010-07200-0-11100-10000-43000-0-0407	\$21.54
12836 OFFICE DEPOT, INC.	240771	10/27/2023	332259536001	010-07200-0-11100-24203-43000-0-0115	\$16.15
12836 OFFICE DEPOT, INC.	240775	10/27/2023	332295937002	010-07200-0-11100-24203-43000-0-0115	\$4.53
12836 OFFICE DEPOT, INC.	240772	10/27/2023	332259537001	010-07200-0-11100-24203-43000-0-0115	\$44.32
12836 OFFICE DEPOT, INC.	240773	10/27/2023	332259544001	010-07200-0-11100-24203-43000-0-0115	\$37.70
12836 OFFICE DEPOT, INC.	240774	10/27/2023	332259548001	010-07200-0-11100-24203-43000-0-0115	\$20.84
12836 OFFICE DEPOT, INC.	240770	10/27/2023	332257489001	010-07200-0-11100-24203-43000-0-0115	\$32.45
12836 OFFICE DEPOT, INC.	240545	09/29/2023	328928390001	010-11000-0-11100-10000-43000-0-0000	\$28.76
12836 OFFICE DEPOT, INC.	240536	09/29/2023	325814510001	010-11000-0-11100-10000-43000-0-0000	\$23.16
12836 OFFICE DEPOT, INC.	240519	09/29/2023	325699799001	010-11000-0-11100-10000-43000-0-0000	\$16.15
12836 OFFICE DEPOT, INC.	240527	09/29/2023	325760345001	010-11000-0-11100-10000-43000-0-0000	\$17.77
12836 OFFICE DEPOT, INC.	240522	09/29/2023	325699508001	010-11000-0-11100-10000-43000-0-0000	\$1.90
12836 OFFICE DEPOT, INC.	240524	09/29/2023	326337010001	010-11000-0-11100-10000-43000-0-0000	\$48.47
12836 OFFICE DEPOT, INC.	240525	09/29/2023	326337285001	010-11000-0-11100-10000-43000-0-0000	\$21.83
12836 OFFICE DEPOT, INC.	240011	09/29/2023	326645824001	010-11000-0-11100-10000-43000-0-0000	(\$21.83)
12836 OFFICE DEPOT, INC.	240539	09/29/2023	325137416001	010-11000-0-11100-10000-43000-0-0000	\$68.95
12836 OFFICE DEPOT, INC.	240520	09/29/2023	310923770001	010-11000-0-11100-10000-43000-0-0000	\$95.15
12836 OFFICE DEPOT, INC.	240521	09/29/2023	3253699798001	010-11000-0-11100-10000-43000-0-0000	\$50.52
12836 OFFICE DEPOT, INC.	240523	09/29/2023	326337287001	010-11000-0-11100-10000-43000-0-0000	\$98.90
12836 OFFICE DEPOT, INC.	240529	09/29/2023	327118510001	010-11000-0-11100-10000-43000-0-0000	\$324.32
12836 OFFICE DEPOT, INC.	240526	09/29/2023	325760346001	010-11000-0-11100-10000-43000-0-0000	\$10.49
12836 OFFICE DEPOT, INC.	240544	09/29/2023	328927429001	010-11000-0-11100-10000-43000-0-0000	\$39.04

12836 OFFICE DEPOT, INC.	240537	09/29/2023	330339150001	010-11000-0-11100-10000-43000-0-0000	\$194.33
12836 OFFICE DEPOT, INC.	240538	09/29/2023	330364140001	010-11000-0-11100-10000-43000-0-0000	\$38.78
12836 OFFICE DEPOT, INC.	240540	09/29/2023	321554722001	010-11000-0-11100-10000-43000-0-0000	\$9.04
12836 OFFICE DEPOT, INC.	240541	09/29/2023	330482583001	010-11000-0-11100-10000-43000-0-0000	\$207.63
12836 OFFICE DEPOT, INC.	240542	09/29/2023	330483113001	010-11000-0-11100-10000-43000-0-0000	\$12.76
12836 OFFICE DEPOT, INC.	240543	09/29/2023	325058595001	010-11000-0-11100-10000-43000-0-0000	\$499.83
12836 OFFICE DEPOT, INC.	240694	10/13/2023	324230460001	010-11000-0-11100-10000-43000-0-0000	\$44.17
12836 OFFICE DEPOT, INC.	240696	10/13/2023	328092560001	010-11000-0-11100-10000-43000-0-0000	\$6.95
12836 OFFICE DEPOT, INC.	240691	10/13/2023	324524539002	010-11000-0-11100-10000-43000-0-0000	\$11.69
12836 OFFICE DEPOT, INC.	240017	10/13/2023	326856133001	010-11000-0-11100-10000-43000-0-0000	(\$23.80)
12836 OFFICE DEPOT, INC.	240695	10/13/2023	32808102001	010-11000-0-11100-10000-43000-0-0000	\$209.21
12836 OFFICE DEPOT, INC.	240697	10/13/2023	333714017001	010-11000-0-11100-10000-43000-0-0000	\$163.92
12836 OFFICE DEPOT, INC.	240698	10/13/2023	331036117001	010-11000-0-11100-10000-43000-0-0000	\$132.60
12836 OFFICE DEPOT, INC.	240797	10/27/2023	331216813001	010-11000-0-11100-10000-43000-0-0000	\$33.91
12836 OFFICE DEPOT, INC.	240798	10/27/2023	334426836001	010-11000-0-11100-10000-43000-0-0000	\$86.20
12836 OFFICE DEPOT, INC.	240776	10/27/2023	330959047001	010-11000-0-11100-10000-43000-0-0000	\$47.05
12836 OFFICE DEPOT, INC.	240767	10/27/2023	333720269001	010-11000-0-11100-10000-43000-0-0000	\$12.92
12836 OFFICE DEPOT, INC.	240778	10/27/2023	330959367001	010-11000-0-11100-10000-43000-0-0000	\$16.68
12836 OFFICE DEPOT, INC.	240783	10/27/2023	335791372001	010-11000-0-11100-10000-43000-0-0000	\$177.78
12836 OFFICE DEPOT, INC.	240782	10/27/2023	335791371001	010-11000-0-11100-10000-43000-0-0000	\$39.86
12836 OFFICE DEPOT, INC.	240768	10/27/2023	333720272001	010-11000-0-11100-10000-43000-0-0000	\$23.56
12836 OFFICE DEPOT, INC.	240781	10/27/2023	335785770001	010-11000-0-11100-10000-43000-0-0000	\$181.98
12836 OFFICE DEPOT, INC.	240779	10/27/2023	331036117003	010-11000-0-11100-10000-43000-0-0000	\$7.51
12836 OFFICE DEPOT, INC.	240777	10/27/2023	323481807001	010-11000-0-11100-10000-43000-0-0000	\$9.70
12836 OFFICE DEPOT, INC.	240795	10/27/2023	333476609001	010-11000-0-11100-10000-43000-0-0000	\$113.44
12836 OFFICE DEPOT, INC.	240796	10/27/2023	331215236001	010-11000-0-11100-10000-43000-0-0000	\$12.92
12836 OFFICE DEPOT, INC.	240799	10/27/2023	331216820001	010-11000-0-11100-10000-43000-0-0000	\$4.61
12836 OFFICE DEPOT, INC.	240784	10/27/2023	335288033001	010-11000-0-11100-10000-43000-0-0000	\$98.90
12836 OFFICE DEPOT, INC.	240819	10/27/2023	336596623001	010-11000-0-11100-10000-43000-0-0000	\$106.49
12836 OFFICE DEPOT, INC.	240794	10/27/2023	325519805001	010-11000-0-11100-10000-43000-0-0000	\$50.63
12836 OFFICE DEPOT, INC.	240700	10/13/2023	329257574001	010-30100-4-11100-10000-43000-0-0000	\$20.50
12836 OFFICE DEPOT, INC.	240701	10/13/2023	329718261001	010-30100-4-11100-10000-43000-0-0000	\$14.32
12836 OFFICE DEPOT, INC.	240702	10/13/2023	329718262001	010-30100-4-11100-10000-43000-0-0000	\$23.69
12836 OFFICE DEPOT, INC.	240793	10/27/2023	329718276001	010-30100-4-11100-10000-43000-0-0000	\$23.89
12836 OFFICE DEPOT, INC.	240510	09/29/2023	328247531001	010-60100-0-11100-10000-43000-0-0000	\$72.71
12836 OFFICE DEPOT, INC.	240516	09/29/2023	328780976001	010-60100-0-11100-10000-43000-0-0000	\$58.70
12836 OFFICE DEPOT, INC.	240512	09/29/2023	327521508001	010-60100-0-11100-10000-43000-0-0000	\$59.07
12836 OFFICE DEPOT, INC.	240514	09/29/2023	327521509001	010-60100-0-11100-10000-43000-0-0000	\$36.99
12836 OFFICE DEPOT, INC.	240515	09/29/2023	327521505001	010-60100-0-11100-10000-43000-0-0000	\$40.18
12836 OFFICE DEPOT, INC.	240511	09/29/2023	328780732001	010-60100-0-11100-10000-43000-0-0000	\$18.85
12836 OFFICE DEPOT, INC.	240513	09/29/2023	327521158001	010-60100-0-11100-10000-43000-0-0000	\$65.76
12836 OFFICE DEPOT, INC.	240518	09/29/2023	328247536001	010-60100-0-11100-10000-43000-0-0000	\$30.15
12836 OFFICE DEPOT, INC.	240708	10/13/2023	327175243001	010-60100-0-11100-10000-43000-0-0000	\$160.11
12836 OFFICE DEPOT, INC.	240710	10/13/2023	333543345001	010-60100-0-11100-10000-43000-0-0000	\$98.97
12836 OFFICE DEPOT, INC.	240706	10/13/2023	333543347001	010-60100-0-11100-10000-43000-0-0000	\$8.93
12836 OFFICE DEPOT, INC.	240707	10/13/2023	333543348001	010-60100-0-11100-10000-43000-0-0000	\$58.67
12836 OFFICE DEPOT, INC.	240709	10/13/2023	332865009001	010-60100-0-11100-10000-43000-0-0000	\$22.64
12836 OFFICE DEPOT, INC.	240705	10/13/2023	333542909001	010-60100-0-11100-10000-43000-0-0000	\$43.09
12836 OFFICE DEPOT, INC.	240787	10/27/2023	333907933001	010-60100-0-11100-10000-43000-0-0000	\$93.23
12836 OFFICE DEPOT, INC.	240791	10/27/2023	333907662001	010-60100-0-11100-10000-43000-0-0000	\$10.21
12836 OFFICE DEPOT, INC.	240788	10/27/2023	332864748001	010-60100-0-11100-10000-43000-0-0000	\$122.45
12836 OFFICE DEPOT, INC.	240789	10/27/2023	332865005001	010-60100-0-11100-10000-43000-0-0000	\$61.41
12836 OFFICE DEPOT, INC.	240790	10/27/2023	332865013001	010-60100-0-11100-10000-43000-0-0000	\$10.76

12836 OFFICE DEPOT, INC.	240704	10/13/2023	332796148001	010-90336-0-11100-10000-43000-0-0000	\$433.25
12836 OFFICE DEPOT, INC.	240786	10/27/2023	332529254001	010-90336-0-11100-10000-43000-0-0000	\$30.16
12836 OFFICE DEPOT, INC.	240785	10/27/2023	332547417001	010-90336-0-11100-10000-43000-0-0000	\$15.97
13562 ORIENTAL TRADING CO.	240753	10/27/2023	72658865202	010-07200-0-00000-24950-43000-0-0301	\$78.09
13562 ORIENTAL TRADING CO.	240752	10/27/2023	9391028859	010-07200-0-00000-24950-43000-0-0301	\$351.19
13562 ORIENTAL TRADING CO.	240582	09/29/2023	72604292505	010-60100-0-11100-10000-43000-0-0000	\$143.36
13562 ORIENTAL TRADING CO.	240505	09/29/2023	72604292501	010-60100-0-11100-10000-43000-0-0000	\$2,940.43
13562 ORIENTAL TRADING CO.	240503	09/29/2023	72604292503	010-60100-0-11100-10000-43000-0-0000	\$68.11
13562 ORIENTAL TRADING CO.	240501	09/29/2023	72604292507	010-60100-0-11100-10000-43000-0-0000	\$29.87
13562 ORIENTAL TRADING CO.	240499	09/29/2023	72604292511	010-60100-0-11100-10000-43000-0-0000	\$57.34
13562 ORIENTAL TRADING CO.	240509	09/29/2023	72604292506	010-60100-0-11100-10000-43000-0-0000	\$70.51
13562 ORIENTAL TRADING CO.	240508	09/29/2023	72604292508	010-60100-0-11100-10000-43000-0-0000	\$126.21
13562 ORIENTAL TRADING CO.	240507	09/29/2023	72604292504	010-60100-0-11100-10000-43000-0-0000	\$95.60
13562 ORIENTAL TRADING CO.	240506	09/29/2023	72604292510	010-60100-0-11100-10000-43000-0-0000	\$91.73
13562 ORIENTAL TRADING CO.	240504	09/29/2023	72604292502	010-60100-0-11100-10000-43000-0-0000	\$150.55
13562 ORIENTAL TRADING CO.	240500	09/29/2023	72604292509	010-60100-0-11100-10000-43000-0-0000	\$149.67
13562 ORIENTAL TRADING CO.	240743	10/27/2023	72688838404	010-60100-0-11100-10000-43000-0-0000	\$52.55
13562 ORIENTAL TRADING CO.	240749	10/27/2023	72688838409	010-60100-0-11100-10000-43000-0-0000	\$49.06
13562 ORIENTAL TRADING CO.	240746	10/27/2023	72688838405	010-60100-0-11100-10000-43000-0-0000	\$33.11
13562 ORIENTAL TRADING CO.	240744	10/27/2023	72688838403	010-60100-0-11100-10000-43000-0-0000	\$68.70
13562 ORIENTAL TRADING CO.	240751	10/27/2023	72658865201	010-60100-0-11100-10000-43000-0-0000	\$351.19
13562 ORIENTAL TRADING CO.	240750	10/27/2023	72688838401	010-60100-0-11100-10000-43000-0-0000	\$1,748.06
13562 ORIENTAL TRADING CO.	240748	10/27/2023	72688838408	010-60100-0-11100-10000-43000-0-0000	\$18.34
13562 ORIENTAL TRADING CO.	240747	10/27/2023	72688838407	010-60100-0-11100-10000-43000-0-0000	\$51.50
13562 ORIENTAL TRADING CO.	240745	10/27/2023	72688838402	010-60100-0-11100-10000-43000-0-0000	\$87.57
13562 ORIENTAL TRADING CO.	240742	10/27/2023	72688838410	010-60100-0-11100-10000-43000-0-0000	\$44.13
14324 PACIFIC WESTERN BANK PAYMENTS	240766	10/24/2023	04090109152-01000	010-99900-0-00000-91000-74380-0-0000	\$18,858.21
14547 PICNIC FURNITURE	240739	10/27/2023	PF4179	010-07200-0-11302-10000-44000-0-0403	\$3,414.39
13284 QUINN RENTAL SERVICES	240734	10/27/2023	26247202	010-00000-0-00000-81000-56000-0-0000	\$864.09
13284 QUINN RENTAL SERVICES	240733	10/27/2023	262472011	010-00000-0-00000-81000-56000-0-0000	\$448.00
14413 READ NATURALLY INC	240672	10/13/2023	262101	010-07200-0-11100-10000-58000-0-0103	\$290.00
14396 S & S AG AND AUTO PARTS	240473	09/29/2023	098665	010-07230-0-00000-36000-43000-0-0000	\$2.90
14396 S & S AG AND AUTO PARTS	240474	09/29/2023	099246	010-07230-0-00000-36000-43000-0-0000	\$201.14
14396 S & S AG AND AUTO PARTS	240476	09/29/2023	100566	010-07230-0-00000-36000-43000-0-0000	\$168.09
14396 S & S AG AND AUTO PARTS	240477	09/29/2023	100568	010-07230-0-00000-36000-43000-0-0000	\$14.98
14396 S & S AG AND AUTO PARTS	240475	09/29/2023	099840	010-07230-0-00000-36000-43000-0-0000	\$533.93
14396 S & S AG AND AUTO PARTS	240481	09/29/2023	101647	010-07230-0-00000-36000-43000-0-0000	\$54.94
14396 S & S AG AND AUTO PARTS	240479	09/29/2023	100676	010-07230-0-00000-36000-43000-0-0000	\$79.71
14396 S & S AG AND AUTO PARTS	240480	09/29/2023	100800	010-07230-0-00000-36000-43000-0-0000	\$70.55
14396 S & S AG AND AUTO PARTS	240583	09/29/2023	097938	010-07230-0-00000-36000-43000-0-0000	\$11.28
14396 S & S AG AND AUTO PARTS	240674	10/13/2023	101636	010-07230-0-00000-36000-43000-0-0000	\$320.18
14396 S & S AG AND AUTO PARTS	240675	10/13/2023	102200	010-07230-0-00000-36000-43000-0-0000	\$39.85
14396 S & S AG AND AUTO PARTS	240829	10/27/2023	103552	010-07230-0-00000-36000-43000-0-0000	\$12.20
14357 SANCHEZ CONNIE	240713	10/13/2023	REIMB.	010-00000-0-00000-71500-43000-0-0000	\$15.30
14357 SANCHEZ CONNIE	240735	10/27/2023	REIMB.	010-07200-0-11100-10000-43000-0-0201	\$25.14
13596 SCHOOL NURSE SUPPLY	240830	10/27/2023	0972582-IN	010-00000-0-00000-31400-43000-0-0000	\$261.44
13717 SCHOOLWORKS, INC.	240726	10/27/2023	4370	010-00000-0-00000-72000-58000-0-0000	\$3,500.00
14308 SHI INTERNATIONAL CORP	240482	09/29/2023	B17322744	010-07200-0-11100-24900-43000-0-0102	\$634.43
14308 SHI INTERNATIONAL CORP	240680	10/13/2023	B17402993	010-07200-0-11100-24900-43000-0-0102	\$494.49
14308 SHI INTERNATIONAL CORP	240678	10/13/2023	B17429199	010-07200-0-11100-24900-43000-0-0102	\$965.44
14308 SHI INTERNATIONAL CORP	240679	10/13/2023	B17403016	010-07200-0-11100-24900-43000-0-0102	\$160.84
14308 SHI INTERNATIONAL CORP	240862	10/27/2023	B17489650	010-07200-0-11100-24900-58000-0-0102	\$2,499.84
14111 SISC	240615	10/06/2023	OCT HW RET.BRD.ACT	010-00000-0-00000-00000-95024-0-0000	\$82,843.79

14111 SISC	240614	10/06/2023	OCT HW RET.BRD.ACT	010-00000-0-00000-00000-95028-0-0000	\$1,623.00
14111 SISC	240613	10/06/2023	OCT HW RET.BRD.ACT	010-00000-0-00000-71000-34020-0-0000	\$8,071.65
5388 SOUTHERN CAL GAS	240485	09/29/2023	108 416 9100 8	010-00000-0-00000-81000-55000-0-0000	\$266.70
5388 SOUTHERN CAL GAS	240818	10/27/2023	108 416 9100 8	010-00000-0-00000-81000-55000-0-0000	\$272.40
5383 SOUTHERN CALIF EDISON CO	240452	09/29/2023	700142519619	010-99900-0-00000-81000-55000-0-0000	\$1,593.12
5383 SOUTHERN CALIF EDISON CO	240817	10/27/2023	700142519619	010-99900-0-00000-81000-55000-0-0000	\$1,247.43
5383 SOUTHERN CALIF EDISON CO	240816	10/27/2023	700140798877	010-99900-0-00000-81000-55000-0-0000	\$49,749.03
13902 SOUTHWEST SCH. & OFFICE SUPPLY	240483	09/29/2023	6000167479	010-00000-0-11100-10000-43000-0-0000	\$177.36
13902 SOUTHWEST SCH. & OFFICE SUPPLY	240677	10/13/2023	6000133246	010-00000-0-11100-10000-43000-0-0000	\$146.92
13902 SOUTHWEST SCH. & OFFICE SUPPLY	240676	10/13/2023	6000133245	010-00000-0-11100-10000-43000-0-0000	\$25.48
13902 SOUTHWEST SCH. & OFFICE SUPPLY	240484	09/29/2023	6000156379	010-11000-0-11100-10000-43000-0-0000	\$339.37
14212 SPRIGEO INC	240621	10/06/2023	2242	010-07200-0-11100-24900-58000-0-0102	\$474.00
13130 SYSCO FOOD SERVICES	240470	09/29/2023	384751680	010-00000-0-00000-71000-43000-0-0000	\$88.45
13130 SYSCO FOOD SERVICES	240463	09/29/2023	384732627	010-00000-0-00000-71000-43000-0-0000	\$121.20
13130 SYSCO FOOD SERVICES	240835	10/27/2023	384778703	010-00000-0-00000-72000-43000-0-0000	\$91.85
13130 SYSCO FOOD SERVICES	240833	10/27/2023	384787359	010-07200-0-00000-24950-43000-0-0301	\$228.60
13130 SYSCO FOOD SERVICES	240834	10/27/2023	384779703	010-07200-0-00000-24950-43000-0-0301	\$45.46
13130 SYSCO FOOD SERVICES	240467	09/29/2023	384759969	010-07200-0-11100-10000-43000-0-0201	\$86.54
13130 SYSCO FOOD SERVICES	240460	09/29/2023	384743050	010-07200-0-11100-10000-43000-0-0201	\$289.86
13130 SYSCO FOOD SERVICES	240839	10/27/2023	384795616	010-07200-0-11100-10000-43000-0-0201	\$475.26
13130 SYSCO FOOD SERVICES	240459	09/29/2023	384743051	010-26000-3-11100-10000-43000-0-0000	\$42.25
13130 SYSCO FOOD SERVICES	240461	09/29/2023	384751681	010-26000-3-11100-10000-43000-0-0000	\$85.68
13130 SYSCO FOOD SERVICES	240683	10/13/2023	384768243	010-26000-3-11100-10000-43000-0-0000	\$217.97
13130 SYSCO FOOD SERVICES	240682	10/13/2023	384768244	010-26000-3-11100-10000-43000-0-0000	\$646.95
13130 SYSCO FOOD SERVICES	240466	09/29/2023	384759969	010-60100-0-11100-10000-43000-0-0000	\$43.20
13130 SYSCO FOOD SERVICES	240462	09/29/2023	384759970	010-60100-0-11100-10000-43000-0-0000	\$350.85
13130 SYSCO FOOD SERVICES	240458	09/29/2023	384743051	010-60100-0-11100-10000-43000-0-0000	\$502.50
13130 SYSCO FOOD SERVICES	240684	10/13/2023	384778702	010-60100-0-11100-10000-43000-0-0000	\$291.14
14554 TEAM FITZ GRAPHICS, LLC	240863	10/27/2023	62275	010-07200-0-00000-24950-44000-0-0301	\$1,196.04
14369 THE HOME DEPOT PRO	240852	10/27/2023	769494998	010-07230-0-00000-36000-43000-0-0000	\$155.12
14369 THE HOME DEPOT PRO	240487	09/29/2023	759450679	010-81500-0-00000-81000-43000-0-0000	\$198.69
14369 THE HOME DEPOT PRO	240010	09/29/2023	759572699	010-81500-0-00000-81000-43000-0-0000	(\$198.69)
14369 THE HOME DEPOT PRO	240489	09/29/2023	757982285	010-81500-0-00000-81000-43000-0-0000	\$33.99
14369 THE HOME DEPOT PRO	240488	09/29/2023	758434328	010-81500-0-00000-81000-43000-0-0000	\$143.04
14369 THE HOME DEPOT PRO	240491	09/29/2023	761556430	010-81500-0-00000-81000-43000-0-0000	\$58.96
14369 THE HOME DEPOT PRO	240490	09/29/2023	761373026	010-81500-0-00000-81000-43000-0-0000	\$3,276.16
14369 THE HOME DEPOT PRO	240498	09/29/2023	763953452	010-81500-0-00000-81000-43000-0-0000	\$113.20
14369 THE HOME DEPOT PRO	240496	09/29/2023	762799575	010-81500-0-00000-81000-43000-0-0000	\$80.30
14369 THE HOME DEPOT PRO	240492	09/29/2023	758241640	010-81500-0-00000-81000-43000-0-0000	\$153.46
14369 THE HOME DEPOT PRO	240495	09/29/2023	762583680	010-81500-0-00000-81000-43000-0-0000	\$401.05
14369 THE HOME DEPOT PRO	240493	09/29/2023	758486534	010-81500-0-00000-81000-43000-0-0000	\$150.72
14369 THE HOME DEPOT PRO	240494	09/29/2023	758655450	010-81500-0-00000-81000-43000-0-0000	\$880.72
14369 THE HOME DEPOT PRO	240497	09/29/2023	763519352	010-81500-0-00000-81000-43000-0-0000	\$493.54
14369 THE HOME DEPOT PRO	240736	10/27/2023	767388887	010-81500-0-00000-81000-43000-0-0000	\$100.33
14369 THE HOME DEPOT PRO	240854	10/27/2023	770739019	010-81500-0-00000-81000-43000-0-0000	\$1,572.93
14369 THE HOME DEPOT PRO	240855	10/27/2023	770050383	010-81500-0-00000-81000-43000-0-0000	\$45.59
12264 TIPTON AUTO PARTS	240635	10/06/2023	60055	010-81500-0-00000-81000-43000-0-0000	\$52.75
12264 TIPTON AUTO PARTS	240632	10/06/2023	59739	010-81500-0-00000-81000-43000-0-0000	\$8.60
12264 TIPTON AUTO PARTS	240630	10/06/2023	59412	010-81500-0-00000-81000-43000-0-0000	\$150.17
12264 TIPTON AUTO PARTS	240629	10/06/2023	59344	010-81500-0-00000-81000-43000-0-0000	\$75.90
12264 TIPTON AUTO PARTS	240628	10/06/2023	59317	010-81500-0-00000-81000-43000-0-0000	\$48.22
12264 TIPTON AUTO PARTS	240636	10/06/2023	60142	010-81500-0-00000-81000-43000-0-0000	\$69.81
12264 TIPTON AUTO PARTS	240639	10/06/2023	60318	010-81500-0-00000-81000-43000-0-0000	\$159.15

12264 TIPTON AUTO PARTS	240643	10/06/2023	60881	010-81500-0-00000-81000-43000-0-0000	\$10.76
12264 TIPTON AUTO PARTS	240640	10/06/2023	60362	010-81500-0-00000-81000-43000-0-0000	\$145.57
12264 TIPTON AUTO PARTS	240642	10/06/2023	60785	010-81500-0-00000-81000-43000-0-0000	\$52.85
12264 TIPTON AUTO PARTS	240641	10/06/2023	60408	010-81500-0-00000-81000-43000-0-0000	\$24.77
12264 TIPTON AUTO PARTS	240644	10/06/2023	59853	010-81500-0-00000-81000-43000-0-0000	\$21.54
12264 TIPTON AUTO PARTS	240638	10/06/2023	60291	010-81500-0-00000-81000-43000-0-0000	\$136.50
12264 TIPTON AUTO PARTS	240633	10/06/2023	59842	010-81500-0-00000-81000-43000-0-0000	\$3.11
12264 TIPTON AUTO PARTS	240637	10/06/2023	60192	010-81500-0-00000-81000-43000-0-0000	\$35.00
12264 TIPTON AUTO PARTS	240849	10/27/2023	62349	010-81500-0-00000-81000-43000-0-0000	\$4.42
12264 TIPTON AUTO PARTS	240846	10/27/2023	62055	010-81500-0-00000-81000-43000-0-0000	\$4.49
12264 TIPTON AUTO PARTS	240840	10/27/2023	61250	010-81500-0-00000-81000-43000-0-0000	\$1.23
12264 TIPTON AUTO PARTS	240842	10/27/2023	61460	010-81500-0-00000-81000-43000-0-0000	\$6.96
12264 TIPTON AUTO PARTS	240845	10/27/2023	61916	010-81500-0-00000-81000-43000-0-0000	\$26.93
12264 TIPTON AUTO PARTS	240847	10/27/2023	62136	010-81500-0-00000-81000-43000-0-0000	\$17.22
12264 TIPTON AUTO PARTS	240848	10/27/2023	62240	010-81500-0-00000-81000-43000-0-0000	\$3.01
12264 TIPTON AUTO PARTS	240841	10/27/2023	61306	010-81500-0-00000-81000-43000-0-0000	\$11.28
12264 TIPTON AUTO PARTS	240843	10/27/2023	61494	010-81500-0-00000-81000-43000-0-0000	\$10.72
12264 TIPTON AUTO PARTS	240844	10/27/2023	61632	010-81500-0-00000-81000-43000-0-0000	\$60.30
5760 TIPTON COMMUNITY SERVICES DIST	240624	10/06/2023	10040002	010-00000-0-00000-81000-55000-0-0000	\$1,140.13
13677 TIPTON ELEMENTAR SCHOOL DIST.	240832	10/27/2023	REIMB.8TH REFUND	010-07200-0-00000-24950-43000-0-0301	\$157.90
14414 T-MOBILE USA INC.	240623	10/06/2023	987306951	010-00000-0-00000-81000-59000-0-0000	\$598.50
14414 T-MOBILE USA INC.	240711	10/13/2023	970029235	010-32130-0-11100-10000-59000-0-0000	\$4,586.06
13605 TULARE CO. OFFICE OF EDUCATION	240851	10/27/2023	240629	010-30100-4-11100-10000-58000-0-0000	\$1,562.50
13605 TULARE CO. OFFICE OF EDUCATION	240850	10/27/2023	240629	010-30100-4-11100-10000-58000-0-0000	\$3,750.00
13463 TULARE COUNTY OFFICE OF EDUCAT	240687	10/13/2023	240415	010-00000-0-00000-72000-52000-0-0000	\$250.00
13463 TULARE COUNTY OFFICE OF EDUCAT	240737	10/27/2023	240660	010-07200-0-00000-31400-58000-0-0204	\$8,546.25
13463 TULARE COUNTY OFFICE OF EDUCAT	240688	10/13/2023	240336	010-07200-0-11100-24203-58000-0-0114	\$300.00
12324 TULE TRASH COMPANY	240625	10/06/2023	287461	010-00000-0-00000-81000-55000-0-0000	\$1,178.76
14511 TYGER BATES	240622	10/06/2023	1394	010-00000-0-00000-72000-58000-0-0000	\$500.00
14424 U.S. BANK EQUIPMENT FINANCE	240548	09/29/2023	509545117	010-00000-0-00000-72000-58000-0-0000	\$754.48
14424 U.S. BANK EQUIPMENT FINANCE	240616	10/06/2023	511894230	010-00000-0-00000-72000-58000-0-0000	\$819.90
14424 U.S. BANK EQUIPMENT FINANCE	240585	09/29/2023	509545117	010-00000-0-11100-10000-58000-0-0000	\$2,263.47
14424 U.S. BANK EQUIPMENT FINANCE	240617	10/06/2023	511894230	010-00000-0-11100-10000-58000-0-0000	\$2,459.67
14557 UBEO BUSINESS SERVICES	240554	09/29/2023	4235078	010-00000-0-00000-81000-58000-0-0000	\$30.00
14557 UBEO BUSINESS SERVICES	240555	09/29/2023	4228599	010-00000-0-00000-81000-58000-0-0000	\$850.00
14557 UBEO BUSINESS SERVICES	240556	09/29/2023	4229924	010-00000-0-11100-10000-43000-0-0000	\$605.12
13496 VALLEY PACIFIC PET. SERV., INC	240552	09/29/2023	23-708313	010-07230-0-00000-36000-43000-0-0000	\$1,377.29
13496 VALLEY PACIFIC PET. SERV., INC	240551	09/29/2023	23-713806	010-07230-0-00000-36000-43000-0-0000	\$1,035.80
13496 VALLEY PACIFIC PET. SERV., INC	240856	10/27/2023	23-725163	010-07230-0-00000-36000-43000-0-0000	\$1,902.74
13496 VALLEY PACIFIC PET. SERV., INC	240857	10/27/2023	23-719641	010-07230-0-00000-36000-43000-0-0000	\$3,724.81
13496 VALLEY PACIFIC PET. SERV., INC	240022	10/27/2023	23-721873	010-07230-0-00000-36000-43000-0-0000	(\$817.46)
12229 VALLEYPBS	240673	10/13/2023	0000007600	010-07230-0-00000-36000-58000-0-0000	\$750.00
14544 VEYNA DESIGN STUDIOS, INC.	240442	09/26/2023	9/21/23	010-00000-0-11100-49000-58000-0-0000	\$19,882.67
12498 VISALIA TIMES-DELTA	240547	09/29/2023	0005845987	010-00000-0-00000-72000-58000-0-0000	\$3,908.24
14257 WILMINGTON TRUST	240738	10/27/2023	20230908-48182-A	010-00000-0-00000-72000-58000-0-0000	\$1,000.00

COVID/ESSER III

010-General Fund Total Expenditures:

\$357,007.63

14498 CINTAS	240720	10/27/2023	5179184394	130-53100-0-00000-37000-43000-0-0000	\$122.27
14569 CUTLER- OROSI JOINT UNION SCHO	240723	10/27/2023	2223-20	130-53100-0-00000-37000-53000-0-0000	\$250.00
12921 GOLD STAR FOODS INC.	240580	09/29/2023	6454422	130-53100-0-00000-37000-47000-0-0000	\$217.65
12921 GOLD STAR FOODS INC.	240581	09/29/2023	6459407	130-53100-0-00000-37000-47000-0-0000	\$237.65
12921 GOLD STAR FOODS INC.	240576	09/29/2023	6479785	130-53100-0-00000-37000-47000-0-0000	\$39.28
12921 GOLD STAR FOODS INC.	240577	09/29/2023	6487547	130-53100-0-00000-37000-47000-0-0000	\$129.00
12921 GOLD STAR FOODS INC.	240572	09/29/2023	6500372	130-53100-0-00000-37000-47000-0-0000	\$54.56

12921 GOLD STAR FOODS INC.	240015	10/13/2023	1510814	130-53100-0-00000-37000-47000-0-0000	(\$89.85)
12921 GOLD STAR FOODS INC.	240657	10/13/2023	6603558	130-53100-0-00000-37000-47000-0-0000	\$1,004.85
12921 GOLD STAR FOODS INC.	240656	10/13/2023	6560983	130-53100-0-00000-37000-47000-0-0000	\$54.56
12921 GOLD STAR FOODS INC.	240653	10/13/2023	6535248	130-53100-0-00000-37000-47000-0-0000	\$1,700.07
12921 GOLD STAR FOODS INC.	240654	10/13/2023	6560901	130-53100-0-00000-37000-47000-0-0000	\$315.71
12921 GOLD STAR FOODS INC.	240016	10/13/2023	1511599	130-53100-0-00000-37000-47000-0-0000	(\$662.47)
12921 GOLD STAR FOODS INC.	240807	10/27/2023	6493273	130-53100-0-00000-37000-47000-0-0000	\$4,137.12
12921 GOLD STAR FOODS INC.	240810	10/27/2023	6654502	130-53100-0-00000-37000-47000-0-0000	\$269.75
12921 GOLD STAR FOODS INC.	240809	10/27/2023	6603144	130-53100-0-00000-37000-47000-0-0000	\$104.75
12921 GOLD STAR FOODS INC.	240020	10/27/2023	1512337	130-53100-0-00000-37000-47000-0-0000	(\$116.22)
12921 GOLD STAR FOODS INC.	240812	10/27/2023	6627505	130-53100-0-00000-37000-47000-0-0000	\$37.20
12921 GOLD STAR FOODS INC.	240811	10/27/2023	6674371	130-53100-0-00000-37000-47000-0-0000	\$41.72
12921 GOLD STAR FOODS INC.	240808	10/27/2023	6603135	130-53100-0-00000-37000-47000-0-0000	\$237.65
12921 GOLD STAR FOODS INC.	240571	09/29/2023	6562707	130-53100-0-00000-37000-58000-0-0000	\$5.70
14560 IMPERIAL DADE	240568	09/29/2023	14447036	130-53100-0-00000-37000-43000-0-0000	\$512.52
14560 IMPERIAL DADE	240567	09/29/2023	14346093	130-53100-0-00000-37000-43000-0-0000	\$406.75
14560 IMPERIAL DADE	240566	09/29/2023	14346092	130-53100-0-00000-37000-43000-0-0000	\$1,147.74
14560 IMPERIAL DADE	240434	09/29/2023	14513589	130-53100-0-00000-37000-43000-0-0000	\$1,715.73
14560 IMPERIAL DADE	240664	10/13/2023	14693954	130-53100-0-00000-37000-43000-0-0000	\$746.90
14560 IMPERIAL DADE	240663	10/13/2023	14693955	130-53100-0-00000-37000-43000-0-0000	\$490.14
14427 R & L CROW DISTRIBUTING	240451	09/29/2023	8.1.23	130-53100-0-00000-37000-47000-0-0000	\$1,427.34
14427 R & L CROW DISTRIBUTING	240450	09/29/2023	8.1.23	130-53100-0-00000-37000-47000-0-0000	\$240.69
14427 R & L CROW DISTRIBUTING	240449	09/29/2023	8.11.23	130-53100-0-00000-37000-47000-0-0000	\$962.24
14427 R & L CROW DISTRIBUTING	240448	09/29/2023	8.14.23	130-53100-0-00000-37000-47000-0-0000	\$928.40
14427 R & L CROW DISTRIBUTING	240444	09/29/2023	8.29.23	130-53100-0-00000-37000-47000-0-0000	\$671.00
14427 R & L CROW DISTRIBUTING	240445	09/29/2023	8.24.23	130-53100-0-00000-37000-47000-0-0000	\$415.40
14427 R & L CROW DISTRIBUTING	240446	09/29/2023	8.22.23	130-53100-0-00000-37000-47000-0-0000	\$1,327.16
14427 R & L CROW DISTRIBUTING	240447	09/29/2023	8.18.23	130-53100-0-00000-37000-47000-0-0000	\$1,055.36
14427 R & L CROW DISTRIBUTING	240826	10/27/2023	9.7.23	130-53100-0-00000-37000-47000-0-0000	\$1,917.80
14427 R & L CROW DISTRIBUTING	240825	10/27/2023	9.12.23	130-53100-0-00000-37000-47000-0-0000	\$540.32
14427 R & L CROW DISTRIBUTING	240823	10/27/2023	9.19.23	130-53100-0-00000-37000-47000-0-0000	\$371.46
14427 R & L CROW DISTRIBUTING	240820	10/27/2023	9.29.23	130-53100-0-00000-37000-47000-0-0000	\$827.40
14427 R & L CROW DISTRIBUTING	240824	10/27/2023	9.15.23	130-53100-0-00000-37000-47000-0-0000	\$260.76
14427 R & L CROW DISTRIBUTING	240822	10/27/2023	9.22.23	130-53100-0-00000-37000-47000-0-0000	\$676.64
14427 R & L CROW DISTRIBUTING	240821	10/27/2023	9.26.23	130-53100-0-00000-37000-47000-0-0000	\$1,016.60
14427 R & L CROW DISTRIBUTING	240828	10/27/2023	9.1.23	130-53100-0-00000-37000-47000-0-0000	\$388.40
14427 R & L CROW DISTRIBUTING	240827	10/27/2023	9.5.23	130-53100-0-00000-37000-47000-0-0000	\$1,028.84
13130 SYSCO FOOD SERVICES	240009	09/29/2023	384735235	130-53100-0-00000-37000-43000-0-0000	(\$139.44)
13130 SYSCO FOOD SERVICES	240465	09/29/2023	384732627	130-53100-0-00000-37000-43000-0-0000	\$378.93
13130 SYSCO FOOD SERVICES	240681	10/13/2023	384774079	130-53100-0-00000-37000-43000-0-0000	\$150.23
13130 SYSCO FOOD SERVICES	240471	09/29/2023	384743049	130-53100-0-00000-37000-47000-0-0000	\$1,398.41
13130 SYSCO FOOD SERVICES	240469	09/29/2023	384751680	130-53100-0-00000-37000-47000-0-0000	\$2,866.73
13130 SYSCO FOOD SERVICES	240584	09/29/2023	384759969	130-53100-0-00000-37000-47000-0-0000	\$3,160.22
13130 SYSCO FOOD SERVICES	240685	10/13/2023	384778702	130-53100-0-00000-37000-47000-0-0000	\$90.04
13130 SYSCO FOOD SERVICES	240714	10/13/2023	384768243	130-53100-0-00000-37000-47000-0-0000	\$2,198.57
13130 SYSCO FOOD SERVICES	240686	10/13/2023	384768242	130-53100-0-00000-37000-47000-0-0000	\$395.49
13130 SYSCO FOOD SERVICES	240836	10/27/2023	384778703	130-53100-0-00000-37000-47000-0-0000	\$3,440.44
13130 SYSCO FOOD SERVICES	240021	10/27/2023	384799622	130-53100-0-00000-37000-47000-0-0000	(\$16.60)
13130 SYSCO FOOD SERVICES	240838	10/27/2023	384795616	130-53100-0-00000-37000-47000-0-0000	\$1,173.50
13130 SYSCO FOOD SERVICES	240837	10/27/2023	384787358	130-53100-0-00000-37000-47000-0-0000	\$3,160.42
13130 SYSCO FOOD SERVICES	240456	09/29/2023	384741761	130-53100-0-00000-37000-58000-0-0000	\$63.50
13130 SYSCO FOOD SERVICES	240457	09/29/2023	384742800	130-53100-0-00000-37000-58000-0-0000	\$150.15
13130 SYSCO FOOD SERVICES	240453	09/29/2023	384744136	130-53100-0-00000-37000-58000-0-0000	\$69.28

13130 SYSCO FOOD SERVICES	240455	09/29/2023	384735126	130-53100-0-00000-37000-58000-0-0000	\$54.51
13130 SYSCO FOOD SERVICES	240454	09/29/2023	384732498	130-53100-0-00000-37000-58000-0-0000	\$56.95
12324 TULE TRASH COMPANY	240626	10/06/2023	287460	130-53100-0-00000-81000-55000-0-0000	\$1,271.82
13412 US SOAP WEST, LLC	240553	09/29/2023	49663	130-53100-0-00000-37000-43000-0-0000	\$289.22
12650 VALLEY FOOD SERVICE	240550	09/29/2023	430611	130-53100-0-00000-37000-47000-0-0000	\$779.40

130-Cafeteria Fund Total Expenditures: \$48,158.31

13607 MANGINI ASSOCIATES, INC.	240561	09/29/2023	14059	356-78100-0-00000-85000-62000-0-0000	\$5,696.05
--------------------------------	--------	------------	-------	--------------------------------------	------------

356-County School Facilities Fund (Kinder Facilities): \$5,696.05

Total Payments \$410,861.99

7. ANY OTHER BUSINESS:

7.1 Review Board Policy for October

Policy 0410: Nondiscrimination In District Programs And Activities

Status: DRAFT

Original Adopted Date: 06/12/2018

This policy shall apply to all acts related to a school activity or school attendance and to all acts of the Governing Board and the Superintendent in enacting policies and procedures that govern the district.

The Board is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, reproductive health decisionmaking, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, veteran or military status, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

All individuals shall be treated equitably in the receipt of district and school services. Personally identifiable information collected in the implementation of any district program, including, but not limited to, student and family information for the free and reduced-price lunch program, transportation, or any other educational program, shall be used only for the purposes of the program, except when the Superintendent or designee authorizes its use for another purpose in accordance with law. Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on race, gender, sexual orientation, religion, ethnicity, national origin, or immigration status or any other category identified above.

District programs and activities shall be free of any discriminatory use, selection, or rejection of textbooks, instructional materials, library books, or similar educational resources.

The use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library shall not be rejected or prohibited by the Board or district on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. (Education Code 243)

District programs and activities shall be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

The Superintendent or designee shall annually review district programs and activities to ensure the removal of any derogatory or discriminatory name, image, practice, or other barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities. The Superintendent or designee shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report the findings and recommendations to the Board after each review.

All allegations of unlawful discrimination in district programs and activities shall be brought, investigated, and resolved in accordance with Board Policy 1312.3 - Uniform Complaint Procedures.

Pursuant to 34 CFR 104.8 and 34 CFR 106.8, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in the annual parental notification distributed pursuant to Education Code 48980 and, as applicable, in announcements, bulletins, catalogs, handbooks, application forms, or other materials distributed by the district. The notification shall also be posted on the district's website and social media and in district schools and offices, including staff lounges, student government meeting rooms, and other prominent locations as appropriate.

In addition, the annual parental notification shall inform parents/guardians of their children's right to a free public

education regardless of immigration status or religious beliefs, including information on educational rights issued by the California Attorney General. Alternatively, such information may be provided through any other cost-effective means determined by the Superintendent or designee. (Education Code 234.7)

The district's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. In addition, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language. (Education Code 48985; 20 USC 6312)

Access for Individuals with Disabilities

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations. When structural changes to existing district facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.

The Superintendent or designee shall ensure that the district provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to district and school websites, notetakers, written materials, taped text, and Braille or large-print materials. Individuals with disabilities shall notify the Superintendent or designee if they have a disability that requires special assistance or services. Reasonable notification should be given prior to a school-sponsored function, program, or meeting.

The individual identified in Administrative Regulation 1312.3 - Uniform Complaint Procedures as the employee responsible for coordinating the district's response to complaints and for complying with state federal civil rights laws is hereby designated as the district's ADA coordinator. The compliance officer shall receive and address requests for accommodation submitted by individuals with disabilities, and shall investigate and resolve complaints regarding their access to district programs, services, activities, or facilities.

Principal
(title or position)
370 N Evans Rd. Tipton, CA 93272
(address)
559-752-4213
(telephone number)
csolian@tipton.k12.ca.us
(email)

Policy 1312.2: Complaints Concerning Instructional Materials

Status: DRAFT

Original Adopted Date: 09/25/2019 | Last Revised Date: 09/25/2019

The Governing Board uses a comprehensive process to adopt district instructional materials that is based on selection criteria established by law and Board policy and includes opportunities for the involvement of district staff, parents/guardians, and community members, and, as appropriate, students. Complaints concerning the content or use of instructional materials, including textbooks, supplementary instructional materials, library materials, or other instructional materials and equipment, shall be properly and fairly considered using established complaint procedures.

Parents/guardians are encouraged to discuss any concerns regarding instructional materials with their child's teacher and/or the school principal. If the situation remains unresolved, a complaint may be filed using the process specified in the accompanying administrative regulation and exhibit.

The district shall accept complaints concerning instructional materials only from staff, district residents, or the parents/guardians of children enrolled in a district school. (Education Code 35160)

However, a complaint related to the use or prohibited use of any existing textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library that alleges unlawful discrimination based on a violation of Education Code 243 shall be filed, investigated, and resolved in accordance with Board Policy 1312.3 - Uniform Complaint Procedures.

When deliberating upon challenged materials, the Superintendent, or any designee or committee established by the Superintendent to review the materials, shall consider the degree to which the materials aligned with the criteria for instructional materials as specified in law, Board policy, and administrative regulation. In addition, such deliberations may consider the educational philosophy and vision of the district; the educational suitability of the materials including the manner in which the materials support the curriculum and appropriateness for the student's age; the professional opinions of teachers of the subject and of other competent authorities and/or experts; reviews of the materials by reputable bodies; the stated objectives in using the materials; community standards; the allegations in the complaint, including the extent to which the objections are based on the dislike of ideas contained in the materials; and the impact that keeping or removing the materials would have on student well-being.

The Superintendent, or any designee or committee established by the Superintendent to review the materials, shall not prohibit the continued use of an appropriately adopted textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library on the basis that it contains inclusive and/or diverse perspectives, as specified in Education Code 243.

If the complainant finds the Superintendent's or review committee's decision unsatisfactory, the complainant may appeal the decision to the Board.

Any challenged instructional material that is reviewed by the district shall not be subject to further reconsideration for 12 months, unless required by law.

Complaints related to the sufficiency of textbooks or instructional materials shall be resolved as specified in Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures.

Regulation 1312.2: Complaints Concerning Instructional Materials

Status: DRAFT

Original Adopted Date: 09/25/2019 | Last Revised Date: 09/25/2019

Step 1: Informal Complaint

If a staff member, district resident, or parent/guardian of a student enrolled in a district school has a complaint regarding the content or use of any specific instructional material, such individual shall informally discuss the material in question with the principal. (Education Code 35160)

Step 2: Formal Complaint

If the complainant is not satisfied with the principal's initial response, the complainant shall present a written complaint to the principal. Complaints regarding printed material shall name the author, title, and publisher and shall identify the objection by page and item numbers. In the case of nonprinted material, written information specifying the precise nature of the objection and location of such material shall be given. In order for the district to reply appropriately, complainants shall sign all complaints and provide identifying information. Anonymous complaints will not be accepted.

Upon receiving a complaint, the principal shall provide the complainant with a written acknowledgement of its receipt and respond to any procedural questions the complainant may have. The principal shall then notify the Superintendent or designee, the teacher(s), and other staff as appropriate.

During the investigation of the complaint, the challenged material may remain in use until a final decision has been reached.

Step 3: Review Committee

The Superintendent or designee shall determine whether to convene a review committee to review the complaint.

If the Superintendent or designee determines that a review committee is necessary, the Superintendent or designee shall appoint a committee composed of administrators and staff members selected from relevant instructional and administrative areas. The Superintendent or designee may also appoint parents/guardians, students, and community members, as appropriate, to serve on the committee.

The Superintendent or designee may provide training to the review committee to ensure that the review committee is informed regarding its responsibilities, the criteria to follow when reviewing instructional materials, and applicable laws, Board policy(ies), and administrative regulation(s).

Within 30 days of being convened, the review committee shall summarize its findings in a written report. The Superintendent or designee shall notify the complainant in writing of the committee's decision within 15 days of receiving the committee's report.

Step 4: Superintendent Determination

If the Superintendent or designee determines that a review committee is not necessary, the Superintendent or designee shall, in a timely manner, issue a decision regarding the complaint.

Step 5: Appeal to the Governing Board

If the complainant remains unsatisfied, the complainant may appeal the Superintendent's or review committee's decision to the Board. The Board's decision shall be final.

Exhibit 1312.2-E(1): Complaints Concerning Instructional Materials

Status: DRAFT

Original Adopted Date: Pending

**REQUEST FOR RECONSIDERATION OF EXISTING
INSTRUCTIONAL MATERIALS**

This form is only for use by district employees, district residents, or parents/guardians of children enrolled in a district school to challenge the content or use of any existing textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library.

Date: _____

Name of person filing complaint: _____

Anonymous complaints will not be accepted.

Group represented (if any): _____

Phone: _____

E-mail address: _____

Address: _____

Instructional Material Being Challenged:

Title: _____

Author: _____

Publisher: _____

Date of Edition: _____

Name of school/classroom instructional material was used: _____

1. Please specifically state the nature of your concern or objection and identify your objection by page, website, webpage and/or link, recording or digital sequence, video frame, or words, as appropriate. You may use additional pages if necessary.

2. Was the instructional material of concern read/heard/viewed in isolation or was the entire selection read/heard/viewed? If the entire selection was not read/heard/viewed, what is your estimate regarding the percentage of the amount read/heard/viewed?

3. What is your concern regarding the consequence if a student reads/hears/views the instructional material? In your assessment, is the instructional material appropriate for the age of the students being taught?

4. What would you like the school to do about the instructional material?

Signature of complainant _____

For District Use:

Request received by: _____

Date: _____

Title: _____

Action taken: _____

Date: _____

Policy 1312.3: Uniform Complaint Procedures

Status: DRAFT

Original Adopted Date: 06/06/2019 | **Last Revised Date:** 03/01/2022

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 the early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

Complaints Subject to UCP

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

1. Accommodations for pregnant and parenting students (Education Code 46015)
2. Adult education programs (Education Code 8500-8538, 52334.7, 52500-52617)
3. After School Education and Safety programs (Education Code 8482-8484.65)
4. Agricultural career technical education (Education Code 52460-52462)
5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)
6. Child care and development programs (Education Code 8200-8488)
7. Compensatory education (Education Code 54400)
8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)
9. Course periods without educational content (Education Code 51228.1-51228.3)
10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

Discrimination includes, but is not limited to, the Board's refusal to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library, on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. A complaint alleging such unlawful discrimination may, in addition to or in lieu of being filed with the district, be directly filed with the Superintendent of Public Instruction (SPI). (Education Code 243)

11. Educational and graduation requirements for students in foster care, students experiencing homelessness, students from military families, students formerly in a juvenile court school, students who are migratory, and students participating in a newcomer program (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)
12. Every Student Succeeds Act (Education Code 52059.5; 20 USC 6301 et seq.)

13. Local control and accountability plan (Education Code 52075)
14. Migrant education (Education Code 54440-54445)
15. Physical education instructional minutes (Education Code 51210, 51222, 51223)
16. Student fees (Education Code 49010-49013)
17. Reasonable accommodations to a lactating student (Education Code 222)
18. Regional occupational centers and programs (Education Code 52300-52334.7)
19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)
20. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)
21. State preschool programs (Education Code 8207-8225)
22. State preschool health and safety issues in license-exempt programs (Education Code 8212)
23. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
24. Any other state or federal educational program the SPI or designee deems appropriate

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

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

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

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

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

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be investigated and resolved by the specified agency or through an alternative process:

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division or the appropriate law enforcement agency. (5 CCR 4611)

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services. (5 CCR 4611)
 3. Any complaint alleging that a student, while in an education program or activity in which the district exercises substantial control over the context and respondent, was subjected to sexual harassment as defined in 34 CFR 106.30 shall be addressed through the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as specified in Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures.
 4. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in Administrative Regulation 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Civil Rights Department.
 5. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education (FAPE), failure or refusal to implement a due process hearing order to which the district is subject, or a physical safety concern that interferes with the district's provision of FAPE shall be submitted to the California Department of Education (CDE) in accordance with Administrative Regulation 6159.1 - Procedural Safeguards and Complaints for Special Education. (5 CCR 3200-3205)
 6. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with Board Policy 3555 - Nutrition Program Compliance. (5 CCR 15580-15584)
 7. Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with Board Policy 3555 - Nutrition Program Compliance. (5 CCR 15582)
 8. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures. (Education Code 35186)
-

Regulation 1312.3: Uniform Complaint Procedures

Status: DRAFT

Original Adopted Date: 06/06/2019 | Last Revised Date: 03/01/2022

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

Compliance Officers

The district designates the individual(s), position(s), or unit(s) identified below as responsible for receiving, coordinating, and investigating complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in Administrative Regulation 5145.3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination, harassment, intimidation, or bullying and in Administrative Regulation 5145.7 - Sexual Harassment for handling complaints regarding sexual harassment.

Principal
(title or position)
Tipton Elementary
(unit or office)
370 N Evans Rd. Tipton, CA 93272
(address)
559-752-4213
(telephone number)
csolian@tipton.k12.ca.us
(email)

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

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

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program; applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination, 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.

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

Notifications

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

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

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 a list of all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy
2. The title of the position responsible for processing complaints, the identity of the person(s) currently occupying that position if known, and a statement that such persons will be knowledgeable about the laws and programs that they are assigned to investigate
3. A statement that a UCP complaint, except a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, must be filed no later than one year from the date the alleged violation occurred
4. A statement that a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct
5. 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
6. 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
7. A statement that the district will post a standardized notice of the educational and graduation requirements of foster youth, students experiencing homelessness, children of military families, former juvenile court school students now enrolled in the district, students who are migratory, and students participating in a newcomer program as specified in Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process
8. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant
9. A statement that, for programs within the scope of the UCP as specified in the accompanying Board policy, the complainant has a right to appeal the district's investigation report to the California Department of Education (CDE) by filing a written appeal, including a copy of the original complaint and the district's decision, within 30 calendar days of receiving the district's decision
10. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal laws prohibiting discrimination, harassment, intimidation, or bullying, if applicable
11. A statement that copies of the district's UCP are available free of charge

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.6 shall be posted on the district and district school websites and may be provided through district-supported social media, if available.

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 UCP policy, regulation, forms, and notices shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

Filing of Complaints

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. If a site administrator not designated as a compliance officer receives a complaint, the site administrator shall notify the compliance officer.

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

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

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy may be filed by any individual, public agency, or organization. (5 CCR 4600)
2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee.
3. A UCP complaint, except for a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying, shall be filed no later than one year from the date the alleged violation occurred. For complaints related to the LCAP, the date of the alleged violation is the date when the County Superintendent of Schools approves the LCAP that was adopted by the Governing Board. (5 CCR 4630)
4. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges having personally suffered unlawful discrimination, a person who believes that any specific class of individuals has been subjected to unlawful discrimination, or a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. (5 CCR 4630)
5. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
6. When a complaint alleging unlawful discrimination, harassment, intimidation, or bullying is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
7. When a complainant of unlawful discrimination, harassment, intimidation, or bullying or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation

Within three business days after receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation to resolve the complaint. Mediation shall be offered to resolve complaints

that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

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

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

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

Investigation of Complaint

The compliance officer shall begin an investigation into the complaint within 10 business days of receiving the complaint.

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

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

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

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

Timeline for Investigation Report

Unless extended by written agreement with the complainant, the investigation report shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint.

Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Investigation Report" below. If the complainant is dissatisfied with the compliance officer's decision, the complainant may, within five business days, file the complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. When required by law, the matter shall be considered in closed session. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

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

For any complaint alleging unlawful discrimination, harassment, intimidation, or bullying, the respondent shall be informed of any extension of the timeline agreed to by the complainant, and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

Investigation Report

For all complaints, the district's investigation report shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered
2. A conclusion providing a clear determination for each allegation as to whether the district is in compliance with the relevant law
3. Corrective action(s) whenever the district finds merit in the complaint, including, when required by law, a remedy to all affected students and parents/guardians and, for a student fees complaint, a remedy that complies with Education Code 49013 and 5 CCR 4600
4. Notice of the complainant's right to appeal the district's investigation report to CDE, except when the district has used the UCP to address a complaint not specified in 5 CCR 4610
5. Procedures to be followed for initiating an appeal to CDE

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

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

If the complaint involves a limited-English-proficient (LEP) student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

For complaints alleging unlawful discrimination, harassment, intimidation, or bullying based on state law, the investigation report shall also include a notice to the complainant that:

1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including, but not limited to, injunctions, restraining orders or other remedies or orders, 60 calendar days after the filing of an appeal with CDE (Education Code 262.3)
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.

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

For complaints of retaliation or unlawful discrimination, harassment, intimidation, or bullying involving a student as the respondent, appropriate corrective actions that may be provided to the student include, but are not limited to, the following:

1. Transfer from a class 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
6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

When an employee is found to have committed retaliation or unlawful discrimination, 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.

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, harassment, intimidation, or bullying, that the district does not tolerate it, and how to report and respond to it.

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

However, if a complaint alleging noncompliance with the law regarding student fees, deposits, and other charges, physical education instructional minutes, courses without educational content, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51222, 51223, 51228.3, 52075)

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

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's investigation report on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with CDE within 30 calendar days of receiving the district's investigation report. (5 CCR 4632)

The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's investigation report for that complaint. The complainant shall specify and explain the basis for the appeal, including at least one of the following: (5 CCR 4632)

1. The district failed to follow its complaint procedures
2. Relative to the allegations of the complaint, the district's investigation report lacks material findings of fact necessary to reach a conclusion of law
3. The material findings of fact in the district's investigation report are not supported by substantial evidence
4. The legal conclusion in the district's investigation report is inconsistent with the law
5. In a case in which the district found noncompliance, the corrective actions fail to provide a proper remedy

Upon notification by CDE that the district's investigation report has been appealed, the Superintendent or designee shall forward the following documents to CDE within 10 days of the date of notification: (5 CCR 4633)

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

If notified by CDE that the district's investigation report failed to address allegation(s) raised by the complaint, the district shall, within 20 days of the notification, provide CDE and the appellant with an amended investigation report that addresses the allegation(s) that were not addressed in the original investigation report. The amended report shall also inform the appellant of the right to separately appeal the amended report with respect to the allegation(s) that were not addressed in the original report. (5 CCR 4632)

Regulation 1312.4: Williams Uniform Complaint Procedures

Status: DRAFT

Original Adopted Date: 06/06/2019 | Last Revised Date: 09/06/2022

Types of Complaints

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

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that: (Education Code 35186; 5 CCR 4681)
 - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
 - b. A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
 - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
 - d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that: (Education Code 35186; 5 CCR 4682)
 - a. A semester begins and a teacher vacancy exists.
 - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with one or more English learners in the class.
 - c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

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

Beginning of the year or semester means the time period from the first day students attend classes for a year-long course or semester-long course, though not later than 20 business days afterwards. (5 CCR 4600)

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

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

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

or uninhabitable condition; or any other condition deemed appropriate. (Education Code 17592.72)

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

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

Open restroom means the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary for a documented student safety concern, an immediate threat to student safety, or to repair the facility. (Education Code 35292.5)

In any school serving any of grades 6-12, a complaint may be filed alleging noncompliance with the requirement of Education Code 35292.6 to, at all times, stock and make available and accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom. (Education Code 35292.6)

Forms and Notices

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

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

The Superintendent or designee shall post in each classroom in each school a notice containing the components specified in Education Code 35186. (Education Code 35186)

Filing of Complaint

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

A complaint alleging that more than one student does not have sufficient textbooks or instructional materials as the result of an act by the Board, or the Board's failure to remedy the deficiency, may be filed with the Superintendent of Public Instruction (SPI) directly in addition to or in lieu of being filed with the district. Any such complaint shall identify the basis and provide evidence to support its filing directly with the SPI. (Education Code 35186)

If the Superintendent or designee becomes aware that a complaint alleging insufficient textbooks or instructional materials that has been filed directly with the SPI but not with the district, the Superintendent or designee may initiate an investigation in accordance with this administrative regulation, as described below, if there is sufficient evidence to do so.

Investigation and Response

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

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

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

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

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

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

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

Reports

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

Exhibit 1312.4-E(3): Williams Uniform Complaint Procedures

Status: DRAFT

Original Adopted Date: Pending

**K-12 COMPLAINT FORM:
WILLIAMS UNIFORM COMPLAINT PROCEDURES**

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, or teacher vacancy or misassignment. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? ___ Yes ___ No

Contact information: (if response is 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: _____
Course title/grade level and teacher name: _____
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.)

1. Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)
 - A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
 - A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
 - Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
 - A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4682)
 - A semester begins and a teacher vacancy exists. A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a 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. (5 CCR 4600)
 - A teacher who lacks credentials or training to teach English learners is assigned to teach a class with one or more English learners in the class.
 - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.
3. Facilities conditions: (Education Code 17592.72, 35186, 35292.5, 35292.6; 5 CCR 4683)

- A condition exists that poses an emergency or urgent threat to the health or safety of students or 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 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, and paper towels or functional hand dryers.
- For a school serving any of grades 6-12, the school has not, at all times, stocked and made available and accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom.
- The school has not kept all restrooms open during school hours when students are not in classes and has not kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when temporary closing of the restroom is necessary for a documented student safety concern, an immediate threat to student safety, or to repair the facility.

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

Please file this complaint at the following location:

 (principal or designee)

 (address)

Please be aware that you may file a complaint directly with the Superintendent of Public Instruction if you are alleging that more than one student does not have sufficient textbooks or instructional materials as the result of an act by the Governing Board, or the Board's failure to remedy the deficiency.

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

----- (Signature) ----- (Date) -----

Exhibit 1312.4-E(2): Williams Uniform Complaint Procedures

Status: DRAFT

Original Adopted Date: Pending

**NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS:
K-12 COMPLAINT RIGHTS**

Parents/Guardians, Students, and Teachers:

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

1. There should be sufficient textbooks and instructional materials. That means each student, including an English learner, must have a textbook or instructional materials, 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.

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.

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.

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 website. You may also download a copy of the California Department of Education (CDE) complaint form from CDE's website when available. However, a complaint need not be filed using either the district's complaint form or the complaint form from CDE.

Policy 5145.3: Nondiscrimination/Harassment

Status: DRAFT

Original Adopted Date: 06/12/2018

This policy shall apply to all acts constituting unlawful discrimination or harassment related to school activity or to school attendance occurring within a district school, to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school, and to all acts of the Governing Board and the Superintendent in enacting policies and procedures that govern the district.

The Board desires to provide a welcoming, safe, and supportive school environment that allows all students equal access to and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also occurs when prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

Because unlawful discrimination may occur when disciplining students, including suspension and expulsion, the Superintendent or designee shall ensure that staff enforce discipline rules fairly, consistently and in a non-discriminatory manner, as specified in Board Policy and Administrative Regulation 5144 - Discipline, Board Policy and Administrative Regulation 5144.1 - Suspension and Expulsion/Due Process, and Administrative Regulation 5144.2 - Suspension and Expulsion/Due Process (Students With Disabilities).

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. In addition, the Superintendent or designee shall post the district's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the district's website in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation. (Education Code 234.1, 234.6)

The Superintendent or designee shall provide training and/or information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. The Superintendent or designee shall report the findings and recommendations to the Board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be

investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

All allegations of unlawful discrimination in district programs and activities shall be brought, investigated, and resolved in accordance with Board Policy 1312.3 - Uniform Complaint Procedures.

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

Policy 6143: Courses Of Study

Status: DRAFT

Original Adopted Date: 08/02/2005 | **Last Revised Date:** 03/01/2022 *

The Governing Board recognizes that a well-aligned sequence of courses fosters academic growth and provides for the best possible use of instructional time. The district's course of study shall provide students with opportunities to attain the skills, knowledge, and abilities they need to be successful academically, professionally, and personally.

The Superintendent or designee shall establish processes for ensuring the articulation of courses across grade levels within the district. As necessary, the Superintendent or designee shall work with representatives of appropriate area districts and postsecondary institutions to ensure articulation of courses with other institutions to which district students may matriculate. The sequence of courses shall be designed to ensure that each course provides adequate preparation for the next course in the sequence, only utilizes prerequisites that are essential to success in a given program or course, avoids significant duplication of content, and allows for reinforcement and progression in the subject matter.

The district shall not provide any course separately or require or refuse participation by any student on the basis of the student's actual or perceived sex, sexual orientation, gender, gender expression, gender identity, ethnic group identification, immigration status, race, ancestry, national origin, religion, color, mental or physical disability, age, medical condition, genetic information, marital status, or any other characteristic listed in Education Code 200 and 220, Government Code 11135, or Penal Code 422.55, or the student's association with a person or group with one or more of such actual or perceived characteristics. (Education Code 200, 220; Government Code 11135; Penal Code 422.55; 5 CCR 4940)

Elementary Grades

The Board shall adopt a course of study for elementary grades that sufficiently prepares students for the secondary course of study.

Secondary Grades

The district shall offer all otherwise qualified students in grades 7-12 a course of study that prepares them, upon graduation from high school, to meet the requirements and prerequisites for admission to California public colleges and universities and to attain entry-level employment skills in business or industry. The district's course of study may provide for a rigorous academic curriculum that integrates academic and career skills, includes applied learning across all disciplines, and prepares all students for high school graduation and career entry. (Education Code 51228)

In addition, the course of study for students in grades 9-12 shall include instruction in skills and knowledge for adult life, career technical training, and a timely opportunity for all otherwise qualified students to enroll, within four years, in each course necessary to fulfill the requirements and prerequisites for admission to California public colleges and universities prior to graduation. (Education Code 51224, 51228)

The Superintendent or designee shall develop a process by which courses that meet California college admission criteria (referred to as "A-G" course requirements) are submitted to the University of California for review and certification. The Superintendent or designee shall maintain an accurate list of all current high school courses that have been so certified, shall ensure that the list is provided annually to all students in grades 9-12 and their parents/guardians, and shall make updated lists readily available. (Education Code 51229, 66204)

Regulation 6143: Courses Of Study

Status: DRAFT

Original Adopted Date: 08/02/2005 | Last Revised Date: 03/01/2022

Grades 1-6

Courses of study for grades 1-6 shall include the following:

1. English: knowledge and appreciation of language and literature, and the skills of speaking, reading, listening, spelling, handwriting, and composition (Education Code 51210)
2. Mathematics: concepts, operational skills, and problem solving (Education Code 51210)
3. Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, including instruction in: (Education Code 51210)
 - a. The history, resources, development, and government of California and the United States

Instruction shall include the early history of California and a study of the role and contributions of people of all genders, Native Americans, African Americans, Latino Americans, Asian Americans, Pacific Islanders, European Americans, LGBTQ+ Americans, persons with disabilities, and members of other ethnic, cultural, religious, and socioeconomic status groups to the economic, political, and social development of California and the United States, with particular emphasis on portraying the role of these groups in contemporary society. (Education Code 51204.5, 60040)

- b. The development of the American economic system, including the role of the entrepreneur and labor
 - c. The relations of persons to their human and natural environments
 - d. Eastern and western cultures and civilizations
 - e. Contemporary issues
 - f. The wise use of natural resources
4. Science: biological and physical aspects, with emphasis on experimental inquiry and the place of humans in ecological systems (Education Code 51210)
5. Visual and performing arts: instruction in dance, music, theatre, and visual arts aimed at developing aesthetic appreciation and creative expression (Education Code 51210)
6. Health: principles and practices of individual, family, and community health, including instruction at the appropriate grade levels and subject areas in: (Education Code 51202, 51210)
 - a. Personal and public safety and accident prevention, including instruction in emergency first aid, hemorrhage control, treatment for poisoning, resuscitation techniques, and cardiopulmonary resuscitation (CPR) when appropriate equipment is available
 - b. Fire prevention
 - c. The protection and conservation of resources, including the necessity for the protection of the environment
 - d. Venereal disease
 - e. The effects of alcohol, narcotics, drugs, and tobacco upon the human body

- f. Violence as a public health issue
- g. Mental Health, that provides for reasonably designed instruction on the overarching themes and core principles of mental health, which includes: (Education Code 51925)
 - i. Defining the signs and symptoms of common mental health challenges
 - ii. Explaining evidence-based services and supports that effectively help individuals manage mental health challenges
 - iii. Promoting mental health wellness and protective factors, including positive development, social and cultural connectedness and supportive relationships, resiliency, problem solving skills, coping skills, self-esteem, and a positive school and home environment in which students feel comfortable
 - iv. Identifying warning signs of common mental health problems in order to promote awareness and early intervention so that students know to take action before a situation turns into a crisis, including how to obtain assistance from the district or the community for themselves or others and evidence-based and culturally responsive practices that are proven to help overcome mental health challenges
 - v. Connecting the importance of mental health to overall health and academic success and to co-occurring conditions, such as chronic physical conditions, chemical dependence, and substance abuse
 - vi. Conveying an awareness and appreciation about the prevalence of mental health challenges across all populations, races, ethnicities, and socioeconomic statuses, including the impact of race, ethnicity, and culture on the experience and treatment of mental health challenges
 - vii. Understanding the stigma surrounding mental health challenges and what can be done to overcome stigma, increase awareness, and promote acceptance, including, to the extent possible, classroom presentations of narratives by trained peers and other individuals who have experienced mental health challenges and how they coped with their situations, including how they sought help and acceptance

Mental health instruction offered by the district shall: (Education Code 51926)

1. Be appropriate for use with students of all races, genders, sexual orientations, ethnic and cultural backgrounds, students with disabilities, and English learners
2. Be accessible to students with disabilities, including, but not limited to, providing a modified curriculum, materials, and instruction in alternative formats, and auxiliary aids
3. Not reflect or promote bias against any person on the basis of any category protected by Education Code 220
4. Be coordinated with any existing on-campus mental health providers including, but not limited to, providers with a pupil personnel services credential, who may be immediately called upon by students for assistance

Students receiving mental health instruction shall not be required to disclose their confidential health or mental health information at any time in the course of receiving the instruction. (Education Code 51927)

7. Physical education: with emphasis on physical activities conducive to health and vigor of body and mind
8. Violence awareness and prevention
9. Career awareness exploration

Grades 7-12

Courses of study for grades 7-12 shall include the following:

1. English: knowledge and appreciation of literature, language, and composition, and the skills of reading, listening, and speaking (Education Code 51220)
2. Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, with instruction in: (Education Code 51220)
 - a. The history, resources, development, and government of California and the United States, including instruction in:
 - i. The early history of California and a study of the role and contributions of people of all genders, Native Americans, African Americans, Latino Americans, Asian Americans, Pacific Islanders, European Americans, LGBTQ+ Americans, persons with disabilities, and members of other ethnic, cultural, religious, and socioeconomic status groups to the economic, political, and social development of California and the United States, with particular emphasis on portraying the role of these groups in contemporary society (Education Code 51204.5, 60040)
 - ii. World War II, including the role of Americans and Filipino Americans who served in the United States Army during that time
 - iii. The Vietnam War, including the "Secret War" in Laos and role of Southeast Asians in that war
 - iv. The Bracero program, in which there was a 1942 agreement between the United States and Mexico authorizing the temporary migration of laborers to the United States
 - b. The American legal system, the operation of the juvenile and adult criminal justice systems, and the rights and duties of citizens under the criminal and civil law and the state and federal constitutions
 - c. The development of the American economic system, including the role of the entrepreneur and labor
 - d. The relations of persons to their human and natural environments, including the wise use of natural resources (Education Code 51221)
 - e. Eastern and western cultures and civilizations
 - f. Human rights issues, with particular attention to the study of the inhumanity of genocide, which may include, but is not limited to, the Armenian, Cambodian, Darfur, and Rwandan genocides, slavery, and the Holocaust
 - g. Contemporary issues
3. World language(s): understanding, speaking, reading, and writing, beginning not later than grade 7 (Education Code 51220)
4. Physical education: with emphasis on physical activities conducive to health and vigor of body and mind, as required by Education Code 51222 (Education Code 51220)
5. Science: physical and biological aspects; emphasis on basic concepts, theories, and processes of scientific investigation and on the place of humans in ecological systems; appropriate applications of the interrelation and interdependence of the sciences (Education Code 51220)
6. Mathematics: mathematical understandings, operational skills, and problem-solving procedures; algebra (Education Code 51220, 51224.5)
7. Visual and performing arts: dance, music, theatre, and visual arts, with emphasis upon development of aesthetic appreciation and creative expression (Education Code 51220)
8. Applied arts: consumer education, family and consumer sciences education, industrial arts, general business education, or general agriculture (Education Code 51220)
9. Career technical/vocational-technical education: in the occupations and in the numbers appropriate to the

personnel needs of the state and community served and relevant to the career desires and needs of students (Education Code 51220)

10. Comprehensive sexual health and HIV prevention (Education Code 51225.36, 51934)
11. Personal and public safety, accident prevention and health, including instruction in: (Education Code 51202, 51203)
 - a. Emergency first aid, hemorrhage control, treatment for poisoning, resuscitation techniques, and CPR when appropriate equipment is available
 - b. Fire prevention
 - c. The protection and conservation of resources, including the necessity for the protection of the environment
 - d. Venereal disease
 - e. The effects of alcohol, narcotics, drugs, and tobacco upon the human body
 - f. Prenatal care for pregnant individuals
 - g. Violence as a public health issue

In addition, the course of study for grade 7 and/or 8 may include parenting skills and education, including, but not limited to, child growth and development, parental responsibilities, household budgeting, child abuse and neglect issues, personal hygiene, maintenance of healthy relationships, teen parenting issues, and self-esteem. (Education Code 51220.5)

Policy 6161.1: Selection And Evaluation Of Instructional Materials

Status: DRAFT

Original Adopted Date: 10/03/2017 | **Last Revised Date:** 01/12/2021

The Governing Board desires that district instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, accurately reflect and value society's diversity, stimulate thought, the exploration of ideas and intellectual exchanges, and enhance instructors' ability to educate all students through the use of multiple teaching strategies and technologies. The Board shall adopt instructional materials based on a determination that such materials are an effective learning resource to help students achieve grade-level competency and that the materials meet criteria specified in law. Textbooks, technology-based materials, and other educational materials shall be aligned with academic content standards and the district's curriculum to ensure that they effectively support the district's adopted courses of study.

The Board shall select instructional materials for use in grades K-8 that have been approved by the State Board of Education (SBE) or that have, during the district's review process, been determined to be aligned with the state academic content standards adopted by SBE, which includes instructional materials for mathematics and English language arts that are aligned to Common Core State Standards. (Education Code 60200, 60210)

Sufficiency of Instructional Materials and Public Hearing

The Board shall annually conduct one or more public hearings on the sufficiency of the district's instructional materials, including textbooks, technology-based materials, other educational materials, and tests. Technology-based materials include, but are not limited to, software programs, video disks, compact disks, optical disks, video and audio tapes, lesson plans, databases, and the electronic equipment required to make use of those materials by students and teachers as a learning resource. (Education Code 60010, 60119)

The hearing shall be held on or before the end of the eighth week from the first day students attend school for that year. (Education Code 60119)

The Board encourages participation by parents/guardians, teachers, interested community members, and bargaining unit leaders at the hearing. Ten days prior to the hearing, the Superintendent or designee shall post a notice in three public places within the district containing the time, place, and purpose of the hearing. The hearing shall not take place during or immediately following school hours. (Education Code 60119)

At the hearing(s), the Board shall determine, through a resolution, whether each student in each school, including each English learner, has sufficient textbooks and/or other instructional materials that are aligned to the content standards adopted by SBE and consistent with the content and cycles of the curriculum framework adopted by SBE in each of the following subjects: (Education Code 60119)

1. Mathematics
2. Science
3. History-social science
4. English language arts, including the English language development component of an adopted program
5. World language
6. Health

If the Board determines that there are insufficient textbooks or other instructional materials, the Board shall, by resolution, provide information to classroom teachers and to the public setting forth, for each school in which an

insufficiency exists, the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in each subject area and the reasons that each student does not have sufficient textbooks and/or instructional materials. The Board shall submit a copy of the resolution to the County Superintendent of Schools no later than three business days after the hearing. The Board shall take any action to ensure that each student has sufficient materials within two months of the beginning of the school year in which the determination is made. (Education Code 60119)

In addition, if the County Superintendent, in accordance with Education Code 1240, makes the district aware of a school that does not have sufficient textbooks or instructional materials, the district shall take any action to ensure that each student has sufficient materials within two months of the beginning of the school year.

Prohibition Against Refusal to Approve or Prohibit the Use of Specified Instructional Materials

The use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library shall not be rejected or prohibited by the Board or district on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. (Education Code 243)

Complaints

Complaints concerning instructional materials shall be handled in accordance with Board Policy 1312.2 - Complaints Concerning Instructional Materials, Board Policy 1312.3 - Uniform Complaint Procedures, or Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures, as applicable.

Regulation 6161.1: Selection And Evaluation Of Instructional Materials

Status: DRAFT

Original Adopted Date: 04/10/2007 | **Last Revised Date:** 01/12/2021

Review Process

The district's review process for evaluating instructional materials shall involve teachers in a substantial manner and shall encourage the participation of parents/guardians and community members in accordance with Education Code 60002. The review process may also involve administrators, other staff who have subject-matter expertise, and students as appropriate. The Superintendent or designee shall seek input from stakeholders with diverse backgrounds and perspectives.

If the district is considering the use of instructional materials for grades K-8 that have not been adopted by the State Board of Education (SBE), the Superintendent or designee shall ensure that a majority of the participants in the district's review process are classroom teachers who are assigned to the subject area or grade level of the materials. (Education Code 60210)

The Superintendent or designee may establish an advisory committee to conduct the review of instructional materials.

The Superintendent or designee shall present to the Governing Board recommendations for instructional materials and documentation that supports the recommendations.

All recommended instructional materials shall be available for public inspection at the district office.

When possible, the district may pilot instructional materials in a representative sample of classrooms for a specified period of time during a school year, in order to determine the extent to which the materials support the district's curricular goals and academic standards, and accurately reflect and value society's diversity. Feedback from teachers piloting the materials shall be made available to the Board before the materials are adopted.

Criteria for Selection and Adoption of Instructional Materials

In recommending instructional materials for adoption by the Board, the Superintendent or designee shall ensure that the materials:

1. Are aligned to the content standards adopted by SBE and consistent with the content and cycles of the curriculum framework adopted by SBE

For grades K-8, only instructional materials on the list of materials adopted by SBE and/or other instructional materials that have not been adopted by SBE but are aligned with the state academic content standards or the Common Core State Standards may be recommended for selection. (Education Code 60200, 60210)

2. Do not reflect adversely upon persons because of any characteristic specified in law and Board Policy 0410 - Nondiscrimination in District Programs and Activities, nor contain any sectarian or denominational doctrine or propaganda contrary to law (Education Code 51501, 60044)
3. To the satisfaction of the Board, are accurate, objective, current, and suited to the differing needs and comprehension of district students at their respective grade levels (Education Code 60045)
4. With the exception of literature and tradebooks, use proper grammar and spelling (Education Code 60045)
5. Do not expose students to a commercial brand name, product, or corporate or company logo unless the Board makes a specific finding that the use is appropriate based on one of the following: (Education Code 60048, 60200)
 - a. The commercial brand name, product, or corporate or company logo is used in text for an educational

purpose as defined in guidelines or frameworks adopted by SBE

- b. The appearance of a commercial brand name, product, or corporate or company logo in an illustration is incidental to the general nature of the illustration
6. Meet the requirements of Education Code 60040-60043 for specific subject content, including, but not limited to:
 - a. Accurately portraying society's cultural and racial diversity, including:
 - i. The contributions of all genders in all types of roles, including professional, vocational, and executive roles
 - ii. The role and contributions of Native Americans, African Americans, Latino Americans, Asian Americans, Pacific Islanders, European Americans, LGBTQ+ Americans, persons with disabilities, and members of other ethnic, cultural, religious, and socioeconomic groups to the total development of California and the United States
 - iii. The role and contributions of the entrepreneur and labor in the total development of California and the United States
 - b. Accurately portraying humanities place in ecological systems and the necessity for the protection of the environment
 - c. Accurately portraying the effects on the human system of the use of tobacco, alcohol, and narcotics, and restricted dangerous drugs as defined in Health and Safety Code 11032, and other dangerous substances
 - d. Encouraging thrift, fire prevention, and the humane treatment of animals and people
 - e. Requiring, when appropriate to the comprehension of students, that textbooks for social science, history, or civics classes contain the Declaration of Independence and the United States Constitution
7. Support the district's adopted courses of study and curricular goals, including the district's local control and accountability plan
8. Contribute to a comprehensive, balanced curriculum
9. Demonstrate reliable quality of scholarship as evidenced by:
 - a. Accurate, up-to-date, and well-documented information
 - b. Objective presentation of diverse viewpoints
 - c. Clear, concise writing and appropriate vocabulary
 - d. Thorough treatment of subject matter
10. Provide for a wide range of materials at all levels of difficulty, with appeal to students of varied interests, abilities, and developmental levels
11. Stimulate discussion of contemporary issues, exploration of ideas, and intellectual exchanges, and improve students' thinking and decision-making skills
12. As appropriate, have corresponding versions available in languages other than English
13. Include high-quality teacher's guides
14. When available, include options for lighter weight materials, including materials in digital format, in order to help minimize any injury to students by the combined weight of instructional materials

In addition to meeting the above criteria as applicable, technology-based materials shall:

1. Be both available and comparable to other, equivalent instructional materials (Education Code 60052)
 2. Be accessible to all students, including economically disadvantaged students, students with disabilities, and English learners
 3. Protect the privacy of student data
-

Policy 6161.11: Supplementary Instructional Materials

Status: DRAFT

Original Adopted Date: 08/02/2005

The Governing Board encourages the use of supplementary instructional materials to enrich the curriculum and enhance student learning. Such materials shall be aligned with district goals, curriculum objectives, and academic standards and shall supplement and not supplant the use of Board-adopted basic instructional materials that serve as the primary learning resources.

Supplementary instructional materials include, but are not limited to, instructional materials that are designed to serve one or more of the following purposes: (Education Code 60010)

1. To provide more complete coverage of one or more subjects included in a given course
2. To meet the various learning ability levels of students in a given age group or grade level
3. To meet the diverse educational needs of students with a language disability in a given age group or grade level
4. To meet the diverse educational needs of students reflective of a condition of cultural pluralism
5. To use current, relevant technology that further engages interactive learning in the classroom and beyond

Supplementary instructional materials may be selected by the Superintendent or designee, school administrators, or teachers, as applicable, and obtained through donations to the district and/or available funding sources designated for these purposes.

The use of any supplemental instructional material shall not be rejected or prohibited by the Board or district on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. (Education Code 243)

As appropriate, supplementary instructional materials shall meet the criteria developed for the selection and evaluation of basic instructional materials as described in AR 6161.1 - Selection and Evaluation of Instructional Materials.

Supplementary instructional materials shall be directly related to the course of study in which they are being used and shall be appropriate for the age and maturity level of the students.

The use or reproduction of supplementary instructional materials shall be in accordance with federal copyright law.

Appropriateness of Materials

Whenever a district employee proposes to use a supplementary resource which is not included in the approved learning resources of the district, the employee shall preview the material to determine whether, in the employee's professional judgment, it is appropriate for the grade level taught and is consistent with district criteria for the selection of supplementary instructional materials.

The employee shall confer with the Superintendent or designee as necessary to determine the compliance of the material with district criteria. The primary considerations should be the educational value, factual accuracy, appropriateness, including whether the material contains pervasive vulgarity or profanity, and relevance of the materials, as well as the ages and maturity of the students.

The Superintendent or designee may provide training to administrators and teachers in the selection and evaluation of supplementary instructional materials, including the criteria to be utilized and applicable legal considerations.

Complaints

Complaints concerning supplemental instructional materials shall be handled in accordance with Board Policy 1312.2 - Complaints Concerning Instructional Materials and Board Policy 1312.3 - Uniform Complaint Procedures, as applicable.

Policy 6161.11: Supplementary Instructional Materials

Status: DRAFT

Original Adopted Date: 08/02/2005

The Governing Board encourages the use of supplementary instructional materials to enrich the curriculum and enhance student learning. Such materials shall be aligned with district goals, curriculum objectives, and academic standards and shall supplement and not supplant the use of Board-adopted basic instructional materials that serve as the primary learning resources.

Supplementary instructional materials include, but are not limited to, instructional materials that are designed to serve one or more of the following purposes: (Education Code 60010)

1. To provide more complete coverage of one or more subjects included in a given course
2. To meet the various learning ability levels of students in a given age group or grade level
3. To meet the diverse educational needs of students with a language disability in a given age group or grade level
4. To meet the diverse educational needs of students reflective of a condition of cultural pluralism
5. To use current, relevant technology that further engages interactive learning in the classroom and beyond

Supplementary instructional materials may be selected by the Superintendent or designee, school administrators, or teachers, as applicable, and obtained through donations to the district and/or available funding sources designated for these purposes.

The use of any supplemental instructional material shall not be rejected or prohibited by the Board or district on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. (Education Code 243)

As appropriate, supplementary instructional materials shall meet the criteria developed for the selection and evaluation of basic instructional materials as described in AR 6161.1 - Selection and Evaluation of Instructional Materials.

Supplementary instructional materials shall be directly related to the course of study in which they are being used and shall be appropriate for the age and maturity level of the students.

The use or reproduction of supplementary instructional materials shall be in accordance with federal copyright law.

Appropriateness of Materials

Whenever a district employee proposes to use a supplementary resource which is not included in the approved learning resources of the district, the employee shall preview the material to determine whether, in the employee's professional judgment, it is appropriate for the grade level taught and is consistent with district criteria for the selection of supplementary instructional materials.

The employee shall confer with the Superintendent or designee as necessary to determine the compliance of the material with district criteria. The primary considerations should be the educational value, factual accuracy, appropriateness, including whether the material contains pervasive vulgarity or profanity, and relevance of the materials, as well as the ages and maturity of the students.

The Superintendent or designee may provide training to administrators and teachers in the selection and evaluation of supplementary instructional materials, including the criteria to be utilized and applicable legal considerations.

Complaints

Complaints concerning supplemental instructional materials shall be handled in accordance with Board Policy 1312.2 - Complaints Concerning Instructional Materials and Board Policy 1312.3 - Uniform Complaint Procedures, as applicable.

Policy 6163.1: Library Media Centers

Status: DRAFT

Original Adopted Date: 12/22/2005

The Governing Board recognizes that school libraries support the educational program by providing access to a variety of informational and supplemental resources that can inspire a love of reading, stimulate thought, the exploration of ideas and intellectual exchanges, and contribute to the academic achievement of all students. The Board desires that school libraries be stocked with up-to-date books, reference materials, and electronic resources that promote literacy, support academic standards, contain a broad spectrum of knowledge and viewpoints, accurately reflect and value society's diversity, and prepare students to become lifelong learners.

The Superintendent or designee may, in consultation with teacher librarians, classroom teachers, administrators, parents/guardians, and students as appropriate, develop and regularly update a plan for school libraries that describes the district's goals for school libraries and the distribution of funds to school sites to support libraries. As appropriate, the plan may also address staffing, facilities, selection and evaluation of materials, the development and maintenance of classroom libraries, prevention of loss or damage of library materials, prioritization of needs, and other related matters. The Superintendent or designee shall ensure that the library plan is aligned with the district's local control and accountability plan and other district and school plans.

Staffing

To staff school libraries, the district may employ one or more teacher librarians who possess appropriate credentials issued by the Commission on Teacher Credentialing. (Education Code 18120, 44868; 5 CCR 80024.6, 80053)

The Superintendent or designee may assign teacher librarians to perform the following duties in accordance with the authorizations of their credential: (5 CCR 80053, 80053.1)

1. Instruct students in accessing, evaluating, using, and integrating information and resources in the library program and/or provide departmentalized instruction in information literacy, digital literacy, and digital citizenship
2. Plan and coordinate school library programs with the district's instructional programs through collaboration with teachers
3. Select materials for school and district libraries
4. Develop and deliver staff development programs for school library services
5. Coordinate or supervise library programs at the school or district level
6. Plan and conduct a course of instruction for students who assist in the operation of school libraries
7. Supervise classified personnel assigned school library duties
8. Develop procedures for and management of the school and district libraries

The Board also may appoint classified paraprofessionals to serve as library aides or library technicians. Volunteers may assist with school library services in accordance with law, Board policy, and administrative regulation.

Hours of Operation

School libraries shall be open for use by students and teachers during the school day. (Education Code 18103)

Selection and Evaluation of School Library Materials

Library materials shall include print and electronic resources that align with the curriculum and are accessible to students with varying cognitive and/or language needs.

Library materials shall be selected and evaluated through a process that invites recommendations from administrators, teachers, other staff, parents/guardians, and students as appropriate.

The use of any book or other resource in a school library shall not be rejected or prohibited by the Board or district on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. (Education Code 243)

Library materials shall be continually evaluated in relation to evolving curricula, new formats of materials, new instructional methods, and the needs of students and teachers. Materials that contain outdated subject matter or are no longer appropriate shall be removed.

All gifts and donations of school library materials shall be subject to the same criteria as materials selected for purchase by the district.

Complaints regarding the appropriateness of library materials shall be addressed in accordance with Board Policy 1312.2 - Complaints Concerning Instructional Materials and Board Policy 1312.3 - Uniform Complaint Procedures, as applicable.

Fees

Students shall be allowed to borrow school library materials at no charge for use in the library and classrooms as well as out of school. (5 CCR 16042)

Students shall be encouraged to return library materials in a timely manner, but no charge shall be assessed for the late return of materials.

Library Instruction

Teacher librarians and/or classroom teachers shall provide library instruction to support the development of students' information literacy skills. Such instruction shall be aligned with the state academic standards for library instruction and shall prepare students to:

1. Access information by applying knowledge of the organization of libraries, print materials, digital media, and other sources
2. Evaluate and analyze information to determine appropriateness in addressing the scope of inquiry
3. Organize, synthesize, create, and communicate information
4. Integrate information literacy skills into all areas of learning and pursue information independently to become life-long learners

Teacher librarians also may provide support to teachers, administrators, and other staff by identifying instructional materials that will aid in the development of curriculum and instructional activities and by providing information about effective and ethical uses of school library services and equipment.

Program Evaluation

The Superintendent or designee shall annually assess and report to the Board regarding the condition and use of school libraries. The assessment shall evaluate, at a minimum:

1. Access of students and staff to school libraries during school hours and, as appropriate, access outside the school day
2. The process and frequency by which students are allowed to check out library materials
3. Staffing levels, qualifications, and number of hours worked
4. The quality of the collection at each library, including, but not limited to, the total number of books in the collection, number of books per student, types of materials (fiction, non-fiction, newspapers, magazines, encyclopedias, materials in other languages, and reference materials), alignment with curriculum, provision of a broad spectrum of knowledge and viewpoints, amount expended during the year for the purchase of new resources, and the number of resources discarded and added during the year
5. Any special programs offered at the school to encourage reading and/or library use
6. The adequacy of the facility space and equipment designated for the school library
7. The source(s) and adequacy of funding for school libraries
8. Knowledge by principals, teachers, and library personnel of the process to follow when a library material(s) is challenged

The district shall, on or before August 31 each year, report to the California Department of Education on the condition of its school libraries for the preceding year ending June 30. (Education Code 18122)
